

(Unapproved)

**REDEVELOPMENT AUTHORITY COMMISSION
Minutes**

June 12, 2014

Brillion City Hall

6:00 PM

CALL TO ORDER: Chairperson Laura Bonnet called the meeting to order at 6:01 P.M.

ROLL CALL: Present were, Kim Buboltz, Gaylord Unbehaun, Laura Bonnet, Alderperson Mel Edinger, Beth Wenzel and Community Development Director/Redevelopment Coordinator Justin Linzmeier. Absent were Cari Krepline, Ralph Rice, Administrator Clerk-Treasurer Lori Gosz and Mayor Gary Deiter.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE April 8th, 2014 MINUTES:

Motion – Buboltz moved to approve the minutes of the May 8th, 2014 Redevelopment Authority Commission Meeting minutes. Seconded by Edinger. Motion carried.

GUESTS:

None

REPORTS OF OFFICERS:

Chairman:

Chairperson Bonnet had no report for the committee.

Treasurer:

RDA treasurer Kim Buboltz reported on the monthly expenses. Community Development Director Linzmeier explained that all the expenses were now paid for with the directional way finding signs.

Alderperson Edinger made a **motion** to move the leftover funds from the directional/way-finding signs account to the downtown street scape/benches account. Buboltz seconded. Motion carried.

Secretary/Community Development Director:

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

- Com. Dev. Direct Linzmeier reported he was very busy the past month marketing the City of Brillion which will be featured in Fox Cities Magazine's Worth the Drive issue in July.
- The new City's website is nearing completion and City Hall Staff is very excited about the new changes.
- The High School finished up the work on the Main Street Focal points and did a terrific job.
- The Adopt-A-Flower program ran into some problems this month. Linzmeier stated that there was a small problem with the flowers covering part of the new directional way finding signs. The RDA member will discuss this item later in the meeting as posted on the agenda.
- Linzmeier updated that directional way finding signs were hung around town.
- Linzmeier reminded the RDA members that the Downtown Walking Tour will take place Monday June 23rd at 4:30 PM.

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- Lastly Town & Country Consignment Store on Main Street will be closing in about a month. They were not able to survive the slow winter months and will be closing their doors. Linzmeier already spoke with the property owner and they are looking at options to fill the store again.

UNFINISHED BUSINESS:

A. Fall Fest 2014

The Fall Fest discussion began by looking over the instructions for decorating the light poles along Main Street. Bonnet suggested allowing the organizations to start decorating the light poles the Friday before the Fall Fest to allow them more time to decorate. A discussion continued on the rules for the light pole decorating contest. An updated list of the rules and regulations was made and will be distributed prior to next month's meeting. Linzmeier reported that he spoke with the BNC board of directors and they approved the bus shuttle service. They will be closing down one parking lot for the busses to safely turn around the Nature Center. The only concern the board of director's had was if 2 busses would be enough. The RDA member discussed the concern and decided to start this year with only 2 busses and have them run every 10 minutes apart back and forth wither they are full or not.

Ralph Rice was still working on the flyer with the ballot of the best light pole display. Linzmeier reported he will follow up with Rice again and forward the sample to the RDA members. Bonnet still suggested having the flyers ready for printing by August.

B. 2006 Redevelopment District Improvement Plan:

Com Dev Director Linzmeier brought up the changes already made to the district improvement plan and suggested the RDA take a larger role and conduct a community wide study for the improvement plan. Linzmeier reported that recently at the Plan Commission meeting there were private individuals from the community who came forward asking about the long term plans for the Downtown District. Alderperson Edinger suggested that the RDA can only be a small part of a much bigger plan that is going to encompass the entire community. The long term plan would need to encompass the entire City, the School system and private stakeholder's in the Community. Unbehaun also raised a concern that the taxes are already a common compliant and if the City was to undertake a large developmental plan it would cost a lot, he would like to see a private partnership for a large development project. Wenzel also voiced a concern that if a plan were developed it would need to be implemented right away. All member voiced their thoughts and comments about the work that is currently be done and the major accomplishment that have taken place over the years. They concluded that a strategic plan should be conducted but it should include a large community wide survey and there should be lots of community members present in the long term planning process. They suggested looking at someone to facilitate the discussion and lead the community through the process.

NEW BUSINESS:

A. Hanging Baskets and Directional Way Finding Signs:

When the new Directional Way Finding Signs were hung downtown the hanging baskets were blocking 3 of the signs. RDA members discussed adding more brackets to the light poles and moving the baskets that were blocking the new signs. If they did this then some poles would have hanging baskets on only one side of the poles. RDA member's agreed that it was better to do this then move both baskets. Com. Dev. Linzmeier will start by calling and asking the donors of the poles if it is alright to move the baskets. If allowed he will replace the plaques on the required poles.

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B. Bike Rack Downtown:

Com. Dev. Director reported that the Chamber of Commerce donated \$300.00 dollars for the purchase of bike racks downtown from the Beer, Wine, and Cheese tasting event. The RDA members reviewed lists of available bike racks and various prices for each bike rack. RDA members discussed possible locations for a bike rack and where they often see individual's park bikes. The two most popular locations were by the Main Street Square parking lot and by Econo Foods. After reviewing the prices of each bike rack it was discussed to get quotes for two of the bike rack models. If they order smaller bike racks it was possible to get 2 instead of one. Com. Dev. Director Linzmeier will get quotes for 2 different models of the bike racks and review possible location for the bike racks.

Wenzel made a **motion** to purchase 2 of the Six-Pack Bike Rack or 2 of the Curve-it Bike Racks depending which one was more affordable. Buboltz seconded the motion pending the quote. Motion carried.

FUTURE AGENDA ITEMS AND NEXT MEETING DATES:

A. Thursday, July 17th, 2014 at 6:00 PM.

Due to scheduled vacations over the course of the next month the normally scheduled RDA meeting was rescheduled for July 17th.

ADJOURNMENT:

Motion – Buboltz moved to adjourn the meeting. Seconded by Edinger. Motion carried unanimously. The meeting was adjourned at 7:43 PM.

Justin Linzmeier
Secretary of the Redevelopment Authority Commission