



Charter Township of Meridian  
Brownfield Redevelopment Authority Nominating Committee  
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864  
Thursday, September 11, 2025– Minutes -DRAFT

**Members**

**Present:** Township Manager Tim Dempsey, Dave Ledebuhr, Brandon Brooks, Jeff Theuer, and James Houthoofd

**Members**

**Absent:** John Sarver

**Others**

**Present:** Neighborhoods & Economic Development Director Amber Clark

1. CALL MEETING TO ORDER

Chair Theuer called the meeting to order at 9:00am.

2. APPROVAL OF AGENDA

**MOTION BY MEMBER LEDEBUHR TO APPROVE THE AGENDA. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 5-0.**

3. APPROVAL OF MINUTES-August 14, 2025

**MOTION BY MEMBER LEDEBUHR TO APPROVE THE AGENDA. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 5-0.**

4. FINANCIAL REPORT-July

The July financial report was accepted.

5. PUBLIC REMARKS

None.

6. NEW BUSINESS

a. Brownfield Administration Compensation Discussion

Member Houthoofd asked staff how much has the 5% administration fee from the projects generated each year and how much is expected to be generated each year moving forward.

Wants to ensure that to include a portion of staff salary will help to maintain a healthy fund balance for the BRA.

Member Theuer stated having a net zero BRA has been the intention of this body. Stated he would like to know the 5% admin number, but for the sake of the Board's upcoming budget adoption would like to approve the funding for 2026.

Manager Demspey stated this is just a request for the upcoming 2026 budget cycle and the BRA could address later if they feel that it is something they will support annually.

**MOTION BY MEMBER LEDEBUHR TO APPROVE THE 2026 ALLOCATION OF 15% OF THE ECONOMIC DEVELOPMENT DIRECTOR'S SALARY AND ASSOCIATED BENEFITS FROM THE BRA ADMINISTRATION FUND, IN SUPPORT OF TIME AND RESPONSIBILITIES DEDICATED TO THE MANAGEMENT OF THE BRA PROGRAM. SUPPORTED BY MEMBER BROOKS. MOTION PASSED 5-0.**

7. OLD BUSINESS

a. Listing of Eligible BRA Sites in Meridian Township

Director Clark asked Member Brooks to get the thoughts of the Planning Commission on where we should start in the community. EGLE will do the Phase 1 for free and giving them a list of contiguous parcels makes addressing the sites that possibly have contamination easier.

Member Ledebuhr thought that 6365 Newton Road should be included in Phase 1. Staff disagreed and believe that there is no need to test it as it would already qualify. What we are asking EGLE to look into are sites where we are not sure if they have had a contamination historically or not. Staff feels it is less likely that the site will be developed anytime soon knowing the site has a drain issues that are a condition of the MDOT road improvements from years before.

Member Ledebuhr believed that the site should be included in the list that EGLE receives in order to conduct a Phase 1. Staff believes that EGLE has already conducted a Phase 1 on that site and will look to see if that is the case.

EGLE has a public list of BRA sites that they have completed environmental BRA work plans or testing on. MEDC also approves BRA projects; however, their list is not shared with EGLE. So, there is not exhaustive list statewide.

8. PROJECT UPDATES

Director Clark reviewed the current projects in the Township.

9. PUBLIC REMARKS

None.

10. ADJOURNMENT

Meeting adjourned at 9:55am.

Next meeting on October 9, 2025 at 9:00am in the Town Hall Room.