

**City of Manitowoc
Brownfields Advisory Committee**

**Thursday, May 19, 2016 10:00 a.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 10:05 a.m.

2. Approval of Minutes – September 17, 2015 Meeting

Motion by P. Wills, second by K. Szyman to approve of the September 17, 2015 meeting summary. Motion approved unanimously. (Note that motion and vote were conducted later via email due to lack of a quorum.)

3. Discussion and Potential Action on Revolving Loan Fund Sub-grant Application – Hazardous Material Abatement at 1433 N 6th Street, Manitou Manor

H. Byers explained the process and intent for brownfields sub-grants. In terms of evaluation criteria, sub-grants must have a benefit to the community, whereas loans are expected to provide financial repayment. H. Byers then explained the window replacement project at Manitou Manor. Manitou Manor is a public housing facility for low income, elderly, and disabled individuals. The windows are in need of replacement, and the caulk around the windows contains asbestos. Most of the project funding will be covered under the Housing Authority budget, but this unexpected asbestos cost is eligible for a sub-grant as a reimbursement to the Housing Authority. The HUD funds would cover about \$445,000, and the requested sub-grant is \$36,300.

P. Haelfrisch noted that the project architect is familiar with the regulations and reporting under the HUD funds. There is a logical fit here, as many of the EPA requirements are the same.

Motion by M. Huck, second by T. Fox to approve the brownfield revolving loan fund sub-grant commitment to the Manitou Manor window replacement project under the terms and conditions outlined in the Project Narrative. Motion approved unanimously. (Note that motion and vote were conducted later via email due to lack of a quorum.)

4. Updates on FY2013 USEPA Brownfields Revolving Loan Fund

N. Sparacio provided an update on the RLF program. There is about \$500,000 available and uncommitted. The grant application and program documents anticipated providing one to two loans and one to two sub-grants. With the Manitou Manor sub-grant approved, there will now be one of each. The Committee discussed progress on the Artist Lofts loan and redevelopment project.

The Committee then discussed the ongoing work at 1512 Washington Street, the former Mirro Plant 9, where a future sub-grant application is expected. D. Diedrich inquired as to the need for another Phase 1 environmental assessment on this property. N. Sparacio explained that the previous Phase 1 assessments only lasted six months, and a new one is needed to enable transfer of ownership. H. Byers also explained that a new Phase 1 sets a current baseline for the changing conditions on the site.

N. Sparacio updated the Committee on how the programs are being publicized in the community. This has primarily been accomplished by sharing information to existing community groups, and there has been regular interest in the program.

5. Updates on FY2015 USEPA Brownfield Community Wide Assessment Grant Program

N. Sparacio gave an overview of the Schuette Building redevelopment and the use of SAG funds to conduct a Phase 2 site assessment. The Phase 2 identified all hazardous materials in the building. N. Sparacio gave an overview of the 924 York Street parking lot and related expansion of Forefront Dermatology. Here, SAG funds were used to provide Phase 1 and Phase 2 environmental assessments. Tanks were removed from the property as part of the Phase 2. The Committee discussed the SAG budget and remaining funds.

The Committee further discussed the RLF program and reasons for the program's complexities. The Davis-Bacon wage rates seem to be a deterrent for some potential applicants. It was noted that the Developers of the Artist Lofts have stated many times that they could not have proceeded with their project without the brownfields RLF.

T. Caulum showcased another piece of the SAG program – updates to the City's GIS system and data sets. Historic records that support brownfields exploration have been converted to digital format for easier access and eventual hosting on the City's website. This includes Sanborn fire insurance maps and historic plat maps going back to the 1800s. These maps provide insights into historic property ownership and uses as well as timing of land use changes and development, which then inform exploration of potential sources of contamination.

6. BAC Membership

N. Sparacio noted that the BAC has lost two members recently. The intent of the membership is to have a cross-section of community interests, community ethnic groups, and brownfields expertise. P. Wills suggested that a real estate professional would be a good addition. It was noted that science expertise is now missing from the committee as well. H. Byers stated that his understanding of the intent of a Brownfields Advisory Committee is to give a voice to citizens in the community on brownfields issues. There was a consensus that the BAC has a different mission than other existing committees in the City.

7. Public Comments

There were no public comments in addition to the discussion of the Committee members on the agenda items.

8. Adjournment

Having addressed all items on the agenda, the meeting was adjourned at 11:20 a.m.

Attendance

Note that a quorum of the entire Committee was not present for the meeting. However, items 2 and 3 were acted on electronically via email post-meeting. The individuals noted with * provided a vote over email, and those records are filed with the meeting summary. For future meetings, decisions will be made by a majority of members present, as it is a voluntary, advisory committee.

Members Present

David Diedrich
Peter Wills
Michael Huck

Staff Present

Nic Sparacio
Tyler Caulum
Paul Braun

Members Excused

Terence P. Fox*
Dennis Tienor*
Rich Hoerth*
Karen Szyman*

Others Present

Harris Byers
Pauline Haelfrisch
Mayor Justin Nickels