



**REDEVELOPMENT AUTHORITY MEETING-SPECIAL MEETING AGENDA**

**TUESDAY, MARCH 26, 2024 AT 4:30 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. ROLL CALL**
- 2. DETERMINATION OF QUORUM AND CALL TO ORDER**
- 3. NEW BUSINESS**
  - A.** Review and approve: RDA Housing Rehab Grant application for 410 Baxter St.
- 4. 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*

CITY OF WATERTOWN  
HOUSING REHAB GRANT PROGRAM APPLICATION FORM

Please provide information on the proposed project. Your signature below indicates your intent to apply for grant funding and that you have received a copy of the program guidelines. **Please return to Watertown Redevelopment Authority, 106 Jones Street, Watertown, WI 53094.** Note: Thrive ED conducts the initial review and assessment of applications.

Applicant name: Lisa Cutsforth  
Address: 410 Baxter Street Watertown 53094  
Cell Phone: 920 9180416 Work Phone: 920 262 6300  
Property Owner(s): Roger & Lisa Cutsforth  
Project Address: 408 Baxter Street Watertown WI 53094  
Project description (work to be done): Replace (9) windows, enclose screen porch: walls, 7 windows, siding and insulation. Sealing north side of house near concrete.

How will this project benefit the preservation of the property? Windows are from the sixties, enclose screen porch structure and foundation all will make the home more energy efficient.

Is this project addressing an issue that you have received a notice or citation from the Watertown Building Safety and Zoning Department? No issues.

\_\_\_\_\_  
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Estimated Timeframe for Project Completion: Summer (availability of materials)  
Person/contractor performing work: Owner  
Grant amount requested: \$10,000  
Property Mortgage Holder(s): N/A

- INCLUDE WITH APPLICATION (please check each box):**
- Three years of personal income tax returns/financials OR last 45 days of paystubs and proof of source of income, along with any other pertinent financial statements.
  - Copies of a minimum of two project estimates for work to be completed.
  - For landlords: Available business financial reports such as profit/loss statement, balance sheet, receivables.

By signing, I certify that the information in this application is correct and accurate to the best of my knowledge:

Lisa Cutsforth \_\_\_\_\_ 1/26/2024  
Applicant Date

Notes from RoxAnne Witte (Thrive ED):

Total project cost \$11,698.00

Approved for \$3,000.00. The applicant will pay the difference for the rest of the project.

Project is for windows, siding, screen porch, which are eligible grant expenses.

"This is a rental property. The home is currently rented to a low/moderate-income family. The homeowners will be doing the work themselves and contract out what would need to be. I would pass this project on to the RDA for approval."