



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

COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, June 14, 2023 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Consent Agenda
 - a. Consideration of May 10, 2023 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce report
- 3) Agenda Items
 - a. Recommendation: Residential Improvement Application for Jeanne Wright, 204 N 4th Street
 - b. Economic Development Topic: Business Park Planning
 - c. Recommendation: Parking Study RFP
- 4) Meeting adjournment.

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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COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, May 10, 2023 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
 - a. Roll Call

Mark Schellpfeffer called the meeting to order at 6:05 pm. Present were Todd Fritz, Ryan Czyzewski, Ben Vondra, Mark Schellpfeffer, Karen Tetzlaff and Andy. Also present was Kristin Fish Peterson and Office Assistant, Katie Jelle. Members absent were Jessica Vezakis, Nate Gauger and Barbara Case.
- 2) Consent Agenda
 - a. Consideration of April 12, 2023 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce report

There were no questions or comments about the information provided. Motion by Fritz to approve the minutes and consent agenda, second by Czyzewski. Motion carried.
- 3) Agenda Items
 - a. Review of Village Code of Ethics

Ryan discussed and explained the code and why they should be reviewed.
 - b. Economic Development Topic 7: Perspectives on Downtown Parking

Kristin presented her research and findings on the reason and need for parking in Mt Horeb. She included the amount of parking in Mt Horeb, Land requirements per Parking Space, Peak Parking Periods, Conventional & Smart Growth Parking Policies, Parking Management Strategies & Impacts & Developing a Plan. Marc would like to plan for parking now rather than later as the Village develops. Todd asked for

clarity on how to gather the data needed. Ryan shared his knowledge and opinion based on his experience from working with the Village Board and the Chamber. Rachel from the Chamber spoke on what they have found from doing surveys and asked the CDA what information they would like to have in the future.

- c. Recommendation: Facade Improvement Program Application: 114 and 118 W Main Street, MJ Upward Properties

Mark presented the application for 114 & 118 W Main Street and explained what the plans are. Ryan clarified that this type of project is exactly what the Facade Improvement Program is intended for. Ryan made a motion to approve, seconded by Ben. Motion carried.

- 4) Meeting adjournment.

Motion by Ben to adjourn, second by Fritz. Motion Carried.

June 8, 2023

To: Community Development Authority

From: Kristen Fish-Peterson, Economic Development Contracted Staff

Re: Report on work to date

What follows is a list of activities to date:

1. Meetings in person and virtual
 - a. Nic Owen individually (in person, phone and emails)
 - b. Village Board, Village Board special session, Plan Commission meetings
 - c. Emails, virtual meetings and phone calls with prospective new downtown business
 - d. Chamber of Commerce Board of Directors
 - e. Community Coalition meeting at the Chamber
 - f. Good Morning Mount Horeb
 - g. Mount Horeb Village Staff Meeting
 - h. Meeting with owner of Karakahl Inn regarding future of property
 - i. Retention calls on three Mount Horeb businesses
 - j. Outreach to three property owners in Downtown (for possible future transition) related to parking
 - k. Outreach to residential developers for their interest in Mount Horeb
2. Research
 - a. Researched industrial park/business park land, competitive analysis, target industries
3. Presentation prep
 - a. Preparation of training segment and reporting for CDA
 - b. Preparation for presentation to Village Board re: new industrial/business park property
4. Work on organizational structure report for Mount Horeb Economic Development
5. Meeting with developer regarding downtown development.



Friday, June 9, is the last day of school. Classes end at ELC/PC at 11:00 am & IC/MS/HS at 11:15 am.

Board of Education Recap

Resumen de la Junta de Educación

June 6, 2023

The first screening of applications takes place on Thursday, June 9! **APPLY NOW**



HUMAN RESOURCES DIRECTOR

Do you put the "Human" in Human Resources?

The Mount Horeb Area School District is seeking their next aspirational HR leader. Apply on WECAN (Vacancy ID 177108/177109) and see the job description at <https://tinyurl.com/4wpexvz>

www.mounthorebschools.org

Questions welcomed! Please call or email Steve Salerno at 608-437-7010 or salernosteve@mhasd.k12.wi.us

#mohovikings



Vikings, on the heels of Sunday's special graduation ceremony, the Board of Education met last night to take action on a number of important items; however, not before recognizing this month's Student Spotlight recipient.

Student Spotlight: **Emma Olsen** is a highly regarded sophomore. Recently, she was elected by her peers as the 2023-2024 Vice President of Membership Development for DECA. Emma has been a huge support system for the baseball team and was instrumental in making sure the May 19's Strike Out Cancer game was so successful. DECA's faculty sponsor, **Mrs. Allison Carroll**, said, "Emma is one of the most kind, enthusiastic, and involved students I have ever had the chance to work with. She is always willing to go above and beyond to give extra support to anyone who needs it and has shown herself to be a true mentor to new DECA members this year."



Here is a picture of Emma being celebrated by (from left to right) back row: Principal **Cody Lundquist**, Mrs. **Christa Olsen**, Assistant Principal **Talisa Corcoran**, Assistant Principal/Activities Director **Kolleen Neseheim**, Mr. **Brian Olsen**, and Board President and liaison to the high school **Jessica Arrigoni**. In the front row are proud brother, **Louis**, our guest of honor Emma, and myself.

The bulk of the Board's work last night focused on "action" items. The Board:



Board of Education Recap

Resumen de la Junta de Educación

1. approved the FFA's October trip to the FFA International Conference trip in Indianapolis, IN;
2. supported the ongoing work of elementary teachers by approving the purchase of their recommended literacy program, [Core Knowledge Language Arts](#) (CKLA). Since May of last year, our professionals have been conducting book studies, visiting schools using CKLA, participated in professional development about early literacy foundational skills ("Language Essentials for Teachers of English and Spelling" – LETRS), and piloting the program. [Details of team's work may be found here.](#)
3. greenlit updates to their policy "431.1 Full Day Absences". This provides families with a little more leeway regarding what constitutes an absence and is more in line with the Department of Public Instruction's expectations and Wis. Stat. §118.15, ["Compulsory School Attendance"](#). In short, the following changes begin with the 2023-2024 school year:
 - Students who receive at least 90% of district-supervised educational services will have been considered in attendance a full day;
 - Students who receive 33-89% of instruction will accrue 0.5 of attendance; and
 - Students who receive less than 33% receive no attendance accrual for the day.
4. accepted the administration's planned purchase of a new dish machine and steam table for our school nutrition program.

Please take note.

As mentioned, yesterday's commencement program was a true "cap"stone event. Graduation always seems to tug at my heartstrings more than most of the milestone experiences our seniors enjoy. Of course, one can't help but be warmed by the memories built by our students, loved ones, and staff. However, what brings me the greatest personal and professional satisfaction is the hope that I see in each students' eyes as they walk across the stage to shake hands and receive their well-earned diplomas.

It's at moments like this that I feel a sense of calm knowing we will be better for the Class of 2023's leadership. It's at moments like this that I feel the partnership between the community and schools is most compelling. It's at moments like this that I feel...

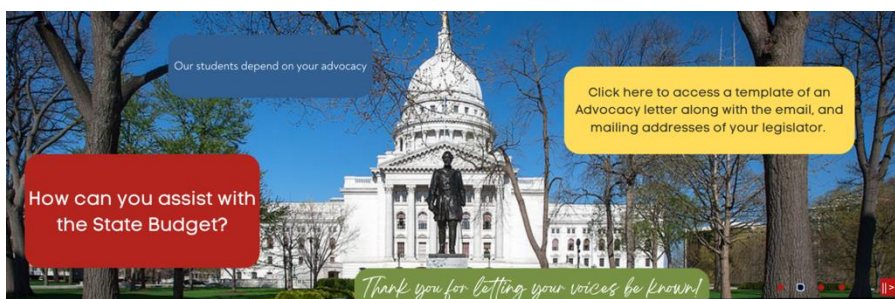
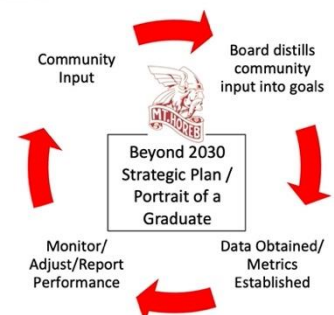
... proudest to be a Viking, and I hope you are too!

There is still time to tell us what you think about the next iteration of the Board's strategic plan.

JUNE 9 IS THE LAST DAY THE SURVEY IS OPEN

Click the pic to take the survey.

COMMUNITY SURVEY





Friday, June 9, is the last day of school. Classes end at ELC/PC at 11:00 am & IC/MS/HS at 11:15 am.

Board of Education Recap

Resumen de la Junta de Educación

6 de junio de 2023

¡La primera proyección de solicitudes se lleva a cabo el jueves 9 de junio! **APLICA YA**



High Mission Work



Talent Acquisition and Support



Competitive Comp Package



Inclusive Environment

HUMAN RESOURCES DIRECTOR

Do you put the "Human" in Human Resources?

The Mount Horeb Area School District is seeking their next aspirational HR leader. Apply on WECAN (Vacancy ID 177108/177109) and see the job description at <https://tinyurl.com/4wpnqvz>

www.mounthorebschools.org

Questions welcomed! Please call or email Steve Salerno at 608-437-7010 or salernosteve@mhasd.k12.wi.us

#mohovikings



Vikings, inmediatamente después de la ceremonia especial de graduación del domingo, la Junta de Educación se reunió anoche para tomar medidas sobre una serie de elementos importantes; sin embargo, no antes de reconocer al destinatario de Student Spotlight de este mes.

Estudiante destacado: **Emma Olsen** es una estudiante de segundo año muy respetada. Recientemente, fue elegida por sus pares como Vicepresidenta de Desarrollo de Membresía de DECA para 2023-2024. Emma ha sido un gran sistema de apoyo para el equipo de béisbol y fue fundamental para garantizar que el juego Strike Out Cancer del 19 de mayo fuera tan exitoso. La patrocinadora de la facultad de DECA, la **Sra. Allison Carroll**, dijo: "Emma es una de las estudiantes más amables, entusiastas e involucradas con las que he tenido la oportunidad de trabajar. Siempre está dispuesta a ir más allá para brindar apoyo adicional a cualquier persona". que lo necesita y ha demostrado ser una verdadera mentora para los nuevos miembros de DECA este año".



Aquí hay una foto de Emma siendo celebrada por (de izquierda a derecha) en la última fila: el director **Cody Lundquist**, la **Sra. Christa Olsen**, la subdirectora **Talisa Corcoran**, la subdirectora/directora de actividades **Kolleen Neseheim**, el **Sr. Brian Olsen** y el presidente de la junta y enlace a la escuela secundaria **Jessica Arrigoni**. En la primera fila estamos el orgulloso hermano **Louis**, nuestra invitada de honor Emma y yo.



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Board of Education Recap

Resumen de la Junta de Educación

La mayor parte del trabajo de la Junta anoche se centró en elementos de "acción". El tablero:

1. aprobó el viaje de octubre de la FFA a la conferencia internacional de la FFA en Indianápolis, IN;
2. apoyó el trabajo en curso de los maestros de primaria al aprobar la compra de su programa de alfabetización recomendado, [Core Knowledge Language Arts](#) (CKLA). Desde mayo del año pasado, nuestros profesionales han estado realizando estudios de libros, visitando escuelas utilizando CKLA, participó en el desarrollo profesional sobre las habilidades fundamentales de alfabetización temprana ("Language Essentials for Teachers of English and Spelling" - LETRS) y puso a prueba el programa. [Los detalles del trabajo del equipo se pueden encontrar aquí.](#)
3. Actualizaciones aprobadas a su política "431.1 Ausencias de día completo". Esto brinda a las familias un poco más de libertad con respecto a lo que constituye una ausencia y está más en línea con las expectativas del Departamento de Instrucción Pública y Wis. Stat. §118.15, "[Asistencia Escolar Obligatoria](#)". En resumen, los siguientes cambios comienzan con el año escolar 2023-2024:
 - a. Los estudiantes que reciben por lo menos el 90% de los servicios educativos supervisados por el distrito habrán sido considerados como asistentes un día completo;
 - b. Los estudiantes que reciben 33-89% de instrucción acumularán 0.5 de asistencia; y
 - c. Los estudiantes que reciben menos del 33% no reciben acumulación de asistencia por el día.
4. aceptó la compra planificada por la administración de una nueva máquina lavaplatos y una mesa de vapor para nuestro programa de nutrición escolar.

Please take note.

Como se mencionó, el programa de graduación de ayer fue un verdadero evento de "colocón". La graduación siempre parece tocar mi corazón más que la mayoría de las experiencias importantes que disfrutaron nuestros estudiantes de último año. Por supuesto, uno no puede evitar emocionarse con los recuerdos contruidos por nuestros estudiantes, seres queridos y personal. Sin embargo, lo que me trae la mayor satisfacción personal y profesional es la esperanza que veo en los ojos de cada estudiante mientras caminan por el escenario para darse la mano y recibir sus merecidos diplomas.

Es en momentos como este que siento una sensación de calma sabiendo que seremos mejores para el liderazgo de la Clase de 2023.

Es en momentos como este que siento que la asociación entre la comunidad y las escuelas es más convincente.

Es en momentos como este que me siento...

... Orgulloso de ser vikingo, y espero que tú también.

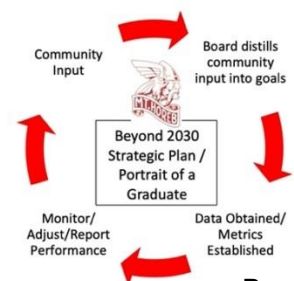
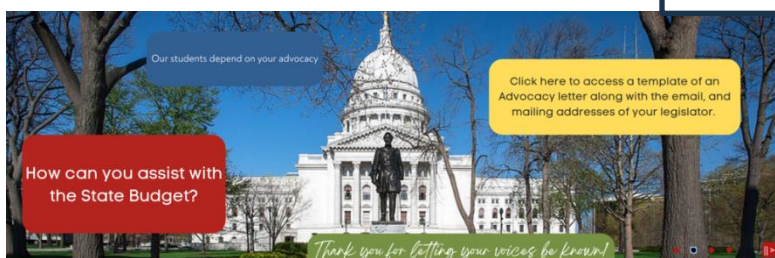
Todavía hay tiempo para decirnos qué piensa sobre la próxima iteración del plan estratégico de la Junta.

EL 9 DE JUNIO ES EL ÚLTIMO DÍA ABIERTO DE LA ENCUESTA

Signature

Haga clic en la imagen para tomar la

COMMUNITY SURVEY





[Chamber Board](#)

[Chamber Trustees](#)

[Event Media Kits](#)

[Member Guides](#)

[Refer a New Member!](#)

Hello! I am getting this out a little late today, so thank you for your patience!

We are looking forward to [Good Morning, Mount Horeb](#) this **Wednesday, June 7** at **Martinson Hall** at **8:00am**. We'll hear from session sponsor **Mount Horeb Family Pharmacy**, plus **WWBIC** and the **Mount Horeb Public Library**. [Register here](#).

Then on **Thursday, June 8**, join us at the **Mount Horeb Summer Frolic** Beer Tent for the kick-off to our [Chamber Social Summer Series](#)! You can [register here](#). There are just a handful of **volunteer slots** left to fill for the Frolic, so if you are able, please help out with any of these remaining tasks. Sign up [here](#).



I only have two spots left for our full-page [BRAVA](#) ad. That opportunity closes on **Saturday, June 10** so please [register now](#). And last I checked, there was only one slot left for **headshot mini-sessions** on **Friday, June 23**, with member [Annika Frame](#)! [Register here](#).

As I mentioned last week, we opened up a second round of sponsorships for [Mount Horeb Trollidays](#) window art. If you'd like to be placed on our **interactive and paper map of window displays**, please [register here](#). We are also looking for sponsors to help us pay for art on the Welcome Center windows. Welcome Center sponsors will be acknowledged on signage at the Welcome Center.

Ticket sales are now open for the [Annual Golf Outing](#) on **Thursday, August 3** at **Norsk Golf Club**! This is a fun, low-stakes networking event; non-golfers are welcome! (Although, there is a trophy on the line!) If you have been waiting all year for this, act fast! This event sells out quickly, so grab your spot and upgrade to a sponsorship for extra great exposure! [Register now](#).

Have a great rest of your week!

Rachel LaCasse-Ford, Executive Director
rlacasseford@trollway.com
608-437-5914
[Schedule a Meeting with Me!](#)

Congratulations to these members who have been nominated for
Best of Madison!

Academy of Little Vikings
Agrace
Anytime Fitness
Botham Vineyards & Winery
Brio Design Homes

Buck & Honey's
Channel3000/WISC TV
Culver's
Duluth Trading Co.
The Electrician, Inc.
Hearts & Hands Children's Center
Icki Sticki
Jada's Garden
Lake Ridge Bank
McFee on Main
Miller & Sons Supermarket
Mount Horeb Family Pharmacy
Rooted Culture Salon
Skal Public House
Summit Credit Union
Sunn Café
Sunniva Inn
Symdon Chevrolet
Vive Home Transformations
The Yoga Space

VOTE NOW



[Black Knight Artisans](#)

[Artemis Provisions and Cheese](#)

[Ben's Pretzels](#)

[Mount Horeb Pickleball Association](#)

UPCOMING MEETINGS

June 8

[Business Advocacy Committee Meeting](#)

June 15

[Membership Committee Meeting](#)

June 20

[Tourism Events Committee Meeting](#)

June 23

[Executive Committee Meeting](#)

Every Monday

COMMUNITY CALENDAR

[Pollinator Habitat Creation Work Days @
Stewart County Park](#)

June 6, 2023, 9:00am - 11:00am

Submitted by: **Village of Mount Horeb
Sustainability Committee**

[Tisha's Delicious Bakery at the MH Farmer's
Market](#)

June 8, 2023, 3:00pm - 6:30pm

Submitted by: **Tisha's Delicious Bakery**

[Lecture Series: Unearthing the Driftless](#)

June 8, 2023, 5:00pm - 6:00pm

Submitted by: **Cave of the Mounds**

Online Office Hours

with Rachel!

VILLAGE NEWS
from the village of mount horeb

Alley Construction in Village-Summer 2023

Posted on: May 31, 2023

Village of Mount Horeb alley reconstruction is scheduled to begin on June 19. [Read More](#)

Taliesin House Concert With Grammy Award-Winning Cellist Mike Block

June 8, 2023, 6:00pm - 8:00pm

Submitted by: **Taliesin Preservation**

Healthy Hoedown Potluck & Dance

June 10, 2023, 6:00pm - 10:00pm

Submitted by: **Folklore Village**

[See More Events on the Community Calendar](#)

[How do I submit an event?](#)

THANK YOU
for joining us!

Thank you for joining us to celebrate the **Ribbon Cutting & Open House** for the **Children's Community School!**
Congratulations on a beautiful and sustainable addition to our community!

NETWORKING
networking

JUNE 7
WEDNESDAY

Good Morning ☀️

MOUNT HOREB

8:00 AM - 9:00 AM

SPONSORED BY



MOUNT HOREB
FAMILY PHARMACY

Good Morning, Mount Horeb

Martinson Hall

Date: June 7 @ 8:00am

First Wednesday of the Month

Sponsor: Mount Horeb Family Pharmacy

Non-Profit Speaker: WWBIC

Village Department: Mount Horeb Public Library - Summer Programs

Register

*Registration is appreciated but not required.
Open to members and non-members.*

[Sign up to speak at an upcoming event.](#)

Chamber Social

Summer Series

Date: June 8 @ 5:00pm-7:00pm

Special Date - Chamber Social Kick-Off at the Summer Frolic!



Join us at the Beer Tent at the Summer Frolic and enjoy a drink, networking, and enter your business card for a chance to win two VIP tickets to the Thirsty Troll Brew Fest!

Register

Registration is appreciated but not required.

Sign up to host an upcoming social.

Member Meet-Up

Chamber Conference Room

Date: June 14 @ 4:00pm

Second Wednesday of the Month

Afternoon Session

Structured networking event, limited to 10 or fewer. Bring business cards and leave with new connections!

Register

Please register in advance.



Mount Horeb Area School District Board of Education To Start Strategic Planning

The [MHASD Board of Education](#) will be developing an updated strategic plan for the district soon. The current plan, Vision 2023, was created in 2017. At one Board meeting each month, the public hears "Information and Advocacy Reports," which focuses on the status of each one of their objectives. These reports hold staff members accountable to the community's input and Board's plan. You can find these reports on the [district's website](#).

The district is asking members of the school district (both residential and business) to [take a survey](#) before June 9 to provide direction to the School Board.

BAC Advocates to Make Workforce Development and Community Partnerships a Priority

This is a pivotal moment for our community. [The Community Coalition](#) has brought the staff, administration, and board members from the village, the schools, and the chamber, into the same room, allowing us to focus on what our priorities need to be as a community,

then making commitments and concrete plans to address those priorities within our respective roles.

The Coalition has identified 4 key issues facing our community:

- Housing Availability
- Child Care Availability
- Business Recruitment
- **Workforce Development**

The schools play an integral role in addressing our present and future workforce needs, through the work they do every day preparing students to be contributing, productive citizens, and in the way they engage with our business community, supporting the Career and Technical Education (CTE) program, encouraging programs like Youth Apprenticeship, fostering positive, supportive relationships between the schools and the local business community, and more.

As you take 10 minutes to complete this survey, the BAC encourages you to ask the Board of Education to keep these important community partnerships and this focus on workforce development front and center as they move through the strategic planning process.

TAKE SURVEY

TOURISM EVENTS
tourism events





Mount Horeb Trollidays

December 1 - 31

Mount Horeb Trollidays is our newest Tourism Event! For the entire month of December, trolls will be taking over Mount Horeb and encouraging locals and visitors to shop, eat, and play in the Mount Horeb area. The event will be promoted to overnight guests and drive-market tourists. There will be a Guide to the Trollidays handed out at local lodging properties explaining the different activities and how to enjoy the Trollidays. An interactive map will take visitors around town to find unique Trollidays window art, and more!

Don't miss this opportunity to participate!



Trollidays Trolls

Customized Scene

Mount Horeb Trollidays

Window Scene Sponsorship

Your Business Window \$300

Welcome Center Window \$500



Featured on Interactive Online Map & Paper Map

Promoted During Entire Month of December

RESERVE YOUR SPONSORSHIP

.....★★★.....
GOLF
Outing
.....★★★.....

.....
August 3

Norsk Golf Club

100 Attendees
.....



REGISTER & SPONSOR

REGISTER NOW

MAXIMIZE YOUR MEMBERSHIP

tips to help you make the most of your chamber membership

Serve on a Committee!

The chamber has **5 committees** that support staff and help make what we do even better:

- Tourism Events Committee
- Business Advocacy Committee
- Membership Committee
- Professional Development Committee
- Marketing Committee

Download our **2023 Committee Handbook** and see if one of our committees would be a good fit for you!

Committee service is a great way to give back, network with other professionals, get your business name out there, and learn new skills.



DOWNLOAD HANDBOOK

Need Troll Maps?

You can submit a request for **Troll Maps, Community Guides, Sugar River Valley Maps**, and **Relocation Guides** on our website!

Fill out the request, and in the **comment box**, let us know how many of each publication you would like.

If you'd like to **pick up** the items at the Mount Horeb Welcome Center, let us know that in the comment box. Otherwise, we will **mail them** to you or **drop them off**.

SUBMIT REQUEST





Download Your Membership & Event Sponsorship Guides

Learn about opportunities for members in 2023, including:

- Member Events Sponsorships
- Networking Events
- Educational Events
- Tourism Event Sponsorships

& More!

DOWNLOAD GUIDES

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

[A TID Manual](#), [Joint Review Board Common Questions](#)

Please contact [Nic Owen](#), Village Administrator, for additional information.

Village of Mount Horeb

(608) 437-6884

mounthorebwi.info

BUSINESS EDUCATIONAL OPPORTUNITIES

business educational opportunities

Did you know there are free resources to help small business owners?

[SCORE](#) has the largest network of free volunteer small business mentors in the nation. No matter what stage your business is at, SCORE has a mentor for you. Easily request a mentor to help you start, grow, or transition your business today! [Learn More](#)





[The Wisconsin Small Business Development Center](#) (SBDC) offers consulting, education, referrals, sophisticated tools and resources, whether you're just getting started or looking for ways to improve your business. [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.



**ENTREPRENEURSHIP
FINANCIAL IMPACT**

- EDUCATION
- LENDING
- COACHING

Small Business Resources

[COVID-19 Loan Program](#)

[WWBIC On-Demand Classes](#)

[Business Financing](#)

[Other Resources](#)

Visit: www.wwbic.com

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

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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AGENDA ITEM REPORT

MEETING DATE

June 14, 2023

PREPARED BY

AGENDA ITEM # 3.a

Recommendation: Residential Improvement Application for Jeanne Wright, 204 N 4th Street

BACKGROUND

When Wright submitted her application, she submitted separate applications for the various portions of her project. When the application was initially reviewed, it was misunderstood that all the applications should have been considered together, not separate competing applications. She has requested consideration for the remainder of her items. Wright was initially approved for \$1,675, which was just for the low-bid for painting and none of the structural repairs needed to make the painting last. She received two bids for the structural elements; the low bid was from Set Statz for \$1,462.5. If we approve this additional work, it would bring her total grant to \$3,137.50. Wright is planning to attend the meeting to participate in the discussion.

RECOMMENDATION

ATTACHMENTS

1. Wright 200 N 4th

Jeanne Wright
200 N.4th St. @ corner of Oak St.
608-695-3789
jkh1952@yahoo.com

I am on a fixed income of approximately \$3250.00 a month. But, I have savings that I can use for this grant process; and that is my other funding source. I have studied all of the numbers in these bids carefully. This grant is the difference between addressing the need for improvements or not. There are two repair bids and three painting bids. All contractors agreed some areas are not worth painting in their current state and need to be repaired or replaced before the painting can begin. The problem is that the carpenters don't do painting and the painters don't do the carpentry repairs.

Because of my proximity to Main St., when events are held uptown, visitors to the village always park on Oak St. and N. 4th St. surrounding my house. When people access the pool or Stewart Park there is a lot of foot traffic past my house. I try to keep my house neat but on a fixed income it is hard to do major improvements. I do think about that for neighbors and visitors.

My house is on a corner lot and all four sides of the house are clearly visible from either Oak or N.4th. The aluminum siding is old but still serviceable. I have power washed the house twice but the original paint is thin and quite stained as is the foundation. Power washing, priming, and painting the siding, trim, and foundation would make a noticeable improvement. It would be more in keeping with the surrounding houses.

CONTRACTORS REPAIRS

The front porch is sided in wood and is in poor shape. The siding has separated in places and shows signs of decay which will only compromise the porch further if the siding is not replaced before it is painted. This siding is not a large area but it is a necessary step in the process. The proposal is to replace the rotted trim and any rotted support for the siding and add a composite siding, and the front storm door. The door is decaying; not attractive as you can see in the photos.

The outside door to the basement is compromised, swells with moisture, and cannot be opened or closed in any damp weather or through the winter. It is noticeably swelled out of its frame and is growing mold from the retained moisture. It could be replaced and made attractive and usable. This is a win-win as it also is a safer egress in winter. *Neither contractor had a price on the door at time of bid submission but both stated that it could be added.*

PAINTING PROCESS

The house is currently discolored chalky white and the shutters are discolored chalky black. The house would be painted to match the modern shed that is a pale yellow with white trim, similar to several other houses in the neighborhood. The foundation would be a medium gray and the shutters would be black. The modern roof shingles installed ten years ago are gray. There are several gray or yellow houses near by so I think these colors fit in well with the surrounding houses.

MY INPUT ON THE BIDS

The Genesis bid and the Fox Kahl bid unfortunately, came in so expensive that it fails to allow for making the necessary repairs to the house before painting. It would be remiss to paint the porch and doors in their current state. I would not waste my money or the grant money on painting those areas so this bid would just address the main house; power wash, priming, and paint. This would still be a great improvement and hopefully, I could address the repairs at a future date before more decay occurs. But, there would be a stark contrast between the freshly painted house and the porch in its current condition.

After consulting with several of my acquaintances in the trades, I have to say that I prefer the Flare Exterior bid for several reasons, its a local contractor, with a good reputation, not unreasonable overhead, he's responsive and prompt, and he plans on using the same paint products as the higher bids. Painting is not structural but it is what most people see, first. Because of the age of the siding, I think this bid is the best choice for this housing improvement.

I have two contractor bids for the needed porch repairs in preparation for painting. One is from KLH Construction and one from Statz Construction. Comparing the bids, I don't think the Statz bid anticipates as much demolition but appears to adequately address the immediate problem. It should be a good visual and structural improvement and satisfy the expectations of the painter. The KLH bid is more extensive. I think it would be a solid solution. Either of these bids would be an acceptable and doable solution for me.

I don't know any of these contractors personally but after reviewing all bids and consulting with people in the trades I think these are logical choices. Don't hesitate to contact me if you have any questions.

Thank you for your consideration,

A handwritten signature in black ink that reads "Jeanne K Wright". The signature is written in a cursive, flowing style with a large initial 'J' and 'W'.



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

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM GRANT APPLICATION

APPLICANT INFORMATION

Applicant Name Jeanne K Wright
Property Address 200 N 4th St.
Phone 608-695-3789 Email jkh1952@yahoo.com

PROPERTY INFORMATION

Year Home Built 1930's ? Purchase Year of Home 2012
Assessed Value of Home \$ 165,800.

PROJECT INFORMATION

Proposed Start Date 2023 Proposed Completion Date 2023
Contractor Name NICK FLAHERTY Contractor License # _____
Contractor Address 951 Springdale St Mt. Horeb WI 53572
Street City State Zip
Contractor Phone 608-287-4931 Contractor Email flareexteriors@gmail.com
Total Project Estimate \$ 3,350.00 Grant Request \$ 1,675.00
Other funding sources that will be used: savings

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.

. see attachment of cover letter for all bids

DOCUMENTS TO INCLUDE

- ☐ Two contractor proposals
- ☐ Site plan *no dimensional changes to structure*
- ☐ 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 Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council 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.

Joanne K. Wright
Applicant Signature

3/27/2023
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:	

Nick Flaherty
Flare Exteriors



Jeanie Wright
200 N 4th Street, Mount Horeb, WI 53572

QUOTE

Quote # 001120

Quote Date 03/10/2023

Item	Description	Unit Price	Quantity	Amount
Service	Painting and Prep Labor	2200.00	1.00	2,200.00
Product	Paint, Primer and Materials	1150.00	1.00	1,150.00
NOTES: This estimate includes the total cost of labor and materials necessary for the completion of 200 N 4th Street, Mount Horeb, WI 53572				
Subtotal				3,350.00
Total				3,350.00
Amount Paid				0.00
Quote				\$3,350.00

CERTIFICATE OF LIABILITY INSURANCE

American Family Insurance Company ☐
 American Family Mutual Insurance Company, S.I. if selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001

Insured's Name and Address
 Nicholas Flaherty
 Flare Exteriors
 951 Springdale St
 Mount Horeb, WI 53572

Agent's Name, Address and Phone Number (Agt./Dist.)
 Herbst & Associates, Inc.
 15856 W NATIONAL AVE
 NEW BERLIN, WI 53151
 (282) 881-3070 (152/043)

This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

COVERAGES

This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.

TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000
				Farm Employer's Liability Each Occurrence \$,000
Workers Compensation and Employers Liability †	152329.801	07/22/2022	07/22/2023	Statutory *****
				Each Accident \$ 100,000
				Disease - Each Employee \$ 100,000
				Disease - Policy Limit \$ 500,000
General Liability ☒ Commercial General Liability (occurrence) ☐ ☐	CP00003156	07/22/2022	07/22/2023	General Aggregate \$ 2,000,000
				Products - Completed Operations Aggregate \$ 2,000,000
				Personal and Advertising Injury \$ 1,000,000
				Each Occurrence \$ 1,000,000
				Damage to Premises Rented to You \$ 100,000
				Medical Expense (Any One Person) \$ 5,000
Businessowners Liability				Each Occurrence †† \$,000
				Aggregate †† \$,000
Liquor Liability				Common Cause Limit \$,000
				Aggregate Limit \$,000
Automobile Liability ☐ Any Auto ☐ All Owned Autos ☐ Scheduled Autos ☐ Hired Auto ☐ Nonowned Autos ☐				Bodily Injury - Each Person \$,000
				Bodily Injury - Each Accident \$,000
				Property Damage \$,000
				Bodily Injury and Property Damage Combined \$,000
Excess Liability ☐ Commercial Blanket Excess ☐				Each Occurrence/Aggregate \$,000

Other (Miscellaneous Coverages)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS

† The individual or partners ☐ Have shown as insured elected to be covered under this policy. ☐ Have not
 †† Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS

CANCELLATION

Flare Exteriors
 951 Springdale St
 Mount Horeb, WI 53572

☐ Should any of the above described policies be canceled before the expiration date thereof, the company will endeavor to mail * () days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. *10 days unless different number of days shown.

☒ This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.

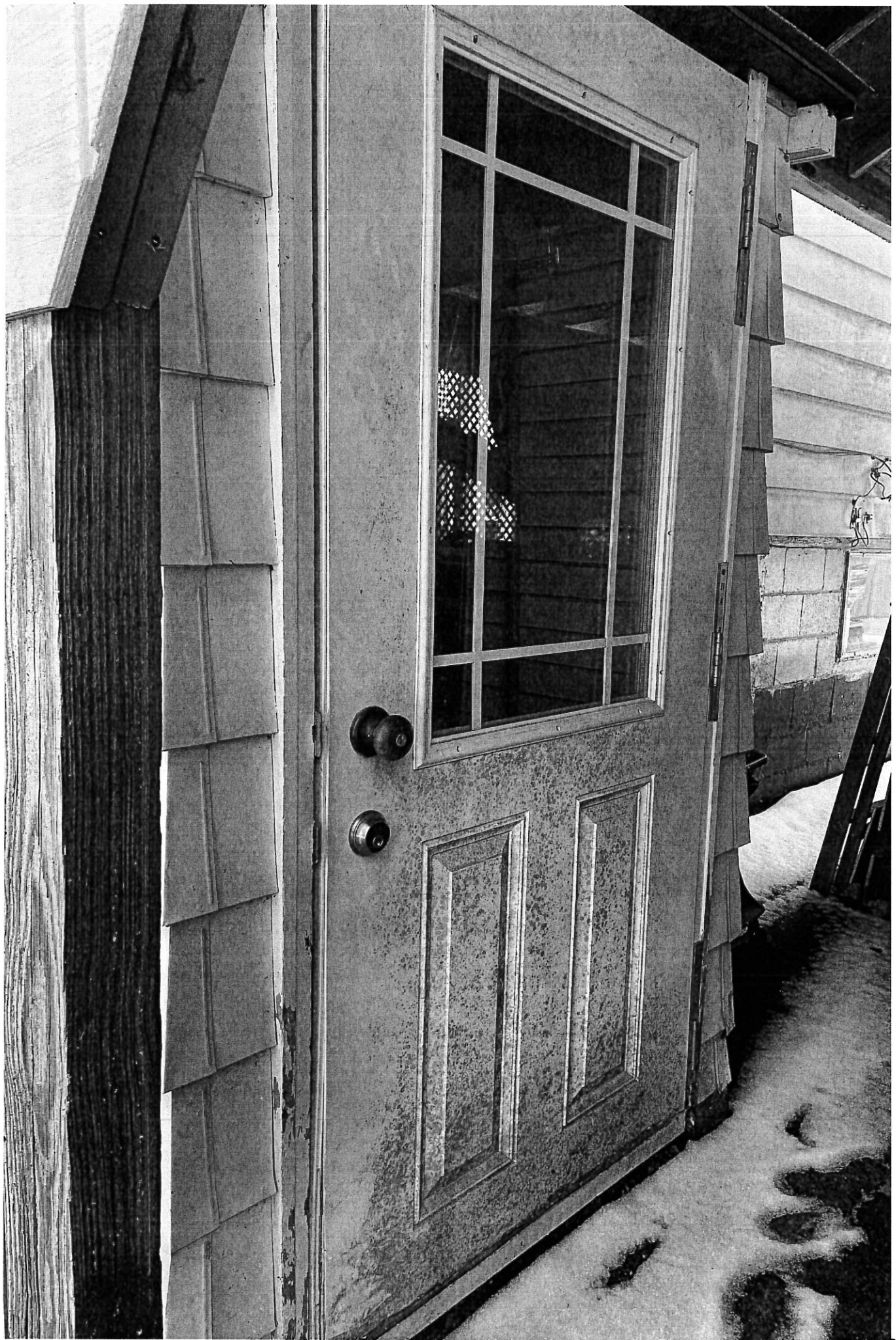
DATE ISSUED

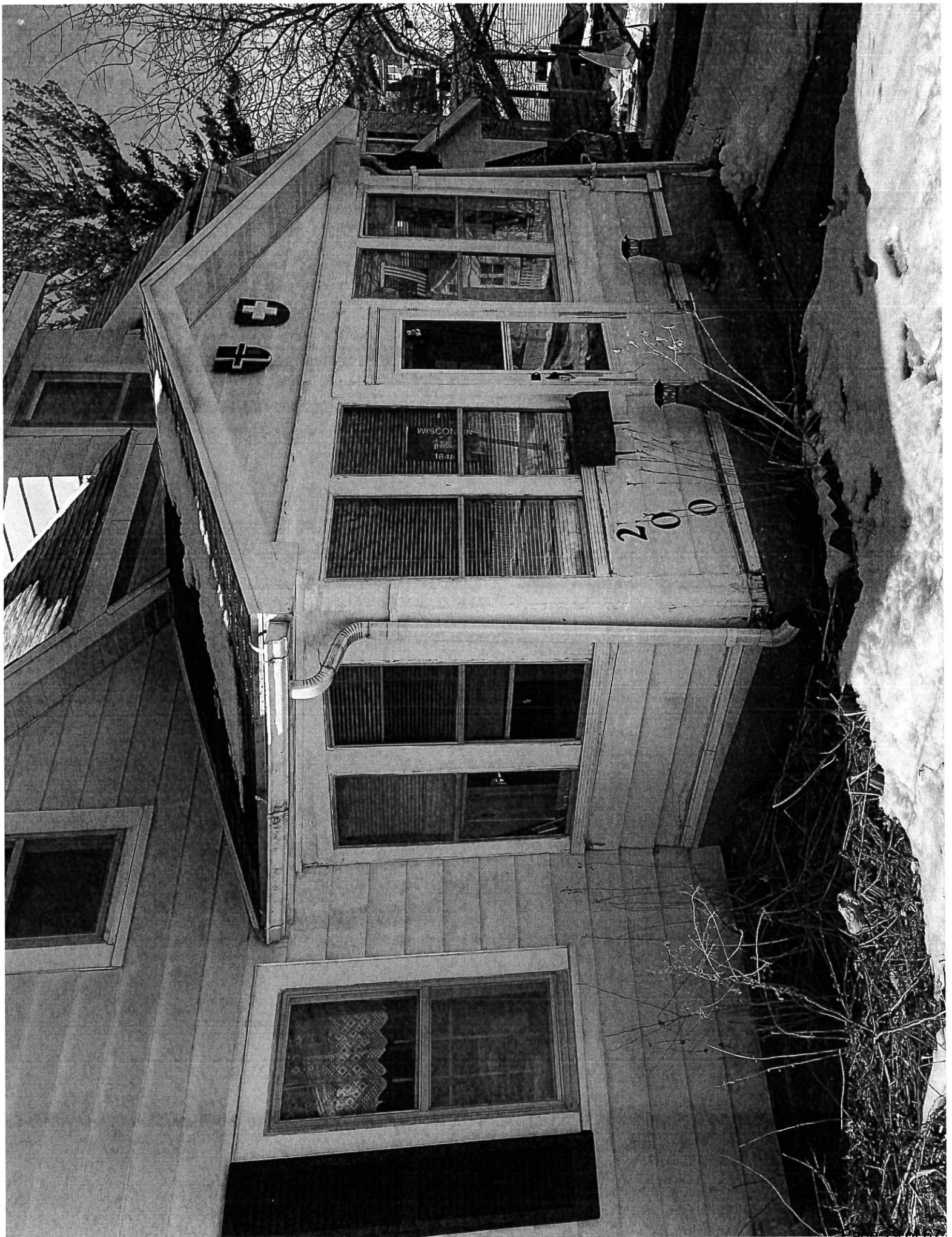
03/22/2023

AUTHORIZED REPRESENTATIVE

Erik S. Herbst









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

**RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM
GRANT APPLICATION**

APPLICANT INFORMATION

Applicant Name Jeanne K Wright

Property Address 200 N 4th St.

Phone 608-695-3789

Email jkh1952@yahoo.com

PROPERTY INFORMATION

Year Home Built 1930s?

Purchase Year of Home 2012

Assessed Value of Home \$ 165,800.

PROJECT INFORMATION

Proposed Start Date 2023

Proposed Completion Date 2023

Contractor Name KLH Construction LLC

Contractor License # _____

Contractor Address 413 Parkview Dr.

Mt. Horeb

WI

53572

Contractor Phone 608-577-4058

City

State

Zip

Contractor Email khlconstruction@gmail.com

Total Project Estimate \$ 7,177.00

Grant Request \$ 3,588.50

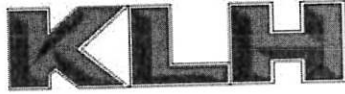
Other funding sources that will be used: _____

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.

• See cover letter for all bids

• can provide bid for basement door if included
• licence and insurance when bid is accepted



CONSTRUCTION, LLC
413 PARK VIEW DRIVE
MOUNT HOREB, WI 53572

Submitted to: Jeanne Wright name Porch Repairs Date 3-31-23
200 N. 4th Street

Mt. Horeb, WI 53572	Page 1 of 1
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As required by Wisconsin Construction lien law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owners land or buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly owner probably will receive notice from those who furnish labor or materials for the construction, and should give a copy of each notice to his mortgage lender. If any, builder agrees to cooperate with the owner and his lender, to see that all potential lien claimants are duly paid. All material is to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other insurance.

Authorized signature _____ Date _____

Note: This proposal may be withdrawn by KLH Construction, LLC if not accepted in 7 days.

KLH Construction, LLC hereby submits specifications and estimate to: Provide labor and materials to remove and reconstruct existing porch walls. We will preserve the roof along with any salvageable exterior trim materials. The structure will be redone to meet code and to look similar to the existing porch.

Included

- Removal of all deteriorating materials (siding, door, windows, framing)
- 2x4s, treated lumber, plywood, LP Smart siding, new storm door, band boards and corner trim, fasteners
- Rough in walls, try to level existing roof with new supports, frame in window openings with (windows to be installed later)
- Clean up and waste removal.

Not included

Plumbing, electrical, foundation work, windows, painting or unforeseen circumstances

Estimated Material costs \$ 3,465.00
Estimated Labor cost \$ 3,712.00
Total estimated \$ 7,177.00

1/3 DUE UPON START DATE, BALANCE DUE UPON COMPLETION. 1.5% PER MONTH IF FINAL PAYMENT NOT RECEIVED WITHIN 30 DAYS.
Kevin Holan klhconstruction2@gmail.com Cell 608-577-4058



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 Jeanne K Wright
Property Address 200 N 4th St
Phone 608-695-3789 Email jkh1952@yahoo.com

PROPERTY INFORMATION

Year Home Built 1940? Purchase Year of Home 2012
Assessed Value of Home \$ 165,800.

PROJECT INFORMATION

Proposed Start Date 2023 Proposed Completion Date 2023
Contractor Name Seth Statz Contractor License # DC-060600008
Contractor Address 4893 Pikes Peak Rd Ridgeway WI 53582
Street City State Zip
Contractor Phone 1-608-347-0472 Contractor Email statzconstruction@gmail.com
Total Project Estimate \$ 2925.00 Grant Request \$ 1462.50
Other funding sources that will be used: Savings

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.

- Same as other bids see cover letter
- bid for basement door can be provided
- License and insurance on acceptance of bid.
Grinnel Mutual Ins. Trollway Ins. Scot Marty

DOCUMENTS TO INCLUDE

- ☐ Two contractor proposals
- ☐ Site plan *no dimensional changes to structure*
- ☐ 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 Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council 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.

Jeannette K. Wright
Applicant Signature

3-27-2023
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: _____	

From: Seth Statz Construction quickbooks@notification.intuit.com
Subject: Estimate 1011 from Seth Statz Construction
Date: Mar 27, 2023 at 8:10:33 PM
To: jkh1952@yahoo.com

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Seth Statz Construction

----- Estimate

4893 Pikes Peak Rd
Ridgeway, WI 53582 US
+1 6083470472

Estimate #: 1011
Date: 03/23/2023
\$2,925.00

Address:

Jeanne Wright
206 N. 4th Street
Mount Horeb, WI 53572

Activity	Description
Amount	
Demolition	Tear off lower exterior and door.
550.00	
Debris Rem	Removal and disposal of waste.
400.00	
Carpentry	Shoring up sagging corner.
450.00	

materials and labor

Carpentry P.I. lap siding from windows down.
650.00

materials and labor

Carpentry Trim post to match siding.
275.00

materials and labor

Cabinetry
Widen front opening to accommodate wider door.
175.00

materials and labor

Carpentry
Replace front storm door with 32" door.



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 Jeanne K Wright
Property Address 200 N 4th St
Phone 608-695-3789 Email jkh1952@yahoo.com

PROPERTY INFORMATION

Year Home Built 1930's ? Purchase Year of Home 2012
Assessed Value of Home \$ 165,800.

PROJECT INFORMATION

Proposed Start Date 2023 Proposed Completion Date 2023
Contractor Name Fox Kahl Painting Contractor License # _____
Contractor Address 3488 Kelliher Rd Mt. Horeb WI 53572
Street City State Zip
Contractor Phone 608-437-4696 Contractor Email jseikahl@yahoo.com
Total Project Estimate \$ 8,980.00 Grant Request \$ 4,490.00
Other funding sources that will be used: savings

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.

. see cover letter for all bids

. will provide insurance with accepted bid

DOCUMENTS TO INCLUDE

- ☐ Two contractor proposals
- ☐ Site plan *no dimensional changes to structure*
- ☐ 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 Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council 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.

Jeannie K Wright
Applicant Signature

3/31/2023
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: _____	

Fox Kahl Painting and Tree Service
 3488 KELLIHER RD
 MOUNT HOREB, WI 53572
 608.437.4696
 joelkahl@yahoo.com

Estimate 1199

ADDRESS
 Jeanne Wright

DATE
 03/29/2023

TOTAL
 \$8,980.00

ACTIVITY	QTY	RATE	AMOUNT
Exterior Painting Remove mildew and power wash exterior of house. Mask and prep as needed. Apply Sherwin-Williams SuperPaint to all siding and white trim. Scrape, prime and paint grey foundation. Remove shutters and paint. All materials included. Sherwin-Williams products.	1	8,980.00	8,980.00

TOTAL \$8,980.00

THANK YOU.

Accepted By

Accepted Date



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 Jeanne Wright
Property Address 200 N 4th St
Phone 608-695-3789 Email jkh1952@yahoo.com

PROPERTY INFORMATION

Year Home Built 1930's Purchase Year of Home 2012
Assessed Value of Home \$ 165,800.

PROJECT INFORMATION

Proposed Start Date 2023 Proposed Completion Date 2023
Contractor Name Genesis Painting Contractor License # _____
Contractor Address 4401 Femrite Drive Madison WI 53716
Street City State Zip
Contractor Phone 608-310-2144 Contractor Email alyssa@genesiseexteriors.com
Total Project Estimate \$ 1887 or 9384 Grant Request \$ 3943.50 or 4,692.
*
Other funding sources that will be used: Savings

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.

see cover letter

*\$7887 w/o painting soffits, fascia, gutters, downspouts - optional
in bid at additional cost of \$1497. I think this may
not be necessary after cleaning

DOCUMENTS TO INCLUDE

- ☐ Two contractor proposals
- ☐ Site plan *no dimensional changes to structure*
- ☐ 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 Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council 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.

Jeannine K Wright
Applicant Signature

3/27/2023
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: _____	

**Customer Info:**

Job #: N/A
 Wright, Jeanne
 200 North 4th Street,
 Mount Horeb, WI, 53572
 (608) 695-3789-mobile

Genesis Painting

4401 Femrite Dr. Unit C Madison WI 53716
 Phone: 608-221-4225
 Fax: 608-221-3525

Company Representative:

Jeff Lennberg
 (608) 310-7686
 jeff@genesispainting.com

Painting-Exterior Residential

Description

Painting-Exterior Residential total: \$0.00

BID ACCEPTANCE TIME FRAME

Description

- Genesis Painting proposals are good for 30 days without being subject to rate changes. If the time frame for signing for the project goes beyond 30 days, scheduling will be out longer and additional cost may apply if rates have increased. Once a project is accepted and signed for, the client can hold the project for up to 12 months, if desired on their end

BID ACCEPTANCE TIME FRAME total: \$0.00

CLEANING THE EXTERIOR OF THE ENTIRE HOUSE

Description

- Remove shutters
- Spray surfaces with mildewcide to kill any mildew growth
- Scrub surfaces where necessary due to heavy mildew, heavy product break down & dirt build up
- Rinse/Wash surfaces thoroughly with a high pressure washer to remove dead mildew, dirt & chalk
- Materials: Mildewcide

CLEANING THE EXTERIOR OF THE ENTIRE HOUSE total: \$590.00

PAINTING OF THE ALUMINUM SIDING ON THE HOME, INCLUDING THE NEW SIDING INSTALLED ON THE FRONT PORCH

Description

- Using Metal Epoxy, repair dings & holes where present, brushing texture if aluminum has texture, sanding smooth if siding is smooth (3-4 hour allowance included in proposal)
- Mask off areas not being painted to prevent from paint transfer
- Apply one coat of client chosen paint color with the additive Emulsabond for maximum adherence. Apply using a spray technique
- Apply a second finish coat without the additive Emulsabond. Apply using a spray technique
- Pull masking, sharpen lines & clean up site properly
- Put shutters back up in place after siding is completed
- Materials: Easy-Mix Emulsa Bond Aluminum Siding Paint Additive

requested area/areas/items.

- COMPLIMENTARY COLOR CONSULTATION: All Genesis projects (Over \$1,500.00) come with a free color consultation with a professional designer. The addition of multiple colors per room, accent walls or any more then one color per room may result in additional charges. These charges will be discussed at the time of the free color consultation. If you have any other questions regarding this, please contact your sales consultant. Color consultation is not the same as design work. If the client would like help with other design items unrelated to choosing paint colors, Genesis Design can assist the client at the rate the Design Office charges for design work outside of picking colors for the painting project.
- -COLORS: For exterior projects, three colors are included unless noted otherwise. These colors are one color for the siding, one color for the soffit / fascia / trim, and one color for the doors. Changing of existing colors to new colors will likely take two coats which will be an extra charge unless noted.
- -INTERIOR COLORS: Interior projects include one color per room on walls. Additional colors or accent walls will add extra cost unless otherwise noted. Color changes will likely take two coats and will result in extra charges unless noted.
- FINANCE OPTIONS: Genesis Painting Offers No Interest / No Payments for One Year. This Offer Must Be Selected Upon Acceptance Of This Proposal. Subject To Approval From A Third Party Bank. See Sales Consultant For Details
- WARRANTY: Genesis Painting provides a 3 YEAR FULL LABOR & FULL MATERIALS warranty on all workmanship and materials pertaining to the paint that Genesis applies. This is not applicable to crack repair, previous coatings unstable coatings, pre existing bubbling issues, decks, railings or floor surfaces. These items have a warranty of sixty days from completion of the project.
- PAYMENT TERMS: Full payment for the project is due at job completion. All major credit cards are accepted on payments up to \$6,000.00. If the client is applying of the 0 Payments and 0% for 12 months, an electronic voucher will be sent to sign at the project completion

IMPORTANT total: \$0.00

Total for all sections: \$7,657.00

Total: \$7,657.00

PAYMENT TERMS

Upon Substantial Completion the homeowner is not

will be due in full. Payment will be collected by the job supervisor. If the

available to meet with the job supervisor upon substantial completion, payment can be made by calling the painting supervisor or accounts

receivable at 608-310-7690.

Substantial completion is the stage in the progress of the work when the work or designated portion thereof is sufficiently complete in accordance with

the contract so that the owner can occupy or use the work or a portion thereof for its intended use. Minor defects or touch up work would fall under

service or warranty work and do not constitute a reason to withhold final payment. A late fee of 1.5% per month interest

will apply if payment is not made within 5 days of reaching substantial completion. If payment is not received after 30 day intent to lien, a late penalty of \$350 will be added for the cost of lien processing.

not appear completely smoothed. If a smoother finish is preferred, you want to contract a company that chemically strips.

STAINING

Uniformity in stained surfaces cannot be guaranteed, due to thinness, surface, color and stain type.

POWER WASHING

Windows need to be closed tightly and water needs to be available at an outside faucet. Windows may occasionally streak depending on their

surface. Genesis will not be responsible for internal water damage due to any open gaps on the exterior surface washed.

PAINT CHIPS/CLEAN UP

We will use drop cloths, plastic, brooms and vacuums for both interior and exterior work. Due to wind, steep inclines, etc., there may be no

functional or pragmatic way to catch all paint chips as they fall. However, the chips will dissipate in time with no damage to you lawn. Empty

paint cans, paint chips, and other miscellaneous used materials will be left with the customer for their normal trash pickup.

WARRANTY

Genesis will warranty and furnish 100% of the labor and materials for three years for surfaces where the product has failed due to improper

workmanship or defective material including but not limited to peeling, blistering, or chipping. Previously applied coats of paint may have

moisture or adhesion problems that are beyond our control and are not fully warrantied, however in the event you have one of these rare

problems, we will still warranty those areas at a discounted rate of \$45.00 per hour for labor, and provide the paint at 50% off the retail store

cost. If the problem area is covered under this warranty, we will normally only redo the exact area of paint failure, caulk,

_____ Company Authorized Signature	_____ Date	_____ Customer Signature	_____ Date
		_____ Customer Signature	_____ Date

This estimate was last edited by Jeff Lennberg ((608) 310-7686, jeff@genesispainting.com) on March 30, 2023. The estimate may be withdrawn if not accepted within _____ days.



GENES-2

OP ID: WOLU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Harms Insurance Group 804 Liberty Blvd., Suite 203 Sun Prairie, WI 53590 Jeff Lederman		608-837-2484		CONTACT Lu Anne Wood NAME: PHONE (A/C, No, Ext): 608-837-2484 FAX (A/C, No): 608-837-4853 E-MAIL: lwood@tricolorinsurance.com ADDRESS:	
INSURED GP Group Inc DBA Genesis Painting & Genesis Design 4401 Femrite Dr Unit C Madison, WI 53716				INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
				NAIC # 15350	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		2042482	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		2042482	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$		2042482	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		2047916	01/01/2023	01/01/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	☒ Leased Equipment		2042482	01/01/2023	01/01/2024	\$ 150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate is intended to be used as a sample form for bidding purposes only. Individuals should request a formal copy of this document before job commences.

CERTIFICATE HOLDER

CANCELLATION

SAMPLE CERTIFICATE ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

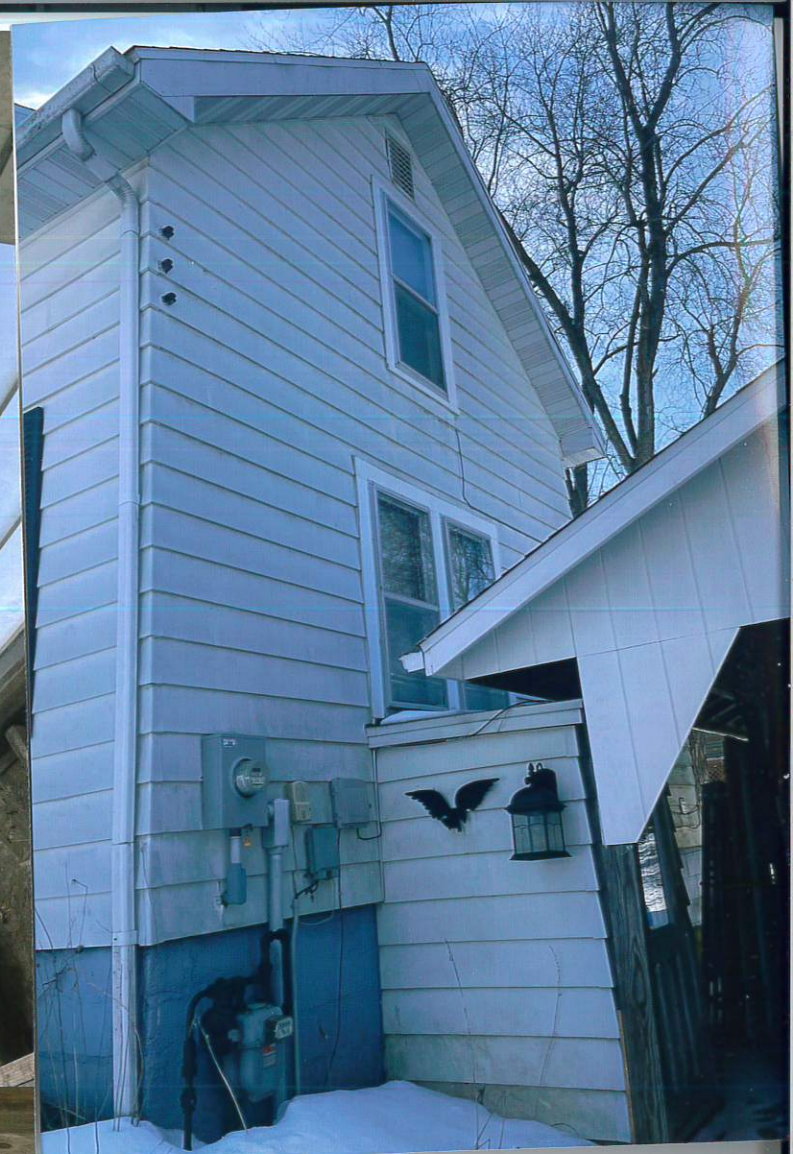
AUTHORIZED REPRESENTATIVE

Lu Anne Wood









Mount Horeb Business/Industrial Development

Village Board Workshop

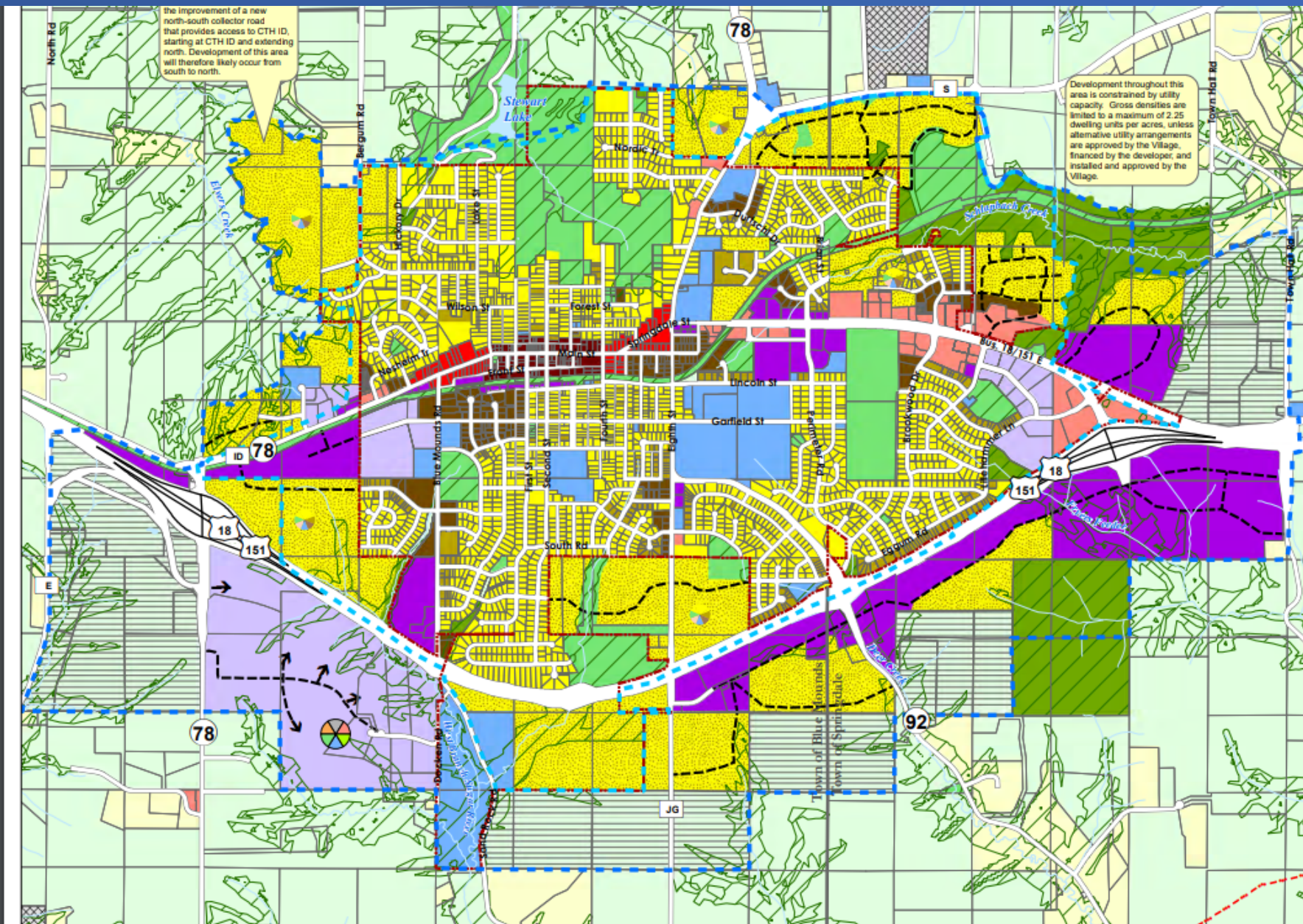
May 31, 2023



Questions to answer

- Where?
- What size?
- Who owns/leads?
- Timeline?
- What types of businesses?
- What is shovel ready?
- How do we pay for it?





Mount Horeb Comprehensive Plan

- Village of Mount Horeb Boundary
- Town Boundaries
- Extraterritorial Jurisdiction Boundary
- Current Urban Service Area Boundary
- Potential Future Urban Service Area Boundary

- Right of Way
- Potential Future Roads
- Surface Water

Land Use Categories

- Agriculture
- Single-Family Residential (Unsewered)
- Single-Family Residential (Sewered)
- Two-Family Residential
- Multi-Family Residential
- Mobile Home Residential
- Planned Neighborhood
- Central Mixed Use
- Main Street Mixed Use
- Neighborhood Mixed Use
- Planned Business
- Planned Mixed Use
- General Industrial
- Heavy Industrial
- Extraction
- Planned Business Park/Planned Industrial
- Parks and Recreation
- Government and Institutional
- Conservancy
- Environmental Corridor
- Rights-of-Way
- Surface Water
- Long-Term Growth Area

Planned Neighborhood may include:

1. Single-Family (Sewered)
2. Two-Family Residential
3. Multi-Family Residential
4. Government and Institutional
5. Neighborhood Mixed-Use
6. Parks and Recreation



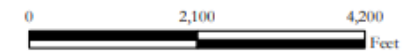
Planned Mixed Use may include:

1. Planned Business
2. Planned Business Park
3. Multi-Family Residential
4. Government and Institutional
5. Park and Open Space



Business Park may include:

1. Light Industrial
2. Planned Business
3. Government and Institutional
4. Park and Open Space



A large orange circle is positioned on the left side of the slide, partially cut off by the edge. It contains the text 'Property owners of potential land' in white.

Property owners of potential land

Elmer and Norma Baker Trust (north and south
of hwy.)

Sutter Trust

Hanson Living Trust

Wingra Real Estate

Fertile Ridge Real Estate

Randy Docken

What size?

- Recent space inventory of regional industrial space
 - DeForest – Certified site, 57 acres municipally owned, but only two parcels remain (5 and 7 acres), both with agreements ready to be executed
 - Stoughton – no space remaining
 - Cottage Grove – no space remaining
 - McFarland – in process of adding 80-120 acres
 - Fitchburg – “technology neighborhood”
 - Verona – no municipally-owned development land, rely on Epic and private development south side of hwy.
 - Middleton – appears to be privately owned, three small 5-acre parcels available.

Recommended size for Mount Horeb

- As large as possible given availability of land
- 80+ acres if possible
- Prospects are looking for large developable properties of a variety of sizes, but larger parcels are harder to come by
- Need for anchor tenant(s)
- Can always divide for smaller land requests

Who owns/leads

- In order to control sales process, recommended for Village to own, market and negotiate sale of property to end user.
- If private sector owns, price of land is potential obstacle (North Cape Commons)
- Not recommended to list with broker, but aggressively market through Village staff
- Network with site selectors and local prospects
- 80% of business (expansions) in a community comes from existing businesses

Timeline



Reach out to property owners



Negotiate the sale and annexation



Acquire land



Install infrastructure



Market the property from the minute the sale is final, prior to infrastructure installation



Could take 2-3 years if sellers are willing to sell



What types of businesses?

- Industrial
 - Heavy industrial
 - Light industrial
 - Distribution
 - Warehousing
- Commercial
 - Office
 - Restaurants
 - Institutional

Shovel Ready

- Community overview
- Site environment overview
- Roadway access
- Rail access
- Commercial airport access
- Freight airport access
- Master site plan
- Aerial photography
- ALTA survey
- Flood plain map
- Flight path specifications
- Ownership
- Asking price
- Topography
- Easements
- Wetlands
- Environment assessment
- Geotechnical
- Archaeological/Historical
- Endangered species
- Fire protection
- Zoning
- Utility infrastructure (elec., water, gas, sewer)

Shovel Ready Certification

- Certified through WEDC / Deloitte – over \$20,000 to certify
 - Does not include cost to gather all the information
 - Benefit – site gets offered first on statewide and regional searches
 - Site selectors have indicated that site doesn't have to be certified (officially) but if the information is gathered and available when a site request comes through that would be sufficient
 - There is a lot that can be done to gather info in advance and keep updated with officially certifying the site.

How do we pay for it?

- Create new Tax Increment District
- Borrow money for land and infrastructure
- Utilize CDA so it doesn't affect Village borrowing capacity
- Consider BCPL loan fund (annual payment)
- Investigate grants for specific pieces of infrastructure
- Could develop in stages and use revenue from first development to continue installation of infrastructure if timing makes sense



AGENDA ITEM REPORT

MEETING DATE

June 14, 2023

PREPARED BY

AGENDA ITEM # 3.c

Recommendation: Parking Study RFP

BACKGROUND

When Downtown Projects come before the Plan Commission and Village Board, parking is almost always a heated topic, such as we have recently seen with Steve Brown Apartments. A parking study will help us identify what our current parking situation is and project forward what our future parking needs are, so we can be prepared to address this question when new projects come forward. Economic Development Director Fish-Peterson has drafted the attached RFP for recommendation from the CDA to the Village Board. The parking study would be funded with TID 5 increment.

RECOMMENDATION

ATTACHMENTS

1. Draft Downtown-Parking-Study_RFP

VILLAGE OF MOUNT HOREB REQUEST FOR PROPOSALS (RFP)

DOWNTOWN BUSINESS DISTRICT PARKING ANALYSIS AND LONG-TERM PUBLIC PARKING STRATEGY

The Village of Mount Horeb is requesting proposals from consultants to conduct an evaluation of the Village's current parking system, evaluate future parking needs and make recommendations for the development of a long-term parking strategy for the Downtown Business District. The Village's objective is to provide functional, and efficient parking downtown, while also providing a safer and more pedestrian friendly experience. Proposals will be accepted until 4:00 PM, Monday July 10, 2023.

The Village of Mount Horeb is seeking to develop a comprehensive parking strategy that maximizes use and efficiency of existing parking facilities; accommodates future parking demands through system expansion or improvement; and identifies best practices and approaches to support system improvement and maintenance. In looking at future needs, the plan should provide recommendations for potentially adding additional public parking throughout the area.

Attached to this proposal are maps defining the boundaries of the Downtown Business District, the existing public parking facilities, and parking zones.

SCOPE OF WORK AND DELIVERABLES

The Village is seeking a parking analysis and plan (parking study) that will provide for current and future parking needs to ensure continued economic health of the downtown business district area. This study will include an evaluation/audit of current parking demands, analyze future parking demands, and make recommendations for the best locations for future parking facilities within the area if deemed necessary.

Below is an outline of minimum items to be considered within the scope of work. Consultants are encouraged to recommend additional analysis or review that will result in an improved parking plan.

A. Stakeholder Input

- a. Use a methodology for engaging stakeholders including property owners, business owners, employees, residents, public and potential developers in the process. The Village has recently sold an existing surface parking lot for multi-family development, and parking was a key topic and issue discussed. Main discussions occurred around the following topics/issues:
 - i. Loss of Village owned surface parking lot
 - ii. Convenience vs. willingness to change/adapt to alternatives
 - iii. Location of existing public parking lots and general safety
 - iii. Too much vs. not enough on-street parking
- b. Public Participation and Communication
 - i. Kick-off meeting with Village staff to plan stakeholder/public participation process and dates.
 - ii. four (4) stakeholder meetings with downtown business owners, employers, residents, and Village staff.
 - iii. two (2) public input meetings.
 - iv. (1) presentation of the final Parking Analysis and Plan to the Village of Mount Horeb CDA and Village Board.

B. Parking Utilization Observations and Analysis

- a. Include on street parking and public parking lot facilities.
- b. The Village is requesting that three (3) separate one (1) week parking audits be conducted to capture a wide range and more comprehensive overview and snapshot of our parking needs/deficiencies. The Village of Mount Horeb is a tourist community with tourism as one of the largest economic drivers. Recently, it was determined with input from the downtown business owners that a more comprehensive review of the parking issues needed to be analyzed. Therefore, the following time periods are being requested to conduct a one (1) week parking audit:
 - i. August 2023 (prior to Labor Day, to capture summer tourism)
 - ii. September (sample of a typical one week non tourism period)
 - iii. October 11-13 (sample of mid-week tourism event Oct 12)
- c. ing audits shall be taken a minimum 3-4 times per day

C. Existing and Future Parking Conditions, Needs and Recommendations

- a. Assess the demand for parking within the study area and evaluate the demand to current inventory. Provide occupancy and turnover data. Identify areas with surplus or deficit parking.
- b. Conduct parking audit during appropriate periods of time that provides information on parking turnover and occupancy patterns of Village -owned parking lots and on-street parking (block-by-block).
- c. Project new demand based on proposed developments and assess the impact on parking.
- d. Identify and evaluate potential sites that could satisfy current and projected parking deficits. Proposed sites should identify estimated parking count and optimal configuration on the site.
- e. Examine opportunities for shared private and or public/private parking.
- f. Evaluate customer and employee parking to determine measures for improved efficiency.
- g. Examine and recommend opportunities to relocate, redesign or reuse existing parking inventory to meet existing and anticipated parking needs.
- h. Consider parking within the context of the future growth and redevelopment of downtown Mount Horeb based on existing redevelopment plan and future growth concepts.

D. Review and Recommendations for Parking Management Strategies

- a. Evaluate existing ordinance and recommend parking rules and regulations that support the goals and objectives of a downtown parking strategy.
- b. Identify program and policy alternatives to increase customer satisfaction and use of downtown parking.
- c. Recommend a potential fee structure (including fees and fines) for on- and off-street parking that encourages the optimal parking utilization and discourages parking abuse by employees and all-day parkers. Provide comparisons to similar localities.
- d. Examine and recommend zoning requirements for private off-street parking within the Downtown Business District.
- e. Identify potential new revenues sources.
- f. Provide the Village with a policy, criteria or guidelines to manage future requests from special interests to modify existing parking regulations.

E. Implementation Plan and Budget

- a. Develop an implementation matrix which outlines recommended actions, estimated time frames, costs and responsible parties. Specifically identify and highlight those actions considered “quick fixes”.
- b. Create a map of the Downtown Business District. Identify proposed parking infrastructure improvements or redevelopments and parking time limits.

F. Deliverables

- a. Five (5) bound copies of the final plan.
- b. Digital copies of draft and final plans for public distribution.
- c. Digital copies of all maps included in the final plan.
- d. Digital presentation of final plan.

The consultant may propose additional tasks and/or a revised scope based on experience with similar projects in similar communities. Expected client consultant communications such as conference calls, draft reviews, site visits, etc. shall be considered part of the proposed scope but are not specifically detailed within this document.

SELECTION PROCESS

Proposals will be reviewed and a consultant will be recommended by the selection committee to the Village's Community Development Authority (CDA). The recommendation will be based upon the consultant's experience/capabilities, project approach, and cost, all of which are described below under "Proposal Specifications."

TIMELINE

The estimated timeline for completion of the selection process is outlined below.

June 15, 2023	Distribution date of RFP
July 10, 2023	Deadline to submit proposal
August 9, 2023	Consultant is selected and final negotiations are concluded shortly thereafter

PROPOSAL SPECIFICATIONS

Consultants are asked to submit concise proposals describing their capabilities to manage projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper. The proposal shall include the following information:

1. **Business Organization** – This section shall include the firm's name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If subconsultants are being utilized, similar information should be included for all subcontracted firms.
2. **Experience and Capabilities** - The consultant shall describe relevant qualifications of the firm and experience with similar projects. Qualification summary and list of staff intended for the project. Provide a description of similar projects along with a list of references for each applicable project.
3. **Project Approach** – The consultant shall describe the approach to the proposed project, the method of conducting the work, and how the final deliverables will be developed.
4. **Stakeholder Input** – The consultant shall describe the method or methods used to obtain stakeholder input on parking.
5. **Cost** – The consultant shall provide an hourly rate schedule and an estimated number of hours to complete the proposed project. Estimated hours to be spent on specific tasks should be broken out to the greatest extent practicable. If hours are to be billed at different rates, a breakdown of hours per wage rate shall be provided.
 - a. The Village may seek specific date parking audits to help facilitate a well-rounded and comprehensive review of the Village's parking needs and/or challenges. We request a per-hour rate, if different from the hourly rate sheet, if in the event staff requests a parking audit outside the scope of this proposal for specific dates (i.e. special event, black Friday, etc.)

SUBMITTAL REQUIREMENTS

An electronic pdf stored emailed, or presented on a flash drive, shall be submitted by 4:00 p.m. CST on Monday, July 10, 2023. Please mark "Proposal for Village of Mount Horeb Parking Study" in the subject line of the email or on the envelope.

The mailing and hand delivery address is:

Village of Mount Horeb
Attn: Nic Owen, Village Administrator
138 E. Main Street
Mount Horeb, WI 53572

CONTACT PERSON

Questions about the RFP or the project should be directed to Kristen Fish-Peterson, Consultant to the Village of Mount Horeb for Economic Development, phone (715) 581-1452 or email kristen@redevelopment-resources.com.

TERMS AND CONDITIONS

The Village reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the Village by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the Village, for any reason, is unable to reach a final agreement with this finalist; the Village then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The Village may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The Village reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The Village is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the Village. The Village reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the Village. The Village reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of this letter to solicit bids (on this date):
- () familiarization with all terms, conditions, and specifications herein stated,
- () company is qualified to perform work and services as proposed,
- () that the proposal submitted is valid until _____(date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip

Title

Type of Entity (S-Corp, LLC, etc.)

Phone Number

Web Site

Email Address

