

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING:	ECONOMIC DEVELOPMENT COMMISSION
DATE AND TIME:	<u>MONDAY, June 5, 2017 at 6:30 p.m.</u>
LOCATION:	Germantown Village Hall Conference Room A N112 W17001 Mequon Road

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.
- II. **ROLL CALL:** Chairperson Hughes, Trustee Campbell, Trustee Miller, Members Coulthurst, Grgich, Sedgwick, Yokes
- III. **APPROVAL OF MINUTES:** December 1, 2015 and February 20, 2017 Regular Meeting Minutes and Approval of corrected October 27, 2015 Regular Meeting Minutes
- IV. **PUBLIC COMMENT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three-minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- V. **UNFINISHED BUSINESS:** None
- VI. **NEW BUSINESS:**
 - A. **Germantown Business Development Loan Pool Application.** The Village Board May Enter Into Closed Session Per Wi. 19.85(1)(E) Deliberating Or Negotiating The Acquisition Of Public Property, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session And May Re-Enter Open Session To Take Such Action As It Deems Appropriate.
- VII. **NEXT MEETING DATE AND TIME:**
- VIII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.

Economic Development Commission
Meeting Minutes
December 1, 2015

Call to Order: Chairman Daniels called the meeting to order at 6:30 p.m.

Roll Call: Chairman Shane Daniels, Trustee Rick Miller, Member Emily Bergeron, Member Lynn Grgich, Member James Sedgwick, and Member Jeff Hughes. Also in attendance were Village Administrator Dave Schornack, Village President Dean Wolter, Barry Chavin of MLG, and Deborah Reinbold of Economic Development of Washington County. Absent and excused Member Tim Yokes.

Approval of Minutes: MOTION Hughes seconded by Sedgwick to approve the minutes from October 27, 2015. MOTION carried unanimously.

Public Comment: None

Unfinished Business

- A. FBFC Loan Pool Update – Approved by Village Board. First possible candidate. Administrator Schornack confirmed map area. Jeff Retzlaff and Chamber will have application packets. Deb Reinbold contacted Dave Schornack about status with another possibility. Commissioner Daniels asked about a generic email address. Administrator Schornack to add logo to application.
- B. Village President Wolter needs photos for brochure, will look to member Grgich at Chamber. Will use other example as a boiler plate. Member Miller stated should include map. Administrator Schornack stated engineering department will create a nice map with color. Member Grgich asked could we do a mailer with brochure. Should have money in budget. Member Bergeron will follow up with President Wolter and member Grgich to coordinate.

Adjournment: There being no further business the meeting was adjourned at 6:50 pm

Respectfully submitted,

Shane Daniels
Economic Development Commission Chair

**VILLAGE OF GERMANTOWN
ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
February 20, 2017**

CALL TO ORDER: The meeting was called to order at 6:30 p.m. by Chairperson Hughes.

ROLL CALL: Chairperson Hughes, Trustee Members Campbell, and Miller and member Grgich were present. Absent and excused were members: Coulthurst, Sedgwick and Yokes. Also, present: Village Administrator Schornack, President Wolter, Trustee Zabel and Clerk Goeckner.

APPROVAL OF MINUTES: December 1, 2015 minutes were unavailable. Clerk Goeckner will contact former Trustee Shane Daniels for his copy of those minutes.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Germantown Business Development Loan Pool Application. The Village Board May Enter Into Closed Session Per Wi. 19.85(1)(E) Deliberating Or Negotiating The Acquisition Of Public Property, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session And May Re-Enter Open Session To Take Such Action As It Deems Appropriate.

Commission did not go into closed session. Commission reviewed applicable portions of loan application from Nick Dentice with a 60 month term for \$25,000 with First Bank Financial Centre. Village of Germantown is not responsible for the loan. **MOTION (Miller/Campbell) to approve request as presented, carried.**

ADJOURNMENT: There being no further business, the meeting adjourned at 6:48 p.m.

Respectfully Submitted,

Barbara K. D. Goeckner MMC/WCPC
Village Clerk

Economic Development Commission
Corrected Meeting Minutes
October 27, 2015

Call To Order: Chairman Daniels called the meeting to order at 6:05 p.m.

