

# **City of Franklin Economic Development Commission**

## **MEETING MINUTES**

### **Monday, January 26, 2015 Meeting**

#### I. Call to Order, Roll Call and Pledge of Allegiance

The January 26, 2014 meeting of the Franklin Economic Development Commission was called to order by Vice Chairman Soto at 6:31 pm. Commissioners present were Ald. Wilhelm and Commissioners Kent Cool, and Soto. Chairman Haskins was absent. Also present was Director of Administration Mark Lubberda and Senior Planner Fuchs.

#### II. Citizen Comment Period

There were no citizens present expressing a desire to speak.

#### III. Approval of Meeting Minutes

##### A. December 10, 2014 Special Meeting

Motion made (Ald. Wilhelm) and seconded (Kent) to approve all of the minutes as corrected. Motion carried: 4 ayes, 0 Noes.

#### IV. Announcements (No action to be taken)

##### A. Announcements relating to Economic Development

##### 1. Milwaukee Burgers — 27<sup>th</sup> Street

Planner Fuch indicated that this restaurant was submitting plans to go into the old Tumbleweed restaurant building on 27<sup>th</sup> Street.

#### V. Business

##### A. Economic Development Director — Staffing, Duties, Job Description — Possible recommendation to Common Council

Vice Chairman Soto presented background on the history of this matter. Administrator Lubberda updated the EDC on the current status of the process. Discussion followed concerning elements of the Job Description and the hiring process. Motion made (Cool) and seconded (Kent) to recommend approval of the proposed Job Description as presented with changes to include reference of retail and mixed use, eliminate the use of ‘initial’ in same section, change ‘develop’ to

‘prepared plans and strategies’ and the inclusion of education option number 2 with recommended modifications; all of which is to be prepared for presentation to the personnel committee with a draft provided to EDC members for comments directly to the Director of Administration. Motion carried: 4 Ayes, 0 Noes.

B. Update on Buxton Group’s work to date

Planner Fuchs indicated that Buxton was through milestone number 2 which resulted in the identification of retail matches. Next step is to reach out to those retailers. In order to do so, there needs to be some planning on the City’s part. No action taken.

C. WEDC Certified Sites Program

Commissioner Kent discussed her review of a powerpoint file concerning the program. Submissions for the year are due February 6, which probably precludes entry this year. Discussion concerning the program followed. Motion made (Ald. Wilhelm) and seconded (Kent) to direct staff to present information on the program to the Council at its next meeting. Motion carried: 4 ayes, 0 noes.

D. South Suburban Chamber of Commerce — Review of Guidebook Advertisement

Ald. Wilhelm reviewed the current status of the ad process. Discussion followed about the remaining steps. No action taken.

E. South Suburban Chamber of Commerce Awards Dinner February 4<sup>th</sup> — Multiple Franklin businesses are up for awards

The City has a table for 8 at which Mayor Olson, Aids. S. Mayer, Schmidt, Dandrea, and Wilhelm; Chairman Haskins and Commissioner Kent are sitting.

VI. Next Meeting Date – February 23, 2015

Next scheduled meeting was announced to be February 23, 2015.

VII. Adjournment

Motion made (Ald. Wilhelm) and seconded (Kent) to adjourn the January 26, 2015 Economic Development Commission meeting. Motion carried: 4 ayes, 0 Noes