

**CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

APPROVED

**October 12, 2023
5151 Marsh Road, Okemos, MI 48864-1198
Town Hall Room, 8:00 A.M.**

PRESENT: Chair Peter Trezise, Vice Chair Jeff Theuer, Director Brenda Chapman, Director Joyce Van Coevering, Director John Matuszak, Township Manager Walsh
ABSENT: Director Ned Jackson
STAFF: Director of Community Planning and Development Timothy Schmitt, Neighborhoods and Economic Development Director Clark
OTHER: Dave Van Haaren, TriTerra

1. Call meeting to order

Chair Trezise called the regular meeting to order at 7:59 a.m.

2. Approval of Agenda

**Vice Chair Theuer moved to approve the agenda as modified.
Supported by Director Matuszak**

CPD Director Schmitt asked that an item 5B, 2024 Meeting Schedule, be added to the agenda.

VOICE VOTE: Motion carried unanimously.

3. Approval of Minutes

**Vice Chair Theuer moved to approve the April 13, 2023 minutes as amended.
Supported by Director Van Coevering**

Chair Theuer raised a minor issued that was corrected.

VOICE VOTE: Motion carried unanimously.

4. Public Remarks – None

5. New Business

A. American House of Meridian Township – Reimbursement Request #1

CPD Director Schmitt outlined the request for reimbursement for American House of Meridian Township and the current status of the project. He further outlined the amendment to the original plan that was approved in 2022, which brought the costs in the plan in line with the actual bid out costs and substantially shortened the payback period. The BRA and Township Board approved the amended plan. CPD Director Schmitt went through the eligible costs that were outlined in the amended plan, highlighting the current costs expended on the chart in provided memo. \$1.1 million dollars were originally approved in the plan for reimbursement and request #1 is for just under \$600,000.

CPD Director Schmitt further reviewed the costs that have been submitted. Everything that has been submitted are eligible costs in the plan and under Public Act 381. He further discussed a 'double dip' that was discovered during the review and pointed out that the corrected information is in the packet that was provided and is being reviewed this morning. Since the information was provided to the Authority, all signed lien waivers and other information were provided to Staff. CPD Director Schmitt reviewed the payback timeline, the capture deferral in 2022, and the amount of reimbursement actually available at this time. The project is expected to be completed in early 2024. One additional request was expected and potentially a second, as the project is completed.

Manager Walsh asked about the eligible expense determination and whether that was done in house. CPD Director Schmitt indicated that it was done in house.

Manager Walsh asked if there was any pass through on this project and CPD Director Schmitt indicated that the project was capturing 100% of what it was eligible to capture.

Manager Walsh asked for an estimate of payoff for the plan. CPD Director Schmitt indicated that the plan called for a four year payback, but the plan might trickle into a fifth year. It was further clarified that they could only be reimbursed on the actual taxes paid, not the full amount of the request at this time.

Manager Walsh asked about how the contingency could be spent. CPD Director Schmitt indicated that they needed to show the contingency was being spent on an eligible cost, but that pre-authorization was not required.

Director Matuszak asked if all the eligible activities on the site had been completed. Mr. Van Haaren explained that the eligible activities were completed on the site and the project was under budget at this point. All subsurface earth work is completed and there would be limited further requests. Director Matuszak pointed out that the chart showed a shortage of \$300 when compared to the actual total.

Vice Chair Theuer asked about the process going forward with utilizing third parties versus doing the work in house. CPD Director Schmitt indicated that since the project was one parcel and only one building, Staff would be able to handle the review, but for larger projects, Staff would be bringing in a third party to review the projects.

Vice Chair Theuer moved to approved Reimbursement Request #1 for American House of Meridian township in the amount of \$592,945.92.

Supported by Director Van Coevering

Roll call vote passes unanimously 6-0

B. 2024 Meeting Schedule

CPD Director Schmitt indicated that the BRA may not meet prior to the deadline for submitting 2024 Board and Commission meeting schedules, so the BRA should take that action at this meeting. The second Thursday of the month was generally acceptable as a meeting date for the Directors. Discussion on the time of the meetings occurred between the Directors. It was generally noted that 9AM would be an acceptable start time.

Manager Walsh moved to hold the Brownfield Redevelopment Authority meetings on the second Thursday of the month at 9AM.

Supported by Van Coevering

Motion passed unanimously 6-0

6. **Old Business**

7. **Project Updates**

CPD Director Schmitt gave a brief update on each of the existing Brownfield projects. CPD Director Schmitt highlighted a meeting with the MEDC and the developers on the Village of Okemos that was occurring to discuss next steps after the project did not receive RAP 2.0 funding. Elevation Phase 3 is nearing completion and Phase 4 is expected to start in the Spring, which will result in the full completion of the project. Staff continues to not have received any reimbursement request from Joe's on Jolly and they will not be receiving reimbursement for 2023 taxes paid. Haslett Village Square submitted revisions to their plans to address Ingham County Drain Commissioner comments.

CPD Director Schmitt further outlined the Brownfield for Housing program that was developed this summer and is being administered by MSHDA. He explained that this allows reimbursement of actual development costs, not just contamination and similar environmental issues. CPD Director Schmitt pointed out that an affordable housing policy would need to be created for the Township to utilize this incentive.

8. **Public Remarks**

There was no comment from the public.

9. **Adjournment**

Chair Trezise adjourned the meeting at 8:25 a.m.

Respectfully Submitted,

Timothy R. Schmitt, *AICP*

Director of Community Planning & Development