



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

**HELD ON TUESDAY, APRIL 9, 2019**

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**AGENDA ITEMS**

**1. Call to Order & Welcome by Chairperson Zeyghami.**

*Community Development Authority Meeting was called to order by Chair Hooshang Zeyghami at 6:00 pm.*

**2. Roll Call of CDA by recording secretary:**

*Roll call indicated 5 Community Development Authority members present.*

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

**3. Approval of minutes from March 12, 2019 Meeting.**

*Motion by Maloney, second by Knopf: to approve the minutes from the March 12, 2019, CDA Meeting.*

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 2    Result: PASS

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



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**4. Acknowledge Report: March 2019 Building Permits.**

*Zeyghami had a question on the permit valuation as it stated it was \$3,424.601. Higgins indicated that a decimal point was accidentally used instead of a comma, and it should state the valuation as \$3,424,601.*

*Motion by Jelmeland, second by Winkels: to acknowledge the March 2019 Building Permits report.*

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 2    Result: PASS

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

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

*Donner stated they had worked on finalizing language for the Small Economic Development Grant Policy. The Village's Financial Consultant, Greg Johnson of Ehlers, and Planning Consultant, Mark Roffers, have reviewed the document again and have made some revisions.*

*Donner pointed out the policy includes a condition that businesses will not be eligible for grants on work that has already been completed or started before the grant is approved. He suggested the Commission could consider language that allowed their discretion in this regard. After discussion the Commission suggested this language remain as proposed, that projects already started or completed not be eligible.*



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*There was also discussion on a Non-Discrimination policy. Donner indicated he had spoken to Attorney Yde about this who advised that a policy for non-discrimination is required by Federal and State law for any business with 15 or more employees. Commissioner Jelmeland stated his intent for this was to have applicants be informed the Village does not discriminate. Donner acknowledged he had misunderstood the intent of the non-discrimination statement. He stated Attorney Yde suggested obtaining example language from a non-profit organization.*

*Higgins stated the Non-Discrimination policy should also be added to the Large Improvement Grant Policy.*

*Other items that were discussed were, to eliminate signage as an eligible project from the General Requirements section and add it to the list of Non-Eligible projects. Finally, the Submittal Requirements, are to be modified to state that architectural plans need to be professionally drawn and stamped by a licensed architect.*

*Motion by Zeyghami, second by Winkels, to recommend to the Board of Trustees the TIF/Economic Development Grant Policies.*

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 2    Result: PASS

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



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**6. Discussion and Recommendation to the Board of Trustees on pursuing special legislation for TIF 2.**

*Donner stated at one time there was contact made with Senator Petrowski by a prior administrator, exploring the potential of special legislation to allow us to amend the boundary of TIF 2. Senator Petrowski recently contacted Donner to see if the Village was still interested in pursuing this legislation to allow a Project Plan Amendment.*

*Donner indicated we exceed the limit of % of assessed value in our existing TIF Districts and/or % of total land area permitted to be in a TIF under the existing statutory language. The only way for us to consider an amendment is through special legislation. Reasons for us to consider amending TIF #2 are to increase the area which could be targeted for improvements (along the Schofield Avenue Corridor) and include all of the LaPorte property at the southeast corner of Schofield Avenue and Birch Street within the TIF as it currently is partially inside and partially outside the boundary.*

*It was explained the existing TIF #2 would have to close in 2021 if no additional projects are undertaken. We could take on additional projects through 2026 and would have to retire any debt by 2032.*

*Donner stated the Village's intent with TIF #2 was to take on projects to improve the appearance of buildings up and down the Schofield Avenue to Birch Street. If the Village would want to amend TIF #2t, we would then want to think about expanding the boundary farther east. Donner indicated that one area that was looked at to be the target of that was the corner of Birch street and Schofield Avenue where there is a large lot owned by the Laporte family. Currently the property is being marketed for sale as one large property, however, it is actually 3 smaller lots with at least one lot not located in the TIF, therefore, they could not be combined for development.*

*There was also discussion on how far east the improvements could go along Schofield Avenue. Higgins stated that the planning area for the Corridor plan is actually to Ryan Street. She also stated they can explore this with Mark Roffers some more if the CDA wants to pursue the special legislation.*



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*Jelmeland asked if the Village was going to look at both TIF districts and see which properties are partially within the boundaries. Higgins stated that everything is done in TIF 1 and they don't have to look at that anymore. There was also a suggestion to create a map showing which properties are located within the ½ mile distance of TIF boundaries for project funding eligibility*

*Motion by Knopf second by Maloney, to recommend to the Board of Trustees on pursuing special legislation for TIF 2.*

Yes Vote: 5    No Votes: 0    Abstain: 0    Not Voting: 2    Result: PASS

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

**FUTURE ITEMS**

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



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**8. Remarks from Staff and Commission Members.**

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

*Higgins stated that they held four initial interviews and made an offer to a gentleman, but that he did not accept that offer. She then stated they have three more candidates that they are interviewing, with one of them being this week.*

**Other**

*Winkels asked if there was any update on the Camp Phillips Centre. Donner stated the Village is still working with the DNR with regards to the wetlands and are hoping to have a Public Hearing within 60-90 days. The Village is working with an attorney from Madison who is well versed in this area of the law.*

*Donner reported he attended the Marathon County Metropolitan Planning Commission (MPO) meeting earlier in the day and the resolution for Business Highway 51 was on the agenda. There was also an official from the Wisconsin Department of Transportation (WDOT) at the meeting who stated they would be following up with Schofield, Rothschild, and Weston regarding Business Highway 51. The WDOT then brought up the topic of State Municipal Agreements and that he would expect the DOT to push for the municipalities to make a commitment to take ownership of the road and push the jurisdictional transfer.*

*Donner also stated he and Higgins attended a meeting at the Chamber of Commerce (or the First Tuesday meeting) along with representatives of other area municipalities. Discussion took place on the Chamber's Strategic Plan.*

*Donner and Higgins expressed confusion as to how the meeting was handled. They were expecting more discussion and support of regional cooperation from the Chamber. It was also stated there is a perception that*



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*the cooperative agreement between municipalities to not "poach" businesses from each other is expired.*

*Donner then discussed he is not clear as to what MCDEVCO's mission is, as there was discussion at the Chamber meeting that MCDEVCO's mission has changed. He wants to seek some clarification on this and suggested contacting our County Board members. The CDA Committee suggested we invite the County Board members that represent Weston to the next CDA meeting.*

**b. Future business tours discussion.**

*It was discussed that two of the business the CDA would like to visit are Cenflex and Greenheck Fan. Higgins will be following up with those companies.*

**9. Adjournment of CDA.**

***Motion by Maloney, second by Winkels: to adjourn the meeting at 7:04 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	YES
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES