

SPECIAL VILLAGE BOARD AGENDA
MONDAY, AUGUST 31, 2015
4:30 P.M.
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Roll Call

1. Consideration of a motion to approve a Relocation Assistance Agreement with Social Life Dance Center related to the Riverwalk development.
2. Adjourn

David E. Cox, Village Administrator

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, WCMC/CMC, Village Clerk, at 262/367-2714. The Municipal Building is handicap accessible



ADMINISTRATION
210 COTTONWOOD AVENUE
HARTLAND, WI 53029
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davidc@villageofhartland.com

June 26, 2015

VIA E-MAIL AND US MAIL

Gina Chilson
Social Life Dance Center
210 E Capitol Dr
Hartland WI 53029

Dear Gina,

In the last several months, we have been discussing potential Village support for the relocation of your business out of Capitol Plaza to another Hartland location due to the demolition and redevelopment of the Plaza area. The purpose of this letter is to outline the anticipated level of Village support for the relocation.

The following is the anticipated level of support:

1. **Assistance with lease down payments.** In the event a potential landlord requires a security deposit and you are unable to make the deposit, the Village will pay up to two months of the new rental rate as a deposit on your behalf. This amount will be considered a portion of the overall relocation support package offered by the Village.
2. **Difference in lease rates.** In the event that the new space is more expensive than the previous space, the Village will pay the per-square-foot difference in the base rent up to \$3 per square foot for the same amount of space your business leased at Capitol Plaza for one (1) year. This payment will be made to you and may be made in a single, lump sum payment at the time you take occupancy of the new space or may be paid in two payments with the first at occupancy of the new space and the second at approximately six (6) months later. This payment is estimated not to exceed \$6,000 in total.
3. **Moving Expenses.** The Village will pay actual moving expenses to move your inventory, business furniture and appurtenances, supplies and business records to the new location. You are asked to immediately pursue quotes/estimates for the relocation of your business to the new location and provide that information to me.
4. **Capital Improvements.** The Village will reimburse for tenant build-out/capital improvements at the new location in the amount of up to \$12 per square foot to be improved. After agreement on improvements to be made and the method by which the improvements will be performed and funded, the Village will reimburse the proper party for this work. This payment is estimated not to exceed \$26,256 in total.

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5. **Other costs.** As other costs related to relocation are identified, the Village may consider additional assistance as the situation and costs may merit. This may include unanticipated construction costs, sign relocation, overlapping rental payments, building and occupancy permit fees and the like.
6. **Aggregate amount.** The Village will allocate an aggregate amount of not more than \$40,000 for the relocation expenditures as identified in items 1 through 5 above. There may be some flexibility to move funds between expenditures outlined above, especially between lease-differential assistance and capital improvements assistance.

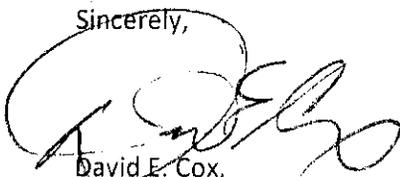
Ultimately, when the amounts contemplated in items 1 through 6 above are finalized and a detailed agreement is reached on costs, the Village Board will be asked to approve an agreement between you and the Village. Upon Village Board approval, the relocation support will be applicable and effective and payments will be available.

It is expected that you would negotiate directly with your prospective landlord over the terms of the new lease. Please use September 1, 2015 as the anticipated date by which you will be relocated and open in your new space

Some additional outside assistance may be available through the Hartland Business Improvement District for locations within the downtown area including potential matching grants and access to the low-interest loan program. Please contact them directly for more information on those programs. BID Director Cindy Gardner can be reached at 262-367-6560 or hartlandbid@att.net.

Please contact either Joyce McArdle or me if you have any questions or need additional information as you work through your lease options and negotiate your lease deal.

Sincerely,



David E. Cox,
Village Administrator

cc: President and Village Board
Joyce McArdle, Piqued Interest