



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PUBLIC WORKS COMMITTEE AGENDA

Monday, October 24, 2022 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Agenda Items
 - a. Consider June 27, 2022 minutes
 - b. Consider Driveway Variance for 405 Tvedt Drive
 - c. Discussion on Contractors Using the Compost Site
 - d. Consider Draft Mission Statement
 - e. Discuss Sidewalk / Crosswalk on Academy and South Fifth Streets
 - f. Consider Assessments for Sidewalk Improvements on N. Brookwood Drive
 - g. Consider 2023 Street Projects and Five-Year Street Construction Plan
 - h. Discussion on Crosswalk Removals on Main Street
 - i. Public Services Director's Report
- 3) Future agenda items
- 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.

VILLAGE OF MOUNT HOREB
PUBLIC WORKS COMMITTEE MINUTES
Monday, June 27, 2022

The Public Works Committee was called to order on the above date at 5:00 pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Members present were Tim White, Jason Fendrick, Rob VanDomelen, Ryan Czyzewski, and Chad Casey. Also present were Village Administrator Nic Owen, Public Services Director Jeff Gorman and Office Coordinator Niki Erickson.

Consider April 25, 2022 Minutes: Motion by Fendrick, seconded by White to approve April 25, 2022 minutes. Motion carried.

Discussion with Mount Horeb Veterans group related to renaming Springdale Street between Ridgeview Rd. and Telemark Parkway "MOUNT HOREB VETERANS PARKWAY": Owen explained that we have received a request from the Mount Horeb Veteran's Memorial Association to discuss renaming the section of Springdale Street between Ridgeview Rd and Telemark Parkway. Jeff Anderson and Don Hartman spoke on behalf of the Veteran's Memorial Association, and after discussion they believe that doing a ceremonial sign instead of it being officially changed would be the best way to go. They would like it to be called "Veteran's Memorial Parkway". Motion by White, seconded by VanDomelen to make recommendation to the Village Board to get ceremonial signage for the Veteran's Memorial Parkway. Motion carried.

Discuss sidewalk connection on N. Brookwood Dr: Gorman provided the committee of a handout on this, showing no connection of sidewalk from Springdale St to N. Brookwood Dr. The sidewalk then extends past there. It makes sense to connect the sidewalks, and it would be about 240' of sidewalk to connect them. The cost for this is included in the 2023 Capital Budget. The committee supports doing this.

Consider 2023-2027 Capital Budget requests: Gorman went through the 2023-2027 Capital Budget requests one by one. It included street projects and project plans. Replace a section of storm sewer over by Durtschi Dr. Street maintenance; including crack filling, seal coating, and hot mix. Replacing the floor tiles in the municipal building and the sidewalk extension off of N. Brookwood Dr. Gorman gave the breakdown of costs and discussed selling the line stripper and asphalt roller. VanDomelen made the motion to recommend the 2023-2027 Capital Budget requests to the Finance & Personnel Committee, seconded by Casey. Motion carried.

Public Services Director's Report: Gorman went through his monthly report and answered questions.

Future agenda items: Possibly discuss policies/procedures for no mow May.

Adjourn: Motion by Czyzewski, seconded by White to adjourn the meeting at 5:50 pm. Motion carried.

Minutes by Niki Erickson, Office Coordinator

October 9, 2022

Dear Public Works Committee members Czyzewski, Fendrick, White, Casey and Vandomelen:

Attached is our request to widen our existing driveway beyond the 24- foot width allowable under Mount Horeb's ordinances. Our current driveway is narrower than 24 feet and the uphill access to our 3d (single door) bay would be much easier and safer with more driveway width on the 3d bay side. The additional width requested would still be narrower than the width of our driveway at the house.

Two driveways in our neighborhood, 103 Marshall Court and 304 Tvedt Drive, measure at 26 feet and 32 feet respectively and several other driveways exceed the 24-foot restriction by ½ foot or more, all measured at the very widest tips of the curb cuts.

We are the only driveway on the south side of the 400 block of Tvedt Drive, which should lessen any concerns about excessive areas of impervious surface on the block.

Thank you for your consideration,


Jeremy Kessenich and Karla Ott

Cc: Jeff Gorman, Public Service Director

VILLAGE OF MOUNT HOREB
Public Services Department
301 Blue Mounds Street

Jeff Gorman, Public Services Director
138 E. Main St.
Mount Horeb, WI 53572
Email: jeff.gorman@mounthorebwi.info
Office: (608) 437-3351

DRIVEWAY APPROVAL FORM

\$50.00 Permit Fee

Owner: Karla Ott & Jeremy Phone # 608. 712.6854 K
608-438-6854 J

Address of Driveway: 405 Tredt Kesslich Drive

Subdivision / Lot #: Hickory Hills Lot 5

Comments: Current Driveway is 22'3" wide at street. Request
is to widen to 33'1" as shown on the attached photos/
drawings to better accomodate use of 3rd bay of garage.

Return the following to the Public Services Director

Completed Form with Sketch (per 8.07 of the Village of Mount Horeb Municipal Code)

\$50.00 PERMIT FEE (make checks payable to the Village of Mount Horeb)

PAID w/ CHECK

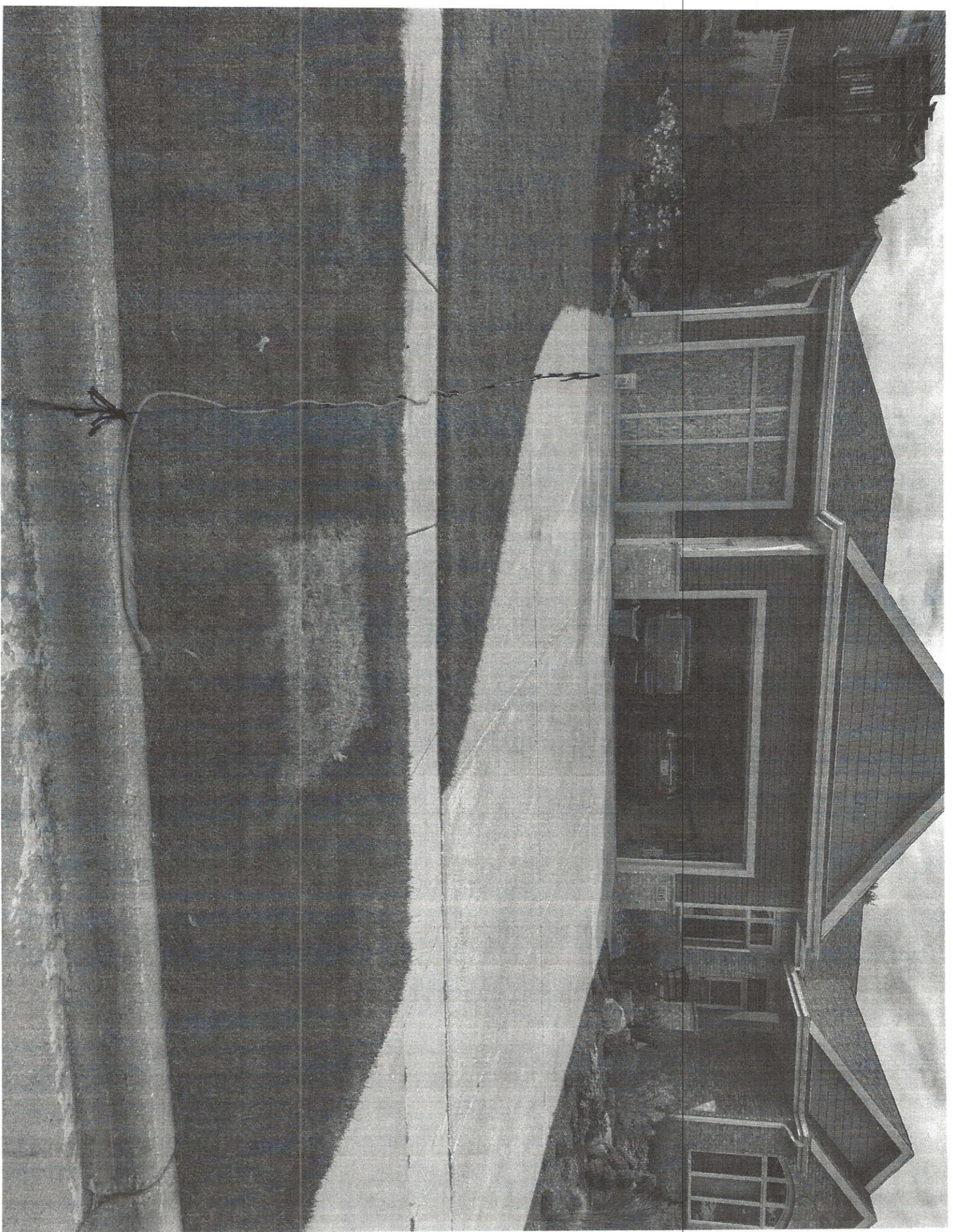
☐ Driveway Approved

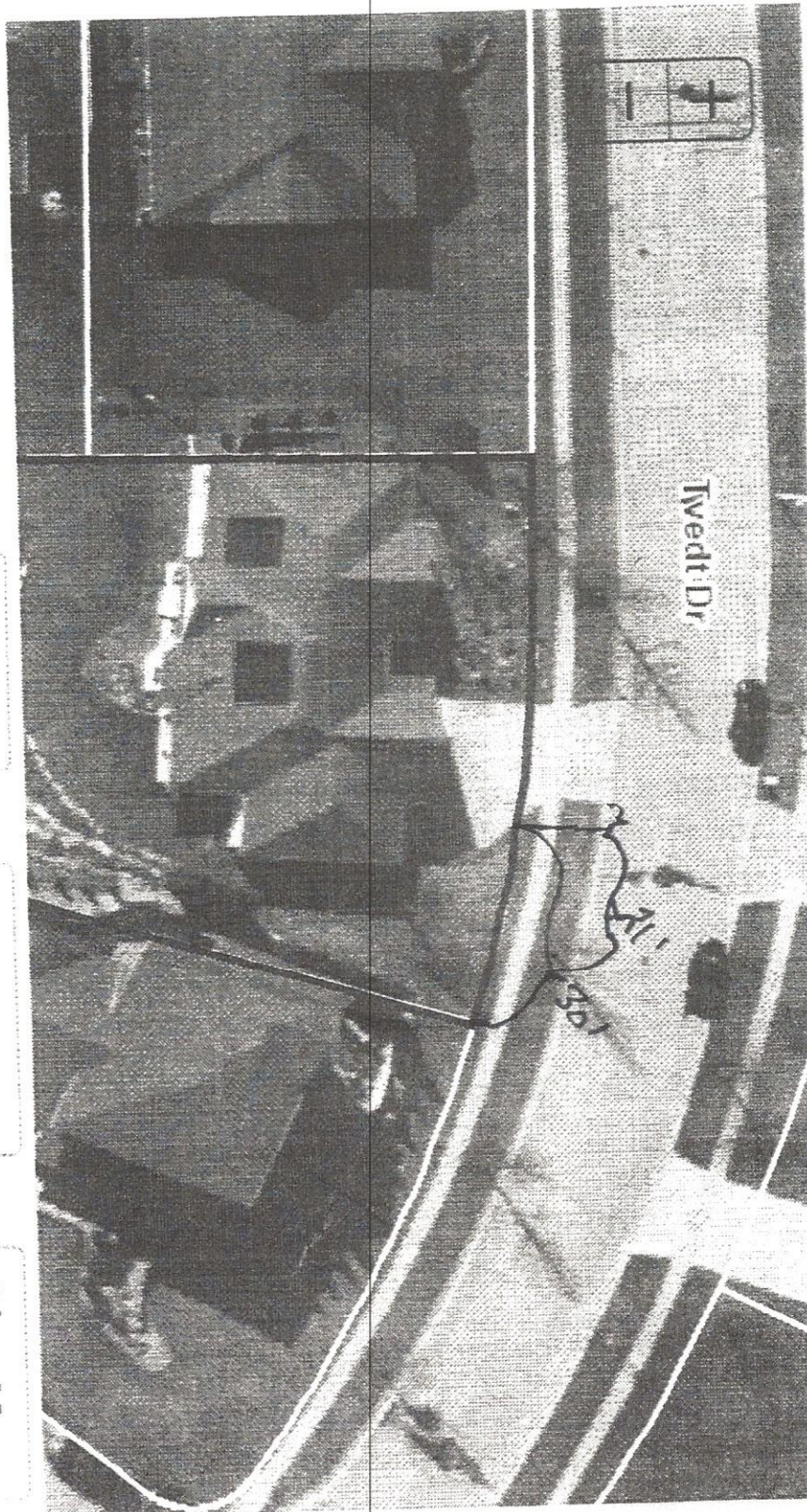
☐ Driveway Not Approved

Comments: ACCORDING TO ORDINANCE, MAX WIDTH FOR R-1
ZONING IS 24'. HAVE ASKED FOR VARIANCE.

Jeff Gorman, Public Services Director

Date





DCiMap

Google Map

Bing Map

• **8.07 - DRIVEWAYS. (Am. #97-2; #97-10)**

(1) APPROVAL REQUIRED. Whenever the owner of any real estate in the Village shall desire to have constructed a driveway from any street or alley to his property, he shall first **submit an exact sketch** thereof to the Director of Public Services for his approval.

(2) NUMBER ALLOWED. Driveways to lots shall be limited in number as follows:

(a) One driveway per dwelling unit shall be permitted in the R-1 and R-2 zoning districts.

(b) In all other zoning districts, the number of driveways shall be determined as part of the design review process under [§17.37](#) of this Municipal Code.

(3) LOCATION.

(a) If applicable, the location of driveways shall be determined as part of the design review process under [§17.37](#) of this Municipal Code.

(b) The following shall apply to the location of driveways in the R-1 and R-2 zoning districts:

1. No driveways shall be closer than 25' to the right-of-way line of intersecting streets, provided that no part of any driveway approach shall encroach upon any intersection turning area (curb radius).
2. No driveway shall be closer than 5' to a property line. No driveway approach shall be so constructed that any part of the same extends in front of a neighbor's property, unless the neighbor has consented thereto in writing.
3. Any two entrances shall be at least 10' apart and in no case less than the sum of the approach radii.
4. All driveways shall be so located as to provide adequate site distance in both directions along the street for safe access to the street without interfering with vehicular or pedestrian traffic on the street.
5. All driveways shall be no closer than 6' from any hydrant, street light pole, or street tree located on the public right-of-way.

(4) WIDTH. The width of driveway openings (measured at the flow line of the curb) for all driveways hereafter constructed within the Village shall comply with the following:

	Minimum Allowable Width	Maximum Allowable Width
R-1 Zoning Districts	14	24
R-2 Zoning Districts for duplexes with garages that are:		
(a) Not adjacent to one another	14	24
(b) Adjacent to one another	14	30
R-3, R-4, R-5 and PD-1 Zoning District for:		
(a) One-way traffic	14	20
(b) Two-way traffic	28	34
All Commercial and Industrial Zoning Districts for:		
(a) One-way traffic	16	20
(b) Two-way traffic	28	40

(5) SPECIFICATIONS. All driveways hereafter constructed within the Village shall be one course construction, 6" thick with the same foundation, materials and workmanship as specified for sidewalks in [§8.06\(5\)](#) of this chapter. Where driveways are constructed across a sidewalk, the concrete shall be 6" thick with the same foundation and materials as specified for sidewalks in [§8.06\(5\)](#).

(6) CONSTRUCTION.

(a) The driveway approach (the area between the property line and the road pavement or street curb line) shall be paved as required in Subsection (5) above within one year after obtaining the driveway approval required in Subsection (1) above.

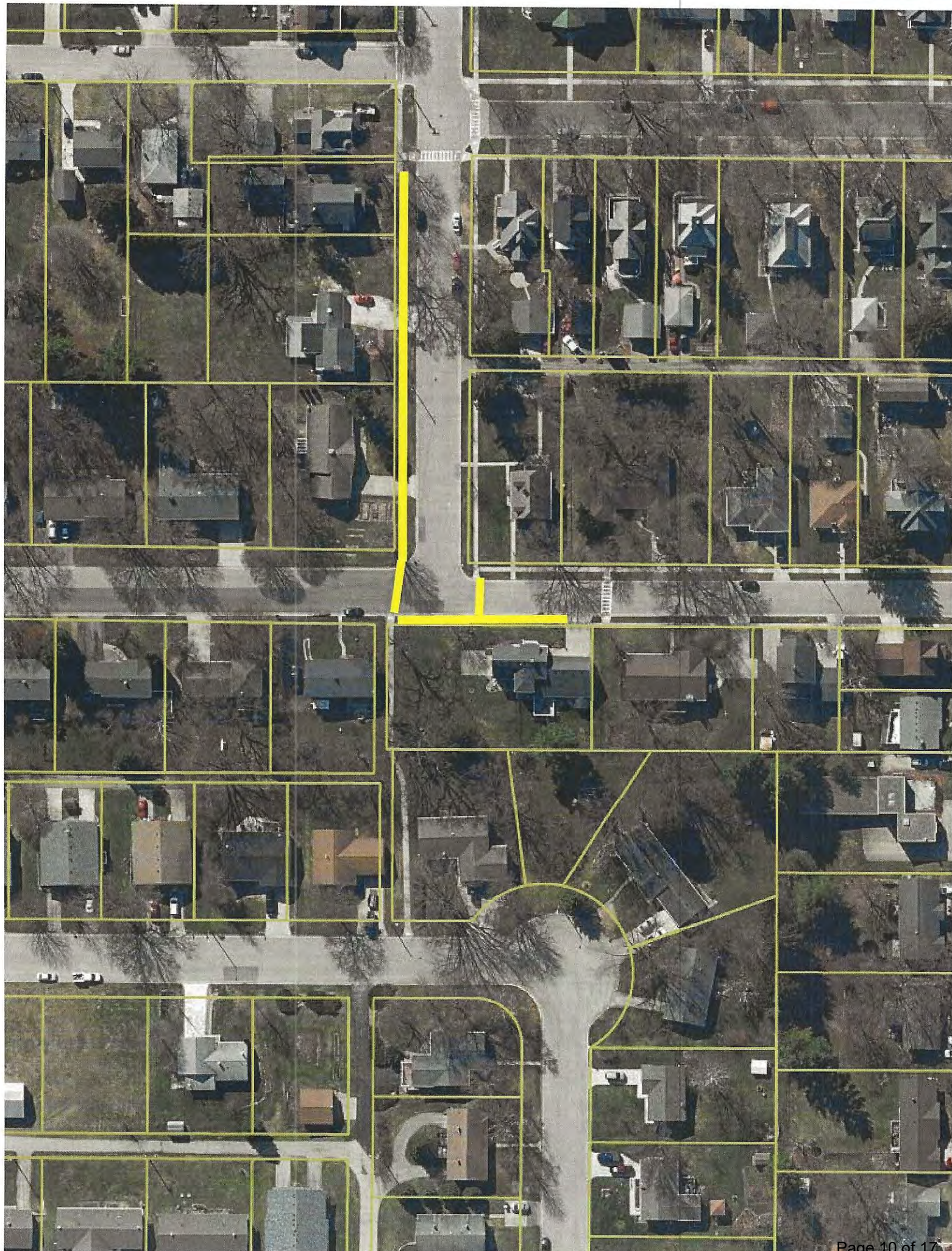
(b) In areas where sidewalks are not installed, the driveway approach shall be graded and paved so as to establish the required grade, in accordance with the specifications of Subsection (5), at the property line.

