

**Economic Development Committee**  
**Minutes**  
**Monday, July 8, 2019 – 7:00 AM**

Call to Order: Meeting called to order by Chairperson Anderson at 7:00 a.m.

Roll Call:

- Present: Chairperson Ann Anderson, John Bernstein, Doug Pinnow, Barb Krattiger, Casey Jones (via phone) and advisory member Jeff Peterson
- Absent: Dennis Senz, Adam Scheidegger and advisory member Rich Vogel
- Others Present: Clerk Withee, Will Oemichen (GCDC) and Scott Anderson

Scott Anderson stated that the personnel committee will be working on a job description for city administrator/economic development position and finance is working on funding. May not find a part time person but this needs to start somewhere. They are hoping to possibly hire a retired person. Focus will be on five target areas for the job description. This is not a hiring process but a search and will need to find a person who is the right fit for the city. Need to be talking to community about why this is necessary. Doug said we should reach out to the person that talked to us about city administrator a few years ago. Jones asked what the cost would be for full time vs part time because it's a waste of time to go only for part time. Scott Anderson stated at least \$50,000 and that is a big difference from private to public sector. Once the benefits are seen then the public would possibly be more receptive. Casey Jones asked if a benefactor could fund this on a yearly basis. The committee was unsure if this would be allowed or how that would work.

John Bernstein stated that the original Kelch building is down. Official groundbreaking ceremony will be held July 19<sup>th</sup> at 10 am. Construction will take place in August and will be ready for occupancy in October. Fellowship hall will be built next year.

Approval of previous minutes: Motion by Bernstein to approve the minutes from May 2, 2019 and June 6, 2019 Casey Jones stated there needs to be a correction to the May minutes under Reimer it should say leased back 9 not purchased. Second by Krattiger. All ayes; motion carried.

Committee Comments or Questions: Doug Pinnow passed out a pamphlet from Corey at W&L with information regarding the Focus on Energy program. Jeff Peterson stated that WI is number one for this program. Casey Jones reviewed the grant information previously sent by Angela from DOA, Teresa forwarded the email to the committee. Casey Jones stated that one of the grants is for helping with handicap accessibility requirements.

City Updates: Doug Pinnow stated at the last council meeting the city passed a resolution for WWTP compliance. This is done every year and the city always has very high scores from the state. A council member asked if the city had a capital improvement plan. He was advised that we have one in comprehensive plan and that each department head has one. The council member feels that the city should do fundraisers for these items. Covered Bridge Days has several bands lined up and the car show will be on Sunday. Will Oemichen said that the furniture store was one of the first business that he interviewed and he said that he enjoys the festivals because it brings business to his store. Doug Pinnow stated that they have been having trouble with dogs in the park and Wade is working on putting more signs in the parks. The city and chamber spent \$8,000 on fireworks and he said some people were happy

and some were not. There should be something done to make them last a little longer. Municipal court clerk is retiring and an ad has been placed to hire a replacement. Part time city hall person is on hold until city administrator/econ dev person is determined.

Green County Development Update: Will Oemichen stated he has been continuing with business interviews he has completed 45 and is working on preliminary report. He will go back to school in early August and will have a more formal report. He has run into some problems with a few business' that don't want to talk to him. Would like local people to help him get into the door to finish the interviews.

Plan commission Update: Doug Pinnow stated that Three Waters Reserve wants the city to annex the golf course. The city attorney said it is possible but we need to determine if there is a benefit to the city. Plan Commission wants Steve Applebaum to attend the next meeting. Home improvement program is being revamped to better utilize the program. 25% will be opened up to downtown business and rentals will now be included. Casey Jones is looking at developing a parking lot and looking for funds to help. Collaborative meeting will be on hold until Brighten up Brodhead is complete.

Unfinished business: Developer contact regarding housing study. Doug said Adam Scheidegger was going to do this. This will be added to the next month's agenda. Cara Carper contacted developers to ask them about incentives for new business and a list was passed out with what developers would like as incentives.

New Business: Determine process for new business proposal review. Jeff Peterson said that there was a business that wanted a reply in a quick turnaround. We should use this as a learning exercise. This should be reviewed to know who needs to review each step of the process. Typically this is at least a 2 month process but we need to see if there is a way to expedite this. Economic development should have a meeting to only review this process and the steps needed to expedite. Guidelines must be put together to determine process. Doug Pinnow said they used to have a "fast team" that would help business make a decision right away rather than make people go from committee to committee. Casey Jones said an inventory of city land needs to be created and then prices need to be set to at least give people a ballpark figure. Jeff Peterson asked if there could be a fast track set up to help business. Doug Pinnow asked if this group should meet with Plan Commission for this specific purpose. It was decided that this committee will work on what they need to do first and then present that information to Plan Commission.

Future Agenda Items: separate meeting to work on business process and then a combined meeting with Plan Commission, developer contact regarding housing study from Adam Scheidegger

Next meeting – August 1, 2019 – 7:00 AM

Motion by Bernstein to adjourn. Second by Krattiger. All ayes; motion carried. Meeting adjourned at 7:45 a.m.

Respectfully submitted by Teresa Withee

Approved: