



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
BROWNFIELD REDEVELOPMENT AUTHORITY  
THURSDAY, FEBRUARY 12, 2026 – 9 AM TOWN  
HALL ROOM- 5151 MARSH ROAD OKEMOS MI  
48864

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1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
  - A. December 2, 2025 Draft Meeting Minutes
  - B. January 8, 2026 Nominating Committee Meeting Minutes
4. FINANCIAL REPORT
  - A. Financial Report
5. PUBLIC REMARKS
6. NEW BUSINESS
  - A. Nomination, Election of Officers- Subcommittee
  - B. Authorization of Account Signers
7. OLD BUSINESS
8. PROJECT UPDATES
  - A. Haslett Village Square Brownfield Amendment #2
9. PUBLIC REMARKS
10. ADJOURNMENT

*NEXT MEETING: March 12, 2026 at 9 AM*

**IN PERSON MEETING**  
**5151 Marsh Road**  
**Town Hall Room**

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Individuals with disabilities requiring auxiliary aids or services should contact:  
Township Manager Timothy Dempsey, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4576 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864

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Charter Township of Meridian  
Brownfield Redevelopment Authority  
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864  
Tuesday, December 2, 2025– Minutes -DRAFT

**Members**

**Present:** Township Manager Tim Dempsey, Brandon Brooks, Dave Ledebuhr, and Jeff Theuer

**Members**

**Absent:** James Houthoofd

**Others**

**Present:** Neighborhoods & Economic Development Director Amber Clark, Executive Assistant Michelle Prinz, Dave Van Haaren, Triterra, Chad Koster, SP Holding Company LLC, and MSU Student Intern Neha Jampana

1. CALL MEETING TO ORDER

Chair Theuer called the meeting to order at 9:03am.

2. APPROVAL OF AGENDA

**MOTION BY MEMBER LEDEBUHR TO APPROVE THE AGENDA. SUPPORTED BY MEMBER BROOKS. MOTION PASSES 4-0.**

3. APPROVAL OF MINUTES-November 13, 2025

Chair Theuer requested that Nominating Committee be removed from the top of the document.

**MOTION BY MEMBER LEDEBUHR TO APPROVE THE AMENDED MINUTES. SUPPORTED BY BROOKS. MOTION PASSES 4-0.**

4. PUBLIC REMARKS

None.

5. NEW BUSINESS

a. Haslett Village Square Brownfield Redevelopment Plan Amendment #2

Director Clark stated that the Township approved and submitted the Haslett Village Redevelopment Brownfield Plan Amendment #1 to MSHDA in September. In November, the Township received a denial letter from MSHDA stating the number of subsidized units in the Plan was not acceptable. The developer’s consultant Triterra and Township Staff met

with MSHDA and learned that they may reapply and bringing the number of subsidized units from 11% to 15% would help to get the Project approved. This meant moving the number of affordable units from 23 to 30, the total eligible activities from \$14,542,060 to \$16,487,283, and the total years of capture from 23 years to 26 years.

Discussion mentioned that the third whereas statement on the resolution should be updated to read "The Township Board is scheduled to hold" instead of "The Board held".

**MOTION BY MEMBER LEDEBUHR TO ADOPT THE RESOLUTION & REIMBURSEMENT AGREEMENT AUTHORIZING A SECOND AMENDMENT TO THE HASLETT VILLAGE SQUARE BROWNFIELDED PLAN FOR PROPERTIES AT 1621-1655 HASLETT ROAD, WITH A TOTAL INCREMENT REVENUE TO BE CAPTURED, NOT TO EXCEED \$16,487,283 OVER A 26 YEAR CAPTURE PERIOD. SUPPORTED BY MANAGER DEMPSEY. MOTION PASSED 4-0.**

6. OLD BUSINESS

a. 2026 Brownfield Redevelopment Authority Calendar

Director Clark stated that the calendar was approved last meeting. However, due to a meeting conflict, the January 2026 meeting date needs to move from the 8<sup>th</sup> to the 15<sup>th</sup>.

**MOTION BY MANAGER DEMPSEY TO ADOPT THE RESOLUTION AUTHORIZING THE 2026 MEETING SCHEDULE FOR THE BROWNFIELD REDEVELOPMENT AUTHORITY AS PROPOSED. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSED 4-0.**

b. Nominating Committee

Chair Theuer appointed Manager Dempsey and Member Ledebuhr to serve on the nominating committee for 2026. They will bring back a recommendation for BRA Chair and Vice Chair for 2026.

7. PUBLIC REMARKS

None.

8. ADJOURNMENT

Meeting adjourned at 9:42am.

Next meeting on January 15, 2026 at 9:00am in the Town Hall Room.



Charter Township of Meridian  
Brownfield Redevelopment Authority Nominating Committee  
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864  
Thursday, January 8, 2026 – Minutes-DRAFT

**Members**

**Present:** Township Manager Tim Dempsey, David Ledebuhr

**Members**

**Absent:** None

**Others**

**Present:** None

1. CALL MEETING TO ORDER

Meeting called to order at 9:00 am.

2. NOMINATING COMMITTEE DISCUSSION

**MOTION BY DAVID LEDEBUHR TO NOMINATE JEFF THEUER AS CHAIRPERSON, JAMES HOUTHOOFD AS VICE CHAIRPERSON, AND APPOINT AMBER CLARK AS RECORDING SECRETARY. SUPPORTED BY TIM DEMPSEY. MOTION PASSES 2-0.**

3. ADJOURNMENT

Meeting adjourned at 9:03 am.

Meridian Twp BRA/LBRF  
Preliminary Financial Statements  
Period Ending 12/31/2025 - UNAUDITED

**BALANCE SHEET**

	BRA	LBRF	Bank Balance
	Year to Date	Year to Date	
<b>ASSETS</b>			
Cash	369,139.43	87,828.46	<b>456,967.89</b>
Accounts Receivable	12,000.00	-	
TOTAL ASSETS	<b>\$381,139.43</b>	<b>\$87,828.46</b>	
<b>LIABILITIES</b>			
Due to Ingham County LBRF Deferred Inflow	55,796.82	-	
Accounts Payable	-	-	
TOTAL LIABILITIES	<b>\$55,796.82</b>	<b>\$0.00</b>	
<b>FUND BALANCE</b>			
Fund Balance 12/30/2024	\$86,376.32	\$52,966.40	
2025 YTD Net Income	\$238,966.29	\$34,862.06	
Current Year Fund Balance	\$325,342.61	\$87,828.46	
Total Liabilities and Fund Balance	<b>\$381,139.43</b>	<b>\$87,828.46</b>	

**INCOME STATEMENT**

	October	November	December	Year to Date	Year to Date
<b>REVENUES</b>					
Tax Capture-#3 Elevation	187,789.38	-	-	512,492.48	-
Tax Capture-#4 Joe's On Jolly	-	-	-	37,384.00	-
Tax Capture-#5 - 1619 Haslett Rd Tax	6,924.01	-	-	18,456.22	-
Capture-#6 - American House Transfer in from BRA	212,016.02	-	-	385,154.89	-
**Reimbursement - Application Fee	15,641.73	-	-	\$34,862.06	\$34,862.06
	-	-	-	12,000.00	-
TOTAL REVENUE BRA	\$ 406,729.41	\$ -	\$ -	\$ 965,487.59	\$ -
TOTAL REVENUE LBRF	\$ 15,641.73	\$ -	\$ -	\$ 34,862.06	\$ 34,862.06
<b>EXPENDITURES</b>					
Developer Reimbursement-#3 Elevation	169,010.45	-	-	461,243.25	-
Developer Reimbursement-#4 Joe's on Jolly	-	-	-	33,645.60	-
Developer Reimbursement-#5 Haslett Marathon	-	-	-	-	-
Developer Reimbursement-#6 American House Reimbursement to Meridian Township	18,443.50	-	-	155,824.99	-
Contractual Services	5,084.73	-	-	18,443.50	-
Transfer out to LBRF	15,641.73	-	-	22,501.90	-
	-	-	-	34,862.06	-
TOTAL EXPENDITURES BRA	\$ 208,180.41	\$ -	\$ -	\$ 726,521.30	\$ -
TOTAL EXPENDITURES LBRF	\$ -	\$ -	\$ -	\$ -	\$ -
<b>2025 Net Income BRA</b>	<b>\$ 198,549.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238,966.29</b>	<b>\$ -</b>
<b>2025 Net Income LBRF</b>	<b>\$ 15,641.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,862.06</b>	<b>\$ 34,862.06</b>

