

**Washington County, Wisconsin
USEPA Community-Wide Coalition Assessment Grant
for Hazardous Substance & Petroleum Brownfields**

Cooperative Agreement No. BF-00E01347-0

**Quarterly Report No. 4
4th Quarter – Fiscal Year 2015
July 1, 2015 – September 30, 2015**

Submitted by:
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Washington County Planning & Parks Department

October 22, 2015

**Washington County, Wisconsin
USEPA Community-Wide Coalition Assessment Grant for
Hazardous Substance & Petroleum Brownfields
Cooperative Agreement No. BF-00E01347-0**

A. Project Title

Washington County, Wisconsin Community-Wide Coalition Assessment for Hazardous
Substance & Petroleum Brownfields

B. Name of Grantee

Washington County Planning & Parks Department
333 E. Washington Street, Suite 2300
West Bend, WI 53095-2003

C. Cooperative Agreement No.

No. BF-00E01347-0

Community-Wide Coalition Assessment for Hazardous Substance & Petroleum
Brownfields

Date of Award: 9/19/2014

Project Dates: 10/1/2014 – 09/30/2017

Grant Amount:

\$300,000 – Hazardous Substance Brownfields

\$300,000 – Petroleum Brownfields

D. Project Contact(s)

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4th Quarter – Fiscal Year 2015
July 1, 2015 – September 30, 2015**

I. PROGRAM INTRODUCTION

This report provides a summary of activities completed by Washington County, Wisconsin (the County) during the 4th Quarter of Fiscal Year (FY) 2015 (July 1 through September 30, 2015) for implementation of the United States Environmental Protection Agency (USEPA) Community-Wide Coalition Assessment Grant for Hazardous Substance & Petroleum Brownfields awarded to the County by the USEPA in 2014. Washington County Planning and Parks Department is responsible for administering the grants which are being used to provide initial funding for a County-wide Site Redevelopment Program (SRP) that was created in 2013. The County is the lead for a coalition that includes the City of West Bend, City of Hartford, Village of Slinger, Village of Richfield, and the Village of Jackson.

The County's USEPA-approved Implementation Work Plan describes five (5) tasks that are to be completed using funding from the grants. This report describes the status of each task as of September 30, 2015, provides an estimate of the degree of completion of each task, and provides a list of deliverables associated with each task. The tasks are described below:

Task No.	Task Name
0	Programmatic Activities
1	Brownfields Inventory and Site Prioritization
2	Conduct Phase I Environmental Site Assessment (ESAs)
3	Conduct Phase II ESAs, Site Investigations and Remedial/Reuse Planning Activities
4	Community Outreach and Involvement

II. BUDGET OVERVIEW

The USEPA awarded a total grant of \$600,000 to the County including \$300,000 for Hazardous Substance Brownfields Assessment and \$300,000 for Petroleum Brownfields Assessment. The Assessment Grant budget includes \$8,500 for direct expenses for the County (travel and supplies) and \$591,500 for contracted services provided by environmental and other consulting firms. The total budget period cost is \$662,463.00 of which \$62,463 is the local in-kind contribution that will be provided by staff from the County, City of West Bend, City of Hartford, Village of Slinger, Village of Richfield and EDWC.

As the Project Team developed a detailed Project Timeline, it was evident that fund allocation needed to shift to meet the requirements of the USEPA approved Implementation Work Plan. On July 29, 2015, a request was made of the USEPA Project Officer to reallocate a portion of the grant budget as follows:

Request	Description
1	\$20,000 request to shift funds from Task 3 to Tasks 1 and 4 for general community outreach throughout the grant project as well as additional community outreach during the brownfields inventory and site prioritization process (\$16,000 to Task 4 and \$4,000 to Task 1)
2	\$350 request to shift funds from Task 3 to Task 4 for creation of a Site Redevelopment Program Brand/Logo for ongoing marketing of the Program by Washington County and the EDWC

Task No.	Task Description	Approved Budget	Change	Requested Budget
0	Programmatic Activities	\$14,000.00	\$0.00	\$14,000.00
1	Brownfields Inventory and Site Prioritization	\$17,700.00	\$4,000.00	\$21,700.00
2	Phase I ESAs	\$96,000.00	\$0.00	\$96,000.00
3	Phase II ESAs, Site Investigations, and Remedial/Reuse Planning	\$431,000.00	(\$20,350.00)	\$410,650.00
4	Community Outreach and Involvement	\$41,300.00	\$16,350.00	\$57,650.00
	Total USEPA Grant	\$600,000.00	\$0.00	\$600,000.00

The reallocated budget is reflected in this Quarterly Report.

III. MODIFICATIONS TO THE WORK PLAN

No modifications to the Implementation Work Plan were implemented during the Fiscal Quarter.

IV. STATUS OF PROGRAM ACTIVITIES

This section of the report provides a summary of the status for each task as of September 30, 2015, including a summary of projects and activities approved, completed, or in progress. Also summarized are deliverables for each task, an estimate of the percent complete, and a summary of scheduled activities to be performed during the 1st Quarter of FY 2016.

Task 0 – Programmatic Activities

A. Task Description

This task includes preparing grant progress reports, and general communications about the Cooperative Agreement to the USEPA. This task has a current budget of \$14,000 which includes travel costs to attend USEPA-sponsored National

Brownfields conferences and for work by the environmental consultant to provide assistance with reporting and other eligible programmatic activities.

B. New Activities or Projects Approved for Implementation by USEPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

As part of advancing the County's Site Redevelopment Program and coordination of a coalition prior to the grant application, in 2013 the County advanced a qualifications based procurement process meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with public meetings, evaluation, and initial scoring and prioritization of sites including services for grant writing and implementation. The procurement process resulted in six proposals. Two firms were interviewed, and based on the interviews and previously submitted qualifications, a contract was executed with Stantec Consulting Services Inc. (Stantec).

2nd Quarter of FY 2015

During the 2nd Quarter of FY 2015, the County worked with the Project Team (Stantec, Vandewalle and EDWC) and finalized detailed roles and responsibilities as part of the contract with Stantec for grant implementation services on February 17, 2015. The contract with Stantec was signed on March 18, 2015.

The County drafted a Memorandum of Agreement (MOAs) and worked with coalition partners throughout March and early April to finalize.

3rd Quarter of FY 2015

During the 3rd Quarter of FY 2015, all MOAs were signed by coalition partners and submitted to the USEPA on April 23, 2015. No grant funds could be expended until all five coalition partner MOAs were signed and provided to the USEPA.

Contract agreements were finalized between Stantec, and Vandewalle and EDWC. As part of the Project Team, Vandewalle will assist the County, Stantec and the EDWC with the inventory process to create a Brownfields GIS Database, lead the site selection, ranking and prioritization of sites using a two-tiered site identification and prioritization process with the SRC, prepare area-wide reuse/redevelopment plans and conduct ongoing community outreach. As part of the Project Team, EDWC will assist the County, Stantec and Vandewalle with the inventory process, determining redevelopment potential and marketability of redevelopment sites, preparing area-wide reuse/redevelopment plans and ongoing community outreach. The contract with EDWC will also utilize the services of Ady Advantage, a WBE firm that will help develop webpages integrating redevelopment sites within the EDWC website for the purpose of connecting prospective end users and local stakeholders with information on redevelopment sites and associated reuse opportunities.

The County provided coalition partners with a method of tracking local in-kind contribution hours. The Project Manager will compile all local in-kind contribution hours completed and report hours as part of upcoming USEPA Quarterly Reports. The Project Manager submitted the 2nd Quarter Report to the USEPA on April 27, 2015 and has had ongoing communication with the USEPA Project Officer.

4th Quarter of FY 2015

- During July, the quarterly report for Q3 was completed by the County with assistance from Stantec and Vandewalle, and submitted to USEPA.
- On 9/1-4/15, Stantec, EDWC, Vandewalle, and County staff attended the USEPA brownfields conference in Chicago

D. Activities or Projects in Progress

The Project Team (County, Stantec, Vandewalle and EDWC) is in the process of finalizing a detailed Project Timeline that outlines specific tasks, deadlines and responsible parties for each of the five main Project Tasks outlined in the Implementation Work Plan. This document will be used by the Project Team to stay on task throughout the grant period and to track progress during the monthly Project Team meetings.

E. Deliverables

Memorandum of Agreement (MOAs) signed by the coalition partners (City of West Bend, City of Hartford, Village of Jackson, Village of Richfield and Village of Slinger) were submitted to the USEPA Project Officer on April 23, 2015.

F. Percent Complete and Scheduled Activities

This task is currently 35% completed.

Scheduled activities for the 1st quarter of FY 2016 (October 1 through December 31, 2015) include overseeing site and project activities of consultants and preparing required reports and correspondence with the USEPA Project Officer.

Task 1 – Brownfields Inventory and Site Prioritization

A. Task Description

This task includes preparing a community-wide brownfields inventory and prioritization of brownfields sites within the County. As part of the inventory, the County will acquire digital copies of approximately 73 historic Sanborn Fire Insurance Maps to be integrated into the County GIS system. This task has a current budget of \$21,700 which includes preparing the inventory, development of the GIS brownfields database, acquisition of historic Sanborn Fire Insurance Maps, preparing property owner eligibility determination requests, obtaining WDNR/EPA eligibility letters and executing property access agreements.

B. New Activities or Projects Approved for Implementation by USEPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

As part of developing the coalition, meetings were held with representatives of 12 municipalities which included two cities, five villages and five towns. Nominations were obtained from five communities, each of which subsequently committed to participating in the coalition. An initial prioritization process was used to evaluate 13 nominated target sites or areas that included 47 parcels. At the final stage of this process, each of the coalition partners selected the site or area that was their highest priority in need of assessment based on site selection criteria. Assessment needs for these sites are expected to utilize approximately one third (\$200,000) of the grant funds. Initial target sites include WB Place, a 3.8-acre parcel in the City of Hartford that has been in use as a tannery since the 1840s, former Praefke Brake Manufacturing in the City of West Bend which dates back to the 1920s, the Center Street Redevelopment Area which includes 10 parcels within the historic center of the Village of Jackson, the historic Hwy 175/Village of Richfield Area which includes 12 parcels bordering State Hwy 175 and the former railroad right-of-way for the Chicago, Milwaukee, St. Paul and Pacific Railroad, and the former Niphos Coating facility in the Village of Slinger which was subject to an emergency removal action by the USEPA to address more than 8,800 gallons of hazardous chemicals that were abandoned in the building.

The grant will be implemented using a parallel track approach with two major strategies progressing simultaneously. The two tracks will be implemented as described below:

1. Approximately one-third (\$200,000) of the grant will go toward the implementation of the five high priority brownfield sites or areas that were identified by the five coalition partners as part of the inventory and prioritization completed in 2013. Meetings were held with coalition partners in the 3rd Quarter of FY 2015 that confirmed or requested an amendment to the high priority sites. The funds will be utilized to perform assessment or reuse/redevelopment planning activities.
2. Complete a comprehensive county-wide inventory and prioritization of brownfield sites providing opportunity for participation by all communities in the County that may have assessment needs not identified as part of the outreach conducted in 2013.

2nd Quarter FY 2015

During the 2nd Quarter FY 2015, the County met with the City of West Bend, Stantec, and EDWC to discuss priority sites within the City of West Bend.

3rd Quarter of FY 2015

During the 3rd Quarter of FY 2015, the Project Team met with all five coalition partners to discuss and reconfirm their high priority redevelopment sites. Further discussion will continue with the Village of Jackson to define their high priority sites in the 4th Quarter of FY 2015. The City of West Bend is considering changing their priority site. The Project Team met with the City of West Bend numerous times during this quarter to discuss changing their priority site. Upon completion of the coalition partner meetings, work began on preparing eligibility determination requests for several priority brownfield sites including WB Place in the City of Hartford and the former Niphos Coating facility in the Village of Slinger.

The County purchased 73 historic Sanborn Fire Insurance Maps through Historical Information Gatherers.

4th Quarter of FY 2015

During the 4th Quarter of FY 2015 the SRP Project Management Team (PMT) began the site inventory and prioritization process. First, the Team created an inventory of sites. The Team determined which data points were most important to include—based on brownfield identification best practices—to identify potential brownfield sites. From these discussions a three-level data collection system was created to filter sites to determine a manageable number of high probability brownfield sites. From this process a comprehensive countywide list of sites was identified and mapped utilizing GIS. With the map and the accompanying data table the PMT was able to further focus inventory efforts on a manageable number of sites to score in the prioritization process.

Next the PMT developed a system to score and prioritize the brownfield inventory. The system applies a three-level analysis consisting of redevelopment feasibility, environmental conditions, and community goals. Under each area of analysis there are several criteria that an expert or group of experts will use to score each site on a multipoint scale. Once this process is complete the scores will be totaled and a site prioritization ranking determined.

The PMT worked with SRP Coalition partners to further refine their priority sites. Hartford and West Bend have confirmed their priority sites that will provide them with maximum redevelopment potential. West Bend has determined the riverfront Bermico property and an adjacent City-owned property as the highest priority site area to health, safety and environmental concerns and redevelopment potential.

On July 6, 2015, the County acquired 73 historic Sanborn Fire Insurance Maps through Historical Information Gatherers. The maps were geo-referenced and integrated into the County GIS system.

On July 22, 2015, the Project Team met with the City of West Bend and the USEPA Project Officer to discuss the new priority site for the City located near the Milwaukee River and the Eisenbahn State Trail. A list of action items were developed to move forward with the new priority site. The Project Team also

discussed the former Niphos Coating facility in the Village of Slinger with the County Attorney and developed a list of action items to move the project forward.

Stantec worked with County staff to develop an access agreement form (draft completed by Stantec on July 24, 2015) and an attachment with information for property owners on various types of assessment activities that could be performed (draft completed by Stantec on August 14, 2015). The agreement was reviewed by the County Attorney and City of West Bend. On September 14, 2015, an access agreement was executed by the County with the owner of the former Bermico property in West Bend.

Stantec completed a review and screening of approximately 1,200 sites in the County that are included on the Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS).

On August 11, August 24, September 8 and September 21, 2015, meetings were held by the PMT to work on the inventory and prioritization.

D. Activities or Projects in Progress

During the beginning of 1st Quarter of FY 2016, several meetings have been held for the purpose of completing the inventory of brownfield sites, finalizing the criteria and process to be used for prioritizing the sites, and then completing the prioritization.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently estimated to be approximately 70% completed.

Scheduled activities for the 1st Quarter of FY 2016 (October 1 through December 31, 2015) include the Project Team determining variables and datasets to develop a GIS Brownfields database for analysis during the site prioritization process with the SRC. This process will also consider EDWC dashboard measures and location center tools for the EDWC website creation. Outputs of this process include completing a county wide brownfields inventory.

The Project Manager and EDWC will work with the Village of Jackson to further discuss and define their high priority site(s). Site and property owner eligibility determination requests will be completed for the three remaining high priority coalition site(s) including the City of West Bend, Village of Richfield and Village of Jackson.

The Project Manager and County Attorney will work with coalition partners to complete and execute property access agreements on the five high priority sites.

During the 1st Quarter of FY 2016, the PMT will conduct the prioritization of the brownfield inventory. This process will utilize the previously described three-level scoring system. Stantec—as the environmental expert—will score all environmental conditions criteria. The PMT will draw on its expertise in economic development/redevelopment to score the redevelopment feasibility criteria. Finally, the community goals criteria will be scored by the SRC members. The results of the prioritization process will be presented at an SRC meeting in December 2015.

Task 2 – Conduct Phase I Environmental Site Assessments

A. Task Description

This task is described in the USEPA approved Implementation Work Plan as follows:

“Under the direction of the County, the environmental consulting firm will complete Phase I ESAs at 24 sites. Prior to performing Phase I ESAs, eligibility determination request forms will be prepared and submitted to USEPA (for hazardous substance brownfields) or WDNR (for petroleum brownfields) for approval. Upon confirmation of eligibility, Phase I ESAs will be completed in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the ASTM E1527-13 Phase I Environmental Site Assessment Process.”

This task has a current budget of \$96,000 which includes the environmental consulting firm, Stantec, under the direction of the County Project Manager, completing Phase I ESAs at 24 sites at an average cost of \$4,000 per site.

B. New Activities or Projects Approved for Implementation by USEPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

During the 4th Quarter of FY 2015, work was initiated on completing eligibility determinations (EDs) for high priority brownfield sites in Slinger, West Bend, and Hartford. A draft ED was completed by Stantec for the WB Place site in Hartford, but put on hold after a determination was made that the site was being more fully utilized by a new occupant, and also that some environmental assessment activities had in fact been completed for the property. As a consequence, the City selected an alternative site to serve as its initial high priority site.

On September 9, 2015, ED's for two sites (the former Niphos Coating facility in Slinger, and the former Bermico facility in West Bend) were completed and submitted to USEPA for review. The eligibility for the Bermico site was confirmed by USEPA via email on September 22, 2015.

During September 2015, work began on preparation of ED's for a 7 parcel redevelopment site in Hartford (North Bookend site)..

D. Activities or Projects in Progress

An ED for an additional site in West Bend (the Blaine property) was completed and submitted to USEPA on October 6, 2015. Approval of eligibility for the Blaine property is pending a review by USEPA legal staff. Approval of eligibility for the former Niphos Coating site in Slinger is also pending closeout related to the removal action completed by USEPA several years ago (which is anticipated to occur during the 1st Quarter of FY 2016). The Phase I ESA for the former Bermico property is in progress.

E. Deliverables

EDs were submitted for three properties.

F. Percent Complete and Scheduled Activities

This task is estimated to be approximately 1% complete. It is anticipated that the Phase I ESA for the former Bermico site will be completed during November 2015. It is anticipated that EDs will be submitted for additional sites, and (subject to confirmation of eligibility) that Phase I ESA will be completed for the Blaine, Niphos Coating, and North Bookend sites.

Task 3 – Conduct Phase II Environmental Site Assessments, Site Investigations, and Remedial/Reuse Planning Activities

A. Task Description

This task is described in the USEPA approved Implementation Work Plan as follows:

“On sites that meet the site-specific eligibility requirements, and are approved for use of USEPA funds, by the USEPA (hazardous substance brownfields) and/or WDNR (petroleum brownfields), the County may use the assessment funds to conduct Phase II ESAs, site investigations, remedial planning and other brownfield reuse planning activities. Phase II site investigation activities are likely to include soil and groundwater sampling and may include magnetometer surveys, trenching to confirm anomalies, asbestos surveys and sampling for other hazardous building materials. Additional field services provided by USEPA may include geophysical characterization, such as ground penetrating radar or electro-magnetic surveys. Greener and Sustainable Remediation principles will be incorporated into project tasks using the ASTM Greener Cleanup Standard Guide.”

This task has a current budget of \$410,650 which includes a QAPP, four asbestos/hazardous building material surveys, seven Phase II ESAs, eight remedial action plans and two brownfield area-wide reuse plans.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

3rd Quarter of FY 2015

During the 3rd Quarter of FY 2015, the County and Stantec completed the pre-QAPP conference call meeting with Jan Pels, USEPA Brownfields Quality Assurance Reviewer on May 5, 2015.

In early June 2015, Stantec solicited bids from multiple labs for use on the project. Four labs were selected (Test America Laboratories, Inc.; CT Laboratories; Environmental Monitoring and Technologies, Inc. [EMT] and Legend Technical Services, Inc.). CT Laboratories and Legend Technical Services, Inc. are both Woman-Owned Business Enterprises (WBEs). EMT is a Service Disabled Veteran Owned Small Business Enterprise (SDVOSBE). Solicitation of bids from these firms, and inclusion in the QAPP, were performed as part of the Six Good Faith Efforts to ensure participation by Disadvantaged Business Enterprises (DBE) in the project.

4th Quarter of FY 2015

Revision 0 of the Quality Assurance Project Plan (QAPP), which was submitted to USEPA on July 15, 2015.

D. Activities or Projects in Progress

Revision 0 of the QAPP is currently under review by USEPA staff. The PMT has drafted a scope of work for the City of West Bend's priority redevelopment area.

E. Deliverables

Revision 0 of the QAPP was submitted to USEPA for review.

F. Percent Complete and Scheduled Activities

This task is currently estimated to be approximately 5% complete.

During the 1st Quarter of FY 2016, it is anticipated that the QAPP will be finalized. In addition, it is anticipated that site specific sampling and analysis plans (SAPs) will be completed for the former Bermico property, and potentially for additional sites (subject to determinations of eligibility)

Task 4 – Community Outreach and Involvement

A. Task Description

Since 2010, the County has proactively involved Washington County communities in the development and advancement of a brownfields-focused Site Redevelopment Program (SRP). To lead this effort, in early 2013, the County established a Site Redevelopment Committee (SRC) to guide and advance brownfield redevelopment, community outreach and involvement, reuse planning and site assessment.

The coalition plans to convene the SRC on at least a bi-monthly basis, with the public meetings widely promoted. In addition to SRC meetings, the County will hold public meetings annually, inviting residents and other stakeholders to participate in the site selection process, cleanup decisions, and reuse planning performed as part of the grant-funded Project. To provide additional technical expertise as well as outreach to community organizations, a Technical/Community Advisory Subcommittee (T/CAS) with representatives from community based organizations, the Washington County Health Department, and other stakeholder groups, is being formed. The T/CAS will provide input to the SRC, and provide input on site selection, reuse planning, and other considerations.

This task has a current budget of \$57,650 which includes public, community and property owner meetings, development of fact sheets, press releases and other appropriate communications and development of webpages that will integrate the redevelopment sites within the EDWC website focused on connecting prospective end users and local stake holders with information on redevelopment sites and associated reuse opportunities.

B. New Activities or Projects Approved for Implementation by U. S. EPA During the Fiscal Quarter

None.

C. Completed Activities or Projects

1st Quarter of FY 2015

During the 1st Quarter of FY 2015 the County completed a press release for circulation in local newspapers, radio stations and three major television stations serving Southeastern Wisconsin. An article was also written for the Planning & Parks Department newsletter that was sent to over 3,100 households in Washington County. The County met with the Project Team to detail the roles and responsibilities for Task 4 - Community Outreach and Involvement.

2nd Quarter of FY 2015

During the 2nd Quarter of FY 2015, as part of the development of detailed roles and responsibilities, the Project Team finalized the community outreach and involvement component to engage the public throughout the grant.

3rd Quarter of FY 2015

During the 3rd Quarter of FY 2015, the Project Team had a conference call meeting with sub consultant Ady Advantage regarding design of the EDWC website integration.

4th Quarter of FY 2015

The PMT has prepared for and conducted the initial SRC meeting under the grant, which was held on September 28, 2015. During preparation for the meeting, substantial effort was put in to developing outreach material and a strong recognizable brand for the program. This included preparation of: public meeting notices and a press release; an updated program factsheet; website upgrades; program letterhead; a program flyer; and meeting agendas and minutes. The first SRC meeting was well received. During proceedings the committee revisited the program overview and was updated on the Team's progress to date. Each member also updated the group on their priority redevelopment site. During the meeting UW-Extension's Paul Roback facilitated a group exercise to stimulate thought on how brownfield redevelopment benefits communities.

Additional preparation and outreach has gone into preparing for the first countywide community workshop on October 15th. This included preparation of: public meeting notices and a press release; an updated program factsheet; website upgrades; program letterhead; a program flyer; meeting agendas; and interactive exercises.

Additional outreach activities completed during the 4th Quarter of FY 2015 include:

On July 8, 2015, a meeting was held by the PMT with the City of West Bend to review the grant program, and the status of the City's highest priority sites.

On July 17, 2015, a meeting was held by the PMT to discuss the project.

On July 22, 2015, a meeting was held with USEPA, the County, City of West Bend, Vandewalle, and Stantec staff to discuss the Bermico property. A separate meeting was held with the Village of Slinger, the County attorney, and Stantec /Vandewalle staff to discuss the former Niphos Coating property.

D. Activities or Projects in Progress

The Project Team is currently developing a detailed schedule for Task 4 regarding countywide inventory and prioritization of sites. The first countywide community workshop was held on October 15th. During this workshop participants learned about the program and helped develop the community goals criteria used to score/prioritize the brownfield sites inventory for redevelopment. In addition, the EDWC held a two-day economic development conference in West Bend on October 5-6, 2015, which included a lunch program with over 50 attendees focused on brownfields redevelopment. The program included: (a) a status update on a study in progress by the State of Wisconsin on the economic impacts of the State of Wisconsin brownfield funding programs, (b) a presentation by County and EDWC staff on the SRP, and (c) a presentation by a developer (Cobalt Partners LLC) on a 65-acre brownfields

development in suburban Milwaukee that included >\$9 million of environmental cleanup on a site that included 6 former industrial facilities, but which has resulted in \$125 million in new development projects that are creating >500 jobs and providing housing for >500 residents. The program was attended by representatives of nearly every municipality in the County, and was followed a 3-hour “Economics 101” training course focused on how municipalities can better attract economic development projects, including those focused on brownfields.

Work by Ady Advantage was partially completed, with the initial task focused on conducting a series of interviews with local developers with a track record of successfully developing brownfields. The interviews were used to help identify how the developers identified potential target sites for development, factors that made it more or less likely that they would pursue development of a brownfield site, and factors that most frequently led to projects becoming derailed prior to successful development. The developers were educated and asked for feedback regarding the County’s USEPA funded project. A 60-page report was completed and will be used to help better market brownfield sites for redevelopment.

E. Deliverables

None.

F. Percent Complete and Scheduled Activities

This task is currently estimated to be 10% complete.

In November and December two SRC meetings will be held. The November meeting is intended to provide the committee with the final inventory of sites and a rationale for their selection, introduce the SRC members to the scoring process, and present the community goals criteria for them to score the sites with.

In December of 2015 the SRC will reconvene for the quarterly SRC meeting. The SRC will receive updates on SRP progress and the team will present the results of the scoring and a prioritized sites list.

G. Community Outreach Handouts

See attached handouts that were provided to the public as part of the Community Outreach.

- Site Redevelopment Program 2013 Newsletter
- Flyer for October 15, 2015 SRP Countywide Community Workshop

V. PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED

On October 15, 2014, the County requested an amendment to USEPA Cooperative Assistance Agreement BF00E01347 to correct the percentage calculations for the Recipient Share and Federal Share of the grant. Numerous requests have been made to the USEPA Grant Specialist for an updated agreement.

VI. SCHEDULE AND PROJECT MILESTONES

A partial summary of major milestones achieved during the project to date are summarized on the following table.

Task No.	Date	Activity or Milestone Description
0	6/28/2013	Issued request for proposals for professional services from environmental consulting firms following 40 CFR 31.36
0	8/16/2013	Selection of Stantec as environmental consulting firm
0	9/19/2014	Official Grant Award date
0	10/1/2014	3-year project period begins
4	Sept. 2013	Formation of Site Redevelopment Committee to oversee development and implementation of the grant
4	Nov - Dec 2013 & Jan. 2014	Formation of Brownfields Coalition including Washington County, City of West Bend, City of Hartford, Village of Slinger, Village of Jackson and Village of Richfield
1	1/6/2014	Selection of high priority sites by coalition partners
4	5/28/2014	Press release completed and sent to media
4	12/2/2014	Article in Planning & Parks Department newsletter regarding brownfield assessment grant

Task No.	Date	2 nd Quarter FY 2015 Activity or Milestone Description
0	1/29/2015	Submitted 1 st Quarterly Report for FY 2015 to USEPA.
0	2/17/2015	Finalized detailed roles and responsibilities with Project Team (County, Stantec, Vandewalle and EDWC)
4	2/17/2015	Project Team finalized roles and responsibilities for community outreach and involvement. (County)
0	3/9/2015	Finalized Memorandum of Agreements (MOAs) for distribution to coalition partners.
0	3/13/2015 - 4/14/2015	Project Manager held meetings with coalition partners regarding MOAs. (County)
1	3/18/2015	Meeting with the City of West Bend to discuss priority sites. (County, Stantec, EDWC)
0	3/18/2015	County and Stantec finalized and signed contract for environmental services.

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Hazardous Substance & Petroleum Brownfields

Task No.	Date	3rd Quarter FY 2015 Activity or Milestone Description
0	4/21/2015	All coalition partner MOAs signed.
0	4/23/2015	Project Manager sent signed MOAs to USEPA Project Officer. (County)
0	4/27/2015	Project Manager submitted 2 nd Quarterly Report for FY 2015 to USEPA Project Officer. (County)
3	5/5/2015	Pre-QAPP Conference Call Meeting with Jan Pels, USEPA (County, USEPA and Stantec)
3	5/5/2015 – 6/30/2015	Worked on writing QAPP (Stantec)
3	6/8/2015 – 6/12/2015	Solicited bids from multiple labs and selected four labs. Solicitation of bids from these firms, and inclusion in the QAPP, were performed as part of the Six Good Faith Efforts to ensure participation by Disadvantaged Business Enterprises (DBE) in the project. (Stantec)
1	6/10/2015 - 6/23/2015	Meetings with coalition partners to discuss/confirm high priority redevelopment sites. (County, EDWC, Stantec and Vandewalle)
4	6/23/2015	Conference call meeting with sub consultant Ady Advantage regarding design of EDWC website integration and content development focused on connecting prospective end users with information on site redevelopment sites.
0	6/1/2015 – 7/1/2015	Contract agreements were finalized between Stantec and Vandewalle and with EDWC. The contract with EDWC will utilize the services of Ady Advantage, a WBE firm representing another positive outcome of compliance with the Six Good Faith Efforts.
1	6/29/2015	Work began on preparing eligibility determination requests for several priority brownfield sites including WB Place in Hartford and the former Niphos Coating facility in Slinger.

Task No.	Date	4th Quarter FY 2015 Activity or Milestone Description
1	7/6/2015	The County acquired 73 historic Sanborn Fire Insurance Maps through Historical Information Gatherers. The maps were geo-referenced and integrated into the County GIS system. (County, Stantec)
4	7/8/2015	Meeting held by County, Stantec, Vandewalle and EDWC staff with City of West Bend staff to discuss high priority sites and the grant program.
3	7/15/2015	QAPP submitted to USEPA for review. (Stantec)
0	7/17/2015	Meetings to finalize detailed Project Timeline (County, Stantec, Vandewalle and EDWC)
0 and 1	7/22/2015	Meeting with City of West Bend, Village of Slinger, County, Stantec, Vandewalle and USEPA Project Officer
1	8/5/2015	Meeting of PMT to discuss Ady Advantage work on outreach to developers and SRC meeting
1	8/11/2015	Meeting of PMT to work on inventory and prioritization of sites
1	8/24/2015	Meeting of PMT to work on inventory and prioritization of sites
0	9/2-3/2015	Attend Brownfields Conference in Chicago
1	9/8/2015	Meeting of PMT to work on inventory and prioritization of sites
2	9/9/2015	ED submitted to USEPA for former Niphos Coatings property (Slinger) and former Bermico property (West Bend)
1	9/14/2015	Access agreement signed by owner of former Bermico property (West Bend)
1	9/21/2015	Meeting of PMT to work on inventory and prioritization of sites

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2	9/22/2015	Eligibility confirmed by USEPA for Bermico property (West Bend)
4	9/28/2015	Initial SRC meeting held under the grant
4	10/5-6/2015	County 2-day economic development conference held, including session focused on brownfields redevelopment with >50 attendees
2	10/6/2015	ED submitted to USEPA for the former Blaine property (West Bend)
1	10/13/2015	Meeting of PMT to work on prioritization and scoring criteria
1	10/19/2015	Meeting of PMT to work on prioritization and scoring criteria
4	10/15/2015	County-wide brownfield work shop held to obtain input from public on community priorities

Additional milestones for the project will be added to this table as part of the next Quarterly Report.

