

Approved

**Redevelopment Authority Commission
Minutes**

June 6, 2018

Brillion City Hall

7:00 am

CALL TO ORDER:

Chairperson Beth Wenzel called the meeting to order at 7:03 am.

ROLL CALL:

Present were Chairperson Beth Wenzel, Kim Buboltz, Tamara Hillmann, Matthew Bennet and Alderperson Mel Edinger. Also present was City Administrator/Clerk-Treasurer Lori Gosz.

Absent were Ralph Rice and Jerome Popp.

Guests: Doug Neils from the Brillion Chamber of Commerce, and Sarah Krueger.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – May 9, 2018 Redevelopment Authority Commission Minutes and May 29, 2018 Special Redevelopment Authority Commission Minutes:

Motion –Bennett moved to approve the May 9, 2018 Redevelopment Authority Commission Minutes and May 29, 2018 Special Redevelopment Authority Commission Minutes as printed and circulated. Seconded by Edinger. Motion carried unanimously.

REPORTS OF OFFICERS:

Chairperson:

Chairperson Wenzel reported on the following:

- Hanging Flower Baskets and Flags are up on Main Street.
- Connect Communities webinar on Downtown Housing Development. Wenzel reported on the webinar and found it interesting that in some communities the RDA will buy buildings to rent the first floor to businesses and second floor as residential. She commented this is a way to control what happens to vacant buildings in the downtown district, however, there needs to be a commitment from a business. Wenzel stated the Connect Communities webinars are available for all RDA members.

Treasurer:

Buboltz distributed the Treasurer Report showing a balance of \$683.86 in the checking account. Gosz stated there is another statement recently received from WPS which she will review and forward to Buboltz for payment, which may use up the remaining balance in the bank account.

Gosz stated the City RDA Reserve accounts haven't changed much since the last meeting. She will forward a report to the members. Bennett suggested asking the City Council to budget more for the RDA each year. Gosz reported with the Downtown Redevelopment project there have been engineer expenditures paid through TID #2 which the Council has approved. Wenzel asked that this be reported to the RDA each month.

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Secretary/Community Development Director:

Gosz stated she will give updates on work she has been doing on the Downtown Redevelopment and Brillion Iron Works projects later on the agenda.

REVIEW OF VISION, GOAL AND OBJECTIVES:

Wenzel read the RDA's Visions, Goal and Objectives statement.

WEDA – WISCONSIN ECONOMIC DEVELOPMENT ACADEMY – STEERING COMMITTEE:

Wenzel reported that Mary Kohrell is requesting volunteers to serve on a steering committee. She is looking for one individual from Brillion, whether it be a City Council or RDA member. This steering committee would work with WEDA to plan a training program for Calumet County.

Bennett said he would be interested in being the City's representative on this committee. Gosz reported she will also ask City Council members if any are interested.

GENERATE IDEAS TO CREATE REVENUE SOURCES:

Hillmann read some suggestions she recently e-mailed to the RDA members;

- Host a Murder Mystery Diner or Trivia/Game Night in the area.
- Create a scavenger hunt within the RDA district that promotes the local businesses.
- Team up with the Jaycees and Chamber to create Lunch and Learn opportunities.
- Jell-O Wrestling at Brillion Fest.
- Trash Art Auction, enroll local artists to create masterpieces out of recyclables or other waste products and then auction off the pieces.
- Sell t-shirts and offer a day to get together to tie-dye their own shirts for a fee.
- We could also sell engraved bricks to help build City Hall. All the supporters could be shown throughout the life of the building.
- Dog Park- charge an annual usage fee to cover any costs of maintenance.
- Flamingo-a-Yard.

Bennett suggested the old Richards building as opportunity for the RDA to acquire. Discussion followed on vacant building opportunities. Wenzel suggested working with the Chamber on Pop Up Shops in vacant buildings. Bennett suggested the old Richards building would be a good place for this. Doug Neils stated he feels this in a good project and will have the Chamber put this on their next agenda. The John Day store front on S. Main Street would be another opportune place.

Niels reported on the Strategic Planning process the Chamber of Commerce is currently working on. He explained the Planning will take time to complete. The Chamber is looking at the community as a whole. They have revised their mission/vision statements. The Chamber Lunch and Learn program is back. They have speakers scheduled out through the end of the year. Both Bob Endries and Dan Ariens have given the Chamber 100% support. At the beginning of each Lunch and Learn there will be a 5 minute City update. He explained these Lunch and Learn events will be held every third Thursday of each month.

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DOWNTOWN REDEVELOPMENT – MAIN STREET SQUARE PROJECT – UPDATE:

Gosz reported that the ground breaking for the new City Center will be held on Thursday, June 14th at 10:00 am. Keller Structure is the contractor and will begin work on June 16th. The project will be finished before the end of 2018.

Gosz reported on the asbestos removal and demolition of the former T & C Market and Chiropractic building. She stated the asbestos contract has a substantial completion date of 6/29/2018 and final completion date of 7/13/2018. The demolition contract has a substantial completion date of 8/31/2018 and final completion date of 9/14/2018.

Gosz reported she has requested an update from Andy Dumke on his application with WHEDA for the residential development, however, she has not received a response yet from Dumke.

BRILLION IRON WORKS – UPDATE:

Gosz reported that work continues on the environmental study. The environmental firm hired by the Ariens Company is finalizing the report. Mary Kohrell is helping the City with this project and has been involved in seeking grant opportunities for the project. Gosz reported there are two grants being considered; WEDC Idle Sites Grant and EDA Economic Adjustment Assistance grant, which is a planning grant. Both grants will be done by the City/RDA, which will require the City/RDA to acquire the property.

Gosz explained the timeframe to ER TID Creation, which is how the City would finance the purchase and redevelopment of the site. Gosz briefly explained the requirements for an ER TID, which requires that the City obtain a Certified Site Investigation Report from the DNR. Because of this an extension is being considered to allow for more time to prepare for the creation of an ER TID. The City's financial advisor, Phil Cosson from Ehlers is assisting in this process.

2018 HANGING FLOWER BASKETS/FLAG POLE REPLACEMENTS – UPDATE:

Wenzel stated the baskets and flags are up and this project is complete.

NEW BUSINESS:

Future Agenda Items:

Gosz suggested adding to the monthly agenda Report from the Chamber of Commerce under Reports of Officers.

Next Meeting Date:

The next meeting of the RDA will be held on Thursday, July 12, 2018 at 6:30 pm.

ADJOURNMENT:

Motion – Buboltz moved to adjourn. Seconded by Edinger. Motion carried unanimously. The meeting was adjourned at 8:08 am.

Lori Gosz
Administrator/Clerk-Treasurer