

VILLAGE OF NEW GLARUS
COMMUNITY DEVELOPMENT AUTHORITY (CDA)
Village Hall Board Room – 319 2nd Street New Glarus, WI
April 10, 2023 6:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of 3.27.23 Minutes
4. Consideration/Discussion: Façade Improvement Grant Proposed Revisions
5. Consideration/Discussion: Façade Improvement Grant Application for 17 6th Avenue
6. Adjourn

Greg Thoenke - Chairman
New Glarus Community Development Authority

POSTED: N.G. Village Hall 4/6/23
 N.G. Post Office 4/6/23
 Bank of New Glarus 4/6/23

Deanna Young,
Deputy Clerk

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD OF TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510.

**Village of New Glarus
Community Development Authority (CDA)
Virtual Meeting
March 27, 2023 at 6:30 PM**

The meeting was called to order at 6:35 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Mark Janowiak, Peggy Kruse, Lori Rodefelf, and Carol Hassemer. Also Present: Village Administrator Lauren Freeman. Absent: Mike Marty and Dave Wytttenbach.

Agenda: Motion by Carol Hassemer to approve the agenda, second by Mark Janowiak. Motion carried.

Consideration/Discussion: Façade Improvement Program – discussion on possible amendment to program guidelines to allow applicant to complete work: The CDA discussed a request received from an interested grant applicant who would like to complete the work himself because he has had trouble getting contractors to provide quotes for the work. The CDA discussed possible revisions to the program guidelines to allow applicants to receive a grant to do the work themselves. Caveats to the proposed revisions would be that it must be work that does not require a building permit and that it would only fund the materials and equipment costs for the project and not the labor costs. Village Administrator Lauren Freeman will draft an amendment to the guidelines and bring it back to another CDA meeting on April 10 at 6:00 PM.

Adjournment: Motion by Carol Hassemer to adjourn, second by Mark Janowiak. Motion carried at approximately 7:12 p.m.

Minutes taken by:
Lauren Freeman, Village Administrator

Façade Improvement Grant Program Guidelines – DRAFT REVISIONS

4/10/23

Façade Improvement Grant Program Purpose

The purpose of the Façade Improvement Grant Program is to provide financial assistance for a portion of costs associated with publicly visible exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown New Glarus. Attractive building facades and properties support and encourage local business and can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners and tenants to reinvest in the downtown area, the Village of New Glarus offers financial incentives, through small matching grants, to assist in the exterior improvement of these properties.

The eligible Façade Improvement Grant area is more specifically defined as the parcels and building within or immediately adjacent to the boundaries of Tax Increment District No. 4 (TID #4) (See attached map).

Whenever possible, applicants are strongly encouraged to use local contractors and financial institutions to complete all task associated with their property renovation.

Applicant Eligibility Requirements

Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants, located within the defined downtown area, are eligible to request funding. The property owner must approve of the project if a tenant is the applicant. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are *ineligible* for funding. Governmental entities, religious institutions, non-profits, and public/quasi-public authorities are also *ineligible* for Façade Improvement Grant funding. Members of the Village Board, Community Development Authority, or any other official, employee, or agent of the Village of New Glarus, who exercises decision-making functions or responsibilities in connection with the implementation of this program are *ineligible* to participate in this program nor shall participate in the decision for grant applications for their business or family member business.

Grant Amounts and Bidding Requirement

The Façade Improvement Grant program has an initial allocation of \$20,000. Grants may be provided in an amount not to exceed fifty percent (50%) of the total project cost, or a maximum award of \$5,000 per property for eligible exterior improvements. Alternative amounts may be approved by the Village Board on a case-by-case basis. The applicant/owner/tenant must document their matching fifty percent (50%) financial contribution with non-Village or non-Community Development Authority (CDA) funds. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period. Applicants shall obtain and submit at least two (2) written bids or cost estimates for eligible project expenses from different contractors, or provide the CDA with a detailed, written explanation as to why it is not feasible to meet this requirement.

Applicants are eligible to complete the proposed façade improvement work themselves, with the following restrictions:

- The proposed project does not require a building permit (minor repairs only)
- The grant may cover the cost of materials and equipment rental needed to complete the project; labor costs will not be eligible for grant funding
- Applicant shall submit a detailed budget with costs quoted for materials and equipment rental in lieu of the two-bid requirement

Eligible Expenses

Eligible exterior/façade improvements include, but are not limited to, the following:

- Façade restoration, including documented historic elements
- Landscaping
- Masonry repair, tuck-pointing, and cleaning
- Exterior painting
- Doors and entrances
- Code compliant signage
- Code compliant awnings
- Exterior lighting
- Window repair or replacement
- Professional installation and labor costs related to exterior projects

Ineligible Expenses

As this program is primarily intended to maintain the historic and Swiss look and feel of the existing building stock in the downtown area, the following expenses are not eligible under this grant program:

- New building construction or interior improvements
- Tinted windows
- Non Code compliant awnings or signage
- Electric signage
- Security systems
- Roofing or roof repairs
- **Renovations not previously approved by the Historic Preservation Commission, Plan Commission and/or Swiss Design Review Committee**
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- Paving
- **Renovations started prior to receiving final approval of the grant request**

The Village maintains a separate Revolving Loan Fund program where some of the ineligible façade grant activities may be deemed eligible for revolving loan fund consideration.

Grant Performance Requirements

Within six (6) months of Village Board approval, applicants must enter into a grant agreement with the Village, obtain a building permit, **and commence work**. Projects, including final inspection, shall be completed within twelve (12) months from the date of Village Board approval. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Village

Board in writing. The Village will notify the applicant in writing of its approval or denial of the grant request, and any requested extensions.

The applicant shall comply with all Village ordinances relating to the project. The applicant shall assist and actively cooperate with the Village to ensure contractors comply with all applicable provisions of the Ordinances, and with the rules, regulations, and relevant orders issued by the Village pursuant to such provisions of the Ordinances.

Program Administration

Initial applications for the grant program will be reviewed by the Village's Community Development Authority, who will provide a recommendation to the Village Board on whether to grant the request. Projects deemed eligible for funding are subject to Village Board approval. As applicable under Village Ordinances, projects shall be reviewed for code compliance by the Historic Preservation Commission, Plan Commission, and/or Swiss Design Review Committee prior to Village Board review of a façade improvement grant application. Successful applicants are required to enter into a grant agreement contract with the Village in order to receive funding. In order to qualify, the applicant cannot start on their project until after receiving all necessary approvals and permits. If work begins before application approval, the Village shall not fund the project with a Façade Improvement Grant.

Applicants must be in good standing with the Village of New Glarus, with current taxes and fees paid in full, and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.

Grant awards under this program are subject to funding availability, and nothing herein shall create an obligation for the Village to provide any grant funding to any applicants. The grant program awards are considered first-come, first-serve. **Approved grant applicants shall provide a before and after photo of their property for grant documentation. Additionally, the approved grant applicant shall submit all receipts of grant work completed to be reimbursed the approved grant amount. The applicant's matching costs should be documented in the receipts as well.**

Please see the Façade Grant Application Form for additional terms, conditions, and information on the application procedure. All questions should be directed to Village Administrator at 608-527-5971 or adminsitrator@newglarusvillage.com.



Village of New Glarus

319 Second Street ~ PO Box 399 ~ New Glarus, WI 53574 ~ 608.527.2510

www.newglarusvillage.com

FAÇADE IMPROVEMENT PROGRAM – GRANT APPLICATION

Applicant Information	
Contact Name:	Contact Address:
Business Name:	Project Address:
Day Phone:	Alt. Phone:
E-Mail:	
Type of Organization: ___ Corporation ___ Partnership ___ Sole Proprietorship ___ LLC ___ Other: _____	Federal ID #:

Building Owner Information (if different than applicant)	
Owner Name:	Owner Address:
Day Phone:	Alt. Phone:
E-Mail:	
NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.	

General Project Information

Proposed Start Date:

Proposed Completion Date:

Contractor Name, Address & Contact Info:

Budget Estimates:

Total Project Estimate: \$_____

Façade Grant Request: \$_____

Private Funds: \$_____

Private Loans: \$_____

Other Funding: \$_____

NOTE: Please attach two written bids or cost estimates to the application. If the Applicant is applying to complete the work themselves (no contractor), please attach a detailed budget with costs quoted for materials and equipment rental.

Project Description

Describe the overall project and scope of work (attach additional pages if necessary):

How does this project meet the goals and objectives as detailed in the Façade Improvement Program Guidelines (attach additional pages if necessary):

Please provide the required attachments listed below:

- ☐ Eight (8) copies of drawings / design plans (per Sec. IV.A.1.).
- ☐ Contractor proposal (s) and Certificate of Liability Insurance (per Sec. IV.A.2.).
- ☐ Certificate of Insurance (per Sec. IV.A.11.).
- ☐ Historical photos of property if available.

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of New Glarus CDA Façade Improvement Program and agree to abide by its conditions. I acknowledge that the CDA has the right to terminate this agreement under the Façade Improvement Program if I as the applicant am found to be in violation of any conditions set forth in the guidelines of the program.

Applicant Signature: _____ Date: _____

Please send completed application and accompanying materials to:

Village Administrator
319 2nd Street, PO Box 399
New Glarus WI 53574
608.527.5971
Administrator@newglarusvillage.com

Project Close-Out (REQUIRED SIGNATURES)	
By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Façade Improvement Program guidelines and consistent with the nature of this application.	
Contractor:	Date:
Applicant:	Date:
Building Owner (if applicable):	Date:
Building Inspector:	Date:
CDA Chairperson:	Date:

Office Use Only	
Date Application Received:	Does applicant have outstanding delinquent taxes or municipal code violations?
Community Development Authority Review Date: <input type="checkbox"/> Approved w/o conditions <input type="checkbox"/> Approved w/conditions (see attached) <input type="checkbox"/> Denied (reasons below)	
Authorized Grant Amount:	Reason for Denial if Applicable:
CDA Reimbursement Claim Approval Date:	Date Check Issued:



Village of New Glarus

319 Second Street ~ PO Box 399 ~ New Glarus, WI 53574 ~ 608.527.2510

www.newglarusvillage.com

FAÇADE IMPROVEMENT PROGRAM – GRANT APPLICATION

Applicant Information	
Contact Name: <i>Brenda Siegenthaler</i>	Contact Address: <i>17 6th Ave New Glarus, WI 53574</i>
Business Name: <i>Brenda's Blumenladen</i>	Project Address: " "
Day Phone: <i>(608) - 527 - 2230</i>	Alt. Phone: <i>(608) - 636 - 2008</i>
FAX: <i>N/A</i>	E-Mail: <i>brendasblumenladen@gmail.com</i>
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Other: _____	Federal ID #: <i>46-4112140</i>

Building Owner Information (if different than applicant)	
Owner Name:	Owner Address:
Day Phone:	Alt. Phone:
FAX:	E-Mail:

(or feel free to contact Lauren Siegenthaler @ 314-605-5562)

NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.

General Project Information

Proposed Start Date:

June 1, 2023

Proposed Completion Date:

November 1, 2023

Contractor Name, Address & Contact Info:

OPTION #1:

Coplien Painting Inc.

N2577 Coplien Rd.

Monroe, WI 53566

608 - 328 - 4714

Fax: 608 - 329 - 4714

Budget Estimates:

Total Project Estimate: \$ 15,820.00

Facade Grant Request: \$ 5,000.00

Private Funds: \$ 10,820.00

Private Loans: \$ N/A

Other Funding: \$ N/A

Project Description

Describe the overall project and scope of work (attach additional pages if necessary):

The Blumenladen:

- Pressure washing and repairing publicly visible exterior spaces, along with painting and restraining outside of the building and woodwork (ex: trellis, beams, etc.)
- Application of preservative to all wood siding and trim (where necessary).

The Boutique:

- Pressure washing and repairing publicly visible wood beams and trellis work, along with application of preservative to all wood siding and trim (where necessary)

NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.

General Project Information

Proposed Start Date:

June 1, 2023

Proposed Completion Date:

November 1, 2023

Contractor Name, Address & Contact Info:

OPTION #2:

Early Bird Painting

926 Sky Ridge Dr.

Madison, WI 53719

608-274-7132

Budget Estimates:

Total Project Estimate: \$ 10,950.00

Façade Grant Request: \$ 5,000.00

Private Funds: \$ 5,950.00

Private Loans: \$ N/A

Other Funding: \$ N/A

Project Description

Describe the overall project and scope of work (attach additional pages if necessary):

The Blumenladen:

- Pressure washing and repairing publicly visible exterior spaces, along with painting and restaining outside of the building and woodwork (ex: trellis, beams, etc.)
- Application of preservative to all wood siding and trim (where necessary)

The Boutique:

- Pressure washing and repairing publicly visible wood beams and trellis work, window boxes, along with application of preservative to all wood siding and trim (where necessary).

How does this project meet the goals and objectives as detailed in the Façade Improvement Program Guidelines (attach additional pages if necessary):

This project meets numerous goals and objectives, including that all of the proposed and necessary work is associated with publicly visible exterior aspects of our buildings to increase the visual appeal and longevity of architecture and overall structural integrity. Additionally, fresh paint and wood stain will increase the attractiveness of the buildings and encourage keeping our village beautiful!

Please provide the required attachments listed below:

- ☐ Eight (8) copies of drawings / design plans (per Sec. IV.A.1.).
- ☐ Contractor proposal (s) and Certificate of Liability Insurance (per Sec. IV.A.2.).
- ☐ Certificate of Insurance (per Sec. IV.A.11.).
- ☐ Historical photos of property if available.

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of New Glarus CDA Façade Improvement Program and agree to abide by its conditions. I acknowledge that the CDA has the right to terminate this agreement under the Façade Improvement Program if I as the applicant am found to be in violation of any conditions set forth in the guidelines of the program.

Applicant Signature: _____

Bunda Segershal

Date: _____

3/30/23

Please send completed application and accompanying materials to:

Drake Daily, Village Administrator
319 2nd Street, PO Box 399
New Glarus WI 53574
608.527.5971
Administrator@newglarusvillage.com



N2577 Coplien Road Monroe, WI 53566

(608) 328-4714 FAX (608) 329-4714
www.CoplienPainting.com

PROPOSAL

13938

TO: BENDAS BLUMENLADEN
P.O. BOX 5
17 6TH AVE
NEW GLARUS WI 53574

PHONE 527-2230 B.6082194771	DATE 3/16/2023
JOB NAME / LOCATION EXTERIOR OF MAIN BUILDING	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

EXTERIOR OF MAIN BUILDING

- 1.PRESSURE WASH
- 2.REPAIR ANY CRACKS WITH EITHER CAULK OR HYDRAULIC CEMENT
- 3.PREP AND COVER WHERE NEEDED
- 4.APPLY SHERWIN WILLIAMS SUPER PAINT SATIN W/BONDING AGENT ADDED TO SIDING AND CEMENT
- 5.APPLY SHERWIN WILLIAMS SUPER PAINT SATIN W/BONDING AGENT ADDED TO TRIM AS EXISTING
- 6.CLEAN UP

\$7,905.00

ADD:

EXTERIOR TRELLACE (ARBOR), 2 EXTERIOR WOOD TABLES, AS WELL AS FACIA AND POSTS ON MAIN SHELTER

- 1.LIGHTLY PRESSURE WASH
- 2.PREP AND COVER WHERE NEEDED
- 3.APPLY RYMAR CEDARTONE FINISH
- 4.CLEAN UP

\$8,735.00 W/BUILDING

*

CHECK US OUT AT www.CoplienPainting.com and Facebook (LIKE) us!!!

