

**Washtenaw County**  
**Brownfield Redevelopment Authority (WCBRA)**  
Washtenaw County Western Service Center  
705 N. Zeeb Rd.

**MEETING MINUTES**  
**April 10, 2008**

**Present:**

**Board Members:** Todd Campbell, David Hamilton, James Harless, Suzie Heiney, Mark Heusel, and Jeff Irwin

**Staff:** Patricia Denig, Mary Kowalski and Jeremy McCallion of Planning and Environment

**Consultants:** None

**Public/Guests:** None

**Absent:** Rhonda McGill (excused)

**Handouts:**

Agenda, Agenda Summary, March 13, 2008 Meeting Minutes

**1. Call to Order & Public Comment**

J. Irwin called the meeting to order at 9:07 a.m.

Notary Mary Kowalski swore in new Board members Todd Campbell and James Harless.

D Hamilton motioned for and S. Heiney seconded approval of the minutes from the March 13, 2008 meeting. The motion carried.

**2. Announcements**

J. McCallion announced that the two new Public At Large representatives have been appointed by the Board of Commissioners, and they are James Harless and Victoria Pebbles. Additionally, Karen Hart is no longer with the City of Ypsilanti and therefore cannot serve as a municipal member of this board – the City plans to recommend Assistant City Manager April McGrath for appointment.

**3. Active Brownfield Projects**

The Village Market Place & Lofts, Saline Project 2

J. McCallion, along with Todd Campbell and Gretchen Driskell, have met with the developer to discuss a timeline for the project, and they expect to have some construction completed by the end of 2008. Hopefully tax capture will start in the summer of 2009.

Banks of Saline (232 Monroe Street)

The developer has been awarded a \$1 million Clean Michigan Initiative (CMI) Brownfield Redevelopment Grant and Loan, which is a \$400,000 grant and a \$600,000 award. The County next needs to sign a contract with the State, and we hope to have the contract sent to use for review within a week. The contract becomes official when it is signed by the County Administrator and the Michigan Department of Environmental Quality Director. The developer understands the timeline, but is ready to start work as soon as possible. It is possible that they will begin to be able spending the money in August.

200 South Ashley Street, City of Ann Arbor

No change.

Broadway Village at LowerTown Project

J. McCallion will meet with the oversight consultant to finalize the workplan and submit it to the Department of Environmental Quality (DEQ), hopefully next week. We are waiting on the review of the contract for the developer, and need to talk to the developer regarding financing. Hopefully the Tax Increment Financing (TIF) collection will begin in July – the plan needs to be changed to specify those dates.

**4. Potential Brownfield Projects**

Federal Screw Works

There will be a site plan review before the Planning Commission on April 15.

### Water Street Redevelopment Project

The City and staff from the Department of Planning and Environment are planning to modify the action strategy for the Water Street site. They are working with the City Council to remove barriers to development. They are considering smaller-scale developments, possibly on a parcel-by parcel basis and still need to demolish a few abandoned buildings on the site. Hopefully there will be a possibility for high-density residential development in the future. This site will be marketed at the National Brownfields Conference next month, both by inclusion in the booklet and by being listed on the transaction forum. The site will be discussed at the April 24 City Council Work Session. They have issued a Request for Proposal (RFP) for real estate services, and would like to maximize capture on all of the parcels.

### Corners at Dixboro Project

This site will also be part of the booklet and listed on the transaction forum at the National Brownfields Conference.

### Thompson Block, City of Ypsilanti

They have prepared a new project application, and the County will work with the City of Ypsilanti to make sure that the changes are correctly reflected.

### Growing Hope, City of Ypsilanti

The Environmental Protection Agency (EPA) has stated that assessment funds cannot be used to test for contamination in the road right-of-way. The due care plan will now be finalized and they will need to submit it for Revolving Loan Fund (RLF) eligibility.

## **5. Grants**

### EPA Revolving Loan Fund (RLF) Grant

J. McCallion stated that he has spoken with the EPA project manager, and she says that processing a sub-grant may not preserve the loan. It may be possible to loan the money to the City of Ypsilanti for the Water Street project. There may be another opportunity at a site in Dexter. J. McCallion asked for suggestions for sub-grants, and will bring these suggestions to the May meeting. He also noted that the WCBRA has the ability to structure the loan agreement, so it may be possible to loan the money with 0% financing for a certain period of time. The Federal Screw Works site may also be interested in applying for RLF funds.

### EPA Petroleum Assessment Grant (PAG)

We have submitted a request for an extension, and although initially the EPA did not want to extend the grant, they have now approved a six-month extension. P. Denig worked with the EPA, noting the policy of doing 50/50 cost shares leveraged around \$31,000 and therefore the money was not spent as quickly as it might have been. There is approximately \$60,000 in remaining funds and all of the funds are committed to projects except for approximately \$20,000.

### 202-212 South Division

This site is moving into a Phase II. There have been two Baseline Environmental Assessments (BEAs) filed in the past.

### 1196 Ecorse

This project will not have a Phase II done, as Friends in Deed will not be using the space, due to zoning complications.

### Dexter-Maple Road – 512-540 Maple and 2340 Dexter

The initial work on 512-540 Maple Road is complete, and they are moving forward with a Phase II on the 2340 site. J. McCallion will be meeting with the developer and the City of Ann Arbor today. J. McCallion will take this opportunity to discuss overall Brownfield procedures with the City.

### 7890 Ann Arbor Street

There will likely be a Phase II done soon.

### 75 Barker Road, Northfield Township

It has been determined that there could be a viable responsible party on the site and as there is no sign of contamination, therefore the site is not eligible for PAG funds to conduct an environmental assessment.

**6. Other Sites**

211-215 W. Michigan Avenue, City of Ypsilanti

We have received a brownfield application and a draft brownfield plan. The site is located between Washington and Adams, and has received OPRA from the City of Ypsilanti. The OPRA should be enough to do a Michigan Business Tax (MBT) credit only, and a brownfield plan has been developed for an MBT credit. The building was erected in 1850 and contains three floors – it will be used for retail/residential purposes on the first floor and residential on the second and third floors. There is no TIF involved.

**7. Administrative**

Subcommittee Selection – Thompson Block Draft Brownfield Plan Review

James Harless, Suzie Heiney, Mark Heusel and Jeff Irwin will be on the subcommittee for both the Thompson Block and Federal Screw Works. They will meet at least once, likely after April 17.

Brownfields Conference Booth Staffing

J. McCallion will e-mail a link describing the available sessions to WCBRA Board members. He also asked for volunteers to staff the booth while he is at the transaction forum on Monday, giving a panel presentation on Tuesday, and to be around to answer questions about Washtenaw County’s sites and process. S. Heiney, D. Hamilton and M. Heusel volunteered to help out, and J. McCallion encouraged members to let him know which session that are interested in/available for attending.

Brownfields Transaction Forum

The Water Street and Corners at Dixboro sites will be listed.

**8. Next Steps**

- Discuss RLF options with the City of Ypsilanti
- Additional project options to use RLF money
- Meeting with the DDA for TIF approval for FSW site
- Thompson Block meeting – review before April 17
- Prep for the transaction forum and booth at the National Brownfields Convention
- Send notices on the subcommittee and education sessions
- Change the date of the May meeting so that it does not conflict with the National Brownfields Conference

**9. Public Comment**

None

Adjourn

M. Heusel made a motion to adjourn the meeting at 10:25 a.m.

I certify that the minutes are accurate and approved by the Washtenaw County Brownfield Redevelopment Authority Board on May 8, 2008.

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S. Heiney, Treasurer

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Date