

**REDEVELOPMENT AUTHORITY COMMITTEE MINUTES**  
**December 16, 2024**

Brad Rokus called the regular meeting of the Redevelopment Authority Committee to order at 4:30 p.m. Members Present: Brad Rokus, Tom Lederer, Rick Goodell, Todd Taylor, Greg Rose, Jack DeWolf, Philip Wais. Also present: City Administrator Caz Muske, Alderman Darell Hanse, Amy Meinhardt and Recording Secretary Ryan Rockey.

Rose/Wais m/s/c to approve the agenda as presented.

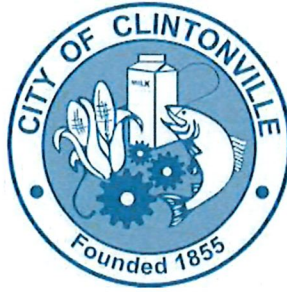
Lederer/Rose m/s/c to approve the minutes from April 11, 2024.

**WHEDA Housing Programs:** Muske informed the Committee of the importance of being able to increase property values to stabilize the tax levy. She has been working with Amy Meinhardt of Compassionate Connections to investigate programs that property owners may be able to utilize to help make improvements on their property to increase their property values.

Meinhardt provided an overview of several loan programs available through WHEDA as well as grant and downpayment programs through USDA Rural Development and Bank of Chicago. Discussion followed on each program and its benefits as well as how to educate the community on the programs and how to encourage them to utilize them. Ideas included a housing fair, brochures and social media marketing.

DeWolf/Wais m/s/c to adjourn at 5:30 p.m.

Respectfully submitted,  
Ryan Rockey, Administrative Assistant



**CITY OF CLINTONVILLE**  
**~ Building Improvement Grant Program ~ Downtown,**  
*Main Street*  
**\$2,000 Maximum Grant Funding**

**INTRODUCTION**

The Building Improvement Grant Program has been established by the City of Clintonville and may be utilized alone, in conjunction with the Waupaca County Economic Development Corporation, Retail Revolving Loan Fund Program or with any other private financing.

**PURPOSE/MISSION**

- To improve the business climate in downtown Clintonville.
- To improve the front and rear façades and building conditions of existing businesses along North Main Street and South Main Street.
- To enhance the quality of life in the Clintonville Area.
- To encourage the development and maintenance of the buildings on North Main Street and South Main Street.

**BUILDING IMPROVEMENT PROGRAM**

Property owners and businesses along North and South Main Streets in downtown Clintonville are eligible for up to \$2,000.00 in matching grant funds for exterior facade improvements made to their building. As a matching grant program, the City will reimburse the property owner for up to 50% of the expense, up to a maximum of \$2,000 (\$2,000 grant funds matched by \$2,000 private funds). The City reserves the right under this program to exceed the maximum grant amount of \$2,000 on a case-by-case basis. Grants may be awarded to eligible applicants on a competitive basis while funds are available. Applicants are eligible for only one grant award within a five (5) year time frame unless otherwise approved by the City Administrator.

**ELIGIBLE APPLICANTS**

The Business Improvement Grant Program is available to any Clintonville property owner lying on either the east side or west side of North Main Street or South Main Street between 13<sup>th</sup> Street and Highway 45/East Madison Street. If applicant business is not located in the stated geographical location, they could still be considered depending on scope of project and number of overall submissions. The program is also available to tenants of such buildings given the property owners written consent. Members of the Clintonville Common Council or Redevelopment Authority are ineligible to apply for funds.

## ELIGIBLE ACTIVITIES

- Exterior Façade renovations
- Signage
- Awnings
- Code Enforcement
- Structural Exterior Repair
- Exterior Building Infrastructure (e.g. plumbing, electrical, roofing, cabling, etc.)
- Exterior Lighting
- Leasehold Improvements (requires written consent of property owner)

## PROCESS

- a. The City will issue a grant notice by January of every year. The grant notice will include all necessary application materials and other important grant information to include, but not be limited to, application due date, anticipated funds available, and estimated award notice date.
- b. Completed applications are reviewed by the City Administrator who has complete discretion over the program, to include adding additional requirements for applicants. The Redevelopment Authority may be asked by the City Administrator for clarification of matters regarding implementation of the program at his/her discretion.
- c. Projects must be approved and grant award agreements must be signed prior to any of the work taking place in order for the projects to be eligible for reimbursement.
- d. Appropriate documentation as determined by the City Administrator, such as invoices, must be submitted to the City for fund reimbursement upon completion of the project. Note that all projects must be completed within ninety (90) days of grant approval unless otherwise approved by the City.
- e. The City Administrator will provide a report to the Redevelopment Authority within thirty (30) days of the award notice date regarding applicants, proposed projects, and grant awardees.

## APPLICATIONS

- a. Letter of Intent, addressed to the City of Clintonville, which should briefly outline the scope, size, intention, timeline, and objective of the project in question.
- b. Completed Building Improvement Grant Program application form (attached)
- c. Completed Release of Information Letter (attached)

## DESIGN GUIDELINES

All applicants shall utilize the design standards set forth below as guidelines for designing improvements to buildings located in the City of Clintonville downtown area.

### 1. PURPOSE & INTENT

It is the general intent of the City to renovate, preserve and maintain properties in the City of Clintonville through a process of design review in order to:

- Encourage urban design excellence
- Integrate urban design and preservation of Clintonville's heritage into the process of redevelopment.
- Enhance the character of the Clintonville business community.
- Improve the appearance of the downtown City properties.

## 2. APPLICABILITY

- *Context*: The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
- *Harmony*: The facility uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
- *Compatibility*: The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions.
- *Building Design*: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
- *Facades*: Facades should exhibit rhythms similar to those found in adjacent structures.
- *Colors*: Color selection of exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and fluorescent tones are discouraged.
- *Awnings*: If provided, they should be designed as an integral component of the building façade.
- *Signage*: Placement of signs shall not unduly obscure or interfere with sight lines to other properties. Signs should comply with City regulations, be architecturally compatible and contribute to the character of the area through the incorporation of tasteful presentations.
- *Historic preservation*: Preservation of unique historic or architectural landmarks is encouraged.

Note: All improvements, including signage, awnings, and lighting, must comply with all zoning and building code requirements of the City of Clintonville.

**City of Clintonville**  
**Improvement Grant Program – Reimbursement Request ~**  
**APPLICATION FORM**

Applicant Name: Angela Sonnenberg  
Applicant Address: N2655 Woods View Lane - Clintonville, WI 54929  
Phone: 9204195011 Fax: \_\_\_\_\_ Email: info@thevaultclintonville.com  
Name of Business/Property: The Vault: Clintonville  
Property Address: 60 10th Street - Clintonville, WI 54929  
Property owner, if different than applicant: \_\_\_\_\_  
Owner address: N2655 Woods View Lane - Clintonville Owner Phone: 9204195011

**Request Summary:**

Brief Project Summary of work completed: Parking Lot Work: Crack Filling, Sealcoating, Patching, Striping  
Fixing and renovating the parking lot to allow for safe parking / walking for customers.

Total Project Cost: \$ 9,310.00

Total Reimbursement Request: \$ 2,000.00

**(50% of the Total, \$2,000 Maximum Grant)**

**Required Checklist:**

- The Application Form and Program Consent Form
- Text BEFORE & AFTER photo(s) of work/project area to 715-250-0220
- Completed W9 (can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Documentation of paid receipt(s)/proof of payment(s)

**Submit reimbursement form and attachments via:**

- Email ([cmuske@clintonvillewi.org](mailto:cmuske@clintonvillewi.org)) or
- Drop-off at City Hall - 50 10<sup>th</sup> Street, Clintonville WI 54929

By signing this form, I acknowledge that until the checklist above is completed, my request will not be submitted for a reimbursement. Additionally, I acknowledge my reimbursement must be approved by Council at the earliest Council Meeting for the reimbursement check to be issued. I can receive the check via mail or arrange pick-up at City Hall.

  
Applicant Signature \_\_\_\_\_

03/19/2025  
Date \_\_\_\_\_

*For Office Use Only*

Date Received: \_\_\_\_\_  
Account: \_\_\_\_\_

**Improvement Grant Program – Reimbursement Request ~  
PROGRAM CONSENT FORM**

Date: 03/19/2025


To: City of Clintonville Administrator's  
Office 50 10<sup>th</sup> Street, Clintonville, WI  
54961

To Whom It May Concern:

I hereby authorize the City of Clintonville to share all application materials with members of the Redevelopment Authority and/or Clintonville Common Council members who may be reviewing my application. I acknowledge that information provided to the City may be released upon request in compliance with open record laws.

Signed,

Name (print): \_\_\_\_\_ Angela Sonnenberg

Signature:  \_\_\_\_\_

Date: 03/19/2025

# PROPOSAL

## ***Wolf River Asphalt & Sealcoating Inc.***

N5541 Old 54 Rd • Shiocton, WI 54170  
Office 920-986-3122 • Fax 920-986-3976 • Peter's Cell 920-450-0992  
PeterG@wolfriverasphalt.com • WolfRiverAsphalt.com

PROPOSAL SUBMITTED TO The Vault Clintonville		PHONE	DATE 04-23-2024
STREET 60 10th Street		JOB NAME Same	
CITY, STATE, ZIP Clintonville WI 54929		JOB LOCATION Same	
CONTACT	FAX	EMAIL thevaultclintonville@gmail.com	

We hereby submit specifications and estimates for all labor and materials as specified on plans for:

Asphalt crack filling to include:

- Crack fill approximately 2600 lineal feet.
- All cracks will be cleaned and filled with hot rubber.
- Structural cracks will be routed to a 1:1 ratio.  Yes  No

Asphalt seal coating to include:

- Seal coat an area of approximately 22000 Sq. Ft.
- Clean asphalt of all debris before seal coat is applied.
- Clean and treat oil spots with oil spot primer.
- Apply commercial grade pavement sealer.
- Our seal coat is professionally applied with additives such as rubber and silica sand.

Asphalt patching to include:

- Remove and replace approximately 200 square feet with compacted asphalt.
- Infrared patch approximately ---- square feet. – heat area, add asphalt, & compact.

Line striping is to be completed and included in the price.  Yes  No

***Any permits needed are responsibility of property owner.***

All materials meet Wisconsin Department of Transportation Standard Specifications.

NOTICE BY PRIME CONTRACTOR PURSUANT TO SECTION 289.02 (2) (A)

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNERS LAND MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OF 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.

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

\$ 9,310.00 Balance due upon completion.

Line Striping is included in this bid as currently striped and can be changed if you wish and we can +

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents, or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized  
Signature

*Pete Gervais*

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

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

Date of acceptance \_\_\_\_\_

Signature \_\_\_\_\_

**City of Clintonville**  
**Improvement Grant Program – Reimbursement Request ~**  
**APPLICATION FORM**

Applicant Name: Sophie Huettner  
Applicant Address: 143 S main Street Clintonville, WI 54929  
Phone: 715-460-3517 Fax: \_\_\_\_\_ Email: Sophie@compassionateconnect.com  
Name of Business/Property: The COMPASSIONATE CONNECTIONS CENTER  
Property Address: 143 S Main Street, Clintonville, WI 54929  
Property owner, if different than applicant: \_\_\_\_\_  
Owner address: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

**Request Summary:**

Brief Project Summary of work completed: the COMPASSIONATE CONNECTIONS CENTER is seeking support toward the beautification of our building including Paint, Signage, and landscaping.

Total Project Cost: \$ 3,650.00

Total Reimbursement Request: \$ 1,825.00

(50% of the Total, \$2,000 Maximum Grant)

**Required Checklist:**

- The Application Form and Program Consent Form
- Text BEFORE & AFTER photo(s) of work/project area to 715-250-0220
- Completed W9 (can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Documentation of paid receipt(s)/proof of payment(s)

**Submit reimbursement form and attachments via:**

- Email ([cmuske@clintonvillewi.org](mailto:cmuske@clintonvillewi.org)) or
- Drop-off at City Hall - 50 10<sup>th</sup> Street, Clintonville WI 54929

By signing this form, I acknowledge that until the checklist above is completed, my request will not be submitted for a reimbursement. Additionally, I acknowledge my reimbursement must be approved by Council at the earliest Council Meeting for the reimbursement check to be issued. I can receive the check via mail or arrange pick-up at City Hall.

Sophie Huettner 3/19/25  
Applicant Signature Date

*For Office Use Only*

Date Received: \_\_\_\_\_  
Account: \_\_\_\_\_

**Improvement Grant Program – Reimbursement Request ~  
PROGRAM CONSENT FORM**

Date: 3/19/2025

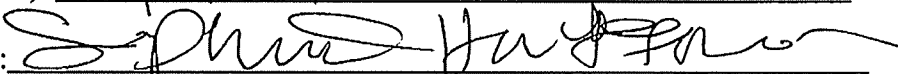
To: City of Clintonville Administrator's  
Office 50 10<sup>th</sup> Street, Clintonville, WI  
54961

To Whom It May Concern:

I hereby authorize the City of Clintonville to share all application materials with members of the Redevelopment Authority and/or Clintonville Common Council members who may be reviewing my application. I acknowledge that information provided to the City may be released upon request in compliance with open record laws.

Signed,

Name (print): Sophie Huetner

Signature: 

Date: 3/19/25

The Compassionate Connections Center  
143 S Main Street  
Clintonville, WI, 54929  
(715) 460-3517

Clintonville City Hall  
50 10th Street  
Clintonville, WI, 54929

March 19, 2025

To Whom It May Concern,

The Compassionate Connections Center serves all members of the Clintonville Community, bringing hope, joy, compassion and strength to individuals and families who call Clintonville home. We are seeking your support through the Building Improvement Grant, to enhance the exterior of our building, specifically through repainting, in an effort to enhance both the aesthetic appeal of downtown Clintonville and our ability to serve members of our community.

The current exterior of our building is in need of a new coat of paint which will improve its appearance by reflecting what we strive to bring to the community – hope, joy, compassion, and strength. Additionally, our exterior building is in need of fresh landscaping, including the addition of flower beds and foliage, as well as signage, making our space easily recognizable from the Main Street view. This project aligns with the city's efforts to maintain a welcoming and vibrant downtown area, making it more inviting for residents, visitors, and those who rely on our services.

We kindly seek the city's support and guidance in moving forward with this project. Our goal is to ensure that our organization reflects the care and dedication we put into serving the people of Clintonville.

Thank you for your consideration toward this project. We look forward to hearing from you soon.

Sincerely,  
Sophie Huettner  
Project Coordinator, Senior Funds Development Specialist  
The Compassionate Connections Center

