

MINUTES

Portage County Economic Development Committee
November 14, 2012 – 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; and Jami Gebert, County Executive'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. Discussion/Action on Minutes of October 10 and October 18, 2012 Meetings

With no discussion necessary, Krogwold moved to approve the October 10 and October 18, 2012 minutes. Piesik seconded the motion, which passed by voice vote.

4. Director's Reports:

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

-CIP Update (Jossie): Jossie noted an upcoming joint meeting and resolution before the CIP/EDC and Public Safety Committees regarding additional funds for the dispatch remodel project, which will take place prior to the December 2012 County Board meeting.

5. Discussion/Action on Review of Portage County Business Park Maintenance Fees

Idsvoog stated Lands' End was never billed Business Park maintenance fees in exchange for taking care of a pond fronting its lot. Schuler was asked to contact former Planning and Zoning Director, Chuck Kell, to obtain history on this arrangement after Lands' End notified the County they would no longer maintain the area; therefore, subjecting Lands' End to the regular Business Park maintenance fee process outlined in the Protective Covenants covering the Park. Kell reported the maintenance arrangement with Lands' End was verbal at the time they located in the Park. Locating Lands' End in the Park was a unique situation in which the State of Wisconsin Department of Commerce was involved. At this time, Lands' End owes \$17,000 in maintenance fees for the year 2011.

Schuler reiterated the locating of Lands' End in the Park was a unique situation, and involved the State of Wisconsin bringing Lands' End to Portage County. Once Lands' End notified Portage County in 2011 that they were no longer going to maintain the pond, the Lands' End ownership became part of the regular Business Park maintenance fee process. Schuler stated department staff has researched related files to determine whether a written maintenance agreement could be found and none was. Schuler stated he notified Lands' End of the maintenance fee process. Lands' End then researched their files and found no documentation related to the waiver of maintenance fees in exchange for Lands' End maintaining the pond. All agree this must have been done during negotiations in bringing Lands' End to Portage County, but nothing in writing regarding fees can be found by either party.

Schuler stated Lands' End created their own version of the Business Park Covenants, which they then recorded. This version included typical maintenance fee rules that apply across the entire Business Park, including the Lands' End property now that they declined to perform their own maintenance.

Krogwold asked if Lands' End had a problem with this. Schuler felt they probably will, but Lands' End Facilities Manager agreed sending them a bill is the path to take. Schuler assumes further discussions and questions on the fees. The fees outlined in the Covenants recorded by Lands' End are the same as Covenants

covering the entire Park. Maintenance fees are based on the calendar year, and in the past, maintenance was conducted by the Highway Department, but recently came under private contract. The cost of maintenance is divided by the percent of acreage you own, with Portage County continuing to be the largest landowner at this point in time. Schuler provided members with a copy of this straightforward, simple calculation table for fees related to year 2011 maintenance. Idsvoog stated this is what happens when a process is not documented, and now Lands' End needs to pay maintenance fees.

Piesik asked what is included in the maintenance fee. Schuler replied mowing, fertilizing, plowing, irrigating, ponds/electrical equipment maintenance, water treatment, etc. Krogwold asked if landowners are responsible for mowing their own property and Schuler replied yes; only common areas are under a maintenance contract. Krogwold stated he agreed with Idsvoog, Lands' End would be billed for maintenance. Piesik asked if Lands' End will be back-billed and Schuler replied no. Pazdernik asked what would happen, if Lands' End decides to maintain the pond again and Schuler said he is uncertain. Idsvoog felt Lands' End should not have that option. Scholfield noted in the future, maintenance will be handed over to the landowners themselves and a clean billing system is needed. Piesik felt this process sounded fair.

6. Update on Portage County Business Park Issues

Scholfield noted Ministry Health had hoped for a decision on the utilization of its property in October 2012. Ministry Health has now merged with a Catholic hospital group and is currently in talks about moving the project forward; the need has not gone away. Schuler asked for an update on the status of property optioned by the City of Stevens Point. Scholfield replied there is hope for a decision by the end of the year and they appreciate the option extension given them.

At this time, Dreier asked for clarification as relates to the Business Park maintenance fee billing process. She questioned whether there is a need to go back and double check the standard arrangement; be proactive in making sure all is fair and honest. Schuler replied that had been done when the issue came up. Covenants were checked and we found no function is being done less or differently.

7. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Jankowski seconded the motion. Meeting adjourned at 7:14 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Economic Development Committee
October 10, 2012 – 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; and Michael Ostrowski, City of Stevens Point.

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. Discussion/Action on Minutes of July 26 and August 24, 2012 Meetings

With no discussion necessary, Jankowski moved to approve the July 26 and August 24, 2012 minutes. Piesik seconded the motion, which passed by voice vote.

