



**REDEVELOPMENT AUTHORITY MEETING - SPECIAL AGENDA**

**THURSDAY, AUGUST 10, 2023 AT 12:00 PM**

**CITY HALL, LOWER LEVEL ROOM 0041, 106 JONES STREET**

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**IN-PERSON/VIRTUAL MEETING**

**By Phone or GoToMeeting:** <https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend **by calling:** (US)+1 (872) 240-3412

**Access Code:** 471-703-029

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. DETERMINATION OF QUORUM AND CALL TO ORDER**

**4. BUSINESS**

- A. Review and take possible action: Revolving Loan Fund application from Steve Hill for 107 S. Fifth Street

**5. ADJOURN**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*



**To:** Watertown RDA Board  
**CC:** Mayor McFarland  
**From:** Mason Becker, Strategic Initiatives and Development Coordinator  
**Date:** August 2, 2023  
**Re:** Budget Print RDA Revolving Loan Fund application

Watertown RDA board members,

We have received our first application since re-opening of the RDA Revolving Loan Fund (RLF). It is from Steve Hill of Budget Print (107 S. Fifth St), received on July 24th. Application, including vendor quotes, are included in the meeting packet. Tax returns were provided as well.

He is seeking a total of \$75,000 to fix up the exterior of the building, repair the parking lot, and make some improvements to the ground floor business level. As noted in the application, this would support both a long-term business (Budget Print) and a newer business, "That Guy Fabrication", a metal fabrication and sign making business.

It is important to note that they are a current borrower with the RLF program. Their original loan was for \$93,872.00 and their current balance is \$80,947.63. The first loan was utilized for reactivation of the upper floor of the building. They have been making regular and timely monthly re-payments on the original loan.

Currently, the RDA has a total of \$220,000 available to lend out. If this application is approved, the RDA would still have a remaining \$145,000 available to loan out. I have recently been contacted by one other downtown property owner who has expressed interest in applying. That project would also fit the goals of the RLF program.

The intended use of the loan seems to be in line with the goals of the program, in that it will enhance the appearance and functionality of an existing downtown business. Enhancing the exterior appearance of the building would be a positive outcome and add further value to the City's downtown.

I would recommend that the board move this application to the Loan Review Committee for further consideration.

Sincerely,

Mason T. Becker  
Strategic Initiatives and Development Coordinator

**WATERTOWN REDEVELOPMENT AUTHORITY (RDA)**  
**DOWNTOWN COMMERCIAL REHABILITATION LOAN PROGRAM**

Please provide information on the proposed project. Your signature below indicates your intent to apply for commercial rehabilitation loan funding and that you have received a copy of the program guidelines. Please return to City Hall, 106 Jones Street, with your check in the amount of \$100.00 for the application fee.

Applicant name: STEVE HILL  
 Address: 107 S. FIFTH ST.  
 Cell Phone: 920-248-2868 Work Phone: 920-261-4005  
 Property Owner(s): DONNA HILL  
 Project Address: 107 S. FIFTH ST.  
 Project description (work to be done): EXTERIOR REPAIRS + PAINT - INTERIOR  
SAFETY UPGRADES - PARKING LOT REPAIR

How will this project benefit the business or property? MAINLY IT WILL BRING THE  
BUILDING + BUSINESS INTO COMPLIANCE WITH CITY  
ORDENANCES

How will this project impact the downtown? IT WILL ALLOW AN ~~EXISTING~~ EXISTING  
AND A NEW BUSINESS TO OPERATE

Estimated Timeframe for Project Completion: 1YR  
 Loan amount requested: ESTIMATED AT \$75,000.00  
 Property Mortgage Holder(s): NONE

INCLUDE WITH APPLICATION (please check each box):

- ☐ Three years of business and personal income tax returns/financials  
☐ Personal financial statement  
☐ Available business financial reports such as profit/loss statement, balance sheet, inventory, receivables.

*\*Please note that other information may be requested during application review, as deemed necessary by the RDA Loan Review Committee.*

I certify that the information in this application is correct and accurate to the best of my knowledge.

Donna M Hill  
 Applicant

7-24-23  
 Date

Loan Committee Review

Signature

Date

☐ (check box if reviewed by staff for completion and all supplemental documents included)

**David Ninnman Painting**

Quote for Painting of Building at 107 South 5th Street, Watertown, WI

Labor = \$6500.00

Paint = \$1600.00

Budget Print (Steve Hill)	Net	Gross
2019	-\$999.00	\$163,510.00
2020	-\$2,932.00	\$163,510.00
2021	-\$17,270.00	\$145,706.00
2022	-\$441.00	\$199,351.00
2023 (partial)	-\$771.00	\$192,337.00

Estimates	
Wolf Paving (parking lot)	25090
David Ninnman Painting	8100



**WOLF PAVING CO., INC.**  
1320 Walnut Ridge Drive, Suite 100  
Hartland, WI 53029

**WOLF PAVING & EXCAVATING OF MADISON, INC.**  
5423 Beaver Rd  
Sun Prairie, WI 53590

WWW.WOLFPAVING.COM

<b>To:</b>	Budget Print Inc	<b>Contact:</b>	Steve Hill
<b>Address:</b>	107 S 5th St Watertown, WI 53094	<b>Phone:</b>	(920) 261-4005
<b>Project Name:</b>	Budget Print Inc	<b>Fax:</b>	
<b>Project Location:</b>	107 S 5th St, Watertown, WI	<b>Bid Number:</b>	
		<b>Bid Date:</b>	5/1/2023

Item #	Item Description	Estimated Quantity	Unit	Total Price
1	Remove Existing Concrete	50.00	TON	\$3,500.00
2	Fine Grade And Compact Base Course	560.00	SY	\$5,040.00
3	Pave 2.5" Compacted Asphalt Binder Course	80.00	TON	\$8,800.00
4	Pave 1.5" Compacted Asphalt Surface Course	50.00	TON	\$7,750.00

**Total Bid Price: \$25,090.00**

**Notes:**

- Estimator Notes:** THE ABOVE WORK DOES NOT INCLUDE: UNDER CUTTING, UTILITY ADJUSTMENTS OR WORK, ANY BASE COURSE EXCEPT WHERE NOTED, BASE COURSE FOR CONCRETE FLAT WORK, BACKFILLING, SHOULDERING, LANDSCAPE RESTORATION, BOLLARDS, OR PERMITS – 2023 PRICES ARE SUBJECT TO CHANGE IF NOT AWARDED WITHIN 15 DAY OF BID DATE.

- Parties:** Wolf Paving Co., Inc./Wolf Paving & Excavating of Madison, Inc. ("Wolf" or "Wolf Paving") and the Customer (identified below) hereby mutually agree to be bound by these General Terms and Conditions ("Terms"), which are made part of and incorporated into the foregoing Proposal. These Terms and the Proposal are collectively referenced below as "the Agreement" or "this Agreement".
- Customer Obligations:** Customer shall be solely responsible for the following:
  - Providing Wolf with specifications and plans for the work to be performed by Wolf under this Agreement (the "Specifications"), and said Specifications shall be subject to Wolf's approval;
  - Back filling all edges of paved areas;
  - Notifying Wolf of the presence of any underground utilities or other concealed conditions that would not be identified by a Digger's Hotline search and identification and/or unusual conditions or restrictions during excavation;
  - Furnishing Wolf with a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as to not to cause any deformation to the subgrade/aggregate base;
  - Rough grading the subgrade within +/- 0.1' of the proposed plan subgrade elevations;
  - If the Proposal provides for completion of fine grading by Wolf, furnishing a subgrade to within +/- 0.1' of the proposed plan aggregate base course elevations;
  - Arranging for any changes in landscaping needed to insure proper drainage flow from the project site;
  - Securing all necessary permits and approvals required by any regulatory agencies to perform Wolf's work (collectively the "Permits"); and
  - All requirements imposed by any regulatory agency and/or pertaining to compliance with any such Permits.
- Work of Others:** Prior to Wolf commencing its work, the work of all others shall be completed to an extent that it will not in any way conflict or interfere with Wolf's operations or timely completion of Wolf's work. In the event Wolf is directed to begin operations prior to completion of any other contractor's work, Customer shall pay Wolf's costs related to any additional mobilizations or reduced productivity attributable to obstructions or delays caused by the failure to complete the work of others prior to commencement of Wolf's work.
- Site Drainage:** Wolf reserves the right to refuse to perform the paving work unless minimum grades of 2.0% are attainable for surface drainage. If Customer directs construction with less than a minimum of grade of 2.0%, or if the Specifications do not provide for 2.0% drainage in all directions, it is understood and agreed that water ponding may occur and that no warranty will attach to the paving work.
- Fine Grading of Aggregate/Unforeseen Conditions:** If the surface to be paved is to be fine graded by Customer or others, Wolf may require additional work to said surface, at Customer's sole cost, to correct deficiencies in the surface for stability, surface drainage, slope, elevation and other matters. In addition, in the event that a proof roll conducted by Wolf identifies "soft spots" in the aggregate base of the project site, such aggregate base will need to be stabilized at the sole cost of Customer; provided, however, any additional work to provide aggregate base stabilization will not be performed without the Customer's written consent.





