



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

PUBLIC WORKS COMMITTEE AGENDA

Monday, January 23, 2023 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Agenda Items
 - a. Consider October 24, 2022 minutes
 - b. Discussion on Village Ethics Policy
 - c. Public information meeting for the 2023 street construction projects
 - d. Consider driveway variance for 410 Park View Dr.
 - e. Consider five-year road improvement plan
 - f. Discuss sidewalk circulation plan
 - g. Consider Mission statement
 - h. 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.



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PUBLIC WORKS COMMITTEE AGENDA

Monday, October 24, 2022 at 6:00 PM

MEETING MINUTES

1) Call to order

The Public Works Committee was called to order on the above date at 6:00 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.

2) Agenda Items

a. Consider June 27, 2022 minutes

Motion by Fendrick, seconded by White to approve June 27, 2022 minutes. Motion carried.

b. Consider Driveway Variance for 405 Tvedt Drive

Gorman provided the committee with a request from the homeowners at 405 Tvedt Drive to widen their existing driveway. Jeremy Kessenich, the homeowner, was present in the audience to answer any questions that the committee had for him. The current driveway is 24 feet, and they are asking to make it 33 feet and 1 inch. There would be no cost for the Village, it would be the homeowner's responsibility. VanDomelen made the motion to approve the driveway variance, seconded by White. Motion carried.

c. Discussion on Contractors Using the Compost Site

Gorman gathered information from different communities in the area to see if they allowed contractors to use their compost site, and he presented the committee with the results. Most communities do not allow it. It would be difficult to enforce the rules and if you allowed some contractors, you'd have to allow them all. The Village does receive a recycling grant for residential yard waste only. In the past there have been issues with contractors using the composite site, but since new signs and cameras have been installed, it has been better. The compost site is going to keep its current guidelines as it is for now.

d. Consider Draft Mission Statement

Czyzewski reviewed two possible mission statements. The purpose is to provide some guidance to the group. The committee clearly liked both the

details and simplicity of each mission statement, so they will look over the mission statement and maybe merge the two provided and will discuss it at a future meeting.

- e. Discuss Sidewalk / Crosswalk on Academy and South Fifth Streets
Gorman provided a picture of the area on Academy and S Fifth Street where there is currently not a sidewalk or crosswalk. This is a highly used area for kids on the east side going to and from school. This area is not in the sidewalk circulation plan. There is a big oak tree and some maple trees there that would be in the way of a sidewalk. Adding stop signs might be a possibility. Next steps would be to ask public safety to look at the area, get some estimates and re-visit the sidewalk circulation policy.
- f. Consider Assessments for Sidewalk Improvements on N. Brookwood Drive
Gorman explained that there is \$20,000 in the 2023 budget for this. The committee isn't sure why this sidewalk wasn't added before now. But adding a sidewalk in that spot does fit in perfectly with the development in the area. The ordinance states that any street designed by the Village for a sidewalk is the landowner's responsibility to pay. A nice compromise between the Village and the landowners could be that the Village pays the cost of the apron. That cost is included in the 2023 budget amount for this project and a public hearing would have to be held. White made a motion to make the sidewalks be assessed to the property owner, with the aprons picked up by the Village, seconded by VanDomelen. Motion carried.
- g. Consider 2023 Street Projects and Five-Year Street Construction Plan
Gorman reviewed a spreadsheet that was included in the packet. It was a list of streets and the cost of whether it was an overlay or a total reconstruct. Three main streets to be worked on right away is Oak Valley, Beth Cir and Blue Mounds St. The water utility department is interested in doing water main projects on some of the streets. The cost of the street projects with no utility work being done would be \$675,000. The cost of the street projects with the water main projects would be \$1.1 million. Motion by Fendrick to approve the 2023 streets projects and five-year street plan, seconded by VanDomelen. Motion carried.
- h. Discussion on Crosswalk Removals on Main Street
Chief Vierck is recommending reducing the crosswalks on Main St due to safety concerns. There would have to be construction work done to remove the crosswalks. There are ramps, bump outs, and concrete would need to be removed. Fendrick explained the public safety side of it. This would have to be a project for the future. No action done at this meeting, but the committee is not opposed to it and they will re-visit it in the future.
- i. Public Services Director's Report
Gorman went through his monthly report and answered questions.

3) Future agenda items

- Sidewalk Circulation Plan
- 2023 Road Work
- Public comments

- 4) Meeting adjournment.
Motion by Fendrick, seconded by White to adjourn the meeting at 8:04 pm.
Motion carried.

Minutes by Niki Erickson, Office Coordinator



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY**AGENDA ITEM # 2.b**

Discussion on Village Ethics Policy

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

1. Code of Ethics For Approval 8.9.22

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 (½) support from such person or from whom such person receives, directly or indirectly, more than one-half (½) 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.

13. 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.



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # 2.c

Public information meeting for the 2023 street construction projects

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. 2023 street project cost estimates
2. LETTER 2023 ST PROJECTS INFO MTG

SMITHGROUPJJR

www.smithgroupjjr.com

Date 9/22/2022
Project Mount Horeb 2023 Streets
Client Village of Mount Horeb
Project # 50581.000
Opinion of Probable Construction Cost

Oak Valley

Full reconstruct - watermain to be replaced

36 FT ep to ep
780 LF Long

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal	Notes
A Construction Items						
1. Excavation - 16" - 2-ft back of curb	1700	CY	\$ 27.00	\$ 45,900		
2. Curb & Gutter - full replacement	1,560	LF	\$ 23.00	\$ 35,880		
3. Manhole castings - Replace	2	EA	\$ 1,200.00	\$ 2,400		
4. Excavate Below Subgrade (Undercut) & Place Stone Fill	310	CY	\$ 40.00	\$ 12,400		Assumes 10% of roadway area
5. Fine Grade Roadway	7.8	STA	\$ 800.00	\$ 6,240		
6. Asphalt 4-inch overlay	749	Ton	\$ 86.00	\$ 64,414		tonnage costs on 2022 bids
7. Base Course - 12-inches	500	Ton	\$ 20.00	\$ 10,000		
8. Erosion and Traffic Control	1	LS	\$ 10,000.00	\$ 10,000		
9. Pavement Striping	1	LS	\$ 500.00	\$ 500		
10. Driveways	4	EA	\$ 1,100.00	\$ 4,400.00		
Project Subtotal in 2022 dollars				\$ 192,134		
2022 Streets Total (including contingency, design, engineering, and permitting)				\$ 7,685		
Project Subtotal in 2023 dollars (4% increment)					\$ 199,819	
B Design and Contingency						
Design / Engineering / Permits (15%)				\$ 29,973		
Construction Contingency - Remaining Elements (25%)				\$ 49,955		
Subtotal				\$ 79,928		
Project Total (including design, engineering, and permitting)					\$ 279,747	

Notes

1. Curb on east side of roadway
2. 4" Asphalt Pavement
3. Full depth excavation
4. Does not include sidewalk at this time
5. Does not include sanitary sewer, storm sewer, or water main improvements.

SMITHGROUP JJR

www.smithgroupjjr.com

Date 9/22/2022
Project Mount Horeb 2023 Streets
Client Village of Mount Horeb
Project # 50581.000
Opinion of Probable Construction Cost

36 FT ep to ep
335 LF Long

Beth Circle

Full reconstruct - watermain to be replaced

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal	Notes
A Construction Items						
1. Excavation - 16" - 2-ft back of curb	700	CY	\$ 27.00	\$ 18,900		Assumes 10% of roadway area tonnage costs on 2022 bids
2. Curb & Gutter - full replacement	770	LF	\$ 23.00	\$ 17,710		
3. Manhole castings - Replace	1	EA	\$ 1,200.00	\$ 1,200		
4. Excavate Below Subgrade (Undercut) & Place Stone Fill	130	CY	\$ 40.00	\$ 5,200		
5. Fine Grade Roadway	3.35	STA	\$ 800.00	\$ 2,680		
6. Asphalt 4-inch overlay	322	Ton	\$ 86.00	\$ 27,692		
7. Base Course - 12-inches	200	Ton	\$ 20.00	\$ 4,000		
8. Erosion and Traffic Control	1	LS	\$ 10,000.00	\$ 10,000		
9. Pavement Striping	1	LS	\$ 500.00	\$ 500		
10. Driveways	7	EA	\$ 1,100.00	\$ 7,700.00		
Project Subtotal in 2022 dollars				\$ 95,582		
2022 Streets Total (including contingency, design, engineering, and permitting)				\$ 3,823		
Project Subtotal in 2023 dollars (4% increment)					\$ 99,405	
B Design and Contingency						
Design / Engineering / Permits (15%)				\$ 14,911		
Construction Contingency - Remaining Elements (25%)				\$ 24,851		
Subtotal				\$ 39,762		
Project Total (including design, engineering, and permitting)					\$ 139,167	

Notes

1. Curb replaced
2. 4" Asphalt Pavement
3. Full depth excavation
4. Does not include sidewalk at this time
5. Does not include sanitary sewer, storm sewer, or water main improvements.

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www.smithgroupjjr.com

Date 10/20/2022
Project Mount Horeb 2023 Streets
Client Village of Mount Horeb
Project # 50581.000
Opinion of Probable Construction Cost

36 FT ep to ep
900 LF Long

South Road Valley to View Ct

Full reconstruct - watermain to be replaced

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal	Notes
A Construction Items						
1. Excavation - 16" - 2-ft back of curb	2000	CY	\$ 27.00	\$ 54,000		
2. Curb & Gutter - full replacement	1,900	LF	\$ 23.00	\$ 43,700		
3. Manhole castings - Replace	4	EA	\$ 1,200.00	\$ 4,800		
4. Excavate Below Subgrade (Undercut) & Place Stone Fill	360	CY	\$ 40.00	\$ 14,400		
5. Fine Grade Roadway	9	STA	\$ 800.00	\$ 7,200		
6. Asphalt 4-inch overlay	864	Ton	\$ 86.00	\$ 74,304		
7. Base Course - 12-inches	600	Ton	\$ 20.00	\$ 12,000		
8. Erosion and Traffic Control	1	LS	\$ 10,000.00	\$ 10,000		
9. Pavement Striping	1	LS	\$ 500.00	\$ 500		
10. Driveways	8	EA	\$ 1,100.00	\$ 8,800		
Project Subtotal in 2022 dollars				\$ 229,704		
2022 Streets Total (including contingency, design, engineering, and permitting)				\$ 9,188		
Project Subtotal in 2023 dollars (4% increment)					\$ 238,892	
B Design and Contingency						
Design / Engineering / Permits (15%)				\$ 35,834		
Construction Contingency - Remaining Elements (25%)				\$ 59,723		
Subtotal				\$ 95,557		
Project Total (including design, engineering, and permitting)					\$ 334,449	

Notes

1. Curb replaced
2. 4" Asphalt Pavement
3. Full depth excavation
4. Does not include sidewalk at this time
5. Does not include sanitary sewer, storm sewer, or water main improvements.

SMITHGROUP JJR

www.smithgroupjjr.com

Date 9/22/2022
 Project Mount Horeb 2023 Streets
 Client Village of Mount Horeb
 Project # 50581.000
 Opinion of Probable Construction Cost

Alley - behind comm center (between Grove and 2nd)

Full Reconstruct

12 FT ep to ep
 800 LF Long

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal	Notes
A Construction Items						
1. Excavation - 16" - 2-ft back of curb	800	CY	\$ 27.00	\$ 21,600		Assumes 10% of roadway area tonnage costs on 2022 bids
2. Curb & Gutter - full replacement	0	LF	\$ 23.00	\$ -		
3. Manhole castings - Replace	0	EA	\$ 1,200.00	\$ -		
4. Excavate Below Subgrade (Undercut) & Place Stone Fill	110	CY	\$ 40.00	\$ 4,400		
5. Fine Grade Roadway	8	STA	\$ 800.00	\$ 6,400		
6. Asphalt 4-inch overlay	256	Ton	\$ 86.00	\$ 22,016		
7. Base Course - 12-inches	500	Ton	\$ 20.00	\$ 10,000		
8. Erosion and Traffic Control	1	LS	\$ 5,000.00	\$ 5,000		
9. Pavement Striping	1	LS	\$ 500.00	\$ 500		
10. Driveways	19	EA	\$ 2,000.00	\$ 38,000.00		
Project Subtotal in 2022 dollars				\$ 107,916		
2022 Streets Total (including contingency, design, engineering, and permitting)				\$ 4,317		
Project Subtotal in 2023 dollars (4% increment)					\$ 112,233	
B Design and Contingency						
Design / Engineering / Permits (15%)				\$ 16,835		
Construction Contingency - Remaining Elements (25%)				\$ 28,058		
Subtotal				\$ 44,893		
Project Total (including design, engineering, and permitting)					\$ 157,126	

Notes

1. Assume spot repair of curb and gutter at 50% replacement.
2. Assume 4 inches of asphalt over entire roadway.
3. Assume no excavation through intersections
4. Does not include sanitary sewer, storm sewer, or water main improvements.

