

**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, April 14, 2022, 9:00 a.m.**

**Board Present:** Trevor Woollatt – Chair, Allison Krueger – Vice Chair, Sue Shink, James Harless, Joe Meyers - Secretary, Christy Maier, Sam Baushke

**Board Absent:** Morgan Foreman (excused), Colleen O'Toole (Joined via Zoom)

**Staff:** Nathan Voght – OCED

**Joining the Meeting:** Jill Ferrari – 220 N. Park, Scott Wasielewski – 220 N. Park, Patti McCall – TetraTech for 415 W. Washington and City of Saline LBRF, Cam McCausland – 3874 Research Park Drive, Derek Delacourt – City of Ann Arbor (on Zoom), Jennifer Hall – Ann Arbor Housing Commission (on Zoom), Wendy Carty-Saxon and Don Wesley – Avalon Housing (on Zoom).

**Handouts:** None

**1. Call to Order**

Chair Woollatt called the meeting to order at 9:01 a.m.

**2. Public Comment**

There was no public comment.

**3. Approval of Agenda**

Business Item #4 was amended to only for a Brownfield Plan Review Sub-Committee, with no project introduction. J. Meyers move to approve the agenda as amended (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

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

J. Meyers move to approve the March 10<sup>th</sup> minutes (2<sup>nd</sup> C. Maier), with a change to the 400 N. Freer Business Item, and the motion passed unanimously.

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

J. Meyers stated he works for the City, and the 220 N. Park agenda item is in the City, however he has no personal financial stake in the project

The Board took this opportunity to introduce themselves to the newest board members, Sam Baushke, an environmental consultant with GeoSyntec, who was in attendance, and Colleen O'Toole, the City of Saline City Manager, who could not attend the meeting, but joined remotely via Zoom..

**6. Business**

1. 3874 Research Park Drive, Sartorius, Brownfield Plan – Action

Staff provided an overview of the project, and introduced Cam McCausland, the developer of the project. Ann Arbor City Council approved the Plan at their April 4<sup>th</sup> meeting. The County Board of Commissioners is scheduled to set the public hearing for May 4<sup>th</sup> on the Plan.

J. Meyers asked about the City of Ann Arbor's approval of the IFT (Industrial Facilities Tax Exemption), which would reduce local taxes by 50% for up to 12 years. Mr. McCausland is hopeful the City will still approve the IFT. They have to address some issues raised by the City's Sustainability staff person.

J. Meyers moved to approve the Brownfield Plan, (2<sup>nd</sup> A. Krueger), and the motion passed unanimously..

2. 237-247 Monroe Street, City of Saline, Approve LBRF Eligible Expenses and Increase LBRF Grant Award – Action

N. Voght reminded the Board of their previous LBRF Grant approval of \$50,000 to the City, with an invitation to come back to the Board for increases in cost. The City is requesting approval of \$35,159.97 in actual Eligible Activities for reimbursement, and an increase in the Grant award to \$78,195, from \$50,000.

Patti McCall, with TetraTech, provided detailed information on the areas of soil excavation and disposal that reflect the increased costs.

A. Krueger moved to approve the reimbursement of \$35,159.97 in Eligible LBRF expenses (2<sup>nd</sup> J. Harless), and the motion passed unanimously.

J. Meyers moved to increase the LBRF Grant award from \$50,000 to \$78,195 (2<sup>nd</sup> C. Maier), and the motion passed unanimously.

3. 415 W. Washington, City of Ann Arbor, increase Environmental Assessment Grant Request – Action

Staff discussed the project, and the Board's previous approval of \$20,700 for phase II investigation, which is completed, and fully reimbursed. The City now seeks to investigate off-site sources of TCE impacting the site, and is requesting an additional \$52,593 in Phase II investigation costs.

The Board discussed the current status, and whether a developer is in place. Mr. Derek Delacourt, with the City of Ann Arbor, stated a developer will only be sought once the site is pre-entitled through the PUD process. This allows a community-driven process to arrive at a development that responds to the City's goals.

T. Woollatt asked if the buildings could be reused, and Mr. Delacourt responded the buildings need to be demolished. He further asked for the purpose of the investigation. Ms. McCall stated it's to determine the extent of off-site impacts of TCE that is impacting the sites, which could have come from Eaton or Argus building.

S. Shink asked if we're addressing the TCE on site, and Ms. McCall indicated there is concern for impacts to neighboring properties.

J. Meyers stated his support for the pre-entitlement process.

Mr. Delacourt stated they will push to address the TCE issue as much as possible through the site's redevelopment. Once developed, there will be a significant LBRF contribution back into the fund, as well.

