

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

**MEETING MINUTES**  
**October 13, 2011**

**Board Present:** Teresa Gillotti, Chair James Harless, Mark Heusel, Jeremy McCallion, Yousef Rabhi, Anna Sandhu

**Board Absent:** Todd Campbell (excused), Douglas McClure (excused), Vice-Chair Victoria Pebbles (excused)

**Staff:** Brett Lenart

**Handouts:** Meeting Agenda, July 14, 2011 Draft Minutes, Schoolpictures.com eligible activity Certification Table (Oct 2011), Draft Notice of Default Letter to Historic Equities LLC, 601 Forest Eligible Activity Certification Letter (7-29-11), July-September WCBRA Financial Report, Project Tracking Status

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

Harless called the meeting to order at 9:12 a.m. There was no public comment.

Rabhi moved (Support: Heusel) that the minutes of the July 14, 2011 meeting be approved as presented and the motion carried unanimously.

**2. WCBRA Program**

Eligible Activity Certification – Schoolpictures.com

Lenart opened the discussion by reviewing the enclosed table which identified 7 submitted cost items. Lenart recommended certifying \$13,180 in costs, as questions remained at the time of meeting packet distribution around when the work identified in items 4-7 occurred. The Board inquired if any information had been provided since that time. Lenart summarized that yes, since that time, it was learned that the work in items 4-6 were conducted after the Brownfield Plan approval, but before the Act 381 Work Plan was approved. Item 7 was conducted after the Act 381 Work Plan was approved.

The Board inquired about the work being conducted between Brownfield Plan and Work Plan. Lenart responded that it would be eligible for local tax capture, but it would not be eligible for state tax capture. In the past, brownfield program staff had communicated with the developer to articulate that work being conducted before the Work Plan approval would not be eligible for school tax reimbursement, which represents 36% of the available capture.

Sandhu arrived during this discussion.

Harless moved (Support: Rabhi) to certify eligible costs of \$56,930.80 (comprised of full certification of items 1-3 (\$13,180), local only certification of items 4-6 (\$19,500.80), and full certification of item 7 (\$24,250)), and to reject the state portion of eligible costs of items 4-6 totaling \$10,969.20, and the motion carried unanimously.

### Notice of Default – Thompson Block

Lenart provided the Board with a draft letter outlining the basis for a notice of default on the property, which include the failure to pay the MEDC Work Plan review fee to Washtenaw County, and the condition of past due property taxes on the site.

Heusel moved (Support: Rabhi) to approve the letter as presented the motion carried unanimously.

### July-September 2011 Financial Report

The Financial Report including activity through September 30, 2011 was provided to the Board. Lenart requested the Board approve the Report that includes the following transactions:

- Payment of \$25,341.24 of eligible activity reimbursement to Schoolpictures.com

Gillotti moved (Support: Heusel) 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. Harless asked about the status of the revised reimbursement agreement template. Lenart indicated that the insurance provisions were being reviewed by County risk management and legal staff, and that the subcommittee would be convened after completion of that review. Harless indicated he would like to see the template finished by the end of the year and the Board concurred.

### **3. Public Comment**

None.

### **4. Adjournment**

Heusel moved (Support: Rabhi) to adjourn the meeting and the motion carried unanimously at 10:15 a.m.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority on November 10, 2011.