



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that a public meeting will be held to consider the following:

Date: August 15, 2023
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2) MEETING MINUTES APPROVAL: July 18, 2023
- 3) UPDATES & REPORTS
 - a) Non-Metro Connections Update
 - b) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - c) Blight Blue and Whitelist
 - d) Business Association Liaison Report, (contact undetermined)
 - e) School District Liaison (contact undetermined)
- 4) OLD BUSINESS
 - a) Downtown Master Plan – Action Plan
- 5) NEW BUSINESS
 - a) Façade Grant 103 N Monroe Street K. Henry
 - b) CDA Budget
- 6) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
 - a) Annual Calendar
- 7) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, C. Kuhl, A. Kuhl, Hudson, O'Connell, Zimmermann, Haseleu and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 08/10/2023.

Please note it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: July 18, 2023

Digital audio files are archived with these written minutes additionally serving as the official record.

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Chair O'Connell called the meeting to order at 6:00 p.m. Members present: Zimmerman, A. Kuhl, C. Kuhl, O'Connell, Hudson, Soter,. Remote: none Absent: A. Kuhl and the non-voting member from School District. Others in Attendance or remote: E Butzine, D. Reinbold, Mayor Quimby, J. Haseleu and Clerk Ritter.
2. MEETING MINUTES APPROVAL: June 20 2023. With corrections. MOTION: [O'Connell/Zimmerman] VOICE VOTE: Motion carried. A. Kuhl abstain.
3. UPDATES & REPORTS.
 - a. Non-Metro Connections
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600.
 - c. Blight Blue & White list
 - d. Business Association Liaison Report.
 - e. School District Liaison. none
4. OLD BUSINESS
 - a. Downtown Master Plan – Action Plan – No update
 - b. Thrive Presentation/Discussion – Deb Reinbold presentation
 - c. Tax Incremental Finance Policy Review. Motion to approve TIF Policy with changes. [Hudson/O'Connell] Motion to go into closed session [A.Kuhl/C.Kuhl] ROLL CALL: Ayes 6 Noes 0 Motion carried.
 - d. Project Forward Update [NOTE: The CDA may meet in closed session per Wis. Stat. 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Upon concluding a closed session, the Committee will reconvene in open session. Motion to go into open session [A.Kuhl/O'Connell] ROLL CALL: Ayes 6 Noes) Motion carried. Motion to move ahead with Project Forward negotiations. [O'Connell/C.Kuhl] VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Cedar Corp Senior Housing Study. Will be presented at Council on July 20, 2023
 - b. NMC Contract Renewal. Motion [A.Kuhl/O'Connell] VOICE VOTE: Motion carried.
 - c. Monday.com Tabled
 - d. WHEDA Developer Training – sold out
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT. MOTION: [Hudson/C.Kuhl] VOICE VOTE: Motion carried. Time: 8:00 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer



info@non-mc.com

329 W 3rd St., Fox Lake, WI 53933

920-203-3859

August 9, 2023

Community Development Authority
136 North Monroe St.
Waterloo, WI 53594

RE: August Update

CDA Board,

I have partook in many key meetings and work over the past month, including:

- Jefferson County Economic Development Consortium
 - Monthly JCEDC Board meeting → Vice Chair
 - ThriveED Executive Committee
- 333 Portland Rd.
 - Info flyer
- Project Forward
 - 3 meetings
- Dempsey Property
 - DA Update
- Monday.com
 - Time track
- Mayor Projects Meeting
- Downtown Action Plan
- 1 BRE Visit

Please let me know if there are any additional areas of focus you would like me to start on.

A handwritten signature in black ink, appearing to read "Everett Butzine", is written over a horizontal line.

