



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
THURSDAY, JANUARY 9TH, 2025 - 9 AM

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. October 3, 2024
4. FINANCIAL REPORT
 - A. November 2024 Financial Report
5. PUBLIC REMARKS
6. NEW BUSINESS
 - A. Legal fees General Fund Reimbursement
 - B. Nomination, Election of Officers- Subcommittee
7. OLD BUSINESS
8. PROJECT UPDATES
 - A. Meridian Township Brownfield Redevelopment Projects
 - B. Statewide Brownfield Redevelopment News
9. PUBLIC REMARKS
10. ADJOURNMENT

NEXT MEETING: February 13, 2025 at 9 AM

IN PERSON MEETING

5151 Marsh Road

Town Hall Room

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

Providing a safe and welcoming, sustainable, prime community



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

DRAFT

**October 10, 2024
5151 Marsh Road, Okemos, MI 48864-1198
Town Hall Room, 9:00 A.M.**

PRESENT: Chair Jeff Theuer, Director John Sarver, and Director Jim Houthoofd
Vice Chair John Matuszak, and Director Milton Scales

ABSENT: Director Kimberly Thompson

STAFF: Neighborhoods and Economic Development Director Clark

1. Call meeting to order

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

2. Approval of Agenda

**Director Milton Scales moved to approve the agenda as written.
Supported by Director John Matuszak .**

VOICE VOTE: Motion carried unanimously.

3. Approval of Minutes

**Director Milton Scales moved to approve the agenda as written.
Supported by Director Jim Houthoofd.**

VOICE VOTE: Motion carried unanimously

4. Financial Report

The financial report is presented each meeting to the BRA to provide an overview of the financial activities associated with active plans. The financial document is created by the Township Finance department, which will review each line item for the BRA fund, calculate the current fund balance of the BRA at Independent bank, note the active reimbursement for each active plan, and note any capture increase to the BRA in general.

BRA members noted the general BRA fund balance and the Local Brownfield Revolving Loan Fund (LBRF). The LBRF is funded by each Brownfield Plan, 5% of the estimated increase. The BRA's general fund is funded by the overall increase of the active captures for each parcel included in the BRA TIF. The entire Township is the eligible as a BRA district, the increase of the BRA fund is from all active parcels that have been redeveloped with Brownfield funds.

Director Clark gave an overview of the current financial status of the Brownfield Authority. The BRA has a healthy fund balance with the local revolving brownfield fund continuing to grow. 5% for each plan goes toward the LBRF and could be used toward additional Brownfield eligible cost except for the Elevation Apartment Plan which supports 2.5%. There are 4 active BRA plans that have an active capture and reimbursement. Two plans have reached their full capture and are on automatic reimbursements now.

BRA members would like to see a memo included prior to the financial report detailing the Name and associated number of each active Brownfield Plan.

Elevation Apartments Brownfield #3
Joes on Jolly Brownfield #4
Haslett Marathon Station Brownfield #5
American House Meridian Brownfield #6

Economic Development department is working with the Treasury department to ensure the appropriate reimbursements are being distributed to the correct developments. BRA Members requested that finance department work to have the developments listed instead Of utilizing the numbers associated with projects.
APPROX \$117K of the BRA general fund and \$43K of the LBRF.

Director Milton Scales moved to accept the Financial Report Ending of August 2024. Supported by Director Jim Houthoofd. Accepted unanimously

5. **Public Remarks** – None

6. **New Business**

A. Joe's on Jolly Reimbursement Request #1

2360 Jolly road is the completed project "Joe's On Jolly" which received an approved Brownfield plan in 2019. This portion of the project is the "mixed" commercial portion of the Elevation project approved in 2018. The project was first approved by Ingham County's Brownfield Authority and the Township now shares in the split 5% for LBRF support. This site was home to car repair and tire shop to create the existing 17k sq ft. The site is home to Joe's on Jolly bar/restaurant, and the Fitness Factory, a local fitness facility. The doors opened in 2022 and the developer being new to the incentive did not fully understand the process for Brownfield and reimbursements. Brownfield can be complicated for some to understand how it works until the project is completed. Staff clarified the process and now the site is in compliance with all requirements to receive reimbursement.

Advanced Redevelopment Solutions is the consultant for Brownfield activities and TriTerra will provide the Township with a review of any request. TriTerra did include a letter recommending the reimbursement to be issued once signed and notarized sworn statements attesting to the completed work.

