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

APPROVED MEETING MINUTES
Thursday, December 11, 2025, 9:00 a.m.

Board Present: Katie Jones – Chair, Allison Krueger, Christy Maier – Secretary/Treasurer, Jenn Cornell, James Harless, James Downing

Board Absent: Katie Scott, Trevor Woollatt, Elle Cole – Vice-Chair

Staff: Nathan Voght – OCED

Joining the Meeting: Ken Garber, Kirstie Ducourouble – SME, Greg Copp, all present at the meeting. Sarah Lorenz – Ann Arbor Land Trust, Bill Sloan – 126 W. Michigan, Bret Stuntz – SME, Heather Smith – EGLE, all on Zoom.
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Handouts: Annual Conflict of Interest Acknowledgement Form for Board Members to sign

1. Call to Order

Chair K. Jones called the meeting to order at 9:04 a.m.

2. Public Comment

None.

3. Approval of Agenda

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

4. Approval of November 13th, 2025 Meeting Minutes

J. Cornell arrived at 9:05 a.m. C. Maier noted some typos in the minutes.

J. Harless moved to approve the minutes as amended (2nd A. Krueger), and the motion passed unanimously.

5. Board Member Conflict of Interest Disclosure

None.

6. Business

1. <u>Conflict of Interest Acknowledgement Form – Discussion</u>

   Staff discussed the Conflict of Interest section in the Authority By-Laws. Conflict of interest has come up with our newest member, James Downing, as he wanted to be sure his appointment would not run afoul of the Authority's By-Laws. The Authority had robust discussions of conflict of interest in 2018 and 2019, which led to the current Conflict of Interest section of the By-Laws. It requires that a member with a personal financial stake, or if their employer has a financial stake, in a matter before the Authority, must remove themselves from the table during that item. The question also came up recently when staff asked Chair Katie Jones to sign a Grant Agreement with the City of Ypsilanti. She cannot sign, as her employer has a financial stake in the assessment grant awarded.

Staff passed out the Conflict of Interest Acknowledgement form that members are supposed to sign annually, and asked those present to sign.

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

   Staff referred to the proposed Work Plan Amendment, and reviewed the history of the site, and the purpose of the Work Plan Amendment. The Authority approved Eligible Activities several months ago, and only about half of those costs were approved by EGLE in the original Work Plan. Therefore, some costs will be reimbursed with both State and Local capture, while others will be proportionally reimbursed with Local capture, in accordance with the 61/39 Local/State proportionality in the original Brownfield Plan.

   This Work Plan Amendment seeks to get State participation to reimburse Unanticipated Response Activities that came up during construction. Primarily excavation and foundation costs due to excessive cobble encountered during driving of piles. After over a year of working with EGLE, the developer and SME were able to include about an additional $300K in costs, $200K of which was converted from Contingency. Hence, the Contingency line in the Work Plan Amendment is now zero.

   Greg Copp, the developer, and Kirstie Ducourouble, with SME, were present to describe the request. In addition, Bret Stuntz, with SME, was on Zoom.

   J. Harless moved to approve the Work Plan Amendment (J. Cornell 2nd), and the motion passed unanimously.

3. <u>126 W. Michigan Environmental Assessment Grant – Action</u>

   Staff referred to Bill Sloan, the owner and applicant, on Zoom. The request is for $6,000 to fund a Hazardous Materials Survey of the upstairs space of a downtown Ypsilanti building, as the owner would like to build out residential and office space.

   J. Cornell moved to approve the assessment grant for 50% of the cost of the hazardous materials survey, previously enumerated above (2nd A. Krueger), and the motion passed unanimously.

4. <u>Townie Homes MSHDA Housing Brownfield Plan – Action</u>

   Staff introduced Sarah Lorenz, with the Ann Arbor Equitable Land Trust, the developer of the project. There are 26 scattered homes, on 10 different sites within the City of Ann Arbor. This will be the County's second MSHDA Housing TIF Brownfield Plan, but this plan is for-sale homes, not rental. The homes will be sold for households generally between 30 and 90% AMI. While the duration of affordability over which the Authority has compliance responsibility is 30 years, the Land Trust proposes affordability in perpetuity.

   This generated additional discussion how the Authority will be notified of pending sales, in order to be able to review and approve the prospective buyer. There was further discussion regarding the properties being set up as Condominium Associations, rather than more typical "Ground Leases" by Land Trusts, due to zoning issues with the City. The Land Trust will have to be a controlling member of each Association. There will be Deed Restrictions, as well. Ms. Lorenz indicated they are working on the first four units right now, and she already has sent the Master Deed language to staff to assist with legal review with County Corporation Counsel and outside real estate counsel, Jim Reach.

The Authority further recommended that a deed covenant be filed with each deed so that Title Work for any future sale should discover the affordability Deed Restriction, with notice requirements to the Authority and Land Trust.

J. Harless moved to approve the Townie Homes MSHDA Housing TIF Brownfield Plan (2nd J. Downing), and the motion passed unanimously.

5. State of Michigan State Brownfield Revolving Fund Invoice for 2024 – Action

Staff referred to the invoice from the State, which is generated from Brownfield project reporting to the MEDC by August 31st of every year.

The Board discussed a potential issue with projects that do not have a Work Plan, yet are still required to remit 3 mills of SET every year. The 310 E. Huron project is a current example. Staff will follow up with Rob Garza on this question.

J. Cornell moved to approve the State of Michigan SBRF Invoice for 2024 (2nd C. Maier), and the motion passed unanimously.

6. December 2025 Financial Report – Information

Staff referred to the report, which shows the balance in those project accounts that will be paid out for the State SBRF Invoice for 2024. In reviewing the Thompson Block project reimbursement, at the request of Jon Carlson, the developer, due to a refinance, staff discovered that 3% Interest should have been calculated on the Thompson Block project, but was left out of annual calculations. Staff will calculate Interest on the project and bring for approval in the next few months. Due to low assessment on the Thompson Block Project, however, it appears that not all of the approved Eligible Activities will be reimbursed to the developer anyway, over the 30 year maximum capture period.

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 10:05 a.m. (2nd J. Cornell), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the January 8th, 2026 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.