

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Thursday, August 04, 2022 at 9:00 AM

AGENDA

1. Roll Call.
2. Election of Officers.
 - a. Election of Chair
 - b. Election of Vice Chair
3. Approval of Minutes.
 - [a.](#) Approve Minutes of April 7, 2022 Meeting
4. New Business.
 - [a.](#) Certificate of Appropriateness - 116 W Wisconsin Avenue
 - [b.](#) Revolving Loan Application - Mena's Place LLC, 215 W Wisconsin Ave
5. Closed Session.
 - a. Adjourn to Closed Session per Wisconsin State Statute 19.85 (1)(e) to discuss the disposition of public funds for Mena's Place LLC, 215 W Wisconsin Ave
 - b. Return to Open Session for Possible Action
6. Other Business.
7. Adjourn.

NOTICES

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



REDEVELOPMENT AUTHORITY

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna

Thursday, April 7, 2022 at 9:00 AM

MINUTES

1. Roll Call.

The Meeting was called to order by AP Lily Paul at 9:00 AM.

Members Present: John Moore, Julianne Schroeder, Patrick Landreman, Lisa Verhagen, AP Lily Paul

Members Absent: Chair Jeff Feldt, Ryan Lindeman, and Carley Windorff

Others Present: Mariah Tietz, owner of La Belle Bridal, LLC.

2. Election of Officers.

a. Election of Vice Chair

Ms. Schroeder made a motion to nominate Ald. Moore as Vice Chair. Mr. Landreman seconded that motion. Motion carried.

Ald. Moore took over the meeting at 9:05 AM

3. Approval of Minutes

a. Approval of Minutes of March 18, 2022 Meeting

Ms. Schroeder made a motion to approve the minutes. Ms. Verhagen seconded that motion. The motion carried.

4. Old Business

a. Revolving Loan – La Belle Bridal LLC

AP Paul updated the RACK members that a Revolving Loan for La Belle Bridal LLC has switched CCD locations from 132 E Second St to 233 Dodge St. Scope of work is the same: install new floors, install new lighting, install additional plumbing for hair washing sinks, interior and exterior paint, and signage.

5. New Business

a. Certificate of Appropriateness – 102 W Wisconsin Ave

AP Paul brought forward the façade plan for 102 W Wisconsin Ave. Because the building is in the downtown district, it requires a letter of appropriateness. The

proposed siding will be EFIS stucco instead of vinyl. This building will serve as the office building for Lorbiecki Homes LLC.

Mr. Landreman made a motion to grant a letter of appropriateness to John Lorbiecki, owner of Lorbiecki Homes LLC, for the façade of the building at 102 W Wisconsin Ave. Ms. Schroder seconded the motion. The motion carried.

b. Loan Status Funds Summary

AP Paul included all the 2021 - 1099 Interest Letters for each Loan Borrower, and updated that the RACK funds equate to about \$1.375 million dollars - \$895,977 of that in cash and \$479,853 of that in loans.

No action was taken.

6. Closed Session.

a. Adjourn to Closed Session as per Wis. Stat. sec. 19.85 1(e) to discuss the disposition of public funds for La Belle Bridal LLC b.

Ms. Schroeder made a motion to enter into closed session. Mr. Landreman seconded that motion. Redevelopment Authority entered into closed session at 9:23 AM.

b. Return to Open Session for Possible Action.

The meeting returned to open session at 9:35 AM

Mr. Landreman made a motion to approve the Revolving Loan Request for La Belle Bridal LLC with the following contingencies:

- \$10,000
- 2% interest rate
- Pay back in 4 years

Ms. Schroeder seconded the motion. The motion carried.

7. Other Business.

There was no other business.

8. Adjourn

Ms. Schroeder made a motion to adjourn the meeting. Ms. Verhagen seconded the motion. Motion carried. Meeting adjourned at 9:38 AM.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority of the City of Kaukauna
From: Lily Paul, Associate Planner
Date: July 27, 2022
Re: Certificate of Appropriateness for Downtown Mural

Kristy Stumpf of KC Stumpf Properties LLC, owner of building 116 W Wisconsin Avenue is requesting a Certificate of Appropriateness for the painting of a mural on the side of her building. Exhibit 1 shows the detail of the mural. It is a very natural yet colorful mural with paintings of beautiful vegetation and wildlife like dragonflies. There is a fence detail at the bottom that is subject to change. The current design is a place holder. Exhibit 2 shows the scale of the mural. It gives the illusion of enlarged landscape that may be planted in the beds in front of this wall. Ms. Stumpf has been working with an area high school student to get this accomplished. The student has painted another mural in the area, as well.

Per Chapter 17.48 of the City of Kaukauna Code of Ordinances, the Redevelopment Authority of the City of Kaukauna will grant a Certificate of Appropriateness based on the following:

Findings. Before granting a certificate of appropriateness, the redevelopment authority shall find that to the maximum extent practicable:

- a. *The historic or cultural significance of buildings or structures affected is maintained or enhanced.*
- b. *The architectural style, value and significance, and general design arrangement, texture, material, and color of the architectural features of buildings and structures are visually and functionally coordinated with other buildings and structures in the area.*
- c. *Principal entrances are visually and functionally related and coordinated with other buildings and pedestrian ways.*
- d. *Activity nodes, such as plazas and arcades, are created, retained, and coordinated.*
- e. *Building facades and other appurtenances, such as fences, walls, and landscaping, are coordinated to form cohesive walls of enclosure along streets or other public ways and, further, that no such fences or walls shall be permitted to contain any barbs or sharp points.*

- f. The scale, orientation, and directional expression of buildings and structures are visually and functionally coordinated with other buildings and structures in the area.*
- g. Views are protected, created, or enhanced.*

Staff feels that this mural is very bright and inviting for a downtown setting. The City of Kaukauna is working hard to activate the downtown and this is a great start to doing that. The location of this mural is also very appropriate within the pedestrian plaza and close to the many businesses nearby. We hope to see many pedestrians take the extra time to walk by and admire the artwork.

Staff Recommendation:

Staff recommends to approve the mural design and grant Kristy Stumpf of KC Stumpf Properties LLC a Certificate of Appropriateness for the painting of a mural on the side of building 116 W Wisconsin Avenue.









MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority of the City of Kaukauna
From: Lily Paul, Associate Planner
Date: July 29, 2022
Re: Revolving Loan Application Review – Mena’s Place LLC, 215 W Wisconsin Ave

Shaila Lopez, owner of Mena’s Place LLC, has submitted a RACK Revolving Loan application for a property she leases at 215 W Wisconsin Ave. The applicant is looking to perform a number of updates to the building to prepare it for a Mexican Style restaurant. Updates include: replacing the flooring, painting the interior, reworking the plumbing to create a wet bar, fixing the air conditioning unit, purchasing equipment and updating more plumbing and electrical work. The extent of the plumbing and electric work is set to be completed by Black Haak out of Greenville. The cosmetic updates such as flooring, walls, and bar will be done by Ms. Lopez and personal help.

The current flooring is carpet and is no longer appropriate for the use of the space. New flooring is necessary. The cosmetic updates will add an authentic style to the restaurant. Plumbing and electrical work will allow for a working wet bar. Also, Ms. Lopez has applied for a liquor license to be able to truly utilize the bar she is proposing to build.

The cost estimate for the electrical and plumbing work is \$14,500 which is detailed in the attachments. The floor update is estimated at \$3,749 while the wall update is estimated at \$2,946. Lastly, the bar updates and equipment is estimated at \$18,160. All estimates have item break downs listed in the attachments. The total estimate for the whole scope of work

is \$39,355. The applicant is seeking a loan from the Redevelopment Authority as she was not approved for a personal loan due to this being a new business. Personal funds equaling \$5,000 will be used to complete some of the work.

It is the duty of the Redevelopment Authority to discuss and agree on the loan proposal. Loan proposals will be based on need and ability to repay. Minimum standards include the following:

1. Loan Amount: Loan amounts are subject to the availability of funds. There is no set minimum or maximum loan amount, however, the Redevelopment Authority of the City of Kaukauna loan amount shall not constitute the only source of funds for the project.
2. Interest Rate: The interest rate shall be established by the RACK board. Please check the Interest Rates Addendum for the latest guidelines. *The interest rate has been set at 2%*
3. Term: The term of the loan shall be no longer than the term of private financing. In no case shall the term exceed fifteen (15 years).
4. Period of Payment: The repayment schedule shall be set up for monthly payments.
5. Amount of Payment: Interest and principal shall be collected for the term to maturity. Interest and/or principal may be deferred for up to one year, if justified in the loan proposal.
6. Collateral: Reasonable security will be required for one hundred percent (100% of the loan. Collateral shall consist of a first or second lien on all assets owned and used in the business and personal guarantees.

REVOLVING LOAN PROGRAM APPLICATION



Project Name: Mena's Place

Project Address: 215 W Wisconsin Ave, Kaukauna WI 54130

Contact Name: Shaila Lopez Martinez

Contact Address: 128 Lamp Lighter Dr apt 7, Kaukauna WI 54130

Telephone: 715-460-5114

Email: shailopez95@gmail.com

Year Business Established: 2022

Applicant Is:

Owner ☐ Lessee of Property ☒ Sole Proprietorship ☒
 Partnership ☐ Corporation ☐ Other Business Structure ☐
 Number of Employees: 2 Full Time 1 Part Time

Brief Description of Business:

Mexican restaurant with breakfast

List all owners, directors, or partners having 20% or greater interest:

Shaila Lopez Martinez

Project Description:

Looking to update flooring, paint, fix a/c unit. Build a small bar and apply for a liquor license. Purchase kitchen equipment. Operating expenses while closed due to remodeling. Also need funds for inventory and dinnerware. plumbing and electrical will also need to be updated.

In what ways will the project benefit the community?

Increase tax value ☒
 Improve curb appeal/aesthetics ☐
 Safety or security upgrades ☒
 Accessibility improvements ☐
 Job creation or retention ☒ jobs created ☒ jobs retained
 Improved building longevity ☒
 New or retained business ☒
 Energy efficiency upgrades/weatherization ☐
 Creating services not currently available in a community ☐
 Other:

1

Project Costs

Acquisition	10,000 (liquor license)
Exterior Renovation	
Interior Rehabilitation	21,909
Land/Site Improvements	
Utility Improvements	
Machinery/Equipment	2946
Design Services	Ø

*Still
missing
electrical /
plumbing
estimates

Project Financing

Personal Funds	5000
Lender Funds	
RACK Funds Requested	50000
Other	

Existing Building Conditions

If building is owned by applicant:

Acquisition Date	N/A
Purchase Price	N/A
Existing Mortgage Balance	N/A
Land Contract Balance	N/A
Monthly Mortgage Payment(s)	N/A
Recent Appraised Value	N/A

If building is leased by applicant:

Annual Rent	\$26,400.00 plus taxes
Lease Termination Date	07/31/2023
Name of Building Owner	Elizabeth (Tweet) Hurst
Address of Building Owner	P.O. Box 483, Kaukauna WI 54130

Application Agreement

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Commercial Revolving Loan Program and is true and complete to the best of the applicant's knowledge.

The applicant further certifies that they are the owner of the property described in this application, or the lessee with proof of the owner's consent to improve said property.

The applicant further certifies that the loan proceeds will be used for the work and materials identified in this application and will abide with all provisions and guidelines of the Commercial Revolving Loan Program.

The applicant further authorizes disclosure of all financial information submitted in connection with this application by and between the Redevelopment Authority of the City of Kaukauna and any lender agreeing to participate with the applicant's loan through this program.



Signature of Applicant

6/27/2022

Date

Signature of Applicant

Date

APPLICATION FORMS CHECKLIST

The RACK loan application forms are included on the preceding pages. Please complete all fields on the form for the appropriate loan. If you need more space, you can include additional information as attachments to the form. Please indicate this by writing "attached" in the relevant field(s). If you need assistance with the form, please contact the Planning and Community Development Director.

Application Checklist

Please review this checklist prior to submitting your loan application to ensure all needed information is included. Descriptions of each item can be found in the Redevelopment Authority Loan Program Handbook.

1	Completed Application Form	✓
2	Business Description	✓
3	Business Performance History & Projections <i>Previous owners didnt provide</i>	✓
4	Business Plan	✓
5	Project Description	✓
6	Description of Need	✓
7	Estimates	✓
8	Financial Statements <i>New business</i>	—
9	Copy of Bank Loan Application Materials <i>denial letter</i>	✓
10	Commitment from Private Lenders (if applicable)	—
11	Proof of Personal Financial Commitment	—
12	Proof of Landlord Consent (if applicable)	—
13	Exterior Improvement Visuals (if applicable)	—



Mena's Place LLC	
Identity Mena's Place LLC is a family-owned restaurant with a focus on breakfast and Mexican food. The owner is Shaila Y Lopez.	Problem No authentic Mexican food in the area.
Our solution Setting up a diverse menu with the popular Mexican dishes and the always popular breakfast items.	Target market Fox Valley area individuals and families.
The competition Our area competition area few other local restaurants. El Jaripeo serves Mexican food and drinks and Jexis' serves breakfast.	Revenue streams Our revenue streams will come from dine in orders and take out orders.
Marketing activities Our current marketing activities are all done through social media profiles, my personal and business profile. We would also like to have monthly breakfast for our local fire and police department employees.	Expenses <ul style="list-style-type: none"> • Rent and utilities • Payroll • Food and beverage products
Team and key roles Currently, the teams consist of two cooks, one waitress, and me. As profits increase, I will be looking to add two employees, it would be one waitress and one cook.	Milestones As business grows, we would like to have anniversary events

Business Information:

Mena's Place is a family-owned restaurant that was established on May 22, 2022. The Owner is Shaila Lopez Martinez, with the help of her significant other and her mother she is committed to growing a successful restaurant.

The business is run by Shaila Y Lopez Martinez, who has over 5 years of experience in the hospitality business. She has help from her significant other in the kitchen, he has over 7 years of experience working in multiple restaurants in the Fox Valley and together are working to make the restaurant grow.

I would like to remodel the main dining area. I would be looking to replace the carpet and install new flooring; walls need to be repainted and replastered. The ceiling also needs to be painted to match the walls. I would like to turn the restaurant into a cozy place for everyone to come and enjoy time together.

I am looking to build a bar area and make it taller and install shelves to display the liquor bottles and glasses. Will be adding 2 to 3 coolers one small freezer, dish washer, and a sink.

I would like to do the remodel as soon as possible and we would have to close the restaurant between 3 to 7 days to complete all the work but will continue to do take-out orders while remodeling. I would like to have a grand reopening in August.

The main menu will have new food options and our hours of operation will be expanded to Monday through Saturday from 6am to 9pm and Sunday will be 6am to 2pm. With the increased hours of operation, revenue will increase. With the bar we will offer traditional house margaritas, craft cocktails, and a happy hour from Monday through Friday.

My goal is that with the change of atmosphere and mix of food that we can appeal to all ages.

Down the road I would like to arrange for local kids to come and help paint a mural on the side of the building and also offer support to our local police and fire department with breakfast once a month so we can grow and support our community in any way.

estimado floor

\$2000

25 Sq x \$80

glue

10x \$7

\$70

multi purpose reducer

10 - \$15

\$150

wood floor glue

20 - \$10

\$200

plank cutter \$129

más Mano de otra \$1200 - labor

total flooring estimate

*3749

bar items

blender \$100

margarita glasses 12 Oz x 20 \$15 = \$300

marg glasses 16 Oz x 20 \$13 = \$260

marg glasses 22oz x 20 \$13 = \$260

pine glasses \$8 x 30 = \$240

bar dish washer system \$5000

alcohol items "beer, wine, liquor, mixers

flavors etc" \$3000

bar chairs \$250 x 10 \$2500

acabado de bar counter \$3500 (counter top)

Mano de otra \$2000 - labor

new equipment for soda and bar gun

\$1000

Total \$18,160

liquor license \$10000

still need an electrician and plumber
estimates!!

