



Redevelopment Authority

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Monday, June 24, 2019

6:00 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Redevelopment Authority** of the City of De Pere will be held on **June 24, 2019** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the February 25, 2019 Redevelopment Authority Meeting.
3. Consideration and possible action regarding a Facade Grant Request for 421 Main Avenue (Parcel WD-889). *
4. Consideration and possible action regarding a Facade Grant request for 416 George Street (Parcel ED-816). *
5. Facade Grant Guideline Discussion - No Action Required.

Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the Development Services Department at 339-4043 by noon on the day of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Mike Cashman, DeLeers Construction
James Kropp, Baba Louie's
Bruce M. Gajewski, BMG Development LLC



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: June 24, 2019

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the February 25, 2019 Redevelopment Authority Meeting.

ATTACHMENTS:

- RDA_Feb2019_Minutes_Draft (PDF)



Redevelopment Authority

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Monday, February 25, 2019

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Chairman Ted Penn

Attendee Name	Title	Status	Arrived
Jerry Henrigillis	Board Member	Present	
Carol Karls	Board Member	Present	
Ted Penn	Chairman	Present	
Tina Quigley	Board Member	Excused	
Lisa VandenAvond	Board Member	Excused	
Joe Van Deurzen	Board Member	Present	
Julie Van Straten	Vice Chair	Excused	

Also present: Development Services Director Kim Flom and City Attorney Judy Schmidt-Lehman.

2. Approval of the minutes of the November 26, 2018 Redevelopment Authority meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Carol Karls, Board Member
AYES:	Jerry Henrigillis, Carol Karls, Ted Penn, Joe Van Deurzen
EXCUSED:	Tina Quigley, Lisa VandenAvond, Julie Van Straten

3. Review Facade Grant request for 320 Main Avenue (Parcel WD-369), submitted by Bridget O'Connor. *

Development Services Director Kim Flom provided a summary of the facade grant request for 320 Main Avenue, submitted by Bridget O'Connor. She noted that the funds will be primary used for maintenance so there will not be a huge change in the aesthetic appearance of the building. The grant maximum for this building is \$30,000, but the applicant is requesting approximately \$10,000 at this time. Kim noted that one of the expenses is for two planters, which may be a questionable expense by the RDA since the planters are an item which could be removed to another location by the owner. Planters are not listed as either eligible or ineligible expenses; therefore they should be reviewed on a case by case basis. Joe Van Deurzen moved, seconded by Jerry Henrigillis, to open the meeting for discussion. Bridget O'Connor addressed the board, stating that her intent for the facade grant is to use the money to help enhance the curb appeal of the building. She stated that the planters will not be bolted to the facade or the building, but will be placed on either side of the door permanently, and she has no intent to move them. Other proposed expenses include new awnings, iron work and some general maintenance of the building. Carol Karl asked if the facade grant guidelines state that personal property cannot be included. Kim replied that in instances where the RDA has approved items like landscaping or temporary fencing, they have been included with other approved facade grant items. Joe Van Deurzen asked if the tenants have been retained since Bridget bought the building. Bridget replied that the building is full, all spaces are rented. Joe Van Deurzen moved, seconded by Carol Karls, to go back to regular order. Jerry Henrigillis moved, seconded by Carol Karls, to approve the facade grant, up to

\$10,593.63. Upon vote, motion carried unanimously. The facade grant request will be forwarded to Common Council for final approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Carol Karls, Board Member
AYES:	Jerry Henrigillis, Carol Karls, Ted Penn, Joe Van Deurzen
EXCUSED:	Tina Quigley, Lisa VandenAvond, Julie Van Straten

4. Resolution RDA #19-01 Authorizing Amendment to Redevelopment Agreement Between the City of De Pere, the Redevelopment Authority of the City of De Pere and St. Norbert College (Kress Inn Redevelopment and Termination Date of Agreement).*

Joe Van Deurzen moved, seconded by Ted Penn to close the meeting at 6:22 pm. Upon roll call vote, motion carried unanimously.

Joe Van Deurzen moved, seconded by Carol Karls, to open the meeting at 6:28 pm. Upon roll call vote, motion carried unanimously.

Joe Van Deurzen moved, seconded by Carol Karls, to approve Resolution RDA #19-01. Upon vote, motion carried unanimously. The Amendment will be reviewed by the Common Council at its March 5, 2019 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	Carol Karls, Board Member
AYES:	Jerry Henrigillis, Carol Karls, Ted Penn, Joe Van Deurzen
EXCUSED:	Tina Quigley, Lisa VandenAvond, Julie Van Straten

Adjournment

Joe Van Deurzen moved, seconded by Carol Karls, to adjourn the meeting at 6:30 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: June 24, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding a Facade Grant Request for 421 Main Avenue (Parcel WD-889). *

ATTACHMENTS:

- 421 Main RDA Memo 6-24-19 (PDF)
- Updated Application (PDF)
- Baba Louie's Front Scope (PDF)
- BABA LOUIES - 06-10-2019 (PDF)
- Cost Breakdown (2) (PDF)

City of De Pere MEMORANDUM

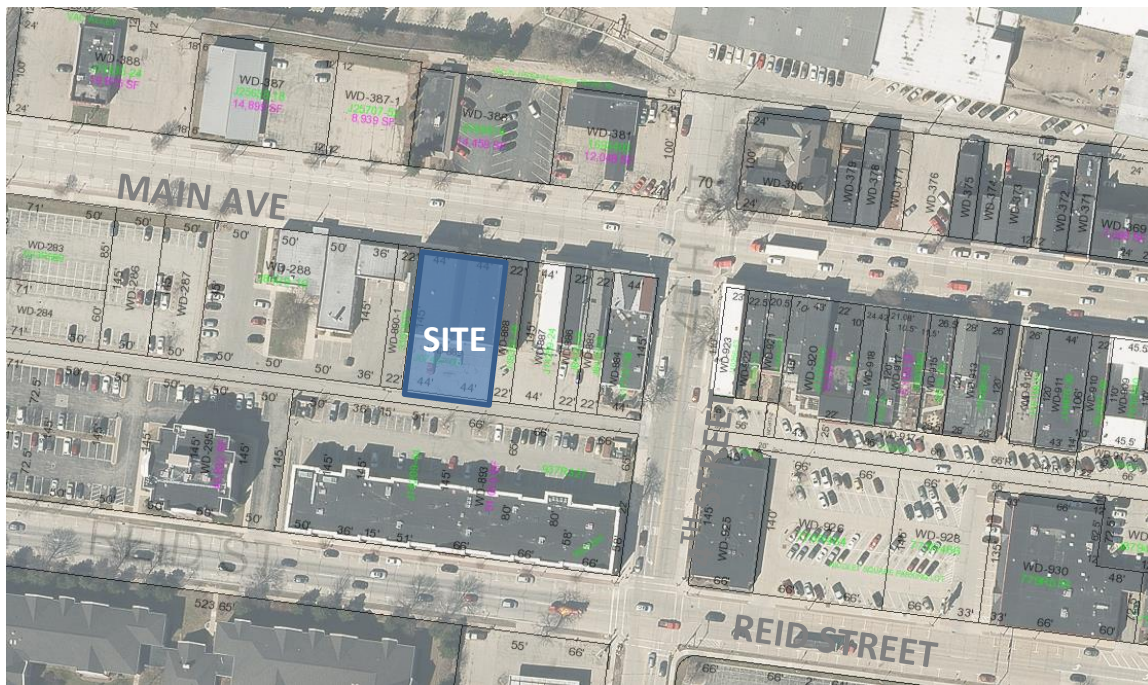


To: Redevelopment Authority
 From: Kimberly Flom, Development Services Director
 Date: June 24, 2019

RE: **Façade Grant Application – 421 Main Avenue (Parcel WD-889)**

Background

DeLeers Construction Inc. (Mike Cashman) submitted the attached façade grant application on behalf of the property owner for 421 Main Avenue (Parcel WD-889). This building is also known as Baba Louie's.



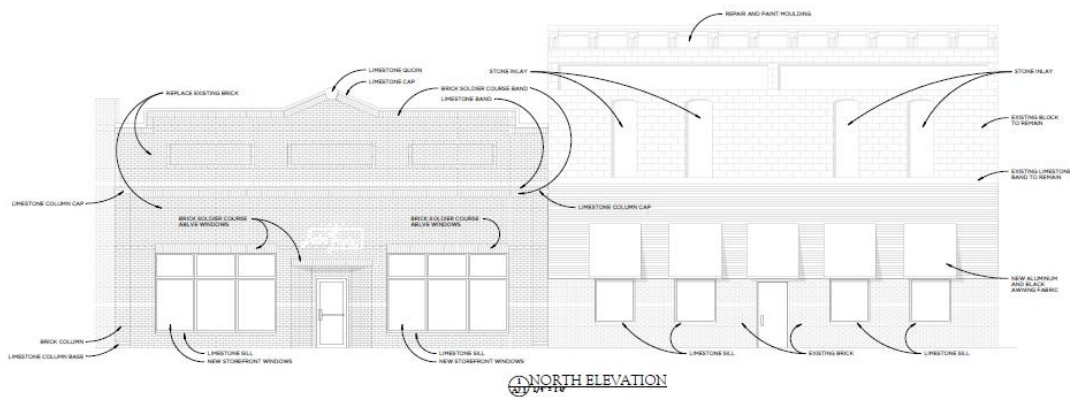
Façade Grant Eligibility

- TID District – Property located in TID #9
- Building Length (measured along right of way) – 88' Main (Front) + 88' Alley (rear) = 176' (Grant Maximum = \$30,000)
- Previous Façade Grant Awarded (if so, when) – None
- Historic Designation – Not historically designated at the federal, state or local level. The property has been reviewed in multiple intensive surveys, including a resurvey in 2016. Per the Wisconsin Historical Society website, the building was constructed sometime between 1900 and 1914 in the Twentieth Century Commercial style. The building mass is capped by a decorative metal cornice and the roofline of the one-story section is distinguished by decorative Art Deco-inspired brickwork running the length of the façade with a small peak in the center.

The applicant proposes a major renovation to the front façade that will improve the overall aesthetic of the building by removing the false front and adding a storefront window system to the single story building.



Existing Front Facade



Proposed Improvements

More details can be found in the attachments provided by the applicant.

Project Summary

The City received the façade grant application on June 11, 2019. No work has been completed to date. The cost estimate provided by the applicant covers work needed for the front façade and is broken down into categories as shown below.

421 Main Ave Façade Grant - Façade Grant Project Estimate

Vendor	Detail	Amount	Notes
Front Façade			
De Leers Construction	General Conditions	\$29,418.00	
De Leers Construction	Sitework	\$14,493.00	
De Leers Construction	Masonry	\$29,690.00	
De Leers Construction	Wood & Plastics	\$9,568.00	
De Leers Construction	Thermal/Moisture Protect	\$8,951.00	
De Leers Construction	Doors and Windows	\$9,451.00	
De Leers Construction	Finishes	\$7,766.00	
De Leers Construction	Special Ties	\$16,723.00	
De Leers Construction	Electrical	\$4,842.00	
De Leers Construction	Overhead	\$10,472.00	
De Leers Construction	Profit	\$5,236.00	
		Total	
		\$146,610.00	
		\$1 Investment	\$73,305.00
		\$1 Grant Match (Maximum)	\$30,000.00
			Grant Maximum
			\$30,000

Funding

The applicant has requested the grant maximum of \$30,000, but is investing well over the \$60,000 required for the matching funds. Common Council recently approved an increase in the TID #9 Façade Grant budget from \$30,000 to \$60,000.

2019 TID #9 Façade Grant Program - \$60,000

The Connective (2/2019) - \$11,000

Baba Louie's (6/2019) - \$30,000

Awarding this project to the grant maximum would leave approximately \$19,000 left for 2019.

Recommendation

Recommend approval of the façade grant request for 421 Main Avenue (WD-889), in an amount not to exceed \$30,000.00, to be funded by TID #9, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) That final grant payment be calculated per program requirements based on receipt review.

	CITY OF DE PERE APPLICATION FOR FAÇADE GRANT	Date: <u>6-10-19</u>
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The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of a Tax Increment District (TID). Applications will be acted upon on a first come first serve basis. The maximum grant is up to \$10,000 for approved projects. The grant requires the expenditure of \$4.00 of private funds for each \$1.00 of grant funds disbursed. Grants will only be awarded to projects that are approved by the Redevelopment Authority.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information			
Applicant Name (Ind., Org. or Entity) DeLeers Construction, Inc.		Authorized Representative Mike Cashman	
Title Senior Business Development Associate			
Mailing Address 1825 Nimitz Dr.	City De Pere	State WI	ZIP Code 54115
Email Address cashman@deleers.com	Phone Number (incl. area code) 920-621-4703	Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity) Baba Louie's		Contact Person James Kropp	
Title Owner			
Mailing Address 419 Main Ave.	City De Pere	State WI	ZIP Code 54115
Email Address babaloughb@aol.com	Phone Number (incl. area code) 920-737-2503	Fax Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address/Description 419 Main Ave. De Pere, WI 54115			Parcel No.
SECTION 4: Project Information			
Project Description: New Facade Front			
Estimated Façade Expenses: \$146,610.00			
Contractor: DeLeers Construction, Inc.			
Estimated Start Date: August 5-2019	Estimated Completion Date: September 27-2019		
Please attach (1) hard copy and (1) PDF version of the following items: 1. A photo of the existing façade. 2. The proposed project design. Color renderings are strongly encouraged. 3. The project cost estimates by major category (design, material, labor, etc).			
SECTION 5: Certification and Permission			
Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.			
Name of Owner/Authorized Representative (please print) Michael R. Cashman		Title S.B.D.A.	Phone Number (920) 621-4703
Signature of Applicant <i>Michael R. Cashman</i>		Date Signed 6-10-19	

Attachment: Updated Application (8435 : Façade Grant Request for 421 Main Avenue (Parcel WD-88). *)



PROPOSAL FOR:
BABA LOUIES FRONT ELEVATION
RENOVATION
419 MAIN AVE.
DE PERE, WI 54115

Attachment: Baba Louie's Front Scope (8435 : Facade Grant Request for 421 Main Avenue (Parcel WD-88). *)

Exhibit A

Commercial Scope of Work

Scope Date:	6/13/19	Job Name:	Baba Louie's Front Elevation Renovation
Projected Start Date:	August 2019	Plan Date:	
Job Location:	419 Main Ave., De Pere WI	Job Number:	

01000 – GENERAL CONDITIONS

01002 – OWNERS

1. The term "Owner" as used in this contract is understood to be the Owner of the property or its agent.

01012 – PROJECT ADMINISTRATION

1. DeLeers Construction, Inc. assumes the role of General Contractor to provide competent supervision throughout the project. This includes a Project Manager and on-site Superintendent. Workmanship will be completed in a professional-like manner according to the industry standard practices.

01045 – INSURANCE AND BONDS

1. Insurance by DeLeers Construction, Inc. to include the following:
 - a. General Liability
 - b. Workman's Compensation
 - c. Builders Risk provide by Owner

01312 – FIELD SUPERVISION

1. DeLeers Construction, Inc. will provide supervision throughout the project which will include a Project Manager and on-site Supervisor as needed.

01405 – ARCHITECT

1. There will be detailed plans provided for construction of structure.

01410 – CONSTRUCTION PERMITS AND FEES

1. Local building permits included.

01440 – DELEERS SAFETY

1. DeLeers Construction, Inc. places a high priority in prevention of accidents and providing a safe work site. We are committed in providing education, training and knowledge to our team members to create a safe working environment. Our success comes from each team member taking personal responsibility and actively participating in our safety program.

2. Prevention of work site accidents is of the utmost importance to our company and Management has made a commitment to providing a safe and healthy work site environment.
3. Any Trade Partners, Owner's Representatives, or other parties visiting or working on the site must abide by DeLeers' Safety Program.

01510 – TEMPORARY UTILITIES

1. All utility charges for temporary or permanent service (electric, water, water meter, gas, phone, data service, security system, or fire protection system) from the utility company or municipality including utility usage during construction is to be paid by Owner.
2. Temporary sanitation shall be included for all trades for the duration of the project by General Contractor.

01520 – CONSTRUCTION FACILITIES

1. The General Contractor will provide a job identification sign.

01530 – TEMPORARY FENCE & WALL

1. Provide safety fence for exterior work as needed.
2. Provide material and labor for interior temporary wall during construction.

01730 – CONSTRUCTION DUMPSTERS

1. Waste and construction debris clean up to be included with each mechanical trade responsible for their clean up at weeks' end or as needed.
2. The cost for waste removal and land fill fees is provided by General Contractor for work included in this scope of work.

01740 – PROJECT CLEANING

1. At the completion of the project, DeLeers Construction, Inc. will turn over building in broom clean condition.
2. Clean, power wash and remove rust stains as best as possible on existing block wall of North elevation of 2 story building.

02000 – SITEWORK

02075 – CONCRETE DEMOLITION

1. Remove single layer of brick on one story building.

02225 – SELECTIVE DEMOLITION

1. Remove window canopies and soffit fascia panel.
2. Remove existing windows on single story building.
3. Remove existing sheetrock and stud wall as needed for single story building.

4. Remove soffit wall panel on both buildings.
5. Remove OSB sheathing in (4) upper window openings.
6. Remove **(2)** existing steel main entrance door on single story building.
7. **Demo and remove approximately 7' x 4' area of existing quarry tile in front entrance of single story building.**

04000 – MASONRY

04200 – GENERAL MASONRY

1. Provide **County Heritage (Coffee Blend)** brick with stone sills under windows with vinyl wrap on angels per plan for North elevation of single story building.
2. All masonry joints will be tooled and brushed.
3. All control joints will be properly caulked and sealed.

06000 – WOODS & PLASTICS

06100 – ROUGH CARPENTRY MATERIALS

1. Exterior bottom plates are 2x6 treated lumber with sill seal.
2. Exterior stud walls are 2x6 SPF spaced 16" on center with 2-ply 2x6 top plates.
3. Exterior has $\frac{1}{2}$ OSB sheathing installed on sidewalls with Tytar (or equal) air infiltration barrier.
4. Provide 2" x 8" treated plate over masonry for flashing.
5. Provide and install $\frac{1}{2}$ " O.S.B. sheathing in 4 upper window openings in two story building.

06410 – CASEWORK FOR INTERIOR NORTH WALL OF SINGLE STORY BUILDING

1. Provide and install new 4" wood base stained to match existing.
2. Provide and install new wainscot panel with chain rail stained to match existing for North wall and entrance.
3. Provide and install laminate or wood window sills. Allowance of \$7,200.00 in proposal for material and labor to install.

07000 – THERMAL AND MOISTURE PROTECTION

07210 – BUILDING INSULATION

1. 6" fiberglass batt insulation in 2"x 6" exterior wood stud walls with a 4mil vapor barrier = approximately R21 High Density.
2. All holes in top plates and any voids in exterior walls to be caulked. All batt insulation in exterior walls to be split to envelope wiring.

07240 – EIFS- EXTERIOR INSULATION FINISH SYSTEM

1. EIFS figured as a soft coat, class PB, and finish system as shown per plan.
2. **An exterior insulation and finish system will be applied to 4 window openings on North side of two story building. The system is composed of a 1 $\frac{1}{2}$ " tick inner layer composed of glass fiber mesh reinforced based coat applied directly to the insulation board and textured protective finish coat.**
3. **The control joints per final design plan to match block joints.**
4. **The EIFS system will be 1 color.**

07460- Siding

1. Provide and install McElroy Mini Rib Horizontal Wall Panel on two story building with trims as needed.
2. **Approximate area 45' wide x 8' height.**
3. **Provide 2'x4' framing behind panel as needed.**

07620 – SHEETMETAL, FLASHING AND TRIM

1. Provide cap flashing trim for masonry on single story building.

EXTERIOR WINDOWS

1. 1" insulated tinted low E tempered glass windows will be set in painted Kynar 500 thermally broken aluminum frames. Approximate sizes are per plan.

EXTERIOR DOORS

1. **(2)** 3070 glass entrance package complete with 1" clear tempered tinted Low E insulated glass, closure, deadbolt lockset and perimeter weather stripping, clear painted Kynar wide aluminum frame finish.

09210 – GYPSUM BOARD AND PLASTER- NORTH WALL

1. Sidewalls are $\frac{5}{8}$ " gypsum board.
2. All windows will have a sheetrock return with a vinyl J-bead edge on all 3 sides of windows.
3. All exterior wall runs, sheetrock to full height.

09600 – Floor

1. **Supply labor and material to install customer supplied quarry tile in front entrance approximately 7' x 4' area.**

09900 – PAINTING

1. All finished plaster board to include (1) coat primer (1) coat latex paint and back roll. Price is based on 1 color(s) of paint. North wall single story.
2. Clean, prime, and paint existing steel **cornice** trim on 2 story building.
3. **Prime and paint (1) existing steel door and frame.**

10430- EXTERIOR SIGNAGE

1. Allowance of \$4,900.00 in proposal for signage.
2. Allowance of \$10,286.00 in proposal for (5) awnings.

16000-ELECTRICAL**16100 ELECTRICAL**

1. Labor and material per design build.
2. Remove (8) lights on front exterior of building.
3. Add (2) black goose neck style lights over sign (\$200.00) allowance per fixture on separate time block.
4. Rewire front all of bar room to accommodate new windows.

5. Add (2) Exit/EM lights with remote egress lights.
6. Add new recess can in front of entrance.
7. Disconnect 3 existing roof top units and re-hook 3 units after room is installed (existing wiring).
8. All work to be Code compliant.
9. All work to be done in a neat and workmanship-like manner.

NOT INCLUDED IN THIS SCOPE OF WORK

1. Owner's sign or logo on building.
2. Furniture, benches, lockers, and all equipment.
3. Telephone, data, sound equipment and wiring.
4. Fire Alarms or Security Systems.
5. Electric transformer pad with conduit and wiring between transformer and building.
6. DeLeers Construction, Inc. assumes no responsibility for unloading and taking possession of Owner's or Owner's Subcontractor's directly shipped materials.
7. Utility application and fees.

Base Budget Total per Scope of Work: \$146,610.00

Accepted Alternates: _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Contract Total: \$ _____

ACCEPTANCE

 Owner Date

 DeLeers Construction, Inc. Date

OPTION 01: Change Masonry on Single Story Building

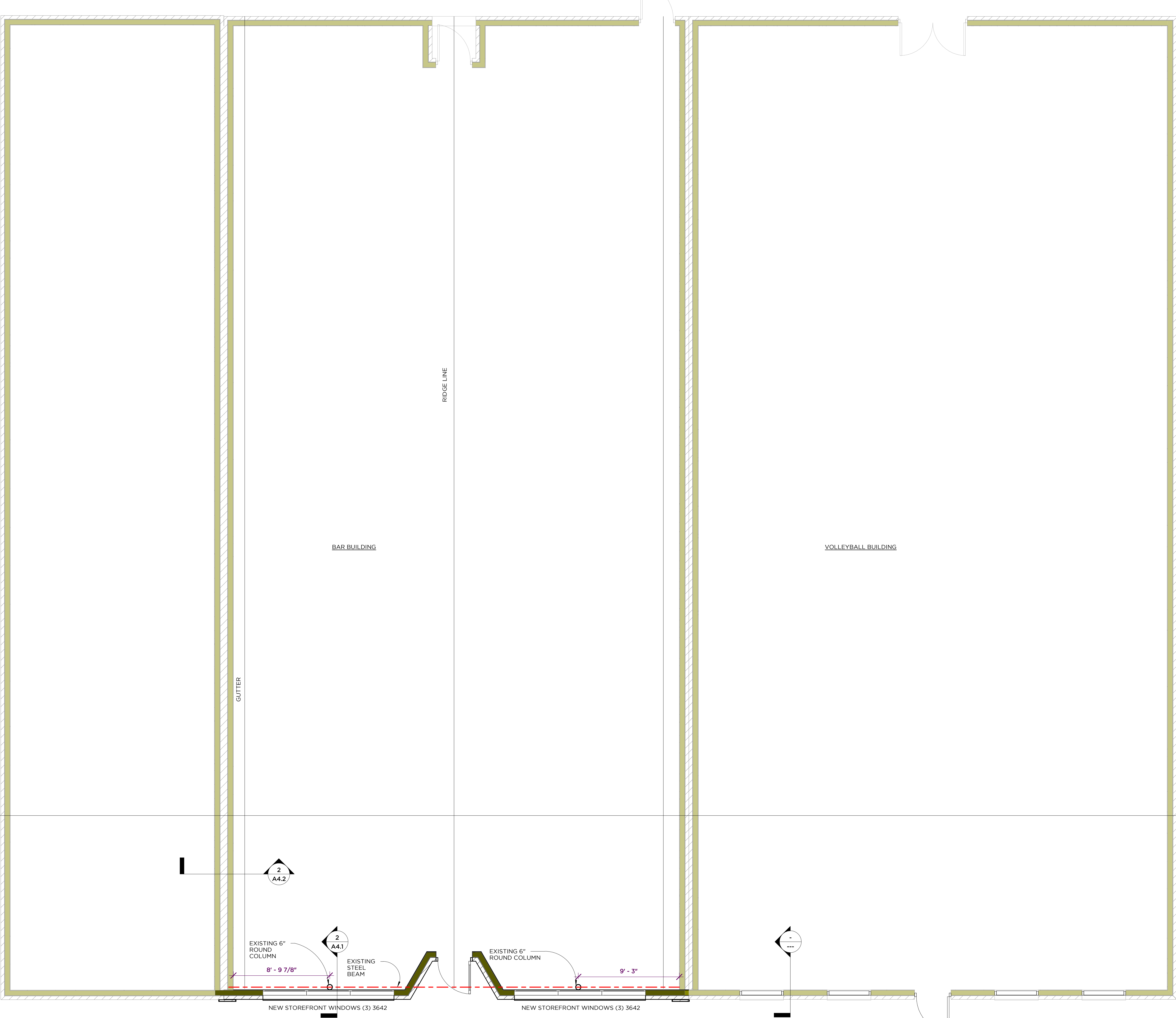
- Change Heritage Coffee Blend brick to Gagnon Meridian Stone Mill Queen.

OPTION 01 ADD: \$2,480.00

OPTION 02: Change Wall Panel on Two Story Building

- Change McElroy Mini Rib Horizontal Panel to Millennium Zalmag Large Flat Panel tile.

OPTION 02 ADD: \$ _____



1
A1.1

FIRST FLOOR PLAN

1/4" = 1'-0"



PRELIMINARY - NOT FOR CONSTRUCTION

CONSTRUCTION SET
REVISIONS

DATE: XX.XX.XX
SHEET: A1.1

B.D.A.:	BRIAN ROSNER	PRE-CONTRACT UPDATES:
DESIGNER:	...	04.09.2019-DVG
DRAWN BY:	DVG	06.05.2019-DVG
DESIGN NO:	19-61-03	...
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BABA LOUIES

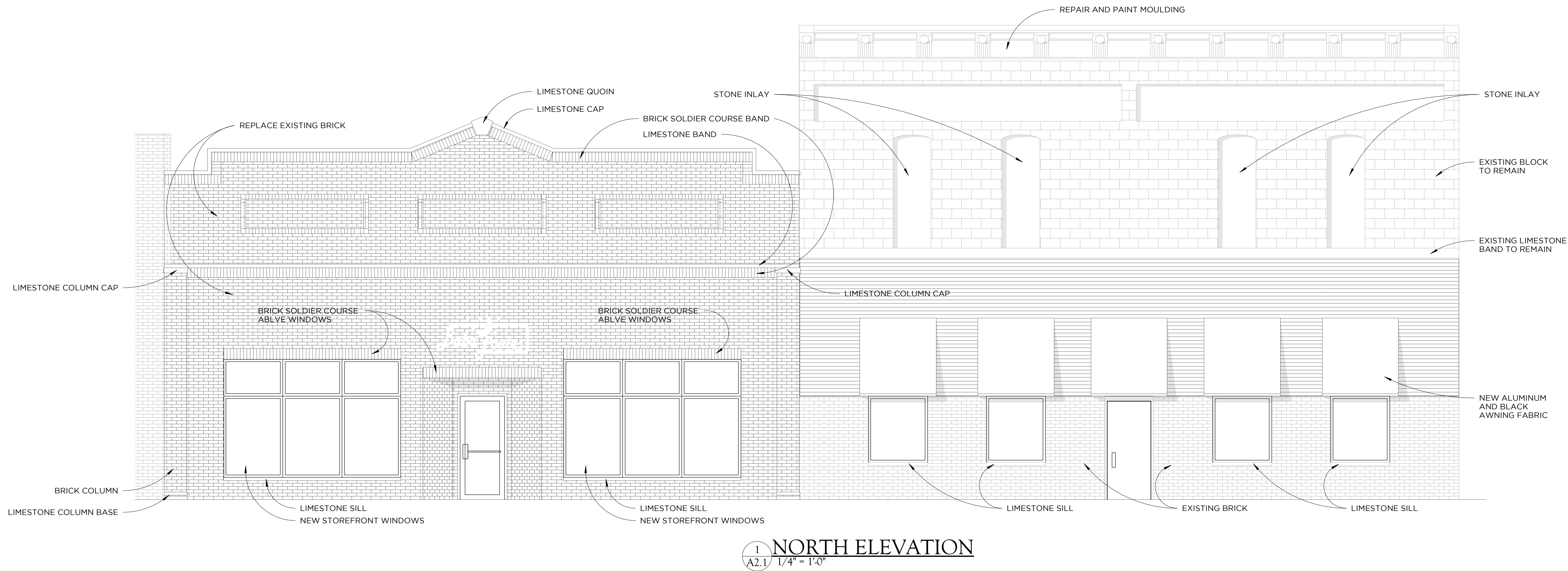
419 MAIN AVE, DE PERE, WI 54115

Attachment: BABA LOUIES - 06-10-2019 (8495 : Facade Grant Request for 421 Main Avenue (Parcel WD-88) - 1)



DELEERS
CONSTRUCTION, INC.

1825 Nimitz Drive, Suite A | De Pere, WI 54115
P 920.347.5830 | deleers.com



PRELIMINARY - NOT FOR CONSTRUCTION

BABA LOUIES

419 MAIN AVE, DE PERE, WI 54115

Attachment: BABA LOUIES - 06-10-2019 (8495 : Facade Grant Request for 421 Main Avenue (Parcel WD-88) -)

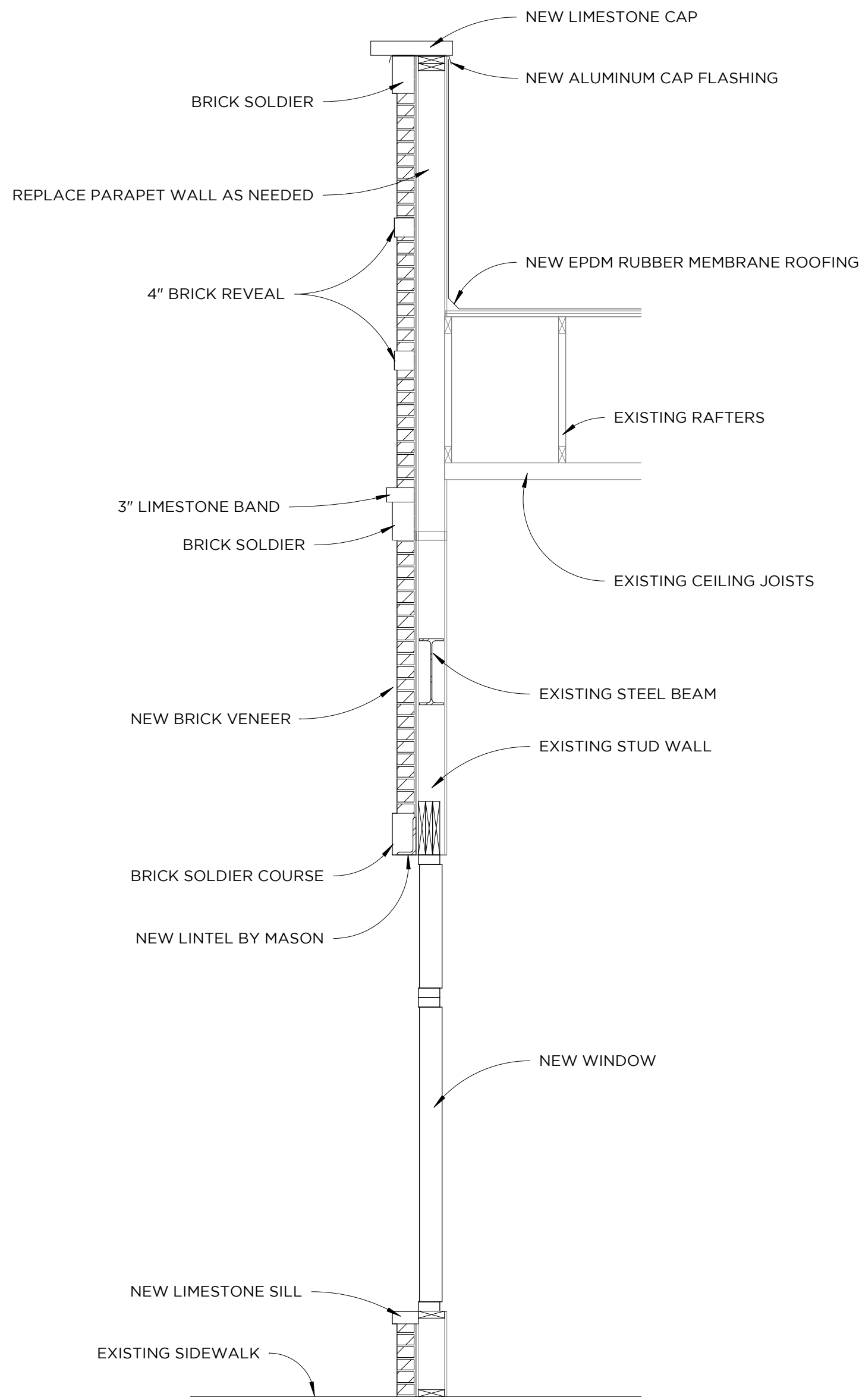
CONSTRUCTION SET REVISIONS	B.D.A.: BRIAN ROSNER		PRE-CONTRACT UPDATES:	
	DESIGNER:	...	04.09.2019-DVG	...
	DRAWN BY:	DVG	06.05.2019-DVG	...
	DESIGN NO:	19-61-03	...	...
DATE: XX.XX.XX		SHEET: A2.1		

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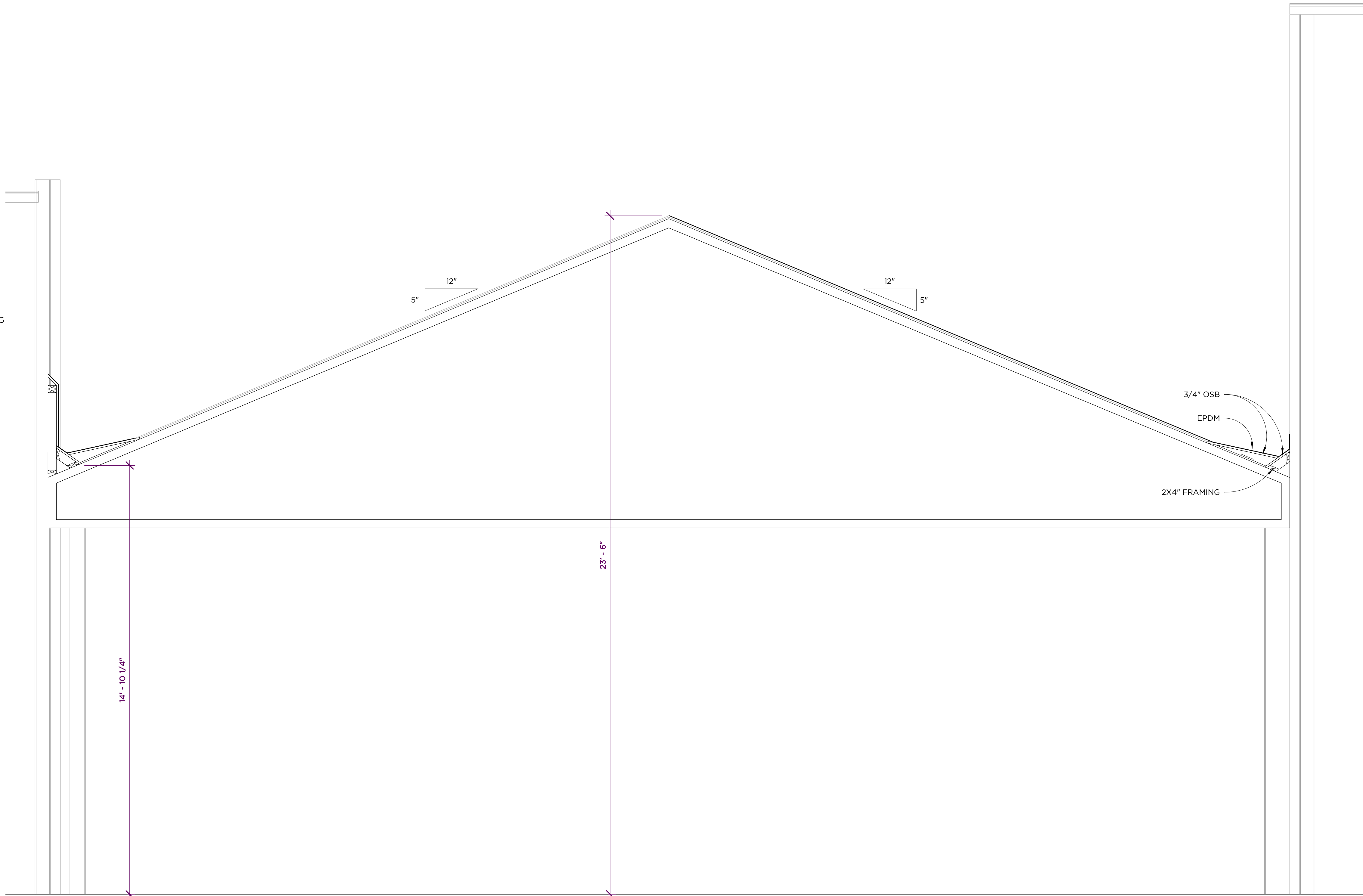
3.d

DELEERS
CONSTRUCTION, INC.

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P 920.347.5830 | deleers.com



2
A4.1 Section 2
1/2" = 1'-0"



1
A4.1 Section 1
1/2" = 1'-0"

PRELIMINARY - NOT FOR CONSTRUCTION

CONSTRUCTION SET REVISIONS	DATE:	BY:	REVISION:

DATE: XX.XX.XX
SHEET: A4.1

B.D.A.	DESIGNER:	DRAWN BY:	DESIGN NO:	PRE-CONTRACT UPDATES:
BRIAN ROSNER	...	DVG	19-61-03	04.09.2019-DVG 06.05.2019-DVG
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BABA LOUIES
419 MAIN AVE, DE PERE, WI 54115
Attachment: BABA LOUIES - 06-10-2019 (8495 - Facade Grant Request for 421 Main Avenue (Parcel WD-88) -)

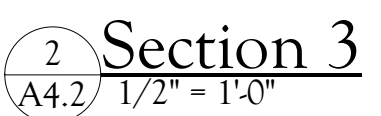
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CONSTRUCTION, INC.
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CONSTRUCTION SET REVISIONS

A4.2



Spreadsheet Report
Baba Louies Front Remodel

Page 1
 6/13/2019 8:39 AM

Baba Louies Owner Report
Commercial 5-3-19
Deleers Construction, Inc.

Project name	Baba Louies Front Remodel 419 Main Ave. De Pere WI
Estimator	Paul Truttmann
Labor rate table	2019 Standard Rates
Duration	
Bid date	5/3/2019 2:30 PM

Attachment: Cost Breakdown (2) (8435 : Facade Grant Request for 421 Main Avenue (Parcel WD-88). *)

Spreadsheet Level	Total Amount
01000 GENERAL CONDITIONS	
01045 INSURANCE AND BONDS	649
01312 FIELD SUPERVISION	5,569
01405 ARCHITECT/ENGINEER FEES	8,391
01410 CONSTRUCTION PERMITS & FEES	2,207
01510 TEMPORARY UTILITIES	368
01530 SHORING/FENCING/ENCLOSURES	5,996
01540 CONSTRUCTION EQUIP/SCAFFOLDING	2,010
01730 CONSTRUCTION DUMPSTER	812
01740 PROJECT CLEANING	3,416
GENERAL CONDITIONS	29,418
02000 SITEWORK	
02075 CONCRETE REMOVAL / DEMOLITION	11,967
02225 SELECTIVE DEMOLITION	2,527
SITEWORK	14,493
04000 MASONRY	
04200 MASONRY	29,690
MASONRY	29,690
06000 WOOD & PLASTICS	
06100 ROUGH CARPENTRY	7,788
06210 FINISH CARPENTRY	211
06220 MILLWORK	478
06410 CABINETS AND CASEWORK	1,091
WOOD & PLASTICS	9,568
07000 THERMAL/MOISTURE PROTECT	
07210 BUILDING INSULATION	1,082
07240 EIFS (Exterior Insulation Finish System)	4,988
07410 METAL ROOF/WALL PANELS	2,881
THERMAL/MOISTURE PROTECT	8,951
08000 DOORS & WINDOWS	
08410 ALUMINUM STOREFRONT, GLASS & GLAZING	9,451
DOORS & WINDOWS	9,451
09000 FINISHES	
09210 GYPSUM BOARD & PLASTER	2,869
09600 FLOORING	1,082
09900 PAINTING	3,814
FINISHES	7,766
10000 SPECIALTIES	
10430 EXTERIOR SIGNAGE	5,594
10530 PROTECTIVE COVERS	11,129
SPECIALTIES	16,723
16000 ELECTRICAL	
16100 ELECTRICAL	4,842
ELECTRICAL	4,842

Attachment: Cost Breakdown (2) (8435 : Facade Grant Request for 421 Main Avenue (Parcel WD-88). *)

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis
Overhead	10,472			8.000 %	
Profit	5,236			4.000 %	
	15,708	146,610			
Total		146,610			

Attachment: Cost Breakdown (2) (8435 : Facade Grant Request for 421 Main Avenue (Parcel WD-88). *)



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: June 24, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action regarding a Facade Grant request for 416 George Street (Parcel ED-816). *

ATTACHMENTS:

- 416 George RDA Memo 6-24 (PDF)
- 416 George Facade App (PDF)
- Owner Letter 6-2019 (PDF)
- CertaPro Quote 416 George (PDF)
- 416 George Photos (PDF)

City of De Pere MEMORANDUM

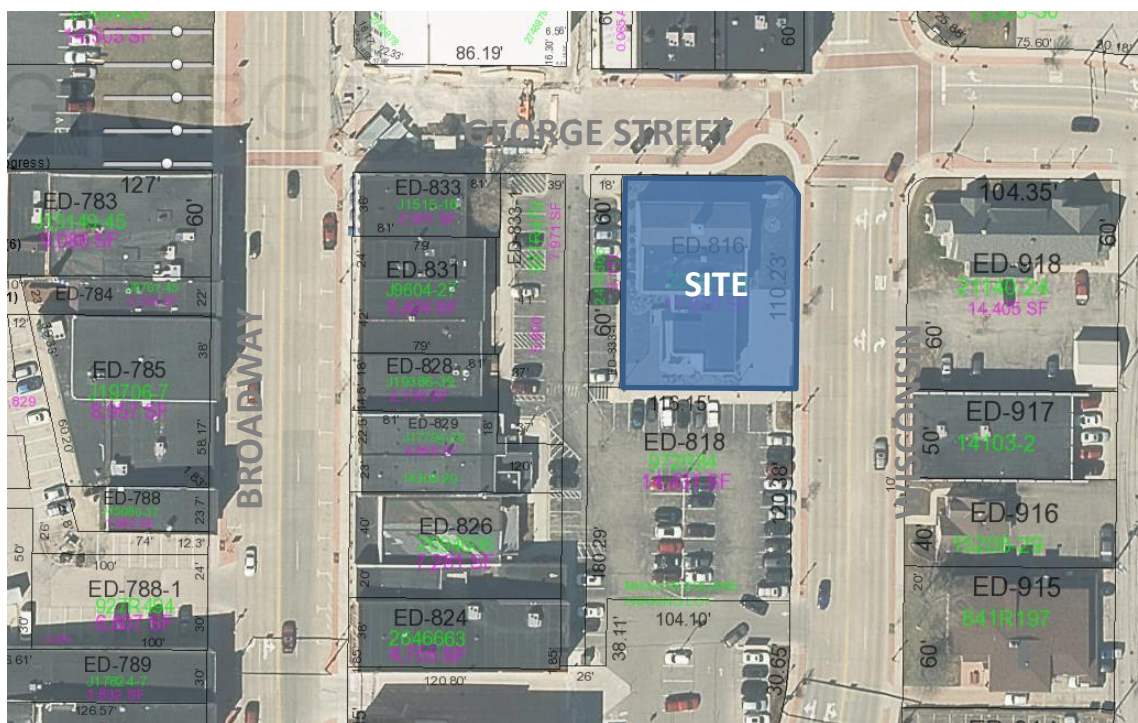


To: Redevelopment Authority
 From: Kimberly Flom, Development Services Director
 Date: June 24, 2019

RE: **Façade Grant Application – 416 George Street (Parcel ED-816)**

Background

BMG Development LLC (Bruce Gajewski) submitted the attached façade grant application for 416 George Street (Parcel ED-816). This building is also known as the former post office.



Façade Grant Eligibility

- TID District – Property located in TID #7
- Building Length (measured along right of way) – 101' George + 109' Wisconsin = 210' (Grant Maximum = \$30,000)
- Previous Façade Grant Awarded (if so, when) – \$10,000 in February 2009.
- Historic Designation – Not historically designated at the federal, state or local level. However, someone prepared a draft National Register nomination in 1993, but it does not appear to have been submitted. Both the 2001 and the 2017 Intensive Survey review this property.

Attachment: 416 George RDA Memo 6-24 (8436 : Façade Grant request for 416 George Street (Parcel ED-816). *)

The Colonial Revival style building, also known as the 'De Pere Post Office' was designed by Louis. A Simon and constructed in 1941. Public Works Administration monies funded the construction of the building, which is sheathed with locally quarried, irregularly coursed limestone. The building functioned as the De Pere Post Office from time of construction until 1996. While the exterior design remains largely intact, the interior has been substantially modified from the original design.



The current owners acquired the building in May of 2018. Per the attached letter, after a small landscaping project in 2018, several building maintenance efforts began in May of 2019.

Proposed Project Scope

1. Repainting the entire building and cupola.
2. Repairs to the cupola.
3. Building tuckpointing and handicap ramp repair.
4. Stone repair at the building front.
5. Landscaping (completed 2018).
6. Concrete entrance and stair repair.
7. Shutters – North side of building.

More details can be found in the attached documents, submitted by the applicant. Other than the proposed shutters, the overall appearance of the building will not change. However, the building continues to maintain much of its historic character.



This conceptual image depicts the appearance of the proposed shutters. Supporting the renovation of historic buildings is a key objective of the Façade Grant Program. Although shutters were not part of the original building design, our Downtown Design Specialist at WEDC noted that shutters are not uncommon for this building style and will not set any unwanted precedent. He did, however, recommend that the shutter design be revised from board and batten to a more traditional style (two options) as shown in the below photo. The board and batten style would have been used on much older buildings.



Proposed Shutters – North Facade



Recommended Shutter Design

The project categories generally fall into eligible expenses per the Façade Grant guidelines, but there are some timing and design considerations.

Timing: Some of the work included by the applicant began prior to the Façade Grant submittal. Per the Façade Grant guidelines 'retroactive funding requests for work completed before an application submittal will not be considered.' The City received the Façade Grant application on June 11, 2019. The applicant notes that, as new owners, they were not aware of the Façade Grant program until June 10 after a meeting with Definitely De Pere.

Design: The façade grant application includes a proposal to add cedar board and batten shutters to the north façade. WEDC review of the design noted that the shutters are an acceptable feature, but recommend utilizing a shutter with a more traditional design.

The below chart breaks out project categories and includes notes on eligibility per the façade grant guidelines.

416 George Street Façade Grant - Façade Grant Project Estimate

Vendor	Detail	Estimated	Status	Notes
Sigl Masonry	Tuck Pointing	\$6,800.00	Work began early June 2019	<i>Verbal Estimate. Not eligible per retroactive provision</i>
CertaPro Painters	Painting & Cupola Repair	\$7,577.85	Work began 6/7/19	<i>Quote provided for painting but not cupola repair. Was scheduled for later in the year but moved up due to contractor availability. Not eligible per retroactive provision.</i>
Sigl Masonry	Stone Repair - Front	\$4,300.00	Work began early June 2019	<i>Verbal Estimate. Not eligible per retroactive provision.</i>
By Owner	Landscaping/Mulching	\$1,100.00	Work Completed 2018	<i>Estimate provided in owner letter. Not eligible per retroactive provision.</i>
R&S Handy Man Services	Cedar Shutters	\$2,800.00	To be complete by 7/30/19	<i>Estimate provided in owner letter. Eligible. Design change requested.</i>
G-Force	Concrete Repair	\$4,800.00	Scheduled for week of July 22	<i>Estimate provided in owner letter. Eligible</i>
Requested Total		\$27,377.85	Eligible Total	Grant Maximum
\$1 Investment		\$13,688.93	\$7,600.00	\$30,000
\$1 Grant Match		\$13,688.93	\$3,800.00	

Funding

The applicant has requested approximately \$14,000 (\$13,688.93) in façade grant funding.

The project is located in TID #7. The Common Council approved \$30,000 from TID 7 for Façade Grant projects in 2019. To date, no other 2019 Façade Grant funds have been allocated to the east side of downtown.

In order to align with the Façade Grant Guidelines related to retroactive funding, staff only recommends approval of the Concrete Repair and shutter portion of the project. Other portions of the project may be reviewed and considered by the RDA.

Recommendation

Staff recommends approval of a portion of the façade grant request for 416 George Street (ED-816) as detailed in this report, in an amount not to exceed \$3,800.00, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) That final grant payment be calculated per program requirements based on receipt review.
- 2) That the applicant consider changing the shutter design from board and batten to something more traditional.



CITY OF DE PERE

APPLICATION FOR FAÇADE GRANT

Date:

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of designated Tax Increment Districts (TID). Applications will be acted upon on a first come first serve basis. See the back of this form for funding requirements and review process.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) BMG Development LLC	Authorized Representative Bruce M Gajewski	Title President / owner	
Mailing Address 1330 S. Sedona Circle	City Oneida	State WI	ZIP Code 54155
Email Address EatSubway1@SBCGlobal.net	Phone Number (incl. area code) (920) 819-0395	Fax Number (incl. area code) (920) 455-0248	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 416 George St. De Pere WI. 54115	Parcel No.
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SECTION 4: Project Information

Project Description: Repaint and tuck point the entire building (fixing cupola, entrance way stone, and concrete stairs)	Estimated Start Date: ASAP	Estimated Completion Date: July 31, 2019
Existing Façade Photo (attach):	Design Drawing (attach):	

Fill in below form with cost estimates based on category. Attach quotes to this application.

Category	Cost Estimate	Category	Cost Estimate
Painting / Cupola repair	\$7077.85 + \$500.00	Landscaping / mulching	\$1100.00
Tuck Pointing	\$6800.00	Shutters (cedar)	\$2800.00
Stone Repair (front side)	\$4300.00	Concrete Repair (stairs)	\$800.00
Total Eligible Expenses:	\$27,377.85	Requested Grant Amount:	\$13,688.00

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Bruce M Gajewski	Title owner	Phone Number (920) 819-0395
Signature of Applicant <i>Bruce M Gajewski</i>		Date Signed 5-31-19

Dear Kim and RDA review committee,

First I'd like to thank the committee for considering my project for the Façade Grant Program.

My name is Bruce Gajewski I've lived in De Pere for 20 years. Last year in May I purchased the old post office building at 416 George St. from Jerry Gillespie. Jerry had owned the property for 15 years and did a good job keeping it up. When I bought the property my wife and I thought that it could use a little face lift. So our first year we thought that we'd start with the landscaping. We purchased and replaced over 16 shrubs and bushes and added fresh mulch. We also thought it would be nice to add flower pots to all of the entrances which really made the building stand out.

The wrought iron hand rails needed a little attention so we hired someone to grind them down and repaint them as well.

In May of this year we decided that we needed to address the outside of the building itself. So in May and June I started getting estimates for painting, tuck pointing and repairing of the cupula and some of the stone work on the building and entrance ways.

The building and cupula needed to be scraped, repaired (where needed), and painted. So I talked to Jim Finer from CertaPro Painters and he came up with an estimate of \$7077.85 for painting. He said that it may be about \$500. 00 more for repair work on the cupula. His initial time frame for beginning the project was the middle of July.

Jim ended up calling me last week to see if there was any way that they could start the project early because his company was bringing in painters from another state. Knowing how the rain has push most projects back 4- 6 weeks I agreed to them beginning the project last week Friday. His company should be finishing up by June 20th.

The next contractor I hired was Jamey Sigl from Sigl Masonry. Jamey walked the property with me and discussed what needed to be done. Tuck pointing around the whole building. Taking out old mortar and replacing it with new mortar.

Due to the continuing rainy Spring we had, I was having issues with water leaking into the property, so flashing and sealing where the stone meets the roof needed to be done right away.

Also, the block on the handicapped ramp was deteriorating. Jamey had to add skirting material along the block, replace damaged block and seal it so that rain would no longer be an issue.

The stones on the front entrance of the building were literally falling off of the stairs. Jamey had to redo the caulking on the top steps so that the water would no longer seep through to the stone and deteriorate the mortar. He then had to redo all of the stone work on the steps.

Jamey originally said that he was 6 weeks out, which would have had him starting in the middle of July as well.

After seeing the condition of the building he put some other jobs off to help me out to get it done so that the building didn't get compromised with any more rain. I've worked with Jamey for over 20 years and respect his opinion on masonry projects.

Jamey started the project the first week in June and completed it June 11. Jamey's original estimate was a verbal estimate over the phone \$6,800.00 for tuck pointing, and \$4,300.00 for ramp repair and front entrance repair.

I can send you a copy of the bill once I receive it.

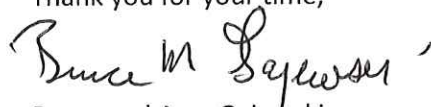
The next contractor I will be using is Doug Thomas from G-force (Garage force). Doug will be fixing the concrete entrance and stairwell on the east side of the property. Both have concrete that is very uneven and unsafe. He will be using a nonstick epoxy product. The cost for this will be \$4800.00. His estimated time for this is the week of July 22, 2019.

The final contractor that I will be using is Reggie Elwood from R & S Handy Man Services. He will be making Cedar Shutters for the North side of the building. These shutters will be 8 feet by 2 feet, board and batten shutters, primed and painted. This is an owner estimate of \$2,800.00 to be completed by July 30, 2019.

My wife and I did the landscaping in 2018 so I'm not sure if that qualifies, but the cost was over \$1100.00.

Please consider my property for the City of De Pere Façade Grant.

Thank you for your time,



Bruce and Amy Gajewski

BMG Development LLC.

Please contact me at (920) 819-0395 with any questions.



Exterior Proposal

Job #: JOB-1242-8517

Date: 05/13/2019

PREPARED FOR

Bruce Gajewski
Gajewski, Bruce/Old Post Office Comm-Ext
416 George St
De Pere, WI 54115

(920) ~~315-1022~~ 819-0395

✉ eatsubway1@sbcglobal.net

PREPARED BY



☎ 920-455-9043
✉ jfiner@certapro.com

Jim Finer
Commercial Sales Associate

Alan Phillips
(920) 964-9295
greenbayoffice@certapro.com
<https://newi.certapro.com>
785 Scheuring Road, Ste C
De Pere, WI 54115

Full Worker's Compensation Coverage
General Liability / Umbrella Insurance / Auto Insurance

PRICE SUMMARY

Cupola	\$2,184.66
Post Office	\$4,265.36
Lead Safe Practice	\$627.83
Total:	\$7,077.85
Deposits Due	\$3,500.00
Balance	\$3,577.85

PROJECT SUMMARY

*LEAD SAFE PROJECT

Color: CertaPro White SW7006

Included in the price above:

Wood soffit and fascia
Ornate winows and frames (2)
Simple pane windows and frames (4)
Wood pillars and face on entrance
Cupola including 4 windows and frames

Excluded in the price above:

Unpainted masonry surfaces

Vinyl/Aluminum maintenance free doors and windows

Aluminum fascia

Downspots/gutters

Preperation Process:

1. Clean areas to be painted with a water based cleaner/degreaser
2. Scrape off any loose and peeling paint practicing lead safe procedures
3. Mask off any areas not being painted

Paint Process:

1. Apply 1 coat of S-W oil based wood primer
2. Apply 2 coats for S-W Duration exterior satin (Color TBD)

PROJECT DETAILS

	Paint	Sheen	Color	Paint / Primer Coats
Cupola \$2,184.66				
Cupola	Duration-	Satin	CertaPro White SW7006	2 / 1
Windows	Duration-	Satin	CertaPro White SW7006	2 / 1
Window Frames	Duration-	Satin	CertaPro White SW7006	2 / 1
Wash				
Paint Brands: Sherwin Williams , Sherwin-Williams				
Post Office \$4,265.36				
Wood - Airless	Duration-	Satin	CertaPro White SW7006	2 / 1
Soffit	Duration-	Satin	CertaPro White SW7006	2 / 1
Fascia	Duration-	Satin	CertaPro White SW7006	2 / 1
Windows	Duration-	Satin	CertaPro White SW7006	2 / 1
Window Frames	Duration-	Satin	CertaPro White SW7006	2 / 1
Ornate Post	Duration-	Satin	CertaPro White SW7006	2 / 1



Prep & Repair

Wash

Paint Brands: Sherwin Williams , Sherwin-Williams

Lead Safe Practice \$627.83

Lead Safe Practice

SET-UP**CUSTOMER TO:**

- Keep vehicles away from home/building
- Customer to choose paint colors week before project

CERTAPRO WILL COVER & PROTECT

- Bushes
- Deck
- Driveway
- Flower beds
- Light fixtures
- Walkway
- Roof

CERTAPRO WILL**EXCLUSIONS**

- Aluminum Soffits & Trim
- Any surface not specified in the proposal
- Anything else not specified in the proposal
- Door Frames
- Doors
- Railings
- Retaining Wall
- Stucco
- Vents
- Wrought Iron Railings
- Underside of Deck/Stairs
- Maintenance Free Windows
- Foundation
- Brick
- Downspouts & Gutters

Additional set up instructions from defaults.

PREPARATION

- Caulk previously caulked gaps and cracks
- Scrape loose and peeling paint

STANDARD LEVEL OF PREP

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:

- Wash or wipe down surfaces being painted.
- Scrape and sand loose and peeling paint. Please Note** Scraping and sanding will not result in a smooth finish. There will be ups and downs where paint was removed.
- Spot priming bare wood and metal in areas being painted. We do not spot prime areas being stained.
- Caulking as needed. We only caulk areas that were previously caulked and are missing or failing. We only remove caulking that is failing.

This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:

- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.
- Full recaulking if caulk is not failing or missing.
- Stripping existing surface coating.

CLEAN-UP

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris

Attachment: CertaPro Quote 416 George (8436 : Facade Grant request for 416 George Street (Parcel ED-816). *)

will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. We clean up daily and upon completion to make sure your property is "presentable" and perform a full clean-up when we are complete (including sweeping and vacuuming paint chips). The procedures performed to properly clean your house may create literally thousands of very small paint chips that are near impossible to fully cleanup.

Upon Completion: All tools, supplies & equipment will be removed from the property. If there is leftover paint, we will leave leftover paint for your future use.

NOTES

OUR CERTAINTY SERVICES SYSTEM: To ensure that the project meets your expectations, we will:

- Meet with you at the beginning of the project to ensure all information is up to date and accurate.
- Communicate with you daily to inform you of what has been completed, what will be done tomorrow and any possible issues.
- And finally, have you do a final inspection with us to make sure that you are completely satisfied with the completed project.

CHANGE ORDERS: Any changes to the scope of work detailed above, or to the color or gloss level of the paint to be used, requires customer sign-off on a change order form and will result in additional charges to cover time and materials.

UNFORESEEN CONDITIONS: Cannot be predicted, and therefore are not included in this bid, should something outside the scope of work be encountered, we will notify you and proceed upon your approval.

SCHEDULING: To schedule your project we will need a signed contract. Our office will call you directly to discuss potential start dates once it is received. If you have any special considerations or deadlines that you need us to assist you with, please let us know and we will make the necessary special accommodations. To be fair to all our customers, all projects are scheduled in the order in which they are received in our office signed.

PRODUCTION DELAYS: Delays in production can happen for many reasons. Depending on the season of the year our work day lengths are affected. Such as spring and fall our work days can be shorter. Rain plays a huge part in our schedule and even a shower in the morning can stop us from doing any work on a given day. Also saturating rains may require additional drying days before we can start work again.

COLOR SELECTION: Please complete color selection five days prior to the start of production so that we may uphold our commitment of scheduling. As part of our service we are happy to assist you in making color selections by supplying manufacturer's color charts. The samples on the chart are ink representations and only approximate the actual paint color that will be applied. One way to be certain that the paint color you have chosen will meet your expectations is to apply a Test Patch. A sample purchased from the paint store can be applied to the area that will be painted prior to making the final selection. If you choose to have your old paint can matched because it was the color used last time or use a surface paint chip that there maybe a difference in look due to sheen differences or fading.

NUMBER OF COATS: We quoted the project based on our conversation with you at time of estimate. The following number of coats required is being provided for you in case you change your mind as to what the color will be so you understand why the number of coats may change. **1 Coat** - Keeping same color that is currently on surface (This includes faded colors on surfaces that can be caused from many environmental reasons) - Surface must also be in good condition. Dry wood may absorb the first coat regardless of it being the same color. **2 Coats** - Color change (This includes using the original color if surface has faded) - We recommend a 2nd coat if the house has not been painted or stained within the last 5 years or if it is dry. **3+ Coats** - Shades of Yellow or Red or Orange or a Dark Deep Base color - Or if it is a significant color change. Very old dry wood may even require 3+ coats in special cases.

- Extensive carpentry may effect the number of coats based on the surface and color selection

COLOR AND COATS: The Customer is considering updating the color of their home/building. CertaPro highly recommends 2 coats of paint/stain to ensure uniform color/sheen and for longevity reasons between projects.

