



VILLAGE OF MOUNT HOREB

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, November 2, 2022 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Agenda Items
 - a. Consider the October 19, 2022 meeting minutes
 - b. Personnel Report
 - c. Consider 2023 Operating and 2023-2027 Capital Budget, including ARPA recommendations
 - d. Consider the Residential Grant Program
 - e. Consider discontinuing Village Streetery program, effective 1/1/2023
- 3) Future agenda items
- 4) Closed Session
 - a. Consider Village Administrator's Annual Performance Review. The Finance & Personnel Committee may enter into a closed session as authorized by Section 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 5) Meeting adjournment.
 - a. Meeting adjournment will take place at the conclusion of the closed session. No additional comments will be made in open session.

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.

**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
OCTOBER 19, 2022**

The Finance/Personnel Committee met in regular session in-person on the date stated above.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:00pm. Present were Committee members Czyzewski, Hoffman, Jones, and Fendrick. Also present were Administrator Owen, Finance Director/Treasurer Stuessy, and Village Clerk Gaffney.

Consider October 5, 2022 minutes: Hoffman moved, Czyzewski seconded to approve the minutes. Motion carried by unanimous voice vote.

Review 2023 Draft Budget: Stuessy and Owen explained the changes to the budget that were discussed at October 5th meeting, and fielded questions from the committee. Staff will figure out wage and merit amounts for the final draft.

Review ARPA Draft Requests: The ARPA funds spending was discussed. No action was taken.

Future agenda items: A workplace violence article for the handbook was suggested, and discussing the residential grant program.

Adjourn: There being no further business before the Committee, Czyzewski moved, Hoffman seconded to adjourn the meeting at 5:55pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Village of Mount Horeb

Personnel Update

November 2, 2022

OPEN POSITIONS:

Police Sergeant

- Interview/screening phase

RECENTLY FILLED POSITIONS:

Police Lieutenant - Joshua Jarvis

Part-time Production Assistant– Nick Beake

Office Assistant/Deputy Clerk – Katie Jelle

Village of Mount Horeb



2023 Operating Budget and 2023-2027 Capital Improvement Plan

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Village Administrator Budget Message

Every year the preparation of the budget brings on new challenges and opportunities. For 2023, we are seeing inflation like we have not seen in a long time, dramatic price fluctuations and continued variability in the supply chain for equipment and supplies, coupled with the continued levy limits imposed by the state. Thankfully we are very fortunate to have a dedicated workforce that turns these challenges into opportunities to find ways to continue to provide excellent public services while operating with limited ability to increase revenues and expenditures.

The budget development process began back in June with Department Heads meeting with their respective Committees to review the Department's funding priorities for the upcoming year. Then Department Heads met with the Village Administrator and Finance Director to discuss their budget recommendations so that staff can continue to provide the same high level of service to our residents, businesses, and visitors. Department Heads then met with the Finance & Personnel Committee to review their initial budget requests and capital improvement plans.

The Finance & Personnel Committee met throughout the month of October to formulate a budget that protects the long-term interests of all Village taxpayers by keeping tax rates low, maintaining our high-quality service levels, maintaining healthy fund balances, accomplishing Village set goals, and managing our general obligation debt over the next five years.

By looking at the long-term financial affects of today's budgeting decisions, Board Members are able to analyze whether their budget decisions align with the vision and goals of the Village. Members of the Finance & Personnel Committee and the Village Board accomplish this objective through the use of various budget-related methodologies that show revenues and expenditures five years into the future. By analyzing needs over the next five years and comparing them with realistic revenue expectations, we are able to determine if the decisions we make in 2022 are sustainable.

The 2022 total assessed value for the Village is \$873,404,820; an increase of \$88,953,771 or 11.34% over 2021. The allowable levy increase for the 2023 Budget is tied to net new construction; which for 2022 is 2.43%, excluding debt levy. With the closing of TID 4 we also received an additional increase of \$19,000 for the levy limit.

The State's Expenditure Restraint Program (ERP) rewards municipalities under a specified rate of increase. The Village's 2022 budget qualified us to receive the ERP payment in 2023. The formula for Expenditure Restraint Payment is 60% of the net new construction plus Consumer Price Index-U (CPI) Midwest August. The net new construction portion of the formula is capped at 2%. We have received the final CPI numbers from the state and for the 2023 budget our allowable increase, to be eligible for the 2024 payment, is 9.2%. With the levy limit at 2.43% we will not be able to fully take advantage of the ERP increase, but this budget got us as close as possible.

For Health insurance, we participate in the State of Wisconsin local government program in which employers pay a percentage of the lowest cost plan in our area. For the second straight year GHC was the lowest cost option for our area; the Village portion of health insurance premiums increased 3.7%.

The Village is fortunate to have a good group of employees overall including many long-term dedicated employees. With record inflation our budget tried to balance cost of living increases with all employees and merit pay increases for high performing employees. The baseline increase for employees is 3% with merit pay allowing for another 1-2% increase.

This budget document explains the uses for numerous Village funds and provides the 2023 highlights for each fund. The overall levy increase for 2023 is 1.75%. The budgeted change in the mil rate for 2023 for the Village is projected to decrease by 11.32% and then stay relatively flat 2024 - 2027. The budget methodology for predicting future changes in the levy and assessed value uses an annual 2.00% increase due to new construction.

The Finance and Personnel Committee met on October 19th to provide final instructions to staff for the 2022 Budget and Capital Improvement Plan (CIP) and will provide a final recommendation on approval at their November 2nd meeting. The Village Board will hear a presentation on the 2023 budget on November 2nd and set a public hearing for the 2023 Budget and the 2023 – 2027 CIP for a special meeting on November 16, 2022 at 6:00 pm. Public comments on the budget are welcome at the public hearing and anyone with questions or comments are encouraged to contact the Village Administrator prior to the public hearing. You can reach the Village Administrator at 437-9409 or nic.owen@mounthorebwi.info. Following the November public hearing, the Board will vote to approve the 2023 Budget and the 2023 - 2027 CIP.

Elected Officials

VILLAGE PRESIDENT: Randy Littel

VILLAGE TRUSTEES: Brett Halverson
Cathy Scott
Jason Fendrick
Nate Gauger
Ryan Czyzewski
Tim White

MUNICIPAL JUDGE: Jody Morey

Village Officials

Administrator: Nicholas Owen ----- 608-437-9409

Assessor: Accurate Appraisal----- 1-800-770-3927

Attorney: Stafford Rosenbaum Law Office ----- 608-259-2618

Building Inspector: General Engineering ----- 608-437-7748

Chief of Police: Doug Vierck----- 608-437-1252

Clerk: Alyssa Gaffney ----- 608-437-9404

Court Clerk: Jean Culberson ----- 608-437-7748

Economic Development Director: Kristen Fish-Peterson ----- 715-581-1452

Electric Superintendent: Jordan Schmitz ----- 608-437-3300

Engineer: Rob Wright ----- 608-833-7373

Finance Director: Joan Stuessy ----- 608-437-9406

Governance Coordinator/Deputy Treasurer: Denise Schwenn----- 608-437-9408

Fire Chief: Jenny Minter ----- 608-437-5571

Librarian: Jessica Gretzinger----- 608-437-9378

Outreach Director: Lynn Forshaug----- 608-437-9441

Public Broadcasting Coordinator: Diane Stojanovich----- 608-437-6884 ext 2113

Public Services Director: Jeff Gorman----- 608-437-3351

Recreation Director: Jill Dudley----- 608-437-9451

Water Superintendent: Josh Hyndman----- 608-437-9431

Wastewater Superintendent: John Klein ----- 608-437-3101

Village Funds Definitions, Highlights, and Balances

General Fund: The General Fund includes the operating budget for most Village departments. At the end of each fiscal year, balances in the fund become part of the General Fund Balance. Village policy requires any general fund balance at the end of the fiscal year that is budgeted at more than 25% of the next year's budgeted expenditures, to transfer to the capital projects fund. This money is then used to either offset existing loan payment needs or to help pay cash for future capital projects.

Budget highlights for this fund include:

- The levy allocated to the general fund is up 3.15% from 2022.
- Utility payment-in-lieu-of-taxes (PILOT) payments are flat from 2022.
- State transportation aid payments are up \$27,000 over 22 or 6% due to the year the Village undertook 5 years of street projects dropping out of the funding formula.
- Other than the Transportation Aid, total intergovernmental revenue is flat.
- Total revenues for the GF are up \$292,000.
- The fire protection budget increased by \$11,286 or 2.03%.
- The budgeted increase in GF expenditures for the 2023 budget is 6%. We are budgeting to draw down fund reserves by approximately \$300,000. We are not concerned about this as historically our departments are conservative and we come in under expenditures each year but staff will keep an eye on this.

Park Development Fund: The Village created the "Parkland" Development Fund when the Village implemented a fee to developers who create residential lots. The fee is used to offset the increased demand on park services from the increase in residents. There is an impact fee per new house constructed. The Village collects this fee prior to issuing a building permit.

Annually we budget \$13,000 for park equipment and improvements. For 2023 we are budgeting to use \$65,000 for rehab work at Grandma Fosters Park. With the continued residential growth, the estimated fund balance is projected to remain stable around \$200,000.

Terrace Tree Fund: The Village requires developers to contribute to the Terrace Tree Fund for the planting of one tree every 50 feet in new subdivisions. State law permits developers to plant these trees themselves; however, given the quantity discount prices that the Village receives, it is likely developers will continue to contribute to this fund.

For 2022 through 2024, the budget will increase to \$23,000 for the replacement of the ash trees that will be removed during this period.

Swimming Pool: For 2023 we are proposing maintaining the levy at \$30,000. The levy is projected to increase back to \$40,000 in 2024 and remain stable through 2027. The Parks Committee reviews the financials for the pool annually and determines if changes are needed in the fee structure.

Cable TV Fund: The Cable TV Budget is funded entirely by cable franchise fees. This budget contains a significant investment in equipment for the Cable TV department and to improve the equipment for recording board meetings. The total cost of the project is \$117,000 and we anticipate using \$23,000 of ARPA funds to cover a portion of the project.

SW Dane (Outreach/Nutrition) Fund: The Village collaborates with several neighboring communities to offer area seniors a place for nutritional assistance, meals, and other important services.

The Village will levy \$47,343 in 2023 to fund operations; an increase of \$7,891 over 2022. Revenues from other contributing municipalities and Dane county are also expected to increase a similar amount. A major reason the increase is needed is that when we performed the compensation study, we discovered the positions were woefully underpaid. This is the second year of increases the levy to catch up on wages.

Library Fund: The Village Board authorizes a tax levy for the library every year and then the Library Board has authority to determine how the money is spent. The Library receives funding from several sources. Library revenues for 2022 are budgeted to increase by 1.5% over the 2023 budget, with the Village levy contribution increasing by that same amount.

The budgeted starting fund balance is projected to remain unchanged for 2023 at \$252,915.

Employee Retirement Insurance Fund: The Village set up this fund several years ago to cover costs of benefits for qualified employees. The benefit allows a portion of accumulated sick time to convert to cash upon retirement for use specifically to cover health premium costs. After a review of our existing benefits and a survey of desired benefits by our employees, we are again extending this benefit to all employees.

This fund is budgeted to remain 100% funded levying \$44,000 in 2023 and stabilize thereafter to cover Village employee sick leave actuarial costs (including Library and Outreach departments).

Tourism Promotion Fund: This fund was established in 2017 for the revenue and expenditures from the room tax. We are budgeting \$75,000 in revenue in 2023 with increases going forward. The Chamber of Commerce is the Village's designated room tax entity and receives 88% of the room tax funds which are used to promote the Village and generate more overnight stays. The Village keeps the remaining amount to cover administrative costs.

Revolving Loan Fund: The Village established this fund in 2010 to help promote economic development in the Village. The Village approved a \$200,000 loan made to Floss Please LLC for the new Mount Horeb Dental for their new facility and has approved a \$75,000 loan to the Driftless Social for their renovation of the former Schuberts as a supper club.

General Debt Service Fund: This fund accounts for the debt payments due on Village loans. The debt service levy will remain at \$1,600,000 for 2023 and remain steady through 2027.

Debt Types:

- General Obligation Debt – The defining feature of general obligation debt is the source that secures its repayment - an ad valorem tax levied on all taxable property within the limits of the municipality at the time the general obligation is issued. Chapter 67 of the Wisconsin statutes governs the issuance of various obligations generally known as general obligation bonds or notes.
- Revenue Debt – Revenue bonds and notes are payable from the revenues derived from the operation of the water, electric, or sewer utilities. These bonds are not secured by the full faith and credit of the taxing ability of the municipality and as such, they are generally considered a slightly higher risk to investors.

The Village, like all municipalities in the State of Wisconsin, is required to borrow no more than 5% of its equalized assessed value within the community. This limit applies only to general obligation debt. The estimated 2022 equalized value is \$1,031,798,244. This means that the Village can legally borrow \$51,589,911. The Village will be at 40.53% of its debt limit in 2023, down from 42.41% in 2022. The debt limit will further decrease each year, to 29.95% of its debt limit in 2026. Total general Village-related debt payments in 2022 are \$2,857,637.

TID Debt Service Fund: This fund accounts for debt issued for TID 3 and 5. Tax increment revenues pay for the majority of the payments due from the TID-related loans. A property tax levy makes up the difference between the loan payment and the available increment created within both of the TIDs.

The Village is required to maintain a certain fund balance each year to account for costs associated with prior payments for the TID #3 amendment fund. The balance in this fund is restricted until TID #3 is fully paid off. If TID #3 is in the black at the end of its life, the additional money in the TID #3 fund, up to the balance in this fund plus certain monies already reserved in the General Fund, will become unrestricted. The Village fully complies with this requirement.

Capital Projects Fund: The Village annually funds various capital projects – projects that have a value of \$5,000 or more and that have a useful life of more than one year. This fund tracks all revenues and expenditures for those projects.

The Finance and Personnel Committee are recommending the following non-utility capital projects for 202:

- Replace Police Squad and Equip as K-9 Unit: \$65,000
- Police Server Upgrade: \$6,000
- Police Dictation Equipment: \$6,200
- Street Replacement Projects: \$897,000
- Street Maintenance Projects: \$263,700
- Storm Sewer Replacement: \$110,000
- Sidewalk Installation: \$20,000
- Replace 2010 Paint Striper and Line Driver: \$11,500
- Replace 1991 Asphalt Roller: \$21,000
- Replace 2012 Chipper: \$36,000
- Replace 2008 John Deer Utility Tractor/Mower: \$30,000
- Replace Playground Equipment: \$130,000
- Recreation Department Restroom: \$27,000
- Aquatic Center Improvements: \$22,800
- Parking Lot Maintenance: \$9,600
- Viking Park HS Field Lights: \$150,000
- Tennis/Pickleball Court Reconstruction \$200,000
- Emerald Ash Borer Removals: \$5,500
- Grundahl Park Infield Renovation: \$13,200
- Library Capital Items: \$12,500

Total non-utility capital projects in 2023 are \$2,037,000. Budgeted revenues total \$1,188,750 including debt, equipment trade in, park replacement fund, cost share with the school and softball club and ARPA funds leaving a total levy for Capital Projects of

\$250,000. Utilities pay for their capital projects directly from their respective depreciation accounts and from issuing revenue bonds.

TID 3 Fund: This fund manages revenues and expenses associated with Tax Increment District (TID) #3. The revenue typically comes from taxes paid within the specific TID jurisdiction, with additional revenues coming from a levy to cover a portion of the shortfall needed between the known debt payment and the revenues coming into the fund from increment created from the base value when the district was created. In addition to the levy, two local developers pay the remaining costs associated with the shortfall. The Village is responsible for 33.86% of the shortfall between the increment collected and any given year's annual debt payment on the loan(s) for the cost of projects already completed. Developers pay 66.14% of the shortfall.

The 2022 increment value in TID #3 is \$44,258,000. This is up \$5,311,900 versus 2021.

This TID has always projected as being very tight to whether it will pay off all expenses during its lifetime. With recent growth in the district, it now appears that pending any significant decreases in the mill rate it will pay off.

TID 3 Amendment Fund: In 2006, the Village approved an amendment to TID 3 and incurred additional expenses. It is unknown if the TID will be able to fully support repayment of these additional expenses (which will only happen after the original TID 3 fund fully covers all of its debt obligations throughout the life of the TID). If this occurs, then the District can remain open in order to repay the costs associated with this fund. Because of the nature of this fund, it will carry a negative balance.

The estimated fund balance at the end of 2022 is projected to be -\$848,063.

TID 4 Fund: TID 4 was formally closed in 2022. Thanks to the increment generated we were able to return \$140,169 to our general fund and \$258,209 to the other taxing entities.

TID 5 Fund: TID 5 was created in August of 2016. TID 5 has already seen the development of the Hoff Apartments, the total rehab of 108 S Second Street and 119 S Second Street and the completion of 3 façade and building restorations through our TID funded program. In 2022 increment value in TID #5 is \$62,373,800, an increase of 12% or \$7,234,200 over 2021.

Levy

The Village levies from eleven (11) different funds and six (6) of these funds are inter-related due to their connection to the state-imposed levy limit. The following funds are at least partially funded by a levy:

- General Fund
- Library
- Outreach/Nutrition (Senior Center)
- Capital Projects
- Employee Retirement Insurance Fund
- Swimming Pool
- Tax Increment Districts (TID)
- Debt Service
- TID Debt Service

The total combined levy from levy-limit funds cannot be more than the state-imposed limit, which for 2023 is 2.43% more than the levy in 2022. The levy for 2023 complies with this requirement. For 2023, the Village's levy toward the levy limit is \$3,855,487 (excluding debt levy). The total general levy is \$5,510,949 (including debt levy). The total levy amount will be added to the TID increment to determine the total final levy. Not including the TID increment calculations, the general levy is set to increase by 1.75%. This represents a decrease of \$202 on a \$250,000 assessed property for the Village portion of the tax bill. The one outstanding item we have that would affect this is the additional amount we can increase the levy based on the retired TID 4. There is a complicated formula that allows us an additional increase in the levy, exempt from levy limits, based on the value of the retired TID. That number will not be finalized until we have all the tax rates from the other tax entities.

Utilities

Electric Utility: This fund is used for the operation of the Village's electric utility. The utility purchases power from WPPI Energy and distributes it to customers within and outside of the Village's corporate limits. Expenses include costs for maintaining two substations and 127 miles of primary distribution lines. We are in the process of an application to the Wisconsin Public Service Commission for the first electric utility rate increase since 2006.

Electric utility debt was paid off in 2022 but there will be debt payments resuming in 2024 for the new substation project. The estimated starting cash balance in the electric fund for 2023 is \$2,825,862 and the estimated ending balance is \$3,281,643.

The electric utility's capital projects in 2023 are:

- New Electric Substation: \$4,000,000
- Replace 2011 40' Bucket Truck: \$160,000
- Replace 2012 Chevrolet 2500 pickup: \$40,000
- Replace 2013 Trencher: \$245,000
- Downtown Substation Work: \$300,000
- Northeast Substation Work: \$317,000
- Replace 2012 Morbark Chipper (50% with PS): \$23,500

Water Utility: This fund is for the operation of the Village's water utility. The water utility operates two water towers with 700,000 gallons of elevated water storage capacity, 600,000 gallons of ground level storage capacity, has over 231,000 linear feet of water mains, and operates four wells.

Total water-related debt payments in 2023 are \$182,400. The estimated starting cash balance in the water fund for 2023 is \$1,173,228 and the estimated ending balance is \$1,049,031.

The water utility's capital projects in 2023 are:

- System Leak Detection: \$5,000
- Meter Replacements: \$110,000
- Water Main Replacement: \$1,390,257

Sewer Utility: This fund is used for the operation of the Village's sewer utility. The utility operates the wastewater treatment plant, 236,782 feet of sewer main, and eleven lift stations.

Total sewer-related debt payments in 2023 are \$1,106,734. We project payments to remain level through 2026. The estimated starting cash balance in the sewer fund for 2023 is \$1,270,114 and the estimated ending balance is \$947,906.

The sewer utility's capital projects in 2023 are:

- Fence/Gate on ATC Easement: \$5,000
- SCADA PC's and Software Upgrade: \$18,000
- New 2023 Ford F150 Pickup: \$45,000

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM

PURPOSE

The Village Board has authorized the creation of the Residential Exterior Improvement Program, (program). The purpose of the program is to encourage the upkeep and appearance of owner-occupied residential homes, as well as mitigate the presence of blighted properties, within the residential districts of the community.

The program provides matching grants up to \$5,000 for projects that help maintain and enhance the overall attractiveness and vitality of residential districts that are consistent with community expectations and neighborhood preservation; as well as removing blighting influences, which can diminish property values in and around the subject residence. The program is intended to provide financial assistance in order to spur individual investment into one's own home. The grant funds are meant to serve an important secondary role to private financing for improvement projects.

The Village Board has developed the following set of goals regarding the program's purpose.

1. Maintenance and Improvement
 - a. Encourage public and private efforts to maintain and improve the community.
 - b. Promote the attractiveness of Mount Horeb as a preferred location to live.
 - c. Encourage maintenance and improvements of existing residences.
2. Preserve Neighborhood Stability and Property Values.
 - a. Maintain the Village's neighborhood cohesiveness.
 - b. Maintain the Village's residential appeal and preserve property values by mitigating and/or eliminating blighting influences.

DEFINITIONS

Designated Area: The program applies to residential zoned properties within TID 5 or within a half-mile of the boundary of TID 5 that are located within the Village of Mount Horeb, as identified on the attached map.

Exterior Features: Areas of a home/property that are visible from the public right-of-way. Refer to "Eligibility" below for examples.

ELIGIBILITY

Available funds will be used to provide grant monies for the purpose of maintaining and improving the exteriors of residential properties within neighborhoods located within applicable TID proximities. The eligibility criteria are as follows:

1. Property / Applicant Eligibility
 - a. The home must be over 25-years old.
 - b. The home owner must have owned and lived in the home for at least 5-years.

- c. The assessed value of the home cannot be over 125% of the average assessed home value in the Village of Mount Horeb, as established by the Village Assessor on an annual basis.
2. Eligible Projects
 - a. Any improvements must be visible from the public right-of-way.
 - b. Repair/replacement of the building's original materials and decorative details.
 - c. Replace exterior material with modern material (i.e. vinyl siding).
 - d. Cleaning of exterior building surfaces.
 - e. Tuck pointing and masonry repair.
 - f. Painting of exterior building surfaces.
 - g. Repair of entrances, doors, windows, transoms, or other public exterior elements that have fallen into disrepair (broken, damaged, missing, etc.). If repair isn't possible or cost prohibitive, the Community Development Authority will consider, with final approval from the Village Board, replacement rather than repair of these items.
 - h. Roof repairs
 - i. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.) or repair of hard surface driveways.
 - j. Removal of tree stumps that are located in the front or side setbacks, or terrace.
 - k. Other construction activities to improve the exterior of a building as approved by the Village Board.

PROGRAM REQUIREMENTS

1. Projects shall occur within the Designated Area as defined above.
2. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval. In rare cases, likely due to extenuating circumstances, the Village Board may allow completion extensions upon request of the applicant. The Village Board reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to grant extensions.
3. Projects shall comply with all applicable Village zoning and development standards and requirements and must receive all applicable building permits and inspections throughout the construction process.
4. Projects shall be consistent with and further the stated goals and objectives of the program and TID project plans.
5. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Village Board may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
 - b. Current condition photos to provide adequate "before and after" shots.
 - c. Construction / reconstruction time schedule, noting start and completion date.
6. **Applicants MUST submit at least two contractor proposals that MUST be used for construction/installation.** If the applicant has a difficult time obtaining two contractor proposals, they are encouraged to contact the Village Administrator to discuss possible solutions. The actual Village Board approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the Village as indicated below in number 11. The Village Board retains the right to request additional proposals.
7. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
8. Applicants must take out the appropriate building permits. No license, registration, or permit in

the Village of Mount Horeb shall be issued or renewed until all delinquent Village taxes, assessments, and forfeitures from Village ordinance violations and all due bills of the Mount Horeb Utilities are paid in full.

9. Minor changes to the project will require submittal and approval by the Village Administrator. Significant project changes, as determined by Village Administrator, will require approval of the Village Board.
10. The Village Board reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.
11. Concurrent applications from the same applicant shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Village Board.
12. Total grant funding for any single property may not exceed two (2) grants, regardless of dollar amount, within any four (4) year period.
13. The Community Development Authority will review each application and forward on a recommendation to the Village Board. The Village Board will have the ultimate authority to determine whether an application has met the criteria for approval, and may impose certain design conditions on approved projects.

PROCESS

1. Applicant submits grant application, contractor proposal/quote, and site plan to Village Administrator, 138 E Main Street.
2. The application is sent to the Community Development Authority for initial review and to make a recommendation to the Village Board.
3. Village Board reviews the application materials and approves or denies the funding request. If approved, the Village Board may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
4. Applicant submits building permit with final design plans as required by Village code.
5. Building Inspector reviews and approves permit.
6. A “letter of agreement” is drafted by Village staff that identifies the terms of the agreement. All parties execute said letter.
7. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to number 11 in the Program Requirements section.
8. Construction/Installation is completed within one (1) year of grant award.
9. Applicant contacts the Village Administrator to request a project review to see if all code requirements and Village Board imposed conditions have been met. The Village staff member reviewing the work will sign the Project Close Out Form.
10. Applicant provides the completed Project Close Out Form with signatures from the property owner, contractor, and Village Staff member who reviewed the work; itemized invoices for the project; and proof of payment of their portion of the project costs to the Village Administrator, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
11. Once the Village Administrator has reviewed the Project Close-Out form and provided documentation, the Village Administrator will provide the documentation to Village Treasurer to review before issuing payment to the contractor or reimbursement to the property owner for their payment to the contractor.

GRANT CYCLE AND DUE DATES

The initial application deadline for grant requests will be the first Monday in April. The requests will then be reviewed in order of receipt by the Community Development Authority and the Village Board at their regularly scheduled meetings. Applications will continue to be accepted if funds are still available after the initial application deadline. All applications received by the first Monday of the following months after April will be reviewed by the Community Development Authority and Village Board at their regularly scheduled meetings in batches.

FUNDING AVAILABILITY

The program is specifically a matching grant program based on the criteria below:

1. The Village Board has available a limited amount of funding. Applications will be reviewed in batches as they are received. Grants may be awarded only if the Village Board has adequate funds available for this program.
2. Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however, such costs shall be the sole responsibility of the applicant.
3. The Village shall only provide up to a maximum of \$25,000 worth of grants on an annual basis.

PROGRAM EXPIRATION

The residential exterior improvement program will expire if one of the following occurs:

1. When the allocated TID project plan funds have been spent, unless additional funding has been authorized by the Village Board up to a maximum of \$25,000 annually.
2. When the allowable TID expenditure period has expired.
3. When the Village Board chooses to eliminate or amend the program.



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

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM *GRANT APPLICATION*

APPLICANT INFORMATION

Applicant Name _____

Property Address _____

Phone _____ Email _____

PROPERTY INFORMATION

Year Home Built _____ Purchase Year of Home _____

Assessed Value of Home \$ _____

PROJECT INFORMATION

Proposed Start Date _____ Proposed Completion Date _____

Contractor Name _____ Contractor License # _____

Contractor Address _____
Street City State Zip

Contractor Phone _____ Contractor Email _____

Total Project Estimate \$ _____ Grant Request \$ _____

Other funding sources that will be used: _____

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

DOCUMENTS TO INCLUDE

- ☐ Two contractor proposals
- ☐ Site plan
- ☐ Copy of Contractor License
- ☐ Proof of Insurance
- ☐ Photos of what will be repaired

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of Mount Horeb Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Village Board has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

Applicant Signature _____

Date _____

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? ☐ Yes ☐ No
Community Development Authority Review Date: _____ ☐ Recommended approval without conditions ☐ Recommended approval with conditions ☐ Recommended denial Recommended conditions or reason for denial (if applicable): 	
Common Council Review Date: _____ ☐ Approved without conditions ☐ Approved with conditions ☐ Denied (reasons below) Conditions or reason for denial (if applicable): _____ _____ Authorized Grant Amount: _____	
Date Check Issued: _____	



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM *PROJECT CLOSE-OUT*

Grant Recipient _____

Property Address _____

☐ Attach photos of completed project.

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Residential Exterior Improvement Program and consistent with the nature of this application.

Contractor Signature

Date

Applicant Signature

Date

Village Staff

Date

Village Treasurer Signature

Date

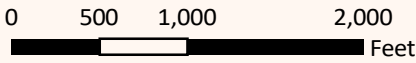
Village Administrator Signature

Date

Mt. Horeb - TID 5

-  TID 5
-  TID 5 - Half Mile Radius

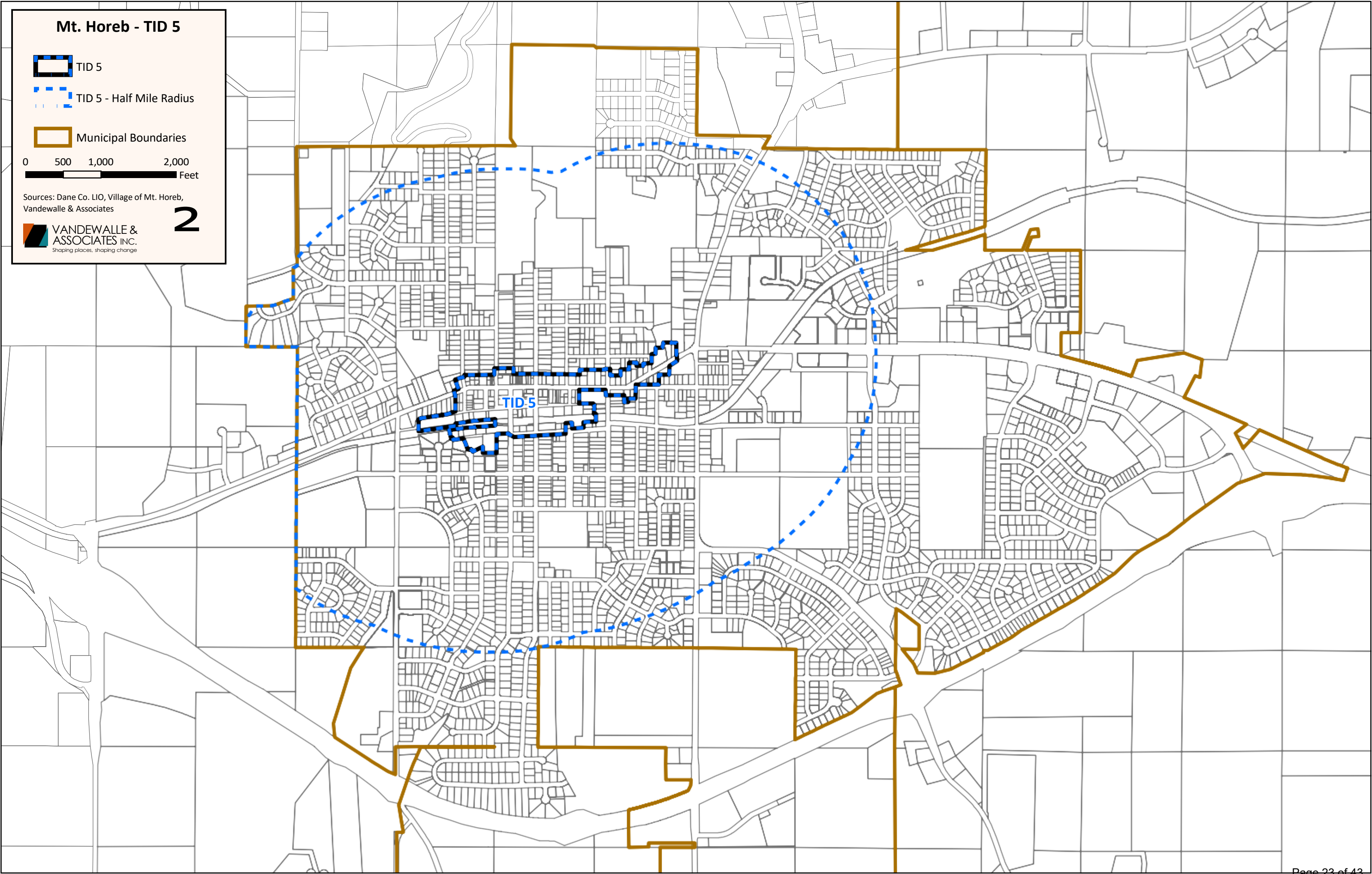
 Municipal Boundaries



Sources: Dane Co. LIO, Village of Mt. Horeb,
Vandewalle & Associates



2





AGENDA ITEM REPORT

MEETING DATE

November 2, 2022

PREPARED BY

AGENDA ITEM # 2.e

Consider discontinuing Village Streetery program, effective 1/1/2023

BACKGROUND

Per Cathy Scott request -adding discussion of formally ending Village Streetery program, effective 1/1/2023 with recommendation to board for approval at the December VB meeting.

RECOMMENDATION

ATTACHMENTS

1. Mount Horeb Streetery Program 2022



Mount Horeb Sreatery Program Guide 2.24.22



Table of Contents:

This guide outlines the general parameters of the program.

Section A, gives a brief summary of each type of Café allowed and an example illustration or photos of café types. Restaurants and all eligible businesses that are interested in the program should look to Section B, for more detailed guidelines, requirements and application information.

Section A: Program overview

- Local and state regulations
- Sidewalk café expansion
- Outdoor dining activity on private parking lots
- Outdoor dining activity on public parking lots
- On street cafes (cafes on parallel or angled street parking)
- Extension of licensed premises (alcohol license)
- Illustrative diagrams/ photos

Section B: Program details and requirements

- Local, state and Fed regulations
- Sidewalk café expansion
- Outdoor dining activity on private and public parking lots
- On street cafes (cafes on parallel or angled street parking)
- Extension of licensed Premises (alcohol license)
- Use of tents, shade structures, elevated wood decks, heaters

Section A: Program Overview

The Village of Mount Horeb has continued the Streatery Program from 2020, 2021, into 2022 to allow restaurants, cafes, and other eligible businesses to expand their business footprint onto the public rights of-way or parking facilities if administratively approved by staff. For eligible restaurants, taverns, and other businesses this may also include expanded alcohol license premises. For 2022 sidewalk fees and related will no longer be waived for the Streatery Program. Fees will return in 2022. An update for this year will be a focus on making sure all streatery participants follow rules on cleanliness and safety, continued extended dates, allowing “wooden deck structures”, “concrete safety barriers for Main Street” and the expectation that all program participants have a daily cleaning protocol to keep our streets and sidewalks clean and safe for all.

All administrative approvals are strictly run from April 15th to Nov. 15th and must follow all Public Health Madison & Dane County (PHMDC) rules for Covid 19 regulations. This program is subject to all Local, State, and Federal Health Orders, laws and guidelines. This document is only a guide for businesses.

Under no circumstances is this program meant to promote gathering or social spaces, and are only to allow food & beverage patrons to be seated in accordance with physical distancing requirements to increase capacity.

Staff Contacts:

Streatery Coordinator: Rowan Childs

Sidewalk Cafes License: Rowan Childs/ Jean Culberson

Private Parking Lots: Rowan Childs

Alcohol License Permit Extensions: Alyssa Gaffney

Fire: Jenny Minter

Police: Doug Vierk

1. **Local, State and Federal Regulations** Must be Maintained Public Health guidelines are continually changing and adjusting to meet current needs. Any outdoor seating allowed through this program are subject to the local, state and federal public health orders, local, state and federal laws, and are subject to change and/or revocation at any time. Please refer to PHMDC for the most recent local orders: <https://www.publichealthmdc.com/coronavirus> ***At this time the DOT has not finalized their “Parklet” program that would allow or not a streetery program on our Main Street downtown. If they do not allow the state program, no streateries will be allowed on Main Street. Sidewalk Café’s will be allowed.
2. **Sidewalk Café Expansion** Private use of public sidewalks and terraces for outdoor seating requires a Sidewalk Café License. This program allows the Village to administratively approve changes to existing licensed sidewalk cafes and allow proprietors without a café to apply for a license, to temporarily create additional outdoor seating.
3. **Outdoor Dining Activity on Private Parking Lots** This program allows formal approval processes to allow restaurants and other eligible establishments with access to private parking to utilize these areas for dining provided the consent of the landlord or property-owner is obtained. A short application is required, and will be reviewed and approved by the Village.
4. **Outdoor Dining Activity on Public Parking Lots** This program allows formal approval processes to allow restaurants and other eligible establishments with access to public parking to utilize these areas for dining provided the consent of the village staff is obtained. A short application is required, and will be reviewed and approved by the Village. *This is meant for those who may not have any other option due to the potential DOT ruling.
5. **On-street cafes** (Cafes on parallel or angled street parking) In an effort to allow expanded outdoor seating for 2022, the Village is allowing some café tables and chairs to be placed within on-street parking areas as long as they meet safety conditions. These safety requirements are different for streets with very low volumes or high volumes of traffic. All safety, decorative structures, and barriers must be approved by village staff. On-street cafes can be used by one or more businesses, and don’t require streets to be closed. The Village will be temporarily suspending certain ordinances to allow for private use of on-street parking spaces within the public right-of- way. These cafes will used in conjunction with a sidewalk café license.
6. **Dates:** The program runs April 15th through Nov. 15th. The end date is subject to the weather and the Village has the right to end the program early if there is continued bad weather.
7. **Illustrative Diagrams Images:** All diagrams and photos are for illustrative purposes only to help eligible businesses understand some of the limitations and opportunities within this program.

1. Diagram of a Sidewalk café and a café expansion:

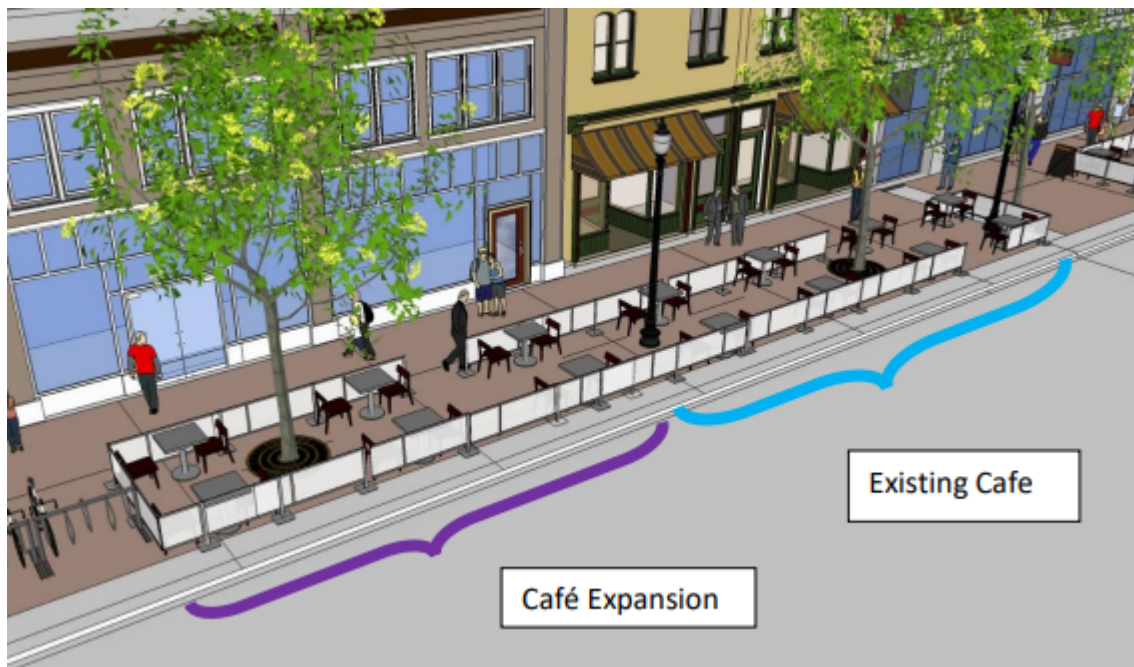


Photo of a sidewalk café:



2. Diagrams for both small and large cafés on low-volume streets with angled parking:



3. Diagrams for both small and large cafés on low-volume streets with parallel parking:



Parallel parking example:



Diagrams and photos for cafés on high-volume streets with parallel parking: *

*Main Street we will require concrete barriers at oncoming traffic front and sides of café





*Main Street we will require concrete barriers at oncoming traffic front and sides of café

*Main Street we will require concrete barriers at oncoming traffic front and sides of café



Examples of raised wood platforms:



Wooden deck example with metal gap cover:



Section B: Program Details & Requirements

This section describes the general process, guidelines and requirements for eligible businesses wishing to expand their outdoor seating under this program. Please refer to the section below that addresses your request to determine your first steps in implementing your outdoor dining plan. The Streatery Restaurant Recovery Program is intended to aid businesses in the recovery process. These guidelines are subject to change and adapted as this program is implemented.

Under no circumstances is this program meant to promote gathering or social spaces, and are only to allow food & beverage patrons to be seated in accordance with physical distancing requirements to increase capacity. In no way can the overall capacity (inside + outside) exceed the establishment's overall occupancy to be in compliance with Public Health Code. No vertical drinking is allowed.

1. Local, State and Federal Regulations Must be Maintained

Any converted use must be in conformance with all Village of Mount Horeb and the Fire Department requirements for building accessibility, and physical distancing requirements that provide at least six feet spacing between tables and pathways.

1) Public Health Orders- Public Health guidelines are continually changing and adjusting to meet current needs. Any outdoor seating allowed through the existing Emergency Order, and as described in this guidebook are subject to the local, state and federal public health orders, local, state and federal laws, and are subject to change and/or revocation at any time. Please refer to PHMDC for the most recent local orders: <https://www.publichealthmdc.com/coronavirus>

2) ADA Requirements All ADA requirements must be met for temporary uses. The following additional information will be useful for operators: A. There is no requirement to provide a ramp down the curb as long as there is some sidewalk level seating that can be prioritized for a disabled individual. B. Detectable warning for curb elevation change:

There are several ways that a cafe operator can ensure safety for patrons regarding the elevation change of the curb: i. Temporary Curb markings: Staff suggest that striped, reflective or other warning tape be applied to the curb ii. Temporary detectable warning mat iii. Use of café enclosures/fencing/stanchions/barriers along length of curb

4) Garbage collection and cleaning protocols: all participating businesses must create a daily protocol to keep their area clean from spills, garbage, and upkeep of their area to detract from accidents, smells, garbage, rodents, and insects. All businesses must empty their own garbage cans and clear away refuse as soon as possible. Spills on sidewalks and streets will be cleaned by the business.

2. Sidewalk Café Expansion for prior users:

For 2022 with the duration of the pandemic, village code requirements regarding certain permitting of sidewalk cafes shall be temporarily suspended. Businesses utilizing the rights-of-way shall comply with the following requirements during this time period, as approved by the Streatery Coordinator. Operational Requirements for Sidewalk Cafes shall remain in effect as described below and shall generally apply to all private business operations including retail establishments. A short application is required, and will be reviewed and approved by the Village staff.

1) Sidewalk Café expansion for prior café operators:

- a. Fill out a new sidewalk café application and extension, and contact the coordinator to discuss expansion opportunities.
- b. After approval of the Cafe Expansion by the Coordinator, businesses must also submit an expansion of alcohol premise license with the Clerk's Office when appropriate.
- c. Expanding outside of existing footprint onto adjacent building frontages, and commercial terraces, **adjacent business or property owner's consent is required by the Village.** Adjacent businesses are strongly encouraged to coordinate, and may need to share adjacent available frontages. You are eligible

for a minimum of 2 parking spots and up to the width of your business frontage. Space is based upon the number of participants, safety precautions, and is not guaranteed year to year.

e. Cafes are still required to follow PHMDC guidelines for physical distancing.

f. Adjacent cafes will need to coordinate to maintain correct distancing even among two or more cafes.

g. This program allows flexibility for cafe enclosures:

i. materials, openings, and aesthetics of café enclosures,*

ii. cafés will only be required to be enclosed on three sides, leaving open the sidewalk frontage

iii. Businesses will still be required to make sure that all tables, chairs and alcoholic beverages stay within the confines of the approved café area.

h. Parklet platforms, tents and umbrellas may be allowed if they fit completely within the café perimeter, weighted, and conform to all Fire Chief rules, and approved by staff prior to use

i. Other usual rules sidewalk cafe rules still apply

j. The village has the right to close parking spaces in between two café locations if it is unsafe for vehicles to park within a small space.

k. Parklet platforms and umbrellas may be allowed if they fit completely within the café perimeter and are approved by staff prior to use. Tents may be allowed if they fit completely within the café perimeter and conform to Section 8

3) Sidewalk Café expansion for new Sidewalk Café operators

a. Eligible businesses should begin the application process for a new sidewalk café, and upon approval by the coordinator, may be able to include expanded areas beyond what would normally be allowed under pre-COVID circumstances.

i. General Sidewalk Cafe Application steps for all businesses:

1) Submit application with:

- Application
- Scale drawing
- Insurance
- Images or links to furniture and enclosures - approval required prior to use

2) Application is reviewed and moved through the workflow

3) Application materials are approved

4) Pay fees

5) Final site visit for cafe approval

- 6) License issued
- 7) Café out on the street

ii. Certificate of Insurance Requirements:

- 1) Additional Insured box checked and/or in the Description of Operations box near the bottom the write “The Village of Mount Horeb” is listed as an additional insured”
- 2) The policy number
- 3) Policy dates (start and expiration date)
- 4) \$1M coverage
- 5) In the Certificate Holder box put “Village of Mount Horeb”

b. Sidewalk Cafe Drawing Requirements

i. Drawings should include the following information:

- 1) width of the café
- 2) depth of the café
- 3) identify the distance of the café to the building
- 4) identify the distance from the curb edge to the enclosure
- 5) identify any public garbage cans
- 6) include your business name and address on the drawing

C. Summary of Café rules still in effect:

- i. Must hold an Active Sidewalk Café License (and alcohol premise extension if applicable) prior to setting equipment in the right-of-way
- ii. All furniture and enclosures (equipment) must be approved by the Coordinator prior to use in the right-of-way
- iii. Must have a daily cleaning protocol
- iiii. Expanding outside of existing footprint onto adjacent building frontages, and commercial terraces, adjacent business or property owner’s consent required and approval of the Village. Adjacent businesses are strongly encouraged to coordinate, and may need to share adjacent available frontages. You are eligible for a minimum of 2 parking spots and up to the width of your business frontage. Space is based upon the number of participants, safety precautions, and is not guaranteed year to year.

4. Outdoor Dining Activity on Private Parking Lots

This Program allows the Village to administratively approve outdoor eating on Private Property until Nov 15th, 2021, at which time a Conditional Use Permit will again be required to continue any plans approved under this Program.

A short application is required; and will be reviewed and approved by the coordinator.

