



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

VILLAGE BOARD AGENDA Wednesday, February 7, 2024 at 7:00 PM

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

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll call
- 4) Public Comments – non-agenda items
- 5) Consent Agenda
 - a. Consideration of January 3, 2024 Meeting Minutes
 - b. Consideration of Pay Request #5-FINAL Contract 1-2021-Brookwood Pump Station Improvements
 - c. Consideration: Authorizing Village Administrator and Village Engineer to advertise for 2024 Street Reconstruction Projects
 - d. Consider Appointment of Successor Agent, Tommy Heath, Walgreens #11648
- 6) Agenda Items
 - a. Consider appointment of members to the Historic Preservation Commission
 - b. Consideration of Kluesner Claim
 - c. Consideration of award of contract to update Zoning Ordinance and Maps to Vandewalle Associates
 - d. Discuss and Take Action on Order to Repair or Raze Building at 101 Perimeter Road (Karakahl Country Inn)
 - e. Consideration of 2023 Village Strategic Plan
- 7) Committee Reports:
 - a. Community Development Authority
 - b. Dane County Cities & Villages Committee Report
 - c. Finance/Personnel
 - d. Library Board

- e. Mount Horeb Area Chamber of Commerce
 - f. Mount Horeb Area Joint Fire Department
 - g. Parks, Recreation, and Forestry Commission
 - h. Plan Commission
 - i. Public Safety Committee
 - j. Public Works Committee
 - k. School Liaison
 - l. Sustainability and Natural Resources Committee
 - m. Tourism Commission
 - n. Utility Commission
- 8) Village President's report
 - 9) Village Administrator's report
 - 10) Village Clerk's report
 - 11) Closed Session
 - a. Closed Session: Discussion/Consideration: Purchase of Lukken Farm for Park Space and Development. The Village Board may convene in closed session as authorized by Wisconsin Statute 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 Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session.
 - 12) 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.

**VILLAGE OF MOUNT HOREB
VILLAGE BOARD MEETING MINUTES
JANUARY 3, 2024**

The Village Board met in regular session in-person on the above date in the Board Room of the Mount Horeb Municipal Building.

Call to Order/Roll Call: Village President Ryan Czyzewski called the meeting to order at 7:00pm. The Pledge of Allegiance was recited. Present were Trustees White, Schellpfeffer, Jones, Halverson, and Scott. Trustee Gauger was absent. Also present were Administrator Nic Owen, Village Clerk Alyssa Gaffney, and Youth-In-Government students Siobhan Mertz and Ethan Fendrick.

Public Comments: None

Consent Agenda: Scott moved, Halverson seconded to approve the following consent agenda items: November 29, 2023 VB Strategic Planning meeting minutes; December 6, 2023 meeting minutes; Extraterritorial Certified Survey Map, Erbe Road, Ferron and Barb Havens; Certified Survey Map, 1520 Springdale St, Trollway Properties LLC, Trent Nelson; Resolution 2024-02 Conditional Use Permit to allow a Tourist Rooming House at 307 Oak Street Carl Boeck's Addition Lot 12. Motion carried by unanimous voice vote.

Introduction/Recognition of New Village Police Officers-Officer Braden Folbrecht and Officer Kyle Dix: Police Chief Vierck introduced the officers. Clerk Gaffney swore them in and they recited the Oath of Honor.

Discussion/Consideration: Ordinance 2024-01 Creating Standalone Historic Preservation Commission: Czyzewski and Owen explained this item. The board members gave their input. Scott moved, White seconded to approve the ordinance. Motion carried by unanimous voice vote.

Consider Ordinance 2024-02 "AN ORDINANCE TO AMEND SECTION 9.18 TOBACCO PRODUCTS PROHIBITED": Czyzewski and Owen explained this item. Jones moved, White seconded to approve the ordinance. Motion carried by unanimous voice vote.

Consideration of award of Planning Contract to Vandewalle Associates: Owen explained this item. The board members gave their input. Jones moved, Scott seconded to award Vandewalle the contract for ongoing planning services for the village, while tabling the award on rewriting the zoning code. Motion approved by unanimous voice vote.

Consider Resolution 2024-01 "A RESOLUTION SUPPORTING ADDITION OF MOUNT HOREB VETERAN'S MEMORIAL TO STATE HIGHWAY MAPS": Czyzewski explained this item. Jones moved, Halverson seconded to approve the resolution. Motion carried by unanimous voice vote.

Strategic Planning Session Update: Czyzewski explained this item and gave an update.

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

Village President's report: Czyzewski wished everyone a happy New Year. He also spoke about the change to Pellitteri Waste Systems, concerns about the 78N and Hwy S intersection, Youth-In-Government application process, state legislature updates, and the joint meeting between the Village Board, School Board, and Chamber of Commerce.

Village Administrator's report: Owen spoke about the garbage/recycling cart retrieval and delivery.

Village Clerk's report: Gaffney gave an update on the 2024 elections and garbage/recycling cart retrieval.

Adjournment: With there being no further business before the board, White moved, Jones seconded to adjourn the meeting at 8:15pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 5.b

Consideration of Pay Request #5-FINAL Contract 1-2021-Brookwood Pump Station Improvements

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Final Certificate of Substantial Completion Letter.010924&Encl



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

January 9, 2024

Mr. Nic Owen
Village of Mount Horeb
138 East Main Street
Mount Horeb, WI 53572

Mr. Greg Zimmerman
MZ Construction, Inc.
285 North Center Street
P.O. Box 60
Livingston, WI 53554

Re: Brookwood Pump Station Improvements
Contract No. 1-2021
Village of Mount Horeb, Wisconsin

Dear Mr. Owen and Mr. Zimmerman:

In accordance with Article 15.03 of the General Conditions and based on the comments received by Strand Associates, Inc.® from the Village of Mount Horeb on December 15, 2023, this letter is a Final Certificate of Substantial Completion for Contract No. 1-2021. This certificate includes by reference the Preliminary Certificate of Substantial Completion dated April 18, 2023, and the punch List of Items to be Completed or Corrected that was enclosed with that certificate. Change Order No. 2 (Items 2b through 2i of the project) and the site restoration work are considered Substantially Complete as of October 9, 2023. Final payment is being recommended on January 9, 2024, for the project as requested in Payment Application No. 5 (enclosed).

Sincerely,

STRAND ASSOCIATES, INC.®


Sacha Tetzlaff

Enclosure

c/enc: John Klein, Village of Mount Horeb
Matt Yentz, Strand Associates, Inc.®
Randy Langer, Strand Associates, Inc.®



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

Transmittal Letter

DATE: January 9, 2024 PROJECT NO. 1123.062

COMPANY NAME: Village of Mount Horeb
ATTENTION: Mr. Nic Owen
ADDRESS: 138 East Main Street
CITY/STATE/ZIP: Mount Horeb , WI 53572
RE: Brookwood Pump Station Improvements, Contract 1-2021

WE ARE SENDING YOU:

- | | | | |
|--|-----------------------------------|--|---|
| ☐ Change Order | ☐ Drawings | ☐ Samples | ☐ Specifications |
| ☐ Copy of Letter | ☐ Enclosed | ☐ Shop Drawings | ☐ Under Separate Cover |
| ☒ Other <u>Payment Application</u> | | | |

Copies	Date	No.	Description
1	1/9/2024	5	Payment Application No. 5 with lien waivers

ITEMS TRANSMITTED AS SHOWN:

- | | | |
|--|---|---|
| ☒ For approval | ☐ Approved as submitted | ☐ Resubmit _____ copies for approval |
| ☐ For your use | ☐ Approved as noted | ☐ Submit _____ copies for distribution |
| ☐ As requested | ☐ Approved as noted-Resubmit | ☐ Additional Information Required |
| ☐ For review and comment | ☐ Not Approved | ☐ For signature |
| ☐ Other _____ | | |

REMARKS:

Nic - Payment Application No. 5 is enclosed. This is the last one. The total value of work completed or stored to date is \$331,217.80, which is 100 percent of the contract amount, including all change orders. The remaining payment is for the 2.5 percent retainage and that total is \$8,280.45. That is the amount the Contractor is requesting for the final payment.

Signed


Sacha Tetzlaff

Copy to: File

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 2 PAGES

TO OWNER:

Village of Mt. Horeb
138 E. Main St.
Mt. Horeb, Wisconsin 53572

FROM CONTRACTOR

MZ CONSTRUCTION, INC.
285 N. Center Street, P.O. Box 60
Livingston, WI 53554

PROJECT:

Brookwood Pump Station Improvements
Mt. Horeb, Wisconsin 53572

VIA ARCHITECT:

Strand Associates
910 W Wings Dr.
Madison, Wisconsin 53715

APPLICATION #: 5

PERIOD TO: Dec. 27, 2023

Distribution to:

☐ Owner
☐ Const. Mgr
☒ Architect
☐ Contractor

CONTRACT DATE: 12/21/21

CONTRACT FOR: WASTEWATER TREATMENT SYSTEM IMPROVEMENTS**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	313,750.00
2. Net change by Change Orders-----	\$	17,467.80
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	331,217.80
4. TOTAL COMPLETED & STORED TO DATE-\$		331,217.80

(Column G on Continuation Sheet)

5. RETAINAGE:

a. _____ of Completed Work \$ _____
(Columns D+E on Continuation Sheet)

b. _____ of Stored Material \$ _____
(Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b or

Total in Column I of Continuation Sheet----- \$ _____

6. TOTAL EARNED LESS RETAINAGE-----	\$	331,217.80
-------------------------------------	----	------------

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)----- \$ _____

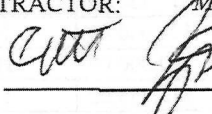
8. CURRENT PAYMENT DUE-----	\$	8,280.45
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9. BALANCE TO FINISH, INCLUDING RETAINAGE

\$ _____

The undersigned Sub-Contractor certifies that to the best of the Sub-Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR: MZ Construction, Inc.

By: 

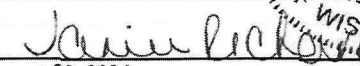
Date: December 27, 2023

State of: Wisconsin

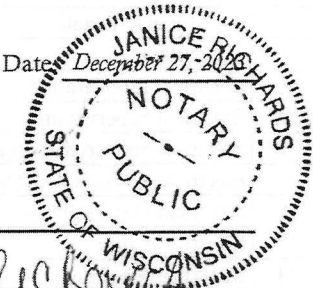
County of: Grant

Subscribed and sworn to before

me this 27th day of December 2023

Notary Public: Janice Richards 

My Commission expires: August 30, 2026



Payment of:

\$ 8,280.45

is recommended by:


Strand
1/9/2024
(Date)

Payment of:

\$

is approved by:

(Owner)

(Date)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$17,467.80	
TOTALS	\$17,467.80	
NET CHANGES by Change Order	\$17,467.80	

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

Page 2 of 2

Pages

APPLICATION NUMBER: 5

PROJECT:

APPLICATION DATE: December 27, 2023

Brookwood Pump Station Improvements

PERIOD TO: December 27, 2023

Mt. Horeb, Wisconsin 53572

A Item No.	B Description of Work	C3 Scheduled	D1 Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Bonds	\$3,000.00	3,000.00			\$3,000.00	100%		
2	Mobilization	\$10,000.00	10,000.00			\$10,000.00	100%		
3	Saw Cutting & Concrete Removal	\$4,000.00	4,000.00			\$4,000.00	100%		
4	Pumps & Pump Bases	\$30,000.00	30,000.00			\$30,000.00	100%		
5	Valve Replacement	\$17,750.00	17,750.00			\$17,750.00	100%		
6	Metal Fab & Install	\$24,000.00	24,000.00			\$24,000.00	100%		
7	Concrete	\$20,000.00	20,000.00			\$20,000.00	100%		
8	Electrical Mobilization	\$13,755.00	13,755.00			\$13,755.00	100%		
9	Electrical Supervision	\$11,660.00	11,077.00	\$583.00		\$11,660.00	100%		
10	Electrical Startup & Commissioning	\$1,500.00	1,500.00			\$1,500.00	100%		
11	Electrical As Built, O&Ms & Closeout	\$750.00		\$750.00		\$750.00	100%		
12	Electrical Demobilization	\$1,000.00		\$1,000.00		\$1,000.00	100%		
13	Electrical Labor	\$29,177.00	24,918.94	\$4,258.06		\$29,177.00	100%		
14	Electrical Material	\$29,089.00	28,798.11	\$290.89		\$29,089.00	100%		
15	Electrical Cummins ATS	\$13,615.00	13,615.00			\$13,615.00	100%		
16	Electrical LV Dist Equipment	\$9,100.00	9,100.00			\$9,100.00	100%		
17	Electrical Lighting	\$2,674.00	1,738.10	\$935.90		\$2,674.00	100%		
18	Electrical Altronex Full Bom	\$92,680.00	92,680.00			\$92,680.00	100%		
19	Change Order #1 (Contract Date Change)								
20	Change Order #2	17,467.80		17,467.80		\$17,467.80	100%		
21									
22									
23									
24									
25									
26									
27									
28									
29									
Total Project		\$ 331,217.80	305,932.15	\$ 25,285.65	\$ -	\$ 331,217.80	100%	\$ -	

WAIVER OF LIEN

Date: December 27, 2023

Project: Brookwood Pump Station Improvements
Village of Mount Horeb, Wisconsin

Curtis Zimmerman does hereby certify that he is the President of MZ Construction, Inc., hereinafter call the "Company", and that said Company has heretofore supplied materials and/or services to the Brookwood Pump Station Improvements for Village of Mount Horeb at an agreed price. He/she does further certify that the Company has received \$32,301.81 on agreed price by Village of Mount Horeb. He does further certify that the has made suitable arrangements for payment to the Company of all sums remaining due to the Company by virtue of said delivery of materials and performance of services in connection with the aforesaid project; does hereby waive any and all rights which the Company may now or in the future have to file any lien or liens pursuant to the Lien Law of the State of Wisconsin against the aforesaid project, its Owners, or the contractor, as an inducement to the Owner to pay all sums due the contractor for the Owner pursuant to the contract between the contractor and the Owner, without any obligation on the part of the Owner to see that sums due to the Company from the contractor are paid.

IN WITNESS WHEREOF, the undersigned has set his/her hand and seal this 27th day of December, 2023

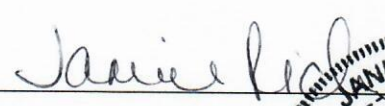
BY: 

TITLE: President

STATE OF Wisconsin

COUNTY OF Grant

On this 27th day of December, 2023, before me personally appeared Curtis Zimmerman, to me personally known, being by me duly sworn, did depose and say that he President of MZ Construction, Inc. described in and which executed the foregoing instrument.

Janice Richards 
Notary Public

My Commission Expires: August 30, 2026



WAIVER OF LIEN

Date: April 7, 2023

Sub/Supplier: A-1 Sewer Service, Inc.

Project: Brookwood Pump Station Improvements
Village of Mount Horeb, Wisconsin

Lisa Thompson does hereby certify that ^{She} ~~he~~ is the President (title) of A-1 Sewer Service, Inc., hereinafter call the "Company", and that said Company has heretofore supplied materials and/or services to the Brookwood Pump Station Improvements for Village of Mount Horeb at an agreed price. He/she does further certify that the Company has received \$4,400.00 on agreed price by MZ Construction, Inc. He does further certify that the has made suitable arrangements for payment to the Company of all sums remaining due to the Company by virtue of said delivery of materials and performance of services in connection with the aforesaid project; does hereby waive any and all rights which the Company may now or in the future have to file any lien or liens pursuant to the Lien Law of the State of Wisconsin against the aforesaid project, its Owners, or the contractor, as an inducement to the Owner to pay all sums due the contractor for the Owner pursuant to the contract between the contractor and the Owner, without any obligation on the part of the Owner to see that sums due to the Company from the contractor are paid.

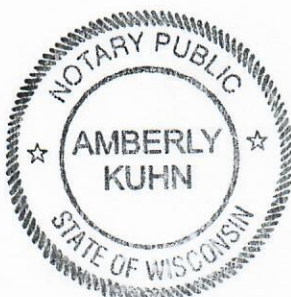
IN WITNESS WHEREOF, the undersigned has set his/her hand and seal this 11 day of October, 2023

BY: Lisa Thompson

TITLE: President

STATE OF Wisconsin
COUNTY OF Dane

On this 11th day of October, 2023, before me personally appeared Lisa Thompson, to me personally known, being by me duly sworn, did depose and say that ^{she} ~~he~~ Lisa Thompson of A-1 Sewer Service described in and which executed the foregoing instrument.



[Signature]
Notary Public

My Commission Expires: 2/6/2026

WAIVER OF LIEN

Date:

Nov. 20, 2023

Sub/Supplier:

Pieper Electric

Project:

Brookwood Pump Station Improvements
Village of Mount Horeb, Wisconsin

Robert Brenton does hereby certify that he is the Secretary (title) of Pieper Electric, hereinafter call the "Company", and that said Company has heretofore supplied materials and/or services to the Brookwood Pump Station Improvements for Village of Mount Horeb at an agreed price. He/she does further certify that the Company has received \$ 210,957.25 on agreed price by MZ Construction, Inc. He does further certify that the has made suitable arrangements for payment to the Company of all sums remaining due to the Company by virtue of said delivery of materials and performance of services in connection with the aforesaid project; does hereby waive any and all rights which the Company may now or in the future have to file any lien or liens pursuant to the Lien Law of the State of Wisconsin against the aforesaid project, its Owners, or the contractor, as an inducement to the Owner to pay all sums due the contractor for the Owner pursuant to the contract between the contractor and the Owner, without any obligation on the part of the Owner to see that sums due to the Company from the contractor are paid.

IN WITNESS WHEREOF, the undersigned has set his/her hand and seal this 1 day of December 2023

BY:

Robert Brenton

TITLE:

Secretary

STATE OF

Wisconsin

COUNTY OF

Waushara

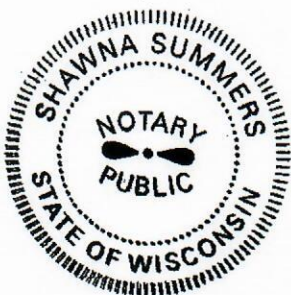
On this

1

day of

December, 2023

before me personally appeared Robert Brenton to me personally known, being by me duly sworn, did depose and say that he Secretary of Pieper Electric, Inc described in and which executed the foregoing instrument.



Notary Public

My Commission Expires:

10/10/27



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 5.c

Consideration: Authorizing Village Administrator and Village Engineer to advertise for 2024 Street Reconstruction Projects

BACKGROUND

State statutes require the Village Board to authorize the Village Administrator and Village Engineer to advertise for street reconstruction projects. Streets included in the 2024 project are Sunset Lane, Ida Circle, Francis Circle, Linda Street, Heather Court and Alaska Avenue. Work will include removal of the asphalt, spot repair of sanitary sewer mains, replacement of water mains and laterals to the curb stop, restoration of the road base and repaving. Alaska Avenue will just have a small section of old corrugated metal storm sewer replaced and replacement of the road and curb removed for the repair.

If approved, the project will be bid immediately with bids due at the end of the month and anticipated award at the March board meeting with work anticipated to begin mid-April. There are no special assessments associated with the project for sidewalk replacement. Letters will be mailed to the affected property owners notifying them of the project and the anticipated timeline.

Street and stormwater repair will be funded by general obligation debt issued last year, water replacements will be funded by the water revenue debt issued last year and the sanitary sewer repairs will be covered by fund balance in the sewer utility.

The Public Works Committee held a public informational meeting about the project at their January 22nd meeting, allowing residents to attend to learn more about the project. The meeting was attended by 4 residents.

RECOMMENDATION

ATTACHMENTS

1. 2024-0117 2024 Streets Public Info Mtg

Mount Horeb 2024 Street Improvements

Sunset Lane, Francis Circle, Ida Circle,
Linda Road, Heather Court, Alaska Avenue

JANUARY 17, 2024
Public Information Meeting

SmithGroup Project Number: 14939.000

Sheet List

- G-001 TITLE SHEET
- C-001 GENERAL NOTES
- CS101 SUNSET LN PLAN & PROFILE (STA 100+00 TO 103+39)
- CS102 FRANCIS CIR PLAN & PROFILE (STA 200+00 TO 202+75)
- CS103 IDA CIR PLAN & PROFILE (STA 300+00 TO 302+36)
- CS104 LINDA RD PLAN & PROFILE (STA 400+00 TO 404+50)
- CS105 LINDA RD PLAN & PROFILE (STA 404+50 TO 405+71)
- CS106 HEATHER CT PLAN & PROFILE (STA 500+00 TO 503+23)
- CS107 ALASKA AVE PLAN & PROFILE
- CS502 SITE DETAILS

Prepared for:



VILLAGE OF
MOUNT HOREB

138 EAST MAIN STREET
MOUNT HOREB, WI 53572
608.437.6884
<http://www.mounthorebwi.info>

VILLAGE CONTACTS:

Jeff Gorman
Public Services Director
608.437.3351

Josh Hyndman
Water Utility Manager
608.437.9431

Jordan Schmitz
Electric Superintendent
608.437.3300

John Klein
Wastewater Facilities Operations
Supervisor
608.437.3101

Robert Wright
Village Engineer, SmithGroup
608.327.4433

Prepared by:

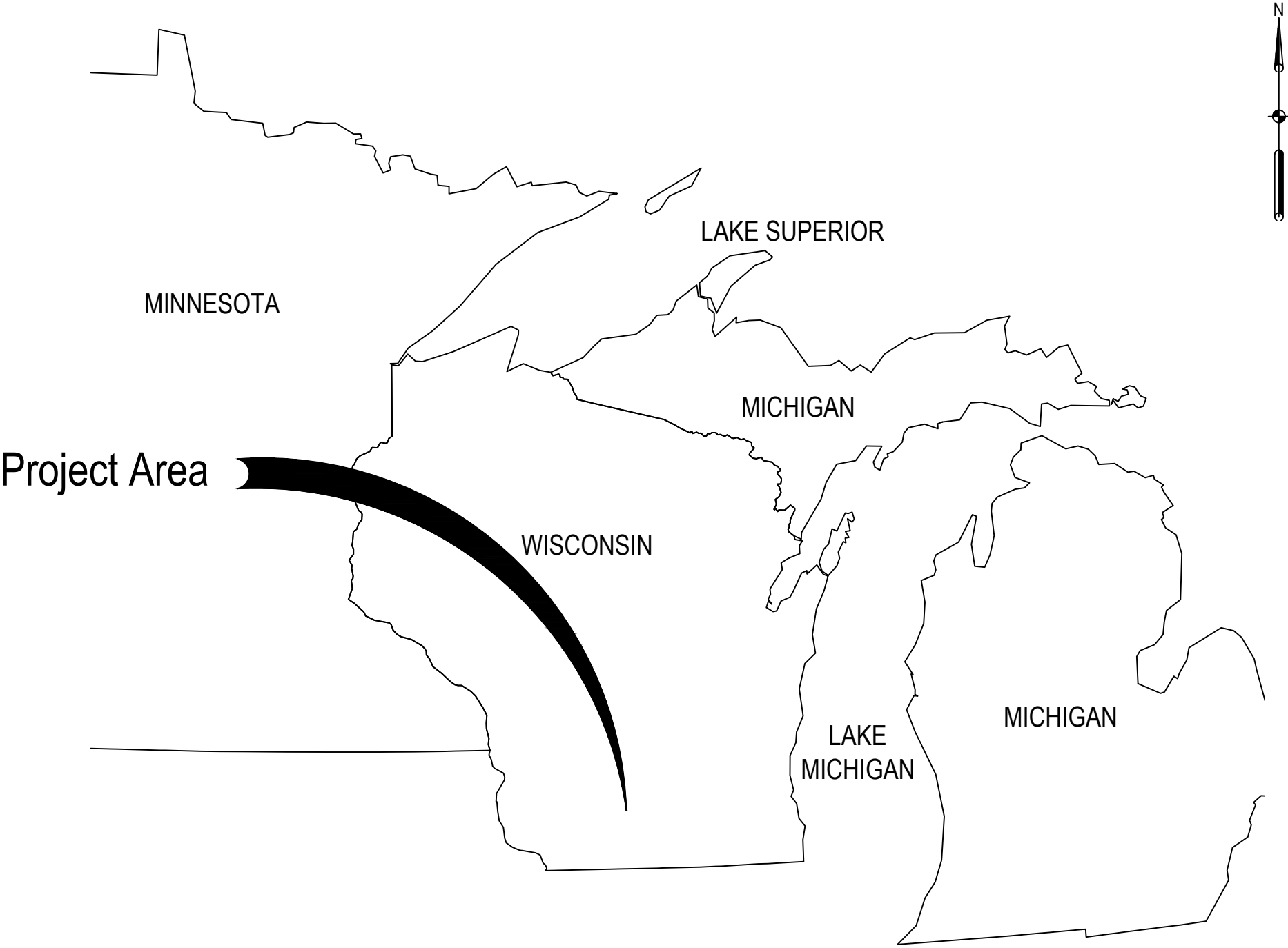
SMITHGROUP

44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com

Surveyed by:

WYSER
ENGINEERING

300 EAST FRONT STREET
MOUNT HOREB, WI 53572
608.437.1980
<http://www.wyserengineering.com/>



PROJECT VICINITY MAP
Not to Scale



PROJECT LOCATION MAP
Not to Scale

ABBREVIATIONS

A		M	
ABD	ABANDONED	MATL	MATERIAL
ABS	ACRYLONITRILE BUTADIENE STYRENE	MAX	MAXIMUM
AC	ACRES	M.E.	MATCH EXISTING
ADA	AMERICANS WITH DISABILITIES ACT	MH	MANHOLE
ANLA	AMERICAN NURSERY AND LANDSCAPE ASSOCIATION	MIN	MINIMUM
ARCH	ARCHITECT(URAL)	MISC	MISCELLANEOUS
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	N	
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	N	NORTH, NORTHING COORDINATE
B		NA	NOT APPLICABLE
B.M.	BENCHMARK	NIC	NOT IN CONTRACT
BIT	BITUMINOUS	N.T.S.	NOT TO SCALE
BLDG	BUILDING	O	
B/F	BOTTOM OF FOOTING	O.C.	ON CENTER
B/S	BOTTOM OF SWALE	O.D.	OUTER DIAMETER
BVCE	BEGINNING OF VERTICAL CURVE ELEVATION	OFF	OFFSET
BVCS	BEGINNING OF VERTICAL CURVE STATION	OPT	OPTIONAL
B	BEND (FITTING)	P	
C		PC	POINT OF CURVATURE (POC)
CB	CATCH BASIN	PED	PEDESTRIAN
CI	CURB INLET	PERF	PERFORATED
CIP	CAST IRON PIPE	PERP	PERPENDICULAR
CL	CENTERLINE	PLMB	PLUMBING
CMP	CORRUGATED METAL PIPE	PREP	PREPARATION
CON	CONDENSATE	PROP	PROPOSED
CO	CLEANOUT	PSF	POUNDS PER SQUARE FOOT
CONC	CONCRETE	PSI	POUNDS PER SQUARE INCH
CU FT	CUBIC FOOT	PT	POINT, POINT OF TANGENCY (POT)
CURV	CURVATURE	PVC	POINT OF VERTICAL CURVATURE, POLYVINYL CHLORIDE
CU YD	CUBIC YARD	PVI	POINT OF VERTICAL INTERSECTION
CWR	CHILLED WATER RETURN	PVMT	PAVEMENT
CWS	CHILLED WATER SUPPLY	PWR	POWER
D		Q	
DEMO	DEMOLISH	QTY	QUANTITY
DEPT	DEPARTMENT	R	
DIA	DIAMETER	RAD	RADIUS
DIP	DUCTILE IRON PIPE	RCP	REINFORCED CONCRETE PIPE
DWG	DRAWING	RD	ROAD
E		REF	REFERENCE
E	EAST, EASTING COORDINATE	REINF	REINFORCED, REINFORCEMENT
EA	EACH	REM	REMOVE
EG	EXISTING GRADE	REQD	REQUIRED
ELEV	ELEVATION	RIM:	RIM ELEVATION
E/P	EDGE OF PAVEMENT (EDGE OF METAL)	ROW	RIGHT OF WAY
EQ	EQUAL	S	
ESVCP	EXTRA STRENGTH VITRIFIED CLAY PIPE	S	SOUTH
EVCE	END OF VERTICAL CURVE ELEVATION	SAN	SANITARY SEWER
EVCS	END OF VERTICAL CURVE STATION	SCH	SCHEDULE
EX	EXISTING	SESC	SOIL EROSION AND SEDIMENTATION CONTROL
F		SP	SPACE, SPACED, SPACING
FF:	FINISH FLOOR ELEVATION	SQ FT	SQUARE FEET
FG	FINISH GRADE	SQ YD	SQUARE YARD
FHWA	FEDERAL HIGHWAY ADMINISTRATION	ST	STREET
FM	FORCE MAIN	STA	STATION
FT	FOOT, FEET	STAG	STAGGER, STAGGERED
FURN	FURNISHING	STD	STANDARD
G		STL	STEEL
G.V.	GATE VALVE	SSL	STAINLESS STEEL
GAS	NATURAL GAS	STM	STORM SEWER
G/C:	GUTTER OF CURB (FLOWLINE)	SWPPP	STORMWATER POLLUTION PREVENTION PLAN
GVL	GRAVEL	T	
H		T	TELECOM
H	HIGH	T/C	TOP OF CURB
HB	HOSE BIBB	TEMP	TEMPORARY
HCAP	ADA HANDICAP	T/F	TOP OF FOOTING
HDPE	HIGH-DENSITY POLYETHYLENE	T/S	TOP OF SWALE
HMA	HOT MIX ASPHALT	T/W	TOP OF WALL
HORZ	HORIZONTAL	TYP.	TYPICAL
HP	HIGH POINT	U	
HT	HEIGHT	UD	UNDERDRAIN
I		UTIL	UTILITY
I.D.	INNER DIAMETER	V	
IN	INCH, INCHES	V/B:	VALVE BOX
INCL	INCLUDE, INCLUDING	VERT	VERTICAL
INV:	PIPE INVERT ELEVATION	W	
IRR	IRRIGATION	W	WEST
K		WM	WATER MAIN
K	K VALUE	W/O	WITHOUT
J		WWF	WELDED WIRE FABRIC
JT	JOINT	Y	
L		YD	YARD DRAIN
L	LENGTH	SYMBOL	
LF	LINEAR FEET	Ø	DIAMETER
LPT	LOW POINT	±	PLUS/MINUS
LN	LANE	Δ	DELTA
LVC	LENGTH OF VERTICAL CURVE		

GENERAL NOTES

1. THE CONTRACTOR SHALL NOTIFY ALL AREA UTILITY COMPANIES PRIOR TO COMMENCING WORK UNDER THIS CONTRACT AND REQUEST THAT UNDERGROUND UTILITIES BE LOCATED IN ACCORDANCE WITH SECTION 182.0175(2) OF THE WISCONSIN STATUTES. ANY UTILITY LOCATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE ONLY.
2. FOR SPOT REPAIR OF CURB & GUTTER, THE CONTRACTOR SHALL PLACE AGGREGATE BASE COMPACTED TO A MINIMUM THICKNESS OF 5 INCHES UNDER ALL CURB AND GUTTER. AGGREGATE BASE SHALL EXTEND 12 INCHES BEYOND BACK OF CURB. THE COST OF THIS MATERIAL SHALL BE INCLUDED IN THE UNIT PRICE BID FOR SPOT REPAIR CURB AND GUTTER.
3. THE CONTRACTOR SHALL PLACE 4-INCH DEEP AGGREGATE BASE UNDER ALL SIDEWALKS. THE COST OF THIS MATERIAL SHALL BE INCLUDED IN THE UNIT PRICE BID FOR SIDEWALKS.
4. THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST AND EROSION DURING CONSTRUCTION AT CONTRACTORS EXPENSE. STREETS SHALL BE WATERED TO CONTROL DUST WHEN ORDERED BY THE ENGINEER.
5. ALL UTILITY TRENCHES SHALL HAVE COMPACTED BACKFILL MEETING THE DENSITY REQUIREMENTS OF PART 8, DIVISION III, SECTION 9 OF THE SPECIFICATIONS. EXISTING TRENCH MATERIAL USED FOR BACKFILL MAY CONTAIN STONES UP TO 6 INCHES IN THEIR GREATEST DIMENSION, PROVIDED THE MATERIAL IS WELL-GRADED SO AS NOT TO PRODUCE VOIDS. WHERE REQUIRED BY THE VILLAGE ENGINEER, SAND SHALL BE MIXED WITH EXISTING MATERIAL TO IMPROVE THE GRADATION AND PREVENT THE FORMATION OF VOIDS.
6. BACKFILL MATERIAL SHALL BE FREE OF VEGETATION, ORGANIC MATTER, TOPSOIL, FROZEN SOIL, CLODS AND STONES OVER 6" IN DIAMETER, OR ANY OTHER UNSUITABLE MATERIAL. ALL BACKFILL SHALL BE CAREFULLY PLACED TO PREVENT DAMAGE TO OR DISPLACEMENT OF THE PIPE.
7. NO BLASTING SHALL OCCUR WITHIN 30 FEET OF EXISTING UTILITIES.
8. ALL TRAFFIC SIGNING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IN COMPLIANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. EXISTING STREET AND TRAFFIC SIGNS AND MAIL BOXES SHALL BE REMOVED AND REPLACED IN A SAFE LOCATION BY THE CONTRACTOR AS NECESSARY TO COMPLETE THE WORK. THE METHOD OF REPLACEMENT SHALL BE APPROVED BY THE ENGINEER.
9. THE CONTRACTOR SHALL KEEP DRIVEWAYS OPEN TO VEHICLES AT ALL TIMES EXCEPT WHEN NEW CURB OR WALK IS BEING CONSTRUCTED AND CURING. THE CONTRACTOR SHALL NOTIFY ALL PROPERTY OWNERS 24 HOURS IN ADVANCE OF CURB AND SIDEWALK CONSTRUCTION SO THAT PROPERTY OWNERS CAN REMOVE VEHICLES FROM THEIR DRIVEWAYS PRIOR TO CONSTRUCTION. DRIVEWAYS SHALL BE RESTORED WITH 6 INCHES OF AGGREGATE BASE IMMEDIATELY AFTER REMOVAL.
10. THE CONTRACTOR SHALL INSTALL DOT TYPE D INLET PROTECTION IN ALL EXISTING INLETS WITHIN THE PROJECT SITE, IMMEDIATELY DOWNSTREAM OF THE PROJECT SITE, AND AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL MAINTAIN THE INLET PROTECTION DEVICES DURING CONSTRUCTION AND THROUGH THE ONE-YEAR GUARANTEE PERIOD AS REQUIRED BY THE VILLAGE ENGINEER. THE COST OF INLET PROTECTION IS INCIDENTAL TO CONSTRUCTION.
11. THIRTY DAYS PRIOR TO PLACING AGGREGATE BASE, THE CONTRACTOR SHALL PROVIDE COPIES OF CURRENT TEST RESULTS (TESTS RUN WITHIN THE PREVIOUS 12 MONTHS) FROM THE SOURCE STOCK PILES TO BE USED ON THE PROJECT SHOWING THE MATERIAL MEETS THE GRADATION, SOUNDNESS, AND WEAR REQUIREMENTS OF THE SPECIFICATION. IF CURRENT TEST RESULTS ARE NOT AVAILABLE, THE CONTRACTOR, AT THEIR EXPENSE, SHALL HAVE THE REQUIRED TESTS RUN. THE VILLAGE ENGINEER, AT THE CONTRACTOR'S EXPENSE, WILL COLLECT SAMPLES DURING THE PLACEMENT OF THE BASE COURSE FOR TESTING TO CONFIRM THE MATERIAL MEETS THE SPECIFICATIONS. ANY MATERIAL FOUND TO BE OUT OF SPECIFICATION SHALL BE REMOVED AND REPLACED WITH ACCEPTABLE MATERIAL AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL NOTIFY THE VILLAGE ENGINEER TWO (2) WORKING DAYS PRIOR TO PLACING AGGREGATE BASE.
12. THE CONTRACTOR SHALL PROTECT ALL CURBS AND WALKS FROM EROSION AND UNDERCUTTING. THE CONTRACTOR SHALL CONSTRUCT DIVERSION BERMS AS NECESSARY TO PREVENT UNDERCUTTING. ANY CURB OR WALK WHICH IS UNDERCUT SHALL BE REMOVED AND REPLACED, AT THE EXPENSE OF THE CONTRACTOR.
13. ACCESSIBLE RAMPS AND DETECTABLE WARNING FIELD PANELS SHALL BE INSTALLED AT ALL INTERSECTIONS PER SSD 805 WISDOT CURB RAMP DETAIL.
14. WHERE PROPOSED PAVEMENT, SIDEWALK, OR CURB AND GUTTER ABUT EXISTING, MATCH EXISTING GRADE.
15. CONTRACTOR TO NOTIFY FIRE AND EMS PRIOR TO START OF CONSTRUCTION.
16. CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PRIOR TO STARTING WORK. IN ALL CASES WHERE A CONFLICT MAY OCCUR, THE ENGINEER SHALL BE NOTIFIED AND WILL INTERPRET THE INTENT OF THE CONTRACT DOCUMENTS.
17. PRIOR TO THE COMMENCEMENT OF WORK, VERIFY LOCATIONS AND DEPTHS OF ALL UNDERGROUND UTILITIES THAT MAY BE AFFECTED BY CONSTRUCTION AND TAKE RESPONSIBILITY FOR DAMAGES TO SUCH UTILITIES CAUSED AS A RESULT OF CONSTRUCTION.
18. TAKE ALL NECESSARY PRECAUTIONARY MEASURES TO PROTECT THE PUBLIC AND ADJACENT PROPERTIES FROM DAMAGE THROUGHOUT CONSTRUCTION, INCLUDING DAMAGES TO UTILITIES, WALKS, WALLS, DRIVES, CURBS, ETC.
19. SECURE ALL NECESSARY PERMITS AND NOTIFY ALL UTILITY COMPANIES WITH UTILITIES ON THE SITE PRIOR TO THE CONSTRUCTION OF THE PROJECT. ADHERE TO ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS OR REGULATIONS PERTAINING TO THE PROJECT.
20. ESTABLISH AND MAINTAIN SITE SECURITY UNTIL PROJECT ACCEPTANCE.
21. REFER TO THE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS NOT SHOWN ON DRAWINGS.
22. DISPOSE ALL ELEMENTS DESIGNATED FOR REMOVAL IN A LEGAL MANNER.
23. COORDINATE WORK OF SUBCONTRACTORS AND ALL OTHER CONTRACTORS TO ENSURE ORDERLY AND EFFICIENT COMPLETIONS OF ALL WORK.