Due to the paint failure on the wood substrates, CertaPro highly recommends priming those areas prior to painting. We use Sherwin Williams Prime RX Wood Bonding Primer. This will extend the amount of time between painting projects.

SURFACE PREPARATION: We will power-wash the Customer's home using TSP or Simple Green before we commence any surface preparation to remove any surface dirt and kill any mildew. This will prepare the surfaces for painting. The Customer is aware that this will happen a few days before we actually start the other prep work.

As discussed with the Customer, their home/building is in relatively good shape, but there will still be some surface preparation (scraping, caulking, sanding and priming) needed to bring the substrate to a condition where it will readily and properly accept the application of the finish coat of paint.

DEPOSITS:

Commercial - A 50% deposit is required in order to secure a place on our schedule. Balance is due upon completion. Pricing assumes payment by check.

PAYMENT METHODS: We accept checks and credit cards. The credit cards we accept are Visa, MasterCard and Amex. If paying with check please provide check made out to CertaPro Painters to the Job Site Supervisor assigned to your project. If paying by credit card please contact our office at 920-964-9295.

CREDIT CARD FEES: We are pleased to offer you the option to pay for your project using Visa, MC or AMEX. If you choose to pay with this method there will be 3% credit card processing fee on the amount being processed.

COLOR CONSULTATION: When you work with CertaPro to enhance your exterior, we want you to paint with certainty - especially regarding your color choice. We understand color decisions can be overwhelming. This process is made a little easier when an experienced color coordinator brings samples to your home and helps you choose a color palette that best suits your home, personal taste and style. It is our pleasure to offer our customers a color consultation at NO CHARGE (\$250 value) to provide expert paint advice and counsel to our valued customers prior to the start of their interior paint project (Limit 1). If additional color consults are requested, they will be done with a service charge of \$100 per consultant.

DECKS & STEPS: Horizontal surfaces take a beating from foot traffic, rain, ice, and snow and will show wear before anything else. Many people choose to maintain them biannually or annually.

CARPENTRY: Any carpentry work to be done by anyone other than CertaPro must be 100% completed before CertaPro can begin the painting project. All carpentry will be done on a time and material basis at \$75 per man hour + materials. The Customer will need to approve all additional work.

*** Carpentry Services, EIFS, Dryvit and Stucco Repairs are excluded from any discount(s) that may be offered. ***

LIFT: Lift will be required for reaching some exterior surfaces. The lift charge of \$_____ is not included with the current quote but will be included once project is completed. Understand that this is only an estimated cost and may increase or decrease based on lift size needed and length of rental. Weather is out of our control and lifts are not discounted for weather by the rental company. Estimate also does not include delivery fees, cleaning fees, taxes, gas etc. If you do not approve the lift cost you can provide a lift yourself because to complete your project it will be needed.

To approve us renting a lift, please sign here:

WOOD WINDOW REFINISHING PROCESS:

1. Scrape off loose paint
2. Clean
3. Mask off items not being painted
4. Touch-up glazing as needed
5. Full Prime using Alkyd/Oil Primer
6. Apply 2 coats of DurationExterior/Satin (Color TBD)

ADDITIONAL NOTES

CUSTOMER SERVICE COMMITMENT: The goal for this job is to provide the best customer experience possible. This is accomplished by being friendly and courteous, by making the client feel part of the process with daily updates and excellent communication, by doing things right the first time, and by respecting your property and your home. We recognize that we are guests.

LEAD SAFE PRACTICES: Although not all home require LEAD SAFE practices to be followed, CertaPro Painters elects to educate all of its customers about the hazards of LEAD paint. Go to <http://www.epa.gov/lead/pubs/renovatorightbrochure.pdf> and read through the Renovate Right Brochure. Then please sign the Pre-Renovation Form and return to CertaPro Painters.

SAFETY: CertaPro Painters requires and practices safe working conditions for our customers and staff. CertaPro Painters practices the following safety procedures including but not limited to: Occupational Safety & Health Administration (OSHA), Environmental Protection Agency (EPA) & Department of Health Services (DHS). In the event you ever witness a CertaPro Painters crew member not following safe practices please immediately call (920) 964-9295.

The terms and conditions on the back side of this document are incorporated into the agreement of the parties. All coupons and discounts must be provided at time of approving work. No combination of discounts are allowed.

LIMITED WARRANTY: QUALITY OF WORK. All work performed by CertaPro will be completed according to customary industry standards. Damage to CertaPro's finished work caused by other contractors or persons, or resulting from surfaces conditions which are not addressed in CertaPro's work, including dry wall pops, are not considered warranty repair and may, at CertaPro's option, require separate payment to remedy.

REMEDY. CertaPro must be given the first opportunity to correct any problem and the remedy will not be deemed insufficient so long as CertaPro is willing and able to repair, correct, or repaint the alleged defective area.

Entire Agreement; Change Orders. No modification of this agreement by Customer will be binding on CertaPro unless in writing and signed by the authorized representative of CertaPro.

Billing Service Charges; Collection Expenses. Full payment due upon completion of work described in proposal and change order (if applicable). Following final billing, all open accounts will be subject to service charges if not paid within 15 days after the amount becomes due. Amounts not paid when due will incur a service charge of 1.5% per month so long as the amounts remain unpaid. All collection costs, including attorney's fees and court costs, incurred by CertaPro in the collection of amounts becoming due will be the responsibility of Customer.

Indemnification. Customer agrees to hold harmless and indemnify CertaPro from any claim for injuries to persons or damage to property which is suffered by CertaPro's employees, subcontractor's or subcontractor's employees as the result of latent defects or hidden hazards which exist on Customer's premises, or which are caused by the negligent acts or omissions of Customer, Customer's family, property occupants or Customer's invitees.

Disputes. All disputes between the parties which relate to the quality of the work or the outcome of CertaPro's services must be submitted to mediation. If not resolved by mediation, the parties agree to submit to binding arbitration of all such disputes. This provision will not apply to any claim by CertaPro for the payment of money owed, nor any claim arising from the circumstances set forth in the Indemnification paragraph.

Credit Cards are gladly accepted for payment but will be assessed a 3.0% process fee of the total invoice for the project and will be charged in addition to the proposed amount.

If ladder work is deemed unsafe to access high points then a man-lift may be required. Costs for safety equipment are in addition to this estimate.

Windows, stormers, and doors are priced per side unless otherwise specified. Additional coats of paint beyond what is included in the proposal will incur additional costs.

LEAD SAFE PRACTICES: Although not all home require LEAD SAFE practices to be followed, CertaPro Painters elects to educate all of its customers about the hazards of LEAD paint. Go to <http://www.epa.gov/lead/pubs/renovatorightbrochure.pdf> and read through the Renovate Right Brochure. Then please sign the Pre-Renovation Form and return to CertaPro Painters.

SAFETY: CertaPro Painters requires and practices safe working conditions for our customers and staff. CertaPro Painters practices the following safety procedures including but not limited to: Occupational Safety & Health Administration (OSHA), Environmental Protection Agency (EPA) & Department of Health Services (DHS). In the event you ever witness a CertaPro Painters crew member not following safe practices please immediately call (920) 264-3886.

LIEN NOTICE: AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT (ALSO DESCRIBED HEREIN AS "SELLER") HEREBY NOTIFIES OWNER (ALSO DESCRIBED HEREIN AS "BUYER") THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATION FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION, TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER THE NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND OWNER'S LENDER, IF ANY, TO SEE ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Wood rot will be repaired with customer's approval on time & material basis. Labor rate is \$75.00 /Man Hour. Material is billed from supplier's invoice plus 50% for handling. If securing owner's approval proves to be a lengthy process CertaPro reserves the right to proceed with the repair work without approval. This is done for the sake of expediency, economy and to avoid damage resulting from adverse weather conditions that may be upon us if approval was not secured in a timely manner and the work was left exposed to the elements. The carpentry man-hours and material stated below are approximate and may vary either way depending on the extent of wood rot that cannot be fully determined from ground level at the time of the estimate.

SIGNATURES

Authorized Franchise Representative Signature

Date

PAYMENT

Payment is due: In full upon job completion

DECLARATION OF CONTRACT

(I/We) Have read the terms stated herein, they have been explained to (me/us) and (I/we) find them to be satisfactory, and hereby accept them.

Customer Signature

Date

ADDENDUM - ALL PICTURES

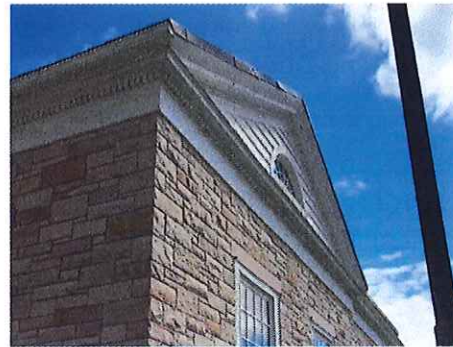
Post Office

Cupola



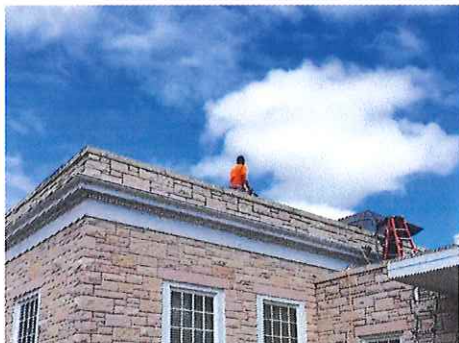
Post Office

Front soffit and fascia



Post Office

Left side soffit and fascia



Post Office

Rear soffit and fascia



Post Office

Rear windows, soffit and fascia



Post Office

Left window

Attachment: CertaPro Quote 416 George (8436 : Facade Grant request for 416 George Street (Parcel ED-816). *)



Post Office

Front entrance

DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

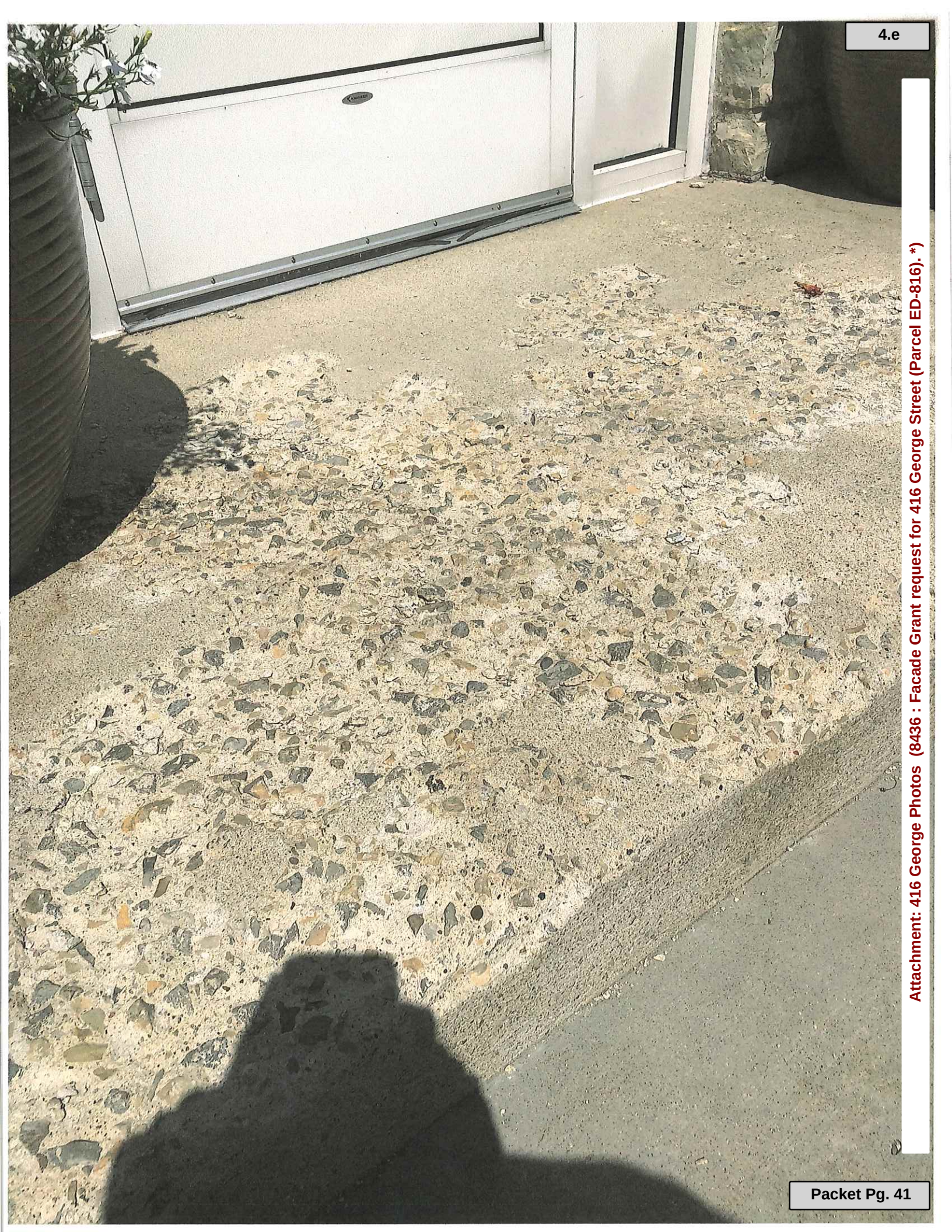
NOTICE OF CANCELLATION

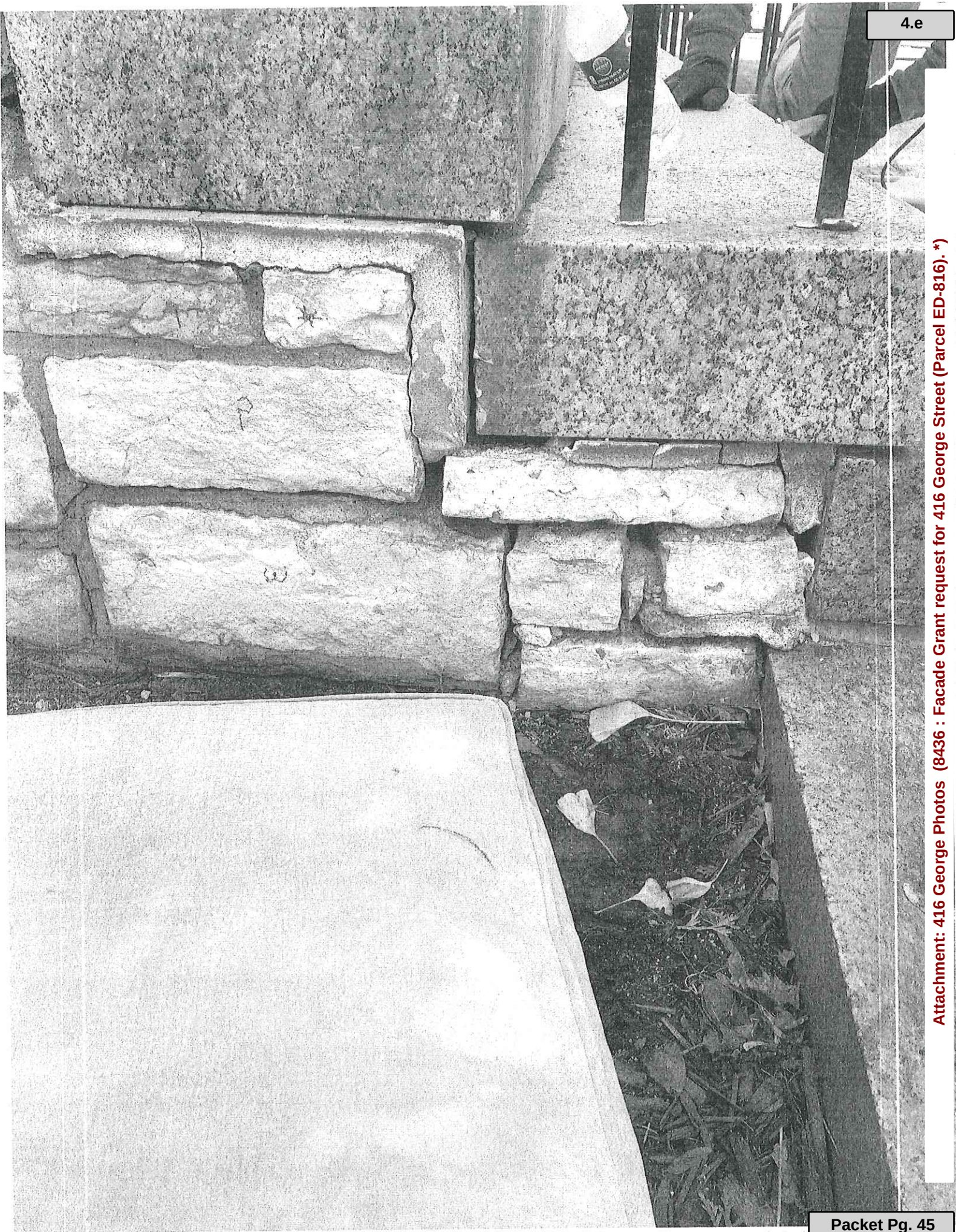
YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller Alan Phillips

DATE OF TRANSACTION _____

NOT LATER THAN MIDNIGHT OF _____







City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: June 24, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Facade Grant Guideline Discussion - No Action Required.

Staff will lead an informal discussion on Facade Grant Guidelines and program objectives.

ATTACHMENTS:

- Facade Grant App (PDF)
- Facade Grant Guidelines (PDF)



CITY OF DE PERE

APPLICATION FOR FAÇADE GRANT

Date:

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of designated Tax Increment Districts (TID). Applications will be acted upon on a first come first serve basis. See the back of this form for funding requirements and review process.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description	Parcel No.
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SECTION 4: Project Information

Project Description:			
Estimated Start Date:		Estimated Completion Date:	
Existing Façade Photo (attach):		Design Drawing (attach):	
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>			
Category	Cost Estimate	Category	Cost Estimate
Total Eligible Expenses:		Requested Grant Amount:	

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)	Title	Phone Number
Signature of Applicant		Date Signed

Attachment: Façade Grant App (8434 : Façade Grant Guideline Discussion.)

Program Funding Requirements & Guidelines

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

Building Width	Maximum Grant Amount
1' to 60'	\$10,000
61'-120'	\$20,000
121'+	\$30,000

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
5. Funds reviewed and distributed on a 'first come, first serve' basis.
6. Applications should be reviewed by the RDA prior to work commencing on the project.
7. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
8. Retroactive funding requests for work completed before an application submittal will not be considered.

City of De Pere Façade Grant Program Process

1. Application Submittal
 - a) Property owner shall complete (1) hard copy and (1) PDF version of the grant application.
 - b) Property owner shall attach (1) hard copy and (1) PDF version of the following:
 - A photo of the existing façade.
 - The proposed project design. Color rendering required.
 - The project cost estimates by major category (design, material, labor, etc).
 - Any other relevant information
 - c) Application and attachments are submitted to the Development Services Director.
3. Review Process
 - a) Internal Review
 - b) Redevelopment Authority Review (may be preliminary or final)
 - c) City Council Review
 - d) In instances where a site plan is required, the Plan Commission may also review
4. Applicant Obtains Necessary Permits and Completes Project
5. Payment Process
 - a) Applicant submits proof of payment for eligible activities to the Development Services Department, who will determine if appropriate match dollars have been spent.
 - b) The Development Services Department will conduct a building inspection to ensure that the work has been completed according to plan.
 - c) Payment request is completed and issued to applicant.

Please refer to the Façade Grant Guidelines for more information on the program objectives and a list of eligible and ineligible expenses.

City of De Pere MEMORANDUM



City of De Pere Façade Grant Program Guidelines *Approved by Common Council Resolution #18-67 (July 17, 2018)*

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient.

Program Objectives

1. Support the rehabilitation and renovation of exterior building facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

Program Funding Requirements

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

Building Width	Maximum Grant Amount
1' to 60'	\$10,000
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4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.

Program Guidelines

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.

5. Applications should be reviewed by the RDA prior to work commencing on the project.
6. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
7. Retroactive funding requests for work completed before an application submittal will not be considered.
8. Façade grant funds may be used for any side of the building.
9. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

Eligible & Ineligible Expenses

Eligible Expenses

1. New Windows and Doors
2. Window and Door Repair
3. Exterior Demolition
4. Exterior Construction including, electric, materials, labor.
5. Exterior Lighting
6. Pressure Washing
7. Painting
8. Roof upgrade/replacement that improves the overall building appearance.
9. Gutters/Downspouts
10. Waste Disposal
11. Decorative Awnings (no business specific graphics)
12. Contractor's Fees – Profit – Overhead directly related to exterior work

13. Permanent Exterior Site Work – Landscape, hardscape, pedestrian amenities, pergolas, etc.
14. Signage (if included as part of a more extensive façade renovation project)
15. Restoration or renovation of historical identifying features that may not be relevant to the current building use (reviewed on a case-by-case basis)
16. Other expenses as approved by the Redevelopment Authority

Ineligible Expenses

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property.
3. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority and Common Council.