Charter Township of Meridian
Brownfield Redevelopment Authority (BRA)
Township Municipal Building, 5151 Marsh Road, Okemos, MI 48864
Thursday, October 8, 2026– Minutes

Members Present: Jeff Theuer, Township Manager Tim Dempsey, Tom Frazier, and Dave Ledebuhr

Members Absent: Brandon Brooks and James Houthoofd

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

3. APPROVAL OF MINUTES

   a. August 13, 2026 Draft Meeting Minutes

   MOTION BY MEMBER LEDEBUHR TO APPROVE THE AUGUST 13, 2026 MEETING MINUTES. SUPPORTED BY MEMBER FRAZIER. MOTION PASSES 4-0.

4. FINANCIAL REPORT

   a. Brownfield Financial Report

      Director Clark shared the financial report noting the BRA's fund balance of $727,542.65 with reimbursements to be issued to all active BRA sites including: Elevation Apartments, Joes on Jolly, Haslett Marathon and American House Meridian. Director Clark updated the BRA that the American House Meridian (AHM) MTT is being resolved. The Township has offered to negotiate the 2024 & 2025 tax assessment and will reduce it. To ease the legal burden and time, the Township has also offered to pay AHM the remaining reimbursements that are being held even though they do not qualify for the reimbursements due to the time that the expenses were issued. To make it simpler for the Township to complete the MTT that has been unresolved for over a year, the Township has approved the plan of action. The

Township will complete the MTT and pay the remaining $295,000 to the developer. This will settle the issue.

5. PUBLIC REMARKS

None.

6. NEW BUSINESS

a. 4690 Okemos Road Brownfield Reimbursement Agreement

Director Clark provided an overview of the 4690 Okemos Road Reimbursement Agreement. The new template language for BRA agreements will state that the BRA is allowed to terminate any BRA Plan and Agreement for reimbursement should an MTT get filed on the property. This will give the BRA more oversight and flexibility with a site should one choose to submit an MTT to the State with an active BRA plan.

Chair Theuer asked about Section L, Subsection E related to "Any and all line items in a petition…" requested that line to be removed to secure the BRA's stance with the review. Theuer also suggested that the language around the 30 days is confusing and to stick to just one general review period. Members discussed an appropriate review time, and 75 days was the suggested language.

Chair Theuer mentioned the language in the motion, in the BRA Plan and other documents state "Not to exceed $901,695" and requested the Agreement to say the same.
Members agreed with the language and felt it provides more security for the BRA and eliminates the issue of MTT should one get processed on a site with an approved reimbursement.

MOTION BY MEMBER LEDEBUHR TO ADOPT THE 4690 OKEMOS ROAD BROWNFIELD REIMBURSEMENT AGREEMENT WITH LANGUAGE CHANGES AS REQUESTED BY THE BRA TO BE INCLUDED. SUPPORTED BY MEMBER FRAZIER. MOTION PASSES 4-0.

b. Revolving Loan Fund Discussion

Director Clark provided the BRA with copies of the existing BRA Revolving Loan Fund (RLF) Policy. The policy is similar to the State of Michigan's BRALRF and other communities. Nonprofit entities have the option to pursue a grant, private entities have an opportunity for a loan.

Member Dempsey stated we should create an application for the fund and include the loan terms and language.

Member Theuer asked if there are current requests to use the fund. Director Clark said no. Typically, a project in need of fund support will be eligible for a BRA Plan and those funds are reimbursed as eligible expenses. This fund can support an agency like a unit of government that would have a harder time finding funding to support.

c. Third Quarter Salary Reimbursement

Director Clark presented the reimbursement of $5,826.90 to the Township for the Economic Development Director's salary.

MOTION BY MEMBER LEDEBUHR TO AUTHORIZE THE THIRD QUARTER REIMBURSEMENT OF THE ECONOMIC DEVELOPMENT DIRECTOR'S SALARY TO THE GENERAL FUND IN THE AMOUNT OF $5,826.90. SUPPORTED BY MEMBER FRAZIER. MOTION PASSES 4-0.

7. OLD BUSINESS

None.

8. PROJECT UPDATES

Director Clark mentioned that Haslett Village Square has three buildings under construction. Elevation is looking to be sold. The taxes for Joe's on Jolly have been paid. Authentix, Tailgaters, Sheetz, and Huntington Bank projects are all moving along.

9. PUBLIC REMARKS

None.

10. ADJOURNMENT

Meeting adjourned at 9:36am.

Next meeting on November 12, 2026 at 9:00am in the Town Hall Room.