

BROWNFIELDS ADVISORY COMMITTEE MINUTES - 3/6/2014

Plan Commission Offices
Manitowoc City Hall

Regular Meeting
Brownfields Advisory Committee
Thursday
March 6, 2014
10:00 A.M.



David Less
City Planner

I. CALL TO ORDER

The meeting of the Manitowoc Brownfields Advisory Committee (BAC) was called to order by David Less, City Planner at 10:00 A.M.

II. ROLL CALL

Members Present

Karen Szyman
David Diedrich
Erik Hoyer
Dennis Tienor
Connie Loden
Terence P. Fox

Members Excused

Rich Hoerth

Staff Present

David Less
Paul Braun

Others Present

See Attached Sign In Sheet



OFFICE OF CITY PLANNING,
CITY PLAN COMMISSION

BAC members introduced themselves. Mr. Less commented on his retirement as of August 1st, and explained that Paul Braun would be the contact person for the EPA grants after that date.

III. APPROVAL OF MINUTES of the Regular April 19, 2012 Meeting.

Motion by: Mr. Diedrich

Seconded by: Mr. Hoyer

Moved that: the minutes be approved as presented.

Upon Vote: the motion was approved unanimously.

IV. COMMUNITY-WIDE ASSESSMENT GRANT – PROJECT UPDATE AND OUTCOMES

Mr. Less reviewed the City's \$400,000 Community-Wide Assessment Grant, and progress in this matter. Mr. Less explained that Symbiont was the City's qualified environmental consultant, and that this was not a remediation grant.

Stephanie Hinz, Symbiont, 6737 Washington, West Allis, conducted a power point presentation on the projects covered under the assessment grant. Ms. Hinz explained the assessment work that could be done under the grant, and detailed the



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performance under the grant vs. the grant contract obligations. Ms. Hinz detailed the status of projects that have received funding under the program.

Mr. Less explained the AAI standard, and that the objective was to position these properties so as to minimize liability issues for future purchasers and lenders, at both the federal and State levels. Mr. Less noted that Phase I reports did not have to be filed with the DNR, but in cases of a Phase II report where a spill has occurred, that information had to be shared with the DNR.

Ms. Hinz continued to detail the status of various projects, and identified properties where there were recognized environmental conditions present.

Mr. Less provided additional information on various projects.

Ms. Hinz commented that there was adequate funding for 1 more medium sized project under this program.

Connie Loden, EDCMC, 202 N. 8th, asked if the future project had been identified?

Mr. Less replied that it was not identified at this time. Mr. Less encouraged Ms. Loden to refer any relevant prospects to this program.

No action was taken.

V. REVOLVING LOAN FUND GRANT – REVIEW OF WORK PLAN AND QUALIFIED ENVIRONMENTAL CONSULTANT RELATIONSHIP INCLUDING UPDATED OF BUDGET, GIS ETC.

Ms. Hinz gave an overview of the Brownfields Revolving Loan Fund (BRLF) grant and program, noting this was a \$1,000,000 remediation grant for a term of 5 years. Ms. Hinz stated that the monies could be allocated as subgrants, or as loans, and was to serve as capitalization for establishing a revolving loan fund going forward.

Mr. Less stated that when he retired, the consultant team would still be there to support Mr. Braun and the City going forward.

Harris Byers, Stantec, 12075 Corporate Parkway, Mequon identified his firm as the City's Qualified Environmental Professional (QEP) in tandem with Symbiont under the BRLF grant. Mr. Byers noted that their role was to serve as the QEP to represent the City's fiduciary interests in these projects, to review reports, to make decisions regarding the appropriateness of a site for cleanup under this program, to identify potential gaps, etc. Mr. Byers noted that subgrants were available to nonprofits entities. Mr. Byers explained how the funds would "revolve" through the program, and added that after the monies revolved, it could be used for not only remediation, but also future environmental assessments of properties. Mr. Byers noted that subgrants could not be given to a

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department of the entity funded, but added that loans would be permissible to other entities within the organization.

Ms. Loden asked if the monies could be allocated as grants after the grant funds revolved back through the program?

Mr. Byers stated that after the monies had revolved through the fund, it was much more flexible, and would be open to usage based on local discretion.

Mr. Less noted that the actual amount of capitalization under the grant was \$869,500, which was bifurcated 75% / 25% between sites with hazardous substances, and petroleum-impacted sites.

Mr. Byers explained that this project was in its infancy in Manitowoc, and that the objective for the next few months was to prepare a set of standardized template documents that would underlay the program.

Additional discussion was held.

No action was taken.

VI. BROWNFIELD RESOURCES DISCUSSION

Ms. Hinz provided the BAC with a summary document (attached) detailing available federal and State resources available for brownfield redevelopment in the City. Ms. Hinz explained that this listing was not comprehensive, but did identify the most readily available funds, and those most often used for brownfield remediation in Wisconsin.

Additional discussion was held.

No action was taken.

VII. CONTINUED ROLES AND RESPONSIBILITIES OF THE BAC

Discussion was held regarding the future role of the BAC as it related to both the assessment and BRLF programs. Mr. Less noted that before he would leave the City, he hoped to be able to convene a future meeting to bring in local lenders, attorneys, appraisers, etc. to learn about the BRLF program. Mr. Less explained that the BRLF monies were very rarified, and the City should take full advantage of these monies. Mr. Less added that he felt there would be one more meeting that he would have with the BAC prior to August 1st, to review template documents, and to establish protocols and guidelines for moving forward.

Additional discussion was held.

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No action was taken.

VIII. NEXT MEETING DATE

The next meeting of the BAC was scheduled for Thursday, May 22, 2014 at 10:00 A.M. Discussion was held regarding the appointment of Dr. Michaelen Golay, Silver Lake College, to the BAC.

Dr. Michaelen Golay, Silver Lake College, 2406 So. Alverno, stated that she would like to be on the BAC.

Mr. Less advised that he would request this appointment to the Mayor and Council.

IX. ADJOURNMENT

The meeting was adjourned at 10:57 A.M.

Respectfully Submitted,



David Less
City Planner

SIGN IN SHEET
 CITY OF MANITOWOC
 BROWNFIELDS ADVISORY COMMITTEE
 MARCH 6, 2014

NAME	ADDRESS	TELEPHONE
1. David Less	0100 QUAY STREET	920-686-6930
2. Stephanie Hinz	6737 Washington West-Allis	414 291-2840
3. Dave Dieblich	860 N. RAYNES RD.	920-686-5252
4. Karen Szyman	1515 Memorial Drive	920-242-6110
5. Harris Byers	12015 Corporate Pkwy	414-581-6476
6. Terence Fox	927A S. 8 th St Man	920-683-5499
7. Dan Koski	900 Quay St	686-6911
8. Paul Braun	900 QUAY ST	686-6930
9. Erik Hojer	2406 S. Alverno	686-6113
10. Michael Gley	2406 S Alverno	686 6191
11. Connie Loden	209 N 8 th St N	482-8490 0540
12. Dennis Trevor	2440 Ribelle Ln.	652-3240
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Available Resources for Brownfield Redevelopment in The City of Manitowish

February, 2014

Funded Activities	Eligible Recipients	Site & Recipient Qualifications	Grant/Loan Amount	Recipient Match Percentage	Deadline
Wisconsin Department of Natural Resources (WDNR)					
Wisconsin Flint Recovery Initiative Assessment Monies					
This grant funds Phase I and Phase II assessments of closed or closing manufacturing plants.	Local governments and private parties	Sites must be a closed or closing manufacturing plant, a single property of less than 10 acres and must meet the federal definition of a Brownfield.	up to \$35,000	None	None
Ready for Reuse Grants and Loans					
Cleanup actions, installation of remedial action plans, demolition or site preparation early if necessary to implement a remedial action plan, and only if the owner is required to access contamination, asbestos abatement or lead mitigation costs (if necessary for pre-approved demolition) short term site monitoring, environmental consulting fees, public participation costs, and WDNR fees.	Local governments and private parties	The municipality does NOT need to own the site. The site must meet the federal definition of an eligible Brownfield.	Maximum amount = \$300,000 per site.	25% match of their funds with other non-federal funds or in-kind services.	None
Stewardship Grants					
Who funding can be utilized to develop parks, urban river projects, and urban green space projects at Brownfield sites. Activities include Phase I and Phase II ESA, site investigation and remedial planning.	Local Governments and Non-Profit Orgs.	Local governments and tribal governments, if they have a WDNR-approved comprehensive outdoor recreation plan, a master plan that has been approved by the local governing unit, or if they fall under a plan developed by a higher unit of government. Funds may not be used at a property that a local government acquired incidentally through condemnation, tax delinquency, etc.	Awarded grants cover up to 50% of eligible project costs.	50% of the costs	May 1 (annually)
Wisconsin Economic Development Corporation (WEDC)					
Brownfield Site Assessment (SAS)					
Phase I and II ESAs, environmental investigation, demolition including associated asbestos abatement, removal of USTs, removal of abandoned facilities	Local governments and private parties	Applicants must meet the requirements of 49 CFR 192.15 (NDA), the applicant must not have caused the contamination, and the person who caused the contamination must be unknown, unable to be located, or financially unable to pay for grant eligible activities.	Small SAS awards = \$2,000-500,000; Large SAS awards of \$50,000-500,000	20-50% cost share	None
Brownfield Grant					
Cover a wide range of activities including environmental remediation, environmental cleanup and monitoring, removal of hazardous waste containers, installation of engineering controls, demolition and asbestos abatement.	Cities, villages, towns, counties, nonprofits and business	Applicants must meet the requirements of 49 CFR 192.15 (NDA), the applicant must not have caused the contamination, and the person who caused the contamination must be unknown, unable to be located, or financially unable to pay for grant eligible activities. Project must result in economic development and/or job creation.	Up to \$500,000	< \$100,000 grant = 20% match > \$100,000 = 15% match	None
Economic Development Investment Grant Program					
Development of significant destination attractions, rehabilitation and reuse of landmark downtown buildings, downtown building development, public improvements and place making, planning and consulting	Local Governments	Local governments and tribal governments, if they have a WDNR-approved comprehensive outdoor recreation plan, a master plan that has been approved by the local governing unit, or if they fall under a plan developed by a higher unit of government. Funds may not be used at a property that a local government acquired incidentally through condemnation, tax delinquency, etc.	Awarded grants cover up to \$200,000 depending on bid.	50% cost share	None
Idle Industrial Site Redevelopment Program					
Funds can go towards demolition, environmental remediation, or site-specific improvements.	Local governments and/or redevelopment authorities	Local governments and/or redevelopment authorities. Site must exceed 10 acres and had long term (over 25 years) commercial or industrial usage. Applicants must own the site or demonstrate the legal ability to access the property and perform the work proposed in the application. The owner must not have caused the contamination.	Up to \$1 million	20% cost share	Nov 1 (annually)

