

REDEVELOPMENT AUTHORITY COMMISSION
Minutes

June 11, 2020

Brillion City Center

7:00 am

CALL TO ORDER:

Chairperson Beth Wenzel called the meeting to order at 7:01 am.

ROLL CALL:

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

Guests:

Jason Yaeger.

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES – May 14, 2020 Redevelopment Authority Commission:

Motion – Bennett moved to approve the minutes of the May 14, 2020 Redevelopment Authority Commission as printed and circulated. Seconded by Sonnabend. Call vote. Motion carried unanimously.

REPORT OF OFFICERS:

Election of Officers:

Motion – Bennett moved to nominate Beth Wenzel as Chairperson and to close nominations and cast a unanimous ballot. Seconded by Buboltz. Call vote. Motion carried unanimously.

Motion – Buboltz moved to nominate Matthew Bennett as Vice Chairperson and to close nominations and cast a unanimous ballot. Seconded by Wenzel. Call vote. Motion carried unanimously.

Motion – Wenzel moved to nominate Kim Buboltz as Treasurer and to close nominations and cast a unanimous ballot. Seconded by Bennett. Call vote. Motion carried unanimously.

Chairman:

Chairperson Wenzel reported periodically she receives information from Ed Burns on what other communities are doing for development. She will share this information with the RDA as she received it. She shared information she received from Wrightstown on a TIF Policy they created.

Treasurer:

Buboltz reported there is no change in the RDA bank account.

Motion – Sonnabend moved to approve the Treasurers report as presented. Seconded by Bennett. Call vote. Motion carried unanimously.

Secretary/Community Development Director

Review of Budget:

Gosz review the budget comparison report.

Hanging Flower Baskets:

Gosz reported the donations for the baskets are not at 100%.

Gosz reported on funding available through WEDC to small business owners for losses due to COVID 19. She encouraged RDA members to let businesses owners know of the program. She will forward information from the WEDC to the RDA.

Wenzel introduced Jason Yaeger. Yaeger stated he is working to acquire the old Brillion Bakery building on Main Street. He stated his partner would like to open a bakery/coffee shop with store front and kitchen making cookies, muffins and breads. Yaeger explained that his partner would be the business owner. They are hoping to be open by the end of the year. It was suggested by the RDA that Yaeger contact Mary Kohrell for brownfield funding for any potential environmental issue on the property.

REPORT FROM BRILLION CHAMBER OF COMMERCE:

Wenzel reported the Chamber will be holding the annual golf outing on July 19. It will be scaled back from past years due to COVID.

PUBLIC SAFETY BUIDING PROJECT – FINANCING OPTIONS:

Gosz explained the Public Safety Building Task Force was formed to complete a space needs analysis for a new building. SEH was hired with the donation of Bob Endries and Dan Ariens to complete the space need analysis and a conceptual foot print and cost for the new building. It will cost approximately \$7.5 million. Gosz reported City financial advisor Phil Cosson advised the Task Force on financing options for the project. Because the proposed location for the new facility is in TID #5, which is in the RDA district, Cosson advised the USDA Loan program would be the only option. The RDA could then be the loan applicant and the loan would not count against the City debt limit. Gosz explained the USDA loan is a 40-year loan with a locked in rate. The current rate is at 2.375% which is the lowest it has been. She explained the USDA has recommended the City to apply for the loan soon because of the time needed to underwriting. The Task Force recommended this to the City Council at a special Council meeting on June 8, 2020. However, the Council do not approve the application until public information for the project is complete. Gosz explained the Council will be touring the current building at a special Committee of the Whole meeting on June 15, 2020. An open house may be considered for public information.

Wenzel stated public concerns may be with the location being further away from homes. This could delay the response time. She feels the fire department may have concerns with this.

Buboltz stated the Task Force proposed applying for the loan to see what the City can afford before moving forward. Wenzel stressed the need to have answers for questions as this project moves forward.

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

Wenzel and Sonnabend stressed the need for the RDA to make this a priority to work on. Sonnabend suggested getting information from other communities plans as examples. It was suggested to hold additional meetings each month to work on just the improvement plan. A special RDA meeting was scheduled for Thursday, June 25, 2020 at 7:00 am to work on the Redevelopment District Improvement Plan.

DOWNTOWN REDEVELOPMENT – MAIN STREET SQUARE PROJECT:

Housing Development – City Center-Brillion LLC Development Update:

Gosz reported the project will begin on Monday, June 15, 2020.

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

A brief update was given.

BRILLION WORKS – UPDATE:

A brief update was given.

MARKETING – DISCUSS OPPORTUNITIES:

No report.

POP-UP SHOP:

No report.

REVENUE SOURCES – CONTINUE TO REVIEW OPPORTUNITIES:

Brief discussion was held.

FACEBOOK:

No report.

NEW BUSINESS:

Future Agenda Items:

Pole Decorating Contest:

Wenzel stated the Optimist is still planning to hold the Walk Through Brillion event in October. The RDA will continue the pole decoration contest. Wenzel stated this should be brought back to the RDA agenda in August to start promoting the program in September.

Next Meeting Date:

- June 25, 2020 at 7:00 am.
- July 9, 2020 at 7:00 am.

ADJOURNMENT:

The meeting adjourned at 8:33 am.

Lori M. Gosz
Acting Secretary