Roll Call: Chairman Shane Daniels, Trustee Rick Miller, Member Emily Bergeron, Member Lynn Grgich, Member James Sedgwick and Member Tim Yotes present. Also in attendance were Village Administrator Dave Schornack, Village President Dean Wolter, Barry Chavin of MLG, and Deborah Reinbold of Economic Development of Washington County. Trustee Jeff Hughes arrived at 6:15 p.m.

Approval of Minutes: MOTION Sedgwick seconded by Grgich to approve the minutes from the January 5, 2012 and May 21, 2012.
MOTION carried unanimously.

Public Comment: None

Reports

Chamber: Member Grgich reported she has not been tracking business openings and closings. Member Grgich updated the Commission on other Chamber happenings including the Manufacturing Career Expo and the 2015 holiday events, to be held on November 14th.

Member Sedgwick requested that Member Grgich resume tracking the updates on business openings and closing. Member Grgich requested the help of others. Member Yokes stated that perhaps other committees such as Planning could have insight into new business based on planning reviews.

MLG: Barry Chavin of MLG Commercial provided updates on the existing and future business parks. Only one 4 acre parcel remains in TIF 4, which is a resale and not Village owned. The newest business park, Willow Creek Business Park has 55 acres available, currently designed for four parcels. Ground breaking will be summer 2016 once the weather and ground are sufficiently dry for this kind of work. Mr. Chavin stated there is great interest in the Willow Creek park with two companies close to signing, with two other prospects in the pipeline. Contracts could be signed on one or more in the next 30-60 days.

Economic Development of Washington County: Deborah Reinbold was present and presented a summary of the Economic Development of Washington County projects. Notable is their organization provides loans to companies based on job creation throughout all of Washington County, with multiple successful partnerships in Germantown. Loans

are provided based on each job over three years at up to \$20,000 per job. Loans are provided with low interest and fixed financing options.

Unfinished Business: None

New Business

- A. Election of Secretary for Economic Development Commission: Member Yokes nominated himself for the position. Member Yokes elected unanimously

- B. First Bank Financial Centre Loan Pool: Commissioner Daniels presented information regarding the First Bank Financial Centre Loan Pool. The program, offered by First Bank, is a low interest loan program whereby the Commission is able to define a target area and target business to be eligible for lending. All lending decisions and underwriting is completed by First Bank Financial Centre, and the Village is under no risk. Further discussion ensued. Members Yotes, Sedgwick and Trustees Hughes and Miller participated in the discussion. Topics included target location, the application process and the types of businesses. Additionally, Member Sedgwick stated he wouldn't want to hold any potential business or applicant back by reviewing each individual application. President Wolter also stated that the target businesses should be small commercial and retail establishments.

MOTION Hughes seconded Sedgwick: Send forward with a positive recommendation the following:

1. To accept the Loan Pool program offered by First Bank Financial Centre.
2. Setting up a loan pool boundary for the following area: Mequon Rd from Division Rd east to the eastern most railroad tracks just west of Country Aire Dr; Division Rd from Mequon Rd north to Main St; Main St from Division Rd east to Fond du Lac Ave; Fond du Lac Ave from Main St southeast to Pilgrim Rd; Pilgrim Rd from Fond du Lac Ave South to Mequon Rd; and all other roads therein.
3. Eligible Businesses to Include: Commercial, retail or restaurant businesses within the above boundary.
4. The Economic Development Commission will forward all applications that meet the above boundary and business type requirements directly to First Bank Financial Centre without individual review. Any applications received that do not meet these requirements will be brought forth at the next regularly scheduled Economic Development Commission meeting.
5. The application for the loan pool program will be copied from the Hartland application example.

MOTION carried unanimously

Next Meeting Date and Time: December 1st, 2015, 6:30pm, Location Village Hall Board Room or Conference Room, TBD

Adjournment: There being no further business the meeting was adjourned at 7pm

Respectfully submitted,

Shane Daniels
Economic Development Commission Chair

DRAFT