**EMAIL ME AT markcoplien@coplienpainting.com

***WE NOW ACCEPT MASTERCARD AND VISA, SEE PAYMENT TERMS FOR DETAILS

****A SIGNED PROPOSAL BECOMES A LEGAL BINDING CONTRACT WHEN SIGNED. ALL WORK IS DONE AT OUR DISCRETION.

*****CANCELING A SIGNED CONTRACT WILL FORFEIT THE 25% DEPOSIT.

DUE TO UNCERTAINTIES IN THE PAINT MARKET, PRICES ARE ONLY GUARANTEED WHEN SIGNED AND RETURNED WITHIN 15 DAYS FROM THE CONTRACT DATE.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:
dollars (\$)

Payment to be made as follows:

25% DOWN WITH SIGNED CONTRACT, BALANCE DUE DAY OF COMPLETION

WE ACCEPT MASTERCARD AND VISA (AN ADDITIONAL CHARGE OF 2.75% WILL BE ADDED)

All material is guaranteed to be as specified. All work to be completed in a professional 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 Worker's Compensation insurance.

Authorized
Signature



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

15 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



Signature

Date of Acceptance: _____



N2577 Coplien Road Monroe, WI 53566

(608) 328-4714 FAX (608) 329-4714
www.CoplienPainting.com

PROPOSAL

13939

TO: RAILROAD ST. BOUTIQUE
P.O. BOX 5
18 7TH AVE
NEW GLARUS WI 53574

PHONE 527-2230 B.6082194771	DATE 3/16/2023
JOB NAME / LOCATION EXTERIOR WOOD TRIM AND STORE FRONT ON NORTH AND EAST SIDES OF BUILDING	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

- EXTERIOR WOOD TRIM AND STORE FRONT ON NORTH AND EAST SIDES OF BUILDING
- 1.APPLY CLEANER AND LIGHTLY PRESSURE WASH
 - 2.PREP AND COVER WHERE NEEDED
 - 3.APPLY RYMAR CLEAR OR CEDARTONE PRESERVATIVE TO ALL WOOD SIDNG AND TRIM INCLUDING FLOWER BOXES AND FENCE.
 - 4.PAINT 2 SIDES OF WALK IN DOOR AND WOOD FRAME TO 1 COLOR OF CHOICE
 - 5.CLEAN UP

\$7,085.00 W/OTHER BUILDING

CHECK US OUT AT www.CoplienPainting.com and Facebook (LIKE) us!!!
**EMAIL ME AT markcoplien@coplienpainting.com
***WE NOW ACCEPT MASTERCARD AND VISA, SEE PAYMENT TERMS FOR DETAILS
****A SIGNED PROPOSAL BECOMES A LEGAL BINDING CONTRACT WHEN SIGNED. ALL WORK IS DONE AT OUR DISCRETION.
*****CANCELING A SIGNED CONTRACT WILL FORFEIT THE 25% DEPOSIT.

DUE TO UNCERTAINTIES IN THE PAINT MARKET, PRICES ARE ONLY GUARANTEED WHEN SIGNED AND RETURNED WITHIN 15 DAYS FROM THE CONTRACT DATE.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

Seven Thousand Eighty Five and 00/100 Dollars

dollars (\$) 7,085.00).

Payment to be made as follows:

25% DOWN WITH SIGNED CONTRACT, BALANCE DUE DAY OF COMPLETION

WE ACCEPT MASTERCARD AND VISA (AN ADDITIONAL CHARGE OF 2.75% WILL BE ADDED)

All material is guaranteed to be as specified. All work to be completed in a professional 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 Worker's Compensation insurance.

Authorized
Signature

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

15 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

Signature

Date of Acceptance:

Early Bird Painting

926 Sky Ridge Dr
Madison, WI 53719

Estimate

Date	Estimate #
3/26/2023	1425

Name / Address
Brenda Siegenthaler 7965 Ritschard Rd. New Glarus, WI.

			Project
Description	Qty	Cost	Total
17 Sixth Ave. New Glarus Railroad Street Boutique & Blumenladen Flower Garden Work to be performed on Wood Siding, Wood trim, stucco, trellis (leading to Railroad Street Boutique), plant holders, posts, wood fence blumenladen- Flower Garden Mask and tarp all areas not to be painted Clean areas to remove dirt, dust, debris Sand areas and prime as needed Apply 1 coat of top quality 100% acrylic to Stucco and to Wood siding and Wood trim Stain- Trellis, plant holders, posts and wood fence		6,500.00 4,450.00	6,500.00 4,450.00
Thank you for the opportunity to bid your project		Total	\$10,950.00

Customer Signature _____