Washtenaw County Brownfield Redevelopment Authority

IN-PERSON MEETING AGENDA

Thursday, May 8th 2025 9:00 a.m.

200 N. Main, Ann Arbor, Lower Level Large Conference Room

Zoom Link to Webinar for Public to Join the Meeting:

https://washtenawcounty.zoom.us/j/85376581877 (updated link for 2025 meetings)

Dial In Number: (number based on your current location):
+1 312 626 6799 US (Chicago) +1 470 250 9358 US (Atlanta) +1 470 381 2552 US (Atlanta) +1 267 831 0333 US (Philadelphia) +1 301 715 8592 US (Washington DC)

1. **Call to Order**
2. **Public Comment***
3. **Approval of Agenda**
4. **Approval of Minutes**
   a. April 10th, 2025 Meeting
5. **Board Member Conflict of Interest Disclosure**
6. **Business**
   1. Brownfield Program Support for May/June, Jamieson Development Consulting – Action
   2. 1140 Broadway Eligible Activity Approval, 4th and Final Request – Action
   3. Broadway Park Conditional Approval of Brownfield Plan Amendment – Action
   4. 206 N. Grove Phase II Environmental Assessment Grant, City of Ypsilanti – Action
   5. The Crossroads Brownfield Plan Presentation, Scio Twp – Discussion
   6. Dorsey Estates, Approval of Eligible Activities and Reimbursement to IFF – Action
   7. May 2025 Financial Report – Action
7. **Other Business**
8. **Public Comment***
9. **Adjournment**

*All public comment will be limited to three (3) minutes per person

For more information on this agenda please contact Nathan Voght, Washtenaw County Office of Community and Economic Development at (734) 660-1061 or voghtn@washtenaw.org.

Washtenaw County
Brownfield Redevelopment Authority (WCBRA)
Meeting held in-person at 200 N. Main, downtown Ann Arbor
Lower Level Large Conference Room

DRAFT MEETING MINUTES
Thursday, April 10, 2025, 9:00 a.m.

Board Present: Christy Maier – Secretary/Treasurer, Jenn Cornell, Sam Baushke – Chair, James Harless, Katie Jones – Vice-Chair, Trevor Woollatt, Katie Scott

Board Absent: Allison Krueger

Staff: Nathan Voght – OCED

Joining the Meeting: Elle Cole – City of Saline Acting City Manager, Ken Garber, Joe Ziolkowski – MSPA, Wendy Carty-Saxon and Michael Appel from Avalon Housing, Greg Copp – MAVD Development. Heather Smith – EGLE on Zoom, Dan Cassidy – SME on Zoom, Jess Spike – Construction Design Services for MSPA, on Zoom
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Handouts: None

1. Call to Order

Chair Baushke called the meeting to order at 9:03 a.m.

2. Public Comment

Ken Garber spoke about the 303 N. Fifth Work Plan amendment on the Agenda, and what the purpose of this step was. How is this Plan Amendment authorizing more reimbursement? He's asking for clarity on the Work Plan Amendment.

Staff asked the Chair if he could respond. N. Voght clarified that the authorization for increased tax capture was already completed with approval of the Brownfield Plan Amendment last year. The only purpose of this Work Plan is to secure the ability to capture State School taxes on the increased unanticipated response activities and costs, with EGLE's approval.

3. Approval of Agenda

J. Harless moved to approve the agenda, (2nd K. Jones).

4. Approval of March 13th, 2025 Meeting Minutes

K. Jones moved to approve the March 13th minutes with changed noted by J. Harless and C. Maier (2nd K. Scott) and the motion passed unanimously.

The Board took some time to introduce themselves to a guest present at the meeting, Elle Cole, the Acting City Manager for the City of Saline. She has applied to join the Authority, and is expected to be appointed by the Board of Commissioners next week.

