

**Washtenaw County**  
**Brownfield Redevelopment Authority (WCBRA)**  
Annex Large Conference Room  
110 N. Fourth Avenue, Ann Arbor

**MEETING MINUTES**  
**July 14, 2011**

**Board Present:** Chair James Harless, Todd Campbell, Jeremy McCallion, Vice-Chair Victoria Pebbles, Yousef Rabhi, Douglas McClure

**Board Absent:** Mark Heusel, Teresa Gillotti, Anna Sandhu

**Staff:** Brett Lenart, Jen Horton

**Handouts:** Meeting Agenda, June 9, 2011 Draft Minutes, 601 Forest Eligible Activity Certification Memorandum, LSRRF Policy Draft, BST Investments Reimbursement Agreement, June WCBRA Financial Report, Project Tracking Status

**1. Call to Order & Public Comment**

Harless called the meeting to order at 9:08 a.m. There was no public comment.

Rabhi moved (Support: Pebbles) that the minutes of the June 9, 2011 meeting be approved as presented and the motion carried unanimously.

**2. WCBRA Program**

Easement Costs Memorandum to WCBRA July 2011

Lenart opened the discussion by reviewing the Easement Costs Memorandum for 601 S. Forest. Lenart provides a recommendation that the BRA approve 10% of the total easement costs the developers are proposing for the site.

McClure arrives.

Lenart indicated that MEDC is in agreement with this approach. The Board discussed the need to better define the policy on soft costs, and that future work plans provide detail on site preparation components. The Board discussed the issue of including third party entities as eligible activities.

Pebbles moved (Support: McClure) to approve 10% of the total easement costs be paid with the exception that none of the third party legal and engineering fees be included and the motion carried unanimously.

LSRRF Policy Draft

Horton opened the discussion by presenting a draft policy highlighting possible eligibility, terms, and prioritization of the LSRRF for the Board's review. The policy draft will go under iteration for the Board's review at the next meeting.

Items that needed revision/further consideration include:

- Allowing a 5 year grace period to repay LSRRF loans
- The inclusion of a set interest rate for LSRRF loans
- The inclusion of a security agreement for LSRRF loans
- A time frame for the WCBRA to consider LSRRF loan applications should be 60 days

- A less vague description of “public entity” should be included in the Terms of the LSRRF Policy
- Instead of an emphasis on jobs created (Prioritization Section), there should be emphasis based on the number of local jobs created
- LEED criteria should be taken out of the Smart Growth bullets (Prioritization Section)
- There should be a loan application fee, but the fee amount was not decided

Horton indicated she would make these changes.

#### BST Investments Reimbursement Agreement

Lenart provided an overview of the Reimbursement Agreement for the 2810 Baker Road Brownfield Plan in the Village of Dexter.

McClure moved (Support: Campbell) to approve the reimbursement agreement as Lenart presented it and the motion carried unanimously.

#### June 2011 Financial Report

The Financial Report including activity through July 8, 2011 was provided to the Board. Lenart requested the Board approve the Report that includes the following transactions:

- Deposit of Arbor Hills Crossing Application Fee to Economic Development and Energy Department
- Pay the Michigan Strategic Fund \$1000 for the work plan review that Thompson Block has yet to submit

Pebbles moved (Support: Rabhi) to approve the Financial Report as presented and the motion carried unanimously.

#### Project Status Updates

Lenart provided a tracking sheet with an overview of projects.

### **3. Public Comment**

None.

### **4. Adjournment**

Rabhi moved (Support: McClure) to adjourn the meeting and the motion carried unanimously at 11:03 a.m.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority on October 13, 2011.