



AGENDA

CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT
AUTHORITY THURSDAY, September 11,
2025 – 9 AM

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. August 14, 2025
4. FINANCIAL REPORT
 - A. July Financial Report
5. PUBLIC REMARKS
6. NEW BUSINESS
 - A. Brownfield Administration Compensation Discussion
7. OLD BUSINESS
 - A. Listing of Eligible BRA Sites in Meridian Township
8. PROJECT UPDATES
9. PUBLIC REMARKS
10. ADJOURNMENT

NEXT MEETING: October 9, 2025 at 9 AM

IN PERSON MEETING
5151 Marsh Road
Town Hall Room

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Timothy Dempsey, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

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Charter Township of Meridian
Brownfield Redevelopment Authority
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, August 14, 2025– Minutes -**DRAFT**

Members

Present: Jeff Theuer, Manager Tim Dempsey, John Sarver, and Jim Houthoofd

Members

Absent: Dave Ledebuhr

Others Present: Amber Clark Neighborhoods & Economic Development Director

1. **CALL MEETING TO ORDER**
Chair Theuer called the regular meeting to order at 9:00 a.m.
2. **APPROVAL OF THE AGENDA**
Director Sarver moved to approve the agenda as presented. Supported by Director Houthoofd.
VOICE VOTE: Motion carried unanimously.
3. **APPROVAL OF THE MINUTES**
Director Brandon Brooks moved to approve the June 10, 2025 Meeting Minutes Draft. Supported by Director Houthoofd.
VOICE VOTE: Motion carried unanimously.
4. **FINANCIAL REPORT- June**
Economic Development Director Amber Clark presented the June Financial Report. She noted that no major transactions had occurred since the last BRA meeting. She noted that it is summer tax season and in September or October we should see the distribution of tax capture to the BRA in fall. Director Clark had no other updates to provide.

The BRA accepted the financial report as presented.
VOICE VOTE: Motion carried unanimously.
5. **PUBLIC REMARKS-** None
6. **NEW BUSINESS**



a. Reimbursable Expenses of the BRA- Remit Payment to the General Fund

Director Clark provided an overview of the memo regarding an accounting of past fees paid by the Township's general fund that are expenses of the Meridian Township Brownfield Redevelopment Authority. At the time of establishment the MTBRA did not have a positive fund balance. The Township supplemented the necessary payments to consultants, staff, lawyers, etc. related to any BRA Plan and the administration of those plans. When all 5 proposed BRA plans began to fully capture on the increased values of the redeveloped properties, the BRA's fund balance began to increase. In 2023 the BRA voted to reimburse the Township for all fees associated with the management of the BRA program. Each invoice that was previously paid for by the Township's general fund was documented with the amount of the invoice. A total of \$18,443.50 is outstanding, owed to the Township.

Chair Theuer noted that the BRA elected to become a "revenue neutral" program for the Township. The goal to provide the BRA incentives at no cost to the Township. The funding captured from participating parcels should be used as efficiently as possible to ensure the Township is not a financial loss operating the program. Chair Theuer noted he is in agreement to pay the Township back what is owed for the program and encourages more activity to be supported by the administration fund like staff salaries.

Manager Dempsey noted that staff had discussed utilizing a portion of the MTBRA administration fund to support a portion of salaries. That will be a future discussion of the BRA. It is common practice for a community to utilize the fund in such a way to have a net zero program. Manager Dempsey also thanked Director Clark for her efforts to release funding back to the Township considering the economic climate and potential budget constraints.

Director Brooks asked why the Brownfield is reconciling those payments now. Director Clark noted that at the start of the MTBRA there was no funding available. As the fund balance grew the BRA began to pay for fees associate with programming. The fees noted in this memo start from 2018 and end 2022 when fund balance for the BRA was low. Now that there is a positive fund balance, fees previously paid for by the Township will be reimbursed back to the Township. Director Clark noted that the entities that provided invoices have been paid. This is an effort for the BRA to reimburse the Township to be revenue neutral.