5. Board Member Conflict of Interest Disclosure

T. Woollatt declared a conflict with Business Item #6.

6. Business

1. <u>303 N. Fifth/312-314 Detroit Street Act 381 Work Plan Amendment – Action</u>

   Staff referred to the staff report, where he attempted to explain the previous approvals of the Brownfield Plan, Work Plan, and then Brownfield Plan Amendment. With the unanticipated additional costs for sheeting/shoring and excavation, how that was submitted to EGLE for review. SME and EGLE have been working on which additional costs EGLE would accept as "Unanticipated Response Activities" under Act 381. After considerable back and forth, the proposed Work Plan includes the additional costs that Bret Stuntz, from SME, indicates EGLE will support.

   J. Harless moved to approve the Work Plan Amendment for submittal to EGLE (2nd C. Maier), and the motion passed unanimously.

2. <u>206-210 N. Washington, Avalon, LBRF Grant Agreement Amendment – Action</u>

   Staff explained that Avalon is requesting that staff be able to approve LBRF reimbursement as part of construction draws. This requires the proposed language in the LBRF Grant Agreement that was provided to the Authority in the packet.

   This would be similar to what the Authority agreed to for other LBRF grants, for 121 Catherine and Dorsey Estates.

   J. Cornell moved to approve the LBRF Grant Agreement with noted revisions to allow staff to approve LBRF reimbursements as part of monthly construction draws (2nd K. Jones), and the motion passed unanimously.

3. <u>MSPA LBRF Grant Supplemental Application, Stormwater Due Care Costs – Action</u>

   Staff referred to the information in the packet, with a request to increase the LBRF grant amount by about $300,000. SME prepared an analysis of the cost difference between the "standard" stormwater system, and the larger one the City is requiring, with a liner. Joe Ziolkowski, with Main Street Park Alliance, discussed the request and why the increased costs are due to the need to install a larger stormwater containment system with liner to prevent contaminated groundwater from entering the public storm.

   The Board discussed the proposed system, and asked why the previous planned system just couldn't be lined and the gaskets sealed. The question whether this full cost is eligible under 381, in other words is it a Due Care cost, was also discussed? Dan Cassidy, with SME, provided more information on the proposed system, and how it would prevent rising contaminated groundwater to infiltrate the storm structure, and then be released into the public storm system. Some answers were not clear, as the system was designed by Veritas, and not SME.

   J. Harless moved to deny the supplemental LBRF Grant Request (2nd T. Woollatt), and the motion passed unanimously.
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4. <u>Downriver Community Conference 2023 and 2024 Membership Dues – Action</u>

   Two invoices are included in the packet, which the DCC just sent to staff. They had not sent 2023 or 2024 invoices for some reason. The annual amount has increased from $8,000 to $8,400. The Board discussed the advantages to participating with the DCC, and the extensive Assessment funding that has been secured for many projects.

   The Board discussed the history of the DCC.

J. Harless moved to approve the 2023 and 2024 DCC Invoices for $8,400 each (2nd K. Scott), and the motion passed unanimously.

5. Program Policies and Procedures Revisions – Discussion/Action

Staff referred to the proposed amendments to the currently-adopted Program Policies and Procedures for the brownfield program. The updates reflect current practices regarding Brownfield Plans, and also add the intent to include Work Plan Implementation fees, a minimum of $1,000 per year, to monitor affordable housing units approved through the new MSHDA Housing TIF program.

The new application fees adopted last month are incorporated as well.

The Board asked staff to send the WORD version of the document out, so that members may provide comments.

6. Brownfield Program Consulting Support, May/June 2025 – Action

Staff referred to the proposal in the packet from Trevor Woollatt's firm to provide program support while staff is out in May and June. The maximum amount would be up to $15,000, billed hourly.

The Board discussed concerns expressed by Ann Arbor about potential conflicts with Mr. Woollatt on the Authority. It was determined that Mr. Woollatt could recuse himself from votes on Brownfield Plans, if that was appropriate. Although, Mr. Woollatt or his firm is not representing any project currently being planned, or before, the Authority at the moment.

K. Scott move to approve the proposal provided, and direct staff to make necessary contractual arrangements to get the consultant in position to assist the program (2nd C. Maier), and the motion passed unanimously.

