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**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

January 2, 2014

Brillion City Hall

7:00 PM

CALL TO ORDER: Vice Chairperson Laura Bonnet called the meeting to order at 7:03 P.M.

ROLL CALL: Present were, Kim Buboltz, Gaylord Unbehaun, Laura Bonnet, Alderperson Mel Edinger, and Community Development Director/Redevelopment Coordinator Justin Linzmeier. There is one vacancy. Absent were Chairman Matthew Bennett, Ralph Rice, Administrator Clerk-Treasurer Lori Gosz and Mayor Gary Deiter.

APPROVAL OF THE AGENDA:

Motion – Edinger moved to approve the agenda. Seconded by Buboltz. Motion carried.

APPROVAL OF THE DECEMBER 5, 2013 MINUTES:

Motion – Unbehaun moved to approve the minutes of the December 5, 2013 Redevelopment Authority Commission meeting minutes. Seconded by Buboltz. Motion carried.

GUESTS:

None

REPORTS OF OFFICERS:

Chairman:

Chairman Matthew Bennett had no report for the committee.

Treasurer:

RDA Treasurer Kim Buboltz reported on the funds available to the RDA for 2014 projects as well as a recap of the 2013 funds. She also reported that there were \$400.00 dollars already generated from the Adopt-A-Flower Basket program.

Secretary/Community Development Director:

Linzmeier updated the Commission on the following events from City Hall:

- Their will be an upcoming job fair for Calumet County on January 22nd at the Fox Valley Technical College in Chilton. The event is free for employers and job seekers. If anyone has questions please contact Community Development Director Linzmeier for more information.
- The Adopt-A-Flower program continues to be successful; so far 13 out of the 24 baskets have been adopted. Vice-Chair Bonnet asked if Linzmeier did any more marketing for the Adoption Program. He stated he did not, the only marketing done so far was the press release, passing out flyers at City Hall, the Library, and Community Center, along with the Funeral Home. Bonnet suggested adding it to the Cities Facebook page and website to see if additional marketing might help. Edinger also suggested having some brochures on display at the upcoming Chamber of Commerce Beer, Wine, and Cheese tasting event.
- The City is working on the proposal for a room tax here in Brillion. The Chamber and Cobblestone Hotel are both in support of the tax. Seventy percent of the money generated by the tax goes toward promoting tourism in Brillion.
- Progress continues towards new developments here in Brillion for new apartment buildings and a new coffee shop.

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- Community Development Director Linzmeier is working on updates to the City's website.
- Edinger asked Community Development Director Linzmeier if he had any upcoming meetings scheduled with industry leaders or human resource departments to discuss employees living in the City of Brillion. Linzmeier stated that he is working on finalizing some promotional material prior so he can give them to employees.

UNFINISHED BUSINESS:

A. 2013 Redevelopment Authority Projects:

1. Concrete Work for Benches:

Bids from Kees Masonry Solutions were handed distributed. The bids included estimates for both the north and south slabs of concrete to be poured at once. There were also prices from Tree Top Products, Kirby Built Quality Products, and Barco Products for benches and trash receptacles. Tree Top Products was substantially lower than the others. Edinger questioned the material used and quality of the benches. After further review it was determined that the all three companies produced the same quality of benches.

Linzmeier asked if there were any other considerations to include in this project. Since the concrete is being redone now is the time to make any additional changes to the area. Edinger said that the Farmers Market does use the area in the summer and sometimes they need electricity. Also during the Brillion Fest Parade it is sometimes needed. Bonnet asked how well lit the area is at night and stated some additional lighting might be useful. Other options were for a kiosk building or a way to bring Wi-Fi to this area. After a brief discussion it was determined to research just adding power to the location and possibly a small outdoor light pole. Linzmeier will look in to costs of adding power to the seating area for next month.

B. 2006 Redevelopment District Improvement Plan:

Commission members reviewed Chapter 1 of the 2006 Redevelopment District Improvement Plan and performed a SWOT analysis on the RDA district. Commission members discussed the strengths, weaknesses, opportunities and threats to the District. A discussion followed that identified areas of interest that can be addressed, update, or improved, and also areas that are strong focal points that should be highlighted. For next month members will focus on Chapter 2 and identify the key properties in each block.

C. Fall Fest 2014

Discussion continued about a Fall Fest promotional event for business in the Downtown District. The Commission reviewed examples of similar events throughout the state. Laura Bonnet suggested letting people judge the displays and vote for them on the same day as the event, that way the winners can be notified immediately. Edinger also suggested getting the school involved in some way. Unbehaun suggested a ticket system where individuals had to go from business to business and have the ticket stamped in order to vote for the best display. For next month Linzmeier will compile a list of all the ideas already brought up by the RDA. He will meet with the Nature Center Naturalist Louie Kolberg to discuss partnering in hosting the event on the same day as the very successful Pumpkin Walk. Linzmeier will also visit local businesses on Main Street to inquire if they would support and be a part of this type of event.

D. Business Incubator

Linzmeier updated the Commission that he contacted Ripon College about doing a feasibility study for an incubator. Currently all the facility and students are on winter break. Linzmeier is waiting to

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hear a reply from them to discuss the details and what may be included in this study. Unbehaun suggested that Linzmeier contact Fox Valley Technology College and see what information they can offer. Unbehaun said he has worked with them in the past and they are very helpful.

NEW BUSINESS:

- Linzmeier brought up that spring is around the corner and stated it might be time to start looking into the spring work on the downtown focal points. Last year the Brillion High School Horticulture Class helped out with the project. The Commission asked if Linzmeier would contact them again to see if they were interested in the project.
- Vice Chairperson Bonnet stated she cannot make it to the March meeting as it is currently scheduled. She asked to check with other members to make sure they can attend. She also reminded everyone about the vacancy on the RDA. She said she will ask a few individuals she knows to see if they would be interested. Linzmeier stated someone suggested Dale Nies for the Commission. RDA members asked Linzmeier to contact him to see if he was interested. Bonnet reminded the Commission that elections are right around the corner.
- Linzmeier asked if it would be alright to try moving next month's meeting to 6:00 PM instead of 7:00 PM. everyone on the Commission said they would not have a problem with the time change. They will try it for next month's meeting.

FUTURE AGENDA ITEMS AND NEXT MEETING DATES:

- A. Thursday, February 6th, 2014 at 6:00 PM.**

ADJOURNMENT:

Motion – Buboltz moved to adjourn the meeting. Seconded by Edinger. Motion carried unanimously. The meeting was adjourned at 8:40 PM.

Justin Linzmeier
Secretary of the Redevelopment Authority Commission