



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Web: [mounthorebwi.info](http://mounthorebwi.info)

**COMMUNITY DEVELOPMENT AUTHORITY AGENDA**

**Wednesday, April 9, 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 March 12, 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. Recommendation of Residential Improvement Grant Applications
    1. Steve and Davina Penne, 210 S 1st Street
    2. Judy and Jim Vanden Brook, 210 N 2nd Street
    3. Caitlynn Nemer and Matt Dolfin, 810 E Main Street
  - b. CDA Comments on Zoning Code Update
- 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, March 12, 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, Ryan Czyzewski, Marc Schellpfeffer, Andy Baber. Barb Case & Heidi Kopras were 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 Vondra.
  - a. Consideration of January 15, 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. Discussion on Karkahl Redevelopment TID  
Fish-Peterson presented what it would look like to create a TID around the Karakahl Inn. The sight would include the property known as Karakahl sight and possibly other adjacent parcels. I would be classified as a Blight or Redevelopment District. This means that the property could be blighted, in need of rehab or conservation, be suitable for industrial uses, suitable for mixed-use or in need of environmental remediation.  
  
Fish-Peterson recommends including the Karakahl sight and the sight directly to the west. Other parcels can be included if needed. Owen recommends keeping the TID small for now until the new business park is going. Fish-Peterson said that the district boundaries can be amended up to 4 times over the life of the TID.

b. Discussion on Part One of Zoning Code Rewrite

CDA Members discussed Part one of the Zoning Code Rewrite. The first portion of the rewrite focuses on establishing new zoning districts, land use regulations, bulk regulations and nonconforming lots, structures and uses.

Schellpfeffer asked the group to focus on discussions of density and height requirements.

Much discussion followed regarding what is economically feasible for developers.

Czyzewski asked the members for feedback on ADU's (Accessory Dwelling Units). The members discussed at length whether the ADU owners should have to reside on the property.

Vondra spoke in favor of ADU's, stating that they increase property values, allow elderly people to stay in their homes, and allow first-time homeowners to have additional income to help afford the property.

Members discussed Short Term Rentals.

4) Meeting adjournment.

Baber motioned to adjourn at 7:18 PM. Vondar seconded.



April 6, 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 March:

1. Meetings in person and virtual
  - a. Nic Owen individually (in person, virtually, phone, and emails)
  - b. Support for downtown property owner engaging in renovations
  - c. Chamber Board meeting
  - d. Village Plan Board meeting
  - e. Planning for downtown summit
  - f. Meeting regarding TID 6
  
2. Research
  - a. Search for land for industrial prospect, emails with property owners
  - b. Search for site for retailer not interested in renewing existing lease
  
3. Work on TID #6



## AGENDA ITEM REPORT

### MEETING DATE

April 9, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 3.a

Recommendation of Residential Improvement Grant Applications

### BACKGROUND

We received 3 applications for the Residential Improvement program funded through TID 5. I have had several other conversations with residents about potential projects and hopefully we will see more applications soon.

### RECOMMENDATION

### ATTACHMENTS

1. Application Summary Sheet 2025.2

## Mount Horeb Residential Exterior Improvement Program

Date Submitted	Applicant	Address	In Program Zone	Value	Percentage of Average	Improvement Percentage of Value	Age of Home	Date Acquired	Description of Project	Project Cost (low bid)	Approved Grant Amount	Project Score	Comments
12/5/2024	Judy and Jim Vanden Broek	210 N 2nd Street	Yes	\$ 328,300	94%	4.28%	122	1988	Replace Asphalt Driveway with Concrete	\$ 14,050		52	Eligible for full \$5,000
3/19/2025	Steve and Davina Penne	210 S 1st Street	Yes	\$ 354,000	101%	2.94%	86	2002	Replace Asphalt Driveway with Concrete, replace stoop and steps and replace front walkway	\$ 10,400		49	Eligible for full \$5,000 with Stoop replacement
4/1/2025	Catitlyn Nemecek and Matt Dolfen	810 E Main Street	Yes	\$ 232,100	66%	4.63%	121	2012	Prep, scrape, wash and re-paint house.	\$ 10,755		55	Eligible for full \$5,000
										\$ 35,205	\$ -		
												\$ 25,000	



## AGENDA ITEM REPORT

### MEETING DATE

April 9, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 3.a.1

Steve and Davina Penne, 210 S 1st Street

### BACKGROUND

Steve and Davina Penne are applying for replacement of their deteriorating asphalt driveway and/or the replacement of their stairs and stoop. The driveway apron was replaced a few years ago, but the rest of the driveway is showing its age. From the pictures submitted you can also tell that the stoop and stairs would benefit from a refresh. With both projects included, they would qualify for the full \$5,000 reimbursement.