7. March 2025 Financial Report and Admin/LBRF Transactions – Action

Staff referred to the financial report, and Admin and LBRF calculations from the 2024 tax year. Unfortunately, we will only be able to capture about $220,000 in Admin, instead of the $247,000 allowed under statute. Nonetheless, LBRF funds can be used for assessment should there be insufficient Admin funds.

K. Jones move to approve the March 2025 Financial Report and all noted transactions (2nd K. Scott), and the motion passed unanimously.

7. Other Business

None.

8. Public Comment:

There was no public comment.

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9. Adjournment:

J. Harless moved to adjourn the meeting at 10:40 a.m. (2nd K. Scott), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the ____________________, 2025 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.

Washtenaw County Brownfield Redevelopment Authority

Agenda Summary Memo
REGULAR IN-PERSON MEETING

9:00 a.m. Thursday, May 8th, 2025

200 N. Main, Lower Level SMALL Conference Room, Ann Arbor

TO: Washtenaw County Brownfield Authority
FROM: Nathan Voght, Washtenaw County Brownfield Coordinator
DATE: May 1st, 2025

This regular board meeting will be held in-person, at 200 N. Main, lower level SMALL Conference Room, downtown Ann Arbor. Any public wishing to participate can attend the meeting in-person, or use the provided Zoom Webinar link on the meeting agenda.

Business Items:

1. **Brownfield Program Support for May/June, Jamieson Development Consulting – Action**

   Please see the proposal from Anne Jamieson, of Jamieson Development Consulting. Ms. Jamieson will attend the May 8th meeting. As staff previously communicated via email, after the Authority approved the proposal from Fleis & Vandenbrink last month, County Corporation Counsel opined that there is a conflict of interest with Trevor Woollatt on the Board. Therefore, staff reached out to Ms. Jamieson, and she is available to assist, and is agreeable to the same contract terms, with a not-to-exceed amount of $15,000. Due to timing, staff proceeded with a Professional Services Contract, and has begun to meet with Ms. Jamieson and discuss ongoing projects.

   The Board previous agreed to hire consulting services with another firm, but this is a new Vendor, so the Board should make another motion approving a contract with Ms. Jamieson.

2. **1140 Broadway Eligible Activity Approval, 4th and Final Request – Action**

   The Beekman on Broadway project includes three phases of development, and a private parking deck. The developer agreed to provide 15 affordable housing units, within Phase 1 and 2, which are complete, the units are occupied. The Reimbursement Agreement allowed 50% of the Non-Environmental activities to be reimbursed prior to any affordable units being provided, and the remaining 50% to be reimbursed on a pro-rata basis, as the 15 units were provided. All 15 units are provided, so this restriction on full reimbursement no longer applies.

   This it the 4th and last Eligible Activity submittal for this project. The total maximum developer reimbursement is $10,898,443, and the Authority has approved $10,397,721.10 in Eligible Activities, and reimbursed $8,437,068.17 through the reimbursement last month. With this submittal of $513,528.19, the maximum amount of allowable Eligible Activities of $10,898,443 will be reached.

			ENV	NON-ENV	TOTAL
Reimbursment Agreement Max			**$5,683,683.00**	**$5,214,760.00**	**$10,898,443.00**
Draw 1			$ 3,441,235.78	$ 3,346,150.15	$ 6,787,385.93
Draw 2			$ 661,632.94	$ 1,284,932.39	$ 1,946,565.33
Draw 3			$ 1,409,715.20	$ 254,054.64	$ 1,663,769.84
			$5,512,583.92	**$4,885,137.18**	**$10,397,721.10**
Remaining Amounts Post Draws 1-3			$ 171,099.08	$ 329,622.82	$ 500,721.90
Eligible Activities Incurrred (Draw 4)			$ 180,747.35	$ 332,780.84	$ 513,528.19
Capped Request (Draw 4)			**$ 171,099.08**	**$ 329,622.82**	**$ 500,721.90**

Link to Eligible Activity submittal back-up:
https://drive.google.com/file/d/1Bf8SvzflluGYtctg0hI9KNmmj436-cIz/view?usp=sharing

Staff has reviewed the documentation, and recommends approval.

3. Broadway Park Conditional Approval of Brownfield Plan Amendment – Action

The Broadway Park development was originally approved in 2019, but was delayed through the pandemic. It consists of a large public recreation component, to be developed, owned and managed by a non-profit Conservancy (Lower Town Riverfront Conservancy") and residential condominiums, retail, hotel, and associated public/private parking. Below is the 2024 revised PUD Plan:

The County secured a $499,000 EGLE grant in 2021 to assist the Conservancy with remediation on the public portion of the development. That grant was fully reimbursed and closed in 2024. EGLE has invited the County and Conservancy to apply for another $500,000 grant (remaining amount up to the maximum eligible $1,000,000) to assist with final environmental activities on the public recreation areas. SME is drafting a proposal now, and will be submitted to EGLE for vetting. If approved, a formal application will be authorized by the County Board of Commissioners to be submitted to EGLE.

While the overall PUD Plan since 2019 is fairly consistent, the developer will now be providing approximately 20 affordable housing units, instead of paying the “Fee in Lieu,” required by the City’s Brownfield Policy. In addition, a $20M state earmark was awarded to the project to assist the Conservancy with development costs. With economic conditions having changed substantially since 2019, and the $20M earmark, and increases in certain costs for the project (particularly the public recreational Non-Environmental costs), a Brownfield Plan Amendment was necessary.

Here is the proposed Brownfield Plan Amendment #1 for Broadway Park.

Here is just the updated Eligible Activity Table, that shows the 2019 approved Eligible Activities, and the proposed revisions. Environmental Activities generally have been reduced from about $9.2M to $6.2M due to the $989,000 EGLE Grants (including the $500K to be applied for soon), and the Earmark (ARPA) funding from the State. Non-Environmental, on the other hand, is proposed to increase from the capped $8M amount, to $11.1M. Despite a significant amount of the $20M earmark funding going towards the public recreation costs, project costs increased further, according to what is being proposed. A small amount of EGLE and MSF Interest has been added to the Plan Amendment, as well. *NOTE: on page 13 of the Plan Amendment there is new language about Interest – that the amount shown is not a cap, but rather Interest will accrue at 5% simply interest and could “backfill” total TIF, should hard Eligible Activity costs be lower than projected. This approach was discussed between the City, staff, and developer.*

The grand total Eligible Activities remains the same, at $17,336,999 and the TIF payoff period is still estimated at 9 years for developer reimbursement, and 10 years for full reimbursement. The City had placed a 14 year cap on the 2019 Plan, but since capture started in 2020 on small amounts of Taxable Value appreciation, the cap may need to be increased to account for this.

The developer has requested that the Authority consider approval of the Brownfield Plan Amendment, contingent on Ann Arbor City Council approval. This will allow the Plan Amendment to go to possible go to City Council during staff’s absence, and then be ready for Board of Commissioners’ adoption in July or August.

4. 206 N. Grove Phase II Environmental Assessment Grant, City of Ypsilanti – Action

Please see a Phase II scope and cost from AKT Peerless for $11,750. The Authority already approved the Phase I several months ago, and we were awaiting a Phase II scope and cost for consideration.

5. The Crossroads Brownfield Plan Presentation, Scio Twp – Discussion

Please see a proposed updated Brownfield Plan for The Crossroads development in Scio Township. Here are the approved PUD Plans. This has been previously reviewed by the Sub-Committee of members S. Baushke, C. O'Toole, J. Harless and K. Jones on September 30th. Since that time the Plan was presented to the Scio Township Board of Trustees where there were concerns about the requested Eligible Activities, and support for Brownfield Incentives at all.

The Plan has been revised to remove any "Financial Gap" part of the Eligible Activities, and move all activities to "Hard costs." Also, the Project Rent Loss formula has been updated for current 2025 MSHDA 80% income levels and 25 year affordability (instead of 20 years), which updates the total Project Rent Loss to about $9.9M. However, they are capping the total PRL for reimbursement at $9.06M, which was previously included in the last Plan version. As noted, they extended the proposed affordability period from 20 to 25 years.

The developer representing the project has changed, and the LLC is a new entity. The new developers will present the updated Plan to the Scio Township Board of Trustees at their Tuesday, May 13th Working Session, which staff will attend (no decision will be made).

The purpose of this presentation is to present the updated Brownfield Plan to the Authority for information only, and the Authority should re-establish a Sub-Committee.

6. Dorsey Estates, Approval of Eligible Activities and Reimbursement to IFF - Action

Staff has been approving monthly draws for the Dorsey Estates development for the last year. The $3.6 ARPA funding from the County is fully expended with last month's draw. The TIF-Reimbursable activities are substantially drawn down, with about $1.6M out of $4.5M in Eligible Activities left to account for (note, this includes projected Interest of $838K. Staff and the developers have been using this tracking spreadsheet to allocate activities and track costs, and it's current through the April 2025.

The Dorsey Estates Account has $38,571.73 in captured TIF from 2023 and 2024 from the project. The Developers assigned future TIF reimbursements to their lender, IFF. After deducting $728 in the 3 mills of SET that will be owed to the State after 2024 project reporting a reimbursement of $37,843.73 can be made to IFF.

While a more comprehensive review of TIF-Eligible costs needs to take place, staff asks that the Authority authorize a reimbursement payment now. I recommend the Authority first approve "$37,843.73" in "Site Demolition" eligible activities (Note the $42,135 of Site Demo in Draw #2), then another motion to reimburse the same amount to IFF.

7. May 2025 Financial Report – Action

Please see the financial report for May, which includes an error correction from the Admin transactions approved last month. All projects have been updated with all Admin, LBRF, and Developer Reimbursement Payments.

Other Business:

The national brownfield conference is in Chicago August 5 through 8. Renovare and AKT Peerless submitted a panel proposal to discuss Dorsey Estates as a creative and exemplary approach to using brownfield and other incentives to provide affordable housing. Staff was proposed to be on the panel. Staff is interested in attending. Registration will be about $300, with a 20% speaker discount, and lodging is about $200 per night. Transportation and other incidentals will be approximately $500. Total cost would be approximately $1,500. The DCC has scholarships, which staff will inquire about. The Board could discuss providing conference funding for any members that might want to attend, too.

WCBRA Financial Report - May 2025

Project	Maple Shoppes	Zingerman's	Arbor Hills	618 S. Main	544 Detroit	Water Street	Kingsley Condos - 221 Felch	Grand View Commons-Dexter	1140 Broadway-A2	Thompson Block	309 N. Ashley	Broadway Park-Roxbury	Maple Oaks-Saline	Dorsey Estates	4025 Packard Road	303 N. Fifth/312-314 Detroit	3874 Research Park Drive/Sartorius	Village of Ann Arbor	300 N. Zeeb
			Developer Reimbursement Complete																
Project Parameters																			
Brownfield Plan - Total Approved Elig Activities	$ 1,209,027.00	$ 1,233,937.00	$ 5,400,000.00	$ 4,628,636.00	$ 698,773.00	$ 22,874,634.00	$ 5,109,420.00	$ 3,370,613.00	$ 13,159,069.00	$ 1,651,241.00	$ 2,739,022.00	$ 18,689,046.00	$ 781,957.00			$ 4,192,837.00	$ 3,455,087.00		
Brownfield Plan - Maximum Developer Reimbursement	$ 1,010,042.00	$ 817,265.00	$ 5,400,000.00	$ 3,708,031.00	$ 414,668.00		$ 4,000,000.00	$ 2,799,046.00	$ 10,898,443.00	$ 1,332,613.00	$ 2,039,022.00	$ 17,336,999.00	$ 550,000.00			$ 3,298,995.00	$ 2,735,438.00		
Actual Approved Eligible Activity Expenses	$ 1,010,042.00	$ 600,218.85	$ 4,384,556.00	$ 2,726,826.00	$ 383,368.00		$ 4,000,000.00	$ 2,044,368.00	$ 10,397,721.10	$ 975,696.00	$ 1,876,130.05	$ -	$ 176,469.06						
Approved Eligible Activity Expense Reimbursed to Date	$ 984,172.60	$ 436,801.71	$ 4,384,556.00	$ 2,726,826.00	$ 295,202.19		$ 4,000,000.00	$ 1,236,805.44	$ 8,437,068.17	$ 65,866.77	$ 1,067,417.22	$ -	$ 102,397.50						
Remaining Approved Eligible Activity Expenses	$ 25,869.40	$ 163,417.14	$ -	$ -	$ 88,165.81	$ -	$ -	$ 807,562.56	$ 1,960,652.93	$ 909,829.23	$ 808,712.83	$ -	$ 74,071.56	$ -	$ -	$ -	$ -	$ -	$ -
Approved Interest to be Reimbursed	$ 41,282.00	$ 229,072.15	$ 1,015,444.00	$ 508,800.85	$ 70,648.00			$ 368,621.11											
Interest Reimbursed to Date			$ 1,015,444.00	$ 508,800.85															
Remaining Interest to be Reimbursed	$ 41,282.00	$ 229,072.15	$ -	$ -	$ 70,648.00			$ 368,621.11											
Project Financial Activity																			
12/31/24 Fund Balance	$ -	$ 5,000.00	$ -	$ -		$ 250,348.83	$ 78,743.34	$ 0.50		$ (2,026.00)	$ -	$ 19,489.88	$ 58,995.28	$ 20,041.51	$ 543.49		$ 360,392.25		
TOTAL 2024 REVENUES																			
Application Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -							
Interest Revenue*																			
TIF Revenue/Capture	$ 19,601.38	$ 22,138.35	$ 45,532.95	$ 221,876.16	$ 11,247.61	$ 39,459.08		$ 167,316.56	$ 657,493.40	$ 17,808.46	$ 89,645.77	$ 3,348.16		$ 18,530.22			$ 58,695.84	$ 884.77	$ 4,618.20
Total Revenues	$ 19,601.38	$ 22,138.35	$ 45,532.95	$ 221,876.16	$ 11,247.61	$ 39,459.08	$ -	$ 167,316.56	$ 657,493.40	$ 17,808.46	$ 89,645.77	$ 3,348.16	$ -	$ 18,530.22	$ -	$ -	$ 58,695.84	$ 884.77	$ 4,618.20
2025 EXPENDITURES																			
Certified Expense Reimbursement	$ 16,412.38	$ 935.35			$ 8,651.61			$ 145,995.06	$ 562,419.40	$ 15,782.46	$ 34,950.77	$ -					$ 389,753.09		
Administrative Fee Transfer	$ 3,189.00	$ 10,481.00			$ 2,596.00	$ 3,946.00	$ 78,743.34	$ 21,322.00		$ -	$ 54,695.00	$ 1,127.00	$ 6,095.28		$ 60.00		$ 29,335.00	$ 88.00	$ 462.00
LBRF Revenue or Deposit	$ -	$ 15,722.00	$ 45,532.95	$ 221,876.16	$ -	$ -		$ -	$ 95,074.00	$ -	$ -								
State of MI Brownfield Fund (Approved after 2014)												$ 160.00							
Total Expenditures	$ 19,601.38	$ 27,138.35	$ 45,532.95	$ 221,876.16	$ 11,247.61	$ 3,946.00	$ 78,743.34	$ 167,317.06	$ 657,493.40	$ 15,782.46	$ 89,645.77	$ 1,287.00	$ 6,095.28	$ -	$ 60.00	$ -	$ 419,088.09	$ 88.00	$ 462.00
Misc Refund																			
Current Brownfield Account Balance	$ -	$ -	$ -	$ -	$ -	$ 285,861.91	$ -	$ -	$ -	$ -	$ -	$ 21,551.04	$ 52,900.00	$ 38,571.73	$ 483.49	$ -	$ -	$ 796.77	$ 4,156.20
												$160 is from State payment previously not recorded					To City of A2 Aff Hsng		

***** ***Includes Admin and LBRF Funds***

Total of all 2024 CY TIF Reimburse Transfers	$ 5,183,898.42			
Total 2024 CY LBRF Capture	$ 875,979.86		$ 51,658,903.00	Dev Elig Activities for a2 projects
Total 2023 CY LBRF CAPTURE	$ 211,548.00		$ 10,119,689.00	
Total of all CY 2025 Admin from 2024 Tax Year	$ 212,179.62			
Total of all CY 2024 Admin Transfers (from 23 tax year)	$ 247,490.00	16 Active Projects	$ 3,509,510.00	
Total of all CY 2023 Admin Transfers (From 2022 Tax Year)	$ 192,500.00	16 Active Projects	$ 4,204,433.00	
Total of all CY 2022 Admin Transfers	$ 192,500.00	16 Active Projects	**$ 69,492,535.00**	
Total of all CY 2019 Admin Transfers	$ 165,000.00	15 Active Projects		
Total of all CY 2018 Admin Transfers	$ 164,999.72	15 Active Projects		
Total of all CY 2017 Admin Transfers	$ 164,113.00	15 Active Projects		
Total of all CY 2016 Admin Transfers	$ 150,739.88	ACCOUNT BALANCES SUMMARY		
Total of all CY 2015 Admin Transfers	$ 114,437.35	Admin Fund Cash Reserves as of 4-18-25	**$ 282,000**	
Total of all CY 2014 Admin Transfers	$ 87,198.19	LBRF Interest earned since 2017 as of 4-18-25 (inc. in bal. below)	**$ 273,754**	
2024 LBRF Capture Running Current Yr Total	$ 378,205.11	LBRF Balance as of 4-18-25	**$ 1,705,977**	

PROJECT

FOR INFO ONLY	Current Account Balance	Total 2024 Capture	Proposed Admin	Proposed LBRF	Developer Reimbursement	NOTES	
Maple Oaks Saline	$ 58,995.28	NO CAPTURE	***$ 6,095.28***			BF Plan Terminated	$52,900 reserve for final reimbursement
618 S. Main	$ 221,876.16	$ 1,001,308.56	***$ 6,095.28***	$ 221,876.16	N/A	Dev Fully Reimbursed	**6095.28 was a MISTAKE. No admin Should have been Maple Oaks!**

Jamieson Development Consulting

April 22, 2025

Mr. Nathan Voght
Washtenaw County Brownfield Redevelopment Coordinator
Washtenaw County
220 North Main Street
Ann Arbor, Michigan

RE: Scope of Services and Fee for Third Party Consulting – Washtenaw County Brownfield Redevelopment Authority Assistance

Dear Mr. Voght:

Jamieson Development Consulting (JDC) is pleased to present this Scope of Services and Fee Estimate to assist the Washtenaw County Brownfield Redevelopment Authority (WCBRA) with routine operations of the WCBRA during the absence of staff between May 1, 2025 and July 1, 2025.

The WCBRA is authorized to administer a county-wide Brownfield Redevelopment Program (Program) the purpose of which is to facilitate the redevelopment of previously developed sites classified as eligible property in Public Acts 381 of 1996 and 451 of 1994 (Natural Resources and Environmental Protection Act-NREPA), as amended. In its mission to serve as a regional Authority, representing a wide variety of governmental units, and to encourage sustainable, Smart Growth Principles, as defined by the U.S. EPA, and the policies of the local unit of government in which the brownfield redevelopment project occurs.

It is our understanding that JDC will provide oversight and management of the WCBRAs Brownfield Program Policies and Procedures for Washtenaw County Brownfield Redevelopment Program Staff during their leave of absences and will be available to assist with implementation of the policies and procedures described in the WCBRA Program Policies and Procedures to act on behalf of Staff that are available to serve as a liaison between the WCBRA and the various entities involved with the redevelopment of a brownfield site and/or to guide a developer through the brownfield process.

JDC understands that these services will be provided between May 1, 2025 and July 1, 2025, unless authorized to extend the service agreement under a separate scope of work.

JDC proposes to compete the work on an hourly rate basis of $225/hour, not to exceed $15,000.00.

Once again, thank you for this opportunity and we look forward to collaborating with you. If you need additional information please contact me at 248-762-8701 or anne@jamiesondevelop.com.

Sincerely,

Anne Jamieson-Urena
Principal
Jamieson Development Consulting
248-762-8701
anne@jamiesondevelop.com