



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, June 5, 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 May 1, 2024 Meeting Minutes
 - b. Recommendation on Resolution 2024-09 Tourist Rooming House at 1833 Danny Drive
 - c. Consider Certified Survey Map for 175 Lillehammer Lane, Grandstay Hotel
 - d. Consider Pay Request #2 for Street Project 24-100
 - e. Consider Alcohol License Application for Firefly Events Decor & Flowers, 109 N 8th Street
 - f. Consider Alcohol License Agent Heidi E Rizzi Lange for Firefly Events Decor & Flowers, 109 N 8th Street
 - g. Consider Street Use Permit Application from Mount Horeb Area Chamber of Commerce for Annual Art Fair, July 26th-28th, 2024
 - h. Consider Street Use Permit Application from Mount Horeb Area Chamber of Commerce for Annual Fall Village Market, October 4th-6th, 2024
 - i. Consider Alcohol License Application Renewals: Buck & Honey's Restaurants, 108 S 2nd Street; Dog House Bar & Grill, 117 S 1st Street; Driftless Social, 128 E Main Street; Elegant Bridal, 101 E Main Street; Fink's Cafe, 204 W Main Street; Norsk Golf Club, 2755 Golf Bowl Road; Grumpy Troll Brew Pub, 105 S 2nd Street; Bistro 101, 101 E Main Street; Bar Manzo, 209 E Main Street; Kwik Trip 794, 525 Springdale Street; Kwik Trip 1130, 9255 Ridgeview Road, Trollway Liquor, 504 W Main Street; Miller and Sons, 1845 Springdale Street; Premier Cooperative, 501 W Main Street; Sunn Cafe, 201 E Main Street; Aztlan Mexican Grill,

407 W Main Street; WiscoBoxes, 305 E Main Street; Viking Bar & Grill,
120 E Main Street

- j. Consider Alcohol License Agents: Thomas Anderson, Buck & Honey's Restaurants; Nathan Faust, Dog House Bar & Grill; Matthew Schmock, Driftless Social; Marah Odgers, Elegant Bridal; Pamela Baker, Fink's Cafe; Michael Woodward, Norsk Golf Club; Timothy Duerst, Grumpy Troll Brew Pub; Mark Valaskey, Bistro 101; Nathan Mergen, Bar Manzo; Daniel Hying, Kwik Trip 794; Tracy Alvey, Kwik Trip 1130; Michael Rogers Jr, Trollway Liquor; William Miller, Miller and Sons; Joshua Kitelinger, Premier Cooperative; Cynthia Curtes, Sunn Cafe; Jose Onate, Aztlan Mexican Grill; Lisa Hembrook; WiscoBoxes; Guy Evans III, Viking Bar & Grill

6) Agenda Items

- a. 2023 Village Audit Presentation by Baker Tilly
- b. Presentation and Discussion for music festival
- c. Proclamation to Continue Valuing Diversity and Inclusion in the Village's Vision
- d. Consideration of change in closing date for Lukken Farm Purchase
- e. Set Date for July 2024 Village Board Meeting

7) Committee Reports:

- a. Community Development Authority
- b. Dane County Cities & Villages Association Report
- c. Finance/Personnel
- d. Historic Preservation Committee Report
- e. Library Board
- f. Mount Horeb Area Chamber of Commerce
- g. Mount Horeb Area Joint Fire Department
- h. Parks, Recreation, and Forestry Commission
- i. Plan Commission
- j. Public Safety Committee
- k. Public Works Committee
- l. School Liaison
- m. Sustainability and Natural Resources Committee
- n. Tourism Commission
- o. Utility Commission

8) Village President's report

9) Village Administrator's report

10) Village Clerk's report

11) 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
MAY 1, 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 7:03pm. The Pledge of Allegiance was recited. Present were Trustees Jones, Halverson, Schellpfeffer, Gauger, and Scott. White was absent. Also present were Administrator Nic Owen, Village Clerk Alyssa Gaffney, Village Attorney Bryan Kleinmaier, and Youth-In-Government student Siobhan Mertz.

Public Comments: Czyzewski read a joint statement from the Village and Chamber of Commerce regarding today's active shooter situation at the school. Mike Krentz spoke about binding referendums on large purchases.

Consent Agenda: Jones requested to have the March 27th meeting minutes pulled from the consent agenda. Halvorson moved, Schellpfeffer seconded to approve the following remaining consent agenda items: April 3, 2024 meeting minutes; April 15, 2024 meeting minutes; Residential Exterior Improvement Program Grant Application: Anthony Miller, 210 Wilson Street; Residential Exterior Improvement Program Grant Application: 307 N Third Street, Jackie and Ryan Monfils; Ordinance 2024-10, AN ORDINANCE TO AMEND SECTION 12.01(8) CIGARETTES, TO INCLUDE TOBACCO PRODUCTS AND ELECTRONIC VAPING DEVICES; Resolution 2024-05, A RESOLUTION TO AMEND MUNICIPAL WARD PLAN; Consider Committee and Commission Appointments; Street Use Permit Application for Mount Horeb Summer Frolic Committee, Frolic Parade, on June 9, 2024; Pay Request #1 for Street Project 24-100; Ordinance 2024-07 R-3 Multi-Family Residential to General Development Plan for 109 & 113 Valley Dr & 302 Adams St; Ordinance 2024-08 Amending Chapter 17 & Chart 1 Accessory Building Height Limitations; Conditional Use Permit Resolution 2024-07 2011 Springdale St Symdon Motors Accessory Building. Motion carried by unanimous voice vote. Jones stated the minutes for March 27th need to be amended to state that he arrived after item "e" at that meeting. Jones moved, Halverson seconded to approve the March 27, 2024 meeting minutes as amended. Motion carried by unanimous voice vote.

Legislative Update from Congressman Mark Pocan & Morgan Salli: Morgan Salli was present and gave a statement on today's event. She spoke on the ways their office can assist with the village's needs.

Consideration of Ordinance 2024-05 Zoning Change PD-1 to General Development Plan, 1881 Springdale Street: Czyzewski and Owen explained this item. The board members gave their input. Jones moved, Schellpfeffer seconded to approve the ordinance including the recommendation by the Village Planner regarding

the height of the building. All voted aye, with the exception of Scott, who voted nay. Motion carried.

Consideration of Ordinance 2024-09, AN ORDINANCE PURSUANT TO 64C (4) OF 2023 WISCONSIN ACT 73 TO OPT-OUT OF EXTENDED CLOSING HOURS FOR LICENSED ALCOHOL PREMISES DURING THE REPUBLICAN NATIONAL CONVENTION: Czyzewski explained this item. Scott moved, Gauger seconded to approve the ordinance. Motion carried by unanimous voice vote.

Consideration of Proclamation for Public Service Recognition Week, May 5th-11th: Czyzewski explained this item and read the proclamation. Czyzewski moved, Halverson seconded to approve the proclamation. Motion carried by unanimous voice vote.

Consideration of Annual Review of Village Ethics Policy: Czyzewski explained this item. Brett moved, Czyzewski seconded to approve the policy. Motion carried by unanimous voice vote.

Discussion on Sidewalk Café Permits: Owen explained this item and the modifications to the program.

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

Village President's report: Czyzewski thanked everyone for the commitment of their time. He also spoke about meeting to discuss and implement goals and the Youth-In-Government program application process.

Village Administrator's report: Owen commented on the situation at the school today, and thanked everyone involved in keeping the community safe.

Village Clerk's report: Gaffney also commented on the situation and stated she was thankful it didn't turn out worse than it could have.

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: Czyzewski moved, Schellpfeffer seconded to convene in closed session at 7:59pm. Motion carried by unanimous roll call vote. During closed session, Jones moved, Scott seconded to approve an offer to purchase the Lukken Farm property for \$5.5 million with the other terms and conditions of the offer and addendum as provided to the Village Board included. Motion carried by unanimous voice vote. The board did not reconvene to open session.

Closed Session: Purchase of Land for Business Park 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: Czyzewski moved, Scott seconded to convene to closed session at 8:00pm. No action was taken. The board did not reconvene to open session.

Adjournment: At the end of closed session, Halverson moved, Czyzewski seconded to adjourn @ 8:33pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

RESOLUTION 2024-09

CONDITIONAL USE PERMIT FOR EXCEPTION TO MOUNT HOREB ZONING CODE 17.625

WHEREAS, an application for a Conditional Use Permit to allow a Tourist Rooming House in the residential house at 1833 Danny Drive, parcel 0607-073-6747-1, has been filed with the Village of Mount Horeb by Erica and Paul Bormann; and

WHEREAS, said property is currently zoned R-1 Single Family Residential in which the Zoning code 17.625 (2). states a Conditional Use Permit is required to operate a Tourist Rooming House; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission/Historic Preservation Commission on May 22, 2024 after due notice as required by law; and

WHEREAS, the Plan Commission is recommending approval of the following Conditional Use exception from Village Code 17.625.

WHEREAS, after due consideration and being fully advised in the premises, the Board of Trustees of the Village of Mount Horeb deems it to be in the interest of the general public to allow the desired exception of said property, as hereinafter set forth, as a Conditional Use; and

WHEREAS, the proposed use is consistent with the Village of Mount Horeb Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that a Conditional Use Permit to allow a Tourist Rooming House at 1833 Danny Drive is hereby granted.

Introduced and passed this 5th day of June, 2024.

By: _____
Ryan Czyzewski, Village President

ATTEST:

Alyssa Gaffney, Village Clerk

VILLAGE OF MOUNT HOREB
PUBLIC HEARING
May 22, 2024

The Plan Commission/Historic Preservation Commission of the Village of Mount Horeb will hold a public hearing on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

The purpose of the hearing is to consider a Conditional Use Permit Application from Erica & Paul Bormann to allow a proposed Tourist Rooming House (Airbnb/VRBO) in the residential house at 1833 Danny Drive, Parcel 0607-073-6747-1.

Be it further notified that the Village Board, by its Plan Commission, will hear all persons concerning all matters and/or objections written or oral at that time.

PUBLISH: Mount Horeb Mail May 2, 2024
Mount Horeb Mail May 9, 2024

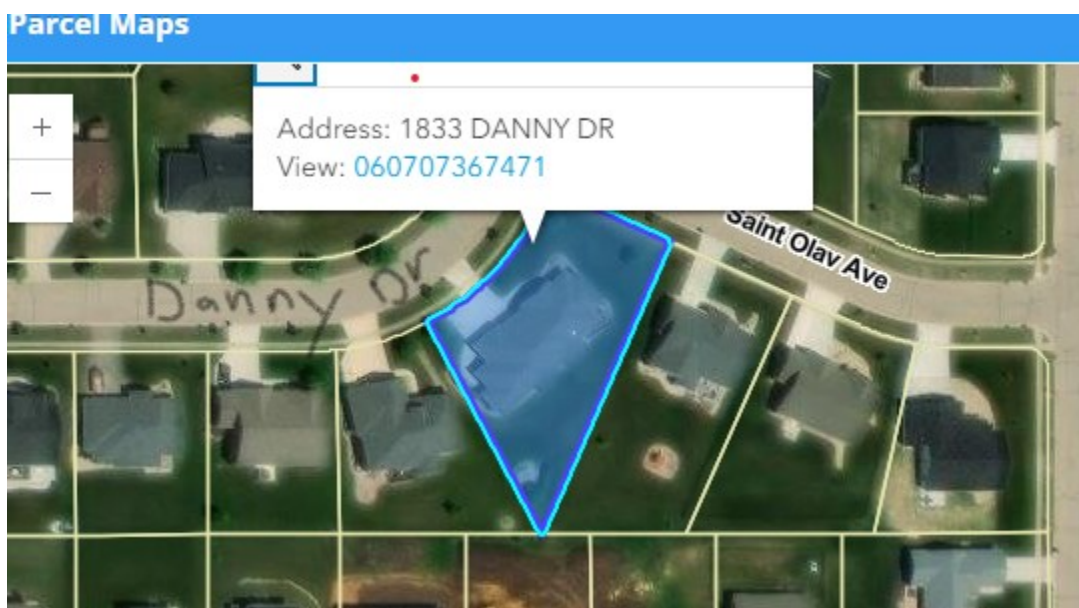


PROPERTY OWNERS: You are receiving this notice as you own property that is within 300 feet of the proposed conditional use. Please contact Village Administrator Nic Owen at 608 437-6884 ext 2109 or email nic.owen@mounthorebwi.info with any questions.

