

These minutes are submitted by the Community Development Director and are not official until approved by the City of Evansville Economic Development Committee.

**City of Evansville Economic Development Committee**  
**Monday, August 28, 2017, 6:00 PM**  
**City Hall, 31 S. Madison St. Evansville, WI**

**MINUTES**

**1. Call to Order** – Chairperson called the meeting to order at 6:02pm

**2. Roll Call:**

Members	Present/Absent	Others Present
Gene Lewis (Chair)	P	Community Development Dir., Jason Sergeant
Erika Stuart	P	Rock County Economic Dev. Mgr., James Otterstein
Derek Allen	A	Evansville Chamber Exec. Dir., Christina Slaback
Sarah Bauer	A	
Abbey Barnes	P	
Sue Berg	P	
Brandon Rutz	P	

**3. Motion to Approve Agenda** – Lewis/Stuart, passed unanimously.

**4. Motion to waive the reading of the minutes of the July 17, 2017 regular meeting and approve them as printed** – Berg/Barnes, passed unanimously.

**5. Citizen Appearances, other than listed agenda items** – Chairperson asked for any comments from the public, none were presented.

**6. Monthly Report**

**A. City Report on Economic Development Activities** – Sergeant presented his staff report, including:

- Working with Rock County Ice Age Trail Alliance to get Next Steps out of NPS
- Library Expansion approved by Historic Preservation and Plan Commission
- Continuing limited Meet and Greets with the Chamber and had brief chats with a number of downtown businesses. These will continue throughout the summer as time permits.
- Community Development Director met with 19 E Main property owners. The Night Owl project was unable to provide commitment from for the CDI grant for the project. CDD put the grant on hold until more information is known. City understands a new lot is being purchased on Main and Exchange for the rebuild and has had pre-meetings about zoning requirements.
- formecology has begun submitting expansion plans.
- Plan expects to look at these upcoming zoning revisions:
  - Accessory Dwelling Units
  - Revisions to the amusement licensing fees

- Revisions to the fence requirements for swimming pools
- Addition of a lighting ordinance
- Staff continues awaiting an updated submission for “Lot 3” on Brown School Road that would add townhouses, rental apartments and retail space all on the same site. Meeting this week.
- Stonewood Grove Developers agreement hasn’t made progress in last month. Meeting this month.
- USPS has begun construction in July and be completed in January 2018. An answer is still pending on the USPS paying for sidewalk to the north, connecting to Franklin Street.
- Building Inspector is working on Erosion Control concerns at many new homes.
- Sent first business to RCEBD for resources
- Continued goal to certify at least two site for gold shovel. Annexation, TIF and zoning challenges need resolution first.
- TID 8 is process to donate extra income to TID 5 has been approved.
- CDD will attend upcoming meetings for Facilities study at school
- CDD Attended ISO/CRS Training to lower insurance risks in FEMA Floodplains
- Looking into possibility of site fill and LOMA for 155 E Main
- Capstone Ridge Developer Agreement revision is nearly complete.
- 14 W Main has additional space available
- 26 E Main as space available

**B. Chamber of Commerce Report** – Slaback presented her written report

**1. Discussion of continued partnership with available properties database** –

Slaback presented the proposal to continue the partnership and bring the public portion of the database online. Otterstein shared the idea of using the State’s database as a public portal. Sergeant expressed the need to have single sheets made up to distribute to possible renters or buyers. Committee discussed the possibility of using the state’s database to create easily viewable data sheets that can be posted on City website with a map for public viewing. Sergeant, Slaback and Otterstein would work on a sample of the database and report back to the committee at a later date.

**C. Tourism Commission Report** – Berg presented her report

**7. New Business**

**A. Discussion and recommendation of 2018 Budget Items.** Sergeant summarized last year and this year’s budget noting the chamber partnership funds continued. Otterstein recommended looking into drone footage of Evansville for marketing needs. Committee discussed budget and agreed proposals were representative of needs for 2018:

- \$4,500 for Professional Services (\$3,000 for Gold Shovel and \$1,500 for Engineering, attorney, etc.)
- \$6,000 for Economic Development Expenses (\$2,000 for database management and \$3,000 for Available Properties Database)
- \$500 Membership Dues (MadREP dues)
- \$2,000 for Plan Implementation (Smart Growth Plan or Other)
- \$1,000 for Economic Development Marketing (Chamber of Commerce Business Guide)
- \$500 for Print Materials (signage and profile sheets)

- \$3,600 Building Improvement Grand Fund
- \$18,100 total

**Berg made a motion, seconded by Stuart to forward the \$18.100 Economic Development budget recommendations, including tourism's allocation of \$15, 250, to the Finance and Labor Relations Committee and City Council. Passed unanimously.**

**8. Old Business**

- A. Review revised draft content for 155 E Main property informational sheet** - Sergeant presented updates content for a property informational sheet.
- B. Review revised draft content for community profile sheet** – Sergeant presented content for a community profile sheet. Committee discussed and recommended some minor changes for discussion at the next meeting.
- C. Staff update regarding website content**– Sergeant shared a revised description of the committee and noted updates are in progress waiting on some content to be finalized.

**9. Education and News.** Sergeant share an article regarding being part of the “Foxconn Supply Marketplace”.

**10. Meeting Reminder: Next regular meeting September 18, 2017, 6:00 pm**

**11. Motion to Adjourn –Berg/Stuart, passed unanimously.**