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**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

February 6, 2014

Brillion City Hall

6:00 PM

CALL TO ORDER: Vice Chairperson Laura Bonnet called the meeting to order at 6:05 P.M.

ROLL CALL: Present were, Kim Buboltz, Ralph Rice, Gaylord Unbehaun, Laura Bonnet, Alderperson Mel Edinger (7:00 PM), and Community Development Director/Redevelopment Coordinator Justin Linzmeier. There is one vacancy. Absent were Chairman Matthew Bennett, Administrator Clerk-Treasurer Lori Gosz and Mayor Gary Deiter.

APPROVAL OF THE AGENDA:

Motion – Buboltz moved to approve the agenda. Seconded by Rice. Motion carried.

APPROVAL OF THE January 2th, 2013 MINUTES:

Motion – Buboltz moved to approve the minutes of the January 2, 2014 Redevelopment Authority Commission meeting minutes. Seconded by Rice. Motion carried.

GUESTS:

None

REPORTS OF OFFICERS:

Chairman:

Chairman Matthew Bennett had a report for the committee. Secretary Linzmeier asked to address the report under the agenda item E- RDA Committee Vacancy.

Treasurer:

RDA treasurer Kim Buboltz gave an update on the funds collected by the Adopt-A-Basket program so far. There were no changes in the RDA budget since last month.

Secretary/Community Development Director:

Linzmeier updated the committee on the following events from City Hall.

- The Adopt-A-Flower program continues to be successful; so far 13 out of the 24 baskets have been adopted. He will have flyers and brochures available at the upcoming Chamber of Commerce Beer, Wine, and Cheese tasting event.
- Linzmeier updated that work continues on the new City website. He said that it will be easier for members to look up the agenda's, past minutes, and meeting dates on the new site.
- The City is continuing to work on the proposal for a room tax here in Brillion. The Chamber and Cobblestone Hotel both support the tax. Seventy percent of the money generated by the tax goes toward promoting tourism in Brillion.
- Com. Dev. Director Linzmeier said he recently attended a Lakeshore Industry Cluster meeting at The Brillion High School and Ariens Plant No. 3 where he got a chance to meet with Human Resource representatives. He spoke to them about promoting Brillion as a place to work to their employees and looks forward to working with their H.R. staff in the near future. He would also like to conduct a community survey with some of their staff to gauge the potential thoughts that the employees have about living in Brillion.

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UNFINISHED BUSINESS:

A. 2013 Redevelopment Authority Projects:

1. Concrete Work for Benches:

Com Dev. Director Linzmeier updated the committee that currently Dollar General pays for the electricity for the sign near the seating areas. It would be difficult to differentiate the rates between how much power the city would use for electrical outlets and lights. If the RDA wanted to add electrical service to the area they would need to add a meter from the nearest power pole. That would involve trenching fees to bury the cables and additional concrete work to repair areas the cable would pass through. There is an option to tap into the electric line from the light poles on Main Street however that would also involve repairing the sidewalk after hooking up electrical service. Vice chair Bonnet then suggested that they maybe do not need to add the electric at this time. Rice added that it would also possibly attract bugs to that area. There could also be potential for having a solar powered light added in the future if the seating area is too dark. Prices of the benches and trash receptacle from Tree Top Products were included with this month's packet. Bonnet suggested ordering the benches and trashing receptacle at that price listed since it was the lowest. Linzmeier added that there would be a slight short fall in funds anticipated for the project however there should be leftover money from the Directional/Way-finding signs account.

Rice made a **motion** to take left over money from the Directional/Way-finding signs account to cover the budget short fall for the Streetscaping/benches project. Seconded by Buboltz. Motion carried unanimously.

Buboltz made a **motion** to order two benches and a trash receptacle from Tree Top Products. Seconded by Bonnet. Motion carried unanimously.

2. Directional/Way-finding Signs:

Com Dev. Director Linzmeier spoke with Dennis from the DPW staff and Gary from United Sign about how to hang the new signs. Dennis suggested ordering the sign stiffeners that some of the previous signs has attached to them. He said they strengthened the signs and helped them withstand strong winds. Linzmeier included estimated for the cost of the sign stiffeners from Tapco Products. Since the RDA was saving money by ordering the signs through United Sign Co. he thought it would be a good idea to add them. Buboltz added that the additional strength would allow the sign to last longer.

Buboltz made a **motion** to purchase the 24 Universal Post Channel Clamp's at 13.25 apiece and 8 Aluminum Sign Stiffeners which would be cut to length for each sign at \$26.50 apiece. Seconded by Bonnet. Motion carried unanimously

B. 2006 Redevelopment District Improvement Plan:

Committee members reviewed chapter 2 of the 2006 Redevelopment District Improvement Plan. Rice led a discussion on how the district is broken up into different sections and how each block had a good representation of the industries that are currently there. He stated that there was quite about of thought that went into this process and that the blocks are still broken up in to smart choices. Buboltz also pointed out several properties on the map that that need to be updated and changed. The new Econo Foods Grocery Store is not on there and the former K & J Inn property needs to be removed. Buboltz added that the Public Library and Bay Title were not part of the RDA zone. Rice added that the RDA helped sponsor the flower bed on the north side of the Library and he too would like the RDA zone include those properties; while those properties are in good condition now the RDA

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would like to include them for future developments. Linzmeier explained that once the 2006 Redevelopment District Improvement Plan is updated it will need to be adopted by the City Council at that time the RDA can expand its district to include these two properties. It would be best to wait and make all the changes at once because there may be additional changes in the upcoming chapters.

C. Fall Fest 2014

RDA members received a copy of all the ideas they discussed about the Fall Fest so far. Secretary Linzmeier said he spoke with the Brillion Nature Naturalist Louie Kolberg who supported the Downtown Fall Fest and said the RDA could advertise that the Nature Center the night of the Pumpkin walk about any programs the RDA would put on. She also mentioned that parking was a concern last year and if there was a shuttle service it would help. Vice-chair Bonnet said she likes this idea and would support the idea for a bus to shuttle people back and forth from downtown to the Nature Center. Bonnet asked to find out when the busy times of the Pumpkin walk are to anticipate the peak times for the shuttle. Buboltz suggested having 2 shuttles running from roughly 5:00 PM to 8:30 PM so people would not have to wait too long. Linzmeier will contact Sonnabend Bus Company for a quote on how much it would cost.

Rice also commented he was in favor of this idea but questioned how the RDA would promote the downtown businesses then. Rice suggested maybe leaving it up to each individual business to come up with how they plan on staying open or taking advantage of the people that would be in the downtown that night. Buboltz suggested sending a letter to property owners on Main Street to generate a primary count of the businesses that would participate and how they plan on marketing themselves that night.

D. Business Incubator

Com. Dev. Director Linzmeier updated he contacted the FVTC regional office in Chilton about a potential incubator and they were interested in the idea however have not conducted any research on potential sites or locations. Linzmeier explained he was waiting for Ripon College to send him an example of studies they conducted in the past to find out what they can offer Brillion. Linzmeier has not heard anything from Ripon College in the past few weeks. Rice suggested that Linzmeier work on creating an incentive list for people to start a new business here and see if any of the business here would help support them, find out if any of the insurance agencies would be willing to offer a discount or if Zander Press would offer a discount on business cards.

E. RDA Committee Vacancy

Secretary Linzmeier passed out a note from Chairperson Matthew Bennett stating that due to his current schedule he would need to step down from the RDA committee. Linzmeier stated there are now two vacancies on the RDA and they need to be filled. Linzmeier stated he called Dale Nies this past month and he declined to join. Kim Buboltz offered a few suggestions of member to try and recruit. Linzmeier asked each member to contact at least one person this month about joining the RDA. Unbehaun also said that it is hard for him to hear at the meetings and it may be time to find a replacement for him as well.

NEW BUSINESS:

A. Main Street Focal Point Maintenance:

Secretary Linzmeier updated that he e-mailed the High School Horticulture teacher again this month about working on this project again this year and still has not heard any response. Bonnet stated that

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it is still early yet and give them some time. Edinger agreed and stated if it gets closer call the teacher and see if they are interested.

FUTURE AGENDA ITEMS AND NEXT MEETING DATES:

A. Thursday, February 6th, 2014 at 6:00 PM.

ADJOURNMENT:

Motion – Bonnet moved to adjourn the meeting. Seconded by Edinger. Motion carried unanimously. The meeting was adjourned at 7:44 PM.

Justin Linzmeier
Secretary of the Redevelopment Authority Commission