

VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN

Minutes of the Community Development Authority held on May 19, 2020.

Chairperson, Wendy Stallings called the CDA meeting to order at 5:30 p.m.

Members Present: Anthony LeDonne, Wendy Stallings, Heather Pflaz, Jennifer Bell and Ralph Benka.

Members Absent: John Schneider

Staff present: Kasey Fluet – Assistant Development Director and Jeremy Smith – Village Administrator.

**Consideration and possible action on minutes of the CDA meeting held September 17, 2019.**

A motion by Benka, seconded by Pflaz, to approve the minutes of the CDA meeting of September 17, 2019.  
Motion carried.

**Discussion and possible action to modify the EGG Grant qualifications.**

Mr. Smith reviewed the memo (copy attached).

Pflaz stated it is good to show the Village is supporting their businesses. Stallings suggested we use the number of full time equivalent employees on the application. The committee discussed the eligible businesses, not eligible are nonprofit businesses, daycares and for calculation of 15 employee threshold, businesses that own multiple stores, shall include all of those employees (whether in Sussex or not).

It was the consensus of the CDA to commit \$50,000.00 and to cap the amount at \$2,000.00 per business. Eligible project cost are payment of up to 50% of a Village related charge; license or application fees related to business operation, sewer, water or stormwater charges for expenses/charges that occurred in March, April, May, June or July of 2020. Property taxes are not eligible.

A motion by Stallings seconded by Benka to recommend to the Village Board the Egg Plus Grant with the guidelines and requirements as stated on the attached.  
Motion carried

A motion by Benka, seconded by Stallings to adjourn the meeting at 6:08 p.m. Motion carried.

Respectfully submitted,  
Kasey Fluet, Assistant Development Director

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

The Economic Growth Grant Plus program is intended to support existing small Sussex businesses who have been impacted by COVID 19 interruptions to business the program is an add on program to the existing EGG grant and designed to address a portion of the economic impacts that small Sussex Businesses may have faced while being forced to be closed during the Safer at Home Orders in the State of Wisconsin. The programs goal is to help these small businesses get back on their feet and keep growing.

### **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, daycares, and 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 up to 50% of a Village related charge:

License or application fees related to business operations,

Sewer, Water, or Stormwater Charge

The Cap is \$2,000 per business and has to be related to expenses/charges that occurred in March, April, May, June, or July of 2020. Property taxes are not eligible.

### **MATCH REQUIREMENT:**

The Egg Plus program covers only 50% of eligible expenses.

### **FUNDING AVAILABILITY AND TIMELINE:**

The CDA has committed \$50,000.00 and the maximum amount available per business is \$2,000.00. It is anticipated that there will be a greater demand for the funds than there are funds available. The CDA is under no requirement to award a grant in any cycle and the program is a limited term program. Grant funds are only paid based on the receipts or invoices for the items listed in the eligible project costs and are paid directly to the Village. The Egg Plus program application is a simple one page application and a description of how the grant will enable the business to get back on its feet. The CDA

will review applications every two weeks until funds are extinguished at which time the program may cease.

**UNDERWRITING CRITERIA:**

In determining whether to fund the application and the amount of the award, the Sussex CDA will consider all of the following, in addition to any other information it considers relevant

The Egg Plus Criteria is focused solely on how these funds will help the business get back on its feet and if the business meets the eligibility criteria.

**THE APPLICATION PROCESS:**

Applications for EGG Plus funding must be submitted at any time, but will be reviewed in the next available two week program cycle for consideration in that grant cycle. Before submitting an application please set up an appointment with Assistant to the Development Director Kasey Fluet to discuss your application. For more information or for technical assistance please contact [kfluet@villagesussex.org](mailto:kfluet@villagesussex.org) or call 262-246-5200.

# Sussex CDA Economic Growth Grant (EGG) Application

Business Legal Name \_\_\_\_\_

Address of Business \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Explain your business/operation: \_\_\_\_\_

\_\_\_\_\_

How many employees: \_\_\_\_\_ Grant Amount Requested

\$ \_\_\_\_\_

On a separate piece of paper provide a statement how these funds will be used and how your business will benefit from the funds.

I hereby and am legally authorized to submit this application for EGG Plus funding from the CDA of the Village of Sussex. All the submitted materials are factually accurate and I understand that these documents are subject to open records requests and will not be returned.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date