



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
THURSDAY, OCTOBER 9, 2025 – 9 AM

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - A. SEPTEMBER 11, 2025
4. FINANCIAL REPORT
 - A. August Financial Report
5. PUBLIC REMARKS
6. NEW BUSINESS
 - A. Reimburse General Fund Legal Fees Fahey Legal Bill #32381 \$840
7. OLD BUSINESS
 - A. Brownfield Administration Compensation Discussion
8. PROJECT UPDATES
 - A. Submittal of Haslett Village Square BRA Plan
9. PUBLIC REMARKS
10. ADJOURNMENT

NEXT MEETING: November 13, 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

Providing a safe and welcoming, sustainable, prime community.





Charter Township of Meridian
Brownfield Redevelopment Authority Nominating Committee
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, September 11, 2025– Minutes -DRAFT

Members

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

Members

Absent: John Sarver

Others

Present: Neighborhoods & Economic Development Director Amber Clark

1. CALL MEETING TO ORDER

Chair Theuer called the meeting to order at 9:00am.

2. APPROVAL OF AGENDA

MOTION BY MEMBER LEDEBUHR TO APPROVE THE AGENDA. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 5-0.

3. APPROVAL OF MINUTES-August 14, 2025

MOTION BY MEMBER LEDEBUHR TO APPROVE THE AGENDA. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 5-0.

4. FINANCIAL REPORT-July

The July financial report was accepted.

5. PUBLIC REMARKS

None.

6. NEW BUSINESS

a. Brownfield Administration Compensation Discussion

Member Houthoofd asked staff how much has the 5% administration fee from the projects generated each year and how much is expected to be generated each year moving forward.

Wants to ensure that to include a portion of staff salary will help to maintain a healthy fund balance for the BRA.

Member Theuer stated having a net zero BRA has been the intention of this body. Stated he would like to know the 5% admin number, but for the sake of the Board's upcoming budget adoption would like to approve the funding for 2026.

Manager Demspey stated this is just a request for the upcoming 2026 budget cycle and the BRA could address later if they feel that it is something they will support annually.

MOTION BY MEMBER LEDEBUHR TO APPROVE THE 2026 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. SUPPORTED BY MEMBER BROOKS. MOTION PASSED 5-0.

7. OLD BUSINESS

a. Listing of Eligible BRA Sites in Meridian Township

Director Clark asked Member Brooks to get the thoughts of the Planning Commission on where we should start in the community. EGLE will do the Phase 1 for free and giving them a list of contiguous parcels makes addressing the sites that possibly have contamination easier.

Member Ledebuhr thought that 6365 Newton Road should be included in Phase 1. Staff disagreed and believe that there is no need to test it as it would already qualify. What we are asking EGLE to look into are sites where we are not sure if they have had a contamination historically or not. Staff feels it is less likely that the site will be developed anytime soon knowing the site has a drain issues that are a condition of the MDOT road improvements from years before.

Member Ledebuhr believed that the site should be included in the list that EGLE receives in order to conduct a Phase 1. Staff believes that EGLE has already conducted a Phase 1 on that site and will look to see if that is the case.

EGLE has a public list of BRA sites that they have completed environmental BRA work plans or testing on. MEDC also approves BRA projects; however, their list is not shared with EGLE. So, there is not exhaustive list statewide.

8. PROJECT UPDATES

Director Clark reviewed the current projects in the Township.

9. PUBLIC REMARKS

None.

10. ADJOURNMENT

Meeting adjourned at 9:55am.

Next meeting on October 9, 2025 at 9:00am in the Town Hall Room.

Meridian Twp. BRA/LBRF
Preliminary Financial Statements
Period Ending 08/31/2025 - UNAUDITED

BALANCE SHEET

| | | BRA | LBRF | Bank Balance |
|--------------|------------------------------------|---------------------|--------------------|---------------------|
| ASSETS | | Year to Date | Year to Date | |
| | Cash | \$165,895.70 | 72,186.73 | \$238,082.43 |
| | Taxes Receivable | | | |
| | TOTAL ASSETS | <u>\$165,895.70</u> | <u>\$72,186.73</u> | |
| | | | | |
| LIABILITIES | | | | |
| | Due to Ingham County LBRF | \$51,102.09 | | |
| | Deferred Inflow | \$ | | |
| | Accounts Payable | \$ | | |
| | TOTAL LIABILITIES | <u>\$51,102.09</u> | <u>\$0.00</u> | |
| | | | | |
| FUND BALANCE | | | | |
| | Fund Balance 12/30/2024 | \$86,376.32 | \$52,966.40 | |
| | 2025 YTD Net Income | <u>\$28,417.29</u> | <u>\$19,220.33</u> | |
| | Current Year Fund Balance | <u>\$114,793.61</u> | <u>\$72,186.73</u> | |
| | Total Liabilities and Fund Balance | <u>\$165,895.70</u> | <u>\$72,186.73</u> | |

INCOME STATEMENT

| | <u>July</u> | <u>August</u> | Year to Date | Year to Date |
|--------------|--|---------------------|---------------------|---------------------------------------|
| REVENUES | | | | |
| | Tax Capture-#3 Elevation BRA | | <u>\$324,703.10</u> | |
| | Tax Capture-#4 Joe's On Jolly BRA | | \$37,384.00 | |
| | Tax Capture-#5 Haslett Marathon BRA | | \$11,532.21 | |
| | Tax Capture-#6 American House Meridian | | \$173,138.87 | |
| | Transfer in from BRA | | | <u>19,220.33</u> |
| | TOTAL REVENUE | | \$546,758.18 | 19,220.33 |
| | | | | |
| EXPENDITURES | | | | |
| | Developer Reimbursement-#3 | | \$292,232.80 | |
| | Developer Reimbursement-#4 | | \$33,645.60 | |
| | Developer Reimbursement-#5 | | \$0.00 | |
| | Developer Reimbursement-#6 | | \$155,824.99 | |
| | Contractual Services | \$4,166.00 | \$0.00 | \$17,417.17 |
| | Transfer out to LBRF | | | <u>\$19,220.33</u> |
| | TOTAL EXPENDITURES | <u>\$4,166.00</u> | <u>\$0.00</u> | <u>\$518,340.89</u> |
| | 2025 Net Income | <u>(\$4,166.00)</u> | <u>\$0.00</u> | <u>\$28,417.29</u> <u>\$19,220.33</u> |



230 W Main St
Ionia, MI 48846

Statement Ending 08/31/2025

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

Summer is not over yet! There may still be time to squeeze in one last getaway, home project, or dream purchase. A No-Fee* HELOC may be just what you need to extend your summer fun a little longer. Visit IndependentBank.com/HELOC to learn more and apply. Standard underwriting guidelines apply.

Summary of Accounts

| Account Type | Account Number | Ending Balance |
|---------------------------|----------------|----------------|
| Business Freedom Checking | XXXXXXXX2377 | \$238,082.43 |

Business Freedom Checking - XXXXXXXX2377

Account Summary

| Date | Description | Amount |
|------------|-------------------------|--------------|
| 08/01/2025 | Beginning Balance | \$238,082.43 |
| | 0 Credit(s) This Period | \$0.00 |
| | 0 Debit(s) This Period | \$0.00 |
| 08/31/2025 | Ending Balance | \$238,082.43 |

Daily Balances

| Date | Amount |
|------------|--------------|
| 08/01/2025 | \$238,082.43 |





To: Meridian Brownfield Redevelopment Authority

From: Amber Clark Neighborhoods & Economic Development Director

Date: October 9, 2025

Re: Brownfield Administrative Costs- Fahey Schultz Invoice #32381

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 and supports legal fees to reimburse the general fund.

The BRA has elected to approve the payment of legal fees and to reimburse the Township's general fund, as the Township initially covers all legal expenses through this fund. These fees pertain to services provided by the Township's attorneys and will be reimbursed by the BRA at its next available meeting.

The payments that the BRA will approve today are:

- Reimbursement to the Meridian Township general fund for legal fees
 - *Fahey Schultz Burzych and Rhodes PLC Invoice# 32381 for \$840.00*
- Payment to Fahey Schultz for review and discussion around the termination of the Village of Okemos Brownfield Plan approved in 2022.

A recommendation is provided for your consideration:

MOVE TO APPROVE AND AUTHORIZE A REIMBURSEMENT TO THE TOWNSHIP'S GENERAL FUND FOR LEGAL FEES PAID TO FAHEY SCHULTZ, TO BE ISSUED FROM THE MTBRA ADMINISTRATIVE FUNDS IN THE AMOUNT OF \$840.00.

Fahey Schultz Burzych Rhodes PLC

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

INVOICE

| | |
|----------------|--------------------|
| Invoice Number | 32381 |
| Invoice Date | 9/2/2025 |
| Due Date | 10/2/2025 |
| Matter | Brownfield Matters |

Bill To:

Meridian Township
5151 Marsh Road
Okemos, MI 48864

Time Entries

| Time Entries | Billed By | Rate | Hours | Sub |
|--|--------------------|---------------------------|-------------|-----------------|
| 8/2/2025 Correspondence w/ client re: plan termination | Matthew A. Kuschel | \$230.00 | 0.50 | \$115.00 |
| 8/6/2025 Correspondence re: termination of BRA plan | Madalin E. Sholtz | \$175.00 | 0.20 | \$35.00 |
| 8/7/2025 Correspondence w/ client A Clark re: brownfield plan termination | Matthew A. Kuschel | \$230.00 | 1.20 | \$276.00 |
| 8/7/2025 Research and Corresp w/ Counsel re Proposed Termination of Brownfield Plan | William K. Fahey | \$230.00 | 1.80 | \$414.00 |
| | | Time Entries Total | 3.70 | \$840.00 |

| | |
|-------------------|----------|
| Total (USD) | \$840.00 |
| Paid | \$0.00 |
| Balance | \$840.00 |
| Total Outstanding | \$840.00 |

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: October 9, 2025

Re: Brownfield Administrative Compensation Discussion

The discussion to continue to support a net-zero cost approach to managing a Brownfield program within the Township was held during last month's BRA meeting. In August 2025, the BRA reimbursed the Township's general fund approximately \$19,000 for prior BRA-related expenditures. It was discussed and approved to support what is common practice for municipalities; to use administrative fees to support staff salaries for managing BRA programs.

BRA members supported a motion to support 15% of staff salary through the administrative fund for work conducted on behalf of the BRA. That contribution equates to \$17,000 in salary plus benefits (PTO/Insurance), totaling \$24,915.80. This will be one-time payment from the BRA for 2026 to allow staff and the BRA to determine if there will be enough in future years to support staff salaries. A question was raised regarding how much does the 5% administrative fee for projects capture and bring back to the BRA. Though the Township has now 4 actively improved sites, with another large project to begin construction this year, the Township's BRA is young. Only recently has the BRA's fund balance exceeded \$200,000. Staff has provided a break down in calculations for the 5% admin fee per year, per project:

2025

| | |
|-------------------------|----------|
| ELEVATION APARTMENTS | \$23,062 |
| JOE'S JOLLY | \$1,682 |
| HASLETT MARATHON | \$0 |
| AMERICAN HOUSE MERIDIAN | \$7,791 |

*Increases by rate of inflation and value of work at the time of assessment. Expected rate of inflation around 2.7- 3% for 2026 per Township Assessor.

| MERIDIAN TOWNSHIP BROWNFIELD PROJECT ADMIN FEE | | | | | | | | | | | |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|------------|------------|
| BRA ELEVATION #3 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | ### | ### |
| TOTAL CAPTURE | \$ 30,299.27 | \$ 195,461.49 | \$ 205,371.21 | \$ 296,409.63 | \$ 318,534.67 | \$ 379,388.49 | \$ 388,648.13 | \$ 461,242.00 | | | |
| ADMIN FEE 5% | \$ 1,514.96 | \$ 9,773.07 | \$ 10,268.56 | \$ 14,820.48 | \$ 15,926.73 | \$ 18,969.42 | \$ 19,432.41 | \$ 23,062.10 | | | |
| OUTSTANDING PAYMENT | | | | | | | | | | | |
| BRA 2360 JOES ON JOLLY #4 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | ### | ### |
| TOTAL CAPTURE | \$0.00 | \$12,383.00 | \$33,654.60 | | | | | | | | |
| ADMIN FEE 5% | \$0.00 | \$619.15 | \$1,682.73 | | | | | | | | |
| OUTSTANDING PAYMENT | | | | | | | | | | | |
| BRA 1619 HASLETT MARATHON #5 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | ### | ### |
| TOTAL CAPTURE | \$19,504.21 | \$16,075.63 | HOLD | | | | | | | | |
| ADMIN FEE 5% | \$975.21 | \$803.78 | | | | | | | | | |
| OUTSTANDING PAYMENT | | | | | | | | | | | |
| BRA AMERICAN HOUSE 1673 #6 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | | | | |
| TOTAL CAPTURE | \$61,952.32 | \$144,980.07 | \$155,824.99 | | | | | | | | |
| ADMIN FEE 5% | \$3,097.62 | \$7,249.00 | \$7,791.25 | | | | | | | | |
| OUTSTANDING PAYMENT | | | | | | | | | | | |
| BRA 1655-1621 HASLETT #8 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | ### | ### |
| TOTAL CAPTURE | | | | | | | | | | | |
| ADMIN FEE 5% | | | | | | | | | | | |
| OUTSTANDING PAYMENT | | | | | | | | | | | |

| PROJECT ADMIN FEES TOTAL | |
|----------------------------|----------------------|
| BRA ELEVATION | \$ 113,767.74 |
| BRA JOES ON JOLLY | \$2,301.88 |
| BRA HASLETT MARATHON | \$1,778.99 |
| BRA AMERICAN HOUSE MERIDI | \$18,137.87 |
| BRA HASLETT VILLAGE SQUARE | |
| SUBTOTAL | \$ 135,986.49 |

| New & Relocating | | | | | | | |
|-----------------------------------|---------------------------------|------------------------|------------------------------|-----------------------------------|---------------|---|--|
| Developer Name | Development Project Name | Review Category | Project Location | Project Type | Unit # | Assigned: Department/C ommission | Project Description |
| Meridian Retail Management II LLC | Starbucks Coffee | New Business | 2731 Grand River Ave | New Construction | 1 | Building Dept. | Construction of a new Starbucks Coffee at 2731 Grand River Ave. |
| Concrete Resource | Ashley Furniture | New Business | 1982 W. Grand River Ave | Redevelopment | 1 | Building Dept. | Ashley Furniture interior suite remodel in what previously was home to Younkers in Meridian Mall. |
| Nicole Taylor | Nicki Lamaj Wellness | New Business | 2985 Mt. Hope Suite 109 | New Establishment | 1 | Building Dept. | New wellness center in the Hagadorn/Mt. Hope Suites. |
| Dominique MacPhail | Dr. MacPhail Signature Smiles | New Operator | 3985 Okemos Road | New Business Operator/Name Change | 1 | Building Dept. | Dr. MacPhail will take over the dentist office previously operated by Dr. Tenaglia. Ribbon Cutting information to come soon. |
| Mac Austin Carpenter | M.A.C Legends Indoor Golf | Business Relocating | 1982 W Grand River Suite 510 | Business relocation | 1 | Building Dept. | M.A.C Legends moving into a larger suite within Meridian Mall. |

| Under Construction | | | | | | | |
|------------------------------|------------------------------|--------------------|--------------------------|---|-----------|----------------------------------|--|
| Developer Name | Development Project Name | Review Category | Project Location | Project Type | Unit # | Assigned: Department/C ommission | Project Description |
| Bennett Road Holding, LLC | Silverleaf (Phase I) | Under Construction | West Bennett Road | Single Family Homes | 25 of 150 | Building Dept. | First phase of 150 single family home development. |
| Newman Equities II , LLC | Grand Reserve | Under Construction | 1580 Woodland Way Okemos | Mixed Housing - Middle Housing | 115 | Building Dept. | Continued construction of approved 75 single family homes and 75 duplexes for rent off of Central Park, Powell Road. Duplexes to open May -June 2025 |
| DTN Property Management | Newton Pointe | Under Construction | 626 Newton Road | New Commercial Development | 1 | Building Dept. | Planting of landscaping to separate the single family home section of this project. Start of single family unit construction. |
| Delta Dental of Michigan | Delta Dental | Under Construction | 4100 Okemos Road | Existing Commercial Interior Renovation | 1 | Building Dept. | Interior remodeling of phase 1 north building underway. May receive temporary certificate of occupancy by end of May. Phase II of interior remodel to begin in June with a Fall possible completion. |
| Okemos Coffee Shop | Okemos Coffee Shop | Under Construction | 1732 Hamilton Road | Redevelopment | 1 | Building Dept. | Redevelopment of original Midwest Power location into the Okemos Coffee House. |
| Haslett New Beginnings OBGYN | Haslett New Beginnings OBGYN | Under Construction | 1650 Haslett Road | Interior Expansion | 1 | Building Dept. | Remodel of Haslett New Beginnings OBGYN office. |

| Under Plan Review | | | | | | | |
|--------------------------------|-------------------------------|----------------------|--|--------------------------------|--------|--|--|
| Developer Name | Development Project Name | Review Category | Project Location | Project Type | Unit # | Assigned: Department/Commission | Project Description |
| Jim Giguere | Hulett Estates | PUD Plan Resubmittal | North of Robbins Way - East of Hulett Rd Okemos MI | Single Family Homes | 7 | Planning- Approved | Renovation of 1 single family home and the addition of 6 new single family homes off Hulett and Jolly Road. |
| SP Holding Company, LLC | Haslett Village Square 2.0 | Under Plan Review | 1655-1621 Haslett Road Haslett MI | MUPUD Commercial + Residential | 189 | Planning Dept. Building Dept. Engineering. Economic Development | Plans received for the redevelopment the remaining 19 acres at Haslett and Marsh road. Rehab an existing 9,000 sq. ft. commercial building, build a new 14,000 sq. ft. commercial building and construct multifamily housing and townhomes for sale. |
| N/A | Panda Express | Under Plan Review | 4990 Marsh Road | New Commercial Development | 1 | Building Dept. Engineering Dept. | Application approved for a Panda Express development. The demolition of the Wheat Jeweler's store and removal of the building foot print to construct a new sole Panda express on Marsh road. |
| Vamo Group/ Austin Hamilton | 1486 Haslett Road Development | New Applications | 1486 Haslett Road | New Commercial Development | 1 | Building Dept. | Plans received to renovate the established lumber yard building at 1486 Haslett road into a commercial suite and residential suite for rent. Commercial first floor with residential second floor is a conditional use by right. |
| Mister Car Wash | Mister Car Wash | Under Plan Review | 4880 Marsh Road | New Commercial Development | 1 | Building Dept. Engineering Dept. | Proposed Car Wash at 4880 Marsh Road. Plans approved to demolish the existing Outback Steakhouse building and construct a new car wash. |

| | | | | | | | |
|------------------------------|--|-------------------|-------------------------|----------------------------|----|---------------------|---|
| N/A | Altu's Ethiopian Cuisine | Under Plan Review | 4738 Central Park Drive | New Commercial Development | 1 | Building Dept. | Interior remodel for new restaurant space. Second location of Altu's in the greater Lansing region. |
| St. Martha's Parish & School | St. Martha's Parish & School Building Expansions | Under SUP Review | 1110 W Grand River Ave | New Development | 2 | Planning Commission | Additional building developments at St. Martha's Parish & School. Development over 25,000 sq. ft. |
| Fedewa Holdings | Dobie Road Fedewa Project | Under SUP Review | 4601 Dobie Road | New Development | 32 | Planning Commission | The construction of a multiple-family development, consisting of 32 townhome units. |