



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
THURSDAY, OCTOBER 10, 2024 – 9 AM

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. September 12, 2024
4. FINANCIAL REPORT
 - A. AUGUST 2024 Financial Report
5. PUBLIC REMARKS
6. NEW BUSINESS
 - A. Joe's on Jolly Reimbursement Request #1
 - B. 2025 Meeting Calendar
 - C. Administrative Cost Authorization to Reimburse the General Fund & Other Payments
7. PUBLIC REMARKS
8. ADJOURNMENT

NEXT MEETING: November 14, 2024 at 9AM

IN PERSON MEETING
5151 Marsh Road
Town Hall Room

Individuals with disabilities requiring auxiliary aids or services should contact:
Interim Township Manager and Director of Community Planning and Development, Timothy R. Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4576 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864

Providing a safe and welcoming, sustainable, prime community



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

DRAFT

**September 12, 2024
5151 Marsh Road, Okemos, MI 48864-1198
Town Hall Room, 9:00 A.M.**

PRESENT: Vice Chair John Matuszak, Director Kimberly Thompson, Interim Manager Timothy Schmitt and Director Milton Scales
ABSENT: Chair Jeff Theuer, Director John Sarver, and Director Jim Houthoofd
STAFF: Neighborhoods and Economic Development Director Clark

1. Call meeting to order

a. Vice Chair John Matuszak called the regular meeting to order at 9:00 a.m.

2. Approval of Agenda

Interim Township Manager Tim Schmitt moved to approve the agenda as written. Supported by Director Milton Scales.

VOICE VOTE: Motion carried unanimously.

3. Approval of Minutes

Director Milton Scales moved to approve the agenda as written. Supported by Director Kimberly Thompson.

VOICE VOTE: Motion carried unanimously

4. Financial Report

Director Clark gave an overview of the current financial status of the Brownfield Authority. The BRA has a healthy fund balance with the local revolving brownfield fund continuing to grow. 5% for each plan goes toward the LBRF and could be used toward additional Brownfield eligible costs. There are 4 active BRA plans that have an active capture and reimbursement. Two plans have reached their full capture and are on automatic reimbursements now.

Vice Chair Matuszak asked what can the LBRF be used to fund? Interim Manager Schmitt explained the LBRF isn't being used for anything at this time. Admin and legal fees come out of the administrative fund.

Director Milton Scales moved in support the Financial Report of July 2024. Supported by Director Kimberly Thompson.

5. Public Remarks – None

6. New Business

A. American House Meridian Reimbursement Agreement Amendment

Economic Development Director Clark explained that in 2022 when the formerly known as Pine Village Brownfield plan was amended, the Reimbursement Agreement associated with the project was not amended. According to the original agreement, eligible activities for the project conducted after July of 2022 are not eligible for reimbursement. Due to the project deferring one year due to COVID-19 pandemic, the project did not start until July of 2022, making all activities ineligible based on the plan. AKT Peerless our secondary Brownfield consultant suggested to have the reimbursement agreement amended to change the date to July 2024. This will allow the previously approved reimbursement allocation to remain in good standing and allow the BRA to approve the second reimbursement request.

Director Milton Scales asked if American House Meridian was to have a reimbursement request. Director Clark responded that would be the next item on the agenda for review. Director Scales commented he had a question about that when the BRA comes to the item.

Director Thompson moved to adopt the resolution to amend the Reimbursement Agreement for American House Meridian. Supported by Interim Manager Tim Schmitt

ROLL CALL VOTE: Motion carried unanimously.

B. American House Meridian Reimbursement Request #2- Final Request 2024

Director Clark presented the second and final reimbursement request for American House Meridian, noting the building received temporary occupancy Feb 21, 2024. Staff are currently working on addressing any outstanding issues on the Temporary C of O to get the site to a permanent C of O. In general the request for reimbursement for the American House Meridian project at 1673 Haslett Road, Haslett MI 48840 is the approved plan supporting the demolition of the 23,415-square-foot commercial building to construct the 4-story, 149,799-square-foot mixed-use development. The 132-multi unit development launched a ribbon cutting on May 21, 2024, to invite the public and Township to the site. Staff will confirm that the development has met all Brownfield Application Fees, Planning, Building, Fire, and Engineering requirements before the final reimbursement checks are issued. Total capital investment is estimated at \$33 Million with 55 full-time equivalent jobs created by the project. Staff reviewed the attached, second reimbursement request prepared by TriTerra submitted June 18, 2024. The Activities conducted under the approved and amended Plan are eligible costs under Michigan PA 381 of 1996, the Brownfield Redevelopment Financing Act. Everything included is in accordance with Meridian Township's Brownfield Authority policies and procedures. Staff Recommendation: Recommendation to approve the second reimbursement request of American House Meridian for \$30,663.89.

Director Milton Scales had a question regarding the notarization of sworn statements attesting to the review of the eligible expense activities. Director Clark noted that AKT Peerless the BRA Consultant noted that the notarized statements were missing and they should be submitted prior to any payment being issued.

Director Milton Scales had a second question regarding confirmation that the eligible activities have actually occurred and are included in the project. Director Clark mentioned that TriTerra serves as the consulting review firm to determine if the eligible activities are conducted. There are no Meridian Township staff with training or ability to inspect projects and their brownfield activities. It is the confirmation from TriTerra with the notarized

statements. Director Clark explained the Third party consultant will review and confirm the items approved and conducted are correct.

Director Milton Scales asked if the environmental activities are reviewed and inspected by Township staff. Consultants wouldn't need to go out to inspect if the items were included. The developer wouldn't purchase the items to not include them. Confirmation is related to the notarized sworn statements. Interim Manager Schmitt confirmed that when TriTerra states they have completed due care and provide documentation, that is the confirmation the items have been conducted.

Recommendation from Director John Matuzsak to approve the second reimbursement request of American House Meridian in the amount of \$30,663.89 subject to TriTerra submitted notarized sworn statements validating the work conducted denoted by AKT Consultants. Supported by Director Scales

VOICE VOTE: Motion carried unanimously.

C. **Brownfield Annual Report 2023**

Interim Manager Schmitt provided a brief overview of the 2023 Brownfield Annual report submission. MEDC changed several aspects of reporting post COVID and reports are now done completely online. There is no easy way to provide that report to you and the State has several questions on the report that are confusing. The Report for 2023 has been accepted and we are in good order. There was one minor issue we needed to change for the Haslett Village Square approved plan.

6. **Old Business**

Director Clark provided the update that the Township Board has not accepted the challenge of utilizing the Brownfield TIF to work as a Housing Affordability incentive. The Township Board would like to see other projects come to fruition before attempting to make changes to the bylaws and the structure of our Brownfields for affordable Housing.

No motion necessary

7. **Project Updates**

Director Clark updated the BRA on the various Brownfield projects/sites and their status. Elevation Apartments i.e Brownfield #3 is on pause for phase 4 and could be under contract to be purchased by a new owner. Details regarding the sale, if commenced, will be provided later.

Haslett Marathon still owes the Township a bike rack for the site however the project is complete, has an active capture and has an active reimbursement. When Summer and Winter taxes get paid the reimbursements are automatically applied as long as the property pays their taxes.

American House, Brownfield Plan #6 was approved for the second reimbursement today and will be on automatic payments for this project moving forward from today.

Haslett Village Square Brownfield #8 has not commenced construction, some eligible activities were conducted and more are to follow.

8. Public Remarks

There was no comment from the public.

9. Adjournment

Vice Chair Matuszak adjourned the meeting at 9:45 a.m.

Respectfully Submitted,

Amber Clark
Economic Development Director



230 W Main St
Ionia, MI 48846

Statement Ending 08/31/2024

MERIDIAN TOWNSHIP

Page 1 of 2

Account Number: XXXXXXX2377

MERIDIAN TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts



Okemos



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Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXX2377	\$160,678.50

Business Freedom Checking - XXXXXXX2377

Account Summary

Date	Description	Amount
08/01/2024	Beginning Balance	\$160,678.50
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
08/31/2024	Ending Balance	\$160,678.50



Daily Balances

Date	Amount
08/01/2024	\$160,678.50



Meridian Twp BRA/LBRF
Preliminary Financial Statements
Period Ending 08/31/2024 - UNAUDITED

