



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

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

COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, June 11, 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 May 14, 2025 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. Consideration of Nonprofit Partnership with JT Klein
- 4) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.



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COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, May 14, 2025 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
Marc Schellpfeffer called the meeting to order at 6:00 PM. Members present were Todd Fritz, Ben Vondra, Marc Schellpfeffer, Andy Baber, Barb Case & Heidi Kopras. Ryan Czyzewski 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 Kopras to approve the Minutes & Consent Agenda. Seconded by Fritz.
 - a. Consideration of April 9, 2025 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. Supportive Housing Partnership with JT Klein
Representatives from JT Klein Inc. presented an introduction to a Supportive Housing Partnership. JT Klein specializes in Market Rate & Affordable Housing. JT Klein has prepared an application to the Affordable Housing Program through the Federal Home Loan Bank of Chicago to support the redevelopment project at the Karakahl site.
 - b. Recommendation of Residential Improvement Grant Applications
Owen presented the 3 applications that were received this month. Per Owen, if the 3 applications are approved it will be about \$1,000 over the budget amount. Owen recommended that all members were in favor of approving the applications, he will ask the Village Board to fund the extra \$1,000.

1. John and Amy Lee, 308 Forest Street
Applicant is planning to replace their roof. 2 estimates were included. Fritz motioned to approve. Case seconded. All in favor.
 2. Heidi Clayton, 202 N 4th Street
Application is to replace exterior landscaping, a retaining wall & walkway. They will also add plants to the landscaping. Baber motioned to approve. Fritz seconded. All in favor.
 3. Jacqueline Sale, 411 N 4th Street
Owen presented the application to do exterior painting on the house & shed. The application was complete with 2 quotes. Case motioned to approve. Koprass seconded. All in favor.
- c. Recommendation: Facade Improvement Grant Application Tyler Marks, 100 S 1st Street
Owen presented the application. The renovations will include exterior painting & signage. He will replace the awnings on Main Street. The application was complete and eligible for the grant. The awning is awaiting approval from the Planning Commission.
Vondra motioned to approve with contingency of Plan Commission approval. Baber seconded. All in favor.
- d. Review of TIF 6 Project Plan
Fish-Peterson presented the TID 6 plan. The district will be 2 parcels including the former Karakahl site & the vacant lot to the west. The project cost could include infrastructure, street scraping & site improvements, environmental studies & remediation, development incentives, planning, promotion & development, real estate inspections, acquisition, vacating & relocation for public works & other eligible projects.
The estimated project costs & expenditures will be Utilities, Incentives to Developers, Contribution to the CDA, Financing Costs & Administration. Costs are all estimates.
There will be a public hearing at the Plan Commission meeting near the end of July and then go to the Village Board for approval.
- e. Review of Code of Ethics
Schellpfeffer asked the members to review the Code of Ethics and to reach out to Nic Owen if they have a question or are uncomfortable with a situation.
- 4) Meeting adjournment.
Case motioned to adjourn at 6:51 PM. Fritz seconded.



June 1, 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 May:

1. Meetings in person and virtual
 - a. Nic Owen individually (in person, virtually, phone, and emails)
 - b. Good Morning Mount Horeb
 - c. Chamber Board meeting
 - d. Village Board Commission meeting
 - e. CDA meeting attendance, prep and follow-up
 - f. Planning for downtown summit
 - g. Attendance at downtown summit
 - h. Meeting regarding TID 6
 - i. Meeting and email follow up with Karakahl developer
 - j. Meeting with Chamber President/CEO
 - k. Direct contact with downtown property owners

2. Research
 - a. Research for TID 6
 - b. BIDs

3. Writing TID #6 project plan

Member Newsletter | June 2, 2025 - Good Morning Mount Horeb this Wednesday!

From Mount Horeb Area Chamber of Commerce <donotreply@chambermate.com>

Date Mon 6/2/2025 4:54 PM



WEEKLY MEMBER NEWSLETTER

June 2, 2025

Happy Monday and happy start to June!

We have finally launched our [new website](#) and our [new member portal](#). If you have not yet set up your new member portal log in and updated your new website listing, please take a few moments to do so. If you need assistance, you can email [Teddi](#), or you can join her for a new weekly virtual session of [Maximize Your Membership](#), during which time she will help familiarize you with the new portal and troubleshoot any issues you might be having. These take place **every Monday** from **10am-12pm**. You can hop in and out and ask questions as they pop up. Please note that we are still working on the website - it is not a finished product, so thank you for your patience!

