

REDEVELOPMENT AUTHORITY COMMISSION

January 10, 2019

Brillion City Hall

6:30 pm

CALL TO ORDER:

Chairperson Wenzel called the meeting to order at 6:30pm.

ROLL CALL:

Present were Chairperson Beth Wenzel, Tamara Pribbernow, Jerome Popp, Kim Buboltz, and Alderperson Mel Edinger. Also present were City Administrator Lori Gosz, Calumet County Economic Development Director Mary Kohrell, and Doug Niels Chamber of Commission.

Absent was Ralph Rice.

Guest: Jenny Braden.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – December 6, 2018 RDA Meeting.

Motion – Matthew moved to approve the minutes of the December 6, 2018 RDA meeting. Seconded by Edinger. Motion carried unanimously.

REPORTS OF OFFICERS:

Chairman:

No Report.

Treasurer Report:

Buboltz reviewed the Treasurer's Report with the Commission. She explained that the \$100.00 expense for Chamber Bucks for the Pole Decorating Contact will be reimbursed by the City Tourism funds.

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

Secretary Report:

Gosz reported on events scheduled for 2019 at the Endries Performing Act Center. She encouraged Commission members to help promote these events.

Review of Reserve Budget:

Gosz reviewed the 2019 RDA Budget comparison report with the Commission.

REPORT FROM CHAMBER OF COMMERCE:

Niels reported on the Chamber of Commerce annual meeting which was held in December. He also reported that the Chamber is finalizing the update on the Chamber By Law and finishing their strategic planning.

REVIEW OF VISION, GOALS AND OBJECTIVES:

Wenzel read the RDA Vision, Goals and Objectives statement:

DOWNTOWN REDEVELOPMENT – MAIN STREET SQUARE PROJECT – UPDATE:

Gosz gave an update on the opening of the City Center. She stated that there may be an Open House on February 7th.

Gosz also gave an update on the Dumke housing development. She reported that the application for WHEDA Tax Credits is in review stages. Wenzel stated at the December RDA meeting Dumke offered to help the RDA develop a Request for Proposals for housing developers, should he be unsuccessful in obtaining this years WHEDA Tax Credits. Gosz will contact Dumke on this.

BRILLION WORKS – UPDATE:

Gosz and Kohrell gave an update on EPA Brownfield Grant applications for the site. Gosz explained that Ayres Associates has been hired by Ariens to apply for the grant on behalf of the City. Kohrell explained that Calumet County is working with Stantec on a Countywide application for the grant.

2019 Hanging Flower Basket Project:

Buboltz reported the cost of baskets will go up \$5.00 more per basket in 2019. Buboltz suggested to raise the donation fee to \$75.00 per baskets. Buboltz stated the flowers would be all Supertunia and that Schroth’s recommends watering at least 3 days per week and to put the flowers up after Memorial weekend, to avoid delay in watering should the weather be hot again. She also recommends fertilizing one a week.

Motion – Edinger moved to increase the donation fee to \$75.00 per basket and to order fuchsia and light pink Supertunia flowers. Seconded by Buboltz. Motion carried unanimously.

REDEVELOPMENT DISTRICT IMPROVEMENT PLAN – ESTABLISH 6-MONTH AND 1-YEAR GOALS FOR ACTION REGARDING REVISIONS OR RE-CREATION OF THE REDEVELOPMENT DISTRICT IMPROVEMENT PLAN:

Wenzel stated the Redevelopment District Improvement Plan is outdated. She stressed that the RDA needs to establish steps towards updating the Plan.

Discussion followed on the concern of Shopko closing.

Pribbernow questioned the absence of Ralph Rice. She questioned if he is no longer interested in serving on the RDA, should we be looking to find a replacement for him and is there anything in the RDA by-laws. Discussion followed.

The following goals established for the next 6 months:

- Revising the By-Laws with attendance requirements.
- Hiring a consultant to find revenue sources. Meeting with other RDA/CDA groups to find out how they support their projects financially. This can be discussed at the Feb 7th meeting with groups. Sharing a consultant.

- Stay coordinated with Ariens Company on the Brillion Works development in TIF #5.
- Relocating Dollar General is important. What are Dollar Generals needs; how much space do they need, how much rent will they pay.

POP-UP SHOP – SELECT RDA MEMBER TO WORK ON THIS WITH CHAMBER BOARD MEMBER:

Wenzel suggested that one of the RDA members be on the Pop Up Shop. Pribbernow volunteered to be the RDA members on this project.

JOINT MEETING WITH THE CHAMBER BOARD, TOURISM COMMITTEE AND PARK AND REC COMMISSION – PLAN AGENDA:

The following will be on the agenda for Joint meeting on February 7, 2019.

1. Group Projects –What are you doing? (ask groups to be prepared to bring what they do)
 - a. RDA
 - b. Plan commission
 - c. Tourism committee
 - d. Park & Rec
 - e. Chamber of commerce
2. Collaborative Projects – What can we do together/brainstorm on visions/goals for the future.
3. Plan the next meeting date.

REVENUE SOURCES – REVIEW OPPORTUNITIES AND ADDRESS STEPS INVOLCED WITH EACH:

Owning property and generate revenue from resale. Wenzel suggested developing a solid business plan for property acquisition of blight property. Discussion followed. Location for a Pop-Up Shop and business incubator was suggested.

HOUSING DEVELOPMENT DISCUSSION – CREATE RFP FOR DOWNTOWN HOUSING UNT IN PREPAREDNESS OF THE UPCOMING POSSIBIITY THAT NORTHPOINTE IS DENIED WHEDA FUNDING:

Wenzel stated that Andy Dumke offered to give a template for a RFP to developers. He is willing to help.

(Popp left the meeting at 8:27 pm.)

FACEBOOK:

No report.

NEW BUSINESS:

Future Agenda Items:

None listed.

Next Meeting Date:

February 7, 2019 in the Council Chambers at Brillion City Center.

ADJOURNMENT:

The meeting adjourned at 8:34 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer