

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Community Development Authority held on June 16, 2020.

Chairperson, Wendy Stallings called the CDA meeting to order at 3:32 p.m.

Members Present: Anthony LeDonne, Wendy Stallings, Heather Pfalz and Jim Stone.

Members Absent: Ralph Benka, Jennifer Bell and Mike Schulist

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

Consideration and possible action on minutes of the CDA meeting held May 19, 2020

A motion by Stallings, seconded by LeDonne, to approve the minutes of the CDA meeting of May 19, 2020.
Motion carried.

Discussion and possible action on EGG Plus Grant applications.

Mr. Smith reviewed the memo (copy attached).

Each application was reviewed as follows:

Sussex Bowl Inc. (application attached with utility bill). Applicant has requested the grant amount of \$2,000.00.

A motion by Pfalz seconded by LeDonne to approve the grant of \$2,000.00 for Sussex Bowl Inc.
Motion carried

Sussex Inn (application attached with utility bill). Applicant has requested the grant amount of \$2,000.00.

A motion by Pfalz seconded by Stone to approve the grant of \$2,000.00 for Sussex Inn.
Motion carried.

Schroeder Implement, Inc. (application attached with utility bill). Applicant has requested the grant amount of \$2,000.00.

A motion by Stone seconded by LeDonne to approve a grant for \$500.00 50% of the Village utility bills for March, April, May, June and July.
Motion carried.

A motion by Stallings seconded by Stone to deny the applications for Uptown Art Sussex, Attitude Dance Company LLC and Life's Ruff LLC DBA Central Bark Sussex due to the requests do not meet the EGG Plus Grant criteria.
Motion carried.

The CDA discussed the criteria of the EGG Plus Grant. It was the consensus of the CDA to amend the criteria to help the businesses in the Village that pay Village utilities through rent and to help the businesses that might not have a significant utility bill. A motion by Pfalz seconded by Stallings to change the perimeters to remove the payment of up to 50% of a Village related charge, reimburse any Village related charge a minimum of \$500 and a maximum of \$2,000 if there is no Village related charge a check may be issued at an amount not greater than \$500.00 (updated application attached).
Motion carried.

A motion by Stallings and seconded by Pfalz to grant \$500.00 to Attitude Dance. Motion carried.

A motion by Pfalz and seconded by LeDonne to grant \$500.00 to Life's Ruff, Central Bark. Motion carried.

The next CDA meeting will be on July 21 at 5:30 p.m.

A motion by Pfalz seconded by LeDonne to adjourn the meeting at 4:18 p.m. Motion carried.

Respectfully submitted,
Kasey Fluet, Assistant 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: Community Development Authority
FROM: Kasey Fluet, Assistant Development Director
RE: CDA meeting June 16, 2020

Discussion and possible action on EGG Plus Grant applications.

Since the promotion of the EGG Plus grant we have received 6 applications. All applicants have requested the maximum amount available. Not all the businesses have a separate Village utility bill, some of the businesses in the community, especially those located in multi-tenant building, Village utilities are included in the rent.

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




Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:
May 27, 2020 8:47pm
America/Chicago

Sussex CDA Economic Growth Grant (EGG) Plus Application

Business Legal Name	Sussex Bowl Inc
Address of Business	N64W24576 Main St Sussex WI 53089
Contact Name	Stephen Hoehnen
Explain Your Business Operation	Bowling Center
How Many FTE Employees?	10
Grant Amount Requested (maximum allowed is \$2,000)	2000
Please Explain How Your Business Will Benefit From These Funds?	Receiving these funds will allow Sussex Bowl to continue to provide a top notch family orientated bowling center to the Sussex community. We will be able to continue serving as a gathering place for family functions, recreational leagues, and a home for fundraising opportunities that help to provide funds to many organizations in the Sussex and surrounding communities.
Signature Data	First Name: Stephen Last Name: Hoehnen Email Address: sussexbowl@gmail.com  Signed at: 05/27/2020 08:46PM
Date	5 27 2020

VILLAGE OF SUSSEX

Bill History

01-00000235-00-9 SUSSEX BOWL N64W24576 MAIN STREET SUSSEX WI 53089

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00000235-00-9 N64W24576 MAIN STREET										
Calculation Number 102										
	Prev Bal	\$64.49								4 2020
Service	SEWER COM	\$347.61	4/1/2020					667		4 2020
Service	WATER COM	\$329.49	4/1/2020	44665	2/25/2020	45332	3/25/2020	667		4 2020
Service	STORM COM	\$140.21	4/1/2020					19.1554		4 2020
Service	PUB FIRE	\$28.50	4/1/2020							4 2020
	Cur Charges	\$845.81	4/1/2020							4 2020
	Total	\$910.30	4/1/2020							4 2020
Calculation Number 102										
Calculation Number 103										
	Prev Bal	\$910.30								5 2020
	Receipt	\$910.30	4/30/2020							5 2020
Service	SEWER COM	\$185.70	5/4/2020					352		5 2020
Service	WATER COM	\$186.16	5/4/2020	45332	3/25/2020	45684	4/25/2020	352		5 2020
Service	STORM COM	\$140.21	5/4/2020					19.1554		5 2020
Service	PUB FIRE	\$28.50	5/4/2020							5 2020
	Cur Charges	\$540.57	5/4/2020							5 2020
	Total	\$540.57	5/4/2020							5 2020
Calculation Number 103										
Calculation Number 104										
	Prev Bal	\$540.57								6 2020
	Receipt	\$600.00	5/20/2020							6 2020
Service	SEWER COM	\$249.43	6/1/2020					476		6 2020
Service	WATER COM	\$242.58	6/1/2020	45684	4/25/2020	46160	5/26/2020	476		6 2020
Service	STORM COM	\$140.21	6/1/2020					19.1554		6 2020
Service	PUB FIRE	\$28.50	6/1/2020							6 2020
	Cur Charges	\$660.72	6/1/2020							6 2020
	Total	\$601.29	6/1/2020							6 2020
Calculation Number 104										
For 01-00000235-00-9 N64W24576 MAIN STREET										




Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:
May 28, 2020 2:39pm
America/Chicago

Sussex CDA Economic Growth Grant (EGG) Plus Application

Business Legal Name	Sussex Inn
Address of Business	N64W23300 Main St. Sussex WI 53089
Contact Name	Dave Foti
Explain Your Business Operation	Full service restaurant and bar.
How Many FTE Employees?	4
Grant Amount Requested (maximum allowed is \$2,000)	\$2,000
Please Explain How Your Business Will Benefit From These Funds?	I hope to use these funds to pay utility bills that we fell behind in while our business was limited. We also have equipment that needs repair that we had to hold off on. Liquor and food licenses are both coming due at this time also.
Signature Data	First Name: Dave Last Name: Foti Email Address: kfoti@wi.rr.com  Signed at: May 28, 2020 1:38pm America/Chicago
Date	5 28 2020

VILLAGE OF SUSSEX

Bill History

01-00001156-00-8 SUSSEX INN N64W23300 MAIN STREET SUSSEX WI 53089

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00001156-00-8 N64W23300 MAIN STREET										
Calculation Number 102										
	Prev Bal	\$1,568.90								4 2020
Service	SEWER COM	\$66.96	4/1/2020					121		4 2020
Service	WATER COM	\$81.06	4/1/2020	3704	2/25/2020	3825	3/25/2020	121		4 2020
Service	STORM COM	\$71.40	4/1/2020					9.6515		4 2020
Service	PUB FIRE	\$28.50	4/1/2020							4 2020
	Cur Charges	\$247.92	4/1/2020							4 2020
	Total	\$1,816.82	4/1/2020							4 2020
Calculation Number 102										
Calculation Number 103										
	Prev Bal	\$1,816.82								5 2020
Service	SEWER COM	\$32.01	5/4/2020					53		5 2020
Service	WATER COM	\$50.12	5/4/2020	3825	3/25/2020	3878	4/25/2020	53		5 2020
Service	STORM COM	\$71.40	5/4/2020					9.6515		5 2020
Service	PUB FIRE	\$28.50	5/4/2020							5 2020
	Cur Charges	\$182.03	5/4/2020							5 2020
	Total	\$1,998.85	5/4/2020							5 2020
Calculation Number 103										
Calculation Number 104										
	Prev Bal	\$1,998.85								6 2020
Service	SEWER COM	\$32.01	6/1/2020					53		6 2020
Service	WATER COM	\$50.12	6/1/2020	3878	4/25/2020	3931	5/26/2020	53		6 2020
Service	STORM COM	\$71.40	6/1/2020					9.6515		6 2020
Service	PUB FIRE	\$28.50	6/1/2020							6 2020
	Cur Charges	\$182.03	6/1/2020							6 2020
	Total	\$2,180.88	6/1/2020							6 2020

Calculation Number 104
For 01-00001156-00-8 N64W23300 MAIN STREET




Covid Relief/EGG Plus Application

Village of Sussex

Submitted On:
June 1, 2020 10:15pm
America/Chicago

Sussex CDA Economic Growth Grant (EGG) Plus Application

Business Legal Name	Schroeder Implement, Inc.
Address of Business	N64 W23410 Main Street Sussex WI 53089
Contact Name	Cheryl Schroeder
Explain Your Business Operation	Our business repairs and sells outdoor power equipment, tractors, snowblowers, lawnmowers, chain saws, leaf blowers.
How Many FTE Employees?	4 full time employees
Grant Amount Requested (maximum allowed is \$2,000)	\$2,000
Please Explain How Your Business Will Benefit From These Funds?	I would like to use it to maybe advertise a bit to encourage floor traffic, since we have been discouraging inside-the-store customers due to the COVID issues. We have operated at a minimum for so many weeks now...
Signature Data	First Name: Cheryl Last Name: Schroeder Email Address: schrche@yahoo.com  Signed at: June 1, 2020 9:13pm America/Chicago
Date	6 1 2020

VILLAGE OF SUSSEX

Bill History

01-00001151-00-3 SCHROEDER IMPLEMENT N64W23410 MAIN STREET SUSSEX WI 53089

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 01-00001151-00-3 N64W23410 MAIN STREET										
Calculation Number 102										
	Prev Bal	\$66.25							4	2020
	Receipt	\$66.25	3/23/2020						4	2020
	Service SEWER COM	\$8.37	4/1/2020					7	4	2020
	Service WATER COM	\$16.19	4/1/2020	757	2/25/2020	764	3/25/2020	7	4	2020
	Service STORM COM	\$29.28	4/1/2020					3.8348	4	2020
	Service PUB FIRE	\$11.45	4/1/2020						4	2020
	Cur Charges	\$65.29	4/1/2020						4	2020
	Total	\$65.29	4/1/2020						4	2020
Calculation Number 102										
Calculation Number 103										
	Prev Bal	\$65.29							5	2020
	Receipt	\$65.29	4/17/2020						5	2020
	Service SEWER COM	\$8.88	5/4/2020					8	5	2020
	Service WATER COM	\$16.64	5/4/2020	764	3/25/2020	772	4/25/2020	8	5	2020
	Service STORM COM	\$29.28	5/4/2020					3.8348	5	2020
	Service PUB FIRE	\$11.45	5/4/2020						5	2020
	Cur Charges	\$66.25	5/4/2020						5	2020
	Total	\$66.25	5/4/2020						5	2020
Calculation Number 103										
Calculation Number 104										
	Prev Bal	\$66.25							6	2020
	Receipt	\$66.25	5/12/2020						6	2020
	Service SEWER COM	\$9.40	6/1/2020					9	6	2020
	Service WATER COM	\$17.10	6/1/2020	772	4/25/2020	781	5/26/2020	9	6	2020
	Service STORM COM	\$29.28	6/1/2020					3.8348	6	2020
	Service PUB FIRE	\$11.45	6/1/2020						6	2020
	Cur Charges	\$67.23	6/1/2020						6	2020
	Total	\$67.23	6/1/2020						6	2020
Calculation Number 104										
For 01-00001151-00-3 N64W23410 MAIN STREET										

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 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. **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 or call 262-246-5200.

Sussex CDA Economic Growth Grant (EGG) Plus Application

Business Legal Name _____

Address of Business _____

Contact Name _____ Phone _____

E-mail _____

Explain your business/operation: _____

How many FTE 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 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

If your grant is approved and you have a utility account with the Village the funds will be applied to that account. If you do not have a utility account, the maximum amount you are eligible for is \$500.00.