



# Community Development Authority Meeting Agenda

Monday, November 18, 2024 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

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## Call to Order

## Determination of Quorum

## Pledge of Allegiance

## Notice of Open Meeting

## Approval of Agenda

## Consent Agenda

1. Approval of minutes from previous meetings.
2. Discussion/possible action regarding CDA financial reports.

## Unfinished Business

3. Discussion/possible action regarding WEDC Small Business Development Grant resolution.

## New Business

4. Discussion/possible action regarding small business development grant resolution.
5. Convene to Closed Session per 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, specifically regarding 103 N. Ludington Street.
6. Reconvene in open session.
7. Any action deemed necessary from closed session.

## Other Reports

## Adjourn

**MINUTES  
COMMUNITY DEVELOPMENT AUTHORITY  
CITY OF COLUMBUS  
JULY 15, 2024**

**Members Present:** Hackman, Motiff, Meyers, Weinberger, Friederich (arrived mid meeting)

The meeting was called to order at 6:30 PM and certified the meeting was legally posted.

The roll was called and a quorum was present.

Motion to approve the agenda by Weinberger, second by Lawson. Motion carried.

Motion to approve the consent agenda by Weinberger, second by Hackman. Motion carried.

Parking Ordinance Amendment(s). Ordinance policy discussed. Need to change two- hour downtown parking to three hours, consult other staff and City Attorney. Lawson moved to approve changes with Weinberger second. Motion carried.

Façade Grant Application. Kornmann presented the façade grant application by Kaba Bah for his building on the corner of James St. and Lundington. He is proposing to replace 24 windows, several doors, and painting trim on windows, doors and second floor roof line. His request is \$25,000 with a total project cost of \$59,000. The amount to approved was discussed.

Meyers moved to approved the façade grant application in the amount of \$25,000 dependent on Council approval, second by Weinberger.

Roll call vote:

- Hackman- yes
- Meyers-yes
- Motiff-yes
- Lawson-yes
- Weinberger-yes
- Freiderich- No

Motion carried.

Meyers moved to approved the application in the amount of \$25,000 not to exceed the maximum project amount approved by City Council. Weinberger seconded.

Roll Call vote:

- Hackman- yes
- Meyers – yes
- Motiff – yes
- Lawson – Yes
- Weinberger – yes
- Friederich – yes

**Motion carried.**

**Future Agenda Items.**

- Handicap parking
- Scope of CDA
- Public Parking Map
- Explore park and ride
- Revolving Loan Fund Manual/loan amounts

**Next Meeting August 19, 2024**

**Motion to adjourn by Friederich/second by Lawson. Motion carried.**

**MINUTES**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**SEPTEMBER 19, 2024**

Members in attendance. Rose, Motiff, Meyers, Hackman, Lawson, Friederich

Staff in attendance. Kornmann

The meeting was called to order by Motiff at 6:30 PM.

The roll was called and it was determined that a quorum was present.

Motion to approved the agenda by Rose, second by Hackman. Motion carried.

Minutes were not approved and will be addressed at the next meeting.

2025 CDA Budget. The CDA budget was thoroughly discussed, both expenses and revenues. A revised budget was approved for recommendation to the City Council by Lawson, second by Hackman. Motion carried.

Small Business Development Grant. The WEDC grant was discussed as a way to boost downtown. The proposed grant would function similarly to the façade program but include more building improvement options beyond just the façade. The maximum grant award is \$250,000. Mike will proceed with the application and bring a resolution back to CDA.

Motion by Lawson to adjourn, second by Rose. Motion carried.

CITY OF COLUMBUS  
REVOLVING LOAN FUND - 260  
LOAN DETAILS as of 10/7/24

Item #2.

Name - Loan Recipient	Outsanding Balance	Status	Loan Paid Through	End Date of Loan
DUBS BREW LLC (CERCI'S) - Working Capital Loan	\$ 1,351.06	Current	November 2024	April 2025
DUBS BREW LLC (CERCI'S) - Equipment Loan	\$ 7,802.98	Current	November 2024	April 2028
100 S LUDINGTON LLC - Business Micro Loan	\$ 19,006.80	Current	October 2024	June 2043
	<u>\$ 28,160.84</u>			

CITY OF COLUMBUS

Item #2.

SUMMARY OF CASH POSITION BY FUND  
AS OF OCTOBER 31, 2024

	THIS MONTH	LAST MONTH	CHANGE
COMMUNITY DEVELOPMENT AUTHORIT			
CDA; TREASURER' S CASH	55,356.57	57,923.66	( 2,567.09)
CDA; INVESTMENTS	60,724.60	60,471.89	252.71
TOTAL COMMUNITY DEVELOPMENT AUTHORIT	116,081.17	118,395.55	( 2,314.38)
TOTAL CASH - ALL FUNDS	116,081.17	118,395.55	( 2,314.38)

CITY OF COLUMBUS

CDA COMPARATIVE FINANCIAL STATEMENT  
Periods: 01/24-10/24Page: 1  
Nov 13, 2024 04:19PM

Account Number	Account Title	2023-23 Prior year Actual	2023-23 Prior year Budget	2024-24 Current year YTD Actual	2024-24 Current year Budget	2024-24 Current Year % of Budget
<b>COMMUNITY DEVELOPMENT AUTHORIT</b>						
<b>INTERGOVERNMENTAL AIDS</b>						
205-421000-000	CDA; CONTRIBUTION FROM CITY	15,000.00	15,000.00	40,000.00	40,000.00	100.00%
205-421000-400	CDA; CONTR FROM ROOM TAX FD	15,372.42	13,500.00	3,338.85	16,500.00	20.24%
205-421240-000	CDA; TIF #4 CONTRIBUTION	5,000.00	5,000.00	8,500.00	8,500.00	100.00%
205-421245-000	CDA; TIF#5 CONTRIBUTION	5,000.00	5,000.00	8,500.00	8,500.00	100.00%
205-421246-000	CDA; TIF #6 CONTRIBUTION	5,000.00	5,000.00	8,500.00	8,500.00	100.00%
Total INTERGOVERNMENTAL AIDS:		45,372.42	43,500.00	68,838.85	82,000.00	83.95%
<b>OTHER FINANCING SOURCES</b>						
205-484810-000	CDA; MISC. INCOME/REVENUES	278.15	.00	292.35	200.00	146.18%
205-484820-000	CDA; INTEREST ON INVESTMENTS	3,130.08	55.00	2,814.20	2,780.00	101.23%
Total OTHER FINANCING SOURCES:		3,408.23	55.00	3,106.55	2,980.00	104.25%
<b>COMMUNITY DEVELOPMENT</b>						
205-560000-111	CDA; DIRECTOR	13,592.01	10,283.00	20,460.89	24,444.00	87.68%
205-560000-151	CDA; SOCIAL SECURITY	701.48	787.00	1,322.45	1,869.97	74.55%
205-560000-152	CDA; RETIREMENT	638.79	699.00	1,225.74	1,686.64	76.65%
205-560000-154	CDA; HEALTH,DENTAL,VISION INS	1,957.78	2,464.00	2,080.32	7,131.56	31.67%
205-560000-155	CDA; LIFE INSURANCE	9.80	12.00	58.08	21.65	301.15%
205-560000-156	CDA; LONG TERM DISABILITY	25.76	36.00	46.25	61.08	87.43%
Total COMMUNITY DEVELOPMENT:		16,925.62	14,281.00	25,193.73	35,214.90	75.24%
205-561000-219	CDA; PROFESSIONAL FEES	1,700.75	1,500.00	550.00	2,200.00	25.00%
205-561000-311	CDA; POSTAGE	3.66	100.00	7.48	50.00	14.96%
205-561000-312	CDA; OP SUPPLIES & EXPENSES	49.10	250.00	102.29	250.00	40.92%
205-561000-318	CDA; MARKETING & ADVERTISING	527.85	10,000.00	.00	7,500.00	.00%
205-561000-319	CDA; FACADE IMPROVEMENT PRGM	1,500.00	5,000.00	.00	32,500.00	.00%
205-561000-321	CDA; BUSINESS APPRECIATION	.00	2,500.00	.00	2,500.00	.00%
205-561000-332	CDA; MILEAGE & EXPENSES	737.42	750.00	669.60	750.00	95.95%
205-561000-333	CDA; EDUCATION/TRAINING	656.50	2,000.00	1,130.90	2,000.00	56.55%
205-561000-334	CDA; MEMBERSHIP DUES	.00	.00	80.00	.00	.00%
205-561000-340	CDA; PROPERTY ACQUISITION FUND	.00	5,000.00	.00	.00	.00%
205-561000-346	CDA; WEBSITE SUPPORT/DESIGN	1,638.70	2,000.00	2,906.55	2,000.00	145.33%
Total PROFESSIONAL SERVICES:		6,813.98	29,100.00	5,446.82	49,750.00	11.05%
Total COMMUNITY DEVELOPMENT:		23,739.60	43,381.00	30,640.55	84,964.90	37.65%
COMMUNITY DEVELOPMENT AUTHORIT Revenue Total:		48,780.65	43,555.00	71,945.40	84,980.00	84.66%
COMMUNITY DEVELOPMENT AUTHORIT Expenditure Total:		23,739.60	43,381.00	30,640.55	84,964.90	37.65%
Net Total COMMUNITY DEVELOPMENT AUTHORIT:		25,041.05	174.00	41,304.85	15.10	264584.97%

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION SUPPORTING THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC)  
SMALL BUSINESS DEVELOPMENT GRANT**

WHEREAS, the City of Columbus, Wisconsin (the "City") recognizes that large scale adaptive uses of historic buildings and infill redevelopment of areas in the downtown area is identified as a priority by the City in the Columbus Comprehensive Plan; and

WHEREAS, the City of Columbus, Wisconsin (the "City") supports new small businesses and business retention and expansion; and

WHEREAS, the Small Business Development grant program provides incentives for small businesses expansion and new start-up businesses; and

WHEREAS, the proposed Façade Plus program would allow the City to provide grants to small businesses for improvements to facades, interior alterations, and other building improvements; and

WHEREAS, the City's Façade Plus program would provide grants up to a maximum of \$50,000 with a dollar for dollar match; and

WHEREAS, a resolution of City support is a prerequisite for acceptance of a WEDC Small Business Development grant application; and

NOW, THEREFORE, BE IT RESOLVED, the Columbus Common Council supports the acceptance of the WEDC Small Business Development Grant if awarded by WEDC.

