

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

Cooperative Agreement No. BF-00E02895-0

**Quarterly Report No. 8
4th Quarter – Fiscal Year 2022
July 1, 2022 – September 30, 2022**

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

October 28, 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)

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

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4th Quarter – Fiscal Year 2022
July 1, 2022 – September 30, 2022**

1.0 PROGRAM INTRODUCTION

This report provides a summary of activities completed by Washington County, Wisconsin (the County) during the 4th Quarter of Fiscal Year (FY) 2022 (July 1, 2022 through September 30, 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 – 4th Q FY2022 (7/1/2022 - 9/30/2022)

Task No.	Task Description	Approved Budget as of 7/1/2022	No Reallocation Requests this Quarter	Current U.S. EPA Approved Budget as of 9/30/2022
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 4th Quarter of FY 2022, July 1, 2022 through September 30, 2022. Below are the current deliverables for the Implementation Work Plan.

Work Plan Modifications – 4th Q FY2022 (7/1/2022 - 9/30/2022)

Cleanup Loans and Subgrants	# of Deliverables in Implementation Work Plan	Approved Deliverables as of 9/30/2022	# Modifications to Work Plan Deliverables this Quarter	Current # of Deliverables as of 9/30/2022
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 4th Quarter of FY 2022, July 1, 2022 through September 30, 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 1st Quarter of FY2023. 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. 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 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. 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.

3rd Quarter of FY2022

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 Project Management Team (PMT) met via zoom and discussed ongoing projects, the County Brownfields Assessment Fund, and the US EPA Revolving Loan Fund Policies and Procedures Manual.

During the month of June, both the PMT and Site Redevelopment Committee (SRC) met. On June 7, the PMT discussed the projects underway within the County Brownfields Assessment Fund. The PMT also reviewed the Site Redevelopment Program (SRP) Goals from the 2017 Grant and updated them to reflect the SRP Goals for 2022 and moving forward. At this meeting,

the Team also discussed the Revolving Loan Fund Policies and Procedures Manual and decided on a goal to present the drafted document at the fall SRC meeting.

The SRC convened on June 14, 2022. The Committee reviewed and discussed the revised Goals for the SRP. They also reviewed and recommended approval for two projects for the County Brownfields Assessment Fund. At the Committee meeting, there was an open discussion about the US EPA Revolving Loan Fund and Stantec provided guidance on potential project sites within the discussion with the municipalities. Stantec introduced the Policies and Procedures associated with the RLF and what the process could look like from start to finish.

4th Quarter of FY2022

On September 1, 2022, the County staff met with Economic Development Washington County (EDWC) to discuss the subgrant portion of the Revolving Loan Fund as well as the progress on the Policies and Procedures Manual. On September 7, 2022, the Project Management Team met to discuss the draft Policies and Procedures Manual, as well as reviewed the draft Marketing Plan.

On September 20, 2022, EDWC, Stantec, and County staff discussed the Policies and Procedures Manual in depth to create a final draft for the Site Redevelopment Committee on October 13. At the meeting, the team brainstormed a proper flowchart of responsible entities and necessary steps that needed to be completed. The County held a call with the City of Hartford on September 29, 2022 to discuss a potential project utilizing the US EPA Revolving Loan Fund. On October 13, 2022, the Site Redevelopment Committee (SRC) convened for their quarterly meeting. They reviewed the Draft Marketing Plan, approved project requests for the County Brownfields Assessment Fund, and reviewed the Policies and Procedures Manual. They approved it conditional on a few changes that were discussed at the meeting. EDWC will complete these changes before it goes to the County Board for approval as well as the US EPA.

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.

3rd Quarter of FY2022

The Policies and Procedures Manual is currently being drafted and developed by the Project Management Team. The goal is to have a draft completed and presented at the September Site Redevelopment Committee meeting.

4th Quarter of FY2022

The Policies and Procedures Manual has been drafted and preliminarily approved by the SRC. EDWC will continue to make revisions on the plan before it goes to County Board for approval as well as the US EPA. Draft loan documents can be prepared in the upcoming quarter.

E. Percent Complete and Scheduled Activities

This task is currently approximately 80% 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.

4th Quarter of FY2022

During the 4th Quarter of FY2022, the Project Management Team (PMT) will complete the development of the Policies and Procedures Manual for the US EPA FY2022 Revolving Loan Fund. There will also be a Marketing Plan drafted for the program and presented at the September 2022 Site Redevelopment Committee meeting.

1st Quarter of FY2023

Within the first quarter of FY2023, the Policies and Procedures Manual will be revised based on comments from the SRC. The Draft Loan Documents will be prepared. The Manual will be finalized for submittal to the US EPA and possible approval by the County Board.

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.

3rd 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.

4th Quarter of FY2022

The Marketing Plan for the US EPA Revolving Loan Fund has been drafted by the Project Management Team. At the October 13, 2022 SRC meeting, the Project Management Team

presented the draft plan to the Committee for comments. It will be finalized in the first quarter of FY2023.

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.

3rd Quarter of FY2022

There were no deliverables during the 3rd Quarter of FY2022.

4th Quarter of FY2022

The Marketing Plan for the SRP Revolving Loan Fund has been drafted and was presented to the Site Redevelopment Committee on the October 13, 2022 meeting.

E. Percent Complete and Scheduled Activities

This task is currently approximately 15% 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.

4th 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 4th Quarter of FY2022. After this Manual is developed, the Project Management Team will work to develop a Marketing Plan.

1st Quarter of FY2023

The Site Redevelopment Committee will review the revised Marketing Plan for the Site Redevelopment Program and the Revolving Loan Fund during the first quarter of FY2023.

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.

3rd Quarter of FY2022

None.

4th Quarter of FY2022

The Project Management Team met with the City of Hartford on September 29, 2022, for an initial discussion on a potential project for the US EPA Revolving Loan Fund.

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.

3rd Quarter of FY2022

There were no deliverables during the 3rd Quarter of FY2022.

4th Quarter of FY2022

There were no deliverables during the 4th Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

2nd Quarter of FY2022

None.

3rd Quarter of FY2022

None.

4th Quarter of FY2022

None.

1st Quarter of FY2023

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.

3rd Quarter of FY2022

None.

4th 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.

3rd Quarter of FY2022

There were no deliverables during the 3rd Quarter of FY2022.

4th Quarter of FY2022

There were no deliverables during the 4th Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

4th Quarter of FY2022

None.

1st Quarter of FY2023

None.

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

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

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

Task	Date	3 rd Quarter FY2022 - Activity or Milestone Description
1	4/7/2022	US EPA Revolving Loan Fund Flow Chart Review
1	4/14/2022	Project Management Team meeting
1	5/12/2022	Meeting with Project Manager from the EPA to discuss Quarterly Reporting
1	6/7/2022	Project Management Team meeting
1	6/14/2022	Site Redevelopment Committee meeting
	6/30/2022	US EPA FY2022 Assessment Grant Application Debriefing meeting

Task	Date	4 th Quarter FY2022 - Activity or Milestone Description
1	7/1/2022	County staff meet internally to discuss the Quarterly Report
1	9/1/2022	EDWC and County meet to discuss the Grant Section of the RLF
1	9/7/2022	Project Management Team meeting
1	9/20/2022	Review of the Draft Policies and Procedures Manual
1	9/29/2022	Meeting with City of Hartford for initial RLF Discussion
1	10/7/2022	Received Final Draft of the Policies and Procedures Manual
2	10/10/2022	Received Final Draft of the SRP RLF Marketing Plans
1	10/13/2022	Site Redevelopment Committee 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.

