

CHARTER TOWNSHIP OF MERIDIAN
BROWNFIELD REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES

APPROVED

December 13, 2017
5151 Marsh Road, Okemos, MI 48864-1198
517-853-4000, Town Hall Room, 8:00 A.M.

PRESENT: Vice-Chair John Scott-Craig, Jade Sims, Jeff Theuer, Ned Jackson, Frank Walsh, Joyce Van Coevering,
ABSENT: John Matuszak
STAFF: Director of Community Planning & Development Mark Kieselbach, Principal Planner Peter Menser, Economic Development Director Chris Buck, Planning Intern Justin Quagliata
OTHER: J.P. Buckingham, Janet Michaluk

1. **Call meeting to order**
Vice-Chair Scott-Craig called the regular meeting to order at 8:05 a.m.
2. **Approval of Agenda**
Director Theuer moved to approve the agenda as written.
Supported by Director Van Coevering.
VOICE VOTE: Motion carried unanimously.
3. **Approval of Minutes**
Director Sims moved to approve the meeting minutes of September 20, 2017 as written.
Seconded by Director Van Coevering.
VOICE VOTE: Motion carried unanimously.
4. **Public Remarks** – None
5. **New Business**
 - A. BRA rules and procedures

Principal Planner Menser outlined the policies and procedures memo included in the BRA Board packet. BRA Board discussion included the following:

- Policies and procedures document will facilitate BRA activities and should be as comprehensive as possible
- Establishing a background/purpose to include in the policies and procedures document
- Eligible activates that qualify for funding in Meridian Township
- General qualifications for funding
- More flexibility allowed when pursuing local taxes versus state school taxes, which require Michigan Economic Development Corporation (MEDC) and Michigan Department of Environmental Quality (MDEQ) approval
- An Act 381 Work Plan is required when pursuing state school taxes
- Meridian Township's eligibility to apply for MDEQ grants and loans, which could be an additional funding option to pursue
- Tax-Increment Financing (TIF) should fill a financial gap

- The BRA could require developers to submit a pro forma financial statement to verify TIF is needed to move the project forward
- Establishing a BRA fee schedule
- Administrative fees are usually reimbursed as part of a Brownfield Plan through TIF, and can be a set dollar amount of TIF per year or a set percentage of TIF per year
- Application fees can be fixed or a sliding scale based on total project investment
- BRA Board preference for a sliding scale application fee based on total project investment, with a set scale
- BRA Board preference for an administrative fee based on a set percentage of TIF per year
- A local brownfield revolving fund (LBRF) can be established and maintained through collecting a set percentage of TIF per year
- LBRF funds can be used towards eligible activities
- An inventory of eligible property may aid in allocating LBRF funds
- BRA Board preference for establishing a LBRF
- Eligibility for developers to receive interest is open to negotiation
- Payment of interest should require demonstrating a clear financial gap and be necessary for a project's viability
- Interest payments should be determined in accordance with MEDC guidelines
- The policies and procedures document should outline qualifications for payment of interest
- The review process for Brownfield Plans will be created by staff, with preference for initial conceptual meetings with developers to take place at the staff level
- Reimbursement agreements will be reviewed by the Township's legal counsel

The BRA Board directed Principal Planner Menser to draft BRA rules and procedures based on direction given at the meeting. Principal Planner Menser stated a draft will be prepared and ready for review at the next BRA meeting.

B. Brownfield Application

Principal Planner Menser stated a sample Brownfield application was included in the BRA Board packet. Additional sample applications were distributed to the BRA Board at the meeting. BRA Board discussion included the following:

- The Brownfield application should be kept simple
- Three main components of the Meridian Brownfield application should be financial information, redevelopment outcome, and project timeline

The BRA Board directed Principal Planner Menser to draft a Brownfield application based on direction given at the meeting. Principal Planner Menser stated a draft will be prepared and ready for review at the next BRA meeting.

C. BRA Officers

Principal Planner Menser outlined the election of officers memo included in the BRA Board packet. BRA Board discussion included the following:

Director Theuer moved to nominate Vice-Chair Scott-Craig to serve as BRA chair.

Seconded by Director Van Coevering.

VOICE VOTE: Motion carried unanimously.

Director Van Coevering moved to nominate Director Theuer to serve as BRA vice-chair.

Seconded by Director Walsh.

VOICE VOTE: Motion carried unanimously

7. **Old Business**

A. Environmental Consultant selection – Principal Planner Menser stated staff selected Triterra to serve as the primary environmental consultant to the BRA, with SME available to assist the BRA if Triterra is representing a developer submitting a Brownfield application.

8. **Public Remarks** – None

9. **Adjournment**

Chair Scott-Craig adjourned the meeting at 9:18 a.m.

Respectfully Submitted,

Peter Menser
Principal Planner