

**U.S. EPA Brownfield Community-Wide Assessment Grant –  
Hazardous Materials and Petroleum Substances  
City of Janesville, Wisconsin**

Cooperative Agreement No. BF-00E00906-0

Quarterly Report No. 2  
January 1, 2012 through April 30, 2012

Submitted by:  
City of Janesville  
Al Hulick

**U.S. EPA Brownfield Community-Wide Assessment Grant  
City of Janesville, Wisconsin**

- A. Project Title:  
City of Janesville – Brownfield Community-Wide Assessment Grant – Hazardous Materials & Petroleum Substances
- B. Name of Grantee:  
City of Janesville, Wisconsin
- C. Cooperative Agreement No.:  
BF-00E00906-0  
Date of Award: 9/9/2011  
Project Period: 9/1/2011 – 8/31/2014  
Grant Amount: \$400,000 (\$200,000 – Hazardous Materials, \$200,000 – Petroleum Substances)
- D. Project Contact(s):
- |   |   |
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**INTRODUCTION**

The City entered into a Cooperative Agreement with the USEPA on October 6, 2011. Since that time, the City has undertaken a search and assessment of qualified Environmental Consultants. This request for proposal was advertised in accordance with the federal procurement procedures for selecting a qualified firm. Three firms responded to the request for proposals. The three proposals were reviewed by a team of staff members and a community member, and scored and ranked. Of those three responses, two firms were interviewed by staff and a community member. Ultimately, the interview team selected Ayres Associates out of Madison, WI as the most qualified respondent.

The City of Janesville entered into a contract with Ayres Associates in January 2012 and has begun to execute the grant work plan.

**TASK 1: SITE INVENTORY AND PRIORITIZATION**

*Status: The City and Environmental Consultant are actively creating a list of priority sites and historical inventory of sites.*

The City intends to conduct a Brownfields Site Inventory & Prioritization Process. City planning staff and Economic Development Director will identify potential sites, with the assistance of the city's Environmental Engineer, who will give cursory review of sites and their potential for contamination. The City will contract for part of this initial stage in order to utilize environmental experts. The identification process is an important community involvement opportunity, and staff will spend in-kind time to perform outreach to knowledgeable community members. The Process will result in a ranking of Brownfields properties in Janesville that reflects environmental, redevelopment, and community concerns and opportunities. This process will provide a clear plan for initiating assessment at Petroleum and Hazardous Substances sites.

To date, the City and Environmental Consultant are actively working on identifying and refining the boundaries of our four (4) major priority areas: Traxler Park, Downtown, Five Points, General Motors Area. As part of this process, we have begun to inventory the parcels within these four priority areas and investigate the historical legacy of these properties by reviewing Sanborn Maps, City Directories, and Wisconsin DNR Records.

Additional activities completed as a part of Task 1:

Meetings/Project Management

- Coordinated multiple schedules for three meeting dates and regular meeting schedule
- Facilitated/participated in 7 PMT meetings
- Prepared 7 agendas/task lists
- Arranged and participated in teleconference with PMT and ATSDR

- Prepared master project schedule and one significant revision to it
- Ayres completed a QAPP and has submitted it to the EPA for their review and approval

#### Multi-use Communication Documents

- Prepared *City Comprehensive Brownfield Program* one pager
- Prepared *Sites Inventory & Prioritization Process* one pager

#### Priority Area Boundaries and Brownfield Site Identification

- Facilitated City staff work session on Priority Areas boundaries and Brownfield Site identification
- Prepared Priority Areas Boundaries and Brownfields Site Maps and associated polygons in GIS and one significant revision
- Prepared Brownfield Sites list of parcels, owners and values and one significant revision
- Tentatively identified approximately 245 parcels that have been organized into about 50 potential redevelopment sites and cover more than 400 acres.

#### Brownfield Data Collection

- Prepared list of Data Needs, Responsibilities and Deadlines
- Tied state petroleum storage tank registry list to specific GIS parcels in Priority Areas and prepared a map of the sites
- Ongoing tying of BRRS Sites from DNR to specific GIS parcels in Priority Areas
- Developed protocols for bringing Sanborn Maps into GIS and recording REC's as identified by Ayres
- Developed data recording template for review of business directories
- Prepared list of addresses within Priority Areas for use in reviewing business directories
- Ongoing review of code violation files for properties with Priority Areas

#### Site Analysis Criteria, Scoring and Ranking

- Assembled and distributed inventory and ranking examples from other communities
- Prepared Redevelopment Analysis criteria and one significant revision
- Conducted teleconference with Ayres to prepare Environmental Analysis criteria
- Prepared Environmental Analysis criteria and one significant revision
- Prepared list of example/draft Community Goals and Values criteria
- Prepared Redevelopment Analysis scoring matrix/spreadsheet
- Prepare Environmental Analysis scoring matrix/spreadsheet
- Prepared Total Site Score and Ranking summary matrix/spreadsheet

### **TASK 2: CONDUCT PHASE I ENVIRONMENTAL SITE ASSESSMENTS**

*Status: To begin once the inventory and prioritization task has been completed, as well as the approval of the QAPP and all pertinent SAP's.*

Subject to USEPA approval of Eligibility Determination Forms and , we anticipate funding Phase I ESAs that satisfy the requirements of EPA's All Appropriate Inquiry and ASTM Practice 1527-05 ("Standard Practice for Environmental Site Assessments) at approximately 12-16 sites, including at least 4 sites where petroleum contamination is suspected and at least 8 sites where hazardous substances contamination is suspected. Sites assessed will be those identified as the highest-ranking petroleum sites and the highest-ranking hazardous substances sites through the Site Inventory and Prioritization process.

### **TASK 3: CONDUCT PHASE II ENVIRONMENTAL SITE ASSESSMENTS, CLEANUP PLANNING, and WISCONSIN DNR VOLUNTARY CLEANUP PROGRAM**

*Status: To begin once the inventory and prioritization task has been completed, as well as the approval of the QAPP and all pertinent SAP's.*

Phase II ESAs will be conducted as needed following completion of Phase I ESAs. Depending on the results of Phase I ESAs, we anticipate funding 4-6 Phase II ESAs with this grant (final number of assessments conducted with grant funds will depend on site complexity). We will develop Remedial Action Planning (RAPs) for two priority sites with identified remediation needs assessed under this grant. We will use any remaining funds to conduct this level of assessment and detailed remedial planning at additional priority properties deemed eligible.

All properties evaluated using these grant funds will be enrolled in the Wisconsin Department of Natural Resource's (DNR) Voluntary Party Liability Exemption (VPLE) Cleanup Program.

### **TASK 4: ON-GOING COMMUNITY INVOLVEMENT**

*Status: The City Administration is in the process of formally establishing the BAC and HMC Committee's. There has been a tentative joint meeting for the BAC and the HMC for May 8th.*

The City will develop a Brownfields Advisory Committee, which would consist of appointed representatives from each of the engaged entities—including community development partners, neighborhood groups, redevelopment partners, and public health service providers. The Brownfields Advisory Committee will provide direction to the work performed under the grant and through the Brownfields Program more broadly, including guiding the work of City Staff, partners, and consultants. Community engagement procedures employed will be modeled on the successful process used during *Comprehensive Plan* development, and the Committee will provide guidance and a consistent public face and contact point for the Brownfields Program.

Additional activities completed as a part of Task 4:

#### Multi-use Communication Documents

- Prepared *City Comprehensive Brownfield Program* one pager
- Prepared *Sites Inventory & Prioritization Process* one pager
- Prepared *Brownfields Advisory Committee* one pager
- Prepared *Health Monitoring Committee* one pager

#### Committees

- Prepared agenda for initial Joint Committee Meeting (BAC & HMC) and one revision

### **TASK 5: HEALTH MONITORING PROGRAM**

*Status: The City Administration is in the process of formally establishing the BAC and HMC Committee's. There has been a tentative joint meeting for the BAC and the HMC for May 8th. Also, the City has been in touch with Laruel Berman from ATSDR about their role in the Health Monitoring Task and has a tentative follow up call with Laruel in the next 10-14 days.*

The City will partner with Rock County Health Department, EPA, the Agency for Toxic Substances and Disease Registry (ATSDR), the Wisconsin Department of Health Services, Mercy Health System, and others in the healthcare industry, to assist in establishing baseline measures to assess the impact of redevelopment on public health.

Janesville will use the ATSDR Brownfields/Land Revitalization Action Model, a grassroots, community-level model designed to foster dialogue, communication, and vision among the diverse members of the community. The Action Model framework encourages the community to focus on broad public health topics connected to community health, such as physical and mental health; environment; education and economy; planning; safety and security; and communication and risk communication.

**TASK 6: ELIGIBLE PROGRAMMATIC ACTIVITES**

*Status: The City and Environmental Consultant continue to work through the Work Plan as approved by the USEPA. At this time, no amendments or changes are being requested.*

The City’s Project Manager will work with project consultants to prepare and submit quarterly reports to U.S. EPA. The reports will describe progress on each defined Task in this Work Plan and additional information as required in the Terms & Conditions of the Cooperative Agreement. The reports will be submitted electronically, unless another arrangement is discussed and approved by U.S. EPA. Property profile forms, submitted via ACRES, will be completed for each property where grant funds are expended and submitted and updated on a quarterly basis. The City will also prepare annual financial reports on the program for U.S. EPA. This task also includes general communication with U.S. EPA about the grant.

**BUDGET**

The total Assessment Grant award is for \$400,000. The budget for each grant components is provided in detail below:

Hazardous Substances Grant Budget Categories (Programmatic costs only)	Task 1:	Task 2:	Task 3:	Task 4:	Task 5:	Task 6:	Total Costs
	Site Inventory and Prioritization	Phase I ESAs & QAPP	Phase II ESAs / Cleanup Planning / DNR VCP	Community Involvement & Reuse Planning	Health Monitoring Program	Eligible Programmatic Activities	
Personnel				\$3,000	\$500	\$1,000	<b>\$4,500</b>
Equipment							<b>\$0</b>
Travel							<b>\$0</b>
Contractual	\$10,000	\$43,000	\$138,500	\$1,500			<b>\$193,000</b>
Other			\$2,500				<b>\$2,500</b>

<b>Hazardous Total</b>	<b>\$10,000</b>	<b>\$43,000</b>	<b>\$141,000</b>	<b>\$4,500</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$200,000</b>
<b>City In-kind Match</b>	\$1,250			\$5,000	\$1,250		\$7,500

Petroleum Substances Grant Budget Categories (Programmatic costs only)	Task 1:	Task 2:	Task 3:	Task 4:	Task 5:	Task 6:	Total Costs
	Site Inventory and Prioritization	Phase I ESAs & QAPP	Phase II ESAs / Cleanup Planning / DNR VCP	Community Involvement & Reuse Planning	Health Monitoring Program	Eligible Programmatic Activities	
Personnel	\$5,000			\$7,000	\$2,000	\$3,000	\$17,000
Equipment							\$0
Travel						\$3,000	\$3,000
Contractual	\$30,000	\$26,000	\$110,000	\$1,500			\$167,500
Other			\$2,500		\$10,000		\$12,500
<b>Petroleum Total</b>	<b>\$35,000</b>	<b>\$26,000</b>	<b>\$112,500</b>	<b>\$8,500</b>	<b>\$12,000</b>	<b>\$6,000</b>	<b>\$200,000</b>
City In-kind Match	\$1,250			\$5,000	\$1,250		\$7,500

**ATTACHMENT 1: PROGRESS REPORT AS PROVIDED AND PREPARED BY THE ENVIRONMENTAL CONSULTANT on APRIL 19, 2012.**

**City of Janesville  
Comprehensive Brownfields Program  
Inventory and Prioritization Process Progress Report**

**Tasks Completed by Ayres Associates**

Meetings/Project Management

- Coordinated multiple schedules for initial PMT meeting
- Participated in 7 PMT meetings
- Prepared list and facilitated discuss of potential grants for funding various city projects

QUAPP

- Participated in teleconference with EPA concerning preparation of the QAPP
- Prepared QAPP for review by City and EPA

Priority Area Boundaries and Brownfield Site Identification

- Participated in City staff work session on Priority Areas boundaries and Brownfield Site identification

#### Brownfield Data Collection

- Ordered and obtained 7-8 sets of Sanborn Maps from late 1800s to 1970
- Ongoing review of Sanborn maps and identification of REC's

#### Site Analysis Criteria, Scoring and Ranking

- Participated in teleconference with Vandewalle to prepare Environmental Analysis criteria

### **Tasks Completed by Vandewalle & Associates**

#### Meetings/Project Management

- Coordinated multiple schedules for three meeting dates and regular meeting schedule
- Facilitated/participated in 7 PMT meetings
- Prepared 7 agendas/task lists
- Arranged and participated in teleconference with PMT and ATSDR
- Prepared master project schedule and one significant revision to it

#### Multi-use Communication Documents

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#### Committees

- Prepared agenda for initial Joint Committee Meeting (BAC & HMC) and one revision

### **To Be Completed by Consultants**

#### Meetings/Project Management

- Review and comment on quarterly report to EPA
- Prepare agendas/action items for 5 PMT meetings
- Teleconference with ATSDR

#### Multi-use Communication Documents

- Prepare Inventory & Prioritization Process summary document

#### Priority Area Boundaries and Brownfield Site Identification

- Finalize boundaries and sites based on REC's

### Brownfield Data Collection

- Review business directories and enter REC's into GIS
- Enter Sanborn REC's into GIS
- Enter tax delinquent properties into GIS
- Enter relevant code violations into GIS
- Create summary REC's report/list

### Site Analysis Criteria, Scoring and Ranking

- Conduct Redevelopment Analysis scoring
- Tabulate consultant and city staff Redevelopment Analysis scoring
- Work session with city staff to review and synthesize Redevelopment Analysis scoring
- Conduct Environmental Analysis scoring
- Finalize Public Goals and Values scoring matrix/spreadsheet
- Conduct Public Goals scoring
- Applying weighing factors to categories and criteria as determined by the BAC
- Prepare Total Score and Ranking worksheet for review by committees
- Prepare Final Score and Ranking worksheet based on committee input

### Committees/Public Meetings and Input

- Prepare agenda packets for initial Joint Meeting of BAC/HMC
- Participate in initial Joint Meeting of BAC/HMC?
- Prepare materials for goals & values Public Meeting
- Facilitate initial goals & values Public Meeting?
- Tabulate/summarize results of goals & values Public Meeting
- Prepare agenda packets for second Joint Meeting of BAC/HMC
- Prepare materials for process results Public Meeting
- Facilitate public process results public meeting?
- Tabulate/summarize process results public meeting

### Priority Sites

- Meet with property owners to obtain access approval
- Prepare site eligibility report for EPA
- Prepare Priority Site(s) Summary and Action Strategy