

1. Agenda

Documents:

[CDA-FEBRUARY 9, 2022 - 02.9.22-1.PDF](#)

2. Meeting Materials

Documents:

[CDA-PACKET-FEBRUARY 9 2022 - PACKET2.9.22-1.PDF](#)



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

THE FEBRUARY 9th, 2022 COMMUNITY DEVELOPMENT AUTHORITY MEETING WILL BE HELD **IN PERSON and VIRTUAL**. YOU CAN WATCH THE MEETING LIVE VIA THE VILLAGE WEBSITE BY CLICKING "WATCH LIVE" UNDER THE TROLLWAY TV GRAPHIC ON THE RIGHT SIDE OF THE HOME PAGE AT WWW.MOUNTHOREBWI.INFO. THE MEETING IS ALSO BROADCAST LIVE ON MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO

JOIN THE MEETING USING:

<https://global.gotomeeting.com/join/393462117> You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211) Access Code: 393-462-117

COMMUNITY DEVELOPMENT AUTHORITY WEDNESDAY, FEBRUARY 9th, 2022

The Community Development Authority of the Village of Mount Horeb will meet on the above date at 6:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order/ Roll call
- 2) Approval of December 8, 2021 Minutes
- 3) Consent Agenda
 - a) Economic Development Director's report
 - b) Mount Horeb Area School District report
 - c) Mount Horeb Area Chamber of Commerce report
 - d) Update on Comprehensive Plan progress
- 4) Discussion and proposal for updated downtown development plan
- 5) Discussion on utilities report for sewer capacity options in NE quadrant
- 6) Discussion and recommendation of seasonal lease template for village property
- 7) Meeting adjournment

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE. UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.



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Economic Development Report January 2022

Comp Plan- We have presented the Comp Plan to the Village Board and Plan Commission this past month. In February we have a public open house for anyone to attend, ask questions, and give comments. We are looking forward to that and then moving ahead to final approvals from the PC and VB. Thank you to the CDA members who attended the last couple of meetings. This document is a 20-year guide for the community to plan out 5, 10, 15-year possibilities and areas of interest for housing, parkland, growth, commercial use, etc. I encourage everyone to read the draft and send any comments to village staff.

Housing: The housing report and survey continues to be very helpful in conversations with developers, while working on the Comprehensive Plan. This report gives us the most current view point of what is happening right now and the goals of the next five years in Mount Horeb. It has past housing data, census data, and comparisons to other areas in Dane County and the State. It is beneficial for village planning and conversations with developers and businesses. Key findings indicate specific numbers necessary for housing units, housing types, and to form a senior housing task force. The timeliness of the report helps us with the Comp Plan on where housing should be located, and zoning changes. The Encore senior housing project started on the far east side and will soon have signage and a website to market. They already have a long list of people interested in the 55+ community. We currently have three active sub-divisions: Kara View Heights, North Cape expansion, Sienna Hills. The Gorman Landsby (51 rental units) project started in late summer and is slated to be finished in early fall of 22.

WEDC: Mainstreet Bounceback grants is a state program to help provide businesses and nonprofits moving to vacant main street commercial locations with funds. We have assisted several businesses with the application and some have already received the funds. It is up to \$10,000 per application. The application window can be backdated to the beginning of this year and they hope to have funds available through June of 2022. We also applied for a Community Development Grant with Artemis Provisions at the end of 2021. I will be attending the three-day WEDA (Wisconsin Economic Development Association) conference on 2.9, 2.10, and 2.12.

Business visits: Trends in conversations; Housing for workforce at all income levels, hardship around finding a variety of employees that are within thirty minutes' drive or less. Business around the holiday season was busy for very many businesses and at pre-pandemic levels. Staffing struggles in every industry is top of mind along with supply chain issues. There are a few businesses looking to scale up and to plan ahead for needs and locations. We are having more discussions about funding and sources for loans, façade and building improvements, grants and what to plan for 2022- 2025.

Plan Commission: The PC has focused much time on the comprehensive plan. Discussion has also come up to add on or separate the Historic Preservation Committee. Work is needed to figure out a plan for that committee. We had a concept review from Sketchworks Architects and Chris Etmanczyk proposed at 1800 Springdale Street.



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Projects to note: Encore Homes has started their project and hope to have the first homes listed in a couple of weeks. It will be a 54 single homes/ +55- project next to the Grand Stay Hotel. The Community Children's School also now has all of their approvals. Their lot on Cox Drive and Springdale Street. The Animal Clinic has started construction on the east end of the Viking Plaza.

New Businesses: The new Kwik Trip opened at the end of December and the village president and I attended the open house. Artemis Provisions is purchasing the Wilson Dental building and will be retrofitting their space this spring. The Driftless Social went through the revolving loan fund process and was funded. There was a delay, but will be starting construction soon on their extensive renovations inside and an addition of a main floor. The pharmacy downtown was purchased by Matt McGowan and Jennifer Weiland from Dave and Karen Roby. They have renamed it, Mount Horeb Family Pharmacy.

Inquiries: Medical/care, food and processing/ warehouse/ retail/ drive thru options/ nonprofits- all looking for rental or to purchase buildings. Not everything we have in stock is a good fit so we are working with them to see what options and opportunities we have. Many retail/food based is focused downtown compared to the medical based companies and nonprofits. Commercial space inquiries have varied from downtown retail, light commercial, to office space.

Development: We spoke with Vandewalle to get a bid on an updated downtown development plan. We would like approval from the CDA and Village Board to proceed after the comprehensive Plan approvals and would like to start in the summer.

Other: We are working with Connect Communities which is a WEDC program on hosting a roundtable discussion group session on February 9th.



MEMBER NEWSLETTER



Happy Monday! It is the last day of January, and we are gearing up for [Scandihoovian Winter Festival](#) next weekend. We have started to see some red hats on local business logos and we love it! Jump in and add a red hat to your logo; you can [download the red hat here](#), and then make sure to share it on social media and tag @scandifest. If you or members of your team still need red hats to wear that weekend, you can purchase them [here](#).

Don't miss your chance to buy tickets to the [4th Annual Awards Dinner](#), taking place at Martinson Hall on Thursday, March 3. Tickets and sponsorships will be available until February 17, so act now before it's too late! And please take some time to nominate a local business or

individual for one of our awards: [Business of the Year Award](#), [Non-Profit of the Year Award](#), and [George Sievers Award](#). We are looking forward to a great event and we hope you will join us.

As always, please don't hesitate to reach out with any questions, comments, or concerns!

Rachel LaCasse-Ford, Executive Director

rlacasseford@trollway.com

608-437-5914

[Schedule a Meeting with Me!](#)



CONGRATULATIONS!





2022 CHAMPIONS



UPCOMING MEETINGS

boards and committees

Wednesday, February 2
Tuesday, February 8
Thursday, February 17
Friday, February 25
Every Monday

[Chamber Board Orientation & Social Hour](#)
[Room Tax Commission Meeting](#)
[Business Advocacy Committee Meeting](#)
[Chamber Executive Committee Meeting](#)
[Online Office Hours with Rachel LaCasse-Ford](#)

NETWORKING

networking

FEBRUARY

9
WEDNESDAY

MEMBER MEET UP

grow your network

4:00PM - 5:00PM

Member Meet-Up

In-person: Chamber Conference Room

Afternoon Session

Structured networking event. Bring business cards + your elevator pitch, and leave with new connections!

Register

Please register in advance.

16
WEDNESDAY

Business After Hours

5:00 PM - 7:00 PM



Business After Hours

In-person: Member Business

Location:

Sunniva Inn Bed & Breakfast

Grab your business cards and join us for this social networking event at Sunniva Inn! Explore their beautiful space and connect with other chamber members.

Register

Registration is appreciated but not required.

Full 2022 Business After Hours Host List

There are still a few spots left!

Business
After Hours
2022 SIGN UP
TO HOST

MEMBER EVENTS
member events

4th Annual
Awards Dinner

March 3
Martinson Hall

The Mount Horeb Area Chamber of Commerce invites you to our 4th Annual Awards Dinner. Celebrate all that we have accomplished in the past year and learn about our strategic objectives for 2022. Raise a glass to our Award Winners as we thank them for their contributions to our community.

Spend the evening with some of the most respected business leaders in our community, and hear from our dynamic keynote speaker Fireman Rob Verhelst. A Madison-native and inspirational speaker, Rob will talk about leading with courage and building resilience through challenging times. Get ready to walk away feeling energized and inspired to make 2022 your best year yet.

Join us as we recognize the companies and volunteers who partner with us to be the voice of business and help our members thrive. There will be a networking reception to follow.



Keynote Speaker
Fireman Rob Verhelst

tickets

\$35	
Individual	\$160
\$60	Table of 6
Couple	

5:00p	Cocktail Hour
6:00p	Chamber Remarks + Dinner
6:30p	Awards Ceremony
7:15p	Keynote Speaker
8:00p	Networking + Live Music

mounthorebchamber.com

[Buy Tickets](#)

[Sponsor This Event](#)

[Donate to Silent Auction](#)

Now Accepting Award Nominations

Business of the Year . Non-Profit of the Year . George Sievers Award

COVID-19 UPDATES

info *and* resources

Current Mandates

Dane County Mask Mandate in Effect Through **March 1, 2022**



Current Order:

[Face Covering Emergency Order #7](#) will be in effect February 1, 2022 at 12:01 am until March 1, 2022. Emergency Order #7 mirrors the requirements in Emergency Order #5.

See [news release](#) for details.

- [See full order](#) for certain situations where a face covering may be removed.
- Face coverings are also required while driving or riding in any form of public transportation.
- Face coverings are required among people ages two and older when in any enclosed space open to the public where other people, except for members of the person's own household or living unit, are present.
- If everyone in an enclosed space is fully vaccinated, people are then able to remove their masks. [See full order](#) for details. People are considered fully vaccinated two weeks after their second dose of Pfizer-BioNTech's or Moderna's COVID-19 vaccine or two weeks after their first dose of Johnson & Johnson's COVID-19 vaccine.

[Download Order as PDF](#)

Visit the [website of Public Health Madison & Dane County](#)

Laminated "Masks Required" signs are available to chamber members at no cost. Pick up at the chamber office.

Testing Resources

COVID-19 Testing in Mount Horeb

Register, Find a Testing Location, Make an Appointment

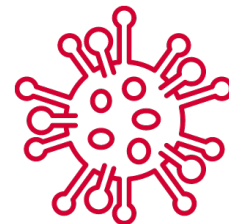
Visit: register.covidconnect.wi.gov

Area COVID-19 Test Providers:

- [Mount Horeb Pharmacy](#)
- [Alliant Energy Center Community Testing Site](#)

Contact Your Healthcare Provider

- [Upland Hills Health](#)
- [UW Health](#)



Vaccine Resources



Vaccinations in Wisconsin

Everyone 16+ is eligible for the COVID vaccine in Wisconsin. Children 12+ are eligible to receive the Pfizer vaccine. Information on where and how to get vaccinated can be found [here](#).

Many people are eligible for [vaccine boosters](#).

Vaccination Requirements

The Biden Administration published the Occupational Safety and Health Administration's (OSHA) emergency temporary standard (ETS) for COVID-19 vaccination and testing mandates for businesses with 100 or more employees on November 5.

This mandate states that all employers of 100 or more employees require all of their employees to be either fully vaccinated or subject to weekly COVID-19 testing.

This mandate is being challenged in the courts and is not being enforced at this time. [Learn More](#)

Vaccine Resources for Businesses

Local Vaccine Providers in Chamber Membership:

- [Mount Horeb Pharmacy](#)
- [Walgreens Pharmacy](#)
- [Upland Hills Health](#)
- [UW Health](#)

WEDC: [Vaccine Guidelines for All Businesses](#)

Wisconsin COVID-19 Task Force: [COVID-19 Vaccination Distribution Implementation Program: Guidance for Wisconsin Employers](#)

BUSINESS FINANCING OPPORTUNITIES
business financing opportunities



Mount Horeb Revolving Loan Fund

[The Mount Horeb Revolving Loan Fund](#) was created with a grant from the USDA to encourage business start-ups and expansions within the Village limits. The fund initially started with \$191,463 and is loaned out as applications are received.

[Mount Horeb Revolving Loan Fund Manual](#)

Tax Incremental Financing Districts

There are five (5) [Tax Incremental Financing Districts](#) in Mount Horeb. There are special funding opportunities in the different districts.

[A TID Manual](#), [Joint Review Board Manual](#), [Public Policy Brief](#)

Please contact [Nic Owen](#), Village Administrator, or [Rowan Childs](#), Director of Economic Development, for additional information.

Village of Mount Horeb

(608) 437-6884

mounthorebwi.info



Workforce Innovation Grant Program

The Workforce Innovation Grant Program offers grants from \$250,000 up to \$10 million to regional economic development partners to design and implement innovative plans to tackle their communities' most pressing workforce challenges.

[Learn More](#)

Main Street Bounce Back Grants

The Main Street Bounceback Grants program provides \$10,000 to new or existing businesses and non-profit organizations moving into vacant properties in Wisconsin's downtowns and commercial corridors.

[Learn More](#)

BUSINESS EDUCATIONAL OPPORTUNITIES

business educational opportunities



The **Wisconsin Small Business Development Center**, in partnership with the **University of Wisconsin School of Business**, offers business and leadership classes and training, as well as business consulting funded by the Small Business Administration.

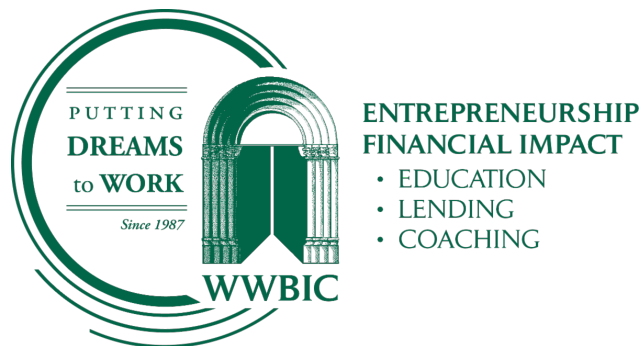
Upcoming Programs:

[Entrepreneurial Training Program](#) - February-March

[Biz Smart Sprint](#) - July-August

Which is right for you? Compare [Biz Smart Sprint & Entrepreneurial Training Program](#)

[Learn More](#)



WWBIC provides targeted individuals who are interested in starting, strengthening or expanding businesses with access to critical resources such as responsible financial products and quality business and financial education.

Small Business Resources

[COVID-19 Loan Program](#)

[WWBIC On-Demand Classes](#)

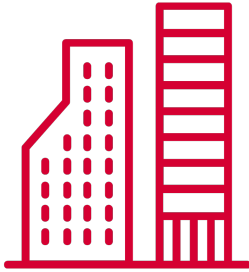
[Business Financing](#)

[Other Resources](#)

Visit: www.wwbic.com

MAXIMIZE YOUR MEMBERSHIP

tips to help you make the most of your chamber membership



Business Profile

Keep your Business Profile up-to-date. This feeds information to your director listing on our website.

Log in to your portal [here](#)

[Watch How-To Video](#)

[Need more help?](#)



Business Reps

You can add Reps to your business profile. Each Rep will create their own log-in so they can help manage the business page.

[Watch How-To Video](#)

[Need more help?](#)



Personal Profile

Each Rep within your business has their own unique Personal Profile. Add a picture and about information; add your contact info, and start networking with other chamber members!

[Watch How-To Video](#)

[Need more help?](#)

RESOURCES

learn more!

Chamber

[Chamber Talk Blog](#)

[Member Portal](#)

[Events Calendar](#)

[News Releases](#)

Village

[Village of Mount Horeb](#)

Regional

[MadREP](#)

[Public Health Madison + Dane County](#)

[Dane County Buy Local](#)

[Wisconsin Small Business](#)

[Development Center \(SBDC\)](#)

Connect with Us!

Follow us on Social Media. Join our Members Only Facebook Group.





Chamber Trustees are leaders in the Mount Horeb business community. As premier sponsors for all Chamber events and functions, they are an integral part of the Mount Horeb community and take pride in being community leaders.

[I'm Interested in becoming a Chamber Trustee](#)

MHACC | 300 E Main St, Mount Horeb, WI 53572 www.mounthorebchamber.com

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SCOPE OF SERVICES
VILLAGE OF MOUNT HOREB
DOWNTOWN REDEVELOPMENT PLAN UPDATE
JANUARY 26, 2022

Through the work Vandewalle & Associates already has completed for the Village in preparing the Comprehensive Plan Update, previous Downtown Redevelopment Plan, and TID #5 Plan, we have gathered a tremendous amount of information and insight about Downtown Mount Horeb. This will provide us with the groundwork needed to update the Downtown Redevelopment Plan most efficiently.

Building on the adopted Downtown Redevelopment Plan, the update will focus on reevaluating and revising the vision, themes, recruitment strategies, analysis, recommendations, and action steps to reflect projects completed, new Comprehensive Plan recommendations, COVID impacts and revitalization strategies, and other market condition changes. The purpose of this effort will be to connect the Village's other relevant plans with new recommendations in the form of an updated Downtown Redevelopment Plan that can serve as the guiding document for the Village, property owners, business owners, and developers as various public and private improvement projects are undertaken in the area.

The below Scope of Services aims to complete the plan in approximately a 6-month timeframe with all tasks performed for a fixed fee of \$42,000 for the base scope. Any combination of optional tasks may be added to the base scope at the cost per task as indicated in the attached budget.

Work Element 1: Upfront Input and Analysis

Task 1 – Kick-off Site Visit, Property/Business Owner Interviews, CDA Meeting

- a) Kickoff meeting with staff (one 1-hour virtual meeting)
 - Review the project scope and schedule
 - Discussion of the projects completed since 2017 and new objectives of this process.
 - Review of input gathered through the Comprehensive Plan pertaining to the District and TID #5 conditions.
- b) Site Visit: V&A will attend one site visit to conduct the following:
 - Walking tour of Downtown to assess property conditions
 - Up to three hours of in-person meetings with area property/business owners as identified by Village staff. As an alternative, all meetings can be conducted virtually via Zoom.
 - CDA kickoff meeting to discuss project schedule and gather insight on key components the need to be addressed through the update.

Task 2 – Data Collection, Existing Conditions Analysis, and Base Mapping

- a) Collect data, evaluate existing conditions, and analyze market, real estate, and economic data
- b) Update all relevant base maps and analyze 2017 maps for key areas that need to be updated

Task 3 – In-Person Public Visioning Workshop (one 2-hour meeting)

- a) V&A will organize and facilitate a Public Workshop. The goal will be to gather key public input on the downtown vision, target businesses, themes, and to assist in identifying key subareas.

Task 4 – Online Survey – **OPTIONAL**

- a) V&A will create, host, and summarize an Online Survey via Survey Monkey. This survey will provide an additional opportunity to gather key input from the community, reaching people that are unable to attend the in-person workshop. The goal of the survey will be very similar to that of the workshop in gathering input on the downtown vision, target businesses, themes, and key redevelopment opportunities.

Work Element 2: Document and Graphic Development

Task 5: Reevaluate and Update Key Components of Previous Plan:

- Vision
- Targeted Business Recruitment
- Themes
- Redevelopment Opportunities
- Parking Analysis
- Subareas Recommendations
- Housing and Neighborhoods
- Action Steps/Implementation Strategies

Task 6: Create All New Maps and Graphics

- a) V&A will update all maps from the 2017 Plan and complete one new site design concept graphic for the chosen redevelopment subarea.

Task 7: Additional Site Design Graphic/s - **OPTIONAL**

- a) V&A will complete additional new site design concept graphic for any other selected redevelopment subarea. The cost of this task is dependent on the size of the area, level of detail, and amount of graphics produced. It is anticipated that the cost of this phase will be negotiated through the development of the final project scope and budget within a range of \$4,250-\$6,000 per redevelopment subarea.

Task 8: Create Updated Downtown Redevelopment Plan Draft #1

- a) V&A will complete a full Draft #1 of the Downtown Redevelopment Plan for review by Village staff, the CDA, and Plan Commission. All documents will be provided digitally.

Task 9: Create Updated Downtown Redevelopment Plan Draft #2

- a) V&A will complete the Draft #2 version of the Downtown Redevelopment Plan for review by Village staff, the CDA, and Plan Commission. All documents will be provided digitally.

Task 10: Create Updated Downtown Redevelopment Plan Final Draft

- a) V&A will complete a Final Draft version of the Downtown Redevelopment Plan for review by public, Village staff, the CDA, Plan Commission, and Village Board. All documents will be provided digitally.

Task 11: Develop Interactive Storymap of Downtown – **OPTIONAL**

- a) V&A will develop an interactive storymap of downtown Mount Horeb using ESRI ArcGIS Online that will feature and highlight key opportunities, destinations, bicycle and pedestrian connections, and local businesses. It is anticipated that the cost of this phase will be negotiated through the development of the final project scope and budget within a range of \$4,250-\$6,000 depending on the amount of features and functions desired within the online map. [An example of this type of product can be found here.](#)

Work Element 3: Draft Update Review

Task 12: Review Draft Documents, Maps, and Graphics with Village staff (3 one-hour virtual meetings)

- a) V&A will organize, attend, and facilitate three Draft review meetings with Village staff and make appropriate changes to each version to be distributed and presented to the CDA and Plan Commission.

Task 13: Review Draft Documents, Maps, and Graphics with CDA and Plan Commission (2 one-hour in-person meetings)

- a) V&A will attend and facilitate two Draft review meetings with the CDA and Plan Commission at joint meetings and make appropriate changes to each version based on feedback provided.

Task 14: Public Open House Review of Final Draft Plan (1 two-hour in-person meeting)

- a) V&A will organize and facilitate a public open house approximately two hours in length to share the proposed plan with interested property and business owners and residents of the community. The document will then be revised to reflect input provided at the open house.

Work Element 4: Wrap-Up and Adoption

Task 15: CDA, Plan Commission, and Village Board Recommendation and Adoption

- a) V&A will attend and present the Final Draft Downtown Redevelopment Plan at a public hearing of the CDA, Plan Commission, and Village Board to take formal public comment and adopt the Plan.

Task 16: Final Document and Graphics

- a) V&A will incorporate final comments as directed by the CDA, Plan Commission, and Village Board and provide one digital copy of the adopted Plan to the Village.

Village of Mount Horeb Downtown Redevelopment Plan Update

Draft Budget

		Hourly Rate	Hours by Position							
		\$200	\$100	\$100	\$130	\$185	\$120	\$85		
		Scott	Ben	Dan	Susan	Dean	Elona	Nema		
		Harrington	Rohr	Eckberg	Hansen	Proctor	Bartnick	Hadi		
		Planning	Planning	GIS	Marketing	Design	Design	Design	Expenses	Total Cost
		Pricipal	Associate		Principal	Principal	Associate	Assistant		
Task 1	Kick-off Site Visit, Property/Business Owner Interviews, CDA Meeting	8	16	2					\$ 100	\$ 3,500
Task 2	Data Collection, Existing Conditions Analysis, and Base Mapping	1	16	10						\$ 2,800
Task 3	In-Person Public Visioning Workshop (one 2-hour meeting)	6	14	2				2	\$ 50	\$ 3,020
Task 4	Online Survey - OPTIONAL	2	8					4		\$ 1,540
Task 5	Reevaluate and Update Key Components of Previous Plan	8	20		4					\$ 4,120
Task 6	Create All New Maps and Graphics	2	6	16	4	30	12	20		\$ 11,810
Task 7	Additional Site Design Graphic/s - OPTIONAL	1	2			16	2	8		\$ 4,280
Task 8	Create Updated Downtown Redevelopment Plan Draft #1	4	20							\$ 2,800
Task 9	Create Updated Downtown Redevelopment Plan Draft #2	4	10	2		4	2	10		\$ 3,830
Task 10	Create Updated Downtown Redevelopment Plan Final Draft	2	6	2		2	2	10		\$ 2,660
Task 11	Develop Interactive Storymap of Downtown - OPTIONAL	2	4	30	2				\$ 100	\$ 4,160
Task 12	Review Draft Documents, Maps, and Graphics with Village staff (3 one-hour virtual meetings)	4	6							\$ 1,400
Task 13	Review Draft Documents, Maps, and Graphics with CDA and Plan Commission (2 one-hour in-person meetings)	6	12						\$ 200	\$ 2,600
Task 14	Public Open House Review of Final Draft Plan (1 two-hour in-person meeting)	6	16	2				2	\$ 200	\$ 3,370
Task 15	CDA, Plan Commission, and Village Board Recommendation and Adoption	4	6						\$ 100	\$ 1,500
Task 16	Final Document and Graphics		4					4		\$ 740
Total Cost (Tasks 1-16)										\$ 50,630
Total Cost (without Optional Tasks)										\$ 42,190

PROJECT Village of Mount Horeb
Brookwood Pumping Station –
Disconnection from Eastside
Joint Force Main

DATE 2/3/2022

PROJECT NO. 50581.000

PROJECT LOCATION Village of Mount Horeb

SUBJECT Review of potential
Disconnection of Wayside (ID) &
STH 92 Pumping Station from
Eastside Joint Force Main w/
Brookwood

PREPARED BY Robert Wright

DISTRIBUTION

NAME	COMPANY	EMAIL	PHONE
Nic Owen	Village		
Rowan Childs	Village		

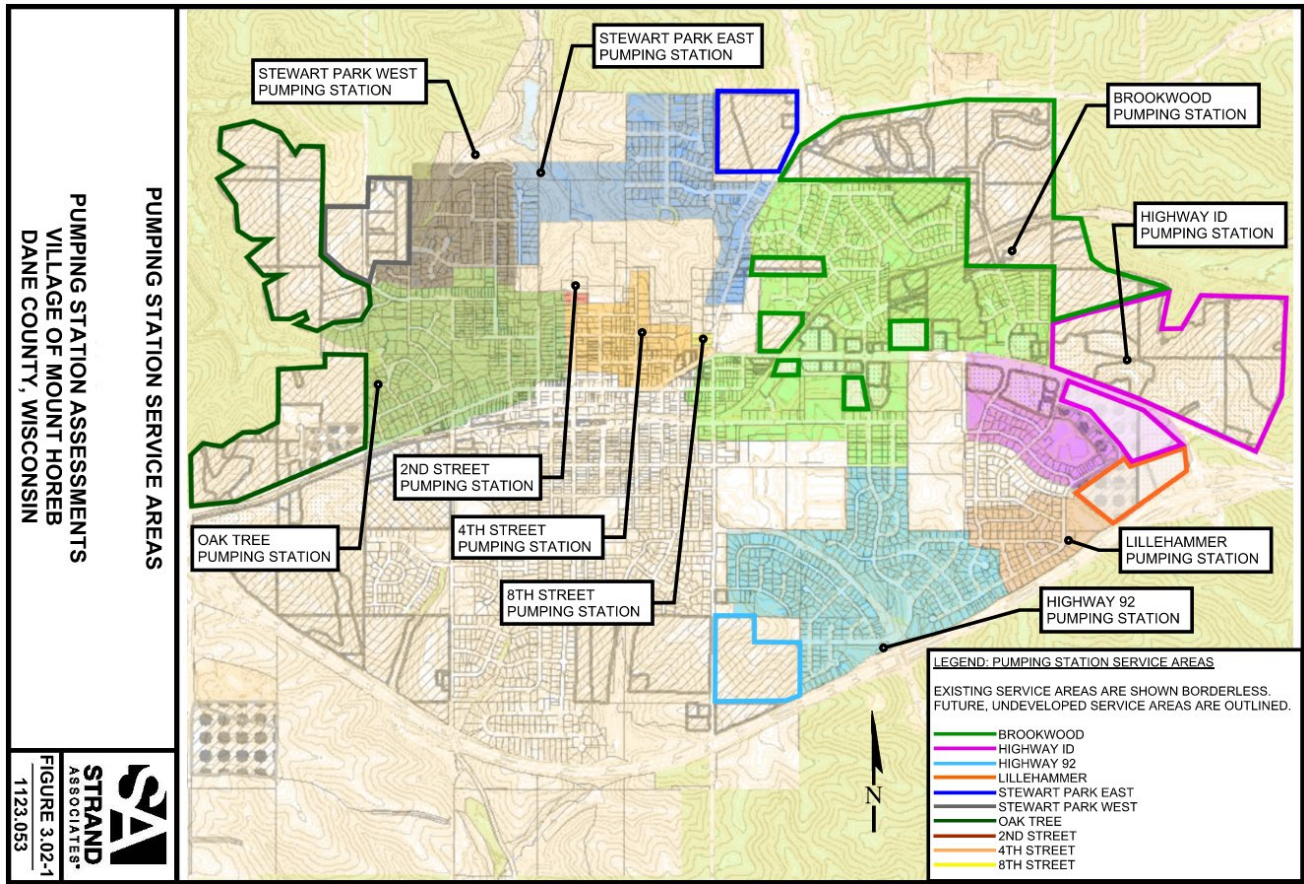
Disconnection of Wayside (CTH ID) & STH 92 Pumping Stations from the Eastside Joint Force Main.

Pumping Station Assessment Report from Strand Associates (4/2021) reviewed pumping rates for the sewage pumping stations in the Village of Mount Horeb. Specific review of the stations pumping in to the Eastside Joint force Main (Force Main) and was discussed in Section 4 of the report. The three stations that contribute flow to the force main are: Brookwood, Wayside (CTH DI) and STH 92. The report also reviewed potential future land uses of the undeveloped areas within the tributary areas of each station. Values below assume that there is the disconnection of the Wayside (CTH ID) and STH92 Pumping Stations unless otherwise stated.