### RECOMMENDATION

### ATTACHMENTS

1. Penne Scoring Rubric.2
2. Penne App

<b>Residential Improvement Program Scoring - Penne</b>			
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>
<b>Score</b>	<b>10-7 Points</b>	<b>6-4 Points</b>	<b>3 Point or Below</b>
Property Condition		5	
Age of home	8		
Percentage of Average Assessed Value		6	
Percentage of Improvements of Assessed Value			3
Repair of historical elements			3
Quality of materials	7		
Thoroughness of application	8		
Sustainability, energy efficiency			3
Financial Hardship		6	
<b>Application Score</b>			
<b>Score</b>			49
Total Overall Points for Grant Application: 100 Points			



HERITAGE  
COMMUNITY  
OPPORTUNITY

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

## RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM GRANT APPLICATION

(Please complete and submit one application for the complete project)

### APPLICANT INFORMATION

Applicant Name STEVE & DARINA PENNE

Property Address 210 S. 1st Street

Phone 608 636 4923 Email PENNES@me.com

### PROPERTY INFORMATION

Year Home Built 1939 Purchase Year of Home 2002

Assessed Value of Home \$ 354,000

### PROJECT INFORMATION

Proposed Start Date July/Aug Proposed Completion Date Aug

Contractor Name Finks PAVING Contractor License # (See W-9 doc)

Contractor Address 2732 State Rd, 78; Mt. Horeb, WI WI 53572  
Street City State Zip

Contractor Phone 608 437-5779 Contractor Email orickert@finks paving.com

Total Project Estimate \$ 5,250 FRONT DRIVEWAY Grant Request \$ 5000.00 up to  
\$10,400 Total for either  
OR BOTH PARTS

Other funding sources that will be used: private/personal finance

### Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

Replace crumbling blacktop driveway with a cement pad  
to match the Apron (sidewalk to street), APRON was replace  
a few years ago.

And/OR... Replace cement front steps (which are crumbling on  
the sides.

DOCUMENTS TO INCLUDE

- Two contractor proposals
- Site plan
- Copy of Contractor License
- Proof of Insurance
- Photos of what will be repaired

**Certification:** The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of Mount Horeb Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Village Board has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

  
 Applicant Signature  
 STEVE PENNE

  
 Dawn Penne

3/19/25  
 Date

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Development Authority Review Date: _____	
<input type="checkbox"/> Recommended approval without conditions <input type="checkbox"/> Recommended approval with conditions <input type="checkbox"/> Recommended denial	
Recommended conditions or reason for denial (if applicable):  _____ _____	
Common Council Review Date: _____	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied (reasons below)	
Conditions or reason for denial (if applicable):  _____ _____	
Authorized Grant Amount: _____	
Date Check Issued: _____	

# FINK'S

## Estimate/Proposal

### PAVING, EXCAVATING & CONCRETE

2732 State Hwy 78 - Mount Horeb, WI 53572  
O- 608.437.5779 [www.finkspaving.com](http://www.finkspaving.com)

Date: March 19, 2025

**SUBMITTED TO:**  
**Steve and Davina Penne**  
**210 S. 1<sup>st</sup> St.**  
**Mount Horeb, WI 53572**

Phone: (608) 636 4923  
Email: [pennes@me.com](mailto:pennes@me.com)  
Job Name: Penne Concrete  
Job Location: Same

For furnishing the necessary labor, material, and equipment to complete the following:

**Concrete Driveway**                      **846SF**                      **\$5,200**                      Initials

- Remove existing asphalt and haul off site.
- Dig out for new base, add 4-5" of base as needed, grade and compact.
- Pour 4" thick concrete with fiber mesh, tooled joints, and sealer.

**Front Stoop & Steps**                      **\$4,300**                      Initials

- Remove existing concrete/stone, haul offsite.
- Add gravel base as needed, grade, and compact.
- Pour 8-10" thick concrete with rebar placed 2' on center.
- Stoop cap is 8' wide 4'3" deep and steps to be 6' wide.

**Front Walkway**                      **77SF**                      **\$950**                      Initials

- Remove existing concrete, haul offsite.
- Add gravel base as needed, grade, and compact.
- Pour 4" thick concrete with fiber mesh, tooled joints, and sealer

- *If all areas are accepted/completed together we offer a discounted total price of \$9,950*

AND/OR

Either or Both projects

5200 AND/OR

5250

\$ 10,450 Total

Submitted by Fink's Paving, Concrete & Excavating, Inc. Derek Dahlk

IF THIS PROPOSAL IS **NOT SIGNED** OR ACCEPTED AND RETURNED WITH **15 DAYS** FROM THE DATE OF THIS PROPOSAL FINK'S PAVING & EXCAVATING INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT. FINKS RESERVES THE RIGHT TO ADJUST PRICING OF THE PROPOSAL TO BE CONGRUENT WITH THE COST OF CURRENT MATERIAL & LABOR PRICES.

#### GENERAL NOTES:

- Unless otherwise indicated, the following are NOT included in this proposal; Signage, bond fees, tree trimming, rock excavation, relocating utilities or other unknown subsurface facilities or structures, surveying and construction staking, permits, backfilling, restoration of lawn or other landscaping areas.
- Landscaping, shouldering and backfilling are NOT included and are solely the owner/contractor's responsibility.
- Undercut of unstable or 'soft' areas will be done on a time and material basis only and will need owner approval prior to excavation. If directed to proceed without remedy, the warranty will be void.
- Location of private lines (lighting, remote systems, gate sensors, sprinklers, etc.) provided by owner.

**Acceptance of Proposal:** The above prices, specifications and conditions of sale are satisfactory and are hereby accepted. You are authorized to complete the work as specified. It is understood that any alterations or deviations from the above specifications will be executed only upon a written change order and will become an extra charge over and above the estimate unless so stated on the change order.

Date of Acceptance: \_\_\_\_\_

Owner/Contractor/Agent: (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_

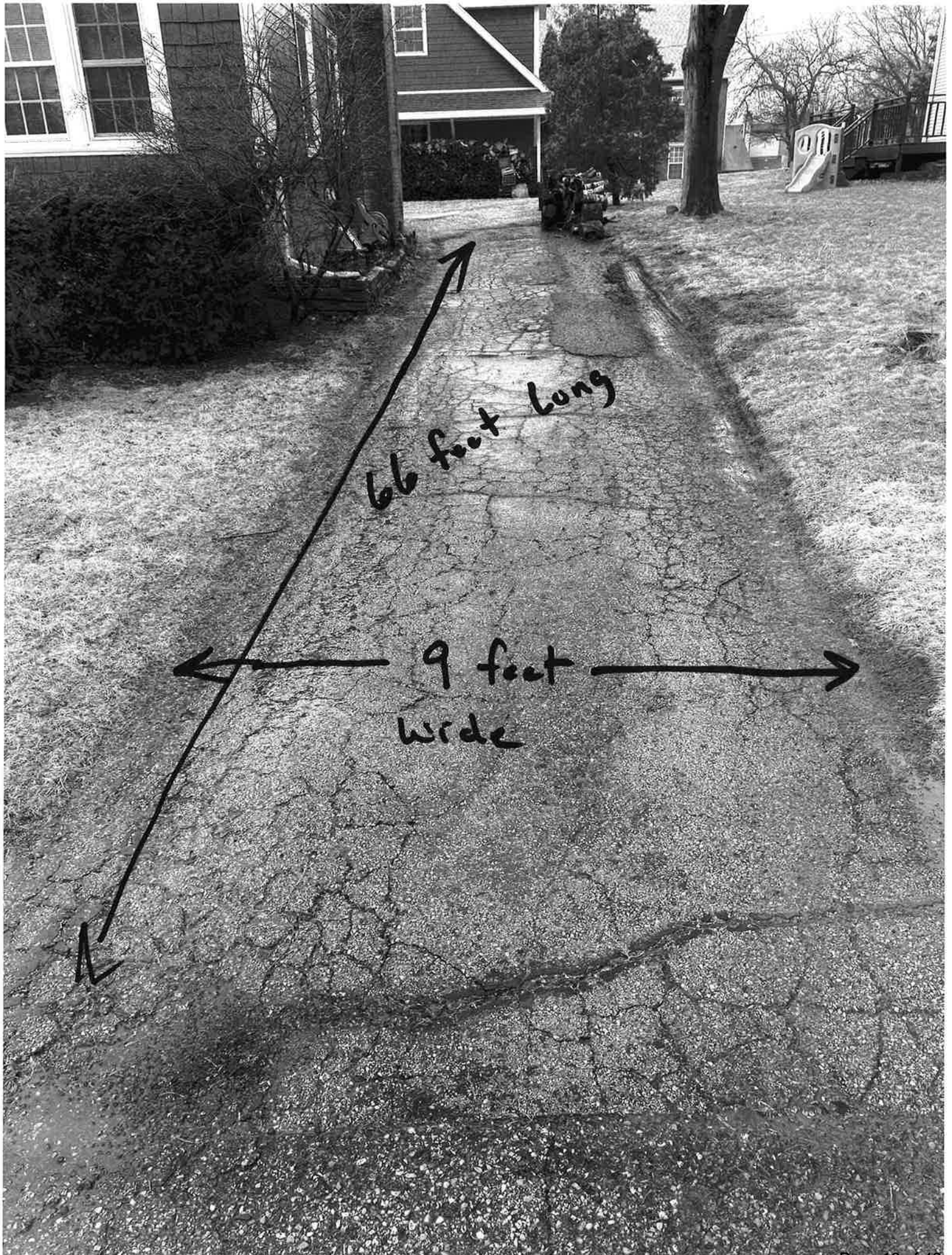
**Owner/Contractor/Agent has read, understood, and has agreed to the Proposal Terms and Conditions, including the warranty listed on page two and three of this proposal. Initials: \_\_\_\_\_**

Please save a copy of this proposal for your own records.

