



AGENDA
COMMUNITY DEVELOPMENT AUTHORITY MEETING
VILLAGE OF SUSSEX
5:30 PM TUESDAY, MARCH 21, 2023
SUSSEX CIVIC CENTER – BOARD ROOM 2ND FLOOR
N64W23760 MAIN STREET

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Sussex CDA, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if there is a quorum of the Village Board: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow the same.)

1. Call to order.
2. Roll Call.
3. Consideration and possible action on the minutes of the CDA meeting held on January 17, 2023.
4. Review application for Business Development Loan Pool loan program.
5. Review application and outline for Downtown Revitalization Grant.
6. Consideration and possible action on purchasing tables and chairs for the plaza area in front of the Civic Center.
7. Consideration and possible action on purchasing Adirondack Chairs for the greenspace in front of the library in partnership with the Library.
8. Consideration and possible action on purchasing planters for the plaza area in front of the Civic Center.
9. Adjournment.

Chairperson
Community Development Authority

Jeremy Smith
Village Administrator

Please note that, 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 this service, contact Jeremy Smith at 246-5200.

**VILLAGE OF SUSSEX
COMMUNITY DEVELOPMENT AUTHORITY
5:30 PM TUESDAY, JANUARY 17, 2023
SUSSEX CIVIC CENTER – BOARD ROOM, 2ND FLOOR
N64W23760 MAIN STREET**

MINUTES

Meeting was called to order by President LeDonne at 5:37 p.m.

1. Roll Call

Members Present: President LeDonne, Trustee Adkins, Members Badalamente and Stone

Members Excused: Member Pfalz, Bell, and Benka

2. Consideration and action on minutes from the November 15, 2022, meeting.

Motion by Adkins, seconded by Badalamante to approve of the November 15, 2022 minutes.

Motion carried 4-0.

3. Continued Discussion on Downtown Projects

Continued discussion about downtown projects, presented possible costs for tables and chairs, planters, and working with the library to purchase and place Adirondack chairs in the lawn in front of the library.

4. Adjournment

Motion by LeDonne, seconded by Badalamante to adjourn at 6:20 p.m.

Motion carried 4-0.

Respectfully Submitted,
Gabe Gilbertson
Community Development Director



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: CDA

From: Gabe Gilbertson, Community Development Director

Re: March 21, 2023 CDA Meeting

Date: March 16, 2023

3. **Consideration and possible action on the minutes of the CDA meeting held on January 17, 2023.**

4. **Review application for Business Development Loan Pool loan program.**

The Village of Sussex in partnership with Bank Five Nine has a Business Development Loan Pool program which offers low interest rate loans to business in Village with a focus on the downtown area. Using an application template provided by Bank Five Nine, Staff adapted this application for use by the Village. Staff would like the CDA to review the application and provide feedback if there is anything that should be changed or if it is acceptable to begin handing out to businesses.

5. **Review application and outline for Downtown Revitalization Grant.**

Staff had discussed with the CDA possible options for small downtown grants to help businesses with smaller projects that may otherwise be difficult for these businesses to complete on their own. Using an example from another community as an outline, staff prepared an application and description for the grant program. The proposed application is attached. The CDA should discuss how much they want to dedicate to the program, number of awards per year, etc.

Staff recommends the CDA review the application and if there are any recommended changes for Staff to make. If the CDA is generally in agreement on the application and program, the Village Board would ultimately need to approve the grant through an Ordinance, and Staff recommends the CDA recommend the Village Board approve the Downtown Revitalization Grant program.

6. **Consideration and possible action on the purchase of tables and chairs for the plaza area in front of the Civic Center.**

Staff will provide the CDA a few options and prices for different types of tables and chairs that would be placed in the Civic Center plaza.

As long as the CDA approves of one of the options, Staff recommends the CDA select a table set, amount, and approve the purchase of the table sets.

7. **Consideration and possible action on purchasing Adirondack Chairs for the greenspace in front of the library in partnership with the Library.**

Staff presented a concept for placing affordable adirondack chairs in the green space in front of the library as an option for movable seating that also provided visual interest. The Library has stated that they would be interested in participating with this project as well in a 50/50 purchase match.

Staff recommends the CDA approve up to \$500 to purchase adirondack chairs in a partnership with the Library.

8. **Consideration and possible action on purchasing planters for the plaza area in front of the Civic Center.**

Another project Staff presented to the CDA was the installation of planters in the plaza area in front of the Civic Center. The CDA suggested the use of hanging flower baskets on the poles leading up to the Civic Center. These will be installed this year in conjunction with the other flower baskets. Staff continues to recommend the inclusion of large flower pots in the plaza area as well. The Village purchased a large flower pot in April, 2022 for \$536.75 plus \$177.97 in shipping costs.

Staff recommends four flower pots: two near the sidewalk and two near the building. If the CDA is comfortable, Staff recommends the CDA approve the purchase of four flower pots for an estimated total cost of \$2,772.75.



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SUSSEX BUSINESS DEVELOPMENT LOAN POOL APPLICATION

To help attract more businesses to our downtown, the Village of Sussex and Bank Five Nine teamed up to establish a Village of Sussex Downtown Loan Pool. Eligible expenses for these loans include acquisition of property, building improvements, equipment purchases, and environmental or safety compliance. The loans are generally \$10,000 to \$25,000 at a fixed low interest rate, and loan decisions are made by the Sussex Community Development Authority. Final loan approval and fund disbursement is through Bank Five Nine.

I. Applicant Information

Name: _____ Phone Number: _____

Home Street Address: _____

City: _____ State _____ Zip _____

II. Proposed Project:

Full Legal Name of Borrower: _____

Address: _____
Street City State Zip

Contact Person: _____
Phone Number

Type of Business: _____

Year Business was established: _____ Years under current Management: _____

Number of Current Employees: _____ Number of proposed employees: _____

Business Ownership Type: _____

III. Loan Request

Amount Requested: _____

Please attach a narrative describing the scope of work which the Business Development Loan Pool loan will be used for and the anticipated benefits to be realized from the proposed project. Please also include a Business Plan.

Please read and agree to terms below:

The information contained in this application is provided to induce the participating partners to extend credit to you. You acknowledge and understand that participating partners are relying on the information provided in this application in deciding whether to extend credit to the applicant. Each of you represent, warrant and certify that the information provided in this application is true, correct and complete. Each of you agree to notify participating partners immediately of any materially adverse change in (1) any of the information contained in this application or (2) you or any proposed guarantor's financial condition. The participating partners are authorized to make all inquiries it deems necessary to verify the accuracy of the information contained in this application. You authorize any person or credit reporting agency to give the participating partners any information it may have about you. Each of you signing below do authorize the participating partners to obtain credit checks on you, including consumer credit checks through credit reporting agencies and direct inquiries of business(es) where you have accounts, where you worked, or other sources;

(b) to contact these sources at any time whether before, during or after the term of any agreement between you and participating partners to update information or to assist the participating partners in enforcing any obligations you owe to the program; and (c) to properly report any performance with regard to credit extended to anyone who may properly receive such information.

I have read and agree to the terms above.

Please sign below:

Corporation or partnership applicant: Individual, LLC Member, Sole Proprietor, and Guarantors:

Name of entity

Authorized Signature

Authorized Signature

Print Name

Authorized Signature

Print Name

Once your application has been approved by the CDA, you will complete the final application and loan closing process with Bank Five Nine.



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Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.village.sussex.wi.us

SUSSEX CDA DOWNTOWN REVITALIZATION GRANT

The Downtown Revitalization Grant program is intended to stimulate private investment in high quality building exterior improvements that contribute to the overall strength of downtown as a shopping and dining destination.

ELIGIBLE APPLICANTS:

(CDA should determine why types of boundaries they want for the grant)

- The property must be located within TID 3 boundaries, see attached.
- Property owners and tenants are eligible to apply; joint applications are encouraged.
- Tenants must have a minimum of 1 year remaining on current lease from the date of application.
- Properties zoned residential are not eligible.
- Tax-exempt properties are not eligible.
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent.

ELIGIBLE PROJECT COSTS:

- Facade Renovations
- Painting, tuck-pointing, masonry repairs
- Signage
- Doors
- Windows
- Awnings
- Deck Construction or Repair
- Outdoor Seating
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the CDA

FUNDING AVAILABILITY:

As a matching grant program, the CDA will reimburse the grantee for up to 50% of expenses, with a maximum award of \$5,000. The CDA reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel.

APPLICATION SUBMITTAL AND REVIEW PROCESS:

- Applications are distributed and collected by the CDA on a reoccurring basis.
- Prior to submission, applicants must receive project approval by the Community Development Department and Architectural Review Board is applicable.
- Applicants must submit cost estimates, property photos, a project plan drawn to scale, and paint/material samples. Applicants are encouraged to receive bids from local contractors.
- Completed applications are reviewed on an as needed basis by the CDA, which has discretion over the program. Applicants must attend the scheduled CDA meeting.
- Notification of approval/denial will be provided to the applicant by the CDA within 7 days of the scheduled CDA meeting. Note that the project must be approved prior to any of the work taking place.
- Changes to an approved project must be reviewed and approved by the Community Development Director. Additional approval by the CDA may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

PROJECT COMPLETION AND REIMBURSEMENT:

- Upon project completion, grantee must submit copies of paid invoices to Staff for reimbursement.
- Only approved eligible expenses will be considered for reimbursement.
- The Grant award amount is not a guaranteed payment amount. Final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
- Payout will not exceed the maximum grant amount approved by the CDA. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
- Projects must be completed within 1 year of grant approval unless otherwise approved by the CDA.
- Projects not completed by the deadline will be considered closed due to incompleteness and grant will be forfeited.
- Once grant payout is made, the application will be considered closed, and no additional expenses will be allowable.

Before submitting an application, please set up an appointment with the Community Development Director to discuss your proposed project and the grant. For more information or for technical assistance please contact Gabriel Gilbertson at ggilbertson@villagesussex.org or call 262-246-5215.

**Village of Sussex Community Development Authority
Downtown Revitalization Grant Application**

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____

Phone: _____ Email: _____

Property Owner Address: _____

Property Owner Signature: _____ Date: _____

Expiration Date of Current Lease Agreement: _____ Owner Initials: _____

Project Summary: (Provide a brief project summary)

Estimated Start Date: _____ Estimated Completion Date: _____

Community Development Director Approval: _____ Date: _____

Required Attachments:

- Cost Estimates
- Project plan(s) drawn to scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Total Estimated Cost of Project: \$_____

Total CDA Grant Request: \$_____

Release of Information:

I hereby authorize the Village of Sussex Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the Village of Sussex will notify me of that meeting.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____

Submit application and attachments to:
Department of Community Development
N64W23760 Main Street, Sussex, WI 53089
ggilbertson@villagesussex.org

Village Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____(initials). Date: _____

Property reviewed for delinquency by _____(initials). Date: _____

Applicant notified of scheduled CDA meeting by _____(initials). Date: _____



QUOTE: 49671 - Picnic Tables 2023 (177521)

Account Name Village of Sussex-WI	Ship Via -	Rep 7GOV1
Contact Name Halie Dobbeck	Terms Net 30	Created By Ryn Soper
Phone (262) 246-5200 x105	PO Number -	Created Date 3/3/23
Email hdobbeck@villagesussex.org	Tracking Email -	Expiration Date 4/2/23
Bill To: hdobbeck@villagesussex.org Village of Sussex-WI N64W23760 Main Street Sussex, Wisconsin 53089-3120 United States	Ship To: Village of Sussex-WI N64W23760 Main Street Sussex, Wisconsin 53089 United States	Shipping Contact Information: Full Name Halie Dobbeck Phone Number (262) 246-5200 x105

Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable	Unit Price	Line Total
5	FURNITURE	0-4201-DS - TABLE-HEXAGON-CARAMEL TOP/BLACK BASE	\$1,186.00	\$5,930.00
1	FURNITURE	0-4222-DS - TABLE-HEXAGON-ADA COMPLIANT-CARAMEL TOP/BLACK BASE	\$1,111.00	\$1,111.00
Subtotal				\$7,041.00
	S/H	SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)** JI 3/9/23		\$584.00
Grand Total				\$7,625.00

Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved this order and all information is accurate.

SIGNATURE _____

DATE _____

Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926
Organization (Fax) 888-868-7184

1 DISCOVERY

We'll learn about your project needs, as well as your organization's overall goals.

2 RECEIVE QUOTE & CONCEPTUAL RENDERINGS

We'll provide quotes, and when necessary, conceptual renderings. Depending on the size of the project, renderings may take up to a week to complete.

3 QUOTE APPROVAL

You approve the quote.

4 FINAL ARTWORK APPROVAL

All custom configured products require a detailed proof approval before the order is released into production. In addition, you may receive engineering drawings for modified or custom products. The detailed proof/engineering drawings must be approved via our online proofing software, ProofHQ.

5 ORDER CONFIRMATION & PAYMENT

After the quote has been approved, you'll receive an order confirmation that includes product details, shipping and billing information, and any special delivery instructions. Orders over \$20,000 require 2/3 down payment. First time orders require payment in full.

6 PRODUCTION BEGINS

Your order is scheduled with an estimated ship date (usually 4-6 weeks following the artwork approvals, depending on workload). If necessary, the deposit is due before production. During the production process, you can contact us at any time for order status updates.

7 SHIPPED WITH TRACKING INFO

After the items are complete and ready to be shipped, you will receive tracking information for the delivery. All items are shipped from our headquarters in Sussex, WI. Transit time is approximately 2-4 days, depending on location.



410 SW 4th Terrace
Dania Beach, FL 33004

Quotation

Date	Estimate #
4/1/2022	Q73323

Name / Address
Village of Sussex Thom Berres n64w23760 Main street Sussex, WI 53089

Ship To
Village of Sussex Thom Berres n64w23760 Main street Sussex, WI 53089

P.O. No.	Terms	Rep	FOB
23439	Pre-payment	CV	Dania Beach

Item	Description	Availability	FinishSele...	Size	Qty	Rate	Total
69285.36 Freight	ALZIRA PLANTER 1 PALLET / 103 LBS Freight cost does not include special services such as liftgates, appointments, etc. If these services are needed please advise so we can adjust accordingly. ** Freight quotes are valid for seven days and are subject to change**Q1186913772.169.49.		MTC (Satin)	036 x 036 x 034"	1	536.75 177.97	536.75T 177.97
Availability	Price and availability subject to change without notice. Payment required to secure inventory. **For pick up and delivery orders that are not picked up or able to be delivered after 2 weeks storage fees will apply.					0.00	0.00T

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Subtotal	\$714.72
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Sales Tax (0.0%)	\$0.00
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Total	\$714.72
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Signature: _____

Quotes are valid for 30 days. Signature indicates approval of the above quote and acceptance of the terms and conditions of sale. PAYMENT CONFIRMS ORDER. Terms and conditions available at www.JayScotts.com