Sewer Service Areas and Landuse:

Figure 3.02-1 shown blow depicts the current potential future service areas for the pumping stations. Brookwood Station is decided in the green areas and fully encompasses the Lukken Farm parcel as well as portions of the Schroeder farm as identified in the Northeast Neighborhood Plan (NENP). This sewer service area expands on what has been previously studied in the NENP services areas – specifically the areas tributary to Brookwood from the northerly end of the Schroeder Farm. This will allow for Durschti to have increased

sewerage units available for development on this property (Schroeder lands) that were not accounted for with the NENP sewerage allocation.



Sewer Service Areas:

The NENP assumed a total new contribution of approximately 169 acres from undeveloped areas tributary to the Brookwood Station:

Undeveloped Lands in Brookwood Service Area as of 1/2006			
Durtschi	9	acres	(some under development currently)
DeWitt	8	acres	Lands north of Schlapbach Creek - now Eberle
DeWitt	15	acres	Lands south of Schlapbach Creek (Eberle under development current)
Durtschi	3.5	acres	Lands south of Cox drive
Brunsell	4.2	acres	Lands south of Cox Drive
Jones	7	acres	Spanham Ridge (DeWitt Owns)
Lukken	122	acres	Northeast Neighborhood Planning Area
	168.7	acres	

The Strand Report considered the developed and undeveloped areas as shown above in 3.02-1 in Green and as listed in the tables 3.02-1 and 3.02-2 below:

Station	Residential (Acres)	Commercial (Acres)	Industrial (Acres)	Total Existing Acreage
Brookwood	171	45	0	216
Highway ID	12	13	0	25
Highway 92	187	0	9	196
Stewart Park West	38	0	0	38
Stewart Park East	70	1	0	71
Oak Tree	93	1	3	97
2nd Street	1	0	0	1
4th Street	35	0	0	35
8th Street	1	0	0	1

Table 3.02-1 Land Usage of Existing Pumping Station Service Areas

Station	Undeveloped Residential (Acres)	Undeveloped Commercial (Acres)	Undeveloped Industrial (Acres)	Total Undeveloped Acreage	Total Acreage, Existing Plus Future
Brookwood	215	5	0	220	437
Highway ID	49	85	13	147	172
Highway 92	32	8	13	53	249
Stewart Park West	36	0	0	36	74
Stewart Park East	32	0	0	32	103
Oak Tree	155	0	11	166	263
2nd Street	0	0	0	0	1
4th Street	0	0	0	0	35
8th Street	0	0	0	0	1

Table 3.02-2 Land Usage of Future, Undeveloped Pumping Station Service Areas

For Brookwood, the undeveloped acreage (220 acres) within the new analysis exceeds the assumed acreage in the NENP of 169 acres. Flow rates assumed within the study were similar to those assumed within the NENP, however this analysis did not take in to account the single wet weather event in 5/2004. Several areas also appear to be outside of the existing NENP USA amendment boundaries and could potentially allow for denser residential areas as long as the total flow rates did not exceed firm capacity of the station (838 gpm). Overall capacity available at the station will allow for approximately **700 single family residential units** within the undeveloped area at a density of **3.3 du/acre** (Please note that this density value includes several areas outside of the Lukken/Schroeder areas of the NENP). This exceeds the values as depicted in the NENP of a maximum 428 residential units from the Schroder/ Lukken areas tributary to Brookwood. For clarification – this increased allowance is based upon the disconnection of STH 92 and CTH ID stations that the NENP did not consider.

Table 3.04-1 depicts firm capacity of the stations pumping individually.

Pumping Station	Existing Capacity (gpm)	Existing Peak Flow (gpm)	Future Peak Flow (gpm)	Sufficient Capacity for Future Flows?
Brookwood	838	471	781	Refer to Section 4
Highway ID	604	132	518	Refer to Section 4
Highway 92	356	397	558	No
Lillehammer	165	59	161	Yes
Stewart Park West	ND	207	332	Not known
Stewart Park East	160	136	195	No
Oak Tree	500	402	771	No
2nd Street	ND	2	2	Yes
4th Street	220	65	79	Yes
8th Street	ND	2	2	Yes

Table 3.04-1 Comparison of Pumping Station Capacities with Current and Future Peak Flows

Disconnection:

Disconnection of the CHT ID and STH 92 will require the construction of a parallel 10-inch diameter force main from the north end of spring dale street to the discharge location at CTH JG.

The approximate length of this parallel line will be 7200 linear feet. Several road crossings will be required:

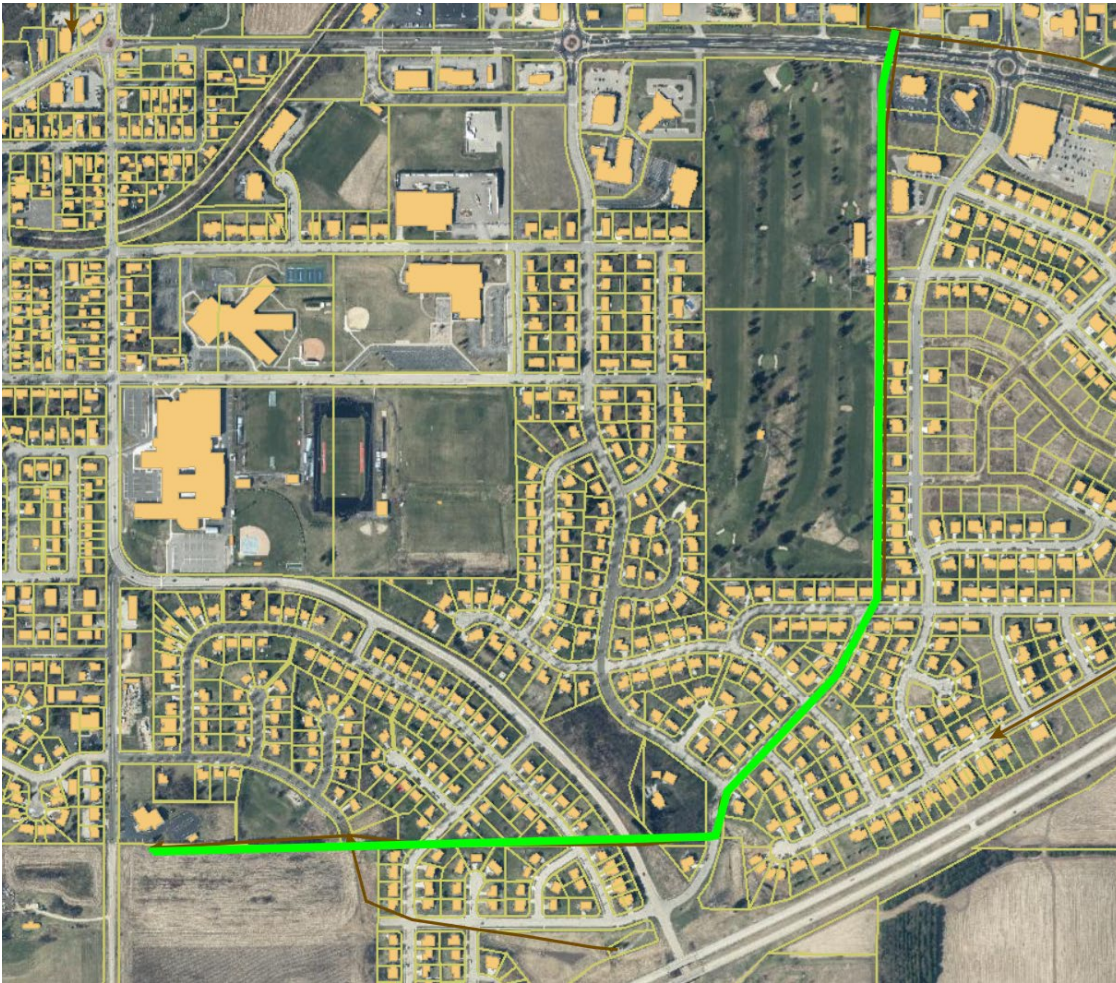
- Springdale Street
- Three Wood Drive
- Perimeter Road
- STH 92
- Vista Ridge
- Stonefield Way

Offroad areas to be constructed:

- Along the east edge of the golf course: 2700-ft
- Several back and side yards in Trotter Glen
- Barth Properties near the discharge to CTH JG and the interceptor.

Within roadways (will require pavement, base, curb and gutter repairs:

- Perimeter Road
- Lucky Way



Easements:

Several easements will need to be reviewed and added to be able to complete the improvements and may come with associated costs for land acquisition (back and side yards). Several areas with mature trees are located within these side and backyards that will require replacement or potential compensation for removal.

Constraints:

High bedrock will be an issue with placement of the force main in close proximity of the existing ductile iron main and will require careful installation of the new main.

Developed areas (mature trees, etc.) have added improvements

Construction Costs

We would expect that costs for the main may be in the \$175/LF range plus roadway restoration and roadway crossings. We have assumed rock excavation within this number,

however we expect a full Geotech exploration along the route to verify depths to minimize per foot costs.

Roadway restoration along approximately 2000-ft of roadway at an additional cost of \$50/lf of main in these areas

Miscellaneous manholes, cleanouts, air-vacuum release, detailed survey, and design as needs to be taken in to account.

Total costs with a 20% planning contingency to be approximately \$2.35 to \$2.5 million at this level of analysis.

1 **WISCONSIN COMMERCIAL LEASE AGREEMENT**

2 This Wisconsin Commercial Lease Agreement ("Lease") is made and effective _____ by and between
3 _____ ("Landlord") and _____ ("Tenant")
4

5 Landlord is the owner of land and makes available for lease the property located at _____
6 _____ ("Subject Property")
7

8 Landlord desires to lease the Subject Property to Tenant, and Tenant desires to lease the Subject Property from
9 Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.
10

11 THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable
12 consideration, it is agreed:
13

14 **Term.**

15 Landlord hereby leases the Subject Property to Tenant, and Tenant hereby leases the same from Landlord, for
16 an "Initial Term" beginning _____ and ending _____. Landlord shall use its best efforts to provide
17 the Subject Property in a manner that does not disrupt the tenant in operating a retail business.
18

19 **Rental.**

20 Tenant shall pay to Landlord during the Initial Term, a total rental of \$ _____. Payable as \$ _____ on
21 the commencement date, followed by monthly installments of \$ _____ per month for the remainder of the
22 term. Each installment payment shall be due in advance on the 1st day of each calendar month during the
23 lease term to Landlord at _____ or at
24 such other place designated by written notice from Landlord or Tenant.
25

26 **If the monthly installment is not paid when due and such failure continues for more than 5 days after**
27 **the 1st, then a late charge of \$ _____ shall be due.**
28

29 Tenant may renew the Lease, with landlord consent, for one extended term of _____ for \$ _____, payable in
30 installments of \$ _____ per month. Tenant shall exercise such renewal option, if at all, by giving written notice
31 to Landlord not less than sixty (60) days prior to the expiration of the Initial Term. The renewal term shall be at
32 the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in
33 this Lease. The renewal term shall be at the rental set forth below and otherwise upon the same covenants,
34 conditions and provisions as provided in this Lease. In the event the tenant or landlord desires to terminate the
35 lease after the initial term, a written notice shall be given not less than sixty (60) days prior to exiting the lease.
36

37 **Use**

38 Tenant will use the Subject Property as described, for _____
39 _____.
40 _____ Tenant use of the
41 Subject Property for anything else shall result in lease termination.
42

43 **Sublease and Assignment.**

44 Tenant shall not sublease all or any part of the Subject Property or assign this Lease in whole or in part without
45 Landlord's consent, such consent not to be unreasonably withheld or delayed.
46

47 **Repairs.**

48 During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Subject Property.
49 Repairs shall include such items as returning the Subject Property to the original condition as provided upon
50 lease commencement.
51

52 **Taxes and Fees.**

53 Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at
54 the Subject Property.
55

56 **Insurance.**

57 If the Subject Property or any adjacent property is damaged by fire or other casualty resulting from any act or
58 negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated
59 while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by
60 insurance.
61

62 Landlord shall maintain fire and/or extended coverage insurance on the Subject Property in such amounts as
63 Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and/or extended
64 coverage insurance on all its personal property, including removable trade fixtures, located at the Subject
65 Property.
66

67 Tenant shall, at its own expense, maintain a policy or policies of comprehensive general liability insurance with
68 respect to its activities in/at the Subject Property with the premiums thereon fully paid on or before due date,
69 issued by and binding upon some insurance company approved by Landlord, such insurance to afford
70 minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property
71 damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies
72 of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of
73 Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's
74 insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord
75 shall not be required to maintain insurance against thefts within the Subject Property or the Building.
76

77 **Utilities.**

78 Tenant shall pay all charges for water, sewer, gas, electricity, telephone and other services and utilities used
79 by Tenant at the Subject Property during the term of this Lease unless otherwise expressly agreed in writing by
80 Landlord. In the event any utility or service provided to the Subject Property is not separately metered,
81 Landlord shall pay the amount due and separately invoice Tenant for Tenant's pro rata share of the charges,
82 based on occupancy. Tenant shall pay such amounts within fifteen (15) days of invoice. Tenant acknowledges
83 that the Subject Property may not be designed to provide electrical facilities and/or lighting. Tenant shall not
84 use any equipment or device that utilizes excessive electrical energy or which may, in Landlord's reasonable
85 opinion, overload the wiring or interfere with electrical services to neighboring properties.
86

87 **Signs.**

88 Following Landlord's consent, Tenant shall have the right to place at the Subject Property, at locations selected
89 by Tenant, any signs which are permitted by applicable zoning ordinances and private restrictions. Landlord
90 may refuse consent to any proposed signage that is in Landlord's opinion too large, deceptive, unattractive, or
91 otherwise inconsistent with or inappropriate to the Subject Property or neighboring properties. Landlord is not
92 liable to assist Tenant in obtaining any necessary permission from governmental authorities or adjoining
93 owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to
94 the Subject Property resulting from the removal of signs installed by Tenant.
95

96 **Entry.**

97 Landlord shall have the right to enter upon the Subject Property at reasonable hours to inspect the same,
98 provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Subject Property.
99

100 **Rules.**

101 Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will
102 cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by
103 Landlord to Tenant in writing.
104

105 **Default.**

106 If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided,
107 and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to
108 Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed
109 and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to
110 Tenant by Landlord without correction thereof then having been commenced and thereafter diligently
111 prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice
112 of such intention, and if possession of the Subject Property is not surrendered, Landlord may reenter said
113 premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to
114 Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to
115 mitigate its damages.

116 **Condemnation.**

117 If any legally, constituted authority condemns the Subject Property or such part thereof which shall make the
118 Subject Property unsuitable for the intended lease, this Lease shall cease when the public authority takes
119 possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without
120 prejudice to the rights of either party to recover compensation from the condemning authority for any loss or
121 damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other
122 by the condemning authority.

123 **Notice.**

124 Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United
125 States certified mail, return receipt requested, addressed as follows:

126 If to Landlord, to:

127 _____
128 *[Landlord's Name]*

129 _____
130 *[Landlord's Address]*

131 If to Tenant, to:

132 _____
133 *[Tenant's Name]*

134 _____
135 *[Tenant's Address]*

136 Landlord and Tenant shall each have the right from time to time to change the place/location where notice is to
137 be given under this paragraph by written notice thereof to the other party.

138 **Headings.**

139 The headings used in this Lease are for convenience of the parties only and shall not be considered in
140 interpreting the meaning of any provision of this Lease.

141 **Successors.**

142 The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective
143 legal representatives, successors, and/or assigns.

154 **Compliance with Law.**

155 Tenant shall comply with all Wisconsin laws, orders, ordinances, and other public requirements now or
156 hereafter pertaining to Tenant's use of the Subject Property. Landlord shall comply with all laws, orders,
157 ordinances, and other public requirements now or hereafter affecting the Subject Property.
158

159 **Final Agreement.**

160 This Agreement terminates and supersedes all prior understandings or agreements on the subject matter
161 hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.
162

163 **Governing Law.**

164 This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of
165 Wisconsin.
166

167 IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.
168
169
170

171 _____
172 **[Landlord's Signature]**
173
174

175 _____
176 **[Tenant's Signature]**
177
178

Missing Components:

1. Subject to simultaneous Agreement to temporary waiver of easement rights from neighboring properties DIRECTLY affected.
 - a. Define Directly Affected.
 - b. May need to oversee template for Temp. Waiver.
 - i. Is neighbor to be compensated for temp waiver? Does Landlord need to confirm?
2. Timing of fixture placement daily with placement & removal time schedule (if applicable)
3. Prohibited use by Tenant of adjacent property. (If Applicable)
 - a. Ex. Exclusive use of part of alley prohibits use of remaining alley.
4. Consent/Acknowledgement to accommodate direct neighbor for sharing Subject Property.
 - a. In the event neighboring property user seeks use of Subject Property, Lease may be amended to accommodate.
 - b. Must include terms of split Subject Property use, perhaps with diagrams/visuals.
 - c. Must address timing; can it be amended mid-season if/when direct neighbor seeks use,
 - d. what notice must be provided by Landlord to Tenant
 - e. Etc?
5. Indirect neighbor Survey or Consent (if Applicable)
6. Renewal terms for seasonal lease
 - a. If multi-year lease, when are the seasonal commencement & termination dates?
 - b. What are the seasonal rental rates?
 - i. Tied to 12-month Ave Prime as annual inflation factor/index?
7. Percentage Lease Terms (If applicable)
 - a. Base Lease Rate + % of Gross Sales
 - b. Note: seasonal alley lease revenue from 1 location is likely to exceed Annual gross lease revenue from Golf Course. See Skal income #'s from 2021 request.