



VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT
AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE

Held on Tuesday, March 12, 2019 in the Board Room, at the Municipal Center

AGENDA ITEMS

1. **Call to Order & Welcome by Chairperson Zeyghami.**
Community Development Authority Meeting was called to order by Chair Hooshang Zeyghami.
2. **Roll Call of CDA by recording secretary.**

Roll call indicated 6 Community Development Authority members present.

<u>Member</u>	<u>Present</u>
ZEYGHAMI, HOOSHANG	YES
MALONEY, MARK	YES
BERGER, SCOTT	NO – Excused
HAGEDORN, TODD	YES
JELMELAND, DAVID	YES
KNOPF, MICHELLE	YES
WINKELS, STEPHEN	YES

3. **Approval of minutes from January 8, 2019 Meeting.**

Motion by Maloney, second by Hagedorn: to approve the minutes from the January 8, 2019, CDA Meeting.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



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4. Acknowledge Report: January and February 2019 Building Permits.

Motion by Maloney, second by Jelmeland: to acknowledge the January and February 2019 Building Permit report.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

5. Acknowledge Report: 2018 Draft Financials for TIF District # 1 and #2

Motion by Maloney, second by Knopf: to acknowledge the 2018 Draft Financials for TIF District # 1 and # 2.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



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6. Discussion and Recommendation to the Board of Trustees on Wausau Supply Land Sale and Development Agreement for property located at 7010 Commerce Drive.

Higgins stated that Wausau Supply would like to exercise the "Right of First Refusal" for 7010 Commerce Drive that was agreed upon in 2015 when they purchased 7305 Commerce Drive.

She also stated that they originally had different ideas on how they wanted to use the property, but they now plan to attach this property to their headquarters to the east (located at 7102 Commerce Dr) to allow for expansion of the headquarters building to the west with a majority of the property being used for parking.

Winkles asked what the current value of the property is with inflation. Higgins stated the current price per acre is \$25,000/acre and the agreed upon purchase price is \$154,000 for just over 7 acres, so it is a few thousand dollars less. He also inquired if there was a detention pond. Higgins stated there is a detention pond but it is on the parcel to the west and is owned by the Village.

Motion by Maloney, second by Knopf: to recommend to the Board of Trustees the Wausau Supply Land Sale and Development Agreement for property located at 7010 Commerce Drive.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



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7. Discussion and Recommendation to the Board of Trustees on TIF/Economic Development Grant Policies.

Donner handed out an updated version of the Small Improvement Project Economic Development Grant Program Guidelines along with the original version, showing the changes trying to simplify things.

He talked about what would be considered “Grant Eligible Improvements”, including upgrading of the building façade, building expansion (over \$500,000) and aesthetic improvements. Donner also talked about a reimbursement at the completion of the project with a 50% match from the Village up to \$10,000.

Discussion was had about getting a sense of assessed value before approving anything and having a non-discrimination policy (following the federal guidelines). It was also asked about funding inside and outside of the TIF. Donner stated funding would be subject to availability of funds and currently there are no funds available outside the TIF.

There was also discussion on roof improvements, which would be considered maintenance and not be included, along with landscaping that could be included, and the selling of a building, and non-profits.

Zeyghami stated that everyone should write down their suggestions and comments and they can discuss them at the next meeting.

FUTURE ITEMS

8. Next meeting date(s):
- | | |
|-------------------------------------|-----------------|
| a. Tues. April 9, 2019 @ 6:00 p.m. | Regular Meeting |
| b. Tues. May 14, 2019 @ 6:00 p.m. | Regular Meeting |
| c. Tues. June 11, 2019 @ 6:00 p.m. | Regular Meeting |
| d. Tues. July 9, 2019 @ 6:00 p.m. | Regular Meeting |
| e. Tues. Aug. 13, 2019 @ 6:00 p.m. | Regular Meeting |
| f. Tues. Sept. 10, 2019 @ 6:00 p.m. | Regular Meeting |
| g. Tues. Oct. 8, 2019 @ 6:00 p.m. | Regular Meeting |
| h. Tues. Nov. 12, 2019 @ 6:00 p.m. | Regular Meeting |



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i. Tues. Dec. 10, 2019 @ 6:00 p.m. Regular Meeting

9. Remarks from Staff and Commission Members.

a. Update on Recruitment of new Economic Development Coordinator position.

Higgins stated there have been 25 applicants in which they have narrowed it down to 6 with 4 interviews set. Many were weeded out due to education requirements and work experience. Higgins, Donner, and Parker are scheduled to be part of the interviews. Maloney volunteered to also sit in on the interviews if needed.

Jelmeland asked what the Economic Development Coordinator would be working on. Higgins stated the person would be busy developing a retention program, developing a template for Developer's Agreements to be used on all site plans, fine tuning administration of the TIF policies the CDA has been working on and eventually the Housing Study.

Higgins is hoping to have someone in place by Mid-April prior to Chamber Business Expo on 4/25.

b. Ideas for future business tours.

Higgins stated that in the past the CDA committee has gone on tours of various Weston businesses and was looking for ideas for new businesses to tour. Some of the suggestions were:

Wausau Supply
Cenflex
Melron
Crystal Finishing
Tine and Cellar

Higgins was going to email the CDA Members a list of the facilities where they had done tours in the past.



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Winkels asked about the status of the Southeast Quadrant (Camp Phillips Centre Development). Discussion was had on the wetlands, transmission lines, permits, etc. Donner stated that a conference call is scheduled for 3/13/19 with the team on what needs to be done to have things go forward.

10. Adjournment of CDA.

Motion by Maloney, second by Winkels: to adjourn the meeting at 6:42 p.m.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES