

VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN

Minutes of the Community Development Authority meeting held on July 21, 2020.

Assistant Development Director Kasey Fluet called the meeting to order at 5:34 p.m.

Chairperson Stallings will not be in attendance of the meeting due to attending the Public Welfare and Safety meeting. Fluet asked the members to appoint a Chairperson Pro Tem, a motion from Benka, seconded by Stone to appoint Heather Pfalz Chairperson Pro Tem for this meeting.

Motion carried.

Members Present: Ralph Benka, Jennifer Bell, Heather Pfalz and Jim Stone.

Members excused: Wendy Stallings and Anthony LeDonne

Members Absent: Mike Schulist

Staff present: Kasey Fluet – Assistant Development Director.

**Consideration and possible action on minutes of the CDA meeting held June 16, 2020**

A motion by Benka, seconded by Pfalz, to approve the minutes of the CDA meeting of June 16, 2020.

Motion carried.

**Discussion and possible action on EGG Plus Grant applications.**

Fluet reviewed the memo (copy attached). Fluet stated an additional EGG Grant Plus application was received on July 17, 2020 therefore we have 14 applications to review. The requirements of the EGG Plus is as follows:

**ELIGIBLE APPLICANTS:**

The EGG Plus program focus is for small businesses, that:

Have a physical operation in Sussex, which directly pays property taxes to Sussex, or indirectly does through rent (No home based business/operations)

Has 15 full time equivalent or fewer employees,

Are retail/commercial/service in nature and

Were forced to close or strictly reduce their operations by the Safer at Home Order

Not eligible are nonprofit businesses and daycares. For calculation of 15 employee threshold, businesses that own multiple stores, shall include all of those employees (whether in Sussex or not)

**ELIGIBLE PROJECT COSTS:**

The EGG Plus Program costs include payment of Village related charges, which occurred in March, April, May, June or July of 2020. Property taxes are not eligible. Village related charges are:

License or application fees related to business operations,

Sewer, Water, or Stormwater Charge

The minimum amount is \$500.00 and the maximum is \$2,000.00 per business. If a business does not have any Village related charges you may apply for a \$500.00 grant per business.

Each application was reviewed as follows:

Café De Arts requested \$2,000.00. Fluet stated utilities are included in their rent therefore they are only eligible for \$500.00 payable by check. A motion by Pfalz and seconded by Bell to grant \$500.00 to Café De Arts.

Motion carried.

Embellish Salon & Spa requested \$2,000.00. Fluet stated utilities are included in their rent therefore they are only eligible for \$500.00 payable by check. A motion by Pfalz and seconded by Bell to grant \$500.00 to Embellish Salon & Spa.

Motion carried.

Gateway Chiropractic and Rehabilitation, LLC requested \$2,000.00. Fluet stated utilities are included in their rent therefore they are only eligible for \$500.00 payable by check. A motion by Benka and seconded by Stone to grant \$500.00 to Gateway Chiropractic and Rehabilitation, LLC.

Motion carried.

Allure Salon LLC d/b/a Mane Street Salon requested \$2,000.00. Fluet stated they have a Village utility account, they only meet the minimum amount of \$500.00 which would be applied to their utility account. A motion by Bell and seconded by Benka to grant \$500.00 to be applied to the utility account of Mane Street Salon.

Motion carried.

Natural Therapeutics Wellness, LLC requested \$2,000.00. Fluet stated they have a Village utility account, they only meet the minimum amount of \$500.00 which would be applied to their utility account. A motion by Bell and seconded by Pfalz to grant \$500.00 to be applied to the utility account of Natural Therapeutics Wellness, LLC.

Motion carried.

Skin 360 Spa & Beauty requested \$2,000.00. Fluet stated utilities are included in their rent therefore they are only eligible for \$500.00 payable by check. A motion by Pfalz and seconded by Stone to grant \$500.00 to Skin 360 Spa & Beauty.

Motion carried.

Sussex Country Floral Shoppe, LLC requested \$500.00. Fluet stated they have a Village utility account, they only meet the minimum amount of \$500.00 which would be applied to their utility account. A motion by Pfalz and seconded by Bell to grant \$500.00 to be applied to the utility account of Sussex Country Floral Shoppe.

Motion carried.

Sussex Salons, TaDa requested \$500.00. Fluet stated they have a Village utility account, they only meet the minimum amount of \$500.00 which would be applied to their utility account. A motion by Benka and seconded by Stone to grant \$500.00 to be applied to the utility account of Sussex Salons, TaDa.

Motion carried.

Tangled By Theresa requested \$500.00. Fluet stated utilities are included in their rent therefore they are only eligible for \$500.00 payable by check. A motion by Pfalz and seconded by Stone to grant \$500.00 to Tangled By Theresa.

Motion carried.

