



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

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VILLAGE BOARD AGENDA

Wednesday, September 6, 2023 at 7:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll call
- 4) Public Comments – non-agenda items
- 5) Consent Agenda
 - a. Consideration of August 2, 2023 Meeting Minutes
 - b. Consideration of Nomination of Citizen Members to Committees
 - c. Consideration of Street Use Permit-REVISED for Mount Horeb Chamber of Commerce, Fall Village Market Event
 - d. Consider Pay Request No. 2 for Contract 23-102-Alley Reconstruction
 - e. Consider Pay Request No. 4 for Contract 23-101-Street Improvements
- 6) Agenda Items
 - a. Consider 2024 Budget for Mount Horeb Area Joint Fire Department
 - b. Consider Resolution 2023-10 "Resolution Requesting Exemption from Dane County Library Tax"
 - c. Consider Resolution 2023-11 "Annual Bank Authorization"
 - d. Consider Special Assessments for Adjacent Property Owners for Sidewalk Installation Along N. Brookwood Dr.
 - e. Consideration: Ordinance 2023-05 Permitting Pollinator Gardens and Defining Gardens
 - f. Consideration: Site Plan for Upland Hills Clinic Driveway, 1809 Springdale Street
 - g. Consideration: Award of bid for Senior Center remodel project
 - h. Consider the addition of a parking spot on 100 Block of S Second Street
- 7) Committee Reports:
 - a. Community Development Authority

- b. Dane County Cities & Villages Committee Report
 - c. Finance/Personnel
 - d. Library Board
 - e. Mount Horeb Area Chamber of Commerce
 - f. Mount Horeb Area Joint Fire Department
 - g. Parks, Recreation, and Forestry Commission
 - h. Plan Commission
 - i. Public Safety Committee
 - j. Public Works Committee
 - k. School Liaison
 - l. Sustainability and Natural Resources Committee
 - m. Tourism Commission
 - n. Utility Commission
- 8) Village President's report
 - 9) Village Administrator's report
 - 10) Village Clerk's report
 - 11) Closed Session
 - a. Closed Session: Discussion/Consideration: Purchase of Lukken Farm for Park Space and Development. The Village Board may convene in closed session as authorized by Wisconsin Statute 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session.
 - 12) 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
VILLAGE BOARD MEETING MINUTES
AUGUST 2, 2023**

The Village Board met in regular session in-person on the above date in the Board Room of the Mount Horeb Municipal Building.

Call to Order/Roll Call: Cathy Scott (in Ryan Czyzewski's absence) called the meeting to order at 7:00pm. The Pledge of Allegiance was recited. Present were Trustees Halverson, White, Gauger, Jones, and Scott. Village President Czyzewski and Trustee Schellpfeffer were absent. Also present were Administrator Nic Owen, Village Clerk Alyssa Gaffney, and Village Attorney Bryan Kleinmaier.

Public Comments: New Police Officer Gavin Lankey was introduced by Police Chief Doug Vierck and sworn in by Clerk Gaffney. Chief Vierck gave Lankey and newer Police Officer Jerron Wetter the Oath of Honor.

Consent Agenda: Jones asked to pull item C, Approval of Jeff Hook appointment to the Police Commission. Gauger moved, Halverson seconded to approve the remaining items on the consent agenda: July 5, 2023 meeting minutes; Extraterritorial Certified Survey Map: Naujeck, 3200 STH 78; Pay Request 4-FINAL for Contract 22-103; Pay Request 4-FINAL for Contract 22-104; Pay Request 4-FINAL for Contract 23-100; Pay Request 3 for Contract 23-101; Pay Request 1 for Contract 23-102; Operator Licenses reviewed by Public Safety Committee: Samuel Erickson and Josue Miranda-Lopez; Premise Extension for Alcohol License for Skal Public House. Motion carried by unanimous voice vote. Jones asked about the appointment to Police Commission. Jones moved, White seconded to approve the appointment of Jeff Hook to the Police Commission. Motion carried by unanimous voice vote.

Consideration of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$4,000,000 Waterworks System Revenue Bonds, Series 2023 of the Village of Mount Horeb, Dane County, Wisconsin, and Providing for the payment of the Bonds and other details with respect to the bonds: Financial Advisor Kevin Mullen spoke about the bonds and fielded questions from the board. Jones moved, White seconded to approve the resolution. Motion carried by unanimous voice vote.

Consideration of Award of Bid for Parking Study to MSA: Scott explained this item. MSA was the only company to submit a bid. Gauger moved, Halverson seconded to approve awarding the bid to MSA. Motion carried by unanimous voice vote.

Consideration of Design Plan for Grundahl Park: Halverson explained this item. The board members gave their input. No action was taken.

Consideration of Award of Bid for Refuse and Recycling Collection: The board members gave their input. Pellitteri, LRS (Lake Shore Recycling Services), and Waste Management were present and spoke about their proposals. GFL Environmental also submitted a bid, but was not present at the meeting. Jones moved, Halverson seconded to award the contract to Pellitteri. Motion carried by a 5-0 roll call vote.

Discussion on Wisconsin Historical Society Certified Local Government Partnership Program: Owen explained this item. The board members gave their input.

Discussion on Fire District Budget: Scott gave an overview and explained that this item is preliminary and will be coming back to a future meeting.

Committee reports: All committee reports were given, with no action taken.

Village President's report: President Czyzewski was absent. Scott did not have anything to report in his absence.

Village Administrator's report: Owen did not have anything to report.

Village Clerk's report: Gaffney reported on the deadline for filing an objection form for the Board of Review.

Closed Session: Discussion/Consideration: Purchase of property for parkland (Lukken Farm). The Village Board may convene in closed session as authorized by Wisconsin Statute 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session: Halverson moved, White seconded to convene to closed session at 8:45pm. Motion carried by roll call vote. The board did not reconvene in open session, and no action was taken.

Adjournment: Scott moved, Halverson seconded to adjourn the meeting at the end of closed session, at 9:10pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

Ryan Czyzewski, Village Board
President

AGENDA ITEM # 5.b

Consideration of Nomination of Citizen Members to Committees

BACKGROUND

Parks, Recreation & Forestry Commission - Adam Mertz (MHASD appointee)
Utility Commission - Jack Temby

RECOMMENDATION**ATTACHMENTS**

None



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

Alyssa Gaffney, Village Clerk

AGENDA ITEM # 5.c

Consideration of Street Use Permit-REVISED for Mount Horeb Chamber of Commerce, Fall Village Market Event

BACKGROUND

This permit was previously approved on May 3, 2023. The Chamber made revisions to the "Start Date" on their application and to the street closure maps.

RECOMMENDATION

ATTACHMENTS

1. STREET USE PERMIT-MHACC FALL VILLAGE MARKET-REVISED

Village of Mt Horeb
Street Use Permit Application

\$20.00

pd

Applicant Name: Mount Horeb Area Chamber of Commerce

Address: 300E. Main St. Mount Horeb, WI 53572

Telephone: 608-437-5914

Event Sponsor (if different than above): _____

Address: _____

Telephone: _____

Responsible Person(s) (if different than above): Jessie Bedward

Address: _____

Telephone: _____

Event Information

September 29, 23

7:00pm

Start date: September 30, 23 Time: 6am End Date: October 1, 23 Time: 5pm

Include set-up and tear-down/clean-up time

Detailed description of street(s) proposed to be used: Detour: From Main St: 2nd St. to Lincoln St

Bike Shelter Parking lot: From 2nd St to 3rd St. Detour: Front St. From 2nd St to 3rd St. Duluth Parking
St (west half) / Open intoxicants will be allowed from carryout of the establishments within the perimeter
(Open intoxicant foot print attached)

Estimated number of persons: 1,500 (Certificate of Insurance may be required)

Use of street (include a detailed description of all activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, or other equipment, and a detailed plan for clean-up after the event): _____

Market Vend Booth for sales, Music stage, Food Booths/Trucks

Open Intoxicants allowed from carryout of the establishments within the perimeter
(Foot Print attached)

If using recording or sound amplification equipment please describe: _____

1 Music Stage at Bike Shelter facing 2nd St.

Designate any public facilities or equipment to be used (additional costs may be incurred): _____

Municipal building bathrooms, bike shelter bathrooms

I certify that I have read and understand the Village of Mount Horeb Ordinance 2006-17 An Ordinance To Require Street Use Permits, and agree to adhere to all of the rules and requirements outlined in the Ordinance and that all information provided on this application is true and correct.

Jessie Bedward
Signature

8-7-2023
Date

CHIEF OF POLICE: 8-22-23 ☒ ACCEPTED ☐ DECLINED VILLAGE ADMINISTRATOR: ☐ ACCEPTED ☐ DECLINED

RECEIPT#: _____ LICENSE# _____

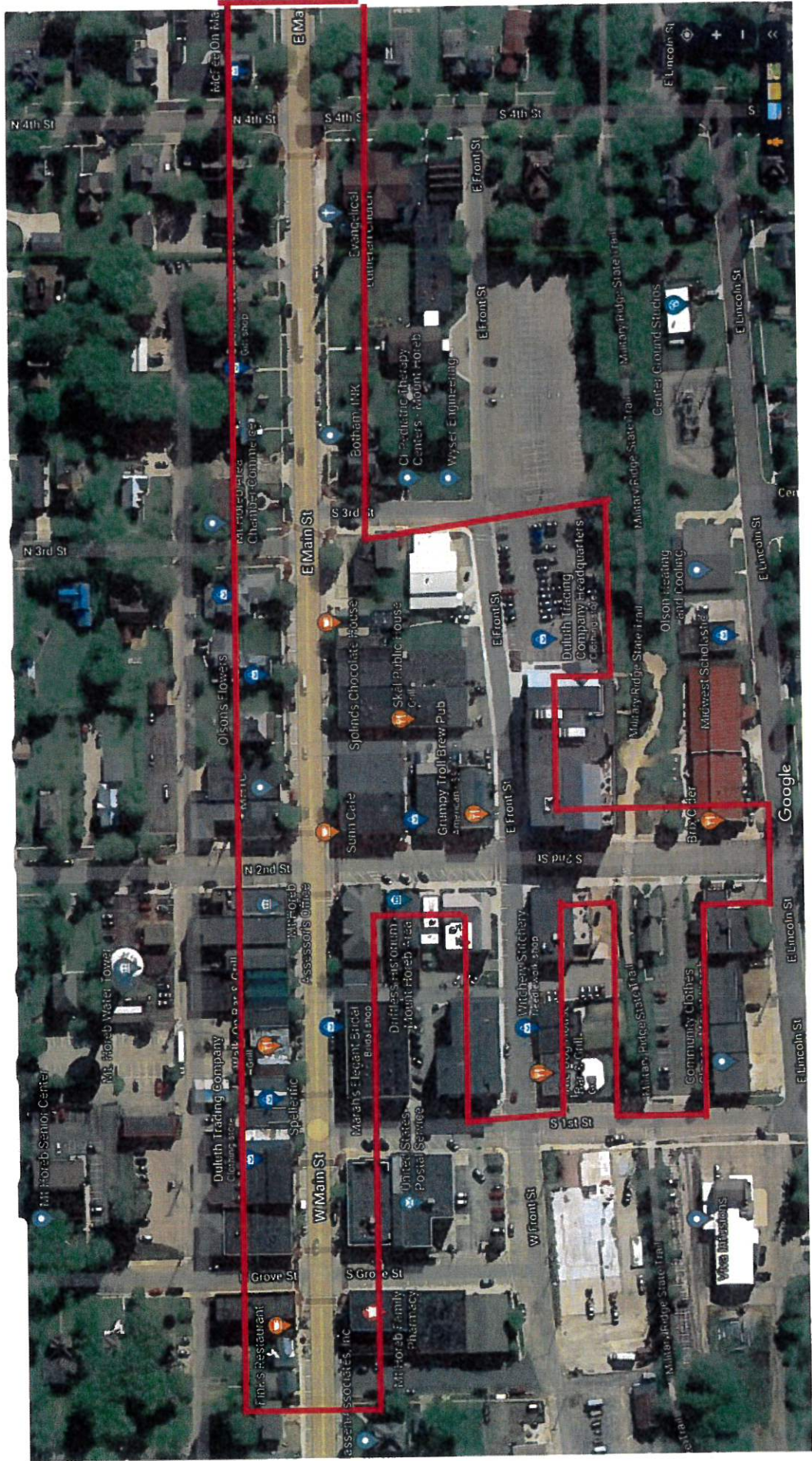
Fall Village Market - Liquor Foot Print

Main St. - From S. Perry Street to 400 E. Main St.

S. 2nd Street - From Main St. to Lincoln St.

DNR - Bike Shelter and Parking lot - 116 S. 2nd Street

East Front St. - From S. 1st St. to S. 3rd Street/Duluth Parking Lot



Fall Village Market Street Closure - Sep. 30 & Oct. 1, 2023

2nd Street:

Main St. to Lincoln St.

Bike Shelter Parking lot:

From 2nd St. to 1st St.

Approved Special Event

Permit DNR

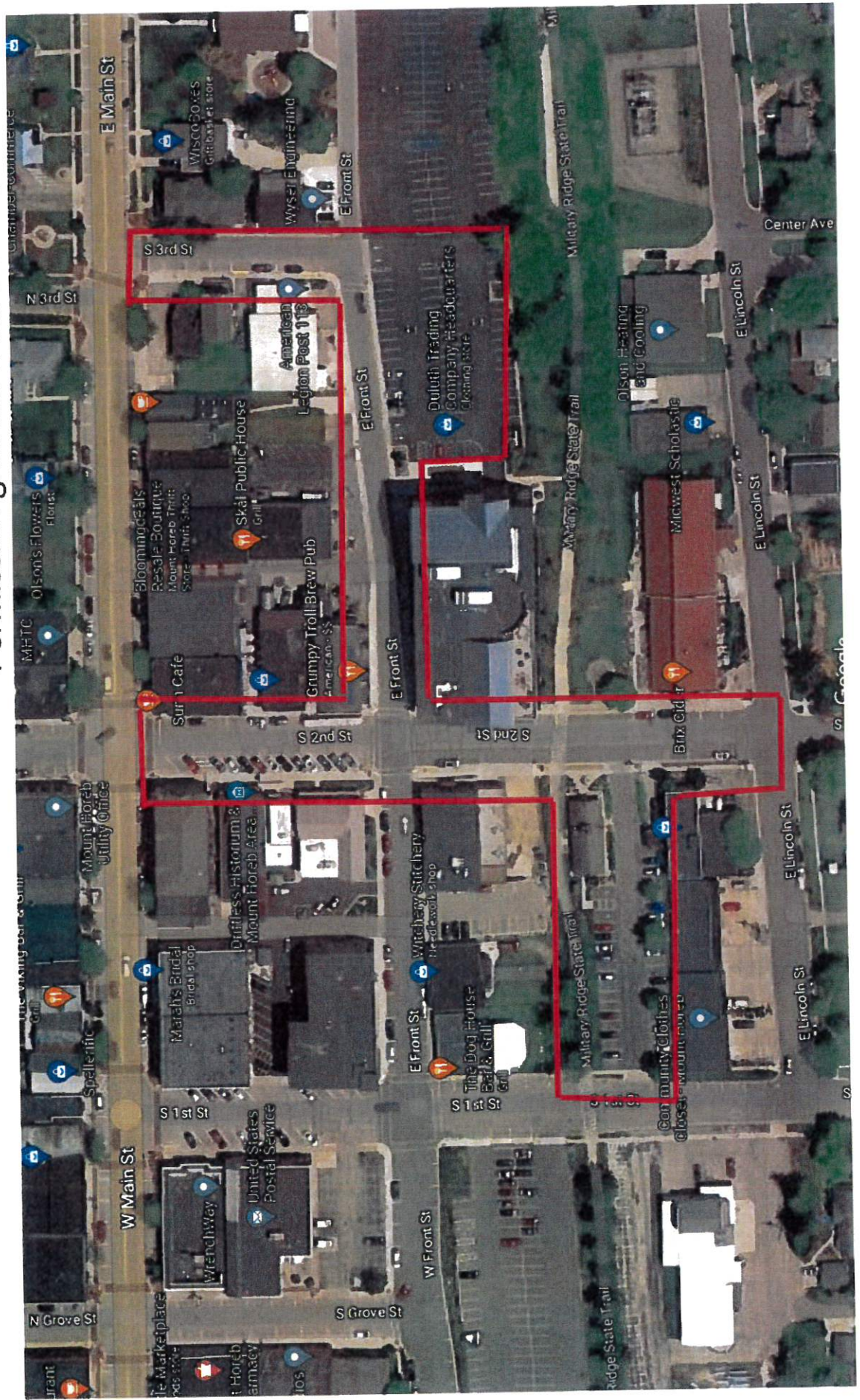
Front Street:

From 2nd St. to 3rd Street.

Duluth Parking Lot:

West Half of parking lot

Permission granted from Duluth/ELC Church



SMITHGROUP

August 31, 2023

Nic Owen
Village Administrator
VILLAGE OF MOUNT HOREB
138 East Main Street
Mount Horeb, WI 53572

Re Pay Request No. 2 – Contract 23-102, 2023 Alley Reconstruction

Dear Nic,

Enclosed is Payment Request No. 2 from S&L Underground, Inc., for work performed to date on the above referenced project. This payment request is recommended for payment in the amount of \$64,536.41. A summary of the payment is listed below, and the detailed request and recommendation has been attached.

TOTAL AMOUNT REQUESTED TO DATE	\$306,495.27
LESS RETAINAGE	\$6,420.83
NET AMOUNT DUE	\$300,074.44
AMOUNT OF PREVIOUS PAYMENTS	\$235,538.03
AMOUNT DUE THIS APPLICATION	\$64,536.41

If you have questions, please do not hesitate to call. Thank you.