J. Harless moved to approve the Assessment Grant application for \$52,593, to be funded from the LBRF (2<sup>nd</sup> S. Shink), and the motion passed unanimously.

4. 4025 Packard Road, Pittsfield Charter Township, Form Brownfield Plan Review Sub-Committee, Pittsfield Twp – Information Only

The Township requested that public vetting of the project be put on hold until the Township can conduct additional review of the request. Therefore, the agenda was limited to requesting volunteers assist with review of the Draft Brownfield Plan.

J. Harless asked about the look-back expenses of Site Demolition included in the draft Brownfield Plan provided using “Local Only” taxing jurisdictions. Staff’s understanding is using Local Only allows that flexibility, but will verify this.

Board members J. Harless, C. Maier, and S. Baushke volunteered to assist with reviewing the Draft Brownfield Plan

5. 220 N. Park, City of Ypsilanti, Renovare, Project Introduction and form Brownfield Plan Review Sub-Committee

Staff reminded the Board that J. Meyers discussed this project last year with the Board, and the potential use of TIF to support property acquisition and down payment assistance costs, using Local Only millages. This idea was first presented to the Board in March of 2020 by Jim Tischler, from the Michigan Land Bank.

Staff introduced Jill Ferrari, one of the developers with Renovare. Ms. Ferrari presented her development company and business partner, and the proposed project in the City of Ypsilanti, with 46 detached and attached units, 23 of which will be affordable to families earning between 40% and 80% of the Area Median Income.

Ms. Ferrari discussed \$1 million in financing from the Ann Arbor Area Community Foundation, and a recent meeting with the County’s Racial Equity Office regarding potential ARPA funding of \$2.7 million. S. Shink, County Board of Commissioners Chair, stated she had not heard of the request, and it would need to go to the County Board of Commissioners for approval.

The following members volunteered to serve on the Brownfield Plan sub-committee: J. Meyers, A. Krueger, S. Baushke, and J. Harless.

6. 121 E. Catherine, and 2000 S. Industrial Phase II Environmental Assessment Grants, Ann Arbor Housing Commission – Action

Jennifer Hall, from the Ann Arbor Housing Commission, and Derek Delacourt, from the City of Ann Arbor joined the meeting via Zoom, and discussed these two sites. They are City-owned, and being explored for affordable housing. The Catherine site was already put out for RFP, and Avalon Housing was selected to be a co-developer with the Ann Arbor Housing Commission.

They are requesting an assessment grant to conduct a Phase II on the Catherine site for \$15,130, with a proposal from ECT. They have a \$22,100 Phase II application for the S. Industrial Site.

The Board discussed potential Liable Party concerns, particularly with S. Industrial. The Catherine site is not a concern, due to time elapsed. The S. Industrial site, since owned by the City, and the applicant/developer would be the Housing Commission and another entity, would also not be a concern.

T. Woollatt asked about parking requirements for the Catherine site, but since it's downtown, no parking is required, but 25 spaces are proposed.

The Board decided that the Catherine Phase II could be sent to the DCC for funding. The consultant on S. Industrial, Atlas, is currently conducting a limited Phase II now, and J. Hall indicated that additional testing could be done by a DCC-approved consultant for the next phase.

J. Meyers moved to request the applicant prepare a DCC application for 121 E. Catherine (2<sup>nd</sup> J. Harless), and the motion passed unanimously.

The Board further suggested that Ms. Hall prepare a cost proposal from a DCC-approved vendor for the additional Phase II work needed on S. Industrial, and also prepare an application to the DCC, through staff.

7. March 2022 Financial Report – Action

Staff reviewed the financial statement, and calculations for all 2021 Administrative Fees' Capture on all 16 active Brownfield projects. He noted the calculations where smaller capture projects, with defined annual Admin capture amounts remained, and other projects with higher amounts, and floating capture rates, were reduced by 10% to arrive at the maximum \$192,500 allowed pursuant to Act 381.

After Admin and LBRF capture amounts are transferred, remaining balances will be reimbursed to the developers for projects with approved Eligible Activities' balances.

J. Harless moved to approve the March 2022 Financial Report, with all noted Admin, LBRF and Developer reimbursement transactions (2<sup>nd</sup> J. Meyers), and the motion passed unanimously.

**7. Other Business**

None.

**8. Public Comment:**

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

**9. Adjournment:**

The meeting was adjourned at 10:45 a.m.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the May 12, 2022 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.