TRUSTED For Good Reason.

Ms. Stephanie Hinz stephanie.hinz@sybionline.com 800.748.7425 : www.sybionline.com



Available Resources for Brownfield Redevelopment in The City of Manitowish

February, 2014

Funder/Activities	Eligible Recipients	Site & Recipient Qualifications	Grant/Loan Amount	Repayment/Match Percentage	Deadline
Federal Environmental Cleanup Fund					
Federal Environmental Cleanup Fund Award (FECFA)					
Site investigation and remedial action planning, environmental cleanup, purchase or rental of temporary buildings to house essential equipment, restoration or replacement of public or public-works supplies, compensation for third-party damages	Local governments and private parties responsible for discharges	Federal releases must be from regulated commercial sites and sites of industrial or mining, certain large and residential waste land disposal, certain acute leaching oil spillages, public school district and technical college district leaching oil tanks, and certain tanks located on title trust land	Up to \$10,000 for investigation and remediation funding is site-specific	Deferred fee repaid, unless by type and date of work	None
City of Manitowish - EPA Grants					
Federal Brownfield Assessment Grants					
This grant includes funding to help conduct inventory and assessments of brownfield sites for construction (non petroleum and/or hazardous substances)	Assigned to City of Manitowish in 2011	Property must be within the City of Manitowish. Site must meet federal definition of a brownfield. Properties do not need to be owned by the City.	\$50,000 in funds each	None	Sept. 2014
Brownfield Revolving Loan Fund					
Covers a wide range of activities including environmental investigation, environmental cleanup and remediation, removal of hazardous waste materials, installation of engineering controls, demolition and selective abatement.	Assigned to City of Manitowish in 2013	Property must be within City of Manitowish. Site must meet federal definition of a brownfield. Subgrants are loans administered by the City or other agency, business, non-profit, and businesses.	City loans can vary up to \$1 million	25% match	Sept. 2017
Housing & Urban Development (HUD)					
Brownfield Economic Development Initiative (BEDI) Grants					
The funds are intended for property acquisition, Phase I and II ESA, removal of structural materials and more work, environmental cleanup, demolition, selective abatement, rehabilitation of buildings, and redevelopment.	Local governments that are federal entitlement communities	Local governments that receive CDBG funds directly from the federal government. The activities being funded must assist 1 of the following national objectives: 1. Benefit low-to-moderate income people; 2. Present or eliminate slums or blight; 3. Address investment needs and urgent needs.	Up to award of 2 million	A new section 108 loan guarantee must be authorized along with BEDI application.	None
Community Development Block Grants (CDBG)					
Housing, property acquisition, Phase I and II ESAs and other environmental assessments, environmental cleanup, redevelopment, rehabilitation of residential and non-residential structures, demolition and relocation, construction of public facilities and utility improvements, construction of neighborhood centers and renovation of school buildings, energy conservation and development of affordable energy assistance for low-income households for economic development and job creation/retention	Local governments	Federal entitlement communities which receive CDBG grants directly from the federal government	\$100,000 - between \$45 and \$50 million, 25% - administration and planning, including Phase I and Phase II ESAs, 25% - public services, 10% for housing up slums or blight, at least 20% must benefit low-to-moderate income households	Varies	None