

**Washtenaw County**  
**Brownfield Redevelopment Authority (WCBRA)**  
200 N. Main, Lower Level Conference Room

**APPROVED MEETING MINUTES**  
**Thursday, June 6, 2019**

**Board Present:** Jeremy McCallion – Chair, Trevor Woollatt – Vice-Chair, Matt Naud - Secretary/Treasurer, Sybil Kolon, James Harless, Joe Meyers, Todd Campbell

**Board Absent:** Jason Morgan (Excused), Allison Krueger (Excused)

**Staff:** Nathan Voght

**In Attendance:** Dan Cassidy – SME, Sara Jo Shipley – Ypsilanti Township Economic Development Director

**Handouts:** 2019-2020 Brownfield Authority Work Plan

**1. Call to Order**

Chair McCallion called the meeting to order at 9:02 a.m.

**2. Public Comment**

J. McCallion asked if there was any public comment, and there was none.

**3. Approval of Agenda**

M. Naud moved to approve the agenda (2<sup>nd</sup> J. Meyers) and the motion passed unanimously.

**4. Approval of May 2, 2019 Meeting Minutes**

J. Meyers moved to approve the minutes as presented (2<sup>nd</sup> J. Harless), and the motion passed unanimously.

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

J. Harless declared a conflict on Business Items #3 and #4.

J. McCallion declared a conflict on Business item #1.

**6. Business**

**1. 1165 Ecorse Rd. Environmental Assessment Amended Application, Ypsilanti Township – Action**

J. McCallion recused himself and removed himself from the meeting table and handed control of the meeting over to the Vice-Chair, T. Woollatt. Staff summarized the request. Sara Jo Shipley, from the Township, is present to answer questions. J. Harless questioned why the Phase I would be done now, if only good for 6 months. He stated it may be better to have a purchaser selected, and then conduct the Phase I, which can be rolled into a BEA for the new owner.

J. Meyers asked if we can approve the Phase I contingent on a purchase agreement or prospective buyer. Sara Jo Shipley mentioned that one area of concern is PFAS, which would not have been flagged with the former 2006 Phase I. The Township would like to know if PFAS is a concern, and then, if so, testing could be done with a Phase II.

The Board then discussed Brownfield eligibility for this type of site.

J. Meyers moved to approve the Phase I, contingent on the Township having selected or identified a purchaser, (2<sup>nd</sup> J. Harless), and the motion passed unanimously, with J. McCallion abstaining from the vote as he works for AKT Peerless, the company to conduct the Phase I.

T. Cambell arrived at the meeting at 9:13 a.m.

2. 1 Liberator Way, Environmental Assessment Grant Application, Yankee Air Museum Foundation – Action

The Vice-Chair handed control of the meeting back to the Chair. Staff discussed the proposed application for soil gas vapor testing in an area proposed for a new hangar. J. Harless represents the Yankee Air Museum Foundation and described the plans to construct a new hangar because the planes will no longer be allowed to be kept in the large hangar as of late 2020. Soil gas testing is needed.

T. Woollatt asked if volatiles will be expected in the soil. J. Harless discussed the location of the hangar, right on the county line, but within the property, which is fully controlled and governed by Ypsilanti Township. Staff asked for more clarification, with the concern being needing the site to be considered Washtenaw County. T. Campbell asked for more clarification and something from J. Harless documenting the property lines and location and that's it's considered Washtenaw County for the file. J. Harless will provide something.

T. Woollatt asked why the proposal is lump-sum, and D. Cassidy from SME, present at the meeting, indicated the cost was going to be approaching the \$15,000 anyway. However, SME could change the proposal to Time and Materials.

T. Woollatt moved to approve the grant application for up to \$15,000, with the condition the work is done on a Time and Material basis, not to exceed \$15,000, (2<sup>nd</sup> M. Naud), and have staff confirm the funds will be expended on a Washtenaw County tax parcel, and the motion passed unanimously.

3. 309 North Ashley Reimbursement Agreement – Action

J. Harless removed himself from the meeting table due to a conflict of interest. N. Voght discussed the proposed Agreement, and how the template was used, and populated with specific data about this project. There is a 12-year TIF cap imposed by the City, so that language is included. Should reimbursement extend to 12 years, the LBRF will be funded before full developer reimbursement.

Curt Hedger has approved the proposed Agreement, according to N. Voght.

J. Meyers moved to approve the 309 North Ashley Reimbursement Agreement (T. Woollatt supported the motion), and the motion passed unanimously, with J. Harless abstaining from the vote as he worked with SME on behalf of the developer.

4. 309 North Ashley Act 381 Work Plan – Action

J. Harless removed himself from the meeting table due to a conflict with this item.

N. Voght referred to the proposed Act 381 Work Plan and updated the Board on the status of Brownfield Plan, which was adopted last night at the Board of Commissioners.

Staff understands that the developer is waiting on comments from EGLE, but that they will not be substantive. Staff suggests that the Work Plan be approved today, and any minor corrections be handled by staff. Staff will bring any substantive changes back to the Board for review.

M. Naud asked about the comment in the Work Plan about wastewater treatment, to which D. Cassidy responded.

M. Naud moved to approve the Work Plan (2<sup>nd</sup> J. Meyers), and the motion passed unanimously, with J. Harless abstaining as he works for SME, the environmental consultant on the project.

5. Brownfield Authority two-year Work Plan – Discussion

J. Harless rejoined the meeting table.

Staff presented a two-year work plan for 2019-2020. It encapsulates and visualizes the brownfield program's work, from Plan approvals, to developer reimbursement, to grant management, and state reporting. Staff thought it would be a good way to communicate the work we do, and perhaps something to put on the Brownfield webpage. The Board liked the Work Plan and agreed with putting it on the webpage.

6. May 2019 Financial Report – information only

**7. Other Business**

N. Voght reminded the Board he will be in Spain between July 10 and 31<sup>st</sup>. Teresa Gillotti will be covering the July 11<sup>th</sup> meeting. Also, if the August 1<sup>st</sup> meeting is not needed, it would be better to cancel, as staff will not be able to prepare a packet being out of the country.

Several Board members can't make the July 11<sup>th</sup> meeting, so several other dates were discussed. Staff will email a Doodle poll out to the Board to see about other possible dates. The urgency to meet is to handle the Broadway Park Brownfield Plan, which will go to City Council on July 1<sup>st</sup>.

Staff informed the Board that the new communications person, Peter Lindeman, is working on banner/sign designs. Staff asked for clarification on what projects would get signs. The Board indicated signs for Brownfield TIF and LBRF-supported projects are appropriate. Staff will work with OCED staff to get designs to the Board for approval. The first project where a sign might be placed is 309 N. Ashley.

J. McCallion updated the Board on 2 W. Michigan and proposed testing that originally EGLE requested our assistance with, but the Chair felt it was not a good fit. Future discreet testing in closer to proximity to 2 W. Michigan is more appropriate for the grant program. The Board agreed.

The ribbon-cutting for Thompson Block was discussed. J. Meyers mentioned the event was nice.

**8. Public Comment:**

None.

**9. Adjournment:**

J. Harless moved to adjourn the meeting at 10:24 a.m. (2<sup>nd</sup> M. Naud), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the July 3, 2019 Meeting.