June is going to be a busy month of networking and professional development! Be sure to join us for [Good Morning Mount Horeb](#) this **Wednesday, June 4**, at **8:00am** at **Martinson Hall at Buck & Honey's**. We'll hear from our session sponsor **Buck & Honey's**, along with the **Mount Horeb Christian School** and the **Mount Horeb Public Library**. [Register here.](#)

Then, on **Thursday, June 12, from 5-7pm**, we will kick-off the **Summer Frolic** at **Chamber Night at the Summer Frolic**. Join us at the **Beer Tent at the top of the hill at Grundahl Park** for this great opportunity to network with fellow chamber members and other sponsors of the Mount Horeb Summer Frolic. [Register here.](#)

Be sure to check even more networking opportunities further down this newsletter!

And don't miss the opportunity to partner with us for [2025 Co-op Marketing Opportunities](#), now available for purchase! You can place your logo in a full-page Mount Horeb Ad in publications like BRAVA and Milwaukee Magazine. [Learn more and reserve your spot here.](#)

Finally, please help me in welcoming new member to the chamber: [Kelli Baron from Restaino & Associates!](#)

Have a great week,

Rachel LaCasse-Ford, President/CEO

rlacasseford@trollway.com

608-437-5914

[Schedule a Meeting with Me!](#)



UPCOMING CHAMBER *meetings*

June 12

[Business Advocacy Committee](#)

June 17

[Tourism Events Committee](#)

June 19

[Membership Committee](#)

June 26

[Chamber Executive Committee](#)

hot DEALS

Buck & Honey's

Ticket Deal for Mount Horeb Day at the Madison Mallards Game!

The Hair Loft

New Clients Receive \$20 Off!

Shelley's Social Media

Buy 1 Coaching Session, Get a Second One FREE!

Via Infusions

Vitamin C \$50 off

[See Hot Deal Details](#)

EVENTS HOSTED BY OUR *members*

Ongoing

Roots Reimagined: Inspired by History, Rediscovered

Thurs, June 5

Mount Horeb Farmer's Market

Fri, June 6

Black Light & Brews

Cenetta Dinner - Caldo de Pollo

Sat, June 7

PROPERTIES FOR SALE OR *lease*

- **House for Sale: 311 Parkway Dr, Mount Horeb - New!**
- **House for Sale: 308 Forest St, Mount Horeb - New!**
- Space for Rent - 312 E Main St, Mount Horeb
- 17 Maple Aire, Blue Mounds - Manufactured Home for Sale

Cops and Bobbers Fishing Event
Bethel Horizons Bike-A-Thon
Tour of Fairy Homes
Guided Black Light Tour
Farm to Table dinner-Related Cinco de Mayo-Birria

Sun, June 8

Watercolor: A Fresh Start with Helen Klebesadel
A Day at Taliesin 2025
Karst View Hike & Cave Tour

[See Upcoming Events Details](#)

- Chair Rental at Revelations Barbershop
- For Lease: 1217 Springdale St.
- 1200 Springdale Mt Horeb 2,500 - 11,375 SF Retail Space for Lease
- For Lease: 600 sq. ft. upper level 128 E Main
- For Lease: 209 E Main
- Former MARC Building, Price Reduced, Warehouse/Light Manufacturing with Office
- For Sale: Vacant Lot in North Cape Commons
- Commercial Space for Lease

[See Property Listing Details](#)

NOW *hiring*

- Cave of the Mounds - **Cave Educator / Tour Guide**
- Cave of the Mounds - **Surface Crew – Front Desk, Admissions, & Retail**
- Cave of the Mounds - **Grounds Team Member**
- Mount Horeb Public Library - **Frontline Librarian (LTE, 50%) Mount Horeb Public Library**
- Mount Horeb Public Library - **Limited Term Library Clerk-Mount Horeb Public Library**
- Revelations Barbershop - **Chair Rental Available in Downtown Mount Horeb!**
- Taliesin Preservation at the Frank Lloyd Wright Visitor Center - **House Steward**
- Taliesin Preservation at the Frank Lloyd Wright Visitor Center - **Tour Guide**
- Taliesin Preservation at the Frank Lloyd Wright Visitor Center - **Front of House Associate**
- Taliesin Preservation at the Frank Lloyd Wright Visitor Center - **Head Cook**
- Taliesin Preservation at the Frank Lloyd Wright Visitor Center - **Line Cook**

[See Job Posting Details](#)



Danube Explorer River Cruise

Tour Dates: May 10 - 20, 2026

Learn More
info@trollway.com (608) 437-5914



NETWORKING AND PROFESSIONAL DEVELOPMENT

JUN 4
WEDNESDAY

Good Morning 
MOUNT HOREB

SESSION SPONSOR



Good Morning, Mount Horeb

Monthly Networking Series

Enjoy coffee & connections at this monthly event, open to the community as well as chamber members.

