



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, January 15, 2025 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Consent Agenda
 - a. Consideration of December 11, 2024 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce Report
- 3) Agenda Items
 - a. Presentation on Business Improvement District (BID) Approval Process
- 4) Meeting adjournment.

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COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, December 11, 2024 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
Ryan Czyzewski called the meeting to order at 6:00 PM. Members present were Todd Fritz, Ben Vondra, Ryan Czyzewski, Andy Baber, Barb Case & Heidi Kopras. Marc Schellpfeffer was absent. Also present were Kristin Fish-Peterson, Village Administrator, Nic Owen & Office Assistant/Deputy Clerk, Katie Jelle.
- 2) Consent Agenda
There were no questions or comments regarding the information provided. Motion by Baber to approve the Minutes & Consent Agenda. Seconded by Case. Motion carried.
 - a. Consideration of November 13, 2024 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce report
- 3) Agenda Items
 - a. Presentation on Affordable Housing
Fish-Peterson presented guidelines for Affordable Housing & Workforce Housing. HUD income guidelines say "affordable" is someone not spending more than 30% of their income on housing. The median household income (MHI) in Mount Horeb is \$90,000.
Workforce Housing is intended to help people with moderate/middle income between 60-120% of the area median income. It can refer to rental units or ownership of single or multi-family homes.
Fish-Peterson discussed and explained Missing Middle Housing which is a range of multiunit housing types, compatible with single-family homes. These homes would meet the need for housing choices at different price points.

Much discussion followed regarding what is needed and what would be most beneficial in the Village of Mount Horeb.

4) Meeting adjournment.

Kopras motioned to adjourn at 6:39 PM. Baber seconded. Motion carried.

January 2, 2025

To: Community Development Authority

From: Kristen Fish-Peterson, Economic Development Contracted Staff

Re: Report on work to date

What follows is a list of activities for December:

1. Meetings in person and virtual
 - a. Nic Owen individually (in person, virtually, phone, and emails)
 - b. Duluth Trading Company
 - c. Meeting with Ryan/Nic re: utilities/sewer capacity
 - d. Meetings with Rachel from Chamber regarding BID
 - e. Emails, virtual meetings, and phone calls with prospective new business and new property owners, calls and emails to find suitable locations
 - f. Retention call on 2 Mount Horeb (downtown) businesses
 - g. Calls on downtown property owners to discover long-term ownership plans
 - h. Meeting with downtown property owner engaging in renovations
 - i. Prospect meeting in person at Village Hall
 - j. Good morning Mount Horeb
 - k. Chamber Board meeting
 - l. Village Board meeting
2. Research
 - a. Setback requirements from Military Ridge Trail
 - b. Missing Middle Housing
 - c. Downtown business prospects property search
 - d. Search for land for industrial prospect, emails with property owners
 - e. Watched Utility Commission meeting from September
3. Prep, attendance and follow up at December CDA meeting.



AGENDA ITEM REPORT

MEETING DATE

January 15, 2025

PREPARED BY**AGENDA ITEM # 3.a**

Presentation on Business Improvement District (BID) Approval Process

BACKGROUND

Kristen Fish-Peterson will provide a presentation on the approval process for creating a BID. She will also provide an update on her work with Chamber of Commerce President/CEO Rachel LaCasse-Ford on the creation of a BID in Mount Horeb.

RECOMMENDATION**ATTACHMENTS**

1. Adapted BID Presentation

ADAPTED FROM A PRESENTATION ON NEIGHBORHOOD IMPROVEMENT DISTRICTS, BUSINESS IMPROVEMENT DISTRICTS AND SPECIAL ASSESSMENT DISTRICTS

KARL GREEN

LOCAL GOVERNMENT EDUCATION PROGRAM MANAGER

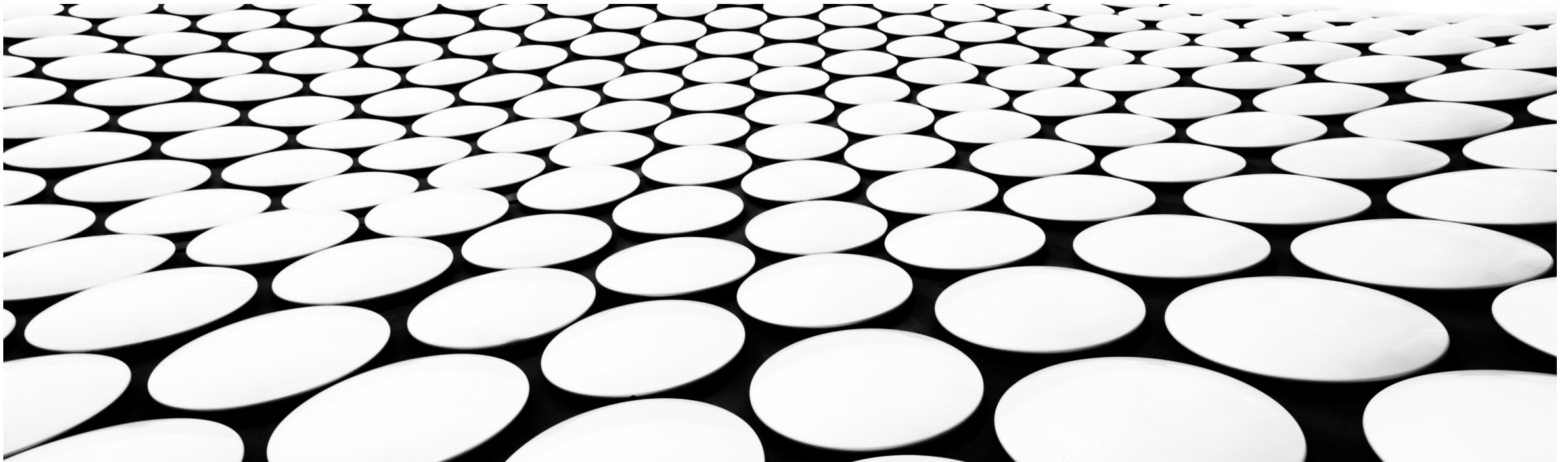
DIVISION OF EXTENSION – UW MADISON



Local
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Education

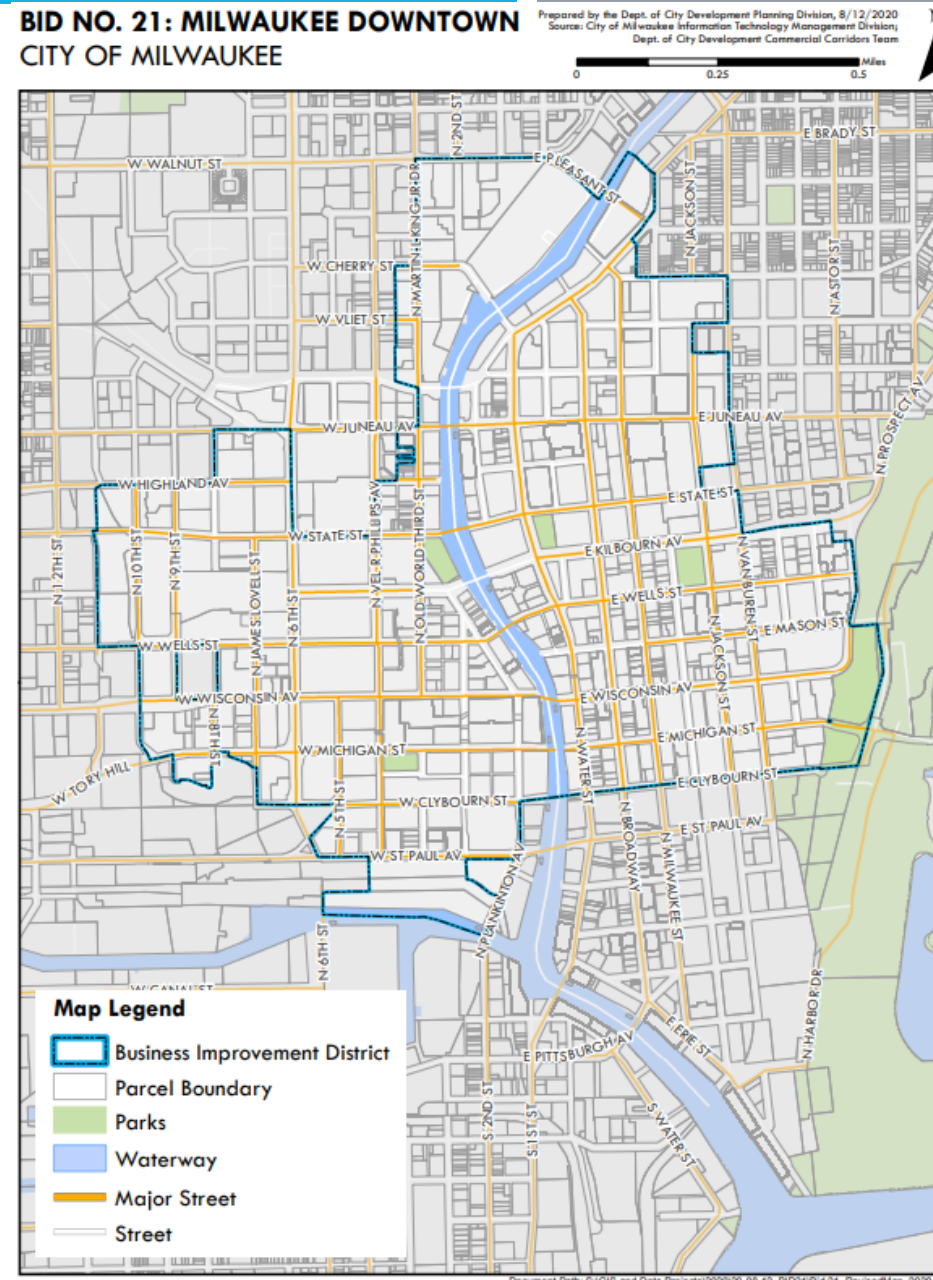


Extension
UNIVERSITY OF WISCONSIN-MADISON



SS 66.1109 (Business Improvement Districts)

- A Business Improvement District means :
- “An area within a municipality consisting of contiguous parcels
 - May include railroad right of ways, rivers, or highways continuously bounded by the parcels on at least one side



BUSINESS IMPROVEMENT DISTRICT

SS 66.1109 (Business
Improvement Districts)

In Summary

- A Business Improvement District means :
- An area within a municipality consisting of contiguous parcels
Geographic designated area
 - Does need to be contiguous, but can jump boundaries such as railroad ROW's, rivers, highways, etc.
- Requires an initial operating plan, an appointed Board, and annual reporting of current status, spending revenues, etc.
- Boundaries can be annexed, but must follow process similar to creation of BID
- Real Property used exclusively for residential purposes may not be specially assessed for BID purposes
- Eligible activities for BID's are not defined by state statutes, nor are they limited by statutes
 - Unwritten rule - Expenditures must be supported by members
 - Examples: Graffiti removal, Trash & clean up services, landscaping, public service ambassadors, to name a few....

BUSINESS IMPROVEMENT DISTRICT

SS 66.1109 (Business
Improvement Districts)

In Order to Create:

○ 66.1109(2)

- A municipality may create a BID and adopt its operating plan ***IF*** all of the following conditions have been met:
 1. An owner of real property used for commercial purposes and located in the proposed BID has petitioned the municipality for creation of a BID
 2. The Planning Commission (see def.) has designated a proposed neighborhood improvement district and adopted its proposed initial operating plan
 3. Hold public hearing at least 30 days before the creation of the BID and adoption of the initial operating plan, published as a class 2 notice
 - Before publication, send notice by certified mail to all owners of real property within the proposed BID indicating
 - Boundaries of the proposed BID
 - A copy of proposed operating plan
 - Detailed map showing the proposed BID boundaries
 4. Within 30 days following the hearing no protests from
 - Owners representing >40% of valuation of BID, based on Operating Plan specified valuation method, or
 - Owners representing >40% of assessed valuation of BID
 5. Village Board votes to approve proposed initial operating plan

BUSINESS IMPROVEMENT DISTRICT

SS 66.1109 (Business
Improvement Districts)

Operating Plan

- 66.1109(1)(F)(1-5)
- The plan adopted/amended for the development, redevelopment, maintenance, operation & promotion of a BID including all of the following:
 1. The special assessment method applicable to the BID
 - **Specifically whether real property used exclusively for manufacturing purposes will be specially assessed**
 2. The kind, number and location of all proposed expenditures within the BID
 3. Description of the method of financing all estimated expenditures and the time
 4. Description of how the BID promotes the orderly development of the Village, including relation to Village Comprehensive plan
 5. Legal opinion that above items #1-#4 have been met
 - Operating plan considered/updated annually

BUSINESS IMPROVEMENT DISTRICT

SS 66.1109 (Business
Improvement Districts)

Board Formation

- **66.1109 (3)**
 - The Chief Elected Officer shall appoint members to the BID Board to implement the operating plan, confirmed by Legislative body:
 - Board shall consist of minimum 5 members
 - A majority of board members shall own/occupy real property in the BID
 - Board members serve 1-year terms, but may be consecutive
 - Board membership encouraged to be expanded as properties developed (representative)
 - Changes to the operating plan shall be approved by the Village Board
 - Board shall prepare (and make available to the public) annual reports describing the current status of the BID, Exp. & Rev, and
 - Certified Audit if cash balance exceeded \$300,000* (at any point)
 - Reviewed financial statement if under \$300,000*
 - Must be in segregated account in municipal treasury

*After 2018, \$300,000 x annual CPI

QUESTIONS?