

CHARTER TOWNSHIP OF MERIDIAN  
BROWNFIELD REDEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES

**APPROVED**

February 21, 2019  
5151 Marsh Road, Okemos, MI 48864-1198  
517-853-4560, Town Hall Room, 8:00 A.M.

PRESENT: Chairperson John Scott-Craig, Jade Sims, Vice-Chair Jeff Theuer, Township Manager Frank Walsh, Joyce Van Coevering, John Matuszak  
ABSENT: Ned Jackson  
STAFF: Director of Community Planning & Development Mark Kieselbach, Economic Development Director Chris Buck, Principal Planner Peter Menser  
OTHER: Township brownfield consultant representatives Dave Van Haaren, Township Attorney Matthew Kuschel

1. **Call meeting to order**  
Chairperson Scott-Craig called the regular meeting to order at 8:00 a.m.
2. **Approval of Agenda**  
Director Matuszak moved to approve the agenda as written.  
Supported by Vice-Chair Theuer.  
VOICE VOTE: Motion carried unanimously.
3. **Approval of Minutes**  
Director Van Coevering moved to approve the meeting minutes of December 19, 2018 as written.  
Supported by Vice-Chair Theuer.  
VOICE VOTE: Motion carried unanimously.
4. **Public Remarks** – None
5. **New Business**
  - A. Elevation at Okemos Pointe brownfield transfer

Principal Planner Menser outlined the staff memo and resolution included in the BRA Board meeting packet. John Peckham, representative for the property owner, described the work that has taken place at the site to date for the brownfield. BRA Board discussion included the following:

- Explanation of the role of the Township Attorney in representing both the property owner and the Township in the brownfield plan transfer.
- Explanation that the resolution would be to transfer the reimbursement agreement, not the brownfield plan itself, which would need to be completed by the Township Board.
- Request to review the resolution approving the transfer passed by Ingham County.
- Reasoning behind the Local Site Remediation Revolving Fund (LSRRF) approved by Ingham County staying with the County due its relation to an EPA loan.
- No requirement that the LSRRF be spent in Meridian Township

- History of Elevation brownfield plan and Township Manager effort to minimize LSRRF and developer interest.
- Amendment to existing brownfield plan and submittal of new brownfield plan for Elevation property is expected.
- Administrative costs and LSRRF can be established in forthcoming plan revisions.
- BRA Board desire to add language to resolution approving transfer to include provision conditioning transfer on Township Board approval.
- Review of overall process to reimburse developer for costs related to eligible expenses.
- Review of benefits to Township of approving transfer and benefits to developer.
- The Township Board will discuss the transfer request at its meetings in March 2019.

Director Matuszak moved to adopt the resolution approving the transfer of the Elevation at Okemos Pointe brownfield plan from Ingham County to Meridian Township, subject to the insertion of the following language to items 2 and 6 in the resolution: "this agreement shall be effective only if the Charter Township of Meridian and Ingham County transfer the Plan be executing a Brownfield Redevelopment Authority Transfer Agreement or similar agreement."

Supported by Director Sims.

ROLL CALL VOTE:      Yeas: 6  
                                     Nays: 0

MOTION APPROVED UNANIMOUSLY

Township Manager Walsh moved to approve the Elevation brownfield transfer agreement.  
Supported by Director Van Coevering.

ROLL CALL VOTE:      Yeas: 6  
                                     Nays: 0

MOTION APPROVED UNANIMOUSLY

B.      2019 meeting schedule

Director Matuszak moved to adopt the resolution approving the 2019 MTBRA Meeting Schedule.

Supported by Vice-Chair Theuer.

ROLL CALL VOTE:      Yeas: 6  
                                     Nays: 0

MOTION APPROVED UNANIMOUSLY

6. **Old Business**

A. Village of Okemos grant/loan request update

Principal Planner Menser provided a brief overview of the grant/loan request for the Village of Okemos project, noting the Township Board had approved a resolution in support of the grant/loan application. Michigan Department of Environmental Quality (MDEQ) brownfield coordinator Janet Michaluk provided additional details, noting that the grant/loan should be approved February 26, 2019 and that an award letter would arrive in the following weeks. The request was for a \$1.3 million grant and a \$1 million loan. An additional \$800,000 in state funds is expected for source contamination removal on the site.

8. **Public Remarks** – None

9. **Adjournment** – The meeting was adjourned at 9:30 a.m.

Respectfully Submitted,

Peter Menser  
Principal Planner