

Washtenaw County
Brownfield Redevelopment Authority (WCBRA)
200 N. Main, Lower Level Conference Room

APPROVED MEETING MINUTES
Thursday, February 7, 2019

Board Present: Jeremy McCallion – Chair, James Harless, Trevor Woollatt-Vice-Chair, Matt Naud - Secretary/Treasurer, Sybil Kolon, Jason Morgan, Joe Meyers

Board Absent: Todd Campbell, Allison Krueger

Staff: Nathan Voght, Nick Fiore

In Attendance: Jennifer Hall – Ann Arbor Housing Commission

Handouts: 2018 Admin Capture Back-Up, Revised January 2019 Financial Report, Conflict of Interest Acknowledgment Forms.

1. Call to Order

Chair McCallion called the meeting to order at 9:02 a.m.

2. Public Comment

J. McCallion asked if there was any public comment, and there was none.

3. Approval of Agenda

J. Harless moved to approve the agenda (2nd T. Woollatt), and the motion passed unanimously.

4. Approval of January 10, 2019 Meeting Minutes

Sybil Kolon was not noted as being present. It was not noted that control of the meeting was handed back to the Chair was missing on business item #3, and T. Woollatt's name was misspelled.

M. Naud moved to approve the January 10, 2019 minutes as corrected (2nd J. Harless), and the motion passed unanimously.

5. Board Member Conflict of Interest Disclosure

No member declared a conflict of interest with any business on the agenda.

The Chair mentioned that Board member A. Krueger has had a personal issue come up and will miss at least the next three meetings.

Each Board member introduced themselves, since we have a new Board of Commissioner representative, Jason Morgan, attending his first meeting.

6. Business

1. Annual Conflict of Interest Disclosure Form - Action

N. Voght handed out the forms to be signed by all members. He noted the form was updated with the new Conflict of Interest language in the By-Laws. The By-Laws require that each member annual sign the acknowledgement and disclosure

2. 1514 White Street LBRF Grant Escrow Agreement – Action

Staff explained the request by the Ann Arbor Housing Commission to transfer the \$600,000 in LBRF funds to an escrow account held by a title company, for the purposes of allowing the Housing Commission to close on the Swift Lane public housing redevelopment. Jennifer Hall, the Director of the Housing Commission, was in attendance to answer any questions. Staff pulled up the proposed Escrow Agreement between the title company and the Brownfield Authority, provided by Jim Reach, an attorney working on behalf of the County.

The Brownfield Authority reviewed the Agreement, and made several minor edits. Staff will send this back to Mr. Reach for consideration and then execution.

J. Harless moved to approve the proposed Escrow Agreement, as amended, (2nd T. Woollatt), and to authorize staff and the Housing Commission to finalize the agreement as necessary for all parties to allow the project to close, and the motion passed unanimously.

3. Combined City/County Brownfield Application – Action

Staff presented the final version of the application, which previously was a separate application for City of Ann Arbor projects, and any projects from outside the City.

J. Meyers move to approve the application form (2nd J. Harless), and the motion passed unanimously.

Nick Fiore, OCED intern, presented the updates to the County Brownfield project web page, where a table of all projects, with links to Brownfield Plans, Work Plans, and Reimbursement Agreements was added. Also, a table of all grants awarded and received on behalf of projects is listed. A Board member asked about

4. January 2019 Financial Report – Information

N. Voght referred to the report, with TIF deposits, and Admin and LBRF transfers. Developer reimbursements were also included for approval. He referenced the Admin Capture hand-out, which provides information for each project and which projects provide flexibility with Admin capture. He noted that Packard Square Admin capture is increased, as the TIF capture period will be much smaller than planned. Admin was lowered for Arbor Hills, as it was increased in the previous year. All Admin capture will balance out over the term of the Plan, but may fluctuate year over year, as permitted by the Reimbursement Agreements.

J. Meyers moved to approve the financial report and transactions (2nd J. Morgan), and the motion passed unanimously.

Staff reminded the Board of Admin projections, and the need to continue to generate interest in the Environmental Assessment Grant Program, in order to maintain a level balance in the Admin account. The Board previously established the policy of carrying no more than one-year's worth of Admin capture in the account, which is \$165,000.

7. Other Business

None.

8. Public Comment: There was no public comment.

9. Adjournment:

J. Harless moved to adjourn the meeting at 9:52 a.m. (2nd S. Kolon), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the March 7, 2019 Meeting.