



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, May 14, 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 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
 - b. Recommendation of Residential Improvement Grant Applications
 1. John and Amy Lee, 308 Forest Street
 2. Heidi Clayton, 202 N 4th Street
 3. Jacqueline Sale, 411 N 4th Street
 - c. Recommendation: Facade Improvement Grant Application Tyler Marks, 100 S 1st Street
 - d. Review of TIF 6 Project Plan
 - e. Review of Code of Ethics
- 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, April 9, 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 and Heidi Kopras. 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 Case.
 - 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
Owen discussed an application for a Residential Improvement Grant for 210 S 1st Street. This application is requesting funds to replace an asphalt driveway with concrete. They would also like to replace the front stoop & stairs.
Czyzewski made a motion to approve the Residential Improvement Grant for 210 S 1st Street. Fritz seconded. Motion carried.
 2. Judy and Jim Vanden Brook, 210 N 2nd Street
Owen discussed the application for 210 N 2nd Street. The applicants would like to replace the worn asphalt driveway with concrete.

Czyzewski made a motion to approve the Residential Improvement Grant for 210 N 2nd. Case seconded. Motion carried.

3. Caitlynn Nemer and Matt Dolfin, 810 E Main Street

Owen explained the application for 810 E Main Street. The applicant would like to paint the home, patch the wood & repair damaged areas. Members agreed that the home will look very nice with new paint. Czyzewski motioned to approve the application for 810 E Main Street. Kopras seconded. Motion carried.

b. CDA Comments on Zoning Code Update

Fish-Peterson gave a Zoning Code Update. She presented a chart that summarized Permitted Land Uses. The missing Middle Housing that the CDA wanted to see is represented on the chart.

Vondra asked for clarification regarding duplexes on individual lots within single-family zoning. Would they be considered legal non-conforming uses? Owen verified that anything existing today that wouldn't fit into the code would be permitted as existing, non-conforming.

After much discussion on permitted uses and zoning, Vondra asked about Townhouses not included in 2 Family Residential. Schellpfeffer agreed that they should be included. Fish-Peterson is going to suggest Town Houses should be permitted in a 2 Family Residential.

Schellpfeffer asked for clarification on Neighborhood Mixed Use zone.

Fish-Peterson stated that Mixed Use would include, Apartments, Duplex, Single Family Home, Town Houses or 2 Flats.

Baber asked for clarification on what was considered a Manufactured Home. Owen stated that it could be a manufactured home with a foundation, not a Mobile Home.

Fish-Peterson outlined how a Cottage Court could be included in the plans. Much discussion followed. Owen said the Cottage Court could have its own zoning district that would have its own setbacks.

Schellpfeffer agreed that it's a unique way to create mild density in the urban fabric. Members agreed that if structured correctly, this is a great option for homeownership.

Schellpfeffer asked for feedback on the density guidelines for the downtown area. Fish-Peterson clarified that the current proposal is 1000 sq ft per unit is too large. Members discussed their opinions and concerns about maintaining the character desired and following the guidelines and requirements.

4) Meeting adjournment.

Czyzewski motioned to adjourn at 7:02 PM. Fritz seconded.



May 5, 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 April:

1. Meetings in person and virtual
 - a. Nic Owen individually (in person, virtually, phone, and emails)
 - b. Support for downtown property owner (former Innovation Center)
 - c. Chamber Community Coalition meeting
 - d. Village Plan Commission meeting
 - e. CDA meeting attendance, prep and follow-up
 - f. Planning for downtown summit
 - g. Meeting regarding TID 6
 - h. Meeting and email follow up with prospect for new neighborhood development

2. Research
 - a. Research for TID 6
 - b. Zoning codes for missing middle – cottage court options

3. Writing TID #6 project plan



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.c

Mount Horeb Area School District report

BACKGROUND

[MHASD Monthly Report](#)

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.d

Mount Horeb Area Chamber of Commerce Report

BACKGROUND

[Mount Horeb Chamber Update](#)

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

AGENDA ITEM # 3.a

Supportive Housing Partnership with JT Klein

BACKGROUND

JT Klein INC is preparing an application to the Affordable Housing Program through the Federal Home Loan Bank of Chicago to support their project to redevelop the Karakahl site. This application process is highly competitive and partnering with a local CDA strengthens their application. Included in your packet is a draft term sheet that would structure the relationship between the CDA and JT Klein. A representative of JT Klein will be present to discuss the agreement. I do not anticipate action at this time. I just want to get this in front of you and get questions out there so we can gather more information to consider at a future meeting. Affordable housing was identified as a need in Mount Horeb during the preparation of our housing study in 2021 and remains a goal of the Village Board.

RECOMMENDATION

ATTACHMENTS

1. Nonprofit Partnership with JT Klein (1) (1)

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 _____, 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 _____ (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.
- 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%.

168(h) Election:

At the direction of the Investor, the Nonprofit will form a subsidiary limited liability company to hold its interest in the Managing Member. If so, any reference to the Nonprofit's interest in the Managing Member shall be deemed to be the Nonprofit's subsidiary's interest in the Managing Member. The subsidiary will make an election to be taxed as a corporation pursuant to IRS Code Section 168(h).

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.



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.b

Recommendation of Residential Improvement Grant Applications

BACKGROUND

We received 3 applications for the Residential Improvement program funded through TID 5.

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

May 14, 2025

PREPARED BY

AGENDA ITEM # 3.b.1

John and Amy Lee, 308 Forest Street

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Lee Improvement Grant App
2. Lee Scoring Rubric



VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-8884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthoretown.info

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM
GRANT APPLICATION

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

APPLICANT INFORMATION

Applicant Name John and Amy Lee
Property Address 308 Forest Street, Mount Horeb, WI 53572
Phone (J) 608-438-3743 Email lingo001@gmail.com

PROPERTY INFORMATION

Year Home Built 1900 Purchase Year of Home 2004
Assessed Value of Home \$ 313,900

PROJECT INFORMATION

Proposed Start Date 04/07/2025 Proposed Completion Date 04/30/2025
Contractor Name LaDow Construction LLC Contractor License #
Contractor Address 4036 Twin Ct. Ridgeway, WI. 53582 City State Zip
Contractor Phone (608)924-1869 Contractor Email bladown93@gmail.com
Total Project Estimate \$ 20,290.90 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.

This project will encompass the replacement of an entire roof as well as soffits and fascia. The roof will be replaced with 35 year shingles to ensure a long life span.

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

03/31/2025
 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: _____	
Date Check Issued: _____	

“Fully Insured“

“Over 35 Years’ Experience”

*Brian
LaDow Construction Co. LLC*

*4036 Twin Ct.
Ridgeway, WI. (608)924-1869
53582*

Prepared For: John and Amy Lee

3/24/25

Job Description: Tear off existing shingles and install new architectural shingle on house roof.

- Install temporary tarp on side of house and layout plywood on ground.
- Tear off all existing asphalt shingles and underlayment on house and place in waste container.
- Prep roofing surface.
 - Nail down any loose sheathing.
 - Install new aluminum style “D” roof edge.
 - Install Ice & Water guard along all eve edges, along dormer, and in valleys
 - Install synthetic roof underlayment with 1” cap nails.
 - Cut groove in chimney for new flashing.
- Shingle entire roof with selected 35 year architectural shingles.
 - New step flashing will be installed where needed.
- Install boot flashing for vent pipe, ridge cap on main house and a ridge vents with ridge cap on the two dormers
- Pile any debris in dumpster when completed.
- Any significant yard damage will be filled with black dirt and reseeded.

Material & Labor: \$10,395.60

Additional Notes:

- This price is for tearing off one layer of shingles only. Any additional layers needed to be removed, will be at the hourly rate.
- This price does not cover any damaged or needed sheathing.
- Anything additional will be at an extra charge of \$75 per hour/ per worker, plus materials
- All work is covered by a 1-year craftsmanship warranty.
- Written / Signed change orders only.
- Lien waivers to be provided upon receipt of final payment if needed.
- Client is liable for any and all permits need for project to begin.
- All projects will be PAID IN FULL when completed before the next project is started.

A down payment of **\$5,395.60** will need to be collected upon signing of contract.
Final payment of **\$5,000.00** will be collected at completion of project.

Additional Notes:

- **This bid is for all work described above**
- **Any additional coats will be at a charge of \$75 per hour/ per worker plus materials needed.**
- **All work is covered by a 1-year craftsmanship warranty**
- **Contract can only be modified with written and signed "Change Work Orders".**
- **Lien wavers to be provided upon receipt of final payment.**
- **Client is liable for any and all permits need for project to begin.**

Remaining balance to be paid in full upon completion of project.

If you agree to this bid, please sign below.

By signing this document the client understands that they are entering a legal contract and agreeing with full understanding all of the terms and conditions used in this bid. If any changes are made to this bid, a separate "Change Work Order" must be completed and signed before work can continue. If there are any terms or conditions, that the client is not familiar or compliant with, please contact LaDow Construction before signing.

Brian LaDow Construction is not acting as or in place of a structural engineer. If a structural needs to be consulted for this project, it will be at "Clients" cost and must be done before the project begins.

The General Contractor assumes all legal and financial responsibly by signing this contract. The General Contractor must provide the property owner with a copy of this contract and Lien Law upon signing contract (if requested) ; or a separate contract must be signed with Brian LaDow Construction and the property owner directly.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTILED TO LIEN RIGHTS, IN ADDITION TO THE UNDESIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNERS'S LENDER, IF ANY, TO SEE THAT POTENTIAL LIEN COMPLAINTS ARE DULY PAID.

Return one copy with down payment to LaDow Construction at above address.

Prices are subject to change after 30 days.

John and Amy

Lee _____

Brian LaDow _____



3/24/25

Thank You!

“Fully Insured“

“Over 35 Years’ Experience”

*Brian
LaDow Construction Co. LLC*

*4036 Twin Ct.
Ridgeway, WI. (608)924-1869
53582*

Prepared For: John and Amy Lee

3/24/25

Job Description: Install new white aluminum vented soffit and wood grain fascia on house.

- Rip down existing wide fascia boards on main rood to 8”
- Rip down existing fascia boards on two dormers to 6”.
- Install white aluminum J trim along the eave and gable ends of the roof and dormers.
- Install 42” white aluminum vented soffit on eave ends of house and 36” soffit on gable ends.
 - Since soffit is so wide, an additional nail will be place in the center of each panel.
- .Install 27” soffit panels on both dormers and finish with 6” white aluminum woodgrain fascia.
 - Since soffit is so wide, an additional nail will be place in the center of each panel.
 - All soffit panels will meet at the corners of the roof with a double J trim.
- Clean up all debris and remove from site when completed.

Material & Labor: \$9,895.30

Additional Notes:

- This price is for tearing off one layer of shingles only. Any additional layers needed to be removed, will be at the hourly rate.
- This price does not cover any damaged or needed sheathing.
- Anything additional will be at an extra charge of \$75 per hour/ per worker, plus materials
- All work is covered by a 1-year craftsmanship warranty.
- Written / Signed change orders only.
- Lien wavers to be provided upon receipt of final payment if needed.
- Client is liable for any and all permits need for project to begin.
- All projects will be PAID IN FULL when completed before the next project is started.

A down payment of **\$5,895.30** will need to be collected upon signing of contract.
Final payment of **\$5,000.00** will be collected at completion of project.