Operational Guidelines/Rental Rules for 1833 Danny Drive- tourist rooming house

1. Guests and visitors should comply with the parking regulations and requirements and must show consideration to other vehicles in the neighborhood. Please park only in our driveway.
2. Quiet hours are from 9pm-7am
3. No events or parties.
4. There is no use of the back yard or fire pit
5. Pets must remain on a leash at all times and on property lines. Dispose of pet waste in main garbage bins
- 6.. Renters must be 26 and older to rent and spend the night
7. No unregistered guests or visitors allowed. The maximum property capacity is 4 people.
8. Smoking is not permitted inside or outside of the rental.
9. The tourist rooming house must be rented for a minimum of two consecutive days by each guest.
10. There shall be no outdoor storage by the tourist or transient at the tourist rooming house.
11. If the tourist or transient brings equipment and/or vehicles to the tourist rooming house on trailers, the equipment and/or vehicles shall be stored/parked on the trailers while at the tourist rooming house.
12. Local contact. The tourist rooming house will be operated by a local contact person who will be within 30 miles of the tourist rooming house when it is used by tourist or transient.
13. We provide home owners insurance and all VRBO/AIR BNB insurance to cover
14. Please call 911 for all emergencies. Local non emergency police is (608) 437-5522
15. Please call Erica (319) 270-1644 or Paul (319) 540-2289 for any issues at all.
16. Please dispose of all recycling and garbage in bins provided. Collection is Wednesday AM
17. VRBO/AIRBNB does collect all local room and sales tax

Please see property lines below





VILLAGE OF MOUNT HOREB
Zoning Administrator 608-437-9409
138 East Main Street
Mount Horeb, WI 53572

PLAN COMMISSION APPLICATION

PROJECT NAME: Erica Bormann Tourist Rooming
Project Address 1833 Danny Drive Parcel Number: 15710607-073-6747-1
Access Done Link
Zoning Map
Current Zoning Na / Residential Future Land Use Zoning: Na
(select zoning layer in map) (select future land use layer in map)

APPLICANT: <u>Erica A. Bormann</u>	
ADDRESS: <u>1833 Danny Dr</u>	
PHONE: <u>319 270 1644</u>	EMAIL: <u>ericane15n4@gmail.com</u>

OWNER: <u>Erica & Paul Bormann</u>	
ADDRESS: <u>1833 Danny Drive</u>	
PHONE: <u>319 270 1644</u>	EMAIL: <u>pbormann26@gmail.com</u>

PROJECT DESCRIPTION: We would like to use our mother in law suite as a short term rental.

OWNER/APPLICANT SIGNATURE: [Signature] DATE: 4/15/2024

FEES & DEPOSITS: (CHECK ALL THAT APPLY)

Application	Fee	Public Hearing-	Developer Deposit:
☐ Certificate of Appropriateness (for Central Business Zoning)	No Fee		An escrow deposit is required in accordance with the Development Application Agreement.
☐ Certified Survey Map (CSM) <i>scroll to Section 18.61 in schedule</i>	<u>Schedule</u>		
☐ Certified Survey Map Extraterritorial <i>scroll to Section 18.61 in schedule</i>	<u>Schedule</u>		Total Fee Paid: <u>\$200.00</u>
☐ Comprehensive Plan Amendment	\$150.00	Class One	
☐ Conditional Use Permit (changes in USE of property)	\$150.00	Class Two	Date: _____
☒ Conditional Use Permit (planned development district) <i>touring room?</i>	\$200.00	Class Two	
☐ Design Review	\$100.00		Fee Waived By: _____
☐ General Development Plan (GDP)	\$200.00		
☐ Specific Improvement Plan (SIP)	\$300.00		
☐ Zoning Amendment (changes in zoning)	\$150.00	Class Two	
☐ Zoning Amendment (planned development district)	\$200.00	Class Two	

-State license application has also been submitted. Thank you Erica

The Village of Mount Horeb Plan Commission meets the fourth Wednesday of the month, unless

17.57. Standards for conditional uses.

- (1) Standards. No application for a conditional use shall be recommended for approval by the Plan Commission, or granted by the Village Board, unless the Commission shall find all of the following conditions are present:
 - (a) That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
 - (b) That the uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the then-existing use of adjacent land.
 - (c) That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - (d) That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
 - (e) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 - (f) That the conditional use shall conform to all applicable regulations of the district in which it is located.
- (2) Application of standards. When applying the above standards to any new construction of a building or an addition to an existing building, the Village Board and Plan Commission shall bear in mind the statement of purpose for the zoning district and ensure that the proposed building or addition (at its location) does not defeat the purposes and objective of the zoning district in which it is to be located.
- (3) Additional considerations. In addition, in passing upon a conditional use permit, the Plan Commission shall also evaluate the effect of the proposed use upon:
 - (a) The maintenance of safe and healthful conditions.
 - (b) The prevention and control of water pollution, including sedimentation.
 - (c) Existing topographic and drainage features and vegetative cover on the site.
 - (d) The location of the site with respect to floodplains and floodways of rivers and streams.
 - (e) The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.
 - (f) The location of the site with respect to existing or future access roads.
 - (g) The need of the proposed use for a shoreland location.
 - (h) Its compatibility with adjacent land.

- (i) The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

17.58. Denial of application for conditional use permit. [Amended 10-6-1999 by Ord. No. 99-11]

When an advisory of denial of a conditional use application is issued by the Plan Commission or an actual denial is issued by the Village Board, the Plan Commission and/or Board shall furnish the applicant, in writing when so requested, those standards that are not met and enumerate reasons the Commission and/or Board gave when determining that each standard was not met.

17.59. Conditions and guarantees.

The following conditions shall be considered for all conditional uses:

- (1) Conditions. Prior to the granting of any conditional use, the Plan Commission may recommend and the Village Board may require such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the proposed conditional use as are deemed necessary to promote the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified above. In all cases in which conditional uses are granted, the Village shall require such evidence and guarantees as it may deem as necessary to prove that the conditions stipulated in connection therewith are being and will be complied with. Such conditions may include specifications for the following, without limitation because of specific enumeration:
 - (a) Landscaping;
 - (b) Type of construction;
 - (c) Construction commencement and completion dates;
 - (d) Sureties;
 - (e) Lighting;
 - (f) Fencing;
 - (g) Operational control;
 - (h) Hours of operation;
 - (i) Traffic circulation;
 - (j) Deed restrictions;
 - (k) Access restrictions;
 - (l) Setbacks and yards;
 - (m) Signage;
 - (n) Specified sewage disposal and water supply systems;

- (o) Planting screens;
 - (p) Increased parking; or
 - (q) Any other requirements necessary to fulfill the purpose and intent of this chapter.
- (2) Site review. In making its recommendation, the Plan Commission shall evaluate each application and may request assistance from any source which can provide technical assistance. The Commission may review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation/use.
 - (3) Architectural treatment. Proposed architectural treatment shall be in general harmony with surrounding uses and the landscape. To this end, the Village Board may require the use of certain general types of exterior construction materials and/or architectural treatment.
 - (4) Sloped sites; unsuitable soils. Where slopes exceed 15% and/or where a use is proposed to be located on areas indicated as having soils that are unsuitable or marginal for development, on-site soil tests and/or construction plans shall be provided that clearly indicate that the soil conditions are adequate to accommodate the development contemplated and/or any inherent soil condition or slope problems will be overcome by special construction techniques. Such special construction might include, among other techniques, terracing, retaining walls, oversized foundations and footings, drain tile, etc.

17.60. Validity of conditional use permit and successor permit. [Amended 5-4-2011 by Ord. No. 2011-06]

- (1) When a conditional use application has been approved, such approval shall become null and void within 12 months of approval unless the use is commenced or the current owner possesses a valid building permit under which construction is commenced within six months of the date of the building permit issuance. The Board may extend such permit for justifiable cause, if application is made to the Village Board before said permit expires.
- (2) Successor conditional uses are permitted without the need of a new conditional use permit application. However, a successor conditional use requires formal reaffirmation by the Village Administrator that the requirements of the existing conditional use permit are still valid. A successor conditional use permit will not be reaffirmed if the previous conditional use permit has not been used within the past 12 months.

17.61. Alteration of conditional use.

No alteration of a conditional use shall be permitted unless approved by the Village Board, after recommendation from the Plan Commission.

17.62. Complaints regarding conditional uses.

The Village Board shall retain continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. Such authority shall be in addition to the enforcement authority of the Village Administrator, or his/her designee.

Such authority shall allow the Village Administrator, or his/her designee, to order the removal or discontinuance of any unauthorized alterations of an approved conditional use. The Village Administrator may also order the elimination, removal or discontinuance of any violation of a condition imposed after approval or violation of any other provision of this Code. Upon written complaint by any citizen or official, the Village Board shall initially determine whether said complaint indicates a reasonable probability that the subject conditional use is in violation of one or more of the standards set forth above, a condition of approval or other requirement imposed hereunder. Upon reaching a positive initial determination, a hearing shall be held before the Village Board upon notice as provided above. Any person may appear at such hearing and testify in person or be represented by an agent or attorney. The Village Board may, in order to bring the subject conditional use into compliance with the standards set forth in Article V or conditions previously imposed by the Village Board, modify existing conditions upon such use and impose additional reasonable conditions upon the subject conditional use. In the event that no reasonable modification of such conditional use can be made in order to assure that standards in § 17.57(1) and (2) will be met, the Village Board may revoke the subject conditional use and direct the Village Administrator, or his/her designee, and the Village Attorney to seek elimination of the subject use. Following any such hearing, the decision of the Village Board shall be furnished, in writing, to the current owner(s) of the property upon which the subject conditional use stating the reasons for the decision.

17.625. Tourist rooming house. [Added 11-1-2017 by Ord. No. 2017-08]

- (1) Definitions. The following terms, whenever they occur in this section, are defined as follows:
 TOURIST or TRANSIENT — A person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.
 TOURIST ROOMING HOUSE — Any lodging place or tourist cabin or cottage where sleeping accommodations are offered for pay to tourists or transients. "Tourist rooming house" does not include a private boarding- or rooming house, ordinarily conducted as such, not accommodating tourists or transients; a hotel; or bed-and-breakfast establishments.
- (2) Conditional use permit required. No person may operate a Tourist rooming house without a conditional use permit.
- (3) Application process. Applications for a tourist rooming house conditional use permit shall be submitted and reviewed in accordance with §§ 17.53 through 17.56 of this chapter. Additionally, the application shall include:
 - (a) A copy of the proposed operational rules described in § 17.625(4)(a)10.
 - (b) Proof that the applicant meets the requirements of § 17.625(4)(a) below.
- (4) Minimum conditions.
 - (a) In addition to the standards set forth in § 17.57, no application for a conditional use permit to operate a tourist rooming house shall be recommended for approval by the Plan Commission, or granted by the Village Board, unless all of the following conditions are present:

1. A tourist rooming house license. The applicant has a tourist rooming house license issued by the State of Wisconsin under Wis. Stats. § 97.605 or any successor statute. (The conditional use permit may be conditionally granted upon pending issuance of the state license but shall not take effect until the state license is granted.)
2. Sales tax. The applicant has a Wisconsin Department of Revenue Sales Tax Number.
3. Occupancy. Occupancy of the tourist rooming house is limited to the maximum occupancy provided in Wis. Adm. Code § ATCP 72.14(2)(b). In no case shall the tourist rooming house have more than two occupants per bedroom.
4. Insurance. The applicant has insurance against claims of personal injury and property damage for tourist rooming house or short-term property rentals.
5. Local contact. The tourist rooming house will be operated by a local contact person who will be within 30 miles of the tourist rooming house when it is used by tourist or transient.
6. If the tourist or transient brings equipment and/or vehicles to the tourist rooming house on trailers, the equipment and/or vehicles shall be stored/parked on the trailers while at the tourist rooming house.
7. There shall be no outdoor storage by the tourist or transient at the tourist rooming house.
8. The tourist rooming house must be rented for a minimum of two consecutive days by each guest.
9. The tourist rooming housing shall at all times comply with the Village Room Tax Ordinance (§ 3.10 of this Code) and timely payments shall be made to the Village under § 3.10, whether by the lodging marketplace or the owner of the short-term rental, as those terms are defined in § 3.10.
10. Operational rules. Each tourist rooming house shall have a set of operational rules provided to occupants providing at least the following information:
 - a. Contact information for local emergency services and contact information for the local contact person.
 - b. The occupancy limits of the tourist rooming house.
 - c. A map showing the property lines.
 - d. Garbage collection procedures and times.
 - e. All parking is limited to one vehicle per sleeping room of the tourist rooming house and street parking is not permitted. Exceptions to the parking restrictions may be made by the Plan Commission, at its discretion, when the conditional use permit is issued based on the applicant's circumstances.

- f. Quiet hours must be kept from 10:00 p.m. to 7:00 a.m.
 - g. Pets, if allowed, must be restricted to the property.
- (b) In addition to the standards set forth in § 17.57, the Plan Commission and the Village Board may consider all of the following in reviewing a tourist rooming house conditional use permit application:
 - 1. Past and present compliance with federal, state, and local laws and ordinances.
 - 2. Past and present compliance with room and sales tax requirements.
 - 3. Property conditions, including noise, traffic and parking, garbage or refuse complaints, condition complaints, and general care and maintenance and other matters that may be deemed a nuisance to neighboring properties.
 - 4. Excessive response required from law enforcement related to the tourist rooming house.
- (c) In addition to the considerations outlined in § 17.62, the Village administrator, his or her designee, the Plan Commission and the Village Board shall consider compliance with § 17.625(4)(a) and (b) in resolving complaints regarding a tourist rooming house conditional use permit and in considering amending, further conditioning, or revoking a tourist rooming house conditional use permit as provided in § 17.62.
- (5) Notwithstanding § 17.60(2), a conditional use permit to operate a tourist rooming house shall not be transferable.
- (6) Notwithstanding § 17.142, noise created by a tourist or a transient shall be considered noise directly under the control of the holder of the tourist rooming house conditional use permit.
- (7) Operating a tourist rooming house without a conditional use permit as required by this chapter is subject to a penalty of \$250 per day.