EROSION CONTROL NOTES*

1. THE CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTING AND MAINTAINING ALL EROSION CONTROL BERMIS AND OTHER EROSION CONTROL MEASURES UNTIL FINAL ACCEPTANCE OF THE WORK AND THE SEEDED AREAS ARE WELL ESTABLISHED.
2. EROSION CONTROL MEASURES SHALL BE CONSTRUCTED PRIOR TO THE COMMENCEMENT OF OTHER CONSTRUCTION ACTIVITIES.
3. ALL INLETS SHALL RECEIVE TYPE A, B, C, OR D INLET PROTECTION. INLET PROTECTION SHALL BE INSTALLED IMMEDIATELY FOLLOWING THE CONSTRUCTION OF THE INLET.
4. ALL DISTURBED AREAS EXCEPT TERRACES SHALL BE RE-TOPSOILED TO A MINIMUM DEPTH OF 4 INCHES, SEEDED, FERTILIZED, AND MULCHED BY THE CONTRACTOR WITHIN 14 DAYS OF INITIAL DISTURBANCE.
5. THE CONTRACTOR SHALL FURNISH AND INSTALL SILT FENCE OR SEDIMENT CONTROL TUBES IN ACCORDANCE WITH THE STANDARD DETAIL DRAWINGS SHOWN AT LOCATIONS DETERMINED BY THE ENGINEER.
6. A CONSTRUCTION ENTRANCE SHALL BE INSTALLED AT THE LOCATIONS SHOWN TO PREVENT TRACKING OF SOIL ONTO EXISTING STREETS. THE CONTRACTOR SHALL CLEAN ALL TRACKED SOIL FROM ROADWAYS AT THE END OF EACH WORK DAY AND AS DIRECTED BY THE ENGINEER.

4. ALL DISTURBED AREAS OUTSIDE THE STREET RIGHT-OF-WAY SHALL BE SEEDED WITH OLDS LAWN SEED, QUICK-TO-GROW, OR APPROVED EQUAL, AT THE RATE OF 4 POUNDS PER 1,000 SQUARE FEET AND MULCHED WITH CLEAN STRAW MULCH AT THE RATE OF 70-130 POUNDS PER 1,000 SQUARE FEET. ALL DISTURBED AREAS SHALL BE DEEP TILLED PRIOR TO SEEDING AND MULCHING. MULCH SHALL BE PUNCHED INTO THE SOIL TO A MINIMUM DEPTH OF 2 INCHES USING A MULCH TILLER WHILE TRAVELING ON THE CONTOUR.
8. THE CONTRACTOR SHALL NOTIFY THE VILLAGE ENGINEER 2 DAYS IN ADVANCE OF ANY SOIL DISTURBING ACTIVITY.
9. THE CONTRACTOR SHALL INSTALL EROSION MAT IN ALL DRAINAGE SWALES AS SHOWN ON THE PLAN.
10. SILT FENCE SHALL BE INSTALLED AROUND THE DOWNSTREAM EDGES OF ALL TOPSOIL STOCKPILES. ALL TOPSOIL STOCKPILES REMAINING FOR LONGER THAN A ONE WEEK PERIOD SHALL BE SEEDED AND MULCHED BY THE CONTRACTOR. SEEDING AND MULCHING TOPSOIL PILES IS INCIDENTAL TO UNCLASSIFIED EXCAVATION AND NO ADDITIONAL PAYMENT WILL BE MADE.
11. IF THE CONTRACTOR IS UNABLE TO SEED AND MULCH THE TERRACE AREAS WITHIN 48 HOURS OF THE PLACEMENT OF TOPSOIL, THE CONTRACTOR SHALL INSTALL 6-FOOT WIDE EROSION MAT BEHIND THE CURB AND GUTTER. THE COST OF PLACING THIS EROSION MAT IS INCIDENTAL TO TERRACE RESTORATION.
12. THE CONTRACTOR SHALL CLEAN SEDIMENT FROM THE CURB AND GUTTER AFTER EACH RAIN AND PRIOR TO FINAL ACCEPTANCE.
13. PLACE TEMPORARY SEED IF DISTURBED AREAS WILL NOT BE RESTORED IMMEDIATELY AFTER ROUGH GRADING. TEMPORARY SEED SHALL BE PLACED IN ACCORDANCE WITH SECTION 630 OF THE STATE OF WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
14. EROSION CONTROL SHALL BE IN ACCORDANCE WITH THE LOCAL EROSION CONTROL ORDINANCE AND CHAPTER NR 216 OF THE WISCONSIN ADMINISTRATIVE CODE AT ALL TIMES. THE CONTRACTOR IS REQUIRED TO MAKE EROSION CONTROL INSPECTIONS AT THE END OF EACH WEEK AND WHEN 0.5 INCHES OF RAIN FALLS WITHIN 24 HOURS. INSPECTION REPORTS SHALL BE PREPARED AND FILED AS REQUIRED AND SUBMITTED TO THE VILLAGE'S PROJECT INSPECTOR.
15. ALL 4:1 OR STEEPER SLOPES SHALL BE TREATED WITH AN APPLICATION OF POLYACRYLAMIDE SOIL STABILIZER DURING THE RESTORATION PROCEDURES.
16. ALL PERMANENT RIP RAP SHALL HAVE NON-WOVEN GEOTEXTILE FABRIC INSTALLED UNDERNEATH.
17. FOR THE FIRST SIX WEEKS AFTER INITIAL STABILIZATION OF A DISTURBED AREA, PROVISIONS SHALL BE MADE BY THE CONTRACTOR TO PROVIDE WATERING WHENEVER MORE THAN 7 DAYS OF DRY WEATHER HAS ELAPSED.

CURB & GUTTER, DRIVEWAY, AND SIDEWALK NOTES*

1. CONCRETE USED IN THE WORK SHALL CONTAIN A MINIMUM OF 6 BAGS (94 LBS. NET) OF CEMENT PER CUBIC YARD. CONCRETE SHALL OBTAIN A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,000 POUNDS PER SQUARE INCH. ALL CONCRETE SHALL BE AIR ENTRAINED TO 6% AIR BY VOLUME PLUS OR MINUS 1.5 PERCENT. CONCRETE SHALL BE PLACED WITH A SLUMP OF NOT LESS THAN 2 INCHES AND NOT MORE THAN 4 INCHES.
2. CONCRETE SHALL BE PLACED ON CRUSHED STONE BASE, MECHANICALLY COMPACTED TO 95% MAXIMUM DENSITY. THE COSTS OF BASE COURSE SHALL BE INCLUDED IN THE BID PRICE FOR SIDEWALK, DRIVEWAY, AND CURB & GUTTER CONSTRUCTION.
3. LATERAL CONTRACTION JOINTS SHALL BE PLACED AT INTERVALS OF NOT MORE THAN 15' NOR LESS THAN 6' IN LENGTH. THE JOINTS SHALL BE A MINIMUM OF 3" IN DEPTH.
4. TRANSVERSE EXPANSION JOINTS SHALL BE A ONE PIECE ASPHALTIC MATERIAL HAVING THE SAME DIMENSIONS AS CURB & GUTTER AND BE ONE-HALF INCH (1/2") THICK, AND SHALL BE PLACED ACROSS THE CURB AND GUTTER PERPENDICULAR TO THE CURB LINE AT ALL RADIUS POINTS OF CURVES HAVING A RADIUS OF TWO HUNDRED FEET (200') OR LESS, AND ON BOTH SIDES OF ALL INLETS INSTALLED IN CURB & GUTTER. ALL EXPANSION JOINTS SHALL EXTEND THROUGH THE ENTIRE THICKNESS OF THE CURB & GUTTER AND SHALL BE PERPENDICULAR TO THE SURFACE. ALL EXPANSION JOINTS SHALL BE FORMED BY INSERTING DURING CONSTRUCTION AND LEAVING IN PLACE.
5. WHERE CURB & GUTTER AND CONCRETE SIDEWALK OR CONCRETE DRIVEWAY JOIN, AN EXPANSION JOINT ONE INCH (1") IN WIDTH MUST BE CONSTRUCTED BETWEEN WALKS AND CURB.
6. THE CONTRACTOR SHALL PROTECT THE CONCRETE FROM TRAFFIC, FREEZING, EROSION, AND OTHER DAMAGE UNTIL ACCEPTED BY THE OWNER. ALL AREAS DAMAGED SHALL BE REPLACED BY THE CONTRACTOR AT CONTRACTOR'S EXPENSE.
7. TYPE "X" DRIVEWAY SHALL BE INSTALLED AT LOCATIONS REQUESTED BY ENGINEER IN FIELD OR AS SHOWN ON THE DRAWINGS.

WATER MAIN NOTES:

1. WATER MAIN SHALL BE CEMENT MORTAR LINED DUCTILE IRON, CLASS 52. ALL BENDS AND FITTINGS SHALL BE D.I. MECHANICAL JOINT, WITH MEGALUG JOINT RESTRAINT AND ALL T-BOLTS AND NUTS SHALL BE COR-BLUE COATED AS MANUFACTURED BY TYLER UNION.
2. ALL WATER MAIN SHALL BE LAID WITH A MINIMUM 6.5 FEET OF COVER FROM FINISHED GRADE. THE WATER MAIN BEDDING REQUIREMENTS REQUIRE THE CONTRACTOR TO PROVIDE BEDDING STONE TO A POINT 12 INCHES ABOVE TOP OF PIPE. BEDDING STONE SHALL BE MECHANICALLY COMPACTED PRIOR TO PLACING THE BACKFILL MATERIAL.
3. HYDRANTS SHALL BE INSTALLED 5 FEET BEHIND THE CURB AND SHALL BE SET WITH CENTER OF THE PUMPER NOZZLES 24 INCHES ABOVE THE TOP OF CURB. ALL HYDRANT LEADS SHALL HAVE A 6-INCH AUXILIARY VALVE INSTALLED BEHIND THE CURB. HYDRANTS SHALL BE WATEROUS WB-67 WITH TWO (2) PUMPER NOZZLES ONLY.
4. WATER MAIN VALVES SHALL BE LOCATED SUCH THAT NO VALVE IS CLOSER THAN 10 FEET TO AN ADJACENT VALVE.
5. UNLESS OTHERWISE INDICATED, A WATER SERVICE LATERAL SHALL BE INSTALLED AT EACH LOCATION WHERE A SEWER LATERAL IS SHOWN ON THE PLANS. WATER SERVICES SHALL BE 1-INCH DIAMETER UNLESS OTHERWISE SHOWN AND SHALL EXTEND 4 FEET INTO THE LOT.
6. BACKFILL MATERIAL SHALL BE FREE OF VEGETATION, ORGANIC MATTER, TOPSOIL, FROZEN SOIL, CLODS AND STONES OVER 6 INCHES IN DIAMETER, OR ANY OTHER UNSUITABLE MATERIAL. ALL BACKFILL SHALL BE CAREFULLY PLACED TO PREVENT DAMAGE TO OR DISPLACEMENT OF THE PIPE.
7. THE CONTRACTOR SHALL ADJUST ALL VALVE BOXES AND CURB BOXES TO THE FINAL GRADE UPON COMPLETION OF ALL CONSTRUCTION. ANY VALVES BOXES DAMAGED OR OTHERWISE DISTURBED PRIOR TO ACCEPTANCE SHALL BE REPAIRED AT THE EXPENSE OF THE CONTRACTOR.

STORM SEWER NOTES:

1. UNLESS OTHERWISE NOTED, ALL STORM SEWER SHALL BE REINFORCED CONCRETE STORM SEWER. CIRCULAR PIPE SHALL BE ASTM C-76, CLASS III MINIMUM AND SHALL HAVE RUBBER GASKET JOINTS CONFORMING TO ASTM C-443. THE JOINT SHALL BE TYLOX TYPE C, OR EQUAL. ALL HORIZONTAL ELLIPTICAL PIPE SHALL BE ASTM C-507, CLASS III MINIMUM. JOINTS ON HORIZONTAL ELLIPTICAL PIPE AND PRECAST BOX CULVERT SHALL BE FILLED WITH COLD PLASTIC JOINT COMPOUND EQUAL TO SEAL-TIGHT AS MANUFACTURED BY W.R. MEADOWS, AND MACWRAP EXTERNAL SEALING BAND AS MANUFACTURED BY MAR MAC CONSTRUCTION PRODUCTS CO. INC.
2. STORM SEWER MANHOLE CASTINGS SHALL BE NEEHAW FOUNDRY CASTING R-2050 MANHOLE FRAME, WITH TYPE "D" GRATE, OR APPROVED EQUAL. STEPS SHALL BE SPACED 16 INCHES ON CENTER. MANHOLE FRAME AND COVER SHALL BE MACHINED AND FITTED SO THAT ROCKING AND CHATTERING WILL BE ELIMINATED.

3. STORM SEWER INLET CASTINGS SHALL BE NEENAH FOUNDRY CASTING R-3067-C CURB INLET. ALL INLET GRATES ON STREET GRADES OF 1% OR GREATER SHALL BE NEENAH FOUNDRY TYPE V (VANE) GRATES, OR APPROVED EQUAL. INLET GRATES ON STREET GRADES OF LESS THAN 1% OR IN SUMP CONDITION SHALL BE NEENAH FOUNDRY TYPE R, OR APPROVED EQUAL.
4. MANHOLE STEPS SHALL BE EQUAL TO NEENAH R-1982-F CAST IRON STEP. M.A. INDUSTRIES INC. COPOLYMER STEP WITH ½-INCH GRADE 60 STEEL REINFORCEMENT IS AN APPROVED EQUAL.
5. CONCRETE BLOCK MANHOLE APPROVED BY THE ENGINEER WILL BE PERMITTED AS AN ALTERNATE ON STORM SEWER WORK.
6. REINFORCED PRECAST FLAT SLAB COVERS SHALL BE USED IN LIEU OF PRECAST CONCENTRIC CONES WHEN REQUIRED.
7. CONCRETE USED FOR POURED-IN-PLACE STRUCTURES SHALL CONTAIN A MINIMUM OF 6 BAGS (94 NET POUNDS) OF CEMENT PER CUBIC YARD. CONCRETE SHALL OBTAIN A MINIMUM 28 DAY STRENGTH OF 3,000 POUNDS PER SQUARE INCH. CONCRETE SHALL BE AIR ENTRAINED TO 6% AIR BY VOLUME, PLUS OR MINUS 1.5%. CONCRETE SHALL BE PLACED WITH A SLUMP OF NOT LESS THAN 3 INCHES OR MORE THAN 4 INCHES.
8. UNLESS OTHERWISE SPECIFIED ON THE PLANS, REINFORCING STEEL SHALL BE DEFORMED ROUND STEEL BARS CONFORMING TO ASTM A615, GRADE 40. ALL BARS SHALL BE EPOXY COATED.
9. ALL MANHOLES SHALL BE WATER TIGHT. ADJUSTING RINGS ON MANHOLES SHALL BE SEALED TOGETHER USING MASTIC AND ALL JOINTS SHALL BE PLASTERED INSIDE AND OUTSIDE WITH ½-INCH OF TYPE M OR S MORTAR.
10. INLET CASTINGS SHALL BE SET TO GRADE PRIOR TO AND SEPARATE FROM THE POURING OF THE CONCRETE CURB AND GUTTER. IT IS REQUIRED THAT 3 FEET OF CONCRETE CURB AND GUTTER ON EACH SIDE OF THE INLET SHALL BE POURED BY HAND, NOT THROUGH THE USE OF A CURB MACHINE. THE INLET CASTING SHALL BE SET TO GRADE ON A BED OF TYPE M OR S MORTAR, WITH THICKNESS AS SHOWN IN TYPE H STORM SEWER INLET. THE INLET SHALL BE PLACED ON THE MORTAR BED AND SHALL BE ADJUSTED TO GRADE BY APPLYING DIRECT PRESSURE TO THE CASTING. ADJUSTING RINGS SHALL BE PLASTERED INSIDE AND OUTSIDE WITH ½-INCH OF TYPE M OR S MORTAR. ONCE THE CASTING ADJUSTMENT IS COMPLETE, 3 FEET OF CURB AND GUTTER ON EACH SIDE OF THE CASTING SHALL BE POURED BY HAND.
11. THE CONTRACTOR SHALL INSTALL DOT TYPE D INLET PROTECTION IN ALL NEW INLETS. THE CONTRACTOR SHALL MAINTAIN THE INLET PROTECTION DEVICES DURING CONSTRUCTION AND THROUGH THE ONE-YEAR GUARANTEE PERIOD AS REQUIRED BY THE VILLAGE ENGINEER.

SANITARY SEWER NOTES*

1. ALL SANITARY SEWER SHALL BE PVC, ASTM D-3033 OR 3034, SDR 35.
2. SANITARY SEWER LATERALS SHALL BE FOUR INCH (4") DIAMETER UNLESS OTHERWISE SHOWN ON THE PLANS, AND SHALL BE THE SAME MATERIAL AS THE SEWER MAIN. ALL LATERALS SHALL BE LAID AT A SLOPE OF 1/4" PER FOOT UNLESS OTHERWISE INDICATED AND SHALL BE EXTENDED TEN FEET (10') INTO THE LOT. THE ENDS OF ALL LATERALS SHALL BE MARKED WITH 4"x4" POSTS EXTENDING FOUR FEET (4') BELOW THE GROUND TO THREE FEET (3') ABOVE GROUND. THE CONTRACTOR SHALL KEEP AN ACCURATE RECORD OF THE LOCATION OF ALL WYES AND LATERALS INSTALLED AND SHALL PRESENT THIS WRITTEN RECORD TO ENGINEER PRIOR TO FINAL PAYMENT.
3. SANITARY SEWER MANHOLE CASTINGS SHALL BE NEENAH FOUNDRY CASTING R-1550 MANHOLE FRAME, WITH R-1550 TYPE "B" SELF-SEALING MANHOLE LID WITH CONCEALED PICK HOLES, OR APPROVED EQUAL. ADJUSTMENT OF EXISTING AND SALVAGED MANHOLE CASTINGS IS INCIDENTAL TO ADJACENT WORK.
4. MANHOLE FRAME AND COVER SHALL BE MACHINED AND FITTED SO THAT ROCKING AND CHATTERING WILL BE ELIMINATED.
5. MANHOLE STEPS SHALL BE EQUAL TO NEENAH R-1982-F CAST IRON STEP. M.A. INDUSTRIES INC. COPOLYMER STEP WITH 1/2" GRADE 60 STEEL REINFORCEMENT IS APPROVED EQUAL. STEPS SHALL BE SPACED 16" ON CENTER.
6. CONCRETE BLOCK MANHOLE APPROVED BY THE ENGINEER WILL BE PERMITTED AS AN ALTERNATE ON STORM SEWER WORK ONLY.
7. REINFORCED PRECAST FLAT SLAB COVERS SHALL BE USED IN LIEU OF PRECAST ECCENTRIC CONES WHEN DIRECTED BY THE ENGINEER.
8. INSIDE DIMENSIONS OF MANHOLES ARE AS FOLLOWS:
4" DIAMETER FOR PIPE THROUGH 15" DIAMETER.
5" DIAMETER FOR PIPE THROUGH 18" THROUGH 27" DIAMETER.
6" DIAMETER FOR PIPE 30" THROUGH 36" DIAMETER.
9. OUTSIDE DROP ENTRANCES SHALL BE PROVIDED ON MANHOLES FOR ALL SANITARY SEWERS WHERE INLET TO OUTLET DISTANCE IS 2' OR GREATER.
10. SEWER BEDDING SHALL BE CLASS B OR AS SPECIFIED IN THE SPECIAL PROVISIONS.

*THE ABOVE NOTES ARE FOR THE CONVENIENCE OF THE CONTRACTOR AND ARE NOT INCLUSIVE NOR DO THEY SUPERSEDE THE SPECIFICATIONS.

MOUNT HOREB 2024 STREETS

SUNSET LN, FRANCIS CIR, IDA CIR,
LINDA RD, HEATHER CT, ALASKA AVE



THE VILLAGE OF MOUNT HOREB

SMITHGROUP

44 EAST MIFFLIN STREET
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PUBLIC INFORMATION MTG 17JAN2024

SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

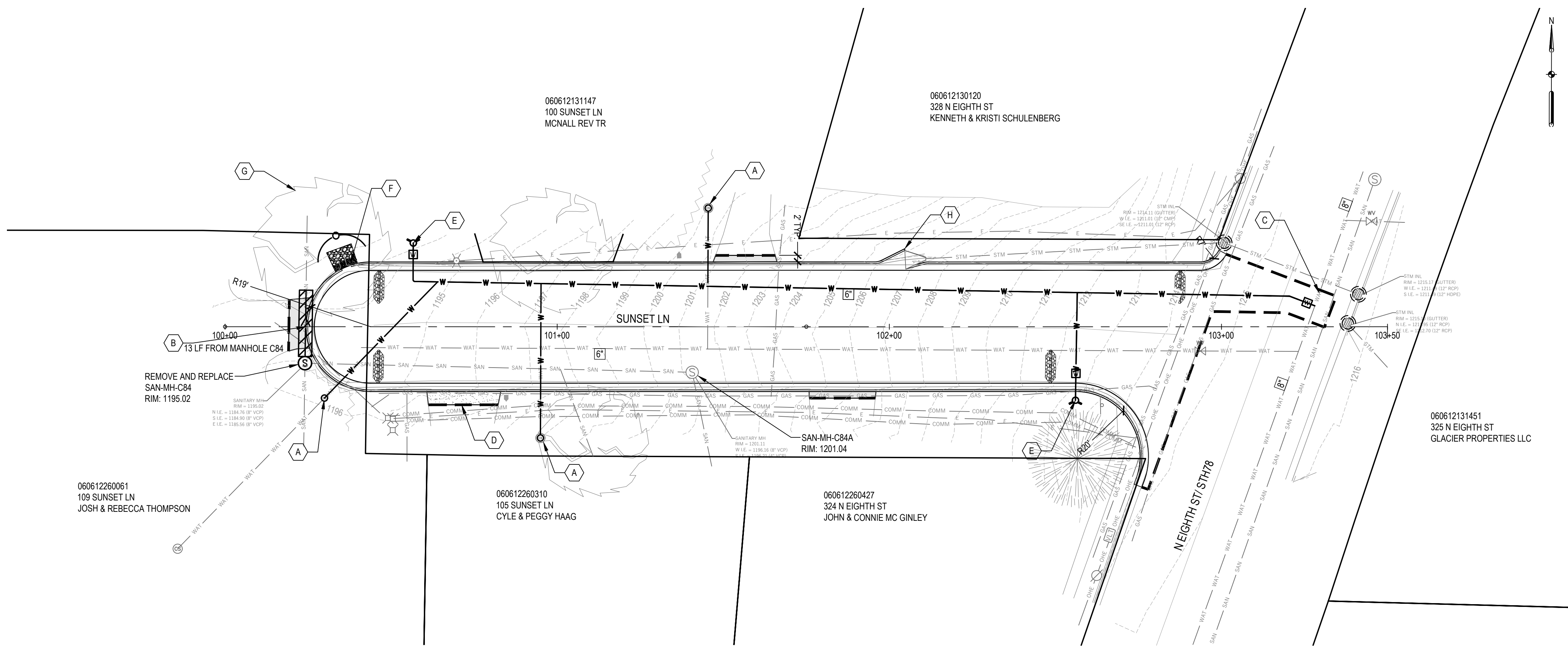
KEY PLAN

GENERAL NOTES

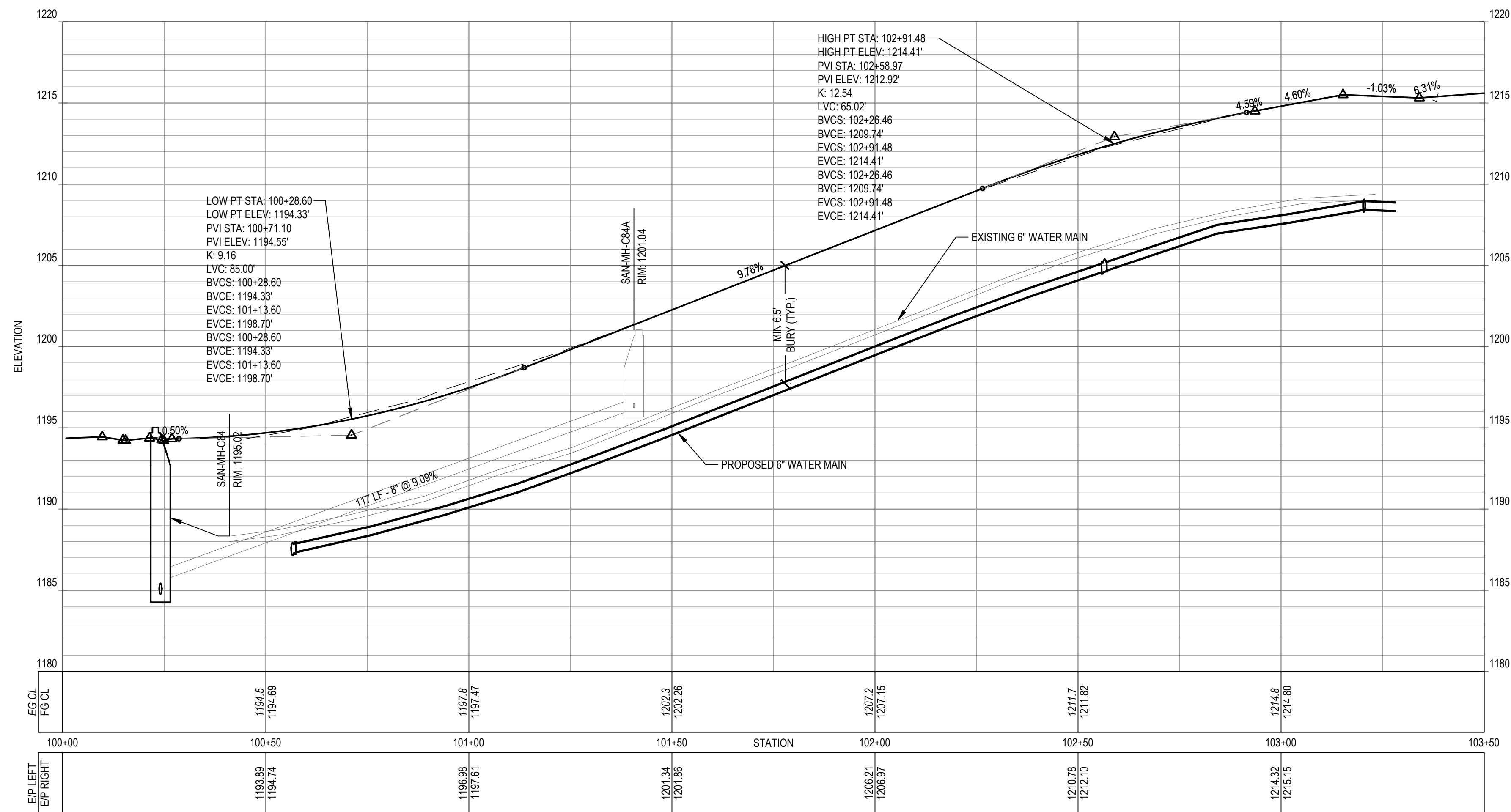
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C-001

DRAWING NUMBER



1 SUNSET LN PLAN (STA 100+00 TO 103+50)



2 SUNSET LN PROFILE (STA 100+00 TO 103+50)

SHEET NOTES

1. SEE SHEET ##### FOR SURVEY LEGEND, NOTES, BENCHMARKS, AND STRUCTURE TABLES.
2. SEE SHEET C-001 FOR GENERAL NOTES, INCLUDING EROSION CONTROL NOTES.
3. MAINTAIN CONTINUOUS TRAFFIC ACCESS THROUGH INTERSECTIONS AND DRIVEWAYS DURING CONSTRUCTION.
4. ALL CURB & GUTTER REPLACEMENT SHALL BE REMOVED TO NEAREST JOINT. MATCH EXISTING GRADE AND DRAINAGE PATTERNS. SEE CURB DETAILS ON SHEET CS501.
5. CONTRACTOR SHALL SCHEDULE WORK SO THAT ALL EXCAVATED PAVEMENT AREAS ARE COVERED WITH AGGREGATE BASE COURSE AT THE END OF EACH WORKING DAY AND PRIOR TO ANY RAINFALL EVENT.
6. PREPARE ALL SUBGRADES IN ACCORDANCE WITH RECOMMENDATIONS OF THE ENGINEER.
7. WATER LATERAL CROSSINGS SHALL BE MIN. 6" ABOVE OR MIN. 18" BELOW SANITARY SEWER WITH FULL LENGTH OF PIPE CENTERED ON THE CROSSING.
8. EXISTING WATER MAIN ASSUMED TO HAVE 6' OF BURY. CONTRACTOR TO VERIFY BEFORE MAKING CONNECTIONS.
9. DIMENSIONS AND RADII ARE MEASURED AT FACE OF CURB.
10. ADJUST ALL SANITARY MANHOLES TO MEET PROPOSED GRADE. PROVIDE NEW CASTING/FRAME UNLESS OTHERWISE NOTED ON PLAN.

KEYED NOTES

- (A) PROVIDE MIN. 2" OF 1" COPPER ON THE PRIVATE SIDE OF CURB STOP. RECONNECT TO EXISTING 3/4" SERVICE, TYP.
- (B) REMOVE DAMAGED 20' SECTION OF EXISTING VCP SANITARY SEWER. REPLACE WITH PVC TO MATCH SIZE AND SLOPE.
- (C) LIVE TAP EXISTING 8" WATER MAIN IN EIGHTH ST (8" x 6" TAPPING TEE AND 6" GATE VALVE).
- (D) REMOVE CONCRETE DRIVEWAY TO NEAREST JOINT AS MARKED IN THE FIELD BY THE ENGINEER.
- (E) INSTALL NEW HYDRANT AND AUXILIARY VALVE.
- (F) CURB OPENING

2

CS502
- (G) EXISTING TREE TO BE REMOVED BY VILLAGE PRIOR TO START OF CONSTRUCTION.
- (H) FLARED END SECTION SHALL BE CONTECH STEEL SECTION FOR CMP PIPE, OR APPROVED EQUAL. POUR CONCRETE FLUME AT STEEL END SECTION TO TIE INTO CURB AND GUTTER.

LEGEND

- | | |
|--|-------------------------------|
| | APPROX PROPERTY LINE FROM GIS |
| | EXISTING MAJOR CONTOUR |
| | EXISTING MINOR CONTOUR |
| | SAWCUT |
| | ASPHALT PAVEMENT |
| | CONCRETE PAVEMENT |
| | CURB RAMP |
| | CURB AND GUTTER |
| | GATE VALVE BOX |
| | HYDRANT |
| | SANITARY MANHOLE |
| | STORM STRUCTURE |
| | CURB INLET |
| | CURB STOP |
| | WATER MAIN |
| | SANITARY SEWER SPOT REPAIR |
| | STORM SEWER |
| | REMOVE |
| | TREE PROTECTION |
| | INLET PROTECTION |
| | STONE WEEPER |
| | SILT TUBE |

MOUNT HOREB
2024 STREETS

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[illegible]

SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

KEY PLAN

DRAWING TITLE
SUNSET LN PLAN & PROFILE
(STA 100+00 TO 103+39)



SCALE	14939 00
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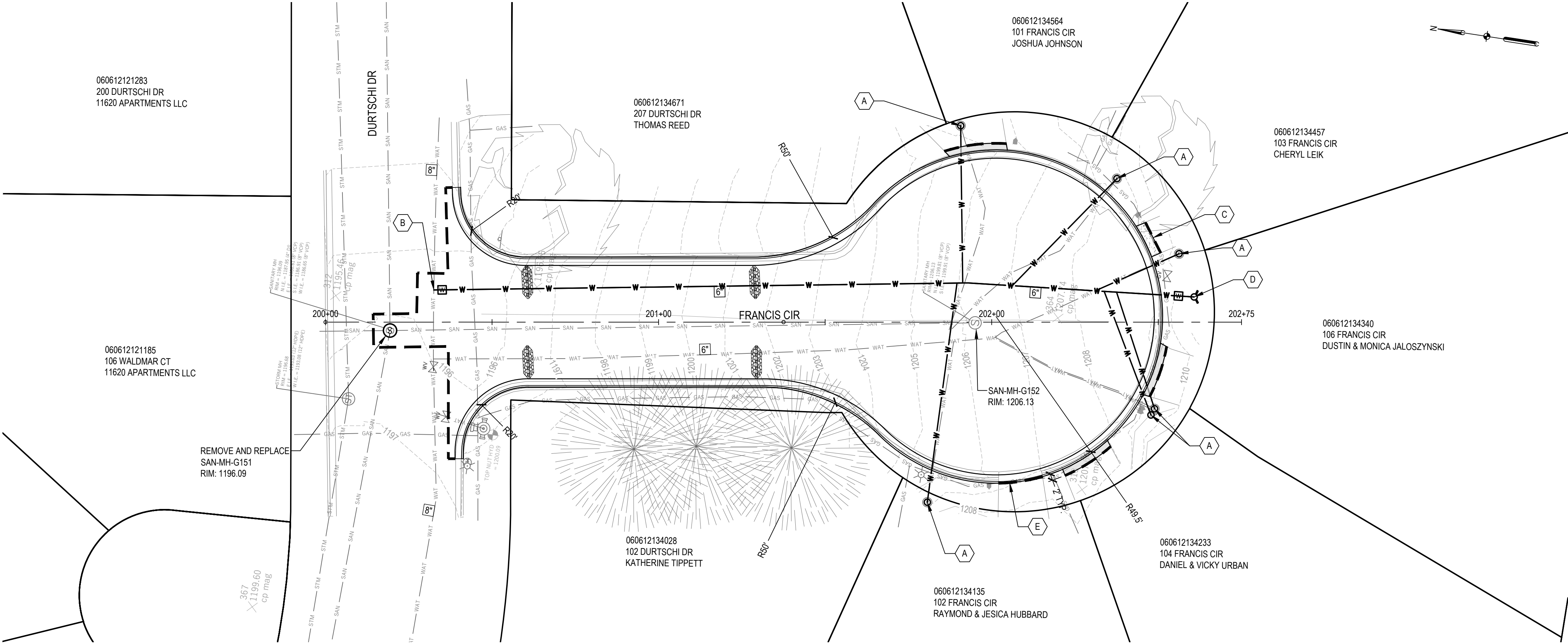
PROJECT NUMBER

CS101

DRAWING NUMBER

FILE C:\Users\jblou\SmithGroup Companies Inc\PRJ -- MTH 2023 STREETS -- SmithGroup\CAD\05 Civil\SH1-14939--CS102.dwg USER: jblou DATE: Jan, 17 2024 TIME: 03:42 pm

1 FRANCIS CIR PLAN (STA 200+00 TO 202+75)



1 LINDA RD PLAN (STA 400+00 TO 404+50) SCALE: 1" = 20'

2 LINDA RD PROFILE (STA 400+00 TO 404+50)

SHEET NOTES

1. SEE SHEET ##### FOR SURVEY LEGEND, NOTES, BENCHMARKS, AND STRUCTURE TABLES.
2. SEE SHEET C-001 FOR GENERAL NOTES, INCLUDING EROSION CONTROL NOTES.
3. MAINTAIN CONTINUOUS TRAFFIC ACCESS THROUGH INTERSECTIONS AND DRIVEWAYS DURING CONSTRUCTION.
4. ALL CURB & GUTTER REPLACEMENT SHALL BE REMOVED TO NEAREST JOINT. MATCH EXISTING GRADE AND DRAINAGE PATTERNS. SEE CURB DETAILS ON SHEET CS501.
5. CONTRACTOR SHALL SCHEDULE WORK SO THAT ALL EXCAVATED PAVEMENT AREAS ARE COVERED WITH AGGREGATE BASE COURSE OR PULVERIZED ROADWAY MATERIAL AT THE END OF EACH WORKING DAY AND PRIOR TO ANY RAINFALL EVENT.
6. PREPARE ALL SUBGRADES IN ACCORDANCE WITH RECOMMENDATIONS OF THE ENGINEER.
7. WATER LATERAL CROSSINGS SHALL BE MIN. 6" ABOVE OR MIN. 18" BELOW SANITARY SEWER WITH FULL LENGTH OF PIPE CENTERED ON THE CROSSING.
8. DEPTH OF EXISTING WATER MAIN ASSUMED TO HAVE 6' OF BURY, CONTRACTOR TO VERIFY BEFORE MAKING CONNECTIONS.
9. DIMENSIONS AND RADII ARE MEASURED AT FACE OF CURB.
10. ADJUST ALL SANITARY MANHOLES TO MEET PROPOSED GRADE. PROVIDE NEW CASTING/FRAME UNLESS OTHERWISE NOTED ON PLAN.

KEYED NOTES

- A PROVIDE MIN. 2' OF 1" COPPER ON THE PRIVATE SIDE OF CURB STOP. RECONNECT TO EXISTING 3/4" SERVICE, TYP
- B REMOVE DAMAGED 20' SECTION OF EXISTING VCP SANITARY SEWER. REPLACE WITH PVC TO MATCH SIZE AND SLOPE.
- C CONNECT TO EXISTING 8" MAIN IN MICHELE ST. RESIDENTS ON MICHELE SHALL BE NOTIFIED PRIOR TO WATER SHUTOFF PER REQUIREMENTS LISTED IN THE SPECIFICATIONS.
- D REMOVE CONCRETE DRIVEWAY TO NEAREST JOINT AS MARKED IN THE FIELD BY THE ENGINEER.
- E INSTALL NEW HYDRANT AND AUXILIARY VALVE.
- F REMOVE DAMAGED 10' SECTION OF EXISTING VCP SANITARY SEWER. REPLACE WITH PVC TO MATCH SIZE AND SLOPE.

LEGEND

- | | |
|--|-------------------------------|
| | APPROX PROPERTY LINE FROM GIS |
| | EXISTING MAJOR CONTOUR |
| | EXISTING MINOR CONTOUR |
| | SAWCUT |
| | ASPHALT PAVEMENT |
| | CONCRETE PAVEMENT |
| | CURB RAMP |
| | CURB AND GUTTER |
| | GATE VALVE BOX |
| | HYDRANT |
| | SANITARY MANHOLE |
| | STORM STRUCTURE |
| | CURB INLET |
| | CURB STOP |
| | WATER MAIN |
| | SANITARY SEWER SPOT REPAIR |
| | STORM SEWER |
| | REMOVE |
| | TREE PROTECTION |
| | INLET PROTECTION |
| | STONE WEEPER |
| | SILT TUBE |

MOUNT HOREB
2024 STREETS

SUNSET LN, FRANCIS CIR, IDA CIR,
LINDA RD, HEATHER CT, ALASKA AVE



THE VILLAGE OF MOUNT HOREB

SMITHGROUP

44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com

ISSUED FOR	REV	DATE
PUBLIC INFORMATION MTG		17JAN2024

SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

KEY PLAN

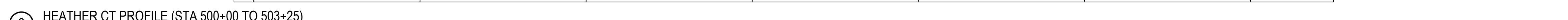
DRAWING TITLE
LINDA RD PLAN & PROFILE
(STA 400+00 TO 404+50)

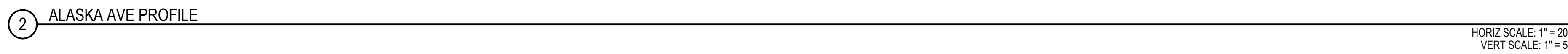
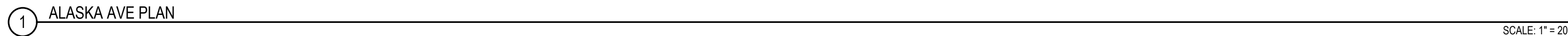


SCALE 14939.000

PROJECT NUMBER

CS104
DRAWING NUMBER





1. SEE SHEET ##### FOR SURVEY LEGEND, NOTES, BENCHMARKS, AND STRUCTURE TABLES.
2. SEE SHEET C-001 FOR GENERAL NOTES, INCLUDING EROSION CONTROL NOTES.
3. MAINTAIN CONTINUOUS TRAFFIC ACCESS THROUGH INTERSECTIONS AND DRIVEWAYS DURING CONSTRUCTION.
4. ALL CURB & GUTTER REPLACEMENT SHALL BE REMOVED TO NEAREST JOINT. MATCH EXISTING GRADE AND DRAINAGE PATTERNS. SEE CURB DETAILS ON SHEET CS501.
5. CONTRACTOR SHALL SCHEDULE WORK SO THAT ALL EXCAVATED PAVEMENT AREAS ARE COVERED WITH AGGREGATE BASE COURSE OR PULVERIZED ROADWAY MATERIAL AT THE END OF EACH WORKING DAY AND PRIOR TO ANY RAINFALL EVENT.
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9. DIMENSIONS AND RADII ARE MEASURED AT FACE OF CURB.
10. ADJUST ALL SANITARY MANHOLES TO MEET PROPOSED GRADE, PROVIDE NEW CASTING/FRAME UNLESS OTHERWISE NOTED ON PLAN.

- A** SAWCUT CURB AT NEAREST EXISTING JOINT
- B** REMOVE EXISTING STORM SEWER AND REPLACE WITH RCP.
- C** REMOVE CONCRETE DRIVEWAY TO NEAREST JOINT AS MARKED IN THE FIELD BY THE ENGINEER.

	APPROX PROPERTY LINE FROM GIS
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	SAWCUT
	ASPHALT PAVEMENT
	CONCRETE PAVEMENT
	CURB RAMP
	CURB AND GUTTER
	GATE VALVE BOX
	HYDRANT
	SANITARY MANHOLE
	STORM STRUCTURE
	CURB INLET
	CURB STOP
	WATER MAIN
	SANITARY SEWER SPOT REPAIR
	STORM SEWER
	REMOVE
	TREE PROTECTION
	INLET PROTECTION
	STONE WEEPER
	SILT TUBE

44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com

SEALS AND SIGNATURES:

NOT FOR CONSTRUCTION

KEY PLAN

DRAWING TITLE
ALASKA AVE PLAN &
PROFILE



SCALE _____

PROJECT NUMBER

CS107

DRAWING NUMBER

SUNSET LN, FRANCIS CIR, IDA CIR,
LINDA RD, HEATHER CT, ALASKA AVE



44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com

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SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

KEY PLAN

DRAWING TITLE

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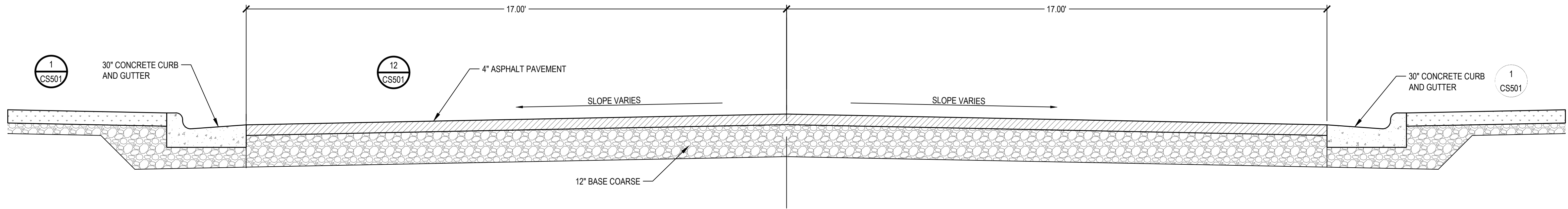
SCALE

14939.000

PROJECT NUMBER

CS501

DRAWING NUMBER



1 TYPICAL ROADWAY SECTION

SCALE: 1/2" = 1'-0"



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
February 7, 2024	Alyssa Gaffney, Village Clerk

AGENDA ITEM # 5.d

Consider Appointment of Successor Agent, Tommy Heath, Walgreens #11648

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Agent Paperwork-Tommy Heath



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 6.a

Consider appointment of members to the Historic Preservation Commission

BACKGROUND

President Czyzewski is nominating the following members for the Historic Preservation Commission.

Marc Schellpfeffer (chair)

Destinee Udelhoven

Jackie Sale

Maura Overland

Megan Ince

The Nomination forms can be found in the Board Member Packet

RECOMMENDATION

ATTACHMENTS

1. Megan InceCitizen Committee Member Interest Form -HPC
2. Destinee Udelhoven 01-22-24 - Citizen Committee Member Interest Form_Historic Preservation Committee
3. Jackie Sale - Citizen Committee Member Interest Form
4. Maura Overland - Citizen Committee Member Interest Form.pdf HDC



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 6.b

Consideration of Kluesner Claim

BACKGROUND

Kluesner purchased a newly renovated home at 502 Lake Street that was previously used as a garage for the adjacent property. Shortly after moving in, she experienced a sewer back up. Upon investigation, it was discovered that the sewer lateral for the property was disconnected from the main, causing the back-up. Village utility staff and Kluesner's plumber had previously attempted to determine if the lateral was connected to the main but were not able to verify it. Kluesner previously filed a claim with the utility commission who provided a \$500 reimbursement as a good faith gesture since connecting to the main, is the responsibility of the homeowner, not the Village.

Following that, Kluesner filed a complaint with the Village president, at which time it was submitted to our insurance carrier, who recommended denial of the claim. The original complaint from Kluesner, the recommendation from our insurance and a draft disallowance form are included in your packet.

RECOMMENDATION

ATTACHMENTS

1. Original Complaint
2. MOUNT HOREB
3. blank e.g. of insd disallow form

From: Betsy Kluesner

Sent: Wednesday, July 12, 2023 3:41 PM

To: Nic Owen <Nic.Owen@mounthorebwi.info>

Subject: Re: 502 Lake St Lot 7 Mount Horeb

Hello Mr Nic Owen -

I built a small apartment inside of the garage at 502 Lake St Lot 7.

But, there was trouble hooking up to the sewer at the street.

Before purchasing this property the seller had the City dig and the City confirmed there was indeed a sewer and water pipe found at the curb.

After a few days of residing here, however, there was a backup. I am so thankful no sewer came backup, into the home. I called my plumber immediately. With the help of, RWH plumbing, Ron called the city for assistance and requested a camera be placed, which the city did that afternoon. And they found that the camera stopped in the middle of the street.

After digging to correct the problem, it was found that the city had capped off the sewer pipe in the middle of the street. But the strange part was - was that the City negligently left the original pipe which was capped off at the curb. And the plumber obviously thought it was hooked to the middle of the main street sewer pipe.

Once RWH Plumbing, Rue Excavating and Finks repair to correct this negligence - they sent me 3 bills - and suggested that I ask the city to assist me with the cost.

Therefore, I would like the City to pay for these invoices, please.

Please let me know how to proceed.

Thank you, Betsy Kluesner

Statewide Services, Inc.

Claim Division

**1241 John Q Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555**

VIA E-MAIL ONLY

January 29, 2024

Village of Mount Horeb
Attn: Mr. Nicholas Owen, Administrator
138 E. Main St.
Mount Horeb, WI 53572

RE: Our Claim #: WM000131570088
Date of Loss: 10/16/2018
Claimant: Ms. Betsy Kluesner
502 Lake St.
Mount Horeb, WI 53572

Loss location: 502 Lake St.
Mount Horeb, WI 53572

Dear Mr. Owen:

As you know, Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the Village of Mount Horeb. We are in receipt of the above-captioned claim involving claimant costs to replace, or connect, her sewer lateral to the Village's sewer main.

As discussed, our investigation has revealed that the Village was not negligent for this incident. Therefore, we recommend that the Village disallow this claim pursuant to the Wisconsin Statute for disallowance of claim 893.80(1g). The disallowance of the claim in this manner will shorten the statute of limitations period to six months.

The claimant purchased a lot located at 502 Lake St, and she reconstructed and/or added onto a structure on the lot to use as her home; and she hired a plumber as part of the work to install a sewer lateral at the home and connect it to the sewer lateral pipe extending or "stubbing" out from the sewer main which was installed years earlier. In short, Ms. Kluesner experienced a plumbing issue, and it was ultimately diagnosed that the sewer lateral pipe was no longer attached to the main. It is not certain why, or how, or when the section of sewer lateral became detached from the main, but the Village is not liable for causing the problem. Once more, the Village had no prior notice that the problem existed. Finally, the Village inspector's job was to assure a proper connection of the claimant home's newly installed sewer lateral to the pipe which had been stubbed out from the main, and there was no requirement to assure that the pipe was still attached to the main itself. In short, this is an unfortunate loss, but a) the Village is not liable for causing it; and b) the Village did not fail to adhere to any ministerial duties regarding the installation of the main many years ago, nor with the recent inspection of the connection between the two lateral pipes noted above; and absent a ministerial duty, WI statute 893.80 affords the Village discretionary immunity from damage. Therefore, we recommend that the claim be disallowed.

I have enclosed a sample Notice of Disallowance for your use, should you choose to use it, or you may use your own. Please send your disallowance, on your letterhead, directly to the claimant at the above listed address. This should be sent certified or registered (restricted) mail, and it must be received by the claimant within 120 days after you received the claim. Please send me a copy of your letter for our file.

Thank you, Nic, for your attention to the above, and please do not hesitate to contact me with any questions

Best regards,

Doug Detlie

Douglass A. Detlie

Casualty Claims Specialist

Office: 608-828-5503

Fax: 800-720-3512

E-mail: ddetlie@statewidesvcs.com

[Cc: Brian Dandoy, Agent](#)

**NOTICE OF DISALLOWANCE OF
CLAIMS OF BETSY KLUESNER
AGAINST VILLAGE OF MOUNT HOREB**

TO: Betsy Kluesner
501 Lake Street
Mount Horeb, WI 53572

PLEASE TAKE NOTICE that on the 7th of February ,2024 the Board of Trustees of the Village of Mount Horeb, a municipal subdivision in Dane County, Wisconsin, disallowed the claims of Betsy Kluesner against the Village of Mount Horeb, dated 3rd of May, 2023.

You are notified pursuant to Wis. Stat. 893.80(1g) that no action on the above claims may be brought after six (6) months from the date of service of this Notice of Disallowance upon you.

Dated this 8th of February, 2024

(Signature of Representative of the Municipality)



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 6.c

Consideration of award of contract to update Zoning Ordinance and Maps to Vandewalle Associates

BACKGROUND

The Plan Commission held a discussion on the proposal from Vandewalle to update the Village's zoning code and maps. The committee reviewed the timeline and budget and felt that all items listed in the plan were important, especially the testing of the new code to make sure it is not contradictory to other areas of the code and is enforceable. Current areas of the code are not consistent with current state laws regarding conditional use permits and overall, the majority of the code is 40 years old. One Commissioner questioned the difference between the Vandewalle and MSA quotes since they were not part of the interview process, but they feel there is a need for the full update of the code.

When comparing the proposals from the 3 firms, the lowest estimate from Vierbicher is not the same process as Vandewalle and MSA are proposing. The Vierbicher proposal is essentially just a review of our code to bring it into legal compliance and giving the code a more user-friendly format. The MSA proposal is more in line with the services offered in the Vandewalle proposal. While the quote lists their estimate at \$50,000, the quote even says that costs would adjust based on the amount of work needed for the update. During the interview process, MSA provided an estimate that was comparable to the \$84,000 base quote from Vandewalle.

Based on the minimal cost difference between MSA and Vandewalle, and Vandewalle's expertise with municipal planning and zoning code rewrites, we recommend that we proceed with the base proposal from Vandewalle. Our zoning code is an essential part of determining how the Village grows and positioning us for long-term well managed growth. While the \$80,000 is a significant investment, it is an important one and if done correctly, an investment the Village will not have to make again for a long time.

RECOMMENDATION

ATTACHMENTS



AGENDA ITEM REPORT

1. Mt Horeb Planning Services and Zoning Recodification Proposal _11.3.23 (under 15 MB)
2. Price Proposal_Mt Horeb Planning Services and Zoning Recodification Proposal_11.3.23
3. MSA _Mt Horeb Planning Services _technical
4. MSA _Mt Horeb Planning Services _cost
5. 2023-11-03 Village of Mount Horeb proposal



Proposal for:

**VILLAGE OF MOUNT HOREB
PLANNING SERVICES &
ZONING CODE UPDATE**

November 3, 2023



**VANDEWALLE &
ASSOCIATES INC.**
touching places. moving change.

VANDEWALLE & ASSOCIATES, INC.

Madison: 120 East Lakeside Street | Madison, WI 53715 | www.vandewalle.com

Milwaukee: 247 Freshwater Way | Milwaukee, WI 53204

Contact: Ben Rohr, AICP | C. (608) 449-4912 | brohr@vandewalle.com

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Proposed Project Cost	Submitted separately



CONTACT INFORMATION

Project Manager

Ben Rohr, AICP | brohr@vandewalle.com

Madison Office:

120 E. Lakeside Street
Madison, WI 53715
(608) 255-3988 Phone
(608) 255-0814 Fax

Milwaukee Office:

247 W Freshwater Way
Milwaukee, WI 53715
(414) 988-8654
www.vandewalle.com

SUMMARY OF PROPOSAL

Dear Mr. Nic Owen:

Vandewalle & Associates is pleased to submit this proposal to continue our longstanding working relationship with you and the Village. Our firm has worked with the Village of Mount Horeb in a variety of roles over the past twenty years and is excited about the possibility of continuing to do so moving forward.

We offer unparalleled institutional knowledge of Mount Horeb in relation to comprehensive planning, park and open space planning, sub-area planning, TIF planning, intergovernmental negotiations, and ordinance development and interpretation. Not only have we worked with the Village to develop, write, and adopt these plans and ordinances, but we have also actively played a role in interpreting, updating, and implementing them as a part of the Village team. This combination of experience within Mount Horeb, in a variety of roles, provides us with a unique perspective on the issues, challenges, and opportunities the Village faces.

Our proposal is aimed at both highlighting our knowledge and expertise as a firm, but also the many successful projects we have been able to accomplish with the Village since our work began there. As Mount Horeb has grown, evolved, and changed over that time, Vandewalle & Associates has worked side-by-side with staff and elected officials to adapt policies and plans in reflection of these changes. Through the development of this proposal, we took the time to reflect on just how many different projects the Village and Vandewalle & Associates have been able to develop, adopt, and implement together. It is truly remarkable how impactful the working relationship has been over the years.

Beyond the borders of Mount Horeb, Vandewalle & Associates provides on-call planning and development review services to more than twenty municipalities in southern Wisconsin, including multiple clients within Dane County. Through these partnerships, we work seamlessly alongside municipal staff and engineering consultants. We have found that working with a planning consultant is a cost-effective way to provide services on an as-needed basis and the services the Village desires are precisely the type of work we execute daily. It also provides the Village with access to Vandewalle & Associates' multidisciplinary planning and economic development team comprised of talented community planners, economic development specialists, urban designers, landscape architects, and GIS mapping specialists. Overall, our work covers a full range of topics from handling development reviews, ordinance creation, and implementation to complex neighborhood development, redevelopment, and long-range planning efforts.

Finally, we have included our proposed organization, approach, and project timeline for the Zoning and Sign Ordinance rewrite project. This is based on a highly successful approach that we have used in crafting hybrid use-based/form-based development codes for more than 40 years throughout Wisconsin. We will provide a process that offers meaningful input from staff, elected officials, businesses, neighborhoods, property owners, and interested residents. The result will be new a Zoning and Sign Code that is thoroughly customized to forward the Village's plans, facilitate the type of development Mount Horeb desires, and bring the ordinances into full compliance with state and federal laws.

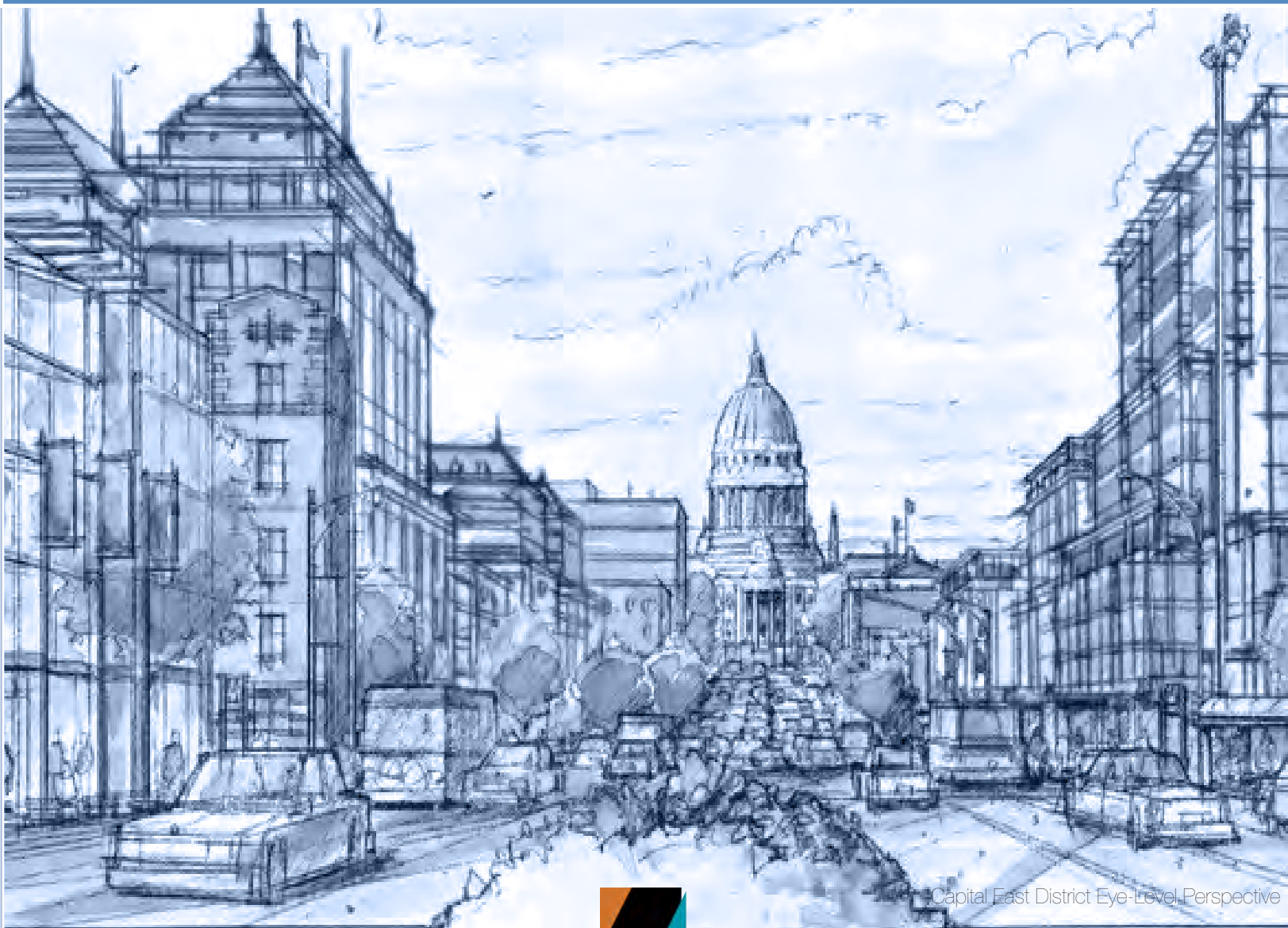
In total, our firm's local knowledge, experience, and proven methods will provide the Village with a reliable, trusted planning staff person on call, when needed. Vandewalle & Associates also offers the Village the opportunity to leverage a wide range of topic area expertise from our diverse collection of planning staff personnel. Together, this provides the Village with the closest thing to a true in-house planning staff person at a substantially lower cost.

Thank you for the invitation to submit our proposal and for your consideration of our services. We look forward to the possibility of continuing our long-standing working relationship with Mount Horeb.

Sincerely,



Ben Rohr, AICP
Associate Planner



Capital East District Eye-Level Perspective



FIRM BACKGROUND



VANDEWALLE & ASSOCIATES

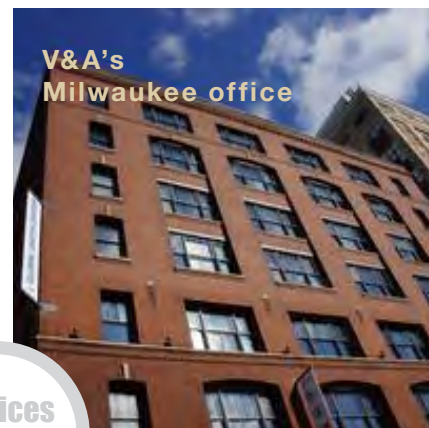
WHO WE ARE

Top-level teams turning assets into economic opportunities, transformational projects, and impactful solutions

Vandewalle & Associates is a collection of passionate professionals with expertise in disciplines that converge to best impact change and make places work better for people:

- Community planning and zoning
- Sign regulations
- Comprehensive planning
- Intergovernmental relations
- Development review
- Multi-layered asset analysis
- Economic strategy
- Market analysis
- Redevelopment
- Design and Architecture
- Marketing
- Real estate
- Public-private partnerships

Established in 1976, V&A has been a Midwest leader in community planning, zoning, public participation, place-based analysis, economic strategies, visioning, planning, and implementation for more than 40 years. We work in partnership with our clients to identify core, place-based opportunities and translate them into strategic plans, innovative projects, and custom regulations.



2 offices
40+ years



MOUNT HOREB PLANNING EFFORTS

As part of the fastest growing metro area in the state, the Village of Mount Horeb is continually feeling the pressure of development demand and, based on the 2022 Comprehensive Plan, it is projected the Village could continue to grow by upwards of 1,700 new residents over the next 20 years. Mount Horeb also has evolved over the past several decades from an exurban bedroom community into a dynamic, full-service community featuring large employers, vibrant downtown, and diversifying housing stock and demographics. It's critically important, then, for the community to not only continue to monitor these trends, but also to proactively plan for the challenges and opportunities they present. Vandewalle & Associates' direct work with the Village over the past 20+ years provides our firm with the ability to help Mount Horeb navigate, prepare for, and embrace these changes and challenges. Examples of our work with the Village are listed below:

Comprehensive Planning

Dating back to 2004 and the adoption of the first Village of Mount Horeb Comprehensive Plan, Vandewalle & Associates has been assisting the Village with all updates, rewrites, amendments, and ongoing implementation of the Comprehensive Plan. Most recently, we assisted the Village in the development and adoption of the new 2022 Comprehensive Plan. This process featured interactive, robust, and diverse public engagement, multiple working sessions with staff, the Plan Commission, and Village Board, and the adoption of a dynamic new plan:

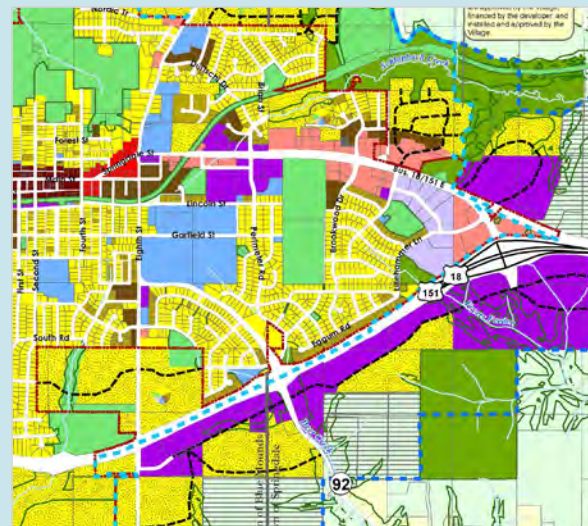
- Setting the stage for a full rewrite of the Zoning and Sign Ordinance with detailed recommendations on changes needed to reflect the community's goals and vision.
- Establishment of sustainability and climate action goals that have led to the development of the Village Sustainability Committee and advancement of this topic Village-wide.
- A flexible, mixed-use future land use approach to guide the desired development patterns of Mount Horeb without the need for continuous plan amendments.
- A robust housing focus that dovetailed with the Village's 2021 Housing Report to outline the community's shortfalls today and significant opportunities in the future.
- The consolidation of other adopted Village plans to reflect the goals and recommendations in a unified way that can be used for future grant funding efforts, in addition to ensuing consistent implementation of all past planning efforts.



Mount Horeb Public Visioning Session



Mount Horeb Comprehensive Plan Vision Graphic



Mount Horeb Comprehensive Plan Future Land Use

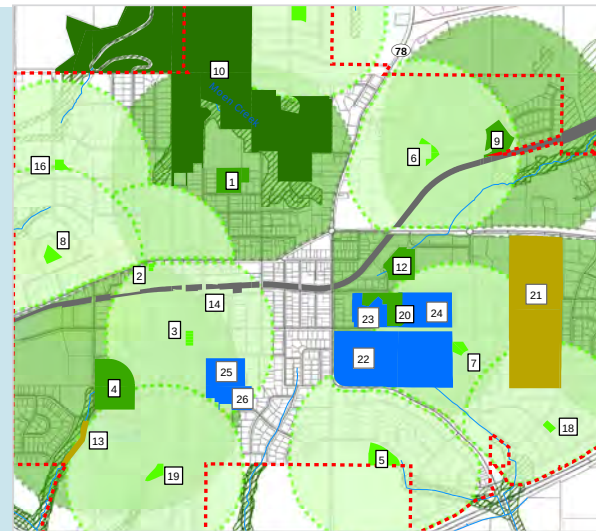
Comprehensive Outdoor Recreation Planning

Over the past few decades, Vandewalle & Associates has assisted Mount Horeb with its ongoing park planning efforts. This has included several iterations of the Village's Comprehensive Outdoor Recreation Plan (CORP), and the implementation of those plans as new developments arise. Most recently, Vandewalle & Associates completed the 2020 CORP for Mount Horeb. This plan builds on previous versions to align community goals and set the stage for park improvements. Most notably, the plan and public feedback generated during this process emphasized the community need for additional playfield space that the Village has used as its driving force for the acquisition and development of new park space. The process also was conducted during the onset of the COVID-19 pandemic and subsequent public meeting restrictions. However, Vandewalle & Associates, in conjunction with Village staff, advanced the project forward through these unknown times generating robust public feedback through online formats, holding virtual working sessions with staff, the Parks Committee, and Village Board, and completing the plan within the original agreed upon timeframes. Finally, all CORPs completed by Vandewalle & Associates for the Village of Mount Horeb have been approved by the Wisconsin DNR, providing continuous grant eligibility for the community in its ongoing implementation efforts.

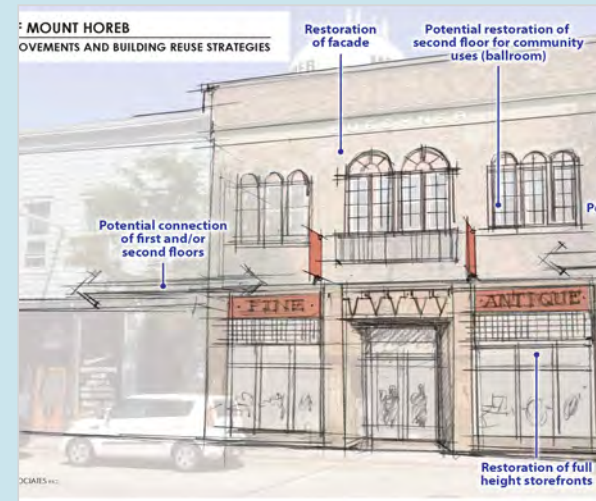
Subarea Planning

Vandewalle & Associates also has assisted with subarea planning efforts in the Village for many years. Most notably, this included the 2017 Downtown Redevelopment Plan, which set the stage for the adoption of the new downtown Tax Incremental Financing District (TID), Façade Improvement Grant program, Duluth Trading Company Headquarters, multiple business development and redevelopment projects, and new downtown housing development. The catalytic development and evolution of downtown is a product of many factors, but is also in direct alignment with the goals, strategies, and recommendations of the downtown plan.

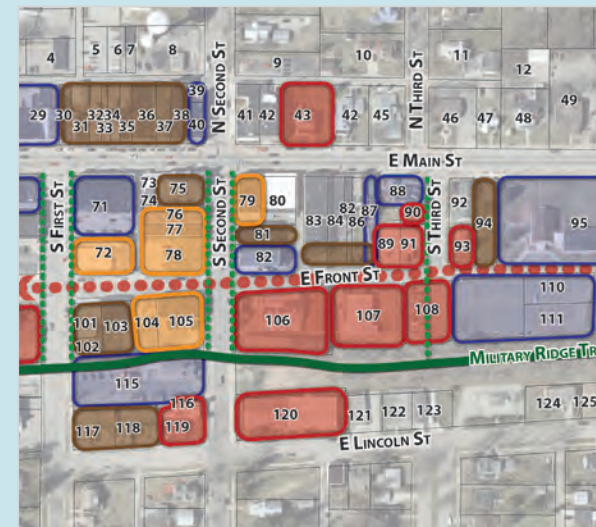
Beyond downtown, V&A also has assisted the Village with several neighborhood planning efforts over the years that have helped shape the growth patterns of new residential neighborhoods across the community. Most recently, this included preliminary analysis, mapping, and engineering coordination on a potential Village business park.



Mount Horeb CORP Park Service Areas



Downtown Façade Improvement



Mount Horeb Downtown Redevelopment Plan

Economic Development and TIF

For most of the last 20 years, Vandewalle & Associates served as the Village's primary advisor on tax increment districts (TIDs). This included preparing TID feasibility analyses and district project plans and amendments. It also included coordination with the Village's financial advisor on TID financial projections and borrowing, as well as property owner and developer/business outreach to help spur development in the districts.

Vandewalle also has reviewed several project proformas and TIF/incentive requests and provided recommendations on those and assistance to the Village attorney and administrator in drafting development agreements including those for the Hoff Apartments, Wyser Engineering, 108 Second Street, and Duluth Trading, among several others. This included playing a significant role in working with the Evangelical Lutheran Church of Mount Horeb to structure a creative and workable deal for Duluth's Trading's use of their parking lot to serve employees in their corporate headquarters – something that was required in order for the headquarters project to go through.

For the former Economic Development Corporation, Vandewalle helped prepare annual work plans to guide the activities of the downtown committee and assist with community meetings on economic development issues and opportunities. We then continued to serve as a resource to the former Village Economic Development Director on a variety of issues/projects, including an assessment of the physical and financial feasibility of extending utilities to potential annexation properties south of USH 151.

Current Planning

As the on-call planning consultant for Mount Horeb, V&A has been working closely with staff, the Plan Commission, Village Board, residents, and developers in the community for over two decades. These services have included staff and developer meetings, development review and staff reports, regular attendance at Village meetings, various topic-specific presentations and community engagement, Plan Commission trainings, zoning text and map amendments, Urban Service Area Amendments, intergovernmental negotiations, and amendments and implementation of the various planning efforts listed above.

Our firm has been the Village's trusted planning consultant in providing on-demand planning services on a timely basis in an efficient and cost-effective manner. Mike Slavney served as the long-standing consulting Village Planner prior to the summer of 2021. As he transitioned into retirement, Ben Rohr has since taken on his role with the Village and studied under Mike for several years prior to taking on this role. Since that time, Ben has served as the on-call planner for two full years and led the completion of the new CORP and Comprehensive Plan. Finally, Ben also has been tasked with assisting the Village through several catalytic and controversial development projects in recent years that required skilled planning knowledge and public meeting technics to get approved. These include the Steve Brown Apartments Front Street Station project, 1800 Springdale Street Mixed-Use project, Encore Senior Housing development, and others.



Central Plaza Concept Sketch



Steve Brown Apartments – Front Street Station

Vandewalle & Associates is a Wisconsin leader in providing outstanding and cost-effective community planning services.

Our objective with our municipal planning services practice is to provide our municipal clients with carefully customized personnel and services to best meet their needs.

Municipal Planning. Our approach for municipal planning services has several components:

- Working in many communities as their on-call planner for years and even decades has provided our firm with unparalleled consistency in service, institutional knowledge, and a true connection to the community.
- Ongoing work is allocated between the local team to be as cost-effective as possible – providing a best-fit or blend between experience and billing rates.
- When specialized assignments arise, our local team is able to call on Vandewalle & Associates' team of more than twenty professional planners and designers. These include our company core of eight principals and president – each of whom has been with us for more than twenty years, and have a combination of almost 200 years of professional experience. This approach gives our municipal clients immediate access to the most experienced and diversely-skilled planning firm in the Midwest.

Our service model works well. We have been serving many of our municipal clients for more than 15 to 25 years. These clients include Fontana, Lake Geneva, Delavan, Edgerton, Cross Plains, Jefferson, Johnson Creek, Watertown, Oregon, Mount Horeb, Fort Atkinson, Franklin, Middleton, Monroe, and Shawano. In growing communities where planning needs are expanding, we are often the last on-call planning consultant before a community hires in-house planning staff.

Recognized for Excellence. Vandewalle & Associates has received both state and national recognition for developing a system of planning and development for small and mid-sized communities. In 2004, the firm was recognized by the Wisconsin Chapter of the American Planning Association (APA-WI) for Outstanding Contribution to Planning in Wisconsin. Vandewalle & Associates' approach to community planning services is based on this award-winning approach. In 2017, Vandewalle & Associates was recognized by APA-WI for two projects – the Village of Oregon Sign Code and the Madison Metropolitan School District Enrollment Projections Study – that both received the Excellence in Planning Award from the Wisconsin Chapter of the American Planning Association. In 2020, Vandewalle & Associates received the Excellence in Planning Award from APA-Wisconsin for the City of Wausau Zoning Code and Zoning Map. We also regularly present at the APA-Wisconsin Planning Conference - which we did twice in 2022.

Taking the Plan to the Public:

Creative Community-Led Public Engagement Strategies

- Pop-Up Outreach at Community Events/
Locations:
 - Farmer's Market
 - County Fair
 - School Events
 - Music Events and Festivals
 - Grocery Stores
 - Parks
 - Local Businesses
- Empower Plan Champions
 - Plan Commission Members
 - Village Staff
 - Business Owners
 - Community Leaders
- Public Workshop
- Social Media Engagement
- Meetings in a Box
- Online Surveys and Questions of the Week on the Client Website and Social Media
- Stakeholder and Focus Group Interviews
- Youth Engagement
- Brown Bag Discussion Events
- Pitches and Updates at Existing Community Meetings

Development Review. We provide outstanding on-call development review services. Typically, these services include attending monthly development review staff meetings and plan commission meetings, preparing and presenting reports and recommendations on development proposals, and site inspections to ensure compliance with approved site plans, architectural details, landscaping, lighting, signage, and conditions of operation. Where development activity is sporadic, we reserve dates for all the above, and then attend as requested by the municipality.

Our firm prides itself on a tradition of building and sustaining the confidence of the plan commission, elected officials, zoning board of appeals, and other municipal bodies to review development in an effective and predictable manner, with an efficient process that yields improved results for the community, nearby properties, and the applicant.

Our experience is particularly deep in communities where redevelopment is predominant, and projects must achieve a win-win balance on tight sites with challenging economics and where the preservation and enhancement of community and neighborhood character is a high priority.

Local Regulations. Vandewalle & Associates is Wisconsin's leader in customizing zoning, subdivision, official mapping, urban design, landscaping, and sign regulations to effectively implement local objectives.

Our ordinances are carefully designed to work in communities that have limited staff resources by providing:

- Regulations that are crafted to attain community objectives while responding to the economics of development specific to the municipality
- Zoning districts that are fully customized for each community, with clear relationship to municipal plans
- Complete descriptions of all procedures
- Detailed application checklists
- Complete code definitions, including effective land use descriptions which can accommodate evolving and new forms of development and commerce, and specific examples of such uses
- Effective graphics to convey information
- Tables to enable quick reference
- Clear cross-relationships between zoning, subdivision, and official mapping requirements.

See our proposed Zoning and Sign Ordinance Rewrite Scope of Work for more details below



Grandview Commons Compiled Plan - Madison, WI

Urban Service Area Amendments.

Vandewalle & Associates has assisted multiple communities with their USA Amendment applications - including the cities of Middleton, Verona, Cross Plains and villages of Mount Horeb, Oregon, Waunakee, Windsor. Our approach, process, and submittals are designed to comply with all of CARPC's and Wis DNR's adopted requirements for procedure and content, and we have a long-standing relationship with CARPC staff and various Board members. This well-established approach, knowledge, and experience provides us with the ability to lead USA Amendments on behalf of municipalities or provide guidance to staff throughout the process. All applications we have worked on have been approved by CARPC and the Wisconsin DNR.

Comprehensive & Neighborhood Plans. Vandewalle & Associates has more than 40 years of experience in preparing comprehensive plans that are designed to become a reality.

Because of our broad range of expertise, our comprehensive and neighborhood plans are firmly grounded in the specific economic realities of the community, and seek to leverage each community's unique assets to accomplish municipal priorities and community benefits. We firmly believe that a strong vision for the planning area is essential to enhance community character, economic development, environmental protection, and the quality of life.

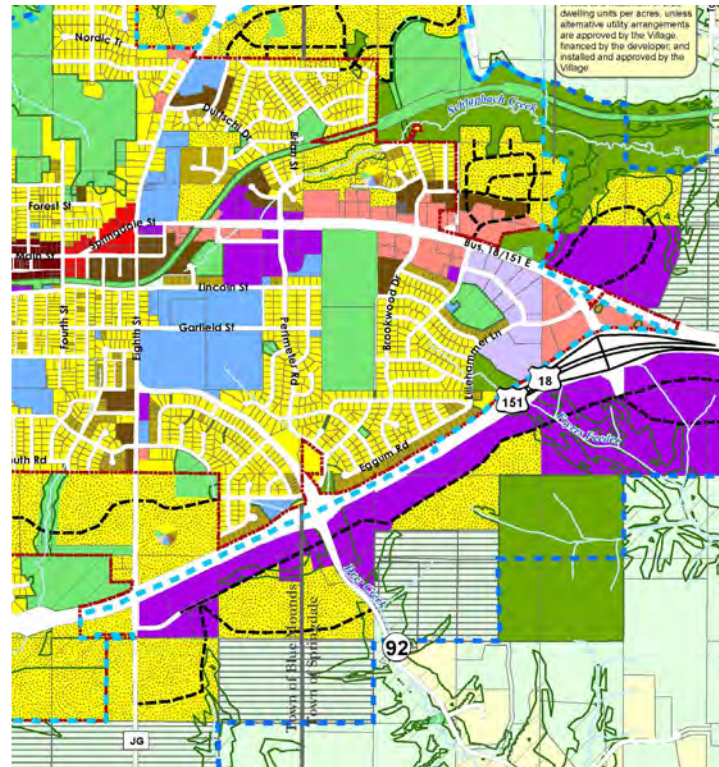
Our plans guide future growth and redevelopment to create vibrant neighborhoods and downtowns, expand the mix of community services and housing choices, address long-term public safety and environmental objectives, and enhance the community's ability to attract a more diverse and sustainable tax base.

Our plans are committed to meaningful public participation. Our planning processes use diverse cost-effective participation techniques to prioritize public input at the beginning of the planning effort, and clear communication to shepherd the plan through adoption.

Finally, our plans are often designed to assist with subsequent grant applications and fundraising efforts by communicating key concepts with visually-compelling graphics and maps.

Park Planning & Implementation. Vandewalle & Associates has been preparing Park System Plans, 5-Year Updates, and detailed park development plans since our inception. Much of this work has focused on neighborhood and community park siting and design. However, our practice has diversified as public interests have broadened to stress pedestrian and bicycle systems, environmental and community history interpretation, and specialized facilities such as dog parks, disc golf, and paddle sports.

Our work is designed to ensure that development advances the plan's recommendations, and provides analysis that tests whether park fees and park land dedication requirements are up-to-date and calibrated in relation to the market and the approaches of nearby communities. Vandewalle & Associates is currently under contract to complete the Comprehensive Outdoor Recreation Plan in Windsor. As an area that offers some of the most pristine natural resources and recreational opportunities in the state, our firm understands the needs, desires, and priorities of the community in this area.



Mount Horeb Comprehensive Plan Future Land Use Map



McDaniel Park Concept - McFarland, WI

Redevelopment & Revitalization Planning.

Vandewalle & Associates prides itself on getting projects built. Our success in the field has been our ability to balance creative and visionary planning with pragmatic attention to project execution. Our projects are designed to be 'market driven' and based on an in-depth understanding of the local economic as well as physical landscape. Most of our principal staff, in addition to having solid city planning and design credentials, have additional training in urban economics, economic-geography, or real estate.

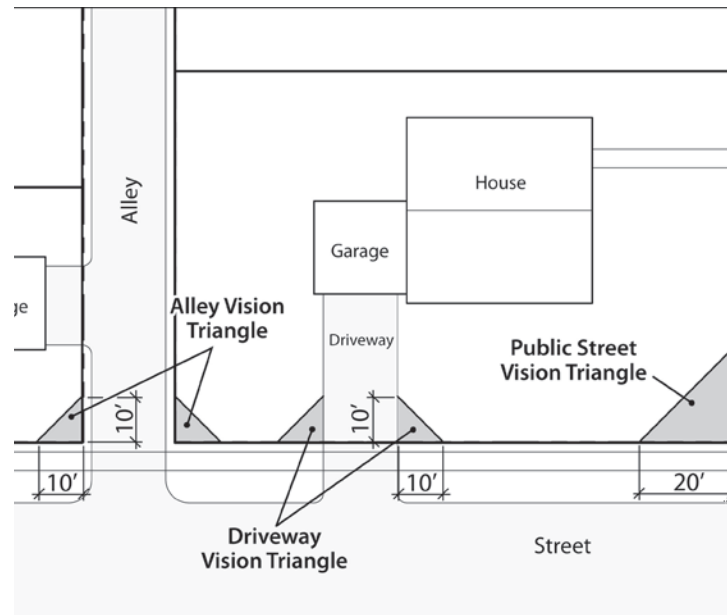
Most of our large redevelopment projects have involved upfront market analysis to determine the depth and direction of the local real estate market, and the absorption potential of various types of space. This work provides an early "reality check" to help provide direction to the planning process, and can help identify any unfulfilled market niches within the locality or region. Vandewalle & Associates' success in the redevelopment arena is also attributed to our ability to identify specialized niches for urban sites for which no historic market may be known to exist. In real estate parlance, this is known as "making the market" or "positioning" a site through a careful selection of mutually supporting land uses or economic activities that have the potential to take advantage of unusual land use synergies and/or local/regional economic development initiatives. In all of our projects we seek to leverage local economic development opportunities to capitalize on a community's unique assets.

Zoning & Subdivision Ordinance Preparation.

Vandewalle & Associates staff takes great pride in our ability to implement our client communities' goals and objectives through ordinance preparation. More directly, our firm includes regionally recognized experts in zoning and subdivision regulations. Our expertise and knowledge in both time-tested and cutting edge regulatory techniques enables us to create ordinances to both be easily administered and match changing development trends. Zoning and subdivision regulation can be complicated and controversial. Without proper project management, a sound working strategy, and ongoing local involvement, regulatory rewrites by consultants often fail and local officials are left to deal with the mess. Our experience has taught us that the most effective approach arranges the process in a series of steps, organized around working sessions with local officials and other interested parties. Our proven approach builds strong working relationships with key local staff and officials who have been and will be on the "front lines" of zoning and subdivision decisions.



South River Loop Revitalization - Racine, WI



Tax Incremental Financing Plans. Vandewalle & Associates plays a critical role in establishing the economic development goals and boundaries for each Tax Incremental Financing Plan. We place special emphasis on ensuring that each district plays a complementary role in economic development, rather than competing with one another. We have developed a unique and proven approach for successful planning, optimization, and implementation of a TID. Our [TIF Optimization Playbook](#) further explores how your TID can deliver the results you want with the successful vision for the district.

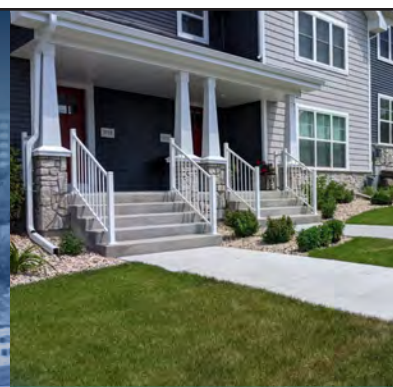
Grant Writing Experience and Success. Vandewalle & Associates understands that municipal budgets are tight, now more than ever. The firm has documented success in the preparation of implementation-related grant applications. Vandewalle & Associates has been successful in assisting our clients in securing more than \$93 million in state and federal grants and assistance for brownfield assessment, reuse planning, remediation, regulatory closure, and redevelopment. The firm has also successfully obtained grants for other purposes such as housing improvements, energy initiatives, recreational facilities, comprehensive planning, and detailed planning initiatives in a variety of communities. The firm develops relationships with key state and federal agencies and tracks opportunities within the context of frequently-changing state and federal programs and fiscal priorities.

As an example of our successful grant writing work, Vandewalle & Associates assisted the City of Lake Geneva on their Grant submittal for TAP Grant Funding. The City was awarded \$835,316 in TAP grant funding to develop a new bike/ped trail connecting a State Park, schools, and other community assets to Geneva Lake. This project is especially vital because it connects with several key community destinations located directly along the trail route, including rear access to Big Foot Beach State Park, Lake Geneva Youth Camp, Badger High School, Lake Geneva Middle School, the future Geneva Lakes Family YMCA site, residential neighborhoods, Geneva Meadows Apartments, and places of worship; it completes gaps in the existing trail network; and links to two existing off-street trails.



Urban Housing. Planning and building cities and townscapes that are both functional and exciting lies at the heart of Vandewalle & Associates' professional practice. We excel in designing timeless and memorable urban environments that are tailored to local conditions and are rich in local character. We bring our skills to a variety of complex challenges, including comprehensive planning; downtowns, special districts, transit-oriented, mixed-use developments; urban corridor redevelopment plans; brownfield site reuse planning; neighborhood redevelopment projects; market and economic impact analysis; and architectural design guidelines. Within all of this work, housing is often a cornerstone component. We utilize the following practices, on a regular basis, for client communities across Wisconsin. See below for more details.

BE PROACTIVE ABOUT YOUR COMMUNITY'S HOUSING SUPPLY.



VANDEWALLE & ASSOCIATES INC.
planning better, shaping change

A COMPREHENSIVE APPROACH TO HOUSING AFFORDABILITY, SUSTAINABILITY, EQUITY, AND MIX



IN THE 1950S THE AVERAGE NEW HOME IN WISCONSIN WAS 2X THE AVERAGE INCOME. TODAY A NEW HOME COSTS NEARLY 9X THE AVERAGE INCOME.



FROM SMALL TOWNS TO MAJOR METROPOLITAN CITIES, housing challenges consistently rank as one of the top concerns of Midwestern communities today. The housing crisis may not look quite the same everywhere, but the crunch poses very real challenges in varying proportion and order of urgency:

- Shortage of attainable housing for workforce attraction
- Lack of affordable single-family homes for first-time buyers
- Racial inequity in housing
- Gentrification and displacement of low-income residents
- Lack of housing options from rental to single family to senior housing
- Zoning code restrictions



A SUCCESSFUL STRATEGY FOR THE COMPLEX HOUSING PROBLEM REQUIRES A FIVE-SIDED APPROACH.

1. COMPREHENSIVE PLANNING AND ZONING
2. NEEDS ANALYSIS
3. SUBDIVISION AND LAND PLANNING
4. FINANCING STRATEGY
5. DEVELOPMENT MANAGEMENT

A STRATEGIC PLAN TAILORED FOR EACH COMMUNITY. Consider that Vandewalle & Associates is the only Midwest planning partner with deep experience assisting with all five angles on housing success. V&A offers the most comprehensive package of housing planning tools and services available. From urban centers to rural communities, we can help assess and address a complex set of issues with a strategic housing plan that answers your community's unique needs, helps bring needed development and financing, and minimizes development risks.

V&A 5 PILLAR HOUSING STRATEGY

TODAY'S HOUSING PICTURE:
**WITH ATTAINABLE
HOUSING NOW
OUT OF REACH FOR
TEACHERS, NURSES AND
FIREFIGHTERS, THOSE
ESSENTIAL JOBS CAN BE
HARD TO FILL.**

1. COMPREHENSIVE PLANNING AND ZONING:

- Comprehensive Planning Framework
 - Setting up housing goals and needs
 - Identification of land uses
 - Planning for public facilities such as schools and water towers

2. HOUSING ELEMENT NEEDS ANALYSIS

- Updating the comprehensive plan to establish housing needs and goals and identify sites
- Market studies and detailed needs analysis of number of housing units and households served
- Zoning and subdivision regs
 - Ensuring zoning regulations align with housing needs and that it can facilitate development in areas most appropriate
 - Facilitating housing diversity and encouraging an appropriate mix of unit types
 - Boundary agreements, urban service area amendments

3. SUBDIVISION AND LAND PLANNING:

- Site identification and acquisition
 - Proactively talking to landowners within or adjacent to boundary to understand intent
 - Evaluate existing needs including utilities and infrastructure capacity
 - Identify funding sources to help alleviate burden for creating new units
- Concept planning and cost estimating
- Rehab and neighborhood improvement and infill

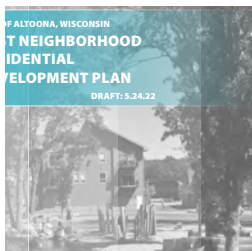
4. FINANCING STRATEGIES:

- TIF
 - Affordable housing fund/extend life of TIF
 - (Identify funding sources to help alleviate burden for creating new units)
- Tax credits
- ARPA and Bipartisan Infrastructure Legislation (BIL) funds and programs
- Private/corporate partnerships and contributions
- CDIs and non-profits
- Federal and state grants
- Special assessments

5. DEVELOPMENT MANAGEMENT:

- Developer RFPs and recruitment
- Project review and negotiations
 - Zoning and design
 - Financial assistance
- Project management
 - Phasing and coordinating public improvements with private development
 - Ongoing housing implementation and monitoring
 - Regional collaboration

THREE MORE REASONS OUR URBAN HOUSING APPROACH WORKS



**PROVEN RESULTS
CREATING A MIX
OF HOUSING
OPTIONS WHERE
MARKET FORCES
ARE NOT.** Our
expertise has been
hard at work shaping

a new wave of welcome neighborhood development in communities such as Eau Claire, Waupaca, and Altoona.



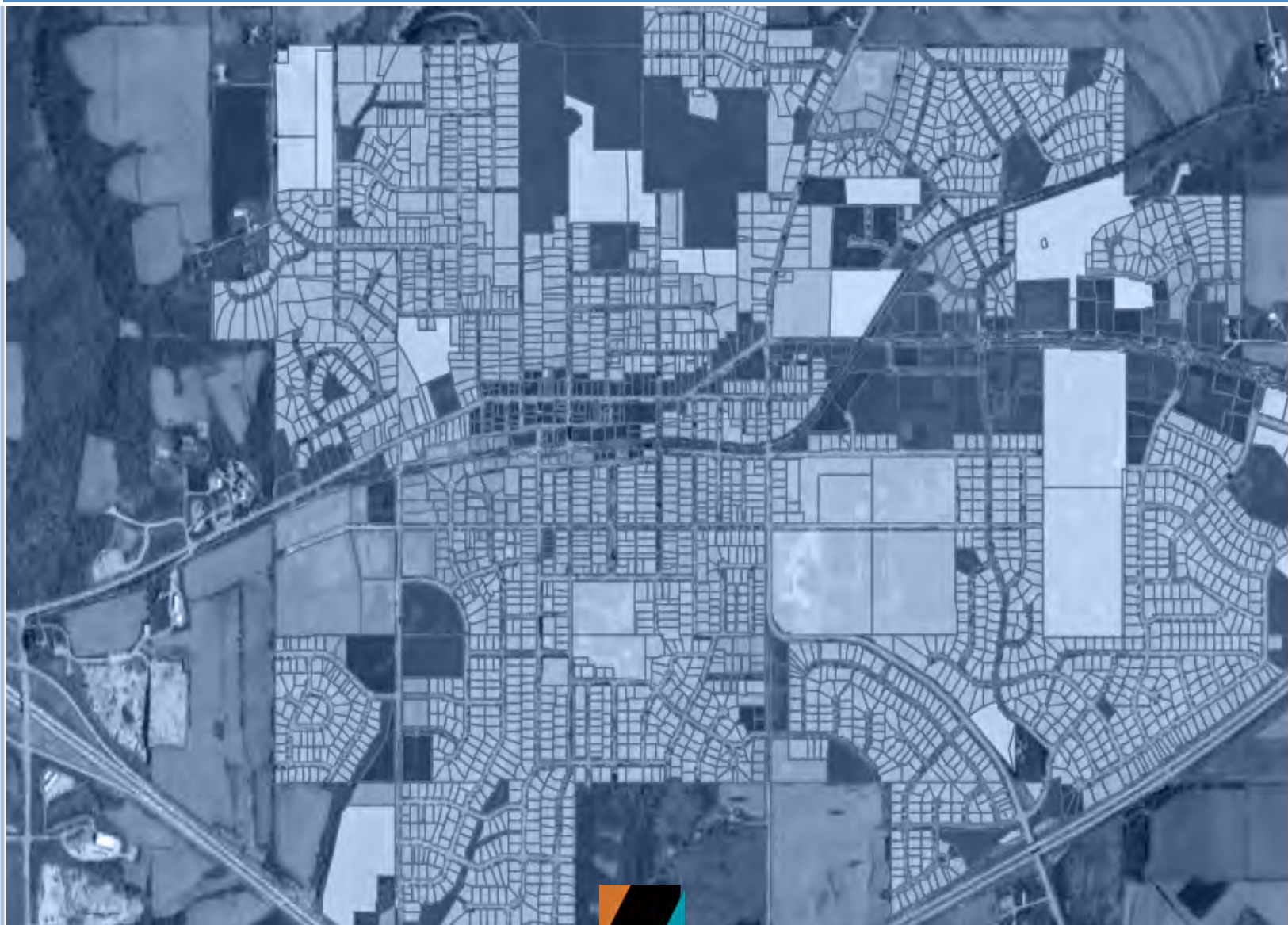
**THE ORIGINAL
ZONING
EXPERTS.** We
work throughout
Wisconsin and the
Midwest on
comprehensive
zoning rewrites

that help add needed flexibility and address housing challenges. We have created zoning codes like these for places like Middleton, Wisconsin utilize some of the most progressive zoning codes in the state.



**PARTNERS WITH
WISCONSIN'S
LARGEST HOME-
BUILDERS.** With
decades of
experience
designing
housing
developments for

some of Wisconsin's most successful and innovative home builders, we can help bring the right developer for the project. This includes traditional neighborhood designs with features like small lots, alleys, front porches, wetlands, trails, and walkable mixed-use hubs.



WORK PLAN AND TIMELINE

On-Call Planning Scope of Services

As directed by Village staff and officials, V&A will assist with on-call planning services, which may include:

1. Provide guidance and assistance to the Plan Commission, Village Board, other Village committees and Village staff.
2. Prepare staff reports for Plan Commission, Village Board, Zoning Board of Appeals and other Village and related committees.
3. Attend Plan Commission meetings and other related public meetings and hearings. When appropriate, the Consultant will make presentations at these meetings.
4. Review, analyze, and write reports on site plans, subdivision plats, zoning requests, conditional use permits, annexation petitions, and other related petitions to determine their conformance with Village Ordinances and adopted Plans and Policies. V&A will be available to meet with developers and petitioners, at Village offices, per a regular or as needed schedule, set by the Village. In order to achieve maximum cost-effectiveness, these meetings would typically be held on the same day as a regularly scheduled Plan Commission meeting. Additional meetings could be arranged if necessary. The Village can pass on these costs to the applicant.
5. Complete any necessary community speaking engagements.
6. Provide expert witness testimony on an as needed basis.
7. Review existing community development related ordinances, including but not limited to the Village's Zoning Ordinance, Subdivision Ordinance, sign regulations, site plan standards and landscaping standards. Where deemed necessary by the Village, V&A will make recommendations, in memorandum form, regarding revisions needed to make the existing codes and ordinances more effective at achieving a high-quality development pattern. Requests for time intensive ordinance and map amendments are beyond the scope of this contract, and would be completed under a separate contract. (see proposed Zoning and Sign Code rewrite scope of work below)
8. Provide information related to interpretation of the Village's Zoning and Subdivision Ordinances.
9. Review and make recommendations for changes to the Comprehensive Plan and detailed plans, where appropriate.
10. Assist the Village in preparing updates of existing Plans and Studies. Significant Plan updates and revisions would be completed as projects under separate Work Order Agreement.
11. Work with Village staff to identify and apply for other non-Village funding sources to implement Village objectives and projects, including a range of community and economic development grant programs that V&A regularly tracks.
12. Coordinate and lead work related to property acquisition and relocation orders. Preparation of a relocation plan would be beyond the scope of this contract, and as such would require a separate contract.



Mount Horeb Comprehensive Plan Open House

ZONING AND SIGN CODE SCOPE OF SERVICES

Work Element 1: Project Management and Communication

Virtual Monthly Staff Meetings (18): Established at the forefront of the process, regularly scheduled virtual update meetings throughout the process with Village staff.

Village Staff Working Sessions (4): In-Person 2-hour working sessions throughout the project to review and discuss key draft deliverables as they are produced.

Deliverables: Facilitated discussions, meeting agendas and review materials, and follow up materials

Work Element 2: Public Participation and Outreach

In-Person Plan Commission Review and Input Meetings (6): Regular updates and milestone project deliverables review meetings with the Plan Commission. This will occur throughout each Work Element.

In-Person Village Board Review and Input Meeting (2): Regular updates and milestone project deliverables review meetings with the Village Board. This will occur throughout each Work Element.

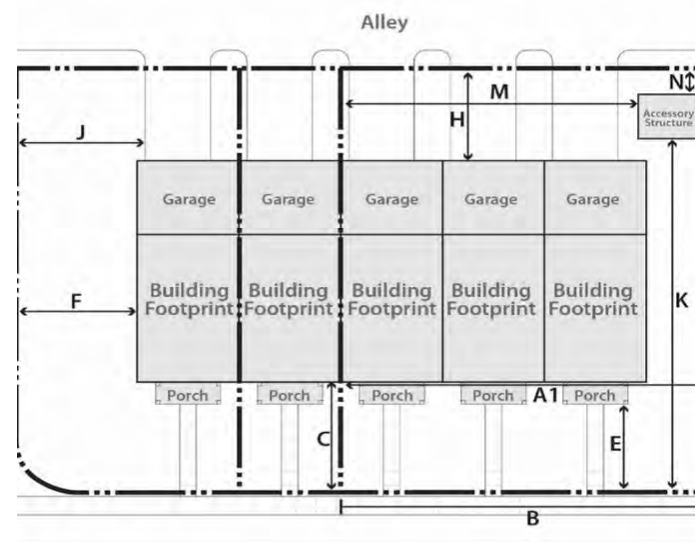
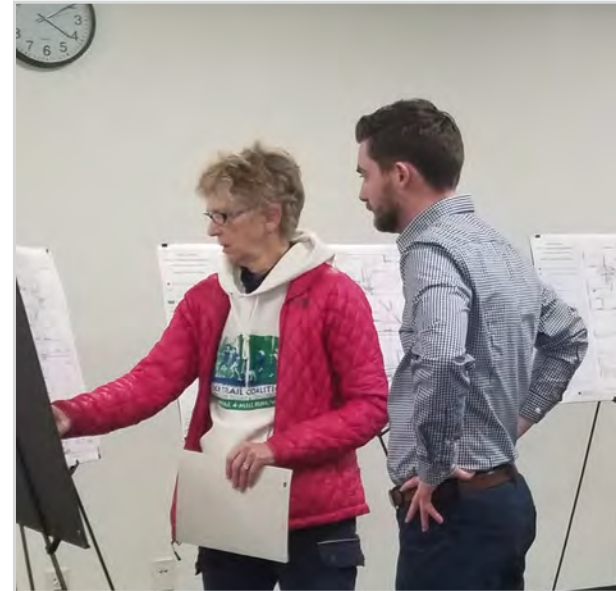
Deliverables: Facilitated discussions, meeting agendas, review materials, and presentations, and follow up materials

Work Element 3: Issues Identification and Existing Zoning Code Evaluation

Research and Data Gathering: Review existing plans, ordinances, and Village data to identify and understand areas where recommended changes are needed in the new Zoning Ordinance. This will include the Village's current Zoning Code, Subdivision Ordinance, Comprehensive Plan, and Downtown Plan. It will also include zoning data related to past Variances, Planned Developments, Zoning Amendments, and GIS data. Village staff will assist in providing all relevant plans and data, as available.

Issues Identification Report and Existing Zoning Code Evaluation Report: Utilizing the feedback gathered throughout Work Element 2, an Issues Identification Report will be produced. An Existing Zoning Code Evaluation Report will also be produced to detail the shortcomings associated with the code and map today, in addition to best practice ways to resolve these issues through the new Zoning Code and Map.

Deliverables: Summary of research and data collection, issues identification report, and existing zoning ordinance evaluation report



Work Element 4: Draft Zoning Districts, Land Uses, and Bulk Dimensions

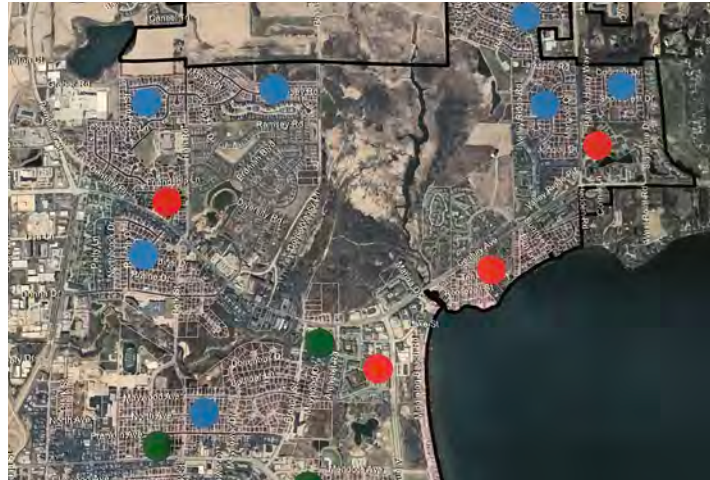
Prepare Draft #1 Zoning Districts and Land Use Tables: Creation of draft new Zoning Districts, their associated bulk dimensions, land uses, and permitted and conditional land uses within each district.

Prepare Draft #2 Zoning Districts and Land Use Tables: Revisions to the Draft Zoning Districts and Land Use Tables based on the feedback provided by Village staff and the Plan Commission.

ZONING AND SIGN CODE SCOPE OF SERVICES

Testing Draft Zoning Districts: Vandewalle & Associates will assist Village staff in testing the draft Zoning Districts on a preliminary draft Zoning Map by providing guidance on the strategy and process. V&A will produce the preliminary draft Zoning Map and provide it to Village staff with comments, questions, or issues identified. Vandewalle & Associates will facilitate a meeting with Village staff to review the preliminary Draft Zoning Map and discuss any changes needed to the draft Zoning Districts.

Deliverables: Draft zoning district translation table (existing vs. proposed), draft zoning district details breakdown, draft bulk dimension and land use tables (2 iterations), initial test draft zoning map, facilitated discussion, and meeting materials



Middleton Zoning Issues and Opportunities Workshop

Work Element 5: Draft Zoning Map

Prepare Draft(s) and Adopted Zoning Map: Consultant-led development and creation of the new Zoning Map utilizing our time-tested approach in association with the preparation of the draft Zoning Code. This will include multiple iterations of the map to be reviewed and revised based on Village staff, Plan Commission, Village Board, and public feedback gathered throughout the process.

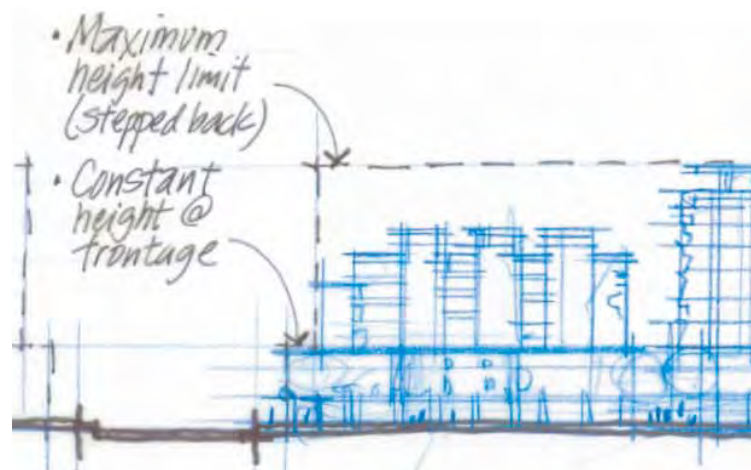
Prepare Zoning Map Mailing Notices: During Work Element 7, create and mail notice letters to individual property owners where a substantial zoning change is proposed (downzoning or upzoning). Field questions and comments from property owners in response to the notices to inform changes to the Draft Zoning Map prior to seeking adoption.

Deliverables: Draft zoning ordinance translation map (existing vs. proposed), draft zoning maps (3 iterations), adopted zoning map (1), zoning change mailing notice letters and mailing list, fielding calls and emails in response to notice letters, summary of mailing notice feedback received

Work Element 6: Draft Zoning Code Development

Prepare Part 1 of Draft Zoning Code: Using our recently completed codes as a starting point (which are current with statutory and case law directives), a highly customized Draft Zoning Code text will be prepared including:

- Definitions
- Zoning Districts (land uses and bulk dimensions)
- Land Use Regulations (all land use definitions and standards)
- Bulk Regulations (unique bulk standards situations)
- Nonconforming Situations (uses, lots, structures, etc.)



Potential Building Massing Example

Part 1 Policy Decision Guide: Key policy questions will be identified, and a policy decision guide will be produced for use during Village staff working sessions and Plan Commission review and input meetings.

Revised Part 1 of Draft Zoning Code: Based on feedback from Village staff and the Plan Commission, Part 1 will be revised to reflect policy decision guide determinations.

ZONING AND SIGN CODE SCOPE OF SERVICES

Prepare Part 2 of Draft Zoning Code: Using our recently completed codes as a starting point (which are current with statutory and case law directives), a highly customized Draft Zoning Code text will be prepared including:

- Performance Standards (access, visibility, parking, parking lots, noise, lighting, etc.)
- Points-based Landscaping and Bufferyard Regulations (lots, buildings, parking, etc.)
- Exterior Building Design Requirements (design standards for new development, additions, etc.)
- Sign Code (all sign regulations)
- Procedures and Administration (notices, amendments, CUPs, site plan review, etc.)

Part 2 Policy Decision Guide: Key policy questions will be identified, and a policy decision guide will be produced for use during Village staff working sessions and Plan Commission review and input meetings.

Revised Part 2 of Draft Zoning Code: Based on feedback from Village staff and the Plan Commission, Part 2 will be revised to reflect policy decision guide determinations.

Deliverables: Draft zoning code part 1 and 2 (2 iterations), draft policy decision guides, internal review documents/guides

Work Element 7: Draft Zoning Code Review and Adoption

Prepare Public Draft of Zoning Code: Combining the revised versions of Part 1 and 2, the Public Draft Zoning Code will be produced. This draft will be reviewed by Village staff, other Village Committees, the public, the Plan Commission, and Village Board.

Prepare Executive Summary of the Draft Zoning Code and Map: Create an Executive Summary document to explain and illustrate a simplified and easy to digest list of key changes, approaches, property owner impacts, and overall user-guide for the Draft New Zoning Ordinance and Map. The document will be posted to the Project Website and used in all public participation meetings.

Prepare Final Draft Zoning Code: Following all public participation events and review meetings, the Final Draft Zoning Code will be produced for use in the adoption meetings.

In-Person Plan Commission Public Hearing to Recommend Adoption: Presentation and attendance at the Plan Commission public hearing to gather public feedback on the Final Draft Zoning Code and seek a recommendation for adoption.

In-Person Village Board Adoption Meeting: Presentation and attendance at the Village Board meeting to seek formal adoption of the Final Draft Zoning Code.

Prepare Adopted Zoning Code: Provide Village staff with the adopted version of the Zoning Code in all required Village formats and model applications and how-to guides for each zoning procedure associated with the new code.

Deliverables: public and final draft zoning codes (2 iterations), executive summary of new zoning code and map, facilitated discussions, meeting agendas, review materials, and presentations, and follow up materials

	Natural Zone	Rural Zone	Sub-Urban Zone	General Urban Zone	Urban Center Zone	Urban Core Zone	Special District
RESIDENTIAL	RH-35	RH-35	SR-2 SR-3 SR-5 MH-7 SR-9	SR-7			
			MRL-12	TDR-12 TDR-20 MRL-12 MRM-20	TDR-12 MRL-12 MRM-20 MRD-50	MRD-50	
COMMERCIAL			NMU SO SMU	NMU			
				UMU DPMU	DPMU DHMU	DHMU	
INDUSTRIAL			LI MI	MI			
OFFICE							HI IOS IOC AD EX

City of Wausau Zoning District Transect Example

Public Input Optional Tasks

In further customizing this Scope of Services to best fit Mount Horeb, Vandewalle & Associates is willing and open to make strategic changes to best fit desired roles, responsibilities, and budgetary constraints. The following optional tasks can be added to the proposed baseline scope of services included above, at the discretion of Village staff.

Project Website, Newsletter, and Social Media Updates: Our in-house design/communications staff will develop and launch a clearinghouse project website that is continuously updated throughout the process. We will also develop content for social media posting at key stages of the process.

Stakeholder Listening Sessions (4): We use listening sessions to gather insights directly from the subject matter experts in the community. Participants in stakeholder focus groups will be selected in consultation with staff and the Plan Commission, but are likely to include key stakeholders and interest groups such as local developers, Village Department Heads, neighborhood or area associations, local businesses, etc.



Public Zoning Workshop and Online Follow Up Survey: Featuring both virtual and in-person input opportunities, this event will generate the feedback needed to understand key issues, opportunities, and locations that require special attention as part of the project. The Workshop will be facilitated by V&A's experienced team members and will be highly interactive with numerous activities to solicit a wide variety of input. Workshop materials will also be posted to the project website for individuals unable to attend in person to contribute feedback. Directly following the in-person event, an online survey will be hosted on the Project Website in both text and interactive map-formats that mirror the questions asked during the in-person event. This will provide an opportunity for interested individuals who were unable to attend the event to give feedback.

Community Pop Up Events (2): These will coincide with established community events where possible and will provide residents with an opportunity to learn about the process and provide input. We anticipate pop-ups could be held during the Farmers Market, Summer Frolic, Art Fair, in conjunction with youth-oriented events held by the Mount Horeb School District, and at local gathering places or small businesses.

Public Open House to Review Draft Zoning Code and Online Follow Up Opportunity: Following the development of the draft Zoning Code, community members can review and provide feedback on key elements through both virtual and in-person opportunities. An Open House will be held with materials for review and comment also made available on the project website.

Deliverables: Interactive project website using ArcGIS storymap, project update materials for website, public meeting advertising materials, facilitated discussions, meeting agendas, meeting materials, review materials, and presentations, online surveys using Survey Monkey, and follow up materials

TOOLS FOR INFUSING DIVERSE PUBLIC VOICES INTO THE PROJECT

Community-Based Public Engagement Strategies

- **Pop-Up Outreach at Community Events/Locations**
 - o Farmer's Markets
 - o School Events
 - o Music Events and Festivals
 - o Grocery Stores
 - o Parks
 - o Local Businesses
- **Public Vision Workshop**
- **Community Art / Self-Expression** for residents to freely communicate what they love and what is important to them
- **Youth Engagement**
- **Brown Bag Discussion Events**
- **Pitches and Updates at Existing Community Meetings**
- **Empowering Plan Champions** including Working Group Members, Plan Commission Members, Municipal Staff, Business Owners and Community Leaders
- **Meetings in a Box**



Pop-Up Event



Community Art/Expression

Online and Alternative Media Public Engagement Strategies

Online Public Engagement. Vandewalle & Associates provides a wide variety of interactive virtual nonparticipating options. We use tools like:

- **Project websites with sign-ups for project updates** ([example](#))
- **Social Media Engagement with a Plan Update Hashtag**
- **Online Surveys / Questions of the Week** on the Client Website and Social Media utilizing SurveyMonkey or Polco
 - o Interactive map-based online surveys ([example](#))
 - o Interactive online workshops/visual preference surveys ([virtual polling](#))
- **PowerPoint presentations recorded with full audio or as videos** and the option to auto advance, which can be distributed electronically
- **Idea Boards** posted on the community website to generate feedback on key topics in an interactive format ([example](#))
- **Email blast announcements**

For virtual meetings of all kinds we have the following technologies available: Microsoft Teams, GoToMeeting, Zoom, Zoom Webinars, Webex, Adobe Connect



Project Website



Online Survey

PROJECT TIMELINE

Village of Mount Horeb Zoning and Sign Code Rewrite Recommended Project Timeline																	2024						2025					
1. Project Management and Communication																												
Virtual Monthly Staff Meetings (18)																												
In-Person Village Staff Working Sessions (4)																												
2. Public Participation and Outreach																												
In-Person Plan Commission Review and Input Meetings (6)																												
In-Person Village Board Review and Input Meeting (2)																												
3. Issues and Identification and Existing Zoning Code Evaluation																												
Research and Data Gathering																												
Issues Identification Report and Existing Zoning Code Evaluation Report																												
4. Draft Zoning Districts, Land Uses, and Bulk Dimensions																												
Prepare Draft #1 Zoning Districts and Land Use Tables																												
Prepare Draft #2 Zoning Districts and Land Use Tables																												
Testing Draft Zoning Districts on Initial Draft Zoning Map																												
5. Draft Zoning Map																												
Prepare Draft(s) and Adopted Zoning Map																												
Prepare Zoning Map Mailing Notices																												
6. Draft Zoning Code Development																												
Prepare Part 1 of Draft Zoning Code																												
Part 1 Policy Decision Guide																												
Revised Part 1 of Draft Zoning Code																												
Prepare Part 2 of Draft Zoning Code																												
Part 2 Policy Decision Guide																												
Revised Part 2 of Draft Zoning Code																												
7. Draft Zoning Code Review and Adoption																												
Prepare Public Draft of Zoning Code																												
Prepare Executive Summary of the Draft Zoning Code and Map																												
Prepare Final Draft Zoning Code																												
In-Person Plan Commission Public Hearing to Recommend Adoption																												
In-Person Village Board Adoption Meeting																												
Prepare Adopted Zoning Code																												
Public Input Optional Tasks																												
Project Website, Newsletter, and Social Media Updates																												
Stakeholder Listening Sessions (4)																												
Public Zoning Workshop and Online Follow Up Survey (1)																												
Community Pop Up Events (2)																												
Public Open House to Review Draft Zoning Code and Online Follow Up Opportunity (1)																												



STAFFING PLAN AND PERSONNEL EXPERIENCE

STAFFING PLAN

Vandewalle & Associates. With offices in Madison and Milwaukee, our firm is comprised of over 20 talented professionals including community and regional planners; urban designers; TIF and financial analysts; housing, economic development, zoning, land use, and real estate specialists; and redevelopment experts. Our team brings a depth and breadth of experience, knowledge, skills, and perspective to community planning and design. Our firm is a blend of seasoned professionals and emerging talent – offering diverse perspectives on generational, demographic, lifestyle, and economic trends. With Vandewalle & Associates, the client has access to all our expertise, and we are able to quickly engage other in-house specialists as issues arise.

Our firm's approach to overall management and integration of all activities in our scope of services is guided through the designation of a project manager to oversee all aspects of the project - within the firm and directly with the client. Ben Rohr will serve as the Current Planning Manager and will handle day-to-day tasks including client communication, meeting coordination, document production, and scheduling. Sonja Kruesel, Scott Harrington, Brian Munson, and Scott Heacock will serve in a support role for document review, document production, area planning, TIF analysis, site planning, and design work, as needed.

Project Team Capacity. All Project Team members will be available and have the capacity to assist with all municipal planning services and complete the Zoning Code Update.

PROJECT TEAM MEMBERS & ROLES

BEN ROHR



ROLE: Current Planning Manager, Primary Contact, Community and Planning Expertise, Quality Control

SONJA KRUESEL



ROLE: Municipal Planning, Land Use Planning, Zoning, Park and Open Space Planning

SCOTT HARRINGTON



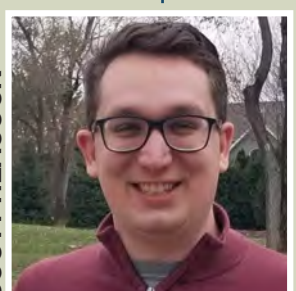
ROLE: Development Review, Economic Development, Redevelopment Planning, TIF Expertise

BRIAN MUNSON



ROLE: Neighborhood Design, Project Facilitation, Development Expertise

SCOTT HEACOCK



ROLE: Project Assistant, Data Analysis & Research

Ben Rohr is an Associate Planner at Vandewalle & Associates and works on a variety of Growth Management projects. In this role he provides planning services to municipalities in the form of comprehensive planning, park and open space planning, development review, zoning and sign ordinance rewrites and amendments, redevelopment planning, GIS mapping, grant writing, and many other services. Ben is also a firm leader in participatory strategies, techniques, and integration that leverage available resources to maximize public input and involvement in various planning processes. Ben was accredited by the American Planning Association with his AICP credentials in 2019.

Currently serving as Mount Horeb's planning consultant, Ben has worked with the Village on a variety of projects over the past 3 years. These include the 2020 Comprehensive Outdoor Recreation Plan, 2022 Comprehensive Plan, multiple downtown TIF deals, and serving as on-call planner (supporting and lead). He has successfully worked with the Village to accomplish many projects and in a number of different roles throughout his time as Mount Horeb's planner and will continue to be the lead planning consultant for the Zoning and Sign Code rewrite project, if selected.

Since joining V&A, Ben has been the project manager for 30+ projects including Comprehensive Plan updates, Park and Open Space Plan updates, Housing Reports, redevelopment planning and implementation, full zoning and sign ordinance rewrites, minor zoning ordinance amendments, and TIF District plans and amendments, among others.

Prior to joining V&A, Ben worked as a Land Use Planner for Region 1 Planning Council in Rockford, IL where he focused on both short- and long-range land use planning projects including a full rewrite of the Boone County Comprehensive Plan, the City of Loves Park Comprehensive Plan, and the Rockford Regional Bicycle and Pedestrian Study. Ben also worked as a Planner/GIS Specialist for Southwestern Wisconsin Regional Planning Commission in Platteville, WI, and held multiple planning internships during undergraduate and graduate school at the City of West Allis, Southwestern Wisconsin Regional Planning Commission, and the City of Janesville. In all of these roles, Ben has worked to actively foster public engagement, more efficiently integrate government systems, and establish links between planning, public health, sustainability, and equity. He is passionate about utilizing planning to make smarter decisions, effectively leverage available assets, and better the community as a whole.



Ben Rohr, AICP

Associate Planner

Phone: 608.255.3988

brohr@vandewalle.com

EDUCATION

- M.U.P. Urban Planning
University of Wisconsin - Milwaukee
Milwaukee, Wisconsin
- B.S. Geography
Minor in Urban and Area Development
University of Wisconsin - Whitewater
Whitewater, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- American Planning Association AICP Accreditation
- Member, American Planning Association, State and National Chapters

AWARDS AND RECOGNITION

- Award Winner: 2020 APA-WI Excellence in Planning Award, "City of Wausau Zoning Code and Zoning Map"
- 2022 APA Wisconsin Conference Session Presenter
- 2022 Wisconsin Municipal League Conference Presenter
- 2023 WEDA Conference Presenter



PROJECT TEAM

Sonja brings 10 years of professional leadership in municipal planning and zoning, along with a passion for community development and Midwest places. Having served previously as City Planner / Planning Director for both the cities of Monona and Fitchburg, WI, she has experience in comprehensive planning, project leadership and management, and strategic planning across a variety of geographies and socioeconomic contexts. She also brings technical expertise in the implementation of park and open space plans and policies, TIF, environmental issues, municipal zoning, subdivision regulations, housing, real estate, greenfield development, urban redevelopment/ revitalization, form-based regulation, and farmland preservation zoning. Sonja has firsthand experience implementing and administering Form-Based Codes through her work with the Fitchburg SmartCode, using the transect-based model developed by Andrés Duany.

Working as Planning Director for both cities, Sonja served alongside the Vandewalle & Associates team on Comprehensive Plans and key projects such as the catalytic Monona Waterfront Redevelopment.

In her current role as an Associate Planner at Vandewalle & Associates she enjoys guiding projects from concept to occupancy and facilitating communication with developers, elected officials, and the public. Sonja leads municipal planning and development review for over ten clients in southeastern Wisconsin including interim zoning administrator services on an as needed basis. In addition, she has led Comprehensive Plan efforts, completed major Urban Service Area Amendment applications, and other strategic initiatives.

AWARDS AND RECOGNITION

- Plenary Panel Speaker “Forwarding Equity” APA Upper Midwest Planning Conference (2019)
- Speaker “Strategies for Market-Ready Redevelopment” APA Upper Midwest Planning Conf (2015)
- Fitchburg Mayoral Award for Outstanding City Department (2020)
- Wisconsin County Code Administrators Scholarship Recipient (2012)



Sonja Kruesel, AICP:
Associate Planner

Phone: 608.255.3988
skruesel@vandewalle.com

EDUCATION

- M.S. Urban and Regional Planning
University of Wisconsin - Madison, Wisconsin
- B.A. Geography, History, Environmental Studies
University of Wisconsin - Madison, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners
- Member, American Planning Association (APA) & Wisconsin Chapter (APA-WI)
- Secretary, Market Leadership Advisory Board - WI United States Green Building Council



Scott Harrington is a Principal Planner and project manager at Vandewalle & Associates, contributing special expertise in the creation and implementation of urban redevelopment initiatives. Since 1986, Scott has worked on the front lines in a number of cities in the Midwest, Southern and Western U.S. He is well-versed in the complex processes of management, community participation, financing and negotiations required to craft and implement long-range planning and large-scale revitalization efforts. His ease among elected bodies, plan commissions, the public, and government finance is second to none.

Given his diverse background, Scott leads and assists with a wide variety of projects at Vandewalle & Associates including everything from regional economic positioning initiatives, to municipal comprehensive plans and zoning regulations, to redevelopment strategies for downtowns, corridors and sites. Recently, Scott has served as the principal in charge of several projects focused on revitalizing urban corridors and neighborhoods. These include “The Current”, a \$45-million riverfront redevelopment in Monona; the visioning and master planning for the Alliant Energy Center and surrounding “Destination District” in Madison; the East Washington Capital Gateway Corridor in Madison; Northwest Gateway in Downtown Fayetteville, North Carolina; Downtown and North Division Street Corridor in Stevens Point; Janesville Town Square; Downtown Mount Horeb; and Downtown Slinger. His projects have included a wide range of interactive methods and forums for engaging the public – including pop-up events, keypad polling, online surveys, charrettes, and visual preference surveys – as well as engaging historically under-represented communities through bi-lingual staff and by partnering with community organizations.

PROJECT AWARDS AND RECOGNITION

- Outstanding Urban Design from the Wisconsin Chapter of the American Planning Association in 2010 – for the City of Madison East Washington Avenue Capitol Gateway Corridor Plan
- Award of Merit from the American Society of Landscape Architects for Urban Planning and Design – for the Gulf Stream, Florida Design Manual
- Presenter, “Market-Ready Redevelopment” American Planning Association Upper Midwest Conference (2015)
- Presenter, “Using Charrettes as a Planning Tool” WCCMA & WAMCAM Annual Conference (2010)
- Presenter, “Content Sensitive Design and Corridor Planning” Innovations in Transportation Conference (2008)
- Presenter, “Preserving Neighborhood Character” American Planning Association National Conference (1996 and 2002)
- Co-author, “Innovative Water Conservation Ratemaking,” Florida Water Resources Journal (August 1995)



Scott Harrington, AICP
Principal Planner

Phone: 608.255.3988

sharrington@vandewalle.com

EDUCATION

- M.U.P. Urban Planning
University of Michigan - Ann Arbor, Michigan
- B.S. Natural Resources
University of Michigan - Ann Arbor, Michigan

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners
- Member, American Planning Association, National, Wisconsin, and Illinois Chapters
- Former Member, Technical Advisory Committee to Legislature on Intergovernmental Coordination, Florida Department of Community Affairs
- Former Board Member, Colorado Chapter of the American Planning Association

Brian Munson leads the Neighborhood Design, Project Facilitation, and Bicycle/Pedestrian Planning initiatives for Vandewalle & Associates. Focused on building strong sustainable communities, this team specializes in creating vibrant and unique projects from concept through construction. Brian has led multi-disciplinary design teams on projects ranging from mixed-use infill/redevelopment projects to large-scale traditional neighborhoods and small-scale village downtowns to community wide bicycle & pedestrian networks. These projects feature a unique blend of land uses, residential options, open spaces, and people focused environments; all of which, are combined to create projects that are grounded in sustainable smart growth principles that balance community character with development potential and enhanced mobility.

Brian's experience in neighborhood design, entitlement and implementation enables him to facilitate the creation of a wide range of diverse projects from greenfield sites to Main Street. He is currently engaged in the implementation and project management of The Grandview Commons Neighborhood and Smith's Crossing on behalf of Veridian Homes, a 2016 National Housing Quality Award Gold Standard developer. Brian is leading the Gateway Master Residential Development Plan for the City of Eau Claire and recently completed the Downtown Area Master Plan for the City of Stevens Point. He is also involved with implementing several redevelopment projects within Madison, Wisconsin, Cedar Falls, Iowa, and Seattle, Washington with challenges ranging from brownfields and levees to multi-jurisdictional review and approvals.



Brian Munson

Principal Planner

Phone: 608.255.3988

bmunson@vandewalle.com

EDUCATION

- B.S. Landscape Architecture
University of Wisconsin -
Madison, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Associate, American Society of
Landscape Architects
- Member, Congress for New
Urbanism
- Licensed Realtor

Assistant Planner Scott Heacock has developed some key passions and interests early in his career. He has put a lot of energy into advancing issues of housing equality, as well as equity inclusion through his work.

He is also passionate about helping local governments identify unique opportunities to make their community a better place for everyone.

Scott has a range of work experience that aligns well with the client needs at Vandewalle & Associates. During his graduate degree studies, Scott worked as a Teaching Assistant with the UW-Madison Department of Political Science and as a Summer Planning Assistant with the City of Middleton. He also worked as a Housing & Resident Relations Specialist at Commonwealth Development, a Madison based non-profit, where he assisted residents with recertification applications to qualify for affordable housing.

Prior to graduate school, he worked as Legislative Aide for the Wisconsin State Legislature Assembly Minority Caucus Chair. He regularly met with constituents and interest groups to listen to their thoughts on how state level issues affected them locally. In that role he also managed criminal justice and LGBTQ+ policy portfolios, developed press strategies, and reviewed bill proposals for co-sponsorship.

Additionally, he has worked on many political campaigns that gave him the opportunity to travel across Wisconsin and meet with local elected officials and community members. His favorite part of that time was hearing about what made their community unique and the challenges they've overcome.



Scott Heacock
Assistant Planner

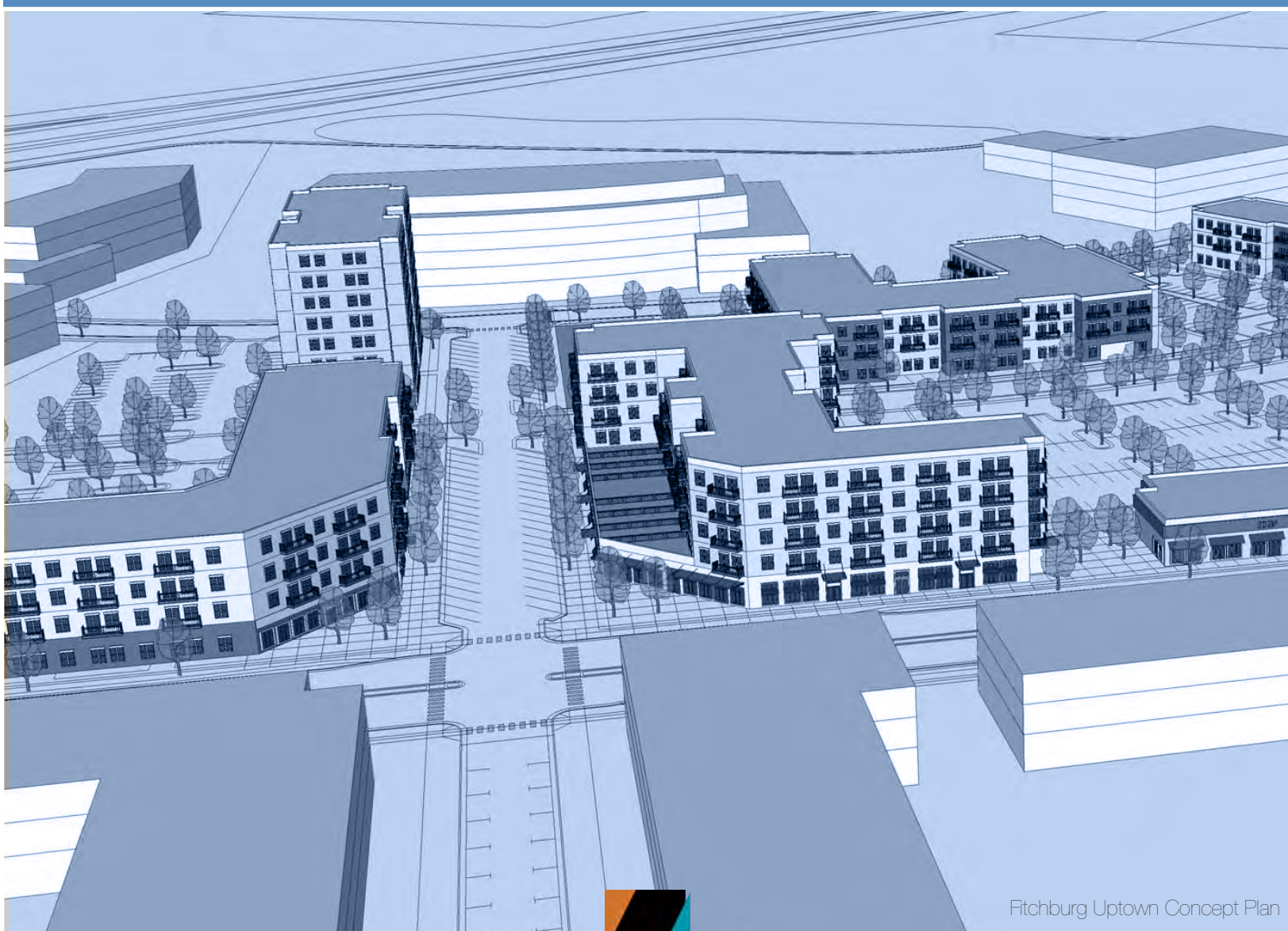
Phone: 608.255.3988
heacock@vandewalle.com

EDUCATION

- M.S. Urban and Regional Planning
University of Wisconsin - Madison,
Wisconsin
Specialization: Community
Development and Affordable
Housing
- B.S. Political Science, Certificate
Environmental Studies
University of Wisconsin - Madison,
Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Planning
Association National
and Wisconsin Chapters



Fitchburg Uptown Concept Plan

PREVIOUS WORK AND REFERENCES

ZONING EXPERIENCE

Vandewalle & Associates' staff takes great pride in its ability to implement our client communities' goals and objectives through ordinance preparation. Our team includes nationally recognized experts in zoning and subdivision regulations. Our expertise and knowledge in both time-tested and cutting edge regulatory techniques enable us to craft ordinances that are easy to administer and match changing development trends. Since Vandewalle & Associates' founding more than 40 years ago, we have consistently been leaders in providing codes that are designed to implement local plans by carefully responding to local economies, local resources, and local leadership. Vandewalle & Associates typically works on one or two of these major projects each year. Our efforts focus extensively on exploring the latest national best practices in form-based codes and sustainability.

The table below shows a sampling of the ordinances that we have completed.

Zoning Ordinances

Village of Cross Plains, WI

Village of Darien, WI

City of Darlington, WI

City of Delavan, WI

Village of East Troy, WI

City of Edgerton, WI

City of Evansville, WI

Village of Fontana, WI

City of Fort Atkinson, WI

Town of Germantown, WI

City of Janesville, WI

City of Jefferson, WI

Village of Johnson Creek, WI

Village of Kohler, WI

City of Lake Geneva, WI

Lincoln County, WI

Village of Maple Bluff, WI

City of Marshfield, WI

City of Middleton, WI

City of Milton, WI

City of Monroe, WI

City of Oconomowoc, WI

Village of Oregon, WI

City of Oshkosh, WI

City of Portage, WI

City of Prairie du Chien, WI

Town of Rib Mountain, WI

City of Shawano, WI

City of Sheboygan, WI

Village of Spring Green, WI

City of Stoughton, WI

City of Sun Prairie, WI

City of Verona, WI

Village of Walworth, WI

City of Watertown, WI

City of Wausau, WI

Town of West Bend, WI

City of Whitewater, WI

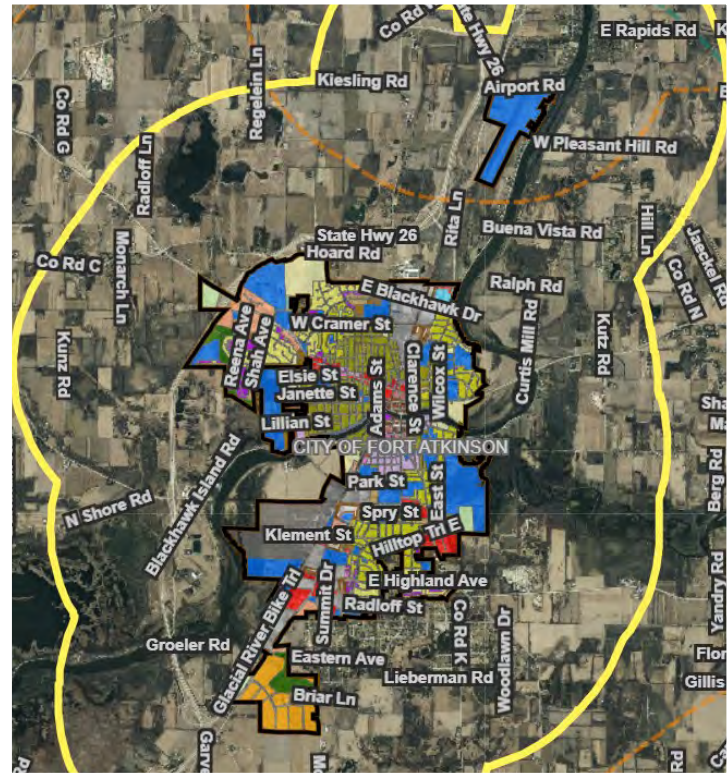
Village of Williams Bay, WI

City of Belvidere, IL

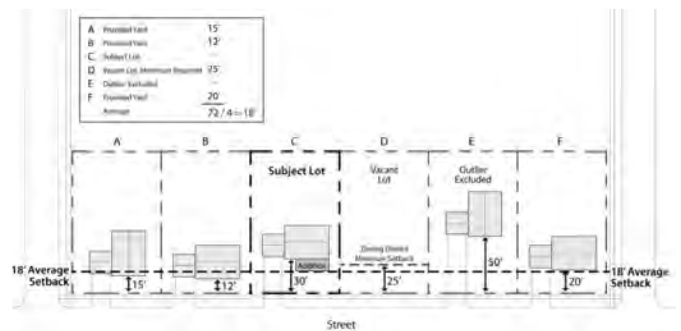
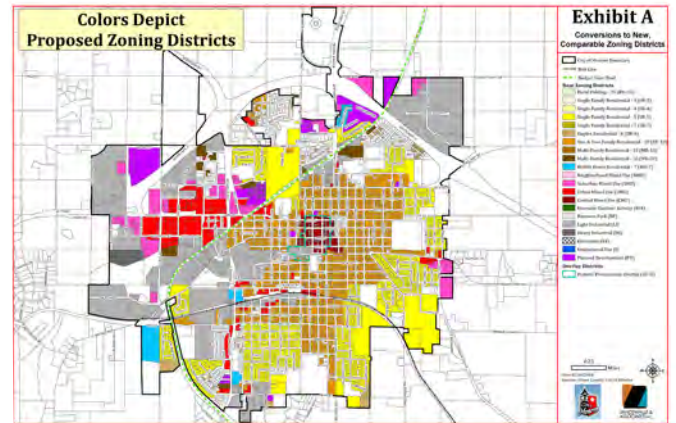
Lee County, IL

City of Moline, IL

Village of Rockton, IL



Fort Atkinson Interactive Zoning Map, 2023



PREVIOUS WORK SAMPLES AND REFERENCES

Vandewalle & Associates has been a leader in Zoning Ordinance rewrites and updates throughout the Midwest. Below are just a few of our recent municipal clients where we completed full rewrites of their zoning ordinances and clients that we provide ongoing planning services.

ZONING ORDINANCE PROJECTS.

City of Middleton, Wisconsin

Abby Attoun, Director of Planning & Community Development

P: 608.821.8343 | E: aattoun@cityofmiddleton.us

Digital Copy: [City of Middleton Zoning Ordinance](#)

City of Fort Atkinson, Wisconsin

Andy Selle, City Engineer

P: 920.563.7760 | E: aselle@fortatkinsonwi.net

Digital Copy: [City of Fort Atkinson Zoning Ordinance](#)

City of Wausau, Wisconsin

Brad Lenz, Director of Planning, Community & Economic Development

P: 715.261.6753 | E: brad.lenz@ci.wausau.wi.us

Digital Copy: [City of Wausau Zoning Ordinance](#)

City of Jefferson, Wisconsin

Tim Freitag, City Administrator

P: 920.674.7700 | E: TFreitag@jeffersonwis.com

Digital Copy: [City of Jefferson Zoning Ordinance](#)

MUNICIPAL PLANNING CLIENTS.

City of Fort Atkinson, Wisconsin

Rebecca Houseman, City Manager

P: 920.397.9901 | E: rhouseman@fortatkinsonwi.gov

Village of Oregon, Wisconsin

Elise Cruz, Director of Community Development

P: (608) 835-6291 | E: ecruz@vil.oregon.wi.us

Village of Cross Plains, Wisconsin

Brian Mooney, Village Administrator/

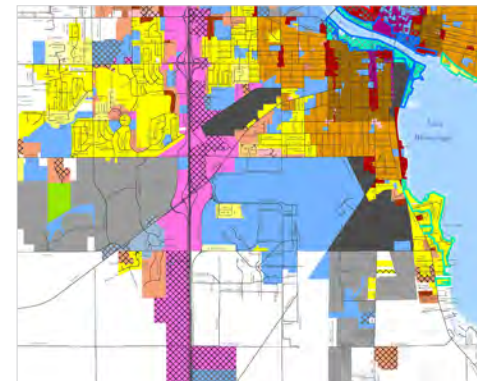
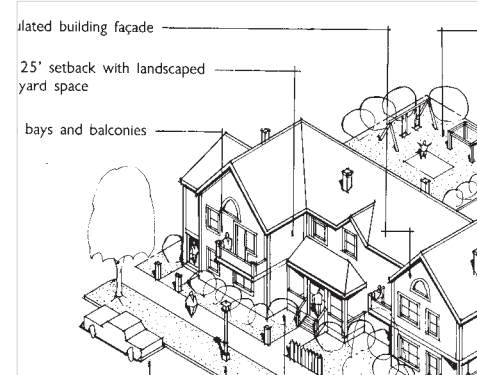
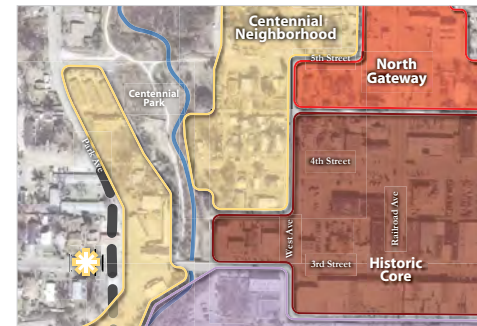
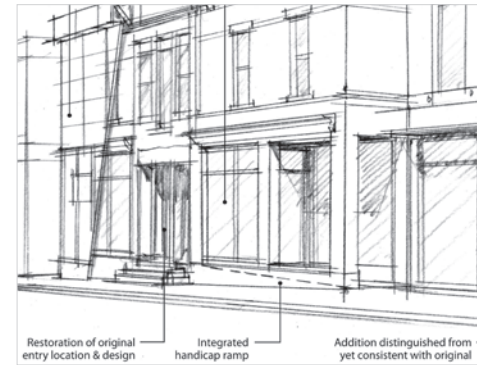
Economic Development and Tourism Director

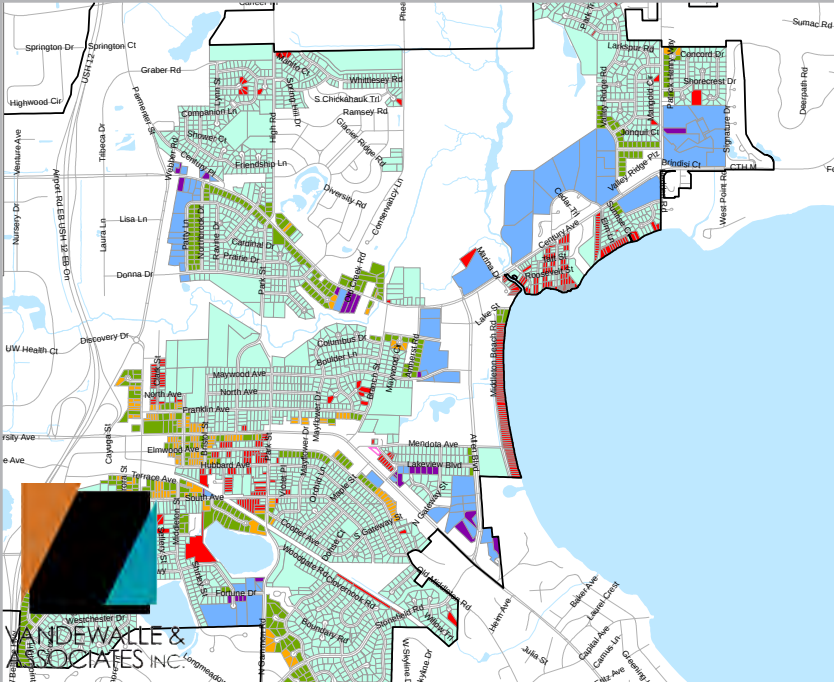
P: (608) 798-3241 | E: bmooney@cross-plains.wi.us

City of Monroe, Wisconsin

David Lothspeich, City Administrator

P: (608) 329-2527 | E: dlothspeich@cityofmonroe.org





Zoning Code and Map - City of Middleton, WI

Dates: Ongoing | Anticipated Adoption Fall 2023

Building on a strong existing relationship, the City of Middleton hired Vandewalle & Associates to complete a full rewrite of the City's Zoning Ordinance starting in the fall of 2021. Middleton has grown, evolved, and changed dramatically over the past 20 years, leveraging its strategic location adjacent to Madison and the Beltline within Dane County. However, the City's Zoning Ordinance hadn't been rewritten in over 40 years. This led to 20 years' worth of all new development and redevelopment projects having to use a customized Planned Development each time a new project was proposed. Realizing the long-term administrative issues this approach presents, Middleton identified a full rewrite of the City's Zoning Ordinance within its 2021 Comprehensive Plan. The plan also identified several strategic objectives of the rewrite process including:

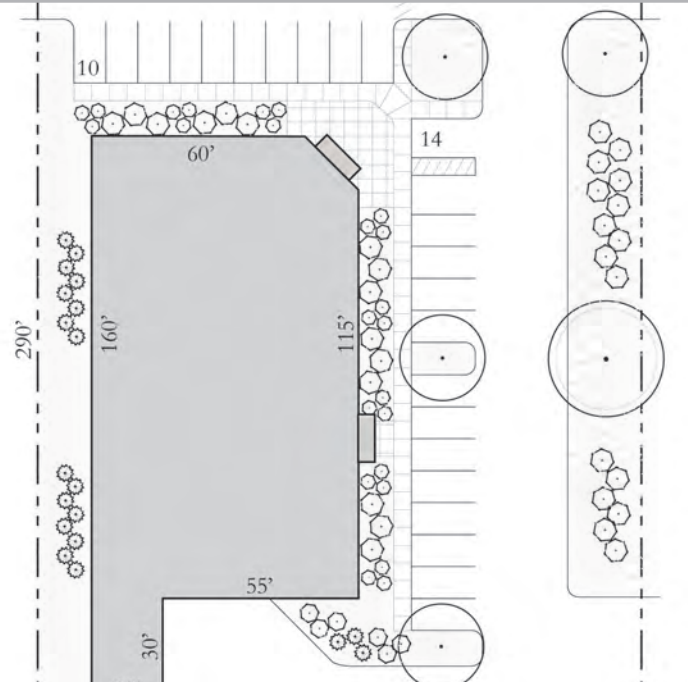
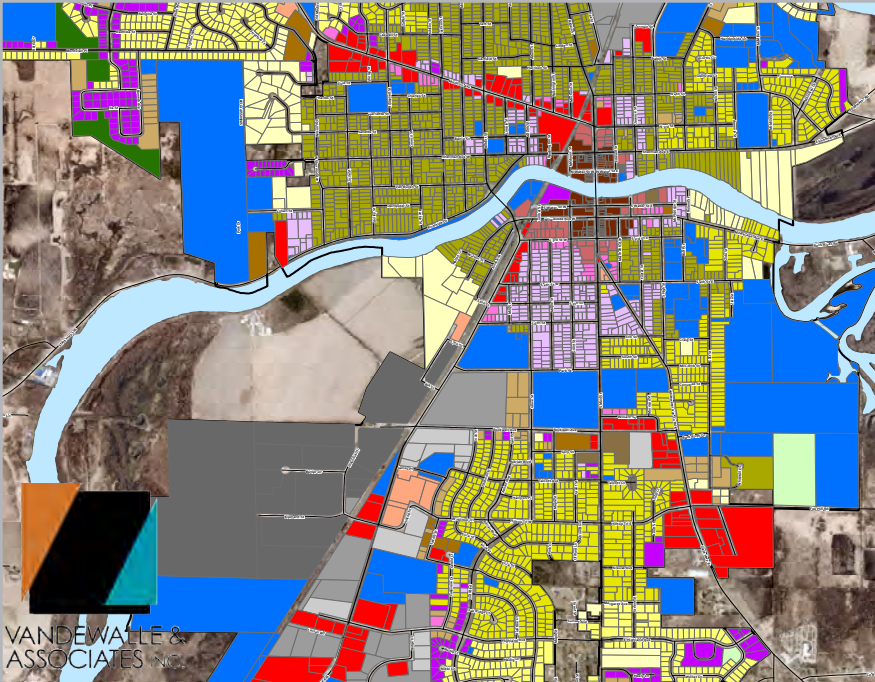
- Enabling diverse, attainable, and affordable housing types
- Integrating sustainability best practices
- Addressing state and federal law changes
- Incorporating context-sensitive design principles
- Increasing predictability and user-friendliness through modernized standards and procedures

The new Zoning Ordinance and Map accomplish these objectives and more by:

- Establishing new zoning districts that allow diversity in modern building formats, reduced setbacks and lot sizes, and mixing of land uses
- Providing opportunities for missing middle housing
- Increasing height and density along major community corridors
- Reducing parking standards and establishing bicycle parking standards
- Utilizing a form-based approach to provide flexibility for infill and redevelopment lots
- Establishing design standards by land use type
- Integrating sustainable best practices such as the use of native plantings, rain gardens, impervious surface standards, alternative energy production land uses, EV charging, and incentives for stormwater management and affordable housing

The new Zoning Ordinance and Map are anticipated to be adopted in the fall of 2023.





Zoning Code and Map - City of Fort Atkinson, WI

Dates: Adopted - 10/20/2020 | Effective - 11/1/2020

Since the Great Recession, Fort Atkinson has struggled to attract any kind of new construction, however the community has seen recent signs of recovery over the past few years. The City is only a 40-minute commute to the fastest growing metro area in state, Dane County. As the cost of living continues to increase in Dane County, communities like Fort Atkinson have significant growth potential as the cost of living is much lower.

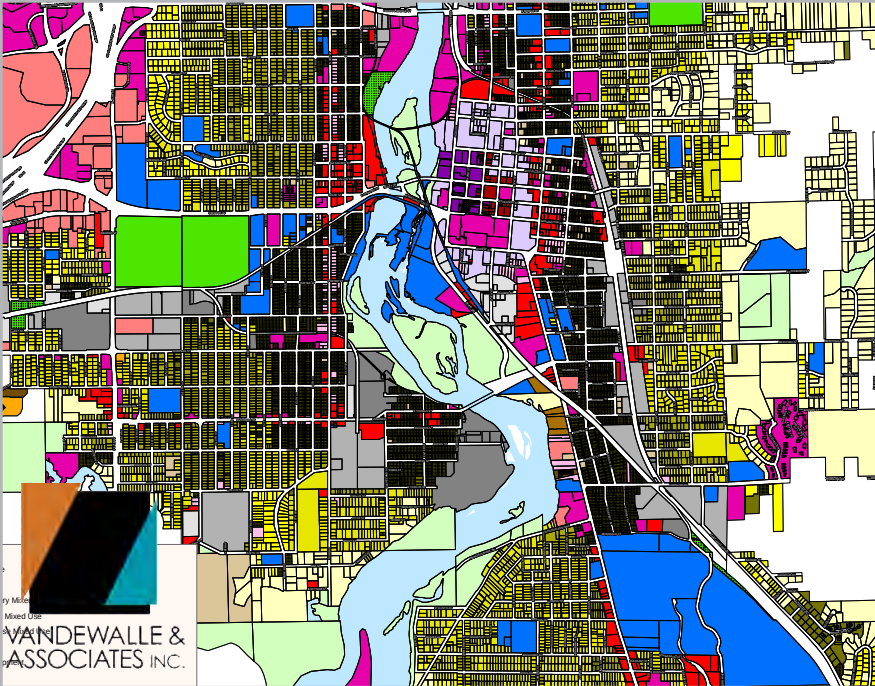
Building on the recommendations of the 2019 Comprehensive Plan and 2018 TID Feasibility Study, Vandewalle & Associates began the full rewrite of the Zoning Code in late 2018. The rewrite addresses several key community priorities and issues identified through these two planning processes, including generating new commercial and industrial development, redeveloping key corridors, increasing residential opportunities, and retaining community character, especially in and around downtown.

The new Zoning Code directly addresses these issues by:

- Codifying the community's historic downtown Main Street corridor design standards
- Offering increased opportunities for mixed-use development throughout the City
- Establishing density-based tiers of single-family, two-family, and multi-family zoning districts to provide options for a wide-variety of building types and price points
- Facilitating high-quality new development at the STH 26 Bypass interchange through new building design guidelines for commercial, industrial, and institutional development
- Providing flexibility for infill and redevelopment through new form-based regulations



In 2019, Vandewalle & Associates worked with City Staff and the project working group to complete a new draft Zoning Code and Map. In 2020, Vandewalle & Associates facilitated a series of public participation events to gather community input and foster resident, Plan Commission, and elected official buy-in prior to the public hearings. The process was completed in Summer of 2020 with the successfully adoption of a new Zoning Code and Map.



Zoning Code and Map - City of Wausau, WI

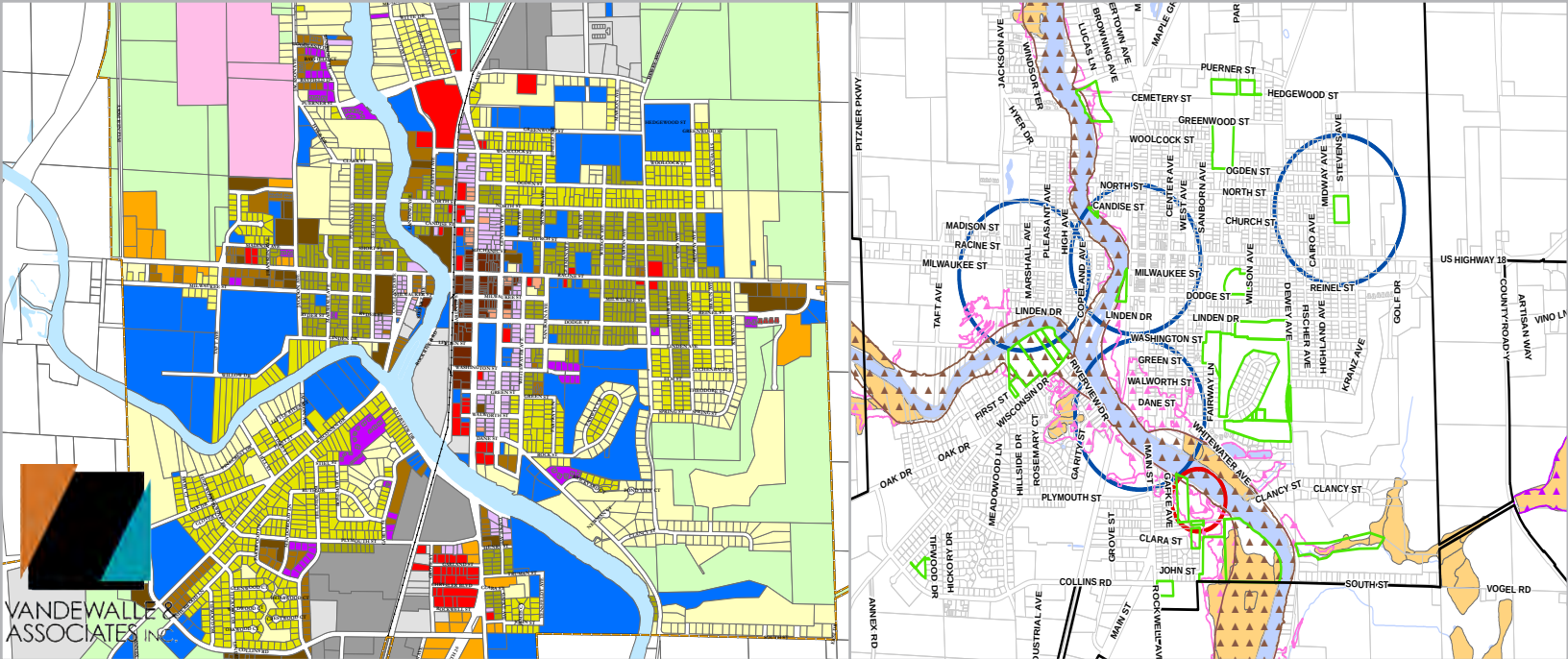
Dates: Adopted - 1/26/2019 | Effective - 1/1/2020

The City of Wausau, a community of 40,000, is limited in its ability to physically grow. Boxed-in due to town incorporation over the past 20 years, the City of Wausau worked with Vandewalle & Associates to capitalize on the Zoning Code as a tool for growing tax base without substantial annexation. The City of Wausau's hybrid zoning ordinance – adopted in 2019 – incorporates zoning districts tailored to Wausau's unique neighborhoods and corridors. The highly customized ordinance includes multiple “missing middle” districts designed for small-scale multi-family and townhomes. These districts blend well with both single-family neighborhoods and higher-density residential areas. The ordinance promotes new infill housing by enabling varied unit types and tenure in existing neighborhoods, while protecting neighborhood character. The ordinance also introduces three distinct downtown districts tailored to specific development forms, character, and uses, including a high-rise development district, a historic Main Street district, and a downtown-fringe district.

Once the new zoning districts were drafted, V&A led multiple work sessions with City staff to “test drive” the new districts. This helped the project team confirm the correct mix of districts on the ground, identify opportunities to combine, refine, or add new districts, and allowed a draft zoning map to be presented to the public early in the process. This approach helped City staff, public officials, and the public recognize the significance of the new zoning map changes early on, which led to better input all around.

The Zoning Ordinance and Map won the Wisconsin APA Excellence in Planning Award in 2020 for the innovative approaches taken and the direct implementation of the Comprehensive Plan's core community goals.





Zoning Code and Map - City of Jefferson, WI

Dates: Adopted - 7/20/2021 | Effective - 8/1/2021

Directly following the completion of 2020 Comprehensive Plan, Vandewalle & Associates began the City's first full Zoning Ordinance rewrite in over 30 years. Not only was the existing ordinance out of date in terms of modern development formats, but it also presented inconsistencies that led to issues in interpretations and administration. Building on the community's goals and recommendations outlined in the new Comprehensive Plan, Jefferson aimed to establish a contemporary Zoning Ordinance and Map that increased user-friendliness, provided consistent application procedures, matched modern building practices, and promoted diverse housing formats, economic development opportunities, and flexibility in redevelopment scenarios.

The rewrite process featured six different Plan Commission working sessions, a public open house review, and several City Council meetings. Additionally, Jefferson's direct neighbor to the south, the City of Fort Atkinson, also adopted a new Zoning Ordinance in 2020 that was led by Vandewalle & Associates. Several local builders, developers, and businesses overlap between the two communities and now have the ability to understand and utilize the same Zoning Ordinance format, procedures, and general approach in each.

Since the adoption of the new Zoning Ordinance and Map, the City has experienced several new housing, commercial, and industrial projects that were permitted by-right and provided a streamlined development review process. This offered the community a competitive edge over other more lengthy processes that may have occurred with the past ordinance or in other Jefferson County communities.





Price Proposal for:

VILLAGE OF MOUNT HOREB PLANNING SERVICES & ZONING CODE UPDATE

November 3, 2023



VANDEWALLE &
ASSOCIATES, INC.
Serving the Greater Milwaukee Area

VANDEWALLE & ASSOCIATES, INC.

Madison: 120 East Lakeside Street | Madison, WI 53715 | www.vandewalle.com

Milwaukee: 247 Freshwater Way | Milwaukee, WI 53204

Contact: Ben Rohr, AICP | C. (608) 449-4912 | brohr@vandewalle.com

Vandewalle & Associates is focused on providing the Village of Mount Horeb with a project that provides excellent value and clear direction. This will be accomplished through expert project

management and reliance on Village staff to complete certain tasks as described in the RFP. Vandewalle & Associates has a consistent track record of completing projects on time and in budget. As much as we enjoy putting plans together and the excitement they can generate, our real passion is in getting things built and helping our clients reach their goals. In fact, it's the only measure of success that we use in evaluating our own work and the one we urge our clients to use as well in determining the level of value we provide to them. This is perhaps best exemplified by the fact that two-thirds of our current clients are repeat customers and one-third are long-term clients of more than ten years and have had more than one project within a year. In the last twenty years, we have never failed to complete a project nor have we been in litigation with a client.

On-Call Planning Billing Rates.

Tasks beyond those identified in the final contract will be completed through a Work Order and billed on a time and materials basis based on the hourly rates specified in the table below.

2023 Billing Rates by Position			
Principal	\$190 to \$300	Other Charges: Invoice charges to the client consist of (1) Professional fees rendered at current billing rates (2) Reimbursable expenses billed at cost multiplied by 1.1 (3) Technology/Software expenses billed at \$50/month	
Associate	\$120 to \$150		
Assistant	\$85 to \$100		
GIS Technician/Specialist	\$100 to \$110	Expense	Cost
Communications	\$65 to \$150	Mileage	IRS Rate
Project Assistant	\$55 to \$80	Printing and Postage	Cost plus 10%

Zoning and Sign Ordinance Rewrite Project Cost Breakdown.

Tasks from Scope of Services	Hours by Task	Total Cost by Task
Work Element 1: Project Management and Communication	68	\$8,060
Work Element 2: Public Participation and Outreach	68	\$8,100
Work Element 3: Issues and Identification and Existing Zoning Code Evaluation	46	\$5,350
Work Element 4: Draft Zoning Districts, Land Uses, and Bulk Dimensions	92	\$10,800
Work Element 5: Draft Zoning Map	108	\$11,520
Work Element 6: Draft Zoning Code Development	232	\$27,440
Work Element 7: Draft Zoning Code Review and Adoption	113	\$12,810
Total All-Inclusive Cost, including fees and reimbursable expenses		\$84,080
Total Cost, including all optional tasks		\$100,020

Village of Mount Horeb Zoning and Sign Code Rewrite Project Cost Estimate	Team Members and Billing Rates								
	\$200	\$200	\$150	\$100	\$105	\$150	\$70		
	Scott Harrington Principal-In-Charge	Brian Munson Development Expert	Ben Rohr Project Manager	Scott Heacock Assistant Planner	Dan Eckberg GIS Planner	Elona Bartnick Associate Designer	Administration/ Communication	Expenses	Total
1. Project Management and Communication									\$8,060
Virtual Monthly Staff Meetings (18)			20	20					\$4,600
In-Person Village Staff Working Sessions (4)			12	16				\$ 300	\$3,460
2. Public Participation and Outreach									\$8,100
In-Person Plan Commission Review and Input Meetings (6)			20	26				\$ 300	\$5,500
In-Person Village Board Review and Input Meeting (2)			10	12				\$ 100	\$2,600
3. Issues and Identification and Existing Zoning Code Evaluation									\$5,350
Research and Data Gathering			4	10	10				\$2,570
Issues Identification Report and Existing Zoning Code Evaluation Report	2	2	6	12					\$2,780
4. Draft Zoning Districts, Land Uses, and Bulk Dimensions									\$10,800
Prepare Draft #1 Zoning Districts and Land Use Tables	2	2	10	16	4				\$4,120
Prepare Draft #2 Zoning Districts and Land Use Tables	1	1	4	4					\$1,320
Testing Draft Zoning Districts on Initial Draft Zoning Map			12	16	20			\$ 100	\$5,360
5. Draft Zoning Map									\$11,520
Prepare Draft(s) and Adopted Zoning Map			16	16	40				\$7,880
Prepare Zoning Map Mailing Notices			12	10			14	\$ 100	\$3,640
6. Draft Zoning Code Development									\$27,440
Prepare Part 1 of Draft Zoning Code	4	4	20	40		6			\$9,100
Part 1 Policy Decision Guide			4	8					\$1,320
Revised Part 1 of Draft Zoning Code			10	20					\$3,300
Prepare Part 2 of Draft Zoning Code	4	4	20	40		6			\$9,100
Part 2 Policy Decision Guide			4	8					\$1,320
Revised Part 2 of Draft Zoning Code			10	20					\$3,300
7. Draft Zoning Code Review and Adoption									\$12,810
Prepare Public Draft of Zoning Code	1	1	6	10		6	6		\$3,500
Prepare Executive Summary of the Draft Zoning Code and Map	1	1	6	10					\$2,180
Prepare Final Draft Zoning Code			2	8			6		\$1,480
In-Person Plan Commission Public Hearing to Recommend Adoption			8	12				\$ 100	\$2,340
In-Person Village Board Adoption Meeting			8	12				\$ 100	\$2,340
Prepare Adopted Zoning Code			1	4		2	2		\$970
Public Input Optional Tasks									\$15,940
Project Website, Newsletter, and Social Media Updates			6	12	20		4		\$4,360
Stakeholder Listening Sessions (4)			10	12				\$ 100	\$2,600
Public Zoning Workshop and Online Follow Up Survey (1)			10	14			6	\$ 200	\$3,320
Community Pop Up Events (2)			6	12			6	\$ 200	\$2,600
Public Open House to Review Draft Zoning Code and Online Follow Up Opportunity (1)			8	14			6	\$ 200	\$3,060
Total Hours and Estimated Project Cost (not including optional tasks)	15	15	225	350	74	20	28	\$1,100	\$84,080
Total Hours and Estimated Project Cost (including all optional tasks)	15	15	265	414	94	20	50	\$1,800	\$100,020

PROPOSAL TO PROVIDE PLANNING SERVICES AND ZONING CODE RECODIFICATION



PREPARED FOR:
VILLAGE OF MOUNT
HOREB, WI
NOVEMBER 3, 2023



Main Point of Contact:
Brad Vowels-Katter
1702 Pankratz Street, Madison WI 53704
P: (608) 579-9908 | E: bvowels-katter@msa-ps.com

WE BELIEVE:

Thoughtful planning is essential to healthy, thriving communities, and we believe that local government plays an important role in planning for and guiding investment.

WE CAN:

Help you understand your opportunities and challenges, offer realistic options for local action to meet change in demand, and facilitate discussions on policy and implementation options in your community.

Proposal to Provide:
**PLANNING SERVICES
AND ZONING CODE
RECODIFICATION**

November 3, 2023

Nicholas Owen,
Village Administrator
Village of Mount Horeb
138 East Main Street
Mount Horeb, WI
53572

Brad Vowels-Katter,
Primary Contact
MSA Professional
Services, Inc.
1702 Pankratz Street
Madison, WI 53704

Dear Nicholas,

On behalf of MSA Professional Services, Inc. (MSA), I am pleased to present you with this proposal to provide municipal planning services. Our Planning and Design Studio staff includes planners, urban designers, landscape architects and funding experts. We strive to integrate diverse perspectives into all of our work. Our firm and designated team members are local to Dane County and will provide the Village with the regional expertise we have gained in providing similar services to a variety of public clients.

As a partner with the Village, we will help you make the most of your planning investment. Our goal is to strengthen and promote the Mount Horeb community as a desirable place to live and do business. Some benefits we bring to Mount Horeb include:

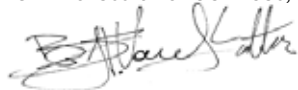
- **Local Presence/Local Knowledge.** Our staff lives, works and plays nearby and has an intimate knowledge of applicable state, county and local codes, ordinances and regulations. We have direct experience working with Dane County, CARPC, DNR, DATCP, DOA, WEDC, WisDOT, EDA and USDA among other agencies in the state and region.
- **Direct Experience in What You Need.** MSA provides municipal planning services for numerous communities. We understand this service model and do it well.
- **Full-Service and Nimble Team.** Our team approach enables us to adjust to shifting workload while also bringing the right experts at the right time. Collectively, our team is experienced in economic development, zoning administration and development review, urban design, comprehensive planning, park planning and design, and project funding techniques. We will provide a primary point of contact but also the specialists and team depth to respond to your planning and funding needs, whatever they may be.

The Village will benefit from MSA's advanced ability to work as an extension and partner of your staff and officials. Our team is committed to serving you.

Thank you for the opportunity to explore providing services to the Village of Mount Horeb. If you have any questions, please do not hesitate to contact us: Brad Vowels-Katter, at (608) 579-9908 or bvowels-katter@msa-ps.com or Stephen Tremlett at (608) 242-6621 or stremllett@msa-ps.com. We look forward to continuing this conversation with you.

Sincerely,

MSA Professional Services, Inc. | Planning + Design Studio



Brad Vowels-Katter
Associate Planner | Primary Contact



Stephen Tremlett, AICP, CNU-A
Senior Planner | Project Manager

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FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Once a rural land survey company, our firm now consists of 400+ engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

400+
TEAM MEMBERS

17
OFFICE
LOCATIONS



POSITIVELY IMPACTING
THE LIVES OF OTHERS SINCE 1919

33

INDUSTRY
AWARDS
EARNED SINCE
2017



\$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients
secure to help offset the cost
of infrastructure projects

Statement of Ability to Perform the Work

MSA works hand-in-hand with municipalities across Wisconsin. It is common for our clients' planning needs to fluctuate from month to month and year to year. Our ability to staff up or scale down our efforts based on Mount Horeb's needs makes MSA an excellent fit.

CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

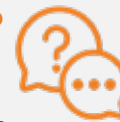
These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98%
ACCURACY



96%
HELPLESSNESS



99%
QUALITY



98%
RESPONSIVENESS



98%
SCHEDULE



97%
SCOPE & FEES





PLANNING + DESIGN STUDIO

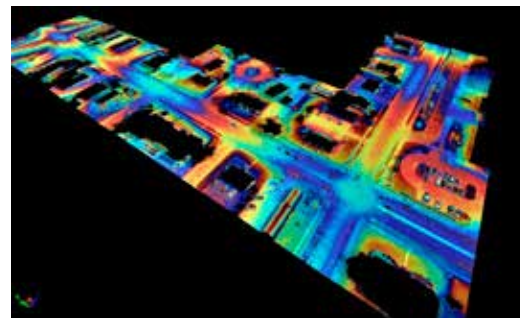
At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our Planning and Design Studio features certified planners, licensed landscape architects, housing experts, and funding specialists. Our passion is helping communities thrive through creative visioning and practical implementation. We value equity, inclusion and sustainability.

Our planners currently serve as municipal planner or planner of record for multiple communities. Members of our Studio regularly attend Planning Commission and Village Council meetings, give presentations on various planning topics at state and national conferences. **The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek.** And, because our planners are part of a multidisciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

CORE SERVICES

Below is a sample of the services that MSA's Planning and Design Studio can offer.

- **Municipal Planner/Planner-of-Record Services**
- **Comprehensive Plans**
- **Park and Recreation Planning: Comprehensive Outdoor Recreation Plans Park Master Plans, ADA Studies**
- **Redevelopment/Revitalization Studies: Downtown, Neighborhood, Corridor, and Site Planning**
- **Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration**
- **Funding: Grant Writing, Grant Administration, Fundraising**
- **Public Engagement and Facilitation**
- **Capital Improvement and Strategic Plans**
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Comprehensive Outdoor Recreation Plans Park Master Plans, ADA Studies
- Transportation Planning: Bicycle and Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Community and Urban Design: Wayfinding, Streetscaping, and Design Standards



PLANNING, ECONOMIC DEVELOPMENT & URBAN DESIGN

MSA has specialists in all areas of community planning, urban design and economic development. Our award-winning planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles.

- Zoning Ordinance Creation and Administration
- Comprehensive Planning
- Neighborhood and Corridor Planning
- Park and Recreation Planning
- Downtown Revitalization
- Housing
- Economic Development
- Capital Improvement and Strategic Planning
- Urban Design
- Transportation Planning

FUNDING

Our funding experts excel at coordinating grant and loan applications, and fulfilling the requirements of various agencies to help our clients turn project ideas to reality.

- Tax Increment Financing (TIF)
- Grant Writing
- Grant Administration
- Project Financing
- Stormwater Utility Studies and Creation

ENVIRONMENTAL SERVICES

MSA's environmental scientists and technicians help communities identify and clean up contamination. We understand regulatory requirements and have built critical relationships with regulatory agencies.

- Phase I and II Environmental Site Assessments
- Wetland Design, Delineation, Restoration and Permitting
- Brownfield Site Development
- Asbestos, Lead and Mold Inspection/Remediation
- Spill Investigation and Remediation
- Solid and Hazardous Waste Management
- Permitting and Planning
- NPDES Compliance, Adaptive Management Plans, and Nutrient Trading

ENGINEERING

We know the key to strong communities is the happiness of their residents and the health of their economies. MSA focuses on working alongside public and private clients to achieve both these ends by designing and constructing projects that solve age-old problems and encourage new development.

- Street and Utility Design and Reconstruction
- Potable Water Supply, Treatment and Distribution
- Wastewater Collection and Treatment Systems
- Stormwater Management
- Park and Recreational Space Design
- Site and Land Development Civil Design
- Airport Planning and Design
- Agricultural Engineering



PROPOSAL SUMMARY

We are confident in our team's ability to assist the Village with municipal planning services, as we have provided similar services to numerous Wisconsin communities over the years. We understand that we serve as an extension of the Village, and that a high level of communication and coordination is required. We understand this service model and can bring best practices and lessons learned to the table to the benefit of the Village of Mount Horeb. Our understanding of the Village's need for a partner to strengthen its comprehensive and strategic planning function with a focus on a wide range of related services including community engagement, master planning, zoning ordinance revisions, urban housing studies and project development reviews.

Overall, our ability to provide assistance for your requested areas of focus is outlined in the following section with our experience and capacity to help described in more detail for each planning activity. We are describing our capacity to provide support on the scope items included in the Request for Proposals in more general terms because we understand addressing such a broad list of needs will require a long-term collaborative effort. However, we look forward to a discussion with the Village to further refine the planning priorities and planning service needs into 2024 and beyond. Following this more detailed discussion, we can work with the Village Board and staff to prepare a more detailed work plan and timeline for the year that identifies proposed tasks to be completed and what role MSA staff can take to support the Village to provide municipal planning services.

TRUST AND TRANSPARENCY.

Our work with you, your community, and its many residents and stakeholders requires a strong foundation of trust that we understand and can promote in the Village's interests. We build that trust first by getting to know each other. Our team will arrange an initial meeting with key MSA personnel and Village stakeholders to define your expectations, discuss goals and identify challenges. We will define the logistics of our relationship and help ensure that everyone is on the same page. Should we ever identify a conflict of interest, or a risk of perceived conflict, we will bring that to Village staff promptly for discussion and resolution. Though we have many working relationships across the region, we are aware of no MSA project or client obligations that present a conflict with Village interests.

TEAM DEPTH.

Our team features many years of experience and contains a variety of skill sets and bill rates that can efficiently accomplish your diverse planning needs. While our lead planner, Brad Vowels-Katter, will be the primary point-of-contact of our service delivery and attend meetings as necessary, our team structure allows him to delegate tasks to optimize timely, well-informed and cost-efficient expertise across a variety of MSA's knowledgeable staff. Our goal is to provide quality service that exceeds every aspect of your expectations.



DESCRIPTIONS OF PLANNING ACTIVITIES

Each of the areas of focus are outlined in the following list with more detail related to our team experience providing municipal planning services to communities like Mount Horeb. Each description provides a general overview of our team's expertise within each of the requested areas of focus.

1. COMMUNITY ENGAGEMENT

Providing opportunities for elected officials, property owners and other stakeholders will offer valuable input and increase support of any municipal planning effort. Based on our past successful public outreach projects, we are able to recommend community engagement plans tailored to meet community expectations and specific project needs.

PUBLIC OUTREACH.

No matter the project, community involvement in public policy decisions and plan making is critical to successful implementation. We put a high value on public engagement and bring a large toolbox of strategies to connect with stakeholders effectively. We have experience successfully facilitating input from a variety of sources, including community and non-profit organizations, public officials, youth organizations, differently abled groups/individuals, aging citizens, and those that have been traditionally underserved.

2. COMPREHENSIVE PLANNING

We understand that the Village completed a recent update of their Comprehensive Plan in 2022. Though the updated plan has been finalized and adopted, future changes and amendments may be needed to support a quickly growing community. MSA has the capability to provide a full range of comprehensive planning services ranging from more general lean comp plan revisions to helping you update critical data and facilitate adoption of targeted plan amendments as the Village's needs and development strategies change in the coming years. We also have experience supporting the necessary public hearing requirements and facilitating more involved community engagement strategies when appropriate for comprehensive plan amendments.

FUTURE LAND USE MAP UPDATES

Implementing community master plans often requires amending Future Land Use (FLU) maps to align with land uses proposed in those visions. A comp plan's newness usually dictates whether a FLU map amendment is necessary to adopt zoning map changes to reflect updated development preferences. We have experience working with Village Boards to provide updated land use maps that can be readily adopted as revisions become necessary to achieve the preferred community vision. We can support this update process with a wide range of engagement and outreach strategies as part of the overall master planning effort or as an interim update for your general comprehensive planning needs.



3. MASTER PLANNING

Master plans are used to establish the vision, policies, and actions that support the growth of individual neighborhoods, districts, and corridors within a community. We work with stakeholders and community leaders through a rigorous planning and design process to develop preferred land use planning scenarios that are used to envision future development patterns for a given area. These plans describe all elements considered when developing a neighborhood including land use arrangement, design guidelines and standards, feasible locations for transportation and utility infrastructure. Maps, figures, and other supporting information are included to explain the master plan along with a detailed implementation plan.

With a range of interdisciplinary experience and services, our MSA team excels at the ability to see the 'big picture.' Our Planning and Design Studio often tackles broader community concerns such as competing interest of traffic, infrastructure needs, and supporting a diversity of land uses to create a welcoming environment that are critical for establishing a viable and marketable municipal development strategy. As part of our master planning process, we consider community-wide development in adjacent areas including transportation networks, along with current/future land use and natural/open space protection.

MASTER PLAN ELEMENTS OFTEN INCLUDE:

- Development recommendations and rationale based on best planning practices.
- Integration of existing and anticipated land uses, both within and adjacent to the master plan area.
- Integrate protection of natural and cultural resources within a community, either buffering them to or exceeding standards outlined in the Comprehensive Plan, County and CARPC. Consider including these sensitive areas in protected open space with trails, if feasible.
- Development standards (i.e., density, land use ratios, impervious area ratios) should be defined and contingent on municipal service, stormwater, and transportation capacities.
- Recognize the urban-rural interface, providing land use appropriate for transition to rural agricultural use where a long-term interface is expected. based decisions.

4. URBAN HOUSING

Municipal land planning and infrastructure investment budgeting relies on understanding the current market for various residential types and price points to match community needs. Our project team has experience with planning residential development from targeted policy actions through design development and implementation. Based upon assessment needs we will review current demand in the area for housing types and include current gaps, regional trends, and comparable market research to inform community specific goal development. MSA has the capacity to analyze and interpret US Census data, hold development-based focus groups, and conduct stakeholder engagement sessions to inform the creation of community-wide housing plans. Working with a variety of groups we have created build out scenarios and mapped out potential new housing development to be considered along with existing demand.

VILLAGE-WIDE HOUSING STRATEGY

The project team can provide a detailed Village-wide housing study, utilizing our multidisciplinary process to establish clear and concise policy recommendations to close identified housing gaps, prioritized strategies, and benchmarks that will allow staff and elected officials to confidently guide housing investment in the Village limits. Addressing housing supply gaps requires more than just numbers of units and general market areas for implementation. Achieving goals that support healthy neighborhoods requires layered municipal involvement including targeted strategies that leverage all available resources. This strategy can be provided as a standalone document with an executive summary to synthesize the community's housing needs.

5. ZONING CODE UPDATE

The Village has a newly adopted Comprehensive Plan updated in 2022. The Zoning Code provides the primary land use regulatory tool used to implement this and other community plans. It is our understanding that Mount Horeb's current zoning ordinance's have not been holistically reviewed and updated since the 1990s. Overall recommendations for more general modernization to allow for better ease of use including more tables and a few typical illustrations to clarify standards and definitions. Specific policy issues to be addressed in the ordinance update include reviewing the code to ensure that it allows development options that includes affordable housing and mixed-use growth opportunities, more flexibility to enable the creation of 'traditional', healthy neighborhoods and sustainable development patterns while providing appropriate regulations to protect environmentally sensitive areas and natural lands. In our experience, other aspects of the code likely to be in need of updates include sign design regulations, parking standards and landscaping requirements, and conditional use permitting processes that reflect more recent developments in professional best management practices and includes attention to recent legislative outcomes or court-based decisions.

ADOPTED ZONING ORDINANCE EXAMPLE



<https://ecode360.com/2272536>

ADOPTED SIGN ORDINANCE EXAMPLE

City of Wisconsin Dells

<https://www.citywd.org/index.asp?SEC=62C5EF38-8332-45D4-B505-2ABFA2010144&DE=FD73EC82-DBB8-44A4-82EB-2A6D226C419C>





WORK PLAN & TIMELINE

The following list describes average timelines and common project elements often completed for projects within communities similar to Mount Horeb. Each of these area of focus work plan and timeline summaries can be further adapted to serve individual communities and project priorities as the need arises. We have experience tailoring our project plans and timelines to fit a variety of work load needs based on community expectations.

1. COMMUNITY ENGAGEMENT

Public outreach and community engagement are a key component of nearly every aspect of our planning efforts. However, each timeline and strategy used is tailored to the project type and Village's expectations. You will engagement listed for each of the proposed areas of focus based on the unique needs of those project types. The engagement elements listed are typically used for communities similar to Mount Horeb but can be further refined to meet individual project needs.

2. COMPREHENSIVE PLANNING

Comprehensive Plan Amendments can be addressed on an ad hoc basis due to recent 2022 plan adoption.

FUTURE LAND USE MAP AMENDMENT (2-3 MONTHS)

1. Support pre-application discussion and review process for land use suitability determinations.
2. Provide support for public notices, hearings, and other public engagement activities suitable for amendment process.
3. Attend Village Board and other related staff meetings to advise appropriate action

based on proposed land use strategies.

4. Draft and revise staff memo to summarize key decision points to be considered when Board action is required for map amendment.

3. MASTER PLANNING

This is a frequent project type for our team. The steps below describe the creation of a complete master plan, though each step in the process can be completed on its own as may be helpful for supporting development and redevelopment initiatives.

NEIGHBORHOOD, DISTRICT, OR CORRIDOR MASTER PLAN DEVELOPMENT (9-12 MONTHS)

1. Existing conditions data collection with physical property assessments, mapping and redevelopment analysis.
2. Interviews and focus groups for key stakeholder groups.
3. Market condition evaluation based on existing-condition analysis and area market data.
4. Public engagement strategy development with online surveys, open house events and public input meetings.
5. Potential design charrette activities for land use concept development.
6. Refine and revise proposed concepts based on public input preferences
7. Review ordinances, regulations, and other factors that could impact development.
8. Develop design guidelines and placemaking strategies to complement the master planning process.
9. Provide final draft with implementation strategies including targeted Goals, Policies, and Actions.

4. URBAN HOUSING

Our team prepares several housing studies each year. The steps described below outline a complete study, though each step in the process can be completed on its own as may be helpful to understand the housing market and make policy and funding decisions.

HOUSING MARKET ANALYSIS (5-6 MONTHS)

1. Data collection, existing conditions mapping and analysis.
2. Initial public engagement strategy development and Focus Group scheduling.
3. Meeting with Economic Development Board plus other relevant committees.
4. Online survey development and distribution along with targeted focus groups and interviews of selected stakeholders.
5. Provide preliminary findings, public engagement results, and initial recommendations.
6. Discuss draft documents and preliminary recommendations for final draft revisions.
7. Provide final report to working committees with presentation to Village Board and staff and support adoption effort.

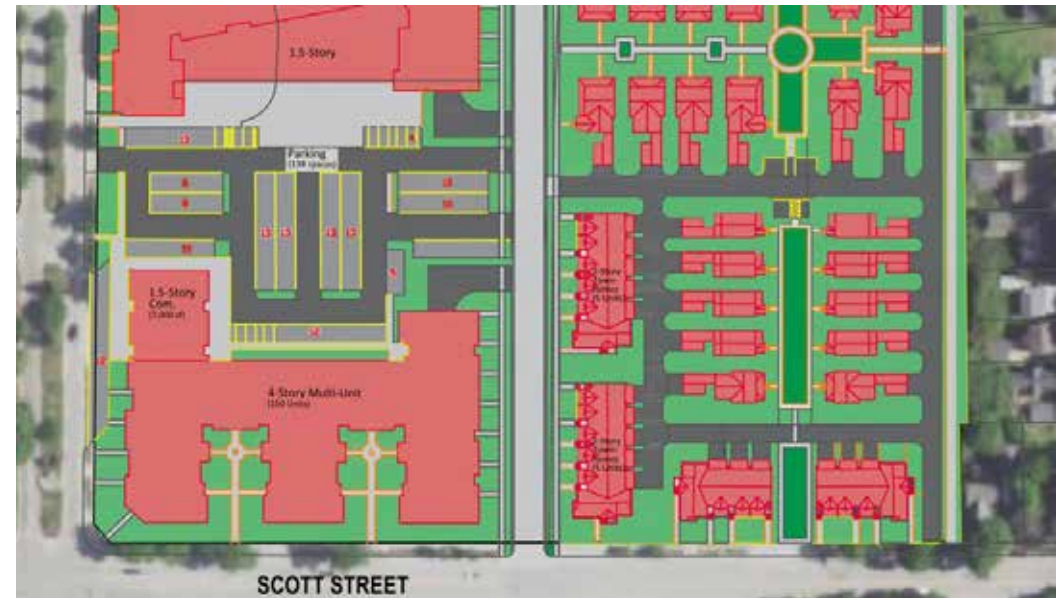
5. ZONING CODE UPDATE

ZONING CODE REVIEW AND ANALYSIS (3-4 MONTHS)

1. Analysis and review of zoning code.
2. Draft memo with summary of zoning code review items with potential actions for further updates to be considered and submit to staff.
3. Meet with staff to discuss findings and facilitate proposed amendment solutions.
4. Write final memo for submittal to Village Board, including estimate of fee to complete recommended updates in code rewrite.

ZONING CODE REWRITE (6-8 MONTHS)

1. Draft proposed language for suggested updates to the zoning code identified in Phase 1.
2. Draft requested map amendments, including use tables, and other supporting illustrations/figures to improve ease of use.
3. Write memo and submit language and draft maps/illustrations to staff for review.
4. Initial meetings with Ordinance Committee to review and discuss proposed amendments.
5. Make final revisions based on staff and Ordinance Committee comments.
6. Second remote meeting with Ordinance Committee for final review of amendments.
7. Submit memo and proposed zoning code text and map to Village Board for approval.
8. Attend Village Board meeting to assist with public hearing and facilitate public engagement as needed.
9. Assist with public outreach and public notice requirements, as needed



STAFF PLAN

Our team is staffed to handle the needs of your project. We are a group of experienced planners who are accustomed to working together on similar projects. MSA provides the Village of Mount Horeb with a deep team guided by a consistent lead planner. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects your needs with experience in similar roles for comparable communities, and the expertise to explore all viable alternatives.**





Brad Vowels-Katter

Associate Planner

Brad specializes in spatial analysis, community planning, and landscape design with experience across a variety of project types and scales. Brad combines his experience of landscape architecture, planning, and social science into an interdisciplinary approach toward planning, design, and research projects. Brad has worked as a landscape designer at small private design firms, coordinated community grant programs, and managed park development for a rural municipality.

Education

M.S., Water Resources Management, University of Wisconsin-Madison

M.S., Landscape Architecture, University of Wisconsin-Madison

B.S., Landscape Architecture, University of Kentucky

Expertise:

- Zoning Administration
- Comprehensive Community Master Planning
- Public Meeting Organization and Participation Facilitation
- Grant Writing, Management, and Administration
- Water Resources Planning and Management
- Landscape Design Development and Construction Documentation
- Environmental Data Collection and Geospatial Analysis
- Project Management

Selected Project Experience

- North Main Street Redevelopment Plan, Fond du Lac, WI
- Downtown Master Planning and Street Reconstruction Preliminary Engineering, Ely, IA
- 2023 Comprehensive Plan Update, Somerset, WI
- East Neighborhood Plan, McFarland, WI
- Zoning Administration, Fulton, WI
- Community Outreach Coordinator/Landscape Designer, Mazomanie, WI*

*Denotes experience prior to MSA.



Stephen Tremlett, AICP, CNU-A

Senior Planner | Project Manager

With more than 15 years of consulting experience, Steve has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in site planning, urban redevelopment, zoning administration and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, Illustrator, GIS, SketchUp, Lumion and Microsoft Office applications.

Education

M.S., Architecture & Urban Planning, University of Wisconsin-Milwaukee

B.S., Architecture, University of Wisconsin-Milwaukee

Certifications

American Institute of Certified Planners

Selected Project Experience

ZONING CODE ILLUSTRATIONS

- Whiteside County, WI Unified Development Code Update
- St. Croix County, WI Zoning Code Update
- Eau Claire County, WI Zoning Code Update

URBAN DESIGN STANDARDS

- City of La Crosse, WI
- Village of Sauk City, WI
- City of Tomah, WI
- City of Mauston, WI
- Village of Holmen, WI
- City of Amery, WI
- Village of Belleville, WI

ZONING ADMINISTRATION

- City of Tomah, WI
- City of Lodi, WI



Jeff Thelen

Project Planner | Funding Specialist

Jeff is a planner and funding specialist with a broad range of experience in the fields of economic development, land use planning and community finance. He has more than 12 years of experience administering federal grant programs including Community Development Block Grant and Economic Development Administration grant programs. Jeff is also a successful grant writer; he has attained more than \$25 million in CDBG funding for public infrastructure improvements and housing rehabilitation. He also has secured more than \$5 million in Wisconsin DNR Stewardship funding for park development projects. In addition, Jeff has success with the Wisconsin Economic Development Corporation Community Development Investment grant program.

Education

MSP, Urban and Regional Planning, Florida State University

B.S., Geography and Public Administration, University of Wisconsin-La Crosse

Expertise:

- Public Meeting Facilitation
- Grant Writing and Administration
- Tax Incremental Financing
- Community Development Block Grants
- Housing Grants and Services
- Comprehensive Plans

Selected Project Experience

- Downtown Revitalization Plan, Westby, WI
- Comprehensive Plans-Smart Growth Plan, Village of Friesland & Village of Plainfield, WI
- CDBG-Public Facilities Administration: Necedah, WI, Merrillan, WI, Elroy, WI, Richland Center, WI, Alma Center, WI Westfield, WI, Kendall, WI, Fall River, WI, Pittsville, WI



Emma Wenman, ASLA

Landscape Designer

From site-specific design to master planning, Emma has a wide interest in landscape architecture. She has assisted on many park master planning projects and emphasizes the importance of the design process by being involved in community engagement opportunities. Emma is passionate about providing visions for communities by presenting a concept and receiving design feedback. In her role as a landscape designer, Emma continues to develop project inventory and analyses, conceptual designs, landscape planting plans, and master planning documents.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

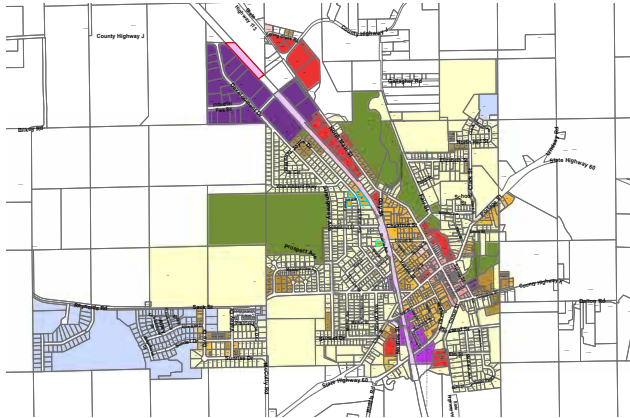
Affiliations

American Society of Landscape Architects (ASLA)

Selected Project Experience

- Park Planning for Grundahl Park and Grandma Foster Park, Mount Horeb, WI
- 28th Street Final Design - Path and Landscaping, Superior, WI
- La Salle Ave Phase 2 (Downtown), Barron, WI
- Birch Lake Park and Memorial Park Master Plans and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Crawford Park Master Plan, Caledonia, WI
- Fond du Lac Riverwalk, Fond du Lac, WI
- 51 West Development Parks Master Plan, Stoughton, WI
- Oak Street Overlook, Baraboo, WI
- Park Master Plans, Ripon, WI
- Memorial Park Master Plan and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Alonzo Park Master Plan, Hortonville, WI
- Memorial Park Master Plan, Waverly, IA
- Midwest Medical Center Landscape Planting Plan, Galena, IL

NOTABLE COMMUNITY PLANNING SERVICES



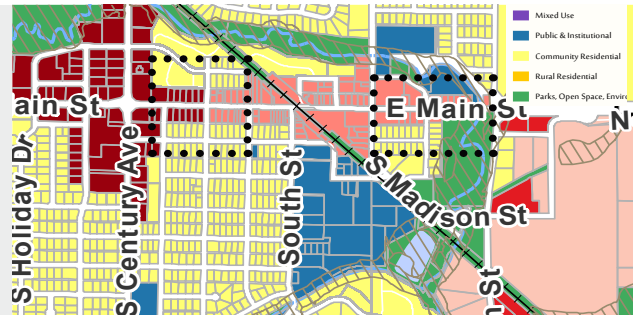
CITY OF LODI, WI

ZONING ADMINISTRATION AND PLANNING SERVICES

Since 2017, MSA has provided zoning administration and planning consulting services for City with direction from the Mayor, City Administrator and the Plan Commission. We provide the following services:

- Assistance with general zoning code and ordinance interpretations/inquiries.
- Review and draft staff reports on proposed zoning, signage and land use applications.
- Draft agendas, meeting minutes, public notices and attend Plan Commission meetings and Board of Appeals meetings.
- Assistance with code amendments and update the Zoning Map.
- Assist with evaluation of TIF projects.

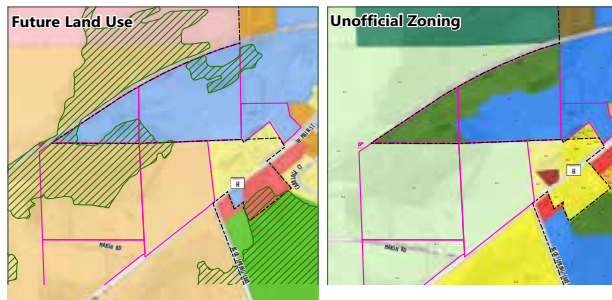
Notably, we recently updated the Comprehensive Plan (adopted in 2020) and are currently amending the zoning ordinance to remove barriers to affordable housing. <https://ecode360.com/2272536>



VILLAGE OF WAUNAKEE, WI

PLANNING CONSULTATION

MSA has been serving the Village in an on-call planning and development review capacity since 2017. Duties have included development review (zoning changes, land divisions, conditional use permits), zoning ordinance amendment assistance, housing policy support with the Community Development Authority, urban service area amendment and future growth planning, and attendance at Village meetings.



VILLAGE OF PALMYRA, WI

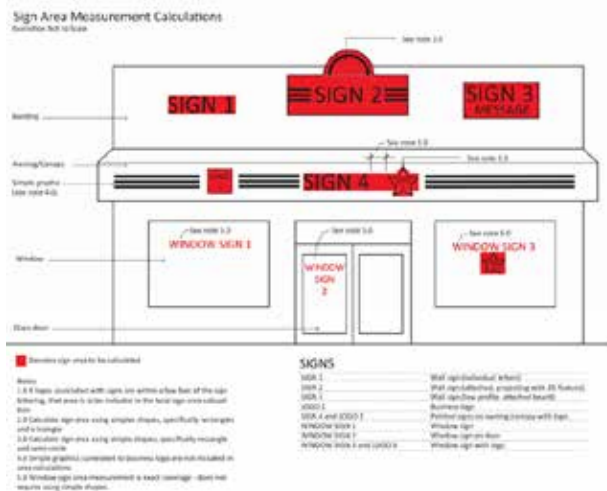
ZONING CODE UPDATE

The Village asked MSA to assist with zoning administration services for the community. The land use code was quite dated and often contained conflicting regulations or regulations that did not recognize the Village's existing development pattern. MSA proceeded with a complete update of the Village's zoning code. The new code was designed to recognize the existing local development pattern and includes regulations which incorporate today's best practices in the field of planning and zoning.

GENERAL PLANNING SERVICES

MSA's Planning and Design Studio provides planning services to the following communities, on an as-needed basis. This ranges from all types of zoning application review and reporting to land use planning, as well as attendance at Council/Board and Planning Commission meetings as requested by the client.

- Village of Footville, WI
- Village of Rosendale, WI
- Village of Palmyra, WI
- Village of Dane, WI
- Town of Lowell, WI
- Village of Waunakee, WI
- City of Lodi, WI
- Village of Footville, WI
- Town of Fulton, WI



CITY OF WISCONSIN DELLS

SIGN ORDINANCE

The City undertook a series of projects to propose a series of Downtown Design Standards. Appropriateness of signage design and building facade elements were evaluated to provide cohesive guidelines for downtown commercial and residential development. From that the City decided to undertake drafting and adopting a Sign Ordinance to regulate enforcement of the signage portion of the Downtown Design Standards project.

<https://www.citywd.org/index.asp?SEC=62C5EF38-8332-45D4-B505-2ABFA2010144&DE=FD73EC82-DBB8-44A4-82EB-2A6D226C419C>

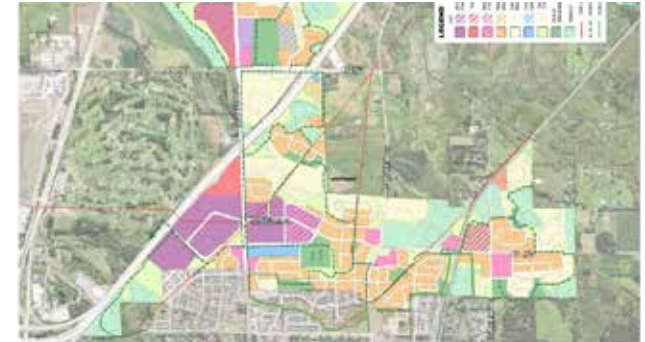


CITY OF FOND DU LAC

NORTH MAIN STREET CORRIDOR

The City has undertaken a number of initiatives in the Downtown area and in Lakeside Park to enhance the quality of life for residents, employees and visitors. North Main Street corridor connects both these two assets, but has limited character or sense of place. During the 2040 Comp Plan, the public reinforced the need to improve this corridor as identified in a community survey.

One of the major focal points of this Plan will be the redevelopment of former cheese factory which has been recently torn down by the City. The use, density and scale of this development can set the stage for future redevelopment in the corridor. One major concern is the larger sites that may be identified as redevelopment targets are immediately adjacent to one- and two-unit homes, requiring careful consideration of design strategies to blend new infill development into the neighborhood effectively. MSA is currently evaluating the urban fabric and identifying overriding goals and policies to establish this guidebook for reinvestment, including recommendations on land use, infill development, streetscaping and other placemaking strategies. Stakeholders, City residents and the general public are actively involved through interviews, an online survey and a public open house.



VILLAGE OF MCFARLAND, WI

EAST SIDE MASTER PLAN

MSA was hired in 2022 to reimagine an East Side Growth Area Plan dating back to 2008. This plan encompasses over 900 acres of land, and is the Village's primary growth area with restrictions and development limitations in all other directions. Since adoption there has been changes to land ownership, municipal boundaries, and local/regional market conditions. These circumstances prompted the Village to consider fresh look at the east side growth area. The East Side Plan established an ambitious community-oriented guidebook that is economically practical, environmentally focused and locally sustainable following these six key principles.

1. The Plan will balance environmental protection, mobility, economic development, and local social objectives.
2. The local economy will be expanded through this growth area to support existing and future residents of the Village of McFarland.
3. Housing developments will provide a variety of options that focus on diverse and affordable price points consistent with regionally representative incomes within sustainable walkable neighborhoods.
4. The transportation system will be designed for efficiency and convenience with multimodal transportation options interwoven throughout the East Side.
5. The public realm is an essential component of the neighborhood, featuring welcoming, enjoyable, walkable, and multi-functional spaces that integrates green infrastructure and ease of mobility.

6. The Plan promotes environmental stewardship throughout the East Side planning area to increase the overall efficiency, sustainability, and resiliency of the McFarland community.

Through this planning process, MSA assisted the Village of McFarland identify initiatives and strategies to guide sustainable and responsible growth of the Village's East Side Neighborhood. We provided a full range of planning services, including background analysis, review of all market sectors (with assistance from redevelopment resources), business park development plan, neighborhood master plan and design standards, implementation strategy, and a public outreach and engagement plan.

CITY OF FITCHBURG, WI

HOUSING STUDY

In 2017, the City of Fitchburg hired MSA to create a playbook for guiding housing investment in Fitchburg. The City of Fitchburg grew dramatically in the 1960s and 1970s while approving multifamily, rental housing development. In the 1980s, local housing and neighborhood development focused primarily on single-family, owner-occupied detached housing. Today the City's housing market is equally split between owner-occupied and renter-occupied housing, and there are unusually large differences between owner households and renter households. Whereas rental units are older and relatively affordable within the Madison-area housing market, the City's average single-family home is more expensive than in most other communities in the region. Related to this, there is a large gap in the difference in household income between rental and owner households which reflects gaps in the housing market – there are too few ownership units affordable to households earning less than the median income, and arguably too few rental units desirable to households earning above the median income.

Two critical ingredients to the success of the project were stakeholder engagement and fact-based discussions about housing. City staff assembled a Housing Advisory Task Force consisting of interested and knowledgeable residents and housing experts from the region with the intention of assembling a group of experts to identify housing gaps and strategies to fill those gaps. A centerpiece activity for this group was a workshop with developers who have experience getting various housing projects approved and constructed in the City. A second workshop was held with the Task force and featured a group discussion about specific local housing needs and strategies to meet those needs. Experts from nearby communities presented affordable housing initiatives in their respective communities.

The study itself identifies a series of changes that should occur in Fitchburg over the next 10-12 years to achieve a healthier housing market. These changes focus on critical gaps in the market that need to be filled. Implementing the plan will ensure the City has housing that enables people to transition into desirable new housing as life circumstances change without needing to leave the City. More people will be able to live closer to jobs in the City, and resident turnover will be lower.

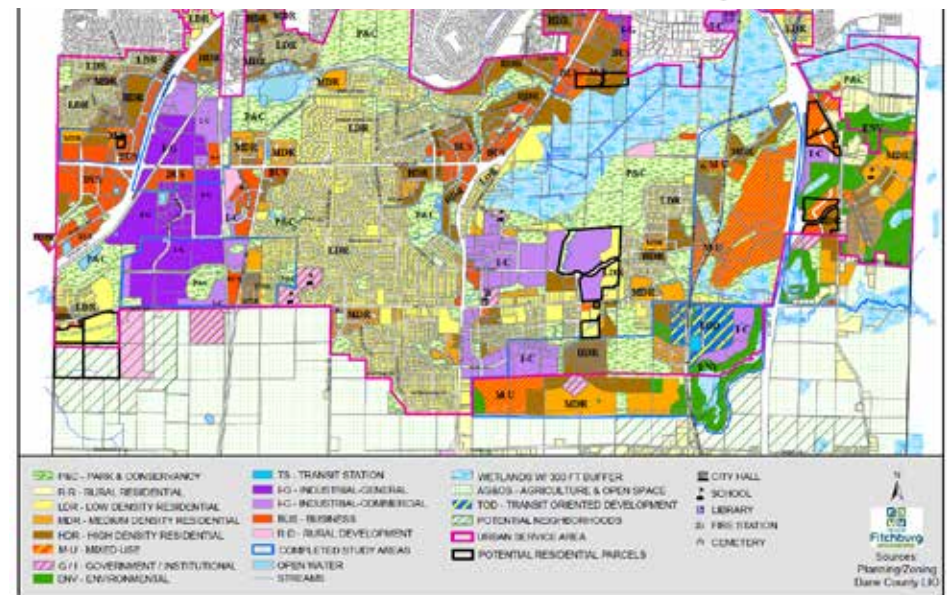
See this Housing Study at: https://issuu.com/msaprofessionalservices/docs/7729031_fitchburg_housing_plan_final



FITCHBURG HOUSING PLAN

Goals, Strategies, and Implementation Toolkit

Parcels Suitable for Residential Zoning





REFERENCES

Below is contact information for three clients who have worked with members on this project team on similar projects. We encourage you to reach out to them directly for more information about the services we provide and their experience working with our proposed project team — the same team we offer to assist the Village of Mount Horeb.

CITY OF LODI, WI

PROVIDE ZONING ADMINISTRATION AND
PLANNING SERVICES

Contact: Brenda Ayers, City Clerk

Phone: (608) 592-3247

Address: 130 South Main Street
Lodi, WI 53555

VILLAGE OF SOMERSET, WI

PROVIDE PLANNING ASSISTANCE

Contact: Bob Gunther, DPW/Economic
Development Director

Phone: (715) 247-5555

Address: 110 Spring Street
Somerset, WI 54025

VILLAGE OF WAUNAKEE, WI

PROVIDE COMPREHENSIVE PLAN UPDATE AND
DEVELOPMENT REVIEW ASSISTANCE

Contact: Tim Semmann, Community Development Director

Phone: (608) 850-2830

Address: 500 West Main Street
Waunakee, WI 53597

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

PROPOSAL TO PROVIDE PLANNING SERVICES AND ZONING CODE RECODIFICATION | MOUNT HOREB, WI | NOVEMBER 3, 2023

PROPOSAL TO PROVIDE PLANNING SERVICES AND ZONING CODE RECODIFICATION



PREPARED FOR:
VILLAGE OF MOUNT
HOREB, WI
NOVEMBER 3, 2023



Main Point of Contact:
Brad Vowels-Katter
1702 Pankratz Street, Madison WI 53704
P: (608) 579-9908 | E: bvowels-katter@msa-ps.com

FEES AND PROJECT COSTS

On call services will be provided on an hourly basis and we will invoice monthly. All work will be tracked based on individual applications and tasks assigned. For certain projects we may negotiate a lump sum fee, to be billed monthly based on project completion.

VILLAGE PLANNING SERVICES

Associate Planner, Brad Vowels-Katter	\$135/hour
Senior Planner Project Manager, Stephen Tremlett	\$170/hour
Project Planner Funding Specialist, Jeff Thelen	\$135/hour
Landscape Designer, Emma Wenman	\$120/hour
Administrative	\$80-\$100/hour

REIMBURSABLE RATES

Postage and Deliveries.....	At Cost
Outside Reproduction.....	At Cost

COMPREHENSIVE PLANNING FUTURE LAND USE MAP AMENDMENTS

MSA can support any aspect of the amendment process for the Comprehensive Plan. Support for a Future Land Use Map amendment described in our Work Plan could amount to around 20-40 hours of work and a cost of about \$2,500-\$5,000.

DISTRICT, NEIGHBORHOOD, OR CORRIDOR MASTER PLANNING

This is a frequent project type for our team either as a whole project or in part, as needed to complement other tasks. A complete Master Plan can vary in cost from \$15,000 to \$60,000 depending on the size of the planning area and the scope of community engagement. Project processes can vary but usually include public engagement, stakeholder outreach, existing conditions analysis, economic market assessments, land use concept development, placemaking strategies and implementation plans. However, each step in the process can be completed on its own as may be helpful for supporting development and redevelopment initiatives.

HOUSING STUDY

Our team prepares several housing studies each year as standalone work or as part of larger projects. A complete Housing Study can range from \$25,000 to \$50,000 based on community involvement and market analysis costs. Typical housing studies involve community-based market research, stakeholder engagement including industry interviews and focus groups, staff meetings and stakeholder input sessions, and final plan preparation with supporting maps and figures. These steps can be completed as a full study or more piecemeal as it may be helpful to understand individual aspects of the housing market when making policy and funding decisions.

ZONING CODE UPDATE

We estimate a cost of \$50,000 to update the zoning ordinance, inclusive of all meetings and directs costs for travel and printing. However, we advise against setting a budget at this time and recommend a two-stage approach. In the first stage we will conduct an assessment of the current ordinance in collaboration with Village staff and Plan Commission, at a cost of \$7,500. That stage will determine the budget for the remainder of the amendment process, which would be an additional cost ranging from \$15,000 to \$50,000. The variables affecting cost include:

- 1) the extent and complexity of policy changes
- 2) whether the code is entirely reorganized
- 3) the number of illustrations to be added, and
- 4) the number of meetings desired for public input and Plan Commission or working group reviews and discussions.



Proposal to Provide Planning Services for

Village of Mount Horeb

MOUNT HOREB, WI

Prepared For
Nicholas Owen, Village Administrator
Village of Mount Horeb
Village Clerk's Office
138 E Main Street
Mount Horeb WI 53572

Prepared By
Vierbicher
999 Fourier Drive, Suite 201
Madison, WI 53717

Phone: (608) 826-0532

Contact Person
Matthew Miller, CNU-A

Submitted on
November 3, 2023

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999 Fourier Drive
Madison, WI 53717
(608) 826-0532 phone
(608) 826-0530 fax
www.vierbicher.com

November 3, 2023

Nicholas Owen, Village Administrator
Village of Mount Horeb
Village Clerk's Office
138 E Main Street
Mount Horeb WI 53572

RE: Planning Services for the Village of Mount Horeb

Dear Mr. Owen:

On behalf of the Vierbicher team, it is our pleasure to present our qualifications to provide Planning Services for the Village of Mount Horeb. Our firm is confident that we are the best choice for your next strategic planning provider, and we look forward to working with you to engage the community, develop and implement plans, and maintain the excellent service the Village provides to its residents.

Vierbicher was founded in Reedsburg as a civil engineering company focused on providing high-quality, comprehensive municipal engineering and surveying services. As we have expanded our service area and staff over the last 47 years, we have maintained our company focus on that original founding principle. As we continue to serve our municipal partners, we have expanded our planning and community development team as well as our surveying and engineering staff.

Our key to success comes from our expertise in finding appropriate funding options to our clients that meet their specific needs. We are proud to have provided services to over 100 local units of government and actively serve as the designated planning and community development resource and/or municipal engineer for multiple Cities, Villages, and Towns across Wisconsin. We have included information on our company, our people, and our experience in the proposal documents that follow for those who may not be familiar with us.

We understand that you have requested qualifications from multiple firms to assist with a variety of planning services. We are grateful to be considered by the Village in this regard, and regularly provide the scope of services identified in your RFP to our municipal clients. If selected to be your Planner, the Village will find us to be an experienced, communicative, enthusiastic partner helping you serve Village residents.

We look forward to presenting our team to you and the Village Board soon. Please do not hesitate to contact us to answer any question you may have or to coordinate a face-to-face meeting.

Sincerely,

Matthew Miller, CNU-A
Planner
(608) 821-3975
mmil@vierbicher.com

Andrew Kurtz
Planning and Community Development Manager
(608) 402-6387
akur@vierbicher.com

FIRM OVERVIEW

VIERBICHER

999 Fourier Drive, Suite 201
Madison, WI 53717
Phone: (608) 826-0532
Fax: (608) 826-0530
www.vierbicher.com

Main Contact
Matt Miller, CNU-A
(608) 821-3975
(608) 821-mmil@vierbicher.com

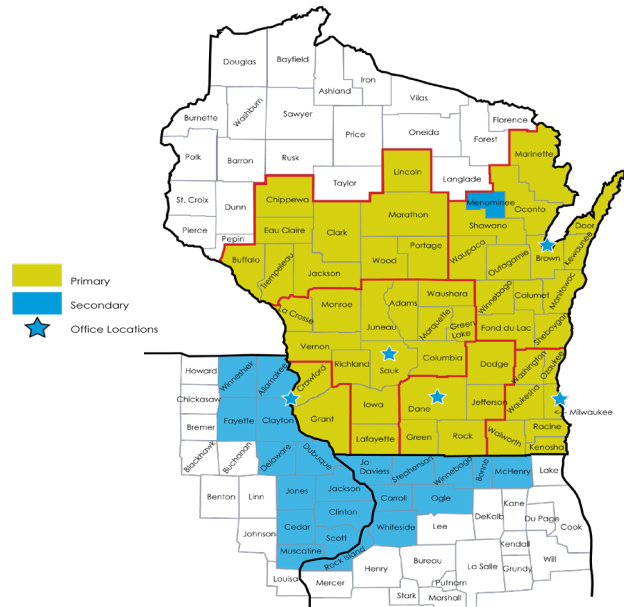


LICENSED AND CERTIFIED PROFESSIONALS

42

(PE, EIT, PLS, PH, CST, PLA, CFM,
LEED AP, AICP, CECD, EDFP)
WI LIC # 1326-11

GEOGRAPHIC SERVICE AREA



FOUNDED 1976



5 OFFICE LOCATIONS

95% of our work is from REPEAT CLIENTS

PLANNING

ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT

PUBLIC FUNDING

ENGINEERING

LANDSCAPE ARCHITECTURE

SURVEYING

104 TEAM MEMBERS



#1 VIERBICHER GOAL:

PROVIDE A CULTURE THAT INSPIRES PEOPLE TO DELIVER EXCEPTIONAL RESULTS



Description of Firm

Vierbicher is a team of over 100 professional engineers, planners, community development specialists, land surveyors and GIS specialists who provide comprehensive solutions for a wide range of projects through five offices in Wisconsin. Our goal is to provide clients with creative consulting services and quality products, enabling them to efficiently and effectively meet their goals. We work to build strong relationships with our clients that promote trust, cooperation, and teamwork. We offer the following to our clients:

- A proven track record of delivering successful engineering projects across a multitude of sectors
- Highly skilled and experienced professionals, including licensed engineers, planners, surveyors, and other experts
- A multidisciplinary approach that allows us to tackle complex projects comprehensively
- Comprehensive planning services, including:
 - Market Analysis (commercial, retail, housing)
 - Comprehensive Plans
 - Downtown, Corridor and Neighborhood Plans
 - Redevelopment Plans
 - Development Impact Analysis
 - Ordinance and Zoning Administration
 - Tax Increment Financing (TIF) and Grant Funding
 - Assessment and Market Analysis
 - Economic Development Strategic Planning
 - Collateral Material
 - Business and Developer Recruitment
 - Public Funding
 - Business Retention and Expansion
 - TIF Analysis & Grants
 - Development Agreements
 - "Boots on the Ground" Implementation Services

Overall, Vierbicher's qualifications to provide planning services are rooted in our extensive experience, knowledgeable team, and commitment to excellence. Our staff are dedicated to making a positive impact on the communities and organizations they serve. This holistic approach to planning projects sets us apart as a trusted partner for a wide range of clients.

Our History and Experience

Vierbicher was founded as a community-focused municipal engineering company by Jim Vierbicher in 1976. Dedicated to serving the communities in which we live, we continue to provide high-quality engineering, planning, and community development services across Wisconsin. We have multiple staff who are licensed to provide professional engineering and surveying services in the State of Wisconsin and are on the WisDOT's Roster of Eligible Engineering Consultants. As the designated municipal engineer in multiple Towns, Villages, and Cities, our staff has developed excellent relationships and reputations with the various approving agencies (WDNR, WisDOT, USACOE, County Agencies, etc.). This experience allows us to effectively develop solutions to the specific challenges municipalities can have and obtain timely approvals to allow projects to move forward.



In addition to our engineering services, we provide Planning and Community Development services to many municipalities across the state. The combination of our Engineering, Planning and Community Development expertise sets Vierbicher apart from other firms. Our Community Development Specialists have established strong relationships with all the State and Federal funding agencies. This knowledge base helps Vierbicher develop funding packages across agencies and enables municipalities to fund needed infrastructure improvements. Recent examples of our expertise in action will be presented later in this proposal.

Planning Services Provided for Our Municipal Clients

Vierbicher provides an extensive suite of services to our municipal customers enabling them to define and reach their goals. Relationships with and understanding of the municipalities Vierbicher works with are hallmarks of the planning services we deliver.

The Village of Mount Horeb has requested assistance with the following planning services and Vierbicher will focus its efforts on delivering the following:

- Community Engagement - developing and deploying community surveys, organizing and facilitating community open houses, compiling community feedback
- Comprehensive Planning - community engagement, developing/updating Comprehensive Plans Comprehensive Outdoor Recreation Plans, and Capital Improvement Plans
- Urban Housing studies - housing inventory, community engagement, gap analysis and developer assessment
- Zoning Code Developments and Updates - analysis of current code, integration of legislative and judicial changes, implementation of best practices, staff engagement and review, community engagement and recodification
- Development Plan Review - site design assessment, zoning code compliance, funding analysis and impact assessment

Public Funding

Vierbicher has a long and successful history of assisting clients in accessing public funding for completing planning projects. We provide grant writing and administration services for EDA, CDBG, USDA Rural Development, Wisconsin DOT, Wisconsin DNR, WHEDA, WEDC, and the Wisconsin Public Service Commission. In addition to grant writing and administration, Vierbicher provides environmental reviews including State Historic Preservation Office clearance, financial management, reporting, monitoring labor standards, and record keeping. Vierbicher also has extensive experience assisting communities to plan, create, and implement Tax Increment Financing programs. While our company was founded on civil and municipal engineering, our extensive due diligence, market-based approach and public funding expertise have made us an industry leader with unmatched success rates. Some of our highlights include:

- Secured and leveraged over \$100 million in grants for our Clients to do their projects (with over 85 percent application success rate)



- Participated in the creation of over 125 TIDs and amended over 90 TIDs
- Communicate regularly with municipalities regarding new programs, program changes, and availability of funding for our client's needs through our funding bulletins.
- Lead the discussion by sharing our knowledge at conferences, community meetings, and as a trusted advisors to those we serve.
- Remain well connected with our legislators, which keeps us on top of legislation and how it affects our clients.

Professional Services

For over 45 years, Vierbicher has worked with local governments of all sizes to bring their visions to reality. From concept to completion, our professional services stimulate growth and revitalization in Wisconsin communities.

Our dedicated, multi-disciplinary staff makes it easy for municipalities to navigate complicated processes such as project planning, design, funding and implementation. We lend our expertise so clients can continue to focus on serving citizens and constituents in a meaningful way.

We understand municipalities today need to accomplish more with fewer resources. They also need access to professionals well versed in federal, state and local jurisdictions to ensure they meet all regulatory compliance requirements. We provide this for our clients by listening to, understanding and accommodating their needs. It's why our projects have high success rates.

Serving the Village of Mount Horeb

The team we have selected to serve the Village of Mount Horeb has extensive experience and knowledge, including personnel who were previously City/Village Administrators. We propose to primarily utilize staff from our Madison and Reedsburg offices on Village planning projects. We are also capable of enhancing our operational efficiency by cross-utilizing staff from different offices, allowing us to leverage their diverse skill sets to tackle various projects and tasks effectively. When needed, we will pull in specialty staff in order to meet the Village's project needs.

While we are not proposing any specific sub-consultants on our team, we have worked with multiple companies providing specific specialized services such as environmental cleanup and permitting, geotechnical testing and design, and wetland delineation and permitting. Where these specific services are required for a project we have multiple industry partners we can team with. Our brief team biographies follow.



Staffing Plan

Andy Kurtz - Planning and Community Development Manager

Andy Kurtz is our Planning and Community Development Manager and comes to us from the Village of Marathon City where he was the Village Administrator for nine (9) years. Andy has extensive knowledge in the public sector as it relates to planning, zoning, economic development, tax increment financing, ordinance maintenance, grant writing, public works, project management, and more.

Matt Miller, CNU-A - Planner

Matt is a Congress for New Urbanism accredited planner who will assist in site plan review, comprehensive planning, mapping, and economic development efforts for the Village.

Mark Steward, AICP

Mark will use his experience as a City Administrator for six (6) years and County Planning and Zoning Administrator for eight (8) years to provide economic development, grant writing and administration services to the Village. His breadth of knowledge in the public sector includes planning, zoning, tax incremental financing, grant writing, project management, and more. Additionally, he will assist with ordinance writing and interpretation, administering zoning ordinances and codes, and comprehensive plan development.

Lisa Marone

Lisa will use her experience in Comprehensive Plans, Housing Studies, grant applications / grant administration, environmental reviews for public funding, and Phase I Environmental Site Assessments to support Village projects.



Firm Overview



Vision to Reality

Vierbicher is a community planning and civil engineering firm that has become a proven partner for thriving Wisconsin communities and developers. Our extensive experience working with both public and private clients has earned us the reputation as a trusted advisor and a firm that brings vision to reality.

Clients choose Vierbicher not only because we get projects done, we do them well. While our core service is civil engineering, our public funding expertise, market analysis, and due diligence experience distinguish us from our industry peers. Our focus is providing unmatched success for our Clients. In addition, our wide range of work with both public and private clients has uniquely positioned us to bring added value by connecting developers to community projects.

We pride ourselves on long-term client relationships, many spanning decades. Our multi-disciplined team of experts works collaboratively and efficiently from concept to completion to accomplish client goals on time and on budget.



INTEGRATED SERVICES

- Planning & Community Development
- Economic Development
- Urban Design & Landscape Architecture
- Grant Writing & TIF
- Municipal Engineering
- Civil Engineering
- Surveying & GIS
- Water Resources Engineering



Planning and Community Development



VILLAGE OF SHOREWOOD HILLS, WI

Market-based planning, reality-based implementation

Vierbicher is an industry leader in planning and community development services. We don't just deliver pretty pictures, we bring your vision to life. We're known for our realistic plans that are developed based on analysis and local stories to ensure feasible, market-supported results.

We've partnered with forward-thinking Wisconsin towns, villages, cities and counties—some for decades—to develop plans that address each one's unique long-term needs. We work closely with our clients to develop comprehensive plans that strike a delicate balance: they meet goals, but they're realistic; they consider public input and state law requirements, but don't lose sight of long-term visions.

Best of all, our plans improve your local quality of life. We can take care of everything from grant writing, market analysis and drafting concepts all the way to completion. You can count on us to deliver results that will spur a healthier economic outlook for your community.

PROJECT TYPES: COMMUNITY DEVELOPMENT

- Mixed-Use Developments
- Corridor and Downtown Revitalization
- Residential Development
- Brownfield Development
- Parks and Recreation Facilities
- Business and Industrial Parks

PROJECT TYPES: PLANNING

- Market Analysis (commercial, retail, housing)
- Grant Writing
- Comprehensive Plans
- Strategic Area, Corridor and Neighborhood Plans
- Redevelopment Plans
- Development Impact Analysis
- Ordinance and Zoning Administration
- Tax Increment District Creation and Administration



Municipal Services



STOUGHTON, WI

Enhancing the communities in which we work.

Vierbicher opened in 1976 with a mission to enhance Wisconsin municipalities and their residents' quality of life. Today, more than 45 years later, our multi-faceted team continues to help Wisconsin villages, towns and cities meet their unique development and revitalization goals — all with the least impact possible to taxpayers.

Working alongside engaged citizens and community leaders, we develop realistic, implementable plans and offer a wide range of municipal services to make projects a success.

"Vierbicher has been an integral partner in our community's growth. Their planning, engineering, and public funding services have resulted in business park expansion and overall better amenities for our residents."

Sam Blahnik
Former DeForest Community Development Director



WISCONSIN DELLS, WI

SERVICES

- Municipal Engineering
- Grants & Tax Incremental Financing
- Community Development
- Planning & Zoning
- Surveying
- Water Resources
- GIS
- Landscape Architecture



Comprehensive Planning



TOWN OF TROY

Vierbicher helps municipalities grow, develop and revitalize

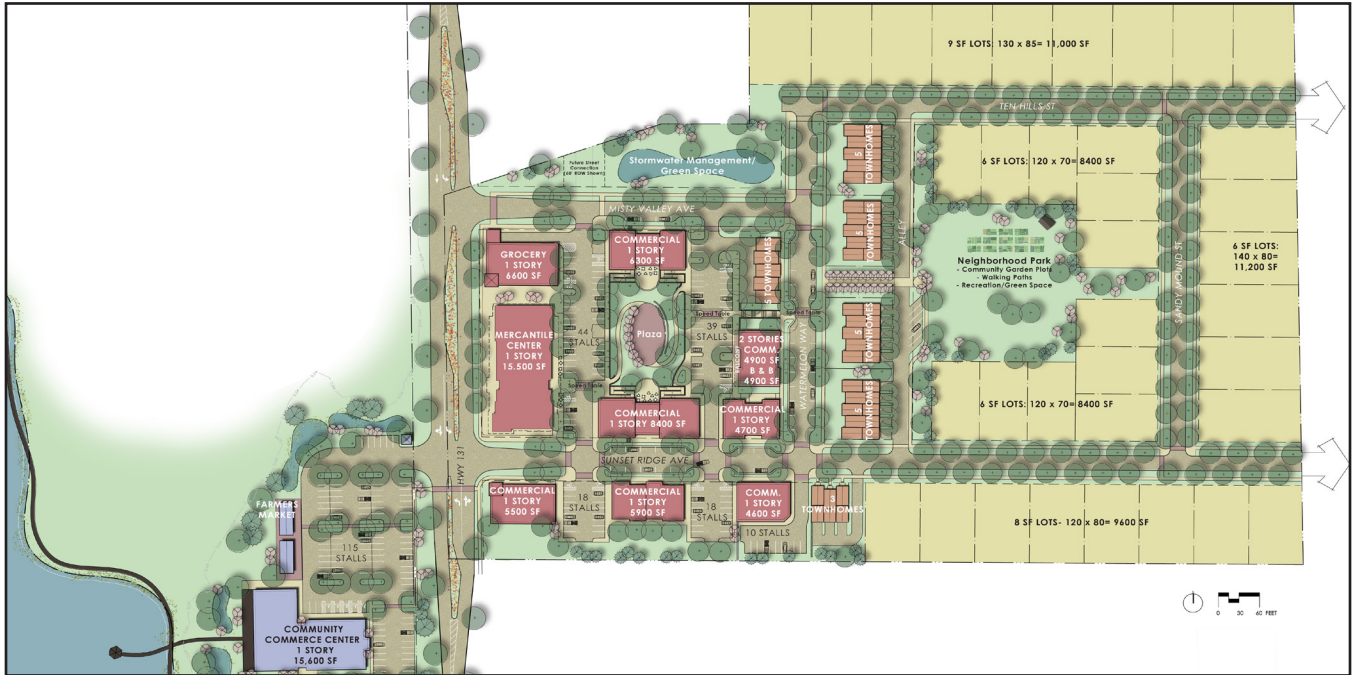
Vierbicher has worked with towns, villages, cities and counties across the State of Wisconsin to develop Comprehensive Plans that address the long-term needs of the community as well as the nine required elements outlined by state law. The adopted plans provide a framework that the communities will utilize to make land use decisions over the next 20 years.

Developing or updating a Comprehensive Plan requires an extensive process that includes substantial public stakeholder input. Vierbicher works with each community to develop a process and plan that reflects the unique needs and specific interests of that municipality. This process typically incorporates a series of educational meetings, informational mailings, a dedicated website, and substantial marketing materials to get people interested and involved in the process. Vierbicher will also facilitate a planning process that helps your community discuss and analyze potential long-term options for the future in order to improve the local quality of life.



REPRESENTATIVE PLANS

- Juneau County
- Village of Mazomanie
- Town of Black Earth
- City of Prairie du Chien
- City of Wisconsin Dells
- Multi-jurisdictional (5 townships in Dane County)
- Ashland County and 15 Participating Entities
- Town of Troy
- Town of Middleton





Municipal Site Development



Bridging the gap between people and place

Vierbicher understands there are a wide range of considerations for successful site developments. Each unique site presents a different set of opportunities and challenges. With over 45 years of experience, we have refined our site development process to result in greater efficiency and success.

Listening to the vision of our clients and analysis of the site helps us to prepare concepts that maximize use of the land. Our efficient, constructible designs and review of the necessary approval and permitting processes help to ensure that projects stay on time and on budget.

We understand that collaboration with key stakeholders, consistency with community plans, and thorough public engagement are essential, so we make it a priority to maintain effective relationships and open communication.

Vierbicher has completed numerous public works and utility buildings, public libraries, swimming pools and aquatic centers, village and city halls, and police and fire (public safety) facilities, proving we have the expertise and knowledge to complete a successful project of any size or complexity.

MUNICIPAL BUILDINGS

- DeForest Safety Building
- Gays Mills Community Commerce Center
- Oregon Police Station
- Oregon Fire & EMS Station
- Minocqua Police Station
- Weston Safety Building
- Lodi City Hall
- Mosinee City Hall
- Darlington Library
- Mount Horeb Library
- Prairie du Chien Library
- Reedsburg Public Library
- West Salem Library
- New Lisbon Public Library

SERVICES

- Planning
- Civil Engineering
- Surveying
- Landscape Architecture
- Water Resources



SUMMARY OF THE PROPOSAL

Planning Services

Vierbicher intends to provide the following Planning Services to the Village:

- Community Engagement
- Comprehensive Planning / Master Planning
- Zoning Code Writing and Administration
- Development Plan Review

The timeline and expense for any of the efforts would vary. Vierbicher proposes a split fee structure: when Vierbicher is collaborating with the Village on a Village Plan, the Daily Services Rate will be used. When performing a development review on behalf of an Applicant, the Development Reimbursed Rate Structure would be used. See rate schedules below.

DESCRIPTION OF PLANNING SERVICES

Community Engagement is woven into any planning effort when collaborating with our Clients. This includes developing and deploying community surveys, organizing and facilitating community open houses, and compiling community feedback.

Comprehensive Planning/Master Planning includes developing/updating Comprehensive Plans, Comprehensive Outdoor Recreation Plans, Urban Housing Studies, and Capital Improvement Plans rooted in community engagement.

Based on existing Village Plans, some future efforts may include:

- Village of Mount Horeb Bicycle and Pedestrian Plan
- Mt. Horeb School District Safe Routes to School (SRTS) Plan
- Housing Balance & Residential Growth Phasing Plan

Plus:

- Park Planning for future Parks (per CORP Map 3)
- Village Official Map (existing dated 2010)
- Marketing Document

Development Plan Review includes CSM, preliminary and final plat reviews, site plan reviews, rezones, zoning code compliance, funding analysis and impact assessment. Vierbicher has been providing this service in different communities for decades, such as the Village of DeForest (1988) and the Town of Middleton (1994).

Zoning Code Update includes analysis of current code, integration of legislative and judicial changes, implementation of best practices, staff engagement and review, community engagement and recodification. Please read further for Vierbicher's estimated scope and timeline to update the Village's Zoning Ordinance. For an example of a sign ordinance Vierbicher prepared in the Town of Lisbon, please see the 'Example' later in this document. Our team is currently performing a rewrite of City of Richland Center's code.



Zoning Code Recodification Scope

Consultant shall update and recodify Chapter 17 of Village Code (the Village of Mt. Horeb Zoning Code Ordinance).

The update shall integrate recent state law changes, and provide a more user-friendly document. The Zoning Code update and its recodification shall have two (2) phases.

Phase 1 – Review and Assessment

Consultant shall have a kick-off meeting with Village staff to determine project goals and objectives. Discussion points will include:

- A detailed review of the existing ordinance to identify specific areas of concern will occur.
- Discussion on the current zoning districts, with consideration on either eliminating districts or combining zoning districts, including the review of the Village Zoning Map.
- City staff will not vacate or potential development areas
- Review existing zoning forms

Consultant shall share three (3) zoning ordinances from other communities with the Village Plan Commission, plus Village staff. The Plan Commission, and Village staff shall review the ordinances and provide input on items they would like to incorporate. This input shall be used in the Zoning Ordinance Update.

There shall be one (1) public engagement event to gather resident feedback and suggestions.

Consultant Analysis and Assessment includes:

- Reviewing and annotating existing Zoning Ordinance to indicate potential changes / inconsistencies.
- Reviewing Village Comprehensive Plan (2022), CORP (2020), plus Downtown Plan (2017)
- Review Wisconsin Statutes and [Wisconsin Supreme] Court rulings regarding land use and zoning
- Preparing a Map that demonstrates changes to proposed zoning districts.
- Create a Zoning Ordinance Assessment and Direction Report based on research, staff, and community feedback.

The Plan Commission shall review the Report, providing feedback.

Phase 2 - Ordinance Revisions and Recodification

- Consultant shall modify Zoning Code based on research, staff, and community feedback. This may include:
- Creating new tables and add select graphics to illustrate the meaning of elements of the Zoning Ordinance
- Prepare new Zoning Map which incorporates proposed changes
- Prepare new zoning forms
- Coordinate with Village Attorney for a legal review.

A meeting with Village Staff shall review the draft ordinance, zoning map, plus forms for review.

Plan Commission will review the draft ordinance, zoning map, and forms, then recommend to Village Board for adoption.

A public hearing hosted at Village Board will be followed by Board discussion and adoption of the updated Zoning Ordinance.



We plan to work with the village to efficiently manage tea flow of information between the Village, Vierbicher and residents, to keep the project on schedule and to help manage Village costs and Village staff time.

WORK PLAN AND TIMELINE

Zoning Code Recodification

Authorization to Proceed	Dec 2023
Phase 1	
Kick-Off Mtg	Jan 2024
Sharing Templates, PC Mtg #1	Jan 24, 2024
Public Engagement Event	Feb 2024
Analysis & Assessment	Feb-March 2024
Review 'Zoning Ordinance Assessment and Direction Report,' PC MTG #2	March 27, 2024
Phase 2	
Preparing Ordinance	April-May 2024
Village Staff Review Draft Materials	May 2024
Review Draft Ordinance, PC Mtg #3	May 22, 2024
Village Board / Public Hearing (noticed ~1 month beforehand)	June 5, 2024

STAFFING PLAN

Planning Services and Zoning Code Recodification

Matthew G. "Matt" Miller, CNU-A – Project Manager and Primary Contact. Matt will attend Village meetings and facilitate engagement events.

Mark Steward – Land Use Law expert. Mark will assist in the review of existing Village Code, plus creating updated Code language.

Lisa Marone – Public Engagement expert. Lisa will create materials for engagement events and assist with review and rewrite of Code.

Andrew "Andy" Kurtz – Andy will assist with language creation, leveraging his experience as a Village Administrator for nearly ten years. He will provide Quality Control for the team.



PLANNING & COMMUNITY DEVELOPMENT MGR

Andrew Kurtz



BACKGROUND & ROLE

Andy Kurtz leads our Planning and Community Development team.. Andy has extensive experience in the public sector as it relates to leading all operations of a small municipal government. This includes everything from public works, planning & zoning, economic development, tax increment financing, ordinance maintenance, grant writing, administration. He has been responsible for creation and management of enterprise and general fund budgets for the community. He also has experience in the private sector as a Project Manager, where he was responsible for product development, marketing, and business development.

EXPERIENCE

EDUCATION

B.S. Business Administration,
University of Wisconsin -
Superior (1994)

PROFESSIONAL EXPERIENCE

Vierbicher
Planning and Community
Development Manager (2023)

Instructor at UW-Green Bay
Clerk and Treasurer Institute
(2017-2020)

Village of Marathon City
Administrator/Clerk/Treasurer
(2014-2023)

Village of Marathon City
Trustee (2007-2013)

Wausau Financial Systems
Major Account Sales (1995-
2014)

Village of Marathon City, Administrator-Clerk-Treasurer-Director of Public Works

- All functions of Village Administration
 - Zoning Administration and Review
 - Comprehensive Plan development and Strategic Planning
- Budget Creation and Management
- Economic development, business recruiting, and community promotion
- Human resources
- Creation and implementation of Tax Increment Financing Districts
- Elections management
- Intergovernmental relations with county, state and neighboring local governments
- Resident interaction / satisfaction
- Ordinance creation, review and maintenance
- Secured private investment for major redevelopments
- Grew the Marathon City Business Park by 60% in a ten-year span
- Secured special legislation to extend the life of TID No. 1
- Coordinated multiple grant applications
- Led multiple significant capital projects including:
 - \$10M wastewater facility
 - \$6.5M business park expansion
 - \$2.3M outdoor recreational facility
 - \$2.5M multi-year streets improvement plan
- Coordinated the voluntary annexation of over 500 acres of land
- Implemented electronic records management and standardization of forms



MUNICIPAL SERVICES PLANNER

Matthew Miller, CNU-A



BACKGROUND & ROLE

Matt has more than six years of experience in urban planning. His duties include performing housing studies and strategies, interacting with the public, attending plan commission and board meetings to facilitate plan development, and QA/QC of final plans before submitting to the clients. Matt is a multi-faceted member of the team assisting our engineers on planning items such as mapping, planning, urban service area requests. He is also part of the core team that services the Town of Middleton for all development review items.

