**CHARTER TOWNSHIP OF MERIDIAN**

**DRAFT**

**BROWNFIELD REDEVELOPMENT AUTHORITY**

**REGULAR MEETING MINUTES**

**September 12, 2024**

**5151 Marsh Road, Okemos, MI 48864-1198**

**Town Hall Room, 9:00 A.M.**

PRESENT: Vice Chair John Matuszak, Director Kimberly Thompson, Interim Manager Timothy Schmitt and Director Milton Scales

ABSENT: Chair Jeff Theuer, Director John Sarver, and Director Jim Houthhoofd

STAFF: Neighborhoods and Economic Development Director Clark

1. **Call meeting to order**
	1. Vice Chair John Matuszak called the regular meeting to order at 9:00 a.m.
2. **Approval of Agenda**

**Interim Township Manager Tim Schmitt moved to approve the agenda as written.**

**Supported by Director Milton Scales.**

**VOICE VOTE: Motion carried unanimously.**

1. **Approval of Minutes**

**Director Milton Scales moved to approve the agenda as written.**

**Supported by Director Kimberly Thompson.**

**VOICE VOTE: Motion carried unanimously**

1. **Financial Report**

Director Clark gave an overview of the current financial status of the Brownfield Authority. The BRA has a healthy fund balance with the local revolving brownfield fund continuing to grow. 5% for each plan goes toward the LBRF and could be used toward additional Brownfield eligible costs. There are 4 active BRA plans that have an active capture and reimbursement. Two plans have reached their full capture and are on automatic reimbursements now.

Vice Chair Matuszak asked what can the LBRF be used to fund? Interim Manager Schmitt explained the LBRF isn’t being used for anything at this time. Admin and legal fees come out of the administrative fund.

**Director Milton Scales moved in support the Financial Report of July 2024. Supported by Director Kimberly Thompson.**

1. **Public Remarks** – None
2. **New Business**
3. American House Meridian Reimbursement Agreement Amendment

Economic Development Director Clark explained that in 2022 when the formerly known as Pine Village Brownfield plan was amended, the Reimbursement Agreement associated with the project was not amended. According to the original agreement, eligible activities for the project conducted after July of 2022 are not eligible for reimbursement. Due to the project deferring one year due to COVID-19 pandemic, the project did not start until July of 2022, making all activities ineligible based on the plan. AKT Peerless our secondary Brownfield consultant suggested to have the reimbursement agreement amended to change the date to July 2024. This will allow the previously approved reimbursement allocation to remain in good standing and allow the BRA to approve the second reimbursement request.

Director Milton Scales asked if American House Meridian was to have a reimbursement request. Director Clark responded that would be the next item on the agenda for review. Director Scales commented he had a question about that when the BRA comes to the item.

**Director Thompson moved to adopt the resolution to amend the Reimbursement Agreement for American House Meridian. Supported by Interim Manager Tim Schmitt**

**ROLL CALL VOTE: Motion carried unanimously.**

1. American House Meridian Reimbursement Request #2- Final Request 2024

Director Clark presented the second and final reimbursement request for American House Meridian, noting the building received temporary occupancy Feb 21, 2024. Staff are currently working on addressing any outstanding issues on the Temporary C of O to get the site to a permanent C of O. In general the request for reimbursement for the American House Meridian project at 1673 Haslett Road, Haslett MI 48840 is the approved plan supporting the demolition of the 23,415-square-foot commercial building to construct the 4-story, 149,799-square-foot mixed-use development. The 132-multi unit development launched a ribbon cutting on May 21, 2024, to invite the public and Township to the site. Staff will confirm that the development has met all Brownfield Application Fees, Planning, Building, Fire, and Engineering requirements before the final reimbursement checks are issued. Total capital investment is estimated at $33 Million with 55 full-time equivalent jobs created by the project.  Staff reviewed the attached, second reimbursement request prepared by TriTerra submitted June 18, 2024. The Activities conducted under the approved and amended Plan are eligible costs under Michigan PA 381 of 1996, the Brownfield Redevelopment Financing Act. Everything included is in accordance with Meridian Township’s Brownfield Authority policies and procedures. Staff Recommendation: Recommendation to approve the second reimbursement request of American House Meridian for $30,663.89.

Director Milton Scales had a question regarding the notarization of sworn statements attesting to the review of the eligible expense activities. Director Clark noted that AKT Peerless the BRA Consultant noted that the notarized statements were missing and they should be submitted prior to any payment being issued.

Director Milton Scales had a second question regarding confirmation that the eligible activities have actually occurred and are included in the project. Director Clark mentioned that TriTerra serves as the consulting review firm to determine if the eligible activities are conducted. There are no Meridian Township staff with training or ability to inspect projects and their brownfield activities. It is the confirmation from TriTerra with the notarized statements. Director Clark explained the Third party consultant will review and confirm the items approved and conducted are correct.

Director Milton Scales asked if the environmental activities are reviewed and inspected by Township staff. Consultants wouldn’t need to go out to inspect if the items were included. The developer wouldn’t purchase the items to not include them. Confirmation is related to the notarized sworn statements. Interim Manager Schmitt confirmed that when TriTerra states they have completed due care and provide documentation, that is the confirmation the items have been conducted.

**Recommendation from Director John Matuzsak to approve the second reimbursement request of American House Meridian in the amount of $30,663.89 subject to TriTerra submitted notarized sworn statements validating the work conducted denoted by AKT Consultants. Supported by Director Scales**

**VOICE VOTE: Motion carried unanimously.**

1. Brownfield Annual Report 2023

Interim Manager Schmitt provided a brief overview of the 2023 Brownfield Annual report submission. MEDC changed several aspects of reporting post COVID and reports are now done completely online. There is no easy way to provide that report to you and the State has several questions on the report that are confusing. The Report for 2023 has been accepted and we are in good order. There was one minor issue we needed to change for the Haslett Village Square approved plan.

6. **Old Business**

Director Clark provided the update that the Township Board has not accepted the challenge of utilizing the Brownfield TIF to work as a Housing Affordability incentive. The Township Board would like to see other projects come to fruition before attempting to make changes to the bylaws and the structure of our Brownfields for affordable Housing.

**No motion necessary**

7. **Project Updates**

Director Clark updated the BRA on the various Brownfield projects/sites and their status. Elevation Apartments i.e Brownfield #3 is on pause for phase 4 and could be under contract to be purchased by a new owner. Details regarding the sale, if commenced, will be provided later.

Haslett Marathon still owes the Township a bike rack for the site however the project is complete, has an active capture and has an active reimbursement. When Summer and Winter taxes get paid the reimbursements are automatically applied as long as the property pays their taxes.

American House, Brownfield Plan #6 was approved for the second reimbursement today and will be on automatic payments for this project moving forward from today.

Haslett Village Square Brownfield #8 has not commenced construction, some eligible activities were conducted and more are to follow.

8. **Public Remarks**

There was no comment from the public.

9. **Adjournment**

 Vice Chair Matuszak adjourned the meeting at 9:45 a.m.

Respectfully Submitted,

Amber Clark

Economic Development Director