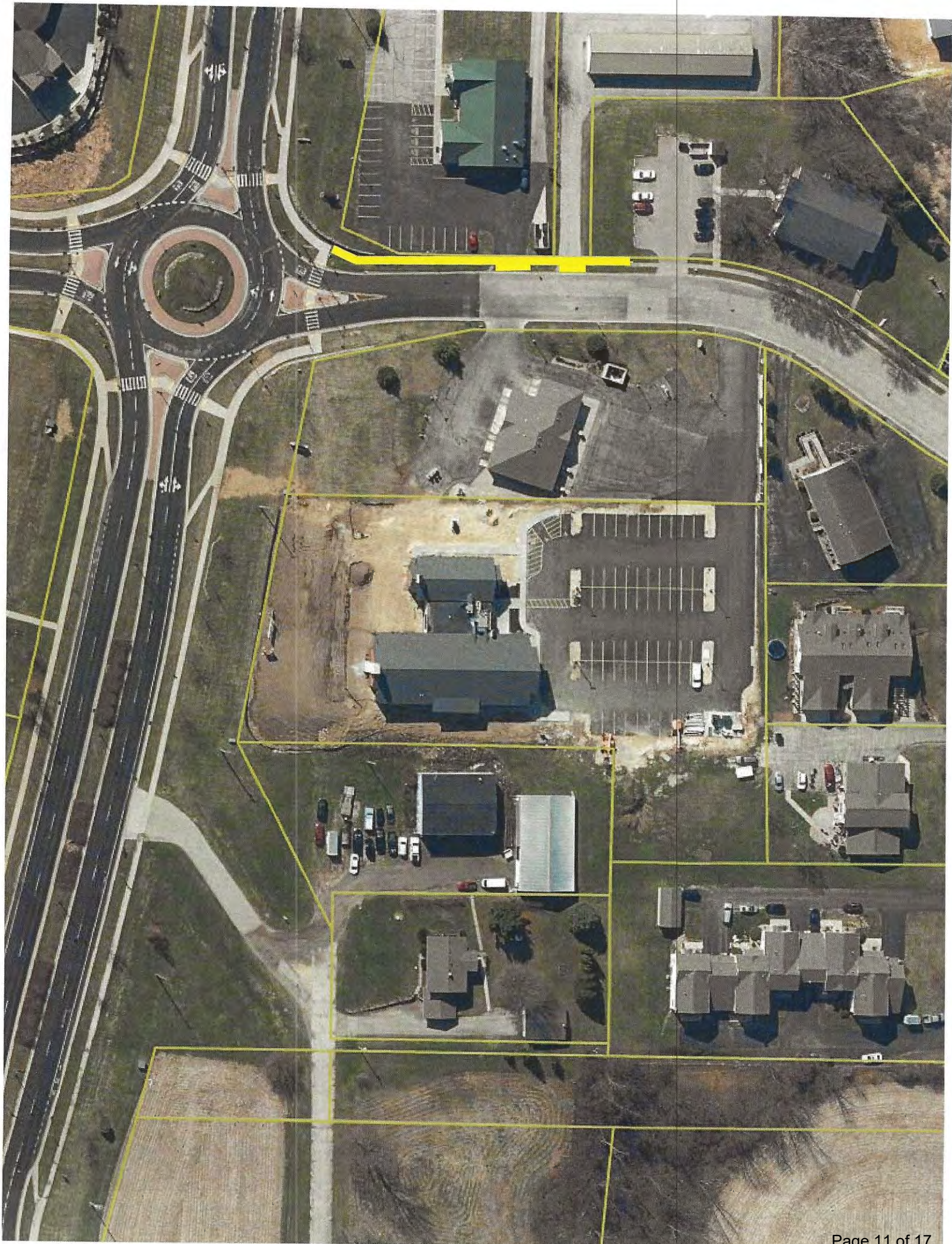
(7) VARIANCE. In cases of practical difficulty or unnecessary hardship, the property owner may appeal to the Public Works Committee for a variance from the above requirements.

Community	Compost Site Info			Pick up Info - brush and/or yard waste		
	Brush\Yard Waste Collection Site	Residential Dropoff Allowed	Commercial Dropoff Allowed	Brush Pickup - residential	Brush Pickup - commercial	Leaf Pickup
Cottage Grove	YES	Yardwaste only	No	1x per month	No	no
Cross Plains	Yard waste only	Yes	No	2x per month	No	
Deforest	YES	Yes - permit required - \$?	No	once a month (1/2 Village bi-monthly)	No	seasonally-weekly
Edgerton	Yes	Yes	No	1x per month, brush only	No	seasonally
Monona	No	n/a	n/a	4x per year, by Barnes	No	seasonally
Mount Horeb	YES	Yes	No	2x per month	No	seasonally-weekly
Oregon	YES	Yes	No	1x per month	No	seasonally
Stoughton	Yes	Yes-\$20/year	No	4x per year, by Barnes	No	seasonally
Sun Prairie	YES	Yes - free permit required	No	1x per month	No	seasonally 2x, Pellitteri
Verona	YES	YES	No	2x per month	No	seasonally
Waunakee	YES-MRD -Purple Cow	Yes	not anymore	?	?	
Middleton	YES-MRD -Purple Cow	Yes	not anymore	1x per month	No	seasonally
Shorewood Hills	YES-MRD -Purple Cow	Yes	not anymore	Yes	No	seasonally-weekly
Dodgeville	Yes	Yes	?	5x per year	?	
Barneveld						
Brush - woody materials, branches						
Yard waste - leaves, grass clippings, pine needles, garden & flower bed & plants						

1. Do you have a facility where residents can take brush and yard waste?
2. What are your hours and months of operation?
3. Do you allow contractors to use the site?
4. Do you have a permit process in place?
5. Do you monitor the site in any way?
6. Comments?

MUNICIPALITY	1	2	3	4	5	6
Janesville	Yes	M-Sa, Apr-Nov	No	No	Attendant	
Baraboo	Yes	M-F, Apr-Oct	Y-yard waste, N-brush	No	Attendant Sat	
Fitchburg	Yes	All year	No	No	cameras	No brush larger than thumb size
Sun Prairie	Yes	M,W,F,Sa	No	Yes	attendant	
Stoughton	Yes	T,Th,Sa, Apr-Nov	No	Yes	attendant	
Delavan	Yes	M-Sa, Mar-Nov	No	No	Sat attendant	Use 3 roll-off dumpsters
DeForest	Yes	M-Sa limited hrs	No	Yes	attendant	
Marshall	no brush	All year	No	No	cameras	
Columbus	Yes	M,W,Sa, Apr-Nov	Yes-permit	Yes	attendant	
McFarland	Yes	April-snow	No	No	cameras, staff	
Middleton	Yes	Daily, Apr-Nov	No	No	Not really	contracts with Purple Cow Organics
Verona	Yes	M-Sa, Apr-Nov	No	No	staff	
Oregon	Yes	All year	No	No	cameras	
Shorewood Hills	Yes	Apr-Nov	No	No	No	





Chapter 8. Public Works

8.06. Sidewalk construction and repair.

- (1) Responsibility. It shall be the responsibility of the abutting property owner to construct, install, repair and perpetually maintain sidewalks along or upon any street designated by the Village Board to have sidewalks.
- (2) Cost.
 - (a) Initial installation. The abutting property owner shall bear the entire cost to initially construct and install a sidewalk.
 - (b) Repair and maintenance.
 1. The cost of sidewalk repairs shall be shared equally by the abutting property owner and the Village, if repairs are made as part of a Village project within a sidewalk repair assessment district, under Subsection (3) of this section.
 2. The entire cost of sidewalk repairs made other than as part of a Village project, under Subsection (4) of this section, shall be the abutting property owner's responsibility unless other arrangements are made and approved by the Village.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
- (3) Village projects. The Village Board may create a Sidewalk Repair Assessment District for the purpose of repairing existing sidewalks within the Village. Contracting and special assessment procedures set forth in § 8.03 of this Code will apply.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
- (4) Private projects.
 - (a) Permit and fee. Except pursuant to and as part of a Village project, no property owner shall construct, install, remove, replace, or repair any sidewalk within the Village without first obtaining a permit therefor from the Village Public Services Director.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
 - (b) Approved contractors. Sidewalk repairs may be made only by contractors approved prior to the start of construction by the Public Services Director.
- (5) Specifications. All sidewalks within the Village shall be constructed, repaired and rebuilt in accordance with the most current Standard Specifications for Public Works Construction.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
- (6) Penalty. The penalty for violation of any provision of this section is provided in § 25.04 of this Code.

PASER	STREET	SEGMENT	OVERLAY	RECONSTRUCT	COMMENTS	YEAR
4	Bergum Rd.	1600'		494,743	standard st. east side	
5	Oak Valley	780'	173,992	279,747		23
5	Beth Circle	335'	86,877	139,167		23
5	Blue Mounds St.	Main to Parkway, 1265'		536,613	spot curb, no sidewalk	
5	W. Garfield St.	Blue Mounds St. - west, 1270'	321,469			
5	Sand Rock Rd.	Hwy 151 to old plant	328,704			
6	Henry St.	1015'	219,536			23
5/6	S. First St.	Lincoln to Carver, 2060'	422,654	726,381		
5/6	S. Second St.	Lincoln to Carver, 1720'	352,294	595,728		
5	South Rd.	Valley to View Ct., 900'	194,618			23
5	Sunset St.	250'	57,626			
4	Francis Circle	250'		107,074		
4	Ida Circle	215'		89,727		
5	Linda Rd.	Durtschi to Michelle, 675'		276,602		
4	Heather Ct.	215'		103,123		
5	N. Brookwood	Fox Run to Perimeter, 1005'		392,188		
	Alley	between Grove and Second		157,126		
	Alley	betwn. Center and 4th		198,191		
	Alley	east of 4th		65,165		

Jeff Gorman

From: Doug Vierck <dvierck@mhpd.org>
Sent: Tuesday, October 18, 2022 12:20 PM
To: Jeff Gorman
Subject: Re: Stop Signs on Lilihammer

Hi Jeff,

I don't have a lot of specifics. Just general complaints about not stopping for people in the crosswalk. I think there was one email last year and a few facebook comments. There was also word of mouth when we were on foot downtown or at festivals. We did special enforcement last year to kind of get people back in line. We were short staffed this year so we did not get an enforcement period in this year.

