

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

**DRAFT**

**March 13, 2025  
5151 Marsh Road, Okemos, MI 48864-1198  
Town Hall Room, 9:00 A.M.**

**PRESENT:** Chair Jeff Theuer, Manager Timothy Dempsey, Director John Sarver, Director Jim Houthoofd

**ABSENT:** Director Dave Ledebuhr

**STAFF:** Director Amber Clark

**OTHER:**

**1. Call meeting to order**

Chair Theuer called the regular meeting to order at 9:00 a.m.

**2. Approval of Agenda**

**Director Houthoofd moved to approve the agenda with the amendment to the date on the October meeting minutes.** Agenda states October 3, 2024 however meeting minutes are for October 10, 2024. **Supported by Director Sarver**

**VOICE VOTE: Motion carried unanimously.**

**3. Approval of Minutes**

**Director Houthoofd moved to approve the October 10, 2024 Meeting Minutes Draft, Supported by Director Sarver.**

**VOICE VOTE: Motion carried unanimously.**

**4. Financial Report**

Director Clark presented the financial reports for November 2024, December 2024 and January 2025 noting that the general fund for the BRA has stayed the same. Payments to the Consultants at AKT and Triterra were dispersed in October. There are no other payments Issued. Capture from the five (5) active development projects is ongoing. There is no capture For Haslett Village Square 1655 Haslett Road at this time. Directors accepted the three Financial reports.

**5. Public Remarks – None**

**6. New Business**

A. Legal Fees General Fund Reimbursement

Director Clark presented the invoice from Fahey Schultz Burzych Rhodes for \$562.50 for the review of Brownfield plans, specifically amendments to the American House Meridian BRA Reimbursement Agreement.

**Director Houthoofd moved to approve and authorize the following payment to be issued from the MTBRA Administrative dollars to reimburse the general fund for legal fees paid for review of American House Meridian Amendment in the amount of \$562.50.**

**Supported by Director Sarver.**

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

B. Brownfield Redevelopment Nomination Election of Officers Subcommittee

Chair Theuer outlined that the bylaws of the Meridian Township BRA was created from a standard template that the County and State of Michigan used at inception. This template has an interesting officer election process with the requirement to create a subcommittee that elects the officers for a one year term. Chair Theuer mentioned that as the current Chair, it may be more appropriate for other Directors to make up the subcommittee. Chair Theuer mentioned that in attendance are only other Directors and asked if they would be willing to serve as a subcommittee. Manger Dempsey, Director Sarver, and Director Houthoofd did agree to be on the election subcommittee. Staff will work with the three members to find a date and time for them to meet and nominate candidates for the BRA officer positions. Nominations should be prepared by the April 10, 2025 brownfield meeting.

**Director Sarver moved to approve Manager Dempsey, Director Houthoofd, and himself, as the BRA Officer Election Subcommittee. Motion to authorize staff to get the subcommittee together at a separate meeting to make nominations.**

**Supported by Manager Dempsey**

**VOICE VOTE: Motion carried unanimously.**

C. AKT Peerless Invoice

Director Clark outlined the October invoice from AKT Peerless. She apologized as it should have been included in the October Financial approvals however it was missed. The invoice is for the secondary review of the Joe's on Jolly Reimbursement request that caught the missing waivers and sworn statements from the consultant regarding their work. This was a mandatory item that needed to be sent to Township staff in order to approve the disbursement. Director Clark added that they had received the sworn statements, waivers from the contractors as noted in AKT Peerless' review. Joe's on Jolly was also current on their property taxes and there were no known issues at this time.

Chair Theuer noted the price seems very reasonable for the review of the Brownfield Plans. They are technical and each item has to be reviewed for completion. Manager Dempsey noted the same, the invoice is standard for consultant payments and reasonable timeframe for

completion. Director Houthoofd also noted experience with reviewing them and the reasonable cost reflected in the invoice.

**Director Sarver moved to approve and authorize the following payment to be issued from the MTBRA Administrative dollars to AKT Peerless regarding Invoice 78616 for review of Joe's on Jolly Brownfield Plan September 2024 in the amount of \$1090.00.**

**Supported by Manager Dempsey**

**VOICE VOTE: Motion carried unanimously.**

#### D. Housing TIF Policy - Review

Chair Theuer began with a few questions for Director Clark; first to run through the draft policy before the BRA, include what elements were changed, where did the format for this policy come from, what does the Township Board think of the changes.

Director Clark stated the draft policy utilizes the current MTBRA Incentive Policy which directs property owners/developers on how to meet the eligibility requirements to obtain an approved Brownfield Plan and Reimbursement Agreement with MTBRA. The Draft in track changes has been shared with the Township Manager, Township Attorneys, and the Community Planning Director. The original policy stated in general the eligibility requirements, eligible activities, reimbursement agreement policy, revolving loan fund policy, application fees etc. The updated draft includes language to include the amended PA 90 which defines "Housing activities" as eligible reimbursement activities. PA 90 supports eligible housing activities for projects developing housing for incomes at or below 120% of the area median income (AMI). The draft MTBRA Policy includes language to allow PA 90 eligible activities. The draft separates the "for rent" vs. for "sale housing" eligibilities to allow either the MTBRA or Township Board to develop a specific housing affordability policy that meets the needs of the overall community.