SMITHGROUPJJR

www.smithgroupjjr.com

Date 9/22/2022
Project Mount Horeb 2023 Streets
Client Village of Mount Horeb
Project # 50581.000
Opinion of Probable Construction Cost

Alley - Lincoln to Academy (between Center and 4th)

Full Reconstruct

12 FT ep to ep
970 LF Long

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal	Notes
A Construction Items						
1. Excavation - 16" - 2-ft back of curb	1000	CY	\$ 27.00	\$ 27,000		Assumes 10% of roadway area tonnage costs on 2022 bids
2. Curb & Gutter - full replacement	0	LF	\$ 23.00	\$ -		
3. Manhole castings - Replace	0	EA	\$ 1,200.00	\$ -		
4. Excavate Below Subgrade (Undercut) & Place Stone Fill	130	CY	\$ 40.00	\$ 5,200		
5. Fine Grade Roadway	9.7	STA	\$ 800.00	\$ 7,760		
6. Asphalt 4-inch overlay	310	Ton	\$ 86.00	\$ 26,660		
7. Base Course - 12-inches	600	Ton	\$ 20.00	\$ 12,000		
8. Erosion and Traffic Control	1	LS	\$ 5,000.00	\$ 5,000		
9. Pavement Striping	1	LS	\$ 500.00	\$ 500		
10. Driveways	26	EA	\$ 2,000.00	\$ 52,000.00		
Project Subtotal in 2022 dollars				\$ 136,120		
2022 Streets Total (including contingency, design, engineering, and permitting)				\$ 5,445		
Project Subtotal in 2023 dollars (4% increment)					\$ 141,565	
B Design and Contingency						
Design / Engineering / Permits (15%)				\$ 21,235		
Construction Contingency - Remaining Elements (25%)				\$ 35,391		
Subtotal				\$ 56,626		
Project Total (including design, engineering, and permitting)					\$ 198,191	

Notes

1. Assume spot repair of curb and gutter at 50% replacement.
2. Assume 4 inches of asphalt over entire roadway.
3. Assume no excavation through intersections
4. Does not include sanitary sewer, storm sewer, or water main improvements.

SMITHGROUP JJR

www.smithgroupjjr.com

Date 9/22/2022
 Project Mount Horeb 2023 Streets
 Client Village of Mount Horeb
 Project # 50581.000
 Opinion of Probable Construction Cost

Alley East of 4th Street - dead end off of Main St

Full Reconstruct

12 FT ep to ep
 300 LF Long

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal	Notes
A Construction Items						
1. Excavation - 16" - 2-ft back of curb	300	CY	\$ 27.00	\$ 8,100		
2. Curb & Gutter - full replacement	0	LF	\$ 23.00	\$ -		
3. Manhole castings - Replace	2	EA	\$ 1,200.00	\$ 2,400		
4. Excavate Below Subgrade (Undercut) & Place Stone Fill	40	CY	\$ 40.00	\$ 1,600		Assumes 10% of roadway area
5. Fine Grade Roadway	3	STA	\$ 800.00	\$ 2,400		tonnage costs on 2022 bids
6. Asphalt 4-inch overlay	96	Ton	\$ 86.00	\$ 8,256		
7. Base Course - 12-inches	200	Ton	\$ 20.00	\$ 4,000		
8. Erosion and Traffic Control	1	LS	\$ 5,000.00	\$ 1,500		
9. Pavement Striping	1	LS	\$ 500.00	\$ 500		
10. Driveways	8	EA	\$ 2,000.00	\$ 16,000.00		
Project Subtotal in 2022 dollars				\$ 44,756		
2022 Streets Total (including contingency, design, engineering, and permitting)				\$ 1,790		
Project Subtotal in 2023 dollars (4% increment)					\$ 46,546	
B Design and Contingency						
Design / Engineering / Permits (15%)				\$ 6,982		
Construction Contingency - Remaining Elements (25%)				\$ 11,637		
Subtotal				\$ 18,618		
Project Total (including design, engineering, and permitting)					\$ 65,165	

Notes

1. Assume spot repair of curb and gutter at 50% replacement.
2. Assume 4 inches of asphalt over entire roadway.
3. Assume no excavation through intersections
4. Does not include sanitary sewer, storm sewer, or water main improvements.



