



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, December 13, 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 the November 8, 2023, Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce report
 - e. Update on Comprehensive Plan progress
- 3) Agenda Items
 - a. Economic Development Presentation: Land Acquisition Funding
 - b. Update: TID 5 Residential Improvement Program
- 4) Closed Session
 - a. Closed Session: Discussion/Recommendation: Purchase of Steinhauer Property (107 W Washington St) The Community Development Authority may convene in closed session as authorized by Wisconsin State Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Community Development Authority may reconvene in open session and discuss and take action on the subject matter discussed in closed session.
- 5) Meeting adjournment.

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COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, November 8, 2023 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
Todd Fritz called the meeting or order at 6:00 PM. Members present were Todd Fritz, Ben Vondra, Ryan Czyzewski, Barb Case & Karen Tetzlaff. Also present were Kristin Fish-Peterson, Village Administrator, Nic Owen & Office Assistant, Katie Jelle. Members absent were Marc Schellpfeffer & Andy Baber.
- 2) Consent Agenda
There were no questions or comments regarding the information provided. Motion by Czyzewski to approve the Minutes & Consent Agenda, second by Vondra.
 - a. Consideration of October 11, 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. Economic Development Topic: Downtown Redevelopment Planning
Fish-Peterson presented a map of downtown business property values. She gave updates on the TID District and the future costs, revenue & fund balance. Fish-Peterson presented potential opportunities within TID #5.
Fish-Peterson read a letter from Rachel, Mt Horeb Chamber of Commerce. Rachel would like the CDA to co-op with the Chamber of Commerce on some marketing opportunities & beautification within the Village. The current TID allows for Street Scaping which could include bike racks & benches. Events & Marketing are not currently covered under the TID unless an amendment is made. Czyzewski suggested that a Business Improvement District may be an option. All members agreed that the CDA should proceed & talk with business owners.

- b. Recomendation: Updates to Residential Improvement Program
Owen did some revisions to the existing Residential Improvement Program. He added retaining walls and a scoring matrix. Czyzewski asked for a couple of adjustments to the original plan. He asked for the form to be fillable rather than handwritten. It was decided that Owen & Fish-Peterson would score the applications. The CDA will make the final decision. Tetzlaff motioned to approve the changes. Vondra second. Motion carried.
 - c. Update/Discussion: Downtown Parking Study
Owen thanked the CDA members for being at the Open House. He gave an update on the Downtown Parking Study. There has been 1 meeting between the work group & MSA. MSA is going to make some recommendations on other parking options for Downtown. Fish-Peterson is going to help gather information from Downtown Businesses.
 - d. Update: Downtown Property Purchase
Owen told the CDA that there is an Appraiser working on this, and we should have a report this month.
- 4) Meeting adjournment.
Czyzewski motioned to adjourn. Tetzlaff second. Motion carried.

December 4, 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, CDA meetings
 - c. Emails, virtual meetings, and phone calls with prospective new business
 - d. Chamber Board meeting
 - e. Attended Good Morning Mount Horeb
 - f. Chamber Business Advocacy Committee meeting
 - g. Retention calls on seven Mount Horeb (downtown) businesses
 - h. Emails with MSA regarding parking study interviews
 - i. Chamber's REAL committee meeting
 - j. Meeting with property owners south of Hwy. 18/151
 - k. Phone calls from downtown owners re: parking study
 - l. Meeting with Nic and Marc regarding potential additional parking opportunity downtown
 - m. Virtual interview with parking study interviewees from Duluth Trading Co.
 - n. Conversations with property owners and business owners
2. Research
 - a. Research for presentation at Board and Staff strategic planning event
 - b. Preparation of training segment and reporting for CDA
 - c. Work on advertising for MadREP magazine
3. Prep, attendance and follow up of Board and Staff strategic planning event.



Mount Horeb CDA Funding Sources for New Land

December Meeting
December 13, 2023



New Land Acquisition

Potential land acquisition for

- New residential development and park space (Lukken Farm)
- New business park (south of Hwy. 18/151)



How do we pay for it?

- Create new Tax Increment District
- Borrow money for land and infrastructure
- Consider BCPL loan fund (annual payment)
- Utilize CDA so it doesn't affect Village borrowing capacity
- 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

Create New Tax Increment District

This will work best for new business park land.

TIF Statutes states only 35% of a mixed-use district can be newly platted residential. The remainder must be commercial or industrial.

Mixed-Use District, or Industrial district life span – up to 20 years.



Borrow money for new land and infrastructure

This will work for new residential subdivision and park land.

Village Board establishes debt capacity limits.

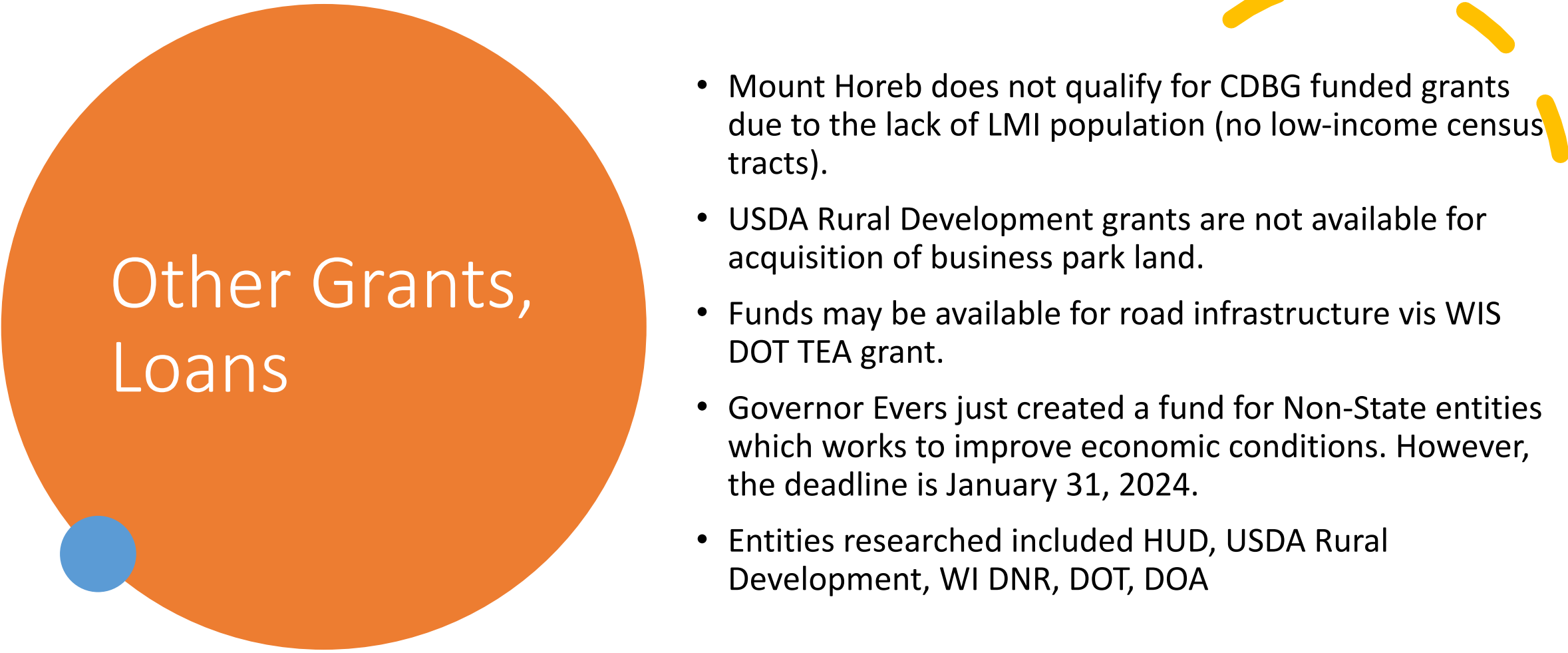
At the moment Mount Horeb is within its limits.

A portion of the debt could be repaid when subdivision land is sold to a developer.

Infrastructure costs could be assessed to subdivision.

Board of Commissioners of Public Lands (BCPL) Loan

- Economic Development Lending:
 - BCPL is a major source of funding for economic development projects including pass-through loans or grants made for private development, funding development incentives, TID infrastructure loans, land acquisition and development of business parks, and similar projects.
 - Upon request, BCPL is able to provide critical flexibility in the repayment schedule if and when expected revenues are delayed.
 - Terms: 2-year to 20-year fixed rate loans.
 - Current Rates: Loan Term
 - 6-10 years 6.25%
 - 11-20 years 6.25%



Other Grants, Loans

- Mount Horeb does not qualify for CDBG funded grants due to the lack of LMI population (no low-income census tracts).
- USDA Rural Development grants are not available for acquisition of business park land.
- Funds may be available for road infrastructure vis WIS DOT TEA grant.
- Governor Evers just created a fund for Non-State entities which works to improve economic conditions. However, the deadline is January 31, 2024.
- Entities researched included HUD, USDA Rural Development, WI DNR, DOT, DOA



CDA Could Serve as Owner of Property, Developer

- The CDA could own and develop the business park property, as well as the housing site.
- Debt would not be attributed to the Village, nor affect Village borrowing capacity.
- Any excess revenue from sale of land or development would be the CDA's to reprogram for other purposes.

Next Steps

- Identify exact property to acquire for business park
 - Begin planning process to design future industrial park
 - Negotiate with landowners
-
- Property has been identified for residential subdivision and rec center
 - Continue negotiations
 - Begin planning funding, ownership
 - Identify acreage for park space/rec center vs. residential on a map



AGENDA ITEM REPORT

MEETING DATE

December 13, 2023

PREPARED BY

AGENDA ITEM # 3.b

Update: TID 5 Residential Improvement Program

BACKGROUND

At their December meeting, the Village Board approved the Residential Improvement Plan as presented by the CDA. Staff will begin working on a plan for marketing the program for 2024.

RECOMMENDATION

ATTACHMENTS

None