4. Director's Reports:

-CIP Update (Jossie): Reminded members of the October 18, 2012 CIP/EDC meeting to review opened and closed projects, targets of where projects are, and discuss a snow-making machine.

-EDC Update (Schuler): Asked members if they would prefer that CIP/EDC meetings combine both CIP and EDC related agenda items at one meeting, or should they be kept separate with separate meetings. Idsvoog felt if agendas were not lengthy, it would be fine to combine the items in one meeting. Pazdernik clarified that if an issue comes up on either the CIP or the EDC side, you can call a meeting, you do not have to wait. Jossie noted that CIP would meet quarterly.

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 Lots (property north of E.M. Copps Drive) in the Portage County Business Park

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

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

Pazdernik moved to reconvene open session and Jankowski seconded the motion. Motion passed by unanimous roll call vote.

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

Piesik moved to extend the offer to purchase with the City of Stevens Point through March 29, 2013. Krogwold seconded the motion, which passed by voice vote.

8. Update on Portage County Business Park Issues

Schuler noted mowing has been completed in the months of August and September by the contracted service provider and we have received our first invoice. Schuler described the mowing as being done responsibly.

9. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Jankowski seconded the motion. Meeting adjourned at 7:09 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Economic Development Committee
August 24, 2012 – 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; Matthew Fleming, County Purchasing Manager; Patty Dreier, County Executive; Jenni Jossie, County Finance Director; Bill Scholfield, Scholfield Group; Lori Dehlinger, Portage County Business Council; and Bill Schierl, Elizabeth Aguilera and Jennifer Kaiser, Arts Alliance.

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): Reminded members of the September 7, 2012 CIP/EDC meeting.

-EDC Update (Schuler): No update to provide.

4. Presentation by the Arts Alliance – Bill Schierl

Schierl noted this is the first annual report to CIP/EDC by the Arts Alliance (AA), as required of non-County agencies receiving County funding.

Aguilera provided those present with an AA packet (available in original meeting file). She described the AA as an arts service and advocacy agency. Aguilera noted the 2012 money provided to the AA by Portage County (\$3,000) was used for branding the agency ("The Arts: No Shortage in Portage"). The new brand can be found on signage, their Face Book site, their website, etc. She went on to note the AA annual events/Buzz Around Town, and also noted the AA Board is made up of community volunteers.

Kaiser then detailed various Buzz Around Town events. She noted the AA is seeking \$4,000 in County funding for the year 2013.

Schierl read through the final page of the packet, which describes the total economic impact of creative economy in Portage County, including the annual cash budget of various arts related non-profits, annual event attendance, and the economic impact or "value added" to other organizations. A 2009 survey of 1,000 people found many spend money in the community over and above the ticket price of various events.

Idsvoog stated the AA has done a great job and feels it is money well spent. He further noted he has enjoyed the sculpture park. Schierl described that as a unique entity. There is no other sculpture park in the Midwest on city-owned property (city park).

Dreier said she echoed Idsvoog's comments and appreciates the AA presentation today. She felt the AA has "kicked it up a notch" in the last few years and she looks forward to its future.

5. Discussion/Possible Action on 2013 Portage County Business Park Budget

Cummings read the 2013 budget as provided to members with their agenda packet. With no discussion necessary, Krogwold moved to accept the review of the 2013 budget and Jankowski seconded the motion. Motion passed by voice vote.

6. Discussion/Possible Action on Contract for Business Park Maintenance

Schuler stated the County has entered into a contract agreement with Gone West, LLC, which had the lowest bid at \$59,000. Four bids were received, with the highest being \$126,000. Gone West takes care of Crossroads Commons and the Village of Plover was used as a reference. Gone West will finish out the year 2012 in place of the Portage County Highway Department.

Krogwold noted as land is sold in the Business Park, maintenance costs would be reduced because tenants maintain their own property. Pazdernik asked if \$59,000 was the maximum cost and Schuler replied yes.

Jankowski moved to accept Gone West, LLC as the Business Park maintenance contractor and Pazdernik seconded the motion. Motion passed by voice vote.

7. Update on Portage County Business Park Issues

Schofield report he has been diligently working with Business Park landowners on mowing their properties. Many have hired out for that service, and trash will be picked up too. He added that in November he would receive a reply on a potential \$2.1 million dollar sale. Schuler offered thanks to Scholfield for working with landowners on mowing; he described this as above and beyond.

8. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Piesik seconded the motion. Meeting adjourned at 7:24 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Economic Development Committee
July 26, 2012 – 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: William Scholfield, Scholfield Group, LLC; Kevin Coakley, TOLD Development; James Siebers, City Assessor; Michael Ostrowski, Stevens Point Community Development; Andrew Halverson, Stevens Point Mayor; Richard Pavelski, Innovation Properties; Patty Dreier, County Executive; Michael McKenna and David Hickethier, Corporation Counsel Office; Jennifer Jossie, Finance Director; Jami Gebert, County Executive Office; Allen Pennebecker, Ministry Health Care; and Lori Dehlinger, Portage County Business Council

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. Discussion/Action on Minutes of the June 14, 2012 Meeting

With no discussion necessary, Krogwold moved approval of the June 14, 2012 minutes and Pazdernik seconded the motion, which passed by voice vote.

4. Discussion/Possible Action on the Status of Previously Sold Lots Within the Portage County Business Park [Section XXIII (A) of the Portage County Business Park Deed Restrictions and Protective Covenants] with Development Update by Property Owners of Vacant Lots, Including Ministry Health, Meridian/TOLD Development Company, Innovation Properties, and Margarita's of Wisconsin

Idsvoog stated the County has been delinquent in complying with a requirement of the Business Park Covenants, whereby property owners of undeveloped land would be contacted within 2 years of no development for a status update. In addition, Covenants state the County has the authority to buy back property that has been sold and remains undeveloped. Idsvoog clarified the County does not intend to buy back property at this time. Owners of undeveloped land in the Business Park have been invited to this meeting to make their intentions clear as to whether they still plan to develop or their project is dead.

Schuler referred to the memorandum sent to Committee members with the agenda packet that outlines the section referred to by Idsvoog, and provides a brief background of the properties in question. He stated owners of four different properties in the Park that have been purchased, but remain undeveloped, are here to address the Committee.

Coakley, TOLD Development, stated they purchased land in June 2005 with the intention of developing for retailers/businesses on lots 31-33 (southeast corner of Business Park). He has met with numerous retailers, including Goodwill, hotels, banks, etc., but has not yet found a project. A construction company was to design a multi-tenant development to accommodate smaller users in the market, but Crossroads Commons to the south and a few deed restrictions, precluded them from various retailers. Coakley stated, unfortunately, the site is not a true retail site such as Crossroads Commons. Signage allowed is different and visibility is not as good as he would like, but he accepts that.

Coakley went on to state he has talked with various retailers in Crossroads Commons making them aware of the property, which has a lower cost, and they have said no. At this time, there is "nothing in the hopper." The economy is tough and smaller retailers have a more difficult time obtaining loans.

Idsvoog asked Coakley's thoughts for 2012 and 2013. Coakley replied they will be advertising more in newspapers and they would be amenable to the County buying back the property, if a decision were made to pursue that.

Pavelski, Innovation Properties, stated three lots were purchased across from Adventure 212 for a planned expansion. Cost, corporate contracts, and the economy have resulted in the land remaining undeveloped. He noted business at Adventure 212 continues to grow and a parking lot was added. Adventure 212 is not making enough at this point in time to break even. He has no plans to develop the property. Pavelski stated he would sell the property to the County or another purchaser, or go into a lease-to-build situation. Pavelski added they have come close to meeting the County's investment criteria.

Pennebecker, Ministry Health Care, stated they had purchased property along I39, north of the power lines, to develop an office building. The project was designed and close to "shovel in the ground" in 2008, at which time the development was frozen as they merged with Affinity Health Care. Pennebecker stated in October 2012, they would know their direction for development. It will either be the land in the Business Park or not. He will report to the County on their decision.

Schuler reported for Tim Kuehn, Margarita's of Wisconsin, which purchased lot 47 near the newly constructed USDA building. When the property was purchased, the buyer had an agreement with Corporate Express to build for them. Subsequent to that, a hostile takeover took place by Staples, who did not want to build. Margarita's then replied to the USDA's request for proposals. This process took a few years, and ultimately not awarded to Margarita's. They have had other leads and their plans have changed for a third time since purchasing. They are pursuing prospects for the site; currently, two are in process.

Idsvoog stated presentations have now been heard, and he is inclined to wait and see if something happens. He asked members to do some homework on this, and a decision on whether the County is interested in buying back property or not will take place at the next meeting. Idsvoog thanked those present for explaining their situations.

5. Presentation: Vision for Economic Development in Portage County – Executive Patty Dreier

Dreier provided a five-slide handout titled "A Vision for Economic Development in Portage County. Dreier explained visioning work has taken place that she, Idsvoog, Halverson/staff, Dan Schlutter/Dan Mahoney (Village of Plover), and others have been involved. Dreier explained she made a recent presentation to the Portage County Business Council Board and Executive Committee.

She explained the process began about 9 months ago and, as County Executive, she felt it was time to explore the roll of Portage County and economic development. She understood there might be barriers to economic development, or we may be able to do some things to lift up and enhance economic development in Portage County. Dreier felt the conversations have been fruitful and, collectively, they believe Portage County needs a more coordinated, focused, and proactive economic development effort. She acknowledged the Committee has a part to play in that picture. She hopes the conversation results in a vision to move forward rather than wait for something to come to us.

Dreier said this is an opportunity to develop an economic development corporation (EDC), with an independent public/private partnership that underlies the EDC and is performance based. Potentially, this would be endowment supported. A combined investment of both public and private sector dollars could yield the interest to support operation of the EDC. The EDC would not be large, with possibly having two FTE's at most.

Dreier said integration of the EDC vision is that it would function as a single point of contact for business expansion and recruitment Countywide. Developments come across various desks, including UWSP, CAP Services, Stevens Point, County Planning and Zoning, etc. These entities could be pulled together in a much stronger way than has been done.

Dreier suggested the EDC be separate from, but work in concert with, the Portage County Business Council "chamber functions." EDC would provide tools to accomplish this. Chamber functions include communication linkages, networks, etc. This is a different, but necessary skill set. If you try to make everybody do all things, a dilution of tasks and mission follows.

Dreier described this as a proposal only. She said the presentation at the Business Council Board resulted in a pledge the Board President would work with us moving forward to see where this goes. There will be a common table needed for folks to be seated, and have the necessary tough and exciting conversations about where this is going. Dreier pledges to support whatever the decision is and if this is not the design, then let us discover what the better method is.

Krogwold asked the funding expectation. Dreier described it as a combination of public and private dollars. An investment of Portage County unrestricted reserve dollars (amount to be determined), which would be invested with a memorandum of understanding that would say, if an EDC was found not to be viable, the money would go right back to where it came from. She has heard of interest in the private community in doing much the same thing. The money would be set aside in an earmarked account with interest funding operational, or mission oriented, programs. This is an investment in our community's future. Dreier said there are indicators that we are not doing great in Portage County and we need to do more.

Idsvoog stated he made a point at the Business Council meeting, that there needs to be a very clear definition of an EDC being separate from, but working in concert with, the Portage County Business Council chamber functions. A clear definition of funding to take place and a consensus among more municipalities than are currently involved is necessary for this to work. Idsvoog felt the last thing we want to do, moving forward, is to create another piece of bureaucracy that does not work or is criticized.

Halverson stated he very much likes the uniqueness of the endow component of what Dreier is talking about. This generally mirrors what goes on in Fond du Lac to a degree, which is recognized as one of the best processes for economic development that goes on in the State. The other organization he would like to see mirrored is the Marathon County Economic Development Corporation, which has been nimble, agile, and very responsive to economic development needs in the greater Wausau area.

Halverson has felt for years the Business Council has not been doing enough on the economic development side. There have been internal issues to work through and computer system issues. Ultimately, Halverson feels an EDC can also give to municipal partners, from a funding point-of-view, clear tracking and focus of what we want to be done. That could include workforce development, land acquisitions, speculations, incubators, and a clearinghouse, which he feels is the most important component of that. It will not be a one-stop shop; there will be responsibilities at the municipal and County levels. It does give a clear point of contact.

Halverson suggested when taking pieces of the Fond du Lac and Marathon County models and combining them, the greatest difference that we can do here, if there is a willingness, is the endow component. A small piece of that exists in Fond du Lac, where there is a constant stream of revenue the organization can rely on. At that point, we would be outpacing, depending on the endowment size created. Halverson feels that structure, with a separate board/separate responsibilities, yet closely aligned with the Business Council for communication purposes, is the best direction we could take. Halverson feels Portage County has struggled too long as to what its role is, specifically the Economic Development Committee, in economic development. Economic development in Portage County is ten times larger than just the Business Park. The focus has been almost exclusively on the Business Park. Halverson said this would give the County a chance to redefine its role in economic development, and be the umbrella and support structure for all of us.

Dreier noted a key point is, this effort does not only involve the urban area of Portage County. This involves all of Portage County and builds an entrepreneurial base in certain areas. We must identify areas with the greatest opportunity to revitalize neighborhoods, communities, main streets, etc. It is time to reinvent. We have money in accounts, the people's money, paid in their lifetime, to get a return on their investment – it is time to give them one.

Idsvoog stated he agrees. You get into this type of thing and get aggressive, because you want to get something done. Idsvoog noted the Committee will be kept up-to-date and he asked members to think about what type of path we may or may not want to take.

6. Discussion/Possible Action on Bids for Business Park Maintenance

Schuler referred members to a basic, partial version of what the bids could look like per the request for proposals. He gave a reminder that the County Highway Department does not have staffing or work program to include maintenance in the future. After working with Purchasing Manager, Matt Fleming, and Highway Department staff, maintenance was put out to private bid. This is being brought to the Committee for your information.

Idsvoog asked if there is a dollar price at this time. Schuler replied the price will be a result of the bid process, and we will evaluate and decide who will be awarded the maintenance contract. Idsvoog asked if there was an anticipated cost and Schuler replied no. Schuler said charges by Highway over the years gives us a "yard stick" to measure by. Schuler stated the bid included a thorough approach. There is a pre-bid meeting August 2.

Idsvoog asked if Schuler was looking for action today, and Schuler replied no, this is an opportunity to make comments or note deficiencies, if you see any. Idsvoog stated it looked good.

Piesik asked who mows the Business Park now. Schuler answered Highway would mow it until we hire someone. Piesik asked the bid deadline and Schuler replied August 14.

Pazdernik asked what Highway charges for mowing. Schuler replied that is a difficult question to answer. Highway has a very complicated system for assigning value to every single tool they use. We do have a baseline mowing last year for the entire Business Park of \$25,000.

7. Update on Portage County Business Park Issues

Schuler provided feedback on mowing in the Park. As a part of the bid, we are proposing all unsold lots be mowed three times a year, which had not been done previously. Scholfield noted an individual put forth a \$30 per acre mowing fee and T-Max has already signed a contract for mowing. Privately owned lots will be mowed within the next three weeks and maintained under the same premise as the County's maintenance schedule.

Scholfield provided the following updates:

- The Ortho Molecular project fell by the wayside, but they did invest in buying the Carustar building behind their facility. The building has been vacant for some time.
- Engineering has been finished on the Ortho Molecular pond issue and details will be presented to staff for approval. Fonti could then rebuild there. Nothing changed to the current pond.
- Scholfield Group has a hold on signage replacement while evaluating what was working. They are approaching marketing and sales in a different way and are coming up with a new signage concept. With fewer lots available, we will promote each remaining parcel individually. He noted the Portage County Business Council has continued to support marketing.
- Provided a handout to new Committee members indicating available lots in the Park.
- Scholfield is involved in marketing many of the sold, but undeveloped lots discussed today.

8. Adjournment

With no further business to come before the Committee, Pazdernik moved to adjourn and Piesik seconded the motion. Meeting adjourned at 7:35 am.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Capital Improvements Program / Economic Development Committee
June 14, 2012 – 7:00 am – Conference Room 5, County Annex

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

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

Others Present: David Hicketier, County Corporation Counsel Office; Bill Scholfield, Scholfield Group; Ward Wolff; Jim Anderson; and Steve Dudley

1. Call to Order

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

3. Election of Officers

Krogwold nominated Idsvoog for Committee Chair and Pazdernik seconded the motion. Schuler called three times for further nominations, and hearing none, nominations for Chair were closed. Idsvoog elected Chair by unanimous voice vote.

Pazdernik nominated Krogwold for Committee Vice Chair and Idsvoog seconded the motion. Idsvoog called three times for further nominations, and hearing none, nominations for Vice Chair were closed. Krogwold elected Vice Chair by unanimous voice vote.

2. Discussion/Action on Minutes of the March 22, 2012 Meeting

With no discussion necessary, Krogwold moved approval of the March 22, 2012 minutes and Pazdernik seconded the motion, which passed by voice vote.

4. Discussion/Possible Action on Request by Ellis Stone Construction Co. (Lot 42- Children's Discovery Center) for a Waiver from Portage County Business Park Deed Restrictions and Protective Covenants, Sections VII(A) and IX(b) Regarding Allowing the Use of Gutters and Downspouts

Wallace referred members to a handout that included a letter from Anderson of Ellis Stone describing the request, as well as a diagram of the roof-framing plan. Reasons for the request include continuous washouts at critical areas of the facility, and roof runoff causing continuous landscaping maintenance issues. Wallace noted proposed gutters and downspouts match the existing building. This is the first gutter and downspout waiver request that includes the entire building; other requests have been for partial areas due to hazardous reasons. The Children's Discovery Center has daily activity on all sides of the building. Staff recommends approval.

With no discussion necessary, Krogwold moved approval of a waiver from the Portage County Business Park Deed Restrictions and Protective Covenants regarding allowing the use of gutters and downspouts as requested by Ellis Stone Construction for Lot 42- Children's Discovery Center. Pazdernik seconded the motion, which passed by voice vote.

5. Discussion/Possible Action on Request by Ward Wolff, for a Waiver from Portage County Business Park Deed Restrictions and Protective Covenants Section XI Regarding Temporary "For Lease" Sign (Lot 48, 5525A Clems Way)

Wallace referred members to a handout that included an example of the proposed sign, and noted the Committee has granted waivers in the past for temporary signs for a period of one year. Staff recommends approval.

