

Approved

Brillion Re-Development Authority Meeting

Minutes

Thursday, July 13, 2017

Brillion Public Library

6:30 pm

1. Call to Order and Roll Call

Call to Order: Wenzel called the meeting to order at 6:31 p.m.

Roll Call: Members present – Chairperson Beth Wenzel, Kim Buboltz, Mel Edinger and Tamara Hillmann. Also in attendance were City Administrator Lori Gosz, Mary Kohrell, Community Economic Development Director for Calumet County, Amy Vaclavik of McMahan Associates, Russ Van Gomple of IPR, and Eric Fowle of East Central Wisconsin Regional Plan Commission, and guests Claire Green-Quinzer, Sarah Pielhop and Doreen Spatchek.

2. Approval of Agenda

Motion: Motion by Buboltz to approve the agenda as presented. Second by Edinger. Motion carried.

3. Approval of Minutes

Motion: Motion by Buboltz to approve the minutes of the June 15, 2017 regular meeting and the June 22, 2017 special meeting as presented. Second by Edinger. Motion carried.

4. Budget Expenditure Update

City Administrator Gosz was present with the update.

5. Review of Vision, Goals and Objectives

Wenzel reminded the group of the goals but did not read them.

6. Downtown Development:

A. Feasibility Studies

- i. **Housing Study** -- Fowle presented a draft of the study he is preparing regarding downtown housing.
- ii. **IPR Study** – Van Gomple and Vaclavik went over some of the updates and revisions to the feasibility study they have been working on. Corrections were made and some of ECWRPC housing data was included.

B. **Private/Public Partnership update** – Mary Kohrell – Kohrell updated the group on what she's been learning as she keeps us on track with the stakeholders working to improve the downtown. Kohrell is working with Larry Dietz of PPI on an employee survey that the major employers will be asking their employees to fill out regarding life styles and housing preferences. There are more meetings scheduled with Bob Endries and the IPR people.

C. **Robert Hussey Document Discussion** – Hussey has gathered much good data for us to have on hand moving forward.

D. **Letter to the Public** – We'll collect signatures through July 27.

7. Brillion Iron Works

a. **Grant Opportunities** – Mary Kohrell – There are grant opportunities with many state and federal organizations. Brillion does not qualify for many of them because we are above the poverty level percentages that represent need. There is one big grant that we do qualify for

because the closing of the Brillion Iron Works was a major economic event for our community.

8. **Hanging Flower Baskets** – Buboltz confirmed the plaques in her area around the bank had been changed.
9. **American Flags** – the Legion feels the flags are receiving too much damage and would like them to go back to holidays only. Wenzel said she recently made a personal donation to the legion towards flags. She suggested an article to encourage others to also donate to keep them up.
10. **Farmers Market** – Discussion was held about providing more organization for vendors. The group decided to keep it free and unorganized at the time but when the City Center project is complete that that would be a good time to change how it works.

Motion by Edinger to use some fund designated as Fall Fast advertising to advertise opening the Farmers' Market. Second by Buboltz. Wenzel abstained. Motion carried. Hillmann will also post the farmers' market on the RDA Facebook page.

GROW Foundation – Pielhop told the group about reviving the foundation that was created years ago for community health and wellness. It has been renamed GROW. She will be telling groups about it in the upcoming months. It is a coordinated effort to grow volunteerism throughout the school system and the community.

11. **Liability Insurance** – as long as we do not have any employees, which would require us to have a federal employer identification number, we are covered under the umbrella of the city and do not need our own liability insurance.
12. **Closed Session** per W.S.S. 19.85(1)(c)
Motion by Buboltz to go into closed session. Second by Edinger. Motion carried.
Motion by Edinger to return to open session. Second by Buboltz. Motion carried.

13. New Business

Future Agenda Items – Prepare an article for the City Connection quarterly newsletter

Face book

Next Meeting Date

Thursday, August 17, 2017, 6:30 pm, Brillion Public Library, lower level.

14. Adjournment

Motion: Motion by Hillmann to adjourn. Second by Buboltz. Motion carried.

Meeting adjourned at 8:42 pm.

Submitted by Elizabeth M Wenzel
Chairperson