3rd Quarter of FY2022

The work on the City of Hartford Main Street Properties that was approved at the January 2022 SRC meeting was completed by Stantec. The work concluded that additional monitoring and testing is recommended so the City of Hartford will be applying for a Site Assessment Grant through the Wisconsin Economic Development Corporation (WEDC). At the June 2022 SRC meeting, the Committee approved funding for the match for the WEDC SAG grant utilizing the County Brownfield Assessment Fund. The Village of Kewaskum's proposal for the Main Street Revitalization Plan has begun. The Village had their initial kickoff meeting with Vandewalle and Associates and will move forward with stakeholder meetings.

On June 30, 2022, the Community Development Department met with the US EPA and had a debriefing on the FY2022 Brownfields Community-wide Assessment Grant Application.

4th Quarter of FY2022

The Site Redevelopment Committee (SRC) approved two new funding requests for the County Brownfields Assessment Fund (Attachment A). One is a request for additional site assessment on a property in the City of Hartford, and the other one is assistance with a post closure redevelopment assistance for the Niphos property. The SRC also approved the revamped goals, mission, and vision for the Site Redevelopment Program (Attachment C).

The Hartford Main Street Properties project has been completed for the additional assessment work. Stantec and the City are preparing an application to the Wisconsin DNR for an additional assessment grant. The Village of Kewaskum and Vandewalle are working on drafting the Main Street Revitalization Plan. A draft should be presented in the Village in early 2023.

The Site Redevelopment Committee had a conversation about the US EPA FY2023 Brownfields Grant cycle. It was decided that this year the program will take a break from applying for federal funding and will focus on utilizing the US EPA FY2020 Revolving Loan Fund.

8.0 BUDGET INFORMATION

A. Summary of Grant Expenses by Category for the Reporting Period 7/1/2023-9/30/2022

A summary of grant expenses by category is provided below, including the approved project budget, amounts expended during the 4th Quarter of FY2022 (July 1, 2022 through September 30, 2022), total amounts expended through September 30, 2022, and the budget remaining as of September 30, 2022.

4th Q - FY2022 (July 1, 2022 – September 30, 2022)

Budget Categories	Approved Project Budget as of 7/1/2022	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	\$ 1,919.75	\$ 7,697.00	\$ 9,616.75	\$ 179,983.25
Loans	\$ 661,500	\$ -	\$ -	\$ -	\$ 661,500
Subgrants	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
SUBTOTALS	\$ 960,000	\$ 1,919.75	\$ 7697.00	\$ 9,616.75	\$ 950,383.25

B. Summary of Grant Expenses by Task for the Reporting Period 7/1/2022 – 9/30/2022.

A summary of grant expenses by task is provided below, including the approved project budget, amounts expended during the 4th Quarter of FY2022 (July 1, 2022 through September 30, 2022), total amounts expended through September 30, 2022, and the budget remaining as of September 30, 2022.

4th Q - FY2022 (July 1, 2022 - September 30, 2022)

Task No.	Task Description	Approved Budget as of 7/1/2022	Previously Expended	Current Quarter Expenditures by Task	Cumulative Expended (through 9/30/2022)	Budget Remaining as of 9/30/2022	Percent Budget Expended
1	Establish the RLF	\$ 19,800	\$ 1,846.25	\$ 7,697.00	\$ 9,543.25	\$ 10,256.75	48.20%
2	Marketing the RLF	\$ 44,000	\$ -	\$ -	\$ -	\$ 44,000.00	0.00%
3	Site Selection, Program Operations and Oversight	\$ 154,200	\$ 73.50	\$ -	\$ 73.50	\$ 154,126.50	0.05%
4	Cleanup Loans and Subgrants	\$ 742,000	\$ -	\$ -	\$ -	\$ 742,000.00	0.00%
TOTAL		\$ 960,000	\$ 1,919.75	\$ 7,697.00	\$ 9,616.75	\$ 950,383.25	1.00%

C. Interest Reporting

A summary of interest revenue within the 20% required match is provided below. This is interest earned from the match throughout the 4th Quarter of FY2022 (July 1, 2022 – September 30, 2022) as well as the total cumulative interest. In the last quarterly report, the interest earned from 1/1/22 – 6/30/22 that was listed was incorrect. The correct previous interest earned in the account is \$309.94.

US EPA RLF 4th Quarter FY2022 (July 1, 2022 - September 30, 2022)

Budgeted 20% Required Match	Previous Interest Earned	Interest Earned 7/1/2022 - 9/30/2022	Total Cumulative Interest	Total
\$ 160,000.00	\$ 309.94	\$ 756.47	\$ 1,066.41	\$ 161,066.41

D. Grant Draw Down

A summary of grant draw downs through the U.S. EPA Automated Standard Application for Payment (ASAP) System is based on draw downs requested by the County for invoices already paid. The summary table includes the amounts drawn down by date, total drawn down, 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.

3rd Quarter of FY2022

There were no grant reimbursements for this reporting quarter.

4th Quarter of FY2022

There were no grant draw downs for this reporting quarter.

E. 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.

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**.

3rd Quarter of FY2022

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**.

4th Quarter of FY2022

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**.

F. In-Kind Contributions

Below is a summary of In-Kind contribution reported for the 4th Quarter of FY2022.

FY2020 Brownfield RLF Grant In-Kind Contributions					
Name	Title	Budgeted In-Kind Contribution	Previous In-Kind Contribution	Total In-Kind Q4 FY2022	Total Cumulative In-Kind
Washington County In-Kind					
Deb Sielski	Community Development Director	\$ 15,446	\$ 20,101.58	\$ 588.53	\$ 20,690.10
Hannah Keckeisen	Housing Specialist/Analyst	\$ -	\$ 8,668.03	\$ 631.13	\$ 9,299.16
Bill Kurer	Purchasing Manager	\$ -	\$ 1,001.81	\$ -	\$ 1,001.81
Kathie Wild	Grants Administrator	\$ 4,222	\$ 93.72	\$ -	\$ 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	\$ 30,150.14	\$ 1,219.65	\$ 31,369.79
EDWC RLF Committee					
Christian Tscheschlok	Executive Director	\$ -	\$ 405.89	\$ -	\$ 405.89
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	\$ 32.18	\$ -	\$ 32.18
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	\$ 39.17	\$ -	\$ 39.17
Village of Kewaskum					
Adam Gitter	Village Administrator	\$ 881	\$ -	\$ -	\$ -
Village of Richfield					
Jim Healy	Village Administrator	\$ 995	\$ 34.66	\$ -	\$ 34.66
Village of Slinger					
Margaret Wilber	Village Administrator	\$ 1,248	\$ 262.76	\$ -	\$ 262.76
Jim Haggerty	DPW Dir/V. Engineer	\$ 324	\$ -	\$ -	\$ -
Total Partner In-Kind		\$ 16,416	\$ 2,186.46	\$ -	\$ 2,186.46
TOTAL IN-KIND		\$ 44,169	\$ 32,336.60	\$ 1,219.65	\$ 32,336.60

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.

3rd Quarter of FY2022

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

4th Quarter of FY2022

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

10.0 ATTACHMENTS

- A. Site Redevelopment Committee Meeting Agenda – October 13, 2022
- B. Project Management Team Meeting Agendas – September 7, 2022
- C. Revised Goals, Mission, Vision for the Site Redevelopment Program

Attachment A



Washington County

Site Redevelopment Program



WASHINGTON COUNTY SITE REDEVELOPMENT COMMITTEE MEETING AGENDA

October 13, 2022 – 11:00am
Public Agency Center – Room 3224
333 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. Introductions
 - US EPA Region 5 Project Officer
3. Consideration of Minutes June 14, 2022
4. Budget Status Report
5. Review Edits to Framework for the County Brownfields Assessment Fund
6. Consideration of Framework for County Brownfields Assessment Fund
7. Consideration of Project Funding Requests
8. Consideration of Updated Vision, Mission, Core Values and Goals for the Site Redevelopment Program
9. Review and Consideration of Draft US EPA Brownfield RLF Program Manual
10. Review and Consideration of Draft Marketing Plan
11. FY 2023 US EPA Brownfields Grant Opportunities
12. Update on Existing Projects
 - City of Hartford
 - Village of Kewaskum
 - Niphos – Village of Slinger
13. Upcoming Site Redevelopment Committee meetings
 - December 2022 -January 2023
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.

