



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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THE COMMUNITY DEVELOPMENT AUTHORITY WILL HOLD ITS AUGUST 12, 2020 MEETING VIRTUALLY. YOU CAN WATCH THE MEETING LIVE VIA THE VILLAGE WEBSITE BY CLICKING "WATCH LIVE" UNDER THE TROLLWAY TV GRAPHIC ON THE RIGHT SIDE OF THE HOME PAGE AT WWW.MOUNTHOREBWI.INFO. THE MEETING IS ALSO BROADCAST LIVE ON MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO JOIN THE MEETING USING THE FOLLOWING:

Community Development Authority
Wed, Aug 12, 2020 6:00 PM - 8:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

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REVISED COMMUNITY DEVELOPMENT AUTHORITY WEDNESDAY, AUGUST 12, 2020

The Community Development Authority of the Village of Mount Horeb will meet virtually on the above date at 6:00pm. Agenda as follows:

- 1) Call to order
Roll call
Introductions
- 2) Adoption of Bylaws
- 3) Election of Officers
- 4) Discuss COVID Business Assistance Grant/Loan Program

- 5) Development Updates
 - a. Kwik Trip
 - b. Casey's
 - c. North Cape Commons Apartment
 - d. Downtown Businesses
- 6) Economic Development Director's report
- 7) Items for Future Meetings
- 8) Adjourn

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 GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.

**REVISED
VILLAGE OF MOUNT HOREB
RESOLUTION NO. 2020-11**

A RESOLUTION CREATING THE COMMUNITY DEVELOPMENT AUTHORITY OF THE
VILLAGE OF MOUNT HOREB

Recitals

- A. The Village of Mount Horeb is authorized pursuant to Section 66.1335 of the Wisconsin Statutes to create, by resolution, a Housing and Community Development Authority, to be known as the Community Development Authority of the Village of Mount Horeb.
- B. The Village finds that there is a need for blight elimination, slum clearance, urban renewal and community development programs and projects, and housing projects in the Village.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Mount Horeb that:

- 1. Creation. The Community Development Authority of the Village of Mount Horeb is hereby created pursuant to Wis. Stat. §66.1335. The Community Development Authority shall be a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects, and housing projects. The Community Development Authority shall have the powers set forth in Wis. Stat. §66.1335, except as limited by Paragraph 5 of this Resolution.
- 2. Findings and Declaration of Necessity. The Village finds and declares that there exists within the Village the need for blight elimination, slum clearance, urban renewal and community development programs and projects, and housing projects.
- ~~3. Members. The members of the Community Development Authority shall be appointed and confirmed pursuant to the process identified in Wis. Stat. §66.1335. The Community Development Authority shall annually elect a chairperson and vice chairperson from among its members. Vacancies occurring in the office of a chairperson or vice chairperson shall be from among the members for the unexpired portion of the members term. Whenever the Village Board President is appointed and confirmed by the Village Board as a member of~~

~~the Community Development Authority, the Village Board President shall act as chairperson of the Community Development Authority.~~

4. Meetings; quorum; bylaws. Meetings of the Community Development Authority shall be held in compliance with the Wisconsin Open Meetings Law, Wis. Stat. §§19.81-19.98. Four (4) members shall constitute a quorum of the Community Development Authority for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Community Development Authority upon the affirmative vote of the majority of members present at any meeting at which a quorum is present. No vacancy in the membership of the Community Development Authority shall impair the right of a quorum to exercise the powers and perform functions of the Community Development Authority. The Community Development Authority may adopt, and from time to time amend or repeal, bylaws and other rules and regulations not inconsistent with applicable law, as it deems necessary in the performance of its functions, subject to the approval of the Village Board.
5. Powers and Duties.
 - a. The Community Development Authority shall have all powers, duties and functions of a housing authority as set forth in Wis. Stat. §66.1201. As to all housing projects initiated by the Community Development Authority, it shall proceed under Wis. Stat. §66.1201. Notwithstanding the preceding sentences, the Community Development Authority must receive approval from the Village Board for each project on a project-by-project basis before the Community Development Authority exercises its powers, duties and functions under Wis. Stat. §66.1201.
 - b. The Community Development Authority shall have all the powers, duties and functions of a redevelopment authority as set forth in Wis. Stat. §66.1333. As to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs, the Community Development Authority shall proceed under Wis. Stat. §§66.1105, 66.13(1), to 66.1329, 16.1329, 66.1331, 66.1333 or 66.1337, as determined appropriate by the Village Board on a project-by-project basis. Notwithstanding the preceding sentences, the Community Development Authority must receive approval from the Village Board for each project on a project-by-project basis before the Community Development Authority exercises its powers, duties and functions under Wis. Stat. §66.1333.
 - c. The Community Development Authority is authorized to act as agent for the Village in planning and carrying out community development

programs and activities approved by the Village Board under the Federal Housing and Community Development Act of 1974, as amended.

- d. The Community Development Authority is authorized to act as agent for the Village to perform acts (except the development of the general plan of the Village) which may be otherwise performed by the Village Plan Commission under Wis. Stat. §§66.1105, 66.1301 to 66.1329; 66.1331 or 66.1337.
 - e. Except as limited by this Paragraph 5, the Community Development Authority shall have all powers as authorized by Wis. Stat. §66.1335. In addition, the Community Development Authority shall have such other powers, duties and functions as conferred on it from time to time by the Village Board.
6. Wisconsin Statutes. References to the "Wisconsin Statutes" or "Wis. Stat." mean the Wisconsin Statutes in effect at the time this Resolution is adopted and all subsequent amendments thereto.
7. Severability. The invalidity of one or more of the phrases, sentences, clauses or sections contained in this Resolution shall not affect the validity of the remaining portions of this Resolution. The Village Board hereby declares that it would have enacted the remainder of this Resolution even without any such phrase, sentence, clause or section.

Resolution adopted this 5th day of August, 2020.

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk

Note: Originally approved at the June 3, 2020 Village Board meeting

COMMUNITY DEVELOPMENT AUTHORITY OF THE VILLAGE OF MOUNT HOREB, WISCONSIN

By-Laws and Rules of Procedure

1. General Rules by Statute, Ordinance or Resolutions

The Community Development Authority of the Village of Mount Horeb shall be governed and controlled by Statutes of the State of Wisconsin and as such statutes may hereafter be amended; by all ordinances of the Village of Mount Horeb, and as such ordinances may hereafter be amended; by the resolution creating the Authority; and by the by-laws and rules of procedure: All provisions of the Wisconsin Statutes and all ordinances or resolutions of the Village of Mount Horeb as may be enacted from time to time shall take precedence over the by-laws and rules of procedure.

2. General Powers and Duties

The Authority shall exercise all powers conferred and perform all duties imposed by Statutes of the State of Wisconsin and ordinances and resolutions of the Village of Mount Horeb, and shall perform such further and other duties as may properly from time to time be required by the Village Board. Notwithstanding the preceding sentence, the Authority must receive approval from the Village Board for each project on a project-by-project basis before the Authority exercises any powers, duties or functions under Wis. Stat. §§66.1201 or 66.1333.

3. Officers and Their Duties

Presiding Officers. The presiding officer of the Authority shall be designated as chairperson and shall be the Village President, unless he/she designates an alternative. TO act in the absence of the chairperson, the Authority shall elect a vice chairperson to preside at the meeting. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings and proper motion; shall conduct meetings in accordance within the rules; shall have such powers and duties as may be necessary to conduct orderly meetings; and shall have such other powers and duties as herein assigned, or may be assigned. The executive director shall be the Village Administrator.

Treasurer. The Village Finance Director shall serve as treasurer of the Authority. The treasurer of the Authority shall handle and keep a record of financial dealings of the Authority.

Secretary. The Village Clerk shall serve the Authority as its secretary and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; keeping

accurate notes of all matters coming before the Authority; receiving and filing all communications, applications, requests and other documents directed to the Authority; marking each document so received with the official filing stamp of the Authority; publishing or mailing all notices or advertisements required by law or as directed by the Authority; preparing and distributing to each member of the Authority not later than the Friday prior to a meeting a summary statement of the nature of each item on the meeting agenda and a copy of the minutes of the last meeting. The secretary may utilize members of the Village staff as may be made available by the Village Board to accomplish these tasks.

4. Agenda

The Village Clerk shall prepare the agenda with direction from the chairperson and executive director.

5. Meetings

Regular Meetings. Regular meetings shall be held at a time and place designated by the Authority. All meetings will be held at the Municipal Building. Regular meeting times are subject to change only by consensus of the members.

Special Meetings. Special meetings may be called by the presiding officer whenever in his or her judgement such meeting is necessary, and the presiding officer shall call a special meeting whenever he or she is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Notice of a special meeting shall be given by announcement thereof at any regular meeting and by written or telephone notice to members not present at the regular meeting. Any business which could be done at a regular meeting may be done at a special meeting.

Wisconsin Open Meetings Law. Meetings of the Authority shall be held in compliance with the Wisconsin Open Meetings Law, Wis. Stat. §§19.81-19.98.

Quorum. A quorum for all meetings shall consist of four members and the presiding officer shall be included in such a count.

6. Voting

Provided a quorum is present, and except as otherwise by law or these rules provided, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration. In the event that any member is disqualified from voting on a matter, the member shall be counted in determining whether a quorum is present. However, the member's disqualification shall not decrease the number of votes required for passage of any motion, resolution or taking of any other action.

7. Membership and Terms of Office

- A. Membership. The Authority shall consist of seven (7) members, who shall all be residents of the Village. Two (2) of the members shall be members of the Village Board.
- B. Qualifications of Commissioners. In making appointments to the Authority, the Village Board shall give consideration to the general interest of the appointee in redevelopment, slum clearance and urban renewal programs and housing programs. Appointees shall have sufficient ability and experience in related fields, especially finance and management, to maintain efficiency in the redevelopment program and its planning and direction.
- C. Appointment of members. Appointment of all members shall be by the Village President, subject to Village Board confirmation.
- D. Terms of office. The term of office for members shall be four (4) years with the exception that Trustee appointees shall serve a term concurrent with the term of the Village office. The initial terms of the citizen members shall be staggered and designated by their appointment with two (2) appointments for one (1) year, one (1) for two (2) years, one (1) for three (3) years and one (1) for four (4) years. All terms of office shall run from the effective date of this Resolution and the May 1 date thereafter. Each member shall hold his/her office until a successor has been appointed and qualified. Vacancies and new appointments shall be filled in the same manner as provided above. Removal of Commissioners shall be governed by Sec. 66.40(8), Wis. Stats.

8. Public Hearings

The order of business for holding a public hearing shall be as follows:

1. A brief statement by the executive director as to the name of the applicant and the nature of the application.
2. Presentation by the applicant, including any maps, documents and the like, not previously filed.
3. Presentation by Authority staff, if applicable.
4. Statements of all other persons in favor of, or in opposition to, the application
5. Closing of the hearing or, if necessary, adjournment of the hearing to a future date.

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless the person states his

or her name and address. The presiding officer shall briefly explain the order of business. The presiding officer shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and the presiding officer shall have the right to terminate any statement when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane. The Authority may modify the Order of Business or the rules for a public hearing at its discretion.

Appearance. All persons desiring to be heard shall be heard, in person or by attorney.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application or petition, the applicant may withdraw the request, application or petition and such withdrawal shall not entitle the applicant to a refund of whatever filing or publication fee may previously have been paid.

8. Decision

All final decisions by the Authority shall be in writing and shall be the form of an order or decision duly adopted by resolution, subject to Village Board approval. All such decisions shall be signed by the presiding officer, attested by the secretary and shall thereupon be filed with the records of the case. The date on which the written decision is filed in the case shall be deemed the date of filing of the decision. The secretary shall promptly thereafter mail a copy of the decision to the applicant or petitioner or his or her attorney and to every other interested public official.

9. Recommendation

Depending on the nature of the action, recommendations may be reviewed by the Plan Commission before submission to the Village Board. Recommendations may be by resolution or in such other form as the Village Board deems appropriate and upon adoption of any recommendation, a copy of the same shall be delivered by the secretary to the Plan Commission.

10. Amendment of Rules

These rules may be amended from time to time upon a concurring vote of a majority of all members of the Authority and upon approval of the Village Board.