

**Redevelopment Authority Commission
Minutes**

May 9, 2018

Brillion City Hall

6:00 pm

CALL TO ORDER:

Chairperson Beth Wenzel called the meeting to order at 6:00 pm.

ROLL CALL:

Present were Chairperson Beth Wenzel, Ralph Rice, Kim Buboltz (arrived at 6:04 pm), Jerome Popp, Tamara Hillmann and Alderperson Mel Edinger (arrived at 6:02 pm). Also present City Administrator/Clerk-Treasurer Lori Gosz, Alderperson Betty Nies (Nies stepped down when Edinger arrived), Public Works Director Andy Geiger, Calumet County Economic Development Director Mary Kohrell, TJ Lamers from the IPR Group, and Andy Dumke. Absent was Matthew Bennett.

APPROVAL OF AGENDA:

Motion –Hillmann moved to approve the agenda as printed and circulated. Seconded by Nies. Motion carried unanimously.

APPROVAL OF MINUTES – April 12, 2018 Redevelopment Authority Commission Minutes:

Motion –Popp moved to approve the April 12, 2018 Redevelopment Authority Commission minutes. Seconded by Hillmann. Motion carried unanimously.

ELECTION OF OFFICERS:

Chairman:

Motion – Rice moved to nominate Beth Wenzel as Chairperson. Seconded by Popp. Motion carried unanimously.

Vice-Chairman:

Motion – Hillmann moved to nominate Matthew Bennett as Vice-Chairperson. Seconded by Edinger. Motion carried unanimously.

Treasurer:

Motion – Edinger moved to nominate Kim Buboltz as Treasurer. Seconded by Hillmann. Motion carried unanimously.

REPORTS OF OFFICERS:

Chairperson: Wenzel had no report.

Treasurer:

Buboltz distributed the Treasurer Report showing \$1,635.22 in the checking account, which does not include the recent payment to Wisconsin Public Service for \$951.36, this will result in \$683.86 balance to date.

Motion – Edinger moved to approve the Treasurer Report as presented. Seconded by Hillmann. Motion carried unanimously.

Secretary/Community Development Director:

The monthly Secretary report was reviewed by the Commission. Gosz suggested asking the Chamber Board to have a member attend the monthly RDA meeting to give a report on what the Chamber is doing.

REVIEW OF VISION, GOAL AND OBJECTIVES:

Wenzel stated the Vision, Goal and Objectives statement will now be printed on the bottom of every RDA agenda.

GENERATE IDEAS TO CREATE REVENUE SOURCES:

Hillmann stated on Tuesday, May 15th there is a meeting schedule with SBDC Small Business Counselor. This meeting should give us more ideas to create revenue sources.

DOWNTOWN REDEVELOPMENT – MAIN STREET SQUARE PROJECT:

Closed Session per W.S.S. 19.85 (1)(e):

Motion – Edinger moved to go into Closed Session per W.S.S.19.85 (1)(e). Seconded by Buboltz. The Commission went into Closed Session at 6:15 pm.

Open Session:

Motion – Edinger moved to return to Open Session. Seconded by Buboltz. The Commission returned to Open Session at 7:02 pm.

Consider Extension of Contingency – Offer to Purchase – Northpointe Development:

Motion – Wenzel moved to approve the Extension of Contingency in the Offer to Purchase from Northpointe Development until 7/31/2018. Seconded by Edinger. Motion carried unanimously.

Asbestos Removal and Building Demolition – Award Bid:

Public Works Director Geiger reported the natural gas to the building has been disconnected, however, the water and electricity services cannot be terminated until the asbestos removal is complete. Geiger reported the new water service to Dollar General has been installed.

Lamers reported the low bid for the asbestos removal was Wisconsin Asbestos Removal and Demolition LLC. for \$9,990.00. He reported that he checked with the WDNR and State Health Department and one reference and there have been no complaints filed with the State on this contractor. It was suggested that the contract have a project end date.

Motion – Buboltz moved to recommend to City Council the bid from Wisconsin Asbestos Removal and Demolition LLC for \$9,990.00 for asbestos removal contract. Seconded by Rice. Motion carried unanimously.

Geiger report the low bid for the demolition is from Kempen Excavating for \$48,880.00. He explained that Kempen plans to remove and reuse some of the building material.

Motion – Edinger moved to recommend to City Council the bid from Kempen Excavating for \$48,880.00 for the demolition contract. Seconded by Buboltz. Motion carried unanimously.

Short-Term Borrowing:

Gosz explained because the WEDC CDI Grant agreement is between the City and the State, the City Council will authorize the short-term borrowing. No further action is required by the RDA.

BRILLION IRON WORKS – COMMON INTEREST AGREEMENT:

Gosz reported that the Ariens Company Attorney and the City’s Attorney are working on the language for a Common Interest Agreement between the City and the Ariens Company. No action was taken at this time.

2018 HANGING FLOWER BASKETS – UPDATE:

Gosz reported all 42 baskets have been adopted. We even have a few requests for donations over/above the 42 ordered baskets. We will be asking those if they would like to still make the donation to help offset the cost of ordering the donation plaques.

FLAG POLE REPLACEMENTS:

Geiger reported he will be ordering the poles on May 10th.

DOWNTOWN FARMERS MARKET:

Wenzel reported she has been contacted by the vendor who is interested in the Farmers Market. It was suggested to move the Market area due to the construction at Main Street Square. Buboltz stated she will check with the State Bank of Chilton to see if it can be set up there. It was agreed that the Market would be on a first come first serve basis.

WEDA COMMUNITY & ECONOMIC DEVELOPMENT AWARDS:

Due to the delay in the residential development for the Downtown Redevelopment project, it would be best to postpone applying for this award until 2019.

CONNECT COMMUNITIES WORKSHOPS AND RESOURCES:

Gosz will be forwarding the Commission workshop and resource opportunities through Connect Communities as they are made available.

POSSIBLE DOG PARK DEVELOPMENT IN BRILLION:

It was suggested to consider areas for a possible dog park. The City owned property on the corner of Wolfschmidt and Glenview was suggested. Geiger reported there is interest in the property for residential development. Edinger suggested this be considered with the redevelopment of the Brillion Iron Works property in connection with Horn Park.

101 IDEAS ARTICLE FROM FOCUS ON CALUMET:

Kohrell stated she forwarded this article to the Commission at the request of Matthew Bennett. She will forward the next month’s article to the Commission.

NEW BUSINESS:

Future Agenda Items:

None listed.

Next Meeting Date:

The next regular meeting of the RDA will be on Wednesday, June 6, 2018 at 7:00 am.

ADJOURNMENT:

Motion – Edinger moved to adjourn the meeting. Seconded by Popp. The meeting adjourned at 7:48 pm.

Lori Gosz
Administrator/Clerk-Treasurer