Bar Costs
\$28,160

para la Barra gray mix planking

30 scuadras \$50 30sq @ \$50

\$1500

pasta para la pared - wall paste

2 botes de \$18

\$36

2x4x8 framing lumber \$6

50 PC. \$300

OSB handi panel

3/4 (23/32 cat) 2x8 \$34 each

10 PC x \$34 \$340

nails \$ 100

construction screws \$25

2 boxes \$50

6 gallon air compression \$150

Item 4.b.

metal connector nailer \$235

paint sprayer \$160

total \$2946



Hello, this is your estimate

Location: 215 West Wisconsin Avenue, Kaukauna, WI, 54130

JOB ID

90469901

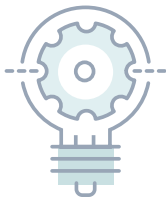
Plumbing Renovations

\$14,500.00

Your Price

Summary

Price subject to change after 30 days.



Plumbing Item - no tax

Your Price

\$14,500.00

Note: Quote below is to complete the scope of work listed. Any existing conditions that the local plumbing inspector requires corrections be made, will be in addition to the total amount stated due. Pricing for any corrections or change orders will be given prior to work start.

Disconnect existing hand wash sink, and save for reinstall. Others to terminate electrical power supply and point of use water heater.

Renovate the sanitary drain and vent system for the following fixtures:

- (1) Hand wash sink - to be located in bar area
- (1) Three compartment sink - to be located in bar area
- (1) Receptor for glass washer - to be located in bar area
- (1) Receptor for ice bin - to be located in bar area

Renovate the water delivery system the following fixtures:

- (1) Hand wash sink - to be located in bar area
- (1) Three compartment sink - to be located in bar area
- (1) Glass washer - to be located in bar area

Supply and install the following:

- (1) Blade handle set for the hand wash sink

- (1) Krowne HS-3819 drop-in commercial three compartment sink with faucet - others to provide sink cut-out
- (3) Mainline basket strainers

Disconnect, remove, and dispose of existing water heater
Supply and install (1) AO Smith GDHE50 direct vent water heating system.
Supply and install (1) expansion tank.
Supply and install (1) Grundfos 99412493 recirculation pump.
Renovate new express hot water delivery system from the water heater to the relocated hand sink and glass washer.
Insulate the express hot water delivery system and hot water main, per code.
Renovate the C.O. removal system
Restore the water delivery system
Restore the fuel delivery system

Accept Now

Subtotal	\$14,500.00
Total	\$14,500.00



To Whom it May Concern,

On March 8th, 2022, Shaila Lopez called to inquire about the commercial loan application process here at Premier Community Bank. From what I recall, she was calling on behalf of her mother, Zola Martinez. They were looking to purchase a restaurant in Clintonville, WI.

Following up on our conversation, I sent Shaila and Zola an email on 3/8/2022 laying out the standard information I would need in order to take a formal loan application from them. This consisted of the following information:

- 3 years of historical federal and state tax returns
- Personal financial statement (template attached)
- Complete Business Plan including 2-3 years of projected income and expenses for the business
- Proof of record of down payment funds totaling \$20,000-\$25,000 (i.e., bank statement)
- Any other financial/supporting information

None of the information was provided and thus, I was unable to take a formal application from them.

Best,

A handwritten signature in dark ink, appearing to read "Luke Vanden Heuvel", is written over a horizontal line.

Luke Vanden Heuvel
Assistant Vice President
Premier Community Bank

July 18, 2022

Mena's Place (Formerly La Patrona Restaurant)
215 W Wisconsin Ave
Kaukauna, WI 54130

To whom it may concern:

Shaila Lopez has permission to make improvements to the building, some of which include new carpeting, replacing or moving counters, painting, some plumbing and electric, ceiling tile improvement, etc.,

Tweet Hurst
Property Manager
PO Box 483
Kaukauna, WI 54130
920-759-9062 (w)
920-810-4104 (C)

Agent for:
Riverside Property Management, LLC: Elizabeth Hurst (Tweet)

Date: 7/18/2022

Riverside Property Management, LLC
PO Box 483 Kaukauna, WI 54130
(920) 759-9062