With no discussion necessary, Pazdernik moved to approve a request by Ward Wolff for a waiver from the Portage County Business Park Deed Restrictions and Protective Covenants regarding allowing a temporary "for lease" sign on Lot 48 for a period of one year. Krogwold seconded the motion, which passed by voice vote.

6. Discussion/Possible Action on Request by Dermatology Associates of Wisconsin (Lot 3) for a Waiver from Portage County Business Park Deed Restrictions and Protective Covenants Section XI(C) Regarding Maximum Height of Monument Sign

Wallace explained Dermatology Associates is moving into the Portage County Business Council building in an area formerly occupied by the Wisconsin Learning Center. An increase in sign height would allow better visibility along County Road HH due to higher traffic speed on that road. Covenants allow a maximum of 5 feet and this request is for a sign 7 feet high. Wallace noted waivers for increased sign height have been approved by the Committee in the past. Staff recommends approval.

Idsvoog asked if this waiver were approved, would it lead to other requests. Schuler replied staff supports increased sign height on the "outside ring" of the Business Park because of higher traffic speed, which only involves a small number of lots. The Committee has approved other waivers on this "outside ring."

Pazdernik asked if the Covenants include sign width restrictions and Schuler replied yes, signs are restricted to 14 feet wide. Schuler further noted the sign base would match the building, as requested by staff and agreed to by the applicant.

With no further discussion necessary, Krogwold moved to approve the request by Dermatology Associates of Wisconsin for a waiver from the Portage County Business Park Deed Restrictions and Protective Covenants for a sign 7 feet high. Pazdernik seconded the motion, which passed by voice vote.

7. Discussion/Possible Action on Committee Delegation to Planning and Zoning Department Director the Decision-Making on Requests for Waivers Having to do with Gutters/Downspouts, License Agreements, and Temporary Signs

Idsvoog clarified that if this agenda item were approved, it would put these decisions in the hands of staff. Schuler responded he has not talked with County Corporation Counsel staff to determine the easiest way to accomplish this. Schuler further noted that if staff does not agree with the applicant's request, the request would come before the full Committee for action. Hickethier suggested the Corporation Counsel Office and Planning and Zoning Department staff could work on how strict the parameters would be. Idsvoog stated he would like to see that in writing when ready. Schuler felt that process could begin with Committee affirmation today.

With no further discussion necessary Pazdernik moved to have staff develop parameters for delegation of decisions on waivers having to do with gutters/downspouts, license agreements, and temporary signs to the Planning and Zoning Director and bring a written document outlining those parameters to the Committee for action. Krogwold seconded the motion, which passed by voice vote.

8. Update on Portage County Business Park Issues

Idsvoog inquired about the status of mowing on vacant lots within the Business Park. Schuler stated the Portage County Highway Department would maintain the Business Park until maintenance is bid out. Idsvoog stated he has heard of owners not mowing vacant lots. Scholfield said owners have been notified about the requirement to mow. Schuler added that staff would report to the Committee on mowing enforcement at the next meeting.

Scholfield provided members a handout that indicated available lots and status in the Business Park. The handout also included sold, vacant lots. He referenced Lot 80 owned by Furniture and Appliance Mart and stated they are finishing the pond issue. Ortho Molecular is no longer purchasing a vacant lot in the Park, but rather is purchasing a vacant building to be utilized for its expansion. Ministry, owners of vacant Lots 71-74, are reprogramming their project and should have a decision made by the end of summer 2012.

Schuler reported contact regarding signage and use of Portage Park Centre. Also, owners of vacant land will be called to present an update on their development plans to the Committee. Krogwold asked if there is a time limit as to when someone has to build after buying a lot in the Park. Schuler replied yes, and that time limit has expired for those owning vacant land. Some owners have received extensions, but it is time for an update from them as well. Idsvoog felt the Committee should hear from these owners soon. Schuler asked if July would be fine and Idsvoog replied yes.

9. Adjournment

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

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Economic Development Committee
March 22, 2012 – 7:00 am – Conference Room 5, County Annex

Members Present: Patton, Idsvoog, Pazdernik, and Krogwold / Member Excused: Olson

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

Others Present: Mike McKenna, County Corporation Counsel; Bill Scholfield, Scholfield Group; Joe Milanowski, MADA Custom Apparel; and Michael Ostrowski, City of Stevens Point Community Development/Planning Director

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

Milanowski was here to speak on agenda item 4.

3. Discussion/Action on Minutes of the March 2, 2012 Meeting

With no discussion necessary, Patton moved approval of the March 2, 2012 minutes and Pazdernik seconded the motion, which passed by voice vote.

4. Discussion/Possible Action on Request by MADA Custom Apparel and Sporting Goods (Lot 49, corner of Clem's Way and Brilowski Road) for a Waiver from Portage County Business Park Deed Restrictions and Protective Covenants, Sections VII(A) and IX(b) Regarding Allowing the Use of Gutters and Downspouts

Schuler noted MADA moved into the building formerly occupied by Haertel Monument. The loading dock area is a safety hazard during the winter season, as illustrated on the picture included in the agenda packet. Because of this safety hazard, MADA is requesting a waiver to allow gutters and downspouts. Schuler stated staff recommends approval.

With no discussion necessary, Patton moved to approve the waiver request by MADA to allow the use of gutters and downspouts as outlined in the diagram provided. Krogwold seconded the motion, which passed by voice vote.

Krogwold questioned why the Business Park Deed Restrictions and Protective Covenants do not allow gutters and downspouts. Scholfield was uncertain, but felt with gutters and downspouts now able to match building color and be of commercial grade, which is better than products available years ago, it does not appear to be a problem. Idsvoog asked if Planning and Zoning staff could be delegated to administer this type of waiver request. McKenna described this as a housekeeping item that could be delegated by the Committee. Idsvoog asked for this item to be on the next Committee agenda because he sees no reason to hold up a request such as this for Committee action. Krogwold pondered that 50 percent of Business Park tenant buildings have gutters and downspouts, and Schuler felt it was not 50%, but a good percentage do.

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 Lots (property north of E.M. Cops Drive) in the Portage County Business Park

Pazdernik moved to enter closed session and Patton seconded the motion, which passed by unanimous roll call vote.

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

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

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

Krogwold moved to accept the Option to Purchase as discussed in closed session. Patton seconded the motion, which passed by voice vote.

Scholfield asked when the Option to Purchase would be executed and Idsvoog felt County Executive Dreier could possibly sign the document this morning.

8. Update on Portage County Business Park Issues

No issues to discuss at this time.

9. Adjournment

With no further business to come before the Committee, Krogwold moved to adjourn and Pazdernik seconded the motion. Meeting adjourned at 7:13 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Economic Development Committee
March 2, 2012 – 7:00 am – Conference Room 5, County Annex

Members Present: Patton, Idsvoog, Pazdernik, and Krogwold / Member Excused: Olson

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

Others Present: Mike McKenna and David Hicketier, County Corporation Counsel Office; Bill Scholfield, Scholfield Group; and Vern Nystrom, Keller/Ortho Molecular

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

Nystrom registered to speak regarding agenda items 2 and 3.

3. Discussion/Action on Minutes of February 2, 2012 Meeting

With no discussion necessary, Krogwold moved approval of the February 2, 2012 minutes and Patton seconded the motion, which passed by voice vote.

4. Discussion/Possible Action on Request by Keller, Inc./Ortho Molecular (Lots 68/70) for a Waiver from Portage County Business Park Deed Restrictions and Protective Covenants, Sections VII(A) and IX(b) Regarding Allowing the Use of Gutters and Downspouts

Schuler explained the roof area pitches toward the south end, and stormwater will be directed to the on-site stormwater facility. Staff recommends approval.

With no discussion necessary, Patton moved approval of the waiver related to allowing the gutters and downspouts, and Pazdernik seconded the motion, which passed by voice vote.

5. Discussion/Possible Action on Request by Keller, Inc./Ortho Molecular (Lots 68/70) for a Waiver from Portage County Business Park Deed Restrictions and Protective Covenants, Section XIII(D) Regarding Loading Docks Facing a Public Street

Schuler stated the dock doors need to face Clem's Way, a public street, due to the expansion design. Dock doors should not face a public street; therefore, a waiver is being sought. The dock area is set back a considerable distance from Clem's Way. Schuler felt it a legitimate waiver and stated landscaping will be an important part of this request. Schuler recommends the landscape plan be reviewed and approved by staff prior to construction.

With no discussion necessary, Patton moved approval of the waiver related to allowing loading docks to face Clem's Way, with a condition the landscape plan receives staff review and approval prior to construction. Krogwold seconded the motion, which passed by voice vote.

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. Copps Drive) in the Portage County Business Park

Pazdernik moved to enter closed session and Patton 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.

Patton moved to reconvene in 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

No discussion held and no action taken.

9. Update on Portage County Business Park Issues

Schuler stated work continues on the landscaping request for proposals (RFP). Staff is working with the Purchasing Manager on this item. Work also continues on a possible Business Park maintenance RFP.

10. Adjournment

With no further business to come before the Committee, Patton moved to adjourn and Krogwold seconded the motion. Meeting adjourned at 7:16 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date

MINUTES

Portage County Economic Development Committee
February 2, 2012 – 7:00 am – Conference Room 5, County Annex

Members Present: Patton, Idsvoog, Pazdernik, and Krogwold

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

Others Present: Mike McKenna and David Hicketier, County Corporation Counsel Office; Bill Scholfield, Scholfield Group; and Matthew Fleming, Portage County Purchasing Manager

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. Discussion/Action on Minutes of December 2, 2011 Meeting

With no discussion necessary, Krogwold moved approval of the December 2, 2011 minutes and Patton seconded the motion, which passed by voice vote.

