

**REDEVELOPMENT AUTHORITY COMMISSION**  
**Minutes**

**November 8, 2018**

**Brillion City Hall**

**6:30 PM**

**CALL TO ORDER:**

Beth called the meeting to order at 6:30 pm

**ROLL CALL:**

Present were Chairperson Beth Wenzel, Matthew Bennett, Tamara Pribbernow, Jerome Popp, Kim Buboltz and Alderperson Mel Edinger. Also present were City Administrator Lori Gosz and Calumet County Economic Development Director Mary Kohrell. Absent was Ralph Rice and Doug Neils Brillion Chamber of Commerce .

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES – October 11, 2018 Redevelopment Authority Commission:**

**Motion** – Edinger moved to approve the minutes of the October 11,2018 Redevelopment Authority Commission meeting as printed and circulated. Seconded by Bennett. Motion carried unanimously.

**REPORTS OF OFFICERS:**

**Chairman:**

Wenzel reported that she attended the Economic Development 201 Workshop on October 29<sup>th</sup> hosted by Calumet County.

**Treasurer:**

Buboltz review the RDA Treasurer’s Report stating the bank account has an ending balance of \$683.86 as of 10/31/2018.

**Motion** – Pribbernow moved to approve the Treasurers report as submitted. Seconded by Edinger. Call vote. Motion carried unanimously.

**Secretary:**

Gosz reviewed of the City RDA Reserve accounts and the TID #2 expenditures with the Commission.

Gosz reported that she attended the WPS Workforce Housing and Development Conference in Green Bay on November 7<sup>th</sup>. Gosz also reported that she will be presenting the Brillion City Center project along with TJ Lamers at a workshop at McMahon on November 14<sup>th</sup>.

**REPORT FROM CHAMBER OF COMMERCE:**

No Report.

**REVIEW OF VISION, GOAL AND OBJECTIVES:**

Wenzel read the RDA Vision, Goal and Objectives statement.

**DOWNTOWN REDEVELOPMENT – MAIN STREET SQUARE PROJECT – UPDATE:**

Gosz reported that the parking lot should be paved by the end of the week. She also reported that the masons will be finishing the mason work on the outside of the building.

Gosz explained the move in has not yet been determined. She also reported on an issue with Spectrum providing internet service to the building. She said this should be resolved soon.

**BRILLION IRON WORKS – UPDATE:**

Gosz gave an brief update on the project.

**WEDA – WISCONSIN ECONOMIC DEVELOPMENT ACADEMY – FOLLOW UP:**

Bennett reported he also attended the workshop. He briefly made comments on his takeways from the workshop.

**FALL LIGHT POLE DECORATION CONTEST:**

The Endries pole is the pole winner. Buboltz will send Endries the prize of \$100 in Chamber Bucks.

**2019 HANGING FLOWER BASKET PROJECT:**

Edinger reported he is working with Fox Valley Green House who does the baskets for De Pere. He gave them a picture of our baskets to see what options we have. It was suggested to contact Jane Kopidlansky to see she could give suggestions on care/watering/fertilizing and develop a schedule for the City DPW staff to use.

Pribbernow suggested trying artificial flowers. Wenzel suggested just trying a couple artificial to see how they work.

Edinger and Buboltz will meet with Fox Valley Green House to see what options he would suggest.

**REVIEW OF 2006 REDEVELOPMENT DISTRICT IMPROVEMENT PLAN, 2008 DOWNTOWN OBSERVATIONS, 2009 DOWNTOWN MASTER PLAN:**

Wenzel questioned where to begin. Gosz report that the Park & Recreation Commission has received the finished Friendship Trail Connection Report from East Central Wisconsin Regional Planning Commission. She stated that Dan Ariens has thoughts on extending the trail through Horn Park and the Brillion Works development.

Wenzel suggested starting with an area in the downtown and referring to all the reports to find the next project area. Edinger suggested we need to work on the trails if Dan Ariens is ready.

Wenzel stated there are vacant buildings in our downtown that should be considered. She stated there is a need for assistance on the Buffington property to help remove the underground tank on the property. Kohrell explained the County hired a no cost consultant to write an EPA Brownfield grant for all Calumet County. The grant would pay to identify the areas and the costs to remove the blight.

Kohrell suggested looking at all the plans and pull out items that might still be good. She suggested hiring a consultant. She reported on a USDA Rural Development Grant funding which is a new grant that might be available for hiring a consultant. Kohrell offered to help the City develop Request for Proposals. She pointed out because the RDA doesn't have enough time to develop a plan on its own, she suggested hiring a company. She pointed out that there is a lot going on in the City with the City Center and the Brillion Works project.

It was suggested that each RDA member take the documents home and selected 5 areas that we should she be looking at. The members are to send Gosz their selections by January 3<sup>rd</sup> for the January 10<sup>th</sup> RDA meeting.

Kohrell reported she will be doing a housing study in 2019 for all of Calumet County to quantify the housing demand. She will be focusing on the smaller communities in Calumet County.

**POP-UP SHOPS – SCHEDULE TOUR OF BAKER BILL'S AND OTHER VACANT MAIN STREET PROPERTIES:**

No Report.

**DISCUSS/SCHEDULE JOINT MEETING WITH THE CHAMBER BOARD, TOURISM COMMITTEE AND PARK AND RECREATION COMMITTEE:**

The meeting will be held on February 7, 2019 at 6:30pm at the new Brillion City Center. Gosz will send out an invite to the other committees.

**GENERATE IDEAS TO CREATE REVENUE SOURCES:**

Gosz suggested meeting with other CDA groups from surrounding communities to network. Kohrell will see if Elizabeth Runge from Bay Lake Regional Planning Commission will help organize this.

**HOUSING DEVELOPMENT DISCUSSION:**

No report.

**FACEBOOK:**

Pribbernow continues to make updates on the RDA Facebook page.

**NEW BUSINESS:**

**Future Agenda Items:**

Northpointe Development Update

**Next Meeting Date:**

Thursday, December 6, 2018 at 6:30 pm.

**ADJOURNMENT:**

**Motion** – Buboltz moved to adjourn the meeting. Seconded by Edinger. Call vote. Motion carried unanimously. The meeting adjourned at 8:05 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer