AGENDA

CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
THURSDAY, NOVEMBER 12TH, 2026 – 9 AM
TOWNHALL ROOM – 5151 MARSH ROAD OKEMOS, MI 48864

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES
   A. October 8, 2026 Meeting Minutes Draft

4. FINANCIAL REPORTING
   A. Secure Pay and Financial Reporting Update
5. PUBLIC REMARKS

6. NEW BUSINESS
   A. 2026 Brownfield Redevelopment Calendar
   B. AKT Invoice Payment for 4690 Okemos Road Brownfield Review
   C. Fahey Legal Fee –Reimburse General Fund Payment

7. OLD BUSINESS

8. PROJECT UPDATES

9. PUBLIC REMARKS

10. ADJOURNMENT

NEXT MEETING: December 10th, 2026 at 9 AM

IN PERSON MEETING

5151 Marsh Road

Town Hall Room

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

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.

To: **Meridian Brownfield Redevelopment Authority**

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

Date: **November 12, 2026**

Re: **Secure Pay and Financial Reporting Update**

Generally the financial report includes a copy of the bank statements and any issued checks. Recently a check was issued from the BRA's bank account that was not an approved bank transfer. Moving forward the BRA's bank transfers will require a secure pay confirmation. Each check issued from the account will have to have Township staff confirm the payment transfer. This must be done within the financial banking system to ensure positive pay.

There is no formal motion at this time. Staff will work with the Finance department and Independent Bank to understand the required process. Members may present any questions to staff and updates will be provided.

To: **Meridian Brownfield Redevelopment Authority**

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

Date: **November 12, 2026**

Re: **2027 BRA Meeting Schedule**

Annually the Brownfield Redevelopment Authority (BRA) by resolution, adopts the upcoming year's meeting calendar. The notices of public meetings are a requirement of the Open Meetings Act and a provision of Act 57 of 2018. All meetings will be in person at Meridian Township Hall or Central Fire Station, unless otherwise indicated per State notification requirements. The Michigan Open Meetings Act, restricts remote meeting participation of commissioners with limited exceptions. The dates approved by the body will be our regular meeting dates. The board has the ability to call a special meeting with a motion and support by two members of the commission.

A motion is prepared for your consideration:

MOVE TO ADOPT THE RESOLUTION AUTHORIZING THE 2027 MEETING SCHEDULE FOR THE BROWNFIELD REDEVELOPMENT AUTHORITY AS PROPOSED.

Attachments:

A. 2027 BRA Calendar Resolution

Brownfield Redevelopment Authority
2027 Meeting Schedule

RESOLUTION

At a regular meeting of the Brownfield Redevelopment Authority of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Hall Room, in said Township on the 12th day of November, 2026 at 9:00 a.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Member_____ and supported by Member_____.

WHEREAS, Public Act 267 of the Public Acts of 1976 requires the publication of the meeting schedule of every municipal board at least once a year; and

WHEREAS, the Brownfield Redevelopment Authority desires to announce the time, date, and place of all 2027 regular meetings of the Authority, pursuant to the provisions of Act 267 of the Public Act of 1976.

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNFIELD REDEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN as follows:

1. The Brownfield Redevelopment Authority will meet for regular meetings on certain Thursdays, January through December in 2027 in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI 48864.

2. The specific dates for meetings are as follows:

January 14
February 11
March 11
April 8
May 6
June 10
July 8
August 12
September 9
October 7
November 18
December 9

3. Meetings will begin at approximately 9:00 a.m.

4. Special meetings of the Authority may be called pursuant to the applicable statute.

5. Regular meetings may be canceled, recessed, or postponed by members of the BRA pursuant to the applicable statute.

6. A summary of this resolution stating date, place, and time shall be posted in the Meridian Municipal Building within ten (10) days after the first regularly scheduled meeting of the year in accordance with MCL 15.265.

ADOPTED: YEAS: _____

_____

NAYS: _____

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chairperson of the Brownfield Redevelopment Authority of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Authority held on the 12th day of November, 2026.

_____
Jeff Theuer
BRA Chairperson

To: **Meridian Brownfield Redevelopment Authority**

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

Date: **November 12, 2026**

Re: **Brownfield Administrative Costs- AKT Peerless Invoice #86931**

To support the creation and management of brownfield plans, each approved plan includes a 5% administrative fee payable to the Township. This fee, permitted by law, helps cover legal expenses and reimburses the Township's general fund.

The BRA has elected to approve the payment of consultant fees during the course of the next available meeting. These fees pertain to services provided by the Township's consultant AKT Peerless and will be reimbursed by the BRA at its next available meeting.

The payment that the BRA will approve today are:

- Payment to AKT Peerless for the review of the 4690 Okemos Road Brownfield Plan. The Plan was reviewed with concise accuracy with comments provided to the developer and consultant at Revitalize.
    - *Invoice # 86931 for $1,625.00*

The following motion is prepared for your consideration:

MOVE TO APPROVE AND AUTHORIZE PAYMENT ISSUED FROM THE MTBRA ADMINISTRATIVE FUNDS IN THE AMOUNT OF $1625 TO AKT PEERLESS.

AKT PEERLESS
ENVIRONMENTAL SERVICES

214 Janes Avenue
Saginaw, MI 48607

P: 989-754-9896
F: 989-754-3804

Invoice

July 31, 2026
Invoice No: 86931

Amber Clark
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Please reference this invoice no. on your remittance.

Project Manager Jennifer Gelletly

Total Due This Invoice (see breakdown below): $1,625.00

Project 19359F00 Meridian Township | 5151 Marsh Road, Okemos, MI

Professional Services for the Period: July 1, 2026 to July 31, 2026

Billing Group: 3 2026 Brownfield Consulting Services

Professional services rendered and project costs incurred to provide 2026 Brownfield Consulting services for Meridian Township, located at 5151 Marsh Road, Okemos, Michigan. Reference contract proposal number PF-34419 dated March 15, 2024, work order proposal PF-39067 dated February 18, 2026 and change order #1 PF-40024 dated July 14, 2026 for details.

Phase 25 2026 Brownfield Consulting Services

Professional Personnel

	Hours	Amount
Project Management	1.50	210.00
Report Activity/Production	13.50	1,415.00
	15.00	1,625.00
Totals	15.00	1,625.00
Total Labor		**1,625.00**
	Total Phase	**$1,625.00**
	Total Billing Group	**$1,625.00**
	Invoice Amount	**$1,625.00**

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month. A surcharge will be applied for credit card transactions. Make checks payable to AKT Peerless Environmental Services, LLC, 214 Janes Ave. Saginaw, MI 48607.
EFT Payment beneficiary Account: AKT Peerless Environmental Services, LLC; Huntington Bank; 101 N Washington St., Saginaw, MI 48607; ACH - ABA routing #072403473; Account #01388362854--WIRE ABA ROUTING # 044000024 Remittance advice to: lewisk@aktpeerless.com

AKT Peerless Environmental Services, LLC. Accepts:

VISA AMERICAN EXPRESS MasterCard

To: **Brownfield Redevelopment Authority Members**

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

Date: **November 12, 2026**

RE: **Fahey Legal Fees General Fund Reimbursement – AHM**

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# 44552 for $138.00*
- Payment to Fahey Schultz for discussion of the Amended American House Meridian Reimbursement Agreement and its impact on their submitted MTT

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 $138.00.

Fahey Schultz Burzych Rhodes PLC

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

INVOICE

Invoice Number	44552
Invoice Date	10/1/2026
Due Date	10/31/2026
Matter	Brownfield Matters

Bill To:

Meridian Township

5151 Marsh Road
Okemos, MI 48864

Time Entries

Time Entries	Billed By	Rate	Hours	Sub
9/16/2026 Telephone conference w/ co-counsel re: Pine Village MTT value and brownfield capture impacts; Telephone conference w/ client A. Winstead re: same	Matthew A. Kuschel	$230.00	0.60	$138.00
		Time Entries Total	**0.60**	**$138.00**

Total (USD)	$138.00
Paid	$0.00
Balance	$138.00
I-43516 Previous Balance	$253.00
Total Outstanding	$391.00

Please remit payment to: Fahey Schultz Burzych Rhodes PLC, 4151 Okemos Road, Okemos, MI 48864