		BRA	LBRF	Bank Balance
		Year to Date	Year to Date	
BALANCE SHEET				
ASSETS				
	Cash	\$117,398.54	43,279.96	
	Taxes Receivable	\$0.00	-	
	TOTAL ASSETS	<u>\$117,398.54</u>	<u>\$43,279.96</u>	<u>\$160,678.50</u>
LIABILITIES				
	Due to Inhgam County LBRF	\$38,754.59	-	
	Accounts Payable	\$0.00	-	
	TOTAL LIABILITIES	<u>\$38,754.59</u>	<u>\$0.00</u>	
FUND BALANCE				
	Fund Balance 07/31/2024	\$66,761.21	\$34,028.52	
	2024 YTD Net Income	\$11,882.74	\$9,251.44	
	TOTAL FUND BALANCE	<u>\$78,643.95</u>	<u>\$43,279.96</u>	
	TOTAL LIABILITIES & FUND BALANCE	<u>\$117,398.54</u>	<u>\$43,279.96</u>	

INCOME STATEMENT

		June	Year to Date	Year to Date
REVENUES				
	Tax Capture-#3	\$0.00	\$262,634.34	-
	Tax Capture-#5	\$0.00	\$11,046.89	-
	Tax Capture-#6	\$0.00	\$42,664.72	-
	Transfer in from BRA			9,251.44
	Tax Recapture, Current Property Tax Reverse of GJ 691980		(\$3,934.56)	
	TOTAL REVENUE	\$0.00	\$312,411.39	9,251.44
EXPENDITURES				
	Developer Reimbursement-#3	\$0.00	\$236,370.90	-
	Developer Reimbursement-#5	\$0.00	\$9,942.21	-
	Developer Reimbursement-#6	\$0.00	\$38,398.24	-
	Contractual Services	\$0.00	\$6,565.86	-
	Transfer out to LBRF		\$9,251.44	
	TOTAL EXPENDITURES	\$0.00	\$300,528.65	-
	2024 Net Income	<u>\$0.00</u>	<u>\$11,882.74</u>	<u>\$9,251.44</u>



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: October 10, 2024

Re: Joes on Jolly Reimbursement Request

Meridian Township staff received the first and final request for reimbursement for the Joe's On Jolly project at 2360 Jolly Road, Okemos MI 48840.

The approved plan supported the demolition and removal of the existing building to construct a two single story commercial buildings, one as a restaurant "Joe's on Jolly" and the other "Fitness Factory" which equates to about 17,323 square feet of commercial space. This commercial space participates as the commercial mixed use of the Elevation Apartments, another confirmed Brownfield redevelopment in the Jolly Oak and Jolly Road area. The site began construction in late 2021 with a ribbon cutting in early spring of 2022. The project did defer their first year of capture due to COVID-19. With the completion of the project Meridian welcomed another local only restaurant and bar in the South side of the Township.

Staff received the attached, reimbursement request prepared by Advanced Redevelopment Solutions submitted July 11, 2024. Note that on July 11, 2024 the site had outstanding property taxes that were owed from 2023. July 17th, the property taxes were paid and staff recommenced with review of the reimbursement request. A missing link held up additional review of the ARS invoices, which were forwarded to staff in September. Staff has completed the review of the Brownfield Plan and associated approved activities. The following is the review of the reimbursement request as submitted:

The Brownfield Plan approved the reimbursement of the following eligible activities and maximum amounts;

- Baseline Environmental Assessment BEA (Phase 1 Assessment, Phase 2 Assessment, Baseline Environmental Assessment, Project Management) \$14,000
- Due Care Activities (Due Care Planning, Documentation, Due Care Investigation, Documentation of Due Care, SESC Plan and Temporary Erosion control, Project Management) \$30,000
- Additional Response Activities (Materials Management, Direct Contact Barrier, Engineered Backfill and Compaction, Health and Safety Plan, Planning, Evaluation & Supervision of Additional Response, Bid Specifications, Project Management, Soft Costs) \$70,000
- Non Environmental Activities- MSF Eligible Activities (Initial Mobilization, Site Demolition, Building Demolition, Health & Safety Plan, Oversight of Demolition, Planning-Evaluation and Supervision of Demolition, Soft Costs, Project Management) \$160,000