Sincerely,



Heather Brose, PE
Civil Engineer

cc: S&L Underground, Inc. via Email

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: 2023 Alley Reconstruction

CITY CONTRACT NO.: 23-102

OWNER: Village of Mount Horeb
138 East Main Street
Mount Horeb, WI 53572

CONTRACTOR: S & L Underground, Inc.
P.O. Box 167
Lodi, WI 53555

REQUEST NO. 2

REQ. DATE: 8/18/23

CHANGE ORDER SUMMARY		
Previously Approved Change Orders:	Additions	Deductions
Current Change Orders:	Additions	Deductions
Net Change by Change Orders:		\$0.00

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered _0_ through _1_ inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM:..... \$256,833.06

NET CHANGE BY CHANGE ORDERS:..... \$0.00

CONTRACT SUM TO DATE:..... \$256,833.06

TOTAL COMPLETED TO DATE:..... \$317,496.30

RETAINAGE: (5% of work completed until 50% complete)..... \$6,420.83

TOTAL EARNED LESS RETAINAGE:..... \$311,075.47

LESS PREVIOUS CERTIFICATES FOR PAYMENT:..... **\$235,538.03**

CURRENT PAYMENT DUE:..... **\$75,537.44**

Submitted by Contractor: Matt Kundert

Date: 8/18/2023

Recommended by Engineer: **\$64,536.41** Heather R. Brode
See attached payment recommendation detail

Date: **August 31, 2023**

Approved by Owner: _____

Date: _____

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

PROJECT: 2023 Alley Reconstruction

CITY CONTRACT NO.: 23-102

 OWNER: Village of Mount Horeb
138 East Main Street
Mount Horeb, WI 53572

 CONTRACTOR: S & L Underground, Inc.
P.O. Box 167
Lodi, WI 53555

REQUEST NO. 2

REQ. DATE:

8/18/23

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)				
						Quantity	Amount	Quantity	Amount	Quantity	Amount	
BASE BID - Between Center Avenue & S. Fourth Street												
1	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 3.5" asphalt and 12" aggregate base, all sidewalks, driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity	LS	1	\$ 16,845.00	\$16,845.00	1	\$16,845.00		\$ -	1	\$16,845.00	100.00%
2	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	CY	240	\$ 56.00	\$13,440.00	240	\$13,440.00	372.6	\$ 20,865.60	612.6	\$34,305.60	255.25%
3	Geotextile Fabric. (Complete in Place)	SY	330	\$ 2.30	\$759.00	330	\$759.00	614.6	\$ 1,413.58	944.6	\$2,172.58	286.24%
4	Install Crushed Stone Base Course (12" Deep). (Complete in place)	SY	1630	\$ 12.80	\$20,864.00	1630	\$20,864.00	207	\$ 2,649.60	1837	\$23,513.60	112.70%
5	Finish Grade Base Course. (Complete in place)	STA	9	\$ 560.00	\$5,040.00	9	\$5,040.00		\$ -	9	\$5,040.00	100.00%
6	Sawcut Butt Joint. (Complete in place)	LF	520	\$ 2.00	\$1,040.00	520	\$1,040.00		\$ -	520	\$1,040.00	100.00%
7	Install 30" Concrete Curb & Gutter. Includes placement and compaction of salvaged pulverized pavement base to 12" behind curb & gutter. (Complete in place)	LF	50	\$ 50.50	\$2,525.00	50	\$2,525.00	27.5	\$ 1,388.75	77.5	\$3,913.75	155.00%
8	Install 3.5" Deep Bituminous Pavement. (1-3/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	SY	1510	\$ 19.70	\$29,747.00	1510	\$29,747.00	150	\$ 2,955.00	1660	\$32,702.00	109.93%
9	Remove Existing Concrete Driveway/Apron and Replace with 6" Thick Concrete Pavement on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	SF	1270	\$ 13.60	\$17,272.00	1270	\$17,272.00	553	\$ 7,520.80	1823	\$24,792.80	143.54%
10	Remove Existing Concrete Sidewalk and Replace with 5" Thick Concrete Pavement on 4" Deep Base Course. (Complete in place)	SF	435	\$ 12.40	\$5,394.00	404	\$5,009.60		\$ -	404	\$5,009.60	92.87%
11	Restoration	LS	1	\$ 11,361.00	\$11,361.00	0	\$0.00	1	\$ 11,361.00	1	\$11,361.00	100.00%
12	Construction Staking and Layout	LS	1	\$ 1,640.00	\$1,640.00	1	\$1,640.00		\$ -	1	\$1,640.00	100.00%
13	Traffic Control	LS	1	\$ 3,325.00	\$3,325.00	1	\$3,325.00		\$ -	1	\$3,325.00	100.00%
14	Erosion Control	LS	1	\$ 1,260.00	\$1,260.00	1	\$1,260.00		\$ -	1	\$1,260.00	100.00%
BASE BID - Between N. Grove Street & N. Second Street												
15	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 3.5" asphalt and 12" aggregate base, all sidewalks, driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity	LS	1	\$ 13,107.00	\$13,107.00	1	\$13,107.00		\$ -	1	\$13,107.00	100.00%
16	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	CY	200	\$ 56.00	\$11,200.00	200	\$11,200.00	68.9	\$ 3,858.40	268.9	\$15,058.40	134.45%
17	Geotextile Fabric. (Complete in Place)	SY	270	\$ 2.30	\$621.00	270	\$621.00	403.9	\$ 928.97	673.9	\$1,549.97	249.59%
18	Install Crushed Stone Base Course (12" Deep). (Complete in place)	SY	1350	\$ 12.80	\$17,280.00	1350	\$17,280.00	27.7	\$ 354.56	1377.7	\$17,634.56	102.05%
19	Finish Grade Base Course. (Complete in place)	STA	8	\$ 560.00	\$4,480.00	8	\$4,480.00		\$ -	8	\$4,480.00	100.00%
20	Sawcut Butt Joint. (Complete in place)	LF	720	\$ 2.00	\$1,440.00	720	\$1,440.00		\$ -	720	\$1,440.00	100.00%
21	Install 3.5" Deep Bituminous Pavement. (1-3/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	SY	1260	\$ 19.70	\$24,822.00	1260	\$24,822.00	170	\$ 3,349.00	1430	\$28,171.00	113.49%
22	Remove Existing Concrete Driveway/Apron and Replace with 6" Thick Concrete Pavement on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	SF	280	\$ 13.60	\$3,808.00	279	\$3,794.40		\$ -	279	\$3,794.40	99.64%
23	Remove Existing Concrete Sidewalk and Replace with 5" Thick Concrete Pavement on 4" Deep Base Course. (Complete in place)	SF	0	\$ 0.01	\$0.00	0	\$0.00		\$ -	0	\$0.00	#DIV/0!

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)				
						Quantity	Amount	Quantity	Amount	Quantity	Amount	
24	Restoration	LS	1	\$ 7,525.00	\$7,525.00	1	\$7,525.00	1	\$ 7,525.00	2	\$15,050.00	200.00%
25	Construction Staking and Layout	LS	1	\$ 1,310.00	\$1,310.00	1	\$1,310.00		\$ -	1	\$1,310.00	100.00%
26	Traffic Control	LS	1	\$ 2,895.00	\$2,895.00	1	\$2,895.00		\$ -	1	\$2,895.00	100.00%
27	Erosion Control	LS	1	\$ 348.58	\$348.58	1	\$348.58		\$ -	1	\$348.58	100.00%
BASE BID - Between S. Fourth Street & S. Fifth Street												
28	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 3.5" asphalt and 12" aggregate base, all sidewalks, driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity	LS	1	\$ 5,550.00	\$5,550.00	1	\$5,550.00		\$ -	1	\$5,550.00	100.00%
29	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	CY	70	\$ 56.00	\$3,920.00	70	\$3,920.00	80.3	\$ 4,496.80	150.3	\$8,416.80	214.71%
30	Geotextile Fabric. (Complete in Place)	SY	100	\$ 2.30	\$230.00	100	\$230.00	286.6	\$ 659.18	386.6	\$889.18	386.60%
31	Install Crushed Stone Base Course (12" Deep). (Complete in place)	SY	460	\$ 12.80	\$5,888.00	451	\$5,772.80		\$ -	451	\$5,772.80	98.04%
32	Finish Grade Base Course. (Complete in place)	STA	3	\$ 500.00	\$1,500.00	3	\$1,500.00		\$ -	3	\$1,500.00	100.00%
33	Sawcut Butt Joint. (Complete in place)	LF	140	\$ 2.00	\$280.00	140	\$280.00		\$ -	140	\$280.00	100.00%
34	Install 3.5" Deep Bituminous Pavement. (1-3/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	SY	430	\$ 20.20	\$8,686.00	430	\$8,686.00	45	\$ 909.00	475	\$9,595.00	110.47%
35	Remove Existing Concrete Driveway/Apron and Replace with 6" Thick Concrete Pavement on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	SF	220	\$ 13.60	\$2,992.00	220	\$2,992.00	136	\$ 1,849.60	356	\$4,841.60	161.82%
36	Remove Existing Concrete Sidewalk and Replace with 5" Thick Concrete Pavement on 4" Deep Base Course. (Complete in place)	SF	65	\$ 12.40	\$806.00	65	\$806.00	36.5	\$ 452.60	101.5	\$1,258.60	156.15%
37	Restoration	LS	1	\$ 3,000.00	\$3,000.00	0	\$0.00	1	\$ 3,000.00	1	\$3,000.00	100.00%
38	Construction Staking and Layout	LS	1	\$ 1,040.00	\$1,040.00	1	\$1,040.00		\$ -	1	\$1,040.00	100.00%
39	Traffic Control	LS	1	\$ 2,895.36	\$2,895.36	1	\$2,895.36		\$ -	1	\$2,895.36	100.00%
40	Erosion Control	LS	1	\$ 697.12	\$697.12	1	\$697.12		\$ -	1	\$697.12	100.00%
	Original Contract TOTAL:				\$256,833.06		\$241,958.86		\$75,537.44		\$317,496.30	
Change Orders/Additions												
					\$0.00				\$ -	0	\$0.00	#DIV/0!
					\$0.00				\$ -	0	\$0.00	#DIV/0!
					\$0.00				\$ -	0	\$0.00	#DIV/0!
					\$0.00				\$ -	0	\$0.00	#DIV/0!
					\$0.00				\$ -	0	\$0.00	#DIV/0!
					\$0.00				\$ -	0	\$0.00	#DIV/0!
				TOTAL CO #1	\$0.00		\$0.00		\$0.00		\$0.00	
	Subtotal - Change Orders/Additions:				\$0.00		\$0.00		\$0.00		\$0.00	
TOTAL:					\$256,833.06		\$241,958.86		\$75,537.44		\$317,496.30	

Error in quantity. Should be 1.

\$7,525.00

\$309,971.30

SMITHGROUP

Client Village of Mount Horeb
 Project **Mount Horeb 2023 ALLEY RECONSTRUCTION (CONTRACT 23-102)**
 Project # 14376.000
 Detail **Pay Requests**
 Date 8/31/2023

www.smithgroup.com

				S&L Underground, Inc. BID		S&L Underground, Inc. Pay App No. 2 - as submitted		S&L Underground, Inc. Pay App No. 2 - as recommended	
Item	Description	Quantity	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	Est'd Qty Installed	Value of Installed Work
A BASE BID - BETWEEN CENTER AVE & S FOURTH ST									
1	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 3.5" asphalt and 12" aggregate base, all sidewalks, driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity and is incidental to the associated Utility work & Bid items. (Complete in place)	1	LS	\$ 16,845.00	\$ 16,845.00	1	\$ 16,845.00	1	\$ 16,845.00
2	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	240	CY	\$ 56.00	\$ 13,440.00	612.6	\$ 34,305.60	609	\$ 34,104.00
3	Geotextile Fabric. (Complete in Place)	330	SY	\$ 2.30	\$ 759.00	944.6	\$ 2,172.58	937	\$ 2,155.10
4	Install Crushed Stone Base Course (12" Deep). (Complete in place)	1630	SY	\$ 12.80	\$ 20,864.00	1837	\$ 23,513.60	1837	\$ 23,513.60
5	Finish Grade Base Course. (Complete in place)	9	STA	\$ 560.00	\$ 5,040.00	9	\$ 5,040.00	9	\$ 5,040.00
6	Sawcut Butt Joint. (Complete in place)	520	LF	\$ 2.00	\$ 1,040.00	520	\$ 1,040.00	520	\$ 1,040.00
7	Install 30" Concrete Curb & Gutter. Includes placement and compaction of salvaged pulverized pavement base to 12" behind curb & gutter. (Complete in place)	50	LF	\$ 50.50	\$ 2,525.00	77.5	\$ 3,913.75	77.5	\$ 3,913.75
8	Install 3.5" Deep Bituminous Pavement. (1-3/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	1510	SY	\$ 19.70	\$ 29,747.00	1660	\$ 32,702.00	1660	\$ 32,702.00
9	Remove Existing Concrete Driveway/Apron and Replace with 6" Thick Concrete Pavement on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	1270	SF	\$ 13.60	\$ 17,272.00	1823	\$ 24,792.80	1650	\$ 22,440.00
10	Remove Existing Concrete Sidewalk and Replace with 5" Thick Concrete Pavement on 4" Deep Base Course. (Complete in place)	435	SF	\$ 12.40	\$ 5,394.00	404	\$ 5,009.60	404	\$ 5,009.60
11	Restoration	1	LS	\$ 11,361.00	\$ 11,361.00	1	\$ 11,361.00	1	\$ 11,361.00
12	Construction Staking and Layout	1	LS	\$ 1,640.00	\$ 1,640.00	1	\$ 1,640.00	1	\$ 1,640.00
13	Traffic Control	1	LS	\$ 3,325.00	\$ 3,325.00	1	\$ 3,325.00	1	\$ 3,325.00
14	Erosion Control	1	LS	\$ 1,260.00	\$ 1,260.00	1	\$ 1,260.00	1	\$ 1,260.00
B BASE BID - BETWEEN N GROVE ST & N SECOND ST									
15	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 3.5" asphalt and 12" aggregate base, all sidewalks, driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity and is incidental to the associated Utility work & Bid items. (Complete in place)	1	LS	\$ 13,107.00	\$ 13,107.00	1	\$ 13,107.00	1	\$ 13,107.00
16	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	200	CY	\$ 56.00	\$ 11,200.00	268.9	\$ 15,058.40	260	\$ 14,560.00
17	Geotextile Fabric. (Complete in Place)	270	SY	\$ 2.30	\$ 621.00	673.9	\$ 1,549.97	647	\$ 1,488.10
18	Install Crushed Stone Base Course (12" Deep). (Complete in place)	1350	SY	\$ 12.80	\$ 17,280.00	1377.7	\$ 17,634.56	1377.7	\$ 17,634.56
19	Finish Grade Base Course. (Complete in place)	8	STA	\$ 560.00	\$ 4,480.00	8	\$ 4,480.00	8	\$ 4,480.00
20	Sawcut Butt Joint. (Complete in place)	720	LF	\$ 2.00	\$ 1,440.00	720	\$ 1,440.00	720	\$ 1,440.00
21	Install 3.5" Deep Bituminous Pavement. (1-3/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	1260	SY	\$ 19.70	\$ 24,822.00	1430	\$ 28,171.00	1430	\$ 28,171.00
22	Remove Existing Concrete Driveway/Apron and Replace with 6" Thick Concrete Pavement on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	280	SF	\$ 13.60	\$ 3,808.00	279	\$ 3,794.40	279	\$ 3,794.40
23	Remove Existing Concrete Sidewalk and Replace with 5" Thick Concrete Pavement on 4" Deep Base Course. (Complete in place)	0	SF	\$ 0.01	\$ -	0	\$ -	0	\$ -
24	Restoration	1	LS	\$ 7,525.00	\$ 7,525.00	1	\$ 7,525.00	1	\$ 7,525.00
25	Construction Staking and Layout	1	LS	\$ 1,310.00	\$ 1,310.00	1	\$ 1,310.00	1	\$ 1,310.00
26	Traffic Control	1	LS	\$ 2,895.00	\$ 2,895.00	1	\$ 2,895.00	1	\$ 2,895.00
27	Erosion Control	1	LS	\$ 348.58	\$ 348.58	1	\$ 348.58	1	\$ 348.58
C BID ALTERNATE NO. 1 - BETWEEN S FOURTH ST & S FIFTH ST									
28	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 3.5" asphalt and 12" aggregate base, all sidewalks, driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity and is incidental to the associated Utility work & Bid items. (Complete in place)	1	LS	\$ 5,550.00	\$ 5,550.00	1	\$ 5,550.00	1	\$ 5,550.00
29	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	70	CY	\$ 56.00	\$ 3,920.00	150.3	\$ 8,416.80	150.3	\$ 8,416.80
30	Geotextile Fabric. (Complete in Place)	100	SY	\$ 2.30	\$ 230.00	386.6	\$ 889.18	379	\$ 871.70
31	Install Crushed Stone Base Course (12" Deep). (Complete in place)	460	SY	\$ 12.80	\$ 5,888.00	451	\$ 5,772.80	451	\$ 5,772.80
32	Finish Grade Base Course. (Complete in place)	3	STA	\$ 500.00	\$ 1,500.00	3	\$ 1,500.00	3	\$ 1,500.00
33	Sawcut Butt Joint. (Complete in place)	140	LF	\$ 2.00	\$ 280.00	140	\$ 280.00	140	\$ 280.00
34	Install 3.5" Deep Bituminous Pavement. (1-3/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	430	SY	\$ 20.20	\$ 8,686.00	475	\$ 9,595.00	475	\$ 9,595.00
35	Remove Existing Concrete Driveway/Apron and Replace with 6" Thick Concrete Pavement on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	220	SF	\$ 13.60	\$ 2,992.00	356	\$ 4,841.60	332	\$ 4,515.20
36	Remove Existing Concrete Sidewalk and Replace with 5" Thick Concrete Pavement on 4" Deep Base Course. (Complete in place)	65	SF	\$ 12.40	\$ 806.00	101.5	\$ 1,258.60	101.5	\$ 1,258.60
37	Restoration	1	LS	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00	1	\$ 3,000.00
38	Construction Staking and Layout	1	LS	\$ 1,040.00	\$ 1,040.00	1	\$ 1,040.00	1	\$ 1,040.00
39	Traffic Control	1	LS	\$ 2,895.36	\$ 2,895.36	1	\$ 2,895.36	1	\$ 2,895.36
40	Erosion Control	1	LS	\$ 697.12	\$ 697.12	1	\$ 697.12	1	\$ 697.12
Contract or Payment Total				\$ 256,833.06		\$ 309,971.30		\$ 306,495.27	
				Contract Price		\$ 256,833.06		\$ 256,833.06	
				Net Change by CO		\$ -		\$ -	
				Current Contract Price		\$ 256,833.06		\$ 256,833.06	
				Total Completed and Stored to Date		\$ 309,971.30		\$ 306,495.27	
				Retainage (5% of first 50%)		\$ 6,420.83		\$ 6,420.83	
				Amount Eligible to Date		\$ 303,550.47		\$ 300,074.44	
				Less Previous Payments		\$ 235,538.03		\$ 235,538.03	
				Amount Due this Application		\$ 68,012.44		\$ 64,536.41	

SMITHGROUP

August 31, 2023

Nic Owen
Village Administrator
VILLAGE OF MOUNT HOREB
138 East Main Street
Mount Horeb, WI 53572

Re Pay Request No. 4 – Contract 23-101, 2023 Street Improvements

Dear Nic,

Enclosed is Payment Request No. 4 from Rule Construction, Ltd. for work performed to date on the above referenced project. This payment request is recommended for payment in the amount of \$325,630.31. A summary of the payment is listed below, and the detailed request has been attached.

TOTAL AMOUNT REQUESTED TO DATE	\$1,134,828.81
LESS RETAINAGE	\$33,568.00
NET AMOUNT DUE	\$1,101,260.81
AMOUNT OF PREVIOUS PAYMENTS	\$775,630.50
AMOUNT DUE THIS APPLICATION	\$325,630.31

If you have questions, please do not hesitate to call. Thank you.

Sincerely,



Heather Brose, PE
Associate | Civil Engineer

cc: Rule Construction, Ltd. via Email

Contractor's Application for Payment No. 4

Application Period: July 21, 2023 - August 25, 2023		Application Date: 8/25/2023	
To (Owner): Village of Mt. Horeb	From (Contractor): Rule Construction, Ltd.	Via (Engineer): SmithGroup	
Project: 2023 Street Improvements	Contract: 23-101		
Owner's Contract No.: 23-101	Contractor's Project No.: 23-101	Engineer's Project No.: 23-101	

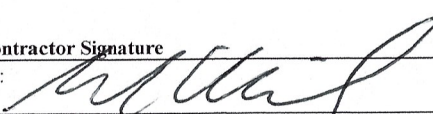
**Application For Payment
Change Order Summary**

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$	\$1,342,719.85
Number	Additions	Deductions	2. Net change by Change Orders.....	\$	\$154,050.00
Change Order #1	\$23,415.00		3. Current Contract Price (Line 1 ± 2).....	\$	\$1,496,769.85
Change Order #2	\$7,375.00		4. TOTAL COMPLETED AND STORED TO DATE		
Change Order #3	\$123,260.00		(Column F total on Progress Estimates).....	\$	\$1,134,828.81
			5. RETAINAGE:		
			a. 5% x 50% x 1,342,719.85	\$1,134,828.81	Work Completed. \$ 33,568.00
			b. X		Stored Material... \$
			c. Total Retainage (Line 5.a + Line 5.b).....		\$33,568.00
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$1,101,260.82
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$767,555.51 \$775,630.50
			8. AMOUNT DUE THIS APPLICATION.....	\$	\$333,705.31 \$325,630.31
			9. BALANCE TO FINISH, PLUS RETAINAGE		
			(Column G total on Progress Estimates + Line 5.c above).....	\$	\$267,574.03
TOTALS	\$154,050.00				
NET CHANGE BY CHANGE ORDERS	\$154,050.00				

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 8/25/2023

Payment of: \$ **\$325,630.31** ~~\$333,705.31~~
 (Line 8 or other - attach explanation of the other amount)

is recommended by: Heather R. Brose August 31, 2023
 (Engineer) (Date)

Payment of: \$ _____
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____
 (Owner) (Date)

Approved by: _____
 Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work								Contractor's Application			
For (Contract): 23-101								Application Number: 4			
Application Period: July 21, 2023 - August 25, 2023								Application Date: 8/25/2023			
A					B	C	D	E	F		
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
1	Unclassified Excavation - Including removal of all materials & Subgrade (for 4" asphalt and 12" aggregate base, all driveways and misc. removals) Excavation for utilities is not included in estimated unclassified excavation quantity and is incidental to the associated utility work & bid items.	1	LS	\$104,000.00	\$104,000.00	1.00	\$104,000.00		\$104,000.00	100.0%	
2	Excavation below subgrade & place stone fill (undercut)	1240	CY	\$47.00	\$58,280.00	375.45	\$17,646.15		\$17,646.15	30.3%	\$40,633.85
3	Geotextile Fabric	500	SY	\$5.00	\$2,500.00	1126.40	\$5,632.00		\$5,632.00	225.3%	-\$3,132.00
4	Install Crushed Stone Base Course (12" Deep)	8260	SY	\$11.22	\$92,677.20	8270.00	\$92,789.40		\$92,789.40	100.1%	-\$112.20
5	Finish Grade Base Course	19	STA	\$400.00	\$7,600.00	19.00	\$7,600.00		\$7,600.00	100.0%	
6	Install 30" Concrete Curb & Gutter. (Includes 12" depth crushed stone base course to 12" behind curb & gutter)	3610	LF	\$20.15	\$72,741.50	2255.36	\$45,445.50		\$45,445.50	62.5%	\$27,296.00
7	Driveway Platting and Access During Curb Curing (undistributed)	4	EA	\$750.00	\$3,000.00	1.00	\$750.00		\$750.00	25.0%	\$2,250.00
8	Sawcut Butt Joint.	830	LF	\$2.00	\$1,660.00	84.00	\$168.00		\$168.00	10.1%	\$1,492.00
9	Install 4" Deep Bituminous Pavement (2-1/4" Binder, 1-3/4" Surface, Type LT)	8260	SY	\$17.20	\$142,072.00	4562.49	\$78,474.83		\$78,474.83	55.2%	\$63,597.17
10	Remove Existing Bituminous Drive Apron and Replace with 3" Thick Bituminous Drive Apron on 8" Deep Aggregate Base	160	SF	\$6.95	\$1,112.00	507.83	\$3,529.42		\$3,529.42	317.4%	-\$2,417.42
11	Remove Existing Concrete Apron and Replace with 6" Thick Concrete Drive Apron on 6" Deep Aggregate Base. (Includes decorative concrete)	935	SF	\$18.04	\$16,867.40	947.50	\$17,092.90		\$17,092.90	101.3%	-\$225.50
12	Hydrant Curb Striping (15 LF centered on hydrant, curb face and head, yellow)	105	LF	\$12.00	\$1,260.00	61.00	\$732.00		\$732.00	58.1%	\$528.00
13	Special Waterway Curb. Includes placement and compaction of base	125	LF	\$61.33	\$7,666.25	66.70	\$4,090.71		\$4,090.71	53.4%	\$3,575.54
14	Restoration	1	LS	\$16,000.00	\$16,000.00	0.50	\$8,000.00		\$8,000.00	50.0%	\$8,000.00
15	Construction Staking and Layout	1	LS	\$12,000.00	\$12,000.00	1.00	\$12,000.00		\$12,000.00	100.0%	
16	Traffic Control	1	LS	\$7,500.00	\$7,500.00	0.85	\$6,375.00		\$6,375.00	85.0%	\$1,125.00
17	Erosion Control	1	LS	\$8,000.00	\$8,000.00	0.85	\$6,800.00		\$6,800.00	85.0%	\$1,200.00
Sanitary Sewer											
18	Remove and Replace 8" SDR 35 PVC Sanitary Sewer (includes reconnection of all live laterals)	1880	LF	\$111.50	\$209,620.00	1779.50	\$198,414.25		\$198,414.25	94.7%	\$11,205.75
19	Remove and Replace 10" SDR 35 PVC Sanitary Sewer (includes reconnection of all live laterals)	25	LF	\$141.50	\$3,537.50	20.00	\$2,830.00		\$2,830.00	80.0%	\$707.50
20	Remove and Replace 4" SDR 35 PVC Sanitary Laterals	560	LF	\$108.00	\$60,480.00	301.50	\$32,562.00		\$32,562.00	53.8%	\$27,918.00
21	Adjust Existing Sanitary Sewer Manhole Casting to finish grade. Provide new polyethylene adjusting rings and external chimney seal. Reuse existing asting unless otherwise noted.	9	EA	\$1,250.00	\$11,250.00	9.00	\$11,250.00		\$11,250.00	100.0%	
22	Provide New Sanitary Sewer Manhole Casting. (Neenah R-1550-B with non-rocking lid) Installation and adjustment are included within Bid item 20	7	EA	\$1,500.00	\$10,500.00						\$10,500.00

Progress Estimate - Unit Price Work								Contractor's Application			
For (Contract): 23-101								Application Number: 4			
Application Period: July 21, 2023 - August 25, 2023								Application Date: 8/25/2023			
A					B	C	D	E	F		
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
23	Sanitary Sewer Spot Repair on Nordic Trail	1	LS	\$8,500.00	\$8,500.00	1.00	\$8,500.00		\$8,500.00	100.0%	
Water Main											
24	Installation of Owner-supplied 10" Ductile Iron Water Main	850	LF	\$90.00	\$76,500.00	820.30	\$73,827.00		\$73,827.00	96.5%	\$2,673.00
25	Installation Owner-supplied 8" Ductile Iron Water Main	1150	LF	\$90.00	\$103,500.00	1066.93	\$96,023.70		\$96,023.70	92.8%	\$7,476.30
26	Installation of Owner-supplied 6" Ductile Iron Water Main	150	LF	\$103.00	\$15,450.00	155.42	\$16,008.26		\$16,008.26	103.6%	-\$558.26
27	Installation of Owner-supplied 6" Gate Valve and Box (includes Gate Valve Adapter)	4	EA	\$150.00	\$600.00	4.00	\$600.00		\$600.00	100.0%	
28	Installation of Owner-supplied 8" Gate Valve and Box (includes Gate Valve Adapter)	4	EA	\$200.00	\$800.00	5.00	\$1,000.00		\$1,000.00	125.0%	-\$200.00
29	Installation of Owner-supplied 10" Gate Valve and Box (includes Gate Valve Adapter)	2	EA	\$300.00	\$600.00	2.00	\$600.00		\$600.00	100.0%	
30	Installation of Owner-supplied Fire Hydrant with Auxiliary Valve	7	EA	\$1,500.00	\$10,500.00	8.00	\$12,000.00		\$12,000.00	114.3%	-\$1,500.00
31	Installation of Owner-supplied 8" Tapping Tee and Gate Valve (included live tap)	2	EA	\$3,200.00	\$6,400.00	2.00	\$6,400.00		\$6,400.00	100.0%	
32	Connection to Existing Main	6	EA	\$2,500.00	\$15,000.00	6.00	\$15,000.00		\$15,000.00	100.0%	
33	Abandon Existing Water Main	1	LS	\$2,000.00	\$2,000.00	1.00	\$2,000.00		\$2,000.00	100.0%	
34	Replacement of Water Service (including tap and connections) (Owner-supplied corporation, box, curb stop, and reducer)	23	EA	\$500.00	\$11,500.00	21.00	\$10,500.00		\$10,500.00	91.3%	\$1,000.00
35	Installation of Owner-supplied Type K Copper Water Service	625	LF	\$63.00	\$39,375.00	423.50	\$26,680.50		\$26,680.50	67.8%	\$12,694.50
36	Underground Utility Exploration	1	EA	\$1,000.00	\$1,000.00						\$1,000.00
37	Rock Excavation	500	LF	\$35.00	\$17,500.00	130.00	\$4,550.00		\$4,550.00	26.0%	\$12,950.00
Storm Sewer											
38	15" ADS N-12 HDPE Pipe	21	LF	\$131.00	\$2,751.00	28.00	\$3,668.00		\$3,668.00	133.3%	-\$917.00
39	12" RCP	1226	LF	\$100.00	\$122,600.00	1167.00	\$116,700.00		\$116,700.00	95.2%	\$5,900.00
40	15" RCP	40	LF	\$142.00	\$5,680.00	40.00	\$5,680.00		\$5,680.00	100.0%	
41	2'x3' Type H Curb Inlet with casting and grate	7	EA	\$3,125.00	\$21,875.00	7.00	\$21,875.00		\$21,875.00	100.0%	
42	Manhole with casting and grate 48" Diameter	2	EA	\$4,850.00	\$9,700.00	2.00	\$9,700.00		\$9,700.00	100.0%	
43	Manhole with casting and grate 60" Diameter	1	EA	\$4,850.00	\$4,850.00	1.00	\$4,850.00		\$4,850.00	100.0%	
44	Concrete Flume and Storm Outfall at Hickory Street	1	LS	\$6,000.00	\$6,000.00	1.00	\$6,000.00		\$6,000.00	100.0%	
45	Oak Valley Dead End Stormwater Swale and STM-CB-108	1	LS	\$6,015.00	\$6,015.00	1.00	\$6,015.00		\$6,015.00	100.0%	
46	Beth Circle Stormwater Swale and STM-CB-202	1	LS	\$3,700.00	\$3,700.00	1.00	\$3,700.00		\$3,700.00	100.0%	
CO#1 Change Order #1											
CB1-1	Installation Owner-supplied 8" Ductile Iron Water Main	130	LF	\$90.00	\$11,700.00	106.17	\$9,555.30		\$9,555.30	81.7%	\$2,144.70
CB1-2	Installation of Owner-supplied 6" Ductile Iron Water Main	5	LF	\$103.00	\$515.00	8.63	\$888.89		\$888.89	172.6%	-\$373.89
CB1-3	Installation of Owner-supplied 6" Tapping Tee and Gate Valve (included live tap)	1	EA	\$3,200.00	\$3,200.00						\$3,200.00
CB1-4	Reconnection of Water Service to 104 Oakridge	1	EA	\$1,500.00	\$1,500.00	1.00	\$1,500.00		\$1,500.00	100.0%	

Progress Estimate - Unit Price Work							Contractor's Application				
For (Contract): 23-101							Application Number: 4				
Application Period: July 21, 2023 - August 25, 2023							Application Date: 8/25/2023				
A					B	C	D	E	F		
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
CB1-5	Plug Main at existing Valve in Oakridge Street	1	EA	\$1,000.00	\$1,000.00	1.00	\$1,000.00		\$1,000.00	100.0%	
CB1-6	Remove existing watermain	60	LF	\$25.00	\$1,500.00	50.00	\$1,250.00		\$1,250.00	83.3%	\$250.00
CB1-7	Abandon existing Watermain in Place (fill w/Flowable Fill)	60	LF	\$25.00	\$1,500.00						\$1,500.00
CB1-8	Tree Removal and Restoration along Route	1	LS	\$2,500.00	\$2,500.00	1.00	\$2,500.00		\$2,500.00	100.0%	
CB1-9A	Installation of Owner supplied 8" Water Valve	1	EA	\$200.00	\$200.00	1.00	\$200.00		\$200.00	100.0%	
CB1-10A	Connect to existing Watermain	1	EA	\$2,500.00	\$2,500.00	1.00	\$2,500.00		\$2,500.00	100.0%	
CO#2	Change Order #2										
CB2-1	Repair/Reconnect Sewer Lateral (104 Grove/115 Perry)	1	LS	\$7,375.00	\$7,375.00	1.00	\$7,375.00		\$7,375.00	100.0%	
CO#3	Change Order #3										
CB3-1	Sawcut Butt Joint	830	LF	\$2.00	\$1,660.00						\$1,660.00
CB3-2	Install 30" Concrete Curb & Gutter. (Includes 12" depth crushed stone base course to 12" behind curb & gutter)	340	LF	\$25.00	\$8,500.00						\$8,500.00
CB3-3	Special Waterway Curb. Includes Placement and Compaction of Base.	103	LF	\$35.00	\$3,605.00						\$3,605.00
CB3-4	Install 4" Deep Bituminous Pavement (2-1/4" Binder, 1-3/4" Surface, Type LT)	630	SY	\$50.00	\$31,500.00						\$31,500.00
CB3-5	Install Crushed Stone Base Course (12" Deep)	630	SY	\$14.00	\$8,820.00						\$8,820.00
CB3-6	Concrete Sidewalk (5-inch thick) on new 4" Deep Aggregate Base	70	SF	\$20.00	\$1,400.00						\$1,400.00
CB3-7	Install 12" ADS N-12 HDPE Storm Sewer	650	LF	\$72.50	\$47,125.00						\$47,125.00
CB3-8	2'x3' Type H Curb Inlet with casting and grate	2	EA	\$3,125.00	\$6,250.00						\$6,250.00
CB3-9	Manhole with casting and grate (48" Diameter)	4	EA	\$4,850.00	\$19,400.00						\$19,400.00
CB3-10	Connect to Existing STM-MH-1 (watertight)	1	EA	\$500.00	\$500.00						\$500.00
CB3-11	Abandon in place existing CMP storm sewer. Fill with sand or cellular concrete per SSSWC	350	LF	\$7.25	\$2,537.50						\$2,537.50
CB3-12	Metal Apron Endwall and concrete flume/curb opening	1	LS	\$300.00	\$300.00						\$300.00
	Totals				\$1,368,834.85		\$1,134,828.81		\$1,134,828.81	82.9%	\$234,006.04

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Client Village of Mount Horeb
 Project Mount Horeb 2023 Street Improvements (CONTRACT 23-101)
 Project # 14376.000
 Detail Pay Request
 Date 8/31/2023

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				Rule Construction, Ltd. BID		Rule Construction, Ltd. Pay App No. 4		Public Works Percentage of Pay App No. 4		Water Utility Percentage of Pay App No. 4		Wastewater Utility Percentage of Pay App No. 4	
Item	Description	Quantity	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	% Share	Progress Payment Total	% Share	Progress Payment Total	% Share	Progress Payment Total
A	Roadway												
1	Unclassified Excavation - Including Removal of all Materials & Subgrade (for 4" asphalt and 12" aggregate base, all driveways, and miscellaneous removals). Excavation for Utilities is not included in estimated Unclassified Excavation quantity and is incidental to the associated Utility work & Bid items. (Complete in place)	1	LS	\$ 104,000.00	\$ 104,000.00	1.00	\$ 104,000.00	29%	\$ 30,078.02	71%	\$ 73,921.98		
2	Excavation Below Subgrade & Place Stone Fill (Undercut) (Complete in place)	1240	CY	\$ 47.00	\$ 58,280.00	375.45	\$ 17,646.15	10%	\$ 1,764.62	90%	\$ 15,881.54		
3	Geotextile Fabric. (Complete in place)	500	SY	\$ 5.00	\$ 2,500.00	1,126.40	\$ 5,632.00	10%	\$ 563.20	90%	\$ 5,068.80		
4	Install Crushed Stone Base Course (12" Deep). (Complete in place)	8260	SY	\$ 11.22	\$ 92,677.20	8,270	\$ 92,789.40	0%	\$ -	100%	\$ 92,789.40		
5	Finish Grade Base Course. (Complete in place)	19	STA	\$ 400.00	\$ 7,600.00	19	\$ 7,600.00	100%	\$ 7,600.00	0%	\$ -		
6	Install 30" Concrete Curb & Gutter. (Includes 12" depth crushed stone Base Course to 12" behind curb & gutter).(Complete in place)	3610	LF	\$ 20.15	\$ 72,741.50	2,255.36	\$ 45,445.50	40%	\$ 18,178.20	60%	\$ 27,267.30		
7	Driveway Plating and Access During Curb Curing	4	EA	\$ 750.00	\$ 3,000.00	1	\$ 750.00	0%	\$ -	100%	\$ 750.00		
8	Sawcut Butt Joint. (Complete in place)	830	LF	\$ 2.00	\$ 1,660.00	84	\$ 168.00	0%	\$ -	100%	\$ 168.00		
9	Install 4" Deep Bituminous Pavement. (2-1/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	8260	SY	\$ 17.20	\$ 142,072.00	4,562.49	\$ 78,474.83	86%	\$ 67,264.14	14%	\$ 11,210.69		
10	Remove Existing Bituminous Drive Apron and Replace with 3" Thick Bituminous Drive Apron on 8" Deep Aggregate Base. (Complete in place)	160	SF	\$ 6.95	\$ 1,112.00	507.83	\$ 3,529.42	40%	\$ 1,411.77	60%	\$ 2,117.65		
11	Remove Existing Concrete Apron and Replace with 6" Thick Concrete Drive Apron on 6" Deep Aggregate Base. (includes decorative concrete) (Complete in place)	935	SF	\$ 18.04	\$ 16,867.40	947.50	\$ 17,092.90	40%	\$ 6,837.16	60%	\$ 10,255.74		
12	Hydrant Curb Striping. (15 LF centered on hydrant, curb face and head, yellow) (Complete in place)	105	LF	\$ 12.00	\$ 1,260.00	61.00	\$ 732.00	100%	\$ 732.00	0%	\$ -		
13	Special Waterway Curb. Includes placement and compaction of base. (Complete in place)	125	LF	\$ 61.33	\$ 7,666.25	66.70	\$ 4,090.71	100%	\$ 4,090.71	0%	\$ -		
14	Restoration	1	LS	\$ 16,000.00	\$ 16,000.00	0.50	\$ 8,000.00	50%	\$ 4,000.00	50%	\$ 4,000.00		
15	Construction Staking and Layout	1	LS	\$ 12,000.00	\$ 12,000.00	1.00	\$ 12,000.00	50%	\$ 6,000.00	50%	\$ 6,000.00		
16	Traffic Control	1	LS	\$ 7,500.00	\$ 7,500.00	0.85	\$ 6,375.00	50%	\$ 3,187.50	50%	\$ 3,187.50		
17	Erosion Control	1	LS	\$ 8,000.00	\$ 8,000.00	0.85	\$ 6,800.00	50%	\$ 3,400.00	50%	\$ 3,400.00		
B	Sanitary Sewer												
18	Remove and Replace 8" SDR 35 PVC Sanitary Sewer (includes reconnection of all live laterals) (Complete in place)	1880	LF	\$ 111.50	\$ 209,620.00	1779.5	\$ 198,414.25	0%	\$ -			100%	\$ 198,414.25
19	Remove and Replace 10" SDR 35 PVC Sanitary Sewer (includes reconnection of all live laterals) (Complete in place)	25	LF	\$ 141.50	\$ 3,537.50	20	\$ 2,830.00	0%	\$ -			100%	\$ 2,830.00
20	Remove and Replace 4" SDR 35 PVC Sanitary Laterals. (Complete in place)	560	LF	\$ 108.00	\$ 60,480.00	301.5	\$ 32,562.00	0%	\$ -			100%	\$ 32,562.00
21	Adjust Existing Sanitary Sewer Manhole Casting to finish grade. Provide new polyethylene adjustment rings and external chimney seal. Reuse existing casting unless otherwise noted. (Complete in place)	9	EACH	\$ 1,250.00	\$ 11,250.00	9	\$ 11,250.00	0%	\$ -			100%	\$ 11,250.00
22	Provide New Sanitary Sewer Manhole Casting. (Neenah R-1550-B with non-rocking lid) Installation and adjustment are included within Bid Item 20	7	EACH	\$ 1,500.00	\$ 10,500.00		\$ -	0%	\$ -			100%	\$ -
23	Sanitary Sewer Spot Repair on Nordic Trail (Complete in place)	1	LS	\$ 8,500.00	\$ 8,500.00	1	\$ 8,500.00	0%	\$ -			100%	\$ 8,500.00
C	Water Main												
24	Installation of Owner-supplied 10-inch Ductile Iron Water Main (Complete in place)	850	LF	\$ 90.00	\$ 76,500.00	820.3	\$ 73,827.00	0%	\$ -	100%	\$ 73,827.00		
25	Installation of Owner-supplied 8-inch Ductile Iron Water Main (Complete in place)	1150	LF	\$ 90.00	\$ 103,500.00	1066.93	\$ 96,023.70	0%	\$ -	100%	\$ 96,023.70		
26	Installation of Owner-supplied 6-inch Ductile Iron Water Main (Complete in place)	150	LF	\$ 103.00	\$ 15,450.00	155.42	\$ 16,008.26	0%	\$ -	100%	\$ 16,008.26		
27	Installation of Owner-supplied 6-inch Gate Valve and Box (includes Gate Valve Adapter) (Complete in place)	4	EACH	\$ 150.00	\$ 600.00	4	\$ 600.00	0%	\$ -	100%	\$ 600.00		

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Project # 14376.000
Detail **Pay Request**
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				Rule Construction, Ltd. BID		Rule Construction, Ltd. Pay App No. 4		Public Works Percentage of Pay App No. 4		Water Utility Percentage of Pay App No. 4		Wastewater Utility Percentage of Pay App No. 4	
Item	Description	Quantity	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	% Share	Progress Payment Total	% Share	Progress Payment Total	% Share	Progress Payment Total
28	Installation of Owner-supplied 8-inch Gate Valve and Box (includes Gate Valve Adapter) (Complete in place)	4	EACH	\$ 200.00	\$ 800.00	5	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00		
29	Installation of Owner-supplied 10-inch Gate Valve and Box (includes Gate Valve Adapter) (Complete in place)	2	EACH	\$ 300.00	\$ 600.00	2	\$ 600.00	0%	\$ -	100%	\$ 600.00		
30	Installation of Owner-supplied Fire Hydrant with Auxiliary Valve (Complete in Place)	7	EACH	\$ 1,500.00	\$ 10,500.00	8	\$ 12,000.00	0%	\$ -	100%	\$ 12,000.00		
31	Installation of Owner-supplied 8-inch Tapping Tee and Gate Valve (includes live tap) (Complete in place)	2	EACH	\$ 3,200.00	\$ 6,400.00	2	\$ 6,400.00	0%	\$ -	100%	\$ 6,400.00		
32	Connection to Existing Main (Complete in place)	6	EACH	\$ 2,500.00	\$ 15,000.00	6	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00		
33	Abandon Existing Water Main	1	LS	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00	0%	\$ -	100%	\$ 2,000.00		
34	Replacement of Water Service (including tap and connections) (Owner-supplied corporation, box, curb stop, and reducer as required) (Complete in place)	23	EACH	\$ 500.00	\$ 11,500.00	21	\$ 10,500.00	0%	\$ -	100%	\$ 10,500.00		
35	Installation of Owner-supplied Type K Copper Water Service (Complete in place)	625	LF	\$ 63.00	\$ 39,375.00	423.5	\$ 26,680.50	0%	\$ -	100%	\$ 26,680.50		
36	Underground Utility Exploration (as requested by Engineer)	1	EACH	\$ 1,000.00	\$ 1,000.00		\$ -	0%	\$ -	100%	\$ -		
37	Rock Excavation	500	LF	\$ 35.00	\$ 17,500.00	130	\$ 4,550.00	0%	\$ -	100%	\$ 4,550.00		
D Storm Sewer													
38	15-INCH ADS N-12 HDPE Pipe (Complete in place)	21	LF	\$ 131.00	\$ 2,751.00	28	\$ 3,668.00	100%	\$ 3,668.00	0%	\$ -		
39	12-INCH RCP (Complete in place)	1226	LF	\$ 100.00	\$ 122,600.00	1167	\$ 116,700.00	100%	\$ 116,700.00	0%	\$ -		
40	15-INCH RCP (Complete in place)	40	LF	\$ 142.00	\$ 5,680.00	40	\$ 5,680.00	100%	\$ 5,680.00	0%	\$ -		
41	2' x 3' Type H Curb Inlet with casting and grate (Complete in place)	7	EA	\$ 3,125.00	\$ 21,875.00	7	\$ 21,875.00	100%	\$ 21,875.00	0%	\$ -		
42	Manhole with casting and grate (48-INCH DIAMETER) (Complete in place)	2	EA	\$ 4,850.00	\$ 9,700.00	2	\$ 9,700.00	100%	\$ 9,700.00	0%	\$ -		
43	Manhole with casting and grate (60-INCH DIAMETER) (Complete in place)	1	EA	\$ 4,850.00	\$ 4,850.00	1	\$ 4,850.00	100%	\$ 4,850.00	0%	\$ -		
44	Concrete Flume and Storm Outfall at Hickory Street (Complete in place)	1	LS	\$ 6,000.00	\$ 6,000.00	1	\$ 6,000.00	100%	\$ 6,000.00	0%	\$ -		
45	Oak Valley Dead End Stormwater Swale and STM-CB-108 (Complete in place)	1	LS	\$ 6,015.00	\$ 6,015.00	1	\$ 6,015.00	100%	\$ 6,015.00	0%	\$ -		
46	Beth Circle Stormwater Swale and STM-CB-202 (Complete in place)	1	LS	\$ 3,700.00	\$ 3,700.00	1	\$ 3,700.00	100%	\$ 3,700.00	0%	\$ -		
Contract or Payment Total				\$ 1,342,719.85		\$ 1,108,059.62		\$ 333,295.31		\$ 521,208.06		\$ 253,556.25	
				Rule Construction, Ltd. BID		Rule Construction, Ltd. Pay App No. 4		Public Works Percentage of Pay App No. 4		Water Utility Percentage of Pay App No. 4		Wastewater Utility Percentage of Pay App No. 4	
Item	Description	Add Qty	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	% Share	Progress Payment Total	% Share	Progress Payment Total	% Share	Progress Payment Total
CB1 WATER MAIN CONNECTION													
CB1-1	Installation of Owner-supplied 8-inch Ductile Iron Water Main (Complete in place)	130	LF	\$ 90.00	\$ 11,700.00	106.17	\$ 9,555.30	0%	\$ -	100%	\$ 9,555.30		
CB1-2	Installation of Owner-supplied 6-inch Ductile Iron Water Main (Complete in place)	5	LF	\$ 103.00	\$ 515.00	8.63	\$ 888.89	0%	\$ -	100%	\$ 888.89		
CB1-3	Installation of Owner-supplied 6-inch Tapping Tee and Gate Valve (includes live tap) (Complete in place)	1	EACH	\$ 3,200.00	\$ 3,200.00		\$ -	0%	\$ -	100%	\$ -		
CB1-4	Reconnection of Water Service to 104 Oakridge Street	1	EACH	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00	0%	\$ -	100%	\$ 1,500.00		
CB1-5	Plug main at existing valve in Oakridge Street with Owner-supplied plug and megalug	1	EACH	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00		
CB1-6	Remove existing water main	60	LF	\$ 25.00	\$ 1,500.00	50	\$ 1,250.00	0%	\$ -	100%	\$ 1,250.00		
CB1-7	Abandon existing water main in place; fill with flowable fill	60	LF	\$ 25.00	\$ 1,500.00		\$ -	0%	\$ -	100%	\$ -		
CB1-8	Tree removal and restoration along water main from Oak Valley Rd to Oakridge Street	1	LS	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	0%	\$ -	100%	\$ 2,500.00		
CB1-9	Installation of Owner-supplied 8-inch Gate Valve	1	EACH	\$ 200.00	\$ 200.00	1	\$ 200.00	0%	\$ -	100%	\$ 200.00		
CB1-10	Connect to Existing Main (Complete in place)	1	EACH	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	0%	\$ -	100%	\$ 2,500.00		
Change Order No. 1 Total				\$ 23,415.00		\$ 19,394.19		\$ -		\$ 19,394.19		\$ -	
NOTES: 1 Type K Copper, Saw cut, 4" Bituminous Pavement, and Concrete Curb quantity will a													

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Project # 14376.000
Detail **Pay Request**
Date 8/31/2023

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				Rule Construction, Ltd. BID		Rule Construction, Ltd. Pay App No. 4		Public Works Percentage of Pay App No. 4		Water Utility Percentage of Pay App No. 4		Wastewater Utility Percentage of Pay App No. 4	
Item	Description	Quantity	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	% Share	Progress Payment Total	% Share	Progress Payment Total	% Share	Progress Payment Total
Item	Description	Add Qty	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	% Share	Progress Payment Total	% Share	Progress Payment Total	% Share	Progress Payment Total
CB2	FRONT STREET SANITARY REPAIR												
	CB2-1 Repair/Reconnect Sewer Later at 104 Grove/115 Perry on Front St	1	LS	\$ 7,375.00	\$ 7,375.00	1	\$ 7,375.00	0%	\$ -		\$ -	100%	\$ 7,375.00
Change Order No. 2 Total					\$ 7,375.00		\$ 7,375.00		\$ -		\$ -		\$ 7,375.00
Item	Description	Add Qty	Unit	Unit Cost	Item Total	Est'd Qty Installed	Value of Installed Work	% Share	Progress Payment Total	% Share	Progress Payment Total	% Share	Progress Payment Total
CB3	DURTSCHI STORM SEWER REPAIR												
	CB3-1 Sawcut Butt Joint. (Complete in place)	830	LF	\$ 2.00	\$ 1,660.00		\$ -	100%	\$ -				
	CB3-2 Install 30" Concrete Curb & Gutter. (Includes 12" depth crushed stone Base Course to 12" behind curb & gutter).(Complete in place)	340	LF	\$ 35.00	\$ 11,900.00		\$ -	100%	\$ -				
	CB3-3 Special Waterway Curb. Includes placement and compaction of base. (Complete in place)	103	LF	\$ 55.00	\$ 5,665.00		\$ -	100%	\$ -				
	CB3-4 Install 4" Deep Bituminous Pavement. (2-1/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	630	SY	\$ 20.00	\$ 12,600.00		\$ -	100%	\$ -				
	CB3-5 Install Crushed Stone Base Course (12" Deep). (Complete in place)	630	SY	\$ 14.00	\$ 8,820.00		\$ -	100%	\$ -				
	CB3-6 Concrete Sidewalk (5-in thick) on new 4" Deep Aggregate Base. (Complete in place)	70	SF	\$ 12.00	\$ 840.00		\$ -	100%	\$ -				
	CB3-7 Install 12-INCH ADS N-12 HDPE Storm Sewer (Complete in place)	650	LF	\$ 72.50	\$ 47,125.00		\$ -	100%	\$ -				
	CB3-8 2' x 3' Type H Curb Inlet with casting and grate (Complete in place)	2	EA	\$ 3,125.00	\$ 6,250.00		\$ -	100%	\$ -				
	CB3-9 Manhole with casting and grate (48-INCH DIAMETER) (Complete in place)	4	EA	\$ 4,850.00	\$ 19,400.00		\$ -	100%	\$ -				
	CB3-10 Connect to Existing STM-1 manhole (watertight) (Complete in place)	1	LS	\$ 750.00	\$ 750.00		\$ -	100%	\$ -				
	CB3-11 Abandon in place existing CMP storm sewer. Fill with sand or cellular concrete per SSSWC (Complete in place)	350	LF	\$ 15.00	\$ 5,250.00		\$ -	100%	\$ -				
	CB3-12 Metal apron endwall and concrete flume/curb opening (Complete in place)	1	LS	\$ 3,000.00	\$ 3,000.00		\$ -	100%	\$ -				
Durtschi Storm Sewer Repair Total					\$ 123,260.00		\$ -		\$ -				
NOTES: 1 Driveways to parking lots are quantified as 4" bituminous (1.75" over 2.25") 2 Asphalt patch over utility trench quantified as 4" bituminous per Utility Trench Restoration detail				Rule Construction, Ltd. BID		Rule Construction, Ltd. Pay App No. 4		Public Works Percentage of Pay App No. 4		Water Utility Percentage of Pay App No. 4		Wastewater Utility Percentage of Pay App No. 4	
								Public Works		Water Utility		Wastewater Utility	
				Contract Price		\$ 1,342,719.85							
				Net Change by CO		\$ 154,050.00							
				Current Contract Price		\$ 1,496,769.85							
				Total Completed and Stored to Date		\$ 1,134,828.81		Total to Date \$ 333,295.31		Total to Date \$ 540,602.25		Total to Date \$ 260,931.25	
				Retainage (5% of first 50%)		\$ 33,568.00		% of Total to Date 29.4%		% of Total to Date 47.6%		% of Total to Date 23.0%	
				Amount Eligible to Date		\$ 1,101,260.82							
				Less Previous Payments		\$ 775,630.50							
				Amount Due this Application		\$ 325,630.31		Amt Due this App \$ 95,636.50		Amt Due this App \$ 155,121.62		Amt Due this App \$ 74,872.20	
				Balance to Finish, plus retainage		\$ 395,509.03							



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

AGENDA ITEM # 6.a

Consider 2024 Budget for Mount Horeb Area Joint Fire Department

BACKGROUND

Chief Minter will be in attendance to present and discuss.

