

**MINUTES**  
**BROWNFIELD ADVISORY BOARD**

**June 10, 2014**

**6:00 p.m.**

**City Commission Chambers**  
22 South Beach Street  
Ormond Beach, Florida

**I. ROLL CALL**

Members Present

William McMunn  
Michael Sznajstajler  
Ryck Hundredmark  
Patrick Opalewski  
Thomas MacDonald  
Pat Behnke  
Curtis Burkett (absent)

Staff Present

Richard Goss, Planning Director  
Melanie Nagel, Recording Technician

**II. APPROVAL OF FEBRUARY 11, 2014 MINUTES**

Chair McMunn called for a motion.

**Mr. Hundredmark moved to approve the minutes. Mr. Sznajstajler seconded the motion. Vote was called and the motion approved unanimously.**

**III. ADMINISTRATIVE ITEMS**

A. None

**IV. OTHER BUSINESS**

Mr. Goss stated that the Brownfield RFP has been completed, with the assistance of Mr. Sznajstajler, and was sent out about 45 days ago. Responses have come back and next week the Brownfield committee, consisting of one person from Engineering, one person from Economic Development, one person from the Airport Economic Development, and Mr. Goss will be reviewing them.

The RFP was prepared, with one RFP to get the grant done, and another RFP to do the work. It was then decided to combine them, so that whoever is selected to write the grant, will know they get \$400,000 to do the work. It is felt that the city can get a better deal on the grant by combining the two.

The RFP is laid out, based upon the work tasks that we will have to follow under EPA. Essentially the grant administration is the grant writing portion, and once the grant is approved then identification is done of all the sites within the US 1 corridor and Airport Road. There is also a huge Citizen Engagement portion and this Board will be working with that group and the consultant to identify sites.

Mr. Goss continued that once sites are identified, Phase I and Phase II environmental assessment reports will be prepared. In preparation of these reports we will be thinking about the end results; what's going to happen to these properties or what can we use these properties for. Once we have all of the reports done, and we have identified properties for cleanup, the consultant will prepare cleanup reports, which could include site plans for redevelopment.

Ms. Behnke asked what the timeframe would be for the project. Mr. Goss replied a year to 18 months. We may need to get some easements from property owners to do some of the work, but a lot of the work is on our airport site, which we own, so we will not be needing easements to get on the site. Probably half of the work will be at the airport and the other half along the US 1 corridor. Now that we are working on the US 1 Interlocal Agreement, all of those properties will be part of the city, even though they are not in the city, and will be eligible for the assessment.

Mr. McMunn asked about the budget of \$25,000 to do the job. Mr. Goss explained that is what he has estimated in his budget, but he is hoping to bring in someone for a lot less. Mr. McMunn then asked if we were hoping to get a grant for \$400,000, and was curious how that figure was arrived at.

Mr. Sznajstajler commented that EPA established a grant called the Community Wide Assessment Grant, and up to \$200,000 of the \$400,000 can be used for petroleum sites, and up to \$200,000 can be used for other hazardous sites. Mr. Goss explained that the money won't be used for cleanup, but it will be used to identify the sites, and will aid us at the airport, where we want to continue developing sites. Mr. Sznajstajler added that these are competitive grants and EPA likes to see someone come in and apply for a cleanup grant for a specific property after they have gone through this first step of identifying those properties in Phase I and Phase II. It is much more likely to be awarded a cleanup grant for a specific amount of money for a specific issue, if you have used the assessment process for a specific site.

Mr. Goss stated that we want to have the properties identified, the assessments done, and then a cleanup report is required for the sites identified. We might identify 30 sites, but we may only have 12 assessments done.

Mr. McMunn asked if we have to first do what's in the Brownfield area, before doing other areas. Mr. Sznajstajler stated that this is a Federal grant, which is separate from a State grant. The Brownfield area is a state program. The federal grant program likes you to focus in on an area that you base the application on, but it is a community wide grant.

Mr. Goss added that initially we want to concentrate on the Brownfield sites, and then if there is money left over or we don't have as many sites as we thought we did, then we can go community wide.

Mr. Goss stated that once we have a company selected to represent us, and we negotiate a contract, then the Board will come back together and have several meetings throughout the process.

Mr. Sznajstajler commented that at the last meeting there was some pending legislation he had discussed, and that House Bill 325 did pass and is waiting to be approved. This bill clarifies the Brownfield area designation process. It takes all the internal references, all the different sections of the statutes, and puts them into one section to locate requirements for a Brownfield designation. It also enhances liability protection. Someone who enters into a Brownfield cleanup agreement is now protected against claims for property damage at the site or that a neighboring property owner could bring. If you're agreeing to clean up a site with contamination, you shouldn't have to worry about someone suing you. It encourages people to take on these cleanups when there is a risk involved.

Mr. Sznajstajler continued that EPA had just announced winners for grants for 2014. Florida didn't do as well as they have done in the past and only a couple of local governments were awarded grants. It's time to start preparing for the 2015 grants, and to have a consultant ready to start working when the requirements come out.

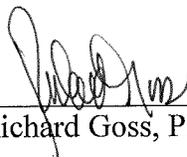
**V. MEMBER COMMENTS.**

There were none.

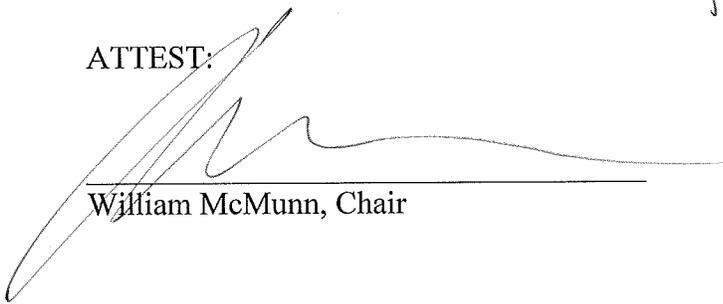
**VI. ADJOURNMENT**

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

Respectfully submitted,

  
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Richard Goss, Planning Director

ATTEST:

  
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William McMunn, Chair

*Minutes prepared by Melanie Nagel*