

# REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA

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



Thursday, August 18, 2022 at 9:00 AM

## AGENDA

1. Roll Call.
2. Approval of Minutes
  - [a.](#) Approve Minutes from August 4, 2022 Meeting
3. New Business.
  - [a.](#) Revolving Loan Application - 112 E. 2nd Street
  - [b.](#) Certificate of Appropriateness - Dreamville Kaukauna
  - c. Loan Status and Funds Summary.
4. Closed Session.
  - a. Adjourn to Closed Session per Wisconsin State Statute 19.85 (1)(e) to discuss the disposition of public funds for Look Back in Time, 112 E 2nd St
  - b. Return to Open Session for Possible Action
5. Other Business.
6. Adjourn.

## NOTICES

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

# 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

## MINUTES

### 1. Roll Call.

The meeting was called to order by AP Paul at 9:02 AM.

Members Present: John Moore, Karl Kilgas, Paul Hennes, Julianne Schroeder, Nicci Sprangers

Others Present: PCDD Stephenson, Megan Brouch, AP Paul

### 2. Election of Officers.

#### a. Election of Chair

Ms. Schroeder nominated Ald. Moore as Chair for the Redevelopment Authority of the City of Kaukauna (RACK). There were no other nominations.

Ms. Schroeder made a motion to elect Ald. Moore as the Chair for RACK. Mr. Hennes seconded the motion. The motion passed unanimously.

#### b. Election of Vice Chair

Mr. Kilgas nominated Mr. Hennes as Vice Chair for RACK. There were no other nominations.

A motion was made by Mr. Kilgas to elect Mr. Hennes as the Vice Chair for RACK. Ms. Schroeder seconded the motion. The motion passed unanimously.

Chair Moore took over the meeting at 9:03 AM.

### 3. Approval of Minutes.

#### a. Approve Minutes of April 7, 2022 Meeting

A motion was made by Ms. Schroeder to approve the minutes from April 7, 2022 meeting. Mr. Kilgas seconded the motion. The motion carried.

### 4. New Business.

#### a. Certificate of Appropriateness - 116 W Wisconsin Avenue

AP Paul presented an application for Certificate of Appropriateness from Kristy Stumpf, owner of building 116 W Wisconsin Ave. Ms. Stumpf is proposing a mural to be painted by a local

high school student on the side of her building, facing the pedestrian walk way on Wisconsin Ave. The style of mural is a landscape scene with colorful flowers and plants with a few wildlife elements such as dragonflies. This element will bring a lot of attention to the area and be a great asset to the location.

A motion was made by Ms. Sprangers to approve the Certificate of Appropriateness for a mural to be painted on the side of building 116 W Wisconsin Ave. Ms. Schroeder seconded the motion. The motion passed unanimously.

b. Revolving Loan Application - Mena's Place LLC, 215 W Wisconsin Ave

AP Paul presented a Revolving Loan application for Shaila Lopez, owner of Mena's Place LLC. This business is a new breakfast and Mexican style restaurant occupying 215 W Wisconsin Ave. To improve the business atmosphere and update necessary elements of the building, Ms. Lopez is hoping to renovate the bar and floors of the space. She will be painting the walls, as well. Finally, for the bar to be successful, she has proposed plumbing and electrical work to be reconfigured, as well. Ms. Lopez is in the process of getting approved for a liquor license. The estimate to complete this project is \$39,355. The applicant is contributing \$5,000 of her own funds to the project.

*No action was taken.*

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

A motion was made by Mr. Hennes to adjourn into closed session. Mr. Kilgas seconded the motion. The motion passed unanimously. The meeting adjourned into closed session at 9:28 AM.

b. Return to Open Session for Possible Action

A motion was made by Mr. Hennes to return to open session. Ms. Schroeder seconded the motion. The motion passed unanimously. The meeting returned to open session at 9:43 AM.

6. Other Business.

There was no other business.

7. Adjourn.

A motion was made by Mr. Hennes to adjourn the meeting. Ms. Schroeder seconded the motion. The motion passed unanimously. Meeting adjourned at 9:47 PM.



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority of the City of Kaukauna  
From: Lily Paul, Associate Planner  
Date: August 15, 2022  
Re: Revolving Loan Application Review – Look Back in Time, 112 E. 2<sup>nd</sup> St

Nancy Mainville, owner of Look Back in Time, has submitted a RACK Revolving Loan application for 112 E. 2<sup>nd</sup> St. The applicant has a contractor to remove the overhang awning from the front over her store. In addition to the removal, they will be completing necessary repairs and refinishing the façade of her building with vinyl siding. There will be a new sign 22" in height and 24 feet in length. The letter of the sign will be stenciled on with paint.

The cost estimate for the entire project is \$11,000. The applicant is seeking a loan from the Redevelopment Authority. Personal funds equaling \$4,500 have already been placed for the down payment 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: Look Back In Time  
 Project Address: 112 E. 2nd St. Kaukauna  
 Contact Name: Nancy A. Mainville  
 Contact Address: 320 Dixon St. Kaukauna  
 Telephone: (920-759-1985) (Business)  
 Email: molly\_shine@new.rr.com

Year Business Established: 2002

Applicant Is:

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

Brief Description of Business: Retail offering Antiques and Collectibles

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

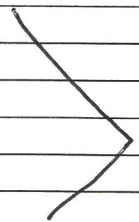
Nancy A. Mainville - Samuel Kelly - Kimberly Carlson

Project Description: Removal of existing overhang and finishing off exposed exterior section.

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:

### Project Costs

Acquisition	<input checked="" type="checkbox"/>		\$ 10,000.00
Exterior Renovation	<input type="checkbox"/>		
Interior Rehabilitation	<input checked="" type="checkbox"/>		
Land/Site Improvements	<input checked="" type="checkbox"/>		
Utility Improvements	<input checked="" type="checkbox"/>		
Machinery/Equipment	<input type="checkbox"/>		
Design Services	<input checked="" type="checkbox"/>		

### Project Financing

Personal Funds	\$1,000.00 (store funded)
Lender Funds	\$3,000.00 (Line of Credit - East Wisconsin Bank)
RACK Funds Requested	\$6,000.00
Other	<input checked="" type="checkbox"/>

### Existing Building Conditions

If building is owned by applicant:

Acquisition Date	2002
Purchase Price	\$50,000 (approximate)
Existing Mortgage Balance	<input checked="" type="checkbox"/>
Land Contract Balance	<input checked="" type="checkbox"/>
Monthly Mortgage Payment(s)	<input checked="" type="checkbox"/>
Recent Appraised Value	\$153,100.00 (2021 Fair Mkt. Value - Property Tax Bill)

If building is leased by applicant:

Annual Rent	<input checked="" type="checkbox"/>
Lease Termination Date	<input checked="" type="checkbox"/>
Name of Building Owner	<input checked="" type="checkbox"/>
Address of Building Owner	<input checked="" type="checkbox"/>

### 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

Date

*Nancy A. Marmille*

*08/12/22*

Signature of Applicant

Date

792181

Statement

DATE

8-11-22

TERMS

TO

Nancy mainville / Look Back in time  
112 E. 2<sup>ND</sup> ST Kaukauna, WI

IN ACCOUNT WITH

Ken Rettig

431 E. Huron St omro, WI

920-807-9413

54363

- Remove existing / unsafe overhang  
on front of building  
- in case finding behind for seen  
overhang has damaged inner  
facade, Price is firm at

Repair

facade

\$10,000

payments as follows:

\$3,000 deposit for

materials / dumpsters & fuel

cost for vehicles & equipment

Balance of \$7,000

upon completion

Ken Rettig

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL DEDUCT

Nancy D. Mainville

Item 3.a.



\$3,000.<sup>00</sup> taken from my store's line of credit  
thru East Wisconsin Bank

270-1520



109 West Second Street  
Kaukauna, WI 54130

# OFFICIAL CHECK

55269

79-102/2759

DATE August 12, 2022

REMITTER LOOK BACK IN TIME LTD

PAY Three Thousand Dollars AND 00/100

TO THE ORDER OF LOOK BACK IN TIME LTD

\$\*\*\*\*\*3,000.00

PURPOSE

NON NEGOTIABLE  
CUSTOMER COPY

Item 3.a.

792185

## Statement

DATE

8-15-22

TERMS

TO

Nancy Mainville  
112 E Second St, Kaukauna, WI

IN ACCOUNT WITH

Ron Rettig  
Repairs By Ron L.L.C 431 E Huron St  
Omro, WI 54963

- Remove overhang + dispose
- Removal of existing metal siding and
- Replace with vinyl siding (maintenance free) with color choice of customer
- ADD new sign (Painted in Stencil) on 1x12x12 composite so new sign will be 22" High + 24" Long

Removal overhang + dispose  $\Rightarrow$  \$10,000

install siding + sign  $\Rightarrow$  ~~\$3,000~~

any hidden repairs 1,000

after Removal of existing ~~\$11,000~~  
facade = time + materials

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

792186

## Statement

DATE

TERMS

TO

IN ACCOUNT WITH

Pg. 2

At the RATE of  
\$45/hr Per  
MAN

~~Ken Rettig~~

Pd. \$2500 8-16-22

Nancy A. Mainville

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT



REVISIONS:

NOTICE TO BIDDERS  
BIDDERS SHALL REVIEW ALL DRAWINGS AND  
SPECIFICATION SECTIONS TO DETERMINE THE  
IMPACT OF OTHER SECTIONS OF WORK ON THEIR  
OWN SECTIONS.  
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JULY 30, 2021  
NEW APARTMENT BUILDING  
DREAMVILLE KAUKAUNA APARTMENTS  
250 LAWE STREET, KAUKAUNA, WISCONSIN 54130  
1135A MICHIGAN AVE. SHEBOYGAN, WI 53081 | (920) 452-4444 | 313 PLANKINTON AVE. MILWAUKEE, WI 53202

DRAWN BY: Author

CHECKED BY: Checker

RENDERINGS

A  
100

PROJ. NO. 2021-25

## EXTERIOR RENDERINGS

BOTH BUILDINGS ARE IDENTICAL IN SHAPE AND MATERIALS.