

**Washtenaw County**  
**Brownfield Redevelopment Authority (WCBRA)**  
Meeting held virtually using Zoom

**APPROVED MEETING MINUTES**  
**Thursday, April 8, 2021, 9:00 a.m.**

**Board Present:** Trevor Woollatt – Chair, Christy Maier, James Harless, Morgan Foreman, Sue Shink, Joe Meyers, Allison Krueger, Karen Lancaster

**Board Absent:** Sybil Kolon (excused)

**Staff:** Nathan Voght OCED, Lauren Milia, OCED Intern

**Joining the Video conference:** Jeremy McCallion, Jeremy Efros, Lou Stultz, Scott Wasielewski – AKT Peerless, Julia Upfal – City of Chelsea, Anne Jamieson – Jamieson Environmental Consulting, Bill Godfrey – Three Oaks, Michelle Aniol – City of Dexter, Dave Van Haaren – TriTerra, Dale Inman – Rockwell Building Developer, Colleen O’Toole, Mike Greene - City of Saline, Christopher Jacobs – City of Ypsilanti

**Handouts:** None

**1. Call to Order**

Chair Woollatt called the virtual video-conference meeting to order at 9:03 a.m.

- a. Board member Roll Call and Declaration of City/Township/Village, County and State from which they are attending: James Harless, calling from Webster Twp., Washtenaw County, Trevor Woollatt, calling from Ada, Kent County, Christy Maier, calling from Kenneth Square Chester County Pennsylvania, Sue Shink, calling from Northfield Twp., Washtenaw County, Karen Lancaster, calling from San Diego, California, Allison Krueger, calling from City of Ypsilanti, Washtenaw County, Joseph Meyers, calling from City of Ypsilanti, Washtenaw County.

**2. Public Comment**

There was no public comment.

**3. Approval of Agenda**

J. Harless moved to approve the agenda (2<sup>nd</sup> S. Shink), and the motion passed unanimously.

**4. Approval of March 11<sup>th</sup>, 2021 Meeting Minutes**

J. Meyers moved to approve the March 11, 2021 minutes (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

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

J. Meyers stated he has a conflict with LBRF application for Water Street, so he will remove himself from the discussion and ask Christopher Jacobs, from the City, to present the request.

**6. Business**

- 1. Rockwell Brownfield Plan, 301 N. East St. City of Chelsea and DDA Interlocal Agreement – Action

N. Voght summarized the project and the proposed Brownfield Plan, explaining the Sub-Committee's review of the draft Plan, the incentives involved, and approval process. S. Shink stated she was happy to see this project move forward.

The Chelsea Community Development Director, Julia Upfal, is in attendance to answer questions.

J. Meyers moved to approve the Rockwell Building Brownfield Plan, contingent on City Council Approval on April 15<sup>th</sup> and Chelsea DDA approval (2<sup>nd</sup> S. Shink), and J. Harless asked for a friendly amendment that any grants awarded on the project would offset Eligible Activities to be reimbursed using TIF. The motion maker and motion supporter agreed to the amendment, and the motion passed unanimously.

J. Harless moved to approve the Interlocal Agreement with the Chelsea Downtown Development Authority (2<sup>nd</sup> J. Meyers), and the motion passed unanimously.

## 2. Maple Oaks Brownfield Plan – Action

N. Voght reviewed the project, going back to December, when the developer initially presented a proposal for significant look-back expenses related to Site Demolition. A Sub-Committee was formed, and after numerous meetings and discussions about Eligible Activities, and definitions of Eligible Activities, and site eligibility, the Plan has settled on about \$105,000 in look-back Site Demolition Activities, and future environmental activities related to future Phase II to the north.

Saline City Council approved the Brownfield Plan on April 5<sup>th</sup>, but with conditions that the \$105,000 look-back expenses not be reimbursed until utility issues be fixed in phase I, and 50% of Phase II is constructed. The City asks that those conditions be part of the County approval, and be placed in the Reimbursement Agreement.

J. Harless moved to approve the Maple Oaks and Maple Oaks North Brownfield Plan, with the stipulation that the conditions of Saline City Council be included, and incorporated into the Reimbursement Agreement, (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

## 3. Water Street LBRF Application, City of Ypsilanti – Action

J. Meyers recused himself from the discussion on this business item due to conflict of interest, as he works for the City of Ypsilanti. He referred to Christopher Jacobs, who will be presenting.

Staff provided some information on the history of the redevelopment of this site in the City, and Jeremy McCallion, with AKT Peerless, added more information on the proposed clean up of PCBs and Lead.

The Board had a lengthy discussion on how the funding for each task would be configured. The Board was supportive of the PCB remediation, and having the City seek to fund the further assessment needed for lead from the DCC. Then, the City could come back to the Board to request potential funding for lead remediation. The Board also suggested that remediating lead may be premature, as it's spread out on the site, and without knowing exact future building placement, removal of all the lead may not be necessary.

J. Harless moved to approve \$125,000 in LBRF funding for a part of Component 1 and Component 2 of the application, specifically the PCB remediation of \$256,750 from Component 1, and Supplemental Phase II ESA Investigation of PCBs for \$17,850 from Component 2, with the City supplementing the cost with \$150,000 of the Water Street TIF reimbursement currently in the project account (2<sup>nd</sup> K. Lancaster), and the motion passed unanimously, with one abstention – J. Meyers due to conflict.

4. 3515 Broad Street, Environmental Assessment Grant Application, City of Dexter – Action

Staff explained the City of Dexter is considering another site for relocation of their city offices. Previously, the Board provided an assessment grant for the City to look at 8150 Main Street, the former Fire Station. The City completed those studies, and is now considering another location.

The request is for Phase I, II, BEA and DDCC, for a total of \$15,950. Staff suggested the Board consider limited availability of funding, and the need to spread the funds out, and since the Board already supported a previous site, maybe funding less than 100% of this request. The City could seek the other half of the funding from the DCC.

A. Krueger moved to approve 50% of the request, at \$7,375, (2<sup>nd</sup> S. Shink), and the motion passed unanimously.

5. 8715-8719 Whitmore Lake Road Env. Assessment Grant Application – Action

Staff discussed the application, and that the owner previously purchased the property to locate his auto repair business, and one of the conditions of the financing was to conduct environmental Due Diligence. The initial investigation revealed Vapor Intrusion concerns, so a Phase II, and DDCC is needed at this time. The request is for \$7,200.

Dale Brewer, representing the owner, discussed the business and need for the investigation. He referred to Jeremy Efros, with AKT Peerless, in attendance, who provided more information.

J. Harless stated he's concerned the sub-slab investigation was not included.

Staff indicated some concern with this application, given that our focus is on spurring redevelopment, yet this business has already acquired the site, and moved their business in. So, our role here is not best aligned with our mission.

J. Harless moved to deny the application (2<sup>nd</sup> J. Meyers), and the motion passed unanimously.

Mr. Brewer thanked the Board for their consideration.

6. City of Ann Arbor Leslie Science and Nature Center LBRF Agreement Amendment – Action

Staff explained the need to extend the Grant Agreement as there are some costs that may still come in over this year.

J. Meyers moved to approve the Letter of Amendment to extend the Agreement until the end of 2021, (2<sup>nd</sup> S. Shink), and the motion passed unanimously.

7. Election of Officers – Action

Staff indicated the By-Laws require election of officers at the first meeting of the 2<sup>nd</sup> quarter of the year. The positions are Chair, Vice-Chair, and Secretary/Treasurer.

S. Shink nominated Allison Krueger as Vice-Chair. T. Woollatt nominated Joe Meyers for Secretary/Treasurer. J. Meyers nominated Trevor Woollatt to be re-appointed as Chair.

J. Harless made a motion for all three nominees (2<sup>nd</sup> S. Shink), and the motion passed unanimously.

8. Adopted MEDC/TIF Guidelines – Information Only

Staff referred to the adopted TIF guidelines in the packet. Staff participated in several stakeholder meetings with the MEDC over the last several months, which included representatives from many Brownfield programs around the state. There remain many concerns with the requirements for MEDC to approve TIF plans, so more discussion will occur.

J. Harless stated there are many stakeholders upset at the guidelines, and there will be more changes requested.

9. March 2021 Financial Report – Action

N. Voght referred to the financial report, including proposed Admin Fee capture from all the TIF capture from the 2020 Tax year. He explained the calculations in the spreadsheet included in the packet, that will get the program to the maximum \$165,000, with 15 active projects. It's anticipated we will have 16 active projects capturing in 2021, therefore maximum Admin will increase.

J. Meyers moved to approve the March 2021 Financial Report, and all requested transactions (2<sup>nd</sup> K. Lancaster), and the motion passed unanimously.

**7. Other Business**

N. Voght stated that the Broadway Park EGLE CMI grant was approved for \$499,000.

**8. Public Comment:**

The Board asked if anyone attending had additional public comment, and no one responded.

**9. Adjournment:**

T. Woollatt declared the meeting adjourned at 10:53 a.m.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the May 13, 2021 meeting, held virtually with Zoom.