Approved by the Common Council of the City of Columbus on this 3<sup>rd</sup> Day of December 2024

\_\_\_\_\_  
Joseph G. Hammer, Mayor

\_\_\_\_\_  
Susan Caine, Clerk



**DOWNTOWN FAÇADE PLUS GRANT APPLICATION**  
**COMMUNITY DEVELOPMENT AUTHORITY (CDA)**  
**CITY OF COLUMBUS**

Item #4.

The Columbus **Façade Plus Grant Program** provides funding for projects in downtown that include façade renovations, accessibility, safety, internal renovations, utility upgrades, and structural repairs to buildings in the downtown. The program supports projects that feature a business space and building renovation and secondary uses such as second and third floor residential spaces.

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

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

Project Completion Date: \_\_\_\_\_

Project Summary (*write see attached if necessary*):

Total Project Cost: \_\_\_\_\_

Total Grant Funds Requested: \_\_\_\_\_

Other Sources of Funds:

\_\_\_\_\_

Pre- Application meeting Date Completed On: \_\_\_\_\_

I CERTIFY that all information in this application is true and complete to the best of my/our knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Required Attachments**

1. Project Plans that identifies the work to be completed. The project plan should include building plans, specifications, and renderings.
2. At least two bids received for the project.
3. **Business Plans.** Attach an executive summary of your business plan for the business locating in the space and/or provide a marketing strategy narrative on how you will attract a tenant to utilize the space. Explain how you will support new businesses in their start-up phase to grow into a thriving profitable business.

4. Submit photos/graphics that communicate the space before and after the project
5. Commitments for all funding sources.

## CITY OF COLUMBUS-CDA FAÇADE PLUS GRANT APPLICATION

### Program Guidelines

1. Must leverage \$1 of private funds for \$1 requested with a maximum grant award of \$50,000 per project. The project will predominantly support the attraction/expansion of businesses in downtown and may have accessory residential uses on floors above the main level.
2. Eligible Activities include:
  - a. Façades components and activities on all sides of buildings including:
    - i. Signs and awnings (new and/or repair)
    - ii. Repair/replacement of the original building's materials and decorative details.
    - iii. Cleaning of exterior building surfaces.
    - iv. Tuck pointing and masonry repair.
    - v. Painting of exterior building surfaces including murals
    - vi. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
    - vii. Replacement of existing signs and awnings.
    - viii. Permanent exterior lighting.
    - ix. Garbage/Recycling screening
    - x. Limits to the program: Temporary or Portable signs are not eligible and signs must be for Business Identification
    - xi. Note: Facades should be consistent with traditional downtown design standards
  - b. Accessibility-any building component that promotes accessibility and removes/reduces barriers to accessibility including elevators, parking, building entrance, route through establishment, accessible restrooms, and others
  - c. Safety. Sprinkler systems, electrical upgrades/replacements, etc.
  - d. Utilities. Sewer and water, other
  - e. Internal Remodels. Alterations that support the creation of a viable business space
  - f. Structural/External Building maintenance. Walls, foundations, roofs, and other structural components
  - g. Sustainable Energy. Solar power that can be integrated into building while respecting the historic nature of downtown.
  - h.
3. Eligible Properties - Any property within the City of Columbus zoned Central Business District 1
4. Business Plan Narrative Requirement– An executive summary business plan for the business that will locate/expand in the building or a marketing plan for recruiting a tenant
5. Applications will be reviewed once a complete application is submitted and funds will be distributed on a 'first come, first serve' basis until funds
  1. Applications shall be submitted and approved prior to any work commencing on a project. Any expenditures made before the approval of the grant application are not eligible for reimbursement.
  2. All proposed improvements must comply with the Columbus Municipal Code and the applicant must obtain all necessary permits.

3. If your project is a designated local historic landmark or within a local historic district, approval of a Certificate of Appropriateness (COA) by the Columbus Historic Landmark and Preservation Commission (HLPC) will be required.
4. Grants will not be issued for Tax Delinquent Properties.

Item #4.

#### **Façade Plus Grant Program Process**

1. Pre-application meeting with Director of Community and Economic Development to discuss concept ideas and review business education/business counselling resources.
2. Meet with SCORE mentor or local mentoring team prior to application
3. Application Submittal
  - a. Property owner shall submit a signed copy of grant application.
  - b. Property owner shall submit all required attachments with the application.
4. Review Process
  - a. Internal Review
  - b. Community Development Authority Review and Approval
5. Applicant obtains relevant permits and completes the project
6. Payment Process
  - a. Applicant submits proof of payment for eligible activities to the program administrator.
  - b. Program Administrator will verify that the project was completed as approved.
  - c. Program funds will be disbursed when project invoices or receipts have been submitted to the program administrator.