

(Approved)

**REDEVELOPMENT AUTHORITY COMMISSION  
Minutes**

**April 23, 2015**

**Brillion City Hall**

**7:05 PM**

**Call to Order:** Chairperson Laura Bonnet called the meeting to order at 7:00 pm.

**Roll Call:** Present were Kim Buboltz, Laura Bonnet, Jerome Popp, Rebecca Flanders, Beth Wenzel, Alderperson Mel Edinger, and Community Dev. Director/RDA Coordinator Cheryl Welch. Absent: Ralph Rice and Michael Smith (new appointment).

**Approval of the Agenda:**

**MOTION -** Edinger moved to approve the agenda. Seconded by Wenzel. Motion carried unanimously.

**Approval of Minutes:**

**MOTION –**Edinger moved to approve the February 12, 2015 minutes. Seconded by Wenzel. Motion carried unanimously.

**GUESTS:**

Morgan Zwart (Chilton Times Journal)

**Reports of Officers:**

**Chairman:**

Chairperson Bonnet reminded the members her last meeting will be the May 14, 2015 meeting.

**Treasurer:**

Buboltz provided an updated financial report (see attached).

**Secretary/Community Development Director:**

Welch reminded the members of the May 4<sup>th</sup> planning meeting with the City Council, Plan Commission, RDA, and Chamber.

Welch also reported that she has scheduled a “Tour of Vacant Buildings” for May 12<sup>th</sup> beginning at 9:00 a.m. which will be open to the public. The goal is to get members of the RDA, Plan Commission, City Council, and other community members to these sights to develop interest in use of buildings in support of business growth or development. Discussion around this opportunity occurred and it was determined an advertisement should run to invite the public.

**MOTION:** Edinger moved to put a 2”x4” notice in the Shopper to invite members from the community to the event. Seconded by Flanders. Motion carried with Wenzel abstaining.

Welch also informed the members that there was an opportunity for a grant application that will be further discussed in the “New Business” section.

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**Old Business:**

**A. Flags for Main Street Light Poles (Action Item):**

The RDA evaluated the cost and benefits of the brushed aluminum “no-furl” flag pole against the fiberglass pole and determined the fiberglass pole would be a better pole to purchase.

**MOTION:** Wenzel moved to order 48 fiberglass poles, 48 wood ball tops, and 48 Never Furl attachments not to exceed \$24.80 per pole plus shipping. Seconded by Buboltz. Motion carried unanimously.

**B. 2015 Hanging Basket Project:**

Welch provided an update on sponsors and that the brackets will be in place for the additional eight baskets in the next two weeks. DPW will be placing the brackets on the poles for the RDA. It is anticipated the hanging baskets will be in place no later than Memorial Day weekend.

This item will continue to be on the monthly agenda.

**C. Fall Festival 2015 Planning:**

Bonner reminded people of the calendar of events that need to be followed to be sure things are in place for the Fall Festival. There was discussion around events that could occur such as a haunted house sponsored by the high school students or additional activities or food by the Jaycees or other community groups or churches. Request Welch follows up with some of these groups. At this time there were no additional decisions made or action taken. The members expressed appreciation for the partnership with the Nature Center and having Louie Kolberg at the last March meeting.

This item will continue to be on the monthly agenda

**D. Planning Process Update and Discussion:**

Welch again reminded the members of the May 4<sup>th</sup> planning meeting, stating it is important for the RDA to provide a strong direction for the development of the downtown area and commercial business in Brillion. Welch informed the group there will be some priority setting at the next city-wide planning meeting.

This item will continue to be on the monthly agenda

**E. Monthly or Quarterly Events Downtown:**

No determination was made of an event or events to follow Art in the Prairie in August at this time.

Flanders reported out on the Fond du Lac Art Walk and is developing an Art Walk for Brillion. She requests it is under the RDA as it is in other cities, in which it was agreed upon. The RDA will be the oversight group of the Art Walk. Flanders is working to find artists and hosts for the monthly event that will be the third Thursday of each month. Buboltz offered to follow up with Bakkheia, Calumet County Bank, and Mike at Hardware Plus as possible hosts. Although there will be one artist in each business but the host will rotate per month. Market strategies will be developed.

Welch asked the RDA permission to pursue possible opportunities for doing family film night monthly during the summer. The members were open to developing this opportunity. It was

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suggested to work with Verve a Credit Union to see if they will be doing this type of event during the summer.

**New Business:**

**A. Election of Officers:**

**MOTION:** Bonnet moved to nominate Beth Wenzel as Chair. Seconded by Buboltz. Motion carried.

**MOTION:** Edinger moved to nominate Ralph Rice as Vice-Chair. Seconded by Buboltz. Motion carried.

**MOTION:** Edinger moved to nominate Kim Buboltz as Treasurer. Seconded by Wenzel. Motion carried.

**B. Grant Opportunity:**

Welch provided a more in-depth overview of the Rural Business Development Grant opportunity. The RDA agreed to pursue the grant. Ms. Welch will work on the grant proposal and bring a draft to the next meeting in May.

**MOTION:** Edinger moved to move forward on the grant proposal. Seconded by Buboltz. Motion carried.

**FUTURE AGENDA ITEMS AND NEXT MEETING DATES:**

**A. March Meeting Dates:**

The Special Planning Meeting with the Plan Commission, City Council, and Chamber will be May 4, 2014 at 6:30 p.m. at the Brillion Community Center following the Plan Commission meeting. The next regularly scheduled meeting is May 14, 2015 at 6:00 PM at City Hall.

Agenda items to be included are: Fall Fest 2015, Flags for Main Street, 2015 Hanging Basket Project, Community Planning Follow-Up, Grant Update, and Downtown Development

**ADJOURNMENT:**

**Motion** – Edinger moved to adjourn the meeting. Seconded by Buboltz. Motion carried unanimously. The meeting was adjourned at 8:25 PM.

*Cheryl Welch  
Community Development Director/RDA Coordinator*