

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

**Cooperative Agreement No. BF-00E02895-0**

**Quarterly Report No. 5  
1<sup>st</sup> Quarter – Fiscal Year 2022  
October 1, 2021 – December 31, 2021**

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

January 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)

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](mailto: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](mailto:Mangrum.linda@epa.gov)

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

**FY2020 U.S. EPA Revolving Loan Fund Grant for  
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1<sup>st</sup> Quarter – Fiscal Year 2022  
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## **1.0 PROGRAM INTRODUCTION**

This report provides a summary of activities completed by Washington County, Wisconsin (the County) during the 1<sup>st</sup> Quarter of Fiscal Year (FY) 2022 (October 1, 2021 through December 31, 2021) 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.

<b>Task Number</b>	<b>Task Name</b>
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 - 1<sup>st</sup> Q FY2022 (10/1/2021 - 12/31/2021)**

Task No.	Task Description	Approved Budget as of 10/1/2021	No Reallocation Requests this Quarter	Current U.S. EPA Approved Budget as of 12/31/2021
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
	<b>Total U.S. EPA Grant</b>	<b>\$960,000</b>	<b>\$0.00</b>	<b>\$960,000</b>

### 3.0 MODIFICATIONS TO THE WORK PLAN

There were no modifications to the Work Plan during the 1<sup>st</sup> Quarter of FY 2022, October 1, 2021 through December 31, 2021. Below are the current deliverables for the Implementation Work Plan.

**Work Plan Modifications - 1<sup>st</sup> Q FY2022 (10/1/2021 - 12/31/2021)**

Cleanup Loans and Subgrants	# of Deliverables in Implementation Work Plan	Approved Deliverables as of 12/31/2021	# Modifications to Work Plan Deliverables this Quarter	Current # of Deliverables as of 12/31/2021
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 1<sup>st</sup> Quarter of FY 2022, October 1, 2021 through December 31, 2021 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 2<sup>nd</sup> 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**

###### **1<sup>st</sup> Quarter of FY2021**

Throughout the 1<sup>st</sup> 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.

###### **2<sup>nd</sup> Quarter of FY2021**

During the 2<sup>nd</sup> 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).

###### **3<sup>rd</sup> Quarter of FY2021**

During the 3<sup>rd</sup> 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 10<sup>th</sup>, 2021 to obtain a Qualified Environmental Professional.

###### **4<sup>th</sup> Quarter of FY2021**

Throughout the 4<sup>th</sup> 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 1<sup>st</sup> Quarter of FY2022. The County also finalized the Memorandum of Agreements and Roles and Responsibilities document for Coalition Partners.

### **1<sup>st</sup> Quarter of FY2022**

Within the 1<sup>st</sup> 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 2<sup>nd</sup> Quarter of FY2022 on January 25<sup>th</sup>. 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.

### **D. Deliverables**

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

<b>Task 1 Progress – Establish the Revolving Loan Fund</b>	
<b>Activity</b>	<b>Deliverable</b>
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

### **1<sup>st</sup> Quarter of FY2021**

There were no deliverables during the 1<sup>st</sup> Quarter of FY2021.

### **2<sup>nd</sup> Quarter of FY2021**

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

### **3<sup>rd</sup> Quarter of FY2021**

During the 3<sup>rd</sup> Quarter of FY2021, the Request for Qualifications was posted for bid.

### **4<sup>th</sup> Quarter of FY2021**

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

### **1<sup>st</sup> 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 (See Attachment A). 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.

E. Percent Complete and Scheduled Activities

This task is currently approximately 35% complete.

**2<sup>nd</sup> 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 2<sup>nd</sup> Quarter of FY2021. The County will finalize the qualifications-based procurement request and begin the process to hire a qualified environmental professional during the 2<sup>nd</sup> Quarter of FY2021.

**3<sup>rd</sup> Quarter of FY2021**

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

**4<sup>th</sup> Quarter of FY2021**

During the 4<sup>th</sup> 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 30<sup>th</sup>, 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 4<sup>th</sup> Quarter to negotiate an agreement for the work.

**1<sup>st</sup> Quarter of FY2022**

During the 1<sup>st</sup> 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 1<sup>st</sup> Quarter of FY2022.

**2<sup>nd</sup> Quarter of FY2022**

During the 2<sup>nd</sup> 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.



## 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

#### *1<sup>st</sup> Quarter of FY2021*

None.

#### *2<sup>nd</sup> Quarter of FY2021*

None.

#### *3<sup>rd</sup> Quarter of FY2021*

None.

#### *4<sup>th</sup> Quarter of FY2021*

None.

#### *1<sup>st</sup> Quarter of FY2022*

None.

D. Deliverables

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

<b>Task 2 Progress – Market the Revolving Loan Fund</b>	
<b>Activity</b>	<b>Deliverable</b>
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

**1<sup>st</sup> Quarter of FY2021**

There were no deliverables during the 1<sup>st</sup> Quarter of FY2021.

**2<sup>nd</sup> Quarter of FY2021**

There were no deliverables during the 2<sup>nd</sup> Quarter of FY2021.

**3<sup>rd</sup> Quarter of FY2021**

There were no deliverables during the 3<sup>rd</sup> Quarter of FY2021.

**4<sup>th</sup> Quarter of FY2021**

There were no deliverables during the 4<sup>th</sup> Quarter of FY2021.

**1<sup>st</sup> Quarter of FY2022**

There were no deliverables during the 1<sup>st</sup> Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

**2<sup>nd</sup> 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 2<sup>nd</sup> Quarter of FY2022.

### 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

##### **1<sup>st</sup> Quarter of FY2021**

None.

##### **2<sup>nd</sup> 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.

##### **3<sup>rd</sup> Quarter of FY2021**

None.

##### **4<sup>th</sup> Quarter of FY2021**

None.

##### **1<sup>st</sup> Quarter of FY2022**

The first Site Redevelopment Committee meeting was held on January 25, 2022. The Project Management Team will meet during the 2<sup>nd</sup> Quarter of FY2022 and begin the work on the Marketing Plan.

#### D. Deliverables

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

<b>Task 3 Progress – Site Selection, Program Operations and Oversight</b>	
<b>Activity</b>	<b>Deliverable</b>
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

**1<sup>st</sup> Quarter of FY2021**

There were no deliverables during the 1<sup>st</sup> Quarter of FY2021.

**2<sup>nd</sup> Quarter of FY2021**

There were no deliverables during the 2<sup>nd</sup> Quarter of FY2021.

**3<sup>rd</sup> Quarter of FY2021**

There were no deliverables during the 3<sup>rd</sup> Quarter of FY2021.

**4<sup>th</sup> Quarter of FY2021**

There were no deliverables during the 4<sup>th</sup> Quarter of FY2021.

**1<sup>st</sup> Quarter of FY2022**

There were no deliverables during the 1<sup>st</sup> Quarter of FY2022.

E. Percent Complete and Scheduled Activities

This task is currently approximately 0% complete.

**2<sup>nd</sup> Quarter FY2022**

The first Project Management Team meeting will occur in the 2<sup>nd</sup> Quarter of FY2022 and work will begin on the eligibility determination selection criteria.

**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

**1<sup>st</sup> Quarter of FY2021**

None.

**2<sup>nd</sup> Quarter of FY2021**

None.

**3<sup>rd</sup> Quarter of FY2021**

None.

**4<sup>th</sup> Quarter of FY2021**

None.

**1<sup>st</sup> Quarter of FY2022**

None.

D. Deliverables

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

<b>Task 4 Progress – Cleanup Loans and Subgrants</b>	
<b>Activity</b>	<b>Deliverable</b>
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

**1<sup>st</sup> Quarter of FY2021**

There were no deliverables during the 1<sup>st</sup> Quarter of FY2021.

**2<sup>nd</sup> Quarter of FY2021**

There were no deliverables during the 2<sup>nd</sup> Quarter of FY2021.

**3<sup>rd</sup> Quarter of FY2021**

There were no deliverables during the 3<sup>rd</sup> Quarter of FY2021.

**4<sup>th</sup> Quarter of FY2021**

There were no deliverables during the 4<sup>th</sup> Quarter of FY2021.

**1<sup>st</sup> Quarter of FY2022**

There were no deliverables during the 1<sup>st</sup> 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 <sup>st</sup> 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

## 6.0 PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED

None.

## 7.0 ONGOING PROJECTS FROM PREVIOUS GRANTS

### 4<sup>th</sup> Quarter of FY2021

On July 27<sup>th</sup>, 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.

### 1<sup>st</sup> 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 2<sup>nd</sup> Quarter of FY2022. See Attachment B articles for ongoing work on projects funded through US EPA assessment grants.



## 8.0 BUDGET INFORMATION

### A. Summary of Grant Expenses by Category for the Reporting Period 10/1/2021-12/31/2021

A summary of grant expenses by category is provided below, including the approved project budget, amounts expended during the 1<sup>st</sup> Quarter of FY2022 (October 1, 2021 through December 31, 2021), total amounts expended through December 31, 2021, and the budget remaining as of December 31, 2021.

#### 1<sup>st</sup> Q - FY2022 (October 1, 2021 – December 31, 2021)

Budget Categories	Approved Project Budget as of 10/1/2021	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
<b>SUBTOTALS</b>	<b>\$ 960,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 960,000</b>
EPA RLF Grant Subtotal	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
Match Subtotal	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000
<b>RLF PROJECT TOTAL</b>	<b>\$ 960,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 960,000</b>

## B. Summary of Grant Expenses by Task for the Reporting Period 10/1/2021 – 12/31/2021.

A summary of grant expenses by task is provided below, including the approved project budget, amounts expended during the 1<sup>st</sup> Quarter of FY2022 (October 1, 2021 through December 31, 2021), total amounts expended through December 31, 2021, and the budget remaining as of December 31, 2021.

<b>1<sup>st</sup> Q - FY2022 (October 1, 2021 – December 31, 2021)</b>							
<b>Task No.</b>	<b>Task Description</b>	<b>Approved Budget as of 10/1/2021</b>	<b>Previously Expended</b>	<b>Current Quarter Expenditures by Task</b>	<b>Cumulative Expended (through 12/31/2021)</b>	<b>Budget Remaining as of 12/31/2021</b>	<b>Percent Budget Expended</b>
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%
<b>TOTAL</b>		<b>\$ 960,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 960,000</b>	<b>0%</b>

## 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.

### 1<sup>st</sup> Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

### 2<sup>nd</sup> Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

### 3<sup>rd</sup> Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

### 4<sup>th</sup> Quarter of FY2021

There were no grant reimbursements for this reporting quarter.

**1<sup>st</sup> Quarter of FY2022**

There were no grant reimbursements for this reporting quarter.

**D. Leveraged Activities**

**1<sup>st</sup> Quarter of FY2021**

There were no leveraged activities for this reporting quarter.

**2<sup>nd</sup> Quarter of FY2021**

There were no leveraged activities for this reporting quarter.

**3<sup>rd</sup> Quarter of FY2021**

There were no leveraged activities for this reporting quarter.

**4<sup>th</sup> Quarter of FY2021**

There were no leveraged activities for this reporting quarter.

**1<sup>st</sup> Quarter of FY2022**

There were no leveraged activities for this reporting quarter.

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 **\$67 million**.

**E. In-Kind Contributions**

Below is a summary of In-Kind contribution reported for the 1<sup>st</sup> Quarter of FY2022.

<b>FY2020 Brownfield RLF Grant In-Kind Contributions</b>					
<b>Name</b>	<b>Title</b>	<b>Budgeted In-Kind Contribution</b>	<b>Previous In-Kind Contribution</b>	<b>Total In-Kind Q1 FY2022</b>	<b>Total Cumulative In-Kind</b>
<b>Washington County In-Kind</b>					
Deb Sielski	Deputy Director	\$ 15,446	\$ 17,152.80	\$ 1,967.90	\$ 19,120.70
Hannah Keckeisen	Planner	\$ -	\$ 5,570.70	\$ 1,223.09	\$ 6,793.78
Bill Kurer	Purchasing Manager	\$ -	\$ 1,001.81	\$ -	\$ 1,001.81
Kathie Wild	Grants Administrator	\$ 4,222	\$ -	\$ 79.79	\$ 79.79
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
<b>Total County In-Kind</b>		<b>\$ 27,753</b>	<b>\$ 24,010.31</b>	<b>\$ 3,270.77</b>	<b>\$ 27,281.08</b>
<b>EDWC RLF Committee</b>					
Christian Tscheschlok	Executive Director	\$ -	\$ 282.36	\$ -	\$ 282.36
Dan Anhalt	Senior Director	\$ -	\$ 1,411.80	\$ -	\$ 1,411.80
7 Core Committee Members		\$ 5,000	\$ -	\$ -	\$ -
<b>City of Hartford</b>					
Justin Drew	Director of Community Development	\$ 1,224	\$ -	\$ -	\$ -
<b>City of West Bend</b>					
Jay Shambeau	City Administrator	\$ 1,225	\$ -	\$ -	\$ -
Mark Piotrowicz	City Planner/Operations Manager	\$ 1,632	\$ -	\$ -	\$ -
Adam Gitter	Economic Development Manager	\$ 439	\$ -	\$ -	\$ -
<b>Village of Germantown</b>					
Steve Kreklow	Village Administrator	\$ 1,823	\$ -	\$ -	\$ -
<b>Village of Jackson</b>					
Jen Keller	Village Administrator	\$ 1,625	\$ -	\$ -	\$ -
<b>Village of Kewaskum</b>					
Adam Gitter	Village Administrator	\$ 881	\$ -	\$ -	\$ -
<b>Village of Richfield</b>					
Jim Healy	Village Administrator	\$ 995	\$ -	\$ -	\$ -
<b>Village of Slinger</b>					
Margaret Wilber	Village Administrator	\$ 1,248	\$ -	\$ 206.91	\$ 206.91
Jim Haggerty	DPW Dir/V. Engineer	\$ 324	\$ -	\$ -	\$ -
<b>Total Partner In-Kind</b>		<b>\$ 16,416</b>	<b>\$ 1,694.16</b>	<b>\$ 206.91</b>	<b>\$ 1,901.07</b>
<b>TOTAL IN-KIND</b>		<b>\$ 44,169</b>	<b>\$ 25,704.47</b>	<b>\$ 3,477.68</b>	<b>\$ 29,182.15</b>

## 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:

### 1<sup>st</sup> Quarter of FY2021

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

**2<sup>nd</sup> Quarter of FY2021**

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

**3<sup>rd</sup> Quarter of FY2021**

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

**4<sup>th</sup> Quarter of FY2021**

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

**1<sup>st</sup> Quarter of FY2022**

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

**10.0 ATTACHMENTS**

- A. Signed Memorandum of Agreements
- B. Washington County Site Redevelopment Program News Articles



## OFFICE OF THE COUNTY ATTORNEY

**BRADLEY S. STERN, COUNTY ATTORNEY**

Herbert J. Tennes Government Center  
432 East Washington Street, Ste. 3029

P.O. Box 1986

West Bend, Wisconsin 53095-7986

Phone: 262-335-4374

Fax: 262-335-6814

**Assistant Attorneys**  
Katherine Romanowich  
262-335-4853

Eileen T. Evans  
262-335-4780

M E M O

**RECEIVED**

DEC 01 2021

TO: Ashley A. Reichert, County Clerk Washington County Clerk

FROM: Kathi Lee Nuoffer, Legal Secretary *klw*

DATE: December 1, 2021

SUBJECT: Store In #20567 – Memorandum of Agreement – City of Hartford, City of West Bend, Village of Germantown, Village of Jackson, Village of Kewaskum, Village of Richfield, and Village of Slinger – Brownfields Revolving Loan Fund Coalition - Planning

Attached please find:

- ☒ Original contract/agreement for safekeeping
- ☐ Amendment to contract/agreement for safekeeping
- ☐ Addendum to contract/agreement for safekeeping
- ☐ Performance/Payment Bonds
- ☐ Insurance Certificate
- ☐ Other: \_\_\_\_\_

Thank you for your attention to this matter.

kln

Attachment(s)

cc: City of Hartford, City of West Bend, Village of Germantown, Village of Jackson, Village of Kewaskum, Village of Richfield, and Village of Slinger

---

**DISCOVER. CONNECT. PROSPER.**

**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

**WASHINGTON COUNTY**  
**and**  
**CITY OF HARTFORD**

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and

City of Hartford  
Justin Drew, Director of Community Development  
109 N. Main Street  
Hartford, Wisconsin 53027  
262-673-8270


5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.

Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.


6. As part of advancing Washington County's Site Redevelopment Program and coordination of the SRC and Coalition, the County advanced a qualifications-based procurement process in June 2021 meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with the implementation of the U.S. EPA Brownfields Revolving Loan Fund. The procurement process resulted in two proposals. Both firms were interviewed, and based on the interviews and previously submitted qualifications, Stantec Consulting Services Inc. (Stantec) was awarded the project. The Project Management Team, with assistance from Stantec, will conduct a technical review of Brownfield RLF cleanup loan and subgrant proposals to ensure compliance with state and federal regulations, and determine the feasibility of the proposed budget.
7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.
8. As part of this collaborative effort toward financial sustainability, the City agrees to commit an in-kind contribution of at a minimum \$1,224.



Agreed:

  
Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

Date: 22 Nov 21

  
Steve Volkert, City Administrator  
City of Hartford  
Coalition Partner

Date: 11-5-21

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA  
FY2020 Revolving Loan Fund Grant Implementation

**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

WASHINGTON COUNTY  
and  
CITY OF WEST BEND

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and

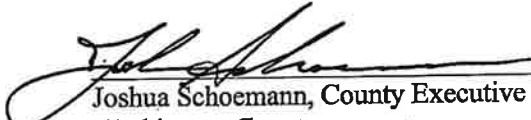
City of West Bend  
Mark Piotrowicz, Director of Development  
1115 S. Main Street  
West Bend, Wisconsin 53095  
262-335-5122

5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.

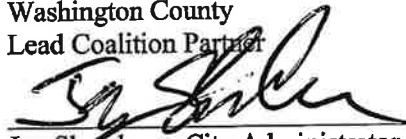
Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.

6. As part of advancing Washington County's Site Redevelopment Program and coordination of the SRC and Coalition, the County advanced a qualifications-based procurement process in June 2021 meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with the implementation of the U.S. EPA Brownfields Revolving Loan Fund. The procurement process resulted in two proposals. Both firms were interviewed, and based on the interviews and previously submitted qualifications, Stantec Consulting Services Inc. (Stantec) was awarded the project. The Project Management Team, with assistance from Stantec, will conduct a technical review of Brownfield RLF cleanup loan and subgrant proposals to ensure compliance with state and federal regulations, and determine the feasibility of the proposed budget.
7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.
8. As part of this collaborative effort toward financial sustainability, the City agrees to contribute a total of 40 hours of In-Kind support having a value of \$3,296.

Agreed:

  
Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

Date: 22 Nov 21

  
Jay Shambeau, City Administrator  
City of West Bend  
Coalition Partner

Date: 10/18/2021

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA  
FY2020 Revolving Loan Fund Grant Implementation

**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

WASHINGTON COUNTY  
and  
VILLAGE OF GERMANTOWN

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and

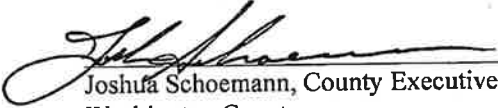
Village of Germantown  
Steven Kreklow, Village Administrator  
N112W17001 Mequon Road  
Germantown, Wisconsin 53022  
262-250-4750

5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.

Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.

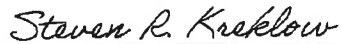
6. As part of advancing Washington County's Site Redevelopment Program and coordination of the SRC and Coalition, the County advanced a qualifications-based procurement process in June 2021 meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with the implementation of the U.S. EPA Brownfields Revolving Loan Fund. The procurement process resulted in two proposals. Both firms were interviewed, and based on the interviews and previously submitted qualifications, Stantec Consulting Services Inc. (Stantec) was awarded the project. The Project Management Team, with assistance from Stantec, will conduct a technical review of Brownfield RLF cleanup loan and subgrant proposals to ensure compliance with state and federal regulations, and determine the feasibility of the proposed budget.
7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.
8. As part of this collaborative effort toward financial sustainability, the Village agrees to commit an in-kind contribution of at a minimum \$1,823.

Agreed:



Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

Date: 22 Nov 21



Steven Kreklow, Village Administrator  
Village of Germantown  
Coalition Partner

Date: November 11, 2021

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA  
FY2020 Revolving Loan Fund Grant Implementation

**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

WASHINGTON COUNTY  
and  
VILLAGE OF JACKSON

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and



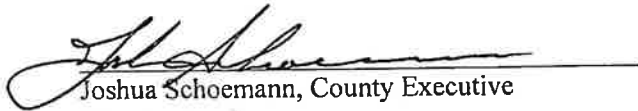
Village of Jackson  
Jen Keller, Village Administrator  
N168W20733 Main Street  
Jackson, Wisconsin 53037  
262-677-9001

5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.

Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.

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7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.
8. As part of this collaborative effort toward financial sustainability, the Village agrees to commit an in-kind contribution of at a minimum \$1,625.

Agreed:



Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

Date: 22 Nov 21



Jen Keller, Village Administrator  
Village of Jackson  
Coalition Partner

Date: 10.15.2021

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA ,  
FY2020 Revolving Loan Fund Grant Implementation

**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

WASHINGTON COUNTY  
and  
VILLAGE OF KEWASKUM

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and

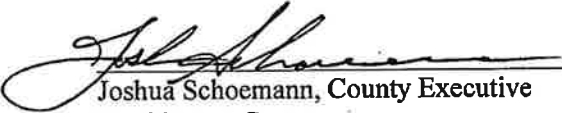
Village of Kewaskum  
Adam Gitter, Village Administrator  
204 First Street, P.O. Box 38  
Kewaskum, Wisconsin 53040  
262-626-8484

5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.

Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.

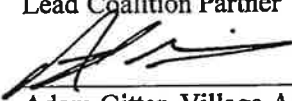
6. As part of advancing Washington County's Site Redevelopment Program and coordination of the SRC and Coalition, the County advanced a qualifications-based procurement process in June 2021 meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with the implementation of the U.S. EPA Brownfields Revolving Loan Fund. The procurement process resulted in two proposals. Both firms were interviewed, and based on the interviews and previously submitted qualifications, Stantec Consulting Services Inc. (Stantec) was awarded the project. The Project Management Team, with assistance from Stantec, will conduct a technical review of Brownfield RLF cleanup loan and subgrant proposals to ensure compliance with state and federal regulations, and determine the feasibility of the proposed budget.
7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.
8. As part of this collaborative effort toward financial sustainability, the Village agrees to commit an in-kind contribution of at a minimum \$881.

Agreed:

  
\_\_\_\_\_

Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

Date: 22 Nov 21

  
\_\_\_\_\_

Adam Gitter, Village Administrator  
Village of Kewaskum  
Coalition Partner

Date: 10/20/2021

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA  
FY2020 Revolving Loan Fund Grant Implementation

**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

WASHINGTON COUNTY  
and  
VILLAGE OF RICHFIELD

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and

Village of Richfield  
Jim Healy, Village Administrator  
4128 Hubertus Road  
Hubertus, Wisconsin 53033  
262-628-2260

5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.


Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.


6. As part of advancing Washington County's Site Redevelopment Program and coordination of the SRC and Coalition, the County advanced a qualifications-based procurement process in June 2021 meeting the requirements of 40 CFR 31.36, in order to obtain the services of a consultant to assist with the implementation of the U.S. EPA Brownfields Revolving Loan Fund. The procurement process resulted in two proposals. Both firms were interviewed, and based on the interviews and previously submitted qualifications, Stantec Consulting Services Inc. (Stantec) was awarded the project. The Project Management Team, with assistance from Stantec, will conduct a technical review of Brownfield RLF cleanup loan and subgrant proposals to ensure compliance with state and federal regulations, and determine the feasibility of the proposed budget.

7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.

8. As part of this collaborative effort toward financial sustainability, the Village agrees to commit an in-kind contribution of at a minimum \$995.

Agreed:

  
Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

  
Jim Healy, Village Administrator  
Village of Richfield  
Coalition Partner

Date: 22 Nov 21

Date: 11/18/21

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA  
FY2020 Revolving Loan Fund Grant Implementation



**BROWNFIELDS REVOLVING LOAN FUND COALITION**  
**MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES:**

WASHINGTON COUNTY  
and  
VILLAGE OF SLINGER

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to FY2020 U.S. EPA Cooperative Agreement No: BF-00E02895-0.

1. On August 12, 2020 the U.S. EPA awarded the Cooperative Agreement to the Lead Coalition Member Washington County, Wisconsin. A copy of the Cooperative Agreement is included as Attachment A. The grant period is August 17, 2020 through September 30, 2025. Washington County is responsible to the U.S. EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.
2. There is an opportunity for future supplemental funding for this program through the U.S. EPA. If supplemental funding is approved, this Memorandum of Agreement will extend through the supplemental grant period.
3. It is the responsibility of Washington County to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
4. The Coalition Partners include the City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield. Economic Development Washington County (EDWC) will act as Loan Manager of the Revolving Loan Fund and will participate as a voting member on the Site Redevelopment Steering Committee (SRC) and on the Project Management Team (PMT). Washington County and the Coalition Partners have already implemented or completed several key steps that will ensure the successful completion of the project including the continuation of the SRC, utilization of the existing Revolving Loan Fund Committee and procurement of a qualified environmental professional. The contact information is as follows:

Washington County  
Debora Sielski, Deputy Director Planning & Parks  
Project Manager for the County Site Redevelopment Program  
333 East Washington Street, Suite 2300  
P.O. Box 2003  
West Bend, WI 53095-2003  
262-335-4445

and


Village of Slinger  
Margaret Wilber, Village Administrator  
300 Slinger Road  
Slinger, Wisconsin 53086  
262-644-5265

5. Activities funded through the cooperative agreement are outlined in the U.S. EPA approved Implementation Work Plan included as Attachment B and may include marketing/community outreach, borrower selection and loan agreement, execution of loans and subgrants, and site cleanup and monitoring. The Coalition will work with Stantec Consulting Services Inc., procured through the Site Redevelopment Program to conduct or assist with activities funded through the Cooperative Agreement.

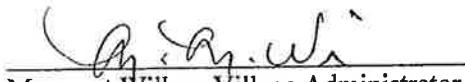
Attachment C, Roles and Responsibilities for Activities to be Performed as Part of U.S. EPA Revolving Loan Fund Grant Implementation details specific tasks that must be completed by Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Germantown, Village of Kewaskum, and Village of Richfield), Washington County, Stantec, Vandewalle & Associates Inc., and the EDWC. Washington County may work with other local government partners as part of the Brownfield Grant.

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7. Washington County, Lead Coalition Member, in consultation with the SRC, Coalition Partners, Stantec, and EDWC, will develop an U.S. EPA Revolving Loan Fund Comprehensive Policies and Procedures Manual to ensure all requirements and activities listed in the Cooperative Agreement (Attachment A) and the Implementation Work Plan (Attachment B) are met.
8. As part of this collaborative effort toward financial sustainability, the Village agrees to commit an in-kind contribution of at a minimum \$1,572.

Agreed:

  
Joshua Schoemann, County Executive  
Washington County  
Lead Coalition Partner

Date: 22 Nov 21

  
Margaret Wilber, Village Administrator  
Village of Slinger  
Coalition Partner

Date: 19 Oct 21

**Attachments:**

**Attachment A** – U.S. EPA Cooperative Agreement BF-00E02895-0

**Attachment B** – Implementation Work Plan, FY2020 U.S. EPA Revolving Loan Fund Grant

**Attachment C** – Roles and Responsibilities for Activities to be Performed as Part of the U.S. EPA  
FY2020 Revolving Loan Fund Grant Implementation

## Attachment C

### **Roles and Responsibilities for Activities to be Performed as Part of the USEPA FY2020 Revolving Loan Fund Grant Implementation** (Project Period Starting October 17, 2020)

This memo was prepared to outline specific roles and responsibilities for Stantec Consulting Services Inc. (Stantec), Vandewalle & Associates, Inc. (Vandewalle), Washington County (the County), Economic Development Washington County (EDWC), and the Coalition Partners (City of West Bend, City of Hartford, Village of Jackson, Village of Slinger, Village of Richfield, Village of Germantown, and the Village of Kewaskum) as part of the implementation of the United States Environmental Protection Agency (USEPA) Fiscal Year 2020 Revolving Loan Fund (RLF) Grant.

The County will act as the **Grant Manager**, responsible for all activities related to the technical and administrative operation of the USEPA RLF grant award including serving as the fiscal agent. The County will use existing Site Redevelopment Program (SRP) partnerships, including its connection to EDWC to establish and implement the Washington County USEPA Brownfields RLF Program.

EDWC will serve as the **Loan Manager**, using its existing RLF Committee and program structure as a foundation for the Washington County USEPA Brownfields RLF Program. EDWC is a member of the Site Redevelopment Committee (SRC).

The SRC will assist in drafting the Washington County USEPA Brownfields RLF Program's policies and procedures manual, which will include loan terms and application approval guidelines that will be executed by the RLF Committee. The manual will also outline policies and procedures for subgrants. The SRC will also review and approve subgrants.

Roles and Responsibilities for a majority of participating parties are described below. This is not an all-inclusive list, and participating Coalition Partners may be asked to assist with a variety of tasks not described herein during the grant period.

Roles and Responsibilities with a "\*\*\*" symbol identify activities for which the listed entity has primary responsibility.

#### **Stantec Roles and Responsibilities**

##### ***Task 1 – Establish the Revolving Loan Fund***

- Review Roles and Responsibilities
- Work with EDWC (Loan Manager) to develop the Washington County EPA Brownfields RLF Loan Fund Comprehensive Policies and Procedures Manual
- Work with EDWC (Loan Manager) to create Washington County USEPA Brownfield RLF Loan and Subgrant Application Documents/Terms & Conditions Templates to ensure compliance with USEPA guidelines

- Develop Project Review Procedures \*\*

### ***Task 2 – Market the Revolving Loan Fund***

- Work with Vandewalle (lead entity), the County and EDWC to create a Marketing Plan for the Washington County USEPA Brownfields RLF Program
- Work with Vandewalle (lead entity), the County and EDWC to create digital and print marketing materials for the Washington County USEPA Brownfields RLF Program
- Assist in marketing and promoting the Washington County EPA Brownfields RLF Program

### ***Task 3 – Site Selection, Program Operations and Oversight***

- General Tasks:
  - Serve as the primary QEP/consultant for loans or subgrants awarded to the coalition partners and/or the County
  - Work with the County, EDWC and Vandewalle on measuring results and tracking the impact of the SRP
  - Complete ACRES entries of all sites \*\*
  - Assist the County with maintaining an Administrative Record
  - Assist in determining Washington County EPA Brownfields RLF Program Guideline Compliance
  - Serve on the EDWC RLF Committee as needed \*\*
  - Attend quarterly SRC meetings and provide presentation/updates on redevelopment sites as needed
  - Provide technical assistance to the County and SRP \*\*
  - Conduct initial discussion with SRC regarding potential subgrants \*\*
  - Create technical presentations, exhibits, and/or handouts for meetings \*\*
  - Draft meeting summaries and respond to public comments & questions \*\*
  - Conduct confirmatory sampling, if necessary \*\*
  - If appropriate, prepare QAPP Equivalency Memo for submittal to EPA for review \*\*
- For each subgrant or loan application:
  - Assist in review of loan and subgrant applications
  - Review environmental reports provided by loan/subgrant applicants and determine applicability/suitability of proposed cleanup project \*\*
  - Draft EPA/WDNR Site Eligibility Determination Request and submit to the Grant Manager for review and submittal to the appropriate agency \*\*
  - Work with Vandewalle to draft the Community Involvement Plan (CIP) and submit to the Grant Manager for review and submittal to USEPA
  - Draft an Analysis of Brownfield Clean-up Alternative (ABCAs) and submit to the Grant Manager for review and submittal to USEPA and publication for public comment, \*\*
  - Assist in conducting 30-day public comment periods on ABCA
  - Draft the Decision Memorandum and submit to the Grant Manager for review/submittal to USEPA \*\*
  - As requested, assist the Grant Manager in completing Section 106 NHPA review

- During subgrant or loan implementation:
  - Provide Grant Manager with cleanup schedules and assist in monitoring progress of cleanup project
  - Utilize existing Project Tracker in Survey 123 for tracking work on funded redevelopment sites \*\*
  - Perform site visits and construction monitoring to document compliance with the Davis Bacon Act \*\*
  - Track project construction progression
  - Conduct post-construction sampling/monitoring, if required
- Following subgrant or loan implementation:
  - Review remediation documentation reports provided by the loan or subgrant applicant\*\*
  - Review invoices and DBA documentation for completeness. Provide written summary to the Grant Manager.
  - Draft loan or subgrant final report and submit to Grant Manager for review and submittal to USEPA\*\*
- Assist with project progress reporting to USEPA:
  - Assist Grant Manager in preparation of USEPA Quarterly and Annual Financial Reports
  - Assist Grant Manager in drafting final progress report and RLF Closeout Plan

#### ***Task 4 – Cleanup Loans and Subgrants***

- Provide technical assistance to the County and SRP as requested, as detailed under Task 3

### **Vandewalle (as a Subcontractor to Stantec) Roles and Responsibilities**

#### ***Task 1 – Establish the Revolving Loan Fund***

- Review Roles and Responsibilities
- Work with EDWC (Loan Manager) to develop Washington County USEPA Brownfields Revolving Loan Fund Program Comprehensive Policies and Procedures Manual

#### ***Task 2 – Market the Revolving Loan Fund***

- Create a Marketing Plan for the Washington County USEPA Brownfields Revolving Loan Fund Program \*\*
- Create digital and print marketing materials for the Washington County USEPA Brownfields Revolving Loan Fund Program \*\*
- Create one fact sheet per year \*\*

#### ***Task 3 – Site Selection, Program Operations and Oversight***

- Provide technical assistance to the County and SRP

- Attend quarterly SRC meetings and provide presentations/updates on redevelopment sites as needed
- Develop and assist in implementation of Community Involvement Plans (CIPs) \*\*
- Assist in conducting 30-day public comment periods on ABCAs or RAORs, including review and drafting responses to public comments received.
- Create technical presentations, exhibits, and/or handouts for meetings\*\*
- Create bilingual outreach materials \*\*
- Assist with public meetings and community outreach efforts
- Assist in drafting meeting summaries and response to public questions & comments
- Work with the County, EDWC and Stantec on measuring results and tracking the impact of the SRP

#### ***Task 4 – Cleanup Loans and Subgrants***

- Provide technical assistance to the County and SRP as requested

### **County Roles and Responsibilities**

#### ***Task 1 – Establish the Revolving Loan Fund***

- Finalize Roles and Responsibilities Memorandum \*\*
- Formalize Service Agreement with County, Site Redevelopment Program (SRP), and EDWC \*\*
- Formalize and execute Memorandum of Agreements with Coalition Partners and submit to USEPA for comment \*\*
- Work with EDWC (lead entity) to develop the Washington County EPA Brownfields Revolving Loan Fund Comprehensive Policies and Procedures Manual. Submit the manual to USEPA for comment.
- Work with EDWC (lead entity) to create Washington County EPA Brownfield RLF Loan and Subgrant Application Documents/Terms & Conditions templates. Submit the templates to USEPA for comment.
- perform a qualifications based procurement process to hire the qualified environmental professional (QEP) and Planning Consultant and execute contract with the selected firms\*\*

#### ***Task 2 – Market the Revolving Loan Fund***

- Promote/market/provide updates on the Washington County USEPA Brownfields RLF Program throughout the County (through press releases, website updates, fact sheets, public meetings, meeting summaries, marketing materials) \*\*
- Work with Vandewalle (lead entity), Stantec and EDWC to create a Marketing Plan for the Washington County USEPA Brownfields RLF Program
- Work with Vandewalle (lead entity), Stantec and EDWC to create digital and print marketing materials for the Washington County USEPA Brownfields RLF Program

#### ***Task 3 – Site Selection, Program Operations and Oversight***

- Grant management \*\*
- Initial review of subgrant applications \*\*

- Initial discussion with SRC regarding potential subgrants \*\*
- Review and submit to USEPA loan and subgrant deliverables prepared by EDWC, Stantec, and Vandewalle to appropriate agencies including, but not limited to Eligibility Determinations, CIPs, ABCAs, ROARs and Decision Memorandums \*\*
- Notify landowners and communities of cleanup schedules and project progress \*\*
- Implement CIPs \*\*
- At the request of USEPA, complete a review of Section 106 National Historic Preservation Act (NHPA).
- Provide notification of 30-day public comment periods on ABCAs\*\*
- Review QAPP Equivalency Memo, if necessary and submit to EPA for review \*\*
- Partner with community organizations on marketing and community outreach efforts \*\*
- Assist in creating technical presentations, exhibits, handouts for public meetings
- Assist in drafting meeting summaries and response to public questions & comments
- Assist with public meetings
- Add public meeting summaries and responses to the SRP website \*\*
- Establish administrative record and maintain public repository for each cleanup loan and subgrant containing all relevant documents-- upload information to the County website \*\*
- Assist in determining loan and subgrant applicant's enrollment and compliance with US EPA RLF requirements and State and Federal requirements
- Prepare Subgrant Documents \*\*
- Track Financial Progress of each loan and subgrant \*\*
- SRC and RLF Coalition Member Management \*\*
- Organize and Staff SRC Meetings \*\*
- Serve on the EDWC SRP RLF Committee as the SRC's representative \*\*
- Oversee work by Stantec and other consultants contracted to implement grant \*\*
- Grant Administration/Management and Track overall progress of SRP RLF Program \*\*
- EPA Brownfields RLF Program Guideline Compliance \*\*
- Complete and submit EPA Quarterly and Annual Reporting \*\*
- Complete final project report and RLF Closeout Plan
- Assist with ACRES Entries
- Utilize Existing Project Tracker in Survey 123 for tracking work on funded redevelopment sites \*\*
- Measure Results of the EPA Brownfield Revolving Loan Fund \*\*
- Loan Portfolio Reporting \*\*
- Assist as necessary in Construction Monitoring
- Travel to 2 Brownfields Conferences \*\*
- Lead Communications with the EPA and/or WDNR\*\*

#### ***Task 4 – Cleanup Loans and Subgrants***

- Maintenance of program income during and beyond the 5-year grant \*\*Work with EDWC on Loan Defaults, Forbearance and Remedies
- Assist with Implementing Loan Penalties
- Work with EDWC to process Loan Write-Offs
- Disburse funds for Approved Loans and Subgrants



- Accept loan payments made by borrowers
- Report to EDWC monthly the status of loan repayments, outstanding balances and missed payment and/or any other relevant fund updates.

### **EDWC Roles and Responsibilities**

#### ***Task 1 – Establish the Revolving Loan Fund***

- Finalize Roles and Responsibilities
- Formalize Service Agreement with County, Site Redevelopment Program (SRP), and EDWC \*\*
- Assist County with formalizing MOAs with Coalition Partners
- Develop EPA Brownfields RLF Comprehensive Policies and Procedures Manual \*\*
- Create Brownfield RLF Loan and Subgrant Application Documents/Terms & Conditions Templates \*\*
- Assist County in performing a Qualifications Based Procurement to hire QEP and Planning Consultant

#### ***Task 2 – Market the Revolving Loan Fund***

- Promote/market/provide updates on the Brownfields RLF throughout the County \*\*
- Identify target redevelopment sites and opportunities for which the Brownfields RLF is uniquely suited
- Work with Vandewalle (lead agency), the County and Stantec to create a Marketing Plan for the Brownfields RLF
- Work with Vandewalle (lead agency), the County and Stantec to create digital and print marketing materials for the Brownfields RLF
- Link the Brownfields RLF to EDWC's brownfield redevelopment website page \*\*
- Market site specific redevelopment opportunities and the Brownfields RLF opportunities to developers and other target markets with unique abilities and experience in brownfield redevelopment\*\*
- Bring SRP RLF into the EDWC economic development toolbox \*\*
- Structure and package redevelopment site deals with developers and end-users leveraging the Brownfields RLF\*\*
- Conduct analysis and prepare proformas for developers, end-users and other stakeholders depicting the optimal "capital stack and how the Brownfield RLF is integral to securing a successful deal and redevelopment project

#### ***Task 3 – Site Selection, Program Operations and Oversight***

- Lead meetings with Loan/Subgrant Applicants \*\*
- Attend SRC, PMT, and RLF Committee Meetings \*\*
- Staffing SRP RLF Committee \*\*
- Manage loan program and borrower experience, including but not limited to application, underwriting, adjudicating, structuring terms, closing and servicing \*\*
- Package and review loan applications \*\*
- Participate in the EPA/WDNR Site Eligibility Determination Approval discussions
- Assist in review subgrant applications

- Underwrite loan applications to include loan and subgrant applicant's enrollment and compliance with US EPA RLF requirements and State and Federal requirements \*\*
- Author and navigate Term Sheet Negotiation \*\*
- Provide for loan review, structure discussion, adjudication and approval by SRP RLF Committee\*\*
- Author and Approve Loan Documents \*\*
- Conduct loan Closing Process \*\*
- Create and Implement the Loan Repayment Process \*\*Review SRP RLF Program Guideline Compliance
- Review EPA Quarterly and Annual Reporting
- Perform an Economic and Fiscal Impact Analysis as part of the application process for evaluation purposes and after for impact reporting purposes\*\*
- Work with the County, Stantec and Vandewalle on measuring results and tracking the impact of the SRP
- Track Financial Progress of each Loan and Subgrant \*\*
- Travel to 2 Brownfield Conferences \*\*

#### ***Task 4 – Cleanup Loans and Subgrants***

- Execute Loans and Subgrants \*\*
- Maintenance of Program Income During and Beyond the 5-year grant \*\*
- Perform loan Servicing, including site visits
- Fulfill loan satisfaction requirements for loans with no remaining balance nor other obligations\*\*
- Manage through defaults and review and approve any proposed forbearance arrangements and / or other workoutsImplement Loan Penalties \*\*
- Perform Loan Amendments and Modifications as needed
- Work with the County to process Loan Write-Offs
- Manage and navigate the disbursement process for Approved Loans and Subgrants \*\*
- Support activities related to Loan Tracking and Financial Reporting

