



REDEVELOPMENT AUTHORITY MEETING AGENDA

WEDNESDAY, SEPTEMBER 27, 2023 AT 6:00 PM

CITY HALL, LOWER LEVEL ROOM 0041, 106 JONES STREET

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. APPROVAL OF PRIOR MEETING MINUTES

[A.](#) RDA minutes from August 30, 2023

5. OPENING FOR PUBLIC COMMENT

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

6. BUSINESS

A. Election of RDA Board Chair

B. Election of RDA Board Vice-Chair

C. Appointment of Karissa Hurtgen and Ryan Nowatka to RDA Board

7. STATUS REPORTS

[A.](#) Community Support/Communication- Mueller

1. Social media and web analytics update

B. Common Council update-Bartz/Lampe

[C.](#) Executive Director Update

1. Town Square Construction Update

a. Final Town Square punchlist items

b. Historic Art Wall update

2. T. Wall Update

3. Revolving Loan Update

a. Application update-Zastrow/Becker

4. Beltz Grant Status Update

a. Discussion and possible action: Submitted grant applications

5. Discussion of RDA Future Goals

8. FUTURE POSSIBLE AGENDA ITEMS

9. ADJOURN

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at 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



Wednesday, August 30, 2023

5:30 pm

In-PERSON/VIRTUAL MEETING

Room 0041, City Hall

By Phone or GoToMeeting:

<https://global.gotomeeting.com/join/471703029>

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All public participants' phones will be muted during the meeting except during the public comment period where applicable.

RDA STRATEGIC PRIORITIES

1) ~~100 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~

2) Facilitating quality development in downtown, and

3) Creating an approach and working to attract development projects downtown.

AGENDA

1. Pledge of Allegiance
2. Roll Call
 - a. Present: Becker, Salas, Bartz, Kuenzi, Wagner, Zastrow, Zimmermann, and Lampe (virtual)
 - b. Absent: None
 - c. Also Present: John Katisch, Karissa Hurtgen, and Jeanne Mueller
3. Determination of Quorum and Call to Order at 5:32 pm
4. **Review/Approve:** Minutes of Previous Meetings – June 21, 2023 and August 10, 2023
 - a. **Zastrow motioned to approve June 21 & August 10 Minutes.**
Zimmermann seconded the motion. Motion carried unanimously.
5. Public Comment: None
6. Status Reports
 - a. Mueller reported on website, social media, update on the Brownfield Region 5 Award – September 15 (open invite to the photo op at Bentzin Family Town Square), and announced nomination for the WEDC Main Street Award.
 - b. Common Council Update: Approved the funding for new Fire Station, noted changes coming to special events permit
 - c. Bentzin Family Town Square status report will be added to the agenda. RDA Representative Zimmermann will provide update at RDA meetings.
 - d. Executive Director Update - Becker
 1. Town Square - Construction
 - a. Dock almost installed. CM is researching possibility of leaving dock in year round.
 - b. History Wall Update. Waiting for Sign Art to provide electrical plans. Wall installation pending Main Street bridge replacement timing.
 - c. Becker will contact Sign Art to find out where the Market Plaza and damaged plaque replacement signs are.
 2. T Wall (Riverhouse on the Rock)

- a. Requesting an extension and scaling back project. New plans/extension presented to City Finance Committee next week.
- 3. Revolving Loan Fund:
 - a. Approved application for Budget Print (August 10 @ RDA Meeting)
 - b. Zastrow motioned to forward Rahfaldt RLF loan application to Loan Committee. Zimmermann seconded the motion. Motion carried unanimously.**
- 4. Beltz Grant Updates:
 - a. Received 4 applications for Events, 1 for Downtown Improvement
 - i. Zastrow motioned to approve “Sounds of Summer” grant request. Kuenzi seconded the motion. Motion carried unanimously.**
 - ii. For Event Grant consideration: Blocktoberfest, Jingle Bell on the Rock, Heros for Heros
 - iii. For Downtown Improvement Grant consideration: Central Block – Ryan Jones
- 7. White Oak Case Study video shown.
- 8. Resignations were formally tendered by Nate Salas and Brad Kuenzi, with Matt Zimmerman also intending to submit one. Becker thanked outgoing Board Members for giving of their time to the RDA.
- 9. Future Agenda Focus: None
- 10. Adjournment at 6:46 pm
Kuenzi motioned to adjourn, Wagner seconded the motion. Motion carried unanimously. Meeting adjourned.

Watertown Redevelopment Authority Social Media Report - September 21

Section 7, Item A.

Facebook (last 28 days)	Sept.	Aug.
Post Reach:	1,083	5,239
Post Engagement:	91	1,197
Shares:	6	11
Followers:	1,466	1,455
New Followers:	8	11
Link Clicks	26	85

Definitions:

Post Reach: The post appeared on user's News Feed.

Post Engagement: User clicked anywhere on page posts (e.g. liked, comment, share)

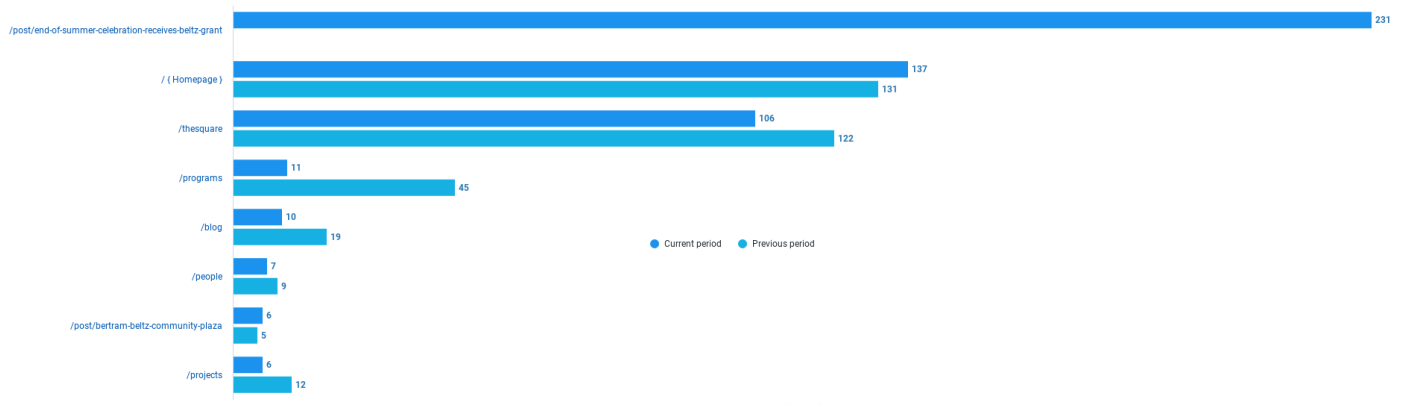
Followers: People who click "follow" to receive posts in their News Feed.

Top Posts (Last 28 days)	Reach	Engage	7-24: Rev. Loan Program Opens	756	13
7-18: Beltz Grant Program Intro	4,827	1,047	9-18: Success Award (EPA/DNR)	89	2
8-10: White Oak Revolving Loan	1,090	138			
8-23: Beltz Grant Awarded	1,024	96			

Website (Last 30 days - August 23 - September 20)

	September	August	May
Page Views - Site Sessions (# site page was visited/refreshed):	440	422	524
Unique Visitors (A person visited at least once):	397	345	415
Clicks to Contact	0	4	2
New Visitors:	345 (87%)	290 (84%)	373 (90%)
Returning:	523 (13%)	55 (16%)	42 (10%)
Av. Session Duration:	4m 32s	4m 26s	3m 38s

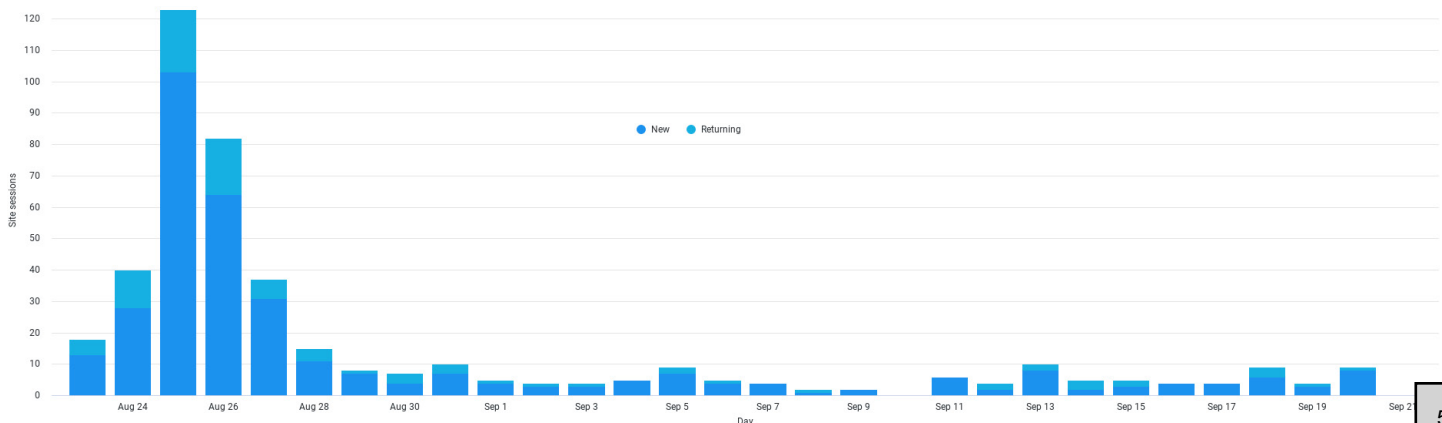
Page Visits:



Traffic by Entry Page: Page	Visits
Beltz Grant Awarded (8-23-23 post)	221
Home Page	128
The Square	62
Beltz names Plaza (6-8-23 post)	5

Traffic Sources: Facebook 222 ↑1,288%, Google 119 ↓16%, Direct 61 ↓10%, Bing 15 ↑15%

Site Session: Traffic over Time



Redevelopment Authority of the City of Watertown

Beltz Foundation Downtown Watertown Special Events Grant Application

Applicant Information

Application Date: 8/27/23

Organization Name: Heroes for Heroes

Organization Sector: Non-Profit

Contact Name: Karen Lanser

Role at Organization: Founder

Contact Phone: 920-988-8294 Contact Email: karen@heroesforheroeswi.org

Organization Mailing Address: _____

N1130 Cty Rd Q Watertown WI 53098

Total Amount Requested: 6200.00 Total Event Cost: 5465.00

Brief Description of what funds will be used for (please see Program Guidelines for eligible expenses):

Portos \$750	orange board rental \$75
Certificate of Insurance \$900	free water for veterans and first responders \$150
<u>Challenge Coin giveaways for veterans and first responders \$1500</u>	
Permits (Temp B, Sound) \$40	cups and wrist bands for beer \$150
Band \$1500 (TBD which band)	National anthem singer \$100
Bounce House for Kids \$300 We are still in the planning stages and know there will be a few more expenses. This is why requested is different than cost.	

Anticipated Timeline (estimated start and end dates): October 2023

Organization Information

How long has your organization been established? August 2019

Please describe your organization, including services offered and a brief history of operations.

On second page

Additional Materials

The following materials must be included with your application:

- ✓ Event Budget with expenses and any revenue projections
- ✓ If a nonprofit: Articles of incorporation, bylaws, and any other relevant documents describing the structure, mission and vision of the organization
- ✓ If a for-profit entity: Last three years of business income statements and most recent balance sheet
- ✓ Detailed event plan/information

Applicant Agreement & Signature

I have read the program requirements and reviewed them with the Executive Director of the Watertown Redevelopment Authority, and I understand that my participation in the Beltz Foundation Downtown Watertown Special Events Grant Program is contingent upon my full compliance with all requirements. I understand that all grant funds must be used to cover eligible expenses as outlined in the program documents and will be reimbursed after submission of receipts. My application includes all the materials listed above.

Applicant Signature



Date 8/27/2023



Beltz Foundation Downtown Watertown Special Events Grant Program

Program Overview

The Redevelopment Authority of the City of Watertown (RDA) established its Beltz Foundation Downtown Watertown Special Events Grant Program to support special events located within the Downtown Watertown Redevelopment District Target Area. The program offers grants up to \$10,000 to organizations conducting events that will positively impact the downtown area and meet the RDA and City of Watertown's goals, as set forth in the Economic Development Chapter of the City's Comprehensive Plan.

The RDA defines special events as those public events which attract more than 150 attendees and take place within the Target Area, meet economic development goals, contribute to the unique identity of Downtown Watertown, make the City core a compelling destination, provide economic impact, and promote business and community involvement. Special events do not include conferences, grand openings, ribbon cuttings, open houses, or private events not open to the public.

This is a competitive grant program. Applications are reviewed quarterly by the RDA Grant Program Committee. An application deadline will be announced whenever grant funds are available. Recommendations are presented to the RDA Board of Directors for final approval and awarding of funds.

Please note that applicants must complete the application process before incurring eligible expenses through the Beltz Foundation Downtown Watertown Special Events Grant Program. Any expenses incurred before a Grant Agreement is executed will be ineligible for reimbursement through the grant program.

Available Awards

The RDA has committed a total of \$50,000.00 from the Dr. John Beltz Charitable Foundation to the program, with a maximum grant award of \$10,000 per special event. Applications will be reviewed after each announced application deadline, and funds will be awarded on an ongoing basis, as long as funds are available in a given calendar year.

Eligibility Requirements

- Event must occur entirely within the Target Area (If an event has multiple locations, the RDA will only consider funding the event portion occurring within the Target Area)
- Event must be open to the public
- Event must meet the objectives of the City's plans and the special event definition stated above
- Have anticipated attendance of over 150 people

- Occur after approval of any funding under this program

Eligible Applicants/Organizations

- Must not have any outstanding fees owed with the City of Watertown at the time of application

Eligible Expenses

- Event related marketing and promotion
- Rentals for the event such as equipment, tents, chairs, tables, facilities, and portable toilets
- Vendor, performer, or exhibitor fees

Please note that if awarded funding, the reimbursement amount will be based on receipts submitted.

Program Goals and Priority Criteria

- Support events that promote activity and foot traffic in the downtown area.
- Preference will be given to events that generate positive economic impact for the community, promote and grow downtown businesses, and attract visitors to the City of Watertown.
- Involve members of the community in event planning and participation.
- Events of a political, activist, religious, or controversial nature will not be approved.

Application Process

Application Contents

An application for the program must include all of the following:

- Special Events Grant Application Form
- Event Budget with expenses and any revenue
- If applicant is a nonprofit organization: Articles of incorporation, bylaws and any other relevant documents describing the structure, mission and vision of the organization
- If applicant is a for-profit organization: Last three years of business income statements and most recent balance sheet
- Detailed event plan/information

Submission of Application

The application and all required materials must be submitted to the RDA Executive Director in either print or digital form. Applications are reviewed on a quarterly basis. Applicants are encouraged to submit materials as soon as completed.

Review process

Time of Review

Applications are reviewed after each application deadline by the RDA Grant Program Committee.

Substantive Criteria

The RDA Grant Program Committee will screen each application based on the following criteria before making a recommendation regarding the application to the RDA Board of Directors:

- Completeness of application
- Type of special event
- Organization history and experience

- Potential economic impact on the business community in Downtown Watertown

Notification of Recommendation

The applicant will be notified of the RDA Grant Program Committee's recommendation regarding the requested grant to the RDA Board of Directors. The applicant will also be notified of the date, time and location of the RDA Board of Directors meeting at which the committee's recommendation regarding the application will be discussed. The applicant will be invited to attend the meeting and address the Board of Directors regarding their application. The committee may postpone a recommendation on an application if additional information is requested or the application is incomplete.

Board of Directors Approval

After the RDA Grant Program Committee makes a recommendation regarding the application, the recommendation will be placed on the next RDA Board of Directors meeting agenda. The applicant will be invited to attend the meeting and address the Board of Directors regarding their application. The RDA Board meets regularly on the third Wednesday of the month. The applicant will be notified of the RDA Board of Directors decision regarding their application.

Conflict of Interest

Members of the RDA Board of Directors or any of its committees who are in a position to influence decisions regarding grants awarded under this program shall not have a financial interest, either directly or indirectly, in any person or entity applying for a grant through this program, unless that interest has been fully disclosed in writing and the board member/committee member involved has removed him/herself from the decision-making process, including all deliberations.

Denial of Applications

Following the recommendation of the denial of an application by the RDA Grant Program Committee, the RDA Executive Director shall so notify the applicant, stating reasons for the recommendation as communicated by members of the Committee, and including, if applicable:

- Requests for additional documents or other information which, if submitted by the applicant, may result in a grant award based on a future application; or,
- Suggestions as to changes in the proposed application which may result in a grant award based on a future application.

Post Award Process

Grant Agreement

Upon approval of the grant award by the RDA Board of Directors, the applicant will be notified and will be sent a Grant Agreement that will need to be signed by the applicant before project expenses can be incurred. Any expenses incurred before the Grant Agreement is executed will be ineligible for reimbursement through the grant program.

Post-award amendments to Project

Following the award of an Beltz Foundation Downtown Watertown Special Events Grant, if the applicant desires to make any changes or modifications from what was approved in their application, the applicant must submit to the RDA Grant Program Committee for review:

- Written description of the changes proposed

NOTE: Failure to obtain approval for any changes in the proposed event after awarding of the original grant will result in disqualification of the applicant from the program and the loss of the entire grant funding.

Distribution of Grant Funds

Payment Request

The applicant may request payment of funds in one payment upon completion of the special event. To request payment of funds the applicant must submit the following to the RDA Executive Director:

- Affidavit that all event activities match what was included in the submitted application
- All receipts from eligible expenses seeking to be reimbursed

Compliance with Approved Application

If all submitted documentation is in compliance with applicant's approved application and the program parameters, the RDA Executive Director will issue a reimbursement check. Checks will be issued within 15 days of request.

Non-compliance

If any of the relocation activities are found to be in non-compliance with the approved application or the program requirements, the applicant will be ineligible to receive grant funding or liable to pay back grant funding already received.