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.c

Consider Certified Survey Map for 175 Lillehammer Lane, Grandstay Hotel

BACKGROUND

When the Grandstay Hotel was originally built, they had plans for parceling off additional space to the east of their building for a future development. This Certified Survey Map (CSM) parcels off just under 1 acre to the South of the existing building for this purpose. Village Engineer Rob Wright has reviewed the CSM and has no concerns. Plan Commission recommends approval.

RECOMMENDATION

ATTACHMENTS

1. 2024-04-23_Certified Survey Map Application
2. 140141_2024 CSM DRAFT (04-23-24)



VILLAGE OF MOUNT HOREB
138 East Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884 Fax: (608) 437-3190

APPLICATION FOR A CERTIFIED SURVEY MAP

Date: 04/23/2024

Fee: \$275.00

TO: THE VILLAGE PRESIDENT AND VILLAGE BOARD
138 E Main Street
Mt Horeb WI 53572

The undersigned owner (agent) of the property herein described hereby requests you to consider approval of a certified survey map for the following described property:

(1) Location of property (include street address, outlot, subdivision) _____
175 Lillehammer Lane, First Addition to North Cape Commons

(2) Owner and Address Mt Horeb Hotel Partners LLC
1424 N. High Point Rd. Ste. 202
Middleton, WI 53562

(3) The survey contains 2 lots and 3.0 acres.

(4) The proposed zoning, if different, will be _____

All the data required by Section 18.23 of the Subdivision Ordinance (has) (has not) been provided.

SIGNED: _____

(applicant)

Owner

(applicant's interest in the property)

(applicant's address)

Applicant's Phone: 608-576-7850

Referred to: _____ Date: _____ Approved: _____

Date of Village Board approval: _____

18.61 FEES.

(1) **DEVELOPMENT IMPACT ANALYSIS FEE.** At the time of submitting a Development Impact Analysis Input Form, the developer shall pay a nonrefundable fee of \$250.

(2) **ADMINISTRATIVE AND REVIEW FEES.** At the time of submitting a plat or certified survey application, the developer shall pay the following fees:

(a) PRELIMINARY PLATS.

1. A nonrefundable administrative fee of \$250.
2. A deposit toward engineer review fees of \$100, plus \$50 per lot created up to, and including, 20 such lots and \$20 for each lot in excess of 20.

(b) FINAL PLATS.

1. A nonrefundable administrative fee of \$150.
2. A deposit toward engineer review fees of \$100, plus \$50 per lot created up to, and including, 20 such lots and \$20 for each lot in excess of 20.

(c) CERTIFIED SURVEY MAPS.

1. A nonrefundable administrative fee of \$100.
2. A deposit toward engineer review fees of \$100, plus \$75 per lot created.

(3) **PROFESSIONAL FEES.** In addition to the fees required under subsections (1) and (2) above, each applicant under this section shall reimburse the Village for all professional fees, including reasonable engineering, planning, and legal review fees, incurred by the Village in connection with such application.

(4) **SUBDIVISION IMPROVEMENT AGREEMENTS.** In addition to reimbursing the Village for all engineering and legal expenses incurred in preparing subdivision and certified survey map improvement agreements, the developer shall pay the following fees and deposits. Each development phase within a subdivision shall require a separate agreement.

(a) **Nonrefundable Administrative Fee.**

1. **Plats**

- | | |
|----------------------|-------|
| a. Phase I | \$300 |
| b. Subsequent Phases | \$250 |

2. **Certified Survey Maps**

- | | |
|-------------|-------|
| a. Phase I | \$150 |
| b. Phase II | \$100 |

(b) **Legal Deposit.**

1. **Plats**

- | | |
|----------------------|---------|
| a. Phase I | \$3,000 |
| b. Subsequent Phases | \$2,000 |

- 2. Certified Survey Maps
 - a. Phase I \$1,000
 - b. Subsequent Phases \$750

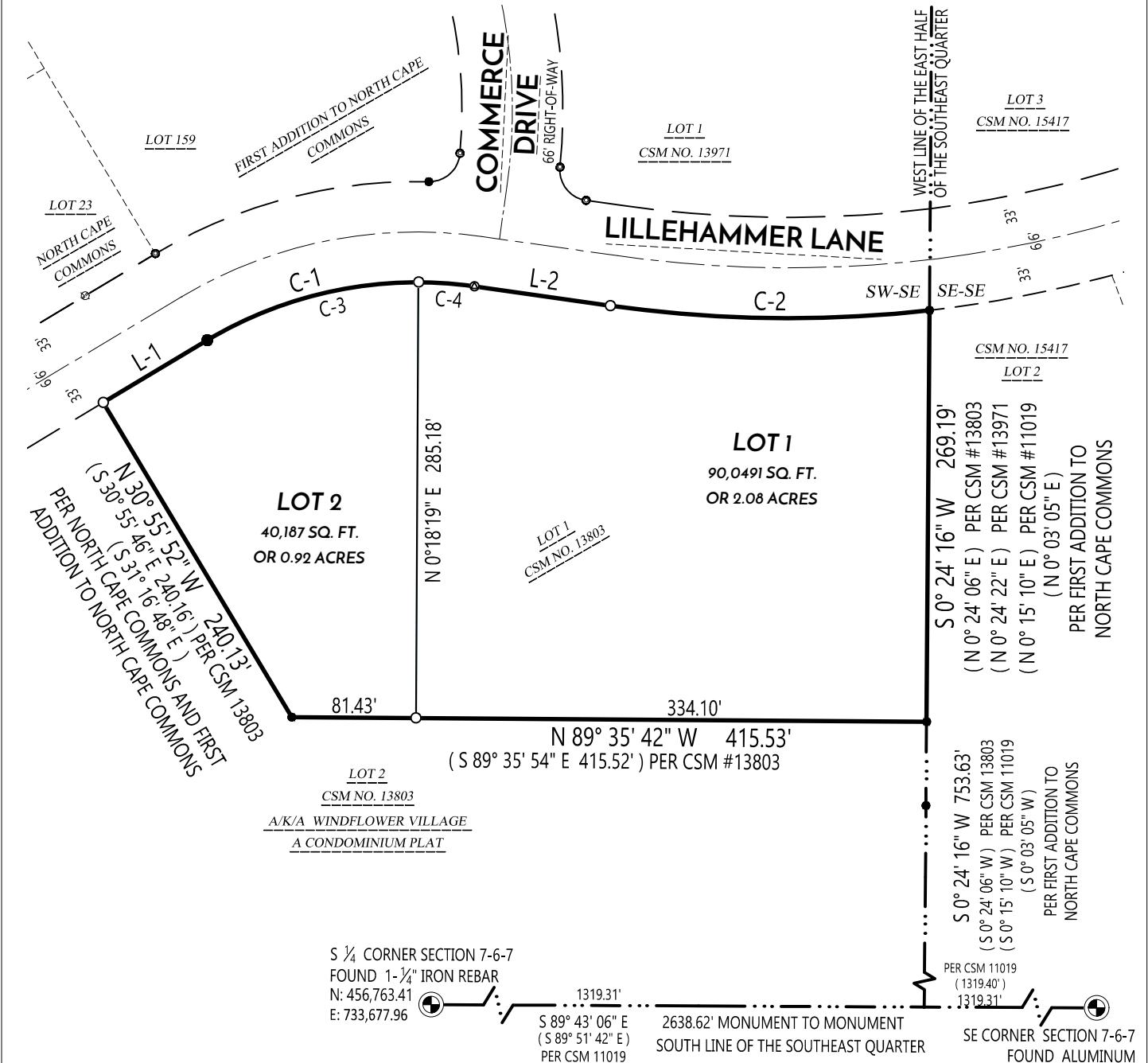
(c) Engineering Deposit.

- 1. Plats
 - a. Phase I \$1,500
 - b. Subsequent Phases \$1,000
- 2. Certified Survey Maps
 - a. Phase I \$500
 - b. Subsequent Phases \$400

Upon completion of the Village review of the agreement and acceptance of the implementation of the agreement, the applicant shall reimburse the Village for any costs in excess of the deposit, and any excess deposit shall be returned to the applicant.

CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

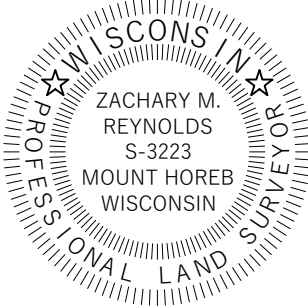
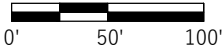


LEGEND

- SECTION CORNER FOUND / RECOVERED
- 3/4" REBAR FOUND
- 1-1/4" REBAR FOUND
- 2" IRON PIPE FOUND
- 3/4" REBAR SET 1.50 LB/FT
- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION/QUARTER LINE
- QUARTER/QUARTER LINE
- PLATTED LINE
- RECORDED INFORMATION

NOTES:

- FIELD WORK PERFORMED BY WYSER ENGINEERING, LLC. ON APRIL 19, 2024.
- NORTH REFERENCE FOR THIS CERTIFIED SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WISCRS DANE, NAD 83 (2011), GRID NORTH. THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 7, T6N, R7E, BEARS S 89° 43' 06" E
- THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.
- SEE SHEETS 2 OF 4 FOR FURTHER DETAILS ON LOTS 1, 2, AND EASEMENTS.
- SEE SHEET 3 OF 4 FOR LINE AND CURVE TABLE.



PREPARED BY:
WYSER ENGINEERING
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

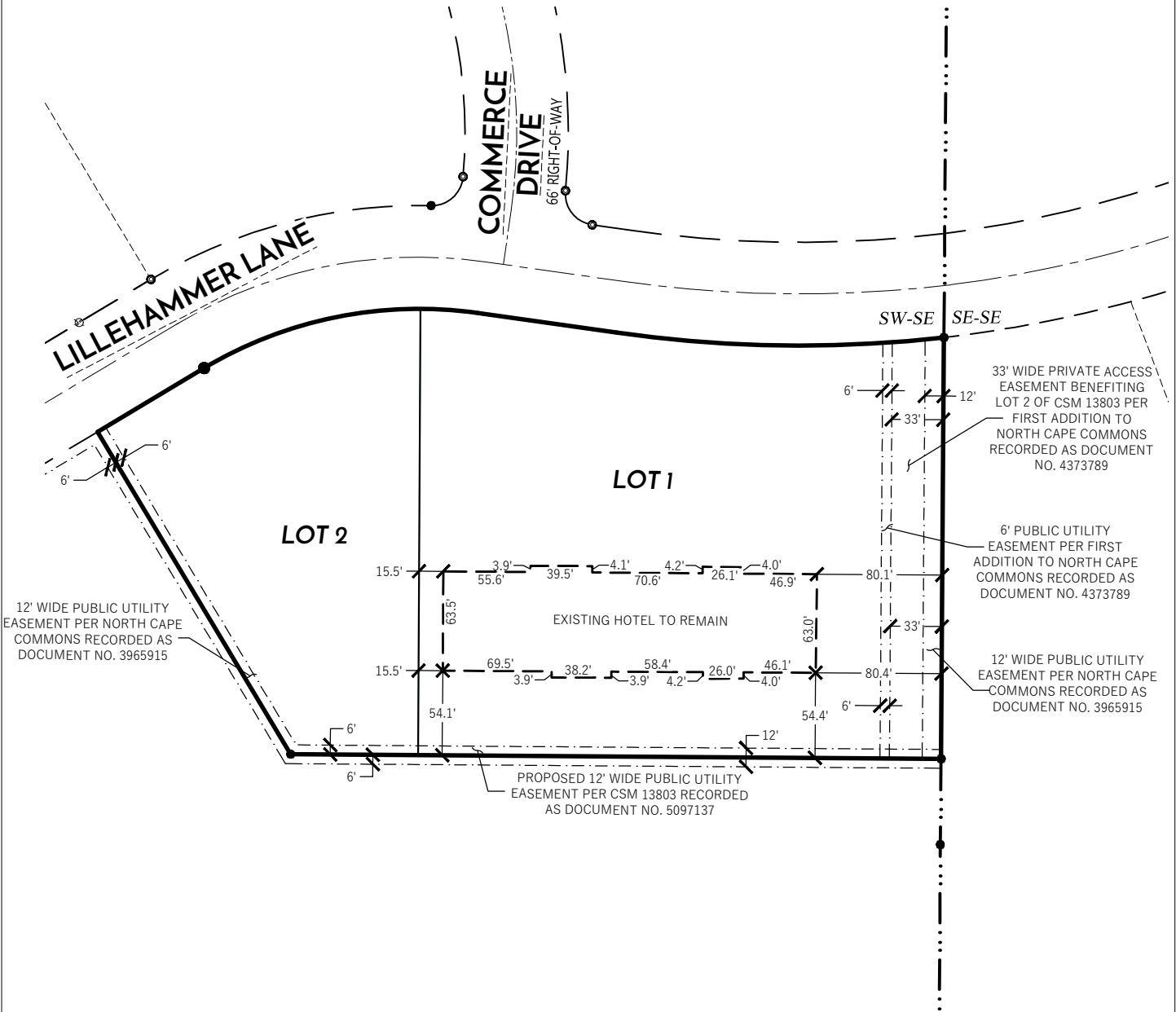
SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 1 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

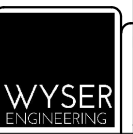
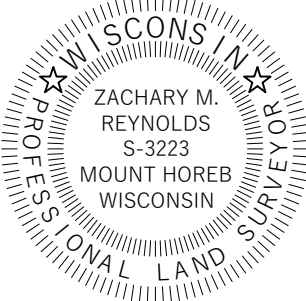
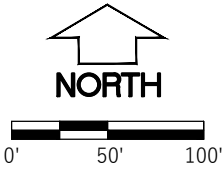


LEGEND

- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION/QUARTER LINE
- QUARTER/QUARTER LINE
- PLATTED LINE
- EXISTING EASEMENT

NOTES:

- THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.
- SEE SHEET 3 OF 4 FOR LINE AND CURVE TABLES.



PREPARED BY:
WYSER ENGINEERING
800 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 2 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

LINE TABLE		
LINE #	LENGTH	DIRECTION
L-1	78.77'	N 59° 04' 14" E
L-2	89.79'	S 81° 56' 21" E

CURVE TABLE							
CURVE #	CURVE LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	TANGENT IN	TANGENT OUT
C-1	145.73'	268.16'	31° 08' 16"	N 74° 38' 22" E	143.95'	N 59° 04' 14" E	S 89° 47' 30" E
C-2	209.53'	833.00'	14° 24' 42"	S 89° 08' 42" E	208.97'	S 81° 56' 21" E	N 83° 38' 57" E
C-3	145.73'	268.16'	31° 08' 16"	N 74° 38' 22" E	143.95'	N 59° 04' 14" E	S 89° 47' 30" E
C-4	36.75'	268.16'	7° 51' 08"	S 85° 51' 56" E	36.72'	S 89° 47' 30" E	S 81° 56' 21" E

LEGAL DESCRIPTION

LOT 1, CERTIFIED SURVEY MAP NO. 13803, RECORDED IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 130,678 SQUARE FEET OR 3.00 ACRES.

SURVEYOR'S CERTIFICATE

I, ZACHARY M. REYNOLDS, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3223, DO HEREBY CERTIFY THAT BY DIRECTION OF MT HOREB HOTEL PARTNERS LLC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF MOUNT HOREB AND DANE COUNTY, WISCONSIN.

ZACHARY M. REYNOLDS, S-3223
WISCONSIN PROFESSIONAL LAND SURVEYOR

DATE



VILLAGE OF MOUNT HOREB APPROVAL

THE VILLAGE OF MOUNT HOREB HAS APPROVED THIS CERTIFIED SURVEY MAP.

ALYSSA GAFFNEY
VILLAGE CLERK, VILLAGE OF MOUNT HOREB

DATE



PREPARED BY:
WYSER ENGINEERING
800 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 3 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

MT HOREB HOTEL PARTNERS LLC, AS OWNER, WE HEREBY CERTIFY THAT WE CAUSED THE LANDS DESCRIBED HEREON TO BE SURVEYED, DIVIDED MAPPED AND DEDICATED AS SHOWN. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S. 236.34 OF THE WISCONSIN STATE STATUTES TO BE SUBMITTED TO THE VILLAGE OF MOUNT HOREB FOR APPROVAL.

BY: _____
AUTHORIZED MEMBER
MT HOREB HOTEL PARTNERS LLC

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2024, THE ABOVE NAMED
AUTHORIZED MEMBER OF MT HOREB HOTEL PARTNERS LLC, _____, TO ME
KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES _____

CONSENT OF MORTGAGEE

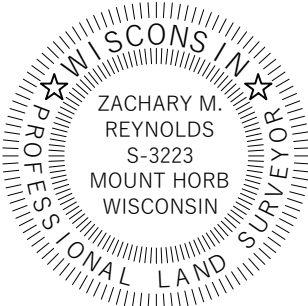
_____, A BANKING ASSOCIATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEY, DIVIDING, MAPPING AND DEDICATION OF THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE OWNER'S CERTIFICATE.

BY: _____
AUTHORIZED OFFICER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2024, THE ABOVE
NAMED BANKING ASSOCIATION, _____ AUTHORIZED OFFICER
_____, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE
FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES _____



OFFICE OF THE REGISTER OF DEEDS

_____, COUNTY, WISCONSIN
RECEIVED FOR RECORD _____,
20 ____ AT _____ O'CLOCK ____ M AS
DOCUMENT # _____
IN VOL. _____ OF CERTIFIED SURVEY
MAPS ON PAGE(S) _____.

KRISTI CHLEBOWSKI, REGISTER OF DEEDS



PREPARED BY:
WYSER ENGINEERING
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 5 of 5



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
June 5, 2024	

AGENDA ITEM # 5.d

Consider Pay Request #2 for Street Project 24-100

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. LTR 2024-0528 Pay Request 2 Rule 24-100

SMITHGROUP

May 28, 2024

Nic Owen
Village Administrator
VILLAGE OF MOUNT HOREB
138 East Main Street
Mount Horeb, WI 53572

Re Pay Request No. 2 – Contract 24-100, 2024 Street Improvements

Dear Nic,

Enclosed is Payment Request No. 2 from Rule Construction, Ltd. for work performed to date on the above referenced project. This payment request is recommended for payment in the amount of \$340,937.90. A summary of the payment is listed below, and the detailed request has been attached.

TOTAL AMOUNT REQUESTED TO DATE	\$420,382.00
LESS RETAINAGE	\$21,019.10
NET AMOUNT DUE	\$399,362.90
AMOUNT OF PREVIOUS PAYMENTS	\$58,425.00
AMOUNT DUE THIS APPLICATION	\$340,937.90

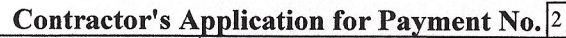
If you have questions, please do not hesitate to call. Thank you.

Sincerely,



Heather Brose, PE
Associate | Civil Engineer

cc: Rule Construction, Ltd. via Email

Page 28 of 53

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 24-100						Application Number: 2				
Application Period: 4/17/2024 to 5/22/24						Application Date: 5/22/2024				
A						B	C	D	E	F
Item		Contract Information				Estimated	Value of Work	Materials	Total Completed	%
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantity Installed	Installed to Date	Presently Stored (not in C)	and Stored to Date (D + E)	(/ B)
1	Unclassified Excavation	1	LS	\$ 84,000.00	\$84,000.00	0.48	\$40,320.00		\$40,320.00	48.0%
2	Excavation Below Subgrade & Place Stone Fill (Undercut)	880	CY	\$ 50.00	\$44,000.00	395.00	\$19,750.00		\$19,750.00	44.9%
3	Geotextile Fabric	440	SY	\$ 5.00	\$2,200.00	670.00	\$3,350.00		\$3,350.00	112.3%
4	Install Crushed Stone Base Course (12" Deep)	6,850	SY	\$ 12.00	\$82,200.00	3425.00	\$41,100.00		\$41,100.00	50.0%
5	Finish Grade Base Course	15	STA	\$ 750.00	\$11,250.00	7.50	\$5,625.00		\$5,625.00	50.0%
6	Install 30" Concrete Curb and Gutter. (Includes 12" depth crushed stone base course to 12" behind C&G)	3250	LF	\$ 22.50	\$73,125.00					
7	Driveway Paving and Access During Curb Curing	5	EA	\$ 800.00	\$4,000.00					
8	Sawcut Butt Joint	1,720	LF	\$ 2.00	\$3,440.00	500.00	\$1,000.00		\$1,000.00	29.1%
9	Install 4" Deep Bituminous Pavement (2-1/4" Binder, 1-3/4" Surface, Type Lt)	7,050	SY	\$ 21.00	\$148,050.00					
10	Remove Existing Bituminous Drive Apron & Replace w/3" Thick Bituminous Drive Apron on 8" Aggregate Base	1,010	SF	\$ 5.00	\$5,050.00					
11	Remove Existing Concrete Apron & Replace with 6" Concrete Drive Apron on 6" Deep Aggregate base	1,920	SF	\$ 10.50	\$20,160.00					
12	Hydrant Curb Striping (15 LF Centered on Hydrant)	120	LF	\$ 12.00	\$1,440.00					
13	Special Waterway Curb, Includes placement and Compaction of Base	160	LF	\$ 56.00	\$8,960.00					
14	Restoration	1	LS	\$ 19,500.00	\$19,500.00					
15	Construction Staking and Layout	1	LS	\$ 15,000.00	\$15,000.00	0.25	\$3,750.00		\$3,750.00	25.0%
16	Traffic Control	1	LS	\$ 12,500.00	\$12,500.00	0.25	\$3,125.00		\$3,125.00	25.0%
17	Erosion Control	1	LS	\$ 9,500.00	\$9,500.00	0.25	\$2,375.00		\$2,375.00	25.0%
18	Sanitary Spot Repair - Sunset Lane (20 LF)	1	LS	\$ 5,825.00	\$5,825.00					
19	Sanitary Spot Repair - Linda Rd (10 Lf Each)	2	EACH	\$ 4,935.00	\$9,870.00	2.00	\$9,870.00		\$9,870.00	100.0%
20	Sanitary Spot Repair - Linda Road at Durtschi Drive (20 LF)	1	LS	\$ 5,930.00	\$5,930.00	1.00	\$5,930.00		\$5,930.00	100.0%
21	Sanitary Spot Repair - Heather Ct at Perimeter Rd (20 LF)	1	LS	\$ 6,030.00	\$6,030.00	1.00	\$6,030.00		\$6,030.00	100.0%
22	Sanitary Spot Repair - Heather Ct Cul-de-sac (60 LF)	1	LS	\$ 13,850.00	\$13,850.00	1.00	\$13,850.00		\$13,850.00	100.0%
23	Remove and Replace 48" Sanitary Sewer MH w/Castings (Neenah R-1550-B with Non-Rocking Lid)	4	EA	\$ 6,565.00	\$26,260.00	1.00	\$6,565.00		\$6,565.00	25.0%
24	Adjust Existing Sanitary Sewer MH casting to FG (New adjustment rings and external chimney seal)	12	EA	\$ 1,000.00	\$12,000.00					
25	Provide new Sanitary Sewer MH Casting	8	EA	\$ 600.00	\$4,800.00					
26	10-inch Ductile Iron Watermain	20	LF	\$ 198.00	\$3,960.00	35.60	\$7,048.80		\$7,048.80	178.0%
27	8-inch Ductile Iron Watermain	510	LF	\$ 132.00	\$67,320.00	509.60	\$67,267.20		\$67,267.20	99.9%
28	6-inch Ductile Iron Watermain	1,020	LF	\$ 115.00	\$117,300.00	412.00	\$47,380.00		\$47,380.00	40.4%
29	6-inch Gate Valve and Box	1	EA	\$ 1,985.00	\$1,985.00	3.00	\$5,955.00		\$5,955.00	300.0%
30	8-inch Gate Valve and Box	3	EA	\$ 2,790.00	\$8,370.00	3.00	\$8,370.00		\$8,370.00	100.0%
31	10-inch Gate Valve and Box	1	EA	\$ 4,000.00	\$4,000.00	3.00	\$12,000.00		\$12,000.00	300.0%
32	Fire Hydrant w/Auxiliary Valve	7	EA	\$ 9,230.00	\$64,610.00	3.00	\$27,690.00		\$27,690.00	42.9%
33	Tapping Tee and Gate Valve (Includes Live Tap)	3	EA	\$ 5,500.00	\$16,500.00	1.00	\$5,500.00		\$5,500.00	33.3%
34	Connection to Existing Watermain (Linda Circle at Durtschi Drive)	1	LS	\$ 2,500.00	\$2,500.00	1.00	\$2,500.00		\$2,500.00	100.0%
35	Connection to Existing Watermain (Linda Road at Michele Street)	1	LS	\$ 3,000.00	\$3,000.00	1.00	\$3,000.00		\$3,000.00	100.0%
36	Connection to Existing Watermain (Linda Road at Durtschi Drive)	1	LS	\$ 3,000.00	\$3,000.00	1.00	\$3,000.00		\$3,000.00	100.0%
37	Connection to Existing Watermain (Heather Court at Easement)	1	LS	\$ 2,500.00	\$2,500.00	1.00	\$2,500.00		\$2,500.00	100.0%
38	Abandon Existing Watermain	1	LS	\$ 2,500.00	\$2,500.00	0.40	\$1,000.00		\$1,000.00	40.0%
39	Replacement of Water Service (including tap and connections)(Owner supplied corp, box, stop and reducer)	26	EA	\$ 550.00	\$14,300.00	14.00	\$7,700.00		\$7,700.00	53.8%
40	Installation of Owner supplied Copper Water Service	1,015	LF	\$ 72.00	\$73,080.00	367.00	\$26,424.00		\$26,424.00	36.2%
41	Underground Utility Exploration	6	EA	\$ 1,000.00	\$6,000.00					
42	Rock Excavation	500	LF	\$ 40.00	\$20,000.00	130.00	\$5,200.00		\$5,200.00	26.0%
43	12-Inch RCP	42	LF	\$ 103.00	\$4,326.00					
44	15-Inch RCP	134	LF	\$ 108.00	\$14,472.00					
45	2' x 3' Type H Curb Inlet w/casting and grate	2	EA	\$ 2,890.00	\$5,780.00					
46	Manhole w/casting and grate	2	EA	\$ 3,405.00	\$6,810.00					
47	Curb Opening w/Medium Rip Rap and Geotextile (Sunset Lane)	1	LS	\$ 2,500.00	\$2,500.00					
48	Flared End Section with Concrete Flume (Sunset Lane)	1	LS	\$ 1,500.00	\$1,500.00					
49	Temporary Water Supply System for work related to replacement of the water main on Linda Road	1	LS	\$ 10,000.00	\$10,000.00	1.00	\$10,000.00		\$10,000.00	100.0%
CB1-1	Surge Suppressor and MH	1	LS	\$ 13,310.00	\$13,310.00	1.00	\$13,310.00		\$13,310.00	100.0%
CB1-2	18" Hydrant Extension	1	LS	\$ 1,897.00	\$1,897.00	1.00	\$1,897.00		\$1,897.00	100.0%
Totals					\$1,100,460.00		\$420,382.00		\$420,382.00	38.2%

EJCDC® C-620 Contractor's Application for Payment

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Page 1 of 1



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

Alyssa Gaffney, Village Clerk

AGENDA ITEM # 5.e

Consider Alcohol License Application for Firefly Events Decor & Flowers, 109 N 8th Street

BACKGROUND

With the new alcohol license laws that took effect in May, any business can apply for a wine license now. This was previously only available to restaurants.

RECOMMENDATION

ATTACHMENTS

1. Firefly-Alcohol Lic App



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

AGENDA ITEM # 5.f

Consider Alcohol License Agent Heidy E Rizzi Lange for Firefly Events Decor & Flowers, 109 N 8th Street

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Firefly-Agent Form

Village of Mt Horeb
Street Use Permit Application

\$20.00



Applicant Name: Mount Horeb Area Chamber of Commerce

Address: 300 E. Main St. Mt. Horeb, WI 53572 Telephone: 608-437-5914

Event Sponsor (if different than above): _____

Address: _____ Telephone: _____

Responsible Person(s) (if different than above): Jessie Bedward

Address: 300 E. Main St. Mt. Horeb, WI 53572 Telephone: 608-437-5914

Event Information

Start date: July 26, 2024 Time: 5pm / 7pm End Date: July 28, 2024 Time: 6:00 pm
Include set-up and tear-down/clean-up time

Detailed description of street(s) proposed to be used: Detour: Main St: from 3rd St. to Front St. (one lane) Main Street: From 2nd St. to Lincoln St South 1st Street: From Front St. to the bike shelter parking lot (one lane) (only if needed)

Estimated number of persons: 15,000 (Certificate of Insurance may be required)

Use of street (include a detailed description of all activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, or other equipment, and a detailed plan for clean-up after the event): _____

Artist & Crafter Tents selling items, Music Stage, Food Vendors/Trucks

If using recording or sound amplification equipment please describe: Bands bring their own sound systems: 1 Music stage: At Military Ridge State Trail & Parking lot at shelter facing 2nd St.

Designate any public facilities or equipment to be used (additional costs may be incurred): _____

Bike Shelter and restrooms, municipal building restrooms

I certify that I have read and understand the Village of Mount Horeb Ordinance 2006-17 An Ordinance To Require Street Use Permits, and agree to adhere to all of the rules and requirements outlined in the Ordinance and that all information provided on this application is true and correct.

Jessie Bedward
Signature

5/6/2024
Date

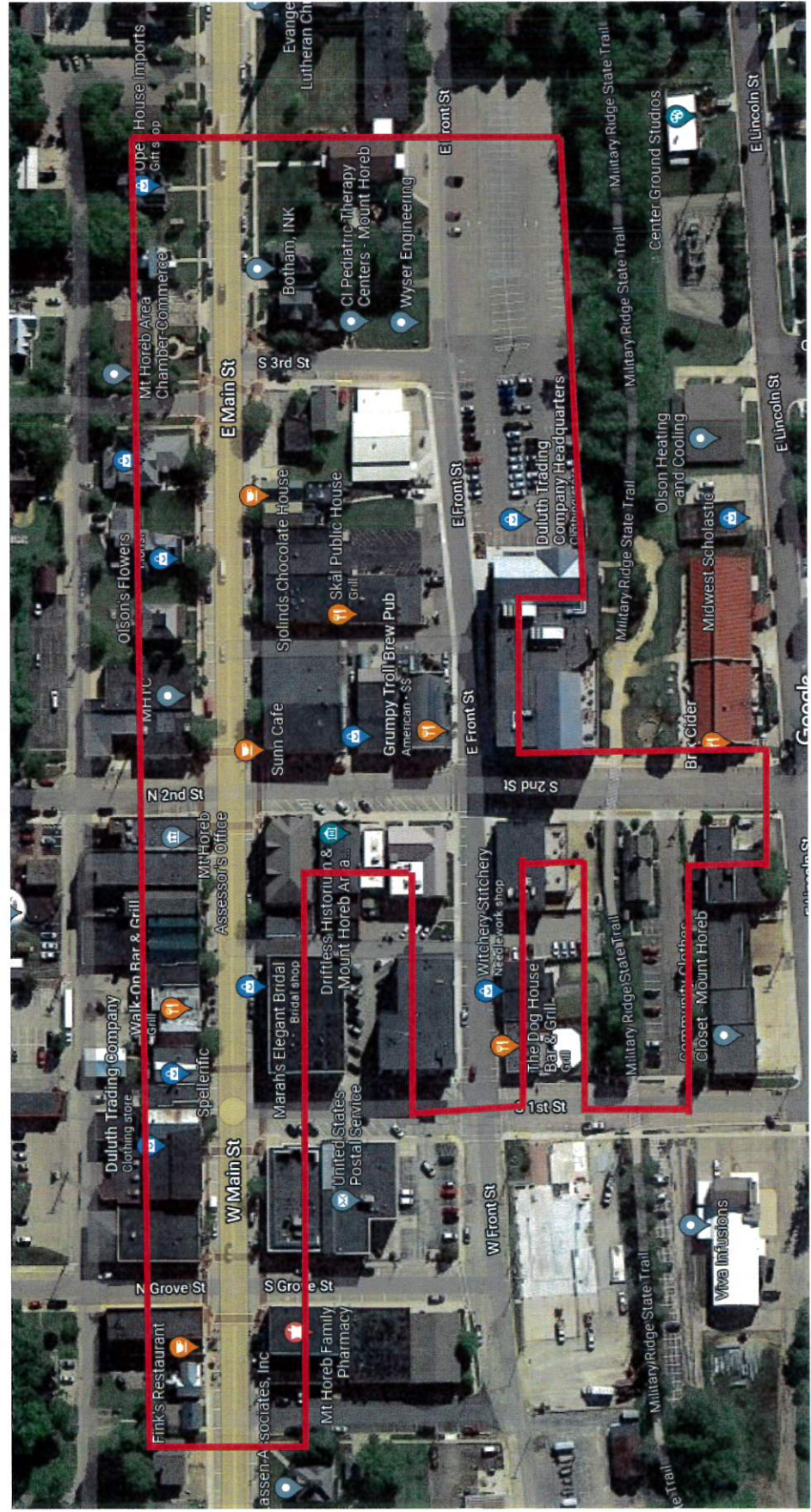
*****5/24/2024*****
CHIEF OF POLICE: [initials] ACCEPTED _____ DECLINED _____ VILLAGE ADMINISTRATOR: _____ ACCEPTED _____ DECLINED _____

RECEIPT#: _____ LICENSE#: _____

Art Fair July 27 & 28, 2004/Fall Village Market Oct. 5 & 6, 2024

Liquor Foot Print for open intoxicants

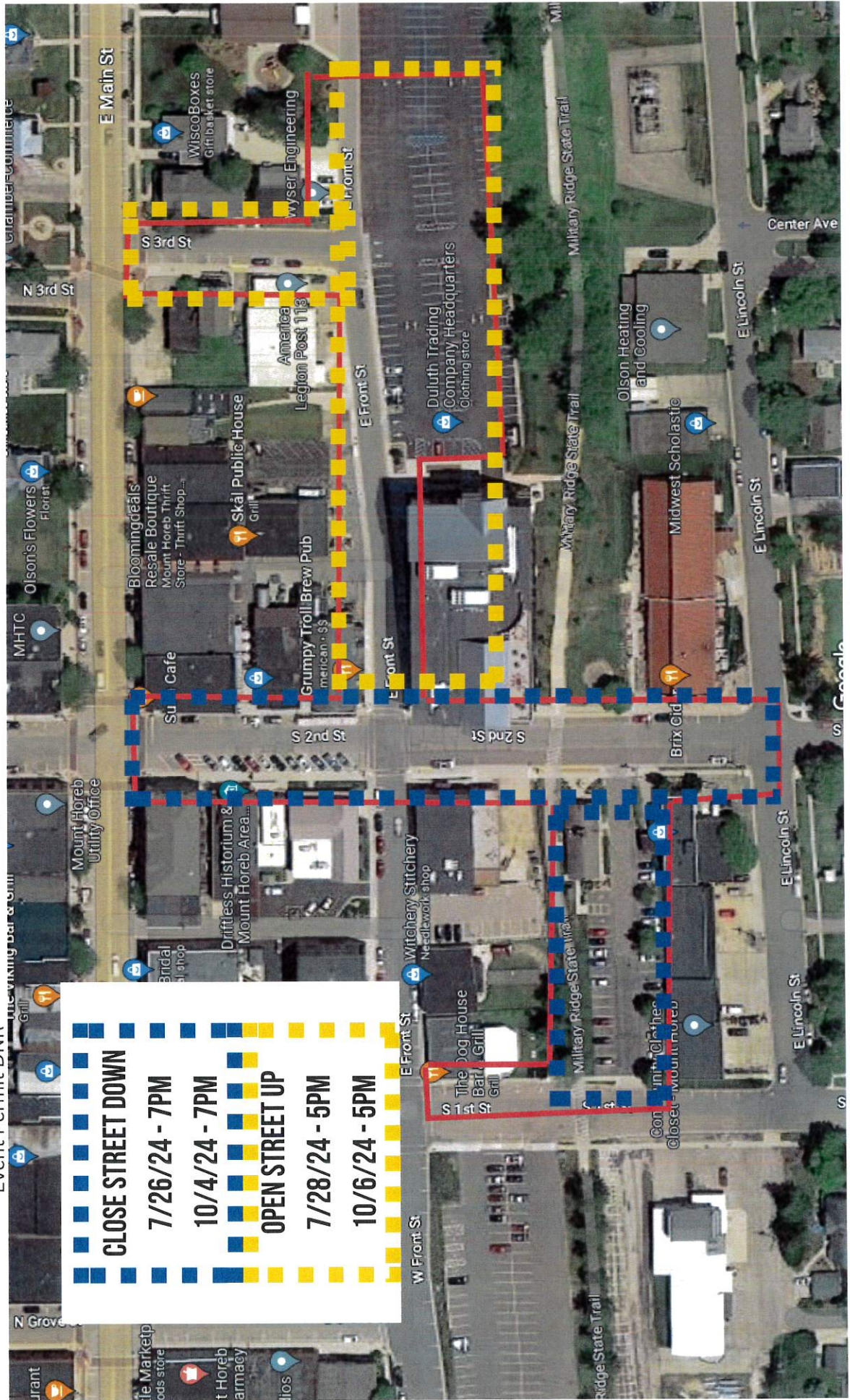
- Main St. - From S. Perry Street to 308E. Main St.
- S. 2nd Street - From Main St. to Lincoln St.
- DNR - Bike Shelter and Parking lot - 116 S. 2nd Street
- East Front St. - From S. 1st St. to S. 3rd Street/Duluth Parking Lot



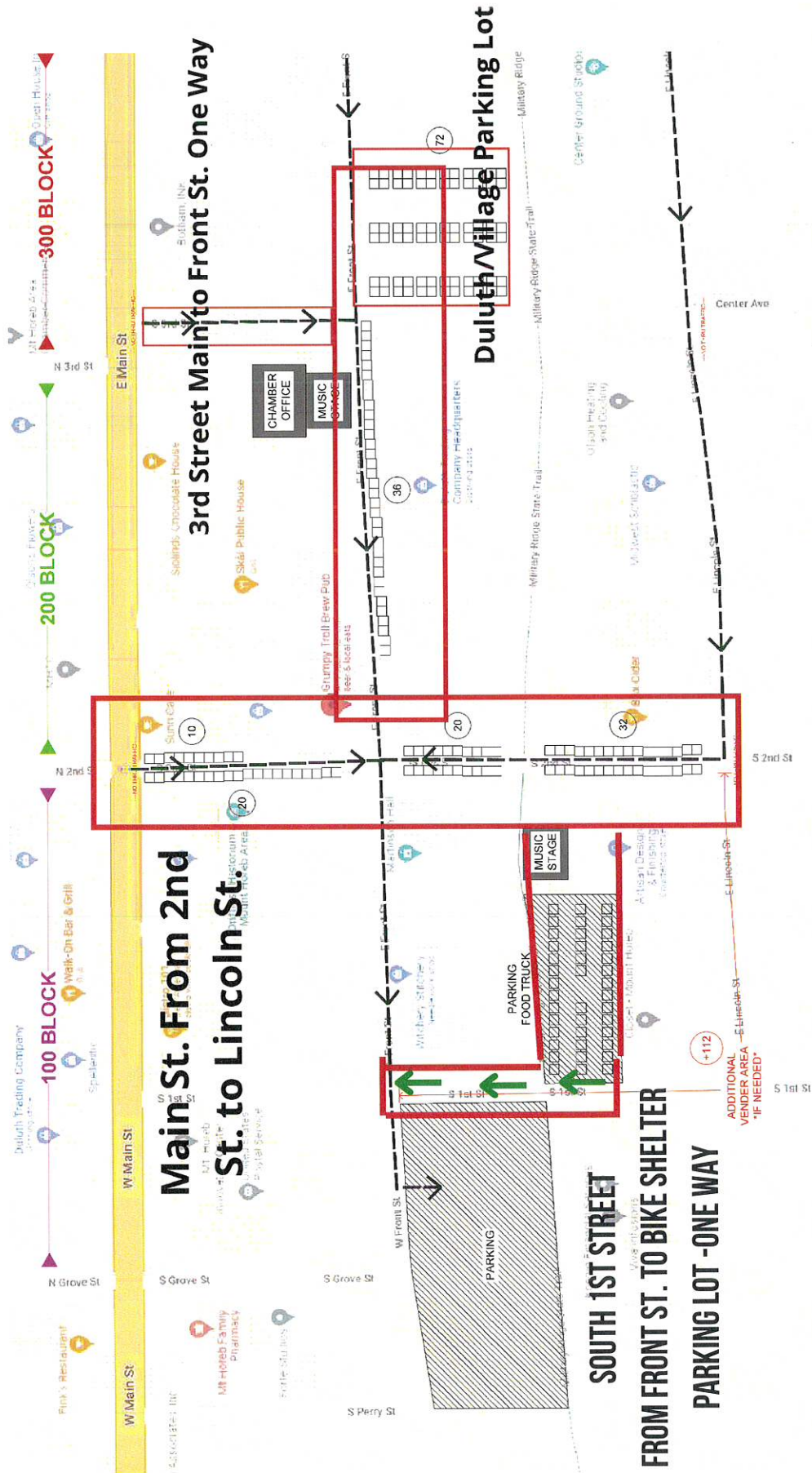
Art Fair Street Closure - July 26 - 28 , 2024 (set up only on 7/26/24)

Fall Village Market Street Closure - Oct. 4 - 6, 2024 (set up only on 10/4/24)

- S.1st Street:
 - from Front St. to bike shelter parking lot (only if needed)
- 2nd Street:
 - Main St. to Lincoln St.
- Front Street:
 - From 2nd St. to 3rd Street.
- Bike Shelter Parking lot:
 - From 2nd St. to 1st St. Special Event Permit DNR
- Duluth Parking Lot:
 - West Half of parking lot
 - Permission granted from Duluth/ELC Church
- 3rd Street:
 - From Main St. to Frint Street (one lane).



Street Closure for both events (without closing and opening times)



Village of Mt Horeb
Street Use Permit Application

\$20.00

pd

Applicant Name: Mount Horeb Area Chamber of Commerce

Address: 300 E. Main St. Mt. Horeb, WI 53572 Telephone: 608-437-5914

Event Sponsor (if different than above): _____

Address: _____ Telephone: _____

Responsible Person(s) (if different than above): Jessie Bedward

Address: 300 E. Main St. Mt. Horeb, WI 53572 Telephone: 608-437-5914

Event Information

Start date: 10-4-2024 Time: 5pm/7pm End Date: 10-6-2024 Time: 6pm
Include set-up and tear-down/clean-up time

Detailed description of street(s) proposed to be used: Detour: Main St. from 3rd St. to Front St.
(one lane). Main St. from 2nd St. to Lincoln St. South 1st St. from Front St.
to Military Ridge State Trail Shelter and Parking lot (one lane) (only if needed)

Estimated number of persons: 11,000 (Certificate of Insurance may be required)

Use of street (include a detailed description of all activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, or other equipment, and a detailed plan for clean-up after the event): _____

Artist/Crafters Tents, selling items, music stage, food vendors/trucks

If using recording or sound amplification equipment please describe: Bands bring own sound systems:
1 music stage: At Military Ridge State Trail Shelter - facing S 2nd St.

Designate any public facilities or equipment to be used (additional costs may be incurred): _____

Bike Shelter and restrooms, municipal building restrooms

I certify that I have read and understand the Village of Mount Horeb Ordinance 2006-17 An Ordinance To Require Street Use Permits, and agree to adhere to all of the rules and requirements outlined in the Ordinance and that all information provided on this application is true and correct.

Jessie J Bedward
Signature

5/6/2024
Date

CHIEF OF POLICE: DJ 5/6/2024 ACCEPTED _____ DECLINED VILLAGE ADMINISTRATOR: _____ ACCEPTED _____ DECLINED

RECEIPT#: _____ LICENSE# _____

Art Fair July 27 & 28, 2004/Fall Village Market Oct. 5 & 6, 2024

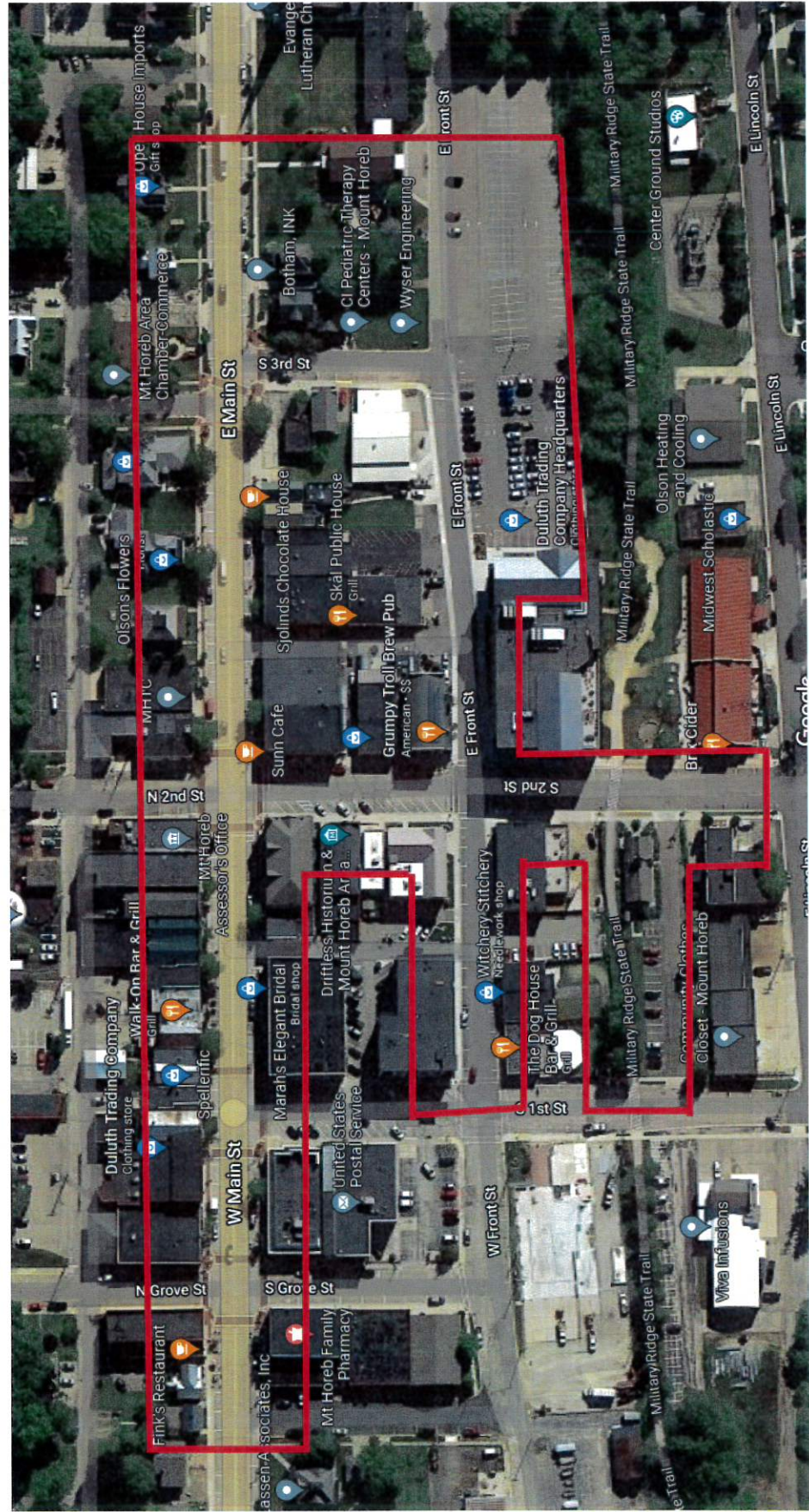
Liquor Foot Print for open intoxicants

Main St. - From S. Perry Street to 308E. Main St.

S. 2nd Street - From Main St. to Lincoln St.

DNR - Bike Shelter and Parking lot - 116 S. 2nd Street

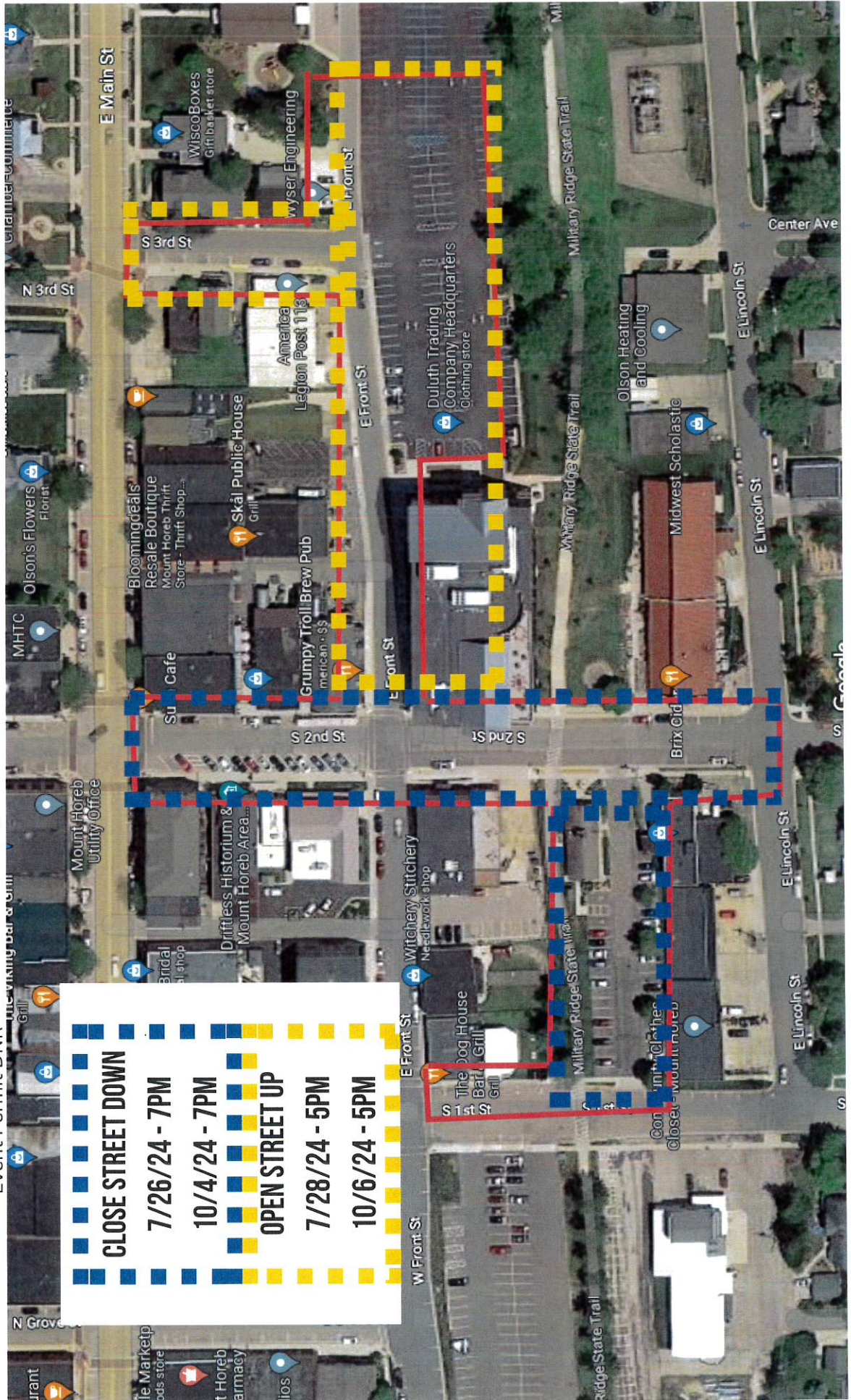
East Front St. - From S. 1st St. to S. 3rd Street/Duluth Parking Lot



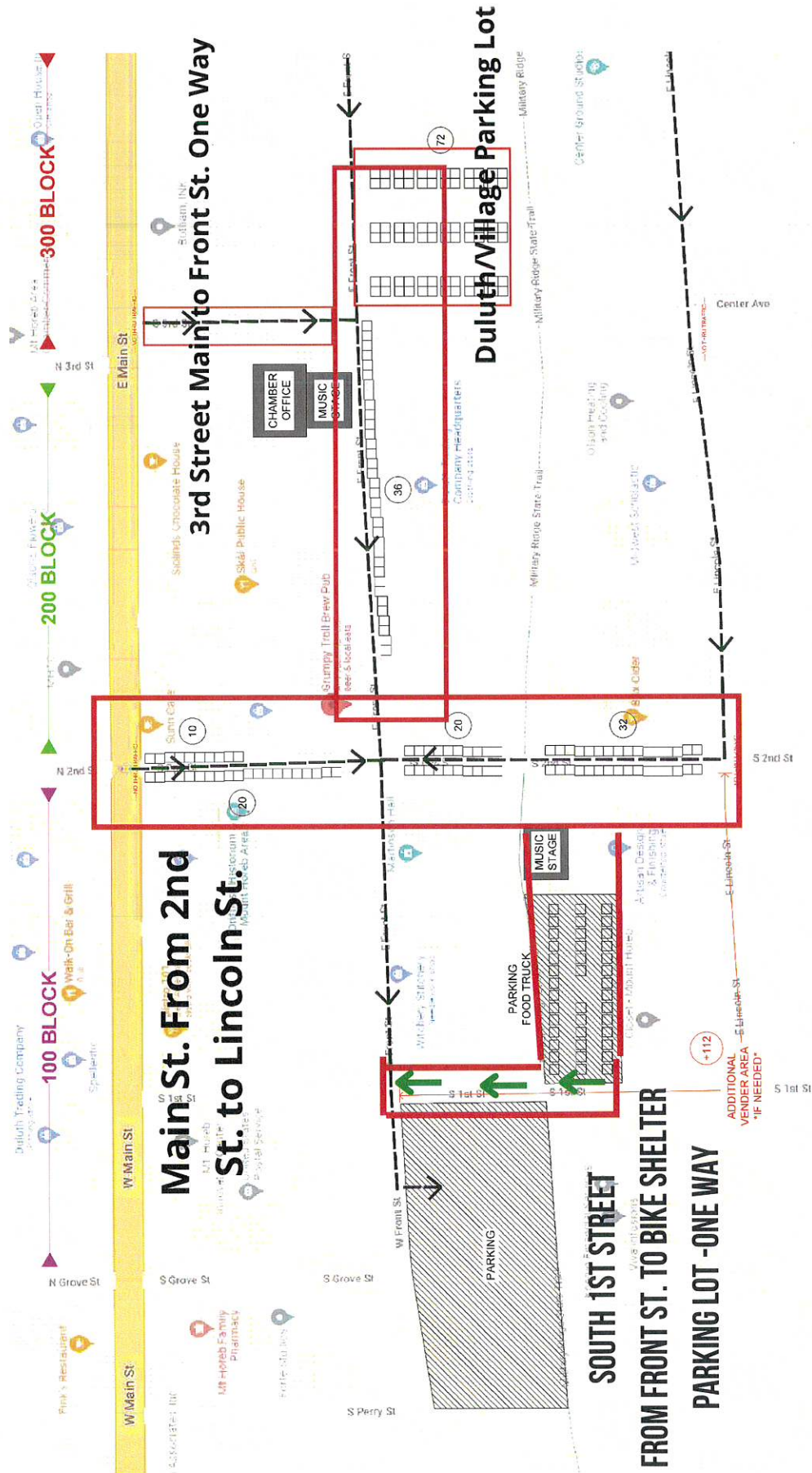
Art Fair Street Closure - July 26 - 28 , 2024 (set up only on 7/26/24)

Fall Village Market Street Closure - Oct. 4 - 6, 2024 (set up only on 10/4/24)

- S.1st Street:
 - from Front St. to bike shelter parking lot (only if needed)
- Bike Shelter Parking lot:
 - From 2nd St. to 1st St. Special Event Permit DNR
- 2nd Street:
 - Main St. to Lincoln St.
- Duluth Parking Lot:
 - West Half of parking lot
 - Permission granted from Duluth/ELC Church
- Front Street:
 - From 2nd St. to 3rd Street.
- 3rd Street:
 - From Main St. to Frint Street (one lane).



Street Closure for both events (without closing and opening times)





AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

AGENDA ITEM # 5.i

Consider Alcohol License Application Renewals: Buck & Honey's Restaurants, 108 S 2nd Street; Dog House Bar & Grill, 117 S 1st Street; Driftless Social, 128 E Main Street; Elegant Bridal, 101 E Main Street; Fink's Cafe, 204 W Main Street; Norsk Golf Club, 2755 Golf Bowl Road; Grumpy Troll Brew Pub, 105 S 2nd Street; Bistro 101, 101 E Main Street; Bar Manzo, 209 E Main Street; Kwik Trip 794, 525 Springdale Street; Kwik Trip 1130, 9255 Ridgeview Road, Trollway Liquor, 504 W Main Street; Miller and Sons, 1845 Springdale Street; Premier Cooperative, 501 W Main Street; Sunn Cafe, 201 E Main Street; Aztlan Mexican Grill, 407 W Main Street; WiscoBoxes, 305 E Main Street; Viking Bar & Grill, 120 E Main Street

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Alcohol License Apps- 2024



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

Alyssa Gaffney, Village Clerk

AGENDA ITEM # 5.j

Consider Alcohol License Agents: Thomas Anderson, Buck & Honey's Restaurants; Nathan Faust, Dog House Bar & Grill; Matthew Schmock, Driftless Social; Marah Odgers, Elegant Bridal; Pamela Baker, Fink's Cafe; Michael Woodward, Norsk Golf Club; Timothy Duerst, Grumpy Troll Brew Pub; Mark Valaskey, Bistro 101; Nathan Mergen, Bar Manzo; Daniel Hying, Kwik Trip 794; Tracy Alvey, Kwik Trip 1130; Michael Rogers Jr, Trollway Liquor; William Miller, Miller and Sons; Joshua Kitelinger, Premier Cooperative; Cynthia Curtes, Sunn Cafe; Jose Onate, Aztlan Mexican Grill; Lisa Hembrook; WiscoBoxes; Guy Evans III, Viking Bar & Grill

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Alcohol License Agent Forms- 2024



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
June 5, 2024	

AGENDA ITEM # 6.a

2023 Village Audit Presentation by Baker Tilly

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Baker Tilly FS Highlights & Graphs - 2023 Audit - Muni



Village of Mount Horeb

Financial highlights

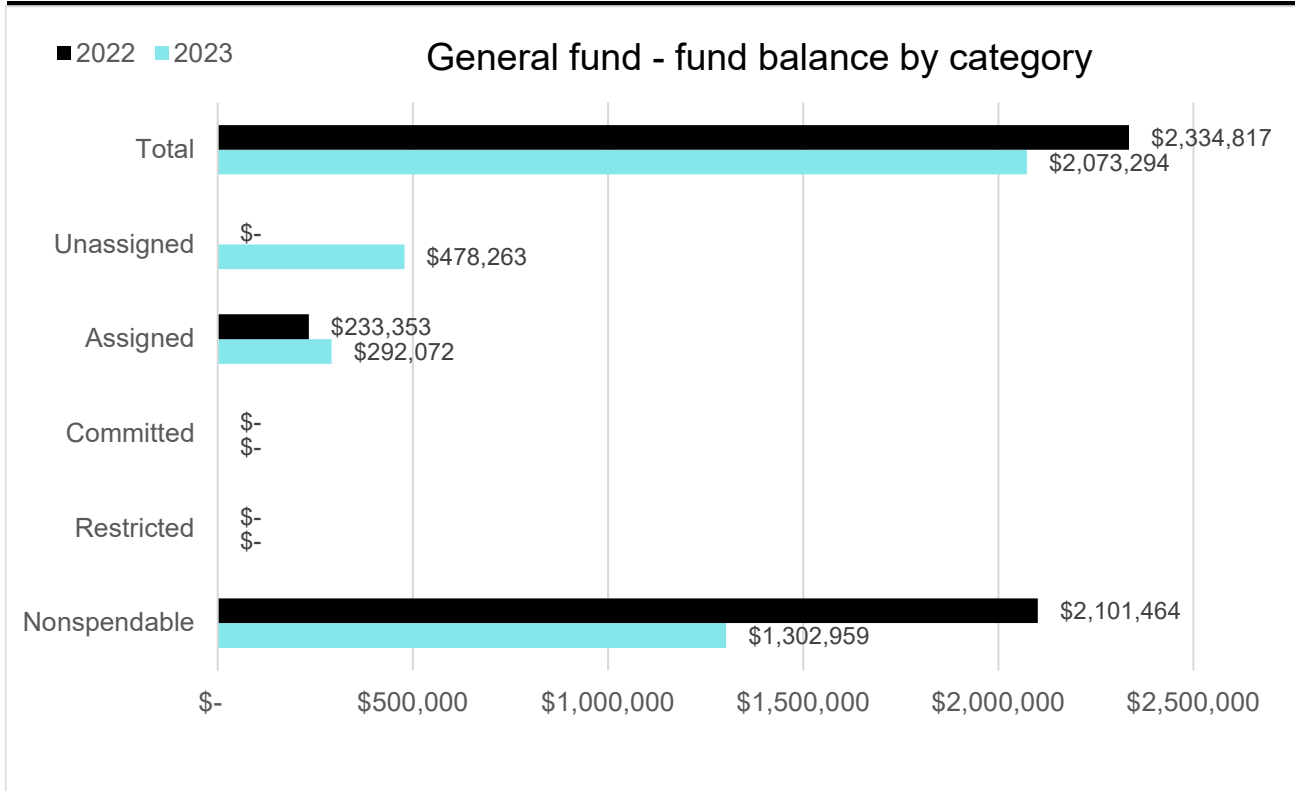
December 31, 2023

Client service team

John Rader, CPA, Director
Casandra Chase, CPA, Manager
Aaron Galvan, CPA, Senior Associate

Village of Mount Horeb

General fund results



Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	\$ 5,569,774	\$ 5,466,068	\$ 103,706
Expenditures and other financing uses	5,831,297	5,797,936	(33,361)
Net change in fund balance	<u>\$ (261,523)</u>	<u>\$ (331,868)</u>	<u>\$ 70,345</u>

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

Unassigned - residual amounts that have not been classified within other categories above.

Village of Mount Horeb

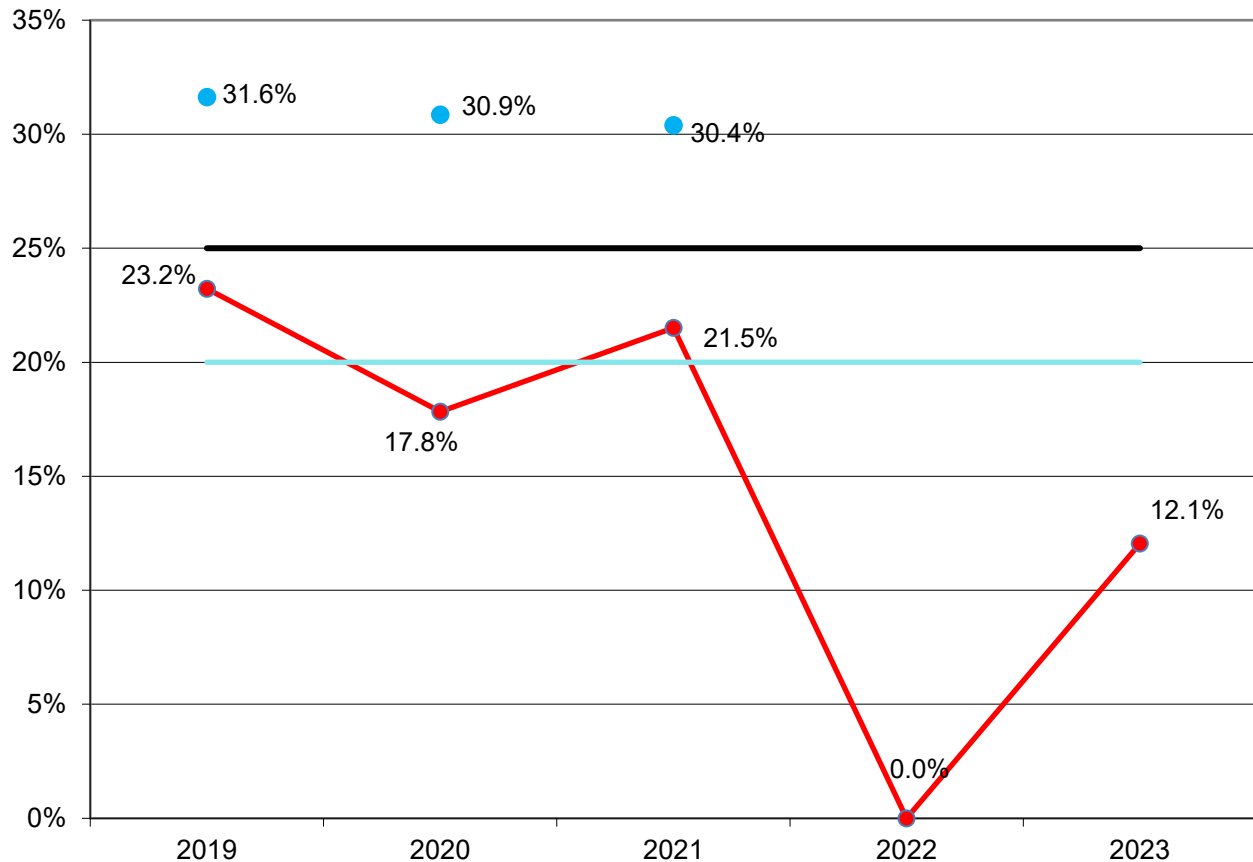
General fund - fund balance trends

Fund balance policy:

To maintain unassigned fund balance between 20-25% of the subsequent years budgeted general fund expenditures. Unassigned fund balance that exceeds this range shall be transferred to the capital improvement projects fund to reduce future borrowing needs.