Member Houthoofd made the following motion:

Motion to approve and authorize a reimbursement to the Township's general fund for the MTBRA consulting and legal fees, to be issued from the MTBRA Administration funds in the amount of \$18,443. 50.

Moved and supported by Director Sarver.



ROLL CALL VOTE:

Chair Theuer: YES
Director Houthoofd: YES
Director Sarver: YES
Manager Dempsey: YES
Director Brooks: YES

ROLL CALL: Motion carried unanimously.

b. Village of Okemos Brownfield Plan – Termination of Plan

Director Clark provided an overview of the steps to terminate the partially approved Brownfield Redevelopment Authority Plan for the proposed Village of Okemos project. The BRA Plan for the project was initially approved in 2022 and State law allows for a Plan to be terminated if 2 years has passed with no activity on the site. While the Township has not evidence that the project will proceed in the near future, the Township's attorney's want to be sure that the MTBRA is not liable related to the approved Plan if we absolve the Plan.

Director Clark noted that she is in discussion with our legal team but feel that a termination is a good option. Terminating the Plan will not negatively impact a future Plan from being approved, it does cleanly allow the Township to potentially plan a redevelopment of the site without being barred by the previous MUPUD and site concept requirements. No formal action will be taken by the BRA at this time.

c. Legal Fee Reimbursement Fahey Invoice #30655 \$390.00

Chair Theuer opened the item with a general statement that the attorney fees for Fahey Schultz Burzych and Rhodes are paid for by the Township's General Fund. It is the BRA's policy to review the fees and reimburse the Township's General Fund. Director Clark noted that body of the memo included incorrect details for the reimbursement. The copy included in the memo was a reproduction of the request to the BRA to reimburse the outstanding fees from the start of the BRA program. Director Clark noted that the correct invoice is attached and the motion maker will need to update their motion to include the correct dollar amount.

Chair Theuer noted that it would be helpful to have the legal team include specifics of which project they are reviewing or identified in the invoice to note the time spent for specific projects

Director Brooks made the following motion:

Move to approve and authorize reimbursement to the Township's general fund for legal fees conducted in the service of the MTBRA in the amount of \$390.00



Supported by Director Sarver

ROLL CALL VOTE:

Chair Theuer: YES
Director Houthoofd: YES
Director Sarver: YES
Manager Dempsey: YES
Director Brooks: YES

ROLL CALL: Motion carried unanimously.

7. **OLD BUSINESS – NONE**

8. **PROJECT UPDATES**

Director Clark provided a general project overview during the financial discussion portion of the meeting. Director Clark had no other comments regarding projects at this time.

9. **PUBLIC REMARKS –**

- a. Director Brooks introduced himself as the Planning Commission liaison member most recently appointed to the MTBRA. He stated that the Planning Commission is currently evaluating opposing/conflicting zoning areas in the Township and wanted to know if a full comprehensive list of Brownfield sites in the Township was available.

Chair Theuer noted that in years past the BRA desired to have a comprehensive list made but did not have the funding to do so. Director Brooks mentioned that the Planning Commission would first like to know what areas to start looking and to coordinate that in an area perhaps where a Brownfield is identified so that the site could be looked at potentially for redevelopment. Chair Theuer asked for staff to include BRA parcel list in the Township on the agenda for the next meeting.

Chair Theuer called to adjourn the meeting

10. **ADJOURNMENT – 9:35 a.m.**

Respectfully Submitted,

Amber Clark
Economic Development Director



To: Meridian Brownfield Redevelopment Authority

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

Date: September 11, 2025

Re: Brownfield Administrative Compensation Discussion

To support the creation and ongoing management of Brownfield Redevelopment Authority (BRA) Plans, each approved plan includes a 5% administrative fee payable to Meridian Township. This fee, permitted by law, offsets costs related to staff time, legal services, consulting, and other administrative expenses necessary for plan maintenance. Recently, the Township increased administrative fees for BRA Plans that request the use of State Education Tax (SET) for eligible housing activities. These plans require additional oversight, reporting, and coordination with state agencies.

Historically, the BRA has aimed to operate at a net-zero cost to the Township. In August 2025, the BRA reimbursed the Township's general fund approximately \$19,000 for prior BRA-related expenditures. It is common practice for municipalities to use administrative fees to support staff salaries for those managing BRA programs.

Currently, the BRA maintains a positive fund balance of approximately \$240,000, with all five active projects generating revenue from increased taxable value. To continue supporting the program's sustainability, the Township requests that 15% of the Economic Development Director's salary be funded through the BRA's general administration fund. This equates to \$17,000 in salary plus benefits (PTO/Insurance), totaling \$24,915.80.

The BRA will authorize payments for services and reimburse the Township's general fund for any fees created through the operation of the program. The request to include a portion of staff salary is aligned with the precedent of maintaining a net-zero cost structure for the BRA program.

The payments that the BRA will approve today are:

- Authorization to Meridian Township to allocate 15% of BRA staff salary out of the BRA administration fund- \$24,915.80 in 2026
- Payment won't begin until January 1, 2026

A recommendation is provided for your consideration:

MOVE TO APPROVE THE ALLOCATION OF 15% OF THE ECONOMIC DEVELOPMENT DIRECTOR'S SALARY AND ASSOCIATED BENEFITS FROM THE BRA ADMINISTRATION FUND, IN SUPPORT OF TIME AND RESPONSIBILITIES DEDICATED TO THE MANAGEMENT OF THE BRA PROGRAM.



To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: September 11, 2025

Re: Listing of Eligible BRA Sites in Meridian Township

During a recent open discussion, Member Brandon Brooks inquired whether the Township maintains a comprehensive inventory of sites eligible for Brownfield designation. Member Theuer recalled that in previous years, the Meridian Township Brownfield Redevelopment Authority (MTBRA) had expressed interest in compiling such a list; however, the initiative was not pursued due to limited resources. I noted that similar inquiries were raised during the joint Board and Commission meeting, where it was acknowledged that no exhaustive list of eligible properties currently exists. In response, the Authority requested that staff investigate the feasibility of identifying or creating such a list.

To that end, staff consulted with Mrs. Sarah Venner, the regional representative from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Mrs. Venner is well-versed in Meridian Township's Brownfield activities, having served as the primary coordinator for the EGLE grant and loan associated with the "Village of Okemos" redevelopment project. She provided staff with valuable guidance and resources to support the development of an eligibility inventory.

It is important to note that EGLE maintains records only for sites where it has conducted environmental testing. A key consideration moving forward is determining the appropriate starting point for such testing. There are two potential pathways available to the MTBRA that involve minimal or no cost. Historically, defining a specific geographic area has yielded more efficient and actionable results than requesting a comprehensive review of the entire Township.

Director Tim Schmitt proposed the corridor along Haslett Road, extending east from Marsh Road to the CN rail line, as a promising initial focus area. Prior to initiating testing, the BRA must obtain authorization from property owners. Upon securing such approval, EGLE may be requested to evaluate contiguous parcels within the designated area.

Phase I environmental assessments will be conducted at no cost to the Township. Should the results warrant Phase II testing, additional expenses may be incurred by the MTBRA. Staff respectfully requests recommendations and consensus from the Authority regarding the proposed Haslett Road area, as well as any other locations deemed appropriate for consideration.

Sites currently excluded from consideration include:

- West side of Haslett/Marsh (previously identified by the BRA; the north side may contain eligible sites but is largely occupied)
- West side of Hamilton/Okemos (previously identified by the BRA)
- Properties currently operating as car washes or gas stations

- 6365 Newton Road (former drive-in theater site)

Your feedback and guidance are greatly appreciated.