

(Approved)

REDEVELOPMENT AUTHORITY COMMISSION
Minutes

October 6, 2016

Brillion City Hall

6:30 PM

1. Call to Order: Wenzel called meeting to order at 6:35 pm.

Roll Call: Present were Beth Wenzel, Kim Buboltz, Matthew Bennett, Alderperson Mel Edinger, and Jerome Popp, Community Development Director/RDA Coordinator Cheryl Welch. Absent: Alderperson Bob Brick and Ralph Rice

2. Approval of the Agenda:

MOTION – Edinger moved to approve the agenda. Second by Bennet. Motion carried.

3. Approval of Minutes: September 8, 2016.

Motion - Edinger moved to approve the September 8, 2016 meeting of the Redevelopment Authority. Second by Bennett. Motion carried.

4. Old Business:

(A) Fall Festival 2016:

Discussed the last items needed to be prepared for the Fall Festival event. The members determined there was a need to do posters and put an advertisement in the Lake to Lake Shopper regarding the event. Welch brought up the issue of having electrical access in the HUB for the band. She explained there may be a need to have an electrician to come so there is connection for electricity which will have a cost involved. Welch will work to find options to ensure the band has access to electricity. The RDA also determined portable toilets may be needed and authorized Welch to order two for the event.

Motion: Buboltz made a motion to have Zander Press make up Fall Festival posters to put around town, not to exceed \$25.00. Second by Edinger. Motion carried. Wenzel abstained.

Motion: Bennet made a motion to have Zander Press place an 2x4 advertisement in the Lake to Lake Shopper not to exceed \$90.00. Second by Edinger. Motion carried. Wenzel abstained.

Motion: Buboltz made a motion to order two portable toilets and electrical work for the Fall Festival event not to exceed \$500.00 in total. Second by Edinger. Motion carried.

(B) Continue Downtown Development Plan:

a. HUB Development: Next Steps

- i. Welch explained that there is some private discussions going on between business entities related to the HUB redevelopment. At this time there is no more to discuss related to the site but she will keep the RDA members informed as new information becomes available.

(C) Trail Development Strategizing:

a. Trail discussion put on hold due to no new information. Will continue to be an agenda item.

(D) Farmers Market:

a. Farmers Market will continue through October. Plans for developing 2017 Farmers Market will be developed through the next several months to grow the event next year.

(Approved)

5. New Business:

(A) 2017 Annual Budget Development and Approval:

- a. The RDA spent time on reviewing the 2016 budget and approving a 2017 budget. The planning is based on the \$25,000 made available to the RDA by the City Administrator in the 2017 proposed budget to be reviewed by the Committee of the Whole. The RDA requested Welch stay as the RDA Director/Coordinator for 2017 to continue the work on the HUB and downtown development process. Welch identified \$5,000 of the proposed funds are from the Tourism 30% funding for administrative purposes so a small part of the time would be to staff the Tourism Committee.

Motion: Bennet made motion to use the proposed \$25,000 for staffing and contracting with Welch for 2017 and to forward the RDA request for these funds to stay in the 2017 budget. Second by Wenzel. Motion carried unanimously.

6. Future Agenda Items and Next Meeting Date:

1. Next meeting is November 10, 2016 at 6:30.
2. Downtown Development and HUB.
3. Trails.
4. Fall Festival 2016 Event.

7. ADJOURNMENT:

Motion –Buboltz moved to adjourn the meeting. The meeting was adjourned at 8:15 PM.

Cheryl Welch
Community Development Director/RDA Coordinator