



A G E N D A
ORMOND BEACH BROWNFIELD
ADVISORY BOARD
Regular Meeting

March 12, 2019

6:00 PM

City Hall
Ormond Beach City Commission Chambers
22 South Beach Street
Ormond Beach, FL

I. ROLL CALL

- A.** Continuing Members – Curtis Burkett, Michael Sznajstajler, and Thomas MacDonald
- B.** New Members – Mary Anne Connors, Fred Heyne, Kenneth Kimble, and Josh Pringle

ADMINISTRATIVE ITEMS

- C.** Election of Chairperson and Vice Chairperson
- D.** Review and Adoption of 2019 Meeting Schedule
- E.** Approval of the 2019 Rules of Procedures

II. APPROVAL OF THE MINUTES:

- A.** February 13, 2018
- B.** July 10, 2018 Minutes

III. OTHER BUSINESS AND DISCUSSION ITEMS -

- A.** Grant Project Status Report
- B.** Outreach/Community Participation Discussion

VI. MEMBER COMMENTS

VII. ADJOURNMENT

BROWNFIELD ADVISORY BOARD MEETING DATES 2019

Meeting Date:	Public Hearing Ad due: (Thurs. of 2 wks ahead)	Packet assembly and mail out
January 8, 2019	N/A-Cancelled	N/A-Cancelled
February 12, 2019	N/A-Cancelled	N/A-Cancelled
March 12, 2019	February 28, 2019	March 5, 2019
April 9, 2019	March 28, 2019	April 2, 2019
May 14, 2019	May 2, 2019	May 7, 2019
June 11, 2019	May 30, 2019	June 4, 2019
July 9, 2019	June 27, 2019	July 2, 2019
August 13, 2019	August 1, 2019	August 6, 2019
September 10, 2019	August 29, 2019	September 3, 2019
October 8, 2019	September 26, 2019	October 1, 2019
November 12, 2019	October 31, 2019	November 5, 2019
December 10, 2019	November 28, 2019	December 3, 2019

**RULES OF PROCEDURE
OF THE
BROWNFIELD ADVISORY BOARD
FOR THE
CITY OF ORMOND BEACH**

The Brownfield Advisory Board of the City of Ormond Beach, Florida shall be governed by the terms of the Code of Ordinances, and the Rules of Procedure set forth herein and adopted by the Board.

SECTION 1. OFFICERS, MEMBERS AND DUTIES

1.1 Chairman. A Chairman shall be elected by the Board, in accordance with Subsection 2-229 (d) of the City Code of Ordinances. The Chairman shall decide upon all points of order and procedure subject to these rules, unless otherwise directed by a majority of the Board in session at the time. The Chairman shall appoint any subcommittee found necessary to investigate matters before the Board. The Chairman shall sign all minutes of the Board and all pertinent correspondence.

1.2 Vice-Chairman. A Vice-Chairman shall be elected by the Board, in accordance with Section 2-229 (d) of the City Code of Ordinances. The Vice-Chairman shall serve as Acting Chairman in the absence of the Chairman and, at such times, shall have the same powers and duties as the Chairman.

1.3 Secretary. The Secretary shall be the Director of Planning or the designee of the said Director. The Secretary shall keep all records, shall conduct all correspondence of the Board, shall cause to be given the required legal notice of each public hearing and shall generally take charge of the clerical work of the Board. The Secretary shall take, or cause to be taken, the minutes of every meeting of the Board. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution acted upon by the Board, and all votes of members of the Board upon any resolution or upon the final determination of any questions, in dictating the names of members absent or failing to vote. The Secretary shall endeavor to present the final copy of the minutes to the Chairman for signature not later than five (5) days before the next regular meeting. The Secretary shall keep all records open to the public at all times during normal business hours (8:00 AM-5:00 PM), but shall in no event relinquish the original of any record to any person, unless such authority is granted by the Chairman of the Board.

1.4 Members. As required by Ordinance 2012-01 codified as Section 2-229 (b) of the City Code of Ordinances, the board shall consist of seven (7) members who shall be comprised of residents within or adjacent to a Brownfield area, businesses operating within a Brownfield Area, and other persons deemed appropriate by the City Commission in accordance with the residency requirements of Section 5 herein. Terms and conditions of appointment shall be governed by subsection 2-229 (c). Members shall provide the Secretary with their current home address and home and/or office telephone number, unless such information is made confidential by law. Such information shall be kept

current by the members. In the event that a member of the Board shall be unable to attend a regularly scheduled meeting, the member shall notify the Secretary of the member's expected absence no later than five (5) days before that meeting. The five (5) days notice of absence shall not apply to emergency absences beyond the member's control, nor to special meetings described in Subsection 2.2 below.

1.5 Viewing. The Board members shall make every effort to view any redeveloped site being considered by the Board for financial incentives related to the Brownfield designation. The Secretary shall provide each member with a map showing the subject site.