For private parking lots less than 20 spaces, 100% of parking may be converted to outdoor seating under this program. For lots over 20 spaces, up to 20 spaces, or 50% of all spaces, whichever is larger, may be converted to outdoor dining, when the lot is immediately adjacent to the parent property. Additionally, no parking for disabled persons may be repurposed for outdoor seating, unless those spaces are relocated elsewhere on the property.

The converted parking lot use must be in conformance with Mount Horeb Area Joint Fire Department requirements for building accessibility. The converted use must be in conformance with any physical distancing requirements in place by public health orders

5. Outdoor Dining Activity on Public Parking Lots

This Program allows the Village to administratively approve outdoor eating on Public Property until Nov 15th, 2021, at which time a Conditional Use Permit will again be required to continue plans approved under this Program. This is an option for when space is not available anywhere else for the business.

A short application is required; and will be reviewed and approved by the coordinator.

For public parking lots less than 20 spaces, 100% of parking may be converted to outdoor seating under this program where it has been approved. (Back municipal lot by the Water Tower). For lots over 20 spaces, up to 20 spaces, or 50% of all spaces, whichever is larger, may be converted to outdoor dining, when the lot is immediately adjacent to the parent property. Additionally, no parking for disabled persons may be repurposed for outdoor seating, unless those spaces are relocated elsewhere on the property.

The converted parking lot use must be in conformance with Mount Horeb Area Joint Fire Department requirements for building accessibility. The converted use must be in conformance with any physical distancing requirements in place by public health orders

6. On-street cafes (Cafes on parallel or angled street parking)

In an effort to allow restaurants, taverns and eligible businesses to have expanded outdoor seating for 2022, the Village is allowing some café tables and chairs placed within on-street parking areas as long as they meet safety conditions. These safety requirements are different for very low volume streets than higher volume streets. On-street Cafes may be used by one or more businesses, and do not require

streets to be closed. You will need a Street Occupancy Permit and Sidewalk Café License for the duration of this program.

Access to fire hydrants, public garbage cans, public walk ways and other street features will have to be maintained. Businesses will still be required to purchase and maintain enclosures (i.e., café fencing) to separate the cafe from the pedestrian zone and protect people from the curb height differential.

1) Traffic Barriers: Minimum Recommended Guidelines

a. Sidewalks- i. Maintain pedestrian clear walkway of 6-feet minimum.

b. Low Volume Streets < 1500 vehicles per day

- i. Curb stop protection surrounding the Temporary Parklet
- ii. Delineator at beginning and end of Temporary Parklet by curb stop
- iii. Delineators spaced every 12 to 16 feet parallel to Temporary Parklet
- iv. 2 to 3-foot shy from curb stop to dining area
- v. Minimum 6-foot-wide dining area
- vi. Vertical railings or elements that do not interfere with intersection sight distance
- vii. The coordinator may recommend a concrete barrier for incoming traffic at a diagonal pending location of outdoor cafe

c. High Volume Streets (classified), Speeds less than or equal to 25 mph's.

- i. Reviewed on a case-by-case basis
- ii. concrete barrier at diagonal location for oncoming traffic and curb stops 1-foot off of travel lane and surrounding Temporary Parklet
- iii. concrete barriers the length of the parklet or eating area/ Dining area 4-feet off of travel lane
- iv. Minimum 6-foot-wide dining area
- v. Delineator at beginning and end of Temporary Parklet by concrete blocks
- vi. Delineators spaced every 12 to 16 feet parallel to Temporary Parklet.
- vii. Vertical railings that do not interfere with intersection sight distance
- viii. Hard End Protection
- a. 4:1 Concrete barrier protection at beginning of block with on-street café and/or
- b. 4:1 Concrete barrier protection in front of on-street cafe

6. Extension of Licensed Premises (Alcohol License)

Alcohol License Permit Extensions- Clerks Office: Once an outdoor eating area is approved under this program, the business can then apply for an extension of Licensed Premises. The Village of Mount Horeb has temporarily suspended ordinances to allow the expansion of the licensed premises into private parking, expanded sidewalk areas, or roadway, provided the establishment has filed a temporary expansion of licensed premises form with the Clerk's Office detailing the boundaries of the extension.

This temporary extension form will then go through the normal process of approval by the Village Board. However, as enforcement is suspended under the Emergency Order, the establishment will be able to begin alcohol service prior to formal approval. State statute requires approval, so ultimately all premise expansions will need approval. Enforcement will be suspended as provided in 1 and approval by village will expire on Nov. 15th, or the date on which PHMDC allows restaurants, taverns and eligible businesses to return to normal operations, whichever is sooner.

8. Use of Tents, Shade Structures, or wood decks

1) General Tent Requirements on Sidewalks, parking spaces or closed streets with (10x10) tents.

- a. Tents that are 10 feet by 10 feet in size or smaller may be allowed to provide shade for the dining area if approved administratively under this program.
 - i. All tents shall comply with all fire code regulations. Tents must be fire retardant designated by the flame resistance label on the tent fabric or by a certificate from the manufacturer.
 - ii. Tents shall not be located within 10 feet of other structures. The tent placement plan must be approved by the Mount Horeb Area Joint Fire Department to verify the placement meets the necessary safety requirements.
 - iii. No staking of tents is permitted
 - iv. All tent legs must be weighted, minimum of 40lbs per leg
 - v. Items that make acceptable weights: ♣ 5-gallon bucket full of water, sand, or concrete ♣ 4" PVC pipe at least 36" long filled with concrete ♣ Large commercially available tent weights ♣ Sandbags or salt bags 40lbs or heavier
 - vi. Weights must be on the ground and not dangling
 - vii. For maximum safety, tents should be secured as soon as they are put up, and brought down as soon as weight is removed.
 - viii. Do not leave unsecured tents at any time. vii. Heaters of any kind shall not be used under tents or umbrellas. viii. Smoking is prohibited under tents and shade structures.
 - ix. Tents must not have closed walls in place while open to the public, and all sides should be open for air flow.

2) Wooden decks for parklets

Wooden decks are allowed for extended street cafes in parking spaces. Please contact Village staff to discuss your design and layout. This must be approved by staff to proceed to ensure the safety of patrons, employees, and pedestrians. *(for fire safety reasons, if grass/trash/etc. pile up under a platform this is a fire hazard, especially if smoking is permitted on the deck)*

Decks or seating platforms must be constructed and maintained to prevent the accumulation of combustible waste or litter in the area underneath the deck or platform. Combustible materials must not be stored under a deck or platform used for a sidewalk cafe.

3) Heaters:

Must be approved by coordinator and Fire Chief

Heaters: Any café using portable space heaters must comply with applicable fire codes including but not limited to; minimum clearances, exit egress, fire extinguisher locations, fuel storage and/or electric use. Heaters must be approved by the Coordinator and the Mount Horeb Area Joint Fire Department.

Any converted use must be in conformance with all Village of Mount Horeb and the Mount Horeb Area Joint Fire Department requirements for building accessibility, and physical distancing requirements that provide at least six feet spacing between tables and pathways.