The reimbursement is capped at \$370,700 with the project exceeding the approved reimbursement by almost \$50,000. The review conducted by staff support that the activities are eligible for reimbursement up to the full approved amount of \$370,700.

Chair Theuer mentioned that TriTerra also approves the reimbursement as long as sworn signed statements are presented. The motion should state, pursuant to the items noted by Triterra they recommend reimbursement.

Director Matuszak was interested in the line items that went over in estimated costs. Director Clark noted that all of the fund line items estimated the amount at the creation of the plan. Anything in excess is not an eligible cost based on the approved plan. Director Matuszak also wanted to know if the site has an active capture. Director Clark noted yes, the site deferred the first eligible year due to COVID-19. Until recently with the issue of property taxes, we have tracked the estimated increase in value to this point and now the site is contributing fully to the 5% LBRF and continuous contributions to the general BRA fund. This will be noted on our financial report as Brownfield #4.

Director Scales wondered if this is a trend to not have sworn statements attesting to the work conducted on BRA projects. Chair Theuer noted this was also an issue on the last request for reimbursement and wondered if the same entity was forgetting the requirements. Director Clark noted that different consultants have forgotten to provide what is foundational to a Brownfield Plan reimbursement review. Director Clark noted she will express in more detail to consultants to have the notarized signature sworn statements included in advance or the BRA may not approve the request.

Director Milton Scales moved to approve the reimbursement request from Joe's on Jolly on the condition that the BRA receives the required sworn statements from Advanced Redevelopment Solutions as noted in their reimbursement review. Supported by Director John Matuszak.

VOICE VOTE: Motion carried unanimously.

B. 2025 Brownfield Redevelopment Authority Meeting Calendar

The general meeting calendar for 2025 was presented by Director Clark. The calendar dates note the second Thursday of the month in 2025 as the meeting date for the BRA. Meetings are to begin at 9 am.

Director John Matuszak moved to approve the 2025 Brownfield Redevelopment Authority Calendar as presented. Supported John Sarver.

VOICE VOTE: Motion carried unanimously.

C. Administrative Cost Authorization to Reimburse the General Fund & Other Payments

Director Clark provided an overview of the authorization to approve payments from the BRA's Independent Bank Account. In the past the BRA authorized for legal fees to be reimbursed to the general fund from the BRA's Independent Account. A check can be written from the BRA to the Township to cover those costs.

Consultant fees from TriTerra and AKT Peerless are also to be authorized each month that invoices are presented. In the past 60 days the Township Attorney's supported the creation of a reimbursement agreement and resolution for the agreement.

Chair Theuer requested that legal fee authorization should be separated in the future. It is easier to understand the payments based on 'themes' like general fund reimbursements and the BRA determined that having the authority should not cost the Township anything. Payments for the work conducted through the BRA should be separate.

Director Milton Scales moved to approve and authorize payments to the Township's general fund to reimburse the Township for legal fees and pay TriTerra and AKT Peerless for consulting services conducted August and September 2024. Supported by John Matuszak

VOICE VOTE: Motion carried unanimously.

7. Project Updates

Director Clark updated the BRA on the various Brownfield projects/sites and their status. Elevation Apartments i.e Brownfield #3 is on pause for phase 4 and could be under contract to be purchased by a new owner. Details regarding the sale, if commenced, will be provided later.

Haslett Marathon still owes the Township a bike rack for the site however the project is complete, has an active capture and has an active reimbursement. When Summer and Winter taxes get paid the reimbursements are automatically applied as long as the property pays their taxes.

Joe's on Jolly Brownfield Plan #4 will be newly added to the accounting spreadsheet and active on our financing starting in March 2025.

American House, Brownfield Plan #6 was approved for the second reimbursement today and will be on automatic payments for this project moving forward from today.

Haslett Village Square Brownfield#8 has not commenced construction, some eligible activities were conducted and more are to follow.

Director Scales requested project information related to the Village of Okemos. The approved Brownfield Plan will have to be terminated to allow for the creation of a new plan with new project parameters. The site as approved is not in a condition to be supported through traditional financing and the County Road department will require the developer to make public improvements that traditional financing will not support. Township staff in relation to the developer continue conversations to determine the next route to development.

8. Public Remarks

There was no comment from the public.

9. Adjournment

Chair Theuer adjourned the meeting at 9:45 a.m.

