

(Approved)

**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

September 10, 2015

Brillion City Hall

6:30 PM

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

Roll Call: Present were Kim Buboltz, Rebecca Flanders, Beth Wenzel, Alderperson Mel Edinger, and Community Dev. Director/RDA Coordinator Cheryl Welch. Absent: Ralph Rice and Jerome Popp.

Approval of the Agenda:

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

Approval of Minutes:

MOTION –Edinger moved to approve the August 19, 2015 minutes. Seconded by Bubolz. Motion carried unanimously.

Report of Officers:

- A. Chairman: No report.
- B. Treasurer: Discussion of budget to date. No motion made for any changes.
- C. Secretary/Community Development Director/RDA Coordinator
 - a. Welch provided an update on budget for improvement of downtown for 2016 to be presented at the next City Council of Whole meeting (9/28/2015). The budget Welch is preparing to present includes: \$55,000 for Hub Parking Lot improvements; \$5,000 for cross-walk painting which includes DPW staff time; \$50,000 plus for sidewalk repairs from Center to Water Streets on east and west side and that overall costs will be shared with business owners based on City Code; and \$5,000 for electricity to be introduced into light poles for electrical outlets for vendors, e.g. Farmers Market. Authority also discussed the improvements to Main Street needed to make it more presentable and align it to the work done on Hwy PP by the County south of Main. This Main Street improvement will take longer than the 2016 budget year. Also, discussed that when the budget is presented that there needs to be understanding the funds will not be expended until the actual project takes place.
 - b. **MOTION:** Wenzel moved to accept Welch’s proposed budget and forward to City Council for 2016 budget. Seconded by Edinger. Motion carried.

Old Business:

A. Planning Process and Next Step

- 1. Engaging Brillion Businesses: Welch informed the Authority members that she will be setting up meetings with the leadership of Ariens, Endries, PPI, and the Iron Works in early October for Lori Gosz, Mayor Deiter, and herself to discuss how the City can best work in partnership with the businesses. She will keep the RDA informed of meeting outcomes. Business Development: The RDA also wants to have a joint meeting or attend the Plan Commission meeting on November 2 to discuss the

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City-Wide goals related to commercial and business development and how City Codes may or may not need to be re-evaluated to implement effective growth of business. Welch will arrange with the Plan Commission to have the joint meeting.

2. Engaging Community Members: Continue to discuss how to engage community. First event will be Trails meeting on November 12th.
3. Hub Location: Welch reported she is trying to get a meeting scheduled with Randy Schmeidel to discuss options for the HUB Building. She will keep the RDA updated.
4. Trails: Welch provided information about her meeting with Eric Fowle from East Central Planning Commission related to downtown improvements and trails. The RDA members decided to have Eric Fowle and his staff come to Brillion for the November 12th from 6:30 – 8:00 PM RDA meeting to discuss the trail system and help the City to define how to bring the trails into and through Brillion for 2016.

B. Fall Festival 2015 Planning:

The RDA discussed the next steps on the preparations for the Fall Festival. Wenzel will develop a draft for the Banner and poster and get to committee members for approval. Wenzel has a lead on a polka band and will follow-up. The Band will be from 5:30 to 7:30 pm during Fall Festival and located in the HUB. Welch will try to find additional food vendors. RDA will arrange for some table and chairs to be in HUB Parking Lot for visitors to sit and enjoy music. Flanders will contact Terra Verde to see about extended hours although Farmer's Market will not be going on during event. It was discussed to contact O'Connor Ice Cream Truck to see if they would want to be present during the event. Welch, Buboltz, and Flanders will contact business with sponsorship forms and to identify who will be open the night of Fall Festival. Flanders has identified artists and venues for the first monthly Art Walk to be initiated at the Fall Festival 2015. Edinger announced the Arien's Museum will be open. Welch announced three people have already signed up for decorating poles and the announcement for pole decorators is on the City Website and the Facebook page. The RDA will have additional planning communication via email to ensure work plan is in place and the final preparations are being completed.

This item will continue to be on the monthly agenda

New Business:

A. Future Agenda Items and Next Meeting Date

1. Future agenda items will include the Fall Festival, Art Walk, one or more of the five priorities; new meeting schedule.
2. Next meeting is scheduled for October 10, 2015. Specific time will be determined.

ADJOURNMENT:

Motion – Buboltz moved to adjourn the meeting. Seconded by Edinger. Motion carried unanimously. The meeting was adjourned at 8:10 PM.

Cheryl Welch
Community Development Director/RDA Coordinator