VII. BUDGET SUMMARY

Summary of Grant Expenses by Category for the Reporting Period 4th Quarter of FY 2015

A summary of grant expenses by category is provided below, including the current budget, amounts previously expended, amounts expended during the 4th Quarter of FY 2015 (July 1, 2015 – September 30, 2015), total amounts expended through September 30, 2015, and the budget remaining as of September 30, 2015.

Categories	Budgeted Amount	Previously Expended	Expenses this Quarter	Total Cumulative Expenses	Amount Remaining
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$5,300.00	\$0.00	\$125.00	\$125.00	\$5,175.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$3,200.00	\$0.00	\$1,695.00	\$1,695.00	\$1,505.00
Contractual	\$591,500.00	\$0.00	\$24,103.48	\$24,103.48	\$567,396.52
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$600,000.00	\$ -	\$ 25,923.48	\$ -	\$574,076.52

Summary of Current Budget Status by Task as of September 30, 2015

The following is a summary of the current budget status by task as of September 30, 2015

Task No.	Task Description	Approved Budget	Cumulative Amount Expended (through 9/30/15)	Budget Remaining as of 9/30/15	Percent of Budget Expended
0	Programmatic Activities	\$14,000.00	\$3,800.00	\$10,200.00	27%
1	Brownfields Inventory and Site Prioritization	\$21,700.00	\$4,998.75	\$12,701.25	23%
2	Phase I ESAs	\$96,000.00	\$3,612.75	\$92,387.25	4%
3	Phase II ESAs, Site Investigations, and Remedial/Reuse Planning	\$410,650.00	\$10,121.68	\$420,878.32	2%
4	Community Outreach and Involvement	\$57,650.00	\$3,390.30	\$37,909.70	6%
	Total USEPA Grant	\$600,000.00	\$25,923.48	\$574,076.52	4%

VIII. Performance Outputs and Outcomes

This section summarizes performance outputs and outcomes for the Washington County Community-Wide Coalition Assessment Grant for Hazardous Substance & Petroleum Brownfields. Outputs and outcomes include:

- Completion of a community-wide inventory and prioritization of brownfields sites within the County.
- Performing Phase I and Phase II environmental site assessments (ESAs) on priority brownfields sites.
- Completion of additional site investigation and remedial action plan development for select sites for which Phase II ESAs are completed.
- Performing community outreach and education related to brownfields.
- Connecting potential business and other end-users with brownfield sites that can be a focus for redevelopment and reuse.

As the grant project is in its beginning stages and only a small amount of funds have been expended, no performance outputs or outcomes have been attained.

IX. In – Kind Contribution

Summary of In-Kind Contribution reported for the 4th Quarter of FY 2015.

Name	Title	Budgeted In-kind Contribution	Total In-kind Contribution this Quarter
Washington County Staff			
Deb Sielski	Deputy Administrator	\$ 22,131.20	\$ 10,801.60
Joshua Glass	Planner	\$ 5,267.60	
Joanne Wagner	Office Manager	\$ 1,887.50	\$ 504.01
Eric Damkot	GIS Manager, Washington County	\$ 1,408.80	
Karen Long	GIS Analyst/Technician	\$ 2,431.20	\$ 1,277.40
Scott Schmidt	County Engineer/County Surveyor	\$ 1,447.44	
Kimberly Nass	County Attorney	\$ 5,610.00	
Kelly Cisar	Accounting Secretary	\$ -	\$ 15.10
Brian Braithwaite	Real Property Lister	\$ -	\$ 15.43
Fay Fitts	Administrative Secretary	\$ -	\$ 121.37
City of Hartford Staff			
Justin Drew	Director of Community Development	\$ 2,964.50	
Village of Slinger Staff			
Jessi Balcom	Village Administrator	\$ 1,405.50	\$ 176.07
Jim Haggerty	DPW Director/Village Engineer	\$ 118.30	
Village of Richfield Staff			
James Healy	Interim Village Administrator	\$ 571.20	\$ 248.75
City of West Bend Staff			
TJ Justice	City Administrator/Development Dir.	\$ 1,717.98	
Mark Piotrowicz	City Planner/Operations Manager	\$ 778.32	
EDWC staff			
Christian Tscheschlok	Executive Director	\$ 9,096.63	\$ 4,051.32
Deborah Reinbold	Business Solutions Specialist	\$ 5,626.92	
		\$ 62,463.09	\$ 17,211.04



Introducing Washington County's Site Redevelopment Program and the \$600,000 USEPA Coalition Grant!

Since 2012, Washington County has been proactively working to evaluate and assess sites in need of redevelopment or “brownfield” sites. **A brownfield is an abandoned or underused industrial or commercial property which hinders redevelopment due to the presence or suspected presence of environmental contamination.** Assessment, cleanup, and redevelopment of brownfields is critical for eliminating threats to human health and the environment and revitalizing Washington County's communities. This “fact sheet” summarizes the progress of Washington County Coalition Communities' Site Redevelopment Program (SRP) through September 2015. Along with other planned activities, this program fact sheet is one way in which the County will maintain contact and provide ongoing updates related to the SRP program.

In 2013, Washington County formed a coalition with the City of Hartford, City of West Bend, Village of Jackson, Village of Richfield and Village of Slinger to apply for a U.S. Environmental Protection Agency (USEPA) Brownfield Coalition Assessment Grant for Hazardous Substance and Petroleum Brownfields. On May 28, 2014, the USEPA announced that Washington County was successful in securing a Countywide Coalition Brownfield Assessment Grant totaling \$600,000. The grant funds will be used to complete a community-wide inventory and prioritization of sites that have redevelopment potential within the County, perform Phase I and Phase II environmental site assessments on priority sites, complete remedial action plans and redevelopment plans for select sites and perform community outreach and education related to redevelopment opportunities.



Site Redevelopment Committee

In an effort to effectively redevelop and revitalize sites throughout the County, a Site Redevelopment Steering Committee (SRC) was formed to provide input into the grant application and implementation.

The purpose of the SRC is to provide oversight and

guidance during all phases of the Site Redevelopment Program. Members of the SRC will meet quarterly to review current progress, provide future direction, and aid the project management team.

The SRC includes leaders from local government, including the Coalition communities, and the business community:

Chair	Ray Heidtke	County Board Supervisor/Town of Jackson Chairperson
Vice-Chair	Mike Miller	County Board Supervisor-Chair, Planning, Conservation & Parks
Member	Jessi Balcom	Administrator, Village of Slinger
Member	Justin Drew	City Planner, City of Hartford
Member	Jim Healy	Administrator, Village of Richfield
Member	TJ Justice	City Administrator, City of West Bend
Member	Lisa Maylen	Workforce Development Center
Member	Curt Pitzen	NAI MLG Commercial
Member	Christian Tscheschlok	Executive Director Economic Development Washington County
Member	John Walther	Administrator, Village of Jackson





Site Redevelopment Program:

Project Management Team

The Washington County SRP Project Management Team represents the staff team responsible for managing the USEPA grant, advancing the grant and SRP workplan, including ongoing coordination with the USEPA Project Manager, the SRC, and overall community outreach.

The staff working team is comprised of professionals with expertise in environmental engineering, urban planning, economic development, redevelopment and reuse planning, and urban design:

Debora Sielski, ASLA, Deputy Administrator,
Washington County Planning and Parks Dept.

Christian Tscheschlok, Executive Director, Economic
Development Washington County

Deborah Reinbold, Business Solutions Specialist,
Economic Development Washington County

David Holmes, Senior Environmental Scientist, Stantec

Jolena Presti, AICP, Principal Urban Planner,
Vandewalle & Associates

Jorian Giorno, Associate Urban Planner, Vandewalle &
Associates

Join Us!

Opportunities to Participate in the Program

A key part of the County's Site Redevelopment Program is community awareness and engagement. Meetings are planned for 2015 where community attendance and participation is encouraged, including:

- **Quarterly SRC meetings** are planned and will be open for public attendance and participation. SRC meetings will be held in coalition communities over the life of the project. The first quarterly SRC meeting was held September 29th, the next SRC meeting is scheduled for November 12, 2015.
- **Countywide Community Meeting for Site Identification and Prioritization.** A countywide

community meeting is scheduled to engage the public in discussions related to community goals for site redevelopment. A facilitated discussion will be conducted related to community goals and priorities on **October 15, 2015, 6-8pm at Moraine Park Technical College**; a separate meeting notice and flyer will be distributed.

- **Annual SRC Meeting and Public Open House.** Join the SRC and Project Management Team to review progress for the year. Stay tuned for information on the date and location of this meeting.

Other Ways to Get Involved

- Stay up-to-date with the Site Redevelopment Program's progress through press releases and fact sheets as they are distributed – also located on the County's Site Redevelopment Program webpage: <http://www.co.washington.wi.us/srp>



- Attend the EDWC Countywide Conference.
 - **Theme:** Powering Economic Growth through Investment, Innovation, and Workforce
 - **Dates:** October 5-6
 - **Location:** WBMI Prairie Center, West Bend
 - **More Information:** <http://businessreadywi.com/conference>
- **Get in touch** with Debora Sielski, Washington County Planning and Parks Dept. at **(262) 335-4445** or email at: deb.sielski@co.washington.wi.us



Washington County Site Redevelopment Program 2015

A U.S. Environmental Protection Agency
Brownfield Redevelopment Program



Help Shape this New Countywide Program!

Join us for a:

Washington County Site Redevelopment Program Countywide Community Workshop

October 15, 2015 from 6:00-8:00pm
Moraine Park Technical College
2151 N Main Street, Auditorium

Refreshments will be served.



Purpose of this workshop is to:

- 1 Engage the community in the Site Redevelopment Program
- 2 Review the site inventory and prioritization process
- 3 Discuss and consider community goals and gather input for priority areas

The Site Redevelopment Program:

In 2014, the USEPA announced that Washington County was successful in securing a Countywide Coalition Brownfield Assessment Grant totaling \$600,000. The grant funds will be used to complete a community-wide inventory and prioritization of sites that have redevelopment potential within the County, perform Phase I and Phase II environmental site assessments on priority sites, complete remedial action plans and redevelopment plans for select sites and perform community outreach and education related to redevelopment opportunities.

For more meeting information please contact
Deb Sielski, Deputy Planning & Parks Administrator
Phone: 262-335-4445 • Email: Deb.Sielski@co.washington.wi.us
Washington County www.co.washington.wi.us/srp

