



Charter Township of Meridian
Brownfield Redevelopment Authority
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, August 14, 2025– Minutes -**DRAFT**

Members

Present: Jeff Theuer, Manager Tim Dempsey, John Sarver, and Jim Houthoofd

Members

Absent: Dave Ledebuhr

Others Present: Amber Clark Neighborhoods & Economic Development Director

1. **CALL MEETING TO ORDER**
Chair Theuer called the regular meeting to order at 9:00 a.m.
2. **APPROVAL OF THE AGENDA**
Director Sarver moved to approve the agenda as presented. Supported by Director Houthoofd.
VOICE VOTE: Motion carried unanimously.
3. **APPROVAL OF THE MINUTES**
Director Brandon Brooks moved to approve the June 10, 2025 Meeting Minutes Draft. Supported by Director Houthoofd.
VOICE VOTE: Motion carried unanimously.
4. **FINANCIAL REPORT- June**
Economic Development Director Amber Clark presented the June Financial Report. She noted that no major transactions had occurred since the last BRA meeting. She noted that it is summer tax season and in September or October we should see the distribution of tax capture to the BRA in fall. Director Clark had no other updates to provide.

The BRA accepted the financial report as presented.
VOICE VOTE: Motion carried unanimously.
5. **PUBLIC REMARKS-** None
6. **NEW BUSINESS**



a. Reimbursable Expenses of the BRA- Remit Payment to the General Fund

Director Clark provided an overview of the memo regarding an accounting of past fees paid by the Township's general fund that are expenses of the Meridian Township Brownfield Redevelopment Authority. At the time of establishment the MTBRA did not have a positive fund balance. The Township supplemented the necessary payments to consultants, staff, lawyers, etc. related to any BRA Plan and the administration of those plans. When all 5 proposed BRA plans began to fully capture on the increased values of the redeveloped properties, the BRA's fund balance began to increase. In 2023 the BRA voted to reimburse the Township for all fees associated with the management of the BRA program. Each invoice that was previously paid for by the Township's general fund was documented with the amount of the invoice. A total of \$18,443.50 is outstanding, owed to the Township.

Chair Theuer noted that the BRA elected to become a "revenue neutral" program for the Township. The goal to provide the BRA incentives at no cost to the Township. The funding captured from participating parcels should be used as efficiently as possible to ensure the Township is not a financial loss operating the program. Chair Theuer noted he is in agreement to pay the Township back what is owed for the program and encourages more activity to be supported by the administration fund like staff salaries.

Manager Dempsey noted that staff had discussed utilizing a portion of the MTBRA administration fund to support a portion of salaries. That will be a future discussion of the BRA. It is common practice for a community to utilize the fund in such a way to have a net zero program. Manager Dempsey also thanked Director Clark for her efforts to release funding back to the Township considering the economic climate and potential budget constraints.

Director Brooks asked why the Brownfield is reconciling those payments now. Director Clark noted that at the start of the MTBRA there was no funding available. As the fund balance grew the BRA began to pay for fees associate with programming. The fees noted in this memo start from 2018 and end 2022 when fund balance for the BRA was low. Now that there is a positive fund balance, fees previously paid for by the Township will be reimbursed back to the Township. Director Clark noted that the entities that provided invoices have been paid. This is an effort for the BRA to reimburse the Township to be revenue neutral.

Member Houthoofd made the following motion:

Motion to approve and authorize a reimbursement to the Township's general fund for the MTBRA consulting and legal fees, to be issued from the MTBRA Administration funds in the amount of \$18,443. 50.

Moved and supported by Director Sarver.



ROLL CALL VOTE:

Chair Theuer: YES
Director Houthoofd: YES
Director Sarver: YES
Manager Dempsey: YES
Director Brooks: YES

ROLL CALL: Motion carried unanimously.

b. Village of Okemos Brownfield Plan – Termination of Plan

Director Clark provided an overview of the steps to terminate the partially approved Brownfield Redevelopment Authority Plan for the proposed Village of Okemos project. The BRA Plan for the project was initially approved in 2022 and State law allows for a Plan to be terminated if 2 years has passed with no activity on the site. While the Township has not evidence that the project will proceed in the near future, the Township's attorney's want to be sure that the MTBRA is not liable related to the approved Plan if we absolve the Plan.

Director Clark noted that she is in discussion with our legal team but feel that a termination is a good option. Terminating the Plan will not negatively impact a future Plan from being approved, it does cleanly allow the Township to potentially plan a redevelopment of the site without being barred by the previous MUPUD and site concept requirements. No formal action will be taken by the BRA at this time.

c. Legal Fee Reimbursement Fahey Invoice #30655 \$390.00

Chair Theuer opened the item with a general statement that the attorney fees for Fahey Schultz Burzych and Rhodes are paid for by the Township's General Fund. It is the BRA's policy to review the fees and reimburse the Township's General Fund. Director Clark noted that body of the memo included incorrect details for the reimbursement. The copy included in the memo was a reproduction of the request to the BRA to reimburse the outstanding fees from the start of the BRA program. Director Clark noted that the correct invoice is attached and the motion maker will need to update their motion to include the correct dollar amount.

Chair Theuer noted that it would be helpful to have the legal team include specifics of which project they are reviewing or identified in the invoice to note the time spent for specific projects

Director Brooks made the following motion:

Move to approve and authorize reimbursement to the Township's general fund for legal fees conducted in the service of the MTBRA in the amount of \$390.00



Supported by Director Sarver

ROLL CALL VOTE:

Chair Theuer: YES
Director Houthoofd: YES
Director Sarver: YES
Manager Dempsey: YES
Director Brooks: YES

ROLL CALL: Motion carried unanimously.

7. **OLD BUSINESS – NONE**

8. **PROJECT UPDATES**

Director Clark provided a general project overview during the financial discussion portion of the meeting. Director Clark had no other comments regarding projects at this time.

9. **PUBLIC REMARKS –**

- a. Director Brooks introduced himself as the Planning Commission liaison member most recently appointed to the MTBRA. He stated that the Planning Commission is currently evaluating opposing/conflicting zoning areas in the Township and wanted to know if a full comprehensive list of Brownfield sites in the Township was available.

Chair Theuer noted that in years past the BRA desired to have a comprehensive list made but did not have the funding to do so. Director Brooks mentioned that the Planning Commission would first like to know what areas to start looking and to coordinate that in an area perhaps where a Brownfield is identified so that the site could be looked at potentially for redevelopment. Chair Theuer asked for staff to include BRA parcel list in the Township on the agenda for the next meeting.

Chair Theuer called to adjourn the meeting

10. **ADJOURNMENT – 9:35 a.m.**

Respectfully Submitted,

Amber Clark
Economic Development Director