

(Approved)

**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

March 11, 2014

Brillion City Hall

6:00 PM

CALL TO ORDER: Chairperson Laura Bonnet called the meeting to order at 6:05 P.M.

ROLL CALL: Present were, Kim Buboltz, Ralph Rice, Gaylord Unbehaun, Laura Bonnet, Alderperson Mel Edinger, and Community Development Director/Redevelopment Coordinator Justin Linzmeier. There are two vacancies. Absent were 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 February 6th, 2013 MINUTES:

Motion – Unbehaun moved to approve the minutes of the February 6th, 2014 Redevelopment Authority Commission meeting minutes. Seconded by Buboltz. Motion carried.

GUESTS:

None

REPORTS OF OFFICERS:

Chairman:

Chairperson Bonnet had no report for the committee. She mentioned there are still 2 vacancies on the RDA those needs to be filled.

Treasurer:

RDA treasurer Kim Buboltz reported that there were no changes in the funds from last month. Secretary Linzmeier reported that the major expenses for this upcoming month would be for the directional way finding signs and hardware to hang them.

Secretary/Community Development Director:

Linzmeier updated the committee on the following events from City Hall.

- Linzmeier updated the committee that his retention visits this past month at Primary Industries and NSC, Inc. went very well. He also passed out maps of the City with the available properties listed. Linzmeier stated he work on this map with the County and they recently attended a Commercial Developers Conference where they presented information about Calumet County and Brillion.
- The Adopt-A-Flower program continues to be successful; so far 14 out of the 24 baskets have been adopted. That only leaves 10 left and two more people inquired about them this month. Linzmeier stated he will be stopping at all the business on main street this month to make a push to get them all sold as well are recruit member to join the RDA.
- Linzmeier updated that work continues on the new City website. They recently received the second draft of the new web design.
- The City is continuing to work on the proposal for a room tax here in Brillion. The Chamber and Cobblestone Hotel both support the tax. Seventy percent of the money generated by the tax goes toward promoting tourism in Brillion.

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- Com. Dev. Director Linzmeier said he recently attended a Lakeshore Industry Cluster meeting at The Brillion High School and Ariens Plant No. 3 where he got a chance to meet with Human Resource representatives. He spoke to them about promoting Brillion as a place to work to their employees and looks forward to working with their H.R. staff in the near future. He would also like to conduct a community survey with some of their staff to gauge the potential thoughts that the employees have about living in Brillion.

UNFINISHED BUSINESS:

A. 2013 Redevelopment Authority Projects:

1. Directional/Way-finding Signs:

Com Dev. Director Linzmeier updated the committee that last month when they approved the purchase of the sign stiffeners and brackets he forgot to include the tape needed to attach the brackets to the sign. Linzmeier explained they would need to purchase 1 roll of the 3M Very High Bond tape. 1 roll would be enough to cover the back of each sign they purchased. Rice remembers hearing about this in the past and it works really well for a very long time.

Bonnet made a **motion** to purchase 1 roll of the 3M VHB double sided tape from Tapco Sign Co. Seconded by Edinger. Motion carried unanimously.

B. 2006 Redevelopment District Improvement Plan:

Committee members reviewed chapter 3 of the 2006 Redevelopment District Improvement Plan. Linzmeier asked for recommendation on updates to the chapter. He noted changes to the Financing section. The TIF information would stay but additional information about the Cities Revolving Loan and Zero Interest Loan Program would be included. Also the new Grants available through the WEDC could be added. Edinger noticed the TIF capacity needs to be updated and recommended to wait until the City is complete with its 5 year capital improvement plan update.

A discussion followed as committee member briefly looked at the chapter head. Curb bump outs, benches, bike racks, trees, and awnings were all briefly mentioned and will be addressed in the next chapter.

C. Fall Fest 2014

Linzmeier updated the committee that he received a bid from Sonnabend Busses to transport individuals back and forth from downtown to the Pumpkin Walk, a discussion followed on possibly using the Ariens Garden if available as a pick up and drop off point. That way people could utilize the Main Street square parking lot as well as City Hall and Main Street. Buboltz asked if we should contact the police about possibly using a road crossing signs for the night of the event and have someone assisting individuals crossing the road. Linzmeier will add the additional items to the list of items events and contact the police.

D. Business Incubator

Com. Dev. Director Linzmeier updated there has been no progress made since last month on the Incubator.

E. RDA Committee Vacancy

Secretary updated the committee that he spoke with Kim and Jaclyn Simmons about joining the RDA and updated them on upcoming programming going in Downtown. Linzmeier will be going to all the businesses on Main Street this month to talk to business owners about the upcoming fall fest,

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Adopt-A-Basket program and also about joining the RDA. Buboltz suggested two other possible candidates Linzmeier should contact to possibly serve on the RDA. Linzmeier will follow up with the possible committee members.

F. Main Street Focal Point Maintenance

Linzmeier updated the committee that he still has not heard back from Ms. Babic the High School Horticulture teacher about working on the Main Street Focal Points again. Rice suggested creating an Adopt-a-Focal Point program. Have a business adopt a flower bed and their only responsibility would be to take care of it. The RDA could display a sign in the Flower Bed stating which business adopted it and is caring for it all summer. Linzmeier will distribute a map of the flowers beds to RDA members for next month. Rice also suggested reaching out to the Boy Scouts and Girl Scout troops, Church Groups, and other Community Organizations to see if they would be interested in the project for service hours. Buboltz suggested in the past it was proposed the RDA have a work day and work on the Focal Point Maintenance which is still an option. Community Development Linzmeier also stated he will check with the DPW staff and see if they will have some time to devote to the project.

NEW BUSINESS:

A. New Business:

FUTURE AGENDA ITEMS AND NEXT MEETING DATES:

A. Thursday, April 3rd, 2014 at 6:00 PM.

ADJOURNMENT:

Motion – Edinger moved to adjourn the meeting. Seconded by Unbehaun. Motion carried unanimously. The meeting was adjourned at 7:17 PM.

Justin Linzmeier
Secretary of the Redevelopment Authority Commission