

**FY2020 U.S. EPA Revolving Loan Fund Grant for
Washington County, Wisconsin**

Cooperative Agreement No. BF-00E02895-0

**Quarterly Report No. 6
2nd Quarter – Fiscal Year 2022
January 1, 2022 – March 31, 2022**

Submitted by:
Debora M. Sielski, Community Development Director
Washington County Community Development Department

April 29, 2022

**FY2020 U.S. EPA Revolving Loan Fund Grant for
Washington County, Wisconsin
Cooperative Agreement BF-00E02895-0**

A. Project Title

FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin

B. Name of Grant Recipient

Washington County Community Development Department
333 E. Washington Street, Suite 2300
West Bend, WI 53095-2003

C. Cooperative Agreement No.

No. BF-00E02895-0
FY2020 U.S. EPA Revolving Loan Fund Grant for Washington County, Wisconsin
Budget Period: 08/17/2020 – 09/30/2025
Project Period: 08/17/2020 - 09/30/2025
Grant Amount:
\$800,000 – EPA Amount This Action
\$160,000 – Recipient Contribution Match
\$960,000 – Allowable Project Costs

D. Project Contact(s)

Project Manager:
Debora M. Sielski
Community Development Director
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
262-335-4772
Fax – 262-335-6868
deb.sielski@washcowisco.gov

EPA Project Officer:
Linda Mangrum
77 West Jackson Blvd., SB-5J
Chicago, IL 60604-3507
312-353-2071
Mangrum.linda@epa.gov

EPA Grant Specialist:
Mauricio Lobato
Assistance Section, MA-10J
312-353-2515
Lobato.mauricio@epa.gov

**FY2020 U.S. EPA Revolving Loan Fund Grant for
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January 1, 2022 – March 31, 2022**

1.0 PROGRAM INTRODUCTION

This report provides a summary of activities completed by Washington County, Wisconsin (the County) during the 2nd Quarter of Fiscal Year (FY) 2022 (January 1, 2022 through March 31, 2022) for implementation of the United States Environmental Protection Agency (U.S. EPA) Revolving Loan Fund Grant for Washington County, Wisconsin awarded by the U.S. EPA in 2020.

On October 7, 2021, Washington County formed the Community Development Department taking over the responsibility of the County Brownfield Site Redevelopment Program. Debora Sielski, the Community Development Director continues to be the County Project Manager for this grant and the County Program. The Washington County Community Development Department is responsible for administering the grant. Washington County will lead this Revolving Loan Fund coalition grant with seven (7) coalition members: City of Hartford, City of West Bend, Village of Germantown, Village of Jackson, Village of Kewaskum, Village of Richfield, and the Village of Slinger.

2.0 BUDGET OVERVIEW

The County's U.S. EPA Implementation Work Plan describes four (4) tasks that must be completed in order for the EPA to consider the RLF a success.

Task Number	Task Name
1	Establish the Revolving Loan Fund
2	Market the Revolving Loan Fund
3	Site Selection, Program Operations and Oversight
4	Cleanup Loans and Subgrants

The U.S. EPA awarded Washington County a Revolving Loan Fund (RLF) grant of \$800,000 in 2020. This grant is matched by a 20% non-federal cost share (\$160,000) from an approval allocation by the Washington County Board of Supervisors. The County's match of \$160,000 will be utilized for the cleanup loans and subgrants. The total budget is \$960,000 plus an in-kind contribution commitment of \$41,464.

There were no reallocation requests submitted to the U. S. EPA Project Officer during the reporting quarter.

Current Budget - 2nd Q FY2022 (1/1/2022 - 3/31/2022)

Task No.	Task Description	Approved Budget as of 1/1/2022	No Reallocation Requests this Quarter	Current U.S. EPA Approved Budget as of 3/31/2022
1	Establish the RLF	\$19,800.00	\$0.00	\$19,800.00
2	Marketing the RLF	\$44,000.00	\$0.00	\$44,000.00
3	Site Selection, Program Operations and Oversight	\$154,200.00	\$0.00	\$154,200.00
4	Cleanup Loans and Subgrants	\$742,000.00	\$0.00	\$742,000.00
	Total U.S. EPA Grant	\$960,000	\$0.00	\$960,000

3.0 MODIFICATIONS TO THE WORK PLAN

There were no modifications to the Work Plan during the 2nd Quarter of FY 2022, January 1, 2022 through March 31, 2022. Below are the current deliverables for the Implementation Work Plan.

Work Plan Modifications - 2nd Q FY2022 (1/1/2022 - 3/31/2022)

Cleanup Loans and Subgrants	# of Deliverables in Implementation Work Plan	Approved Deliverables as of 3/31/2022	# Modifications to Work Plan Deliverables this Quarter	Current # of Deliverables as of 3/31/2022
Cleanup Loans	3 @ \$220,500	3	0	3
Subgrants	1 @ \$70,000	1	0	1

4.0 STATUS OF PROGRAM ACTIVITIES

This section of the report describes the status of each task throughout the 2nd Quarter of FY 2022, January 1, 2022 through March 31, 2022 including a summary of projects and activities approved, completed or in progress. This report also provides an estimated degree of completion of each task, provides a list of deliverables associated with each task and a summary of scheduled activities to be performed during the 3rd Quarter of FY2022. These tasks will provide support in brownfield cleanup activities and assist in creating jobs, the cleanup of distressed areas, the elimination of blight and increase the tax base.

4.1 TASK 1 – ESTABLISH THE REVOLVING LOAN FUND

A. Task Description

This task includes the development of a service agreement between Washington County and EDWC and memorandums of agreement with coalition partners. In addition, the County and Economic Development Washington County (EDWC) will work with the Site Redevelopment Committee (SRC) to create a comprehensive program policies and procedures manual that will be specialized to brownfield site applications and used to review and approve loan and subgrant applications. The County will also complete a qualifications-based procurement process to hire a qualified environmental professional.

This task has a current budget of \$19,800.

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

None.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

1st Quarter of FY2021

Throughout the 1st Quarter of FY2021, Washington County worked with EDWC to formalize a Service Agreement with the County. The Agreement was not finalized within Q1. The formalization of the Service Agreement is in progress and is expected to be completed within Quarter 2 FY2021.

2nd Quarter of FY2021

During the 2nd Quarter of FY2021, Washington County worked on finalizing the Service Agreement contract with EDWC as Loan Manager for the Revolving Loan Fund. Washington County has also been developing the Request for Qualifications to hire a Qualified Environmental Professional (QEP).

3rd Quarter of FY2021

During the 3rd Quarter of FY2021, The Project Manager met with EDWC to discuss and finalize the Request for Qualifications to hire a qualified environmental professional. The RFQ was posted for bid by the Purchasing Department and sent to multiple Engineering/Environmental Companies on June 10th, 2021 to obtain a Qualified Environmental Professional.

4th Quarter of FY2021

Throughout the 4th Quarter of FY2021, submittals in response to the Request for Qualifications were due on July 14, 2021 and were evaluated on July 20, 2021. The interviews were completed on July 29, 2021 and based on scoring; Stantec Consulting Services Inc. was selected as the Qualified Environmental Professional for the US EPA Revolving Loan Fund Grant for Washington County. Contract discussions occurred and it is expected the contract will be

finalized in the 1st Quarter of FY2022. The County also finalized the Memorandum of Agreements and Roles and Responsibilities document for Coalition Partners.

1st Quarter of FY2022

Within the 1st Quarter of FY2022, the Community Development Department released an updated Success Stories ArcGIS Storymap detailing how the program has helped redevelop blighted and contaminated sites within the County. The first Site Redevelopment Committee (SRC) meeting of 2022 took place in the 2nd Quarter of FY2022 on January 25th. At this meeting, Deb Sielski gave a brief overview of the Revolving Loan Fund and stated that more details will be given at the next SRC meeting scheduled for April 2022.

2nd Quarter of FY2022

The first Site Redevelopment Committee (SRC) meeting occurred on January 25th, 2022 (Attachment B). At the meeting, the Committee received a general overview of the US EPA Revolving Loan Fund as well as the other funding sources within the Washington County Brownfields Program. The second SRC meeting occurred on February 24th, 2022 (Attachment C) and discussed projects for the other Program funding sources. The next SRC meeting will be in May or June of 2022.

The Project Management Team (PMT) convened via zoom on February 9, 2022, to discuss the US EPA RLF along with the additional funding sources for the Site Redevelopment Program (Attachment D). A timeline was created for feasibility of drafting a Policies and Procedures Manual and the Marketing Plan for the US EPA RLF. On March 15, 2022, the Project Management Team met and dove further into the conversation around the Policies and Procedures Manual and the Marketing Plan. It was decided that the draft Policies and Procedures Manual will be completed by late June and after that, work can begin on the Marketing Plan.

On April 7, 2022 the County met with Stantec and EDWC to discuss a flow chart for the US EPA Revolving Loan Fund. This detailed how the US EPA RLF project proposals may go through the approval process and who are the responsible entities. On April 14, 2022 the PMT met again via zoom and discussed ongoing projects, the County Brownfields Assessment Fund, and the US EPA Revolving Loan Fund Policies and Procedures Manual.

The contract between Washington County and Stantec has been executed and finalized.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

Task 1 Progress – Establish the Revolving Loan Fund	
Activity	Deliverable
Formalize Service Agreement with County, SRP and EDWC	Agreement
Formalize Memorandum of Agreements (MOAs) with Coalition Members	MOAs
Develop EPA RLF Comprehensive Policies and Procedures Manual	SRP RLF Policies and Procedure Manual
Create Brownfield RLF Loan Application Documents	Application Forms/Loan Agreements templates including terms and conditions
Perform QBP and Contract QEP & Planning Consultant	Contract

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

During the 2nd Quarter of FY2021, Washington County finalized the Service Agreement contract with EDWC as Loan Manager for the Revolving Loan Fund.

3rd Quarter of FY2021

During the 3rd Quarter of FY2021, the Request for Qualifications was posted for bid.

4th Quarter of FY2021

The County finalized the Memorandum of Agreements and created a Roles and Responsibilities document. During the 1st Quarter of FY2022, the Memorandum of Agreements were sent to Coalition members on October 15th. Once all MOAs are received, they will be executed. The contract with Stantec as the QEP will be finalized within the 1st Quarter of FY2022.

1st Quarter of FY2022

The Memorandum of Agreements for the US EPA FY2020 Revolving Loan Fund were signed by all municipalities and the Washington County Executive and executed during the first Quarter of FY2022. The contract with Stantec Consulting Services will be finalized within the second Quarter of FY2022. When the contract is finalized, the work will begin on the Policies and Procedures Manual.

2nd Quarter of FY2022

The contract with Stantec Consulting Services was finalized in the 2nd Quarter of FY2022. Work on the Policies and Procedures Manual has begun, and a draft plan will be completed in the 3rd Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 50% complete.

2nd Quarter of FY2021

The formalization of the Service Agreement between Washington County and EDWC is in progress and is expected to be completed within the 2nd Quarter of FY2021. The County will finalize the qualifications-based procurement request and begin the process to hire a qualified environmental professional during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

The County will finalize the qualifications-based procurement request and begin the process to hire a qualified environmental professional during the 3rd Quarter of FY2021. The County will work with the Coalition Partners to formalized MOAs during the 3rd Quarter of FY2021.

4th Quarter of FY2021

During the 4th Quarter of FY2021, the County will hire a Qualified Environmental Professional to assist with the implementation of the Revolving Loan Fund Grant as well as other County Brownfield funding sources. As of July 30th, Stantec Consulting Services was awarded the Request for Qualifications to hire a qualified environmental professional. The County Project Manager will be working with Stantec during the 4th Quarter to negotiate an agreement for the work.

1st Quarter of FY2022

During the 1st Quarter of FY2022, the contract will be finalized with Stantec Consulting Services Inc., the Qualified Environmental Consultant chosen with the RFQ process. The County will execute MOA's from all Coalition members and will hold the first Site Redevelopment Committee meeting during the 1st Quarter of FY2022.

2nd Quarter of FY2022

During the 2nd Quarter of FY2022, the contract will be finalized with Stantec Consulting Services Inc., the Qualified Environmental Consultant chosen through the RFQ procurement process. The first Site Redevelopment Committee meeting of 2022 will occur in January. The first Project Management Team meeting will occur in the second Quarter of FY2022 and work will begin on Policies and Procedures Manual.

3rd Quarter of FY2022

During the 3rd Quarter of FY2022, the Project Management Team (PMT) will develop a draft of the Policies and Procedures Manual for the US EPA FY2022 Revolving Loan Fund. Once the Policies and Procedures Manual is drafted, the PMT will begin working on the Marketing Plan.

4.2 TASK 2 – MARKET THE REVOLVING LOAN FUND

A. Task Description

Task 2 will focus on creating a Marketing Plan for the RLF Program. The focus of this Marketing Plan will target challenging brownfield sites where there may not be current market

interest. Existing Site Redevelopment Program (SRP) outreach and marketing efforts will be used to promote the RLF Program including public meetings and marketing site-specific RLF opportunities.

This task has a current budget of \$44,000.

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

None.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

1st Quarter of FY2021

None.

2nd Quarter of FY2021

None.

3rd Quarter of FY2021

None.

4th Quarter of FY2021

None.

1st Quarter of FY2022

None.

2nd Quarter of FY2022

Once the Policies and Procedures Manual is drafted, work will begin on the Marketing Plan for the US EPA Revolving Loan Fund.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

Task 2 Progress – Market the Revolving Loan Fund	
Activity	Deliverable
Promote/market/provide updates on the RLF	Press releases, website updates, fact sheets, marketing materials, meeting summaries
Create Marketing Plan for SRP RLF	Marketing Plan
Link SRP RLF to EDWCs brownfield redevelopment website	Website update
Outreach and marketing efforts – public meetings, market site specific RLF opportunities	None

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

There were no deliverables during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

There were no deliverables during the 3rd Quarter of FY2021.

4th Quarter of FY2021

There were no deliverables during the 4th Quarter of FY2021.

1st Quarter of FY2022

There were no deliverables during the 1st Quarter of FY2022.

2nd Quarter of FY2022

There were no deliverables during the 2nd Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

2nd Quarter of FY2022

Once the contract with Stantec is executed, the County, in partnership with EDWC will initiate the development of the Marketing Plan during the 2nd Quarter of FY2022.

3rd Quarter of FY2022

The contract with Stantec was executed during the 2nd Quarter of FY2022. The Project Management Team is working to develop the Policies and Procedures Manual and will complete a draft Manual by the end of the 3rd Quarter of FY2022. After this Manual is developed, the Project Management Team will work to develop a Marketing Plan.

4.3 TASK 3 – SITE SELECTION, PROGRAM OPERATIONS AND OVERSIGHT

A. Task Description

This task includes the SRP RLF Committee reviewing and approving loans to eligible applicants based on cleanup project eligibility, as approved by the U.S. EPA, applicant credit worthiness, and demonstrated project economic, community and environmental benefits. The SRC will review and approve subgrants. Task 3 also includes Analysis of Brownfields Cleanup Alternatives (ABCAs) and Community Involvement Plans (CIPs) being prepared and a Decision Memorandum completed for each project. In addition, this task includes project oversight and grant administration.

This task has a current budget of \$154,200.

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

None.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

1st Quarter of FY2021

None.

2nd Quarter of FY2021

On March 18, 2021, the County Project Manager attended the Brownfields Revolving Loan Fund Committee (BRLFC) meeting with the EDWC and provided an introduction to the Site Redevelopment Program, an overview of the US EPA RLF Grant and a description of the roles and responsibilities of the BRLFC.

3rd Quarter of FY2021

None.

4th Quarter of FY2021

None.

1st Quarter of FY2022

None.

2nd Quarter of FY2022

None.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

Task 3 Progress – Site Selection, Program Operations and Oversight	
Activity	Deliverable
Meeting with Loan/subgrant applicants	None
Review applications based on SRC RLF Policies & Procedures Manual, SRP Standards, anticipated cleanup project eligibility, applicant credit worthiness, and demonstrated project economic, community and environmental benefits.	None
Complete eligibility determinations for each project for the EPA review	Eligibility Determination
Develop ABCA and Community Relations Plan for EPA review	ABCA and Community Relations Plan for each site
Conduct required community involvement activities described in the approved CIP following project initiation	Press releases, letters, emails, meeting summaries
Notify Landowners and Communities of Cleanup Schedules and Project Progress	Press releases, letters, emails, meeting summaries
Conduct 30-day Public Comment Periods on Analysis of Brownfields Cleanup Alternatives (ABCAs)	Press releases, summary of public comment
Respond to Questions and Public Comment	Summary of public comments
Create Bilingual Outreach Materials	Bilingual materials
Create Technical Presentations, Exhibits, handouts for Meetings	Meeting presentations, exhibits, handouts
Develop Decision Memorandum for EPA review	Decision Memorandum for each site
Loan Underwriting	None
SRP RLF Committee- Loan Review, Structure Discussion, Approval	None
Negotiate Term Sheet, Development of Loan Documents, Closure of Loan	Loan Documents
SRC- Subgrant approval process, Development of Subgrant Documents	Subgrant Documents
Site Visits and Monitoring Project Related to State and Federal Requirements	Update Summary in Quarterly and Annual Report
Tracking loans and subgrants	Update Summary in Quarterly and Annual Report
Update ACRES	Property Profiles (online)
SRC Meetings	Meeting agendas and minutes
Grant Administration and Tracking Overall Progress, Program Income of SRP RLF Program	Update Summary in Quarterly and Annual Report
Attend National Brownfields Conferences	None

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

There were no deliverables during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

There were no deliverables during the 3rd Quarter of FY2021.

4th Quarter of FY2021

There were no deliverables during the 4th Quarter of FY2021.

1st Quarter of FY2022

There were no deliverables during the 1st Quarter of FY2022.

2nd Quarter of FY2022

There were no deliverables during the 2nd Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

2nd Quarter FY2022

None.

3rd Quarter FY2022

None.

4.4 TASK 4 – CLEANUP LOANS AND SUBGRANTS

A. Task Description

This task includes executing and disbursing loans and subgrants. Employing risk-based lending practices, the County Finance Department with assistance from the Loan Manager will carry out the managed disbursement of approved loans and subgrants to approved applicants for the site cleanup work being performed by the applicants. Activities under this task will be funded by federal grant award funds and the designated match dollars.

This task has a current budget of \$742,000.

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

None. There were no loans and/or subgrants during this reporting quarter.

C. Activities In Progress or Completed Activities During the Fiscal Quarter

1st Quarter of FY2021

None.

2nd Quarter of FY2021

None.

3rd Quarter of FY2021

None.

4th Quarter of FY2021

None.

1st Quarter of FY2022

None.

2nd Quarter of FY2022

None.

D. Deliverables

Below is a list of the proposed deliverables for this Task.

Task 4 Progress – Cleanup Loans and Subgrants	
Activity	Deliverable
Execute Loans and Subgrants	Estimate 3 loans averaging \$220,500 each
Execute Subgrants	Estimate 1 subgrants averaging \$70,000 each
Disbursement of Approved Loans and Subgrants	Summary in Quarterly Reports

1st Quarter of FY2021

There were no deliverables during the 1st Quarter of FY2021.

2nd Quarter of FY2021

There were no deliverables during the 2nd Quarter of FY2021.

3rd Quarter of FY2021

There were no deliverables during the 3rd Quarter of FY2021.

4th Quarter of FY2021

There were no deliverables during the 4th Quarter of FY2021.

1st Quarter of FY2022

There were no deliverables during the 1st Quarter of FY2022.

2nd Quarter of FY2022

There were no deliverables during the 2nd Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

5.0 SCHEDULE AND PROJECT MILESTONES

A list of major milestones achieved during the project to date are summarized below.

Task	Date	1st Quarter FY2021 - Activity or Milestone Description
	5/7/2020	County Project Manager send out press release announcing award of U.S. EPA FY2020 RLF grant
	9/22/2020	U.S. EPA awards Cooperative Agreement to Washington County
1	11/11/2020	Meeting with EDWC and County to discuss service agreement
1	11/12/2020	U.S. EPA RLF Kick off meeting
1	12/9/2020	U.S. EPA Transition Conference Call
1	12/9/2020	Conference call with EDWC and County to discuss service agreement

Task	Date	2nd Quarter FY2021 - Activity or Milestone Description
1	1/21/2021	US EPA Service Agreement contract review with EDWC and the County
1	1/29/2021	County Submits Quarterly Report to US EPA
1	2/4/2021	Review Service Agreement with the County and EDWC
1	2/16/2021	Executed Service Agreement with EDWC
3	3/18/2021	County attends Brownfields Revolving Loan Fund Committee meeting with the EDWC - Introduction and presentation of US EPA RLF Grant

Task	Date	3rd Quarter FY2021 - Activity or Milestone Description
1	4/29/2021	County submits Quarterly Report to US EPA
1	5/5/2021	Meeting with EDWC to discuss the Request for Qualifications
1	6/1/2021	Meeting with EDWC to discuss the Request for Qualifications
1	6/7/2021	Meeting with EDWC to finalize the Request for Qualifications
1	6/10/2021	Request for Qualifications posted for bid and sent to Engineering Firms

Task	Date	4th Quarter FY2021 - Activity or Milestone Description
1	7/14/2021	Submittals for the RFQ due
1	7/20/2021	Evaluations of the RFQ submittals with the County and EDWC. Scored the submittals
	7/27/2021	The County receives case closure for the Niphos Coating Site from the Wisconsin DNR
1	7/29/2021	RFQ Interviews for the QEP are completed and a final evaluation and scoring of the firms is completed
1	7/30/2021	County submits Quarterly Report to US EPA
1	8/27/2021	Contract discussion with the County and Stantec
1	10/15/2021	Roles and Responsibilities completed
1	10/15/2021	MOAs finalized and sent to Coalition Partners for review and signature

Task	Date	1 st Quarter FY2022 - Activity or Milestone Description
1	10/28/2021	County submits Quarterly Report to US EPA
1	11/22/2021	Memorandum of Agreements signed by the County Executive and executed.
1	12/7/2021	Doodle poll sent out to SRC members for scheduling the first meeting of 2022.
1	1/25/2022	First SRC meeting of 2022

Task	Date	2 nd Quarter FY2022 - Activity or Milestone Description
1	1/25/2022	First SRC meeting of 2022
1	1/28/2022	County submits Quarterly Report to US EPA
1	2/9/2022	Project Management Team Meeting
1	2/24/2022	Site Redevelopment Committee meeting
1	3/15/2022	Project Management Team Meeting
1	4/7/2022	US EPA Revolving Loan Fund Flow Chart Review
1	4/14/2022	Project Management Team Meeting

6.0 PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED

None.

7.0 ONGOING PROJECTS FROM ADDITIONAL BROWNFIELDS FUNDING SOURCES

4th Quarter of FY2021

On July 27th, 2021 the Wisconsin Department of Natural Resources granted the Former Niphos Coating Inc. for case closure as it met the requirements of Wisconsin Administrative Code chs. NR725-727. Following an US EPA emergency removal action to address more than 8,800 gallons of hazardous chemicals that were abandoned in the building, this site is finally reached conditional site closure. The contractor, Forward Contractors, selected for this site is proposing residential units for development. The contractor is currently under the due diligence period and is in the process of completing a survey for this property and estimating a timeline for financing. The final step of this due diligence period is transferring the property from County ownership to Forward Contractors.

In September of 2021, the US EPA reached out to Washington County in hopes of gathering pictures of the awarded Barton School Apartments for an US EPA Brownfields Storymap. Wanting to share the success of this program to the nation, the County gathered photos showcasing the site before, during and after construction.

1st Quarter of FY2022

During the first Quarter of FY2022, the six-month due diligence period for the Developer's Agreement for the Former Niphos Coating site was due. After discussions with the developer and the Community Development Department, it was agreed the due diligence period should be extended three months, until March 2022. The contract amendment was drafted by the Community Development Department and will be executed during the 2nd Quarter of FY2022.

2nd Quarter of FY2022

During the second Quarter of FY2022, the due diligence extension for the Former Niphos Coating Site Developer's Agreement came to an end. After further discussions with the Village of Slinger, the Developer, and the Community Development Department, it was agreed that an additional extension for the due diligence will be given. A contract amendment is being created for the County and the Developer to implement with a work plan for completing the due diligence period. Approximately \$35,500 of the US EPA FY2014 Assessment Funds were utilized for the Niphos site and an additional \$51,400 of the US EPA FY2017 Assessment Funds.

At the January 2022 SRC meeting, a project proposal was approved for the City of Hartford at the South Main Street Properties. This project is funded through the Washington County Brownfields Assessment Fund. Stantec conducted a Phase I ESA of the Property in 2019 (\$8,000 from the US EPA FY2017 Assessment Grant), and subsequently a Phase II ESA in late 2019 and early 2020 (\$25,000 from the US EPA FY2017 Assessment Grant) to further assess recognized environmental conditions identified in the 2019 Phase I ESA. The work will include additional environmental testing on the site and further investigation to evaluate the sources and extent of releases and assess appropriate further actions.

At the February 2022 SRC meeting, a project proposal was approved for Village of Kewaskum to develop a Main Street Revitalization Plan. This project is funded through the Washington County Brownfields Assessment Fund. This plan will address crucial topics such as leveraging the Village Hall/Library/Police Department project, potential for catalytic projects, reuse/redevelopment potential of specific properties, methods of driving redevelopment on private properties, improved parking, bicycle/pedestrian connectivity, and economic benefit for the Village.

Also, at the February 2022 SRC meeting, a project proposal was approved in closed session for a redevelopment project in the City of West Bend through the Washington County Brownfields Revolving Loan Fund as a forgivable loan. The Washington County Board approved a replenishment of the funds from this project back into the County Brownfields Revolving Loan Fund on April 19, 2022.

8.0 BUDGET INFORMATION

A. Summary of Grant Expenses by Category for the Reporting Period 1/1/2023-3/31/2022

A summary of grant expenses by category is provided below, including the approved project budget, amounts expended during the 2nd Quarter of FY2022 (January 1, 2022 through March 31, 2022), total amounts expended through March 31, 2022, and the budget remaining as of March 31, 2022.

2nd Q - FY2022 (January 1, 2022 – March 31, 2022)

Budget Categories	Approved Project Budget as of 1/1/2022	Previously Expended	Current Quarter Expenditures by Category	Cumulative Expenditures by Category	Balance Remaining by Category
Personal	\$ 33,300	\$ -	\$ -	\$ -	\$ 33,300
Travel	\$ 5,600	\$ -	\$ -	\$ -	\$ 5,600
Contractual	\$ 189,600	\$ -	\$ -	\$ -	\$ 189,600
Loans	\$ 661,500	\$ -	\$ -	\$ -	\$ 661,500
Subgrants	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
SUBTOTALS	\$ 960,000	\$ -	\$ -	\$ -	\$ 960,000
EPA RLF Grant Subtotal	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
Match Subtotal	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000
RLF PROJECT TOTAL	\$ 960,000	\$ -	\$ -	\$ -	\$ 960,000

B. Summary of Grant Expenses by Task for the Reporting Period 1/1/2022 – 3/31/2022.

A summary of grant expenses by task is provided below, including the approved project budget, amounts expended during the 2nd Quarter of FY2022 (January 1, 2022 through March 31, 2022), total amounts expended through March 31, 2022, and the budget remaining as of March 31, 2022.

2nd Q - FY2022 (January 1, 2022 – March 31, 2022)							
Task No.	Task Description	Approved Budget as of 1/1/2022	Previously Expended	Current Quarter Expenditures by Task	Cumulative Expended (through 3/31/2022)	Budget Remaining as of 3/31/2022	Percent Budget Expended
1	Establish the RLF	\$ 19,800	\$ -	\$ -	\$ -	\$ 19,800	0%
2	Marketing the RLF	\$ 44,000	\$ -	\$ -	\$ -	\$ 44,000	0%
3	Site Selection, Program Operations and Oversight	\$ 54,200	\$ -	\$ -	\$ -	\$ 154,200	0%
4	Cleanup Loans and Subgrants	\$ 742,000	\$ -	\$ -	\$ -	\$ 742,000	0%
TOTAL		\$ 960,000	\$ -	\$ -	\$ -	\$ 960,000	0%

C. Grant Reimbursements

A summary of grant reimbursements through the U.S. EPA Automated Standard Application for Payment (ASAP) System is based on reimbursements requested by the County for invoices already paid. The summary table includes the amounts reimbursed by date, total reimbursed, and grant funds remaining.

1st Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

2nd Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

3rd Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

4th Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

1st Quarter of FY2022

There were no grant reimbursements for this reporting quarter.

2nd Quarter of FY2022

There were no grant reimbursements for this reporting quarter.

D. Leveraged Activities

1st Quarter of FY2021

There were no leveraged activities for this reporting quarter.

2nd Quarter of FY2021

There were no leveraged activities for this reporting quarter.

3rd Quarter of FY2021

There were no leveraged activities for this reporting quarter.

4th Quarter of FY2021

There were no leveraged activities for this reporting quarter.

1st Quarter of FY2022

There were no leveraged activities for this reporting quarter.

2nd Quarter of FY2022

During the 2nd Quarter of FY2022, the infographic for the leveraged activities for the program was updated as there had been construction and completion of redevelopment sites since it was last updated in early 2021 (Attachment A).

An ongoing summary of leveraged activities for the U.S. EPA Revolving Loan Fund Grant will be included in the Washington County Site Redevelopment Program Summary of Leveraged Funding. This currently includes leveraged activities from the FY 2014 and FY2017 Community-Wide Coalition Assessment Grants for Hazardous Substance & Petroleum Brownfields and will highlight leveraged activities for this U.S. EPA Revolving Loan Fund Grant. Leveraged resources to date total over **\$72 million**.