- Lead and Asbestos Abatement Activities(Lead& Asbestos Survey, Lead & Asbestos Removal Operations and Trucking, Health & Safety, Oversight of Lead and Asbestos Abatement, Planning- Evaluation & Supervision of Lead and Asbestos Activities, Soft Costs, Project Management) \$40,000

- Contingency 5% \$10,000
- Brownfield Plan Preparation \$30,000
- Local Brownfield Application Fees \$5,000
- Brownfield Plan Implementation \$15,000
- Interest at 0%

SUMMARY OF ELIGIBLE ACTIVITIES			
	AMOUNT APPROVED	REIMBURSEMENT #1 APPROVED (9.12.24)	REMAINDER
Baseline Environmental Assessment (BEA) Activities	\$14,000.00	\$14,000.00	\$0.00
Due Care Activities	\$30,000.00	\$30,000.00	\$0.00
Additional Response Activities	\$70,000.00	\$70,000.00	\$0.00
Contingency	\$5,700.00	\$5,700.00	\$0.00
Environmental Eligible Activities Subtotal	\$119,700.00	\$119,700.00	\$0.00
NON ENVIRONMENTAL MSF ELIGIBLE ACTIVITIES			
Interest	\$0.00	\$0.00	\$0.00
Demolition Activities Subtotal	\$160,000.00	\$160,000.00	\$0.00
Lead and Asbestos Abatement Activities Subtotal	\$40,000.00	\$40,000.00	\$0.00
Contingency 5%	\$10,000.00	\$10,000.00	\$0.00
Non Environmental Eligible Activities Grand Total	\$210,000.00	\$210,000.00	\$0.00
Brownfield Plan Preparation	\$30,000.00	\$30,000.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00
Local Application Fees	\$5,000.00	\$5,000.00	\$0.00
Brownfield Plan & Work Plan Implementation (Including tracking/recording)	\$15,000.00	\$15,000.00	\$0.00
Administrative Activities Total	\$50,000.00	\$50,000.00	\$0.00
Grand Total Brownfield Plan	\$379,700.00	\$379,700.00	0
PROJECT OWES THROUGH CAPTURE			
Meridian TWP Admin Fee		\$21,379	



LRBF	\$21,379	
LOCAL APPLICATION FEES	\$5,000	
Total	\$47,758	\$427,458.00

The Activities conducted under the approved Plan are eligible costs under Michigan PA 381 of 1996, the Brownfield Redevelopment Financing Act. Everything included is in accordance with Meridian Township’s Brownfield Authority policies and procedures.

Staff Recommendation: **Recommendation to approve the second reimbursement request of Joe’s on Jolly Brownfield Plan in the amount of \$379,700.00** this will bring the total project reimbursement to **\$379,700.00**. Due to the project's completion, all eligible activities have been conducted, and this is the final reimbursement request from the developer. Should the Brownfield Redevelopment Authority approve the requested reimbursement the project will close earlier than anticipated.



1305 S. Washington Avenue, Suite 102
Lansing, Michigan 48910
517-702-0470
Fax 517-702-0477
www.triterra.us

October 4, 2024
(19-2152)

Ms. Amber Clark
Neighborhood and Economic Development Director
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864

SUBJECT: *Brownfield Reimbursement Request No. 1*
 2360 Jolly Road Redevelopment Project
 Okemos, MI

Dear Ms. Clark,

The Meridian Township Brownfield Redevelopment Authority (the “BRA”) received a reimbursement request for the Joes on Jolly – 2360 Jolly Road project (the “Project”) pursuant to the Brownfield Reimbursement Agreement under approved Brownfield Plan, Revised August 4, 2019, of the Project.

Triterra completed a review of the reimbursement request to ensure the costs presented in the request are: (1) related to activities included in the Project’s approved Brownfield Plan; (2) allowed under Michigan’s Brownfield statute (Public Act 381 of 1996, as amended); and (3) in accordance with the BRA’s policy.

Advanced Redevelopment Solutions, on behalf of the Developer (2360 Jolly Road, LLC) formally submitted the request along with supporting documentation.

The total amount of eligible activities detailed in the request was \$428,755.18 and included the reimbursement request of \$379,700.00 in eligible activity costs with the understanding that the total approved cap amount approved in the Brownfield Plan of \$379,700.00 was met.

Based upon our review, Triterra presents the following findings and recommendations.

1. As required by the approved Brownfield Reimbursement Agreement, the request for reimbursement must be signed and notarized by a duly authorized representative of the Developer that the representations, facts and documentation included within the reimbursement request are accurate. This was not provided in the request for reimbursement.



Brownfield Reimbursement Request No. 1
2360 Jolly Road Redevelopment Project
Okemos, MI
October 4, 2024



2. Interest was approved in the Brownfield Plan, and final interest payments will be based on the overall duration for Brownfield reimbursement. Therefore, the amount recommended for approval in the correspondence does not include interest.
3. Based on the findings presented herein, Triterra recommends reimbursement to the Developer in the amount of \$379,700.00 for the completion of Brownfield activities under 2360 Jolly Road Redevelopment Project.

Should you have any questions, please feel free to contact me at 517-927-9227.

Sincerely,



A handwritten signature in blue ink, appearing to read "David A. Van Haaren".

David A. Van Haaren
Director | Economic Development

Enclosure



**BROWNFIELD REIMBURSEMENT REQUEST -
2360 JOLLY ROAD REDEVELOPMENT PROJECT**

**Request
Submission Date:
July 11, 2024**

2360 Jolly Road, LLC - Brownfield Cash Call #1 (PAY APP #2)

2360 Jolly Road, LLC - Brownfield Cash Call #2 (PAY APP #3)

2360 Jolly Road, LLC - Brownfield Cash Call #3 (PAY APP #4)

Company	2360 Jolly Road - Meridian Charter Township Pad/Building Ready Cost Estimate (Brownfield Costs) - Eligible Activities and Eligible Costs Detail Budget as of Revised Brownfield Plan dated August 4, 2019	Approved Estimated Total Amounts MTBRA August 16, 2019 MT Board October 1, 2019	ARS Invoice No.1371	ARS Invoice No.1381	ARS Invoice No.1389	HMC Invoice No.03162020	HMC Invoice No.033020	SME Invoice No.106248A	SME Invoice No.106047	SME Invoice No.105189	SME Invoice No.105190	SME Invoice No.106051	ARS Invoice No.1393	HMC Invoice No.061820	SME Invoice No.108465	SME Invoice No.107785	ARS Invoice No.1395	SME Invoice No.109545
I. ENVIRONMENTAL ACTIVITIES: DEPARTMENT SPECIFIC ACTIVITIES (BEA, Due Care and Additional Response Activities may switch categories depending upon how specific work tasks are managed) - DEPT. OF ENVIRONMENTAL QUALITY (DEQ) now State Department of Environment, Great Lakes and Energy (EGLE)																		
Baseline Environmental Assessment (BEA) Activities																		
SME	Phase I Environmental Site Assessment (ESA)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Phase II Environmental Site Assessment (ESA)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	BEA		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Project Management		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Baseline Environmental Assessment (BEA) Activities Subtotal	\$ 14,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Due Care Activities																		
SME	Due Care Planning		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Documentation of Due Care - Pre-Development		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME & TL	Due Care Planning Investigation (Sampling & Analysis)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Documentation of Due Care - Construction		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	SESC Plan and Temporary Erosion Control		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Project Management		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Due Care Activities Subtotal	\$ 30,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Additional Response Activities																		
HMC	Materials Management (Impacted Materials/Soils)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Initial Mobilization/Demobilization		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Excavation		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Trucking		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Disposal		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Materials Management Oversight		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Direct Contact Barrier-Materials and Installation		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Engineered Backfill & Compaction-Delivered Class II Sand and Placed		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Geotechnical Testing and Oversight		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Health and Safety Plan(s)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Planning, Evaluation & Supervision of Additional Response		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Bid Specifications for Additional Response		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Site Redevelopment Permitting Process		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Project Management		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Additional Response Activities Subtotal	\$ 70,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Environmental Eligible Activities Subtotal	\$ 114,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Contingency (5%)	\$ 5,700	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Environmental Eligible Activities Total	\$ 119,700	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Interest (0% Simple Interest)	\$ -	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	ENVIRONMENTAL ELIGIBLE ACTIVITIES GRAND TOTAL	\$ 119,700	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
II. NON-ENVIRONMENTAL ACTIVITIES: MICHIGAN STRATEGIC FUND (MSF) ELIGIBLE ACTIVITIES																		
Demolition Activities																		
HMC	Initial Mobilization/Demobilization		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC & TL	Site Demolition		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC & TL	Stockpiled Materials, Trees/Stumps, Site Features/Improvements (utilities including disconnects) Removal, Asphalt and Concrete Areas Removal, Trucking & Disposal		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Other Existing Site Improvements outside of the Building Footprints		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Engineered Backfill & Compaction-Delivered Class II Sand and Placed		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Geotechnical Testing and Oversight		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Building Demolition		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Interior Contents Removal, Trucking & Disposal		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC & MD	Select Building Demolition (canopy, interior walls, front roof and balance of ceiling throughout, flooring, mezzanines(2), plumbing, wall opening, exterior east wall, doors(23), concrete floor throughout per plan, exterior shell components per plan, repair shop trench floor drain, oil/water separator system, storefront dryvit system)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Engineered Backfill & Compaction-Delivered Class II Sand and Placed		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Health and Safety Plan(s)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Planning, Evaluation & Supervision of Demolition		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Bid Specifications for Demolition (Site and Building)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Site Redevelopment Permitting Process		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Project Management		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Demolition Activities Subtotal	\$ 160,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Lead and Asbestos Abatement Activities																		
SME	Lead and Asbestos Survey (inc. Hazardous Materials Assessment)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Lead & Asbestos Removal Operations and Trucking & Disposal (includes mobilization/demobilization)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
HMC	Health and Safety Plan(s)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Oversight of Lead and Asbestos Abatement Activities (includes sampling and analysis)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Asbestos Abatement Project Administration and Report		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Planning, Evaluation & Supervision of Lead and Asbestos Abatement Activities		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Bid Specifications for Lead & Asbestos Bidding Compliance		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SME	Bid Specifications (Technical) for Lead and Asbestos Abatement Activities		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Site Redevelopment Permitting Process		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Project Management		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Lead and Asbestos Abatement Activities Subtotal	\$ 40,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Non-Environmental Eligible Activities Subtotal	\$ 200,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Contingency (5%)	\$ 10,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Non-Environmental Eligible Activities Total	\$ 210,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Interest (0% Simple Interest)	\$ -	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	NON-ENVIRONMENTAL ELIGIBLE ACTIVITIES GRAND TOTAL	\$ 210,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
III. ADMINISTRATIVE ACTIVITIES																		
ARS	Brownfield Plan Preparation	\$ 30,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Total: Brownfield Plan Preparation	\$ 30,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Twp.	Local Application Fees	\$ 5,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ARS	Brownfield Plan & Work Plan Implementation (including Tracking, Recording and Compliance)	\$ 15,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	ADMINISTRATIVE ACTIVITIES TOTAL	\$ 50,000	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	BROWNFIELD PLAN GRAND TOTAL ESTIMATE (Meridian Twp. Approved 10-1-2019)	\$ 379,700	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	ACTUAL INCURRED BROWNFIELD ELIGIBLE COST GRAND TOTAL	\$ 35,446.25	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	BROWNFIELD ELIGIBLE COSTS ABOVE BROWNFIELD PLAN APPROVAL	\$ 344,253.75	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

NOTES: This Brownfield Cost estimate is based upon site plans and building demolition plans revised January 2, 2020 by Kebs and Fun Architecture. The Brownfield Contractor costs were competitively bid January 20, 2020 and amended January 24, 2020 which are included herein as of January 28, 2020.

- ARS - Advanced Redevelopment Solutions
- SME - Soils & Materials Engineers
- HMC - HMC, LLC
- MD - Michigan Demo & Excavating
- TL - TL Contracting
- Twp. - Meridian Township
- WBG - Wolverine Building Group