Additional Notes:

- This bid is for all work described above
- Any additional coats will be at a charge of \$75 per hour/ per worker plus materials needed.
- All work is covered by a 1-year craftsmanship warranty
- Contract can only be modified with written and signed "Change Work Orders".
- Lien wavers to be provided upon receipt of final payment.
- Client is liable for any and all permits need for project to begin.

Remaining balance to be paid in full upon completion of project.

If you agree to this bid, please sign below.

By signing this document the client understands that they are entering a legal contract and agreeing with full understanding all of the terms and conditions used in this bid. If any changes are made to this bid, a separate "Change Work Order" must be completed and signed before work can continue. If there are any terms or conditions, that the client is not familiar or compliant with, please contact LaDow Construction before signing.


Brian LaDow Construction is not acting as or in place of a structural engineer. If a structural needs to be consulted for this project, it will be at "Clients" cost and must be done before the project begins.

The General Contractor assumes all legal and financial responsibly by signing this contract. The General Contractor must provide the property owner with a copy of this contract and Lien Law upon signing contract (if requested) ; or a separate contract must be signed with Brian LaDow Construction and the property owner directly.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTILED TO LIEN RIGHTS, IN ADDITION TO THE UNDESIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNERS'S LENDER, IF ANY, TO SEE THAT POTENTIAL LIEN COMPLAINTS ARE DULY PAID.

Return one copy with down payment to LaDow Construction at above address.
Prices are subject to change after 30 days.

John and Amy
 Lee _____

Brian LaDow  _____ 3/24/25

Thank You!



**GUARDIAN
HOME IMPROVEMENT**

92 HWY-59 SUITE# 6
EDGERTON, WI 53534
608-561-6303

ESTIMATE

PROPERTY ADDRESS:
308 Forest St.
Madison Horsh, WI

HOMEOWNER: Ashley Malinowski	DATE: 3-20-2025
MAILING ADDRESS:	JOB#
PHONE#	
EMAIL: amalinowski@restainohomes.com	FIELD REP: Eric Harmon 608-201-1968

\$ 12,000.00	Remove and Replace Asphalt roofing on Dwelling only. ↳ Replace with GAF Timberline HDZ - Lifetime Shingle.
\$	

\$ 2,950.00	Add new aluminum fascia wrap: Dwelling
-------------	--

\$ 8,000.00	Add new aluminum soffit: Dwelling
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\$	
\$	

\$	
----	--

- Tear-off additional layers if incurred \$40/50
- Replace rotten or broken wood: \$95/EA
- with roof replacement: New Ice + water shield, pipe Flashings, edge metals, vents.
- All Disposal included with installations
- Approximately start date: 2 weeks after receiving down Payment + colors.


WE PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETELY IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS AND FOR THE SUMS.

ACCEPTANCE OF ESTIMATE: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENTS WILL BE MADE AS OUTLINED BELOW.

HOMEOWNER ACCEPTANCE: _____ DATE: _____

ESTIMATE TOTAL:

\$ 22,950.00

CONTRACTOR ACCEPTANCE:  _____ DATE: _____

PAYMENTS TO BE MADE AS FOLLOWS: HALF OF ESTIMATE COST UP FRONT AND THE REST UPON COMPLETION.





Residential Improvement Program Scoring - Lee			
Level of Performance	Strong	Fair	Weak/Poor
Score	10-7 Points	6-4 Points	3 Point or Below
Property Condition		5	
Age of home	10		
Percentage of Average Assessed Value	8		
Percentage of Improvements of Assessed Value		5	
Repair of historical elements		4	
Quality of materials		6	
Thoroughness of application	7		
Sustainability, energy efficiency		5	
Financial Hardship		5	
Application Score			
Score			55
Total Overall Points for Grant Application: 100 Points			



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

AGENDA ITEM # 3.b.2

Heidi Clayton, 202 N 4th Street

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Clayton App
2. Clayton Scoring Rubric



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 Heidi Clayton
Property Address 202 W. 4th Street Mount Horeb, WI
Phone (608) 513-1897 Email hac731@gmail.

PROPERTY INFORMATION

Year Home Built 1910 Purchase Year of Home 2020
Assessed Value of Home \$ 332,800

PROJECT INFORMATION

Proposed Start Date 8/1/25 Proposed Completion Date 8/10/2025
Contractor Name Maple Leaf Landscaping Contractor License # 588380
Contractor Address 2416 Spring Rose Road Verona WI 53593
Street City State Zip
Contractor Phone (608) 848-2250 Contractor Email JGrant@mapleleaflandscape.com
Total Project Estimate \$ 7,000 (6015.70 contractor portion) Grant Request \$ 3007.85
Other funding sources that will be used: Personal Funds

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.

We will be putting in a retaining wall and walkway in to replace a wooden boardwalk. When redoing our porch the concrete was removed and needs to be replaced along with steps to the driveway. →

We will be landscaping with bushes and flowers to improve curb appeal. This will also aid in erosion and water control. The landscapers will also regrade & replant the area in front of our new walkway to help with water control!

✕ Please note there are 2 estimates

- 1) Maple Leaf
- 2) Finks + Kittleson.

It was stated to me that no contractor licenses were held as they are landscapers.

please reach out if you need anything else.

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

4/3/25

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: _____	

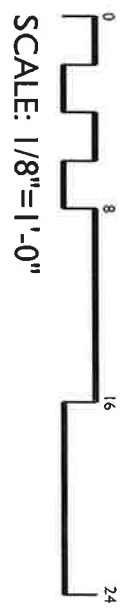
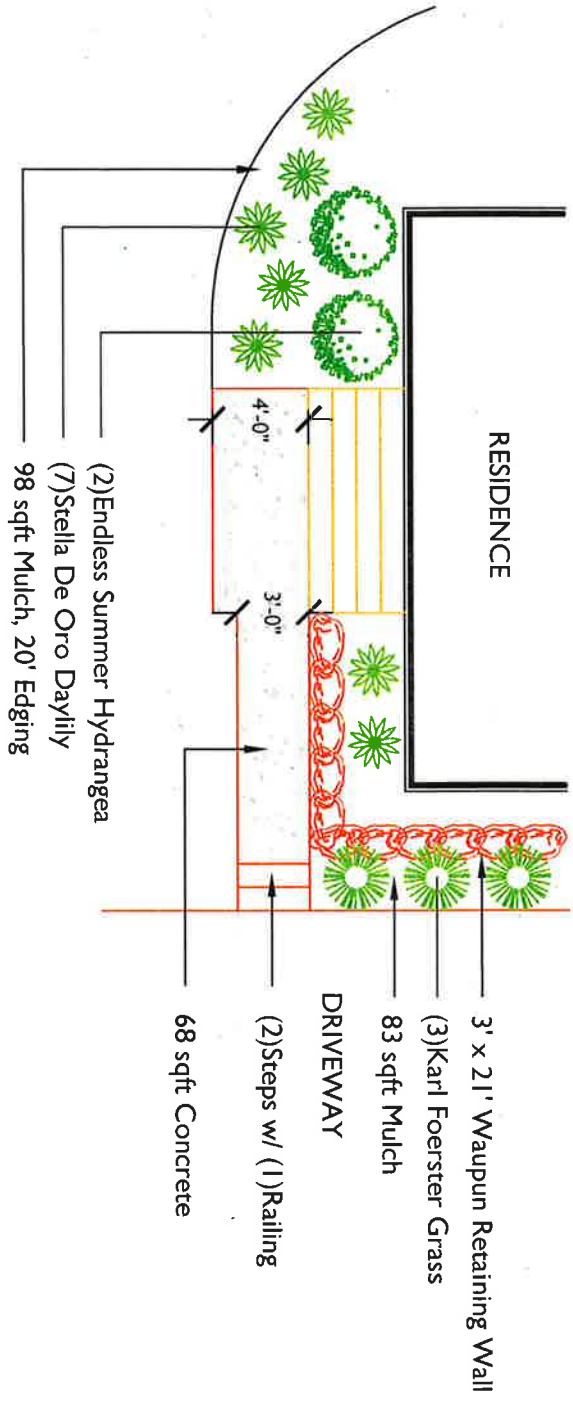


edging
and plans

1/2 graded
for water

concrete
walkway

new
retaining
wall



The CLAYTON Residence
202 NORTH FOURTH STREET
MOUNT HOREB, WISCONSIN

MAPLE LEAF

LAWN CARE MAINTENANCE
LANDSCAPING & SNOW REMOVAL

PO BOX 45417 - MADISON, WISCONSIN 53744-5417
2416 SPRING ROSE ROAD - VERONA, WISCONSIN 53593
PHONE: 608-845-2203 - FAX 608-848-2205
www.mapleleaflandscape.com

REVISION DATE:

01/20/04
02/20/04
03/20/04
04/20/04

This plan was made exclusively for the party named above. It is the property of Maple Leaf Landscape, Inc. It may not be reproduced or implemented without prior written consent.

DATE PLOTTED	07/20/04
DATE	07/20/04
SCALE	1/8" = 1'-0"
SHEET	1-1

Contract of Agreement/Proposal – 2024

4/3/2025



Dependable, Professional, Expert Service
 2416 Spring Rose Road • Verona, WI 53593
 P.O. Box 930095 • Verona, WI 53593-0095
 (608)845-2203 • Fax (608)848-2250
www.mapleleaflandscape.com

Heidi Clayton
 202 N Fourth Street
 Mt Horeb, WI 53572

P: (608) 513-1897
 E: hac731@gmail.com

We hereby submit specifications and estimates for:

Front Concrete Walkway Wall Bed

- Travel, set up, deliveries, clean up, and removals **\$500.00 + tax**
- Furnish and install 43 face feet of Waupun stone retaining wall. Furnish and install 140N wall fabric to control erosion. **\$1,849.00 Non-taxable**
- Furnish and install 65 sq. feet of gray broomed concrete walkway with (2) steps. Furnish and install all necessary base gravel and compact. Concrete to be poured to 4" in thickness with fiber mesh and rebar. All joints to be hand-tooled. Furnish and install semi-gloss concrete sealer. **\$2,120.00 Non-taxable**
- Furnish and install 15 cubic yards of soil under front porch and behind retaining wall to raise grade and create proper drainage away from foundation **\$1,270.00 + tax**
- Furnish and install 20 linear feet of commercial grade vinyl edging **\$170.00 + tax**

Customer to procure and install all plants and mulch

Taxable: \$1,940.00 Tax: \$106.70 Non-taxable: \$3,969.00 Total: \$6,015.70

Permits:

- There are no building or construction permits necessary for Maple Leaf's work.

Timeline

Maple Leaf's work will be scheduled upon receipt of a signed contract. Maple Leaf will inform you of any changes in scheduling. If Maple Leaf anticipates any delays, it will notify you. Please note that the weather may significantly impact Maple Leaf's timeline estimate.

SEE BACK/ATTACHED SHEET FOR ADDITIONAL TERMS & CONDITIONS

Note: This proposal may be withdrawn by us if not accepted within 30 days.

To accept this contract, please sign/date below and return one of the copies. By signing below, you are agreeing to the above proposal in addition to the terms and conditions.

X	Date		X	Date
Customer Signature			Joel Grant, Maple Leaf Inc.	

FINK'S

Estimate/Proposal

PAVING, EXCAVATING & CONCRETE

2732 State Hwy 78 - Mount Horeb, WI 53572

O- 608.437.5779 www.finkspaving.com

Date: March 24, 2025

SUBMITTED TO:

Heidi Clayton

202 N 4th St

Mt Horeb, WI 53572

Phone: (608) 513-1897

Email: hac731@gmail.com

Job Name: Clayton Concrete

Job Location: Same

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

New Concrete Options

- Excavate existing materials, haul off site.
- Install crushed limestone base as needed, grade and compact.
- Pour 4" thick concrete with fiber mesh, joints, and sealer.

Location	Area (Square Feet)	Cost	Initials
Walkway w/ Steps	96 SF	\$2,300.00	
Driveway	1679 SF	\$13,600.00	

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.



10486 CTH ID
Blue Mounds, Wisconsin 53517
Telephone (608) 437-8845
Fax (608) 437-4422
www.kittlesonlandscape.com

7 April 2025

Heidi Clayton
202 N 4th St
Mount Horeb, Wi 53572

We are pleased to propose the following work as described below:

I have the following figured in the price. We will still have to figure some things out depending on how Finks do their concrete work. I.e: Steps etc.

- Install Waupon boulder retaining wall the height of the pillars.
- Back fill the wall under the porch with apx 15 yards top soil.
- Install 20 LF Commercial grade Vinyl edging. \$6,500.00 No Tax

Lawn repairs budget. \$750.00 + Tax

Should you have any questions, please feel free to call me.

Sincerely,
Kirk Zimpel
Kittleson Landscape Inc.

ROUGH GRADE AND OR BLACK DIRT IF NEEDED WILL BE ADDITIONAL.

I have read and agreed to contract terms as stated below.

Customer Signature _____

Date _____

30% deposit sent \$ _____ .00

Residential Improvement Program Scoring - Clayton			
Level of Performance	Strong	Fair	Weak/Poor
Score	10-7 Points	6-4 Points	3 Point or Below
Property Condition		6	
Age of home	9		
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	7		
Sustainability, energy efficiency		5	
Financial Hardship		5	
Application Score			
Score			53
Total Overall Points for Grant Application: 100 Points			



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

AGENDA ITEM # 3.b.3

Jacqueline Sale, 411 N 4th Street

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Sale Grant App
2. Sale Scoring Rubric



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 Jacqueline Sale
Property Address 411 N 4th Street, Mount Horeb
Phone 608-576-5837 Email jackie@mwt.net

PROPERTY INFORMATION

Year Home Built 1961 Purchase Year of Home 1992
Assessed Value of Home \$ 354,200

PROJECT INFORMATION

Proposed Start Date June 9 Proposed Completion Date June 23
Contractor Name Pickett Painting Contractor License # _____
Contractor Address 106 Jenna Drive, Verona, WI 53593
Street City State Zip
Contractor Phone 608-443-9121 Contractor Email thomas@pickettpaintingllc.com
Total Project Estimate \$ 7800 Grant Request \$ 3900
Other funding sources that will be used: personal SAVINGS

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.

Project is to paint the exterior of my home at 411 N 4th + also paint the shed. The last time it was painted was about 13 years ago + some paint is peeling and all is faded. Attached is color + product.

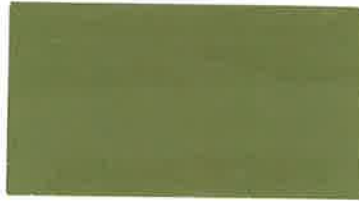
Thomas Pickett

thomas@pickettpaintingllc.com
www.pickettpaintingllc.com

106 Jenna Drive
Verona, WI 53593
608.443.9121



Commercial & Residential 1-800-PAINTING



House Stain
with White Trim

Shenwin Williams
Woodscapes Solid Stain
Orchard SW 3036 Color

DOCUMENTS TO INCLUDE

- Two contractor proposals
- Site plan
- Copy of Contractor License - *Painters do not require license*
- Proof of Insurance - *will provide when application is accepted.*
- 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.

John E. Sale
 Applicant Signature

4-11-2025
 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: _____	
Date Check Issued: _____	

Pickett Painting LLC
 106 Jenna Dr.
 Verona, WI 53593
 +16089576093
 tjpickett34@gmail.com
 www.pickettpaintingllcveroawi.com

Estimate 2995

ADDRESS

Jackie Sale
 Jackie Sale
 411 N Forth St
 Mt Horeb, WI 53572
 United States

DATE 04/01/2025	TOTAL \$7,800.00
--------------------	----------------------------

ACTIVITY	ACTIVITY	AMOUNT
Services	Pressure wash house and shed, Then prep siding, windows for stain, apply 2 coats of solid body flat stain. This includes all Labor and stain. Any carpentry work will be at time and material. A deposit of \$4000 to start and balance upon completion. 1 color for siding and soffit and 1 for windows. are allowed. Per PCA Industry standards. pca.org	7,800.00

TOTAL	\$7,800.00
--------------	-------------------

THANK YOU.

Accepted By

Accepted Date

Pickett Painting, L.L.C.

★★★★★ 5.0 (5)

Interior Painting, Exterior Painting, Drywall



 [View phone number](#)

About

Photos

Reviews

More

About us

Keeping Your Home or Office Looking Brand New! With more than 30 years of combined experience, we have developed a strong reputation as a family-owned-and-operated business that puts your needs first. We pay extremely close attention to detail and always maintain a clean, safe, and friendly work environment. Pickett Painting, L.L.C., in Verona, WI, is the area's leading painting company serving Columbia, Dane, Green, Jefferson, Iowa, Rock and Sauk counties since 2011. We specialize in interior and exterior painting, drywall repair and deck staining. For all your painting and drywall needs, contact Pickett Painting, L.L.C. in Verona.

[Read less](#)

Business highlights

 14 years of trusted experience

 Family Owned & Operated

 Eco Friendly



The Painter Lady, LLC
4320 River Lane Road
Potosi, WI 53820
(608) 732-0145
contact@thepainterlady.com
April 1, 2025



To: Jackie Sale
411 N. 4th Street
Mount Horeb, WI 53572
Phone: (608) 576-5837
Email: jackie@mwt.net

FREE ESTIMATE:

- Requires updates after 90 days.
- *Sherwin Williams* professional primers and paints are utilized.
- Includes all primers, paints, miscellaneous products, equipment, travel, and services described below.
- An upgrade to **EMERALD** series Sherwin Williams paint is available for interior jobs upon request.
- An ESTIMATE is a fair and reasonable calculation for tasks listed. An ESTIMATE is **not a bid** and may be subject to change. It *does not include* updated verbal orders, written change orders, or unforeseen complications with the properties of the environment or materials (which is brought to the client's attention upon discovery).
- No additional service or supply is utilized without expressed consent of the client; either verbal or in the form of a written work order. (Time and materials are charged at \$55 per hour.)
- We may take BEFORE/AFTER pictures. *If you prefer we do not post them on social media, please let us know.* Posted pictures do not contain identifying information (names or addresses).
- PLEASE REVIEW all **Customer Notes** following the figures provided.



Exterior Paint and Stain

Prep all surfaces to be painted/stained:

- Power wash
- Scraping
- Sanding
- Apply two coats of paint/stain to the following:
 - Siding (yellow color)
 - Trim (green color)
 - Doors

House	\$ 5,440.00
Four house doors	\$ 940.00
Barn	\$ 3,710.00
One barn door	\$ 235.00

TOTAL COST FOR ALL ABOVE: \$ 10,325.00



Customer Notes:

1. **30% Down Payment** (approx.) required for projects over \$500.00. Down Payments are considered a work order, or permission to proceed.
2. **Pets should be placed in secured areas** away from the work zones and doors which may be opened. We want to keep the furry family members safe and not have them running away, or suffering undue stress.
3. **We reserve the right** to bill jobs exceeding \$5,000 into installments. However, this is NOT a payment plan.
4. **Payments may be made via:** *Check, Cash, Credit Card (with 3.5% courtesy fee), VENMO, CashApp, and Zelle.*
5. **Ceilings ONLY** services will be assessed a 25% upcharge fee to install plastic aprons over the walls, and for the compensation for back-edging of wall colors as needed.
6. **ACCENT color walls** in any one room will include a \$100.00 fee in addition to the base cost to paint a room.
7. **Wallpaper and wallcovering stripping** assumes ONE LAYER unless otherwise noted. Extra costs may be incurred if there are multiple layers discovered during the removal process.
8. **Wallpaper disclaimers:** We cannot be responsible for the performance of the wallcovering product selected. For example: occasionally shrinkage during the curing process results in seams opening despite proper placement.
9. **If any specific Sherwin Williams product** is requested and is not included in the professional product line typically used in ESTIMATES given by THE PAINTER LADY, additional charges would be disclosed to the client before the requested product is used.
10. **Full Payment** is due upon receipt of the FINAL BILLING statement. If full payment is not received within 30 days a 1.5% late fee will be added.
11. **Change Order:** Major color changes (new paint required), additional new work of any kind will be accompanied with a \$95.00 fee *per change* in addition to time-and-materials cost to perform the task.
12. **A service call charge** of \$100.00-\$200.00 will be charged on any job that will be billed at less than \$1,000.00.
13. **Modifications:** Customer specified modifications to this ESTIMATE may be subject to re-estimation.
14. **Wall registers, outlet covers, and miscellaneous hardware** that is painted or wallpapered may be an additional charge to above figures. (*\$7.00 to \$25.00 each depending upon size*).
15. **Color Consultations**, as a *stand-alone service*, not accompanied with painting work, are \$60.00/hr. Consultations are COMPLEMENTARY when we provide painting services.
16. **Final disposal of waste** is the responsibility of the client.
17. **We are fully insured**, and have references available.
18. **We cannot be held responsible for the performance of any products provided by the client.**
19. **We will rehang pictures in original spots**, but any additional picture hanging or hanging in a new place, will be charged at a \$50.00 per hour rate.
20. **We will reposition furniture in original spots**, but any additional rearranging will be charged at a \$50.00 per hour rate.
21. **Before and after pictures may be taken of your project.** If you would prefer not to have pictures of your project shared on our social media and website pages, please let us



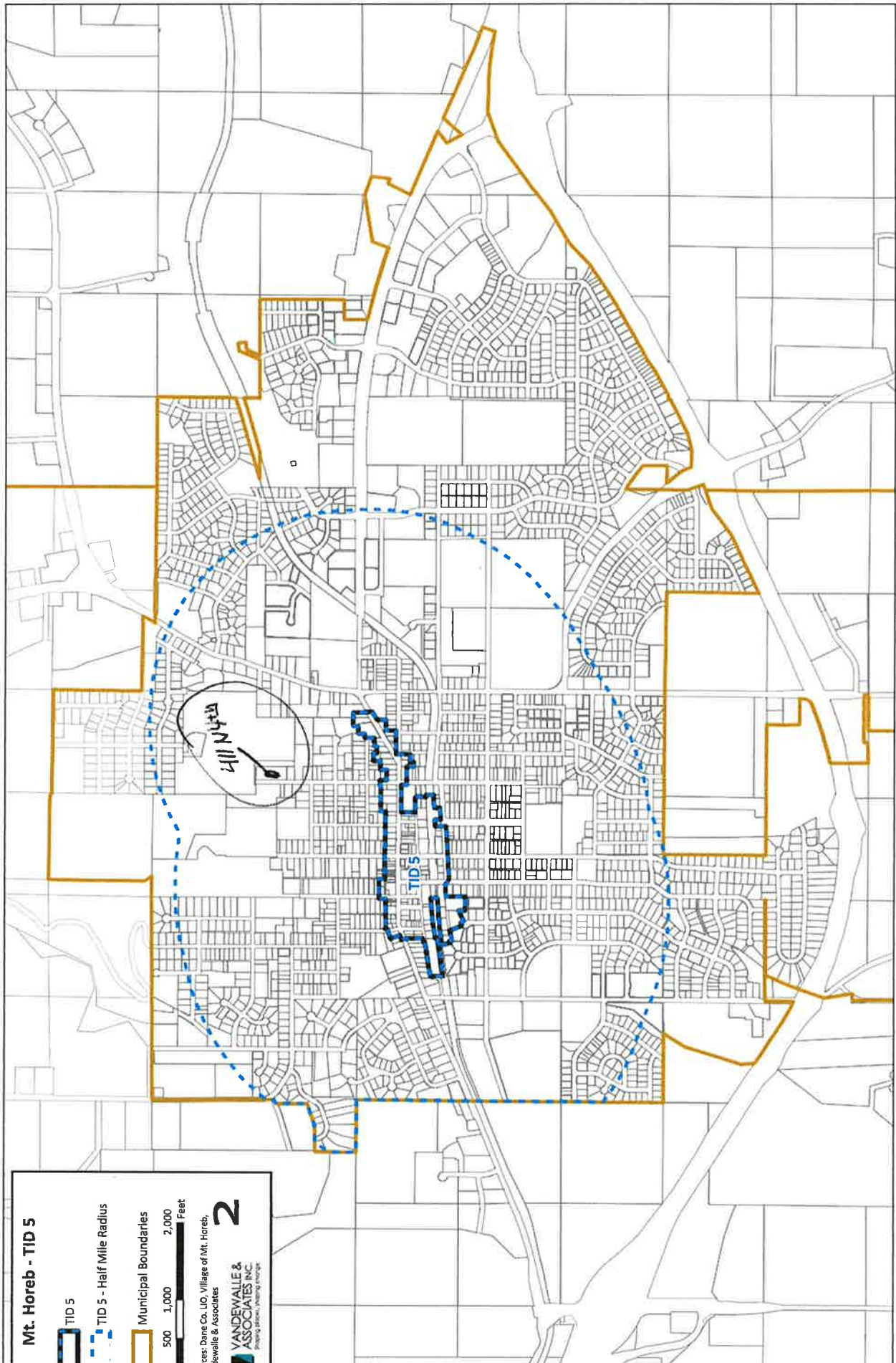
- know before your job begins.
22. **Decks, porches, and exterior surfaces** that are more than two years old, may be difficult, or impossible, to restore to a consistent and even finish. Transparent and semi-transparent stains cannot be utilized to ensure an even finished appearance.
 23. **Occasionally, a third coat of paint** is needed to cover pre-existing deep to midtone colors. Although we attempt to identify these areas in initial estimates, it is sometimes necessary to add a third coat at 35% cost of the two coat figure.
 24. **Prefinished floors:** We will make every effort to use easy release tape on prefinished floors. However, we cannot completely guarantee that the tape will not induce a disruption to the finishes, especially if the floor is older and there is no warranty in place for its integrity.
 25. **Lighting and other electrical fixtures:** We will trim around pre existing fixtures and will not remove or replace any wiring connections. You may want to consult an electrician before the beginning of your project.














Mt. Horeb - TID 5

-  TID 5
-  TID 5 - Half Mile Radius
-  Municipal Boundaries

500 1,000 2,000 Feet

Prepared for: Dane Co. ILO, Village of Mt. Horeb, Jewelle & Associates

VANDEWALLE & ASSOCIATES INC.
PLANNING DESIGN BUILDING ENERGY

2

Residential Improvement Program Scoring - Sale			
Level of Performance	Strong	Fair	Weak/Poor
Score	10-7 Points	6-4 Points	3 Point or Below
Property Condition		6	
Age of home		5	
Percentage of Average Assessed Value		6	
Percentage of Improvements of Assessed Value			3
Repair of historical elements		5	
Quality of materials	7		
Thoroughness of application	8		
Sustainability, energy efficiency			3
Financial Hardship		5	
Application Score			
Score			48
Total Overall Points for Grant Application: 100 Points			



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

AGENDA ITEM # 3.c

Recommendation: Facade Improvement Grant Application Tyler Marks, 100 S 1st Street

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. MTH Facade Grant 043025



VILLAGE OF MOUNT HOREB

Village of Mount Horeb
 Façade/Building Improvement Grant and Loan Application

Date: _____

Program (circle all that apply): Façade Grant Bldg. Rehab Grant Bldg. Rehab Loan

Project Name: 100 S 1st Street - Makers Market Sq

Applicant Name: Tyler Marks

Project Address: 100 S 1st Street

Applicant Phone Number: 608-512-8906 Email: bakken8563@gmail.com

Property Owner (if other than applicant): _____

Lease Term (if applicable): _____

General Project Description: Improvements to the Exterior and upgrades to old Bank Design, New Windows, Paint, Facade Colors, Signs, Lighting.

Estimated Start Date: June 15-2025 Estimated Completion Date: July 1 2025

Total Project Cost (hard and soft costs): 80,595⁵⁰

Total Grant Requested (\$): 10,000 Total Loan Requested (\$): _____

Project Budget (attach additional pages if necessary):

List Individual Project Elements	Total Cost	Grant/Loan Request	Applicant Match (cash)*	Applicant Match (in-kind)*
BLADE SIGN				
Wall Letters - Aluminum				
Canopies - SIGN ART PROPS	46,297.50			
WINDOWS	29,524 ⁰⁰			
Exterior Paint	4,774 ⁰⁰			
TOTALS	80,595⁵⁰	10,000⁰⁰		

*Total applicant match must equal at least 75% for façade and/or building rehabilitation grants, or 10% equity for rehabilitation loans. Matching funds may be in the form of cash for grant/loan-eligible project costs, or qualifying costs incurred as part of a building rehabilitation project ("in-kind", for grant program only). See corresponding program information sheet for complete lists of funding- and match-eligible items.

General Contractor: SIGN ART

Contractor Contact Name: Lulce Severson Phone Number: 608-513-9090

Selected Bank (for Building Rehab Loan): _____


Bank Contact Name: _____ Phone Number: _____

Applicant Remarks: Exterior Façade Renovations as taken
through Plan Commission. Prelim Approved of
Design by Sign Art.

Applicant's Certification:

The Applicant certifies that all information in this application and all documents submitted in support of this application are given for the purpose of obtaining a grant and/or loan under the Village of Mount Horeb Façade/Building Improvement Program and is true and complete to the best of the applicant's knowledge.

Signature of Applicant:  Date: 4-29-25

Signature of Property Owner:  Date: 4-29-25

Required Attachments:

- ✓ Site/building photos
- ✓ Copy of property lease, land contract or deed
- ✓ Written authorization from building owner (if applicant is tenant)
- ✓ Proof of property insurance
- ✓ Application fee (\$50.00 for each type of funding request), payable by check or money order to "Village of Mount Horeb"

Additional attachments, as appropriate

- Bids, estimates and/or contracts
- Site plans, building floor plans, elevations, or other conceptual designs, including colors/materials for façade work
- Business information, marketing materials, or other relevant documents demonstrating project viability and planned future uses of site/building

Note: Selected bank will require full financial statements and disclosure to evaluate the loan request. Please check with your bank to determine the required information, but submit it only to the bank, not the Village.

Please send this completed application and accompanying materials to:

Village of Mount Horeb
138 E. Main Street
Mount Horeb, WI 53572
(608) 437-6884



325 W Front St Mount Horeb, WI 53572 - 608.437.2320 makesignsnotwar.com

TYLER MARKS - 05123024 - EXTERIOR	Estimate # 4340
100 South First Street, Mount Horeb, WI 53572	Date: 04.29.25
Customer Contact: Tyler Marks	Requested by: Luke

SIGN ART STUDIO PROPOSES TO FURNISH MATERIALS AND LABOR NECESSARY FOR THE CONSTRUCTION OF THE FOLLOWING:

Line Item	DESCRIPTION	TOTAL PRICE
1	Sign design and plan preparation for customer and municipal approval. Includes 27.75 hrs of creative design time to date. If any changes are requested by either the customer or any municipal governing bodies, additional fees at this rate will be added to final invoice.	\$ 3,846.15
2	WLI 1 – Wall Letters/Logo Illuminated: 1 ct. S/F 4" deep channel letters with prefinished white returns, trimcap, faces and LEDs.	\$ 6,799.72
3	WLI 2 – Wall Letters/Logo Illuminated: 2 ct. S/F Faux Neon LED FlexiBRITE Yellow strips running length of front entrance of building.	\$ 5,613.75
4	BI – Blade Sign Illuminated: 1 ct. D/F routed face cabinet aluminum frame construction. Tenant faces to be routed face backed by acrylic. 3/4" push through acrylic logo.	\$ 12,956.95
5	WCN - Wall Cabinet Non-Illuminated: 9 ct. aluminum canopies. 1" aluminum tube framed skinned with aluminum. Painted black. Di cut white vinyl added to 3 ct.	\$ 7,853.52
6	<p>Installation of WLI 1, WLI 2, BI, and WCN as listed above.</p> <p>Assumptions: Blocking and primary power by others at owners expense. Pricing based on the assumption that all subcontractor and owner site readiness actions will be completed prior to our time of arrival. Any delays cause by site not being ready will result in additional mobilization fees. Pricing is based on a single site mobilization. If additional site mobilizations are requested or required then additional fees will apply. Crew size needed for additional mobilizations are determined by scope of work. Site must be accessible with our installation trucks. If site is not accessible with our trucks, equipment rental may be needed and rental fees may be applied to the final invoice. Any landscaping repair is by others at owners' expense. Any roof or wall repair is by others at owners expense.</p> <p>Formal survey required for final pricing.</p>	\$ 6,115.95
7	Formal Survey: Pricing subject to change upon completion of formal survey. All pricing is not final until a formal survey has been completed and all assumptions have been confirmed with SAS on site take offs. If it is found after the formal survey there needs to be an update to the drawings or estimate, you will be notified by SAS for new approvals.	\$ 567.00

8	<p>Procurement of municipal permits, including sign permits and any required street or sidewalk closure permits . Does not include actual cost of municipal permits. Permit fees will be applied to final invoice. THIS FEE IS AN HOURLY RATE FOR ALL REGULATORY PERMIT PROCESSES. Permits procurement can sometimes hold up projects. If there are delays because of permit issues, this can affect install dates. SAS will provide final timeline after permits are approved.</p>	\$ 130.85
	SUB TOTAL:	\$ 43,883.89
	ESTIMATED SALES TAXES:	\$ 2,413.61
	TOTAL ESTIMATE AMOUNT:	\$ 46,297.50

DATE: 4/28/2025 CUSTOMER: TYLER MARKS - 05123024 - EXTERIOR ADDRESS: 100 SOUTH FIRST STREET, MOUNT HOREB, WI 53572

Existing

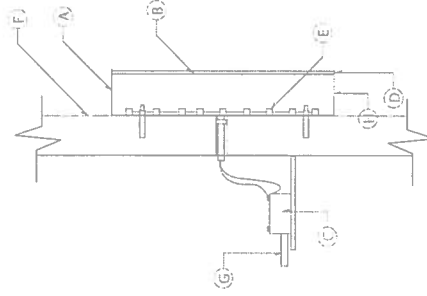


Width: 23'-11"
Height: 1'-0 1/4"
Area: 25.282' sq

Includes returns back to building



Note: Black stripes are painted by others



KEY NOTES

- A- 4" Deep colored lock LED lenses with 040 aluminum returns
- B- 1.77 Acrylic faces White
- C- Low voltage power supply
- D- Trim Cap White
- E- White LED
- F- Wall surface
- G- Primary power
- H- Drain hole
- I- Flashed Metal stripe by others
- J- Four Neon LED FluorBRITE Yellow

FINISHES

- Prefinished White Returns & White Trim cap (A)
- FluorBRITE Yellow (J)

CALCULATIONS



makesignsnotwar.com

325 W Front St, Mount Horeb, WI 53572

Signed by:
[Signature]
AND REASONS

CUSTOMER APPROVAL:

DATE: 4/30/2025

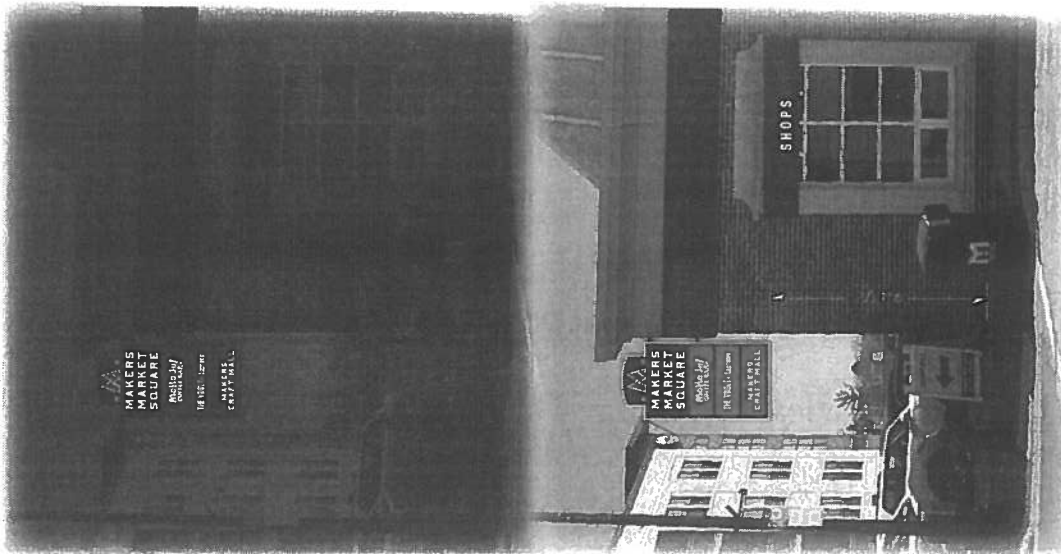
LANDLORD APPROVAL:

DATE:

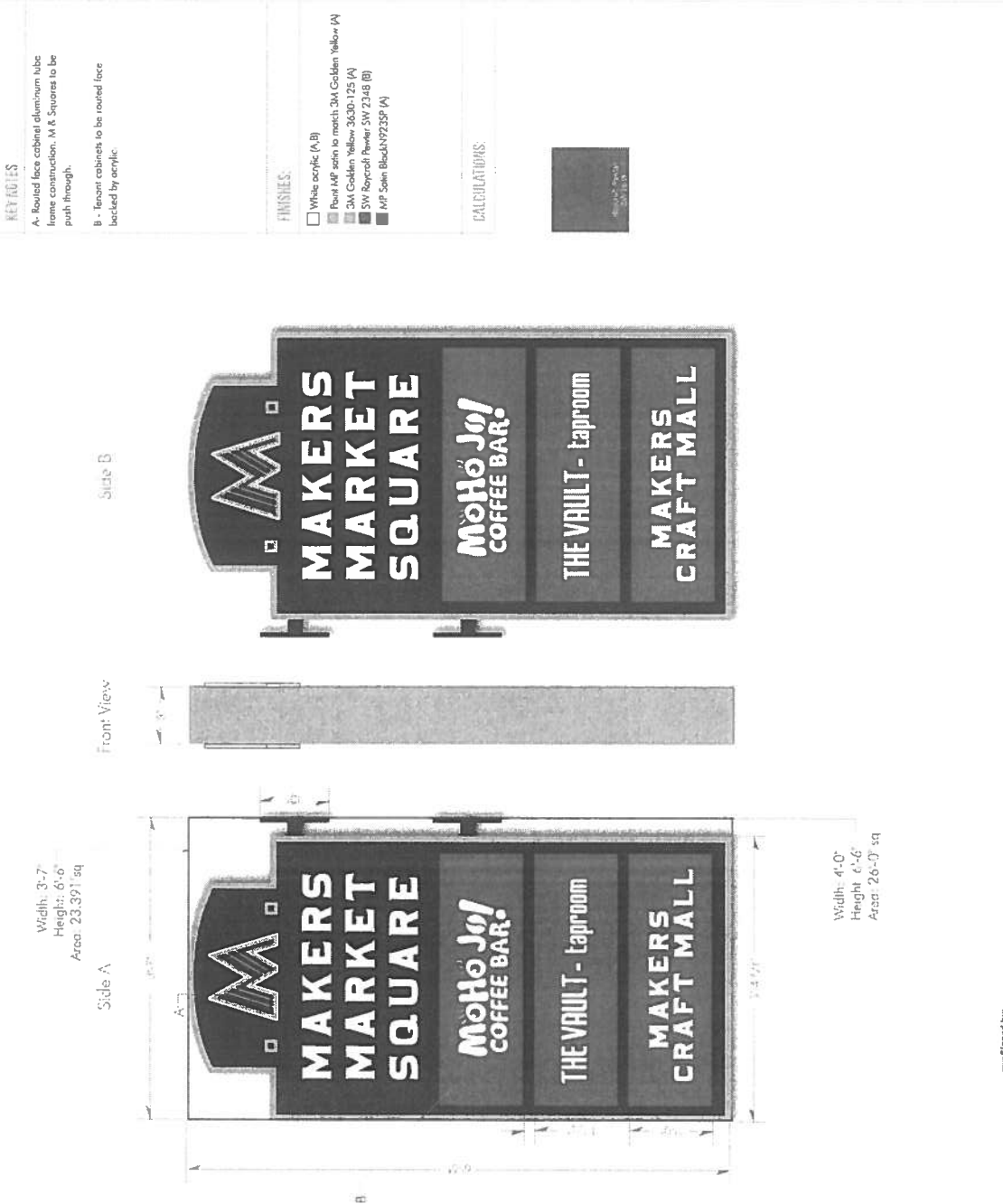
By signing this approval you are hereby authorizing Sign Art Studio LLC to proceed with the use as described. Any deviation from these specifications will become the customer's financial responsibility.
The above artwork and/or conceptual design, text, customer provided artwork or plans, is property of Sign Art Studio and may not be reproduced without written consent.

WLI 1

DATE: 4/28/2025 CUSTOMER: TYLER MARKS - 05123024 - EXTERIOR ADDRESS: 100 SOUTH FIRST STREET, MOUNT HOREB, WI 53572



SIGNART
STUDIO
makesignsnotwar.com
325 W Front St, Mount Horeb, WI 53572



KEY NOTES
A - Routed face cabinet aluminum tube frame construction. M & Squares to be push through.
B - Tenon cabinets to be routed face backed by acrylic.

FINISHES:
 White acrylic (A/B)
 Post MP satin to match 3M Golden Yellow (A)
 3M Golden Yellow 3630-125 (A)
 SW Roycroft Pewter SW 2348 (B)
 MP Spin Black N9235F (A)

CALCULATIONS:
Width: 3'-7"
Height: 6'-6"
Area: 23.391 sq ft

CUSTOMER APPROVAL: [Signature] DATE: 4/30/2025
LANDLORD APPROVAL: [Signature] DATE: BI

By signing this approval you are certifying and authorizing Signart Studio LLC to proceed with the above design. Any description from these approvals will be subject to the customer's design and specifications. The above artwork and/or conceptual design, logo, graphics, provided on these approvals is property of Signart Studio and may not be reproduced without written consent.

TYLER MARKS - 05123024 - EXTERIOR

DATE: 4/28/2025 CUSTOMER: TYLER MARKS - 05123024 - EXTERIOR ADDRESS: 100 SOUTH FIRST STREET, MOUNT HOREB, WI 53572

Awning Option 2
SAS Recommended

Awning count for all sides
See Photos



BLACK STRIPE PAINTED BY OTHERS

112' 5" 10"

KEY NOTES:

A - A - 1 1/2" Aluminum tube frame construction. Black Awning ACM or material Star. Awning to bolt up under existing concrete formed awning over windows.

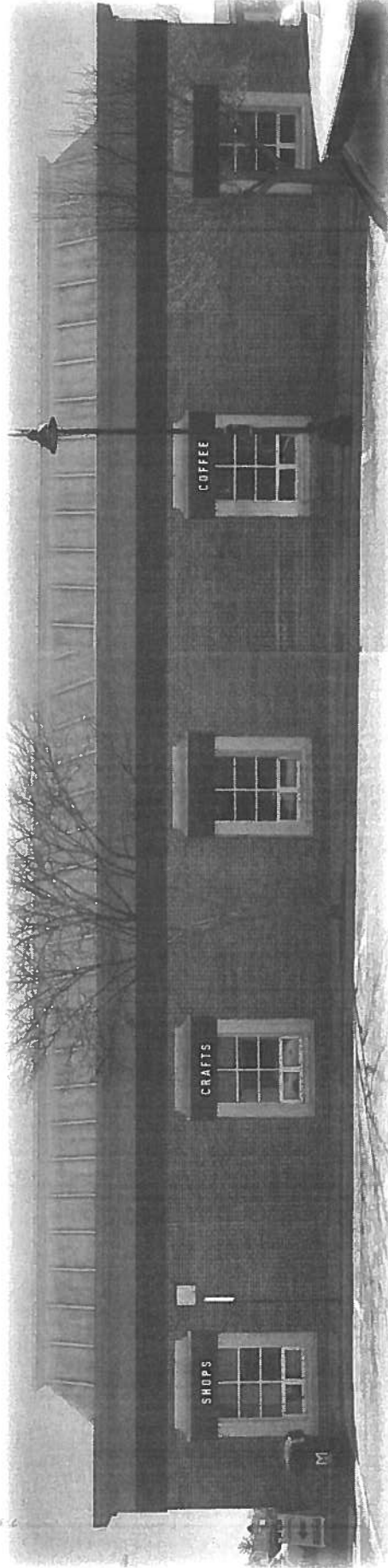
B - Vinyl or hard painted Lettering

FINISHES:

Black ACM or Fabric

White w/ 7725-012 or White paint.

CALCULATIONS:



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325 W Front St, Mount Horeb, WI 53572

CUSTOMER APPROVAL:

Signed by: TYLER MARKS

DATE: 4/30/2025

LANDLORD APPROVAL:

DATE:

By signing this approval you are hereby authorizing Sign Art Studio LLC to proceed with the work as described. Any deviation from these specifications will become the contractor's financial responsibility. This approval and/or conceptual design, less customer provided artwork or plans, is property of Sign Art Studio and may not be reproduced without written consent.

WGN

Area Glass Inc.
 1164 S. Fish Hatchery Rd.
 Oregon, WI 53575

Invoice

Date	Invoice #
3/24/2025	9203C

Bill To
Tyler Marks 8563 Bakken Road Mount Horeb WI 53572

P.O. No.	Terms	Project
	Due on receipt	

Qty	Description	Rate	Amount
	MT HOREB, WI Commercial Sales - billing for materials <i>50% Material</i> **awnings, slider, aluminum and glass, balance due after install <i>Full Proposal \$29,529.00 Price</i>	14,762.00	14,762.00
*****PLEASE REMIT PAYMENT TO***** AREA GLASS INC. 1164 S. FISH HATCHERY RD. OREGON, WI 53575			

Fraud Alert: Area Glass Inc. will not email you requesting payment via wire transfer or ACH. In addition, our one and only email domain is @areaglasswi.com. Be alert to other variations of our domain such as no i or one s

Fraud Alert: Area Glass Inc. will not email you requesting payment via wire transfer or ACH. In addition, our one and only email domain is @areaglasswi.com. Be alert to other variations of our domain such as no i or one s			Total	\$14,762.00
Phone #	E-mail	Web Site	Payments/Credits	\$0.00
608-259-6294	Office@areaglasswi.com	www.areaglasswi.com	Balance Due	\$14,762.00



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.d

Review of TIF 6 Project Plan

BACKGROUND

Kristen Fish-Peterson has prepared a majority of the TID 6 plan which is attached to your packet for review. A legal description still needs to be added to the document, but for the most part the project plan is complete, including maps, projected budget, expenditures, projects and incentives. We are looking for feedback from the CDA before moving this forward for consideration by the Plan Commission, Joint Review Board and Village Board.

RECOMMENDATION

ATTACHMENTS

1. Draft Project Plan TID 6

Project Plan

Tax Incremental District No. 6

Village of Mount Horeb, WI

Organizational Joint Review Board Meeting:

Public Hearing:

Approval by CDA:

Approval by Village Board:

Approval by Joint Review Board:

Table of Contents:

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9. Economic Feasibility of TID No. 610

1. Statement of Type, Purpose, Orderly Development of Tax Incremental District No. 6

Description of the District

Tax Increment District (TID) No. 6 is being created by the Village of Mount Horeb under the authority provided by Wisconsin Statute Section 66.11-5 “Tax Increment Law” to eliminate blight and stimulate redevelopment of underutilized property on the Village’s east side. One site currently houses the now empty and defunct Karakahl Inn building, has not adapted to changing conditions and now lags in growth and economic dynamics. The purpose and intent of the TIF District is to stimulate investment to redevelop and revitalize this property along the commercial corridor of Springdale St.

A map of the proposed TID No. 6 boundary follows in Section 3. The TID area includes the former Karakahl Inn site as well as the vacant parcel directly west across Perimeter St. The district is being created as a Redevelopment District based on the finding that at least 50% of area by real property within the district is blighted within the meaning of Wisconsin Statute Section 66.1105(2)1a as described below:

A blighted area means any of the following:

“An area, including a slum area in which the structures, buildings or improvements, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire or other causes, or any combination of these factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime and is detrimental to the public health, safety, morals or welfare”.

The Village recognizes that the creation of TID No. 6 is necessary to facilitate the orderly redevelopment of the subject parcels.

Summary of Findings

As outlined in this Project Plan and the supporting exhibits contained within and added as reference, e.g., 2022 Village of Mount Horeb Comprehensive Plan (including the amendment made in 2024), in accordance with Section 66.1105 of the Wisconsin State Statutes, the following findings are made:

1. But for the creation of TID No. 6, the development and redevelopment projected in the Project Plan A) would not occur, or B) would not occur in the timeframe and manner or with the values of the Village. This statement is made on the following basis and information:
 - a. The property identified in need of redevelopment, rehabilitation and conservation has been vacant and or underutilized for many years due to lack of adapting to changes in normal market conditions, which requires both public and private investment over the long term.
 - b. To help capture opportunities and achieve economic development recommendations within the Comprehensive Plan, the Village of Mount Horeb may need to make significant investments to pay for costs associated with development incentive payments; and other costs.
 - c. It is found that redevelopment is required for revitalization to occur and that the area will not achieve development goals relying on only private investment. Thus, without tax incremental financing being used as a municipal resource, business development and redevelopment will likely not occur.
 - d. Considering Mount Horeb’s history and recent past as well as most commercial development occurring elsewhere in the community (and surrounding communities), the

Village finds that tax incremental financing will provide the means to stimulate new economic activity on this site.

2. The economic benefits of the Tax Incremental District, as measured by increased employment, business/personal income and property value are sufficient to cover the cost of the improvements.
 - a. As outlined in the Economic Feasibility portion of the Project Plan, 'value increment' (amount of taxes expected to be collected over the life of the District) is sufficient to pay for proposed project costs.
 - b. The improvements made on these properties are likely to enhance the value of surrounding properties
 - c. The proposed project costs serve to directly promote orderly development/redevelopment consistent with the purpose for which the district is created.
 - c. A well-balanced commercial district will host businesses and entertainment but also residential opportunities. It is anticipated that rehab of existing properties and new development will create approximately 84 multifamily residential units providing housing for current and potential new residents.
3. The district creation date for the purpose of allocating tax increment is June 30, 2025.
4. The equalized value of the taxable property within the proposed district plus the proposed value increment of the development and all other existing district in Mount Horeb does not exceed 12% of the total equalized value of taxable property within the Village.
5. The Project Plan for TID No. 6 is feasible.
6. Improvements in the District are likely to encourage and promote conformity with the Village's Planning policies and procedures.

2. General Description of the District

Boundary Description

Tax Increment District No. 6 is made up of two parcels: parcels # 157/0606-124-0065-1 located at 101 Perimeter Rd., and 157/0606-124-0275-6 (no parcel address noted). These properties total 5.43 acres in size. The properties are split by Perimeter Rd. and the 3.42 acres on the west side is also bordered by Cox St. on the north. A map of the district boundary can be found in the Appendix. The legal description of the property is as follows:

Insert legal description here.

Existing Land Use and Property Conditions

The existing land use map in the Appendix shows the property has the following uses, Business & Office, and Vacant Subdivided Land. The former Karakahl Inn is located on the eastern parcel. The western property is currently undeveloped without trees or other features.

Zoning

The Village of Mount Horeb zoning and future land use for this property has been recently codified in the 2022 Comprehensive Plan, which was adopted by the Village Board and amended in 2024. The properties' current land uses are Business & Office and Vacant Subdivided Land. The future land use for both properties is Planned Mixed Use, which is an appropriate zoning classification. From the Comprehensive Plan, the Planned Mixed-use category is described as follows:

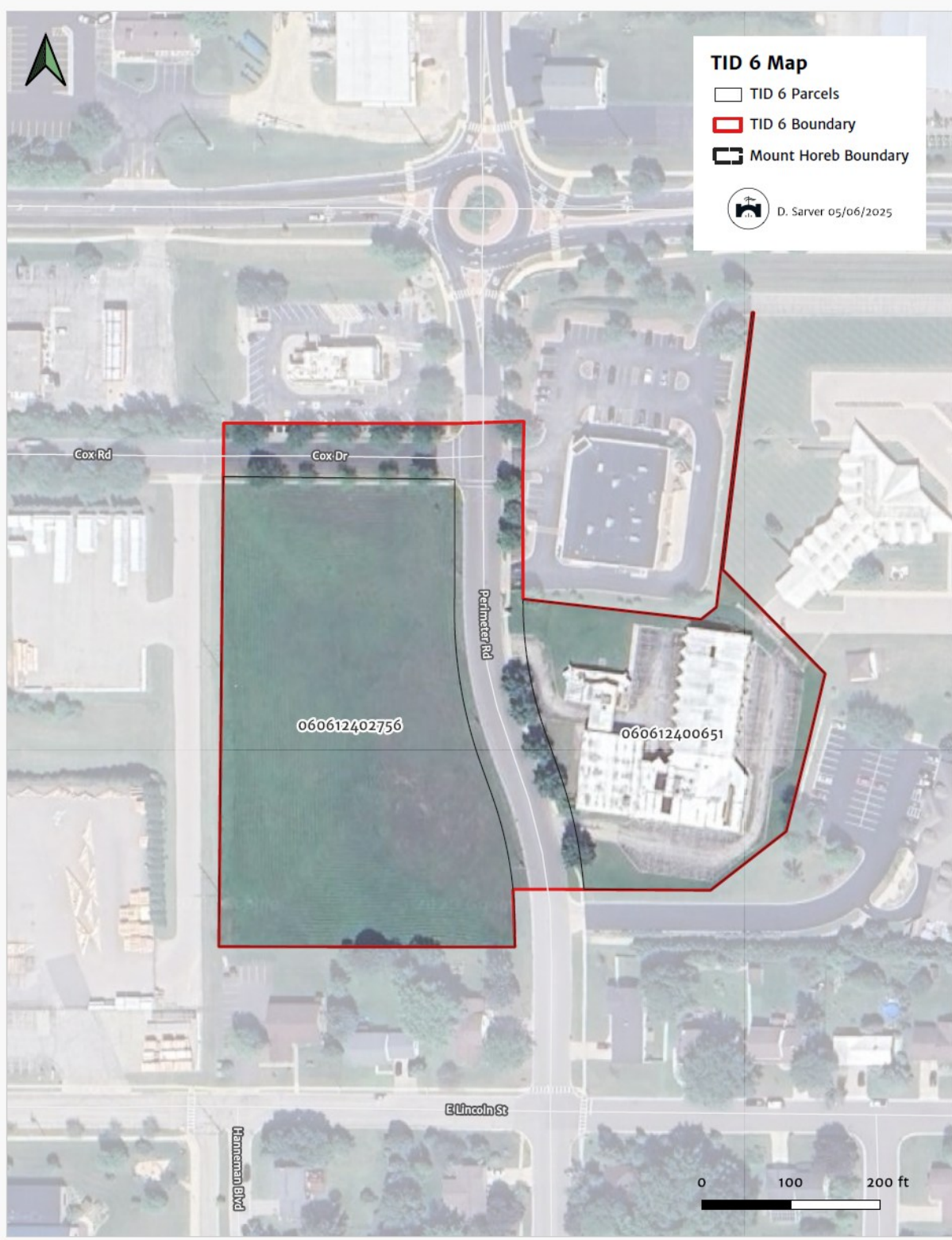
This land use category is designed to blend the Multi-Family Residential, Government and Institutional, Neighborhood Mixed-Use, Planned Business, and Planned Business Park/Planned Industrial land use categories. A combination of existing Village Zoning Districts may be appropriate to implement this future land use category.

Policies and Programs:

- 1. Develop Planned Mixed-Use projects in areas of the Village that would create active live-work environments through inclusion of identifiable centers of activity that can be compatible, mutually beneficial, and can be conveniently reached by a variety of transportation modes including walking. Ensure that public gathering places in the form of public commons, plazas, parks, and pedestrian ways are an integral part of the overall design for these areas.*
- 2. Depending on the specific type of building or buildings proposed, adhere to the appropriate design guidelines of the Neighborhood Mixed-Use, Planned Businesses, Planned Business Park/Planned Industrial, or Multi-Family Residential land use category.*
- 3. Require and provide incentives for sustainable building and site design techniques, particularly progressive stormwater management using best management practices.*

There are no proposed zoning changes or changes to City ordinances planned for this Tax Increment District.

3. Map of Tax Incremental District No. 6 Boundary



4. Statement of the Kind, Number & Location of Proposed Public Works or Improvements within the District

The Village of Mount Horeb intends to include a minimal number of public works projects as a part of TID #6, which will positively impact the redevelopment of the property within the District. The following eligible activities may take place within the district:

A. INFRASTRUCTURE WITHIN THE DISTRICT

Infrastructure projects within the district could include support for sanitary sewer, water, storm water, or other infrastructure as warranted by a proposed development, or to further development goals of the Village of Mount Horeb, including within 1/2 mile of the TID boundaries.

B. STREETSCAPING and SITE IMPROVEMENTS

Streetscaping improvements to improve aesthetics within and surrounding the TID including landscaping, lighting, and other streetscape amenities. Site improvements required to facilitate redevelopment of the property would include but not limited to access drives, parking areas, landscaping, signage, walkways, lighting fencing, renovating existing buildings, demolishing existing buildings, site prep activities, relocating utilities and other related activities.

C. ENVIRONMENTAL STUDIES AND REMEDIATION

Costs associated with environmental studies and associated remediation of contamination would be eligible expenses within TID #6, including but not limited to regulatory fees, wetland and floodplain delineation, and removal of hazardous materials.

D. DEVELOPMENT INCENTIVES/CASH GRANTS TO DEVELOPERS

The Village may enter into agreements with property owners, lessees or developers of land located within the District to stimulate investment for the purpose of supporting and sharing project costs which promote the types of development and redevelopment activities and goals sought to improve the area. The Village may provide incentives in the form of a loan, loan guarantee, land write-down, forgivable loan, or cash grants to property owners and developers to facilitate the development and redevelopment of the sites within TID #6. No monetary incentive will be provided unless and until the Village executes a 'developer agreement' with the recipient of the incentive. Any payments of incentives are considered eligible Project Costs.

Development incentives are intended to be applied to project improvements such as site preparation, environmental studies and possible remediation, stormwater management, parking lot improvements, infrastructure to serve the development, and other typical redevelopment costs.

The Village of Mount Horeb prefers development financing assistance in the form of a "Developer-Financed" incentive, also known as a "Pay-As-You-Go" incentive.

E. PLANNING, PROMOTION AND DEVELOPMENT

Promotion and development of TID #6 including professional services for planning, recruitment, marketing /advertising costs, administrative costs and support of development organizations responsible for promotion of the District are all eligible expenses under this section. Proportionate costs related to creating or amending other Village planning or engineering studies which include land area within this District, and costs related to establishing or amending developer agreements are eligible expenses.

F. REAL ESTATE INSPECTION, ACQUISITION, VACATING AND RELOCATION FOR PUBLIC WORKS AND OTHER TID ELIGIBLE PROJECTS

This may include, but is not limited to purchase of fee title, easements, inspections, appraisals, consultant fees, closing costs, real estate commissions and fees in lieu of commissions, surveying and mapping, lease and/or sale of property at or below market or purchase price to encourage or make feasible a public infrastructure or (re)development project. Relocation costs are not applicable at the point of creation of the district as there are no businesses or residents occupying either property.

G. CONTRIBUTIONS TO THE VILLAGE'S COMMUNITY DEVELOPMENT AUTHORITY (CDA)

The Village may provide funds to its Community Development Authority, (CDA) to be used for administration, planning, and operations related to the purposes for which it was established to implement the goals or projects outlined in this Project Plan.

H. ADMINISTRATIVE / ORGANIZATIONAL COSTS

Imputed administrative costs including but not limited to a portion of the salaries of Village employees and elected officials, professional fees for audits, legal review, planning and engineering services, grant applications, professional assistance with the creation, amendment, and general administration of TID #6 over the life of the District. Also included as an eligible expense is all creation and annual fees charged by the Wisconsin Department of Revenue related to the District.

I. FINANCING COSTS

Interest, financing fees, bond discounts, bond redemption premiums, legal opinions, ratings capitalized interest, bond insurance and other expenses related to financing TID #6 are eligible expenses.

The eligible expenses and related activities identified above will allow the Village to fully implement the project plan for TID #6. The Village may or may not expend funds within each category listed above but retains the right to do so by including the eligible expense categories in this plan. These projects may be implemented by the Village in varying degrees and at various times throughout the life of the District, and activities will be in accordance with this project plan, the Village's Comprehensive Plan and any other appropriate planning documents applicable to the area.

A map showing proposed improvements for TID No. 6 is below. Location of proposed infrastructure improvements are identified on the map. Pursuant to Wisconsin Statute Section 66.1105(2)(f)(1)(n), the Village may undertake projects within a one-half (1/2) mile radius of the boundary of the District and fund those projects through Tax Increment Financing, provided that:

1. The project area is located within the corporate boundary of the Village; and
2. The projects are eligible TID expenses within this project plan; and
3. The expenditure is made within the expenditure period; and
4. Prior approval of the expenditure must be obtained from the Joint Review Board.

Any of the projects identified in this Project Plan may be implemented within one half mile of the boundary of the District upon adoption of this plan and authorization of the Village Board, in accordance with items 1-4 above. The one-half mile radius from the boundary is depicted on the map which follows, entitled, "Proposed Improvements and Half Mile Radius".

5. Proposed Improvements and Half Mile Radius



6. Parcel List and Analysis

There are two parcels which comprise this Tax Increment District:

1. Parcel Number – 157/0606-124-0065-1
2. Parcel Number – 157/0606-124-0275-6

Table 1 – Parcel List
Village of Mount Horeb Tax Increment District No. 6

Base Property Information			2024 Assessment Information				Equalized Value			Classification Description	Future Land Use	District Classification	
Parcel Number	Street Address	Owner	Acreage	Land	Improvement	Total	Equalized Value Ratio	Land	Improvement	Total			
157/0606-124-0065-1	101 Perimeter Rd	Mount Horeb Acquisitions, LLC	1.96	\$ 211,200	\$ 52,200	\$ 263,400	0.9580	\$ 220,460	\$ 54,489	\$ 274,949	Commercial	Planned Mixed Use	Blighted
157/0606-124-0275-6	N/A	BVD, LLC	3.47	\$ 402,300	\$ -	\$ 402,300	0.9580	\$ 419,938	\$ -	\$ 419,938	Commercial	Planned Mixed Use	Vacant/ Blighted
Totals			5.43	\$ 613,500	\$ 52,200	\$ 665,700		\$ 640,398	\$ 54,489	\$ 694,887			

7. Equalized Value Test

The following calculations demonstrate that the Village expects to follow Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Village.

The equalized value of the increment of existing tax incremental districts within the Village, plus the base value of the proposed District, totals \$125,655,087. This value is less than the maximum of \$152,144,340 in equalized value that is permitted for the Village.

Table 2 – Equalized Value Calculation
Village of Mount Horeb – Tax Increment District No. 6

Base Value	
2024 Base Value of the Village of Mount Horeb	\$1,267,869,500
12% of Base Value	\$152,144,340
2024 Value of Property within TIDs	
TID 3	\$ 57,309,000
TID 5	\$ 67,651,200
Base Value of properties in TID 6	\$ 694,887
Equalized Value within a TID	\$ 125,655,087
Percent Value within TIDs	9.911%
Value available to get to 12%	\$ 26,489,253

8. List of Estimated Project Costs and Expenditures

The Project Plan for TID No. 6 is not meant to be a final budget for the district, but a guide within which to work. The table below lists estimated / proposed expenditures by category. The Wisconsin Department of Revenue requires project costs to be presented in this manner per pe-209, which indicates project costs should be “estimated expenditures expected for each major category of public improvements”. These estimates have been made without exact engineering or design studies or proper bids for the work.

Table 3 – Estimated Project Costs and Expenditures Village of Mount Horeb – Tax Increment District No. 6				
Project Categories	Year Proposed	1/2 mile or utilities outside boundary	Project Costs	Non TID Project Costs
Utilities	2027	Utility Extension	\$ 500,000	\$ 3,000,000
Incentives to Developers	as needed	No	\$ 7,000,000	
Contribution to the CDA	annually	No	\$ 300,000	
Financing Costs	2027	No	\$ 30,000	
Administration	annually	No	\$ 45,000	

Costs are estimates based on recent similar projects and based on 2024 numbers. With fluctuations in interest rates and changing construction costs, estimates could change. The Village reserves the right to increase or decrease project costs within budgeted categories without changing the overall total (simply moving costs from one budgeted category to another) or amending the Project Plan.

The above list of public works and other projects are the projected activities of the District currently. The nature and pace of development within the District may dictate additions or deletions from the above list of projects and improvements. In the event any of the projects are not allowed under Wisconsin State Statutes 66.1105 by an opinion of counsel or court of record, then such projects will be deleted from this plan and the remainder of the projects shall be deemed eligible projects for purposes of the Project Plan. The Village reserves the right to implement only those projects that remain economically viable as the project period proceeds.

9. Economic Feasibility of TID No. 6

Since Tax Increment District No. 6 is a two-site district and it is proposed to fund a single development project on each site and limited public infrastructure projects, it is feasible to analyze without the distraction of a significant number of unknown and complicating factors.

The development of a new, multifamily building will be the initial development generating revenue within the district. The estimated tax value of the completed project is \$18,000,000. This is the first anticipated development which will generate incremental tax over the proposed 27-year life of the District.

It is anticipated that construction will commence in 2025 and be completed and ready for occupancy as soon as feasible according to the proposed construction schedule. For tax increment calculation purposes, it was assumed the first tax year for the new development will be 2027.

Inflation Rate: Property value inflation is assumed to be 1% over the life of the District. This will provide a conservative estimate, and any inflationary gains will be beneficial to the value and subsequent tax revenue for the district.

Full Value Tax Rate: The tax rate used to calculate taxes on the development within TID No. 6 is \$15.99. This has been held constant throughout the life of the district for consistency purposes. Should the tax rate fluctuate, the corresponding revenue and cash flow of the district will fluctuate proportionately.

