



Redevelopment Authority

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Regular Meeting

Agenda

Monday, January 23, 2023

6:00 PM

Council Chambers and Virtual

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 **January 23, 2023** at **6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the October 24, 2022 Redevelopment Authority meeting.
3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC
4. Consideration and Possible Action Regarding a Facade Grant Request for 441 Main Ave (Parcel WD-288), submitted by Mark Rukamp, Alliance Construction & Design on behalf of the property owner. *

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

Mark Rukamp, Alliance Construction & Design
Bill Novak, Cheddar House LLC



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 23, 2023

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the October 24, 2022 Redevelopment Authority meeting.

ATTACHMENTS:

- RDA_Oct2022_Minutes_Draft (PDF)



Redevelopment Authority

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Regular Meeting

Draft Minutes

Monday, October 24, 2022

5:30 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 5:30 PM by Chairman Ted Penn

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

Also present: Development Services Director Daniel Lindstrom and members of the public. Ted Penn welcomed Kendall Dworak to the RDA, as this was her first meeting since being appointed to the board.

2. Approval of the minutes of the February 28, 2022 Redevelopment Authority meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Julie Van Straten, Vice Chair
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Dworak, Henrigillis, Karls, Penn, Van Straten
EXCUSED:	Lisa VandenAvond, Joe Van Deurzen

3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC

There were no public comments.

RESULT:	DISCUSSED
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4. Consideration and Possible Action Regarding a Facade Grant Request for 407 Main Ave (Parcel WD-885), submitted by Shanna and Lance Koltz. *

Development Services Director Daniel Lindstrom reviewed the facade grant request for 407 Main Avenue. Both 407 and 409 properties were constructed in the 1880s and slightly modified in the 1920s. The petitioner is requesting a \$10,000 facade grant for each building for a total of \$20,000. Staff recommended approval of the facade grant request in an amount not to exceed \$10,000 and be forwarded to the Common Council for final approval. Carol Karls asked about the sign materials. Julie Van Straten moved, seconded by Kendall Dvorak, to open the meeting. Upon vote, motion carried unanimously. The petitioner, Lance Koltz, addressed the board. He stated that he does not know what the sign materials will be at this time. Daniel noted that signage is not reviewed by the RDA, but the signage does need to meet the sign code which is reviewed by the Building Inspection Department. Julie Van Straten moved, seconded by Jerry Henrigillis, to go back to regular session. Upon vote, motion carried unanimously. Jerry asked why the facade grant requests were presented as two different agenda items and Daniel replied that the reason is that they are two separate parcels. Carol Karls moved,

seconded by Jerry Henrigillis, to approve the facade grant request for 407 Main Avenue in an amount not to exceed \$10,000 and to be forwarded to the Common Council. Upon vote, motion carried unanimously.

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

5. Consideration and Possible Action Regarding a Facade Grant Request for 409 Main Ave (Parcel WD-886), submitted by Shanna and Lance Koltz. *

Development Services Director Daniel Lindstrom reviewed the facade grant request for 409 Main Avenue. The overall costs are very similar to 407 Main Avenue. Staff recommended approval of the facade grant request in an amount not to exceed \$10,000 and to be forwarded to the Common Council. There were no additional comments. Julie Van Straten moved, seconded by Jerry Henrigillis, to approve the facade grant request for 409 Main Avenue in an amount not to exceed \$10,000 and to be forwarded to the Common Council. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Julie Van Straten, Vice Chair
SECONDER:	Jerry Henrigillis, Board Member
AYES:	Dworak, Henrigillis, Karls, Penn, Van Straten
EXCUSED:	Lisa VandenAvond, Joe Van Deurzen

Adjournment

Ted Penn asked if Daniel could provide an email summary of other projects going on the Main Avenue block between Cobblestone Hotel and these two properties. Julie Van Straten asked about the remaining budget for 2022. Daniel stated that there is still \$40,000 remaining on the east side and \$40,000 on the west side. Carol Karls moved, seconded by Jerry Henrigillis, to adjourn the meeting at 5:49 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 23, 2023

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC



City of De Pere, Wisconsin

Request For Redevelopment Authority Action

MEETING DATE: January 23, 2023


DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action Regarding a Facade Grant Request for 441 Main Ave (Parcel WD-288), submitted by Mark Rukamp, Alliance Construction & Design on behalf of the property owner. *

ATTACHMENTS:

- 1. Facade Grant Application signed - PDF (PDF)
- 2. 441 Main RDA Memo (DOCX)
- 3. Existing Facade (PDF)
- 4. Proposed Facade elevations-rendering (PDF)
- 5. Site Map (PDF)

	CITY OF DE PERE APPLICATION FOR FAÇADE GRANT	Date: 12/30/2022
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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 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) William O. Novak III		Authorized Representative Mark Rukamp	
Title Project Manager			
Mailing Address 1050 Broadway Street		City Wrightstown	State WI
		ZIP Code 54180	
Email Address mark.rukamp@alliancebuilds.com		Phone Number (incl. area code) (920) 336-3400	Fax Number (incl. area code) (920) 336-3401
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity) The Cheddar House, LLC		Contact Person William Novak	
Title Owner			
Mailing Address 4150 Old Military Road		City DePere	State WI
		ZIP Code 54115	
Email Address bill.novak@novakscheese.com		Phone Number (incl. area code) (920) 338-1571	Fax Number (incl. area code)
SECTION 3: Project or Site Location			
Project Address/Description 441 Main Avenue, De Pere, WI 54115			Parcel No.
SECTION 4: Project Information			
Project Description:	Exterior and interior renovation of existing bank into office space, retail tenant and VRBO rental		
Estimated Start Date:	12/1/2022	Estimated Completion Date:	5/31/2023
Existing Façade Photo (attach):	Yes	Design Drawing (attach):	Yes
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>			
Category	Cost Estimate	Category	Cost Estimate
Masonry/Demo	\$108,600.00		
Storefront windows/doors	\$ 67,475.00		
Total Eligible Expenses:	\$176,075.00	Requested Grant Amount:	\$30,000
SECTION 5: Certification and Permission			
<p>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.</p> <p>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.</p>			
Name of Owner/Authorized Representative (please print) Mark Rukamp		Title Project Manager	Phone Number (920) 336-3400
Signature of Applicant <i>Mark J. Rukamp</i>		Date Signed 12/30/2022	

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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3. Property owners are limited to the grant maximum amount every ten years.
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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.

ENGLEBERT'S MASONRY INC.

5399 COUNTY LINE RD
LUXEMBURG, WI 54217-9132EMAIL-
eenglebert69@yahoo.com
phone # (920) 655-4738**Estimate**

DATE	ESTIMATE NO.
12/27/2022	223

NAME / ADDRESS
ALLIANCE CONSTRUCTION 1050 BROADWAY STREET WRIGHTSTOWN, WI 54180

DESCRIPTION	QTY	COST	PROJECT
			TOTAL
REVISED BID FOR NOVAK-CHASE BANK			
LABOR AND MATERIAL FOR MASONRY WORK ON SOUTH SIDE OF BUILDING INCLUDING BLOCK FIREWALL BETWEEN BUILDING AS IN THE ORIGINAL BID		35,720.00	35,720.00
LABOR AND MATERIAL FOR THE REMOVAL OF STONE UNDER THE DRIVE THRU AND CLEANING OF STONE SO CAN BE REUSED ON NORTH SIDE. PRICE ALSO INCLUDES REMOVAL OF STONE ON NORTH AND WEST SIDE OF BUILDING FOR NEW WINDOWS AND DOOR. ALSO THE REMOVAL OF STONE/PEBBLE ACCENT ON NORTH AND WEST SIDE OF BUILDING. AS IN THE ORIGINAL BID.		38,850.00	38,850.00
LABOR AND MATERIAL FOR REVISED BRICK WORK TO BE DONE AS PER PLAN DO TO DISCOVERING OUTSIDE WALLS ARE BLOCK AND NOT STONE AS ORIGINALLY ANTICIPATED ALSO INCLUDED IN PRICE IS WINTER HEATING AND TARPING COST.		69,750.00	69,750.00
DISCOUNT TAKEN OFF BECAUSE OF NOT HAVING TO REMOVE AND CLEAN AND RELAY AS MUCH STONE AS FIRST ANTICIPATED		-12,685.00	-12,685.00
PRICE SUBJECT TO CHANGE IF BRICK MATERIALS ARE NOT ORDERED BY 12/30/2022 DUE TO PRICE INCREASE COMING AS OF 1/01/2023			
A DEPOSIT OF \$34,875.00 WOULD BE REQUIRED SO THAT BRICK MATERIALS MAY BE ORDERED.		5.50%	0.00
TOTAL			\$131,635.00



A

The Right Product. The Right Way. •

2801 N. Roemer Rd.
Appleton, WI 54911
920.734.9164
F 920.734.1096

1811 E Mason St.
Green Bay, WI 54302
920.468.7820
F 920.468.5337

Proposal

Replying to subject inquiry, we are pleased to quote as follows; and unless otherwise agreed in writing, the conditions constitute a part of the quotation.

Proposal #: 22-0565
To: Alliance Construction
Attn: Mark Rukamp
Phone: (920) 336-3400

Job: 21-247 Novak Chase Bank
Location: De Pere, WI
Email: mark.rukamp@alliancebuilds.com

****This Proposal Valid for 30 Days from October 3, 2022****

****Terms: Net 30 days, 1% interest per month on unpaid balances with approved credit****

****50% down, remainder due upon completion without approved credit****

We propose to furnish and install the following:

Aluminum Storefront

- (2) Windows FS 132" x 84" Type AA
- (2) Windows FS 72" x 72" Type BB
- (5) Windows FS 108" x 84" Type CC
- (3) Windows FS 92" x 74" Type DD
- (2) Windows FS 76" x 74" Type EE
- (2) Windows FS 44" x 74" Type FF
- (1) Windows FS 36" x 74" Type GG
- (4) Windows FS 174" x 52" Type LL
- (2) Windows FS 117" x 52" Type MM
- (1) Entrance FS 76" x 96" West Entrance
- (1) Entrance FS 44" x 86" South Entrance

Exterior framing to be Tubelite T14000 series 2" x 4 1/2" standard finish aluminum storefront. Exterior glazing to be 1" insulated clear low-E glass, tempered where required by code. Interior framing to be Tubelite E4500 series 1 3/4" x 4 1/2" standard finish aluminum storefront. Interior glazing to be 1/4" clear tempered glass. Doors to be standard medium stile with manufacturer's standard hardware.

Total furnished and installed

\$67,475.00

Alternate

- (2) Entrances FS 40" x 86" Second Floor Patio Doors - - -

Add \$5,050.00

Acceptance of this proposal by Buyer shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Any of the Buyer's terms and conditions in addition or different from this proposal are objected to and shall have no effect. Buyer's agreement herewith shall be evidenced by Buyer's signature hereon or by permitting Seller to commence work for project.

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

Date of Acceptance: _____

Signature: _____



CITY OF DE PERE MEMO

To: Redevelopment Authority
From: Daniel Lindstrom, Development Services Director
Date: January 23, 2023

RE: **Consideration and Possible Action Regarding a Facade Grant Request for 441 Main Ave (Parcel WD-288), submitted by Mark Rukamp, Alliance Construction & Design on behalf of the property owner.**

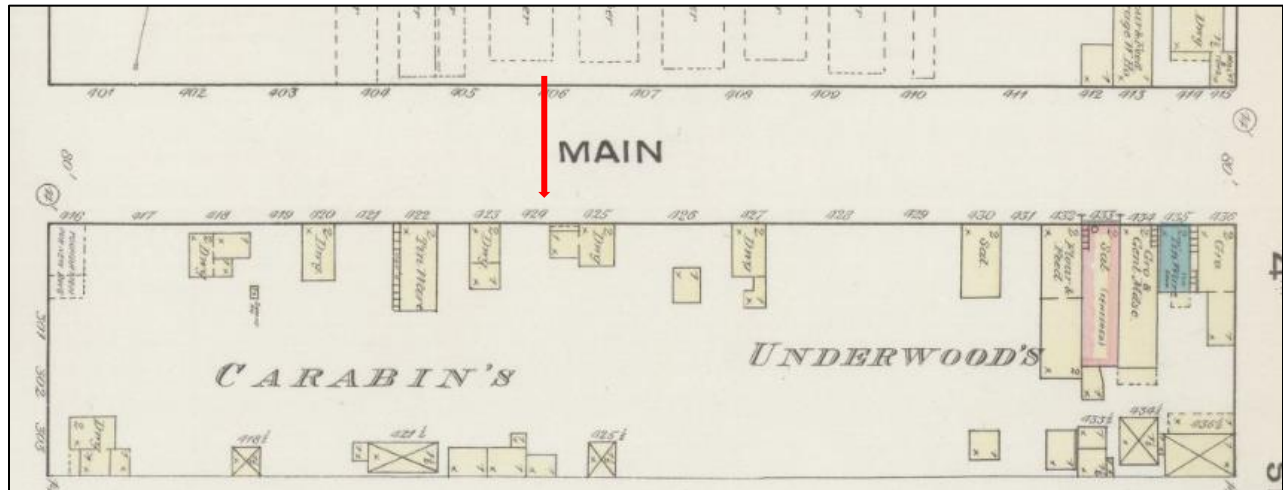
Background and History

Mark Rukamp, Alliance Construction & Design, submitted the attached façade grant application for 441 Main Ave on behalf of Cheddar House LLC, property owner (Bill Novak, registered agent). The building was the former location for Chase Bank which closed shortly after the COVID-19 pandemic began in 2020. The structure was for sale for approximately one year before it was purchased on May 24, 2022 by the current owner.



History of 441 Main Ave (Formerly 423 and 436 Main Avenue)

Records dating back to 1890 illustrate several former dwellings were located on the parcel and throughout the next few decades alternated between general residential uses until 1952 when one parcel was redeveloped into a small commercial structure. The building was originally known as the “Bank of West De Pere”. In 1970, the bank merged with adjoining parcels and remodeled the building to its current appearance of stone and pebble facade.



Credit: Library of Congress

Existing Façade



441 Main Ave Façade Grant Eligibility and Proposed Scope of Work

The following section details the façade grant eligibility for the parcel.

- TID District No.9
- Building Lengths (measured along the right of way): 130' Main Ave and 130' Alley Rear
- The property is eligible for a maximum grant award of \$30,000.
- Previous Façade Grant Awards - None
- Historic Designation – The building is not historically designated at the federal, state, or local level. The 2017 Intensive Survey reviewed this property.

Funding

The applicant is eligible and is requesting a \$30,000 grant based on their proposed scope of work and street frontage. To date, the applicant has submitted quotes for \$174,945; however, there are additional items not included from Alliance Construction & Design that would also contribute to the total costs; however, those costs are unknown until the final scope is set after the RDA and Council recommend approval or denial. If approved, staff will request receipts for all applicable materials and labor necessary to complete the project.

This is the first request in 2023 for TID No. 9 Façade Grant Program (\$60,000 budgeted).

Staff Recommendation

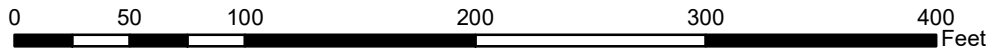
Recommend approval of the façade grant request for 441 Main Avenue (WD-288), in an amount not to exceed \$30,000.00, to be funded by TID No. 9, and that the recommendation is forwarded to Council, subject to the following conditions:

- 1) Submittal of all receipts for work completed as part of the renovation prior to payments.
- 2) That final grant payment is calculated per program requirements based on receipt review.





441 Main Ave
City of De Pere



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.