EverFit Athletics (Crossfit Blue Moon) requested \$2,000.00. Fluet stated utilities are included in their rent therefore they are only be eligible for \$500.00 payable by check. A motion by Stone and seconded by Benka to grant \$500.00 to EverFit Athletics.

Motion carried.

The following applications were not granted due to ineligibility:

Brewtown Recreation – home business

Let's Talk Nails – No plan of operation on file with the Village of Sussex

Nicole Proth, Cosmetologist – No plan of operation on file with the Village of Sussex

Wee Welcome Inn – daycares are not eligible

Applications will be accepted until the end of July for consideration. If any applications need to be reviewed the next CDA meeting will be held on August 18, 2020.

A motion by Benka seconded by Pfalz to adjourn the meeting at 5:55 p.m.

Motion carried.

Respectfully submitted,  
Kasey Fluet, Assistant Development Director



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MEMORANDUM

TO: Community Development Authority  
FROM: Kasey Fluet, Assistant Development Director  
RE: CDA meeting July 21, 2020

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**Discussion and possible action on EGG Plus Grant applications.**

We have received 13 applications. Some applicants are not eligible for the grant.

The CDA will need to discuss the applications and make a recommendation.




# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 27, 2020 12:02pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Cafe De Arts Sussex
<b>Address of Business</b>	N63W23217 MAIN STREET Sussex WI 53089
<b>Contact Name</b>	Serena Masche
<b>Explain Your Business Operation</b>	Coffee shop Cafe
<b>How Many FTE Employees?</b>	2
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	Payment for sanitizing services, utilities paying rent and services we receive monthly
<b>Signature Data</b>	First Name: Serena Last Name: Masche Email Address: cafedeartssussex@gmail.com  Signed at: June 27, 2020 12:02pm America/Chicago
<b>Date</b>	6 29 2020




# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 22, 2020 8:34pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Embellish Salon & Spa
<b>Address of Business</b>	N63W23217 main st Sussex WI 53089
<b>Contact Name</b>	Sara Lisd
<b>Explain Your Business Operation</b>	Chair rental Hair Salon
<b>How Many FTE Employees?</b>	0
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	I will use these funds to pay for utility bills that Had to pay while my salon was closed. I will also use the funds to clean and sanitize the salon to help prevent the spread of Covid 19.
<b>Signature Data</b>	First Name: Sara Last Name: Liss Email Address: saraliss110272@gmail.com  Signed at: June 22, 2020 8:34pm America/Chicago
<b>Date</b>	6 22 2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 30, 2020 2:51pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Gateway Chiropractic and Rehabilitation, LLC.
<b>Address of Business</b>	N63W23965 Main Street Sussex WI 53089
<b>Contact Name</b>	Kevin Wexler
<b>Explain Your Business Operation</b>	Chiropractic and Rehabilitation Services
<b>How Many FTE Employees?</b>	1
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	\$2000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	<p>My company has lost money every month since February. I would use the money to help offset the costs of the overhead expenses which include my rent, property taxes, water, and electricity. My business would benefit from the funds because I would not have to keep digging into my savings to keep the business above water. I split the cost of the electric and utilities with my landlord and all of the money would remain in Sussex.</p>
<b>Signature Data</b>	<p>First Name: Kevin Last Name: Wexler Email Address: dr_kevin_wexler@yahoo.com</p> <p><i>Kevin Wexler</i></p> <p>Signed at: June 30, 2020 1:48pm America/Chicago</p>
<b>Date</b>	6 30 2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 22, 2020 5:31pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Allure Salon, LLC DBA Mane Street Salon
<b>Address of Business</b>	N64 W22630 Main St Sussex WI 53089
<b>Contact Name</b>	Jenny Engel
<b>Explain Your Business Operation</b>	We are a full service hair salon. I have nine hairstylists that rent chairs from me. I also am a stylist.
<b>How Many FTE Employees?</b>	0
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	\$2,000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	<p>We were shut down for two months with no income. I still had to pay my rent at Sussex Plaza and the rest of our utility bills. My renters also had to continue to pay me their portion of rent.</p> <p>I want to give all ten of us a break on rent. If I received \$2,000, I would divide it between each of us. I would keep \$200 for my own rent, and I would give each of them \$200 off their rent.</p> <p>Two hundred dollars might not seem like a lot, but I'd really love to help all my stylists get back on their feet. We are all still recovering financially from the shut down and would greatly appreciate your help!</p>
<b>Signature Data</b>	<p>First Name: Jennifer Last Name: Engel Email Address: jenlotz@yahoo.com</p> <p><i>Jennifer Engel</i></p> <p>Signed at: June 22, 2020 4:28pm America/Chicago</p>
<b>Date</b>	6 22 2020




# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 23, 2020 1:12pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Naturl Therapeutics Wellness, LLC
<b>Address of Business</b>	N63 W24025 Main St Sussex WI 53089
<b>Contact Name</b>	Sue Gummo
<b>Explain Your Business Operation</b>	Wellness Center with an emphasis on healthier living and pain management. We are a mother-daughter duo that has been in the Sussex area for the last 4 years. We have been pretty slow after Covid shutdown with getting our clients and therapists back the center.
<b>How Many FTE Employees?</b>	4
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	It will help with the outreach to the community to help sending out flyers and advertising. We are also taking the precautions with the proper PPE and other sanitizing methods. We have invested in a whole office UV light room sanitizer and having people space the appointments out.
<b>Signature Data</b>	First Name: Sue Last Name: Gummo Email Address: suzy@Naturaltherapeuticswi.com    Signed at: June 23, 2020 12:10pm America/Chicago
<b>Date</b>	6 23 2020





# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:

June 25, 2020 12:17pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

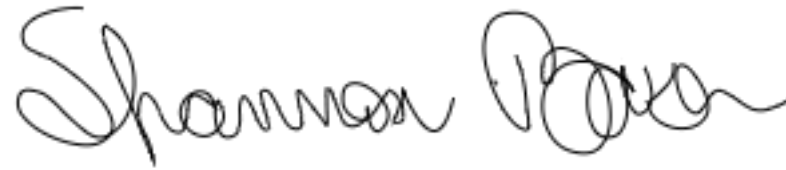
<b>Business Legal Name</b>	SKIN 360 Spa & Beauty
<b>Address of Business</b>	N64W2450 Main Street #201 Sussex WI 53089
<b>Contact Name</b>	Shannon Baker
<b>Explain Your Business Operation</b>	Hello,  SKIN 360 Spa & Beauty Operation costs include  Rent Utilities Payroll Supplies to support the business
<b>How Many FTE Employees?</b>	1
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2,000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	Hi,  First, thank you for your consideration.  My business would benefit tremendously from a grant. I had just opened my business, SKIN 360 Spa & Beauty on March 1st, 2020 when I had to close my doors to Covid19 on March 17. SKIN 360 Spa & Beauty was doing well and growing when the unfortunate shut down was mandated. During this time I had applied PUA employment which I still haven't seen come through. So I have had no income during this time however I still have business expenses that I have to honor with no income for months coming in. This grant would help me with rent, utilities, supplies for my business, and payroll. In addition, This grant would also help support the extra cost of PPE (that I have had to provide since opening my doors back up to provide a safe sanitary space my clients can feel safe in.  My utilities are included in my rent that my landlords hold the account on.  Thank you, Shannon Baker, SKIN 360 Spa & Beauty

**Signature Data**

First Name: Shannon

Last Name: Baker

Email Address: Shannonebaker@yahoo.com

A handwritten signature in black ink that reads "Shannon Baker". The signature is written in a cursive style with a large initial 'S' and a distinct 'B'.

Signed at: June 25, 2020 12:16pm America/Chicago

**Date**

6

25

2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 22, 2020 2:36pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Sussex Country Floral Shoppe, LLC
<b>Address of Business</b>	N63W23811 Main St Sussex WI 53089
<b>Contact Name</b>	David Ailey or Lauri Ailey
<b>Explain Your Business Operation</b>	Retail florist
<b>How Many FTE Employees?</b>	2
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	500
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	Recoup expenses during extended period of closure and reduced operations.
<b>Signature Data</b>	First Name: David Last Name: Ailey Email Address: flowers@sussexcountryfloral.com    Signed at: June 22, 2020 1:25pm America/Chicago
<b>Date</b>	6 21 2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 29, 2020 8:30am  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Sussex Salons
<b>Address of Business</b>	N64W23692 Main St. Sussex WI 53089
<b>Contact Name</b>	Jeffrey Kalis
<b>Explain Your Business Operation</b>	Rent a chair hair salon
<b>How Many FTE Employees?</b>	0
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	\$500
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	This would add to this years depleted budget so I can afford to do all the yearly cosmetic maintenance to keep the building looking good .
<b>Signature Data</b>	First Name: Jeffrey Last Name: Kalis Email Address: jrkalis@gmail.com    Signed at: June 29, 2020 7:13am America/Chicago
<b>Date</b>	6 29 2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 24, 2020 1:45pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Tangled By Theresa
<b>Address of Business</b>	N64 W24050 Main St Suite 306a Sussex WI 53089
<b>Contact Name</b>	Theresa Kornel
<b>Explain Your Business Operation</b>	I do nail, hair and facial waxing services. No employees, just me. I do all my own scheduling, inventory, cleaning, and book work as well.
<b>How Many FTE Employees?</b>	1
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	500.00
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	After being off for 8 weeks due to the statewide mandate, I struggled a bit with being able to pay my rent on my rental space as well as purchasing inventory and backbar products. A bit of money would help get me back on my feet, back to where I was before all of this.
<b>Signature Data</b>	First Name: Theresa Last Name: Kornel Email Address: theresakornel@yahoo.com  Signed at: June 24, 2020 1:45pm America/Chicago
<b>Date</b>	6 24 2020




# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
July 17, 2020 8:52am  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	EverFit Athletics
<b>Address of Business</b>	W227 N6193 Sussex Rd Sussex W 53089
<b>Contact Name</b>	Ryan Schilter
<b>Explain Your Business Operation</b>	Our business is a functional fitness facility that offers group training and personal training to all ages in Sussex. We use CrossFit and high intensity training as a base to build a healthier, stronger, and more confident individual.
<b>How Many FTE Employees?</b>	2
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2,000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	These funds will be put directly back into our business to pay our coaches, buy cleaning products, as well as pay for utilities.
<b>Signature Data</b>	First Name: Ryan Last Name: Schilter Email Address: info@crossfitbluemoon.com  Signed at: July 17, 2020 8:51am America/Chicago
<b>Date</b>	7 17 2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 23, 2020 8:39pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Brewtown Recreation
<b>Address of Business</b>	W237 N7372 Monterey Ct. Sussex WI 53089
<b>Contact Name</b>	Melissa Richter
<b>Explain Your Business Operation</b>	Brewtown Recreation is a female owned business that provides adult sports leagues and tournaments in Southeastern Wisconsin. We offer a safe environment for adults to network and support the local community. Most importantly, though, we provide a platform for all participants to give back to their local charities. Specifically, during registration all participants select the local charity they'd like to "play for." If the participant wins a league/tournament, Brewtown Recreation makes a donation to their charity of choice.
<b>How Many FTE Employees?</b>	3
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	My business has been completely shut down since March 17th. Due to this, I have been unable to run any leagues/tournaments in the Spring or Summer (which are two of our busiest seasons due to the unpredictable Wisconsin weather). If I were blessed to receive any funds, they would be used to pay for the local field/gym rentals costs, facility insurance costs, "staying active after covid" marketing campaign and for FTE payroll. I sincerely appreciate your consideration.
<b>Signature Data</b>	First Name: MELISSA Last Name: RICHTER Email Address: mrichter8@hotmail.com    Signed at: June 23, 2020 7:38pm America/Chicago
<b>Date</b>	6 23 2020



# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 25, 2020 8:12pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Let's Talk Nails
<b>Address of Business</b>	N63 W23217 Main St. #102 Sussex WI 53089
<b>Contact Name</b>	Dawn Endries
<b>Explain Your Business Operation</b>	I am a manicurist and provide manicures and pedicures to clients of Sussex and the surrounding area.
<b>How Many FTE Employees?</b>	n/a
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	\$2,000.00
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	The funds will be used to pay rent during the time I was unable to work. The money will also help to purchase PPE products to keep staff and clients safe.
<b>Signature Data</b>	First Name: Dawn Last Name: Endries Email Address: dawnendries@yahoo.com    Signed at: June 25, 2020 8:12pm America/Chicago
<b>Date</b>	6 25 2020






# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
July 3, 2020 7:31am  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Nicole Ashley Porth
<b>Address of Business</b>	N63w23217 Main Street #104 Sussex W 53089
<b>Contact Name</b>	Nicole Porth
<b>Explain Your Business Operation</b>	Self employed cosmetologist
<b>How Many FTE Employees?</b>	1
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	I will be restocking my inventory of supplies, and pay off any debt from being out of business for 2 months.
<b>Signature Data</b>	First Name: Nicole Last Name: Porth Email Address: hairbynikip@gmail.com    Signed at: July 3, 2020 6:30am America/Chicago
<b>Date</b>	7 3 2020




# Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:  
June 24, 2020 12:49pm  
America/Chicago

## Sussex CDA Economic Growth Grant (EGG) Plus Application

<b>Business Legal Name</b>	Wee Welcome Inn
<b>Address of Business</b>	N63W24375 Main St Sussex WI 53089
<b>Contact Name</b>	Laurie Ehnert
<b>Explain Your Business Operation</b>	Childcare Facility
<b>How Many FTE Employees?</b>	6
<b>Grant Amount Requested (maximum allowed is \$2,000)</b>	2,000
<b>Please Explain How These Funds Will be Used and How Your Business Will Benefit From the Funds?</b>	These funds will be used to pay employees and provide bonuses for their essential work during this time
<b>Signature Data</b>	First Name: Laurie Last Name: Ehnert Email Address: weewelcomeinn@sbcglobal.net    Signed at: June 24, 2020 11:48am America/Chicago
<b>Date</b>	6 24 2020