

**VILLAGE OF MOUNT HOREB
COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES
WEDNESDAY, FEBRUARY 9, 2022**

The Community Development Authority of the Village of Mount Horeb met on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. A virtual option was also available.

Call to Order/Roll Call: Chair Gobourne called the meeting to order at 6:00pm. Present were Kingsley Gobourne, Aaron Boehnen, Karen Tetzlaff, Marc Schellpfeffer, Brian Durtschi, Jessica Vezakis, and Randy Littel. Also present were Administrator Nic Owen, Economic Development Director Rowan Childs, Mount Horeb Area School District Superintendent Dr. Steve Salerno, Chamber of Commerce Executive Director Rachel LaCasse-Ford (virtual), and Deputy Clerk Chrissy Kahl.

Approval of December 8, 2021 Minutes: Motion by Littel to approve the minutes, second by Tetzlaff. Motion carried.

Consent Agenda:

- A. Economic Development Director's report: Childs provided a report in the meeting packet. Durtschi asked about when the Driftless Social will open. Childs said they had a delay in getting their state permit and plan to open in late Spring.
- B. Mount Horeb Area School District Report: Salerno provided a report in the meeting packet. There were no questions about the information provided.
- C. Mount Horeb Area Chamber of Commerce Report: A report was provided in the meeting packet. There were no questions about the information provided.
- D. Update on Comprehensive Plan progress: Information was provided in the packet.

Motion by Boehnen to approve the consent agenda, second by Tetzlaff. Motion carried.

Discussion and proposal for updated downtown development plan: Childs gave an overview. Durtschi had concerns regarding costs for the development plan. Owen said he can work with the Village Planner on costs. Boehnen suggested the Village does what it can internally to not have to use the Village Planner for all of the plan. Owen said much of it needs to be done by the Village Planner, but there is some we can do. Durtschi added that our alleyways are important to keep open access for fire trucks and pedestrian traffic to get up to Main Street. Motion by Boehnen for revisions to the downtown development plan to be reviewed by staff and broke down by what can be done in house, will discuss at next CDA meeting, second by Littel. Motion carried.

Discussion on utilities report for sewer capacity options in NE quadrant: Owen gave an overview. He said he will be working with the Village Engineer. Wastewater Facility Supervisor, John Klein, brought a few questions to Owen. Durtschi asked how would costs be broke down. Owen said shared costs between the Village, current developers and future developers. Boehnen asked about infrastructure costs in TID 3 and if outside of TID 3 it can be offsite improvements. Motion by Durtschi to recommend support from the CDA to move forward with this project, second by Schellpfeffer. Motion carried.

Discussion and recommendation of seasonal lease template for Village property: Owen gave an overview of this item. This lease would be a standardized general lease for any village owned property. The Village attorney said the lease is a good starting point, but needs to be more open, every situation is different. Schellpfeffer asked if the Village attorney be drafting this in the end, Owen said yes. Boehnen clarified this is a universal lease template, not just for one alleyway. Durtschi had concerns over leasing village owned property. Alley would not be used as original purpose. The alley would be blocked from fire trucks, and the only access would be from Front Street. Leasing would give a business (or tenant) an advantage that didn't exist when the business opened or created their business plan. Durtschi also said this opens the Village to liability. Littel said this is a general lease agreement. The fire department would have to approve. Specific agreements have to come back to the Village and Village attorney. Gobourne said the attorney could help guide regarding liability insurance or other items that should be added to the least agreement. He also asked if there is a way to find deterioration of buildings that may injure patrons. Owen said that would be based on a complaint basis. Schellpfeffer said it is important to decrease liability to the Village and to find value in it in a fair way. Boehnen said a lease is a good way to mitigate risk for the Village. Fees could be a percentage based on gross income. He would also like to see lease agreements be amendable. If a new business moves in adjacent to the alley and would also like use of the alley or share with an existing business. Owen suggested a template with addendums for each specific situation, then have the Village Board approve. Motion by Littel to recommend approval of this template with addendums for each specific situation, second by Tetzlaff. Motion carried.

Meeting adjournment: Motion by Boehnen to adjourn the meeting at 6:44pm, second by Schellpfeffer. Motion carried.

Minutes by Chrissy Kahl, Deputy Clerk