

MINUTES

Portage County CIP/Economic Development Committee
November 27, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Jankowski, Pazdernik, and Piesik

Member Not Present: Krogwold

Staff Present: Schuler and Wallace, Portage County Planning and Zoning

Others Present: David Hickethier, County Corporation Counsel Office; and Patty Dreier, County Executive

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one registered to speak.

3. Director's Reports:

- CIP Update – No report.

- Economic Development/Business Park Update – Schuler provided a handout to members regarding a citizen who noticed downed trees in the Business Park wooded area along I39 and is requesting to remove them for firewood. This activity would require a license agreement drafted by the Corporation Counsel Office and would be similar to agreements developed for the Parks Department. The request did not arrive in time to be added to today's agenda, but Schuler wanted to make members aware of the request. The citizen was notified a legal license agreement would be necessary once Committee action took place at a future meeting. The citizen may not be inclined once they know a legal license agreement would be necessary. Schuler will provide the citizen with feedback received today.

Hickethier verified this type of agreement has been drafted in the past for the Parks Department. Within the agreement, it is made clear that: 1. the only trees taken are downed trees; 2. the wood is for personal use only; 3. vehicle access is only allowed once the ground is frozen; 4. there are requirements to repair any damage; and 5. they must disclaim Portage County from any liability associated with tree removal.

Idsvoog asked if there could be an issue with the fact that Portage County is not advertising this to the public at large. Could there be any unintended consequences. Hickethier replied the point is Portage County is specifying the wood is for personal use only; not harvesting trees for sale of wood. These trees are down; otherwise, the County would have to take care of removal at some point.

Jankowski noted the City of Stevens Point Forester issued the County an order of tree removal on County-owned land alongside the railroad tracks due to oak wilt. The east half of this land is within the City of Stevens Point. This will be discussed at an upcoming Space and Properties Committee agenda. The land in question is not within the Portage County Business Park.

Dreier felt an individual using a pick-up truck to take the trees would not be an issue. Dreier noted a previous request made by a farmer to mow the Business Park. The request came during a hay shortage. The farmer could not believe the County's response took so long and the hay went to waste. She is looking for a policy structure to be developed and put into place that makes the County able to respond quickly to these types of opportunities for citizens. Idsvoog felt a license agreement and liability waiver are extremely important. Dreier asked if it could ever come down to the Director staffing the Business Park making the decision and providing the Committee with a report – knowing there would always be a license agreement, etc. Piesik stated approvals come before the Committee at this time, and Schuler noted that is the case currently because safeguards are not in place. Staff and Committee members had previously discussed delegating to staff certain functions coming to the Committee, such as standard license agreements, temporary sign approvals. The language allowing this has not been developed. Idsvoog stated he and Schuler would meet on this and bring it back before the Committee.

Schuler noted he has not heard of any recent Business Park activity from Bill Scholfield, other than his following up on previous interests.

Dreier asked Schuler to discuss the Business Park signs and challenges with maintaining them, because it may be a bigger issue at some time to deal with. Schuler responded that Dreier is talking about the monument signs that identify the Park. Signs were installed with neon lights, which have been a problem for a long time, and sign maintenance has fallen through the cracks. Typically, signs are periodically refurbished. We are now in that cycle and are discussing whether neon should be replaced by LED lights, or not have the lights at all. These questions remain unanswered. Work on these signs would be let for bid.

Idsvoog asked the cost estimate for sign work and Schuler replied he would think the cost would hit five figures. Idsvoog asked if the County would be better off purchasing new signs. Schuler stated that is part of the discussion. Idsvoog suggested staff come back with options and the Committee should conduct an onsite visit of the Park. Idsvoog described the signs as key; they light the place up and make it attractive. Schuler added the signs are iconic for the Park; the face of the Park. Schuler also added that landscaping must be updated in the Park. Updating signs and landscaping could result in rebranding the Park, which could prove positive. Schuler stated ideas and options on both would be brought back to the Committee. Dreier stated she appreciates this discussion.

4. Discussion/Action on Minutes of the September 20 and October 3, 2013 Meetings

With no discussion necessary, Piesik moved approval and Pazdernik seconded the motion. Minutes were approved by voice vote.

5. Discussion/Possible Action on Granting a Utility Easement to Wisconsin Public Service Corporation (WPS), Lot 99 in the Portage County Business Park

Schuler described this as an interesting situation because you would think easements normally go into the road right-of-way, but WPS has the policy and opinion that in this circumstance, they want the easement outside of the right-of-way. That results in an easement on County property. WPS prepared an easement, which has been forwarded to the Corporation Counsel for review. Hickethier stated a standard utility easement has been prepared in which we would be granting property truly for the purposes of installing/maintaining utilities within a certain specified property as set forth in the agreement. WPS, in turn, releases the County from any liability associated with it. Schuler added this is being requested in order to serve the City of Stevens Point's East Park Commerce Center and the cold storage development.

Jankowski asked for clarification as to whether this easement would be to the end of the County's ownership and east of that becomes the City's. Schuler replied yes.

Jankowski moved to grant a utility easement to WPS as presented. The motion was seconded by Piesik and passed by voice vote.

6. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Piesik seconded the motion. Meeting adjourned at 7:15 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
October 3, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Krogwold, Jankowski, Pazdernik, and Piesik

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning

Others Present: Bill and Debbie Scholfield, Scholfield Group, LLC; David Hickethler and Mike McKenna, County Corporation Counsel Office; Michael Ostrowski, City of Stevens Point Community Development; Jerry King, Skyward; Keith Pilger, Attorney for Skyward; Jenni Jossie, County Finance Director; and Tim Zimmerman, citizen

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one registered to speak.

3. Director's Reports:

- CIP Update – Jossie had no update at this time.

- Economic Development/Business Park Update – Schofield provided a handout detailing available lots in the Business Park. This information included available lot sizes, development area designation, and sale prices. In addition, undeveloped sold lots were identified. A Portage Park Centre lot illustration (aerial) was included on the page depicting three vacant lots.

4. Motion and Roll Call Vote to Enter into Closed Session Pursuant to Sec. 19.85 (1) (e), Wis. Stats., for Competitive or Bargaining Reasons to Deliberate, Review, and Negotiate Terms for the Sale/Conveyance of Business Park Lots

Piesik moved to enter closed session and Krogwold seconded the motion. Closed session began by unanimous roll call vote.

5. Motion and Roll Call Vote to Reconvene in Open Session Pursuant to Sec. 19.85(2), Wis. Stats.

Krogwold moved to reconvene open session and Pazdernik seconded the motion. Open session began by unanimous roll call vote.

6. Discussion and Possible Action on Issue Deliberated in Closed Session Under Agenda Item 4

Idsvoog asked for verification that all involved were looking at the same real estate purchase agreement, which included language dealing with signage. All agreed they had the same version of the real estate purchase agreement before them.

With no further discussion, Krogwold moved to approve the real estate purchase agreement between Portage County and SkyGroup, LLC. Pazdernik seconded the motion, which passed by voice vote.

7. Discussion and Possible Action Regarding 2014 Budget

Jossie provided a handout including a Capital Projects Snapshot for the 2014 budget and discussed the "On The Horizon" section on Page 1. She highlighted one specific change from the adopted plan, which included the "addition of the Central Wisconsin Airport East Terminal renovation project for the 2nd phase of improvements, which is able to move forward due to a recent federal grant award." (This renovation will be funded by the airport.)

She then referred to the detailed 2014 project listing, and specifically referenced the following:

- Enterprise Resource Planning (ERP) having an implementation cost of \$1,610,000.
- Simulcast construction budget of \$7,000,000, which will go before the County Board by resolution in November.
- County Road X has a construction cost of \$893,100. Jossie clarified this is not enough for project completion; the remaining construction cost will be borrowed, bringing the full cost to \$2 million dollars. (A final project design is necessary.)

8. Adjournment

With no further business to come before the CIP/EDC Committee, Jankowski moved to adjourn. Krogwold seconded the motion and the meeting adjourned at 7:35 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
September 20, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Krogwold, Jankowski, and Piesik

Member Absent: Pazdernik

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning

Others Present: Bill and Debbie Scholfield, Scholfield Group, LLC; and David Hicketier, County Corporation Counsel Office

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one registered to speak.

3. Director's Reports:

- CIP Update – Jossie not in attendance.
- Economic Development/Business Park Update – Schuler had no update at this time.

4. Discussion/Action on Minutes from the July 18 and 31, and August 7 Meetings

With no discussion necessary, Krogwold moved to approve the July 18 and 31, and August 7 minutes as presented. Jankowski seconded the motion, which passed by voice vote.

5. Motion and Roll Call Vote to Enter into Closed Session Pursuant to Sec. 19.85 (1) (e), Wis. Stats., for Competitive or Bargaining Reasons to Deliberate, Review, and Negotiate Terms for the Sale/Conveyance of Business Park Lots, AND

6. Motion and Roll Call Vote to Reconvene in Open Session Pursuant to Sec. 19.85(2), Wis. Stats., AND

7. Discussion and Possible Action on Issue Deliberated in Closed Session Under Agenda Item 5

Items 5, 6, and 7 were pulled from the agenda prior to the meeting.

8. Discussion/Action on License Agreement to Stage Equipment on Lot 100 of the Portage County Business Park Relating to the Cold Storage Facility Construction

Wallace explained an equipment staging area on Lot 100 is requested during construction of the cold storage facility in the adjacent City of Stevens Point East Park Commerce Center. Lot 100 is immediately west of the construction site. Trees and brush have been removed on this lot.

Krogwold asked if Lot 100 would be returned to pre-license condition once equipment staging during construction is no longer necessary and Wallace replied yes, sometime in spring 2014. Idsvoog asked if all members understood the request. Hearing no objections, Jankowski moved to approve a license agreement to stage equipment on Lot 100 relating to construction of the cold storage facility. Krogwold seconded the motion, which passed by voice vote.

9. Review of Business Park 2013 and 2014 Budgets

Cummings read the 2013 and 2014 budgets as provided to members with their agenda packet. No questions were posed.

Piesik asked the number of lots available for sale in the Business Park. Scholfield replied approximately 11 lots. Scholfield stated he would provide a spreadsheet detailing lots at the next meeting.

Jankowski asked whether Ministry has provided an update as to construction plans. Schuler stated the land along I39 remains vacant and he is not optimistic as to its development. In addition, land owned by Pavelski

across from Adventure 212 remains undeveloped, as well as the TOLD ownership. It appears the economy is beginning to perk, which may cause interest. Scholfield noted he spoke to individuals at Ministry, who are actively marketing their land because they have no plans to build. Scholfield described this as a “princely piece” of real estate. He further noted there are three parties moving toward contracts.

10. Adjournment

With no further business to come before the CIP/EDC Committee, Krogwold moved to adjourn. Jankowski seconded the motion and the meeting adjourned at 7:10 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
August 7, 2013 – 7:30 am – Conference Room 5, County Annex

Members Present: Idsvoog, Krogwold, Jankowski, Pazdernik, and Piesik (arrived 7:32 am)

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning

Others Present: Bill Scholfield, Scholfield Group, LLC; Patty Dreier, County Executive Office; Murphy Horacek, Intern, County Executive Office; David Hicketier and Mike McKenna, County Corporation Counsel Office; Michael Ostrowski, Stevens Point Mayor's Office; Don Butkowski, County Board Supervisor; Jenni Jossie, County Finance Director

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:30 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one registered to speak.

3. Director's Reports:

- CIP Update – Jossie had no update at this time.

- Economic Development/Business Park Update – Schuler stated he did not have an update at this time.

Scholfield noted he has been in discussions with two potential buyers of the TOLD property, as well as interest in Portage Park Centre.

4. Motion and Roll Call Vote to Enter into Closed Session Pursuant to Sec. 19.85 (1) (e), Wis. Stats., for Competitive or Bargaining Reasons to Deliberate, Review, and Negotiate Terms for the Sale/Conveyance of Business Park Lots

Jankowski moved to enter closed session pursuant to Section 19.85(1)(e), Wisconsin Statutes, and Krogwold seconded the motion. Committee entered closed session at 7:32 am by unanimous roll call vote.

5. Motion and Roll Call Vote to Reconvene in Open Session Pursuant to Sec. 19.85(2), Wis. Stats.

Krogwold moved to reconvene open session pursuant to Section 19.85(2), Wisconsin Statutes and Pazdernik seconded the motion. Committee reconvened open session at 7:37 am by unanimous roll call vote.

6. Discussion and Possible Action on Issue Deliberated in Closed Session Under Agenda Item 4, and

7. Discussion and Possible Action on Agreement Between Portage County and the City of Stevens Point to Deed Land for Municipal Road Purposes

With no discussion necessary, Krogwold moved to approve the agreement between Portage County and the City of Stevens Point to deed land for municipal road purposes as drafted by the Portage County Corporation Counsel Office and presented today. Pazdernik seconded the motion, which passed by voice vote.

8. Adjournment

With no further business to come before the CIP/EDC Committee, the meeting adjourned at 7:40 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
July 31, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Piesik, Krogwold, Jankowski, and Pazdernik (arrived 7:09 am)

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning

Others Present: Bill Scholfield, Scholfield Group, LLC; Patty Dreier, County Executive Office; David Hicketier and Mike McKenna, County Corporation Counsel Office; and Andrew Halverson and Michael Ostrowski, Stevens Point Mayor's Office

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one registered to speak.

3. Director's Reports:

-CIP Update – Schuler noted the Finance Department did not have an update for the Committee at this time.
-Economic Development/Business Park Update – Schuler stated he did not have an update at this time.

4. Motion and Roll Call Vote to Enter into Closed Session Pursuant to Sec. 19.85 (1) (e), Wis. Stats., for Competitive or Bargaining Reasons to Deliberate, Review, and Negotiate Terms for the Sale/Conveyance of Business Park Lots

Krogwold moved to enter closed session pursuant to Section 19.85(1)(e), Wisconsin Statutes, and Piesik seconded the motion. Committee entered closed session at 7:02 am by unanimous roll call vote.

5. Motion and Roll Call Vote to Reconvene in Open Session Pursuant to Sec. 19.85(2), Wis. Stats.

Jankowski moved to reconvene open session pursuant to Section 19.85(2), Wisconsin Statutes and Krogwold seconded the motion. Committee reconvened open session at 7:47 am by unanimous roll call vote.

6. Discussion and Possible Action on Issue Deliberated in Closed Session Under Agenda Item 4

Krogwold moved to approve an agreement be developed to transfer road right-of-way on E.M. Copps Drive and associated drainage rights to the City of Stevens Point. Pazdernik seconded the motion, which passed by voice vote.

After brief discussion, members decided to meet on August 7, 2013 at 7:30 am to work through necessary agreement language as a result of action taken under agenda item 6 above.

7. Adjournment

With no further business to come before the CIP/EDC Committee, the meeting adjourned at 7:49 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
July 18, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Pazdernik, Piesik, Krogwold, and Jankowski

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning; and Jossie and Heyman, Portage County Finance

Others Present: Bill Scholfield, Scholfield Group, LLC; Gary Speckmann, County Parks Director; Jami Gebert and Patty Dreier, County Executive Office; Jake Barnes, Citizen; John Charewicz, Daniel Kontos and Cory Nelson, Sheriff's Office; and Todd Neuenfeldt, Facilities Director

Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

Review and Approval of Minutes

With no discussion necessary, Pazdernik moved to approve the May 8 and July 11 minutes. Krogwold seconded the motion, which passed by voice vote.

Director's Reports

Jossie and Schuler stated they had nothing to report at this time.

Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one registered to speak.

I. Discussion and Possible Action Regarding Resolution Establishing a New County Correctional Facility as a Priority for Future Planning and Construction

Idsvoog noted this project appears in the CIP budget and he suggested leaving it as is, but once a cost figure is developed, the project needs to come back to Committee.

With no further discussion, Jankowski moved to approve the resolution establishing a new County correctional facility as a priority for future planning and construction. Motion seconded by Krogwold and passed by voice vote.

II. Discussion and Possible Action Regarding Resolution Adopting the Capital Improvement Plan For 2014-2017 for Portage County

Idsvoog referred Committee members to the 2014-2019 proposed Capital Improvement Plan provided today by Jossie. Idsvoog offered three Plan amendments for action, which were discussed at a previous meeting.

- a. Amendment of CIP #15-Health Care Center (HCC) to incorporate the option of a remodel to the facility.

Motion by Piesik to include a HCC remodel option, second by Pazdernik. Motion passed by voice vote.

- b. Amendment of CIP #24-Standing Rocks Development (snowmaking) to include this project in 2015, with a footnote that if the citizens group can successfully raise \$125,000 and develop a business plan that will show the project will pay for itself, the Committee can entertain moving forward with the project.

Motion by Krogwold to accept the amendment as described, second by Jankowski. Motion passed by voice vote.

- c. Amendment of CIP relating to County Road X (Sunset Drive to Marathon County line). The amendment includes moving \$3 million dollars to 2014 and hold there until a highway plan is developed. Idsvoog felt something has to be done with this section of road.

Motion by Krogwold to accept the amendment as described, second by Pazdernik. Piesik questioned whether the plan would change with the upcoming transition from the current Highway Commissioner to his replacement. Jossie stated she talked with Highway Commissioner Kelley about County Road X.

The project had been budgeted and then eliminated. At this point, the Highway Department has saved money on projects and may need to spend it. Working on County Road X as planned may be accommodated with these funds. Dreier clarified the original County Road X budget was \$6 million dollars, and now the budget is \$3 million dollars. Motion on the floor passed by voice vote.

Jossie reiterated the handout reflects: a. a slight change to HCC for a remodel project; b. moving back the Standing Rocks project by one year; and c. budgeting for County Road X in 2014.

Motion by Jankowski to approve a resolution adopting the Capital Improvements Plan for 2014-2019 as amended at this meeting. Piesik seconded the motion, which passed by voice vote.

Jossie explained the County Board packet on the CIP resolution will include a listing of the projects and a note the entire plan is located on the web or copies may be obtained from the Finance Department.

III. Discussion Regarding Review of Open Capital Improvement Projects

Jossie noted with potential Highway Department cost savings, some projects may be able to be reworked. In addition, the Sheriff's Office radio system enhancement project, Simulcast, will require design early on, and costs associated with that project are being worked up.

IV. Discussion and Possible Action Regarding Special Event License Agreement for the Midwestern Recumbent Bike Rally: August 9 and 10, 2013 (Rolf Garthus/Hostel Shoppe)

Schuler stated this licensing agreement has occurred over multiple years. The event has been successful and no negative feedback has been received by the Department. Wallace explained the request is the same as last year's, only the dates have changed. Necessary insurance information has been submitted to the Department.

Pazdernik moved to approval a special event license for the Midwestern Recumbent Bike Rally. Motion seconded by Jankowski, and passed by voice vote.

V. Discussion and Possible Action on Request by Scholfield Group, LLC & TOLD Development for a Waiver from the Portage County Business Park Deed Restrictions and Protective Covenants Section XI Regarding Temporary "Sites Available" Signs (Lots 31, 32, 33; Intersection of County Road R and County Road HH)

Wallace stated the Committee had approved this waiver request on the same property in the past. Proposed signs are the same size, at similar locations, and the sign wording has changed. (Sign design and location included in agenda packet.)

Piesik moved to approve a waiver to allow temporary "sites available" signs for Scholfield Group and TOLD Development as described. Krogwold seconded the motion, which passed by voice vote.

VI. Update on Portage County Business Park Issues

Schuler noted the first full season of mowing under a contract is underway. Staff has found the contracted agency to be responsive to any issues discussed with them. Business Park tenants have been mowing areas they are responsible for, except for one who has yet to mow. Scholfield stated he spoke to that tenant yesterday and they now understand they are responsible for mowing, which will be done.

Adjourn

With no further business to come before the CIP/EDC Committee, Piesik moved to adjourn and Jankowski seconded the motion. Meeting adjourned at 7:10 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
May 8, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Pazdernik, Piesik, Krogwold, and Jankowski

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning

Others Present: Michael McKenna, County Corporation Counsel; Bill Scholfield, Scholfield Group, LLC; Mary Patoka and Mike Somers, CAP Services; Gary Speckmann, County Parks Director; Nathan Sandwick, UW-Extension; Jami Gebert and Patty Dreier, County Executive Office; Jeff Beighley, Intern; Tim Zimmerman, Citizen from Town of Hull; Jake Barnes, Citizen; Jenni Jossie and Trisha Heyman, County Finance Department; Lori Dehlinger, Portage County Business Council; Laura Belanger-Tess, County Human Resources Director; and Shirley Simonis, County Clerk

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

Barnes registered to speak during agenda item 6.

3. Discussion/Action on Minutes of April 4, 2013 Meeting

Scholfield offered a clarification that under a listing contract with Scholfield Group, the Business Park had \$5.4 million in sales. Adding sales under the listing contract with Colliers-Barry brings total sales to \$8.2 million. With no further discussion necessary, Krogwold moved to approve the April 4, 2013 minutes as amended. Pazdernik seconded the motion, which passed by voice vote.

4. Director's Reports:

-CIP Update (Jossie): Jossie noted an aerial photography project was missing from the proposed CIP plan that had been presented and this project has now been added. Idsvoog asked if that was the \$22,000 project and Jossie replied no, the \$22,000 is an amendment for an existing project. Currently, there is a Request for Proposals (RFP) process for the Microsoft Exchange System and they are anticipating it will come at a higher cost. Therefore, they are preparing a budget adjustment resolution for \$22,000. There is another project Jossie is watching, which is the next generation 911 system. This project is being reviewed and could potentially involve a budget adjustment as well. Jossie then noted work is continuing on the Courthouse steps where clean up is being done after a walk-through found things needed to be fixed. Once completed to our satisfaction, final payment will be made for that project.

-EDC Update (Schuler): No update by Schuler at this time. Scholfield noted three calls on Business Park lots. Two are qualified buyers on Lot 14, and the City of Stevens Point is moving forward on Lots 103 and 104.

5. CAP Services Presentation on Ongoing CAP Services Economic Development Activities – Mary Patoka

Idsvoog welcomed Patoka and said he understood there were concerns she had with economic development in Portage County. Idsvoog stated if there is anything Portage County is not doing or should be doing, we would like to hear from Patoka at this time, as well as a summary of where CAP Services (CAP) is as relates to economic development.

Patoka stated she is not here criticizing what Portage County does; that is not intended, and she hoped not perceived. CAP has appreciated the non-county funding received over the last couple of years to support both housing and business development services provided by CAP. Patoka highlighted year 2012 progress toward their goals. They were trying to raise their loan fund by \$250,000 and have a minimum of \$100,000 in loans go out to Portage County businesses and homeowners. As of the end of 2012, CAP raised more than \$1 million dollars, all of which has been for business lending. CAP was recently certified as a Small Business Administration (SBA) micro lender. In the next couple of weeks, they will be closing a loan with the SBA for \$250,000 and that will allow them to turn around and supply business loans to small businesses – up to a \$50,000 loan limit. Many customers CAP works with are unable to obtain conventional bank loans.

Idsvoog asked how people know about CAP's programs/services and how they decide who receives money. Patoka replied they work through the Service Corps of Retired Executives (SCORE), the Small Business Development Center (SBDC), bankers, general contractors, etc. CAP provides underwriting similar to banking institutions, serving low-income entrepreneurs and start-up businesses, which are facing the most challenges with conventional banks. CAP is also certified by the United States Treasury and is an alternative to banks and credit unions – trying to reach the low-income market more so than banks or credit unions. Patoka stated referrals come in all the time and for every 10 received, 2-3 actually start a business. CAP staff is trained in the areas mentioned.

Patoka noted the following activity in 2012: 1. Seven new businesses were started/assisted by CAP in Portage County; 2. Five additional jobs were created in businesses CAP helped start previously; 3. 23 business loans were made and of those, five were in Portage County with a value of \$30,000; and 4. They provided lending to 13 homebuyers or those wishing to rehab homes in Portage County at a total of \$76,000. CAP met their \$100,000 goal. That figure will be exceeded in 2013 due to a large local business loan in February 2013, with several more to come.

Idsvoog asked how you qualify to rehab a home. Patoka replied some of the funds used would define those qualifications. As an example, CAP has administered Community Development Block Grant (CDBG) funds for the City of Stevens Point. Sometimes the qualifier is geographic, or a function of how much the rehab will cost and what the loan-to-value ratio may be when the rehab is completed. Housing and Urban Development (HUD) requirements and standards must be met. There are about 250 people on a waiting list at this time, and HUD continues to cut funding, which affects housing purchase and rehab. Loan rates and standards vary based on the funding source.

Pazdernik asked the income requirements and Patoka replied typically 80% of County median income. Piesik asked the CAP service area. Patoka answered the primary area includes the Counties of Outagamie, Waupaca, Portage, Marquette, and Waushara. With possible business lending in Wood County, southern Marathon County, and western Calumet County. As an aside, Patoka noted the United States Department of Agriculture (USDA) is inspecting/checking results of businesses today that borrowed money from the USDA and invited anyone interested to join the inspection process.

Krogwold asked whether loan money is paid back to the USDA or revolves out for others to borrow. Patoka replied both; most is borrowed and paid back with interest, while others are grant money that goes into a revolving loan when paid back. CAP received a \$753,650 grant from the US Treasury in 2012 and this money will revolve out to be used for job creation and retention. Krogwold asked how Portage County could tap CAP to assist us with development, including the Business Park. Patoka replied many people know CAP is available and ask to have people with inquiries call CAP directly.

Patoka felt with Portage County's overall economic development plan, there are a lot of community partners each doing various things. Most know what the other is doing. Maybe it is time for all of us to sit down, determine where the gaps are, and figure out opportunities to grow something or do something that is not already being done. Patoka also felt that everybody wants to do everything and that is just not possible. There is a spectrum of needs, and CAP's target is usually low income or businesses that create jobs to employ low-income individuals. She felt it best that those involved concentrate efforts on the one or two areas in which they want to specialize. She felt the trick for any community is to figure out where energies can be focused.

Piesik asked Patoka if there are issues in Portage County not seen in other counties she assists. Patoka replied she is not sure about issues, but there are differences, such as less activity in Outagamie County than here. She does not see a deficit here, although an "end game" is needed.

Idsvoog asked Patoka if there was something she would like to see Portage County do that it is not doing now. Patoka replied no, she just wants people to know CAP is here. We must keep in mind that businesses may approach any of us regarding locating here, but do not want this information broadcasted; it is confidential until the client says to bring others in for assistance.

Zimmerman asked what happens if a business approaches with the need for 30 welders. Patoka replied a scenario that comes to mind includes a call from a business interested in locating here, which wanted an assurance that the skilled workforce it was seeking could be found here. In Wautoma, welders were needed and basic skills for welding classes were held at Fox Valley Tech to accommodate this need. It is a free-market economy and businesses can hire anyone they want.

Dreier noted Patoka had mentioned the need to define the end game/what we want to do. She asked for clarification and suggestions as to how this can be accomplished. Dreier felt Patoka could provide a valuable perspective on this because of the various counties CAP serves. Patoka described the "hunter – farm" approach; you hunt for businesses to relocate here or farm and grow businesses. CAP has been the "farm" piece. CAP is not hunting businesses; the Portage County Business Council is doing that. From a philosophical standpoint, Patoka felt we must decide where our emphasis is. We must look at available resources and decide on the strategy to use. She also felt the Business Park falls in the "hunt" area more than "farm." Patoka stated to help narrow the County's approach would be to look at the stage of businesses you want to focus on. Stage 1 is start-ups, which is where CAP does a lot of work. Stage 2 is the growing stage, and those businesses have very different needs. You begin by deciding what you want to do in the community and work backwards from there.

Idsvoog felt Patoka brought up excellent points. Government is trying to find a balance, and we are having that discussion right now at the Portage County Business Council. Idsvoog thanked Patoka for her presentation and stated the County will continue to be a strong supporter of CAP and willing to work with them whenever possible.

6. Discussion and Possible Action on the Draft Portage County Strategic Plan, Presented to the Portage County Board March 19, 2013

Idsvoog recognized Barnes, who registered to speak during this agenda item. Barnes stated he was present to talk about snowmaking at Standing Rocks Park, which he felt fit into the County's strategic planning process. A fundraising committee has formed and Barnes provided a few brochures regarding the process. Barnes stated the committee is working closely with Supervisor Mike Wiza and Parks Director Speckmann. The group would like to raise \$126,000 for the County to have snowmaking at Standing Rocks Park by the winter of 2014-15 to make skiable snow for downhill and Nordic skiers, snowboarders, and possibly a small sledding area. Barnes stated snow-parks with manmade snow, in the central part of the United States, is where Nordic skiing is going. He noted other counties in Wisconsin are also looking into snowmaking. More snow-parks will be found in Wisconsin and he felt Portage County is ahead of the curve.

Idsvoog offered that the more Barnes could show with a business model, which includes financial consequences for this endeavor, the better off they will be. In addition, what needs to seriously be looked at is if you generate the quantity of traffic expected, the County must look at significant costs related to road improvements. Barnes replied that if there were snowmaking at Standing Rocks Park, there would be carloads of people coming from various areas of the State because it will become very popular. Idsvoog stated if all those predictions are correct, the dollar consequence becomes much more substantial than just the investment in a snowmaking machine. Barnes agreed.

Idsvoog stated earlier this week, the first of three Business Council economic development subcommittee discussions on what economic development should be, how people understood it, and what should be emphasized took place. Dreier and Dehlinger were part of this discussion as well. There will be two more meetings next week and Idsvoog suggested saving a good portion of this discussion until after all three meetings have been held. This would allow him to share what took place at these meetings and what he felt important. At Monday's meeting, people offered their definition of economic development, which he described as "all over the board" as relates to what they wanted to do. There was solid consensus around the fact that people want to increase tax base, which is accomplished by developing new industry/enterprise, retaining business, growing population, etc. Why do this? If you do not, you cannot provide services you currently provide, which we are all having trouble doing, especially with the loss of State and Federal dollars.

Idsvoog felt there was a minority of people that wanted to go out and recruit new business. There was tremendous focus by participants to assist and retain businesses already here. Idsvoog stated there would be a huge black mark on this area, if we cannot retain Skyward. In addition, it was pointed out the agriculture industry is a mainstay in this economy and we probably need to be an advocate, but at the same time find balance between water the agriculture industry uses and the installation of high capacity wells. This is being discussed during the long range planning process.

Idsvoog referred to the memo from Schuler included in the agenda packet, and noted it reminded him of the number of plans that are made and then shelved. When you take them off the shelf, do you live according to the plan, do you become the police in Portage County relative to expansion, etc. We are now looking at the City of Stevens Point creating a 646-acre business park. Is that compatible with the last long range plan that Portage County has relative to where development takes place? Schuler replied it is consistent with the City of Stevens Point's plan.

Idsvoog stated these discussions bring out significant points-of-view relative to who should play what role. From let's do things that fit here and maintain quality of life, which has different meanings for different people, to let's create an industrial park and TIF districts that recruit worldwide and bring another 10,000 people into a County. Idsvoog felt where you do and do not get consensus will continue to be problematic and will guide future discussions. He offered the following scenario: If you have a plan guiding development over the next ten years, including where development should and should not take place, then what happens when someone comes to a municipality and says they can bring the County 5,000 jobs that pay \$50-75,000 a year, but need 500 acres in an area the plan does not indicate for that type of development – what do we decide to do. Amend the plan or throw the plan away?

Dehlinger stated for more than a year, they have meet with municipalities to define what they want from the Business Council for economic development services. She agreed with Idsvoog in that this is a day-to-day issue; you can have a plan laid out and someone calls and things change. Dehlinger felt expectations are pretty much all over the charts.

Dreier felt if it is all over the map on any given day, the strategic direction is to make sure you have your end game in mind. What are you looking for? Her definition of economic development was growing the tax base in alignment with the values of the people in the communities and not otherwise. If not, you will get toward that end game and be stopped along the way because the people stop it rather than having it be the better answer for the entire community. Dreier stated she thinks you need to have a lot more capacities ready for whatever comes. That is what the subcommittee is working to build; to further define, through the strategic plan, what our strategic capacities are now and where we strengthen them, where the gaps are, where we have too much overlap, and where we do not have resources to address needs. If we can get there, we will be more ready and able to respond to the needs and opportunities.

Schuler noted his memo echoed something Patoka said. From the Planning and Zoning Department's perspective, when you describe where things should go, that is not really the best use of everyone's time. The best use of time is trying to figure out who is involved in trying to make good things happen from a commerce/industry standpoint. Trying to take a pulse of what the people in the community feels, as Dreier suggested. Neither one can completely dictate the process, but you must understand the needs of the business community and residents. Our point is just to have the conversation. As the memo states, the 2006 Comprehensive Plan laid out a good perspective on this. How do all of these organizations work together and if someone approaches one person/entity, they should be able to say, we are not perfect for this, but this is the way you should go. According to the Comprehensive Plan, there are to be policies that talk about what the County's stance is on economic development. It does not have to say what exactly needs to be done, but rather how you participate, while taking into account regulations/policies in place to determine if this is conducive to streamline understanding and processing of ideas. Are we in the way of what people want to do or are we somehow helpful? It is not a rubber stamp or simple "anything goes" attitude, but we need to be able to say yes, we have thought about that and these are the various committees and people in the County that need to be aware of and weigh in on things. Schuler felt this does not have to be a super structured process, but you have the conversations so everyone agrees that, for instance, Portage County's role in this would be a good thing.

Schuler stated how the Strategic Plan ideas are laid out, lends itself to the Economic Development Committee as the focal point of the County for having a discussion to figure out the County's role. Schuler agrees another conversation is needed and he would like to bring forward what a good conversation would be so that we could move forward throughout this year. Idsvoog stated he will have a one-on-one meeting with Schuler, and he encouraged everyone to read the Plan and memo thoroughly so a role for Portage County and the Planning and Zoning Department can be decided.

Idsvoog felt the latest development argument involves the City of Stevens Point's 646-acre plan for the future, which he understands will be advertised worldwide; as stated in the paper. An example of differences of opinion in Portage County, came with discussion surrounding the construction of gas stations and what the business side of the community thought as opposed to the residents in the Town of Hull. They were not on the same page. To wrap consensus around things requires a lot of conversation and understanding of what these things are intended to do. One person's recreation is defined as another person's waste. You must get over those divides to get something done.

Jossie asked Committee members to temporarily link the Strategic Plan economic development component to the County facilities component. She provided a handout from the Government Finance Officers Association (GFOA) on best practice, which talks about linking master plans with capital improvement planning (CIP). Jossie suggested as the economic development and comprehensive planning processes are discussed, look how that may link to our CIP. The handout discusses decisions made at the higher end and how you then improve or plan for county facilities/infrastructure to map and mirror the comprehensive and economic development plans. As discussed this morning, if you are going to build or expand a park, you expect for these things. You look at what other type of infrastructure goes with it and how you need to plan. This is all part of that type of decision-making. This is a nice tie to the two initiatives within the plan.

Idsvoog stated there are many things moving to the front burner in Portage County that are going to cost a lot of money and if we engage in two or three or four of those enterprises, we will need a good handle on what we can and cannot afford. We are fortunate that has not been an issue here as it has in other places, due to Portage County having put money in reserves for facilities that were not done. Given the 2008 downturn in the economy, it is a good thing Portage County had those reserves. Idsvoog stated another meeting on this subject alone would be held, if Committee members agree.

Dreier stated when looking at the Strategic Plan economic development page, the opportunity before us is to look and try to see what our system really looks like because it has evolved over time. There is an opportunity before us to decide if this has evolved exactly as we want it to be and our roles associated with it, or are there opportunities to tweak that or to make transformations of the system. If everyone understands and gets on the same page, we can better direct how growth works among all units involved. Dreier noted she appreciated the conversation today and where it is all going. She described it is an example of one of the greater dialogs that is crossing many sectors.

7. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Krogwold seconded the motion. Meeting adjourned at 7:50 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County CIP/Economic Development Committee
April 4, 2013 – 7:00 am – Conference Room 5, County Annex

Members Present: Idsvoog, Pazdernik, Piesik, Krogwold, and Jankowski

Staff Present: Schuler, Wallace, and Cummings, Portage County Planning and Zoning

Others Present: Michael McKenna and David Hicketier, County Corporation Counsel Office; Jenni Jossie, County Finance Director; Bill Scholfield, Scholfield Group; Patty Dreier, County Executive; Andrew Halverson, Mayor, City of Stevens Point; Michael Ostrowski, City of Stevens Point; Lori Dehlinger, Portage County Business Council; and Michelle Peariso, Adventure 212

1. Call to Order

Chairman Idsvoog called the meeting to order at 7:00 am in Conference Room 5 of the County Annex.

2. Members of the Public Who Wish To Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

Halverson registered to speak during agenda item 5.

3. Discussion/Action on Minutes of November 14, 2012 Meeting

With no discussion necessary, Krogwold moved to approve the November 14, 2012 minutes. Pazdernik seconded the motion, which passed by voice vote.

4. Director's Reports:

-CIP Update (Jossie): No update by Jossie at this time.

-EDC Update (Schuler): No update by Schuler at this time.

5. Discussion and Possible Action on City of Stevens Point's Plans to Include Portage County Business Park Land in Proposed Tax Increment District 9

Schuler said while reading a recent City of Stevens Point Plan Commission agenda, he noted discussion surrounding extending a Tax Increment District (TID) into the Business Park. He was curious about this discussion and asked that it be an item on today's CIP/EDC agenda.

Halverson felt this possibility was already known to the County and CIP/EDC members from a previous discussion on the City's land option in the Business Park. The previous discussion included the fact the City would option the land in question at the County's list/asking price. Lots 103 and 104 of the Business Park have been optioned by the City for a proposed Skyward project, which is currently on hold. In addition, there is another business interested in land east of the proposed Skyward project with a construction estimate of \$17 million dollars. Halverson stated TIDs are vital as incentives and this would be the largest TID at 900 acres. This district could be used as a development incentive for the next 20 years.

Idsvoog asked for clarification as to the proposed TID including land Portage County currently owns. Halverson replied yes; 33.3 acres along the railroad tracks, including land east of County Road R. Idsvoog noted because of this proposal, the County ends up with a TID, which was never the County's intention for Business Park land. Scholfield added TIDs are tools for selling land. He agreed this was not something the County intended; rather, the County wanted land sales to be on the tax roll immediately. Scholfield further added the County has no control over this proposed TID.

Halverson stated the TID would produce several \$100 million dollars over 20 years. Halverson noted he discussed the proposed TID with the School District as well. He further noted the TID boundary could be amended to remove land at various intervals during the 20-year period; therefore, the land may not be off the tax rolls for the entire 20-year period.

Schuler questioned whether there were any implications if the City's land option was to lapse, resulting in the County selling land within a TID. Halverson replied both the City and the County have more to gain with this proposal, and the County can sell the land for any use it approves, if the City option lapses and the land is in a TID. There is no restriction to the County as a seller. He stated the City is not asking the County to reduce its current land sales price, and this district will allow us to be more competitive and flexible, which is better in this hyper-competitive market.

Krogwold clarified that the City sees a need for the north half of the Business Park to be in a TID to have leverage to "kick start" a development. Halverson replied the developer interested in a \$17 million dollar development wants to locate near I39. Halverson is serious about incentives, which he views as the norm, not the exception.

Idsvoog asked McKenna if there was any reason the County would say no to a TID, and McKenna replied the decision is made by the City as to whether a TID will go in place or not. Idsvoog clarified, with that being the case, there is no action needed by CIP/EDC, and McKenna answered correct.

Idsvoog stated he hopes the TID works out as outlined, but he feels there are too many TIDs in Portage County; it is overused. Scholfield added that most clients are looking for incentives. Idsvoog asked what happens when everything is in a TID, to which Halverson replied there are statutory regulations in place to prevent that from happening.

6. Motion and Roll Call Vote to Enter into Closed Session Pursuant to Sec. 19.85 (1) (e), Wis. Stats., for Competitive or Bargaining Reasons to Deliberate, Review, and Negotiate Terms for the Sale/Conveyance of Lots (property north of E.M. Copsps Drive) in the Portage County Business Park

Jankowski moved to enter into closed session and Krogwold seconded the motion, which passed by unanimous roll call vote.

7. Motion and Roll Call Vote to Reconvene in Open Session Pursuant to Sec. 19.85(2), Wis. Stats.

Krogwold moved to reconvene open session and Pazdernik seconded the motion, which passed by unanimous roll call vote.

8. Discussion and Possible Action on Issue Deliberated in Closed Session Under Agenda Item 6

Krogwold moved to approve a six-month option extension for the City of Stevens Point as proposed by Mayor Halverson in the amended option document presented today. Motion seconded by Pazdernik, which passed by voice vote.

9. Discussion/Possible Action on Renewal of Portage County Business Park Listing Contract with the Scholfield Group LLC

Scholfield highlighted various areas of his summary contract handout provided to CIP/EDC members. He noted that in 2011 he was awarded the contract after a Request for Proposals process. The contract included a year-to-year renewal process. Scholfield further noted Business Park land sales were above the budgeted amount in 2011, and there were no land sales in 2012, although there were land options. In addition, calls/inquiries have increased in 2013, with 23 so far this year as compared to 12 calls in 2011 and 8 in 2012.

Scholfield described a great working relationship with County staff, including the Corporation Counsel's office. He described "non-brokerage" contract assistance and other work he performed outside of the scope of the contract. This included working on Park maintenance issues, bike/pedestrian walkway and Park tenant issues, etc. To date, there is a total of \$8.2 million dollars in sales in the Business Park since he has been a listing agent.

With no further discussion necessary, Krogwold moved to approve renewal of the Portage County Business Park Listing Contract with Scholfield Group, LLC for the period June 1, 2013 to May 31, 2014. Pazdernik seconded the motion, which passed by voice vote.

10. Discussion and Possible Action on the Draft Portage County Strategic Plan, Presented to the Portage County Board March 19, 2013

Idsvoog asked CIP/EDC members to postpone this item until April 25, when a meeting can be held to focus solely on the Strategic Plan for approximately an hour. Members agreed they were available for this meeting.

11. Discussion and Possible Action on 2013 Maintenance Contract for the Portage County Business Park
Schuler stated there is no action necessary on this item. He reminded members a Park maintenance contract bidding process took place last year with Gone West being awarded the contract for the last 6 months of 2012. The contract can be renewed each year for three years. Business Park maintenance costs will not increase in 2013. Schuler has signed the contract and Gone West is set to provide Business Park maintenance.

Idsvoog asked if the work of Gone West has been found satisfactory. Schuler replied yes, feedback has been positive.

12. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Jankowski seconded the motion. Meeting adjourned at 7:30 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date