Charter Township of Meridian
Brownfield Redevelopment Authority (BRA)
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, July 9, 2026– Minutes -DRAFT

Members Present: Brandon Brooks, Jeff Theuer, James Houthoofd, and Dave Ledebuhr

Members Absent: Township Manager Tim Dempsey and Tom Frazier

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 HOUTHOOFD TO APPROVE THE AGENDA. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 4-0.

3. APPROVAL OF MINUTES

   a. May 14, 2026 Draft Meeting Minutes

   MOTION BY MEMBER HOUTHOOFD TO APPROVE THE MAY 14, 2026 MEETING MINUTES. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 4-0.

4. FINANCIAL REPORT

   a. Brownfield Financial Report

   Director Clark shared the financial report and reviewed the revenue and expenditures for the four brownfield projects: Elevation, Joe's on Jolly, Haslett Marathon, and American House Meridian. Chair Theuer questioned the Haslett Marathon revenue of $11,719.02 and expense of $27,157.72. Director Clark will double-check the expense number, and she noted that these payments have not been made yet.

5. PUBLIC REMARKS

   None.

6. NEW BUSINESS

a. 4690 Okemos Road/VistaLuxe Realty Brownfield Plan Proposal

Director Clark introduced Connor Zook from Triterra. He presented the 4690 Okemos Road Brownfield Plan. The rehabilitation project consists of five parcels and three buildings. Two buildings will be mixed-use and one commercial building. $5.3 million in total investment with about a $1 million taxable value increase. Triterra investigated the site and learned that the site has no soil, groundwater, or soil gas contamination. This Plan is 15 years with 14 years of capture and a total reimbursement of just over $900,000 to the developer. There was general support for the project among the BRA. The developers will be present at the next meeting to discuss the project further.

b. Brownfield Redevelopment Staff Reimbursement

Director Clark stated, during the 2025 preparation time, the Township identified needs for assistance in balancing the General Fund Budget. At that time, the BRA agreed to support up to 15% of the Economic Development Director's salary.

MOTION BY MEMBER LEDEBUHR TO AUTHORIZE PAYMENT OF $5,826.90 TO THE MERIDIAN TOWNSHIP GENERAL FUND FOR THE REIMBURSEMENT OF STAFF SALARY EXPENSES RELATED TO BROWNFIELD REDEVELOPMENT AUTHORITY ACTIVITIES. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 4-0.

c. 2027 Brownfield Redevelopment Authority Budget

Director Clark presented an initial draft 2027 Brownfield Redevelopment Authority Budget. There was discussion about adding 15% of the Economic Development Director's salary to the budget and possibly a reimbursement to the Treasurer's Office for the work they do with management of the Brownfield finances. An updated budget will be back on the next meeting agenda.

7. OLD BUSINESS

None.

8. PROJECT UPDATES

Director Clark reported that the pathway at American House Meridian is almost complete. Haslett Village Square is going well. They have submitted an amended MUPUD because of the movement of the drains. There is no change to the Brownfield Plan.

The Township received a federal BUILD grant to widen Okemos Road Downtown, add a left turn lane, and update the signalization and sidewalk. Because of the road work, Consumers Energy will have to pay to relocate the power poles.

9. PUBLIC REMARKS

None.

10. ADJOURNMENT

Meeting adjourned at 10:07am.

Next meeting on August 13, 2026 at 9:00am in the Town Hall Room.