

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

**APPROVED**

**April 13, 2023**

**5151 Marsh Road, Okemos, MI 48864-1198**

**Town Hall Room, 8:00 A.M.**

**PRESENT:** Chair Jeff Theuer, Vice Chair Ned Jackson, Director Brenda Chapman, Director Peter Trezise, Director Joyce Van Coevering, Director John Matuszak

**ABSENT:** Township Manager Frank Walsh

**STAFF:** Director of Community Planning and Development Timothy Schmitt, Neighborhoods and Economic Development Director Clark, Senior Planner Brian Shorkey

**OTHER:**

**1. Call meeting to order**

Chair Theuer 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 Jackson**

**VOICE VOTE: Motion carried unanimously.**

**3. Approval of Minutes**

**Director Trezise moved to approve the February 16, 2023 minutes**

**Supported by Director Matuszak**

Chair Theuer raised a minor issued that was corrected.

**VOICE VOTE: Motion carried unanimously.**

**4. Public Remarks – None**

**5. New Business**

**A. Haslett Village Square – Reimbursement Agreement**

CPD Director Schmitt outlined the current status of the project, reminding the Authority that this is both a local and State plan. The State requires that a draft reimbursement agreement be in place prior to the State taking final action at the Michigan Strategic Fund Board. Attorneys for all parties have reviewed the agreement and minor items remain to be resolved. The agreement is based on the previous one the Authority approved for the Haslett Marathon. The main change was removal of subsection 12, which required presubmittal of eligible expenses, which was not followed previously.

Chair Theuer asked what action was needed today. CPD Director Schmitt indicated that the agreement should be approved, subject to minor changes as outlined in the attached draft, based on the attorney review. The intention would be not to bring the agreement back to the Authority unless there were major material changes.

Director Matuzak moved to approve Haslett Village Square reimbursement agreement, subject to any changes coming back to the Authority for review. Supported by Vice Chair Jackson.

CPD Director Schmitt clarified that the Township Board would not be involved in the review of this. The agreement is between the Authority and the Developer. The Authority members further discussed what a substantive change would be.

Neighborhoods and Economic Development Director Clark further explained the process with the State and Locals on a project of this nature and discussed the timing of the approval. Chair Theuer further asked about changes potentially coming from the State. NED Director Clark discussed that this would not happen, the developer would be signing this document, otherwise the project would not proceed to State review. Director Van Coevering asked if it would come back for review if this scenario occurred. CPD Director Schmitt indicated that yes, it would.

Director Matuzak asked for the final version to be submitted to the Authority, if any changes were made. CPD Director Schmitt indicated that the minor changes remaining were unlikely to be modified by the developer and that this is likely to be the version approved.

Director Van Coevering asked about the process for reimbursement. CPD Director Schmitt explained the process for how the developer will get their costs reimbursed. Further discussion revolved around TriTerra's role in this project.

Chair Theuer had several questions regarding the technical items within the agreement. The Authority discussed these timing and reimbursement questions. Further discussion occurred with NED Director Clark around the CRA abatement that also covers the site and the length of the TIF capture for the project.

The motion was restated.

**Director Matuzak moved to approve Haslett Village Square reimbursement agreement, subject to any changes coming back to the Authority for review. Supported by Vice Chair Jackson.**

**ROLL CALL VOTE: Motion carried unanimously.**

B. Brownfield Redevelopment Authority administrative costs

CPD Director Schmitt outlined the eligible expenses that have been incurred since the beginning of the Brownfield Redevelopment Authority's existence. He further explained the process going forward with respect to administrative costs and how Staff will account for those costs going forward. Staff is recommending that the Authority authorize this process going forward.

Chair Theuer indicated that this makes sense, as the BRA should be paying for itself where possible. CPD Director Schmitt indicated that they will be tracking Staff time more effectively going forward, to be able to charge for costs.

Director Chapman confirmed that the reimbursements going forward will be for actual expenses and asked about the 5% calculation in each of the BRA plans. CPD Director Schmitt explained how the 5% collected can be used, but indicated that he would need to confirm how the money is able to be used if actual administrative costs come in under 5% on a given project.

Director Chapman asked whether or not overhead is included. CPD Director Schmitt indicated that he would need to research that question. Director Chapman further asked if the funds are specifically limited to BRA and related activities. Director Schmitt confirmed and stated that funds would not flow to general fund from Brownfield, unless we are reimbursing a direct eligible expense.

Vice Chair Jackson asked how far retroactive this accounting was. CPD Director Schmitt indicated that they were able to go back to 2017 and start calculating the necessary reimbursement, but started in 2018 were where the majority of costs came from.

Chair Theuer asked about the list of costs that were submitted. CPD Director Schmitt confirmed that these were the costs that would be paid for at this time.

Vice Chair Jackson asked how these numbers compare to the estimates from the plans that were previously approved. CPD Director Schmitt indicated that they were well in line.

Chair Theuer asked if we were going to be accounting separately for each project. CPD Director Schmitt indicated yes, we are going on a project by project basis until the fund is built up.

**Director Trezise moved to reimburse the Meridian Township general fund from the Meridian Township Brownfield Redevelopment Authority administrative fund for the eligible expenses incurred by the authority since 2017, as outlined in the memo from Staff dated April 6, 2023.**

**Supported by Director Van Coevering**

**VOICE VOTE: Motion carried unanimously.**

6. **Old Business**

A. Election of Officers

Director Van Coevering indicated that the nominating committee was recommending Director Trezise for Chairperson and Vice Chair Jackson for Vice Chair. The Authority discussed the bylaw prohibition on Vice Chair Jackson continuing and came to the conclusion that Chair Theuer would be nominated as Vice Chair.

**Director Van Coevering moved to nominate Director Trezise as Chairperson and Director Theuer as Vice Chair.**

**Supported by Director Matuzak**

**ROLL CALL VOTE: Motion carried unanimously**

7. **Project Updates**

CPD Director Schmitt gave a brief update on each of the existing Brownfield projects. Staff continues to not have received any reimbursement request from Joe's on Jolly. CPD Director Schmitt highlighted the community meeting on the Village of Okemos that is scheduled for May 9<sup>th</sup>. He further indicated that the idea of the Transformational Brownfield being pushed by the State was not viable for this site.

Director Van Coevering asked about the grant submitted to the Representative Slotkin's office for the Village of Okemos and what the funds would be used for. NED Director Clark outlined the grant request and how the funds would be used.

**8. Public Remarks**

There was no comment from the public.

**9. Adjournment**

Chair Theuer adjourned the meeting at 8:45 a.m.

Respectfully Submitted,

Timothy R. Schmitt, *AICP*  
Director of Community Planning & Development