RECENT PROJECT EXPERIENCE

EDUCATION

M.S. Urban and Regional Planning, University of Wisconsin - Madison (2018)

B.S. Political Science, University of Wisconsin - Madison (2016)

PROFESSIONAL EXPERIENCE

Vierbicher
Municipal Services Planner (2022)

Region I Planning Council
Metropolitan Planner (2020)

Wisconsin Department of Transportation
Traffic Forecaster (2017)

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Congress for New Urbanism (CNU)

Planning & Zoning

- Richland Center Zoning Code Update, Richland Center, WI
- City of Reedsburg Comprehensive Outdoor Recreation Plan (CORP), Reedsburg, WI
- Preliminary Site Analysis (PSA), mapping, and zoning code investigations for Client project in City of Monroe, Green County, WI
- Assist with Kilkenny Farms West project, Urban Service Area Amendment (USAA), Preliminary & Final Plat processes including fee calculations plus GDP/SIP review, Waunakee, WI
- Cottage Grove Market Analysis, Cottage Grove, WI
- Mauston Housing Study, Mauston, WI
- Town of Troy Comprehensive Plan (including mapping), Troy, WI
- City of Berlin Housing and Economic Strategy, Berlin, WI
- Town Code review and suggested rewrites, Town of Middleton, WI
- Road Maintenance Mapping, Town of Middleton, WI
- Development Reviews (Plats, CMS, Site Plans), Town of Middleton, WI

Community Development

- Dane County Urban Water Quality Grant Submittal, Dane County, WI

Public Funding Services

- Three (3) 2023 DNR Knowles-Nelson Stewardship Grant submissions for the Village of Blanchardville, Village of New Glarus, and Town of New Glarus, WI
- Dane County Urban Water Quality Grant Submittal, Town of Middleton, WI
- Funding Investigations, Town of Middleton, WI
- Funding Investigations, Village of Black Earth, WI



SENIOR COMMUNITY DEVELOPMENT CONSULTANT

Mark Steward, AICP



BACKGROUND & ROLE

With over 20 years of experience in Planning & Zoning and as a Municipal Administrator, Mark has developed a wide range of skills in both the public and private sectors. Mark's expertise is in economic development, grant writing, administration, writing and interpreting ordinances, codes and laws, polices, and administering and enforcing zoning. He is also a master with budgeting financials and project management.

RECENT PROJECT EXPERIENCE

Planning & Zoning

- Sauk County Comprehensive Plan
- Highway 12 Corridor Study, Sauk Co.
- Elroy Downtown Revitalization Plan
- Elroy Zoning Code Update
- Sauk County Zoning Ordinance Update
- Rusk County Zoning Ordinance Rewrite
- City of Richland Center Zoning Administration
- City of Richland Center Ordinance Rewrite
- City of Mauston Ordinance Rewrite

Community Development

- Development Agreements
- Memorandums of Understanding
- Business Recruitment & Retention
- Blight Remediation

Public Funding Services

- Capital Improvements Planning
- Funding Research & Analysis
- Grant & Loan Applications
- Grant & Loan Administration
- Tax Incremental Financing
- Low to Moderate Income Surveys
- FEMA Firefighter Grants

Floodplain Management & Floodplain Mitigation

- CDBG-EAP Grant Application & Administration, Elroy
- WDNR Municipal Flood Control Grant, Elroy
- Powerhouse Flood Mitigation Project, Elroy
- FEMA Flood Buyout Application & Administration
- Sauk County Floodplain Ordinance
- Rusk County Floodplain Ordinance
- Elroy Floodplain Ordinance
- Viola Economic Recovery Plan
- La Farge Economic Recovery Plan

Flood Recovery & Mitigation Experience

- Village of Rock Springs Municipal Buildings
- Village of Viola Resettlement Project
- Village of Rock Springs Resettlement Project
- Village of La Farge Substation Relocation Project

EDUCATION

Bachelor of Science Degree
(1994)
University of Minnesota,
Minneapolis, MN

PROFESSIONAL EXPERIENCE

Vierbicher
Senior Community
Development Consultant (2020)

Kalahari Development
Facilities Director (2017-2020)

City of Elroy
City Administrator (2011-2017)

Sauk County
Planning and Zoning Director
(2007-2011)

Rusk County
Zoning Administrator (2003-
2007)

Ayres Associates
Project Manager (1999-2003)

PROFESSIONAL AFFILIATIONS

American Institute of Certified
Planners (AICP)

American Planning Association
- Wisconsin Chapter

Wisconsin City/County
Management Association



COMMUNITY DEVELOPMENT CONSULTANT

Lisa Marone



BACKGROUND & ROLE

Lisa specializes in connecting plans to community vision through public engagement, utilizing maps to assist with decision making and creating policies. She has experience with Comprehensive Plans, Housing Studies, grant applications and grant administration, environmental reviews for public funding, and Phase I Environmental Site Assessments. Lisa currently serves as the Sustainability Board Vice-Chair for the City of Oshkosh.

EDUCATION

B.S. Environmental Studies
(2020)
The University of Wisconsin –
Oshkosh

A.S. Environmental Energy
Engineering (2017)
Fox Valley Technical College

PROFESSIONAL EXPERIENCE

Vierbicher
Community Development
Consultant (2022)

Wisconsin Economic
Development Association
Project Intern (2020)

University of Wisconsin-Oshkosh
Student Sustainability Director
(2019)

PROFESSIONAL AFFILIATIONS

Wisconsin Economic
Development Association

RECENT PROJECT EXPERIENCE

Planning & Community Development

- Environmental Review- City of Sun Prairie
- USDA Environmental Review - City of Viroqua
- HUD Heros Environmental Review - City of Reedsburg

Comprehensive Planning

- Town of Troy Comprehensive Plan

Public Funding

- CDBG grant administration - City of De Pere, Berlin, Sun Prairie, Oregon
- Oak Meadows Senior Housing Project, CDBG Special Project Application and Administration, City of De Pere

Housing

- Berlin Housing and Economic Development Strategy
- Mauston Zoning Code



Municipal Client References

Town of New Glarus

Municipal Consultant

Chris Narveson, Town Board Chairman

PO BOX 448, New Glarus, WI 53574 (mail)

26 5th Avenue, New Glarus, WI 53574 (physical)

(608) 527-2390

cnarveson@townofnewglarus.com

Firm's Key Personnel

- Tim Schleeper
- Dan Perry
- Gary Blazek
- Matthew Miller

Village of DeForest

Municipal Consultant

Bill Chang

Village Administrator

120 S. Stevenson Street, DeForest, WI 53532

(608) 846-6751

changb@vi.deforest.wi.us

Firm's Key Personnel

- Craig Matthews
- Darrin Pope
- Mark Mathews

Town of Middleton

Town Engineer/Town Planner

Barbara Roesslein, WCMC - Town Clerk

7555 W. Old Sauk Road, Verona, WI 53593

(608) 833-5887

BRoesslein@town.middleton.wi.us

Firm's Key Personnel

- Rod Zubella - Town Engineer
- Jackie Monfils/Sarah Church - Town Stormwater Engineer
- Tim Schleeper - Town Road Engineer
- Matt Miller - Town Planner



Sign Ordinance Example

Vierbicher completed a sign ordinance for the Town of Lisbon in 2021. Please view the link provided below for an example of the work.

<https://www.townoflisbonwi.com/DocumentCenter/View/130/Chapter-11---Zoning-Code---Revised-2017-07-11---with-Addendums-PDF>

Addendum A Chapter 13 - Sign Ordinance pdf p. 244/322



2024 Fee Schedule



Classification	Labor Rate
Daily Services Rates	
Quality Control	\$170.00/hr
Project Manager	\$145.00/hr
Planning, Zoning & Community Development	\$160.00/hr
Public Engagement	\$125.00/hr
Development Reimbursed Rates	
Quality Control	\$180.00/hr
Project Manager	\$155.00/hr
Planning, Zoning & Community Development	\$170.00/hr
Public Engagement	\$135.00/hr
Zoning Ordinance Rewrite	
Not to Exceed	\$28,000

Reimbursables

Most reimbursable items, such as mileage, copies, survey equipment, are included in the billing rates above. Anything that might become a reimbursable cost will be discussed in advance and billed at the actual cost.



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 6.d

Discuss and Take Action on Order to Repair or Raze Building at 101 Perimeter Road (Karakahl Country Inn)

BACKGROUND

Based on the condition of the building, from an inspection report by GEC, Village Attorney Kleinmaier has prepared the attached raze or repair order. The inspection report from GEC verified that the cost to repair the building is greater than 50% of the value of the building, which allows for the option of issuing a raze order. The order provides 30 days to repair the building or the Village will take action to have it razed. State states require personal service of the order to the owners and a notice by first class mail to others with interest in the property (banks).

The estimated cost to raze the building is \$200,000. If the Village has to order and complete the razing of the building, the cost is added as a lien on the building and the cost is reimbursed to the Village through that process. Our only real risk of not being reimbursed with this approach is if the owner declares bankruptcy.

RECOMMENDATION

ATTACHMENTS

1. 41E0230-Repair - Raze Order - Karakahl Country Inn
2. Karakahl Condition Assessment

**VILLAGE OF MOUNT HOREB
DANE COUNTY, WISCONSIN**

**ORDER TO REPAIR OR RAZE BUILDING
LOCATED AT 101 PERIMETER ROAD,
MOUNT HOREB, WISCONSIN**

To: Dhruv LLC
101 Perimeter Road
Mount Horeb, WI 53572

Dhruv LLC
207 N. Sandy Creek Drive
Seymour, IN 47274

Dhruv LLC
5096 W. Berkshire Drive
Franklin, WI 53132

PLEASE TAKE NOTICE THAT:

A. Dhruv LLC (the “Owner”) is the owner of the property at 101 Perimeter Road, Mount Horeb, Wisconsin (the “Property”), including the building located on the Property (the “Building”). The Building is generally referred to as the Karakahl Country Inn. The Property is described in the legal description attached hereto and incorporated herein as Exhibit A.

B. General Engineering Company, the Building Inspectors for the Village of Mount Horeb, inspected the interior and the exterior of the Building. General Engineering Company issued the Inspection Report attached hereto and incorporated herein as Exhibit B. The Inspection Report is authored by Kent E. Fish, P.E., Vice President of General Engineering Company. The individuals who performed the inspection, including Mr. Fish, are identified in Section 1.5 [sic, 1.6] of the Inspection Report.

C. Based on the inspection of the Building, General Engineering Company, the Building Inspectors for the Village of Mount Horeb, determined the following:

- (1) The Building is so dilapidated and has become so out of repair as to be dangerous, unsafe, unsanitary, and otherwise unfit for human habitation, occupancy, or use.
- (2) The cost to repair the Building would exceed 50% of the assessed value of the Building divided by the ratio of the assessed value to the

recommended value as last published by the Wisconsin Department of Revenue for the Village of Mount Horeb, Dane County, Wisconsin.

(3) Repair of the Building would be unreasonable.

(4) The Building should be razed.

D. Notwithstanding the determinations in Section C, which would permit the Village of Mount Horeb to require the Owner to raze the Building, the Village of Mount Horeb orders the Owner to either make repairs to the Building as set forth in the Inspection Report in order to make the Building safe, sanitary, and fit for human habitation, or to raze the Building, at the Owner's option.

E. At a meeting held on February 7, 2024, the Village Board of the Village of Mount Horeb reviewed and considered the recommendation of General Engineering Company and approved a motion ordering the Owner to either make repairs to the Building as set forth in the Inspection Report in order to make the Building safe, sanitary, and fit for human habitation, or to raze the Building, at the Owner's option.

ORDER

Based on the above, and pursuant to Wis. Stat. § 66.0413(1), it is ordered that:

1. Within thirty (30) days from the date of service of this Order, the Owner shall either make repairs to the Building as set forth in the Inspection Report in order to make the Building safe, sanitary, and fit for human habitation, or raze the Building, at the Owner's option. For avoidance of doubt, while the repairs are not required to be fully completed within thirty (30) days, the Owner shall have executed contracts with contractors within the thirty (30) day period for the repairs, and then the repairs shall proceed in a reasonable time period as determined by the Village Administrator.

2. If the Owner chooses to raze the Building, the Owner shall, within 30 days from the date of service of this Order, remove any personal property or fixtures located in the Building that will unreasonably interfere with the razing of the Building.

3. If the Owner does not comply with this Order within the time prescribed, the Building may be immediately razed or removed by the Village of Mount Horeb without further notice, and all the costs thereof may be charged against the Property and shall become a lien upon the Property and assessed and collected as a special charge.

4. The Village Administrator and Village Attorney are directed to take all necessary steps under Wis. Stat. § 66.0413(1) to provide service and notice of this Order.

5. If the Owner wishes to contest this order, the Owner may follow the procedure provided in Wis. Stat. § 66.0413(1)(h).

VILLAGE OF MOUNT HOREB
Dane County, Wisconsin

Date

By _____
Ryan Czyzewski, Village President

COUNTY OF DANE

Notary Public, State of Wisconsin
My commission: _____

(Print name)

Attachments: Exhibit A – Legal Description of the Property
Exhibit B – Inspection Report

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Lot 2, Certified Survey Map No. 12149, recorded in Volume 75 of Certified Survey Maps, Page 55, as Document No. 4308289, in the Village of Mount Horeb, Dane County, Wisconsin.

EXHIBIT B
INSPECTION REPORT



Engineers • Consultants • Inspectors

**INSPECTION REPORT
FOR
VILLAGE OF MOUNT HOREB
KARAKAHL COUNTRY INN**

Prepared by:

GENERAL ENGINEERING COMPANY

916 Silver Lake Drive
P.O. Box 340
Portage, WI 53901
Phone: (608) 742-2169
GEC No. 2-1123-517

Location:

KARAKAHL COUNTRY INN

101 Perimeter Road
Mount Horeb, WI 53572

INSPECTION REPORT

For

VILLAGE OF MOUNT HOREB KARAKAHL COUNTRY INN

DECEMBER 2023

1.0 BACKGROUND AND GENERAL INFORMATION

- 1.1 At the request of the Village of Mount Horeb, a non-destructive visual inspection of the buildings and grounds associated with the Karakahl Country Inn was performed on November 20, 2023.
- 1.2 The primary purpose of the inspection was to assess the overall condition of the interior and exterior of the facility to determine if it is fit for human habitation and/or is safe under Wisconsin State Statutes §66.0413 and §823.21.
- 1.3 The Karakahl Country Inn is a two-story building primarily composed of concrete block walls, precast concrete floor system, and a wood framed roof system. The facility is estimated at approximately 50-60 years old and was originally considered a quality-built facility but has since fallen into a state of disrepair and currently suffers from significant deferred maintenance. In addition to the lodging rooms, the facility also has a pool, sauna room, office/owner living area, and relatively large parking areas throughout the grounds.
- 1.4 In April of 2023, a fire occurred in the sauna room at this facility. The fire caused significant damage to the sauna room, locker room, and adjacent hallways. Additionally, smoke damage was observed throughout the facility.
- 1.5 The following defined terms are used to describe the condition of the components and systems reviewed:

Satisfactory – Performing its intended function with no major defects noted.

Serviceable – Performing its intended function but has visible defects or is aging. Minor to moderate repairs will be required.

Fair – Barely performing its intended function and has visible defects or is aging and will require moderate to major repairs in the short term.

Poor – Not properly performing its intended function; at or beyond its useful life. Component(s) require major repair or replacement.

- 1.5 The inspection was performed by Kent E. Fish (Professional Structural Engineer), Michael E. Parrott (UDC Construction, Plumbing, HVAC, and Electrical Inspector), Chris Michaels (UDC Construction, Plumbing, HVAC, Electrical Inspector and Commercial Plumbing Inspector), Dan Skael (UDC and Commercial Electrical Inspector), and members of the Mount Horeb Police and Fire Departments.

2.0 INSPECTION

2.1 FIRE DAMAGE

- 2.1.1 The fire is believed to have started in the sauna room. This room is approximately 10' x 20' and houses the sauna, lockers, a shower, and a changing area. All the contents of this room were destroyed by the fire.
- 2.1.2 The fire and the act of extinguishing the fire also caused damage in the hallway adjacent to this room. The ceiling tiles in this area have collapsed, and the steel grid that supported the tiles has been torn down.
- 2.1.3 Smoke damage was observed to have extended to most parts of the building and was especially noticeable in the hallways and other common spaces. Smoke damage was observed to diminish the further you get away from where the fire originated. The costs associated with remediation of the fire and smoke damage is estimated to be approximately \$120,000 - \$150,000.

2.2 ROOF

- 2.2.1 The roof system is predominantly clad in a white, single-ply roofing membrane which appeared to be an EPDM product (rubber). This type of membrane is typically adhered to poly isocyanurate foam insulation or similar substrate. The substrate acts as a protector for the rubber membrane and as insulation for the building. On the day of the inspection, the membrane was observed to not have been adhered to the substrate and was visibly fluttering in the wind indicating an improper installation. While walking on the roof, several locations were observed to be soft underfoot indicating the substrate had been negatively impacted by water infiltration at some point in time.
- 2.2.2 Multiple, relatively large, repairs were observed to have been made to the roof in several locations. The materials utilized for the repairs were observed to be dissimilar to the EPDM membrane and were not installed in a manner consistent with professional installation with a heavy reliance on generic roofing tar. The roof cladding was generally observed to be at the end of its useful life with the repaired areas in particularly poor condition. The estimated cost to complete this work to be approximately \$150,000 to \$180,000.

2.3 ELECTRICAL

- 2.3.1 A full review of the electrical equipment or systems was not a part of the scope of the inspection. No testing of electrical distribution equipment was undertaken, and only general information is provided here.
- 2.3.2 The fire occurred near the complex's main electrical systems. As such, the building's electrical service, associated wire distribution systems, and their components were found to have suffered extensive heat and water damage. As a result, the electrical utility provider has suspended service to the building leaving it with no electricity.
- 2.3.3 Unrelated to the fire, multiple instances of non-compliant electrical installations were observed at various locations throughout the facility. The installations appeared to have been performed by unskilled workers and not by licensed electricians.

2.3.4 Generally, the electrical system had several areas of concern and was found to be in overall Poor condition with the following list of observed items (please note this is not an inclusive list):

- Improperly abandoned electrical distribution components.
- Unprotected conductors and cables. NEC 300.4 and 334.15(B).
- Ungrounded non-metallic sheathed cable hanging in several locations. NEC 398.3 and 334.3.
- Unprotected lighting.
- Exposed switchgear and conductors.
- Heat and water damaged the switchgear and conductors.
- Mechanical Execution of Work. NEC110.12 Electrical equipment shall be installed in a workmanlike manner.

2.3.5 Currently, the facility's electrical system is to be considered unsafe and extensive replacement and repairs of the electrical systems and components shall be required before it will be able to be considered a viable candidate for use. The cost to complete the necessary work is estimated to be approximately \$130,000 - \$175,000.

2.4 HVAC

2.4.1 A full review of the heating systems was not part of the scope of the inspection. As such only general information is provided here.

2.4.2 The individual lodging units are serviced by individual ductless and self-contained heating and cooling units (PTACs). The useful life of a PTAC is 20 – 25 years. Onsite evidence suggests most of these units have exceeded their useful life, with several units being observed to be in very poor condition.

2.4.3 The HVAC systems for the common space were observed to be old and in poor condition overall. Additionally, the exhaust ductwork was heavily damaged during the fire and efforts to extinguish the fire and has created not only mechanical issues but also weatherization issues.

2.4.4 Onsite evidence suggests the HVAC systems for the pool area and associated common space are either non-functioning or are not functioning adequately and were found to be in overall poor condition. The chlorinated water vapor associated with an indoor pool is very corrosive and tends to result in a short life span for most mechanical systems, especially when not adequately maintained. Often, operators will stop using the mechanical systems for the pool and simply heat the pool area with the water from the pool. Operating in this manner forces the chlorinated moisture vapor to permeate throughout the facility and causes damage to not only the pool enclosure, but also common areas of the structure adjacent to the pool. Additionally, this type of operation, or lack thereof, does not provide air adequate circulation, and then tends to rob the structure from within. The estimated cost to replace the mechanical systems in this facility to be approximately \$220,000 - \$260,000.

2.5 POOL AREA ROOF

2.5.1 As mentioned in Section 2.4.3, the mechanical systems associated with the pool were not maintained and/or properly operated. As such, chlorinated moisture vapor penetrated deeply into the roof system associated with the pool enclosure. The roof's main supporting

structural, laminated, wooden beams were observed to be showing signs of rot and delamination. When viewed from the interior of the enclosure, the support structure spanning between the beams was easily observed to be sagging. When viewed from the adjacent roof top, the pool enclosure's roof had dips in it which caused water to pond. The exterior dips correspond with the interior sags, which is an indication the roof system has been structurally compromised.

- 2.5.2 While outside, portions of the overhang were observed to be rotted and falling off. Additionally, while not fully mounted for safety reasons, the pool enclosure's roof structure traversed in a limited capacity. While doing so, the roof was observed to be soft underfoot and the roof cladding was found to be at the end of its useful life. Generally, the pool enclosure's roof was found to be in overall poor condition from both a structural and weatherization perspective. The estimated cost to perform the necessary structural repairs and to replace the roofing materials is approximately \$225,000 - \$275,000.

2.6 WINDOWS AND DOORS

- 2.6.1 Two large windows that were observed to be broken and numerous doors were observed to have been heavily damaged throughout the facility. In fact, multiple doors appeared to have been kicked in or similarly damaged. The affected windows and doors require replacement and/or extensive repair. The estimated cost to complete this work is approximately \$20,000 - \$25,000.

2.7 ASBESTOS

- 2.7.1 Numerous pipes in the pool mechanical room were observed to be encased in an insulating wrap. Given the age of the building, there is a likelihood the pipe wrap contains asbestos. It is recommended the material be tested and, if it contains asbestos, have it removed by a licensed professional.

3.0 SUMMARY AND CONCLUSIONS

- 3.1 The Karakahl Country Inn, once widely considered a top-quality facility and reportedly a source of pride for the community, is currently a run-down facility suffering from effects of both deferred maintenance and a fire. The result is a building that shall require extensive repair to and/or replacement of the weatherization, structural, mechanical, and interior finish components.
- 3.2 It is also important to note that while the electrical service has been suspended to the facility, the water service has not. With no electricity, the facility does not have an operational HVAC system. With a non-operable HVAC system, there is no adequate means of maintaining a temperature within the facility to prevent the water pipes from freezing or of maintaining a temperature adequate for human habitation. Additionally, no efforts to winterize the water pipes or plumbing fixtures were observed to have been undertaken. Without heat and/or adequate winterization of the plumbing system, given the cold temperatures associated with Wisconsin winters, freezing of the plumbing system's water lines and fixtures is a veritable certainty. The damage associated with this scenario can be anticipated to be extensive.

- 3.3 To prevent additional damage to the facility, immediate termination of water service to the building combined with full winterization of the facility's plumbing system is recommended.
- 3.4 In its current state, the facility in question is to be considered unsafe, unsanitary, and otherwise unfit for human habitation, occupancy, or use. Until the building has been made safe by repairs, it is recommended that the building remain unoccupied.
- 3.5 According to Wis. Stat. s. 66.0413(1)(c), there is a statutory presumption that repairs are unreasonable if the municipality determines that the cost of repairs would exceed 50% of the assessed value (\$911,300.00) divided by the ratio of the assessed value (0.7616) to the recommended value as last published by the Village of Mount Horeb, WI. The formulaic statutory threshold for the building in question is \$598,279.90. The cost of repairs is estimated to exceed \$865,000. The repairs surpass the statutory presumption; therefore, the building is unreasonable to repair and eligible to be razed.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Kent E. Fish'.

Kent E. Fish, P.E.
Vice President

KEF/llf/mep



AGENDA ITEM REPORT

MEETING DATE

February 7, 2024

PREPARED BY

AGENDA ITEM # 6.e

Consideration of 2023 Village Strategic Plan

BACKGROUND

In November 2023 the Village conducted a Strategic Planning session with Trustees and Department Heads. A summary of the Planning Session is attached. The Board is being asked to approve the Plan information so Department Heads, Committees, and the Board may utilize the Plan information.

RECOMMENDATION

Recommended to approve

ATTACHMENTS

1. 2023 Strategic Planning Summary



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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Village of Mount Horeb



2023 Strategic Planning Summary

2023 Village of Mount Horeb Strategic Planning Summary

In November 2023 the Mount Horeb Village Board and Village Department Heads participated in a Strategic Planning session. The Village's last Strategic Planning session was conducted in Fall 2019. The goals of the session included:

- Help participants further understand Board member and staff values & goals
- Help prioritize Village resources for future planning, policies, and resource allocation (including staffing needs, operating budgets, debt), especially for items identified in the Comprehensive Plan
- Further understand internal & external perceptions of the Village and identify peer communities
- Help Identify the barriers and challenges to overcome in order to achieve goals
- Document the outcomes to be a resource and communication tool for Board members, staff, and public

Village Administrator Nic Own, President Ryan Czyzewski, and economic development consultant Kristen Fish-Peterson, Principal and CEO of Redevelopment Resources, worked together to plan the session goals and data collection methods. As part of the planning process, Board members and Staff were surveyed prior to the session on the following:

- Village Strengths, Weaknesses, Opportunities, and Threats (SWOT Analysis)
- Who they identify as Peer Communities
- Brick and Mortar priorities
- Internal Operations\Policy priorities
- Top complaints & compliments from citizens
- What their top priorities would be with an unlimited budget

Redevelopment Resources collected, analyzed, and presented the data for the session's discussions.

Mission, Vision, Core Values

Before discussion on the survey analysis began, participants were reintroduced to the Village's Mission, Vision Statement, and Core Values created in the last Strategic Planning Process. The participants agreed these should be kept intact, with potential for review in the future.

Village Mission: *Heritage. Community. Opportunity.*

Village Vision: *We provide outstanding service, guide sustainable growth, value diversity and inclusion, and enhance the quality of life for all.*

Village Core Values: *Quality Customer Service, Financial Stability, Friendly Community, Pride, Strong Leadership, Fun*

Peer Communities

The exercise of identifying peer communities was designed to give participants and the community an idea of what other municipalities it can benchmark against. These are communities the Village is likely to be competing with for residents, businesses, and visitors. In order to best compete, it is helpful for the Board and staff to understand more about these peer communities.

The most commonly identified Peer Communities were Oregon, Stoughton, McFarland, and Cottage Grove. Others identified but not included in analysis were Cross Plains, DeForest, New Glarus (all by two participants), and single responses of Waunakee, Monroe, Jefferson, Hales Corners, Prairie du Sac, Monona and Verona. All are worth further consideration for analysis and ideas.

Demographics

	Mount Horeb	Oregon	Stoughton	Cottage Grove	McFarland
Population	7,850	11,346	13,507	7,403	9,125
Median Household Income	\$ 90,814	\$ 101,246	\$ 82,555	\$ 104,515	\$ 99,536
Median Age	37.3	40.9	41.4	39.5	42.4
Average Household Size	2.54	2.55	2.37	2.69	2.52
# Housing Units	3,164	6,842	5,958	4,352	5,405
% Owner Occupied	67.3%	77.4%	69.1%	81.1%	78.1%
% Renter Occupied	29.2%	20.5%	25.0%	16.2%	18.3%
% Vacant	3.4%	2.1%	5.9%	2.7%	3.6%
Median Home Value	\$ 352,313	\$ 374,133	\$ 282,423	\$ 370,615	\$ 362,754
Per Capita Income	\$ 41,662	\$ 51,043	\$ 41,076	\$ 48,578	\$ 49,803

Tax base Comparison

	Mount Horeb	Oregon	Stoughton	Cottage Grove	McFarland
Aggregate Assessed Value	\$1,182,610,800	\$1,772,574,660	\$1,721,994,500	\$1,013,484,200	\$1,550,015,000
Residential - Class 1					
Total Value of Land and Improvements	\$952,443,300	\$1,551,852,860	\$1,320,984,500	\$729,003,500	\$1,272,359,000
# of Acres	832	1112	1253	773	883
Commercial - Class 2					
Total Value of Land and Improvements	\$222,606,500	\$179,110,400	\$319,090,900	\$264,065,600	\$262,560,000
# of Acres	197	444	423	561	393
Manufacturing - Class 3					
Total Value of Land and Improvements	\$1,428,200	\$31,425,200	\$54,116,700	\$6,914,200	\$6,057,600
# of Acres	10	80	228	28	13
Agricultural - Class 4					
Total Value of Land and Improvements	\$26,000	\$23,600	\$208,300	\$249,400	\$165,500
# of Acres	69	69	579	724	478
Undeveloped - Class 5					
Total Value of Land and Improvements	\$4,300	\$1,000	\$48,200	\$96,000	\$205,400
# of Acres	8	4	43	85	150

Tax Rate & Utility Comparison

	Mount Horeb	Oregon	Stoughton	Cottage Grove	McFarland
School District Rate	10.05	10.22	7.83	10.982	8.95
Municipality Rate¹	7.8 (6.32)	5.61 (5.39)	7.23 (7.0101)	6.68 (6.79)	6.3
Tech College Rate	0.94	0.73	0.74	0.77	0.75
Dane County	3.57	2.76	2.8	3.25	2.86
Total Tax Rate	22.36	19.32	18.6	21.68	18.86
School credit	-1.53	-1.6	-1.43	-1.67	-1.5
Net mil rate	20.83	17.72	17.17	20.01	17.36
AccessDane Net rate	0.020832397	0.017721214	0.01717257	0.020010144	0.017355376
Average Assessment Ratio ³	0.7616	0.9882	0.9709	0.9387	0.9511
Fair Market value rate ⁴	15.87	17.51	16.67	18.87	16.51
<i>*2022 Tax Rates are shown above. (without TID)</i>					
School District Rate	8.09	9.716	7.12	13.242	8.281
Municipality Rate	5.19 (5.146)	5.29 (est 5.14)	6.76 (est 6.5137)	7.09 (est 7.09)	6.09
Tech College Rate	0.67	0.68	0.69	0.81	0.691
Dane County	2.75	2.83	2.86	3.79	2.88
Total mil Rate	16.7	18.51	17.43	24.94	17.942
School credit	-1.29	-1.81	-1.52	-1.89	-1.6786
Net mil rate	15.41	16.7	15.91	23.046	16.25759
AccessDane Net rate	0.015412008	0.016685723	0.015910000	0.023046298	0.162575940
Average Assessment Ratio	1.0021	0.9737	0.9632	0.816	0.958
Fair Market value rate ⁴	15.44	16.25	15.32	18.81	15.57
<i>*2023 Tax Rates are shown above (without TID)</i>					
Water Rate	\$3.10 per 1,000 gal	\$3.18 per 1,000 gal	\$3.55 per 1,000 gal	\$3.93 per 1,000 gal	\$2.76 per 1,000 gal
Wastewater Rate	\$11.50 per 1,000 gal	\$4.66 per 1,000 gal	\$5.05 per 1,000 gal	\$7.77 per 1,000 gal	\$5.50 per 1,000 gal
Stormwater Rate			\$6.76/month		\$7.42/month
Electric Rate	\$0.1199 per kWh	\$0.168 per kWh ⁵	\$0.0981 per kWh	\$0.168 per kWh ⁵	\$0.168 per kWh ⁵
Electric Rate Avg 600Kwh ⁵	\$74.10		\$75.87		
<i>*Utility rate information was taken from each municipality's website.</i>					

- 1 - from budget docs-calculation without TID
- 2 - uses Monona Grove School District
- 3 - The closer to 1.0, the more comparable the absolute mil rates are
- 4 - Reported by Wisconsin State Journal - Gives a better comparison between municipalities with divergent assessment ratios
- 5 - Average monthly bill 2023 per PSC website, note-MH had mid-year increase
- 6 - Alliant Energy, data average, increasing rates in 2024 & 2025

SWOT Analysis

A SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis can help an organization assess internal and external factors that help or hinder its mission and vision.

There were several common themes identified by participants in the SWOT analysis (most common are **bolded**):

Strengths of the operation of the Village of Mount Horeb

- **Staff and Department heads** - knowledgeable, work well together, fiscally responsible, collaboration with board, supported by and supporting the Board
- Infrastructure – well maintained, quality **services**
- Government environment – **financial responsibility**, open governance, citizen committee structure, partnerships with Chamber & Schools District, organized, good finances

Weaknesses of the operation of the Village of Mount Horeb

- **Lack of resources** – implementing change takes longer, compensation, delays cause inconsistency on progress, limited parkland & housing, causes staffing issues
- Staffing issues – low compensation, **understaffed** departments, turnover, lack of mentoring/transition planning
- **Communications** – to/from public, inter-department, inconsistent
- **Reactive** culture – slows decision making process, developer oversight, not think outside box
- Slow Commercial Development

Opportunities of the operation of the Village of Mount Horeb

- **Growth** (8) – residential, commercial, tax base, business park, cultural amenities
- **Communication** (5) – host listening sessions, expand social media presence, internal focus
- Village Board education – interact with and use Village services,
- Staffing (4) – investment in employee training, succession planning, and compensation
- **Land acquisition** – business park, parkland, housing, parking

Threats/Challenges of the operation of the Village of Mount Horeb

- **Employee Turnover & Recruitment** (12) – wages, burnout, dissatisfaction, local affordability
- **Finances** (7) – rising costs, inflation, revenue limits, aging infrastructure, macro economic changes
- Developments – inconsistency in process, public input, accountability on developments
- Bedrock and topography, climate change, weather extremes strain infrastructure, supply chain, state legislative changes

Views from the Public

The Village Board and employees are charged with serving in the best interests of the Village. This can take many forms, and with limited resources not all wants and needs can be immediately met. Often the prioritization and expectations of stakeholders do not match, leading to complaints or disapproval. When the prioritization and expectations of stakeholders do match, the community may sometimes share compliments or approval.

Compliments

To help understand how the public positively views the Village (could include governance, operations amenities, culture), participants were asked to share the most common compliments they receive about the Village. Common responses revolved around:

- Quality staff, responsive, friendly, professional
- Small town feel, downtown feels like a place, clean main arteries
- Great restaurants
- Residents come together to help those in need, close knit community
- Great quality and quantity of parks, schools, programs, events

Complaints

An organization and its stakeholders are more likely to hear complaints from the public, and Mount Horeb is no exception. Participants shared the most common complaints they receive, which fall into the following themes:

- Lack of communication to employees and residents
- High taxes
- Short on commercial tax base
- Parking at library, downtown, at schools
- Service issues on snow removal, utilities, garbage pickup, yard waste (not picked up daily)
- Need more pushback to developers
- Leadership needs to be stronger
- Lack of childcare
- Things aren't how they use to be
- High cost of housing
- Need more park athletic fields/indoor recreation space

Wish List

Municipal governments are always shorter on funds than what it would need to achieve the goals and its plans for the future. That barrier often gets in the way of 'big picture' planning and affects prioritizing opportunities. To help overcome that barrier, participants were asked to identify their top 3 priorities if they had an unlimited budget or resources. Responses included:

- **Buy Land** - The top priority by far was buying land (19 mentions). Uses included housing, business park, parks, recreation center, senior center, combined recreation/senior center, athletic fields, parking lot, TID 3 land, and an arts and cultural center
- Staff evaluations, pay market (competitive) wages, offer healthcare options supporting specialties & preventative care
- Infrastructure updates & upgrades
- Underground parking downtown
- Expand library
- Aquatic Center
- Reduce debt
- Community car service/transportation
- Address housing shortage
- Cut taxes
- Invest in sustainable opportunities for development

Priorities

Knowing the Village does have limited resources, it needs to prioritize its time and money in order to achieve even incremental change and growth. The participants were provided with a list of items identified in the Comprehensive Plan, Committee discussions, staff feedback, and public input.

Brick and Mortar

Participants were asked how the Village should prioritize 'brick and mortar' items, with the following list created after weighing the responses:

1. Streets, utilities, transportation, traffic safety, lighting, other village infrastructure
2. Commercial Development
3. Downtown Development
4. Parkland and Recreation
5. Housing
6. Senior Center Facilities
7. Library facilities/expansion

Several items had sub-categories where components were further priorities as follows:

Commercial Development	Downtown Development	Housing	Parks
New business park	Infrastructure	Single family	New parkland
TID 3 completion	Retail businesses	Senior	Grundahl Park
TID 5 development	Service businesses	Workforce/affordable	Fundraising/development strategies & procedures
Non-TID infill	Amenities	Multi-family	Indoor facilities
	Residential	Group home	Partnerships with MHASD & County/State

Internal Policy

Participants were also asked how the Village should prioritize the operations, functions, and policies of the Village, with the following list created after weighing the responses:

1. Internal staffing (including more competitive compensation, econ dev position, committee structure, succession planning)
2. Citizen Communication
3. Ordinance modernization, zoning code updates
4. Mil rate (goals for changes, competitiveness, benchmarks with peers)
5. Relationships with adjacent townships
6. Policy for disposition of Village-owned property
7. Tourism Commission inclusion of other municipalities
8. Sustainability integration

Several other priorities were identified by respondents that were not anticipated in the initial data collection. They will be included in the strategies and action plans going forward.

- Incorporation Historic preservation committee into Village government
- Recruiting Village Board and Committee members with professional experience beneficial to the Village and can make informed independent of outside political influence
- Efficiency of service provisions
- Future of existing swimming pool

Priority Ranks with Activities/Action Items

For the final exercise of the evening, the participants broke into small groups. They further ranked their top 3 of the previously identified priorities. The participants were asked to analyze the group's top 3 priorities and suggest activities or action items to help achieve implementation/improvement.

1. Commercial Development and Downtown (4 groups ranked top priority)
 - Research and purchase land and establish a business park
 - Expand outreach to developers and new & existing businesses
 - Recruit board and committee members with development background
 - Ordinance and zoning code update
 - Implement downtown plan, Phase II
 - Improve relationships with other municipalities
 - Analyze and strategize how to attract development on infill sites
 - Create housing diversity downtown
 - Continue façade grant program
2. Streets, Utilities, Transportation and Other Village Infrastructure (4)
 - Maintain current service levels
 - Focus on all internal policies, internal staffing levels and employee training
 - Code updates
 - Study enhancements/expansion to meet needs
 - Conduct a public survey to determine needs
 - Explore new technology and methods for better efficiency
3. Internal Staffing (3)
 - Conduct succession planning and contingency
 - Update wages and benefits for more competitive compensation
 - Improve department cohesion, team building
 - Decide on proper levels of staffing
 - Create a staff retention plan
 - Present compensation breakdown to staff
 - Conduct analysis of full time economic development staff vs. part time consultant
4. Parks (3)
 - Buy new park land
 - Conduct community-wide survey re: parks
 - Partner with the County for a dog park
 - Think outside the box using meetings and methods to acquire new park land
 - Create more pedestrian connections to parks

5. Communications (2)
 - Host regular cross dept. meetings to discuss and help solve existing problems
 - Establish communication protocols
 - Create a clear path/flow to direct questions and complaints
 - Conduct analysis of communication with developers and the general public
 - Conduct analysis of communication on development process
 - Establish communication protocol between staff and elected officials
 - Create internal process for transition of Village owned property
6. Housing (1)
 - Annex land
 - Coordinate for mixed use, single family, multi-family
 - Allow ADUs
 - Update zoning code to allow more housing options by right
7. Taxes (1)
 - Create strategies to reduce tax burden for home-owners
 - Buy property for commercial use/business park
 - Pursue non-property tax revenue opportunities
 - Formalize PILOT process and expectations of tax exempt entities
8. Sustainability Integration (1)
 - Research solar and renewable integration
 - Partner with businesses and schools to share costs and opportunities
 - Find federal and state funding to support sustainability efforts

The expectation is these activities and action items will be further developed and added to by staff, the Board, and committees to help meet the mission and needs of the Village. There may be a follow up meeting among just the Board and/or just Department Heads to further delve into the outcomes. The participant agreed that it is beneficial to conduct a full joint strategic planning session (or update) every few years.

Next Steps

The next steps of the Strategic Plan implementation include:

- Sharing a summary of the documented outcomes with participants and adding any additional information not identified in the documentation they provide feedback on
- Presenting the updated summary at the Village Board and Department Head levels, then further shared with staff and committees
- Sharing the summary with the public
- Begin/Continue working at the Department and Committee levels on further prioritizing action items and ways to allocate resources
- Provide the Summary to any new Trustees and staff