Specifically **4 C** and **4 D** are new inclusions to the original Brownfield Policy. Director Clark under the direction of the Township Manager believes the policy should only dictate the eligible activities, each reimbursement agreement will hold the project specifications and those details don't need to be included in the policy. Template reimbursement agreement can also assist the BRA and Board to know what elements are being required of each plan and that the developer has agreed to those elements by signing the Plan. Each plan will be different and this allows for some Plan flexibility. It is clearly laid out in the policy that if a developer wants access to the incentive, the policy states what must be adhered to in order to do so. This also reduces the amount of time it would take to create an entirely new policy to allow this new component of the TIF.

Director Clark mentioned that the direction to start making changes to the BRA policy to include affordable housing construction as an eligible activity came from the Township Board at their most recent meeting. The Board would like to see what the changes would be and the requirements to receive this incentive. The Board is looking to receive a recommendation from the BRA that they are also comfortable to utilize the TIF.

Director Clark explained how the Housing activities in a general process will work through the BRA. In general the same steps will be followed, as the project will request the assistance

of school operating taxes to be reimbursed. Michigan State Housing Development Authority (MSHDA) will reimburse the developer through those dollars. This is very much like what the Haslett Village Square 2.0 project has as an incentive project now with SET expected to reimburse the plan overtime through the Michigan Strategic Fund (MSF) supported by Michigan Economic Development Corporation (MEDC). Instead of MEDC now the secondary approval will come from MSHDA.

Chair Theuer asked about reporting requirements and staffing capability when thinking about the volume of work required with each plan. Chair Theuer posed to Director Clark and Manager Dempsey does the Township believe that they have enough staff to manage the reporting.

Director Clark answered that much of the policy requires the reporting to be done by the Developer. The developer will have the responsibility of collecting the required data and annually submitting that to the Township. The Township will be required to submit in the Annual BRA report to the State any housing plan activities. The annual report is currently being updated to include the specific questions the State will need for the required reporting.

Chair Theuer also asked if consultants will be able to handle the work load. Internally and externally. He indicated that new programs like this sometimes can create opportunities for a developer to overreach intentionally or non-intentionally. He asked what confidences the Township staff has in the consultants to manage the review of these plans.

Manager Dempsey added that staff would have limited reporting requirements and internally that should be something we can handle. He also stated that externally our consulting firms like TriTerra and AKT Peerless will be able to manage the review as they have been preparing Plans and communities for this change. Manager Dempsey also noted that this won't be an incentive that all of the development project sites in the Township will be able to utilize based on many parameters. There is a set formula to ensure the incentive qualifies. This could be a tool that more than likely be used broadly in the two main development areas of the community, Haslett and Okemos. BRA Plans are also "fall" off capture and support eventually.

Director Clark stated that in the policy the section on application fees is a question she has. Increasing those fees to include the additional cost of review is valid. The fees should reflect the amount of work it will take to manage a Plan like this.

Chair Theuer stated that in concept it is a great idea, this must be a incentive. It must show that without the support the project will not happen. Haslett Village Square in particular has had setbacks since approval. This could be a helpful tool, it must be closely watched.

Director Sarver stated the concept is positive and helpful. We must do well for everyone, developer and the staff. The details of each Plan will let us know our risk.

Director Houthoofd stated there is a number of ways to do this and is an option for developers. Spoke of the other projects he's worked on with NEOGEN that took about 30% of the project costs, however over time that was a small portion of the overall benefit cost to the community.

Manager Dempsey stated again the Need, the “but/for” statement must be met. If a community wants other features, this is what the community will need to do in order for that dream to be a reality.

Chair Theuer discussed wanting the Township Board’s “buy in” before amending any other elements. The BRA committee is in favor of this policy, and if the Board is willing to use this framework, the BRA is ready to approve this draft policy in substance.

**Motion by Manager Dempsey to recommend the draft Brownfield Policy with the inclusions of Housing as eligible activities as long as the development includes the construction of housing to support of incomes at or below 120% to the Township Board for approval.**

**Supported by Director Sarver**

**VOICE VOTE: Motion carried unanimously.**

7. **Old Business - None**

8. **Project Updates**

Director Clark added the Project Updates, with one page missing denoting the final reimbursement left for American House Meridian. Haslett Marathon at 1619 Haslett road will have a hold on their reimbursement as they have yet to complete planning requirements. Once we connect with the property owner we will work out the completion of the bike racks on the site.

All other reimbursements are good to be issued.

Village of Okemos project as proposed in 2022 is terminated. The site is for sale and we are working internally to get a project approved to develop the site. The BRA will need to discuss the termination of the plan at a future meeting.

Included in the packet is a notice from MEDC on approved Brownfield projects statewide. Many are Transformational Brownfield Plans.

9. **Public Remarks**

There were no comments from the public.

10. **Adjournment**

Chair Theuer adjourned the meeting at 9:39 a.m.

Respectfully Submitted,

Amber Clark

Economic Development Director