

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
Monday, December 4, 2023, 10:00 a.m.

Board Present: Allison Krueger – Chair, Colleen O’Toole – Vice Chair, Sam Baushke – Secretary, Christy Maier, James Harless, Trevor Woollatt, Justin Hodge, Katie Jones

Board Absent: Jenn Cornell

Staff: Nathan Voght – OCED

Joining the Meeting: Toni Kayumi, Director of the Washtenaw County Office of Community and Economic Development, Bonnie Wessler – City of Ypsilanti DPS Director on Zoom, Scott Wasielewski – City of Ypsilanti Environmental Consultant with AKT Peerless on Zoom.

Handouts: None

1. Call to Order

Chair Krueger called the meeting to order at 10:00 a.m.

2. Public Comment

None.

3. Approval of Agenda

J. Harless moved to approve the Agenda (2nd S. Baushke), and the motion passed unanimously.

4. Approval of November 6th, 2023 Meeting Minutes

C. Maier requested corrections to the spelling of the Chelsea City Manager’s last name the list of attendees, and a grammar correction to paragraph 5 of Business Item #2. J. Hodge moved to approved the minutes with the two noted corrections (2nd J. Harless), and the motion passed unanimously.

5. Board Member Conflict of Interest Disclosure

None declared.

The Board took the opportunity to welcome the new Director of the Office of Community and Economic Development, Toni Kayumi. Ms. Kayumi introduced herself and her background and the Board members did the same.

6. Business

1. Water Street Brownfield Reimbursement Agreement – Action

Staff referred to the draft Agreement in the packet, which will be between the Authority and the City of Ypsilanti, and allow the City to seek reimbursement for eligible costs related to the Water

Street redevelopment project. The Agreement was drafted from the usual template, however staff had to craft certain sections to indicate that the City may seek reimbursement for only certain activities in the Brownfield Plan, and how to handle LBRF capture. Staff explained that the City has had various expenses related to Water Street for years, including the recent contract with Carlisle/Wortman Associates to develop redevelopment strategies.

The Board discussed how costs related to redevelopment strategy would not be eligible, and only those more directly related to investigation and Due Care Planning are eligible. Staff stated he would have to consult with Katie Jones, the Ypsilanti representative to the Authority, on finding eligible costs the City has previously incurred. Related costs could go back as far as 2015, when the current Brownfield Plan was approved, and maybe further.

J. Harless suggested several changes to the draft Agreement. Section #5 and 10, d. i. should be revised to state city reimbursable eligible costs should be limited to "...Work Plan exempt activities per the approved Brownfield Plan." And also for Section #5, that "no activities requiring approval of an Act 381 Work Plan for capture of school taxes are included."

T. Woollatt commented on Section 7, d., last paragraph, that "...and other entities" should be struck. He also suggested that the clause at the end of Section 13 "...and any other entities' Eligible Costs and accrued interest, subject to stipulations in Section 7. d." be struck as well.

J. Harless moved to approve the draft Reimbursement Agreement, as revised at the table, (2nd J. Hodge), and the motion passed unanimously.

2. 599 S. Mansfield Phase I ESA, Environmental Assessment Grant Application, City of Ypsilanti – Action

Staff referred to the application from the City to conduct a Phase I ESA on a prospective site that the City may acquire, and relocate its Department of Public Works operations. Bonnie Wessler, the City of Ypsilanti DPS Director, has joined the meeting via Zoom to answer questions.

Staff reminded the Board that it funded assessments for the existing DPS operations site at 14 W. Forest earlier in 2023, and based on what has been discovered, and the condition of the buildings, the City is looking to acquire a new site.

A. Krueger moved to approve the Phase I Environmental Assessment Grant for the 599 S. Mansfield Road, for the City of Ypsilanti (2nd J. Hodge), and the motion passed unanimously.

3. 2024 Meeting Calendar, 2nd Thursdays of each Month – Action

J. Hodge thanked the Board for being willing to move the meetings to Mondays for the last half of 2023, and moving back to the 2nd Thursdays for 2024 will work for him.

J. Hodge moved to approved the 2024 meeting calendar (2nd J. Harless). The Board had no concerns and was in agreement. The motion was approved unanimously.

4. November 2023 Financial Report – Action

The report is for information only.

7. Other Business

Staff provided an update on 220 N. Park, 2 West Michigan, and several other projects.

There was no other business.

8. Public Comment:

None..

9. Adjournment:

J. Hodge moved to adjourn the meeting at 10:53 a.m. (2nd T. Woollatt), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the February 8, 2024 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.