

REDEVELOPMENT AUTHORITY COMMISSION MEETING

January 9, 2020

Brillion City Center

6:30 PM

CALL TO ORDER:

Wenzel called the meeting to order at 6:32 PM.

ROLL CALL:

Present were Chairperson Beth Wenzel, Matthew Bennett, Kim Buboltz, Jerome Popp, and Alderperson Mel Edinger. Also present was City Administrator/Clerk-Treasurer Lori Gosz. Absent were David Sonnabend and Ralph Rice.

GUESTS:

Alderperson Sarah Pielhop, Mary Kohrell, and Joel Thorpe.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – DECEMBER 12, 2019 REDEVELOPMENT AUTHORITY COMMISSION MEETING:

Motion – Bennett moved to approve the minutes of the December 12, 2019 Redevelopment Authority Commission meeting as printed and circulated. Seconded by Edinger. Motion carried unanimously.

REPORTS OF OFFICERS:

A. Chairman:

Wenzel reported a small group of individuals formed a Committee to work on an update of the City Map/Brochure to use as a marketing tool to help promote the City.

B. Treasurer:

Buboltz report that \$100.00 was received from room tax for the Pole Decorating Project.

Motion – Edinger moved to accept the Treasurer’s Report as presented. Seconded by Bennett. Motion carried.

C. Secretary/Community Development Director:

1. Review of Budget:

The 2020 Budget Report was reviewed by the RDA members.

Gosz reported the Tourism Committee discussed the Fall Downtown Light Pole Decorating Contest. She explained the Tourism Committee will continue to support the contest with room tax funding, but don’t want to take the project over. It was suggested that it may be a Chamber event. Gosz suggested this be discussed at the next Organizational Group meeting on March 5th.

Gosz stated that in order to maintain membership to WEDC Connect Communities the City needs to attend two (2) training events by WEDC. She stated that RDA members can attend and there are webinar training opportunities. Gosz asked if any RDA member wanted to be added to the WEDC email Chatter list. Edinger and Bennett asked to be added to the list. Wenzel and Buboltz, who are also on the list and receive Chatter emails, commented on the good information received from WEDC.

REPORT FROM BRILLION CHAMBER OF COMMERCE:

A report from the Chamber was distributed and reviewed by the Committee.

2006 REDEVELOPMENT DISTRICT IMPROVEMENT PLAN – REVIEW/CONSIDER SURVEY FOR DOWNTOWN OWNERS:

Wenzel reminded members to give their survey questions to Ralph Rice. Edinger will follow up with Ralph Rice on this.

DOWNTOWN REDEVELOPMENT – MAIN STREET SQUARE PROJECT:

A. Housing Development – City Center – Brillion LLC Developer Update:

Gosz reported on the project. She stated the deadline for Dunke’s bids from contractors is January 20th. Dumke is closing on the purchase and starting construction in mid-February.

Gosz reported she asked Duke for more information to be available to interested tenants. She is waiting to hear back from him.

B. Dollar General Building – CDBG CLOSE Grant and Calumet County EPA Grant:

Gosz reported she has contacted the Department of Administration on the use of the City’s CDBG Close Funds to use for the demolition of the Dollar General building. She has not heard back from the Department of Administration, however, she suggested the RDA recommend to City Council to proceed with the application of the City’s CDBG Close Funds to be used for demolition of the building.

Mary Kohrell stated the RDA could use the Calumet County EPA Grant Funds for the cost of Phase 1 and Phase II Environmental studies. She also stated the City could use Calumet County’s EPA for the Buffington project as well. Kohrell stated Calumet County has hired a consultant from Stantec for this grant use. She stated the Phase 1 information is recorded and doesn’t need property owner’s permission. However, the owner needs to grant permission to do Phase II and conduct soil testing. Kohrell stated there is no formal action from the City to apply for use of the funds.

Motion – Bennett moved to recommend to City Council to proceed with the use of the City’s CDBG Close Funds for the Dollar General demolition. Seconded by Buboltz. Motion carried.

BRILLION WORKS – UPDATE:

Gosz reported the demolition contractor anticipates to be done in February. She has reported one of the shed that was sold will be relocated on Northway Drive behind Horn Ford.

MARKETING – DISCUSS OPPORTUNITIES:

Unapproved

Alderson Pielhop was present and shared a video of the Walk Through Brillion Event. The Brillion Optimist Club will be using this to market for next year.

Alderson Pielhop suggested Wisconsin Life on PBS Television.

FALL DOWNTOWN LIGHT POLICE DECORATING CONTEST:

No report.

POP-UP SHOP:

The survey will help identify what property might be available.

REVENUE SOURCES – CONTINUE TO REVIEW OPPORTUNITIES:

Wenzel suggested a good business plan and then look at purchasing. May get support from investors. The Downtown Survey will help with this.

FACEBOOK:

Wenzel will post notice of meetings on Facebook. She asked members to send her items to post.

NEW BUSINESS:

A. Future Agenda Items:

Pole decorating on March – June agendas.

B. Next Meeting Date:

February 13, 2020 at the Brillion City Center at 6:30 PM

ADJOURNMENT:

The meeting adjourned at 7:56 pm.

Lori M. Gosz
City Administration/Clerk-Treasurer