Redevelopment Authority of the City of Watertown

Beltz Foundation Downtown Watertown Special Events Grant Application

Applicant Information

Application Date: Aug. 24, 2023

Organization Name: Watertown Main Street Program

Organization Sector: Non-profit, downtown development

Contact Name: Melissa Lampe

Role at Organization: Executive Director

Contact Phone: 920-342-3623 Contact Email: watertownmainstreet@gmail.com

Organization Mailing Address: 519 E. Main St. Watertown, WI 53094

Total Amount Requested: \$6616 Total Event Cost: \$6616

Brief Description of what funds will be used for (please see Program Guidelines for eligible expenses):

The Watertown Main Street Program's Promotions Committee is planning a holiday market, named Jingle Bell on the Rock, to take place at the Bentzin Family Town Square and inside the Watertown Public Library. The event will include holiday themed vendors, including artisan/crafters and food/beverage vendors. Entertainment will be provided throughout the day, including visits with Santa. Children's activities are planned for this family-friendly event. The funds will secure a tent and barrels, outdoor heaters, restrooms and wash stations, supplies for a tree lot, decorations, entertainment, and marketing costs.

Anticipated Timeline (estimated start and end dates): December 2, 2023

Organization Information

How long has your organization been established? 23 years

Please describe your organization, including services offered and a brief history of operations.

The Watertown Main Street Program is a non-profit organization dedicated to the preservation, beautification and economic vitality of downtown Watertown.

We work in partnership with private building and business owners, the city of Watertown and the greater Watertown community to inspire reinvestment and renewal in the city's historic business district.

We host multiple events throughout the year that attract shoppers, families and visitors to downtown Watertown including Pumpkin Palooza, Sidewalk Sales, specialty drink walks, Santa House, Women's Only Weekend, Art on Main and more.

The funding raised through these events is reinvested in the downtown through facade grants and other beautification initiatives.

The Main Street Program employs one full-time executive director and is supported by multiple committees of volunteers.

Additional Materials

The following materials must be included with your application:

- ✓ Event Budget with expenses and any revenue projections
- ✓ If a nonprofit: Articles of incorporation, bylaws, and any other relevant documents describing the structure, mission and vision of the organization
- ✓ If a for-profit entity: Last three years of business income statements and most recent balance sheet
- ✓ Detailed event plan/information

Applicant Agreement & Signature

I have read the program requirements and reviewed them with the Executive Director of the Watertown Redevelopment Authority, and I understand that my participation in the Beltz Foundation Downtown Watertown Special Events Grant Program is contingent upon my full compliance with all requirements. I understand that all grant funds must be used to cover eligible expenses as outlined in the program documents and will be reimbursed after submission of receipts. My application includes all the materials listed above.

Applicant Signature

Melissa Lampe

Digitally signed by Melissa Lampe

Date: 2023.08.24 12:14:34 -05'00'

Date

8/24/2023



Beltz Foundation Downtown Watertown Business Grant Program

Program Overview

The Redevelopment Authority of the City of Watertown (RDA) established its Beltz Foundation Downtown Watertown Business Grant Program to encourage unique businesses to relocate or expand into the Downtown Watertown Redevelopment District Target Area. The program provides grants totaling up to \$50,000.00 per year that can be used towards eligible expenses such as capital improvements, renovations, and signage to their new location in Downtown Watertown.

This is a competitive grant program. Applicants must demonstrate prior, relevant business experience and meet minimum program eligibility requirements. Preference will be given to applicants that add to the diversity of businesses located in Downtown Watertown and fall into categories that align with the program goals.

Applications are reviewed on an as-needed basis by the RDA Grant Program Committee. Deadlines for submission are set at the time the grant applications are opened. Recommendations are presented to the RDA Board of Directors for final approval and awarding of funds.

Please note that applicants must complete the application process before incurring eligible expenses through the Business Grant Program. Any expenses incurred before a Grant Agreement is executed will be ineligible for reimbursement through the grant program.

Available Awards

The RDA has committed a total of \$50,000.00 per year from the Dr. John Beltz Charitable Foundation to the program. Applications will be reviewed and awarded based on quality of application and general merit of the proposed use.

Eligibility Requirements

- Applicant must demonstrate relevant business experience.
- Must be entering a minimum one-year lease or purchasing property within the Target Area.
- Business must be open and accessible to the public for a minimum of 48 hours/week unless an exception is sought.
- Preferences will be given to businesses that fall into the following categories:
 - Entertainment/Family
 - Full Service / Fine Dining, Grab and Go Lunch Stop, Craft Beer
 - Food store, organic foods and gourmet foods
 - Retail establishments offering quality merchandise
 - Non-chain/non-franchised businesses

Eligible Expenses

- Signage and awnings for new location (must be reviewed by the Historical Preservation and Downtown Design Commission)
- Leasehold / capital improvements in new location, including construction costs and fixtures

Please note that if awarded funding, the reimbursement amount will be based on receipts submitted.

Program Goals and Priority Criteria

Property Considerations

- Will the project positively contribute to the City's redevelopment efforts?
- Will the project ameliorate a blighting influence?
- Will the project substantially leverage more investments than the grant funds?
- Will the grant result in an improvement that would not be made otherwise?
- Is the project in an historically designated building?

Business Considerations

- Is the business in a preferred program category?
- Does the business add to the unique mix in Downtown Watertown?
- Can the applicant demonstrate success in prior business activities?
- Can the applicant demonstrate community involvement through prior businesses?

Application Process

Application Contents

An application for the program must include all of the following:

- Beltz Foundation Downtown Watertown Business Grant Application Form
- Project Expenses Worksheet
- A copy of a lease agreement or proof of purchase of property
- Two years of Income Statement projections
- If applicant is existing business: Last three years of business income statements and most recent balance sheet
- If applicant is new business with prior business experience: Last three years of business income statements and most recent balance sheet of prior business
- Renderings, mock-ups, or architectural plans for the new location,
- Business plan.

Submission of Application

The application and all required materials must be submitted to the RDA Executive Director in either print or digital form. Applications are reviewed on a quarterly basis. Applicants are encouraged to submit materials as soon as completed.

Review process

Time of Review

Applications are reviewed after each announced application deadline by the RDA Grant Program Committee.

Substantive Criteria

The RDA Grant Program Committee will screen each application based on the following criteria before making a recommendation regarding the application to the RDA Board of Directors:

- Completeness of application,
- Type of business (preference will be given to businesses that add to the diversity of businesses downtown and align with the RDA's strategic priorities)
- Business history and experience
- Viability of expansion into Downtown Watertown
- Proposed location in Downtown Watertown (visibility and plans for improvement)
- Economic viability of business' expansion or relocation based on financial information submitted and reviewed by the committee

Notification of Recommendation

The applicant will be notified of the RDA Grant Program Committee's recommendation regarding the requested grant to the RDA Board of Directors. The applicant will also be notified of the date, time and location of the RDA Board of Directors meeting at which the committee's recommendation regarding the application will be discussed. The applicant will be invited to attend the meeting and address the Board of Directors regarding their application. The committee may postpone a recommendation on an application if additional information is requested or the application is incomplete.

Board of Directors Approval

After the RDA Grant Program Committee makes a recommendation regarding the application, the recommendation will be placed on the next RDA Board of Directors meeting agenda. The applicant will be invited to attend the meeting and address the Board of Directors regarding their application. The RDA Board meets regularly on the third Wednesday of the month. The applicant will be notified of the RDA Board of Directors decision regarding their application.

Conflict of Interest

Members of the RDA Board of Directors or any of its committees who are in a position to influence decisions regarding grants awarded under this program shall not have a financial interest, either directly or indirectly, in any person or entity applying for a grant through this program, unless that interest has been fully disclosed in writing and the board member/committee member involved has removed him/herself from the decision-making process, including all deliberations.

Denial of Applications

Following the recommendation of the denial of an application by the RDA Grant Program Committee, the RDA Executive Director shall so notify the applicant, stating reasons for the recommendation as communicated by members of the committee, and including, if applicable:

- Requests for additional documents or other information which, if submitted by the applicant, may result in a grant award based on a future application; or,
- Suggestions as to changes in the proposed application which may result in a grant award based on a future application.

Post Award Process

Grant Agreement

Upon approval of the grant award by the RDA Board of Directors, the applicant will be notified and will be sent a Grant Agreement that will need to be signed by the applicant before project expenses can be incurred. Any expenses incurred before the Grant Agreement is executed will be ineligible for reimbursement through the grant program.

Post-award amendments to Project

Following the award of an RDA Business Grant, if the applicant desires to make any changes or modifications from what was approved in their application, the applicant must submit to the RDA Grant Program Committee for review:

- Written description of the changes proposed
- Any updated renderings, mock-ups, or architectural plans for the new location.

NOTE: Failure to obtain approval for any changes in relocation activities after awarding of the original grant will result in disqualification of the applicant from the program and the loss of the entire grant funding.

Distribution of Grant Funds

Payment Request

The applicant may request payment of funds in one payment upon completion of relocation/expansion or request up to three reimbursement payments as relocation/expansion is occurring. To request payment of funds the applicant must submit the following to the RDA Executive Director:

- Affidavit that all work completed and expenses incurred match what was included in the submitted application
- All receipts from eligible expenses seeking to be reimbursed

Compliance with Approved Application

If all submitted documentation is in compliance with applicant's approved application and the program parameters, the RDA Executive Director will issue a reimbursement check. Checks will be issued within 15 days of request.

Non-compliance

If any of the relocation activities are found to be in non-compliance with the approved application or the program requirements, the applicant will be ineligible to receive grant funding or liable to pay back grant funding already received.

Redevelopment Authority of the City of Watertown

Beltz Foundation Downtown Watertown Business Grant Application

Applicant Information

Application Date: 9/17/23

Business Name: Pine Hill Farm Wellness LLC

Type of Business/Industry: Health and Wellness, Retail , Organic grown to-go food options, Spa

Contact Name: Jackie Phillips

Role at Business: Owner

Contact Phone: 414-737-4100 Contact Email: info@thepinehillfarm.com

Business Mailing Address: 200 W. Main Street, Watertown, WI 53094

Total Amount Requested: \$20,000 Total Project Cost: \$25,000

Brief Description of what funds will be used for (please see Program Guidelines for eligible expenses):

The purpose of our project is to support the need for casual outdoor seating along Main Street and to enhance our customer's experience when visiting Pine Hill Farm. We currently have an underutilized open space over an old retaining wall, no longer functional or necessary. We intend to repair the retaining wall, fill, and convert the space into an outdoor, gated patio with seating. This will be open to our store and spa customers along with the public during open business hours (the gate locks) as another option for individuals to sit and relax in the heart of the city, enjoy the sounds, the people watching, and the events across the street at the Square. One could grab a book at the library, a boba tea or a latte from an area business, then enjoy our outdoor patio with views of the Square and sit below our new mural featuring the First Kindergarten and Octagon House.

In an effort to enhance the "stay and play" downtown Watertown experience, we believe this patio with seating directly below our new mural will offer a destination location. Many of our customers are out-of-towners who were previous online customers. They are choosing to drive to Watertown to visit in-person and we want to offer a full experience when they make the drive from sometimes over an hour away. We hope that our continuous investment into our downtown business will be noticed and draw the interest of other business owners who might hope to do the same in building Watertown to be a destination.

Anticipated expenses: architectural fees, city permits, electrical contractor, structural/retaining wall repair, gravel, concrete, labor, gate repair, patio furniture/anchor system.

Anticipated Timeline (estimated start and end dates): Start date asap, completion for Spring 2024 launch.

Business Information

How long has your business been established? 3 years

Please describe your business, including products and services offered and a brief history of operations.

We are a family owned wellness center with health services from trained healthcare professionals; spa services including salt, sauna, massage, and skincare; retail store with local organic goods, vendor consignments, and boutique shopping; grab'n'go organic, artisan bowls and refreshments like kombuchas and adaptogen seltzers; and occasional small events/education workshops offered to the community.

On our family's 7th generation farm, we grow USDA certified organic hemp and a full line of products. In addition to CBD products, we have our own supplement line that we sell in store and online. We began our business at farmer's markets and online and quickly established a large following of customers who wanted to see us in a retail location. We naturally chose our hometown and saw the potential for growth. After opening our first location, we quickly outgrew and relocated, added a spa, outgrew that, relocated to 200 W. Main St, and after purchasing our building and adjoining building 202 W. Main St, we moved our spa under the same roof. We have many plans for our unfinished spaces on the 2nd and 3rd level, however the purpose of applying for this grant is to begin renovations for use of our outdoor patio and seating on the intersection of Main Street and Water Street.

Additional Materials

The following materials must be included with your application:

- ✓ A copy of your lease agreement or proof of purchase of property
- ✓ Project Expenses Worksheet
- ✓ Two (2) years of Income Statement projections
- ✓ Last three (3) years of business income statements and most recent balance sheet
- ✓ Renderings, mock-ups, or architectural plans for new location
- ✓ Business plan (if opening/expanding business)

Applicant Agreement & Signature

I have read the program requirements and reviewed them with the Executive Director of the Watertown Redevelopment Authority, and I understand that my participation in the Beltz Foundation Downtown Watertown Business Grant Program is contingent upon my full compliance with all requirements. I understand that all grant funds must be used to cover eligible expenses as outlined in the program documents and will be reimbursed after submission of receipts. My application includes all the materials listed above.

Applicant Signature Jacalyn M Phillips Date 9/17/23

Landlord Signature (if lease) _____ Date _____

Beltz Foundation Grants	Received	Aproved	Disbursed	Date	Notes	Status
FY 2023	50,000.00		8,243.00	7/26/2023	WACF #5115	Check received. Deposited 8-1-23, Bank of Reeseville
Applications	Requested		Disbursed	Event Date	Notes	Approve/Deny
Town Square	8,243.00	8,243.00	8,243.00	8/26/2023	DJ Shawna, etc. Part of "Sounds of Summer" series.	Approved 8-18-23
				Audio Production DJ Shawna/Proline Yankee Dutchmen		
Blocktoberfest	10,000.00	10,000.00	0.00	9/23/2023	Local Waters/Drafty Cellar	Approved 9-15-23
Central Block - Ryan Jones	4,383.88	4,383.88	0.00	7/24/2023	5 awnings on 3rd St	Approved two lower amounts, 9-15-23
21,284.05	14,630.17	0.00	0.00	7/24/2023	6 windows	
	2,270.00	2,270.00	0.00	7/24/2023	Front door	
Jingle Bell on the Rock	6,616.00	6,616.00	0.00	12/2/2023	12/2/2023	Approved 9-15-23
Heroes for Heroes	6,200.00	5,465.00	0.00	10/14/2023	Event in October	Approved portion quotes matched 9-15-23
Pine Hill Farm	10,000.00	0.00	0.00	9/17/2023	Outdoor patio remodel/addition.	Requested 20K, will take 10K. Waiting on financials.
Totals to date:	62,343.05	36,977.88	8,243.00			
	Remaining Avail.:		41,757.00			



BYLAWS
OF
HEROES FOR HEROES, INC.
A WISCONSIN NONPROFIT
CORPORATION

**Article 1.
Name and Offices.**

Section 1. Name.

The name of this nonprofit corporation, as provided by its Articles of Incorporation, shall be Heroes for Heroes, Inc., hereinafter referred to as Heroes for Heroes.

Section 2. Offices.

Heroes for Heroes shall maintain a principal business office in the State of Wisconsin. The location of this office may be changed from time to time to a location either within or without of the State of Wisconsin, as may be designated by a Resolution of the Board of Directors.

The office of the registered agent of Heroes for Heroes required by the Wisconsin Statutes to be maintained in the State of Wisconsin may be, but need not be, identical with the principal office of Heroes for Heroes, as long as that office is located in the State of Wisconsin. If the principal office is located outside the State of Wisconsin, a registered agent will be designated within the State of Wisconsin.

**Article 2.
Purpose.**

Heroes for Heroes is organized as a non-profit under Chapter 181 of the Wisconsin Statutes and its purposes are limited to charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The objectives and purposes are as set forth in the Articles of Incorporation, to with:

- Fundraise to help Military and First Responder Veterans get service dogs
- Advocate for Military and First Responder Veterans with PTSD
- Educate the community about the importance of service dogs and PTSD.



Article 3. Members.

Heroes for Heroes shall have no members.

Article 4. Board of Directors.

Section 1. General Powers.

The Board of Directors is responsible for oversight of the business affairs of Heroes for Heroes. This includes:

- making all policies which it deems necessary for the management of its affairs and properties consistent with the Articles of Incorporation and the Bylaws.
- fiduciary responsibility and power to approve and oversee all budgetary action of the organization.
- approval of the strategic plan.
- amending or changing these Bylaws by majority vote.
- if the Founding President should vacate the post for any reason, the Board of Directors will then become responsible for the hiring and termination of the incumbents in the new position of President.

Section 2. Number, Tenure, and Qualifications.

The number of Directors shall be a minimum of three (3) and a maximum of fifteen (15), including the Founding President.

The Founding President shall be a Director in perpetuity or until her resignation, incapacitation, or death.

Directors, excluding the Founding President, shall be elected for two-year terms, except those directors elected at the initial annual meeting to succeed the directors named in the Articles of Incorporation shall be elected for staggered terms of two and one years. As the terms of such Directors expire, their successors shall be elected for terms of two years and until their successors are elected and have qualified.



Section 3. Resignation, Removal, and Filling Vacancies.

Any Director other than the Founding Director may be subject to removal for cause, implemented by a majority vote of the Board. If a Director is removed, resigns, or misses two meetings without an excuse acceptable to the Board, the Board may declare that position vacant and may appoint a qualifying member to fill the vacancy until the next election, at which time a Director will be elected to complete the remaining time of the unexpired term.

Any other vacancy occurring on the Board of Directors may be filled by the Directors until the next succeeding annual election and until a successor is elected and qualified.

Section 4. Quorums and Procedures.

A majority of the directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. On questions of parliamentary procedure not covered in these Bylaws, the ruling of the Founding President/President shall prevail.

Section 5. Presumption of Assent.

A Director who is present at a meeting of the Board of Directors at which action on any corporate matter is taken, shall be presumed to have assented to the action unless the Director's dissent shall be entered in the minutes of the meeting or unless the Director shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Article 5. Meetings.

Section 1. Type of Meeting Communication.

Meetings may be conducted in person, by telephone, or by any other electronic means of communication, provided all participating directors may simultaneously hear each other's comments during the meeting, or



providing all communication during the meeting is immediately transmitted to each participating director and each participating director is able to immediately send messages to all other participating directors.

Section 2. Annual Meeting.

An annual meeting of the Board of Directors of Heroes for Heroes shall be held each fiscal year on or before the last day of the fiscal year, at a place and time to be decided by the Board of Directors.

Section 3. Regular Meetings

Regular meetings of the Board of Directors shall be held at least three times during each fiscal year at a time and place designated by the President.

Section 4. Special Meetings.

Special meetings of the Board of Directors of Heroes for Heroes may be called by or at the request of the Founding President/President, or any Director and the Founding President/President together. The person or persons calling a special meeting may fix the time/date/place of said meeting.

Section 5. Notice.

Notice of the date, time, and place of any meeting shall be:

- orally communicated to Director(s) whether in person, by telephone, or by other voice communication method; or
- communicated by fax to the registered fax number of Director(s); or
- communicated by email to the registered email address of Director(s); or
- communicated by regular mail to the registered address of

Director(s). Notice shall be communicated at least 72 hours before the meeting using any of these methods.

Section 6. Waiver of Notice.

Whenever any notice is required to be given under the provisions of Chapter 181 of the Wisconsin Statutes or under the provisions of the Articles of Incorporation or Bylaws of the Corporation, a waiver in writing signed at any time by the person or persons entitled to such notice shall be deemed equivalent to the giving of such notice.

N 1130 County Road Q, Watertown, WI 53098 | Phone (920) 988-8294



Section 7. Unanimous Consent Without Meeting.

Any action required or permitted by the Articles of Incorporation, the Bylaws, or any provision of law to be taken by the Board of Directors at a meeting or by resolution, may be taken without a meeting if a consent in writing setting forth the actions so taken shall be signed by all the directors then in office.

Article 6 Officers.

Section 1. Officers.

The officers of Heroes for Heroes shall be the Founding President or President, Vice President, a Secretary/Treasurer, and other such officers as determined by the Board of Directors from time to time.

Section 2. Election and Term of Office.

The officers other than the Founding President shall be elected by and from the Board of Directors at its annual meeting. The slate of new officers will be presented to the board members present at such meeting and forming a quorum, and each legally serving board member shall cast one vote for or against the slate. Each duly elected officer shall serve for a two-year term of office, and until a successor has been appointed, elected, and qualified.

Section 3. Resignation, Removal and Filling Vacancies.

Any officer (other than the Founding President) shall be subject to removal for cause by a majority vote of the Board. If an officer is removed or resigns, the Board shall elect a Director to fill the vacancy until the next annual meeting.

Should the Founding President leave office for any reason, the office shall be retired. If this should occur other than at the annual meeting, the Board of Directors shall appoint a temporary replacement for the office of President until the following annual meeting, at which time a new President shall be elected.



A vacancy in any other office because of death, resignation, removal, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term.

Section 4. Duties.

In addition to the specific duties described herein, the duties of the officers shall include those assigned to them by the Board of Directors.

1. **The Founding President/President.** The Founding President or President shall preside over all meetings of the Board of Directors, including the annual meeting. Unless otherwise described in these bylaws, the Founding President/President shall appoint and shall be an ex-officio member of all committees.
2. **The Vice-President.** The Vice-President shall serve in place of the Founding President or President in the case of absence and shall fulfill such other duties as assigned by the Board of Directors.
3. **The Secretary.** The Secretary shall be responsible for all corporate records and shall keep the minutes of all meetings of the general membership, including the annual meeting and meetings of the Board of Directors.
4. **The Treasurer.** The Treasurer shall be responsible to keep records of financial transactions of the Corporation, which duty may be delegated by the Treasurer to a member of the staff of the Corporation.

Article 7. Committees.

By a majority vote of Directors then in office or in attendance, either at a meeting of the Board of Directors or by telephone or other electronic means of communication, the directors may establish such committees as it shall deem necessary to enable the Corporation to carry out its legal duties and purposes. Members of committees may be appointed from the Directors, the public, clients, the volunteers, or from other groups. Each duly formed committee will present a report on its activities at each and every meeting of the Board of Directors.

Article 8. Contracts, Checks, Deposits, and Funds.

The Board of Directors may authorize any officer or officers, agent or agents



of the Corporation, to enter into any contract or execute and deliver any instrument in the name of the organization. Such authorization may be temporary or confined to specific instances. Policies pertaining to contract execution, check-signing, indebtedness on behalf of Heroes for Heroes, deposits and maintenance of funds, shall be established by majority vote of the directors present at the meeting at which the topic is presented, and shall be reviewed and approved by majority vote on an annual basis.

Article 9. Books and Records

Heroes for Heroes shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the Board of Directors and its committees. Further, the Corporation shall keep at the registered or principal office a record giving the names and addresses of the members of the Board of Directors. All books and records of Heroes for Heroes may be inspected by any Director for any proper purposes given at least two weeks (fourteen days) advance notice of intention; and such authority may be general or confined to specific instance.

Article 10. Indemnification of Directors, Officers and Volunteers.

Heroes for Heroes shall indemnify its Directors and Officers to the same extent as Directors and Officers are required to be indemnified by sections 181.041-181.047 of the Wisconsin Statutes, and shall indemnify its Volunteers in the same manner and to the same extent that it indemnifies its Directors and Officers. For purposes of these Bylaws, "Volunteer" means a natural person and an employee of the Corporation who provides services to or on behalf of Heroes for Heroes without compensation. The Corporation may supplement the right of indemnification in any manner it sees fit and by majority vote of the Board of Directors.

Article 11. Fiscal Year.

The fiscal year of Heroes for Heroes shall begin on the first day of January and end on the last day of December each year. This may be amended by a majority vote of the Board of Directors as they see fit to enable the Corporation to achieve its goals.



**Article 12.
Seal.**

Heroes for Heroes shall have no seal.

**Article 13.
Amendments.**

These Bylaws may be repealed or amended by a majority vote of the Board of Directors present at any meeting of the Board of Directors at which a quorum is achieved, provided, however, no such action shall change the purposes of Heroes for Heroes so as to impair its rights and powers under Wisconsin Statutes or Section 501(c)(3) of the Internal Revenue Code.

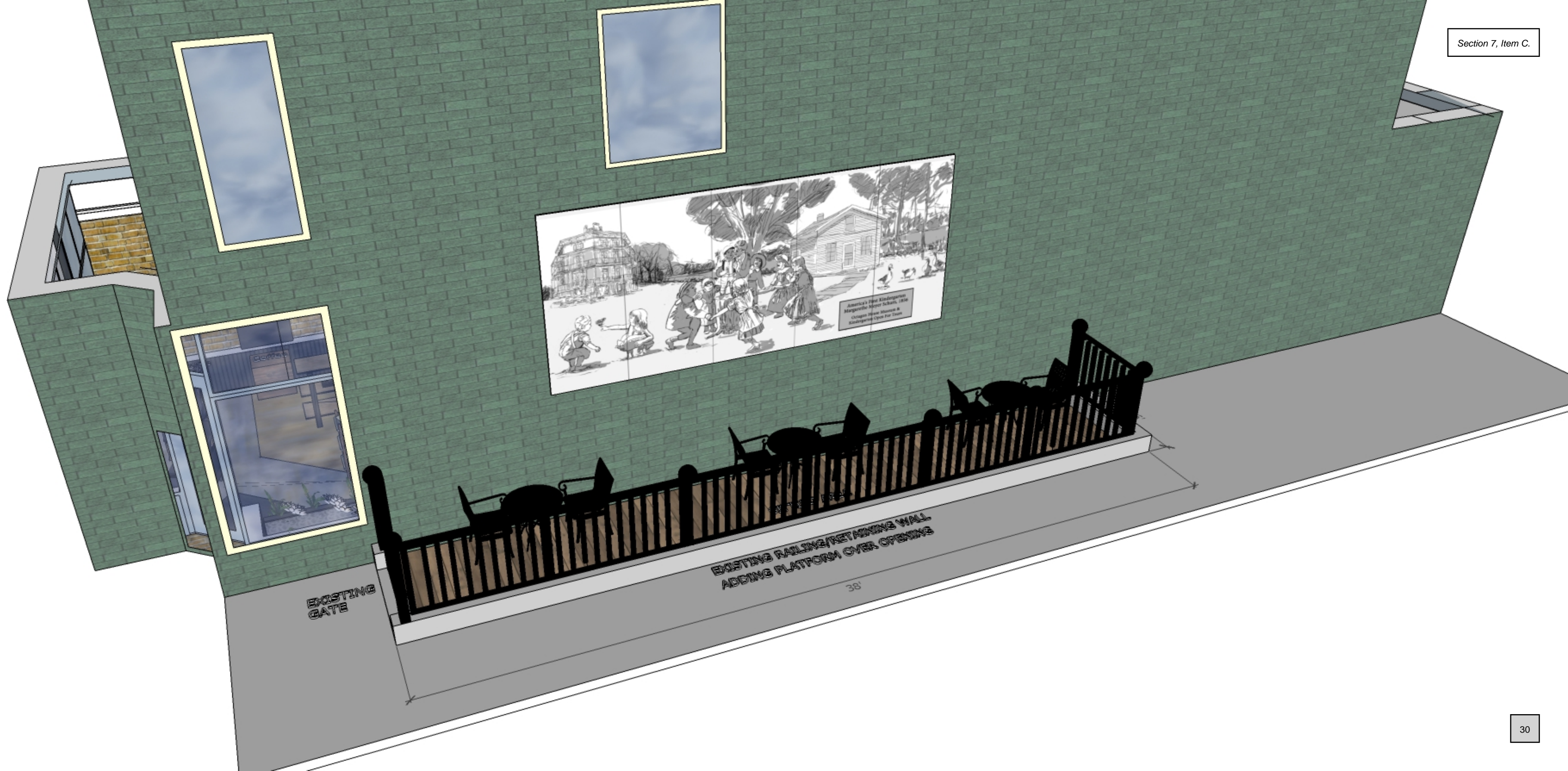
**Article 14.
Dissolution.**

In the event of the dissolution of the Corporation, all of its assets, after payment of its debts and liabilities, shall be disposed of exclusively for the purposes of the Corporation to such organization or organizations as the Board of Directors shall select, which shall at the time, qualify as an exempt organization or organizations under Section 501(c) of the Internal Revenue Code of 2018 or any successor statute thereto.

KNOW ALL PEOPLE BY THESE PRESENT: That the undersigned President of Heroes for Heroes identified in the foregoing Bylaws does hereby certify that the foregoing Bylaws were duly adopted by the members of said Heroes for Heroes, on the 1st day of March, 2020 at a duly called and constituted meeting of Heroes for Heroes, and that they do now constitute the Bylaws of said Heroes for Heroes.

Name

Date



Redevelopment Authority of the City of Watertown

Beltz Foundation Downtown Watertown Business Grant Application

Applicant InformationApplication Date: 7-24-23Business Name: CENTRAL BLOCK KITCHEN & DESIGNSType of Business/Industry: REMODELINGContact Name: RYAN JONESRole at Business: OWNERContact Phone: 920.988.7026 Contact Email: ryan@cbkitchenanddesigns.comBusiness Mailing Address: 300 E. MAIN ST WATERTOWN, WI 53094

Total Amount Requested: _____ Total Project Cost: _____

Brief Description of what funds will be used for (please see Program Guidelines for eligible expenses):

PROJECT
OPTIONSA) 5 AWNINGS ON 3RD ST \$4383.88B) 6 WINDOWS \$14,630.17C) FRONT DOOR \$2270.00

Anticipated Timeline (estimated start and end dates): _____

Business InformationHow long has your business been established? 6 years

Please describe your business, including products and services offered and a brief history of operations.

REMODELING, RETAIL

Additional Materials

The following materials must be included with your application:

- ✓ A copy of your lease agreement or proof of purchase of property
- ✓ Project Expenses Worksheet
- ✓ Two (2) years of Income Statement projections
- ✓ Last three (3) years of business income statements and most recent balance sheet
- ✓ Renderings, mock-ups, or architectural plans for new location
- ✓ Business plan (if opening/expanding business)

Applicant Agreement & Signature

I have read the program requirements and reviewed them with the Executive Director of the Watertown Redevelopment Authority, and I understand that my participation in the Beltz Foundation Downtown Watertown Business Grant Program is contingent upon my full compliance with all requirements. I understand that all grant funds must be used to cover eligible expenses as outlined in the program documents and will be reimbursed after submission of receipts. My application includes all the materials listed above.

Applicant Signature



Date

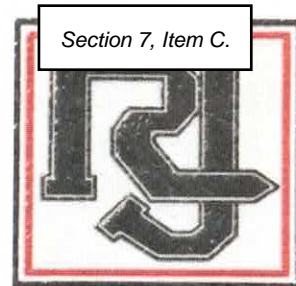
8-1-23

Landlord Signature (if lease)

Date

RJ Construction and Remodeling LLC
 1409 S Third St
 Watertown, WI 53094 US
 920.988.7026
 rj-construction@sbcglobal.net

Estimate



ADDRESS

Central Block Kitchen & Bath Design
 300 E Main St
 Watertown, WI 53094

SHIP TO

Central Block Kitchen & Bath Design
 300 E Main St
 Watertown, WI 53094

ESTIMATE

1336

DATE

08/01/2023

DATE	ACTIVITY	DESCRIPTION	AMOUNT
		SOUTH WINDOW PROJECT	
	Demo	DEMO -Remove 6 windows	455.00
	Disposal	DISPOSAL	250.00
	Material	WINDOWS -JELDWEN Premium vinyl window black outside, white inside -Lower sash to be tempered	10,319.74
	Labor	LABOR -INSTALL 6 WINDOWS	780.00
	Material	MISC MATERIAL	250.00
	Paint	PAINTING -Prep brick molding -Paint 2 coats	1,800.00
	Material	LIFT RENTAL	775.43

As required by the Wisconsin construction lien law, RJ Construction & Remodeling LLC, hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction.

TOTAL

\$14,630.17

QUOTES ARE VALID FOR 30 DAYS.

This is an ESTIMATE for material needed on this project.

NO returns on special orders.

Payment terms: COD

1/2 down to order

1/2 down before delivery



JOHC30313968

Section 7, Item C.



PAGE 1 of 3

STORE # 3159 JOHNSON CREEK
440 WRIGHT RD
JOHNSON CREEK, WI 53038

FAX: 920-699-6404
EMAIL:

SPECIAL ORDER CONTRACT
GUEST COPY

GUEST NAME - ADDRESS - PHONE

Rj Construction
1409 S 3rd St
Watertown, WI 53094-6506
Phone: 9209887026
Email: rj-construction@sbcglobal.net

Additional Information:

Design #: 315958525028

IMPORTANT

1. Verify quoted product and quantity
2. Product will be ordered upon payment
3. Track order on Menards.com
4. Pick up order within 14 days of arrival at store
5. Retain receipt

SOLD BY

ORDER DATE

571630

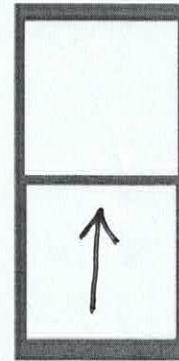
7/19/2023

Estimated arrival:

8/23/2023

Email Notifications: rj-construction@sbcglobal.net

QTY ORDERED	DESCRIPTION	SKU	UNIT PRICE	EXTENDED PRICE
1	Online Window Store JeldwenVinyl JELD-WEN Premium 39.75 W x 82.75 H Single Hung RO Width=40.25 RO Height=83.25 Frame Width=39.75 Frame Height=82.75 JELD-WEN Premium Rectangle Single Hung Assembly = Full Unit Installation & Frame Type = Without Nailing Flange Product Model = Tilt Measurement Type = Rough Opening Country Where Unit Will Be Installed = USA Rough Opening Width = Custom Custom Rough Opening Width = 40.25 Rough Opening Height = Custom Custom Rough Opening Height = 83.25 Actual Size = 39 3/4 -in X 82 3/4 -in Sash Split = Even Divide Lower Sash Height = 41.625 Impact Rating = Not Impact Performance Grade Rating = PG35, DP+35/-40 Does Unit Meet Egress Requirements? = Meets 5.7 sqft Egres Exterior Finish = FinishShield Black Interior Finish = White	4001389	\$1,234.92	\$1,234.92



Product must be paid for before it will be ordered from our vendor. Prices shown are valid today only.

READ THIS CONTRACT CAREFULLY. The terms and conditions set forth in this document are a complete and final expression of the parties. The contract cannot be altered except by written instrument explicitly signed and executed by the General Manager. Any and all claims under this contract must be brought within one year of purchase. "Custom made" special order merchandise purchased from Menards is **NON-REFUNDABLE**. Purchaser is responsible for providing to Menards all measurements, sizes, and colors stated above. Purchaser's exclusive remedy, if any product is defective or fails to conform to the terms of the contract, is replacement of the product. All defects and non-conformities must be reported to Menards within 3 days of receiving the product. Purchaser understands that all product is sold "AS IS," and the manufacturer's warranty, if any, is controlling. **MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PRODUCT.** There are no representations that the products listed herein meet local, state, or federal code requirements. Menards liability shall not exceed the purchase price of the products sold. **MENARDS SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** Menards agrees to email Purchaser when the product is available for pick-up. If Purchaser fails to provide an email address, it is Purchaser's responsibility to check the status of the order by visiting Menards.com. If Purchaser refuses or fails to pick up the product within 14 days from the date of its availability, Menards may liquidate the product and shall be entitled to a 25% restocking fee. Menards may withhold any payment received as partial satisfaction. Purchaser agrees that Menards is not liable if the vendor, which supplies the product on this contract, fails to perform. Purchaser agrees that any and all controversies or claims arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules. Purchaser agrees that all arbitrators selected shall be attorneys. This provision shall supersede any contrary rule or provision of the forum state. **YOUR PURCHASE OF THE PRODUCT ON THIS CONTRACT CONSTITUTES YOUR AGREEMENT TO ALL TERMS AND CONDITIONS STATED ABOVE.**

(CONTINUED ON NEXT PAGE)

For the most accurate and up-to-date status of your order, please visit:

www.menards.com

If this is a partial pickup, please verify all quantities/items being signed for. Menards is not responsible for shortages after leaving the yard.





JOHC30313968

Section 7, Item C.



PAGE 2 of 3

STORE # 3159 JOHNSON CREEK
440 WRIGHT RD
JOHNSON CREEK, WI 53038

FAX: 920-699-6404
EMAIL:

**SPECIAL ORDER CONTRACT
GUEST COPY**

IMPORTANT

1. Verify quoted product and quantity
2. Product will be ordered upon payment
3. Track order on Menards.com
4. Pick up order within 14 days of arrival at store
5. Retain receipt

SOLD BY	ORDER DATE
571630	7/19/2023
Estimated arrival:	8/23/2023
Email Notifications: rj-construction@sbcglobal.net	

GUEST NAME - ADDRESS - PHONE
Rj Construction 1409 S 3rd St Watertown, WI 53094-6506 Phone: 9209887026 Email: rj-construction@sbcglobal.net
Additional Information: Design #: 315958525028

QTY ORDERED	DESCRIPTION	SKU	UNIT PRICE	EXTENDED PRICE
	Grille Type = No Grilles Lock Hardware Type = Style Cam Lock(s) Number of Locks = 2 Locks Hardware Finish - Interior = White Glass Energy Efficiency = Energy Star Installation Zip Code = 53094 STC / OITC Rating = Standard Glass Glazing = Double Pane Low-E Coating Choice = SunStable With HeatSave Neat Glass = No Glass Type = Tempered Air Space Options = Argon High Altitude (above 3500 feet) = No Elevation = 0 - 3500 feet Select Glass Thickness = 1/8 in - 1/8 out Lifetime Accidental Glass Breakage Coverage = No Screen Options = Yes Select Screen Mesh Type = BetterVue Mesh Interior Frame Accessories = None Jamb Installation Clip = No Jamb Installation Clips Exterior Frame Accessories = Slope Sill Adaptor Sloped Sill Adaptor Applied or Loose = Loose Secondary Vent Stop = Secondary Vent Stop Overall Frame Depth = 3 Is this a Reorder? = No			



Product must be paid for before it will be ordered from our vendor. Prices shown are valid today only.

READ THIS CONTRACT CAREFULLY. The terms and conditions set forth in this document are a complete and final expression of the parties. The contract cannot be altered except by written instrument explicitly signed and executed by the General Manager. Any and all claims under this contract must be brought within one year of purchase. "Custom made" special order merchandise purchased from Menards is **NON-REFUNDABLE**. Purchaser is responsible for providing to Menards all measurements, sizes, and colors stated above. Purchaser's exclusive remedy, if any product is defective or fails to conform to the terms of the contract, is replacement of the product. All defects and non-conformities must be reported to Menards within 3 days of receiving the product. Purchaser understands that all product is sold "AS IS," and the manufacturer's warranty, if any, is controlling. **MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PRODUCT.** There are no representations that the products listed herein meet local, state, or federal code requirements. Menards liability shall not exceed the purchase price of the products sold. **MENARDS SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** Menards agrees to email Purchaser when the product is available for pick-up. If Purchaser fails to provide an email address, it is Purchaser's responsibility to check the status of the order by visiting Menards.com. If Purchaser refuses or fails to pick up the product within 14 days from the date of its availability, Menards may liquidate the product and shall be entitled to a **25% restocking fee**. Menards may withhold any payment received as partial satisfaction. Purchaser agrees that Menards is not liable if the vendor, which supplies the product on this contract, fails to perform. Purchaser agrees that any and all controversies or claims arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules. Purchaser agrees that all arbitrators selected shall be attorneys. This provision shall supersede any contrary rule or provision of the forum state. **YOUR PURCHASE OF THE PRODUCT ON THIS CONTRACT CONSTITUTES YOUR AGREEMENT TO ALL TERMS AND CONDITIONS STATED ABOVE.**

(CONTINUED ON NEXT PAGE)

For the most accurate and up-to-date status of your order,
please visit:

www.menards.com

If this is a partial pickup, please verify all quantities/items
being signed for. Menards is not responsible for shortages
after leaving the yard.





JOHC30313968

Section 7, Item C.



PAGE 3 of 3

STORE # 3159 JOHNSON CREEK
440 WRIGHT RD
JOHNSON CREEK, WI 53038

FAX: 920-699-6404
EMAIL:

**SPECIAL ORDER CONTRACT
GUEST COPY**

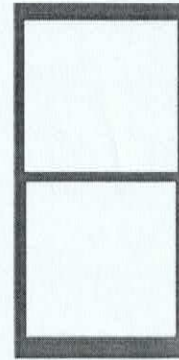
IMPORTANT

1. Verify quoted product and quantity
2. Product will be ordered upon payment
3. Track order on Menards.com
4. Pick up order within 14 days of arrival at store
5. Retain receipt

SOLD BY	ORDER DATE
571630	7/19/2023
Estimated arrival:	8/23/2023
Email Notifications: rj-construction@sbcglobal.net	

GUEST NAME - ADDRESS - PHONE
Rj Construction 1409 S 3rd St Watertown, WI 53094-6506 Phone: 9209887026 Email: rj-construction@sbcglobal.net
Additional Information: Design #: 315958525028

QTY ORDERED	DESCRIPTION	SKU	UNIT PRICE	EXTENDED PRICE
	U-Factor = 0.25 Solar Heat Gain Coefficient = 0.29 Visible Light Transmittance = 0.55 CPD# = JEL-A-898-02042-00004 Catalog Version = 23.2.5.2 Energy Star Qualified = Northern; North-Central Condensation Resistance = 45 MenardsSKU = 4001389			



Product must be paid for before it will be ordered from our vendor. Prices shown are valid today only.

READ THIS CONTRACT CAREFULLY. The terms and conditions set forth in this document are a complete and final expression of the parties. The contract cannot be altered except by written instrument explicitly signed and executed by the General Manager. Any and all claims under this contract must be brought within one year of purchase. "Custom made" special order merchandise purchased from Menards is **NON-REFUNDABLE**. Purchaser is responsible for providing to Menards all measurements, sizes, and colors stated above. Purchaser's exclusive remedy, if any product is defective or fails to conform to the terms of the contract, is replacement of the product. All defects and non-conformities must be reported to Menards within 3 days of receiving the product. Purchaser understands that all product is sold "AS IS," and the manufacturer's warranty, if any, is controlling. **MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PRODUCT.** There are no representations that the products listed herein meet local, state, or federal code requirements. Menards liability shall not exceed the purchase price of the products sold. **MENARDS SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** Menards agrees to email Purchaser when the product is available for pick-up. If Purchaser fails to provide an email address, it is Purchaser's responsibility to check the status of the order by visiting Menards.com. If Purchaser refuses or fails to pick up the product within 14 days from the date of its availability, Menards may liquidate the product and shall be entitled to a **25% restocking fee**. Menards may withhold any payment received as partial satisfaction. Purchaser agrees that Menards is not liable if the vendor, which supplies the product on this contract, fails to perform. Purchaser agrees that any and all controversies or claims arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules. Purchaser agrees that all arbitrators selected shall be attorneys. This provision shall supersede any contrary rule or provision of the forum state. **YOUR PURCHASE OF THE PRODUCT ON THIS CONTRACT CONSTITUTES YOUR AGREEMENT TO ALL TERMS AND CONDITIONS STATED ABOVE.**

SUB-TOTAL: \$1,234.92
SHIPPING: \$0.00
PRE-TAX TOTAL: \$1,234.92
VENDOR: JeldwenVinyl

For the most accurate and up-to-date status of your order, please visit:

www.menards.com

If this is a partial pickup, please verify all quantities/items being signed for. Menards is not responsible for shortages after leaving the yard.



Estimate From

MENARDS®

Section 7, Item C.

Estimate # 81701

Page 1 of 1

ESTIMATE FOR:

Rj Construction
1409 S 3rd St
Watertown, WI 53094-6506

Ph: (920) 988-7026

PROJECT DESCRIPTION:

CUSTOM WINDOW

STORE # 3159 JOHC
440 Wright Road
Johnson Creek, WI 53038

FAX: (920) 699-6404

EMAIL: JOHCBuildingMaterials@menards.com

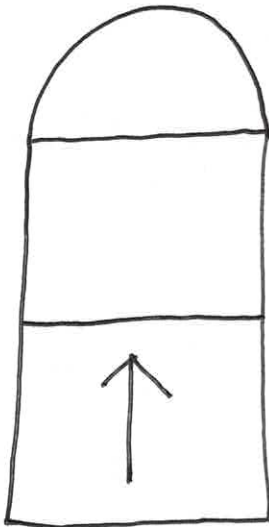
ESTIMATE BY ESTIMATE DATE

JOE B.

07/19/23

SKU NUMBER	DESCRIPTION	QTY TO ORDER	ADDITIONAL ITEM INFORMATION
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400-1374	SINGLE HUNG WINDOW PREMIUM	1 EACH	** Special Order **
VENDOR PART #: QUOTE # IA 361435			
PREM. VINYL SINGLE HUNG WITH TOP 1/2 ROUND TRANSOM - WITH NAILING FLANGE			
TOTAL R.O. 45.875" X 84.25" BTM UNIT 61 5/16" - VENT HEIGHT 30 11/16"			
BLACK EXT/WHITE INT / SUNSTABLE WITH HEATSAVE GLASS / WHITE HDWE/VENT STOP			
TOP FIXED HALF ROUND - R.O. 45 7/8" X 22 15/16"			
BOTTOM UNIT-SINGLE HUNG WINDOW R.O. 45 7/8" X 61 5/16"			
TEMP GLASS IN LOWER UNIT-BOTH SASHES-2 LOCKS -MEETS EGRESS			
BETTERVUE MESH SCREEN / SECONDARY VENT STOP			



This is an estimate. It is given only for general price information. This is not an offer and there can be no legally binding contract between the parties based upon this estimate. The prices stated herein are subject to change depending upon the market conditions. The prices stated on this estimate are not firm for any time period unless specifically written otherwise on this form and are not inclusive of taxes, delivery, packaging or any other charges which may or may not need to be added when ultimately purchasing products from this estimate. The availability of materials is subject to inventory conditions. MENARDS IS NOT RESPONSIBLE FOR ANY LOSS INCURRED BY THE GUEST WHO RELIES ON PRICES SET FORTH HEREIN OR ON THE AVAILABILITY OF ANY OF THE MATERIALS STATED HEREIN. All information on this form, other than price, has been provided by guest and Menards is not responsible for any errors in the information on this estimate, including but not limited to quantity, dimension and quality. Please examine this estimate carefully. MENARDS MAKES NO REPRESENTATIONS, ORAL, WRITTEN OR OTHERWISE THAT THE MATERIALS LISTED ARE SUITABLE FOR ANY PURPOSE BEING CONSIDERED BY THE GUEST. BECAUSE OF WIDE VARIATIONS IN CODES, THERE ARE NO REPRESENTATIONS THAT THE MATERIALS LISTED HEREIN MEET YOUR CODE REQUIREMENTS.

SUB-TOTAL: 2,025.66

GUEST COPY

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PROPOSAL

Section 7, Item C.



142 W. Candise Street • Jefferson, WI 53549
(920) 674-3322 • Fax: (920) 674-8950
E-mail: jeffersonglass@att.net

Date 7-31-23

Proposal submitted to CB Kitchen & Design Phone _____

Street 300 E. Main St. Job Name _____

City, State, Zip Waterford. Job Location _____

We hereby submit specifications and estimates for:

*Supply & install - 1- New wide stile door leaf only
10" bottom rail, Black, 1" Low-E glass, 1 1/2 pr butts, New
threshold, Weatherstrip, Sweep.*

** Reuse Lockset & closer & Frame.*

We Propose hereby to furnish material and labor --

complete in accordance with above specifications, for the sum of: \$ 2,270.00

Payment to be made as follows: _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within 60 days.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

NORTHROP

Awning Company

411 South Pearl Street
Janesville, Wisconsin 53548
608-754-7158 608-754-7890 (fax)

Date 07/12/2023

Name Central Block Kitchen & Design Product Window awning

Mailing Address 300 E Main Street Material/Color Woven acrylic Black

Watertown, WI 53098 Awning Style Shed

Install Address _____ Frame Type Weld Alum Frame Color Mill

Phone 920-988-7026 Ryan Valance Type - ☒ Fixed ☐ Hanging ☐ None

Alternate Phone _____ Wing Type - ☒ Closed ☐ Open ☐ Decorative

Email ryan@cbkitchenanddesigns.com Valance Size 6" Scallop None

Binding/Braid None

Following is an estimate to fabricate and install 3-5 window awnings.

Frames will be fabricated from welded aluminum 1" square tubing with a mill finish.

Fabric will be woven acrylic, Black.

Awnings to the right of the door will measure approximately:

2 @ 79.75" wide x 18" drop (includes 6" fixed valance) x 24" projection (Awning A & B)

1 @ 109.5" wide x 18" drop (includes 6" fixed valance) x 24" projection (Awning C)

Optional awnings to left of door will measure approximately:

1 @ 116" wide x 18" drop (includes 6" fixed valance) x 24" projection (Rental space Awning D)

1 @ 82.5" wide x 18" drop (includes 6" fixed valance) x 24" projection (Left of door Awning E)

There are no graphics.

NOTE: Estimate good until August 30, 2023.

Item	Price
Awning A	\$708.80
Awning B	\$708.80
Awning C	\$974.60
Awning D	\$1,027.76
Awning E	\$735.38
Sub-Total	
Sales Tax	5.5%
Total	
Deposit	50%
Balance	

Customer Signature

Date

Mike

Salesperson

MAKE CHECKS PAYABLE TO:
NORTHROP AWNING COMPANY A
4% processing fee will be
charged on all credit card sales
Balance due in full on completion of work.

The above sale is made under the following terms and conditions: It is agreed that the sale of this merchandise cannot be cancelled by the buyer for any reason without paying the seller's cost up to the time of cancellation which must be made in writing and delivered to seller. Seller cannot be held responsible for problems caused by pre-existing conditions. Date of delivery or installation is contingent upon supply availability. Seller cannot be held responsible for delay due to supply availability. Payment in full shall be due upon completion of the above merchandise or work. The seller shall take any and all measures necessary, including exercise of seller's Lien Rights, to insure payment. The buyer shall be responsible for any cost incurred, including court costs and attorney's fees, needed to collect payment in full. The buyer hereby acknowledges receipt of Right to Cure brochure and warranty information.

Warranty Information

Northrop Awning Company, hereby warrants that all awning frames and fabric covers furnished and work performed will be free from defects due to defective materials or workmanship for a period of (1) year from the date of completion. Accidental or willful damage by others to any part of the awning frames, wall attachment or fabric covers is not included in warranty.

Redevelopment Authority of the City of Watertown
Beltz Foundation Downtown Watertown Special Events Grant Application

Applicant Information

Application Date: 7/28/23

Organization Name: Third Street Blocktoberfest

Organization Sector: Entertainment/Food and drink

Contact Name: Karah Pugh

Role at Organization: Business Owner/Event Coordinator

Contact Phone: 920-342-8657

Contact Email: Pugh.karah@gmail.com

Organization Mailing Address: Local Waters 109 South Third Street Watertown, WI 5094

Total Amount Requested: \$10,000

Total Event Cost: Estimated \$18,000

Brief Description of what funds will be used for (please see Program Guidelines for eligible expenses): The funds will be utilized to support startup, operational and entertainment costs.

Estimated Costs:

Performance Artists (A): \$325

Performance Artists (B): \$2100

Roaming Artist: \$250 (food and drinks)

Permitting and Insurance: \$1500

Security: \$1000

Perimeter Fencing: \$1000

Trailer Rentals: \$2250

Park & Rec: \$250 for rentals of tables and chairs, road closed signage and barricades plus delivery
 Overhead Lighting: \$2500
 Temporary Bathroom Facilities: \$750
 Marketing and Press Release (Watertown Daily Times): \$500

Anticipated Timeline (estimated start and end dates):

Saturday September 23rd, 2023 from 3-9pm

Organization Information

2nd Annual Blocktoberfest, a Collaborative Event between Local Waters and the Drafty Cellar.

How long has your organization been established?

Drafty Cellar: 5 Years

Local Waters: 3 Years

Please describe your organization, including services offered and a brief history of operations.

Local Waters and Drafty Cellar are making an attempt to make Third Street an entertainment district and destination for the citizens of Watertown as well as surrounding communities.

Alex and Josh of the Drafty Cellar have been in business for 5 years, and they changed the narrative of what it means to be a Craft beer drinker in Watertown: attracting unique breweries and bringing engaging events to our community. They operate in a professional fashion encouraging much of the surrounding business community to meet after work for collaboration and team bonding. They are a destination for niche beer drinkers and they truly put Watertown on the map. Their passion and involvement for the community is expressed through fundraising for places such as Watertown Humane Society, The Towne Cinema, and the Arenz Family to name a few. Both owners being Watertown natives makes it mean that much more to help the people right here in their hometown. They have also incorporated other local businesses into their events such as; Sweet Talkin' Treats, Mullen's, Sassy Sweets, Chic Boutique and more. And of course the collaborative event, Blocktoberfest, with Local Waters.

Local Waters has changed the music scene for the City of Watertown. This establishment reflects a Nashville style honky tonk complete with small musical groups and creative craft cocktails that are typically found in the southern half of the United States. The management team has paired with multiple craft distilleries to bring unique products and tastes to the community through flight events. They have attracted multiple fundraisers, raising over \$20,000 for area non-profits in the last year. They regularly team up with other small business owners for more unique opportunities. These businesses include Bradow Jewelers, Wilders, Piper Mae Boutique, Chandler House Bakery, and Avant Garden.

In an attempt to encourage further Third Street development and positive community impact they teamed up to create Third Street Blocktoberfest. This one day event focuses on the German heritage of the community through unique craft beer and craft cocktail offerings. The backdrop of the festival is unique musical performers who create an atmosphere unique to Watertown.

Additional Materials

The following materials must be included with your application:

_____ Event Budget with expenses and any revenue projections

____n/a____ If a nonprofit: Articles of incorporations, bylaws, and any other relevant documents describing the structure, mission and vision of the organization

_____ If a for-profit entity: Last three years of business income statements and most recent balance sheet

_____ Detailed event plan/information

Applicant Agreement & Signature

I have read the program requirements and reviewed them with the Executive Director of the Watertown Redevelopment Authority, and I understand that my participation in the Beltz Foundation Downtown Watertown Special Events Grant Program is contingent upon my full compliance with all requirements. I understand that all grant funds must be used to cover eligible expenses as outlined in the program documents and will be reimbursed after submission of receipts. My application includes all the materials listed above,

Application Signature: *Karah Pugh* Date: 8/16/23

We strive to find new opportunities to raise much needed funds for fully trained service dogs. The Veterans/First Responders receive the dog at no cost to them. A fully trained service dog costs \$15,000 - \$25,000. Service dogs are making a significant, life-changing difference in the lives of Veterans and First Responders who are struggling due to the overwhelming effects of PTSD, mental illness and other injuries, both physical and mental.

We are dedicated to stepping up our efforts in advocating for PTSD. Advocacy is by no means an easy feat, but through cooperation and community empowerment we believe we can make progress in this area. We are always striving to make a difference.

With this initiative, our goal is to promote great opportunities! With access to the right resources, people can become empowered by their own abilities and gain the confidence to fulfill their potential.