**Table 4 - Development Assumptions
Village of Mount Horeb Tax Increment District No. 6**

Construction Year	JT Klein Dev.	BVD, LLC	Annual Total
1 2025			
2 2026	\$ 18,000,000		\$ 18,000,000
3 2027			
4 2028			
5 2029		\$24,000,000	\$ 24,000,000
6 2030			
7 2031			
8 2032			
9 2033			
10 2034			
11 2035			
12 2036			
13 2037			
14 2038			
15 2039			
16 2040			
17 2041			
18 2042			
19 2043			
20 2044			
21 2045			
22 2046			
23 2047			
24 2048			
25 2049			
26 2050			
27 2051			
Total	\$ 18,000,000	\$24,000,000	\$ 42,000,000

**Table 5 – Projected Increment Revenue
Village of Mount Horeb Tax Increment District No. 6**

Type of District	Blight/Rehabilitation	Base Value	0
District Creation Date	4-Jun-25	Appreciation Factor	0.50%
Valuation Date	1/1/2025	Base Tax Rate	15.99
Max Life (Years)	27	Adjustment Factor	-1.00%
Expenditure Period		Tax Exempt	
Termination	6/4/2047	Discount Rate	3.00%
Final Year	2051	Discount Rate	4.00%

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
1 2025	0	2026	\$ -	\$ -	2027	15.99	\$ -		
2 2026	\$ 18,000,000	2027	\$ -	\$ 18,000,000	2028	15.99	\$ 287,876		
3 2027	\$ -	2028	\$ 90,000	\$ 18,090,000	2029	15.99	\$ 289,315		
4 2028	\$ -	2029	\$ 90,450	\$ 18,180,450	2030	15.99	\$ 290,762		
5 2029	\$ -	2030	\$ 90,902	\$ 18,271,352	2031	15.99	\$ 292,216		
6 2030	\$ 12,000,000	2031	\$ 91,357	\$ 30,362,709	2032	15.99	\$ 485,594		
7 2031	\$ 12,000,000	2032	\$ 151,814	\$ 42,514,523	2033	15.99	\$ 679,940		
8 2032		2033	\$ 212,573	\$ 42,727,095	2034	15.99	\$ 683,339		
9 2033		2034	\$ 213,635	\$ 42,940,731	2035	15.99	\$ 686,756		
10 2034		2035	\$ 214,704	\$ 43,155,434	2036	15.99	\$ 690,190		
11 2035		2036	\$ 215,777	\$ 43,371,211	2037	15.99	\$ 693,641		
12 2036		2037	\$ 216,856	\$ 43,588,068	2038	15.99	\$ 697,109		
13 2037		2038	\$ 217,940	\$ 43,806,008	2039	15.99	\$ 700,595		
14 2038		2039	\$ 219,030	\$ 44,025,038	2040	15.99	\$ 704,098		
15 2039		2040	\$ 220,125	\$ 44,245,163	2041	15.99	\$ 707,618		
16 2040		2041	\$ 221,226	\$ 44,466,389	2042	15.99	\$ 711,156		
17 2041		2042	\$ 222,332	\$ 44,688,721	2043	15.99	\$ 714,712		
18 2042		2043	\$ 223,444	\$ 44,912,164	2044	15.99	\$ 718,286		
19 2043		2044	\$ 224,561	\$ 45,136,725	2045	15.99	\$ 721,877		
20 2044		2045	\$ 225,684	\$ 45,362,409	2046	15.99	\$ 725,486		
21 2045		2046	\$ 226,812	\$ 45,589,221	2047	15.99	\$ 729,114		
22 2046		2047	\$ 227,946	\$ 45,817,167	2048	15.99	\$ 732,759		
23 2047		2048	\$ 229,086	\$ 46,046,253	2049	15.99	\$ 736,423		
24 2048		2049	\$ 230,231	\$ 46,276,484	2050	15.99	\$ 740,105		
25 2049		2050	\$ 231,382	\$ 46,507,867	2051	15.99	\$ 743,806		
26 2050		2051	\$ 232,539	\$ 46,740,406	2052	15.99	\$ 747,525		
27 2051		2052	\$ 220,125	\$ 46,960,531	2053	15.99	\$ 751,045		
							\$ 16,661,343		

Table: Cash Flow – coming soon!

10. Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. None of the property within the proposed District boundary was annexed during the past three years.

11. Estimate of Property to be Devoted to Retail Businesses

Pursuant to Wis. Stat. § 66.1105(5)(b), the Village estimates that less than 35% of the territory within the District will be devoted to retail businesses at the end of the District's maximum expenditure period.

12. Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances

Zoning Ordinances: The proposed Project Plan is in general conformance with the Village's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map: The proposed Plan is in general conformance with the Village's Comprehensive Plan identifying the area as appropriate for commercial and residential development.

Building Codes and Ordinances: Development within the District will be required to conform to State Building Codes and will be subject to the Village's permitting and inspection procedures. The proposed Plan conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

13. Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Implementation of this Plan will not require relocation of individuals or business operations. Should implementation of this Plan require future relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

14. How Creation of the Tax Increment District Promotes the Orderly Development of the Village

Creation of the District and the implementation of the projects in this Plan will promote the orderly development of the Village by creating opportunities for commercial development, workforce and senior affordable housing, and providing appropriate financial incentives for private development projects. Using tax increment financing, the Village can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the development will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community, such as increased residential options and increased employment opportunities.

15. List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to the properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside the District would be a non-project cost.
- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The Plan includes the following non-costs:

- Sewer capacity upgrades \$500,000

16. Legal Opinion Advising Whether the Plan is Complete and Complies with Wis Stat. § 66.1105(4)(f)

Legal Opinion Found on the Following Page

17. Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

To Come



AGENDA ITEM REPORT

MEETING DATE

May 14, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.e

Review of Code of Ethics

BACKGROUND

Annually each committee reviews the Village's adopted code of ethics so everyone is clear on the expected behavior of elected and appointed officials. If you ever have a question on whether you have a conflict of interest contact Administrator Owen and he will get you an answer. If you have any questions on the policy let me know.

RECOMMENDATION

ATTACHMENTS

1. Code of Ethics Adopted

Ethics Code

1. Statement of Purpose.

- (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this Code of Ethics for all Village of Mount Horeb officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village.
- (b) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village of Mount Horeb and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The Village Board believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this Village in their elected and appointed officials and employees. The Village Board hereby reaffirms that each elected and appointed Village official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the Village of Mount Horeb.

2. Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **Public Official.** Those persons serving in statutory elected or appointed offices provided for in Chapter 62 of the Wisconsin Statutes, and all members appointed to boards, committees and commissions established or appointed by the Village President and/or Village Board pursuant to this Code of Ordinances, whether paid or unpaid.
- (b) **Public Employee.** Any person excluded from the definition of a public official who is employed by the Village.
- (c) **Anything of Value.** Any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (d) **Business.** Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (e) **Personal Interest.** The following specific blood or marriage relationships:
 - (1) A person's spouse, mother, father, child, brother or sister; or
 - (2) A person's relative by blood or marriage who receives, directly or indirectly, more than one-half ($\frac{1}{2}$) support from such person or from whom such person receives, directly or indirectly, more than one-half ($\frac{1}{2}$) of his support.
- (f) **Significant Interest.** Owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of any business.

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- (g) **Financial Interest.** Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (h) **Staff.** Any full- or part-time employee of the Village.

3. Statutory Standards of Conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (a) **Sec. 19.59.** State Ethics Law.
- (b) **Sec. 946.10.** Bribery of Public Officers and Employees.
- (c) **Sec. 946.11.** Special Privileges from Public Utilities.
- (d) **Sec. 946.12.** Misconduct in Public Office.
- (e) **Sec. 946.13.** Private Interest in Public Contract Prohibited.

4. Responsibility of Public Office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

5. Dedicated Service.

- (a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (c) Members of the Village staff are expected to follow their appropriate professional code of ethics. Staff members shall file a copy of such professional ethics codes with the Village Clerk. The Village Clerk may notify the appropriate professional ethics board of any ethics violations involving Village employees covered by such professional standards.

6. Fair and Equal Treatment.

- (a) **Use of Public Property.** No official or employee shall use or permit the unauthorized use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business, as authorized by the Village Board or authorized board, commission or committee.
- (b) **Use of Village Stationery.** No official or employee shall use, or permit the unauthorized use of, Village stationery for personal use.

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- (c) **Obligations to Citizens.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the Village to secure any advantage, preference or gain, over and above his rightful remuneration and benefits, for himself or for a member of his or her immediate family.
 - (d) **Political Contributions.** No official shall personally solicit from any Village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Chapter is a candidate or treasurer.

7. Conflict of Interest.

(a) Financial and Personal Interest Prohibited.

- (1) No official or employee of the Village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (2) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the records of the Village Board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation.
- (3) Any non-elected official who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
- (4) Any Village employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

- (b) **Disclosure of Confidential Information.** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

(c) Gifts and Favors.

- (1) No official or employee, personally or through a member of his immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (2) No official or employee personally, or through a member of his immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which could reasonably be expected to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive hospitality that is unsolicited and unrelated to government business, such as a meal, and that is not intended to influence the official.

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- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality, as a properly reported political contribution, from citizens for the purpose of supporting the candidate's campaign. (The State Ethics Board has interpreted "hospitality" as it applies to state officials as including meals, beverages and lodging which a person offers at his residence and would have been offered if the recipient was not an official).
 - (4) Gifts received by an official or employee or his immediate family under unusual circumstances shall be referred to the Village Board within ten (10) days of receipt for recommended disposition. Any person subject to this Chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Village Board. Failure to comply with this reporting requirement shall constitute an offense under this Chapter.
- (d) **Representing Private Interests Before Village Agencies or Courts.**
- (1) Non-elected Village officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any Village agency, board, commission or the Village Board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
 - (2) Elected Village officials may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (e) **Ad Hoc Committee Exceptions.** No violation of the conflict-of-interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Village Board that such interest exists.
- (f) **Contracts with the Village.** No Village official or employee who, in their capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the Village unless, within the confines of Sec. 946.13, Wis. Stats.:
- (1) The contract is awarded through a process of public notice and competitive bidding or the Village Board waives the requirement of this Section after determining that it is in the best interest of the Village to do so.
 - (2) The provisions of this Subsection shall not apply to the designation of a public depository of public funds.

8. Advisory Opinions.

When an official or employee has doubt as to the applicability of a provision of this Ethics Code to a particular situation or definition of terms used in this Chapter, he should apply to the Village Administrator for an advisory opinion from the Village Attorney and will be guided by that opinion when given. The official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicability provisions of this Chapter before such advisory decision is made. This Chapter shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the Village Attorney to be more

appropriate or desirable. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

9. Hiring Relatives.

- (a) This Section governs the proposed hiring of individuals for full-time or part-time work as Village employees who are members of the immediate family of Village employees or elected officials. "Immediate family" includes those relatives by blood or marriage defined in Section 2(e) as personal interests.
- (b) Hiring an immediate family member of any current Village employee or elected Village official will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. A person cannot be hired for either full-time or part-time employment in a position immediately supervised by a member of that person's immediate family.
- (c) This Section does not apply to non-elected officials who are asked to accept appointment as members of a Village Board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the Village.

10. Employees Covered by Collective Bargaining Agreements.

In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code Chapter.

11. Employee Protection.

No appointing authority, agent of an appointing authority or supervisor may initiate or administer, or threaten to initiate or administer, any retaliatory action against a Village employee following an employee's disclosure of information related to the violation of any federal or state law, rule or regulation, the mismanagement or abuse of authority, a substantial waste of public funds, or a danger to public health and safety. Nothing in this Section restricts the right of the Village as an employer to take appropriate disciplinary action against an employee who knowingly makes an untrue statement or discloses information, the disclosure of which is specifically prohibited by federal or state law, rule or regulation.