

(Approved)

**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

May 14, 2015

Brillion City Hall

6:00 PM

Call to Order: Chairperson Wenzel called the meeting to order at 6:00 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.

Approval of the Agenda:

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

Approval of Minutes:

MOTION –Edinger moved to approve the April 23, 2015 minutes. Seconded by Bubolz. Motion carried unanimously.

GUESTS:

No Guests Present

Reports of Officers:

Chairman:

No Report. Chairman thanked Laura Bonnet for her years of service on the RDA and let her know she has been a valuable member.

Treasurer:

No monthly report provided but Welch provided an update on actual expenditures related to the flag poles purchased and the ordering of engraving plates for the hanging basket project. Welch noted they will be reflected in the next month's budget report.

Secretary/Community Development Director:

Joint Planning Session: Welch reminded the members of the June 1, 2015 planning meeting with the City Council, Plan Commission, RDA, and Chamber requesting members attend.

Grant Opportunity Update: Welch provided an update on the progress of the grant opportunity and recommended the RDA not pursue the grant due to the need for more planning and strategizing how the funds could best be used for improving the city. The RDA members agreed to have Welch discontinue the work on the grant application at this time.

Tour of Available Business Space: Welch provided an update on the May 12th tour of the empty buildings. Wenzel, Edinger, Flanders, and Buboltz had attended the tour and discussed the opportunity of touring the buildings provided a better perspective of what is available in Brillion to small business owners and entrepreneurs. The tour provided opportunity to dispel rumors and have better information to share about the different building spaces to potential businesses to relocate to. A second tour is scheduled for June 2, 2015 for approximately five additional locations.

(Approved)

Tourism Committee (May 6th) Update: Welch provided a brief update on the initial meeting of the Tourism Committee and how the RDA and Tourism Committee might align some responsibility related to the Recreation theme or concept to be developed for Brillion. Welch provided an update on how the Tourism funds will be used and that they will be available sometime in June for non-profits to apply for.

Old Business:

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

Welch provided an update on the flagpoles and that the flags had been put on the poles in preparation for the Memorial Day Weekend. Welch shared pictures of the flags and poles at the DPW location and stated the DPW staff had put the poles and flags together. The RDA voiced appreciation for the DPW help on this project.

B. 2015 Hanging Basket Project:

Welch provided an update on the hanging flower baskets and stated they would be hung by the DPW staff by Memorial Day Weekend. Welch stated the additional name plaques were purchased. Welch is working with the Lions Club to have the flower boxes removed at the north end of Main Street where the additional eight baskets will be hung (one per pole).

C. Fall Festival 2015 Planning:

Discussion around the list of activities for the Fall Festival occurred. Requested Welch talk with the Nature Center to see if a banner could be mounted in the green space at the Center to allow visitors at the Pumpkin Walk to know there were downtown events. There was a motion made by Bonner to ask the Nature Center about sharing the cost of a banner about the Fall Festival not to exceed \$150. Flanders seconded. Wenzel abstained. Motion carried.

This item will continue to be on the monthly agenda

D. Planning Process Update and Discussion:

Welch again reminded the members of the June 1, 2015 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 that this will be the final city-wide planning meeting from which committees will be formed to do the work in accomplishing the objectives.

This item will continue to be on the monthly agenda

E. Monthly or Quarterly Events Downtown:

August Event Following Art in the Prairie: Welch asked the members to consider a “Battle of the Bands” event the evening of the Nature Center’s Art in the Park. There was discussion of using church youth groups for providing food and refreshments as fund raisers at the event. Also it was discussed to charge \$25 per band entry that went back in prize money and for expenses. Welch was asked to put the information about the possible Battle of the Bands on Facebook to see if there was

(Approved)

community interest. It was also noted that Potter had their community event of garage sales and baseball tournaments that weekend as well that may cause some additional conflict for people's time and interests.

Monthly Artist Walk: Flanders reported on the process of developing the monthly artist walk. She is expecting to get it off the ground by late Summer or early Fall. She needs help in finding additional business venue locations to help with the success of the monthly event. The event will take place the third Thursday of each month. Members made suggestions of looking at the BCC and the Library as additional locations for artists. This item will continue to be on the agenda.

New Business: No new business.

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 June 1, 2015 at 6:30 p.m. at the Brillion Community Center following the Plan Commission meeting. The next regularly scheduled meeting is June 18, 2015 at 6:00 PM at City Hall.

Agenda items to be included are: Fall Fest 2015, Community Planning Follow-Up, Monthly Events, and Downtown Development.

ADJOURNMENT:

Motion – Edinger moved to adjourn the meeting. Seconded by Bonnet. Motion carried unanimously. The meeting was adjourned at 7:30 PM.

*Cheryl Welch
Community Development Director/RDA Coordinator*