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

January 3, 2023

Dear Resident/Property Owner:

The Village of Mount Horeb Public Works Committee will be holding a public informational meeting for the 2023 street reconstruction projects. The meeting will be held on January 23, 2023 at 6:00 pm in the second floor Board Room of the Municipal Building, 138 E. Main Street.

The Village's engineers will be present to review the projects and answer any questions. The 2023 project includes the following streets and alleys:

- Oak Valley Rd.
- Beth Circle
- South Rd. between View Ct. and Valley St.

Please feel free to reach out to me with any questions prior to the meeting.

Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb
(608) 437-3351
Jeff.gorman@mounthorebwi.info



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # 2.d

Consider driveway variance for 410 Park View Dr.

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Driveway variance request 410 Park View Dr

January 15, 2023

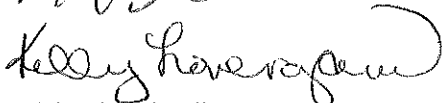
Dear Public Works Committee members Czyzewski, Fendrick, White, Casey, and Vandomelen,

Attached is our request to widen our driveway from the 24' allowed to up to 36' wide. We are in the process of adding onto our home at 410 Park View Dr. which includes the addition of a third garage stall which will be difficult to access if the driveway cannot be made wider on the south side.

The width of the requested variance is similar to other nearby variances in the neighborhood such as 504, 502 and 301 Lake Street (~35', 30' and 36' respectively - garage for 301 is on Tvedt Drive) and 304 Tvedt Drive (~33') as estimated using the measuring tool on Google maps from curb cut to curb cut for those addresses. There are also other houses on our street that go beyond the allowed 24' but no other examples of houses with 3 car garages that face the street on Park View Dr.

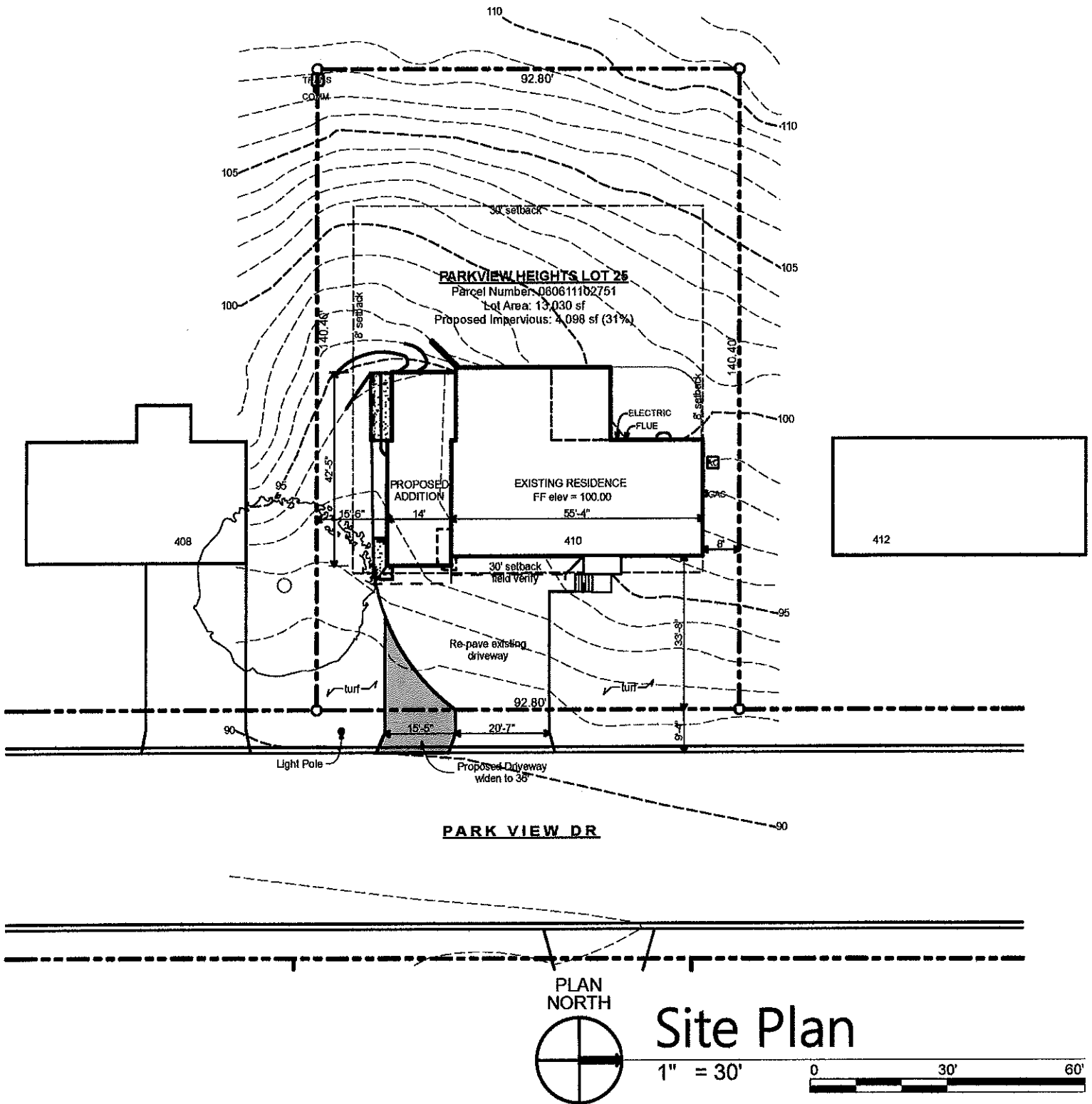
There is a streetlight in our yard to the south of the existing driveway which is located approximately 46' south of the existing north curb cut. The requested 36' width allows for ~10' between the proposed new south curb cut and the light pole which is in excess of the 6' required. There are no utilities located in the proposed new driveway area to our knowledge.

