

**CITY OF SPARTA
ECONOMIC DEVELOPMENT AND BLOCK GRANT COMMISSION
OCTOBER 18, 2021
4:45 P.M.
CITY HALL**

1. Call meeting to order
2. Consent Agenda: Consisting of the minutes from the June 22, 2021 meeting
3. Consideration of Small Business Façade Loan request for Art Villasenor of Rally Point Pub
4. Consideration of Discontinuation of CDBG-Housing Revolving Loan Fund (RLF) Program
5. Items for future consideration
6. Adjourn

A possible Quorum of the Common Council may be in attendance at this meeting.
No action will be taken by the Council.

**CITY OF SPARTA
ECONOMIC DEVELOPMENT AND BLOCK GRANT COMMISSION MINUTES
June 22, 2021 4:45 P.M.**

Present: Bruce Humphrey, Matthew Hoffland, Toni Polkoski, Ed Lukasek (arrived at 4:53 p.m.)
Also Present: Todd Fahning, Kevin Moore, Deb Moore and Rachel Ryba

Bruce Humphrey called the meeting to order at 4:46 p.m.

A motion was made Matthew Hoffland and seconded by Toni Polkoski to approve the March 18, 2021 meeting minutes. Motion carried 3-0.

Discussion:

Kevin and Deb Moore of Ginny's Cupboard presented to the committee their proposal to install a 75' open ended covered porch on the north side of the building. Their intent is to expand seating and to create a bike up window for ordering. The posts will be anchored out at 8' with the overhang at 10'. Due to the porch being positioned on Park Bank property and the City of Sparta having a parking lease with Park Bank, a new lease was created and approved by Public Works.

A motion was made by Toni Polkoski and seconded by Matthew Hoffland to approve the Small Business Façade Loan request made by Kevin and Deb Moore of Ginny's Cupboard at 127 N Water Street for the amount of \$15,000. Motion carried 3-0.

Discussion:

Rachel Ryba of Off the Canvas presented to the committee their proposal of many façade improvements they intend to make to the building. A structural engineer inspected the entire building and had concerns regarding the back of the building. They intend to have that area tuckpointed to correct the issue. The entire building's paint to be removed and repainted. They intend to replace various windows on the Main Street side of the building as well.

A motion was made by Toni Polkoski and seconded by Matthew Hoffland to approve the Small Business Façade Loan request made by Rachel Ryba of Off the Canvas at 100/102 N Water Street for the amount of \$15,000. Motion carried 4-0.

There were no items for future consideration.

A motion was made by Matthew Hoffland and seconded by Ed Lukasek to adjourn the meeting at 5:04 p.m. Motion carried 4-0.

Respectfully submitted,
Jennifer Lydon, CDBG Coordinator/Deputy City Clerk

October 18, 2021

Small Business Façade Loan Request

Applicant(s): Art Villasenor

Business: Rally Point Pub

Location: 213 S Water Street

City Funds Requested: Total: \$15,000.00

Reason: Replace existing windows (main and second floor), awning support, siding and soffit and fascia repair/replacement, gutters and downspouts

Storefront Windows & Awning	Rigsby Property Solutions, LLC	\$7,925.00
Rear Apartment Wall	Rigsby Property Solutions, LLC	\$9,165.00

RECEIVED
9/20/21



Bicycling Capital of America

SMALL BUSINESS FAÇADE LOAN PROGRAM APPLICATION

Applicant Name(s): Art Villasenor

Telephone Number: (773) 851-1214 (home/cell) () (work)

Residence Address: 213 S. Water St. Sparta, WI 54656
Street Address, City, State, Zip

Email: thebunker213@gmail.com

Note: Please list names of all property owners as shown on deed or land contract

Art Villasenor

Business Information:

Name of Business: Rally Point Pub

Mailing Address: 213 S. Water St.

City, State, Zip: Sparta, WI 54656

Type of Business: Tavern/Pub # of Employees (Include Owners): 3-5

Check one: Individual Partnership Corporation

Names of Partners or Corporate Officers:

Art Villasenor

Temporarily Closed

Project Information:

Address of property to be improved (if different): _____

Total loan amount being applied for: \$15,000.00 (\$15,000 maximum)

Improvements to be made (include proposed amount and supporting documentation):

See Proposal

Proposed project time frame:

Starting date: October 2021 Est. Completion Date: November 2021

Application Signature(s):

Signature: 

Date: 9/20/21

Signature: _____

Date: _____

***Buildings located in the Historic District downtown will require prior approval from the Historic Preservation committee.**

Office Use Only: CDBG Committee Meeting Date: _____ Approved: _____ Denied: _____



Project/Estimate: #8001

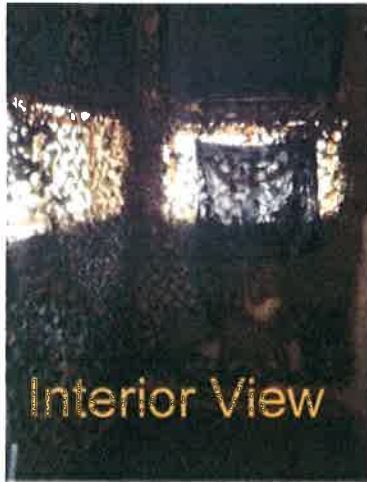
Storefront Windows & Awning

Individual Project/Estimate & Scope of Work:

General:	Replace existing windows (4 ea) with new double pane picture windows approx 4' x 4' or maximum allowable within framing constraints to be determined after interior removal of drywall and existing framing investigation. External siding material to remain as the finished exterior. Up to a 15' commercial awning to be installed above windows onto existing exterior, style and color to be selected by customer. All required materials included. Debris removal also included.		
1	Drywall removed and replaced	5	Interior window trim
2	Wall re-framing for 4 windows	6	Awning installed
3	Additional awning support framing as req'd	7	Debris removal
4	Exterior window trim/caulk	8	Mud/Tape/Sand drywall

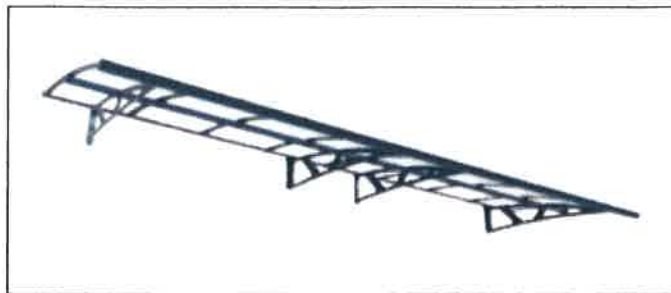
Current photos:

Estimate: \$7,925.00



New Windows

Awning Option - Aluminum Frame & polycarbonate cover



Note that if the desired window opening exceeds the minimum code requirement from ground, the window would have to be of tempered glass, adding additional cost.



Project/Estimate: #8006

Rear Apt wall - Int/Exterior

Individual Project/Estimate & Scope of Work:

General:	Remove existing 2nd floor windows and frame (center) for new window install. Add 45 degree roof "FROG" at base of existing pitched roof to shed water drainoff away from building wall. Add T-111 siding, fascia & soffit material. Add gutters length of wall and downspouts down to alley side. Add fascia & soffit at rear of building, rear end of existing pitched roof. Add T-111 siding and fascia/soffit on Alley side of building. Install fascia & soffit at rear of building at end of existing pitched roof to conceal rafter openings.		
1	High level work requiring lift rental	5	Add roll roofing over FROG, underlap siding
2	Install weather barrier wrap	6	Install fascia framing/soffit on pitched roofs
3	Install siding, fascia & soffit alley & rear wall	7	All surfaces ready for prime/paint
4	install gutter / downspouts rear wall	8	interior insulation & drywall, tape/mud/sand
		9	Debris removal

Current photos:

Estimate: \$9,165.00



From: [Kari Justmann](#)
To: [Jennifer Lydon](#)
Cc: [Sue Koehn](#)
Subject: Housing Program
Date: Tuesday, August 31, 2021 11:24:06 AM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[Procedures for Discontinuing Grantee CDBG.pdf](#)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,

We've enjoyed working in your community over the last several years with the housing program but due to an upcoming change in staffing, MSA will no longer be able to administer your housing program. You have several options for the housing program at this time.

1. Discontinue the housing program and return the funds to the Department of Administration (DOA). This means you will not be able to do any new projects with your revolving loan fund. Also, when any outstanding loans are paid back, you will return the funds directly to DOA. There will be no further reporting required to DOA on an annual basis.

If you choose to discontinue the housing program, your residents will still have access to the Regional CDBG Housing Program.

I've attached a letter from DOA regarding how to discontinue the program. MSA will assist in providing the necessary information to DOA for discontinuing the program.

2. Procure for a new administrator.

Please contact me at 920-392-5137 by September 11, 2021 to discuss these options.

Thank you!
Kari



Kari Justmann | Team Leader
MSA Professional Services, Inc.
100% Employee Owned
+1 (920) 392-5137



Procedures for Discontinuing Grantee CDBG-Housing RLF Programs

The grantee will submit the following to the CDBG-Housing Revolving Loan Fund program manager for approval.

Formal Request

1. On official grantee letterhead, a letter expressing the grantee's desire to discontinue its participation in the program, signed by the grantee's chief elected official or their designated representative.
2. Minutes from a formal municipal or committee meeting expressing the approval of the grantee's termination of its participation in the program.
3. Enclosed with the request must be a fully updated and accurate, a) RLF Account Transactions Journal, b) current account bank statement, c) Project Loan Tracking Report / Loan Portfolio.

Upon approval by DOA/DEHCR personnel, the grantee will submit to the CDBG-Housing Revolving Loan Fund program manager.

Account Closure

1. A check for the entire balance of CDBG-Housing funds, accompanied by the latest checking account statement. Check must be made out to Wisconsin Department of Administration and mailed to 101 East Wilson Street, PO Box 7970, Madison, WI 53707. As of 4/1/2020 wire transfers are preferred.
2. Proof of CDBG-Housing RLF account closure.

File Management

1. Administrative and individual project files must be maintained by the grantee.
2. Grantees will maintain ownership of mortgages currently held in their name.
3. Grantees must continue to accurately maintain their loan receivables/portfolios.
4. When a grantee receives client payments or payoffs, they will deposit these funds into their general account. Grantees may retain up to 17% of these payments and payoffs for actual administrative expenses of the CDBG Housing RLF program. The remaining balance of these payments and payoffs must be submitted to DEHCR at least monthly or as agreed upon by DEHCR.
5. Grantees will be responsible for satisfactions and subordination requests. Administration funds can be used to cover the cost of this work.
6. Grantees will provide a current mortgage receivable list to DEHCR when a payoff is received.
7. Grantees will provide a current mortgage receivable list to DEHCR annually, no later than January 31.