### **Coalition Partner Roles and Responsibilities**

#### ***Task 1 – Establish the Revolving Loan Fund***

- Assist with the Development of the Policies and Procedures Manual
- Execute Memorandums of Agreement

#### ***Task 2 – Market the Revolving Loan Fund***

- Assist with outreach and marketing efforts of the Brownfields RLF including public meetings and marketing site specific RLF opportunities to developers

#### ***Task 3 – Site Selection, Program Operations and Oversight***

- The Site Redevelopment Committee will review and approve Subgrants – Loan review, structure discussion, and approval \*\*
- Assist in developing and implementing the Community Involvement Plans (CIPS) \*\*
- Hold public engagement meetings \*\*

***Task 4 – Cleanup Loans and Subgrants***

- Provide assistance to the County and EDWC as requested





**Halloween Fall  
Fest coming  
to Mauthe Lake  
rec area ▶ 2A**



**West Bend  
students  
show their  
spirit ▶ 6A**

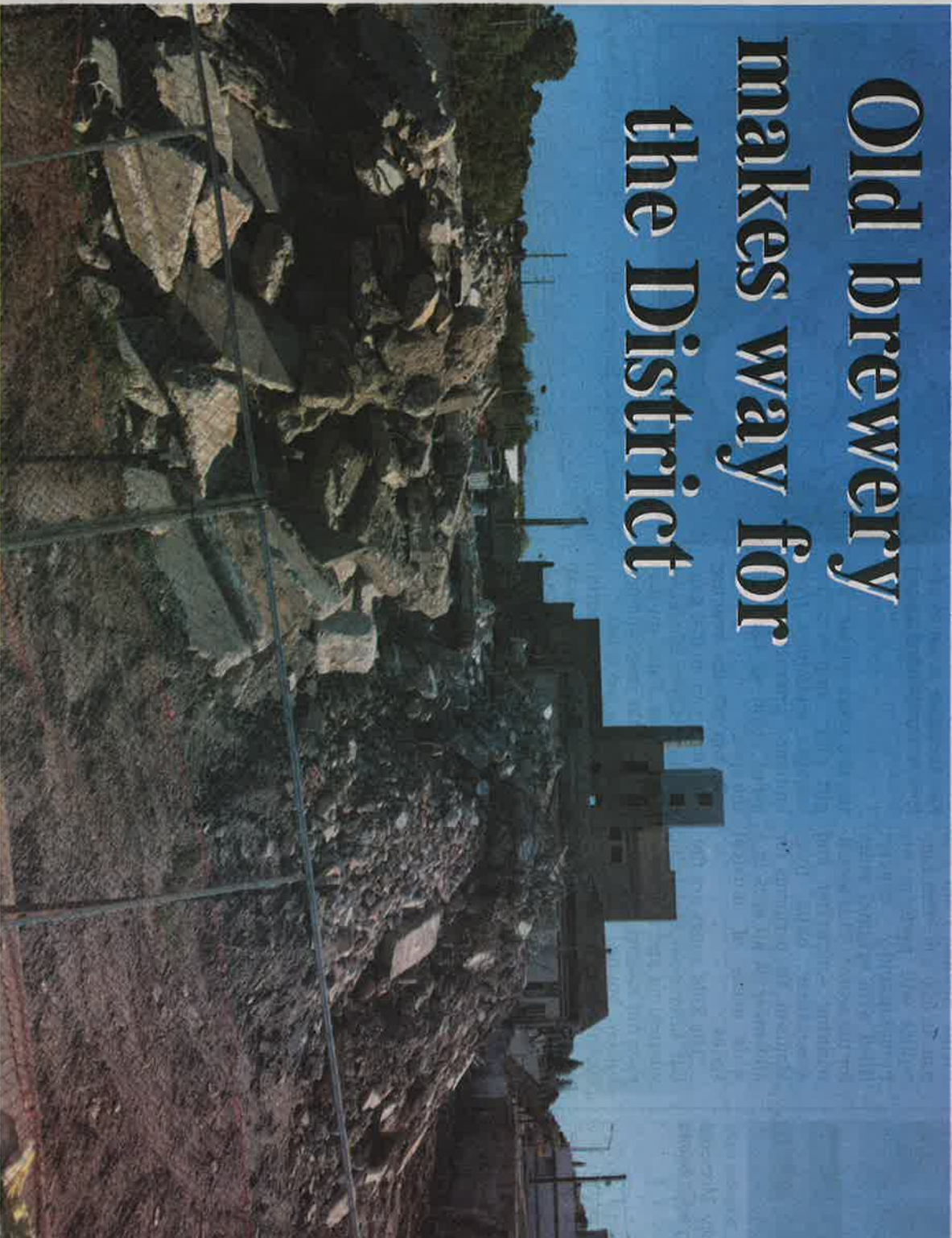
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1110 NEWARK DR E  
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WEST BEND WI 53090 9067  
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# DAILY NEWS

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## Old brewery makes way for the District



Crews are in the process of demolishing the former West Bend Brewery for a mixed-use development northeast of North Main Street and West Washington Street (Highway 39), along the Milwaukee River.

Kendra Lamer/Daily News Staff

## Razing wraps up for start of mixed-used development construction

By Melanie Boyung  
Special to the Daily News

**WEST BEND** — Demolition is well under way at the old West Bend Brewery site at West Washington Street and North Main Street, as old buildings are coming down to make room for a new mixed-use development called the District.

Developers broke ground on the site in early August, to prepare the land for construction of apartments, townhomes and some commercial space. Work so far has been both removing the old structures and arranging site utilities.

City of West Bend Administrator Jay Shambeau said the developer has spent the past five to six weeks working with We Energies, and will also work with Spec-trum and AT&T for utility infrastructure.

"They intend on razing the rest of the buildings later this week . . . And then they'll move right into the beginning of construction," Shambeau said Tuesday.

The project is being developed by HKS Holdings. Once completed, site plan docu-

ments approved by the city show the development will include 170 apartment units, seven townhome units and commercial space on the 2.9-acre site that once housed the West Bend Brewery at the intersection's northeast corner.

The first phase of construction will include commercial space and 46 apartments in a building at the corner, as well as the townhomes planned for along North Main Street, according to developer information.

Shambeau said the developers plan to have the first phase complete and ready for occupants by fall 2022, though they would like that to occur earlier if in any way feasible.

The second phase of the project will be a larger building to include 124 apartment units, constructed parallel to the river behind the property.

Susan Ipsarides, vice president of Greywolf Multifamily, said this summer that they are expecting the second phase to be complete by spring of 2023. Greywolf is involved in the project as a leasing and property management company. Shambeau

said the firm has already begun receiving inquiries on the living units the District will include.

The District is going up in West Bend's tax incremental district 15, which was formed by the city earlier this year to support the development going up adjacent to downtown.

Within a TID, properties are largely removed from the normal tax rolls in which different taxing authorities, such as the city, county, school district and the technical college, all receive tax dollars. Tax monies generated by new development or improvement within a TID, during its lifetime, all go to the city to be reinvested in the district rather than the normal jurisdictions.

West Bend city officials said during TID 15's creation that some of the TID funding would be used to provide developer incentives to the brewery site project, to help fund site acquisition and cleanup, as well as funding public projects such as further developing the Riverwalk and street improvements.

## Vaccination rates in Washington, Ozaukee counties see little change

**WASHINGTON COUNTY** — The number of residents in both counties covered by the Washington Ozaukee Public Health Department who have been fully vaccinated against COVID-19 remains nearly where it was a week ago.

According to data released this week by the WOPHD, 48.2% of Washington County residents and 60.4% of Ozaukee County residents: 53.3% of Wisconsin residents have completed their vaccine series.

Last week, 47.9% of Washington County residents were fully vaccinated, as well as 60.1% of Ozaukee County residents.

When it comes to young people, 32.7% of youths ages 12-17 in Washington County are vaccinated this week, 57.8% of youths in Ozaukee County are vaccinated, and 46.5% of youths statewide have completed their vaccine series.

The burden in both counties is listed as high on the COVID-19 dashboard, which is the total number of confirmed cases in the last seven days.

Washington County has a noticeably higher percent positivity rate on the dashboard, coming in at 29.8% compared to Ozaukee County's 16.4%.

This week, the state Department of Health Services announced that certain populations in Wisconsin can receive Pfizer vaccine booster shots.

The DHS recommends that the following populations should receive a booster dose of Pfizer at least six months after receiving their second dose of Pfizer in order to further strengthen their immunity.

- People 65 years and older
- All residents in long-term care
- People ages 50-64 years with certain underlying medical conditions

According to the DHS, the following groups also have the option of receiving a booster shot six months after their second dose, after considering their individual risks and benefits:

- First responders (health care workers, firefighters, police, staff at congregate care facilities)
- Education staff (teachers, support staff, childcare workers)
- Food and agriculture workers
- Manufacturing workers
- Corrections workers
- U.S. Postal Service workers
- Public transit workers
- Grocery store workers

At this time, the Pfizer booster authorization only applies to people whose primary series was Pfizer vaccine. People in the recommended groups who got the Moderna or Johnson & Johnson vaccine will likely need a booster shot in the near future.

To set up an appointment near you, visit [vaccines.gov/search](https://vaccines.gov/search).

## Teaching cursive would be required under state bill



**By the Numbers**  
Washington/Ozaukee County  
COVID-19 Cases





Trick-or-treat  
times in  
Washington  
County ▶ 3A



German town  
advances past  
Hartford in boys  
volleyball ▶ 1B



# DAILY NEWS

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## West Bend

### School Board OKs annual budget

Mill rate to remain  
at flat \$7.97

By Kendra Lamer  
262-306-5095  
klamer@conley.net.com

SOUND OFF  
What do you think?

Phone: 262-513-2641  
Email: soundoff@conley.net.com

WEST BEND — On Monday, the West Bend School District unanimously approved the annual budget for the 2021-22 school year. A balanced budget was approved with a property tax levy of \$47,580.917, resulting in a flat mill rate of \$7.97 per \$1,000 of assessed value on average across all municipalities and parcels within the district.

Information relating to state aid and membership was released to the district on Oct. 15 from the Department of Revenue and the Department of Public Instruction.

While a membership decline of 234 full-time equivalent (FTE) was expected, the district actually gained 73 FTE. The district has been experiencing declining enrollment over the course of several years.

"We're over 6,100 students. We thought we were going to be dipping below the 6,000-student threshold this year, but we've maintained that," said Assistant Superintendent of Business and Operations Andrew Sarnow. He said they believe these numbers were achieved through growth as housing permits help to increase the number of students and students returning to the district after homeschooling or going through open enrollment due to COVID-19.

Sarnow said it is an "interestingly anomalous" at this time, but they are unsure what this will look like in the future. Because of this membership increase, the district received \$1.1 million less for



Bradford Paulson/Special to the Daily News

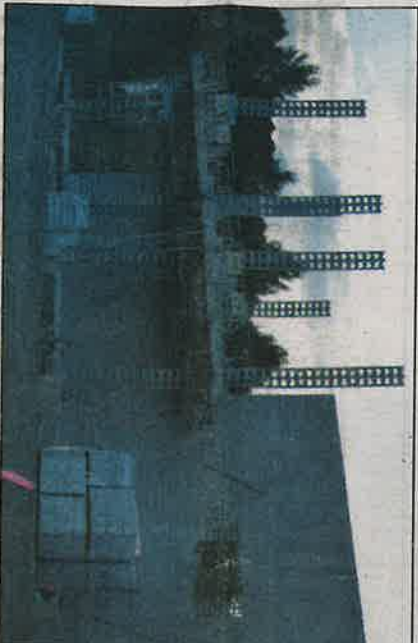
Construction crews work at the site of the Festival Foods in Hartford, 1275 Bell Ave.

By Kendra Lamer  
262-306-5095  
klamer@conley.net.com

HARTFORD — Construction of the new Festival Foods location in Hartford is well underway. The company anticipates finishing up construction early next year.

Aaron Aspengren, Festival Foods store planning senior director, stated that footings and foundation have gone in and they are now working to finish the walls, begin steel erection and begin roofing to make the shell water-tight.

The grocery store is part of the Hartford Plaza Redevelopment Concept. The redevelopment, at 1201 through 1275 Bell Avenue, includes a subdivision and phasing potential, residential space, commercial buildings and



Substantial portions of walls can be seen going up at the Festival Foods site in Hartford, 1275 Bell Ave.

outlots. Crews began razing the former Kmart building over the summer following Plan Commission approval of the

See FESTIVAL, PAGE 8A

one of them to allow more flexibility in future stages of development.

Upon completion, Festival Foods will open in a 70,213-square-foot, standalone building positioned on the property similarly to where the Kmart store was. The location is expected to add about 200 jobs to the area.

The Shoppes at Bell Avenue, another building being constructed as part of the redevelopment, will measure 11,327 square feet on the northeast corner of the site near the intersection of Bell Avenue and Novak Street. The multi-tenant building will have six retail spaces and a façade with similar characteristics to the Festival Foods to match.

## Hartford's Schwartz House to receive grant funding

Money to fund historic structure report, assist future projects

By Melanie Boyung  
Special to the Daily News

HARTFORD — Efforts to restore the Schwartz Family House are getting back on track, as the Hartford Historic Preservation Foundation has received a

director at the Chandelier Ballroom, announced earlier this fall that the Hartford Historic Preservation Foundation would be receiving the matching grant of up to \$9,000 to fund a historic structure report for the Schwartz Family House.

"I am absolutely delighted to announce that plans for the restoration and renovation of the Schwartz Family House are scheduled to resume! We are so honored to have just received a \$9,000 matching grant from the Henry Ford

The grant being a matching award, the foundation will have to raise \$9,000 from other sources to receive that full grant amount. Price said the historic structure report, to be provided by the Tower Heritage Center in West Bend,

Celebrate

# HARTFORD

Chamber President