Everett Butzine
Owner/Managing Member
Non-Metro Connections

CITY OF WATERLOO

BALANCE SHEET
JULY 31, 2023

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	511,283.52	
412-15800	DUE FROM AGENCY FUND TAXES	15,752.84	
	TOTAL ASSETS		<u>527,036.36</u>

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	15,752.96	
	TOTAL LIABILITIES		15,752.96

FUND EQUITY

412-34300	FUND BALANCE	544,175.56	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(32,892.16)	
	TOTAL FUND EQUITY		<u>511,283.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>527,036.36</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 2 FUND</u>					
412-41-4111-000 TAX INCREMENTS	.00	36,104.16	49,955.00	13,850.84	72.3
TOTAL TIF DISTRICT 2 FUND	.00	36,104.16	49,955.00	13,850.84	72.3
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	783.20	783.20	783.00	(.20)	100.0
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	2,036.19	2,036.19	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE	783.20	2,819.39	2,819.19	(.20)	100.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	.00	.00	101,000.00	101,000.00	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	101,000.00	101,000.00	.0
TOTAL FUND REVENUE	783.20	38,923.55	153,774.19	114,850.64	25.3

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
412-51-5112-320	LEGIS SUPPORT PR & PUB	.00	.00	100.00	100.00	.0
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	250.00	100.00	60.0
<u>ATTORNEY</u>						
412-51-5130-211	ATTORNEY ATTORNEY FEES	.00	.00	1,500.00	1,500.00	.0
	TOTAL ATTORNEY	.00	.00	1,500.00	1,500.00	.0
<u>CLERK - WAGES</u>						
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	12,750.00	12,750.00	.0
	TOTAL CLERK - WAGES	.00	.00	12,750.00	12,750.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>						
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	830.67	3,400.00	2,569.33	24.4
	TOTAL SPECIAL ACCTG AND AUDITING	.00	830.67	3,400.00	2,569.33	24.4
<u>ENGINEERING AND ADMINISTRATION</u>						
412-53-5310-215	ENG & ADMIN PROF FEES	190.00	35,995.05	31,060.00	(4,935.05)	115.9
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	21.90	153.30	303.00	149.70	50.6
	TOTAL ENGINEERING AND ADMINISTRATION	211.90	36,148.35	31,363.00	(4,785.35)	115.3
<u>CAPITAL PROJECT</u>						
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	10,000.00	.00	(10,000.00)	.0
	TOTAL CAPITAL PROJECT	.00	10,000.00	.00	(10,000.00)	.0
<u>DEBT SERVICE</u>						
412-59-5926-001	DEBT SERVICE	.00	24,686.69	.00	(24,686.69)	.0
	TOTAL DEBT SERVICE	.00	24,686.69	.00	(24,686.69)	.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
TOTAL FUND EXPENDITURES	211.90	71,815.71	49,263.00	(22,552.71)	145.8
NET REVENUE OVER(UNDER) EXPENDITURES	571.30	(32,892.16)	104,511.19		

CITY OF WATERLOO

BALANCE SHEET
JULY 31, 2023

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	28,390.67	
413-15800	DUE FROM AGENCY FUND TAXES	22,752.43	
	TOTAL ASSETS		<u>51,143.10</u>

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	22,752.31	
	TOTAL LIABILITIES		22,752.31

FUND EQUITY

413-34300	FUND BALANCE	68,445.42	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(40,054.63)	
	TOTAL FUND EQUITY		<u>28,390.79</u>
	TOTAL LIABILITIES AND EQUITY		<u>51,143.10</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	.00	52,149.57	72,156.00	20,006.43	72.3
TOTAL TAXES	.00	52,149.57	72,156.00	20,006.43	72.3
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	319.95	319.95	320.00	.05	100.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	220.77	221.00	.23	99.9
TOTAL INTERGOVERNMENTAL REVENUE	319.95	540.72	541.00	.28	100.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000 MISC REVENUES	.00	.00	25,000.00	25,000.00	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	25,000.00	25,000.00	.0
TOTAL FUND REVENUE	319.95	52,690.29	97,697.00	45,006.71	53.9

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	830.67	3,400.00	2,569.33	24.4
TOTAL SPECIAL ACCTG AND AUDITING	.00	830.67	3,400.00	2,569.33	24.4
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	.00	1,190.50	1,000.00	(190.50)	119.1
TOTAL ENGINEERING AND ADMINISTRATION	.00	1,190.50	1,000.00	(190.50)	119.1
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	90,573.75	110,552.50	19,978.75	81.9
TOTAL TRANSFER TO DEBT SERVICE	.00	90,573.75	110,552.50	19,978.75	81.9
TOTAL FUND EXPENDITURES	.00	92,744.92	115,102.50	22,357.58	80.6
NET REVENUE OVER(UNDER) EXPENDITURES	319.95	(40,054.63)	(17,405.50)		

CITY OF WATERLOO

BALANCE SHEET
JULY 31, 2023

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	82,134.98	
414-15800	DUE FROM AGENCY FUND TAXES	16,037.30	
	TOTAL ASSETS		<u>98,172.28</u>

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	16,037.30	
	TOTAL LIABILITIES		16,037.30

FUND EQUITY

414-34300	FUND BALANCE	76,292.22	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	5,842.76	
	TOTAL FUND EQUITY		<u>82,134.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>98,172.28</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 4 FUND</u>					
414-41-4111-000 TAX INCREMENTS	.00	36,235.70	50,137.00	13,901.30	72.3
TOTAL TIF DISTRICT 4 FUND	.00	36,235.70	50,137.00	13,901.30	72.3
<u>INTERGOVERNMENTAL REVENUE</u>					
414-43-4364-000 STATE AID COMPUTERS	238.03	238.03	239.00	.97	99.6
414-43-4365-000 STATE AID PERSONAL PROPERTY	.00	683.07	683.00	(.07)	100.0
TOTAL INTERGOVERNMENTAL REVENUE	238.03	921.10	922.00	.90	99.9
TOTAL FUND REVENUE	238.03	37,156.80	51,059.00	13,902.20	72.8

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	830.66	3,400.00	2,569.34	24.4
TOTAL SPECIAL ACCTG AND AUDITING	.00	830.66	3,400.00	2,569.34	24.4
<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215 ENG & ADMIN PROF FEES	4,333.34	30,333.38	26,000.00	(4,333.38)	116.7
TOTAL ENGINEERING AND ADMINISTRATION	4,333.34	30,333.38	26,000.00	(4,333.38)	116.7
TOTAL FUND EXPENDITURES	4,333.34	31,314.04	29,550.00	(1,764.04)	106.0
NET REVENUE OVER(UNDER) EXPENDITURES	(4,095.31)	5,842.76	21,509.00		

CITY OF WATERLOO

BALANCE SHEET
JULY 31, 2023

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	40,983.07	
600-15800	DUE FROM AGENCY FUND TAXES	587.80	
	TOTAL ASSETS		<u>41,570.87</u>

LIABILITIES AND EQUITY

LIABILITIES

600-26100	DEFERRED REVENUE	(1,532.20)	
	TOTAL LIABILITIES		(1,532.20)

FUND EQUITY

600-34300	FUND BALANCE	17,235.57	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	867.50	
	TOTAL FUND EQUITY		<u>43,103.07</u>
	TOTAL LIABILITIES AND EQUITY		<u>41,570.87</u>

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
	<u>TAXES</u>					
600-41-4111-000	LOCAL TAX-GENERAL FUND	.00	1,532.20	2,120.00	(587.80)	72.3
	TOTAL TAXES	.00	1,532.20	2,120.00	(587.80)	72.3
	<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000	MBC BUILDING RENTAL	450.00	2,765.00	2,400.00	365.00	115.2
	TOTAL PUBLIC CHARGES FOR SERVICE	450.00	2,765.00	2,400.00	365.00	115.2
	TOTAL FUND REVENUE	450.00	4,297.20	4,520.00	(222.80)	95.1

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 7 MONTHS ENDING JULY 31, 2023

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SPECIAL ACCTG COSTS</u>						
600-51-5151-399	SPECIAL ACCTNG COSTS - MISC	.00	.00	300.00	300.00	.0
	TOTAL SPECIAL ACCTG COSTS	.00	.00	300.00	300.00	.0
 <u>MAUNESHA BUSINESS CENTER</u>						
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	74.12	251.02	1,000.00	748.98	25.1
600-51-5162-222	MAUNESHA BUSINESS HEAT	24.55	707.74	1,060.00	352.26	66.8
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	59.80	357.71	1,250.00	892.29	28.6
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	370.00	660.00	290.00	56.1
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	25.98	463.23	250.00	(213.23)	185.3
	TOTAL MAUNESHA BUSINESS CENTER	239.45	2,149.70	4,220.00	2,070.30	50.9
 <u>ENGINEERING AND ADMINISTRATION</u>						
600-53-5310-215	ENG & ADMIN PROF FEES	1,280.00	1,280.00	.00	(1,280.00)	.0
	TOTAL ENGINEERING AND ADMINISTRATION	1,280.00	1,280.00	.00	(1,280.00)	.0
	 TOTAL FUND EXPENDITURES	 1,519.45	 3,429.70	 4,520.00	 1,090.30	 75.9
	 NET REVENUE OVER(UNDER) EXPENDITURES	 (1,069.45)	 867.50	 .00		