Comments from Cathy Scott: *Bottom line on the proposed '24 budget is a 24% increase. Two new hires as well as total cost for the 7th FT ee previously paid for by a 3 yr grant. The increase is a gross # as includes no funding from Act 12 (sales tax) program so our gross budget obligation has opportunity for reduction based on the Act 12 allocation among Fire, EMS. PD and roads.*

Chief Minter will be attending our Sept. VB meeting. She is also hosting an informational meeting for clerks/treasurers/board members the following night at 7pm. I am unable to attend that meeting...feel free to do so if unanswered questions remain.

RECOMMENDATION

ATTACHMENTS

1. MHAJFD 2024 Capital Expenditure Fund Packet
2. 2023 MHAJFD Annual Meeting Agenda
3. Annual MHAJFD Budget Meeting minutes DRAFT 2022
4. MHAJFD 2024 Budget Proposal Packet



Mount Horeb Area Joint Fire Department

400 Blue Mounds Street
Mount Horeb, Wisconsin 53572

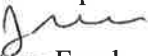
Phone: (608) 437-5571

Fax: (608) 437-3873

Email: jminter@fdmh.org

DATE: August 25, 2023

TO: Joint Fire Department Municipalities

FROM: Chief Jenny Minter 

SUBJECT: Capital Expenditure Fund

Enclosed you will find the MHAJFD Capital Expenditure Fund and Apparatus Replacement Schedule that will be presented at the Annual Budget Meeting scheduled for Wednesday, September 27, 2023 beginning at 7:00 p.m.

The objective of the Capital Expenditure Fund is to keep all apparatus and apparatus mounted equipment expenditures within the annual Fire Department Operating Budget requiring no additional funds from individual municipalities. Modifiers include obligations, unforeseen major repairs, special purchases, contributions, interest earned, miscellaneous income, etc.

The replacement of large fire trucks is at a 20-year interval. Ambulance replacements switch to a 6-year interval with the new purchase of the next Rescue 38 this year. These figures are based on a review looking at call volume, mileage/hours, repair costs, downtime during repairs, and both NFPA and ISO recommendations. This evaluation process will need to continue on a regular basis to ensure that MHAJFD is able to "get out the door" and serve our customers.

We currently have no loan obligations for apparatus. This fund moved to an annual maintenance amount in 2018, showing no signs of budget increase needed. The schedule has been updated to show apparatus needs for the next 15 years. The MHAJFD board is supportive of this fund document and is looking towards working within this proposal for future purchases.

The enclosed document is only a projection and is proposed that in order to maintain a consistent apparatus replacement schedule we will need to continue at the planned level of investments. A presentation on this Fund and Schedule will be given at the Annual Budget Meeting. If you have any questions please feel free to contact me at the fire station.

Capital Expenditure Fund & Replacement Schedule

Capital Expenditure Fund			Apparatus Replacement Schedule			
Year	Fund Contributions	Loan Payments	Scheduled Replacement	Loan Proceeds	Replacement Cost	Sale Proceeds/Extra Payments End of Year Balance
2022	\$315,000		Defibs, R38 chassis		\$113,800	\$299,500
2023	\$315,000		Rescue 38 build, B1		\$421,000	\$193,500
2024	\$315,000					\$508,500
2025	\$315,000		Engine 4	\$500,000	\$1,110,000	\$213,500
2026	\$315,000		Rescue 40		\$445,000	\$83,500
2027	\$315,000					\$398,500
2028	\$315,000		Car 1		\$90,000	\$623,500
2029	\$315,000		Rescue 38		\$515,000	\$423,500
2030	\$315,000					\$738,500
2031	\$315,000					\$1,053,500
2032	\$315,000		Rescue 40 + Defibs		\$656,000	\$712,500
2033	\$315,000					\$1,027,500
2034	\$315,000		Engine 3		\$1,000,000	\$342,500
2035	\$315,000		Rescue 38		\$690,000	-\$32,500
2036	\$315,000		Truck 1			\$282,500
2037	\$315,000		Brush 1		\$140,000	\$457,500
2038	\$315,000		Rescue 40		\$800,000	-\$27,500
2039	\$315,000		Car 1		\$115,000	\$172,500
2040	\$315,000		Engine 2			\$487,500
2041	\$315,000		Rescue 38 + Defibs		\$985,000	-\$182,500
2042	\$315,000					\$132,500
2043	\$315,000					\$447,500
2044	\$315,000					\$762,500
2045	\$315,000		Engine 4			\$1,077,500

At inception, the apparatus fund increased 9% each year. For the years 2011 to 2016 increases in contributions to the fund ranged from 11% to 15%. In 2018, the fund contributions were able to be decreased to maintenance levels. Large apparatus repairs or apparatus mounted equipment replacements have also historically come from this fund. Sales from used apparatus are deposited into the account, but recent sales have not been large enough to affect fund contributions.

modified 8/14/2023

MOUNT HOREB AREA JOINT FIRE DEPARTMENT
2023 ANNUAL MEETING AGENDA
Wednesday, September 27, 2023
Mount Horeb Public Safety Building
7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Municipality Roll Call
4. Minutes of the 2022 Annual Meeting
5. Treasurer's Report
6. President's Report
7. New Business
 - a. Presentation of the MHAJFD Board of Directors Approved 2024 Budget Proposal
 - b. Discussion and Questions
 - c. Caucus
 - d. Further Discussion
 - e. Vote on 2024 Budget
 - f. Other New Business
8. Adjournment
9. Luncheon

Mount Horeb Area Joint Fire Department Annual Meeting

September 28, 2022

The 2022 Annual Meeting of the Mount Horeb Area Joint Fire Department (MHAJFD) was called to order by Dale Judd at 7:00 pm on the above date at the Mount Horeb Public Safety Building.

The pledge of Allegiance was recited. Roll call was taken, with all municipalities present.

The minutes of the 2021 annual meeting were provided in print before the meeting and today. Cathy Scott made a motion to approve the 2021 annual meeting minutes. Denis Jelle seconds the motion, all were in favor and the motion carried.

Treasurer's Report – Mark Eastman gives an overview and reports the current status for the 2022 budget. Eastman invites Chief Jenny Minter to add anything. Minter reports that we are being cautious towards the end of the year, to see how things go. Minter is optimistic of how things will end for the year. Income is looking good but we have been in this situation before.

President's Report – Judd welcomes everyone that is in attendance for the meeting and thanks them for joining this evening.

New Business: Presentation of the MHAJFD Board of Directors Approved 2023 Budget Proposal - Chief Minter gives a slideshow presentation of the MHAJFD Board of Directors Approved 2023 Budget Proposal. In this presentation she breaks down many categories of the budget. Some areas that are highlighted are as follows: The Intern and Student Volunteer Programs. Mount Horeb is hosting Madison College classes for high school juniors and seniors in spring 2023. The Volunteer Firefighters; there are currently 48 members and they are paid zero dollars for responding to emergency calls. The Volunteers Inc. in the past 5 years have donated \$350,853. Chief Minter reports on EMS Paid on Call members that are compensated a nominal amount per hour and they cover our night and weekend rescue calls. In the last 12 months, rescues were staffed by pager pay for 26,900 hours. Our member average for training hours is 85 hours per member and we had 5,498 hours of total training in 2021. The full-time staff is overviewed and reports that the full-time staff has a combined service of 81 years with the MHAJFD.

Chief Minter gives an overview of our total call volume as well as a breakdown on the types of calls we are called for with a use of a chart. In 2021 we had a total of 342 fire calls. There were 1,096 total EMS calls last year. Call volume increased 11% over the last year. Minter also highlights staffing during the day covered by full time employees, nights and weekend staffing that is covered by majority by the volunteers and how each has variables and unknowns that vary day to day.

Chief Minter reports on the budget. The budget was sent out ahead of time with a detailed description of all the categories as well as any changes. Chief Minter has slides with a spreadsheet of the budget categories that is also color categorized for any increases, decreases, or non-changing sub-categories. She goes over each category of the budget starting with Administrative and Housing Budget explaining the changes that have been made in each. Minter asks for any questions on the Admin and Housing budget. There were none. The Fire Department Expense and Income budget category was next. Minter highlighted Fire Department New and Replacement Equipment sub-categories and explained the equipment purchased if the fire department receives a DNR grant. The last slide for this category was the full budget spreadsheet with color coded changes. Minter explains the change in Income once the

Fire Department is billing for all motor vehicle accidents. She ends by asking for any questions on this category. Town of Cross Plains representative Greg Hyer asks if insurance covers those kinds of bills. Minter states that they normally do or at least cover a part. No other questions were asked. The presentation continues as Minter goes through the EMS Expense and Income category. She again highlights some changes in the sub-categories followed by the full spreadsheet of this budget. Questions were asked for and none were asked.

Chief Minter has a spreadsheet of the Capital Expenditure Fund and Replacement Schedule for large apparatus. She gave an overview of the yearly schedule and the new 20-year replacement plan. Engine 4 is the next large apparatus being replaced. It's being ordered but there is currently a build time of about 30 months.

The FEMA SAFER Grant is then overviewed. Minter explains how the budget has been planned so that when we have to pay for 100% of that employee it will not be a large increase all at once.

Chief Minter reports on both positive and negative factors that are working to produce or compound issues with our Operating Budget. These factors were staffing, grant programs, levy limits, increasing prices, EMS billing reimbursement, EMS billing collections, state programs, and call volume. Each of these topics were explained in detail by Minter.

The presentation continued with an overview of 2% Fire Dues. Minter explained what they are and what they can be used for.

Chief Minter's final slide was a spreadsheet of the complete summery breakdown of the 2023 budget showing any and all changes as well as the total budget. This slide also had other MHAJFD accounts that included the USDA Loan, Operating Account, and Special Funds. Minter ended by asking for any questions, there were none.

Dale Judd asks if there are any more questions, there are none. Judd asks for a 5-minute caucus. Judd asks for any further discussion after caucus; there is none. Judd states we will do a roll call vote on the proposed 2023 budget which is taken by Firefighter/Paramedic Josh Malinowski. Judd summarizes the roll call with a vote of 7 yes votes and one no vote the 2023 proposed budget has passed.

Other New Business: none.

Greg Hyer makes a motion to adjourn the annual meeting. Eastman seconds the motion and all were in favor. Adjournment at 7:56 pm.

Respectfully submitted,

Josh Malinowski, Firefighter



Mount Horeb Area Joint Fire Department

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Date: August 25, 2023

To: All Municipal Members of the Mount Horeb Area Joint Fire Department

From: Chief Jenny Minter

Subject: 2024 Operating Budget

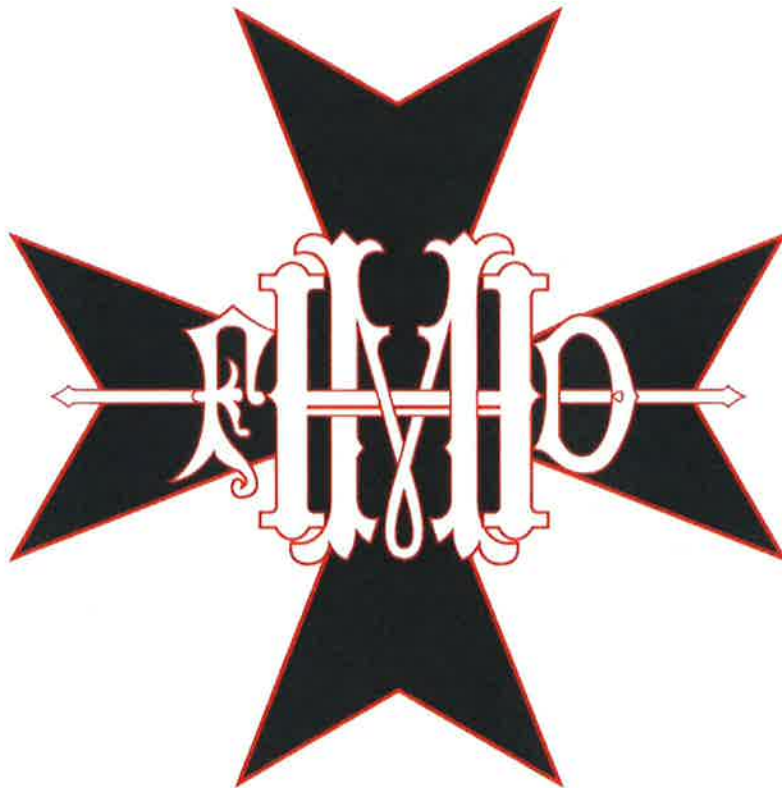
Enclosed you will find the 2024 Operating Budget Proposal approved by the Mount Horeb Area Joint Fire Department (MHAJFD) Board of Directors. We are asking for a budget increase of \$298,800 with an encouragement to use the new State supplemental funding targeted for public safety needs to pay for the increase; and for some municipalities to apply State supplemental funding still remaining and see a budget savings for 2024. Please review the 2024 budget proposal and plan to attend the Annual Budget Meeting scheduled for Wednesday, September 27, 2023 beginning at 7:00 p.m. I am also hosting an informational session on the 2024 Budget for municipal clerks, treasurers and board members on Thursday, September 7th, 2023 starting at 7:00 p.m. The session will start with a review of the budget and supplemental funding explanation followed by a question-and-answer section.

The budget process takes a hard look at our current budget shortages and increasing staffing shortages. In addition to the regular annual budget adjustments after reviewing each category, we are looking to add needed staffing that includes a Deputy Chief position that has sat vacant since 2019, one additional Firefighter/AEMT and a part time administrative assistant. We are also at the end of the 2021 FEMA SAFER grant that paid 100% of a Firefighter/AEMT for three years. In addition to grants, which we will continue to apply for, the Mount Horeb Volunteers have donated funds and equipment to the MHAJFD totaling over \$400,000 in the last 5 years. We are thankful for the Volunteers, who also donate their time for fire and EMS responses. We cannot, however, continue to rely on grants and Volunteer donations to keep our municipal government-provided Fire and EMS Department running.

There is a detailed narrative document attached, outlining all category changes for 2024. Following the narrative document in the packet is the budget spreadsheet. The loan payment for the USDA building loan due in 2024, along with payment to the required reserve fund is located on page 4 of the budget spreadsheet. A worksheet for the supplemental funding at the end of the packet will help guide you in your deliberations.

Please provide at least one elected or appointed official to discuss and vote on the 2024 Operating Budget Proposal at the Annual Meeting on Wednesday, September 27th. Through the management by your MHAJFD board members you will be able to be proud of your decision to support this budget as it plays a pivotal role in making your department the best to continue to meet the needs of your constituents.

Mount Horeb Area Joint Fire Department



2024 Operating Budget Request

The Mount Horeb Area Joint Fire Department presents the following 2024 Budget Request. The budget process began with a thorough review of historic spending and anticipated expenses. Due to the State of Wisconsin supplemental funding targeted at public safety needs (Act 12), we looked at our essential staffing needs to repair many budget shortfalls. This document covers the changed categories, both additions and subtractions. All other budget categories remain unchanged for 2024.

There has been a steady nationwide decline in volunteerism, not just in Fire and EMS, but across all types of volunteerism. The volunteer method of staffing Fire and EMS is no longer sustainable. As a combination department, we have 60 Fire and EMS volunteers that serve our Department, a number that has remained consistent. Volunteers for the MHAJFD are harder to recruit and the average annual hours by a volunteer has declined. In 2018 we had 44,900 annual hours covered by volunteer EMS; in 2023 that number dropped to 26,400 hours, a 41% decline over five years.

Our full-time staffing has been increasing over the years to fill holes in the primary ambulance response. Most nights in the last year we were not able to keep the back-up ambulance in service because of lack of staff. We had to rely on mutual aid ambulances to transport our patients. The fire side is struggling too, with single trucks going out the door with only three personnel, when four personnel is ideal. Secondly, many times it is necessary to have more than one truck respond, requiring an additional 3-4 personnel. Without proper staffing, the Fire and EMS service cannot survive.

Increasing call volume strains the volunteer workforce as well when they run calls all night or weekends then go to a full-time job or have other personal commitments the next day. Fire and EMS calls for 2022 totaled 1,538, increasing over 17% across the two prior years. This means crews are going out the doors over 4 times each day. As of June 30, 2023, Fire and EMS calls total 927, on track to be over 1,800 calls for the year, another 17% increase in a single year.

If volunteers choose to no longer serve, it would be at least a million-dollar budget addition. The one-million-dollar addition would provide minimum staffing

of 11 additional personnel, for a total of 18 (3 shifts of 6 FF/AEMTs), to keep one ambulance and one fire truck in service 24 hours a day. This does not include vacation or sick days. The 2024 budget begins to correct holes in our staffing and attempt to cover calls in the face of a national decline in volunteerism.

Our goal is to continue to recruit and retain volunteers to serve in Fire and EMS roles. It is a rewarding experience and will continue to sustain staffing roles at MHAJFD, hopefully for many years to come. If you know of anyone interested in volunteering and serving their community in Fire and/or EMS roles, please reach out and encourage them to apply to MHAJFD.

The following budget categories have proposed changes for 2024:

*5231.08 Insurance **\$5,000***

Property insurance for the Public Safety Building increased by 29% in 2023. We verified pricing and coverage through the Building Committee in a bid process. Workers Compensation Insurance and other non-building insurance coverages increased as well.

*5231.11 Admin Office Personnel **\$11,000***

This budget category adds a part time administrative assistant to help with bookkeeping, reporting and customer service needs. Part of this budget is split off for 2024 to create a separate item for outside accounting services.

*5231.15 Fire/EMS Administrator **\$500***

This account is the salary for the full time Chief position. The salary schedule was approved by the Board of Directors in January of 2019 and stayed within estimates given in the Fire Chief Transition Plan. The increase in this account for 2024 is the scheduled raise in the approved salary schedule. The associated payroll taxes are moved from this account in 2024 to the Employee Benefits account.

5231.15.1 Deputy Chief \$85,000

This budget category adds a full time Deputy Chief position to help with administration and staffing in our department. This position was abandoned in 2019 when the current Chief was promoted. Our department has 68 members, and full-time supervision tasks need to be shared by more than just the Chief position. This position will also respond to fire and EMS calls.

5231.18 Employee Benefits \$147,500

Benefit costs include State of Wisconsin retirement, health care, dental, and a retirement health savings account for accrued sick leave. For 2024 the employer payroll taxes will be moved to this account from the associated wage accounts to make monthly accounting easier to understand. Additions to the benefits category for 2024 include those related to the SAFER grant position, one new Firefighter/AEMT position, and Deputy Chief position added to the 2024 budget. The state announced a health insurance premium increase of 6% for 2024 as all health care services continue to increase. Retirement contribution rates have also been increased for 2024.

5231.18.1 Staff Uniform Allowance \$2,400

This budget category is split from the Administrative-Disposable Supplies 5231.21 so that it can be better tracked. Each full-time employee has a \$300 annual allowance for duty uniforms required to be worn by the MHAJFD.

5231.21 Disposable Supplies (\$3,000)

This budget category is decreased from the split of Staff Uniform Allowance to its own category for 2024.

5231.22 Administrative Computer Equipment \$2,000

This account needs to accommodate an increase in the cost of our accounting software as well as replacement of two desktop office computers. Prior to 2019, two of our 16 computers were replaced annually. Single units were replaced in

2020 and 2021, with no replacement made in 2022. We are now having issues so need to ensure our two-replacement program resumes.

5231.23 Travel and Mileage \$200

The Chief is covering travel costs for one or more conferences attended annually. This increase will add some more coverage in that area.

5231.24 Attorney Fees \$2,500

MHAJFD has contracted with an employment law attorney to assist in negotiating a new union contract. Costs will be ongoing in employment related areas and legal advice.

5231.29 Accountant \$5,000

This cost splits from the Admin Office Personnel account where the new accounting fees were paid from in 2023. The accountant assists MHAJD in making sure the department is running as effectively and efficiently as possible and complying with rules and regulations that govern public sector organizations.

5231.30 Service Award Program \$2,000

This account funds the Service Award Program that was started in 2001. This program gives a retiring volunteer an award based on the years of service they have given the department. An annual investment per volunteer is put into this account and is met by a state match. We maximize the investment to get the full state match. State matches are growing, paired with more members in the system so necessitates an increase.

5231.31 Heat \$1,800

The total price of the natural gas we used for heating in the last 12 calendar months increased. Quantity of gas used has remained consistent. The proposed budget figure will match the historical spending figure over the last 12 months.

5231.33 Utilities-electric \$4,100

The Fire Department's electrical expense for 2022 was \$27,535. Mount Horeb Utilities just announced a rate increase effective 8/1/2023. The adjustment to this account hopes to accommodate this usage and rate increase.

5231.35 Utilities – water & sewer \$700

Historical costs from the last year were reviewed and this category needs an adjustment to reflect usage and cost. Total expense is still lower than we were paying at our old station, due to lower flow fixtures and a new system for washing trucks that uses less water.

5231.37 Telephone (\$1,300)

This budget category can be reduced based on historical spending in 2023. Phone rates have increased, but cellular phones and data plans have remained constant in pricing and use.

5231.39 Maintenance \$4,800

The Public Safety Building Committee has reviewed historical repair costs on the building in addition to potential upcoming replacements. Maintenance includes annual service on our equipment to curb repair costs and to keep it running longer. Equipment includes boilers and boiler chemicals, kitchen hood extinguishment system, elevator, fire alarm system testing and monitoring, grease traps, and inspection and upkeep of the roof. We add \$2,000 annually to a fund for future building repairs or replacements. This is matched by the Village of Mount Horeb and managed by the Joint Public Safety Building Committee. Historical spending in this account has been over budget the last three years, prompting this adjustment.

5232.02 Fire Apparatus Repair \$3,000

The cost of maintaining our aging fleet of fire apparatus has been over budget. Engine 4 was set to be replaced in 2022 at 20 years of age, but due to manufacturing delays it will not arrive until 2025. Numerous repairs to all the

vehicles and increased price of parts and labor necessitate an adjustment to this category.

*5232.04 Fire Equipment Repair **\$2,000***

The cost of maintaining our fire equipment has been over budget. We are required to check and test our air packs and masks on an annual basis as well as annual checks on our extrication equipment and gas monitors. Increased prices of this maintenance and parts necessitate an adjustment to this category.

*5232.11 Fire Volunteer Stipend Program **\$20,000***

MHAJFD began a program at the beginning of 2023 to help retain firefighter volunteers. Before 2023, the firefighters received no money for calls or training. This stipend program awards points for coming to calls and training, converting the point into a monetary reimbursement in December of each year. The program was funded by Fire and EMS run charges for 2023 and will need its own budget category for 2024. Additional funding is added to the program for 2024 to encourage volunteer firefighters to join and serve our department.

*5232.12 Fire Run Charges **(\$3,500)***

This amount was historically paid to the Volunteers organization on a \$10 per call basis, cut in 2023 from \$15 per call. This money was moved to the Volunteer Stipend Program for 2023 to reward those individual volunteer firefighters who attend calls and training.

*5232.15 Firefighter Salary **\$64,400***

This category takes on the SAFER grant Firefighter/AEMT position that was funded by the federal government for three years, ending in 2023. Also added is an additional Firefighter/AEMT position to help with responder shortages. The increase in this account for 2024 also includes the scheduled annual increase in base pay of the approved salary schedule. These staff costs are equally shared in the EMS Expense category 5255.15.

5232.16 Fire Fill-In Staff \$4,000

Fill-in staff covers openings in the full-time staff through sick, vacation, and other absences of a staff member. The increase in this category includes both a correction to match actual costs in historical spending along with possible hourly rate increases in order to stay competitive in attracting persons to cover fill-in shifts. These staff costs are equally shared in the EMS Expense category 5255.27.

5232.19 Fire Computer Program \$300

Costs of annual programming and maintenance of our MDT (mobile data terminal) computers in the fire apparatus has increased in the last two years.

5232.22 Fire Equipment Replacement \$5,000

The cost of a set of turn out gear and helmet has increased \$950 per set in the last year. In order to stay within NFPA requirements of 10-year gear use, we need to order 6 sets of turn out gear each year for replacement.

5232.27 DNR Grant Equipment \$6,800

The annual DNR grant is traditionally a 50% state funded grant awarded in October for equipment used in wildland firefighting. Several years ago, the DNR changed to funding only a portion of each portable radio. This year we have requested funding for two portable radios, wildland fire pants, an AED, and backpack pumps. The equipment requested is different every year.

4522.7 DNR Grant Funds (\$2,200)

This is an increase in the income from the DNR grant if we are awarded it in October. The grant traditionally pays for 50% of the requested items for wildland firefighting and \$1,250 per portable radio. For 2024 we have requested more equipment which means more income from the grant, if awarded.

4422.9 Fire Income – Fire Runs \$8,000

This billing income involves vehicle accidents that require extrication, fire extinguishment, traffic control or other fire related tasks on scene. The Fire Board

has approved billing for all accidents, but the rate is now lower to encourage payment of bills. The rates used are FEMA approved rates for fire apparatus and personnel.

Fire Insurance Dues (\$74,300)

2% dues from the State of Wisconsin are a portion of fire insurance premiums collected by insurers doing business in Wisconsin. The funds are to be used exclusively for four purposes: purchasing fire protection equipment, performing fire inspection and public education, training firefighters, and funding pensions for firefighters. Historically these funds have been retained at the municipal level, but for better accounting of purchases and to meet state requirements, the MHAJFD requests the 2% dues paid to each municipality starting in 2024 are distributed to the MHAJFD. In 2024 the payments received for MHAJFD were 5.49 to 28.5% higher than 2023 payments. The excess funds each year, as 2% dues continue to increase, should be applied to the fire equipment and training needs of the MHAJFD within that calendar year.

5255.02 EMS Apparatus Repair (\$2,000)

A new rescue arrived in 2023, which will send our high mileage rescues to backup status or sale. Historical data has shown that as our rescues age, we see an increase in maintenance costs until the next replacement. With this new rescue, maintenance costs should be lower while it is under warranty.

5255.04 EMS Equipment Repair \$500

We have maintenance contracts on our new defibrillators and the cot and power load system in Rescue 40. With those set costs and miscellaneous other repairs, this budget category should be increased.

5255.14 EMS Run Charges (\$11,700)

This amount was historically paid to the Volunteers organization on a \$10 per call basis, cut in 2023 from \$15 per call. This money was moved to the Volunteer Stipend Program for 2023 to reward those individual volunteer firefighters who attend calls and training.

5255.15 EMT Salary \$64,400

This category takes on the SAFER grant Firefighter/AEMT position that was funded by the federal government for three years, ending in 2023. Also added is a new Firefighter/AEMT position to help with responder shortages. The increase in this account for 2024 also includes the scheduled annual increase in base pay of the approved salary schedule. These staff costs are equally shared in the Fire Expense category 5232.15

5255.19 EMS Computer Program \$900

The scheduling software had a large increase at the end of 2022, necessitating a budget increase.

5255.22 EMS Equipment Replacement \$2,000

This category included long duration equipment items including EMS turnout gear. The category was reduced for 2023 due to a one-year only grant program from the State of Wisconsin. The category needs to increase to pre-grant levels

5255.26 EMS New Equipment \$2,000

This category includes patient care items and other EMS equipment that last for only several years. The category was reduced for 2023 due to a one-year only grant program from the State of Wisconsin. The category needs to increase closer to pre-grant levels.

5255.27 EMS Fill-In Staff \$4,000

Fill-in staff covers openings in the full-time staff through sick, vacation, and other absences of a staff member. The increase in this category includes both a correction to match actual costs in historical spending along with possible hourly rate increases in order to stay competitive in attracting persons to cover fill-in shifts. These staff costs are equally shared in the Fire Expense category 5232.16.

5255.28 EMS Paid on Call (\$5,000)

This category shows a historical decrease. Volunteer EMS coverage of shifts declines greatly in the summer months when many are on vacations. In the last three years there are fewer total hours filled on the rescues in this staffing category

SAFER Grant Staff Reserve (\$60,000)

On the last page of the Budget Summary, is a two-year temporary item. This budget item removes for 2024 as the SAFER grant ends and the expenses are split between Firefighter Salary, EMT Salary and Employee Benefits. This allowed us to slowly ease our budget into the addition of the 8th full-time position that was covered by a 100% funded FEMA SAFER (Staffing for Adequate Fire & Emergency Response) grant. The grant provided us with \$217,500 over 3 years for a full-time firefighter/AEMT that started January 1, 2021. This position allowed us to move to one full-time person on duty 7 days a week, 24 hours a day.

I would like to thank the Mount Horeb Volunteers Inc in their financial support of the MHAJFD. They fund the Student Volunteer program, which trains high school students in firefighting. Some of those students have transitioned to volunteer membership or the Internship program. In addition to supporting the Students, the Volunteers have donated \$400,000 in the last five years to the Joint Fire Department in the purchase of equipment, apparatus and a storage building to help meet the needs of the MHAJFD. Part of that funding went to new defibrillators and a LUCAS device which helps to provide cardiac compressions during a cardiac arrest. With this equipment and crews of full-time staff, interns, and volunteers, we had two cardiac saves in the last few months!

Wisconsin Fire and EMS organizations have lobbied heavily in early 2023 to secure the new Wisconsin supplemental funding in Act 12. This will provide a means to substantially or completely fund the 2024 MHAJFD budget increase. Maintenance of effort will be required from Fire and EMS to secure this new municipal funding each year. This will include looking at equipment expenditures, training and

maintenance of licensure for Firefighters and EMS personnel, response times for Fire and EMS, and full-time equivalent hours of all our Firefighters and EMS personnel which includes the volunteers. These are all areas where we are currently struggling, but this proposed budget can get us back on track.

An informational session on the 2024 MHAJFD Budget for municipal clerks, treasurers, and board members will be hosted on Thursday, September 7th, 2023, starting at 7:00 p.m. at the Mount Horeb Public Safety Building, 400 Blue Mounds Street, Mount Horeb. The general public is welcome to attend as well to learn more about the funding of their Fire Department and Emergency Medical Services. The session will start with a review of the budget and supplemental funding explanation followed by a question-and-answer section. Tours of the building will follow the session. Approval of the 2024 MHAJFD Budget will be at the Annual Budget Meeting set for September 27th, 2023 at 7:00 p.m. Questions on the 2024 Budget Request can be directed to Fire Chief Jenny Minter at the Fire Station, 608-437-5571 or email at jminter@fdmh.org.

Mount Horeb Area Joint Fire Department - 2024 Budget

ACCT#	ACCOUNT NAME	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 6 MO.	2023 EST. TOTAL	2024 BUDGET	2025 ESTIMATE
ADMINISTRATIVE										
5231.01	Board of Directors	1,400	1,300	1,400	1,160	1,400		1,400	1,400	1,400
5231.03	Board Secretary	100	100	100	100	100		100	100	100
5231.05	Board Treasurer	100	100	100	100	100		100	100	100
5231.07	Board President	200	200	200	200	200		200	200	200
5231.08	Insurance	29,500	34,101	33,000	36,025	33,000	32,981	37,700	38,000	40,000
5231.11	Admin Office Personnel	10,500	9,553	9,000	7,486	9,000	1,931	5,000	20,000	21,000
5231.15	Fire/EMS Administrator	108,600	108,412	113,100	112,884	113,100	55,751	113,100	113,600	115,700
5231.15.1	Deputy Chief								85,000	87,600
5231.16	State Unemployment Insurance									
5231.18	Employee Benefits	185,400	209,043	199,000	221,228	210,000	110,564	221,000	357,500	368,000
5231.18.1	Staff Uniform Allowance								2,400	2,400
5231.20	C.H.H. Cadet Program	48,000	38,930	48,000	36,521	44,000	20,712	44,000	44,000	44,000
5231.21	Disposable Supplies	8,000	8,274	8,000	6,845	8,000	4,040	8,000	5,000	5,000
5231.22	Computer Equipment	5,100	4,975	5,600	3,965	5,600	2,861	5,600	7,600	7,600
5231.23	Travel and Mileage	800	799	800	800	800	798	800	1,000	1,000
5231.24	Attorney Fees	1,000	0	500	0	500	1,890	5,000	3,000	3,000
5231.25	Inservices, Mtgs, Confer.	1,000	1,000	1,000	956	1,000	884	1,000	1,000	1,000
5231.26	Copier	8,000	7,743	7,800	7,853	7,800	4,027	7,800	7,800	7,800
5231.28	District Audit			1,500	0	1,500		1,500	1,500	1,500
5231.29	Accountant								5,000	5,000
5231.30	SAP	13,000	13,121	13,000	12,548	13,000	17,667	17,700	15,000	15,000
Total Administrative		420,700	437,652	442,100	448,672	449,100	254,105	470,000	709,200	727,400
FACILITIES										
5231.31	Heat	10,000	13,827	12,000	20,754	18,900	14,291	20,700	20,700	21,000
5231.33	Utilities - electric	21,200	24,876	22,900	27,535	24,600	12,162	28,700	28,700	30,000
5231.35	Utilities - water & sewer	2,900	3,389	2,300	3,708	3,400	2,284	4,100	4,100	4,400
5231.37	Telephone	13,500	13,366	13,500	12,759	12,800	5,613	11,500	11,500	12,000
5231.39	Maintenance	21,000	24,875	21,000	25,357	21,000	8,952	25,000	25,800	28,000
5231.43	Disposable Supplies	2,400	1,527	1,600	1,386	1,600	1,340	1,600	1,600	1,600
Total Facilities		71,000	81,860	73,300	91,499	82,300	44,642	91,600	92,400	97,000
Total Administrative & Facility		491,700	519,512	515,400	540,171	531,400	298,747	561,600	801,600	824,400

Mount Horeb Area Joint Fire Department - 2024 Budget

Fire Department Expense & Income

ACCT#	ACCOUNT NAME	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 6 MO.	2023 EST. TOTAL	2024 BUDGET	2025 ESTIMATE
EXPENSE										
5232.02	Apparatus Repair	22,000	20,971	19,000	20,745	19,000	18,759	35,000	22,000	22,000
5232.04	Equipment Repair	5,000	6,627	5,000	9,683	5,000	4,222	7,000	7,000	7,000
5232.06	Disposable Supplies	3,000	2,005	3,000	4,320	3,000	2,137	3,000	3,000	3,000
5232.10	Fuel, Gas, Grease	10,000	9,558	10,000	14,198	14,000	7,058	14,000	14,000	14,000
5232.11	Volunteer Stipend Program							15,200	20,000	20,000
5232.12	Run Charges	5,000	4,920	5,000	4,965	3,500		0	0	0
5232.14	Clothing Allowance	4,000	3,996	4,000	3,996	4,000	1,665	4,000	4,000	4,000
5232.15	Firefighter Salary	181,000	187,296	187,000	197,494	197,600	96,261	200,000	262,000	270,000
5232.16	Fill-in Staff Wages	12,000	11,305	12,000	21,165	18,000	14,558	24,000	22,000	25,000
5232.18	Travel & Mileage	1,000	498	1,000	936	1,000	348	1,000	1,000	1,000
5232.19	Computer Program	3,200	3,109	3,700	4,547	3,700	1,748	3,700	4,000	4,000
5232.20	Apparatus Replacement									
5232.22	Equipment Replacement	36,000	35,968	36,000	24,241	36,000	22,125	36,000	41,000	41,000
5232.23	Maintenance Tools	500	188	500	28	500	135	500	500	500
5232.24	New Apparatus									
5232.25	AFG Expenditures						529	2,500		
5232.26	New Equipment	8,000	7,861	8,000	3,295	8,000	4,967	8,000	8,000	8,000
5232.27	DNR Grant Equipment	16,600	14,875	8,900	8,673	7,200	8,735	8,700	14,000	9,000
5232.29	Expenses - Fire Officers	2,000	975	2,000	322	2,000	110	2,000	2,000	2,000
5232.30	Capital Expenditure Fund	210,000	210,000	210,000	210,000	210,000	126,000	210,000	210,000	210,000
5233.02	Inspections/Prevention	1,500	815	1,500	617	1,500	298	1,000	1,500	1,500
5234.02	Training	8,000	5,134	8,000	5,865	6,000	727	6,000	6,000	6,000
Fire Department Expense		528,800	526,100	524,600	535,091	540,000	310,381	581,600	642,000	648,000
AFG Grant Funds										
DNR Grant Funds		5,500	5,208	4,500	4,347	2,500	2,500	2,500	4,700	4,000
Run Fees - Fire		5,000	9,555	8,000	2,900	16,000	3,480	8,000	8,000	8,000
Fire Insurance Dues Village of Mount Horeb									38,000	38,800
Fire Insurance Dues Village of Blue Mounds									4,100	4,200
Fire Insurance Dues Town of Blue Mounds									7,500	7,700
Fire Insurance Dues Town of Cross Plains									3,200	3,300
Fire Insurance Dues Town of Perry									2,600	2,700
Fire Insurance Dues Town of Primrose									1,800	1,800
Fire Insurance Dues Town of Springdale									14,500	14,800
Fire Insurance Dues Town of Vermont									2,600	2,700
Fire Department Revenue		10,500	14,763	12,500	7,247	18,500	5,980	10,500	87,000	88,000
Total Fire Department		518,300	511,337	512,100	527,844	521,500	304,402	571,100	555,000	560,000