Respectfully Submitted,

Amber Clark
Economic Development Director

Meridian Twp BRA/LBRF
Preliminary Financial Statements
Period Ending 11/30/2024 - UNAUDITED

BALANCE SHEET

		BRA	LBRF	Bank Balance
		Year to Date	Year to Date	
ASSETS				
	Cash	\$129,360.83	52,966.40	
	Taxes Receivable	\$0.00	-	
	TOTAL ASSETS	\$129,360.83	\$52,966.40	\$182,327.23
LIABILITIES				
	Due to Ingham County LBRF	\$42,984.51	-	
	Accounts Payable	\$0.00	-	
	TOTAL LIABILITIES	\$42,984.51	\$0.00	
FUND BALANCE				
	Fund Balance 11/30/2024	\$66,761.21	\$34,028.52	
	2024 YTD Net Income	\$19,615.11	\$18,937.88	
	TOTAL FUND BALANCE	\$86,376.32	\$52,966.40	
	TOTAL LIABILITIES & FUND BALANCE	\$129,360.83	\$52,966.40	

INCOME STATEMENT

		Oct	Nov	Year to Date	Year to Date
REVENUES					
	Tax Capture-#3 Elevation	\$169,196.92	\$0.00	\$431,831.26	-
	Tax Capture-#5 Haslett Marathon	\$6,814.92	\$0.00	\$17,861.81	-
	Tax Capture-#6 American House Meridian	\$102,315.35	\$0.00	\$144,980.07	-
	Transfer in from BRA	\$9,686.44	\$0.00		18,937.88
	Tax Recapture, Current Property Tax Reverse of GJ 691980			(\$3,934.56)	
	TOTAL REVENUE	\$288,013.63	\$0.00	\$590,738.58	18,937.88
EXPENDITURES					
	Developer Reimbursement-#3 Elevation	\$152,277.23	\$0.00	\$388,648.13	-
	Developer Reimbursement-#5 Haslett Marathon	\$6,133.42	\$0.00	\$16,075.63	-
	Developer Reimbursement-#6 American House Meridian	\$92,083.81	\$0.00	\$130,482.05	-
	Contractual Services	\$10,413.92	\$0.00	\$16,979.78	-
	Transfer out to LBRF	\$9,686.44	\$0.00	\$18,937.88	
	TOTAL EXPENDITURES	\$270,594.82	\$0.00	\$571,123.47	-
	2024 Net Income	\$17,418.81	\$0.00	\$19,615.11	\$18,937.88



230 W Main St
Ionia, MI 48846

Statement Ending 11/30/2024

MERIDIAN TOWNSHIP

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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 providing the following information to clarify verbiage which previously appeared in Independent Bank's Deposit Account Agreement and Overdraft Privilege Disclosure. If you have questions regarding your account or any of the information below, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday 8 am-5 pm (ET).

Deposit Account Agreement. We use an available balance to determine if we pay a debit or item and we use an actual (ledger) balance to assess fees. The **actual (ledger) balance** method calculates your account balance only based on transactions that have settled, and it does not reflect pending transactions, or checks, if applicable, that have not posted to your account.

Overdraft Privilege Disclosure and Truth in Savings. When authorization is provided to a merchant, we may reserve or place a hold on your available balance, typically for **up to seven calendar days** or until the transaction posts to your account, for the amount of the requested authorization. There may be delays of several days between the date of the authorization and the date the transaction is presented for payment. The transaction may post to your account after the authorization hold has expired, which could potentially result in an overdraft, even if you are opted out of ATM and one-time debits. Funds authorizations are based on the available balance at the time the transaction is authorized and Fee assessments (including Non-Sufficient Fund charges) are based on the actual (ledger) balance at the time a transaction posts to your account. Holds on funds may also impact funds availability.

It's open enrollment season! Independent Bank offers FREE health savings accounts (HSAs) for both individuals and businesses. Pay for qualified medical expenses with tax-free distributions from your HSA. There is no minimum balance, service fees, or transaction fees. The account is interest-bearing, and the funds are permanent and portable, so you can take them with you even if you change jobs. Plus, the account comes with a free debit card for easy access to your funds. Learn more at IndependentBank.com/personal/savings. Please consult your tax advisor for additional information.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX2377	\$182,327.23

Business Freedom Checking - XXXXXXXX2377

Account Summary

Date	Description	Amount
11/01/2024	Beginning Balance	\$182,327.23
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
11/30/2024	Ending Balance	\$182,327.23



Business Freedom Checking - XXXXXXX2377 (continued)

Daily Balances

<u>Date</u>	<u>Amount</u>
11/01/2024	\$182,327.23



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: January 9, 2025

Re: Meridian Township Legal fees General Fund Reimbursement

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 supports legal fees to reimburse the general fund, consultant fees from TriTerra and AKT Peerless, and to account for Township staff time. The only active plan to have an exception is the Elevation plan, which is split 50/50 with the Ingham County Brownfield Redevelopment Authority for administrative fees and capture.

