

CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
ORGANIZATIONAL MEETING MINUTES

APPROVED

August 16, 2017

5151 Marsh Road, Okemos, MI 48864-1198

517-853-4000, Town Hall Room, 8:00 A.M.

PRESENT: John Scott-Craig, Ned Jackson, Chris Buck, Jeffrey Theuer

ABSENT: Joyce Van Coevering, John Matuszak, Frank Walsh

STAFF: Senior Planner Peter Menser, Director of Community Planning & Development Mark Kieselbach, Planning Intern Justin Quagliata

OTHER: Janet Michaluk

1. **Call meeting to order**

Senior Planner Menser called the regular meeting to order at 8:04 A.M.

2. **Approval of Agenda**

Senior Planner Menser added item 6D. Environmental Consultant Process, to the Agenda.

Director Buck moved to approve the agenda as amended.

Seconded by Director Scott-Craig.

VOICE VOTE: Motion carried unanimously.

3. **Approval of Minutes**

July 11, 2017 Organizational Meeting

Director Scott-Craig moved to approve the organizational meeting minutes of July 11, 2017 as written.

Seconded by Director Buck.

VOICE VOTE: Motion carried unanimously.

4. **Public Remarks** – None

5. **Presentation** – Janet Michaluk, Michigan Department of Environmental Quality
Brownfields 101 – 201

Janet Michaluk, Michigan Department of Environmental Quality (MDEQ) Brownfield Coordinator, presented a Brownfields 101-201 PowerPoint. The presentation covered a variety of topics related to Brownfield redevelopment. Topics included: history of the Brownfield program, Brownfield tax-increment financing (TIF), eligible property, eligible activities, project approval process, and Brownfield Plans versus Act 381 Work Plans.

6. **New Business**

A. Election of officers

Senior Planner Menser described the process to elect Brownfield Redevelopment Authority (BRA) officers as outlined in the Election of officers memorandum forwarded in the meeting packet. He also described the general duties and responsibilities of chairperson and vice-chairperson.

Director Scott-Craig moved to nominate Director Buck to serve as BRA chair.
Seconded by Director Theuer.
VOICE VOTE: Motion carried unanimously.

Chair Buck, Director Jackson, and Director Theuer moved to nominate Director Scott-Craig to serve as BRA vice-chair.
VOICE VOTE: Motion carried unanimously.

Senior Planner Menser stated a member of Township staff will act as recording secretary for the BRA.

B. Bylaws

Senior Planner Menser described the process to adopt BRA bylaws as outlined in the BRA Board Bylaws memorandum forwarded in the meeting packet. He also stated there is a difference between bylaws and rules and procedures.

The Board discussed changing the annual meeting from the second calendar quarter of each year to the first calendar quarter of each year. The Board directed staff to make the change to the bylaws as discussed.

The BRA Board discussed the definition of quorum and what constitutes the action of the Board. Consensus was the vote of four (4) Directors present at a meeting at which a quorum is present constitutes the action of the Board. The Board directed staff to make the change to the bylaws as discussed.

The BRA Board discussed the purpose of an executive committee. The Directors concluded presently there is not a need for an executive committee, and such a committee could be established in the future if need arises. Consensus was to omit the executive committee (Article III – Section 6) from the bylaws. The Board directed staff to make the change to the bylaws as discussed.

Chair Buck moved to approve the draft bylaws as amended.
Seconded by Director Jackson.
VOICE VOTE: Motion carried unanimously.

C. Establish future meeting schedule

Senior Planner Menser stated future organizational meetings will be held on Tuesday or Wednesday mornings.

D. Environmental Consultant Process

Senior Planner Menser stated the next steps for selecting a Brownfield consultant.

The Board discussed the request for proposals (RFPs) sent to environmental groups for Brownfield consulting services, and what the role of the consultant would be.

Chair Buck suggested the Board begin developing rules and procedures at the next meeting.

Senior Planner Menser stated he will provide examples of Brownfield applications and rules and procedures at the next meeting. He also thanked Ms. Michaluk for attending the meeting and for advising the BRA in the organizational process. He stated the BRA bylaws are subject to approval by the Township Board.

7. **Old Business** – None

8. **Public Remarks** – None

9. **Adjournment**

Senior Planner Menser adjourned the organizational meeting at 9:49 a.m.

Respectfully Submitted,

Peter Menser
Senior Planner