Mount Horeb Area Joint Fire Department - 2024 Budget

EMS Expense & Income

ACCT#	ACCOUNT NAME	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 6 MO.	2023 EST. TOTAL	2024 BUDGET	2025 ESTIMATE
EXPENSE										
5255.02	Apparatus Repair	5,500	10,732	6,000	7,917	8,000	5,658	8,000	6,000	7,000
5255.04	Equipment Repair	4,500	3,376	4,500	5,181	5,500	5,681		6,000	6,000
5255.06	Disposable Supplies	26,000	25,590	30,000	33,777	30,000	17,776	30,000	30,000	30,000
5255.10	Fuel, Gas, Grease	10,000	10,470	10,000	19,490	17,000	9,034	18,000	17,000	17,000
5255.12	Training	8,000	5,608	8,000	3,028	6,000	3,933	6,000	6,000	6,000
5255.14	Run Charges	15,000	16,155	15,000	17,235	11,700		0	0	0
5255.15	EMT Salary	181,000	187,296	187,000	197,495	197,600	96,261	200,000	262,000	270,000
5255.16	Clothing Allowance	4,000	3,996	4,000	3,996	4,000	1,665	4,000	4,000	4,000
5255.18	Travel and Mileage	1,000	499	1,000	336	1,000	246	1,000	1,000	1,000
5255.19	Computer Program	4,500	2,965	4,500	3,681	2,700	735	3,600	3,600	3,600
5255.20	Apparatus Replacement									
5255.22	Equipment Replacement	7,000	5,046	5,000	1,372	3,000	1,125	3,000	5,000	5,000
5255.24	New Apparatus									
5255.26	New Equipment	8,000	7,825	6,000	4,244	3,000	80	3,000	5,000	5,000
5255.27	Fill-in Staff Wages	12,000	11,305	12,000	21,165	18,000	14,558	24,000	22,000	25,000
5255.28	EMS Paid On Call	85,000	71,670	80,000	73,371	80,000	38,901	80,000	75,000	75,000
5255.29	Expenses - EMS Officers, Directors	5,600	5,417	5,600	5,383	5,600	2,691	5,600	5,600	5,600
5255.30	Capital Expenditure Fund	105,000	105,000	105,000	105,000	105,000	63,000	105,000	105,000	105,000
EMS Expense		482,100	472,950	483,600	502,671	498,100	261,344	491,200	553,200	565,200
EMS Run Rees Revenue		375,000	342,821	375,000	402,548	375,000	191,980	382,000	375,000	375,000
Total EMS		107,100	130,129	108,600	100,123	123,100	69,364	109,200	178,200	190,200

Mount Horeb Area Joint Fire Department - 2024 Budget

BUDGET SUMMARY	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 6 MO.	2023 EST. TOTAL	2024 BUDGET	2025 ESTIMATE
Administrative/Facilities Budget	491,700	519,512	515,400	540,171	531,400	298,747	561,600	801,600	824,400
Fire Department Net Budget	518,300	511,337	512,100	527,844	521,500	304,402	571,100	555,000	560,000
EMS Net Budget	107,100	130,129	108,600	100,123	123,100	69,364	109,200	178,200	190,200
SAFER Grant Staff Reserve	-	-	30,000	30,563	60,000	-	60,000	-	-
Interest Income	-	(274)	-	(2,084)	-	(6,607)	(10,000)	-	-
Unbudgeted Revenues	-	-	-	(46,557)	-	(31,919)	(2,600)	-	-
Total Operating Budget Levy	1,117,100	1,160,704	1,166,100	1,150,060	1,236,000	633,987	1,289,300	1,534,800	1,574,600
USDA Annual Building Loan Payment	296,200	292,363	296,200	293,202	296,200	201,317	293,200	296,200	296,200
USDA Loan Payment - Principle	101,400	101,400	104,300	104,300	107,200	107,200	107,200	110,200	113,200
USDA Loan Payment-Interest	190,963	190,963	188,134	188,902	185,226	94,117	185,226	182,237	179,165
Operating Account: end of year									
Fund Balance	20,000	3,088	52,700	19,128	33,100		33,100	45,000	50,000
Special Funds: end of year balances									
Capital Expenditure Fund (vehicles)	82,500	124,455	359,700	299,530	229,700		193,500	508,500	213,500
Personnel Fund	62,000	62,199	62,100	63,012	62,300		65,000	65,000	65,000
Equipment Fund (SCBAs, extrication equip)	129,500	119,516	140,000	121,078	154,000		154,000	171,200	188,500
USDA Loan Reserve Payment	59,240	79,241	88,860	108,258	118,480		135,695	148,100	177,720
Building Fund (future repairs/replacements)	2,000	12,629	14,000	21,657	25,000		27,200	32,000	36,000
Board Designated Funds				17,510			17,510		

2024 Supplemental Funding Available for MHAJFD Proposed Budget

In 2024, Wisconsin state sales tax will fund a new payment to counties and municipalities in supplemental payments. These new funds are to be utilized for public safety, such as law enforcement, fire protection, emergency medical services, emergency response communications, public works, courts and transportation.

Maintenance of effort to receive these funds will look to certify that there are no decreases from the prior year in: expenditures for fire protective services and EMS, number of available firefighters and EMS personnel, level of training and maintenance of licensure for firefighters and EMS personnel, response times for fire and EMS.

The following outlines the 2024 Supplemental Aid payments to the Mount Horeb Area Joint Fire Department municipalities and the potential use for a 2024 MHAJFD budget increase. The following figures are using estimated allocation based on split districts reporting as of 8/23/2023.

	Total 2024 supplemental funding amount allocated to Municipality	% coverage of MHAJFD territory	Total 2024 supplemental funding amount allocated to MHAJFD territory	Proposed 2024 MHAJFD budget increase levied on equalized value estimate 8/23/2023	Allocated 2024 funding minus proposed 2024 MHAJFD increase: Remaining supplemental funds	Apply remaining supplemental funds to existing MHAJFD budget for additional budget reduction (-)
<i>2024 Supplemental Aid</i>						
Village of Mount Horeb	\$204,111.00	100.00%	\$204,111.00	\$139,704.62	\$64,406.38	-11.33%
Village of Blue Mounds	\$46,013.00	100.00%	\$46,013.00	\$14,535.86	\$31,477.14	-50.43%
Town of Blue Mounds	\$45,123.00	100.00%	\$45,123.00	\$29,637.33	\$15,485.67	-12.19%
Town of Cross Plains	\$55,246.00	29.60%	\$16,350.61	\$14,659.66	\$1,690.95	-2.79%
Town of Perry	\$42,436.00	67.00%	\$28,432.12	\$11,042.76	\$17,389.36	-36.59%
Town of Primrose	\$42,789.00	45.72%	\$19,563.13	\$8,424.28	\$11,138.85	-31.38%
Town of Springdale	\$65,009.00	100.00%	\$65,009.00	\$67,967.28	-\$2,958.28	1.05%
Town of Vermont	\$44,838.00	41.00%	\$18,383.58	\$12,828.20	\$5,555.38	-10.29%
Totals	\$545,565.00		\$442,985.44	\$298,800.00	\$144,185.44	



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

AGENDA ITEM # 6.b

Consider Resolution 2023-10 "Resolution Requesting Exemption from Dane County Library Tax"

BACKGROUND

This is an annual resolution stating we will levy at least the minimum amount for the Library that will allow our tax payers to be exempt from also paying the County Library Tax.

RECOMMENDATION

ATTACHMENTS

1. reso 2023-10 Resolution Requesting Exemption from Dane County Library Tax

RESOLUTION 2023-10
Resolution Requesting Exemption from Dane County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of Mount Horeb meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of Mount Horeb will appropriate in 2023 and expend in 2024 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of Mount Horeb hereby requests of the Dane County Board of Supervisors that the city/village of Mount Horeb be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
herold@dcls.info

Date Passed: _____

Vote: _____

Introduced and passed this 6th day of September, 2023.

Ryan Czyzewski, Village President

ATTEST:

Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY**AGENDA ITEM # 6.c**

Consider Resolution 2023-11 "Annual Bank Authorization"

BACKGROUND

This is an annual resolution stating which banks are authorised for deposit of Village funds.

RECOMMENDATION**ATTACHMENTS**

1. reso 2023-11 Annual Bank Authorization

RESOLUTION 2022-11

ANNUAL BANK AUTHORIZATION RESOLUTION

WHEREAS, the Village of Mount Horeb, Dane County, Wisconsin has the responsibility to maintain security for the finances of the village; and

WHEREAS, the Village has a limited number of employees to maintain that security;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin that the following employees will be given the authority to handle the finances as described below:

Bank Accounts: All bank accounts require two signatures for checks or withdrawals, unless the Village Administrator gives authorization to modify this requirement. The Clerk or Treasurer are authorized to set up new bank accounts or close accounts, as needed, following the requirements established in this resolution. The authorized signers shall be the Clerk, Treasurer, Deputy Treasurer, and Village President unless the Village Administrator approves other signers.

Wire Transfers/ACH Transactions: The Clerk, Treasurer, or Deputy Treasurer may send wire transfers or ACH transactions as necessary to conduct village business, with a daily limit of \$1,000,000 and prior approval of the Village Administrator.

Online Transfers: The Clerk, Treasurer, or Deputy Treasurer may transfer funds online between bank accounts as needed to conduct village business.

AUTHORIZED FINANCIAL INSTITUTIONS

Pursuant to approved Village policy 100-10 - Financial Investments, the following are authorized public depositories for funds of the Village of Mount Horeb:

Farmers Savings Bank, Lake Ridge Bank (fka State Bank of Cross Plains), Mound City Bank, Old National Bank, and the State of Wisconsin Local Government Investment Pool.

Deposits in authorized financial institutions shall be time deposits, demand deposits, or savings deposits and may vary with each public depository from time-to-time.

With the exception of Village investments in authorized bonds, each public depository must furnish security in a format acceptable to the Village for all Village deposits held in excess of federally insured amounts.

Introduced and passed this 6th day of September 2023.

APPROVED:

Ryan Czyzewski, Village President

ATTEST:

Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

Jeff Gorman, Public Services
Director

AGENDA ITEM # 6.d

Consider Special Assessments for Adjacent Property Owners for Sidewalk Installation Along N. Brookwood Dr.

BACKGROUND

Item #16 in the revised sidewalk circulation plan calls for adding a sidewalk along the west side of N. Brookwood Dr. for approximately 240' to connect the Sienna Hills and N. Brookwood neighborhoods to the Springdale Street corridor. At the October 24, 2022 Public Works Committee meeting, the Committee approved the sidewalk extension along N. Brookwood Drive and approved assessing the cost of the sidewalk to the adjacent property owners, with the Village picking up the cost of the two driveway aprons.

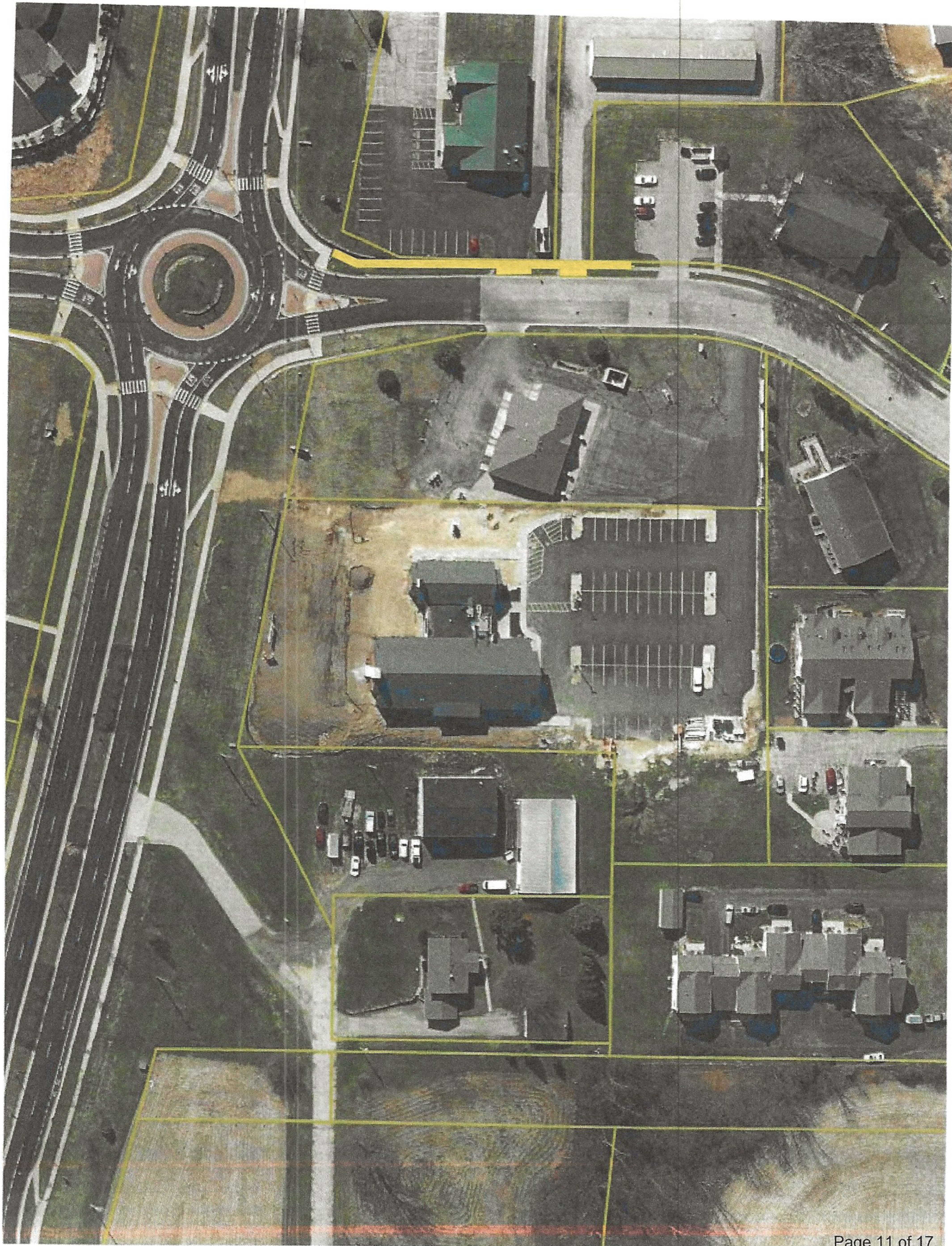
Jerry Lewis, owner of 1848 Springdale Street, asked questions about the assessment during the public hearing at the Public Works Committee meeting. Lewis said he measured the property prior to the meeting and believes it should only be 150 feet of sidewalk rather than the 164 feet listed in his letter. Lewis also expressed frustration with receiving this assessment notice shortly after finishing paying for the assessment for the Springdale Street project. Lewis requested consideration for any cost-share options available.

The committee discussed the situation and in the end felt it was best to stick with the Village policy of property owners being assessed for 100% of the cost of new sidewalk installation and are recommending approval as presented. Gorman will verify the amount of sidewalk being installed and inform the property owner.

RECOMMENDATION

ATTACHMENTS

1. sidewalk extension N Brookwood



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.

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.

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.
- 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



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

August 3, 2023

Jerry Lewis
640 Basswood Ave.
Verona, WI 53593

Re: 1840 Springdale St., Mount Horeb, WI

The Village of Mount Horeb is planning a sidewalk extension project adjacent to your property at 1840 Springdale Street in Mount Horeb. Currently, there is no sidewalk connection between the Springdale Street corridor and the developed lands to the north off North Brookwood Drive. With more development planned to the north, the Village realizes the importance of a sidewalk connection between these areas to provide pedestrian access.

According to Chapter 8.06 of the Village Ordinance, the cost of installation of sidewalks shall be the responsibility of the abutting property owner. In your case, there is approximately 165' of sidewalk that would be installed adjacent to your property with an estimated installation cost of \$9800.

There are also two asphalt driveway approaches in the project area along Brookwood Drive. It would make sense to install concrete driveway approaches at the same time that sidewalks are installed. The Village is willing to pick up the cost of the two driveway approaches, totaling \$4100.

The Village will be holding a public hearing on this project to allow affected property owners the opportunity to raise questions or concerns. The public hearing will be held on Monday, August 28 at 6:00 pm, during the Public Works Committee meeting. The location is the second floor Board Room of the Municipal Building, 138 E. Main Street.

Please let me know if you have any questions regarding this letter.

Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb



VILLAGE OF
MOUNT HOREB

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

August 3, 2023

Mt. Horeb Apartments LLC
PO Box 218
Clyman, WI 53016

Re: 202 N. Brookwood Dr., Mount Horeb, WI

The Village of Mount Horeb is planning a sidewalk extension project adjacent to your property at 202 N. Brookwood Drive in Mount Horeb. Currently, there is no sidewalk connection between the Springdale Street corridor and the developed lands to the north off North Brookwood Drive. With more development planned to the north, the Village realizes the importance of a sidewalk connection between these areas to provide pedestrian access.

