



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, March 13, 2024 at 6:00 PM

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 Babaer, Barb Case & Karen Tetzlaff. Also, present were Village Administrator, Nic Owen, Kristin Fish-Peterson & Office Assistant, Katie Jelle. Ryan Czyzewski was absent.
 - a. Roll Call
- 2) Consent Agenda
There were no questions or comments regarding the information provided. Motion by Fritz to approve the Minutes & consent Agenda, second by Tetzlaff.
 - a. Consideration of February 14, 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. Consider Building Improvement Grant: 100 S 1st Street, Brickpoint Properties LLC
Owen explained the Building Improvement Grant Application that was received from 100 S 1st Street. The applicant is requesting funds to make energy efficiency updates such as LED Lighting & Commercial Boilers. Brian Durtschi asked if multiple bids were required for the applications. Owen stated that multiple bids is not a requirement. Tetzlaff motioned to approve the application, Case second. Motion carried.
 - b. Consider Building Improvement Grant 132 E Main Street, Issac's Antiques
Owen explained the application received from 132 E Main Street for Grant Funds to help with the emergency replacement of their

furnace. Discussion was had regarding whether this would qualify as a reimbursement and what parameters should be put in place as to what qualifies and a time frame for reimbursement requests.

Durtschi asked if a lien waiver is required & if work is inspected prior to payment. He again suggested that it may be a good idea to require more than 1 bid. Owen said that there is no lien waiver but payment does need to be made to the contractor prior to reimbursement & the work does have to be inspected. Members agreed that multiple bids would be a good requirement in the future.

Schellpfeffer recommended that the CDA amend the rules for the Building Improvement Grant Program at next month's meeting. All members agreed.

Baber made a motion to approve the emergency reimbursement. Vondra second. Motion carried.

- c. Economic Development Topic Presentation: Affordable Housing
Fish-Peterson presented Affordable Housing using data that she found from the National Low Income Housing Coalition. Her data included what is considered affordable & how much a person/family needs to earn to be able to afford to pay rent. Fish-Peterson explained how other communities are incorporating affordable housing into their communities and some options that may support affordable housing in Mount Horeb.
Jana Hanson, Mt Horeb resident & member of Neighbors Helping Neighbors shared information that she had gathered from United Way.
- d. Follow up on Parking Study Analysis and Recommendations
Owen gave an update on the Parking Study Analysis & Recommendations. He discussed the short-term strategies, education & long-term strategies. Signage was discussed; using more positive signage, Bike Parking, charging for parking, changing parallel parking to angled parking, nighttime safety & creating more parking.
Rachel LaCasse-Ford, Mt Horeb Chamber of Commerce, discussed the possibility of using shuttles to bring people into Mt Horeb from larger parking lots.
Fritz asked about implementing a parking map to identify parking. Owen said that a map was a recommendation that was made.

4) Meeting adjournment.

Tetzlaff moved to adjourn at 7:08 PM, Fritz seconded.