



CITY OF ST. FRANCIS  
ECONOMIC DEVELOPMENT  
COMMITTEE

July 14, 2020  
5:30PM

**NOTICE**

There will be an Economic Development Committee meeting on Tuesday, July 14, 2020 at 5:30pm in the Common Council Chambers at the St. Francis City Civic Center located at 3400 E. Howard Avenue.

Masks are strongly encouraged but not required.

**ECONOMIC DEVELOPMENT COMMITTEE AGENDA**

1. Call to Order
2. Minutes of the meeting held June 9, 2020
3. Discussion and Possible Action Items  
Business Recognition Event
4. Correspondence
5. Adjourn.

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Request should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300. The meeting room is wheelchair accessible from the East and West entrances.

**Note:** There is the potential that a quorum of the Common Council and/or any other Committee, Commission or Board may be present.

MINUTES FOR THE ECONOMIC DEVELOPMENT COMMITTEE  
MEETING HELD JUNE 9, 2020, 5:30PM

Members present: Bryan Kamm, Caryle Babcock, Greg Schlecht, Greg Sommers, Mayor Ken Tutaj, City Administrator Mark Johnsrud, and City Engineer/Director of Public Works Melinda Dejewski

Excused: Charles Buechel, Rick Wier.

Also present: None.

**1. Call to Order**

The meeting was called to order at 5:30 PM by Mayor Tutaj.

**2. Election of Chair**

A motion was made by Mayor Tutaj, seconded by Committee Member Schlecht to elect Bryan Kamm as Chair. Motion carried.

**3. Minutes**

A motion was made by Committee Member Schlecht, seconded by Mayor Tutaj to approve the February 11 and March 10, 2020 minutes as presented. Motion carried.

**3. Discussion and Possible Action Items**

**A. Duties and Responsibilities**

City Administrator Johnsrud stated that in 2014, the Common Council had changed the duties and responsibilities to be very similar to the Community Development Authority duties and responsibilities. When reviewing the committees this year, it was determined that the Community Development Authority should retain their duties and responsibilities and the Economic Development Committee should return to their pre-2014 duties and responsibilities. This means that the marketing functions will become a CDA responsibility. The main function of the EDC will be to recognize businesses for their civic involvement, to plan/host recognition events, and to execute any items assigned to the committee by the Common Council. Mayor Tutaj added that 2 members from the EDC were moved to the CDA due to vacancies. They are Brian McManus and Sandy Jaskulski.

No action was taken on this item.

**B. Ethics Statement**

Chairman Kamm asked City Administrator to review the City ethics policy with the committee. There was an acknowledgement that all members present understood the policy. No action was taken on this item.

**C. Business Recognition Event**

City Administrator Johnsrud stated that the event in 2019 was very successful due to inviting every past recipient of the Business of the Year award. Typically, the attendance is not as many people as attended in 2019. Staff often has to call businesses and officials to help get them to attend. He further indicated that 4<sup>th</sup> of July and Music in the Park were both cancelled. St. Francis Days is discussing cancelling their event also for 2020. The question then becomes does the committee want to hold an event in 2020.

Committee Member Babcock stated that she would not want to work on an event and then have marginal attendance due to COVID19.

City Engineer Dejewski stated that the discussion had been that after the 50<sup>th</sup> Business of the Year event, the committee had stated that they would review and reimagine the event.

City Administrator Johnsrud stated that maybe the event could be virtual and highlight a different business on the website each month. He then listed several businesses and/or projects that could be highlighted.

There was also discussion on naming a Business of the Year but not hold an event. Also discussed was increasing the presence of any event or recognition on social media.

It was agreed that this item would be on the agenda for the July meeting.

#### **4. Correspondence**

None.

#### **5. Adjourn**

A motion was made by City Engineer Dejewski, seconded by Committee Member Babcock to adjourn. Meeting adjourned at 6:18 PM.

### **Criteria Used To Base Decision For Commerce & Industry Awards**

- 1) Does the company in question demand service only or does it also give service to the community?**
- 2) Has the company expressed confidence in the community by either expanding locally or keeping its operation here over a prolonged period of time?**
- 3) Does the company promote the community as a good place to locate, and does it assist in promoting worthwhile civic projects?**
- 4) Does the company enjoy good employee relations and do employment practices include the hiring of local handicapped persons?**
- 5) Does the company cooperate with the city with respect to dedications, public improvements, etc?**
- 6) Does the company encourage employee membership in local service organizations, civic affairs or city commissions?**
- 7) Does the company maintain its premises in a neat and orderly fashion?**