AFFIDAVIT OF POSTING

This agenda was posted in the office of the County Clerk on the 10th day of October 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.

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Tuesday, June 14, 2022
2:00 PM

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will be a match for the Site Assessment Grant from the Wisconsin Economic Development Corporation.

Moved by Mr. Kreklow, seconded by Mr. Healy, to recommend the funding request for the City of Hartford South Main Street Properties to the Executive Committee for approval. Motion carried.

DISCUSSION ITEMS

UPDATE ON THE FY2022 BROWNFIELDS ASSESSMENT GRANT

Ms. Sielski provided an update to the Committee about the FY2022 Brownfields Assessment Grant. She informed the Committee that the county did not receive grant funding this cycle and will look forward to applying again in the fall of 2022.

UPDATE VISION, MISSION, CORE VALUES AND GOALS FOR THE SITE REDEVELOPMENT PROGRAM

Ms. Keckeisen provided an overview of the updated Vision, Mission, Core Values and Goals for the Site Redevelopment Program.

Mr. Kreklow suggested adding another goal to preserve Greenfields, farmland, and the rural feel of the community and redevelop brownfields within the community. Mr. Tscheschlok suggested repurposing existing infrastructure and assets as a goal. Ms. Sielski stated the first goal should be to assess and redevelop properties throughout Washington County and add Mr. Kreklow's and Mr. Tscheschlok's suggestions as sub-goals.

REVIEW DRAFT COUNTY BROWNFIELDS ASSESSMENT IMPLEMENTATION WORK PLAN

Ms. Sielski provided an overview of the Draft County Brownfields Assessment Implementation Work Plan. She stated that the final version of the Work Plan will be provided at the next SRC meeting for approval.

DISCUSS USE OF US EPA BROWNFIELDS RLF

Ms. Sielski opened the discussion for potential projects for the US EPA Brownfields Revolving Loan Fund. She stated one or a couple large projects would be a good option for utilizing the US EPA RLF.

Mr. Binder stated that there is substantial work and transparency for the EPA Revolving Loan Fund. He stated that this should be a larger project due to the administration of the loan. Mr. Byers stated that there is a potential for a forgivable portion of the funding.

Mr. Kreklow asked about the terms and interest rates and payment of the loan. Mr. Tscheschlok stated that it would not be similar to the EDWC Impact RLF. There is a lot more latitude and flexibility in deal structuring with this program including interest free loans. Mr. Byers stated that the loan payback is based on when the site is sold or redeveloped.

Ms. Keller asked what the gap between the inventory list and the readiness of properties to move toward redevelopment. Ms. Sielski stated that this program is for a site that has not been

93 receptive in the market and having the local municipality complete environmental work on the
94 site can provide a more marketable site, attractive for redevelopment. Mr. Tscheschlok echoed
95 that part of this program is that the governmental body would step up and leverage the funds and
96 work to engage developers and redevelopment.

97
98 Mr. Byers stated that the unit of government, borrower, or subgrantee must own the site. He
99 stated that the best sites for this funding are sites that have completed environmental assessment
100 work and have a redevelopment plan established.

101
102 **ROUNDTABLE DISCUSSION UPDATE ON EXISTING PROJECTS**

103 Ms. Mich provided an update for the Village of Kewaskum's Main Street Revitalization Plan.

104
105 Mr. Keckeisen provided an update for the Niphos project.

106
107 Ms. Wilber provided an update for a redevelopment plan in downtown Slinger.

