

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, October 9, 2025, 9:00 a.m.

Board Present: Allison Krueger (arrived at 9:30), Jenn Cornell, Trevor Woollatt, Christy Maier – Secretary/Treasurer, James Harless,

Board Absent: Katie Scott, Elle Cole, Katie Jones – Vice-Chair

Staff: Nathan Voght – OCED

Joining the Meeting: Ken Garber, Pat Vaillencourt and Michael Sessions – City of Manchester, Kirstie Ducourouble – SME, Greg Copp – MAV Development, Brian Farkas and Jared Lutz – Allen Edwin Homes, all present at the meeting. Michelle Aniol – City of Dexter, Jason Vertrees – Applied Environmental, Heather Smith – EGLE, all on Zoom.

Handouts: Revised October 2025 Financial Report with several corrective transactions added

1. Call to Order

Secretary Maier called the meeting to order at 9:02 a.m., acknowledging there is no quorum currently, and therefore non-business items will be discussed first. C. Maier then delegated the Chairing of the meeting to James Harless.

2. Public Comment

Ken Garber asked about 303 N. Fifth/Detroit St. approving eligible activities on the agenda, and asked if the Authority could speak clearly to what's being requested, and what's at stake for local approval of these costs, and what State reimbursement there would be.

3. Approval of Agenda

Staff acknowledged a revised agenda was emailed out after the packet was distributed, adding a new Business Item #4, 5860 Ford Road Environmental Assessment Application.

With no quorum, J. Cornell moved to re-order the agenda to move discussion business items #2 and #5 (City of Dexter DDA discussion and LBRF Brownfield Policy discussion) to #1 and #2 (2nd T. Woollatt), and the motion passed unanimously.

4. Approval of September 11th, 2025 Meeting Minutes

{Action taken after quorum established at 9:34 a.m} C. Maier made a motion to approve the minutes, (2nd J. Cornell), and the motion passed unanimously.

5. Board Member Conflict of Interest Disclosure

None.

6. Business

1. City of Dexter DDA TIF Policy discussion with City Staff – Discussion

Staff introduced Michelle Aniol, the City of Dexter Community Development Director, on Zoom. Staff mentioned the summary memo Ms. Aniol provided separately that provided a summary of the new policy the City DDA adopted. Ms. Aniol discussed the policy and how it provides guidance to future developers on how Brownfield TIF incentives will be utilized.

The 3045 Broad redevelopment site was discussed by the Board. This site has been previously supported with assessment grant funding from the Authority to assist the City with redevelopment. The City has engaged various developers, and is now ready to select Forlito Group to develop a development agreement. We should expect future Authority involvement and collaboration with the City to redevelop the site.

The Authority thanked Ms. Aniol for attending.

2. LBRF Brownfield Authority Policy, review updated Draft – Discussion

Staff referred to the updated draft of LBRF Policy revisions discussed at the last meeting. A few additional changes were discussed and suggested, and J. Harless indicated he would send some suggestions to staff, and an updated draft could be discussed at the next meeting when more members are present.

J. Harless adjourned the meeting temporarily so that A. Krueger could get seated, and a formal quorum could be established.

The meeting was called back to order at 9:34 a.m. with a quorum of five members present.

3. Allen Edwin Homes, 716 Sandborn Road, Manchester, MSHDA Housing TIF Brownfield Plan – Action

Staff discussed the proposed Plan, which was informally presented to the Authority several months ago. It was approved by the City of Manchester City Council earlier this week. It will be the County's first MSHDA Housing TIF Plan. The Board discussed the provisions of the Plan. Representatives of Allen Edwin Homes, the developer, were present and talked about aspects of the Plan. The City of Manchester City Manager and Mayor were also present in support of the Plan.

T. Woollatt moved to approve the Brownfield Plan for 716 Sandborn Road, in the City of Manchester, (2nd C. Maier), and the motion passed unanimously.

4. 303 N. Fifth/Detroit St., Approve Eligible Activities – Action

Staff referred to the staff report with the packet, and details provided regarding the complicated history of the project. There was an original Brownfield Plan, then an Amendment approved to incorporate additional unanticipated response activities. EGLE did not approve certain costs in their Work Plan approval from the original Brownfield Plan. The developer is seeking a Work Plan Amendment, based on the increased costs in the Brownfield Plan Amendment. The developer has been coordinating with EGLE for over a year to get those unanticipated costs approved. As of now, it's not resolved. The Eligible Activities submitted to the Authority currently for approval are from the original Brownfield Plan and Work Plan, not any of the unanticipated costs being requested of EGLE currently in an amended Work Plan.

J. Cornell moved to approve \$1,087,050.83 in Eligible Activities eligible for both State and Local reimbursement, and an additional \$896,530.56 in Eligible Activities that must be reimbursed using Local Millages only (2nd A. Krueger), and the motion passed unanimously.

5. 5860 Ford Road Environmental Assessment Grant – Action

Jason Vertrees, with Applied Environmental, joined the meeting via Zoom and explained the proposed use of the site, and the purchaser is concerned about PFAS in the groundwater, as they will need well water service to the commercial use. There's a history of fill material on the site that may be impacted with PFAS.

Twenty monitoring wells are proposed with the Phase II.

The Authority discussed the need for such testing, and what information the applicant would hope to get, and how it would be acted upon. Mr. Vertrees indicated the potential presence of PFAS is the biggest potential issue that could end the deal.

A. Krueger moved to approve an environmental assessment grant for up to 50% of the estimated cost of \$27,850 (2nd J. Cornell), and the motion passed unanimously.

6. October 2025 Financial Report – Action

Staff referred to an updated Financial Report emailed out after packet distribution, and provided as a hand out now. There are transactions needed to correct several previous month's transactions. Four projects were retaining some Tax Increment Revenue to pay the State of Michigan 3 mills SET billing, but those projects pre-dated the requirement. Also, 1140 Broadway Eligible Activities approved on the financial report were not updated from earlier this year, and so approximately \$484,000 was transferred to LBRF, but should have been reimbursed to the developer.

T. Woollatt move to approve the October 2025 Financial Report and all noted transactions (2nd C. Maier), and the motion passed unanimously.

7. Other Business

Staff provided various project updates.

8. Public Comment:

There was no public comment.

9. Adjournment:

C. Maier moved to adjourn the meeting at 10:40 a.m. (2nd T. Woollatt), and the motion passed unanimously.

These minutes were approved by the Washtenaw County Brownfield Redevelopment Authority at the November 13, 2025 meeting, held at 200 N. Main, lower level large conference room, downtown Ann Arbor.