E. In-Kind Contributions

Below is a summary of In-Kind contribution reported for the 2nd Quarter of FY2022.

FY2020 Brownfield RLF Grant In-Kind Contributions					
Name	Title	Budgeted In-Kind Contribution	Previous In-Kind Contribution	Total In-Kind Q2 FY2022	Total Cumulative In-Kind
Washington County In-Kind					
Deb Sielski	Community Development Director	\$ 15,446	\$ 19,120.70	\$ 353.12	\$ 19,473.82
Hannah Keckeisen	Planner	\$ -	\$ 6,793.78	\$ 1,185.75	\$ 7,979.53
Bill Kurer	Purchasing Manager	\$ -	\$ 1,001.81	\$ -	\$ 1,001.81
Kathie Wild	Grants Administrator	\$ 4,222	\$ 79.79	\$ 13.94	\$ 93.72
Mike Vander Sanden	GIS Coordinator	\$ 602	\$ -	\$ -	\$ -
Joe Steier	Land Use and Planning Analyst	\$ 5,369	\$ -	\$ -	\$ -
Fay Fitts	Administrative Secretary	\$ 291	\$ -	\$ -	\$ -
Brad Stern	County Attorney	\$ 1,823	\$ 285.00	\$ -	\$ 285.00
Total County In-Kind		\$ 27,753	\$ 27,281.08	\$1,552.80	\$ 28,833.88
EDWC RLF Committee					
Christian Tscheschlok	Executive Director	\$ -	\$ 282.36	\$ 88.24	\$ 370.60
Dan Anhalt	Senior Director	\$ -	\$ 1,411.80	\$ -	\$ 1,411.80
7 Core Committee Members		\$ 5,000	\$ -	\$ -	\$ -
City of Hartford					
Justin Drew	Director of Community Development	\$ 1,224	\$ -	\$ -	\$ -
City of West Bend					
Jay Shambeau	City Administrator	\$ 1,225	\$ -	\$ -	\$ -
Mark Piotrowicz	City Planner/Operations Manager	\$ 1,632	\$ -	\$ -	\$ -
Jessica Wildes	Economic Development Manager	\$ 439	\$ -	\$ -	\$ -
Village of Germantown					
Steve Kreklow	Village Administrator	\$ 1,823	\$ -	\$ -	\$ -
Village of Jackson					
Jen Keller	Village Administrator	\$ 1,625	\$ -	\$ 13.06	\$ 13.06
Village of Kewaskum					

Adam Gitter	Village Administrator	\$ 881	\$ -	\$ -	\$ -
Village of Richfield					
Jim Healy	Village Administrator	\$ 995	\$ -	\$ -	\$ -
Village of Slinger					
Margaret Wilber	Village Administrator	\$ 1,248	\$ 206.91	\$ 17.24	\$ 224.15
Jim Haggerty	DPW Dir/V. Engineer	\$ 324	\$ -	\$ -	\$ -
	Total Partner In-Kind	\$ 16,416	\$ 1,901.07	\$ 118.54	\$ 2,019.61
	TOTAL IN-KIND	\$ 44,169	\$ 29,182.15	\$ 1,671.34	\$ 30,853.49

9.0 PERFORMANCE OUTPUTS AND OUTCOMES

This section summarizes performance outputs and outcomes for the County FY2020 Revolving Loan Fund Grant. Outputs and Outcomes include:

1st Quarter of FY2021

There were no outputs or outcomes completed for this reporting quarter.

2nd Quarter of FY2021

There were no outputs or outcomes completed for this reporting quarter.

3rd Quarter of FY2021

There were no outputs or outcomes completed for this reporting quarter.

4th Quarter of FY2021

There were no outputs or outcomes completed for this reporting quarter.

1st Quarter of FY2022

There were no outputs or outcomes completed for this reporting quarter.

2nd Quarter of FY2022

There were no outputs or outcomes completed for this reporting quarter.

10.0 ATTACHMENTS

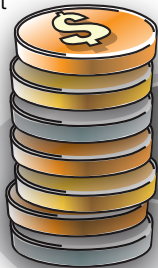
- A. Updated infographic of Leveraged Funds
- B. Agenda packet from January 2022 Site Redevelopment Committee Meeting
- C. Agenda packet from February 2022 Site Redevelopment Committee Meeting
- D. Project Management Team Meeting Agendas

Attachment A
Updated infographic of Leveraged Funds

SRP Success Since 2015 ... And Counting

\$1,199,000 IN SRP INVESTMENT

- Site Inventory and Prioritization
- Community Redevelopment Plans
- Phase I & II Environmental Assessments and Site Investigations
- Remedial Action/Reuse Planning
- Community Outreach
- Program Leadership and Administration



*Total value of in-kind dollars contributed to-date: \$346,311

IMPACT FOR WASHINGTON COUNTY:



- **32** Brownfield Acres Redeveloped
- **294** New Housing Units Constructed and **68** Hotel Rooms Constructed
- Additional **\$241,579** Investment in Environmental Assessments
- Additional **\$2,936,480** Investment in Abatement, Demolition, or Cleanup
- Additional **\$69,560,900** Investment in Construction

Attachment B
Agenda packet from January 2022 Site Redevelopment Committee Meeting



Washington County

Site Redevelopment Program



WASHINGTON COUNTY SITE REDEVELOPMENT COMMITTEE MEETING AGENDA

January 25, 2022

9:30 AM – 11:30 AM

Public Agency Center, Room 3224

333 E. Washington Street, West Bend, WI 53095

Virtual Meeting Option Available per Request

The following business will be before the Committee for initiation, discussion, consideration, deliberation and possible formal action subject to the rules of the Board, which may be inspected at the office of the County Clerk.

