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| <b>MEETING:</b>       | <b>REGULAR MEETING OF THE ECONOMIC DEVELOPMENT COMMISSION</b>         |
| <b>DATE AND TIME:</b> | <b>Tuesday, June 17, 2025 6:00 PM</b>                                 |
| <b>LOCATION:</b>      | <b>Germantown Village Hall Board Room<br/>N112 W17001 Mequon Road</b> |

### MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

Chairperson Trustee Jan Miller called the Economic Development Commission meeting to order at 6:05 PM.

II. **ROLL CALL:**

**Present:** Trustee Jan Miller, Member Joletta Kerpan, Member Scott Hefle, Member Jim Sedgwick, Member Dani Yegge (arrived at 6:08 PM), Trustee Kristen Borst

**Excused:** Member Kimberly Higginbotham

**Also Present:** Deputy Clerk Maddy Laufenberg

III. **INTRODUCTION OF COMMISSIONERS:**

Trustee Jan Miller asked members to introduce themselves and provide details about their former and current involvement with the commission.

- IV. **CITIZEN INPUT:** *Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

Trustee David Baum spoke regarding New Business Item C (Renew "Beautification" Program / Select Permanent Name & Sub Committee Formation).

V. **MEETING MINUTES:**

A. February 25, 2025 (ACTION)

**Motion:** Approve as presented

**Motioned By:** Trustee Borst

**Seconded By:** Member Hefle

**Yes:** Trustee Jan Miller, Member Kerpan, Member Hefle, Member Sedgwick, Member Yegge, Trustee Borst

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 6, No 0, Abstained 0)**

**VI. NEW BUSINESS:**

**A. Municipal Code Chapter 1.379 (REVIEW & UPDATE IF NEEDED)**

Chairperson Trustee Jan Miller led discussion regarding the purpose of the Economic Development Commission and Municipal Code Chapter 1.379.

**Motion 1:** Request that the Municipal Code Chapter 1.379 be updated to reflect Loan Pool administration as a power and duty of the Economic Development Commission

**Motioned By:** Member Kerpan

**Seconded By:** Member Hefle

**Motion 2:** Ask the Village Attorney to look at Municipal Code Chapter 1.379(5)(a) and advise if it encompasses Loan Pool administration or if it should be explicitly added as a power and duty of the Economic Development Commission

**Motioned By:** Member Kerpan

**Seconded By:** Member Hefle

**Yes:** Trustee Jan Miller, Member Kerpan, Member Hefle, Member Sedgwick, Member Yegge, Trustee Borst

**No:** None

**Abstain:** None

**Motion to Amend Carried by Voice Vote (Yes 6, No 0, Abstained 0)**

**Yes:** Trustee Jan Miller, Member Kerpan, Member Hefle, Member Sedgwick, Member Yegge, Trustee Borst

**No:** None

**Abstain:** None

**Motion as Amended Carried by Voice Vote (Yes 6, No 0, Abstained 0)**

**B. Business Loan Fund & Application (REVIEW, PRESENTATION, & ACTION)**

Cheri Schadeberg of Bank Five Nine provided an overview of the Business Loan Pool program. Since the inception of the program approximately nine years ago, the Village of Germantown has partnered with Bank Five Nine to provide nine business loans to Germantown businesses, at a 1% interest rate. Six of these loans are active, and three

of them have been paid off. Bank Five Nine has similar business loan pools in multiple municipalities, including robust programs in Hartland, Oconomowoc, and Menomonee Falls. She advised that while Bank Five Nine administers the loans, it is the responsibility of the municipality to advertise the program.

Commission members discussed potential advertising strategies, including promotion in Park & Recreation catalogs, email blasts, the Village website and social media, Chamber of Commerce outreach, window clings for participating businesses, and an educational seminar with Chamber of Commerce and Bank Five Nine representatives.

C. Renew “Beautification” Program / Select Permanent Name & Sub Committee Formation (REVIEW AND ACTION)

Members discussed using the Beautification Program Subcommittee as another avenue to promote the Business Loan Pool program.

**Motion:** Appoint Trustee Borst and Member Yegge to the Beautification Program Subcommittee

**Motioned By:** Trustee Borst

**Seconded By:** Member Hefle

**Yes:** Trustee Jan Miller, Member Kerpan, Member Hefle, Member Sedgwick, Member Yegge, Trustee Borst

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 6, No 0, Abstained 0)**

D. EDC Strategic Platform / EDWC Pillars Adopted by the Village Board in 2024 (REVIEW & DISCUSSION)

Trustee Jan Miller led discussion on the Economic Development Commission strategic platform and EDWC pillars. After discussion, members decided to begin inviting experts on grants, low-interest business loans, and other relevant topics to present to the Commission.

E. EDWC Support – Current Quarterly Hours Available & Possible Research Projects for EDWC (REVIEW & DISCUSSION)

No information was provided. Item will be added to the next meeting agenda.

F. Project Management Tool – (REVIEW, DISCUSSION & ACTION)

Chairperson Trustee Jan Miller provided a template that is used by Leadership Germantown for project management, to be used for future projects if members deem it appropriate.

G. Meeting Logistics (DISCUSSION & ACTION)

1. Locations available for Sub-Committee Meetings (Village Hall, Library, Chamber of Commerce, Etc)

Chairperson Trustee Jan Miller provided examples of locations for future subcommittee meetings.

2. Scheduling / Agendas - Getting Items on the Agenda and Deadlines for Publication of Agenda

Deputy Clerk Laufenberg advised that meeting agendas must be published at least 48 hours prior to a meeting.

3. Minutes - Clerk's Office

Deputy Clerk Laufenberg advised that a member of the Clerk's office will continue to take meeting minutes for the Commission until otherwise directed by the Village Administrator.

June 8, aug 12, sept 9

**VII. SET THE NEXT MEETING DATE / TIME / LOCATION:**

The next meeting is scheduled for July 8, 2025, at 6:00 PM. If a quorum cannot be established, this meeting will be skipped and the next scheduled meeting will be on August 12, 2025, at 6:00 PM.

**VIII. ADJOURNMENT:**

**Motion:** Adjourn

**Motioned By:** Member Sedgwick

**Seconded By:** Member Kerpan

Chairperson Trustee Jan Miller adjourned the Economic Development Commission meeting at 7:37 PM.