● General Fund Actual Policy minimum Policy maximum ● Reference - Median

Unassigned general fund - fund balance as a percentage of subsequent year's budgeted expenditures



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population ranges less than 10,000.

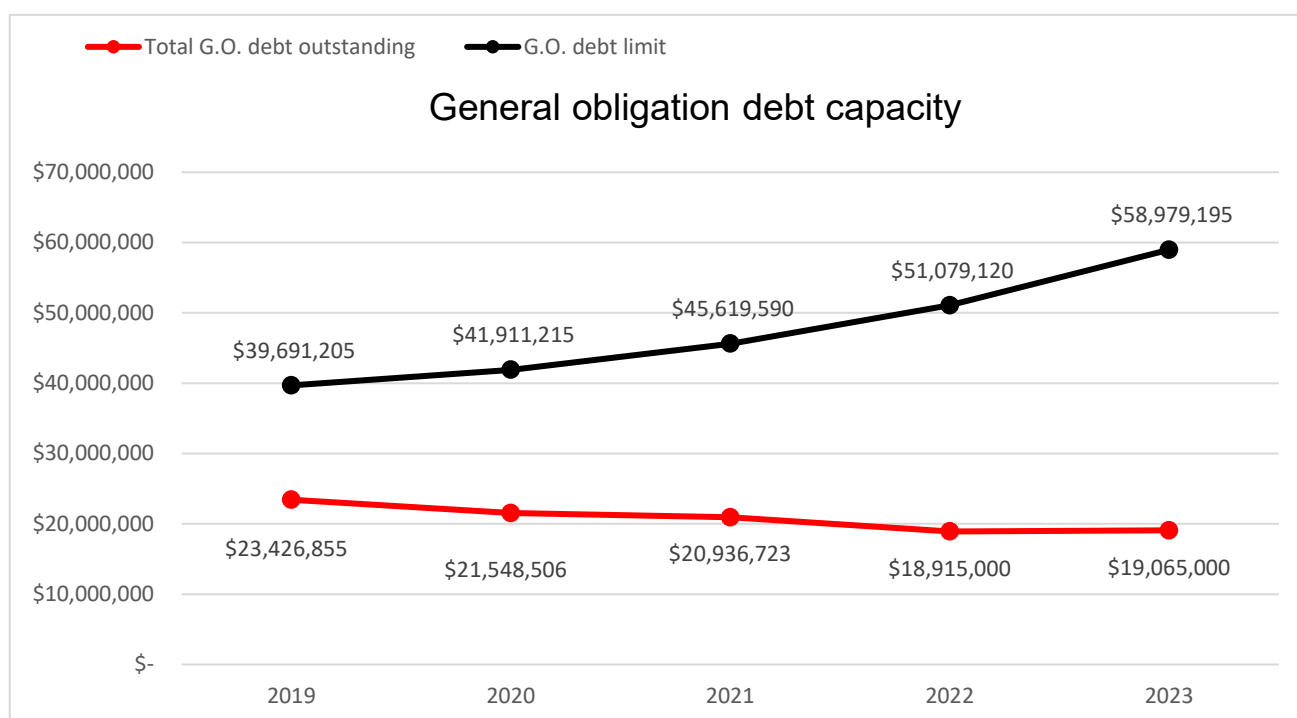
Village of Mount Horeb

General obligation debt

Debt management policy:

Total outstanding general debt obligations should remain within 50% of the Village's legal debt margin capacity (5% of the Village's total equalized value). Non-utility and non-TIF related general debt obligations should remain within 40% of the legal debt margin unless otherwise authorized by the Village Board.

Actual percentage of debt limit at 12/31/23: **Total GO Debt 32%** **Non-Utility Non-TIF GO Debt 20%**



Total debt outstanding by type at 12/31/2023

	General obligation	Revenue Debt	Comp Abs	Total
Village	\$ 12,019,510	\$ -	\$ 618,831	\$ 12,638,341
Utility	-	22,146,881	-	\$ 22,146,881
TIF	7,045,490	-	-	7,045,490
Total	\$ 19,065,000	\$ 22,146,881	\$ 618,831	\$ 41,830,712

Comparative metrics available online through the Wisconsin Policy Forum.

<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

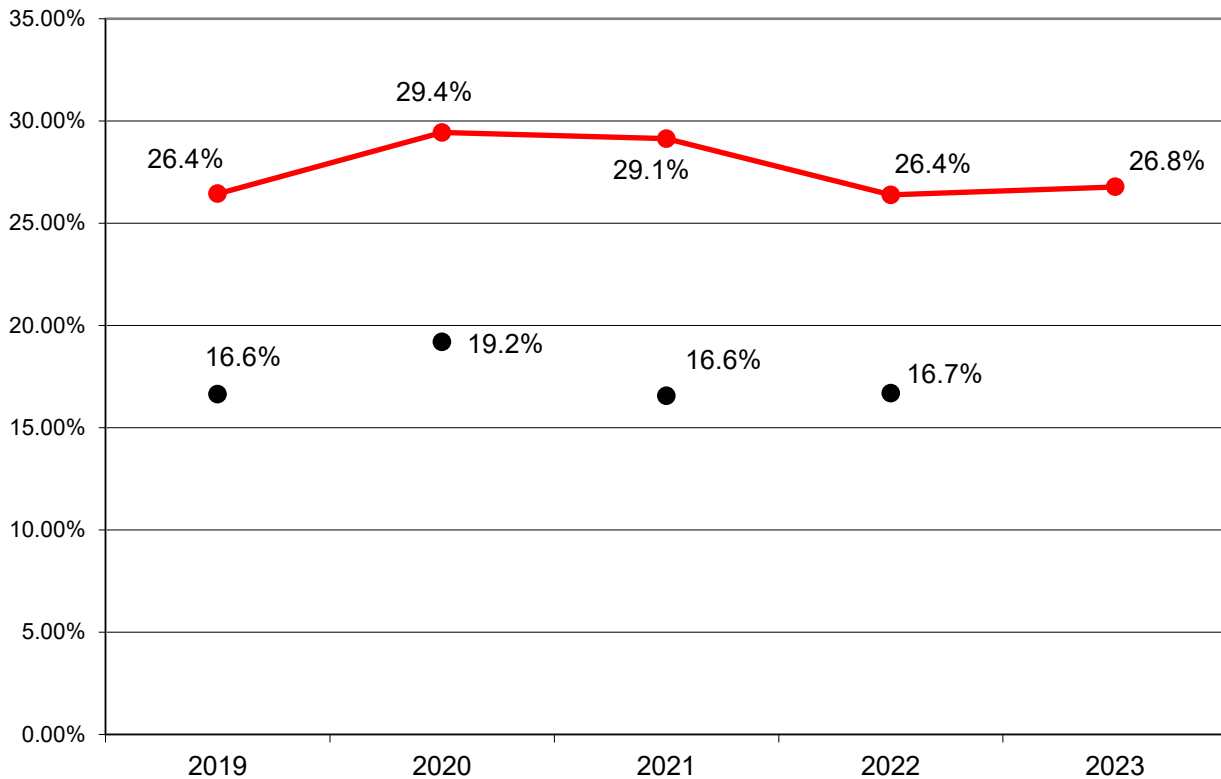
Select "Debt" -- options for custom comparisons or comparisons by county

Village of Mount Horeb

Governmental funds - debt service

—● Village of Mount Horeb ● Reference - Median

Debt service to non-capital expenditures



Current and prior year data

	2023	2022
Principal (excludes refunding)	\$ 2,100,000	\$ 2,021,723
Interest	682,400	701,065
Total	<u>\$ 2,782,400</u>	<u>\$ 2,722,788</u>

Non-capital expenditures	<u>\$ 10,391,666</u>	<u>\$ 10,318,297</u>
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Other reference values

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population ranges less than 10,000.

Village of Mount Horeb

TIF District Historical Summary Through December 31, 2023

	TIF District No. 3	%	TIF District No. 5	%
Sources of funds				
Tax increments	\$ 6,999,922	23%	\$ 2,910,646	31%
Transfer from general fund	750,787	2%	-	0%
Exempt computer aid	38,711	0%	359,300	4%
Investment income	349,782	1%	15,928	0%
Developer guarantees	20,000	0%	-	0%
Miscellaneous Revenues	278,582	1%	109,802	1%
Sales of property		0%	1,174,934	13%
Premium on debt Issuance	394,829	1%	-	0%
Long-term debt issued	21,638,703	71%	4,740,740	51%
TOTAL	\$ 30,471,316	100%	\$ 9,311,350	100%

Uses of Funds				
Capital, administration, and professional services	\$ 7,162,747	23%	\$ 2,387,738	26%
Interest on long-term debt	4,497,399	15%	913,563	10%
Discount and issuance costs	-	0%	-	0%
Developer grants		0%	4,707,301	52%
Debt issuance costs	321,426	1%	90,513	1%
Payment escrow	389,739	1%	-	0%
Principal on long-term debt	18,313,953	60%	1,020,000	11%
TOTAL	\$ 30,685,264	100%	\$ 9,119,115	100%

TIF Fund Balance (Deficit) - December 31, 2023	\$ (213,948)	\$ 192,235
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Calculation of Net Cost Recoverable through TIF Increments

General obligation debt outstanding	3,324,750	3,720,740
Levy/ transfer from general fund to be repaid	750,787	-
TIF Fund (Balance)/Deficit - December 31, 2023	213,948	(192,235)
Net cost recoverable through TIF increments - December 31, 2023	\$ 4,289,485	\$ 3,528,505

Creation date:	March 24, 2004	August 18, 2016
Last date to incur project costs:	March 24, 2022	August 18, 2038
Last year to collect increment:	2027	2043



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 6.b

Presentation and Discussion for music festival

BACKGROUND

Resident Kyle Keene would like to host a music festival in 2025 in Grundahl Park. Keene has had preliminary discussions with village staff and has a good start on the planning for the event. Keene has a strong background of planning and hosting large events.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

AGENDA ITEM # 6.c

Proclamation to Continue Valuing Diversity and Inclusion in the Village's Vision

BACKGROUND

In 2019 the Village Board and Department Heads conducted a strategic planning session to identify the Village's Mission, Vision, and Core Values. Valuing diversity and inclusion was approved as part of the Vision statement, with reaffirmation in 2023's strategic planning session.

The League of Wisconsin Municipality's November 2019 magazine edition, *Inclusive Communities*, provided abundant information on how diversity & inclusion are beneficial for local municipalities, with subsequent information reinforcing the benefit. Diversity and inclusion seek to promote and embrace a workforce or environment with different characteristics such as age, race, color, gender, sexual orientation, disabilities, religions, cultures, education, beliefs, interests, abilities, and much more. All of the municipalities identified as Mount Horeb's peers already have frameworks in place to help their staff and community with diversity and inclusion.

Because it has not been an active priority in our planning, policies, or culture, President Czyzewski would like to take the opportunity to officially recognize the importance of it for our Vision, and reemphasize them as a need. The goal is to further implement and integrate diversity and inclusion into Village operations to better communicate with and serve internal and external stakeholders. With this proclamation, Village staff and committees are empowered and encouraged to consider diversity and inclusion in their decision-making processes, just as already done for *outstanding service, sustainable growth, and enhancing quality of life for all*.

RECOMMENDATION

ATTACHMENTS

1. Proclamation to Continue Valuing Diversity



HERITAGE
COMMUNITY
OPPORTUNITY

Village of Mount Horeb

138 E Main Street

Mount Horeb, WI 53572

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

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

PROCLAMATION TO CONTINUE VALUING DIVERSITY AND INCLUSION IN THE VILLAGE'S VISION

Whereas, valuing diversity and inclusion has been approved in the Village of Mount Horeb's Strategic Vision; and

Whereas, Village staff can benefit from education & training on diversity for better communication with internal and external stakeholders; and

Whereas, the Village works to address internal policies, procedures, and culture to meet legal requirements and our employee needs; and

Whereas, the Village benefits from a diverse and inclusive workforce and community;

Now, therefore be it proclaimed, the Village of Mount Horeb continues to value diversity and will work towards further integration into its operations.

DATED this 5th day of June 2024.

Signed: _____
Ryan Czyzewski, Village President



AGENDA ITEM REPORT

MEETING DATE

June 5, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 6.d

Consideration of change in closing date for Lukken Farm Purchase

BACKGROUND

Lukken's have found a property they would like to purchase quicker than expected and would like to move up the closing date on the sale of their farm to accommodate the purchase. Staff is working with our financial advisors from Baird to determine our timeline for the debt issuance for purchase of the land and are also working on satisfying the contingencies of the purchase agreement. If the Board is comfortable moving the closing up, a motion can be made to allow the closing date to be on or before September 30, 2024. This will give flexibility for staff to coordinate the debt issuance and the Lukken's timeline.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
June 5, 2024	Nicholas Owen, Administrator

AGENDA ITEM # 6.e

Set Date for July 2024 Village Board Meeting

BACKGROUND

The July Board meeting is scheduled for July 3rd, with travel plans for the holidays, we want to see if that date works for everyone or we should move the meeting date for this month.

RECOMMENDATION

ATTACHMENTS

None