



## VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

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### **VILLAGE BOARD AGENDA Wednesday, March 1, 2023 at 7:00 PM**

Municipal Building Board Room  
138 E. Main Street  
Mount Horeb, WI

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll call
- 4) Public Comments – non-agenda items
- 5) Consent Agenda
  - a. Consideration of February 1, 2023 Meeting Minutes
  - b. Consider appointment of Ben Vondra to CDA
  - c. Alcohol License Agent App-Meso LLC dba Fink's Cafe
  - d. Alcohol Beverage License Application-Mesa LLC dba Fink's Cafe
  - e. Alcohol License Agent Successor Application-Kwik Trip
- 6) Agenda Items
  - a. Consideration of Appointment of Youth In Government Members Siobhan Mertz and Ethan Fendrick
  - b. Discussion: Update on Progress on Recreation Complex Term Sheet Items
- 7) Committee reports:
  - a. Mount Horeb Area Chamber of Commerce
  - b. Community Development Authority
  - c. Mount Horeb Area Joint Fire Department
  - d. Library Board
  - e. School Liaison
  - f. Parks, Recreation, and Forestry Commission
  - g. Plan Commission
  - h. Public Works Committee
  - i. Public Safety Committee

- j. Finance/Personnel
  - k. Utility Commission
  - l. Tourism Commission
  - m. Sustainability and Natural Resources Committee
- 8) Village President's report
  - 9) Village Administrator's report
  - 10) Village Clerk's report
  - 11) Meeting adjournment.

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**VILLAGE OF MOUNT HOREB  
VILLAGE BOARD MEETING MINUTES  
FEBRUARY 1, 2023**

The Village Board met in regular session in-person, with a virtual option.

**Call to Order/Roll Call:** Village Trustee Ryan Czyzewski called the meeting to order at 7:00pm. Present were Trustees Halverson, Gauger, White, Fendrick, and Scott. Village President Randy Littel arrived to the meeting at 7:40pm. Also present were Administrator Nic Owen, Village Clerk Alyssa Gaffney, Village Attorney Bryan Kleinmaier, and Village Engineer Rob Wright.

**Public Comments:** None

**Consent Agenda:** Fendrick moved, Gauger seconded to approve the following consent agenda items: Minutes of January 4, 2023 Village Board meeting and January 4, 2023 Joint Village Board/School Board meeting; and Mount Horeb Municipal Court request to write off uncollectible forfeiture debt. Motion carried by unanimous voice vote.

**Consider Proclamation Acknowledging February as Career and Technical Education Month:** Czyzewski explained this item and read the proclamation. Various students spoke about the school organizations they are involved in.

**Consider Authorizing the Village Administrator and Village Engineer to advertise for 2023 Street Reconstruction Projects:** Village Engineer Rob Wright spoke on this item. Fendrick moved, Halverson seconded to approve, as discussed by the engineer. Motion carried by unanimous voice vote.

**Discuss/Consider term sheet for Recreation Complex Land Purchase:** Owen explained this item. Attorney Kleinmaier explained the term sheet and gave an update since the last meeting. The board members discussed and gave input on how to proceed. Project organizer Terry Kurth was present virtually and addressed concerns. Scott moved, Fendrick seconded to provide that the Village of Mount Horeb not execute the term sheet in the packet. A roll call vote was taken. Littel, White, Halverson, Gauger, and Czyzewski voted no. Scott and Fendrick voted yes. Motion did not pass. Kleinmaier explained the next steps.

**Committee reports:** All committee reports were given, with no action taken.

**Village President's report:** Littel thanked the Public Services crew for keeping the streets clean and safe.

**Village Administrator's report:** Owen did not have anything to report.

**Village Clerk's report:** Gaffney reported that there will be a Spring Primary election on February 21<sup>st</sup> for the Justice of Supreme Court race, and gave details on Absentee voting hours.

**Closed Session-Term Sheet on Purchase of Land for Recreation Facility:** There was no need for this item, as the board did not have to go into closed session.

**Adjournment:** Czyzewski moved, Fendrick seconded to adjourn the meeting at 8:53pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



## AGENDA ITEM REPORT

**MEETING DATE**

March 1, 2023

**PREPARED BY****AGENDA ITEM # 5.b**

Consider appointment of Ben Vondra to CDA

**BACKGROUND**

President Littell is recommending the appointment of Ben Vondra to fill the vacancy on the CDA. Vondra's term expires May of 2024.

**RECOMMENDATION****ATTACHMENTS**

None



## AGENDA ITEM REPORT

### MEETING DATE

March 1, 2023

### PREPARED BY

### AGENDA ITEM # 6.a

Consideration of Appointment of Youth In Government Members Siobhan Mertz and Ethan Fendrick

### BACKGROUND

In 2017 the Village created our Youth in Government Program to allow Mount Horeb Students to serve on the Village Board and one committee. The program allows students to experience what it's like to be engaged in local government and it provides the Village Board with views from the youth of our community. This year we are recommending the appointment of Siobhan Mertz and Ethan Fendrick to the program.

### RECOMMENDATION

### ATTACHMENTS

1. Fendrick for packet
2. Siobhan Cole Mertz
3. Youth in Government Handbook 4.12.22



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Mount Horeb, WI 53572

Phone (608) 437-6884/Fax (608) 437-3190

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

## Youth in Government Application

Full Name: Fendrick Ethan R. Date: 9/28/22  
Last First M.I.

Address: [Redacted] [Redacted]  
Street Address Apartment/Unit #  
Mount Horeb WI 53572  
City State ZIP Code

Phone: [Redacted] Email: [Redacted]

Year in School: 11<sup>th</sup> Cumulative GPA: 3.897

School Activities: Jazz Band, Esports team, Academic Decathlon

Why would you be a good candidate for the Youth in Government Program?

I would be a good candidate for the Youth in Government Program  
because I'm passionate about government, I care about community  
issues, and I believe in being directly involved with community action.  
Ever since I was in 4<sup>th</sup> grade, I've always had a fascination with  
government. Although my original interest was in federal government, I've grown to  
also recognize the importance of local government. As a teenager, I still keep  
myself informed on local issues, and I like to read our newspaper and  
consult other sources to stay up to date. I also believe in the importance  
of community action, and I believe that the best way for me to accomplish  
my goals would be in a governmental position. Thank you for your time,  
and I hope you'll consider me for the Youth in Government position.

Mount Horeb , WI 53572

10th grade

GPA: 3.807

Activities: Girls Swim Team, National Art Honor Society, Student Council, Ecology Club, Track and Field, Band, Silver Cord Volunteer

I have lived in Mount Horeb my whole life and am passionate about making it an even better place. It is a great community full of unique downtown buildings, interesting people, and cultural traditions. That being said, our community still has lots of work to do. I believe that teens and youth are our future, and the only way to keep our village on a clear path to success is to highlight the voices of those who will eventually be representing it. Teens in Mount Horeb are experiencing many issues even here at our local high school. For example, our swim team (which I am a part of) is lacking proper facilities. We have been pushing for a pool/sports complex facility for years but haven't been able to get anywhere until recently, when we brought our voices and values to the table. Being a Youth in Government representative would help me understand the role of local government, and give students like me an opportunity for our voices to be heard by a bigger and more powerful audience. I also believe that improving the teen/youth spectacle of Mount Horeb could greatly improve our community, and make younger people feel more connected. I think that this would be a perfect opportunity for me in that sense. In the last few years, I've struggled to find things in town that interest me and other young community members. I think that having me as a youth representative would be beneficial to incoming and current young people in town – they would have someone who is informed and could ask me questions about what's happening in town.

As much as anyone could sit and nitpick small and big details about our community that they'd like to see change, I will always love and feel deeply connected to our local downtown. The original buildings and homey vibe differentiate Mount Horeb from other small towns in the area. While I think that our downtown area is something that we should strive to protect and maintain, we should always be focused on expanding our community and aiming to guide growth in a smart way that still preserves the historical significance of our downtown area.

All of my views about our community were not really formed until my sister joined the Youth in Government program. She came back from each week's meeting with many opinions to voice, and I found it inspiring to listen. I thought that after watching my sister learn so much from this experience, it would be a great opportunity for me as well. I am planning to study biology or environmental science, so I am really interested in parks and green space, and responding to and preventing climate change through good planning.

In the grand scheme of things, I believe that I would be a great candidate for this position because I KNOW this town. I've truly loved watching our community grow throughout my lifetime, and I can't wait to see what the future has to hold for Mount Horeb, I hope I can be a part of it.



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## Youth in Government Handbook

### **Welcome**

The Village of Mount Horeb welcomes all participants to the Youth in Government (YIG) program, an initiative designated to increase youth participation in local government. The Mount Horeb Village Board of Trustees promotes this program to allow youth a voice in local government, with a goal of greater involvement in public service.

### **About the Youth in Government Program**

The purpose of the YIG program is to offer greater opportunities for youth leadership, development and empowerment through direct participation in Village government decision making; to provide real-life learning opportunities for youth in the functioning of local government; and to bring a direct youth voice to community issues and concerns while fostering the development of confident, capable and independent leaders for the next generation.

The YIG program has four major components that are beneficial to the youth representatives and the Village as a whole:

- Youth Development: helping youth develop the skills they need to succeed in YIG and beyond
- Community Improvement: offering a unique opportunity for youth to positively contribute to their community
- Civic Engagement: allowing youth to engage with and participate in local government in meaningful, long-term capacity.
- Youth Voice: providing a mechanism for the needs and interest of youth to be heard and understood.

This program creates 4 advisory seats on the Village Board of Trustees to be held by high school aged youth. As part of the youth positions on the Board, youth will serve on at least one Village Committee.

### **Program Participation Requirements**

- Selection of youth will be based on equal opportunity
- Youth participation in the YIG program requires the following:
  - Youth will apply in the spring semester of their freshmen, sophomore or junior year of high school.
  - Youth must have a grade point average of 2.5 or greater on a 4.0 scale.
  - Youth must either attend Mount Horeb High School or be a Village of Mount Horeb resident
  - Youth must commit to attending a mandatory YIG orientation prior to participating in the swearing in ceremony.

### **Application Process**

The Village of Mount Horeb and Mount Horeb Area School District will work in partnership to promote the YIG program and recruit youth applicants. Completed applications must be submitted to the Mount Horeb Village Administrator's office. Applications will be reviewed by High School and Village Staff.

A 3 person committee of Village and School District representatives will interview the applicants. Committee members who are immediate family to youth applicants shall excuse themselves from scoring, discussions and voting on that youth's participation.

Youth will be recommended by the nomination committee to the Village Board of Trustees for official appointment to the Village Board and Committees by the third Tuesday in April of each year. Selected youth members will be notified in writing, along with a request for the youths' confirmation of participation. Youth will serve a one-year term from April through March and returning members must meet all the program requirements to return for a second term.

Youth members will not receive a stipend for attending meetings or receive mileage reimbursements.

### **Expectations for Youth Members**

The YIG program creates up to four advisory seats on the Village Board of Trustees to be held by high school aged youth. Youth will be expected to attend a mandatory YIG orientation prior to participating in the Board swearing in ceremony. Youth will be provided with a mentor and youth serving multiple terms are expected to be a youth mentor for new participants.

Youth members will receive all communications sent to adult Board and Committee members and are permitted and encouraged to participate in discussions and deliberations at Board and Committee meetings.

Youth members will have a non-binding advisory vote on all issues that come before the Board and the Committees on which they serve. On roll call votes youth votes should be taken before the adult members vote. The youth vote is recorded in the minutes for the record. Youth members will not be permitted to participate in closed sessions.

Youth members must be able to attend at least 75% of the regularly scheduled Board meetings and committee meetings on which they serve, or they may lose their spot in the YIG program. If youths are unable to attend they should contact the Village Clerk in advance.

Youth members may be removed with or without cause at the discretion of the Village President with confirmation by the Village Board. If a YIG member can no longer serve, an alternate will be appointed from the original application list. Upon the completion of their term youth members will be asked to complete an evaluation form to assist the Village with improving the YIG program.

### **Tips for Being an Effective Youth Representative**

- Attend meetings on a regular basis. Find out the meeting dates and put them in your calendar. Refer to the Village website, [www.mounthorebwi.info](http://www.mounthorebwi.info), for agendas, minutes and other important meeting information.
- Stay up to date on important issues facing Mount Horeb. Read materials ahead of time and be prepared with questions, concerns or suggestions. Staff can be contacted prior to the meetings to address questions. Seek input from other young people – your constituents.
- Relax and be yourself. Board and Committee members all bring unique backgrounds, perspectives and ideas and we are bringing students into the mix to increase the range of experiences involved with governing the Village.
- Appreciate adult allies. Like you, the members of the Board and Committees chose to serve the Village out of a passion to serve the Community they live in. While the members are all here for that same purpose, their visions and goals for the Village are often different. It's important to be respectful of all opinions and you should expect your opinions to be respected by the other members as well.

### **Adult Mentor Role and Expectations**

The mentor position is critical to the success of the YIG program. The role of the mentor is a liaison between the youth members and the adult board members and staff. More specifically, the mentors ensure that the youth selected to serve receive the full benefits from participation, including:

- Mentors should help youth find their own voice by providing information and resources so the youth can have meaningful input into discussions and decisions. Youth should be encouraged to share their ideas and opinions. This may mean from time to time that youth may disagree with their mentor's options.
- Mentors should advocate for youth committee members to make sure that their ideas are heard. Providing a welcoming and respectful environment is critical for youth to add their insight and perspective. Youth could have a lot to add but sometimes they need to be asked.
- Mentors should keep in mind that this is a learning experience for young people. Mentors should reinforce skill development among youth members by helping youth improve their communication, organization and decision making skills. Mentors should communicate with youth on a regular basis and follow up with youth members who are not fulfilling their responsibilities.
- Mentors should provide basic information about the Village of Mount Horeb Government (i.e. Roberts Rules of Order, committee protocol, etc.). In addition, mentors should encourage youth members to be responsible representatives and share information with other young people. Our civil society is strengthened when youth become informed and thoughtful citizens.
- Mentors should keep the relationship professional and courteous, while striving to build a personal connection.



## AGENDA ITEM REPORT

### MEETING DATE

March 1, 2023

### PREPARED BY

### AGENDA ITEM # 6.b

Discussion: Update on Progress on Recreation Complex Term Sheet Items

### BACKGROUND

Plan Commission tabled action on the Conditional Use Permit application by Kurth to gather more information on the project. Kurth has a closing scheduled for March 15th and will need an extension or to proceed with the purchase without surety of the CUP approval. The study group will continue to work on gathering information on costs for constructing and operating the facility.

### RECOMMENDATION

### ATTACHMENTS

None



## AGENDA ITEM REPORT

| MEETING DATE                    | PREPARED BY |
|---------------------------------|-------------|
| March 1, 2023                   |             |
| <b>AGENDA ITEM # 7.b</b>        |             |
| Community Development Authority |             |
| <b>BACKGROUND</b>               |             |
| <b>RECOMMENDATION</b>           |             |
| <b>ATTACHMENTS</b>              |             |
| None                            |             |



## AGENDA ITEM REPORT

| MEETING DATE                                   | PREPARED BY |
|------------------------------------------------|-------------|
| March 1, 2023                                  |             |
| <b>AGENDA ITEM # 7.m</b>                       |             |
| Sustainability and Natural Resources Committee |             |
| <b>BACKGROUND</b>                              |             |
| <b>RECOMMENDATION</b>                          |             |
| <b>ATTACHMENTS</b>                             |             |
| None                                           |             |