1.6 Schedule of Meetings. Pursuant to Subsection 2-229 (c) of the City Code of Ordinances, the Board members shall approve a yearly calendar of meetings at its inaugural meeting in January of each year. This schedule of meetings will establish timeframes for application submittal and staff review.

SECTION 2. MEETINGS

2.1 Regular Meetings. Regular meetings of the Brownfield Advisory Board shall be held generally on the second Tuesday of each month, at 6 PM, in the City Hall Commission Chambers. If the Chambers are not available, an alternate location shall be noted on the agenda and in all related advertising and noticing. The time and place of the regular monthly meeting may be changed by affirmative vote of a majority of the Board.

2.2 Special Meetings. Special meetings of the Board may be called at any time by the Chairman, or at the direction of any three (3) members of the Board. At least seventy-two (72) hours advance notice of the time and place of special meetings shall be given by the Secretary or Chairman to each member of the Board.

2.3 Cancellation of Meetings. Whenever there is no business for the Board, or whenever so many members notify the Secretary of inability to attend that a quorum will not be available, the Chairman may dispense with the regular meeting by instructing the Secretary to give written or oral notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

2.4 Quorum. A quorum shall consist of four (4) members for the transaction of business.

2.5 Conduct of Meeting. All meetings shall be open to the public. The order of business at regular meetings shall be as follows:

- a. Roll Call
- b. Invocation
- c. Pledge of Allegiance
- d. Approval of the Minutes
- e. Public Hearings on applications
- f. Other Business and Discussion Items
- g. Member Comments

h. Adjournment

2.6 Continued Meetings. The Board may continue a regular or special meeting if all business cannot be disposed of on the day set, and no further public notice shall be necessary for resuming such a meeting if the time and place of its resumption is stated at the time of continuance and is not thereafter changed.

2.7 Adjournment. Upon the conclusion of member comments, the meeting shall adjourn. New items other than those properly advertised and on the agenda shall not be heard by the Board.

SECTION 3. VOTING

3.1 Vote. The affirmative vote of a majority of the members present and legally entitled to vote at any meeting shall be necessary to make any recommendation on any matter coming before the Board. The Chairman shall have one (1) vote on all issues voted upon by the Board.

3.2 Voting Conflict of Interest. No member of the Board shall participate in any matter which would inure to the member's special private gain or loss, which the member knows would inure to the special private gain or loss of any principal by whom the member is retained, or to the parent organization or subsidiary of a corporate principal by which the member is retained; or which the member knows would inure to the special private gain or loss of a relative or business associate of the member without first disclosing the nature of the member's interest in the matter.

Such disclosure, indicating the nature of the conflict, shall be made in a written memorandum filed with the Secretary prior to the meeting in which consideration of the matter will take place, and shall be incorporated in the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the Board, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

In the event that disclosure has not been made prior to the meeting, or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within fifteen (15) days after the oral disclosure with the Secretary and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the Board, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

Any member of the Board who, after written notice and public hearing, is found to have violated the provisions listed above, shall have the member's membership on the Board immediately terminated.

3.3 Abstention. All members of the Board shall vote in favor of, or in opposition to, all matters coming before the Board for vote, and such vote shall be recorded in the official records of the Board. However, no member shall vote upon any matter which would inure to the member's special private gain or loss; which the member knows would inure to the special private gain or loss of any principal by whom the member is retained or to the parent organization or subsidiary of a corporate principal by which the member is retained, other than an agency as defined in Florida Statutes, Section 112.312(2); or which the member knows would inure to the special private gain or loss of a relative or business associate of the member. Any member so required to abstain shall, prior to the vote being taken, publicly state to the assembly the nature of the member's interest in the matter from which the member is abstaining from voting and, within fifteen (15) days after the vote occurs, disclose the nature of the member's interest as a public record in a memorandum filed with the Secretary, who shall incorporate the memorandum in the minutes.

3.4 Policy. It shall be the policy of the Board to provide sufficient findings to ensure all applications before the Board have addressed the criteria described in section 376.80 (5) of the Brownfield Act. The information and application provided by the applicant shall be reviewed by the Planning staff with a recommendation to the Board along with appropriate information or evidence and testimony presented at the public hearing.

SECTION 4. ATTENDANCE

Attendance of the Brownfield Advisory Board members shall be subject to the standards contained in the Code of Ordinances, Chapter 2 Administration, Article VI Boards, Commissions, Committees and Other Agencies, Division 1. Generally, Section 2-202, Attendance of Members, as amended.

SECTION 5. RESIDENCY REQUIREMENTS

Members need not live in the same zone as the City Commissioner making the appointment. All Board members must be residents of the City of Ormond Beach. A member who, after appointment or selection to the Board, ceases to be a resident of the city shall promptly tender a resignation, which shall be effective immediately upon its tender. Failure to resign shall result in the person's membership on the Board being terminated by the City Commission. Upon request of the person involved and upon a showing of good cause, the City Commission may extend such time.

SECTION 6. CONDUCT OF HEARINGS

The applicant may appear in person or by agent or by attorney at the hearing. The order of procedure for each hearing shall be as follows:

6.1 The Chairman, the Chairman's designee, shall present a summary explanation of the application;

6.2 The staff shall present its analysis and recommendations regarding the application;

6.3 The applicant or the applicant's agent shall be afforded the opportunity to speak in behalf of the application;

6.4 Any Board member, with permission of the Chairman, may request additional staff input or question the application or his agent;

6.5 The Chairman shall direct persons wishing to speak in favor of, or in opposition to, the application shall be allowed to do so after signing in and stating their name and address - such presentation shall be made at the podium. The Chairman shall ensure that there is sufficient time allocated to the staff, applicant and public to provide comments and to address questions, comments and recommendations raised by the Board members in their discussion of the application;

6.6 In order to allow the meeting to proceed in an orderly fashion, the Board, by motion, may limit the time allowed for remarks concerning a specific agenda item to a maximum of thirty (30) minutes for City staff, the designated representative of the applicant and the designated representative of any organized group and to five (5) minutes for members of organizations and other individual speakers. Additional time shall be allowed to respond to questions from the Board. The Chairman may also direct speakers to limit their comments to issues which have not been previously stated;

6.7 Arguments between the parties shall not be permitted - all remarks shall be addressed to the Chair;

6.8 Where there is no opposition to an application, the Chairman, by consensus of the Board and upon confirmation that all Board members have read the staff report, may waive the staff analysis;

6.9 Members shall at all times speak directly into the microphones to facilitate the recording of the meetings; and

6.10 Copies of any and all letters, exhibits, or any information not otherwise provided prior to the meeting are required to be presented to the recording secretary for inclusion in the Board minutes.

SECTION 7. DECISIONS

7.1 Time. Decisions by the Board shall be made in the form of a motion upon completion of the hearing.

7.2 Notification. The Secretary shall send a copy of the Board's recommendations to the City Commission and to the applicant within fifteen (15) days of the date of decision by the Board. A copy of the Board's recommendation shall be inserted in the applicant's file.

SECTION 8. AGENDA

Each matter shall be placed upon the agenda of the Board by the Secretary. The order shall be set by the Chairman with emphasis placed on anticipated audience interest. There may be a cut-off date established by the Board after which no further matters shall be added to the agenda. The agenda of matters to be heard shall be mailed or delivered to each member of the Board at least five (5) days before the regular meeting.

SECTION 9. RECONSIDERATION

Once a motion has been adopted, the Board may reconsider that matter at the same meeting, provided a motion to reconsider is made by a member who voted with the prevailing side.

SECTION 10. AMENDMENTS

These Rules of Procedures may be amended or modified by an affirmative vote of not less than four (4) members of the Board, provided that such amendment be presented in writing at a regular meeting and action taken thereon at a subsequent regular meeting.

SECTION 11. MOTIONS

Every motion shall require an affirmative vote of the majority of the Board members present and voting. Prior to polling the board, the Chairman shall announce the movant and the second.

SECTION 12. ROBERT'S RULES OF ORDER

Any point of procedure not otherwise addressed by these Rules shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

PRESENTED IN WRITING at a regular meeting of the Board on March 12, 2019.

MINUTES
BROWNFIELD ADVISORY BOARD

February 13, 2018

6:00 p.m.

City Commission Chambers
22 South Beach Street
Ormond Beach, Florida

I. ROLL CALL

Members Present

Curtis Burkett
Steve Buswell
Thomas MacDonald
William McMunn
Anthony Recascino (absent)
Michael Sznajstajler (absent)

Staff Present

Steven Spraker, Planning Director
Becky Weedo, Senior Planner
Melanie Nagel, Recording Technician
Randy Hayes, City Attorney

II. ADMINISTRATIVE ITEMS

A. Election of Chairperson and Vice-Chair

Mr. McMunn moved to appoint Thomas MacDonald as Chairperson. Mr. Buswell seconded the motion. Vote was called, and the motion unanimously approved.

Mr. Buswell moved to appoint Curtis Burkett as Vice Chair. Mr. McMunn seconded the motion. Vote was called, and the motion unanimously approved.

B. Review and Adoption of the 2018 Meeting Schedule

Mr. McMunn moved to approve the 2018 Meeting Schedule. Mr. Burkett seconded the motion. Vote was called, and the motion unanimously approved.

C. Approval of the 2018 BAB Rules of Procedures

Mr. McMunn moved to approve the 2018 Brownfield Advisory Board Rules of Procedures. Mr. Burkett seconded the motion. Vote was called, and the motion unanimously approved.

III. APPROVAL OF THE MINUTES

A. October 10, 2017 Minutes

Mr. Burkett moved to approve the October 10, 2017 Minutes. Mr. McMunn seconded the motion. Vote was called, and the minutes were approved.

IV. ASSESSMENT GRANT PROJECT STATUS – Beth Norman, Cardno

Becky Weedo, Senior Planner, stated that Beth Norman from Cardno is in attendance this evening to give the group an update on the projects and the budget.

1175 North U.S. Highway 1

Ms. Beth Norman stated that so far there have been two Phase I's done – one for 1535 North U.S. Hwy 1, and the other at 1175 North U.S. Hwy 1. They would like to move forward and do the Phase II for 1175 North U.S. Hwy 1. Prior to doing the Phase II work, they would like to do the Ground Penetrating Radar (GPR) survey. Based on the GPR survey, they will do a work plan, which is called a Site Specific Quality Assurance Project Plan, which has to be submitted to EPA requesting their approval for what Cardno wants to do for Phase II. The GPR has to go to EPA and they have 45 days to approve it, and then that unlocks the money for EPA to release the funds.

Ms. Norman continued that what they are asking for is to do a GPR survey at 1175 North U.S. Hwy 1, and then also do Phase II work. But, prior to the Phase II work, they have to do the work plan for the Phase II activity.

Mr. MacDonald stated that what Ms. Norman needs is a motion from the board to approve getting the spending to get the Ground Penetrating Radar survey done and the Phase II spending for 1175 North U.S. Hwy 1.

Mr. McMunn made a motion to allow the City to spend funds needed for the GPR survey and Phase II work at 1175 North U.S. Highway 1. Mr. Buswell seconded the motion.

Mr. McMunn asked if this was a vacant lot. Ms. Norman stated that it was a former gas station, but the lot is vacant now. Mr. McMunn asked if the tanks had been removed. Ms. Norman stated that they say the tanks were removed, but until they do the GPR survey, they won't know for sure.

Mr. McMunn asked if the owners are the ones requesting the survey. Ms. Norman stated that it is actually the realtor who is requesting the information.

Mr. McMunn asked if there was a budget or an amount that they were approving. Ms. Norman stated that they will do a cost proposal based on the survey. They need to know if there is any underground piping, any tanks, exactly what they are dealing with. Then they can do the proposal for the Phase II work.

Mr. MacDonald stated that will then lead the group to a discussion on what the Phase II cleanup is going to cost. Ms. Norman stated that was correct.

Mr. Buswell asked when the gas station was there. Ms. Norman stated that it has been almost 20 years since there was a gas station there. Often the property is abandoned and they say the tanks are gone, but in fact, they are still there. That is why the survey is needed.

Mr. McMunn stated that the board will have to meet again to discuss the Phase II spending, since the amount won't be known until the survey is done. Ms. Norman stated that it will be a couple of months until there is a cost proposal for Phase II. Ground water contamination is the biggest concern, more so than soil, because if the site is re-developed, they will usually cap the site with pavement.

Mr. McMunn stated that since there are monitoring wells, is this on EPA's list for cleanup. Ms. Norman stated that it was not. Mr. McMunn stated that testing the monitoring wells is not very expensive, so maybe the testing should be done with the GPR. Ms. Norman stated that the way EPA works, is if something is going to be tested, and be intrusive, testing soil or water, a work plan has to be provided to EPA and have them approve it first. The GPR is not invasive, so you do not have to get EPA approval to do it.

Mr. MacDonald stated that the GPR would be done, and then EPA would have to be contacted to get permission to do the well testing. Ms. Norman stated that for well testing there has to be a formal work plan.

Mr. Burkett stated that if the test holes are already there, how is the testing considered invasive if you are utilizing a facility that is already in the ground. Ms. Norman stated that it is because the collections would be from the media, soil or ground water, and taken to a lab. You cannot do that without EPA approval.

Following discussion, vote was called, and the motion to allow Cardno to spend grant funds needed for the GPR survey and Phase II work at 1175 North U.S. Highway 1 unanimously approved.

1535 North U.S. Highway 1

Ms. Norman stated that at 1535 North U.S. Hwy 1, the Phase II investigation has been completed, and the Site Rehabilitation Report was submitted to DEP for a site closure with conditions on the property. Currently the property is in the Florida Petroleum Program and it has no cap on it. But the score is so low that it could be 30 years before the DEP actually funds the site. There is an option to request a site closure with conditions, which include no drinking water, capping the property and keeping monitoring wells on the periphery of the site. So this option has been requested from DEP.

Ms. Norman stated that about 9 months ago DEP did some re-organization, and have eliminated the district offices from approving the CO's and they took it to the main office in Tallahassee. So, with all of the changes, it is taking a little bit longer to be approved. DEP will require, as part of the site closure process, that they obtain a survey which will show that the onsite wells and groundwater contamination plume is contained and is shrinking. With the site rehabilitation order, there will have to be a restrictive covenant on the property, which Cardno does not do, nor does the grant pay for, and with the restrictive covenant document there has to be a survey done anyway. Then the monitoring wells have to be abandoned. The grant will pay for Cardno to abandon the

monitoring wells that are in the center of the property, and they will also pay for a survey, if the board wants to do that.

Mr. McMunn asked if the city was going to have to do future monitoring. Ms. Norman stated that when DEP issues the site closure with conditions, that means that DEP can monitor the sites into perpetuity as long as they want to, but they will want the property owner to maintain wells on the periphery of the site to make sure that nothing is going off site. That is the property owner's responsibility.

Mr. MacDonald asked Ms. Norman if she would like a motion from the board to reimburse Cardno Inc. for the survey at 1535 North U.S. Hwy 1. Ms. Norman stated yes.

Mr. Buswell made a motion to allow the City to reimburse Cardno Inc. to obtain a survey for 1535 North U.S. Highway 1. Mr. Burkett seconded the motion. Vote was called, and the motion unanimously approved.

Ms. Norman stated that in the meantime, she can get a cost proposal to do the abandonment of the monitoring wells that are on site. Some of them are very deep, so she will have a cost proposal for the next meeting that she attends. The grant will pay for that as well.

Budget Status

Ms. Norman stated that the Board was provided the breakdown of the budget that was included in the work plan and was approved for Hazardous Substances and Petroleum Products. Essentially the budget is for \$200,000 for Petroleum Products and \$200,000 for Hazardous Substances. The sites that they are working on now are all petroleum sites, so they will be looking in the future for sites that have other hazardous substances. This would include paint, dry cleaners, etc. If another petroleum site is identified that is fine. The total just has to be kept below the \$200,000 cap. The budget is good for the entire 3-year period.

Mr. McMunn stated that in column 2, Task 2, it shows \$170,000 as the Total, and \$340,000 as the Grand Total – what does that mean as far as the budget. Ms. Norman stated that it is the money that can be spent for sub-contractors. Mr. McMunn asked if the table showed what had been spent so far. Ms. Norman stated that the expenditures are on another table.

Mr. MacDonald stated that just below the Budget Table, there is a graph that shows that \$54,263 has been spent so far. So, there is still a lot of room to go.

Mr. Burkett stated that of the \$54,263 that has been spent, does the money have to be kept track of based on the four tasks, so that each individual task does not go over budget. Ms. Norman stated that was correct.

Mr. MacDonald asked if the \$54,263 was part of the parameters of the \$170,000, or is it a combination of Task 1 and Task 2. Ms. Norman stated that it is a combination because there is Programmatic Support as well as the Community Outreach. It is a little more complicated than taking it out of one fund.

Mr. McMunn asked if \$54,263 is all that has been spent so far out of the \$400,000. Ms. Norman stated that the \$54,000 has contractual dollars, it has community outreach, and programmatic support as well. Mr. McMunn asked if the money designated as contractual meant that we have a contract in hand to do specific work. Ms. Norman stated that the money is not allocated.

Mr. MacDonald asked if it would help to see the funds broken up between Task 1, 2, 3 and 4, or do we just want it listed as a lump sum. Mr. Buswell stated that he would like to see the money spent broken down between Hazardous and Petroleum, since the goal now is to find sites that are non-petroleum, and there is money in the budget that may never get spent if we don't identify some of the hazardous sites in the area.

Ms. Norman stated that everything is tracked in the quarterly report, and she can send the quarterly report that tracks it. Mr. Buswell stated that some kind of summary would be nice.

Mr. McMunn asked if maybe a report should also show what has already been budgeted and approved for spending. Is there more that has been spent, or has been agreed upon to be spent? Maybe that amount could be shown in another color.

Grant Timeline and Schedule

Ms. Norman reviewed the grant timeline chart which will display everything during the life of the grant. It shows when the quarterly reports are due, when the annual federal financial reports are due, when the conferences are scheduled, when the Phase I's and Phase II's need to be closed out, when the grant period ends (September 30, 2019), and then you have 90 days to get all of the documentation compiled and submitted to EPA.

Mr. Burkett stated that in July of 2018, the timeline shows that 35% of the grant funds should be expended. Is this a goal that has been set with ramifications if it isn't met? Ms. Norman stated no, there are no ramifications. It is just a goal. Mr. Burkett asked if the funds through this program are not spent, is it frowned upon to leave money on the table, if we later want to get some more grant money. Ms. Norman stated that there will not be money left on the table. There will be many ways to use the grant money.

1735 North U.S. Highway 1

Ms. Norman stated that there is another site at 1735 North U.S. Highway 1 that they have gotten site access for, and they will be doing a Phase I on. It used to be a gas station, but there is no building there now. After completion of the Phase I, they will decide if they want to do a GPR survey

Mr. Burkett made a motion to allow Cardno to spend grant funds needed for Phase I work and the GPR survey at 1735 North U.S. Highway 1. Mr. Buswell seconded the motion.

Mr. Burkett asked how this project came to the city. Was it through a developer or a realtor? Ms. Norman stated that she believes that a developer got in touch with Mr. Goss about four months ago.

Following discussion, vote was called, and the motion to allow Cardno to spend grant funds needed for the Phase I work and the GPR survey at 1175 North U.S. Highway 1 unanimously approved.

Ms. Weedo stated that just today, she had received an email from the property owner of 825 Hull Road and they have expressed interest in the Brownfield program and have asked for some information. Ms. Weedo just wanted the Board to know that owners of this property have heard about the program. Ms. Norman was also contacted by one of the reporters from the Ormond Observer, and the reporter would like to talk to Ms. Cardno about the program. So there will be another opportunity to advertise the program.

Mr. Burkett asked if the email for 825 Hull Road was just an inquiry about the program itself, or for actual work to be started. Ms. Weedo stated that it was an inquiry about how they can possibly benefit from the Brownfield program. Ms. Weedo will be contacting them to provide information.

Mr. Burkett stated that this is just an example of the benefits that they were talking about. If there is someone who wants to develop and they can utilize the program, and have the funds covered by the grant which will be a benefit to them.

V. MEMBER COMMENTS.

There were none.

VI. ADJOURNMENT

As there was no other business, the meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Becky Weedo, Senior Planner

ATTEST:

Thomas MacDonald, Chair

Minutes prepared by Melanie Nagel

MINUTES
BROWNFIELD ADVISORY BOARD

July 10, 2018

6:00 p.m.

City Commission Chambers
22 South Beach Street
Ormond Beach, Florida

I. ROLL CALL

Members Present

Curtis Burkett
Steve Buswell
Thomas MacDonald
William McMunn (absent)
Anthony Recascino (absent)
Michael Sznajstajler (excused)

Staff Present

Steven Spraker, Planning Director
Becky Weedo, Senior Planner
Melanie Nagel, Recording Technician

II. APPROVAL OF THE MINUTES

A. February 13, 2018 Minutes

Approval of the minutes was tabled until the next meeting, due to not having quorum.

III. DISCUSSION WITH EPA PROJECT OFFICER – Brian Gross

Becky Weedo, Senior Planner, introduced Mr. Brian Gross, who is the EPA project officer with the Brownfields Grant program, and he would like to introduce himself and discuss his role as our EPA project manager.

Mr. Brian Gross stated that he is the grant project officer from the Environmental Protection Agency for the southeast region out of Atlanta. They have eight states in their region. He understands that Becky has inherited the project on her end. And he also, inherited the project on his end. He thinks the board members have probably been the constant, so he thanked them for their involvement. Of course, what they are trying to get out of this grant is to do the environmental work on blighted properties. So what he is talking about this afternoon is just the need to push that effort, make sure people are aware that the grant funding is there and available, what it's for, and to identify additional properties to work on. He always likes to make the point that people get nervous when you start talking about and poking around the environmental. So he always likes to make sure people know that this is a voluntary program, and it's not an enforcement-based program. So they are not going to make anybody do anything they don't want to do. But

at the same time, the grant money is there and available for them to do the environmental work on sites that people want to turn into something a little better than a vacant lot or a blighted building. Mr. Gross and Ms. Weedo had a discussion this afternoon about how things are going. He thinks Ms. Weedo is going to talk about the budget. He also wanted to make sure everybody knew that the grant period was three years, which ends September, 2019. So we have some time, but there is also an end date. So just keep that in mind. Thank you.

IV. GRANT PROJECT STATUS REPORT

Ms. Weedo stated that she wants to provide the board with the status of the grant project funding. As you can see from the chart, we had \$400,000 available, and we have only expended about \$59,000. So we do have some work to do trying to promote the program.

V. OUTREACH/COMMUNITY PARTICIPATION DISCUSSION

Ms. Weedo provided a copy of the Civic Involvement Plan. On page five, it discusses the different groups and organizations that we need to be working with on outreach. The list is pretty comprehensive of nine different organizations. In Ms. Weedo's discussion with Mr. Gross this afternoon, they thought they should add commercial mortgage lenders to that group. And she will do some outreach for floodplain management. She already has a list of lenders and realtors that she can mail outreach material to. She is also going to redevelop a brochure that can be mailed out. They also talked about doing inserts in the commercial utility bills. And so they wanted to invite the board to have some input or provide some recommendations that might be a good idea.