My main point for recommending reducing the crosswalks is that is there are less places to cross, it is easier for cars to see pedestrians and safer for pedestrians due to less to pay attention to in the busy downtown areas.

I am out of the office today but if you want specifics, I can dig up the email and see if I can find more. But I think most of it was word of mouth while we were out and about.

Thanks,

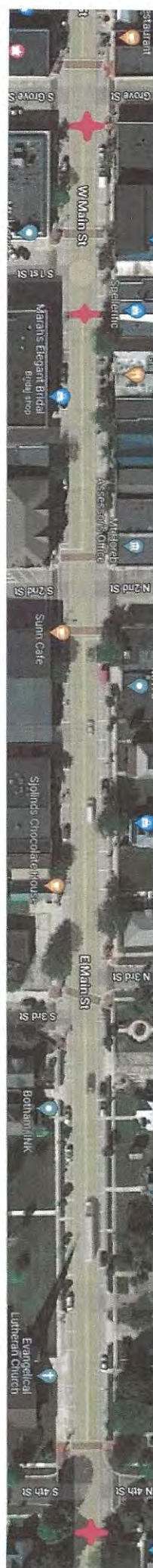
Doug

From: Jeff Gorman <Jeff.Gorman@mounthorebwi.info>
Sent: Tuesday, October 18, 2022 11:48 AM
To: Doug Vierck <dvierck@mhpd.org>
Subject: RE: Stop Signs on Lilihammer

Hi Doug,
Could you tell me some of the concerns/complaints regarding the crosswalks on Main Street so I can let the PW Committee know on Monday?
Thanks,

Jeff Gorman
Public Services Director
Village of Mount Horeb
Office: (608) 437-3351







Village of Mount Horeb

Public Services Department

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-3351/Fax (608) 437-3190
www.mounthorebwi.info

Public Works Committee
October 24, 2022
Public Services Director's Report

1. Street construction update:
 - a. Johns St./Alan Dr.: Completed
 - b. Golf View/E. Lincoln/E. Garfield: All landscaping behind the new curb and gutter has been completed and all grading has been completed. They are just waiting for the paving work to be done, followed by pavement marking.
2. The fall bulk trash event and the electronics recycling event went well on September 17. The trash event had 92 vehicles/trailers take part and brought in \$1520, compared to 100 vehicles and \$1720 in the spring. The electronics recycling event collected 8,930 lbs., compared to the spring event that collected 14,674 lbs.
3. Kountry Kutter finished mowing all of our stormwater detention basins on October 4.
4. Dubuque Hardwoods will be grinding our brush pile at the compost site sometime this fall. This will be the second time they have ground our brush this year. The cost will be \$7500.
5. Our crew was busy this fall providing support for several events including Ironman, Oktoberfest, the homecoming parade and the fall market.
6. We purchased and installed the two signs for the Veterans Memorial Parkway on Springdale Street. The cost of the signs was \$216.80.
7. Our new Western Star patrol truck was delivered on October 14. We are very happy to have that new truck in our fleet and fortunate we ordered it when we did. We sold the 2006 Sterling patrol truck at Wisconsin Surplus for \$27,500.
8. We started vacuuming leaves the week of October 10. We converted our 2015 tandem axle truck with a leaf box, so we have more capacity now than we did with our single axle truck.
9. Our department will be participating in the Police Department's Trunk or Treat on October 27. Royce Nelson volunteered to do it and will probably use our new patrol truck.
10. I will be attending a SWAPS (South West Area Public works Supervisors) meeting October 27 in Stoughton.

11. We lost our main snow dumping site at Life Church on the west side of town. We are going to try utilizing part of our compost site for dumping and I am trying to talk to Steve Grundahl about possibly using the northeast corner of his lot on Blue Mounds Street if he is willing. We have some smaller sites around the Village where we have some capacity to dump snow as well.
12. Our salt shed has been flagged by WISDOT inspectors because it leans slightly to the south and there are a couple of vertical posts that have cracks. I will be working with a DOT engineer to see what steps can be taken to remedy the situation.