108
109 **UPCOMING SITE REDEVELOPMENT COMMITTEE MEETING**

110 Ms. Sielski stated that the next Site Redevelopment Committee will be the week of September
111 6th.

112
113 **ADJOURN**

114 Ms. Keller moved to adjourn Mr. Schleif seconded. Mr. Pitzen adjourned the meeting at 3:13pm.

115
116 Hannah Keckeisen, Housing Specialist/Analyst

Attachment B



Washington County

Site Redevelopment Program



Next Level SRP Project Management Team Meeting Agenda September 7th – 12:00pm

1. Welcome
2. Ongoing Project Update
 - a. Main Street Properties – City of Hartford
 - b. Village of Kewaskum Downtown Revitalization Plan
 - c. Niphos – Village of Slinger
3. US EPA Revolving Loan Fund
 - a. Policies and Procedures Manual
 - b. Marketing Plan
 - i. Overarching Next Level SRP Marketing Plan
 - ii. US EPA RLF Marketing Plan
4. Site Redevelopment Committee Meeting – October 13th
 - a. Discussion on Grant Strategy
 - b. Review of Draft EPA RLF Manual, County Brownfields RLF



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

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Attachment C



Washington County

Site Redevelopment Program



Washington County Site Redevelopment Program

7/11/2022

US EPA Definition of a Brownfield

A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

The Vision for the Washington County Site Redevelopment Program

Washington County and its communities are nationally recognized leaders in transforming underutilized, blighted and brownfield sites into productive assets contributing to a strong tax base and desirable places to live, work and thrive.

The Mission for the Washington County Site Redevelopment Program

Working collaboratively, the Site Redevelopment Program advances targeted and impactful redevelopment of blighted, underutilized, and brownfield sites by leveraging valuable and sustainable funding and other resources to provide economic growth and vitality and enhance the quality of life in Washington County.

The Core Values for the Washington County Site Redevelopment Program

Transformative Collaboration – Through a shared vision and an actively engaged citizenry, proactively assisting local governments and developers throughout the redevelopment process to mitigate risk and maximize opportunity.

Shared Resources – Providing local governments and developers with valued expertise and an innovative and competitive toolbox for brownfield redevelopment.

Fiscal Operations – Contribute to solving the fiscal challenges facing municipalities in providing essential, expected public service in a data-driven way.

Goals for the Washington County Site Redevelopment Program

1. **Assess and Redevelop Properties Throughout Washington County**
 - a. Repurposing existing infrastructure & assets
 - b. Preserve Greenfields
 - c. Preserve farmland and the rural way of life



Community Development Department

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Washington County

Site Redevelopment Program



2. Obtain Maximum Leverage

- Work with County, local governments, EDWC, State and Federal agencies to maximize leverage of redevelopment projects
- Continue to seek out additional funding sources

3. Implement Marketing Plan of the Site Redevelopment Program

- Develop and implement SRP Marketing Plan
- Connecting Sites to Investors
 - a. Continue with EDWC efforts to promote and provide information about blighted, underutilized, and brownfield sites on their website
 - b. Send opportunity sites to commercial real estate agents
- Market SRP Successes
 - a. Continue to complete return on investment impact analysis on completed projects
 - b. Continue to develop success story profiles and case studies and update ArcGIS StoryMap
 - c. Continue to demonstrate the success of the program on the County SRP website
 - d. Improve communications with public and media to showcase successes

4. Integrate Inventory with GIS

- Integrate successful brownfields redevelopment sites on County GIS public viewer website.
- Integrate Sanborn Fire Maps into County Web Application Gallery

5. Integrate Partnerships into Planning and Project Development

- Develop meaningful partnerships with non-profits and other partner organizations on a site-by-site basis
- Engage non-profit organizations serving communities where redevelopment plans are being developed

6. Sustainability of Site Redevelopment Program

- Maintain sustainability of the program through continued renewal of funding sources
- Excel in promoting success stories that explain the challenges and benefits resulting from brownfield redevelopment (and the costs of inaction)
- Maintain appropriate SRC program representation of the Project Management Team and Coalition Partners



Community Development Department

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