

**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, January 12, 2023, 9:00 a.m.**

- Board Present:** Trevor Woollatt – Chair, Allison Krueger – Vice Chair (9:15), James Harless, Sam Baushke, Christy Maier, Joe Meyers – Secretary, Colleen O’Toole, Justin Hodge, Sean White
- Board Absent:** None
- Staff:** Nathan Voght – OCED
- Joining the Meeting:** Eric Tuomey – Common Sail Development for 3045 Broad (in person), Michelle Aniol – City of Dexter, Jana Beumel, Elizabeth Massering and Nick Lieder with PM Environmental for 3045 Broad (all on Zoom), Jill Ferrari and Shannon Morgan – Renovare, for 220 N. Park (on Zoom), Chris Svoboda – EGLE District Geologist (on Zoom)
- Handouts:** A handout of 3045 Broad Street Concept Plans from Common Sail Development, emailed to the Board after the packet.

**1. Call to Order**

Chair Woollatt called the meeting to order at 9:05 a.m.

**2. Public Comment**

There was no public comment.

The Board did introductions to the new Board of Commissioners’ liaison, Board Chair Justin Hodge, and Commissioner Hodge introduced himself.

**3. Approval of Agenda**

C. O’Toole moved to approve the agenda (2<sup>nd</sup> J. Meyers), and the motion passed unanimously.

**4. Approval of November 10<sup>th</sup>, 2022 Meeting Minutes**

J. Meyers moved to approve the November 10<sup>th</sup> minutes, with the revision to add that Sue Shink was present at the meeting, not absent, (2<sup>nd</sup> J. Harless), and the motion passed unanimously.

**5. Board Member Conflict of Interest Disclosure**

None declared.

**6. Business**

1. 220 N. Park, Authorize Staff to Approve LBRF Eligible Activities – Action

Staff updated the Board on the status of 220 N. Park, and the County’s legal review of all required contracts. During the review, it was noted that usually the Board approves all LBRF Eligible Activities, and then grant funds are reimbursed. However, for this project, all funds will be placed

in one large development fund, and monthly draws will occur. The draws must be paid within 14 days, so sending these costs to the Board every month for approval will unreasonably slow down the construction process, which is a major concern for the primary lender.

Staff is asking that he be authorized to review draws and approve Eligible Activities, rather than sending to the next Board meeting for approval. The Board expressed confidence that staff would be able to do this accurately, but asked that approved expenses be provided to the Board on a regular basis for their information.

C. O'Toole moved to authorize staff to approve LBRF Eligible Activities for 220 N. Park and have LBRF activities reported to the Board regularly (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

2. 220 N. Park, Approve Revised Brownfield Reimbursement Agreement – Action

N. Voght summarized the status of the legal review of all 220 N. Park contracts, and explained the lender's attorneys asked for several minor revisions to the Brownfield Reimbursement Agreement.

J. Meyers moved to approve the Reimbursement Agreement with revisions shown (2<sup>nd</sup> J. Harless) and the motion passed unanimously.

3. 3045 Broad Street, City of Dexter, Environmental Assessment Grant Application – Action

Staff provided background on the City's efforts to seek and partner with a developer to redevelop these multiple parcels in downtown Dexter. The Board previously awarded assessment funding to the City, when the City had partnered with Norfolk Homes. The current partner is Common Sail Development.

Eric Tuomey, from Common Sail, was present at the meeting and provided a project overview and the assessment funding request. Various consultants from PM Environmental also joined the meeting via Zoom, to provide background information on the request.

The Board asked various questions, including the likelihood of orphan tanks, the nature of the previous scope being more vapor oriented, and this scope appearing to be more Due Care oriented, and whether this request is considered a "private" request, or "public" from the City of Dexter. J. Harless asked about what experience the developer has in developing brownfield sites.

There was further discussion about what investigations are proposed for which sites, and why. Michelle Aniol, Community Development Director for the City of Dexter, also provided additional information.

The Board questioned funding investigations that represent a very small portion of the overall project budget when these costs can be rolled into the Brownfield Plan for reimbursement. Mr. Tuomey responded that there is concern for overall costs to the project, including the parking deck, and that every bit of assistance will help.

Staff reminded the Board that this site could be differentiated from a purely private site, as the City is trying to get the project redeveloped, and it's still City-owned.

S. Baushke raised a question about the need for the underground parking ventilation, and that it could be a TIFable expense.

J. Meyers moved to approve \$15,000 in grant funding towards the overall cost of the assessments, at a rate of 50%, to be funded with LBRF. S. Baushke asked for a friendly

amendment that City provide access to adjacent ROW for EGLE investigations ongoing at the adjacent gas station, but then retracted the motion amendment request. The original motion was supported by C. O'Toole, and the motion passed unanimously.

4. 300 N. Zeeb, Form Brownfield Review Sub-Committee

Staff asked for volunteers to assist with Brownfield Plan review for this Scio Township project. Board member C. Maier, J. Harless, S. White, and J. Hodge volunteered.

5. December 2022 Financial Report – Action

There is no action to take on the financial report. It's for information only.

**7. Other Business**

None.

**8. Public Comment:**

None.

**9. Adjournment:**

The meeting was moved by J. Hodge to adjourn at 10:53 a.m. (2<sup>nd</sup> A. Krueger), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the February 9, 2023 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.