Date

June 4 @ 8:00am

Location

Martinson Hall at Buck & Honey's

Speakers:

Buck & Honey's - Session Sponsor!

Mount Horeb Christian School

Mount Horeb Public Library

[Register Now](#)

Registration is appreciated, but not required.

*We are still looking for speakers in 2025!
There are openings in July, November, and
December. [Sign up here.](#)*



Power Up!

Professional Development Series

Date

June 10 @ 1:00pm - 2:00pm

Location

Virtual Event

Presenter

Joey Donovan Guido

[Cuppa SEO Web Design](#)

Topic

Holistic Online Marketing, Session 3: Six Ways to Improve Website Conversion & Increase Sales

In this presentation, Joey shares six ways to improve the conversion methodology on your website including: proven conversion strategies for your homepage and subpages; how web design can affect conversion; why carousels, parallax websites and pop-ups should be avoided — and what to implement instead of them for better conversion. We'll discuss both mobile and desktop versions of your site for a full understanding of how to effectively apply these proven conversion methodologies.

[**Register Now**](#)

Please register ahead of time.



Chamber Night at the Summer Frolic

Activity-Based Networking & Teambuilding Event

Date

June 12 @ 5-7pm

Location

Mount Horeb Summer Frolic

Beer Tent - Top of the Hill at Grundahl Park

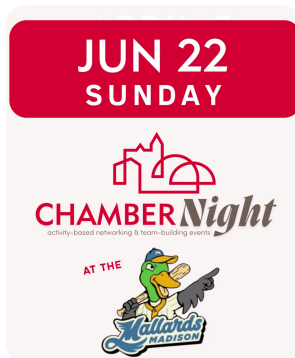
Join us at the **Mount Horeb Summer Frolic Beer Tent** for **Chamber Night!** Network with

fellow chamber members and sponsors of
the Mount Horeb Summer Frolic!

Help us kick off the Summer Frolic and kick
off Summer!

[Register Now](#)

Registration not required.



Chamber Night at the Mallards Game

Activity-Based Networking & Teambuilding Event

Date

June 22 @ 4:05pm

Location

Madison Mallards Baseball Game
Warner Park, 2920 N Sherman Ave,
Madison, WI 53704

Join us for **Mount Horeb Night at the
Mallards Game!**

Chamber Members can purchase tickets and
reserve a **Troll Bobblehead**, made possible
by **Buck & Honey's!**

\$28 GENERAL ADMISSION TICKET

Get a guaranteed Troll Bobblehead
*\$10 per ticket purchased will be given to the
Friends of the Mount Horeb Welcome
Center, who are kicking off a capital
campaign to refresh the Mount Horeb
Welcome Center!*

[Buy General Admission Ticket Here](#)

\$51 CHAMBER MEMBER SPECIAL DUCK BLIND TICKET

**Upgrade Your Ticket to a Busch Light
Duck Blind Ticket for Chamber Night!**
Enjoy food, beverage, and networking with
fellow chamber members!
*\$10 per ticket purchased will be given to the
Friends of the Mount Horeb Welcome*

*Center, who are kicking off a capital
campaign to refresh the Mount Horeb
Welcome Center!*

[Buy Duck Blind Ticket Here](#)

[Learn More](#)

Tickets must be purchased to attend.

EXPOSURE



2025 CO-OP MARKETING OPPORTUNITIES



THE ISTHMUS

DEADLINE: JULY 18

- Your Logo on a Full Page Ad, Limit 10
- August Issue
- Reach: 35,000 Madison Area
- Message: "Great place to live and visit"

\$150



MILWAUKEE MAGAZINE

DEADLINE: JULY 11

- Your Logo on a Full Page Ad, Limit 10
- September Issue - Travel, Fall Arts Guide
- Reach: 107,423 Milwaukee Region

\$250



EDIBLE MADISON

DEADLINE: JULY 11

- Your Logo on a Full Page Ad, Limit 10
- Fall Issue - Food Doing Good Things Locally
- Reach: 30,000 Southern Wisconsin

\$200



BRAVA MAGAZINE

DEADLINE: OCT 3

- Your Logo on a Full Page Ad, Limit 10
- Nov/Dec Issue - Small Town Holiday
- Reach: 15,000 Madison Area

\$200



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\$800 Value!

\$650

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ADVOCACY

Upcoming Public Meetings

Tourism Commission Meeting - Mon, Jun 2 @ 5:30pm

The Commission will receive an update on room tax revenue collected, it will receive an update from the DMO (Chamber), and it will welcome a guest speaker, Andrew Nussbaum, from the Department of Tourism, to talk about room tax rates and establishing a room tax zone. [Agenda](#)

Public Works Committee Meeting - Mon, Jun 2 @ 6pm

Among other items, the Committee will discuss the condition of the decorative street light poles/bases from West Main St east to Highway 18/151. [Agenda](#)

Recent Public Meetings

Historic Preservation Commission Meeting - Wed, May 28 @ 6pm

The HPC will discuss the Awards Program Form, they will receive training on Preservation Community Relationships, and they will receive an update on the Historic Designation Application. [Agenda Video](#)

Plan Commission Meeting - Wed, May 28 @ 7pm

The Plan Commission considered a conditional use and design review for Surplus Suds at 301 W Main St; they considered a zero lot line CSM for 517 Alan Dr; they received a concept presentation for phase 2 Sienna Hills and self storage; and they discussed a concept for a residential rezone on Meadow View Rd. [Agenda Video](#)

[Find All Village Meeting Info Here](#) [Find All School Board Meeting Info Here](#)

[Sign Up to Receive Notifications for the Village of Mount Horeb's Public Meetings](#)



Download



2025 MEMBERSHIP GUIDE
WHAT IS INCLUDED IN YOUR MEMBERSHIP?

**About the Chamber
Networking Events
Professional Development Opportunities
Marketing Opportunities
Advocacy Initiatives** *+ more!*



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**2025 MEMBER & TOURISM EVENT
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Bundle and Save!
Payment Options Available**



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Mount Horeb Area Chamber of Commerce
300 East Main Street
Mount Horeb, Wisconsin 53572
(608) 437-5914
www.mounthorebchamber.com

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AGENDA ITEM REPORT

MEETING DATE

June 11, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.a

Consideration of Nonprofit Partnership with JT Klein

BACKGROUND

We will continue our discussion from last month on the term sheet for the partnership agreement with JT Klein for their loan application through the Home Loan Bank of Chicago. Klein has provided a revised agreement, which is included in your packet, based on our discussion at the last meeting and Kristen Fish-Peterson has provided a summary of the parts of the agreement. I have also had a chance to discuss the agreement with our Financial Advisor from Baird, Kevin Mullen. Mullen reviewed the agreement with Bond Counsel Quarles and Brady. They see the loan as a conduit loan, where the bank provides the CDA with the loan and the CDA then loans the funds to Klein. Their main concern with the arrangement is how the Village limits their exposure if anything goes wrong with the development, so we are not liable for any repayments. I have a phone call scheduled with Baird and Quarles for Monday for further discussion and will provide an update when available.

RECOMMENDATION

ATTACHMENTS

1. JT Klein -- Term Sheet (Mount Horeb CDA) Updated 060625
2. Term Sheet Explanation for JT Klein Development

Nonprofit Partnership with JT Klein

Term Sheet

Purpose: JT Klein Company, Inc. (“JT Klein”) intends to develop an affordable and/or workforce housing development (the “Development”) in Mount Horeb, Wisconsin, which is intended to be approximately _____ units (subject to financial feasibility, market conditions, and land use approvals). This term sheet is intended to provide a general overview of the contemplated partnership with Community Development Authority for the Village of Mount Horeb, Wisconsin (the “Nonprofit”).

Ownership: The Development will be owned by a special purpose entity created by JT Klein (the “Owner”). The Owner will have two or more members: an investor member (the “Investor”) (which may be a tax credit investor or may be another entity wholly owned or controlled by JT Klein); and a managing member (the “Managing Member”). The Managing Member will be owned 51% by the Nonprofit and 49% by JT Klein or an affiliate thereof.

Cash Flow: The Owner’s cash flow will be dictated by a cash flow waterfall in the Owner’s operating agreement, which will be dictated by financial feasibility. Once all other cash flow obligations have been fulfilled (including, potentially, an asset management fee to the Investor, a deferred development fee, subordinate cash flow contingent debt, and incentive management fees payable to JT Klein or its affiliates), then the cash flow will be split 90% to the Managing Member and 10% to the Investor. The cash flow of the Managing Member will be split 99% to JT Klein (or its affiliate) and 1% to the Nonprofit (or its affiliate).

Development Fee: The Owner will hire JT Klein to act as developer. The amount of the development fee will be determined by JT Klein and the Investor, based on financial feasibility. No portion of the development fee will be paid to the Nonprofit.

Administrative Costs:

The CDA shall not be responsible for administrative costs associated with annual reporting & filing requirements arising from the sponsorship of the AHP grant. In the event that the CDA incurs administrative costs related to such reports or filing, the CDA shall be reimbursed for the reasonable time and resources expended in connection with that work.

Subordinate Loans: The Nonprofit will accept grants that will be used by the Owner to fund the Development (the “Grants”), and Nonprofit will use 100% of the proceeds of the Grants to make a nonrecourse loan (or loans) to the Owner (whether one or more, the “Subordinate Loans”). The Subordinate Loans’ terms will be subject to further review and comment by the Investor and

senior lenders to the Owner, however, are contemplated to be: (a) at least 40-year term; (b) deferred payments until the maturity of the loan; (c) non-interest bearing; and (d) nonrecourse to the Owner and its members.

Origination Fee: The Nonprofit will receive an origination fee for making the Subordination Loans in an amount equal to 1.5% of the amount of the Grants received by the Nonprofit.

Exit Provisions: The Nonprofit will retain its ownership in the Managing Member throughout the duration of any applicable tax credit compliance period. Upon the expiration of the tax credit compliance period, JT Klein (or its affiliates) has the right to acquire the Nonprofit's interest in the Managing Member in exchange for \$100.00. Upon acquiring the Nonprofit's interest in the Managing Member, JT Klein (or its affiliates) may also buy the promissory notes evidencing the Subordinate Loans. The purchase price for the promissory notes evidencing the Subordinate Loans will be the present value of the future cash flow of such notes, discounted by 15%.

Non-Binding: The provisions of this term sheet are meant to outline the overall transaction. They are not intended to summarize the entirety of the transaction. In addition, this term sheet is not binding on either party. Both parties will work in good faith to achieve the Development as provided herein, but the Nonprofit in particular acknowledges that many items may change between now and the financial closing of the Development.



June 6, 2025

To: Marc Schellpfeffer, Chair – CDA, and members of CDA

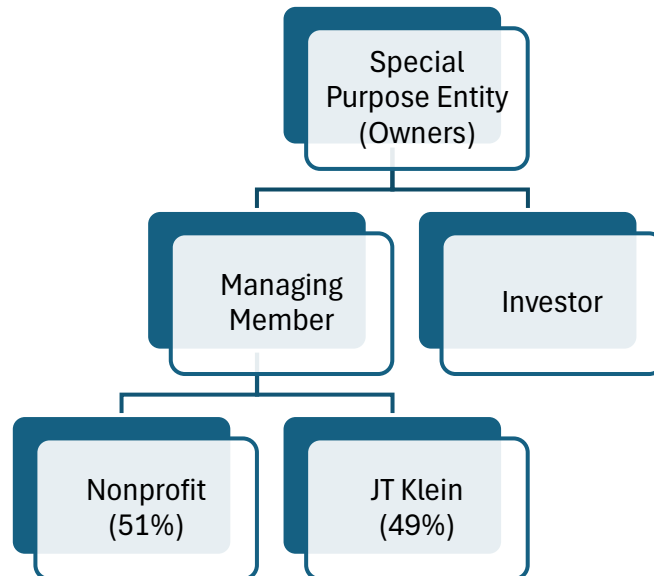
From: Kristen Fish-Peterson, CECd, EDFP, Redevelopment Resources

Re: Nonprofit Partnership with JT Klein – Term Sheet

The term sheet presented for approval at the June 11 CDA meeting can be further explained as summarized as follows:

Purpose – The purpose of the term sheet outlines the relationship between the developer (JT Klein) and the CDA for the sole purpose of obtaining a grant from the Federal Home Loan Bank. This grant will apply only to the affordable/senior building on the site.

Ownership – The ownership structure would have the CDA as part of the managing member, as follow:



Cash Flow – The cash flow structure would appear as follows. There will essentially be no cash flow for the CDA but it's designed to be that way. This will not cost us money but there are ways to benefit the CDA noted later.

Cash to Operations

If any cash remains: Fees to Investor

Then remaining cash flows: 90% to Managing Member,
10% to Investor

Managing Member Split of any remaining cashflow
99% JT Klein/1% Nonprofit

Development Fee – self-explanatory

Administrative Costs - self-explanatory

Subordinate Loans – Non-profit (that's us) will accept the grant from the Federal Home Loan Bank and structure a loan to the Owner. Their attorneys will pay for all the legal fees, draft the documents and we will sign them. The administration of this loan will not cost the CDA any money.

Origination Fee – The CDA will receive an origination fee of 1.5% of \$2,000,000, or \$30,000.

Exit Provisions – The CDA will be paid \$100 when JT Klein acquires our interest in the project, after 15 years. The CDA would also receive a fee from selling the promissory note of the loan the CDA which would be the present value of the future cash flow of the loan, discounted by 15%.