SITE PLAN



Replace  
Blacktop



66 feet Long

9 feet  
wide





# DT Concrete, LLC

10142 Blue Valley Rd  
 Mt. Horeb, WI 53572  
 (608) 516-7600  
 dtconcrete.info@gmail.com

# Proposal

Number: 2630  
 Date: 3/18/2025

Prepared For:
Steve & Davina Penne 210 S First St Mt. Horeb, WI 53572

Email: pennes@me.com

Phone: 608-636-4923

Job Name: Driveway Replacement

Job Location: Same

Scope of Work	Total
64'x9' Driveway Replacement - - Remove existing asphalt driveway and install gravel base - Prep gravel base and form driveway - Pour driveway; 6 bag mix with fiber - Broom finish, joints installed, apply sealer	6,925.00
8'x4' Stoop w (6) Steps over 7' long [Replacement] - - Remove existing stoop and steps and install gravel base - Prep gravel base and form stoop and steps - Pour stoop & steps; 6 bag mix with fiber - Broom finish, joints installed, apply sealer	<del>6,330.00</del>
6925	
<b>Total:</b>	<b><del>\$13,255.00</del></b>

All Material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. DT Concrete, LLC will not be held responsible for any landscape damage. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. This Proposal may be modified or withdrawn if proposal is not accepted within 30 days of proposal date.

### WARRANTY -

For 1 year, commencing from the day we (DT Concrete, LLC) complete the job, there will be no major cracking, scaling and spalling, or major pop out due to defective materials or workmanship. We will use appropriate techniques, workmanship, and materials designed to avoid random cracks from occurring, but cannot warrant that concrete will be totally crack free. We will repair concrete ONLY if the crack is greater than 1/2" wide.

This warranty does not apply to damage resulting from abuse of exterior concrete, (such as salting of concrete during winter months), contact between exterior concrete and vehicles, objects, animals, or persons during the 7 day period after concrete is installed. Also, uniformity in color may vary within the same pour or when repaired or replaced. This warranty will not guarantee uniformity in color.

### ACCEPTANCE OF PROPOSAL -

The above prices, specifications and conditions of sale are satisfactory and are hereby accepted. You are authorized to complete the work as specified.

Signature of Acceptance: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

From: dtconcrete.info@gmail.com  
 Subject: Proposal 2630 from DT Concrete, LLC  
 Date: March 18, 2025 at 1:48 PM  
 To: pennes@me.com



Hi Steve & Davina,

Thank you for the opportunity to bid your concrete project! Attached is a proposal for your driveway replacement, and stoop/step replacement as discussed with Dillon.

If you are interested in proceeding, please return a signed copy of the proposal at your earliest convenience. From there, we will be in touch regarding schedule! We are currently scheduling for roughly middle of July.

If you have any questions, please let us know!

Thanks,

Allison Farrell  
 DT Concrete, LLC  
[dtconcrete.info@gmail.com](mailto:dtconcrete.info@gmail.com)  
 Dillon: (608) 516-7600  
 Allison: (608) 576-3434

## DT Concrete, LLC

10142 Blue Valley Rd  
 Mt. Horeb, WI 53572  
 (608) 516-7600  
[dtconcrete.info@gmail.com](mailto:dtconcrete.info@gmail.com)

## Proposal

Number: 2630  
 Date: 3/18/2025

Prepared For:
Steve & Davina Pennes 210 S First St Mt. Horeb, WI 53572

Email: [pennes@me.com](mailto:pennes@me.com)  
 Phone: 608-636-4923  
 Job Name: Driveway Replacement  
 Job Location: Same

Scope of Work	Total
64x9' Driveway Replacement - - Remove existing asphalt driveway and install gravel base - Prep gravel base and form driveway - Pour driveway; 6 bag mix with fiber - Broom finish, joints installed, apply sealer	6,925.00
8'x8' Stoop w (6) Steps over 7' long (Replacement) - - Remove existing stoop and steps and install gravel base - Prep gravel base and form stoop and steps - Pour stoop & steps; 6 bag mix with fiber - Broom finish, joints installed, apply sealer	6,330.00
<b>Total:</b>	<b>\$13,255.00</b>



210

Re  
USE  
RAILINGS

Replace STOOP  
& STEPS w/  
similar concrete PAD





## AGENDA ITEM REPORT

### MEETING DATE

April 9, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 3.a.2

Judy and Jim Vanden Brook, 210 N 2nd Street

### BACKGROUND

Judy and Jim Vanden Brook are applying for the replacement of their worn asphalt driveway. They have already done a number of repairs to the home and the next on the list is replacement of the deteriorating asphalt driveway with concrete. The application was complete and all costs are eligible for reimbursement under the program.

### RECOMMENDATION

### ATTACHMENTS

1. Vanden Brook Scoring Rubric.2
2. Driveway Photo
3. Vanden Brook 210 N 2nd

<b>Residential Improvement Program Scoring - Vanden Brook</b>			
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>
<b>Score</b>	<b>10-7 Points</b>	<b>6-4 Points</b>	<b>3 Point or Below</b>
Property Condition		6	
Age of home	10		
Percentage of Average Assessed Value	8		
Percentage of Improvements of Assessed Value			3
Repair of historical elements			3
Quality of materials	7		
Thoroughness of application		6	
Sustainability, energy efficiency			3
Financial Hardship		6	
<b>Application Score</b>			
<b>Score</b>			52
Total Overall Points for Grant Application: 100 Points			





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RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM
GRANT APPLICATION

(Please complete and submit one application for the complete project)

APPLICANT INFORMATION

Applicant Name Judy and Jim Vanden Brook
Property Address 210 N 2ND ST
Phone 608 437 4192 Email jimmyvb52@gmail.com

PROPERTY INFORMATION

Year Home Built 1903 Purchase Year of Home 1988
Assessed Value of Home \$ 328,300

PROJECT INFORMATION

Proposed Start Date 5-1-2025 Proposed Completion Date 5-10-2025
Contractor Name DT Concrete, LLC Contractor License #
Contractor Address 10142 Blue Valley Rd Mount Horeb WI 53572
Contractor Phone 608 516-7600 Contractor Email dtconcrete.info@gmail.com
Total Project Estimate \$ 14,050.00 Grant Request \$ 5,000
Other funding sources that will be used: Self funding

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

( See attachment )

**Village of Mount Horeb**  
E. Main Street  
Mount Horeb, WI 53572

**Judy and Jim VandenBrook**  
210 N. 2<sup>ND</sup> Street  
Mount Horeb, WI 53572

**DATE: December 5, 2024**

**SUBJECT: Project Narrative for Residential Exterior Improvement Program –  
*GRANT APPLICATION***

**TO: Village Board Members**

**FROM: Judy and Jim VandenBrook**

We hope to replace our decaying asphalt driveway and approach with concrete. The existing driveway is approximately 50-60 years old and has slumped and crumbled (see photos). Snow removal is difficult and the broken pavement is unsightly.

In recent years we have done a number of projects to improve the exterior of the house including reroofing and residing both the house and garage. Just this year we have replaced a broken public facing sidewalk and will be replacing a failing front porch deck, stairs, skirt, ceiling, and soffits and also cladding porch pillars and trim with aluminum. Some 20 years ago we replaced our lead service line to the main.

We love being residents of Mount Horeb and take the stewardship of our old home seriously. This grant would really help us out as we are now both retired.

Thank you for your consideration of our grant request.

Judy and Jim VandenBrook

# DT Concrete, LLC

10142 Blue Valley Rd  
Mt. Horeb, WI 53572  
(608) 516-7600  
dtconcrete.info@gmail.com

# Proposal

Number: 2603  
Date: 12/8/2024

<b>Prepared For:</b>
Jim Vandebrook 210 N Second St Mt. Horeb, WI 53572

**Email:** jimmyvb52@gmail.com

**Phone:** 608-438-3502

**Job Name:** Replacement

**Job Location:** Same

Scope of Work	Total
1,425 Sqft Driveway & 156 Sqft Apron Replacement - - Remove existing driveway and apron - Install/prep gravel base; form driveway and apron - Pour driveway and apron; 6 bag mix with fiber - Broom finish, hand tooled joints, apply sealer	13,050.00
22'x2' Concrete Wall	1,000.00
OPTIONAL: Top soil and seed around edges after forms are removed: ADD \$1,000.00 Please Circle: [ YES NO ] *If no indication is made, add on will not be included.	
<b>Total:</b>	
<b>\$14,050.00</b>	

All Material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. DT Concrete, LLC will not be held responsible for any landscape damage. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. This Proposal may be modified or withdrawn if proposal is not accepted within 30 days of proposal date.

### WARRANTY -

For 1 year, commencing from the day we (DT Concrete, LLC) complete the job, there will be no major cracking, scaling and spalling, or major pop out due to defective materials or workmanship. We will use appropriate techniques, workmanship, and materials designed to avoid random cracks from occurring, but cannot warrant that concrete will be totally crack free. We will repair concrete ONLY if the crack is greater than 1/2" wide. This warranty does not apply to damage resulting from abuse of exterior concrete, (such as salting of concrete during winter months), contact between exterior concrete and vehicles, objects, animals, or persons during the 7 day period after concrete is installed. Also, uniformity in color may vary within the same pour or when repaired or replaced. This warranty will not guarantee uniformity in color.

### ACCEPTANCE OF PROPOSAL -

The above prices, specifications and conditions of sale are satisfactory and are hereby accepted. You are authorized to complete the work as specified.

Signature of Acceptance: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



DOCUMENTS TO INCLUDE

- Two contractor proposals
- Site plan
- Copy of Contractor License
- Proof of Insurance
- Photos of what will be repaired

**Certification:** The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of Mount Horeb Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Village Board has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.



Applicant Signature

12-9-2024

Date

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Development Authority Review Date: _____	
<input type="checkbox"/> Recommended approval without conditions <input type="checkbox"/> Recommended approval with conditions <input type="checkbox"/> Recommended denial	
Recommended conditions or reason for denial (if applicable):  _____	
Common Council Review Date: _____	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied (reasons below)	
Conditions or reason for denial (if applicable):  _____ _____	
Authorized Grant Amount: _____	
Date Check Issued: _____	







## AGENDA ITEM REPORT

### MEETING DATE

April 9, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 3.a.3

Caitlynn Nemer and Matt Dolfin, 810 E Main Street

### BACKGROUND

Nemec and Dolfin are applying for funding for the painting of their home at 810 E Main Street. Their project includes scraping of old paint, washing of the material and repairing any damaged areas to make sure the paint lasts. The application was complete, including pictures of the areas in need of painting and repair and all costs are eligible for reimbursement under the program.

### RECOMMENDATION

### ATTACHMENTS

1. Nemec Dolfin 810 E Main
2. Nemec Scoring Rubric.2



HERITAGE  
COMMUNITY  
OPPORTUNITY

VILLAGE OF MOUNT HOREB

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

## RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM GRANT APPLICATION

(Please complete and submit one application for the complete project)

### APPLICANT INFORMATION

Applicant Name Caitlynn Nemeec and Matt Dolfin  
Property Address 810 E Main St Mount Horeb, WI 53572  
Phone 608-572-8009 Email mattandcaitlynn@gmail.com

### PROPERTY INFORMATION

Year Home Built 1904 Purchase Year of Home 2012  
Assessed Value of Home \$ 232,100 per 2024 taxbill

### PROJECT INFORMATION

Proposed Start Date Summer 2025 Proposed Completion Date Fall 2025  
Contractor Name Neff Paints Contractor License # \_\_\_\_\_  
Contractor Address 110 Clark St P.O. Box 44 Warren, IL 61087  
Street City State Zip  
Contractor Phone 815-541-7338 Contractor Email skylar@neffpaints.com  
Total Project Estimate \$ 10,755.00 Grant Request \$ 5,000.00

Other funding sources that will be used: \_\_\_\_\_

### Project Narrative (attach additional sheets if necessary).

*Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.*

See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOCUMENTS TO INCLUDE

- Two contractor proposals
- Site plan *Included in proposal*
- Copy of Contractor License - *painters, not contractors*
- Proof of Insurance
- Photos of what will be repaired *Included in proposals*

**Certification:** The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of Mount Horeb Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Village Board has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

*Carroll Brown Name*  
Applicant Signature

3/31/2025  
Date

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Development Authority Review Date: _____	
<input type="checkbox"/> Recommended approval without conditions <input type="checkbox"/> Recommended approval with conditions <input type="checkbox"/> Recommended denial	
Recommended conditions or reason for denial (if applicable):  _____	
Common Council Review Date: _____	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied (reasons below)	
Conditions or reason for denial (if applicable):  _____ _____	
Authorized Grant Amount: _____ <span style="float: right;"><i>5000.00</i></span>	
Date Check Issued: _____	

All four sides of our home on the corner of Ninth and Main Street are visible from either 9th and/or Main, and both fronts are clearly visible from Military Ridge Trail. Our home visibly needs to be repainted and it also needs some repairs to be able to hold paint properly in some spots. With work done from a professional insured painter and these grant funds, the painters will complete the repairs and paint the difficult to reach work (peaks, soffit, and fascia, and the east side of the house). We will finish the project of cleaning and painting the rest of the exterior of the house before winter to restore the attractiveness of our beautiful, 121-year-old home.

To ensure the new paint lasts longer and is easier to maintain going forward, the painters will thoroughly prep the surfaces, including doing necessary repairs and both washing/scraping surfaces and also priming with specialty primer designed to bind down existing paint and create a stable surface for topcoat. And then they will also be painting with two coats of a higher premium paint designed to last longer.

The siding will be painted a satin light-green minty color. The trim will be a glossy white with some rich purple accents. Repairs include removing rotten wood, repairing and installing faceplate board and trim pieces that have fallen into disrepair, and repairing falling boards with replacement boards to ensure the integrity of the paint job and to restore attractiveness of the home.

Two proposals from professional painters are included, these include proof of insurance for each, plans, and photos of our exterior showing the need for paint and the need for repairs.





## Neff Paints

Caitlynn Nemece  
 810 E Main St  
 Mount Horeb, WI 53572

☎ (608) 572-8009  
 ✉ Mattandcaityllynn@gmail.com

ESTIMATE	#1110
TOTAL	\$10,755.00

### CONTACT US

110 Clark St, P.O. Box 44  
 Warren, IL 61087

☎ (815) 541-7338  
 ✉ skylar@neffpaints.com

Service completed by: Skylar Neff

## ESTIMATE

Services	qty	unit price	amount
Prep and Paint East Side Prep Mold/Mildew Softwash Scrape all failing paint Prime with Sherwin Williams PeelBond Primer  Apply 2 Coats of Sherwin Williams Duration on East Side Trim- Gloss Siding- Satin	1.0	\$3,925.00	\$3,925.00
Prep and Paint Peaks Prep Scrape all failing Paint Prime with Peel Bond Primer Repair Broken Boards  2 Coats of Sherwin Williams Duration Trim Siding	1.0	\$3,860.00	\$3,860.00
Prep and Paint Eaves/Facias Scrape all failing paint sand as needed  Apply 2 Coats of Sherwin Williams Duration	1.0	\$1,210.00	\$1,210.00

Demo and Repair	1.0	\$1,760.00	\$1,760.00
Points of Emphasis for Repairs			
Remove Rotten Wood			
Back of House			
Repair and Install Faceplate board and trim piece			
Right Side of House			
Repair and Install Faceplate board and trim piece			
Repair Falling Boards on peaks with Replacement Boards			

Services subtotal: \$10,755.00

Subtotal \$10,755.00

**Total \$10,755.00**



Walter Abeyta  
 Company Owner  
 608.977.0200  
 getaquote@callapainter.net

# Estimate

**Callapainter**  
 1162 Gammon In  
 Madison, Wi 53719  
 608.977.0200

CONTACT	JOB ADDRESS	ESTIMATE ID	DATE
<b>Caitlynn Nemec</b> 810 e main st Mount Horeb, Wi 53572 caitlynn.nemec@gmail.com Mattandcaitlynn@gmail.com 920.564.0001		381	Mar 28, 2025

## Item

### Exterior Preparation

- Only the 3rd story peaks will be included in this project. The homes entire right side to be included will be in the optional tab under the final price.
  - Keep note this project requires hazardous pay and constant ladder moving. **Painters are insured**
  - Wash all exterior being painted
  - Repair all rotted wood areas
  - Scrape and sand to remove loose or peeling paint
  - Any cracks or holes will be caulked as needed (wood trim)
  - Spot prime bare surfaces as needed with peel stopper primer. (levels will not change)
  - Prep areas with tape and plastic before applying paint
  - Paint all soffit, fascia, window trim & siding using Sherwin Williams Super Paint in customers color of choice in 1 coat.
  - Clean up progress
- 2 year warranty included**

*\*Any unforeseen damages or repairs will be an additional charge unless otherwise stated.*

**Repairs** **\$1,589.35**

- replace all rotted wood
- Install any missing boards (Caitlynn said she will have a few soffit boards in the garage) any other boards needed will be purchased and will match close to the original
- Right side of the house bottom trim across the entire side will need replacing.
- The back right bottom corner of the house needs new wood installed.
- All trash will be removed by painters

**Windows, Soffit & Facia** **\$5,025.36**

- At \$1,256.34 each peak
- Wash all Dust & Mildew off wood and let dry before starting
- Lay plastic foundation for falling paint chips
- Scrape all chipped and flakey paint on exterior
- Sand with 150-180 grit sand blocks for a smoother finer look (levels will not change)
- Prime all bare wood spots
- Apply Super Paint to 2 toned window trim, soffit and facia in customers color of choice in a satin sheen
- Clean up

**Peak Siding** **\$3,157.00**

- At 789.25 each peak
- Wash all Dust & Mildew off wood and let dry before starting
- Lay plastic foundation for falling paint chips
- Scrape all chipped and flakey paint on exterior
- Sand with 150-180 grit sand blocks for a smoother finer look (levels will not change)
- Prime all bare wood spots
- Apply Super Paint to wood siding in customers color of choice in a satin sheen
- Clean up

<b>Exterior</b>	<b>\$9,771.71</b>		<b>Sub Total</b>	<b>\$9,771.71</b>
			<b>Tax (5%)</b>	<b>\$488.59</b>
			<b>Total</b>	<b>\$10,260.30</b>

## Options

These items are optional additions and are not included in the total.

<b>Item</b>	

**Right Side**

**\$2,598.02**

- Wood siding (1 Coat, Sherwin Williams Exterior Wood scape in flat sheen) \$1,409.33
  - Trim ( 1 Coat Sherwin Williams Super paint satin sheen) \$1,188.69
- Plastic windows and doors and spray siding

This includes windows, doors and lower soffit/facia . Repeat process

- Customers will remove the chicken coop
-

# Media

## Repairs



## Windows, Soffit & Fascia



## Peak Siding



## Right Side



**Callpainter agrees to furnish the labor, materials, and supplies necessary to perform the services per the terms and conditions in this Contract. Upon completion of the services, Callpainter will**

**remove all materials, supplies, and other debris.**

## **1. Project Description/Scope of Work**

Please take special note of the job description. Callapainter is not required to perform any tasks not specified in the estimate.

## **2. Preparation**

### **Interior**

- Callapainter will cover all floors and furniture before painting.
- Small holes will be patched before painting.
- Cracks and drywall repair will be treated before painting.
- Laminated surfaces will be cleaned and sanded before painting.

### **Exterior**

- Callapainter will cover all necessary areas prior to painting.
- All surfaces will be scraped/sanded to remove peeling paint.
- Primer will be applied on bare wood.
- All cracks in wood will be filled with caulking.

**When the project is complete, all job sites will be cleaned prior to leaving.**

## **3. Paint/Materials**

- The estimate provided by Callapainter includes the cost for paint and other materials.
- Customers must choose colors at least one week prior to the project start date. Additional charges may apply if the customer changes colors after work begins.
- All surfaces will receive two (2) coats of paint (unless stated otherwise on the estimate)
- **\*\*Please Note: Some accent colors are inherently less opaque and may require more than two coats to achieve a satisfactory and uniform appearance. Therefore, using these colors may result in additional costs. If these colors are selected, customers will be notified before work begins in that area.\*\***

## **4. Unforeseen Conditions**

If any unforeseen repairs arise, the customer will be notified, and an additional work order will be written up for the customer to sign for.

## **5. Painting Schedule**

Customers will be notified of the project start date at least two weeks in advance. If the customer

needs to reschedule once a date is scheduled, additional charges may apply. Callapainters crew is not required to complete any contract when the customer wants them to. Weather permitted or any unexpected situation can occur.

## 6. Customer Responsibility

- The job site must be clean prior to our painters arriving.
- Wall hangings must be removed prior to project start.
- The work area must be free of other trades.
- All animals must be kept away
- No supervision
- The customer must be available on the last day of the project for a thorough walk-through with the crew leader.

## 7. Work Standard

- Callapainter is a member of the PCA (Painting Contractors Association) and follows all proper work protocol and craftsmanship per industry standards.
- Painters will remain on site until the project is fully complete.

## 8. Insurance

Please see our insurance information attached to this web proposal or in a separate email.

## 9. Warranty

- Callapainter warranty covers labor and materials for two (2) year upon completion of the project
- This warranty excludes:
  - Incidental damage caused by accident or abuse, normal wear and tear, temperature changes (hail, wind, snow, moisture etc.), and cracks caused by expansion.
  - Painted or stained horizontal walking/abusing surfaces (deck surface, floors or steps)
- This warranty is transferable and can be cancelled anytime if contract is breached such as late payment.

## 10. Cancellation

The customer has the right to cancel the project within three days of acceptance. Please email us to notify your cancellation. Once the project begins and funds are deposited in Callapainter accounts, refunds are no longer applicable. If job is cancelled before 3 days before the job starts due to scheduling ahead of time. Callapainter can only refund 50% of customer's deposit. The remaining 50% is used for postponement for booking a work week with that customer.

## 11. Acceptance

- Please indicate your acceptance of this estimate by clicking the "Accept" button and virtually

signing.

- By accepting this contract, I acknowledge that I have read and understood the terms of this proposal.

## 12. Payment

- Customer must pay 50% deposit of total estimate price upon acceptance of estimate. The project cannot begin until the deposit is paid. The following 25% will be paid when the job is halfway complete in check or card.
- If the customer wants to pay by credit card, there is a processing fee of 2.5% & with a debit card 1.5%.
- The remainder of the total will be paid in a cashiers check when the project is at full completion right away.

## 13. Customer relationship

- Contractor is an independent contractor, not clients employee. Contractors employees or sub-contractors are not clients employees. Client must recognize agreements to these following rights in the contractor and client relationship. Contractor has the right to perform services for others during the term of this agreement. Contractor has the sole right to control and direct the means, manner, method & speed by which the services required by this agreement will be performed. Contractor,contractors employees or sub contractors shall perform these services required by this agreement. Client shall not hire, supervise, or pay any assistants to help contractor. Clients must vacate the working area to give contracor reasonable space to perform their work duties. Client cannot communicate with contractors employees or sub contractors involving the project. All communication must be between client & contractor. Client will not require contractor, contractor employees or sub contractors to devote fulltime to in performing services required in this agreement.



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ESTIMATOR SIGNATURE

DATE

---

CUSTOMER SIGNATURE

DATE

Estimate #381 for Caitlynn Nemec  
Total value: \$10,260.30

<b>Residential Improvement Program Scoring - Nemec-Dolfin</b>			
<b>Level of Performance</b>	<b>Strong</b>	<b>Fair</b>	<b>Weak/Poor</b>
<b>Score</b>	<b>10-7 Points</b>	<b>6-4 Points</b>	<b>3 Point or Below</b>
Property Condition		6	
Age of home	10		
Percentage of Average Assessed Value	9		
Percentage of Improvements of Assessed Value			3
Repair of historical elements	7		
Quality of materials	7		
Thoroughness of application	7		
Sustainability, energy efficiency			3
Financial Hardship			3
<b>Application Score</b>			
<b>Score</b>			55
Total Overall Points for Grant Application: 90 Points			



## AGENDA ITEM REPORT

### MEETING DATE

April 9, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 3.b

CDA Comments on Zoning Code Update

### BACKGROUND

At our last meeting we reviewed some relevant sections of the new zoning code update. This month will continue that discussion and we will review draft comments assembled by Kristen Fish-Peterson.

### RECOMMENDATION

### ATTACHMENTS

None