Mr. MacDonald asked Ms. Weedo if she has approached the Volusia Manufacturers Association. Ms. Weedo stated no she hadn't. Mr. MacDonald stated that they have a fairly good presence in Ormond Beach itself, so that may be a good resource. The executive director is Fifer, but he can't think of her first name. It's a good start. We may not be able to hit up the folks in Deland, but if they're down in our corridor, it might be beneficial to them to talk to us.

Mr. Buswell stated that he thinks what Ms. Weedo has is good. He thinks that maybe from a target audience standpoint the commercial lenders, obviously, would be a group that would deal with someone who might have some interest and maybe kickstart something.

Mr. Burkett stated that when the program first got started, there was some initial feedback from the realtors. Has Ms. Weedo heard anything back or any positive/negative or anything from some of the other groups that are listed? Ms. Weedo stated that Mr. Chris Butera has been the one who has pretty much obtained all project sites. She hasn't heard anything negative or positive. She did talk to Mr. Butera a couple of months ago, and she was asking him about suggestions, and he even said if somebody wanted him to come and make a presentation, he would do that.

Ms. Weedo stated that there is going to be one update to the Civic Involvement Plan. On page 11, the section dealing with public notification procedures, the city attorney

expressed a concern that it potentially is not compliant with the Florida Sunshine Laws, so they are going to rework the wording on that section.

Mr. Burkett asked about Ormond Main Street and the North US One Coalition¹ and what kind of exposure have we done to them directly to educate them on the program. Are they already educated for the most part?

Ms. Weedo stated that the outreach was conducted when we received the grant, and that was when Ric Goss was in this position. She doesn't know of any other outreach that's been done since then. If the transition with them has been as rapid as the transition with us, I would think that it's time for education.

Mr. Burkett asked if anything could be done through the Ormond Chamber. Ms. Weedo stated that Mr. Butera did actually recommend that they speak at their monthly meeting.

Mr. MacDonald stated that may not be a bad thing. He knows the MainStreet group is there. Chamber members are there. He thinks some people from Volusia County attend. The North US One Coalition is there too. There's a bunch of realtors there. Bankers are there. That may not be a bad thing for you to get on the docket for a little bit of, "Hey, this is what we offer. This is what the Brownfield can do for you. And this is the grant we have. It doesn't mean a bad thing. It means a good thing." From a banker's perspective, a Phase I and Phase II, keep the closing costs down. And it is very attractive to us because then we know exactly what we are financing. So that's a really good idea.

Ms. Weedo asked if that meeting was once a month. Mr. MacDonald stated that it is once a month and they always want speakers. He thinks Realty Pros gets up and does a discussion from their commercial side. He knows that Julia from MainStreet gets up and does a presentation about the MainStreet corridor. And then there's usually a designated speaker. You would probably fit very well into the 10 or 15 minute presentation time and could give an overview of the grant. The board could all show up and work the room, too.

Mr. Burkett asked if there was a fact sheet that could be handed out, something to get their attention, so they can leave with some information. Ms. Weedo stated that they are going to develop a brochure.

Mr. MacDonald stated it should be something small and not too wordy with bullet points about what the program can do. I like that. So something small and quick that gets their attention and catches their eye - something they can take with them.

Mr. Burkett asked Mr. Gross if this is typical of these programs. He wouldn't say that we are necessarily in our infancy, but we kind of are in a way. Does he usually see these programs taking off kind of slow? Does it depend?

Mr. Gross stated that he would have liked to have seen a little more having been done at this point, honestly. A lot of times, these things do build momentum once you have a few under your belt and people kind of get an idea of what is actually going on instead of it being just an abstract concept. Then they do tend to pick up momentum at that point. He knows a couple of sites have had Phase I done, and he thinks the Phase IIs are being done soon. So word can get out that way, but he thinks the city should look at trying to push the program as much as you can.

VI. MEMBER COMMENTS.

There were none.

VII. ADJOURNMENT

As there was no other business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Becky Weedo, Senior Planner

ATTEST:

Thomas MacDonald, Chair

Minutes prepared by Melanie Nagel

Environmental Protection Agency (EPA) Brownfields Program

EPA Cooperative Agreement No. BF 00D45816-0

Approved Work Plan Budget and Project Task Status

Hazardous Substances (Account G400NY00)										
Project Tasks	Task 1 Programmatic Support		Task 2 Site Characterization Phase I/Is		Task 3 Cleanup Plan/ABCA		Task 4 Outreach/Community Participation		Total	
Categories	Budget	Completed To-Date	Budget	Completed To-Date	Budget	Completed To-Date	Budget	Completed To-Date	Budget	Completed To-Date
Travel	\$ -		\$ -		\$ -		\$ 3,000.00	\$ 932.50	\$ 3,000.00	\$ 932.50
Supplies	\$ -		\$ -		\$ -		\$ 500.00		\$ 500.00	\$ -
Contractual	\$ 4,000.00	\$ 2,278.38	\$ 170,000.00	\$ 15,100.00	\$ 17,000.00		\$ 5,500.00	\$ 3,328.69	\$ 196,500.00	\$ 20,707.07
Total	\$ 4,000.00	\$ 2,278.38	\$ 170,000.00	\$ 15,100.00	\$ 17,000.00	\$ -	\$ 9,000.00	\$ 4,261.19	\$ 200,000.00	\$ 21,639.57
Petroleum Products (Account G400OR00)										
Project Tasks	Task 1 Programmatic Support		Task 2 Site Characterization Phase I/Is		Task 3 Cleanup Plan/ABCA		Task 4 Outreach/Community Participation		Total	
Categories	Budget	Completed To-Date	Budget	Completed To-Date	Budget	Completed To-Date	Budget	Completed To-Date	Budget	Completed To-Date
Travel	\$ -	\$ -	\$ -		\$ -		\$ 3,000.00	\$ 932.50	\$ 3,000.00	\$ 932.50
Supplies	\$ -	\$ -	\$ -		\$ -		\$ 500.00		\$ 500.00	\$ -
Contractual	\$ 4,000.00	\$ 2,278.38	\$ 170,000.00	\$ 33,019.58	\$ 17,000.00		\$ 5,500.00	\$ 3,328.69	\$ 196,500.00	\$ 38,626.65
Total	\$ 4,000.00	\$ 2,278.38	\$ 170,000.00	\$ 33,019.58	\$ 17,000.00	\$ -	\$ 9,000.00	\$ 4,261.19	\$ 200,000.00	\$ 39,559.15
Grand Total	\$ 8,000.00	\$ 4,556.75	\$ 340,000.00	\$ 48,119.58	\$ 34,000.00	\$ -	\$ 18,000.00	\$ 8,522.38	\$ 400,000.00	\$ 61,198.71

Why should I assess my site?

Knowledge about the environmental conditions is an important factor in setting the value for a piece of real estate—sellers want to receive a fair price, but potential purchasers may be unwilling to risk investment in properties without knowing the environmental issues. However, Environmental Site Assessments (ESAs) can cost thousands of dollars. EPA's program provides funding to perform environmental assessments at your property. This saves property owners the out-of-pocket assessment costs while still providing you the benefit of identifying or alleviating any concerns at your site.

Tax Incentives

Many States offer tax credits or other incentives for redevelopers who enter into Voluntary Cleanup Programs. Contact the Florida Department of Environmental Protection for exact details.

Is there a property in Ormond Beach you believe has potential for inclusion in this program either for future business or recreational use?

Did you know environmental assessment and clean-up planning of properties viable for redevelopment can be funded under the Program?

Businesses may be eligible for:

- Targeted Site Assessment Assistance
- Voluntary Cleanup Tax Credits
- Job Creation Tax Refunds
- State Loan Guarantees
- Building Materials/Sales Tax Credits
- Lender and End User Liability Protection

For more information about the City of Ormond Beach Brownfields Assessment Grant Program and how it can help you, contact us today.

City of Ormond Beach
(386) 676-3342

Brownfield Project Consultant
CARDNO
(850) 385-8232

City of Ormond Beach Brownfields Redevelopment Opportunity



Brownfields Assessment Grant Awarded

The City of Ormond Beach has received \$400,000 in assessment funding (\$200,000 for hazardous substances and \$200,000 for Petroleum Products) through the EPA Brownfields Program. Funding is available city-wide for Phase I and Phase II environmental site assessments, public health monitoring, cleanup planning and community outreach activities.

While funding is available on a City-wide basis, the City is focusing its assessment efforts on the two designated Brownfields also known as the **Granada Economic Opportunity Brownfield Zone** and the **US 1 North Brownfield Zone**, for potential job creation or removal of blight. Eligible participants can work with the City of Ormond Beach staff to redevelop sites that have environmental challenges with funds made available from this grant.

What are Brownfields?

Designated Brownfield areas are commercial and industrial properties that are having trouble being redeveloped because of actual or perceived environmental contamination. They range from your corner gas station to manufacturing facilities to former dry cleaning facilities, even former agricultural areas because of pesticides.

Why Redevelop Brownfields?

Brownfield properties are often abandoned, with owners no longer maintaining the property or paying property taxes. Abandoned properties can become hindrances in our community that promote illegal dumping, cause degradation of the environment and create potential health risks.

What are the Benefits of the Brownfield Redevelopment Program?

Redevelopment of Brownfield projects increase quality of life for the community, and especially for neighboring residents and property owners. By assessing and cleaning up brownfield sites, the City can protect the environment, spur economic growth, and provide an opportunity for job creation.

Aside from addressing concerns related to environmental risk in and around Ormond Beach, this program creates an environment that results in an increase in the City's tax base.

The primary benefit to businesses is liability protection so that a property owner doesn't have to worry about a lawsuit related to property contamination. This is very important in the real estate disclosure and to prospective lenders.