**Eligible Activities and Eligible Costs Detail Tracking Table
as of July 11, 2024**

CONTRACT

Meridian Charter Township Amber Clark, Neighborhood and Economic Development Director 5151 Marsh Road Okemos, MI 48864 Via email: clark@meridian.mi.us	Proposal No.: 19-2152(2) Date: July 26, 2024
Property: 2360 Jolly Road Okemos, Meridian Charter Township, MI 48864	Parcel Number(s): 33-02-02-33-376-018
<p>1. Scope of Work:</p> <p>Brownfield Plan Implementation (Time & Materials (T&M)) \$2,690.00</p> <ul style="list-style-type: none"> Provide review and consultation to the Meridian Charter Township Brownfield Redevelopment Authority and Township Board to the Tax Increment Financing Reimbursement Request received July 19, 2024, for the Joes on Jolly Redevelopment Project. Time and materials cost based on conducting a formal review, written recommendation and up to two meetings with the BRA and/or Township Board. <p style="text-align: right;">TOTAL: <u>\$2,690.00</u></p> <p>2. Attachments: N/A</p> <p>3. Documents Incorporated by Reference: N/A</p>	
Authorization and acceptance of this Contract includes acceptance of the terms above, including all attachments and all documents incorporated by reference above. Terms of Payment: <u>0%</u> upon execution of Contract; subsequent invoices due on receipt. This contract and the listed fees are valid for a term of 60 days.	
<p>This Contract is subject to and governed by the Terms and Conditions appearing on the reverse side hereof, including provisions limiting remedies and disclaiming warranties.</p>	
Authorized by Client: Meridian Charter Township By: <u></u> Date: <u>7/26/24</u> (Signature) Name: <u>Amber Clark</u> Title: <u>Neighborhood & Econ. Develpt Director</u> Email: <u>clark@meridian.mi.us</u>	Accepted by Consultant: Triterra By: <u></u> Date: <u>July 26, 2024</u> Name: <u>David A. Van Haaren</u> Title: <u>Director Economic Development</u>





To: Brownfield Redevelopment Authority Members

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

Date: October 8, 2024

Re: 2025 Meeting Schedule

Following is the list of proposed Brownfield Redevelopment Authority meeting dates for 2025. One regular meeting is scheduled on the second Thursday of each month. If it is determined that a meeting scheduled for any particular month is unnecessary the BRA can simply cancel the meeting. We will plan on continuing to meet at 9:00AM, in the Town Hall Room, unless the Authority members would like to discuss a different time/day of the month.

PROPOSED 2024 MEETING CALENDAR

- January 9**
- February 13**
- March 13**
- April 10**
- May 8**
- June 12**
- July 10**
- August 14**
- September 11**
- October 9**
- November 13**
- December 11**

Recommendation: Move to approve and adopt the resolution to set the 2025 Brownfield Meeting calendar as the dates selected.

**Brownfield Redevelopment Authority
2024 Meeting Schedule**

RESOLUTION

At a regular meeting of the Brownfield Redevelopment Authority of the Charter Township of Meridian, Ingham County, Michigan, held virtually using the Zoom web conferencing application in said Township on the 10th day of October, 2024 at 9:00 a.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Public Act 267 of the Public Acts of 1976 requires the publication of the meeting schedule of every municipal board at least once a year; and

WHEREAS, the Brownfield Redevelopment Authority desires to announce the time, date, and place of all 2021 regular meetings of the Authority, pursuant to the provisions of Act 267 of the Public Act of 1976.

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNFIELD REDEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Brownfield Redevelopment Authority will meet for regular meetings on certain Thursdays, January through December in 2024 in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864, 517.853.4560.

2. The specific dates for meetings are as follows:

**January 9
February 13
March 13
April 10
May 8
June 12
July 10
August 14
September 11
October 9
November 13
December 11**

3. Meetings will begin at approximately 9:00 a.m.

4. Special meetings of the Authority may be called pursuant to the applicable statute.

5. Regular meetings may be canceled, recessed, or postponed by members of the BRA pursuant to the applicable statute.

2023 MTBRA Meeting Schedule
Page 2

- 6. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

)ss

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Brownfield Redevelopment Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Authority held on the 10th day of October, 2024.

Jeff Theuer
BRA Chairperson



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: October 10, 2024

Re: Meridian Township Brownfield Administrative Costs

To fund fees associated with the creation & management of brownfield plans each approved plan supports a 5% administrative fee to the Township. This fee is permitted by law and supports legal fees to reimburse the general fund, consultant fees from TriTerra and AKT Peerless, and to account for Township staff time. The only active plan to have an exception is the Elevation plan, which is split 50/50 with the Ingham County Brownfield Redevelopment Authority for administrative fees and capture.

At the April 13, 2023 meeting the BRA approved to allow future payments to our consultants for the review of active Brownfield plans and reimbursement requests. The BRA also approved payment of legal fees for any assistance from the Township attorneys, which will be reimbursed back to the Township's general fund.

The payments that the BRA will approve today are:

- Reimbursement to the Meridian Township general fund for legal fees
 - *Journal entry \$966 and \$740.50*
- Payment to TriTerra for the review of Joe's on Jolly Reimbursement Request as the Township's Consultant
 - *Invoice #19-2152 \$2690.00*
- Payment to AKT Peerless for the review of the American House Meridian Reimbursement Requests, 1 & 2, review of BRA policy and Reimbursement Agreements
 - *Invoice # 77678 \$1787.50*
- Total: \$6214 for all payments

Recommendation: Move to approve and authorize the following payments to be issued from the MTBRA Administrative dollars, TriTerra Consultation Fee of \$2690.00, AKT Peerless Consultation fee of \$1787.50, and Legal fee reimbursement to the general fund of \$1706.50

Statement

AKT Peerless Environmental Services, LLC
214 Janes Ave.
Saginaw, MI 48607
Main office (989) 754-9896 Accounting (616) 608-0229
Billing questions email: lewisk@aktpeerless.com

September 19, 2024

Amber Clark
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Outstanding Invoices

Number	Date	Days Outstanding	Invoiced	Received	Finance Charge	Balance Due
Project Number: 19359F00 Meridan Twp: 5151 Marsh Rd, Okemos, MI						
77678	8/30/2024	20	\$1,787.50			1,787.50
Total for 19359F00			\$1,787.50			1,787.50

All invoices shall be payable within thirty (30) days of the invoice date. Any payment not received within that period shall bear interest at the rate of one and one-half (1.5) percent per month. 3% Surcharge for all credit card transactions.



FW: Journal Entry

From Tim Schmitt <schmitt@meridian.mi.us>

Date Thu 9/19/2024 9:32 AM

To Amber Clark <clark@meridian.mi.us>



Timothy R. Schmitt, AICP

Interim Township Manager///Director of Community Planning and
Development

[schmitt@meridian.mi.us]schmitt@meridian.mi.us

W 517.853.4506

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

From: Eunil Lee <lee@meridian.mi.us>

Sent: Thursday, September 19, 2024 9:18 AM

To: Dante Ianni <ianni@meridian.mi.us>; Tim Schmitt <schmitt@meridian.mi.us>

Cc: Kimberly Graham <kgraham@meridian.mi.us>

Subject: RE: Journal Entry

ACH from Brownfield to GF would be best.

Tim, please let me know when the transfer has happened.

Upon transfer, I will do the GJ to correspond to it and charge to correct expense account.

Thank you.

From: Dante Ianni <ianni@meridian.mi.us>

Sent: Wednesday, September 18, 2024 2:54 PM

To: Tim Schmitt <schmitt@meridian.mi.us>

Cc: Eunil Lee <lee@meridian.mi.us>; Kimberly Graham <kgraham@meridian.mi.us>

Subject: FW: Journal Entry

Hi Tim,

We do not generally cut checks for component units, like Brownfield. The Brownfield is a component unit with its own bank account and check book at Independent Bank. The expenditures are generally authorized by the board of the component unit and my understanding is that the Township manager or component unit authorized signed signs these checks. Because we have paid this expenditure with the Township general fund bank account, we will need to be reimbursed by the Brownfield redevelopment authority.

Thanks,

Dante R. Ianni

Finance Director

ianni@meridian.mi.us

Work: 517.853.4104 | Fax: 517.853.4096



5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

A Prime Community

From: Kimberly Graham <kgraham@meridian.mi.us>

Sent: Wednesday, September 18, 2024 2:47 PM

To: Eunil Lee <lee@meridian.mi.us>

Cc: Dante Ianni <ianni@meridian.mi.us>

Subject: Journal Entry

Good Afternoon,

A journal entry's will need to be entered to move the attached two invoices for Brownfield Matters.

101-170-173-808-000 - \$966.00 & \$740.50

Move to

243-700-707-820-000 - \$966.00 & \$740.50

Thank you,



Kimberly Graham

Accounts Payable

kgraham@meridian.mi.us

W 517.853.4212

5151Marsh Road | Okemos, MI 48864