1. Call to order and affidavit of posting
2. Pledge of Allegiance
3. Introductions
4. Election of Chair
5. Election of Vice-Chair, if necessary
6. Consideration of Minutes Sept. 14 2020
7. Overview of the SRP and Funding Sources
 - US EPA FY2020 Revolving Loan Fund Grant
 - Washington County Brownfield Revolving Loan Fund
 - Washington County Brownfield Assessment Fund
8. In-Kind hour tracking US EPA FY2020 Revolving Loan Fund
9. Consideration of the City of Hartford Main Street Site Request Utilizing the Washington County Brownfields Assessment Fund
10. Consideration of the Village of Jackson Main Street Revitalization Plan Request Utilizing the Washington County Brownfields Assessment Fund
11. Bipartisan Infrastructure Law: A Historic Investment in Brownfields
 - Consideration of Regional Partnership
12. Brownfields Project Update
 - Former Niphos
13. Upcoming Site Redevelopment Committee meetings
 - April 2022 – TBD
14. Adjourn

Individual County Board Supervisors may attend the above meeting. It is possible that such attendance may constitute a meeting of the County Board or any of its committees pursuant to State ex rel. Badke V. Greendale Village Board, 173 Wisc. 2d 553, 494 N. W. 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke meeting, but is given solely to comply with the notice requirements of the open meeting law.



Washington County

Site Redevelopment Program



AFFIDAVIT OF POSTING

This agenda was posted in the office of the County Clerk on the 21th day of January 2022. Notice was sent to the West Bend News, WBKV/WBWI Radio, WTKM Radio, My Community NOW, Hartford Times Press, Kewaskum Statesman, Milwaukee Journal-Sentinel, and Express News. Individuals with disabilities requiring special accommodations for attendance at the meeting should contact the County Clerk at (262) 335-4301 at least 48 hours prior to the meeting.

Attachment C

Agenda packet from February 2022 Site Redevelopment Committee Meeting



Washington County

Site Redevelopment Program



WASHINGTON COUNTY SITE REDEVELOPMENT COMMITTEE MEETING AGENDA

Thursday, February 24, 2022 – 1:00 PM
Herbert J. Tennes Government Center – Room 2024
432 East Washington Street, West Bend, WI 53095

The following business will be before the Committee for initiation, discussion, consideration, deliberation and possible formal action subject to the rules of the Board, which may be inspected at the office of the County Clerk.

1. Call to order and affidavit of posting
2. Consideration of Minutes Jan 25, 2022
3. Consideration of the Village of Kewaskum Downtown Redevelopment Plan Request
Utilizing the Washington County Brownfields Assessment Fund
4. Washington County Brownfields Revolving Loan Fund overview
5. Closed Session

Entertain a motion to Convene in Closed Session Pursuant to § 19.85(1)(e), Wis. Stats., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically; “to consider proposals and the appropriateness thereof for the use of the Washington County Brownfields Revolving Loan Fund.”.

6. Open Session
7. Action on Item(s) Discussed in Closed Session
8. Upcoming Site Redevelopment Committee Meetings
 - April 2022 – TBD
9. Adjourn

It is possible that individual members of other governing bodies of the County government may attend the above meeting. It is possible that such attendance may constitute a meeting of any such other governing body pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993). This notice is given solely to comply with the notice requirements of the open meeting law. No action will be taken by any other governmental body except by the governing body noticed in the caption above.



Washington County

Site Redevelopment Program



AFFIDAVIT OF POSTING

This agenda was posted in the office of the County Clerk on the 21st day of February 2022. Notice was sent to the West Bend News, WBKV/WBWI Radio, WTKM Radio, My Community NOW, Hartford Times Press, Kewaskum Statesman, Milwaukee Journal-Sentinel, and Express News. Individuals with disabilities requiring special accommodations for attendance at the meeting should contact the County Clerk at (262) 335-4301 at least 48 hours prior to the meeting.

Mr. Tscheschlok recommended guidance from County staff on how many in-kind hours to track for the SRC meetings to ensure consistency between members.

ACTION ITEM

CONSIDERATION OF THE CITY OF HARTFORD MAIN STREET SITE REQUEST UTILITIZING THE WASHINGTON COUNTY BROWNFIELDS ASSESSMENT FUND

Mr. Drew provided an overview of the City of Hartford Main Street Site Request Utilizing the Washington County Brownfields Assessment Fund. The Wisconsin DNR wants to see steps being taken for remediation.

Mr. Binder provided the history of the site. The area was previously home to a dry cleaning business, auto dealership, and wagon manufacturer. Today, the site is a parking lot. After a Phase I environmental site assessment was done by the County and the City of Hartford, a Phase II environmental site assessment was completed. The Phase II environmental site assessment found dry cleaning solvents, with the highest concentrations being near the Pour House bar. The money requested includes soil and groundwater sampling and vapor sampling in the Pour House building.

Mr. Tscheschlok stated that although a Redevelopment Site Screening Checklist was not completed as part of this request, he believes the project does qualify for the funding as the project has been funded through the previous US EPA grants. The downtown redevelopment project has been a multiyear priority for the city.

Ms. Sielski explained to the Committee that after the SRC recommends approval by the County Executive Committee, staff would present the proposal at the Executive Committee on February 16th for consideration. During project implementation, the County would provide all of the funds and once the project is done, the County would invoice the City for the 20% match.

Motion by Mark Piotrowicz, seconded by Christian Tscheschlok, to recommended the project to the executive committee. Motion carried.

CONSIDERATION OF THE VILLAGE OF JACKSON MAIN STREET REVITALIZATION PLAN REQUEST UTILITIZING THE WASHINGTON COUNTY BROWNFIELDS ASSESSMENT FUND

Ms. Mich provided an overview and scope of work for the Village of Jackson Main Street Revitalization Plan requesting utilization of the Washington County Brownfields Assessment Fund. The sale of the old village hall and the future of Main Street led to a conversation at the Village Board level about how more detailed planning can be done in the area. Ms. Mich provided cost estimates with the required 20% Village match.

Ms. Wilber stated the Village of Slinger benefitted from this type of funding in the past. The funding helped stimulate redevelopment in downtown Slinger.

Discussion ensued regarding the readiness and overall knowledge of the redevelopment process of the Village Board. An opportunity to provide the Village Board with consultation on redevelopment expectations, what tools are available to implement their vision, the

93 redevelopment process and what redevelopment success could look like would be valuable
94 before tackling a detailed redevelopment plan for the downtown area.

95
96 Motion by Steve Kreklow, seconded by Don Kriefall, to reject this proposal with the
97 understanding the Committee will consider a revised proposal at a future meeting. Motion
98 carried.

99
100 **DISCUSSION ITEM**

101 **BIPARTISAN INFRASTRUCTURE LAW: A HISTORIC INVESTMENT IN**
102 **BROWNFIELDS. CONSIDERATION OF REGIONAL PARTNERSHIP.**

103 Ms. Sielski presented the bipartisan infrastructure law and stated the goal was to gauge the
104 interest of the Committee in pursuing a regional multi-county partnership for these grants. There
105 was Committee consensus to apply for the grant as part of the SRP Coalition and not part of a
106 regional multi-county partnership.

107
108 At the next Committee meeting in April, Ms. Sielski will provide direction on grant eligibility
109 and strategy.

110
111 **BROWNFIELDS PROJECT UPDATE: FORMER NIPHOS**

112 Ms. Keckeisen gave an update of the Former Niphos property in Slinger. The site survey has
113 been completed and the design of the building is currently being worked on. A three-month
114 extension of the due diligence period is currently being discussed so the developer can complete
115 the required due diligence items. The developer is planning to use the main building and
116 demolish the back building.

117
118 **UPCOMING SITE REDEVELOPMENT COMMITTEE MEETINGS**

119 Ms. Sielski stated the next Site Redevelopment Committee meeting would likely be held at the
120 end of April.

121
122 **ADJOURN**

123 Mr. Pitzen adjourned the meeting at 11:06am.

Attachment D
Project Management Team Meeting Agendas



Washington County

Site Redevelopment Program



Agenda

Washington County Site Redevelopment Program Project Management Team Meeting

February 9, 2022 – 2:45pm-4:00pm

<https://washcowisco-gov.zoom.us/j/81525952030>

Dial by your location

+1 213 338 8477 US (Los Angeles)

+1 602 753 0140 US (Phoenix)

Meeting ID: 815 2595 2030

1. Welcome Back!
2. Summary of January Site Redevelopment Committee Meeting
 - Next Steps for City of Harford- Main Street Properties
 - Next Steps for Village of Jackson- Redevelopment Plan
3. Next Site Redevelopment Committee Meeting: February 24th @ 1pm
 - City of West Bend- County Revolving Loan Fund
 - Village of Kewaskum- County Assessment Fund
4. US EPA Revolving Loan Fund Grant
 - Contracts/Budget/Roles and Responsibilities
 - Eligibility Determination Selection Criteria
 - Policies and Procedures Manual
 - Marketing Plan
5. County Brownfields Assessment Fund
 - Contracts/Budget/Roles and Responsibilities
 - Policies and Procedures Manual
6. County Brownfields Revolving Loan Fund
 - Contracts/Budget/Roles and Responsibilities
 - Policies and Procedures Manual
 - Loan Documents/Terms and Conditions Templates
7. Upcoming Project Management Team Meeting
 - Tentative Dates: March 15th, March 22nd, March 23rd (In person, expect 2-3 hours)



Community Development Department

333 E. Washington Street, Suite 2300 P.O. Box 2003 West Bend, WI 53095-2003

(262) 335-4445 Fax: (262) 335-6868

landres@washcowisco.gov www.washcowisco.gov



Washington County

Site Redevelopment Program



Agenda

Washington County Site Redevelopment Program Project Management Team Meeting
Public Agency Center Room 1023 – West Bend
March 15, 2022 – 11:00am-1:00pm

1. Project Updates
 - Next Steps for City of Harford- Main Street Properties
 - Next Steps for Village of Kewaskum Main Street Revitalization Plan
 - Niphos Site
 - Shopko Site
2. US EPA Revolving Loan Fund Grant
 - Contracts Signed
 - Update from Harris and Christian about Policies and Procedures Manual and Impact Loan
 - Update from Jackie on research for Marketing Plan
3. County Brownfields Assessment Fund
 - Draft Policies and Procedures Manual
 - Status of contract with EDWC
4. County Brownfields Revolving Loan Fund
 - Status of contract with EDWC
 - Status of EDWC Christian working on rewriting Impact RLF Manual – Policies and Procedures would be a chapter – Goal of end of 2nd Quarter to roll out the US EPA RLF Manual
5. Upcoming Project Management Team Meeting
 - To be Determined



Community Development Department

333 E. Washington Street, Suite 2300 P.O. Box 2003 West Bend, WI 53095-2003
(262) 335-4445 Fax: (262) 335-6868

landres@washcowisco.gov www.washcowisco.gov



Washington County

Site Redevelopment Program



Next Level SRP Project Management Team Meeting Agenda April 14, 2022 – 1:00pm

Join Zoom Meeting

<https://washcowisco-gov.zoom.us/j/84849483354>

Meeting ID: 848 4948 3354

One tap mobile

+1 213 338 8477,,84849483354# US

1. Welcome
2. Ongoing Project Update
 - a. Main Street Properties – City of Hartford
 - b. Village of Kewaskum Downtown Revitalization Plan
 - c. Nippos – Village of Slinger
 - d. Village of Jackson Main Street Plan
3. Washington County Brownfields Assessment Fund
 - a. Draft Implementation Work Plan Overview
4. US EPA Revolving Loan Fund
 - a. Policies and Procedures Manual
 - b. Marketing Plan – Two Different Plans
 - i. Overarching Next Level SRP Marketing Plan
 - ii. US EPA RLF Marketing Plan
5. Washington County Revolving Loan Fund
 - a. Update on Contract
6. Site Redevelopment Committee Meeting – May 4th 1:00pm
 - a. Project Updates
 - b. Review of Brownfields Assessment Implementation Work Plan
 - c. Review strategy for updating Next Level SRP Goals, Vision, Mission, Core Values
 - d. Discussion of additional Coalition Partners
7. Next Site Redevelopment Committee Meeting – Fourth week of August
 - a. Discussion on Grant Strategy
 - b. Review of Draft EPA RLF Manual, County Brownfields RLF



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landres@washcowisco.gov www.washcowisco.gov