

**City of Manitowoc
Brownfields Advisory Committee**

**Thursday, September 17, 2015 2:00 p.m.
Planning/Engineering Conference Room
Main Floor - City Hall**

Meeting Summary

1. Introductions

The meeting of the City of Manitowoc Brownfields Advisory Committee (BAC) was called to order by N. Sparacio, Community Development Director, at 2:05 p.m.

2. Approval of Minutes – December 9, 2014 Meeting

Motion by D. Diedrich, second by K. Szyman to approve of the December 9, 2014 meeting minutes. Motion approved unanimously.

3. Discussion and Potential Action on Revolving Loan Fund Application – Mirro Plant #3-Artist Lofts located at 2402 Franklin Street

N. Sparacio provided an updated version of the project documentation and pointed out the specific revisions. The Committee reviewed the proposed project scope, budget, and environmental remediation elements. The former Mirro Plant #3 will be redeveloped as a 40 unit loft apartment building, known as the Artist Lofts, for low- to moderate-income households.

N. Sparacio reviewed the proposed terms of the loan including the amount borrowed, interest rate, timeframe for repayment, and security. The Committee discussed how the loan terms fit in with the other project financing, including the historic preservation and low-income housing tax credits. It was noted that the Committee would prefer to see the total repayment term not exceed 18 years, therefore, the period of deferred payments is to be included in the 18 years. N. Sparacio will revise the Project Narrative to show that the balloon payment is due at month 216.

L. Caine and H. Byers explained the details of the proposed environmental remediation and the process to date. There are both soil and groundwater impacts on the site and hazardous materials (asbestos containing materials and lead-based paint) present throughout the building. Stantec completed the Analysis of Brownfields Cleanup Alternatives. The recommended approach includes removal of the hazardous materials, installation of soil vapor mitigation measures, and establishment of institutional controls. The Committee discussed the final environmental status of the

site. It will achieve "Closure" through the Wisconsin Department of Natural Resources, but it will be a conditional closure. Institutional controls will remain after Closure.

N. Sparacio provided the Committee with an updated project budget. The Committee discussed the match amount, the environmental remediation costs, and the overall project budget. Staff and the developer will continue to work on confirming the specific eligible match activities and dollar amounts. The Committee discussed Davis-Bacon wage applicability and compliance. There was a consensus that the project costs meet the loan program requirements and that there will be more than enough match dollars within the total redevelopment project and budget.

N. Sparacio stated that staff recommends approval of the loan commitment under the terms and conditions outlined in the Project Narrative and as amended to a 216 month maximum repayment term.

T. Hutchison stated that the brownfields loan is an essential piece of the project financing, and that they appreciate the City working with them on all the details. They are hoping to start construction work in October and that it will be ready for lease-up in spring of 2016.

Motion by D. Tienor, second by R. Hoerth to approve the brownfield revolving loan fund commitment to the Artist Lofts-Mirro Plant #3 project under the terms and conditions outlined in the Project Narrative and as amended to a 216 month maximum repayment term. Motion approved unanimously.

The Committee further discussed the value of the project to the community, the anticipated assessed property tax value for the completed project, and the involvement of Lakeshore CAP in providing various forms of renter assistance.

4. Discussion on FY2015 USEPA Brownfield Community Wide Assessment Grant Award

N. Sparacio announced that the City received additional EPA Site Assessment Grant funds for 2015. Manitowoc was the only municipality in Wisconsin to be awarded in this cycle, and Stantec's assistance with the application was crucial. This grant provides an additional \$400,000 for Phase 1 and 2 environmental assessments. H. Byers stated that one of the follow-up items for the new grant is to seek additional BAC members to include a broader cross-section of stakeholder group representation. N. Sparacio stated that the Schuette Building has already been approved under the new grant for a Phase 2 assessment to assist with redevelopment planning for this historic downtown building.

5. Public Comments

The Committee discussed progress on and the redevelopment potential of Mirro Plant #9, 1512 Washington Street. This is another potential site for the use of various brownfields funds. There were no further public comments.

6. Adjournment

The Committee discussed future meeting times, and there was a consensus that Thursdays at 3:30 are best. The Committee members also agreed that future meeting packets for loan applications can contain less of the backup environmental and financial information. Individual members can request that information if they would like to see it for future projects. The Project Narrative and the sources and uses of funds are key elements. Having addressed all items on the agenda, the meeting was adjourned at 2:55 p.m.

Attendance

Members Present

Dennis Tienor
David Diedrich
Karen Szyman
Peter Wills
Rich Hoerth

Members Excused

Terence P. Fox
Michaeleen Golay

Staff Present

Nic Sparacio
Tyler Caulum

Others Present

Lynelle Caine
Harris Byers (via telephone)
Todd Hutchison