Charter Township of Meridian
Brownfield Redevelopment Authority (BRA)
Township Municipal Building, 5151 Marsh Road, Okemos, MI
48864 Thursday, May 14, 2026– Minutes

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

Members Absent: None

Others Present: Neighborhoods & Economic Development Director Amber Clark and Executive Assistant Michelle Prinz

1. CALL MEETING TO ORDER

Chair Theuer called the meeting to order at 8:58am. Welcome new member Tom Frazier, Environmental Commission liaison.

2. APPROVAL OF AGENDA

MOTION BY MEMBER HOUTHOOFD TO APPROVE THE AGENDA. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 6-0.

3. APPROVAL OF MINUTES

a. February 12, 2026 Draft Meeting Minutes

MOTION BY MEMBER LEDEBUHR TO APPROVE THE FBRUARY 12, 2026 MEETING MINUTES. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 6-0.

4. FINANCIAL REPORT

a. Brownfield Financial Report

Director Clark shared the financial report. There is a balance of $380,000 in the General Fund and $87,000 in the Revolving Fund.

5. PUBLIC REMARKS

None.

6. NEW BUSINESS

a. AKT Peerless Invoice 4690 Brownfield Plan Proposal Review

Director Clark stated this invoice is for payment to AKT Peerless for the review of the Brownfield Plan Proposal for the Rehabilitation Project at 4690 Okemos Road. The MTBRA has not yet reviewed the proposed BRA Plan for 4690 Okemos Road. There were outstanding corrections to the first and second proposal that still need attention. Once those items have been corrected, it is the intention of staff to bring that proposal forward.

MOTION BY MEMBER LEDEBUHR TO APPROVE AND AUTHORIZE PAYMENT ISSUED FROM THE MTBRA ADMINISTRATIVE FUNDS IN THE AMOUNT OF $3,755.00 TO AKT PEERLESS. SUPPORTED BY MEMBER HOUTHOOFD. MOTION PASSES 6-0.

b. Haslett Village Square Reimbursement Agreement Amendment

Director Clark discussed, as a condition of the loan, the entity names associated with the development, development parcels, and ownership of parcels need to be updated within the reimbursement agreement. The update will allow the bank to see which entity is authorized to accept the reimbursement from the MTBRA and will also allow for assignment of the reimbursement to fall to the bank should the need arise.

There was discussion about potentially removing the language below (page 8 E) from future agreements so there is not a chance for auto payments:
"MTBRA Review. MTBRA or its authorized committee or agent shall review a Petition within sixty (60) days after its receipt. The Developer shall cooperate in MTBRA's review by providing information and documentation to supplement the Petition as deemed reasonable and necessary by MTBRA or its subcommittee or agent. Any and all line items in a Petition which are not objected to by MTBRA at its next regularly scheduled meeting after 30 days shall be approved for payment as provided for herein. MTBRA may object to some lines or items within a Petition without objecting to the entire Petition, in which case those lines or items not objected to shall be considered approved."

MOTION BY MEMBER LEDEBUHR TO ADOPT THE HASLETT VILLAGE SQUARE AMENDED BROWNFIELD PLAN REIMBURSEMENT AGREEMENT#3. SUPPORTED BY MEMBER FRAZIER. MOTION PASSES 6-0.

MOTION BY MANAGER DEMPSEY TO ADOPT THE PROPOSED ASSIGNMENT AND ASSUMPTION AGREEMENT BETWEEN SP HOLDING COMPANY, LLC, HASLETT VILLAGE INVESTMENT 1, LLC AND THE MERIDIAN TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY. SUPPORTED BY MEMBER LEDEBUHR. MOTION PASSES 6-0.

MOTION BY MANAGER DEMPSEY TO APPROVE AND SIGN THE CONSENT COLLATERAL ASSIGNMENT OF THE REIMBURSEMENT AGREEMENT BETWEEN THE MERIDIAN TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY AND HASLETT VILLAGE INVESTMENT 1, LLC, AS ASSIGNEE OF SP HOLDING COMPANY LLC. SUPPORTED BY MEMBER BROOKS. MOTION PASSES 6-0.

7. OLD BUSINESS

None.

8. PROJECT UPDATES

a. TAB Kansas State University BRA Inventory

Director Clark followed up on the discussion from the last meeting regarding the interest in collecting historical data for parcels that may be candidates for future development. She met with Kansas State University (KSU) to discuss the development of an inventory of potential brownfield sites. This is a free program federally funded. KSU recommends using a GIS layer to ensure accurate property information. Director Clark will continue working with KSU to supply preliminary information and help prioritize sites.

Director Clark mentioned the Township has received building permits for buildings A-D of the Haslett Village Square development. This along with the trailhead will be Phase 1 of the project. Also, Elevation Apartments on Jolly Oak Road are for sale. The brownfield on that property will stay.

9. PUBLIC REMARKS

None.

10. ADJOURNMENT

Meeting adjourned at 9:36am.

Next meeting on June 11, 2026 at 9:00am in the Town Hall Room.