BLIGHT LIST updated 07.06.2023

Street	Property #	Open Date	Owner of Property	Who Complained /follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
E Madison	130	7/6/2023	Mark Hurley	PD/DPW			Building		SB	
Washington St	516	7/6/2023	James Marshall	PD/DPW			Junk		PD	
VanBuren	450	7/6/2023	D&D Saari Trust	PD/DPW			Tree		DPW	
Knowlton	448	7/6/2023	Jacob Woods	PD/DPW			Boat		PD	
Harrison	348	7/6/2023	Bryan Rowin	PD/DPW			Junk		PD	
Jackson	359	7/6/2023	Daskam Trust	PD/DPW			Junk		PD	
Jackson	595	7/6/2023	Shyla Davis	PD/DPW			Tree		DPW	
Knowlton	334	7/6/2023	Bradley Bauer	PD/DPW			House Repairs		SB	
Jackson	507	7/6/2023	Jennifer Hughes	PD/DPW			Vehicles		PD	
N Monroe	115	7/6/2023	Scott Hartwig	PD/DPW			Vehicles		PD	
Washington St	164	7/6/2023	Daniel Sokolowski	PD/DPW			Tree		DPW	
Jefferson	144	7/6/2023	Patricia Schickert	PD/DPW			Junk/Vehicles		PD	
Pierce	408	7/6/2023	Jerry Stenjem	PD/DPW			Tree		DPW	
E Madison	466	7/6/2023	Theodore Stenberg	PD/DPW			Building		SB	
Hickory	127	7/6/2023	Keenan Hering	PD/DPW			Tree		DPW	
Beech Road	126	7/6/2023	Jennifer Kick	PD/DPW			Tree		DPW	
Grove	140	7/6/2023	RJB Rentals LLC	PD/DPW			Vehicle		PD	
Portland Road	208	7/6/2023	Gordon Yelk	PD/DPW			Junk		PD	
Portland Road	1034	7/6/2023	Amber Wilcox	PD/DPW			Tree		DPW	
Mill	140	7/6/2023	John Iwanski	PD/DPW			Vehicle		PD	
Cleveland	527	7/6/2023	Robert Gingles	PD/DPW			Vehicle		PD	
N Monroe	508	7/6/2023	Sam Glavin	PD/DPW			Junk/Tree/Weeds	Weed notice Sent	PD/DPW	
Anna St	312	7/6/2023	Sandra Ludwig	PD/DPW			Tree		DPW	
Anna Ct	838	7/6/2023	Gabriel Lira de La Rosa	PD/DPW			Vehicle		PD	
Anna Ct	902	7/6/2023	Benito Mena	PD/DPW			Vehicle		PD	
Anna St	319	7/6/2023	Mark Pratt	PD/DPW			Vehicle		PD	
Goehl Road	278	7/6/2023	Joshual Heil	PD/DPW			Weeds	Weed notice Sent	DPW	
Jills Ct	1075	7/6/2023	William Rudolph	PD/DPW			Vehicle		PD	
Lum Ave	920	7/6/2023	Kenneth Frandle	PD/DPW			Junk		PD	
Sunrise Ct	975	7/6/2023	Grant Fulford	PD/DPW			Tree		DPW	
Goehl Road	625	7/6/2023	Jacob Lawless	PD/DPW			Boat		PD	
Lexington	1090	7/6/2023	Philip Neidner	PD/DPW			Boat		PD	

APPLICATION

Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date:	<u>7-10-23</u>
Applicant Name:	<u>Kevin Henry</u>
Applicant is: (circle one)	<u>Property Owner</u> Business Tenant
Applicant mailing address:	<u>103 N. Monroe St, Waterloo</u>
Daytime Phone:	<u>608-225-3910</u>
Email Address:	<u>KHenry76@gmail.com</u>
Address of property for proposed improvement:	<u>103 N. Monroe St</u>
Property owner (if different than applicant):	_____
Anticipated total project cost:	<u>\$ 9286</u>
Grant request amount:	<u>\$ 4643</u>
Describe project: (attach an additional sheet if necessary)	<u>New Awning for Luminous Rose</u>
Start date:	<u>Done</u>

