



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
OFFICIAL MEETING AGENDA OF THE COMMUNITY DEVELOPMENT AUTHORITY  
TUESDAY, MAY 15, 2018**

**AGENDA ITEM 3  
MINUTES FROM PREVIOUS MEETINGS: MARCH 20, 2018**

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**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT AUTHORITY**  
**Tuesday, March 20, 2018 @ 6:00 p.m.**

1. **Call to Order & Welcome by Chairperson White.**  
Meeting called to order by Chairperson White at 6:00 p.m.

2. **Roll Call by recording secretary.**

<b>Commissioner</b>	<b>PRESENT</b>
White, Loren	YES
Berger, Scott	Excused
Hagedorn, Todd	Excused
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

3. **Approval of minutes from previous meeting.**

***Motion by Jelmeland, second by Winkles to approve the minutes of February 20, 2018.***

**Yes Vote: 4**  
**No Votes: 0**  
**Abstain: 0**  
**Not Voting:**  
**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

4. **Public comments.**

Jim Warsaw from MCDEVOC, Justin Frahm from JSD Professional Services, and young Winkles in attendance.

5. ***Sample Wetland Permit re: Meteor Timber, LLC***

Guild presented information from JSD. Moving forward with the Wetland Permit. No action needed at this time.

***Motion by Knopf, second by Winkels to acknowledge receipt of 2018 Building Permits issued.***

**Yes Vote: 4**  
**No Votes: 0**  
**Abstain: 0**  
**Not Voting: 0**  
**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
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White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

**6. Acknowledge 2018 Building Permits issued.**

Higgins commented that there is a revised January and current February report because of a change in a house permit.

**Motion by Jelmeland, second by Knopf to acknowledge receipt of 2018 Building Permits issued.**

**Yes Vote: 4**

**No Votes: 0**

**Abstain: 0**

**Not Voting: 0**

**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

**7. DRAFT Plan/Dev department audit**

Guild presented information.

White commented that we have only been utilizing this zoning code for 3 years, and that it is the first one that has moved our community from rural to urban code enforcement.

Guild would appreciate all elected and appointed officials to chat with community members about other communities zoning code and that it is the same not all communities enforce as the Village does. This code also keeps the community accountable and looking above the bar.

**Motion by Winkles, second by Knopf to acknowledge receipt of DRAFT Plan/Dev department audit.**

**Yes Vote: 4**

**No Votes: 0**

**Abstain:0**

**Not Voting: 0**

**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--

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Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

**8. Discuss the Request for Additional Scope of Work**

Guild presented information that the Village is ready to move forward with the creation of the permit with a recommendation to provide TIF dollars to JSD Professional Services to extend the scope of work for the Southeast Quadrant area.

Winkles questioned about if the permit will have a length of service.

Frahm responded that the wetland permit has a life span of 5 years but can be extended without having to go through the entire permit again.

Winkles questioned if the development begins in that five years is our permit good for the life of the development.

Frahm and Guild commented that yes that is true and that infrastructure will hopefully break ground within the next 12-18 months of today.

Guild commented that the Village wants to guarantee that the developer will be controlling the land and they have a vested interest in developing the land to hand it over to the new owners in the future.

The Village has provided less than \$100,000 to date but the developer has invested in the land well over \$2 million to date. The developer has a greater vested interest than the Village so far.

Jelmeland questioned that the permit has life span of five years what kind of cost will be incurred to extend the permit.

The permit covers 140 acres commercial center.

***Motion by Jelmeland, second by Winkles to acknowledge the Request for Additional Scope work not to exceed \$100,000... 36MIN.***

**Yes Vote: 4**

**No Votes: 0**

**Abstain: 0**

**Not Voting: 0**

**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

**9. Discuss MOU with Forward Development Group.**

Guild presented information.

White questioned about ATC utility relocation and the progress.

