

**Town of Bayfield
Business Park Promotion Committee
August 28th, 2017 – 6:30 PM Minutes
Bayfield Town Hall
85450 County Hwy J**

The meeting was posted in the Ashland Daily Press, on the Town website and at the Bayfield Town Hall. Members present were Ron Hauptert – interim Committee Chairman, Jenna Galegher – Committee Vice Chairman, David Galazen, Tom Gordon, Town of Bayfield Chairman, and Kelly Faye, Town of Bayfield Clerk. Meeting was called to order at 6:30 PM.

Introductions were done of both members and guests present.

Old Business:

Approval of the July Meeting Minutes. Motion was made by Gordon to approve the minutes. Second made by Galazen.

Hauptert walked members and guests through a Bayfield Business Park Development Plan slide show. Original park is 72 acres off County Highway J and was purchased by Impact Seven with Federal and State grant funding, to establish the Business Park in 2007. The acreage was deeded over to the Town of Bayfield for tax exemption on a lease basis. Tenants of the Park would pay down the debt on the land. Once the debt is paid, ownership of the Business Park would be turned over to the Town. World Class was the only tenant since 2007, until Midland purchased 1.79 acres within the Park for their bulk propane storage tank. World Class currently occupies a 22,500-square foot industrial building on a 5-acre parcel, with another 5-acre parcel reserved for their possible expansion. The relationship between World Class and Impact 7 has been bumpy from the start. They have also seen both staffing and logistical challenges at the current site. In 2012 Prosperity Road was added with the intention to provide access to the property from Highway 13. The 10-year lease that World Class had with Impact 7 has run out and they are currently renewing their lease on a 6-month basis.

The Town of Bayfield purchased 40 acres adjacent to the original Business Park in 2014. The Business Park Promotion Committee was started in early 2017 to be responsible for the park design, infrastructure coordination, budget management and marketing of the Bayfield Business Park. We have had conversations with Scottie Sandstrom and development of the Bayfield County Business Park, and have received permission and funding from the Town of Bayfield to contract Cedar Corporation for their “Build Ready: Industrial Sites Documentation Program.”

Committee is Looking to split into three teams to help move progress forward: Infrastructure Planning Team, Design and Budgetary Management Team, and the Marketing Team. General responsibilities were laid out in the slideshow:

Infrastructure Planning Team:

- Establish power guidelines to the park (conversations have occurred with Xcel Energy)
- Establish internet infrastructure requirements and service provider(s). Some discussions have started with Norvado, Charter & CenturyLink
 - Determine costs associated for providing a high-speed internet infrastructure throughout the park
- Determine road requirements and association costs
- Determine water and sewer requirements and solution options along with their associated costs
- Determine easements for infrastructure providers
- Evaluate options for tree and rock removal throughout the park's development areas
 - Determine the value of the tree and rock resources that need to be removed from the park's development area
 - Use determined values in the infrastructure planning budgetary process
- Establish infrastructure implementation, goals, priorities, timelines and budget

Design and Budgetary Management:

- Establish design for "Bayfield 40" business park
 - Considerations include: lot sizes, zoning considerations, lot use considerations, etc.
 - Special consideration may be given to those lots that have frontage on County Road J
- Coordinate with the Bayfield Town and County Planning and Zoning Committees
- Ensure business park development plan is consistent with Town's development plan
- Coordinate activities with Impact 7 to determine and "overall" business park design
- Work with a designated contractor to document the overall design, characteristics and features of the park – documentation process should result in written documents to help promote marketing the park and help guide the park's developmental evolution – will require input from other teams
- Coordinate overall budgetary process for the park – requires input from the other teams
- Establish implementation goals, priorities, timelines and budget

Marketing Team:

- Determine how to promote and market the business park – leverage documentation from the design team
- Work with Scottie Sandstrom, Executive Direction of the Bayfield County Economic Development Corporation (BCEDC)
- Research and leverage other county, state, and national marketing opportunities
- Establish implementation goals, priorities, timelines, and budget

Committee goals and objectives are to be determined. Tim Kane to serve as a resource to all teams. It was discussed to find out when Cedar Corporation is available and set up a separate

meeting in the next couple of weeks, to figure out where we need to start and get feedback on teams. Need to find more individuals to serve on committees.

Set date and time for next Business Park Committee Meeting: Monday, September 25th, 2017 at 6:30 PM.

Adjourn: Motion was made by Gordon to adjourn the meeting, second made by Galegher. Meeting adjourned around 7:30 PM.

Minutes respectfully presented by Jenna Galegher, Committee Vice Chairman.