Thank you for submitting your project for consideration. Don't forget to attach the following to this application before submitting:

- Photos of existing building/space to be improved. _____
- Project renderings, including materials and colors to be used _____
- Project estimates provided by qualified, licensed contractor _____
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)

Downtown Facade & Commercial Interior Build-Out Grant Programs

GRANT ACCEPTANCE FORM

KEEP TOP PORTION FOR YOUR RECORDS -- RETURN BOTTOM PORTION TO:
CITY OF WATERLOO FAÇADE/TENANT IMPROVEMENT GRANT
136 NORTH MONROE STREET, WATERLOO, WI 53594-1198
920-478-3025

PROGRAM GUIDELINES AND REQUIREMENTS

Guidelines and requirements must be met. Failure to do so may result in forfeiture of grant money.

- Applicant must accept or reject the grant funds within 30 days of award. Failure to reply will result in a loss of the grant award.
- Projects must obtain all required building permits and follow all City, State and Federal regulations in regard to construction activities.
- Applicant must be current on all mortgage, tax and utility payments. Tenants must be current in lease payments to the property owner.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project cost should be hard costs.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan as documented in the application must be approved by the City in advance.
- Applicant must execute all items listed on the checklist provided with the award notice.
- Applicant agrees that final work will be inspected to ensure that the results are comparable to the initial proposal. The building inspector will also review the property for code violations associated with the project area. Applicant agrees to correct identified building code violations prior to the release of grant funds.
- Participant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.

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Downtown Facade & Commercial Interior Build-Out Grant Programs (return slip)

I have read the **program guidelines and requirements** and agree to the terms and conditions as stated.

Printed Name: Kevin Henry

Signed: [Signature]

Dated: 7-17-23

Project ID(s) _____

Downtown Facade & Commercial Interior Build-Out Grant Programs
APPLICANT CHECK LIST

Baraboo Awning

Invoice

Baraboo Tent & Awning, Inc.
 PO BOX 57
 BARABOO WI 53913

Phone # 608-356-8303

Date	Invoice #
5/4/2023	5042308

PD ck 1082

Bill To
 Luminous Rose LLC
 W1087 Fox Rd
 Columbus WI 53925

Ship To
 Commercial Building
 103 N Monroe Street
 Monroe, WI

P.O. Number	Terms	Rep	Ship	Via	Job #	
Kevin Henry	1/2 Down Balnce Net	DRS	5/4/2023	Install	P12222	
Quantity	Item Code	Description			Price Each	Amount
1	Awning Commercial	2 Awnings Installed - Black w/Graphics			6,681.00	6,681.00

1082

Track your expenses... TAX-DEDUCTIBLE ITEM

Clothing Food Transportation
 Credit Card Utilities Mortgage
 Entertainment Insurance Other: _____

Baraboo Tent & Awning
Three thousand, three hundred, forty

5012.00

BALANCE FORWARD	
THIS ITEM	<i>3340.50</i>
BALANCE	
DEPOSIT	
OTHER	
BALANCE FORWARD	

For added security, your name and account number do not appear on this copy.

NOT NEGOTIABLE

Total	\$6,681.00
Payments/Credits	-\$3,340.50
Balance Due	\$3,340.50

NR
NELSON ROOFING
A Division of QCS LLC
P.O. Box 2840
Madison, WI 53708
(608) 575-9095
All Types of Roofing

Date: 7-6-23
Term: Net Cash

Luminous Rose
103 N. Monroe Street
Waterloo, WI 53594

Job Address: Same

Job Number:

Work on canopy in front of building.

Materials (Marling)
Fasteners (AFS)
Labor Adric/Ben/Mike
Total Due

Steve N/C
Equipment N/C

761 97
143 29
1700 00
2605 26

BIBOW

LUMINOUS ROSE
PROFESSIONAL SKINCARE BY MOTHER NATURE

HERBAL APOTHECARY • ARTISAN SKIN+HAIR CARE • HERBAL APOTHECARY • ARTISAN SKIN+HAIR CARE • HERBAL APOTHECARY





BIBCO

103

103

DETROIT
NORTH
89
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