\*\*\*An invoice for \$12,000 was sent to SP Holding Company for the BRA Plan application fee, but it has not been paid yet. We are currently counting this amount as revenue for 2025. However, if payment is not received by February 13, 2025, the \$12,000 will be removed from our 2025 revenue.

**Expenditures :**

<b>Reimbursement to Meridian Township</b>	
MTBRA Consulting and Legal Fees (Approved 8.14.25)	18,443.50
<b>Contractual Services</b>	
Fahey Invoice 29795	390.00
Ingham County LBRF	4,694.73



230 W Main St  
Ionia, MI 48846

## Statement Ending 12/31/2025

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

It's not too late to get yourself the gift you really want this year with Independent Bank's No-Fee\* Home Equity Line of Credit (HELOC). A HELOC is a flexible financing option that may allow you to borrow funds secured by the equity in your home. You could book a trip, complete home improvements, consolidate debt, make a major purchase, and more. The options are endless! \*Learn more at IndependentBank.com/HELOC.

### Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX2377	\$456,967.89

### Business Freedom Checking - XXXXXXXX2377

#### Account Summary

Date	Description	Amount
12/01/2025	Beginning Balance	\$456,967.89
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
12/31/2025	Ending Balance	\$456,967.89

#### Daily Balances

Date	Amount
12/01/2025	\$456,967.89



Fund 242 LOCAL BROWNFIELD REVOLVING FUND

GL Number	Description	Balance
*** Assets ***		
242-000.000-001.000	CASH	87,828.46
<b>Total Assets</b>		<b>87,828.46</b>
*** Fund Balance ***		
242-000.000-390.000	FUND BALANCE	52,966.40
<b>Total Fund Balance</b>		<b>52,966.40</b>
<b>Beginning Fund Balance</b>		<b>52,966.40</b>
<b>Net of Revenues VS Expenditures</b>		<b>34,862.06</b>
<b>Ending Fund Balance</b>		<b>87,828.46</b>
<b>Total Liabilities And Fund Balance</b>		<b>87,828.46</b>

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND

GL Number	Description	Balance
*** Assets ***		
243-000.000-001.000	CASH	369,139.43
243-000.000-040.000	ACCOUNTS RECEIVABLE	12,000.00
<b>Total Assets</b>		<b>381,139.43</b>
*** Liabilities ***		
243-000.000-222.105	DUE TO COUNTY - LBRF	55,796.82
<b>Total Liabilities</b>		<b>55,796.82</b>
*** Fund Balance ***		
243-000.000-390.000	FUND BALANCE	86,376.32
<b>Total Fund Balance</b>		<b>86,376.32</b>
<b>Beginning Fund Balance</b>		<b>86,376.32</b>
<b>Net of Revenues VS Expenditures</b>		<b>238,966.29</b>
<b>Ending Fund Balance</b>		<b>325,342.61</b>
<b>Total Liabilities And Fund Balance</b>		<b>381,139.43</b>

REVENUE AND EXPENDITURE REPORT FOR MERIDIAN TWP

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 12/31/2025	ACTIVITY FOR MONTH 12/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 242 - LOCAL BROWNFIELD REVOLVING FUND						
Revenues						
Dept 000.000						
242-000.000-699.243	TRANSFER IN FROM BRA FUND	39,691.00	34,862.06	0.00	4,828.94	87.83
Total Dept 000.000		<u>39,691.00</u>	<u>34,862.06</u>	<u>0.00</u>	<u>4,828.94</u>	<u>87.83</u>
TOTAL REVENUES		<u>39,691.00</u>	<u>34,862.06</u>	<u>0.00</u>	<u>4,828.94</u>	<u>87.83</u>
Fund 242 - LOCAL BROWNFIELD REVOLVING FUND :						
TOTAL REVENUES		39,691.00	34,862.06	0.00	4,828.94	87.83
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		39,691.00	34,862.06	0.00	4,828.94	87.83
BEG. FUND BALANCE		52,966.40	52,966.40			
END FUND BALANCE		92,657.40	87,828.46			

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 12/31/2025	ACTIVITY FOR MONTH 12/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000.000						
243-000.000-402.000	CURRENT PROPERTY TAXES	951,314.00	953,487.59	0.00	(2,173.59)	100.23
243-000.000-676.000	REIMBURSEMENTS	12,000.00	12,000.00	0.00	0.00	100.00
Total Dept 000.000		963,314.00	965,487.59	0.00	(2,173.59)	100.23
TOTAL REVENUES		963,314.00	965,487.59	0.00	(2,173.59)	100.23
Expenditures						
Dept 700.707 - BROWNFIELD REDEVELOPMENT						
243-700.707-801.000	DEVELOPER REIMBURSEMENT	871,931.00	669,157.34	0.00	202,773.66	76.74
243-700.707-820.000	CONTRACTUAL SERVICES	23,000.00	22,501.90	0.00	498.10	97.83
Total Dept 700.707 - BROWNFIELD REDEVELOPMENT		894,931.00	691,659.24	0.00	203,271.76	77.29
Dept 965.966 - OPERATING TRANSFERS OUT						
243-965.966-995.242	TRANSFER OUT TO LBRF	39,691.00	34,862.06	0.00	4,828.94	87.83
Total Dept 965.966 - OPERATING TRANSFERS OUT		39,691.00	34,862.06	0.00	4,828.94	87.83
TOTAL EXPENDITURES		934,622.00	726,521.30	0.00	208,100.70	77.73
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		963,314.00	965,487.59	0.00	(2,173.59)	100.23
TOTAL EXPENDITURES		934,622.00	726,521.30	0.00	208,100.70	77.73
NET OF REVENUES & EXPENDITURES		28,692.00	238,966.29	0.00	(210,274.29)	832.87
BEG. FUND BALANCE		86,376.32	86,376.32			
END FUND BALANCE		115,068.32	325,342.61			
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,003,005.00	1,000,349.65	0.00	2,655.35	99.74
TOTAL EXPENDITURES - ALL FUNDS		934,622.00	726,521.30	0.00	208,100.70	77.73
NET OF REVENUES & EXPENDITURES		68,383.00	273,828.35	0.00	(205,445.35)	400.43
BEG. FUND BALANCE - ALL FUNDS		139,342.72	139,342.72			
END FUND BALANCE - ALL FUNDS		207,725.72	413,171.07			



**To: Meridian Brownfield Redevelopment Authority**

**From: Amber Clark Neighborhoods & Economic Development Director**

**Date: February 12, 2026**

**Re: Brownfield Redevelopment Election of Officers**

The bylaws of the BRA state: “The officers of the Authority shall be elected by the Board at an annual meeting held during the first calendar quarter of each year. Candidates shall be nominated by a nominating committee composed of three members appointed by the Chairperson. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed. No person shall hold the same office for more than three successive terms.

On December 2, 2025, the BRA selected Manager Dempsey and Member Ledebuhr as the nomination subcommittee. The Nomination subcommittee met in person on January 8, 2026 to elect the BRA officers for 2026. The minutes of that meeting are included in the February 12, 2026 BRA packet. The nomination committee has selected the officers for 2026 and the following recommendation is prepared for your consideration:

**MOVE TO APPOINT THE 2026 BROWNFIELD REDEVELOPMENT AUTHORITY OFFICERS AS FOLLOWS: JEFF THEUER-CHAIR, JIM HOUTHOOFD-VICE CHAIR, AND DIRECTOR AMBER CLARK-RECORDING SECRETARY.**



**To: Brownfield Redevelopment Authority Members**  
**From: Neighborhoods & Economic Development Director Amber Clark**  
**Date: February 12, 2026**  
**RE: 2026 Brownfield Redevelopment Authority - Authorized Signers**

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**Summary:**

The authorized signers of the Brownfield Redevelopment Authority (BRA) are permitted to sign checks, authorize disbursements, and make changes to the BRA bank account. Any changes must be approved by a voice vote of the Brownfield Redevelopment Authority and recorded in the meeting minutes. The authorized signers are the Chair, Vice Chair, Township Manager, and Township Treasurer of Meridian Charter Township. Including the Township Manager as an authorized signer is customary for efficiency.

The following motion is prepared for your consideration:

**MOVE TO ADOPT THE 2026 AUTHORIZED SIGNER RESOLUTION OF THE BROWNFIELD REDEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN. AUTHORIZE CHAIR JEFF THEUER, VICE CHAIR JIM HOUTHOOFD, TOWNSHIP TREASURER LINDA BURGHARDT, AND TOWNSHIP MANAGER TIMOTHY DEMPSEY, AS AUTHORIZED SIGNERS.**

**Attachment:**

1. **Resolution-** Brownfield Redevelopment Authority of Meridian Charter Township to Open/Change Signature cards on the Brownfield Redevelopment Authority Bank Account.

RESOLUTION OF MERIDIAN TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY  
AUTHORITY TO OPEN/CHANGE AUTHORIZED SIGNERS TO THE MTBRA ACCOUNT

At a regular meeting of the Meridian Brownfield Redevelopment Authority, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 12th of February, 2026 at 9:00 a.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Board Member \_\_\_\_\_ and supported by \_\_\_\_\_.

RESOLVED, Independent Bank, (“Bank”) is hereby designated a depository of Meridian Township Brownfield Redevelopment Authority (MTBRA) and that funds deposited therein may be withdrawn upon checks or other instruments of MTBRA.

RESOLVED FURTHER, all checks, drafts, notes, withdrawals or orders drawn against said funds shall be signed by either of the following: \_\_\_\_\_, current MTBRA Chair, \_\_\_\_\_, current MTBRA Vice-Chair, Linda Burghard, current Meridian Township Treasurer, and Timothy Dempsey, current Meridian Township Manager.

RESOLVED FURTHER, requests to purchase investments shall be signed by any two of the following, with written instructions to the Bank for the purchase of investments: \_\_\_\_\_, current MTBRA Chair, \_\_\_\_\_, current MTBRA Vice-Chair.

RESOLVED FURTHER, the Bank is hereby authorized and directed to honor any withdrawals and to pay any checks and other instruments drawn against said funds, to the order of any two of the above named officials signing and/or countersigning such instruments.

RESOLVED FURTHER, the above designated officers are hereby authorized to execute, on behalf of the MTBRA, signature cards, or other documents, containing the rules and regulations of the Bank and the conditions under which deposits are accepted, and to agree on behalf of the MTBRA to those rules, regulations, and conditions as amended.



**AUTHORIZED BY THE ABOVE RESOLUTIONS:**

NAME and TITLE, SIGNATURE \_\_\_\_\_ FACSIMILE SIGNATURE (if used)

\_\_\_\_\_  
Meridian Township Brownfield Redevelopment Authority Chair  
Jeffrey Theuer \_\_\_\_\_ Date

\_\_\_\_\_  
Meridian Township Brownfield Redevelopment Authority Vice -Chair  
James Houthoofd \_\_\_\_\_ Date

\_\_\_\_\_  
Meridian Township Treasurer Linda Burghardt \_\_\_\_\_ Date

\_\_\_\_\_  
Meridian Township Manager Timothy Dempsey \_\_\_\_\_ Date

STATE OF MICHIGAN )  
 )ss  
COUNTY OF INGHAM )

I, Angela Demas, the duly qualified Township Clerk, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the above name, title and signatures are the officers of the Meridian Township Brownfield Redevelopment Authority.

\_\_\_\_\_  
Angela Demas  
Meridian Charter Township Clerk