

CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
ORGANIZATIONAL MEETING MINUTES

APPROVED

September 20, 2017
5000 Okemos Road, Okemos, MI 48864-1198
Central Fire Station, 8:00 A.M.

PRESENT: Chair Chris Buck, Vice-Chair John Scott-Craig, Ned Jackson, Jeff Theuer, John Matuszak
ABSENT: Township Manager Frank Walsh
STAFF: Director of Community Planning & Development Mark Kieselbach, Senior Planner Peter Menser
OTHER: None

1. **Call meeting to order**

Chair Buck called the regular meeting to order at 7:57 A.M.

2. **Approval of Agenda**

Motion by Director Matuszak to remove item 6B from the agenda due to time constraints.

Supported by Vice-Chair Scott-Craig.

Director Matuszak moved to approve the agenda as amended.

Supported by Director Jackson.

VOICE VOTE: Motion carried unanimously.

3. **Approval of Minutes**

Director Scott-Craig moved to approve the meeting minutes of August 16, 2017 as written.

Seconded by Director Jackson.

VOICE VOTE: Motion carried unanimously.

4. **Public Remarks – None**

5. **Environmental Consultant presentations**

A. TriTerra

B. SME

C. Fishbeck, Thomson, Carr, & Huber (FTCH)

The BRA Board heard presentations from, and asked questions of, each consultant that submitted proposals to be the Township's brownfield consultant.

6. **New Business**

A. Environmental Consultant selection

The BRA Board discussed the presentations from the three brownfield consultants. BRA Board discussion included the following:

- Recap of presentations and initial impressions to each consultant
- The proposed fee structures included in the submitted proposals and how they apply
- Costs for training and development of policies/procedures would not be covered by brownfield application fee from developer
- Preferences of each BRA Board member with regards to hiring a consultant
- Shared concerns and potential benefits of each consultant
- Relationship between consultant and BRA Board, role of consultant in review of brownfield plan request

The decision was made for Chair Buck to follow up with contacts at the Lansing Area Economic Partnership (LEAP) to gain additional insight into two of the three consultants and follow up with the BRA Board.

7. **Old Business**

- A. Draft bylaws – Chair Buck noted the BRA Bylaws were approved by the Township Board at its meeting on September 19, 2017.

8. **Public Remarks** – None

9. **Adjournment**

Chair Buck adjourned the meeting at 10:07 a.m.

Respectfully Submitted,

Peter Menser
Senior Planner