



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
THURSDAY, AUGUST 14, 2025 – 9 AM

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. July 10, 2025 Meeting Minutes
4. FINANCIAL REPORT
 - A. June Financial Report
5. PUBLIC REMARKS
6. NEW BUSINESS
 - A. Reimbursable Expenses of the BRA – Remit Payment to General Fund
 - B. Village of Okemos Brownfield Plan Termination of Plan
 - C. Legal Fee Reimbursement Fahey Invoice #30655 \$390.00
7. OLD BUSINESS
8. PROJECT UPDATES
9. PUBLIC REMARKS
10. ADJOURNMENT

NEXT MEETING: September 11, 2025 at 9 AM

IN PERSON MEETING
5151 Marsh Road
Town Hall Room

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Timothy Dempsey, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.





Charter Township of Meridian
Brownfield Redevelopment Authority
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, July 10, 2025– Minutes -**DRAFT**

Members

Present: Manager Tim Dempsey, Dave Ledebuhr, and John Sarver

Members

Absent: Jeff Theuer and Jim Houthoofd

Others Present: Amber Clark Neighborhoods & Economic Development Director, Dave Van Haaren of Triterra, and Chad Koster of SP Holding LLC

1. **CALL MEETING TO ORDER**
Director Ledebuhr called the regular meeting to order at 9:00 a.m.
2. **APPROVAL OF THE AGENDA**
Director Ledebuhr moved to approve the agenda as presented. Supported by Director Sarver.
VOICE VOTE: Motion carried unanimously.
3. **APPROVAL OF THE MINUTES**
Director Ledebuhr moved to approve the June 12, 2025 Meeting Minutes Draft. Supported by Director Sarver.
VOICE VOTE: Motion carried unanimously.
4. **FINANCIAL REPORT- May**
Economic Development Director Amber Clark presented the April 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.

Director Ledebuhr accepted the financial report as presented.
VOICE VOTE: Motion carried unanimously.
5. **PUBLIC REMARKS**- None



6. **OLD BUSINESS**

- a. Haslett Village Square Brownfield Plan Amendment- Request for the use of SET for Housing Construction.

Director Clark provided an overview of the recently held public hearing at the Township Board related to the Haslett Village Square Brownfield Plan Amendment. She noted that the Township Board commented on their disappointment in the level of “subsidy” related to the rental rates for the proposed workforce housing units. The recent Brownfield Policy updates approved by the Brownfield Authority and the Township Board require housing units in support of incomes at or below 120% of the area median income. Board members were interested in the developer’s ability to provide a larger subsidy.

The developer stressed that the financial Pro forma presented in the proposed BRA Plan amendment are the exact numbers and financing that will support the construction of the project. To change the rental rates would put the project in the red and not produce enough financially to support the loan the developers will need on the property.

Board members noted that the entire project meets the definition of a public purpose. In general the Board noted support of the general concept. Some Board members were interested in greater affordability. Director Clark noted that this is not a LIHTC project like Woodward Way with rents that are considered low to moderate income of \$1600/mo. This is a workforce housing project that will provide rental rates for 23 years that 100%-118% of the general population in Meridian could afford. Members of the community are shocked at the cost of living. These costs continue to increase. This is why an incentive like are key to making developments happen in hard to construct areas.

Director Ledebuhr moved to support the motion to adopt a resolution in support of the Haslett Village Square Brownfield Plan Amendment #1 for properties at 1621-1655 Haslett Road, not to exceed \$14,563,048 for 23 years.

Manager Dempsey made a motion to have a friendly amendment to that motion. Change the dollar amount to include the entire incremental revenue at \$17,608,772. Director Sarver seconded Manager Dempsey’s motion.

VOICE VOTE: Motion carried unanimously.

Motion is amended now to: Move to adopt a resolution in support of the Haslett Village Square Brownfield Plan Amendment #1 for properties at 1621-1655 Haslett Road, with a total increment of \$17,608,772 and the developer total reimbursement not to exceed \$14,563,048 for 23 years.

Director Sarver seconded the motion

ROLL CALL VOTE:



Manager Dempsey: YES
Director Ledebuhr: YES
Director Sarver: YES

ROLL CALL: Motion carried unanimously.

7. **NEW BUSINESS – NONE**

- a. Haslett Village Square Brownfield Plan Amendment #1 Reimbursement Agreement. Director Clark introduced the overview of the HVS BRA Reimbursement Agreement. The foundation of this Agreement is based off of the currently approved reimbursement agreement with the same development team for the same site. The difference in this Agreement is the required language that MSHDA has to see in order to approve a Plan that requests the use of school operating millages. The Agreement must include language requiring the verification of income for the workforce housing units. The specific language is include in the reimbursement agreement.

Director Ledebuhr made the motion to adopt the Haslett Village Square Brownfield Amendment #1 reimbursement agreement, in support of the amended Brownfield Plan dated June 30, 2025.

Supported by Manager Dempsey.

ROLL CALL VOTE:

Manager Dempsey: YES
Director Ledebuhr: YES
Director Sarver: YES

ROLL CALL: Motion carried unanimously.

- b. Reimburse General Fund – Fahey Schultz Legal Fees \$736.00
Director Ledebuhr made the motion in to reimburse the Meridian Township general fund for legal fees from Fahey Schultz Burzych and Rhodes in the amount of \$736.00 to be distributed from the MTBRA Administrative fund

Supported by Director Sarver

ROLL CALL VOTE:

Manager Dempsey: YES
Director Ledebuhr: YES
Director Sarver: YES

ROLL CALL: Motion carried unanimously.



- c. Reimburse AKT Peerless Consultant Review \$3430.00

Director Ledebuhr made the motion in to issue payment to AKT Peerless in the amount of \$3430.00 to be distributed from the MTBRA Administrative fund.

Supported by Director Sarver

ROLL CALL VOTE:

Manager Dempsey: YES
Director Ledebuhr: YES
Director Sarver: YES

ROLL CALL: Motion carried unanimously.

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 – None**

10. **ADJOURNMENT – 9:17 a.m.**

Respectfully Submitted,

Amber Clark
Economic Development Director



230 W Main St
Ionia, MI 48846

Statement Ending 06/30/2025

MERIDIAN TOWNSHIP

Page 1 of 2

Account Number: XXXXXXXX2377

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

Managing Your Accounts

 Okemos

 800.355.0641

 IndependentBank.com

We are excited to launch a brand new feature within our ONE Wallet Digital Banking experience! You can now access your credit score and full credit report 24/7 for free, without any negative impact on your score. You will also have access to personalized tips to help improve your credit and raise your score over time. With no additional logins or passwords to remember, it's easier than ever to stay on top of your credit. This is just another reason why we are Michigan's most people-focused bank.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX2377	\$242,248.43

Business Freedom Checking - XXXXXXXX2377

Account Summary

Date	Description	Amount
06/01/2025	Beginning Balance	\$244,348.43
	0 Credit(s) This Period	\$0.00
	2 Debit(s) This Period	\$2,100.00
06/30/2025	Ending Balance	\$242,248.43

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1037	06/20/2025	\$405.00	1039*	06/20/2025	\$1,695.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
06/01/2025	\$244,348.43	06/20/2025	\$242,248.43



Meridian Twp BRA/LBRF
Preliminary Financial Statements
Period Ending 06/30/2025 - UNAUDITED

BALANCE SHEET

		BRA	LBRF	Bank Balance
ASSETS		Year to Date	Year to Date	
Cash		\$170,061.70	72,186.73	\$242,248.43
Taxes Receivable		\$ -	-	
	TOTAL ASSETS	<u>\$170,061.70</u>	<u>\$72,186.73</u>	
LIABILITIES				
Due to Inhgam County LBRF		\$51,102.09	-	
Deferred Inflow		\$ -	-	
Accounts Payable		\$ -	-	
	TOTAL LIABILITIES	<u>\$51,102.09</u>	<u>\$0.00</u>	
FUND BALANCE				
Fund Balance 12/30/2024		\$86,376.32	\$52,966.40	
2025 YTD Net Income		<u>\$32,583.29</u>	<u>\$19,220.33</u>	
Current Year Fund Balance		<u>\$118,959.61</u>	<u>\$72,186.73</u>	
Total Liabilities and Fund Balance		<u>\$170,061.70</u>	<u>\$72,186.73</u>	

INCOME STATEMENT

		<u>May</u>	<u>June</u>	<u>Year to Date</u>	<u>Year to Date</u>
REVENUES					
Tax Capture-#3 Elevation Apartments				\$324,703.10	-
Tax Capture-#4 Joe's On Jolly				\$37,384.00	
Tax Capture-#5 Haslett Marathon				\$11,532.21	-
Tax Capture-#6 American House Meridian				\$173,138.87	-
Transfer in from BRA					<u>19,220.33</u>
	TOTAL REVENUE	\$0.00	\$0.00	\$546,758.18	19,220.33
EXPENDITURES					
Developer Reimbursement-#3 Elevation Apartments				\$292,232.80	-
Developer Reimbursement-#4 Joe's On Jolly				\$33,645.60	
Developer Reimbursement-#5 Haslett Marathon				\$0.00	-
Developer Reimbursement-#6 American House Meridian				\$155,824.99	-
Contractual Services			\$1,695.00	\$13,251.17	-
Transfer out to LBRF				<u>\$19,220.33</u>	
	TOTAL EXPENDITURES	<u>\$0.00</u>	<u>\$1,695.00</u>	<u>\$514,174.89</u>	<u>-</u>
	2025 Net Income	<u>\$0.00</u>	<u>(\$1,695.00)</u>	<u>\$32,583.29</u>	<u>\$19,220.33</u>

Bernadette Blonde



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: August 14, 2025

Re: Brownfield Administrative Costs- Reimbursement of Outstanding Expenses

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.

The BRA has elected to approve the payment of legal fees and to reimburse the Township's general fund, as the Township initially covers all legal expenses through this fund. These fees pertain to services provided by the Township's attorneys and will be reimbursed by the BRA at its next available meeting.

At the start of the Meridian Township Brownfield Redevelopment Authority the general fund supported the financial activities of the MTBRA. Each of these eligible activities from October 2018 to July 2022 are items the general fund paid for, to assist the MTBRA. Staff would recommend issuing a one time payment to the Township's general fund in order to reimburse the Township for previously paid invoices of eligible MTBRA expenses. The total outstanding to be remitted to the Township is \$18,443.50. This included 17 line items and invoices between the Township's legal team and consulting agencies we hired to support the MTBRA.

The payments that the BRA will approve today are:

- Reimbursement to the Meridian Township general fund for all outstanding consulting/legal fees
 - *See Reimbursable MTBRA Line Item Spreadsheet \$18,443.50*

A recommendation is provided for your consideration:

MOVE TO APPROVE AND AUTHORIZE A REIMBURSEMENT TO THE TOWNSHIP'S GENERAL FUND FOR MTBRA CONSULTING AND LEGAL FEES, TO BE ISSUED FROM THE MTBRA ADMINISTRATIVE FUNDS IN THE AMOUNT OF \$18,443.50.

Date	Invoice #	\$ amount	Topic
7/20/2022	4174	\$ 441.00	Elevation
6/21/2022	3473	\$ 714.00	Elevation
4/26/2022	2195	\$ 84.00	Village of Okemos
3/15/2022	1563	\$ 315.00	Village of Okemos
5/5/2021	58784	\$ 490.50	Village of Okemos
1/6/2021	56627	\$ 2,158.50	Village of Okemos
11/3/2020	55490	\$ 2,548.00	Pine Village
		\$ 1,088.00	Elevation
9/30/2020	54964	\$ 2,737.50	2360 Jolly
		\$ 3,222.00	Pine Village
9/3/2020	54466	\$ 936.00	Haslett Marathon
		\$ 540.00	2360 Jolly
7/2/2020	53447	\$ 1,449.00	Elevation
4/3/2020	52020	\$ 147.00	Elevation
3/3/2020	51566	\$ 189.00	Elevation
2/4/2019	45750	\$ 160.00	Elevation
10/9/2018	44323	\$ 1,224.00	Elevation
TOTAL		\$ 18,443.50	



To: Meridian Brownfield Redevelopment Authority

**From: Timothy R. Schmitt, AICP
Director of Community Planning and Development**

Date: April 6, 2023

Re: Meridian Township Brownfield Administrative Costs

The Meridian Township Brownfield Redevelopment Authority (MTBRA) has been programming in to every brownfield plan that has been approved a 5% administrative fee, which is permitted by law. The only exception is the Elevation plan, which is split 50/50 with the Ingham County Brownfield Redevelopment Authority.

Now that the fund has accumulated a balance, Staff believes it is time to address the use of these funds. There are two aspects to this: already expended funds and future payments.

- Already expended funds: Staff has put together the attached two lists of costs that have been incurred through Brownfield projects, which have previously been paid for out of the Township's General Fund. This includes no Staff time, as it does not appear to have been tracked in any tangible way. Staff recommends that the MTBRA authorize reimbursement to the Township General Fund out of the MTBRA administrative fund, as these are eligible costs for the Authority to pay.
- Future payments: Staff recently received the bill for TriTerra's services in review of the Haslett Marathon reimbursement request. This bill can be paid for out of the MTBRA administrative dollars. Going forward for situations like this, and other MTBRA costs, Staff will submit the bill for payment out of the Township's general fund, then the MTBRA will administratively cut a check back to the Township to reimburse the payment. This is the best way for us to track things internally in our system. We will also be tracking Staff time and reimbursing the General Fund on a project by project basis.

If there are any concerns with this approach, we look forward to discussing them at the meeting next week.

Date	Invoice #	\$ amount	Topic
7/20/2022	4174	\$ 441.00	Elevation
6/21/2022	3473	\$ 714.00	Elevation
4/26/2022	2195	\$ 84.00	Village of Okemos
3/15/2022	1563	\$ 315.00	Village of Okemos
5/5/2021	58784	\$ 490.50	Village of Okemos
1/6/2021	56627	\$ 2,158.50	Village of Okemos
11/3/2020	55490	\$ 2,548.00	Pine Village
		\$ 1,088.00	Elevation
9/30/2020	54964	\$ 2,737.50	2360 Jolly
		\$ 3,222.00	Pine Village
9/3/2020	54466	\$ 936.00	Haslett Marathon
		\$ 540.00	2360 Jolly
7/2/2020	53447	\$ 1,449.00	Elevation
4/3/2020	52020	\$ 147.00	Elevation
3/3/2020	51566	\$ 189.00	Elevation
2/4/2019	45750	\$ 160.00	Elevation
10/9/2018	44323	\$ 1,224.00	Elevation

Date	Consultant	Invoice #	\$ amount	Topic
8/13/2019	Triterra	04094	\$ 4,286.25	Elevation
8/13/2019	Triterra	04095	\$ 2,988.75	2360 Jolly
10/10/2019	Triterra	04250	\$ 1,200.00	Elevation
10/10/2019	Triterra	04251	\$ 2,430.00	2360 Jolly
6/16/2020	Triterra	04731	\$ 2,595.00	Marathon
7/9/2020	Triterra	04788	\$ 405.00	Marathon
5/12/2021	Triterra	05527	\$ 570.00	Village of Okemos
4/13/2022	Triterra	06428	\$ 2,725.00	Village of Okemos
11/10/2022	Triterra	07073	\$ 910.00	Village of Okemos
9/14/2020	SME	111226	\$ 2,037.50	Pine Village



To: Brownfield Redevelopment Authority Members

From: Amber Clark Neighborhood & Economic Development Director

Date: August 1, 2025

Re: Village of Okemos Brownfield Plan Termination of Plan

The Township Board held a public hearing for the Village of Okemos brownfield plan at a public meeting on October 18, 2022. At that meeting, the Board discussed the proposed MUPUD site plan and related concerns. Previously, the Meridian Township Brownfield Redevelopment Authority discussed the brownfield plan and voted to recommend it for approval. The proposed plan was formally adopted October 24, 2022.

Since that time the proposed 200 unit redevelopment project has encountered several hurdles to reach site plan approval. Without site plan approval, the proposed development will not gain authorization to begin construction. Outside of infrastructure improvements that are costly to reconstruct, the site is contaminated by previous uses and will need public support in order to eliminate the concerns. With the project stalled, it is the recommendation of staff to begin the process of terminating the Village of Okemos Brownfield Plan.

Process:

Public Act 381 of 1996 states, “a brownfield plan may be abolished or terminated according to the subsection subject to all of the following:

The governing body may terminate a brownfield plan or plan amendment for an eligible property if the project for which eligible activities were identified in the brownfield plan or plan amendment fails to occur with respect to the eligible property for at least 2 years following the date of the resolution approving the brownfield plan or plan amendment, provided that the governing body first does both of the following:

- (i) Gives 30 days' prior written notice to the developer at its last known address by certified mail or other method that documents proof of delivery attempted.
- (ii) Provides the developer an opportunity to be heard at a public meeting.
 - a. If a brownfield plan or plan amendment is terminated. The governing body may approve a new brownfield plan or plan amendment for the eligible property under which tax increment revenues may be captured for up to the period of time.

Next Steps:

With authorization from the BRA we will request a public meeting date for the Township Board with at least 30 days' notice by certified mail in order to notify the developers of the Plan. We will send notice to the developer that the process has begun to terminate the plan and allow for public comment. Once the public hearing has occurred, the Township Board will then be able to vote in favor or deny, terminating the Plan.



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: August 14, 2025

Re: Brownfield Administrative Costs- Fahey Schultz Invoice #30655

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.

The BRA has elected to approve the payment of legal fees and to reimburse the Township's general fund, as the Township initially covers all legal expenses through this fund. These fees pertain to services provided by the Township's attorneys and will be reimbursed by the BRA at its next available meeting.

The payments that the BRA will approve today are:

- Reimbursement to the Meridian Township general fund for legal fees
 - *Fahey Schultz Burzych and Rhodes PLC Invoice# 30655 for \$390.00*
- Payment to Fahey Schultz for preparation for the May BRA meeting to discuss the assignment of the Elevation Apartments to a new financial lender. In addition this invoice includes the final review of the newly adopted Brownfield Redevelopment Program Policies and Procedures.

A recommendation is provided for your consideration:

MOVE TO APPROVE AND AUTHORIZE A REIMBURSEMENT TO THE TOWNSHIP'S GENERAL FUND FOR LEGAL FEES PAID TO FAHEY SCHULTZ, TO BE ISSUED FROM THE MTBRA ADMINISTRATIVE FUNDS IN THE AMOUNT OF \$390.00.

Fahey Schultz Burzych Rhodes PLC

4151 Okemos Road
Okemos, MI, 48864
www.fsbrlaw.com
O: (517) 381-0100

INVOICE

Invoice Number	30666
Invoice Date	7/1/2025
Due Date	7/31/2025
Matter	Brownfield Matters

Bill To:

Meridian Township
5151 Marsh Road
Okemos, MI 48864

Time Entries

Time Entries	Billed By	Rate	Hours	Sub
6/3/2025 Review BRA reimbursement agreement	Madalin E. Sholtz	\$150.00	0.10	\$15.00
6/6/2025 Review BRA housing reimbursement agreement	Madalin E. Sholtz	\$150.00	1.40	\$210.00
6/18/2025 Draft template reimbursement agreement to address new housing options	Madalin E. Sholtz	\$150.00	1.10	\$165.00
		Time Entries Total	2.60	\$390.00

Total (USD)	\$390.00
Paid	\$0.00
Balance	\$390.00
Total Outstanding	\$390.00

Please remit payment to: Fahey Schultz Burzych Rhodes PLC, 4151 Okemos Road, Okemos, MI 48864