At the April 13, 2023 meeting the BRA approved to allow future payments to our consultants for the review of active Brownfield plans and reimbursement requests. The BRA also approved payment of legal fees for any assistance from the Township attorneys, which will be reimbursed back to the Township's general fund.

The payments that the BRA will approve today are:

- Reimbursement to the Meridian Township general fund for legal fees
 - *Journal entry \$562.50*

Recommendation: Move to approve and authorize the following payment to be issued from the MTBRA Administrative dollars reimbursement to the general fund for legal fees in the amount of \$562.50

Fahey Schultz Burzych Rhodes PLC

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

INVOICE

Invoice Number	24072
Invoice Date	11/1/2024
Due Date	12/1/2024
Matter	Brownfield Matters

Bill To:

Meridian Township
5151 Marsh Road
Okemos, MI 48864

Time Entries

Time Entries	Billed By	Rate	Hours	Sub
10/21/2024 Legal research re: brownfield dissolution	Matthew A. Kuschel	\$225.00	0.10	\$22.50
10/24/2024 Legal research re: terminating brownfield plan	Madalin E. Sholtz	\$150.00	0.70	\$105.00
10/31/2024 Legal research re: MCL 125.2664(8); Terminating a brownfield plan (Okemos downtown).	Wayne R. Beyea	\$225.00	1.60	\$360.00
10/31/2024 Legal research re: terminating a browfield plan	Madalin E. Sholtz	\$150.00	0.50	\$75.00
		Time Entries Total	2.90	\$562.50

Total (USD)	\$562.50
Paid	\$0.00
Balance	\$562.50
Total Outstanding	\$562.50

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



To: Meridian Brownfield Redevelopment Authority

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

Date: January 9, 2025

Re: Brownfield Redevelopment Nomination Election of Officers Subcommittee

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.

MOTION: Move to set the 2025 Election Subcommittee to include member's _____, _____, and _____.



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: January 9, 2025

Re: MTWP Brownfield Project Status Update

The Brownfield Redevelopment Authority members have requested to have an update on the status of Brownfield projects in relation to the project name and associated number GL# in Treasury. All of the Approved and “under review” Brownfield plans can be found on the Township’s website at <https://www.meridian.mi.us/government/boards-and-commissions/brownfield-redevelopment-authority>.

Approved Brownfield Projects

Brownfield Plan #3 - Elevation at Okemos Pointe- Jolly Oak Road

This plan was approved in fall of 2019 and was the impetus for creating a local Brownfield Redevelopment Authority. Previously, this project was approved through the County BRA and was transferred to the Township once we had an Authority. Since it started with the County BRA, we have committed a portion of the Administrative capture to the County over the life of the project.

In total the project will capture just short of \$6 million dollars over 20 years, ending in 2035. The developers have paused the final phase of construction on the project, citing inflationary rates in construction. The project is still on target to repay the plan back ahead of schedule.

Total Reimbursed: \$1,046,076.26 Remaining Reimbursement: \$2,215,692.24

Brownfield Plan #4 Joe’s on Jolly -2360 Jolly Road

Approved in October 2019 as a spinoff of the Elevation project to meet the commercial portion of the MUPUD. A separate plan was approved for no more than \$379,700 with the change in ownership. With COVID-19 the project deferred capture for a year and began construction in 2021. The restaurant opened in May 2022 and the first reimbursement request came in July 2024. The reimbursement request was reviewed by the BRA with the consultation of TriTerra and AKT Peerless. There are outstanding items that need to be addressed before the first reimbursement can be issued. Namely sworn statements and waivers.

Total to be Reimbursed: \$12,383.00 Remaining Reimbursement: \$367,317.00

Brownfield Plan #5 Haslett Marathon – 1619 Haslett Road

The Haslett Marathon is one of the establishing “Shop Town” businesses at the intersection of Haslett and Marsh road. This business was active and operating prior to the complete reconstruction of the building, leading to a higher initial taxable value and a longer-term payback, as the tax increment created was not extremely large. The plan was approved in summer of 2020 and calls for just over



\$300,000 in payback to the developer over 27 years. The project did capture a partial year's worth of increment in the 2022 tax year (2023 calendar year) and once we have the capture information from 2023 from the Treasury Department, Staff will be able to determine where this project is in terms of the timing of the payback. We expect it to be slightly ahead of schedule, if only due to the inflation factor.