Guild answered that ATC has been in touch with JSD and the Village and are ready to go into the next phase with permission to move forward with purchasing

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supplies. ATC has approved the relocation route, and ATC has done all the relocation design on soil and other testing to prepare for the relocation. White questioned about the ATC route going through wetlands. Frahm answered that the Village will be rolling the ATC efforts into the Wetland permit that the Village and JSD are creating. Guild commented that the public will start seeing changes winter of 2018 and public will start questioning. White commented that it is well written and detailed. This MOU will develop into a more formal developers agreement.

***Motion by Knopf, second by Jelmeland to endorse the Executive Director's recommendation to have the Board of Trustees sign the memorandum of understanding with Forward Development Group.***

**Yes Vote: 4**  
**No Votes: 0**  
**Abstain: 0**  
**Not Voting: 0**  
**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

**10. Acknowledge Transport Way Street Extension.**

Guild presented information. White commented that we are conducting this process to avoid issues that other communities have had not utilizing eminent domain. Guild's recommendation that the acquisition of land expense will be financed by TIF 1. Guild commented that we only need to grab the large lot east of Transport Way at this time. The other properties could be grabbed by the Village once the site plans on those properties are developed in the future. Jelmeland questioned that this had been presented in previous meetings of the CDA. Guild answered yes.

***Motion by Winkles, second by Jelmeland to endorse the Executive Director's recommendation to begin the process of extending Transport Way, per the details provided in this request.***

**Yes Vote: 3**  
**No Votes: 0**  
**Abstain: 1**  
**Not Voting: 0**

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**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	ABSTAIN
Jelmeland, David	YES
Winkels, Stephen	YES

**11. Resolution 2018-CDA-002 re: TIF Guidelines & Application**

Higgins presented information.

Page 102 changes on fees

Jelmeland commented about competing against other local municipalities, look at the long term of the length that the business will provide to the community, income and additional village revenues. A fee structure for a business will bring to the financial improvement of the Village finances. Could the Village go above and beyond and if the business stays for a certain time period and the Village can refund some or all of the fee back to the business because they will bring so much more into the Village.

Higgins questioned which option on a fee the commissioners would like to start with.

Guild commented that \$1000 fee would be sufficient.

Higgins questioned when the rebate would be provided, the commissioners agreed at occupancy.

Guild commented that occupancy would be a good time.

Jelmeland questioned how the resolution would be worded on the rebate.

White also questioned about the final approval of 60 days.

Jelmeland optioned that not to exceed 180 days.

Warsaw commented that 120 days would be more sufficient.

Higgins commented that this period would also have to include the site plan timing.

***Motion by Jelmeland, second by Knopf to approve Resolution 2018-CDA-002 re: TIF Guidelines & Application with number of days be 120, and fee be \$1000 and refundable fee at point of occupancy of business.***

**Yes Vote: 4**

**No Votes: 0**

**Abstain: 0**

**Not Voting: 0**

**Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

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12. Resolution 2018-CDA-003 re: support for economic development,  
Resolution 2018-CDA-004 re: Camp Phillips Center development,  
Resolution 2018-CDA-005 re: County Road X Corridor Plan.  
Guild presented information.

*Motion by Winkles, second by Jelmeland to approve Resolution 2018-CDA-003 re: support for economic development, Resolution 2018-CDA-004 re: Camp Phillips Center development, Resolution 2018-CDA-005 re: County Road X Corridor Plan.*

**Yes Vote: 4  
No Votes: 0  
Abstain: 0  
Not Voting: 0  
Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES

**ADJOURNMENT.**

*Chairperson White adjourn the CDA March 20, 2018 meeting at 7:48pm.*

**Yes Vote: 4  
No Votes: 0  
Abstain: 0  
Not Voting: 0  
Result: Pass**

<b>Commissioner</b>	<b>Voting</b>
White, Loren	YES
Berger, Scott	--
Hagedorn, Todd	--
Knopf, Michelle	YES
Jelmeland, David	YES
Winkels, Stephen	YES