4. Discussion/Possible Action on Business Park Landscaping RFP Selection Process

Schuler referred members to the memorandum he provided them with their agenda packet detailing the Business park entry and sign base landscaping project. There was an expectation of 5-7 firms replying to the RFP, but only two submittals by small firms were received. Schuler noted Patton was a member of the RFP review panel. Plans from both Schuler Landscaping and Parm's Landscape Design were displayed. Keeping within the \$20,000 landscaping improvement budget, did not allow much character in the plans.

Schuler felt there were two sides to the landscape issue: 1. The Business Park is a signature business address; top shelf. The planting plans submitted are basic, with flowers being all they could accomplish within budget. 2. In the current economic times, people may say do what you can within budget. There are concerns with the three-season look. Wallace noted plans received did not cover all proposed landscaping locations. Should the County do them all or not?

Patton questioned the growth of proposed plants and Wallace replied it would take 3-4 years to obtain full growth. Patton pointed out the maintenance factor; adding, we could be back at unhealthy plants as is currently the case. Patton stated he was looking at rocks being added to the landscaping in these plans. Schuler agreed, they were seeking unique, creative landscaping plans.

Fleming noted a pre-proposal meeting was held with potential RFP responders. There were more firms interested than responded. He then called those not responding and found the budget of \$20,000 is what prevented them from submitting landscaping plans. Idsvoog asked who the other firms were and Fleming replied Rettler and Associates, McKay Nursery, etc.

Idsvoog asked if Scholfield was part of the process and Scholfield stated he talked to the manager at Land Art. He was told the budget was not there to accomplish a year-round ability to plant with color at different points in time, and to install salt resistant plants. A full landscaping design would cost \$15,000, and plants/install would be added on to that cost. He also discussed evergreens, plant health and maintenance, etc., so as not to be back before the Committee in five years to discuss this again.

Krogwold brought up maintenance on the proposed plants as submitted in the plans and Scholfield felt there is a better chance of their survival due to irrigation being in place. Fleming added that irrigation is even a concern for some who felt it would need to be modified due to not being zoned. Krogwold said with the plans submitted only containing flowers, the \$20,000 budget is not enough.

Pazdernik referred to the Business Park infrastructure account mentioned in Schuler's memorandum. Schuler replied this account has been in place for several years, and has been utilized over the years, most recently for the trails. McKenna felt increasing the landscaping budget is not a budget adjustment and would not need County Board action; the money is in an existing infrastructure account.

Scholfield felt some Business Park tenants would be concerned about appearance, while others would not. Additional money is needed to have a creative plan. Schuler felt we should be frugal, but these areas of the Business Park deserve proper treatment. Idsvoog stated he does not want tenants to feel the County is wasting money.

Schuler suggested a landscape design is needed and Wallace noted that design could then be sent out for bid. Fleming added that is a separate RFP; one for design as phase 1 and one for install as phase 2. Schuler said phase 1 would bring forward ideas and costs to be evaluated by staff, without a dollar figure given upfront to lock firms in. Patton stated we might not be sure what we want, but we know it is not what we received. Schuler stated we are looking for someone who can explain design and factors of the landscaping. Wallace added that responses should include information on a plant maintenance schedule as well.

Idsvoog clarified the County would be seeking a bid/RFP for design first. Wallace replied yes, by a landscape architect, and then the next RFP would be for cost of install. Scholfield felt the phasing idea was good and fiscally responsible. Patton replied with that, there could be an ability to utilize rocks and colored concrete.

Patton moved to not accept the two proposals received and go forward with issuing an RFP for architectural landscaping design as phase 1. Krogwold seconded the motion, which passed by voice vote.

Krogwold questioned how far the County would go on landscaping small entrances in the Park versus the main entrance focal points. Possibly using fescue or downgrading the small areas. Scholfield noted Portage Park Centre could be made the responsibility of the adjacent property owners.

5. Update on Portage County Business Park Issues

Scholfield stated he has received a few calls of interest.

6. Review of Vouchers

Cummings provided approval report number 20120022 in the amount of \$67,402.48 for Business Park trail installation as bid by the City of Stevens Point for Committee review.

Schuler noted a ribbon-cutting ceremony would be planned for opening the trails.

7. Adjournment

With no further business to come before the Committee, Patton moved to adjourn and Pazdernik seconded the motion. Meeting adjourned at 7:20 am by voice vote.

Respectfully Submitted,

O. Philip Idsvoog, Chair

Paula Cummings, Rec. Sec.

Date