Total Reimbursed: \$25,637.64 Remaining Reimbursement: \$278,845.36

Brownfield Plan #6 American House of Meridian – 1673 Haslett Road

This is an amendment to an earlier plan that was adopted in late 2020 (Pine Village). This plan, adopted in November 2022, updated the costs and eligible expenses, once the project was able to start construction. The eligible captured revenue dropped from \$2.8 million to \$1.2 million and the capture timeline dropped from 15 years to 4 years. This is based on the builder/owner having tightened costs and understanding the project better than the initial plan.

At the October BRA meeting, the Authority approved the first reimbursement request for the project. Construction was substantially finished in February and the building received Temporary Occupancy, allowing residents to move in. The site completed occupancy for all the residential units and the first floor commercial starting in May 2024. The applicant paid their winter 2023 taxes and was eligible to receive reimbursement. This project is well on track to be fully on the tax rolls in 2027, as planned.

Total Reimbursed: \$154,036.14 Remaining Reimbursement: \$1,090,262.86

Brownfield Plan #7 Village of Okemos- **To Be Terminated**

The Brownfield plan for the Village of Okemos project was approved in November of 2022. The plan is a 20-year plan with a total of \$8.2 million dollars in tax capture, both local and state. The state approval of the plan has not been finalized and the developer spent the majority of 2023 trying to get the project financed. With the project on hold while partners work to identify feasibility, we believe the termination of this plan to be in the best interest of the BRA. The intent was to combine the Local and State eligible taxes to support the sites brownfield needs. With the proposed plan still to be determined, it is the advice of the Township's attorneys and our consultants that the plan be terminated.

Brownfield Plan # 8 Haslett Village Square

This plan was approved the fall of 2022 and anticipates an 11-year payback of just short of \$2.5 million dollars. The developer has demolished all the buildings on the site that were proposed to be removed, but with the continuing increase in interest rates and the changes required by the Ingham County Drain Commissioner's Office, the developer has advocated that extension to the incentives may be necessary to have a full development. The project will provide many amenities, connectivity, trail access, updates to public facilities, infrastructure and residential in a blighted site.

Total to be reimbursed: \$2,437,434.00



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: January 9, 2025

Re: Statewide Brownfield Redevelopment News

There have been developments since the State of Michigan amended the Brownfield Public Act to allow for eligible housing development projects to capture Brownfield dollars to make a project feasible. Township staff addressed the Township Board in May 2024 to provide an overview of the incentive parameters. At that time the Township Board was uncertain about the new BRA application related to housing and was interested to see how approved projects utilized the opportunity. The article [Michigan Expanded Brownfield Program Spurs New Housing in Ottawa County](#) provided on MLIVE discusses the advantages that Ottawa County will take with the new housing incentive.

New projects proposed in the City of Lansing will see an overall investment of \$320 Million with support of the Lansing Brownfield Redevelopment Authority. [Request for New Redevelopment Plan for New Vision Lansing Projects Move Forward](#), to reinvigorate several blighted areas in the greater Lansing region.

- **Tower on Grand** comprises a 27-story tower, with 287 residential units and 48,000 square feet of attached commercial and retail space and a 314-space parking facility, with two levels spanning Grand Avenue.
- **Washington Square** will convert the Washington Square office building into 60 apartments, a nearby 130 space parking facility, and 9,350 square feet of renovated commercial retail space.
- **Capitol Tower** will redevelop a site at Walnut and Ottawa streets across from the State Capitol, significantly increasing density with the development of mixed-use commercial and residential building, one floor of office space and four residential floors with 105 units, with approximately 140 parking spaces.
- **Ingham Building** is the adaptive reuse of a historic downtown office building originally constructed in 1928 and encompassing 17,028 square feet over 6 floors that will contain 25 furnished apartment units. Existing office use will be removed, though approximately 1,500 square feet will be maintained as retail / commercial space on the ground facing West Ottawa Street.
- **Old Town** will see the construction of a seven-story mixed use building with an integrated 88-space, two-story parking facility, retail space facing Turner Street, and a five-floor apartment building with 80 units in studio, one-, and two-bedroom layouts, for a total project square footage of 60,961 square feet.