Thank you for your consideration,



Michael and Kelly Lonergan

Cc: Public Services Director Jeff Gorman



LONERGAN

ADDITION

Michael & Kelly Lonergan

410 Park View Drive Mount Horeb WI 53572

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: MICHAEL LONERGAN Phone # 608-692-1083
Address of Driveway: 410 PARK VIEW DR. MOUNT HOREB, WI 53572
Subdivision / Lot #: FIRST ADDN TO PARK VIEW HEIGHTS LOT 25
Comments: REQUEST FOR VARIANCE TO EXPAND
DRIVEWAY WIDTH up to 30'.

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)

_____ Driveway Approved _____ Driveway Not Approved

Comments: _____

Jeff Gorman, Public Services Director

Date



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # 2.e

Consider five-year road improvement plan

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Street projects 2023-2027

Five Year Road Construction Plan-Draft 11/2022

2023 Dollars
Includes design and engineering
Includes 25% contingency

2023	\$ OVERLAY	\$ FULL RECON.	\$ TOT. VILLAGE	REMARKS
Oak Valley Rd.	173,992	279,747	173,992	Water main upgrades
Beth Circle	86,877	139,167	86,877	Water main upgrades
South Rd. -View Ct. to Valley	194,618	334,449	194,618	Water main upgrades
Alley - Between Grove and Second		157,126	157,126	
Alley - Between Center and Fourth		198,191	198,191	
Alley - South of Main, East of Fourth		65,165	65,165	
	455,487	1,173,845	875,969	
			897,000	Budget
2024	\$ OVERLAY	\$ FULL RECON.	\$ TOT. VILLAGE	REMARKS
Sunset St.	57,626	93,994	57,626	Water main upgrades
Francis Circle		107,074	107,074	Water main upgrades
Ida Circle		89,727	89,727	Water main upgrades
Linda Rd. - Durtschi Dr. to Michelle St.		276,602	276,602	Water main upgrades
Heather Ct.		103,123	103,123	Water main upgrades
	57,626	670,520	634,152	
			672,000	Budget (5% increase)
2025	\$ OVERLAY	\$ FULL RECON.	\$ TOT. VILLAGE	REMARKS
Blue Mounds St. - Main to Parkway		536,613	536,613	Extend sidewalk on west side?
W. Garfield St. - Blue Mounds-west	321,469		321,469	Sidewalk?
	321,469	536,613	858,082	
			948,000	Budget (5% annual)
2026	\$ OVERLAY	\$ FULL RECON.	\$ TOT. VILLAGE	REMARKS
Henry St.	219,536	390,752	219,536	Water main upgrades. Install sidewalk?
S. First St. - Lincoln to Carver	422,654	726,381	422,654	Water main upgrades. Extend sidewalk?
	642,190	1,117,133	642,190	
			753,000	Budget (5% annual)
2027	\$ OVERLAY	\$ FULL RECON.	\$ TOT. VILLAGE	REMARKS
S. Second St. - Lincoln to Carver	352,294	595,728	352,294	Water main upgrades. Sidewalk: Carver to Spellman?
N. Brookwood Dr.-Fox Run to Perimeter		392,188	392,188	Extend sidewalk?
	352,294	987,916	744,482	
			906,000	Budget (5% annual)

** Cost estimates do not include any water main, sanitary sewer, storm sewer or sidewalks.



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # 2.f

Discuss sidewalk circulation plan

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Sidewalk Circ Plan 2020 Rev 2023

SIDEWALK CIRCULATION PLAN

IMPLEMENTATION SCHEDULE

REVISED: January 2020

The following description describes the status of each sidewalk proposed for the Circulation Plan and suggests a timetable for implementation. If the Village participates in the installation cost, the budget impact must always be considered. The streets are not ranked in any order of importance.

1. Lake Street to Stewart Park

Status: Sidewalk currently extends on both sides to a point just south of Hilltop Drive. The plan calls for extension to the Village limits at Stewart Park.

Implementation: Sidewalk should be installed with an upgrade of the street. Since Lake Street is also County Highway JG, the project would be coordinated with Dane County. **What is the best way to get from Lake St. to Stewart Park considering the hill?**

2. N. Eighth Street to Village limits

Status: Sidewalk extends to Blue View Drive on the west side and Manor Drive on the east side.

Implementation: Sidewalk should be extended as land develops north of the Village limits.

3. Carver Street

Status: Sidewalk currently exists on the north side from S. First Street to S. Second Street and on the south side from S. First Street to Maple Street.

Implementation: The Village has not required any additional sidewalk along Carver Street.

Consider extending sidewalk from Maple St. to Grundahl Park on the south side of Carver St.

4. S. First Street to Carver Street

Status: Sidewalk extends south to Garfield Street on the east side and just south of Garfield Street on the west side.

Implementation: Sidewalk should be extended as development occurs south of Carver Street or with improvement to Carver St. and S. First St. **Consider extending sidewalk on west side of S. First St. from Henry St. to north of Carver St.**

5. S. Second Street to Spellman Street

Status: Sidewalk extends to Carver Street on the east side and to Spellman Street on the west side.

Implementation: Sidewalk should be extended on the east side to Spellman Street with improvements to S. Second Street.

6. Henry Street from Parkway Drive to S. First Street

Status: There is only one short section of sidewalk on the north side.

Implementation: Sidewalk should be extended following sidewalk installation on S. First Street **and/or with improvements to Henry St.**

7. W. Garfield Street from S. First Street to Village limits

Status: Sidewalk exists for one block on the south side.

Implementation: Sidewalk should be extended with further development west of Blue Mounds Street. **Extend sidewalk from Maple Dr./Maple Ct. to the west. How far west? On both sides?**

8. Blue Mounds Street to Village limits

Status: Sidewalk exists on east side from Main Street to Grundahl Park and Justin Drive south to Village limits. Sidewalk exists on the west side from the Public Safety Building south to the Village limits and along the Landsby Ridge Apartments.

Implementation: Sidewalk should be installed on the west side as land is improved. Sidewalk should be extended from Landsby Ridge north to the MRST to allow a crossing to the east side of Blue Mounds St. and access to Main St. Sidewalk should be considered on the west side from Garfield St. south to the Public Safety Building and in front of Public Safety Building. Sidewalk could be installed on the east side when Blue Mounds Street is improved.

9. Park Street between N. Second Street and N. Fourth Street (Swimming Pool connection)

Status: Sidewalk exists on the south side of Park Street between N. Fourth Street and N. Third Street.

Implementation: Sidewalk should be extended on the north side of Park Street from N. Second Street to the entrance to Boeck's Park.

10. Brian Street from Perimeter Street to Village limits

Status: No sidewalk.

Implementation: Install sidewalk following installation on Perimeter Street and/or with development north beyond the Village limits. East side of street?

11. Perimeter Street north and east of Springdale Street

Status: No sidewalks north of the roundabout.

Implementation: Installation following extension of sidewalk to Perimeter Street on Springdale Street and development of lands to the east of the Perimeter Street dead end and/or installation of sidewalk on Brian Street.

12. E. Garfield Street between S. Eighth Street and Perimeter Road

Status: Sidewalk exists on the north side of E. Garfield from S. Eighth Street to Hanneman Boulevard. Sidewalk exists on the entire south side.

Implementation: Install sidewalk on north side between Hanneman Boulevard and Perimeter Road when E. Garfield Street is improved.

13. E. Lincoln Street between S. Eighth Street and Perimeter Road

Status: Sidewalk exists on the south side of E. Lincoln Street from S. Eighth Street to Hanneman Boulevard and on the entire north side.

Implementation: Install sidewalk on south side between Hanneman Boulevard and Perimeter Road when E. Lincoln Street is improved.

14. Highway 92 east of S. Eighth Street to the By-pass (E. Gonstead Rd.)

Status: Sidewalk exists on the south side from S. Eighth Street to 837 Vista Ridge Drive.

Implementation: Install when development occurs beyond Vista Ridge and the Golf View Addition to Camelot Valley or when the WI DOT upgrades Highway 92.

15. Spellman Street from S. Eighth Street to S. Second Street

Status: Sidewalk exists on the north side of Spellman Street from S. Second Street to Valley Drive.

Implementation: Install when development occurs in Vista Ridge. Valley Dr. to S. Eighth St. on the north side.

16. N. Brookwood Dr. from Springdale St. north to 202 N. Brookwood

Status: No sidewalk for approximately 240'.

Implementation: Install sidewalk to connect the Eastwood Way/N. Brookwood neighborhood to Springdale Street. Budgeted for in the 2023 budget.

17. Academy St. to S. Fifth St.

Status: Currently no sidewalk along the south side of Academy St. and no sidewalk along the east side of S. Fifth St. between the two existing sidewalks.

Implementation: Explore adding sidewalk on both of these streets to provide better access to the schools.

18. Meadowview Rd. to Carver St.

Status: Currently, there is no sidewalk between 204 Meadowview Rd. and Carver St.

Implementation: With the new development in Valley View Heights and Maple Dr., consider adding sidewalk on the west side of Maple Dr. from 204 Meadowview Rd. to Carver St.. With the addition of sidewalk on the south side of Carver St, this would provide access to Grundahl Park. Also consider adding sidewalk in front of 701 Maple Dr. to provide a crosswalk to the west side of Maple Dr.



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY**AGENDA ITEM # 2.g**

Consider Mission statement

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

1. Public Works Committee Mission Statement - Draft

Public Works Committee

The Public Works Committee shall be responsible to review and make recommendations to the Village Board regarding the operation of the Public Services Department and public facility projects.

Mission Statement:

1. To provide public infrastructure and municipal services to protect and enhance the quality of life for all, balanced through efforts to maintain a cost-effective operation and to provide these services in a high quality/responsible and efficient manner.
2. To provide a secure and reliable infrastructure for all members of the community while continuing to find innovative ways to improve the delivery and quality of services.

Committee Charge:

Sidewalk circulation plan

Street projects (including street, alley, sidewalk)

Street maintenance – plowing, pothole patching, street sweeping, etc

Garbage and recycling

Village Compost site

Street and informational signage

Parking

Public Works ordinances

Vendor analysis and recommendation

Review proposed Department operational and capital budgets for recommendation to Finance and Personnel Committee



AGENDA ITEM REPORT

MEETING DATE

January 23, 2023

PREPARED BY

AGENDA ITEM # 2.h

Public Services Director's Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. pw comm report 1.23.23



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

January 23, 2023

Public Services Director's Report

1. December was an active month for snow and ice operations. We had at least six events for which we had to plow, salt or haul snow. We used approximately 200 tons of salt in December and received 100 tons on December 27.
2. Summit completed fire extinguisher inspections at all of our buildings in late December.
3. We started replacing many of the fluorescent lights in the library with new LED lamps. Many of the ballasts in the old fixtures are starting to go and the LED lamps do not require ballasts.
4. We received a new Graco line striper last week for painting curbs and parking stalls. It was purchased from Sherwin Williams for \$9500. We have also ordered a new asphalt roller to replace our 1991 Wacker roller. I received five bids and the lowest came in at \$19,412 for a Dynapac roller from Brooks Tractor.
5. I was informed in December that the F250 pickup truck that I ordered 13 months ago was cancelled at the factory along with four other trucks that Middleton Ford had ordered. I searched for in-stock ½ ton trucks at dealerships and ended up purchasing a 2022 Chevy Silverado from Bergstrom for \$41,758. Our budget was \$42,000.
6. Four members of our crew will be taking part in MSHA miner training on January 23. This annual training is required to enter quarries where mining operations may be taking place.
7. Royce Nelson submitted his two-week notice last week. His last day will be January 27. We will be looking to post this position as soon as possible.