According to Chapter 8.06 of the Village Ordinance, the cost of installation of sidewalks shall be the responsibility of the abutting property owner. In your case, there is approximately 30' of sidewalk that would be installed adjacent to your property with an estimated installation cost of \$1800.

There are also two asphalt driveway approaches in the project area along Brookwood Drive. It would make sense to install concrete driveway approaches at the same time that sidewalks are installed. The Village is willing to pick up the cost of the two driveway approaches, totaling \$4100.

The Village will be holding a public hearing on this project to allow affected property owners the opportunity to raise questions or concerns. The public hearing will be held on Monday, August 28 at 6:00 pm, during the Public Works Committee meeting. The location is the second floor Board Room of the Municipal Building, 138 E. Main Street.

Please let me know if you have any questions regarding this letter.

Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb



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

August 3, 2023

Jamba Storage LLC
PO Box 108
Black Earth, WI 53515

Re: 200 N. Brookwood Dr., Mount Horeb, WI

The Village of Mount Horeb is planning a sidewalk extension project adjacent to your property at 200 N. Brookwood Drive in Mount Horeb. Currently, there is no sidewalk connection between the Springdale Street corridor and the developed lands to the north off North Brookwood Drive. With more development planned to the north, the Village realizes the importance of a sidewalk connection between these areas to provide pedestrian access.

According to Chapter 8.06 of the Village Ordinance, the cost of installation of sidewalks shall be the responsibility of the abutting property owner. In your case, there is approximately 30' of sidewalk that would be installed adjacent to your property with an estimated installation cost of \$1800.

There are also two asphalt driveway approaches in the project area along Brookwood Drive. It would make sense to install concrete driveway approaches at the same time that sidewalks are installed. The Village is willing to pick up the cost of the two driveway approaches, totaling \$4100.

The Village will be holding a public hearing on this project to allow affected property owners the opportunity to raise questions or concerns. The public hearing will be held on Monday, August 28 at 6:00 pm, during the Public Works Committee meeting. The location is the second floor Board Room of the Municipal Building, 138 E. Main Street.

Please let me know if you have any questions regarding this letter.

Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

AGENDA ITEM # 6.e

Consideration: Ordinance 2023-05 Permitting Pollinator Gardens and Defining Gardens

BACKGROUND

The Sustainability and Natural Resources Committee is recommending approval of the Pollinator and Garden Ordinance to encourage the planting of native plants for the health of pollinators and to also better define the types of gardens permitted in the village. At the SNR meeting, a citizen expressed his concern for the short time allowed, 5 days, in response to a notice to correct a violation under section 2.b. The SNR committee felt the Public Works Committee was better suited to address this question.

At the Public Works Committee meeting, Public Service Director Jeff Gorman informed the Committee that he has been giving most residents 7 days to address a mowing complaint. If they are habitual offenders, he sticks with the 5 days. The Public Works Committee also discussed whether registration should be mandatory versus optional or if registration should be required at all. The pros of registration are it provides staff with a plan for all registered gardens if complaints are filed. Cons with registration are staff time required to sort through the registrations to create a list. The committee decided to move the resolution forward without any formal recommendations on these issues.

Prior to the Public Works Committee meeting, we received emails from 4 citizens and one business supporting the Ordinance.

RECOMMENDATION

ATTACHMENTS

1. 3Y59464-DRAFT Pollinator Ordinance Amendment - Mount Horeb
2. Supplemental Information Mt H pollinator ordinance for PW and Board 23 August 2023 (1)

VILLAGE OF MOUNT HOREB
ORDINANCE 2023-04

AN ORDINANCE TO AMEND SECTION 10.03 PUBLIC NUISANCES:
WEEDS AND GRASS

- (1) It is the purpose of Chapter 10.03 to prohibit the uncontrolled growth of vegetation and to control noxious weeds, while permitting the planting and maintenance of planned natural landscaping using native plants to enhance pollinator habitat.
- (2) Subject to Section (3) below:
 - (a) Weeds and grass on unimproved lands shall be kept cut to a height not to exceed 18 inches and six inches on areas within 20 feet of the street curb and within 10 feet of undeveloped lots immediately adjacent to developed lots.
 - (b) Lawns on improved lots shall be maintained to a height not to exceed six inches. Weeds and grasses allowed to grow in excess of the height limitations shall be deemed "noxious weeds" under § 66.0407, Wis. Stats., and the Village may cause all such weeds to be cut and removed and the cost charged to the property owner. A property owner shall have five days from the date of notice or postmark to comply with the regulations on weeds and grasses.
 - (c) Lands located in the A-1 Agricultural District or CO-1 Conservancy District, woods, and lawns with special areas identified as "prairie grasses" are exempt from these provisions. Berms installed for the purpose of erosion control as shown on an approved storm water management plan shall be exempt from this requirement, as well as berms adjacent to undeveloped lots.
 - (d) Berms installed for the purpose of erosion control as shown on an approved storm water management plan shall be exempt from this requirement, as well as berms adjacent to undeveloped lots
- (3) Gardens identified as natural landscaping native plant pollinator areas pursuant to the terms of this Section (3) shall be exempt from Section (2).
 - (a) Definitions.
 1. Planned natural landscaping means a planned, intentional, and maintained planting area which may include, without limitation, trees, shrubs, and native plants, or vegetation associated with a rain garden.

2. Native plants include grasses (including prairie grasses), sedges (solid, triangular-stemmed plants resembling grasses), forbs (flowering broadleaf plants), groundcovers, vines, shrubs, and trees that are native to or naturalized to the State of Wisconsin. Refer to the Wisconsin Department of Natural Resources information for native plant specifics: <https://dnr.wisconsin.gov/topic/endangeredresources/nativeplants.html> Native plants shall not include noxious weeds or noxious grasses as defined by the State of Wisconsin statutes (§ 66.0407 or §§ 23.235, Wis. Stats.).

(b) Types of plantings:

1. Plantings may include forbs, grasses, edible plants, shrubs, or trees.
2. Plantings may be designed as rain gardens with plantings and grading specifically designed to receive and infiltrate rainwater or clear water flows.
3. Plantings shall be deliberately selected and arranged as part of a coherent overall plan. Overgrowth of conventional turf grasses or weeds, or any other unmanaged vegetation growth, shall not constitute a planned natural landscaping area.
4. No species identified on the Wisconsin Department of Natural Resources Regulated Invasive Plants list, Chapter NR 40, whether designated as Prohibited or Restricted, shall be permitted. <https://dnr.wisconsin.gov/topic/Invasives/RegulatedSpecies>

(c) Registration of natural landscaping native plant pollinator habitat areas with the Village of Mount Horeb is encouraged. A sign designating the area as a planned natural landscaping native plant pollinator area is encouraged.

More Information on Natural Landscaping Native Plant Pollinator Gardens:

Why should Mount Horeb have a natural landscaping native plant pollinator and garden ordinance?

1. A citizen request was made to the Sustainability and Natural Resources Committee on 28 March 2023 that the Village of Mount Horeb join with other communities and organizations who are concerned about, and take actions, to help our pollinators and create healthy spaces.

2. The citizen requested that Mount Horeb have this ordinance to allow pollinator gardens on our own properties, without fear of condemnation or reprisals, and to allow our yards to help sustain a healthy environment for pollinators and for ourselves.

Direct Benefits to the Village of Mount Horeb:

By having a natural landscaping native plant pollinator and garden ordinance, we would:

1. Be supporting several local small businesses who propagate and sell native plants, and/or provide natural landscaping design.

2. Be supporting several local community, business, faith-based, and school sponsored initiatives that promote pollinators and native plants and other types of gardens.

3. Be supporting and enhancing tourism, with garden tours that include natural landscaping native plant pollinator gardens.

4. Be recognized as a community that supports pollinators and their habitat. People “google search” for communities with this designation. Mount Horeb will be recognized by the international organizations Pollinator Pathways, Wild Ones, Xeres Society, Nontoxic Communities, We Are the Ark, and others.

5. Be supporting and enhancing property and real estate values, as natural landscaping native plant pollinator and other gardens are a desirable and positive economic feature.

Natural landscaping native plant pollinator ordinances in other municipalities:

1. the City of Green Bay WI natural lawn municipal ordinance is a national model.

https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH24_NU_ARTIINUAB_DIV2CHNUPR_S24-84NOWEMAVE

2. the City of Sun Prairie WI Natural Lawn ordinance:

https://library.municode.com/wi/sun_prairie/codes/code_of_ordinances?nodeId=COOR_TIT8H_ESA_CH8.28NALAPE

Wisconsin Legislation: WI legislators introduced legislation to preserve and protect our irreplaceable and vitally important pollinators in 2021 with the Pollinator Protection Package.

A detailed 2020 Pollinator Health report was published by the Wisconsin Legislative Council:

https://legis.wisconsin.gov/lc/media/1612/lirr_pollinator_health.pdf

Why should we care about pollinators and their habitat?

1.

Creating and maintaining native plant pollinator gardens ensures survival for ourselves and for pollinators who include European honeybees, native bees, birds, bats, butterflies, moths, flies, beetles, and wasps. Many pollinator populations are imperiled and have been declining in recent years, including in Wisconsin. Wisconsin is an important place for pollinators, as 54 of our 72 counties are within the priority breeding area for monarch butterflies. We are a stronghold for the federally endangered rusty patched bumble bee, which in the past 3 years has been found in Mount Horeb native plant gardens!

2. More than 80% of the world's flowering plants need a pollinator to reproduce. The food supply systems we depend on would be jeopardized without a thriving pollinator population, as most of our food comes from flowering plants. Pollinators are vital to Wisconsin's agricultural, ecological, and economic health. According to the U.S. Department of Agriculture, Wisconsin's leading pollinator-dependent crops were valued at over \$247 million in 2017. In 2020 it was estimated that 1 of every 3 bites of food you take come from the help of pollinators!
<https://www.farmers.gov/blog/value-birds-and-bees>

3. A variety of factors contribute to pollinator decline such as pollution, diseases, changes in climate patterns. Main causes are habitat loss and the misuse of pesticides and herbicides. Bipartisan pollinator protection legislation and ordinances can slow pollinator decline by acknowledging and promoting the importance of creating and maintaining pollinator habitat.

4. Native pollinators require native plants. Healthy, sustainable habitats provide food, water, cover, and places to raise young. Habitat creation includes intentional practices such as choosing native plants, avoiding cutting back perennials at the end of the growing season, and leaving leaf litter for egg laying and seasonal hibernation. Small patches or larger spaces with appropriate plants can help increase and maintain pollinators, who will thrive along with us!

More benefits for Mount Horeb with a natural landscaping native plant pollinator and garden ordinance include:

1. Creating, maintaining, and improving pollinator habitat can be done by ourselves, our schools, faith-based organizations, local government, and other property owners. We can join with other communities and organizations who are concerned about, and take actions, to help our pollinators and create healthy lawns and garden spaces. Our yards can be part of the Pollinator Pathways Project, an ecological and social project with the goal to connect existing isolated green spaces and create healthy spaces for pollinators. A Pollinator Pathway can be initiated by individuals, municipalities or organizations. Each patch of restored native habitat can be thought of as a patch in the frayed fabric of the ecosystem, and by working together to create and maintain native habitats, we can turn a patchwork of green spaces into a quilt of restored habitat. More information can be found here at Pollinator Pathways
<https://www.pollinator-pathway.org/>

2. Native plant gardens create healthy, colorful, and visually appealing areas. Native plant landscaping is not maintenance free, as invasive species are an ongoing issue in any garden. With careful planning and plant selection, native plants that minimize time and money investments can be chosen. Native plants can help pollinators and birds adapt and survive amid a changing climate. More than half of North American bird species are threatened by climate change. Native plant habitats can help increase their resilience by giving them food and places to nest and rest. For more information on birds, refer to the National Audubon Society articles that can be found here <https://www.audubon.org/climate/survivalbydegrees>

3. Native plant and other gardens are good for our health. The less lawn you mow, the less air, water, and noise pollution you create. Mowers, leaf blowers, and weed-whackers burn more than 800 million gallons of gasoline per year, contributing to the greenhouse gases that drive global warming. Gasoline spills that happen while filling the machines pollute the air and water. According to the Noise Pollution Clearinghouse, a typical gas-powered push mower emits 85 to 90 decibels for the operator, 90-95 decibels for riding lawnmowers.

4. Less lawn mowing means less use of fertilizer and pesticide applications, water saving, and helps with flood control, all of which creates cleaner air and water. Homeowners apply nearly 80 million pounds of pesticides to U.S. lawns each year, and use up to 10 times more pesticides per acre on their lawns than farmers use on agricultural crops. During storms, lawn chemicals can run off and contaminate streams and wetlands. By planting native species, you save water and control flooding. According to the Environmental Protection Agency, 30 to 60% of fresh water in U.S. cities is used for watering turf grass lawns. Planting native flowering plants, shrubs, and trees creates layers of vegetation that deflect pounding rains, increasing the chance for water to be absorbed by the soil before running off into storm drains and streams. Native plants are often hardier than non-native ornamentals, and have adapted to thrive in their native areas without pesticides or fertilizers. Natural landscaping with native plants also helps mitigate the effects of climate change, due to carbon sequestration from the plantings.

5. No Mow or Less Mow May conservation initiative reduces lawn mowing. This allows vegetation to grow unmown for the month of May, creating habitat and forage blooms such as violets or clovers. A No Mow May proclamation, sponsored by the Mound View Garden Club, was passed by the Mount Horeb Village Board on 5 April 2023. More information on No Mow May is here <https://beecityusa.org/no-mow-may/>

Additional Information and Organizations: 1. Wisconsin pollinator information from the WI Department of Natural Resources:

<https://dnr.wisconsin.gov/topic/endangeredresources/pollinators.html>

and <https://dnr.wisconsin.gov/topic/endangeredresources/nativeplants.html>

and the WI Department of Agriculture, Trade, and Consumer Protection Pollinator Protection Plan <https://datcp.wi.gov/Documents/PPPComplete.pdf>

2. Local organizations who provide information on pollinator habitat and can be resources for Mount Horeb residents include: Dane County Land & Water Resources Department, pollinator plants <https://lwrd.countyofdane.com/grants-and-costshare/free-plants>
Lawn to Meadow Conversions, Monarch Gardens <https://www.monarchgard.com>
University of Wisconsin Arboretum <https://arboretum.wisc.edu/>

3. Minnesota pollinator program “Lawns to Legumes: Your Yard can BEE the Change”
Minnesota homeowners are encouraged, and given financial incentives, to change their turf-grass lawns into native plant pollinator habitats. The Lawns to Legumes program offers a combination of workshops, coaching, planting guides and cost-share funding (individual support grants) for installing pollinator-friendly native plantings in residential lawns. The program also includes demonstration neighborhoods, which are supported by the Minnesota Board of Water and Soil Resources, and a public education campaign to raise awareness about pollinator habitat. Details here: <https://bwsr.state.mn.us/residential-pollinator-habitat>

4. Native plant and natural habitat laws in other states, including Florida, Maryland, New Jersey, Pennsylvania, and Tennessee can be found here in the Native Plant Conservation Campaign newsletter: <http://nativeplantsocietyofus.org/native-plant-laws/native-plants/>

5. Guide to native landscaping and model ordinances: National Wildlife Federation 2021: <https://www.nwf.org/-/media/Documents/PDFs/Mayors-Monarch-Pledge/NWF-Landscaping-Guide> This guide is for municipal leaders and staff, heads of local and tribal governments, homeowners’ associations, and others who want to promote natural habitats in their communities. It provides case studies of revised property maintenance ordinances that incentivized transformation of turf lawns into healthy habitats. It also provides model ordinances and policies that can be adopted by any municipality across the country.

6. National non-profit organizations who provide information on pollinator habitat and can be resources for Mount Horeb residents include: Bee City USA, No Mow May <https://beecityusa.org/no-mow-may/>
Center for Biological Diversity https://biologicaldiversity.org/campaigns/native_pollinators
National Audubon Society’s bird and native plant information <https://www.audubon.org/news/how-make-your-yard-bird-friendly-0>
<https://www.audubon.org/climate/survivalbydegrees> <https://www.audubon.org/native-plants>
National Fish and Wildlife Foundation’s Monarch Butterfly and Pollinators Conservation Fund
Nontoxic Communities <http://www.nontoxiccommunities.com/>
Pollinator Partnership <https://www.pollinator.org/pollinators>
Pollinator Pathways <https://www.pollinator-pathway.org/>
We Are The ARK <https://wearetheark.org/what-is-an-ark/>
Xerces Society <https://www.xerces.org/pollinator-conservation>
Wild Ones <https://wildones.org/>



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

AGENDA ITEM # 6.f

Consideration: Site Plan for Upland Hills Clinic Driveway, 1809 Springdale Street

BACKGROUND

Upland Hills Clinic recently purchased the building they are located in and are planning to expand their use of the building to include urgent care and expanded rehab services. One item they have struggled with since occupying the building is access, since they do not have direct access to Springdale Street. They are requesting an easement from the Village for a second access off Norsk Golf Bowl Drive, as shown in the attachment to the packet. Also included is Village Planner Ben Rohr's review of the presented site plan.

The Friends of the Norsk Board have provided the following questions/comments:

- 1) What is the impact of the traffic on the driveway? With potential for two more buildings that would have access to the drive and considering a majority of the traffic to the current building would likely start using that access point it would put a heavy burden on that area. Traffic control for the access point should all be on and maintained by Upland Hills. Having the access point as far to the south as possible on the drive would make the most sense to keep any backup of traffic off Springdale St. It should be expected that people will begin using that as a through street to get to the driveway.
- 2) The driveway should be redone. It should be asked as part of the agreement to have them resurface the drive up to the parking lot of the Norsk.
- 3) What will be the plan for maintenance? On winter days we do not need to have the driveway cleaned out early in the morning like the clinic would. It is unreasonable to only clean out the bottom of the drive and then leave a buildup of snow or packed snow on the drive that will require extra expense from us to clean up.

The Plan Commission recommends approval of the site plan with the contingencies identified by the Village Planner and Engineer. The remaining concerns about the Norsk will be negotiated through the easement process.

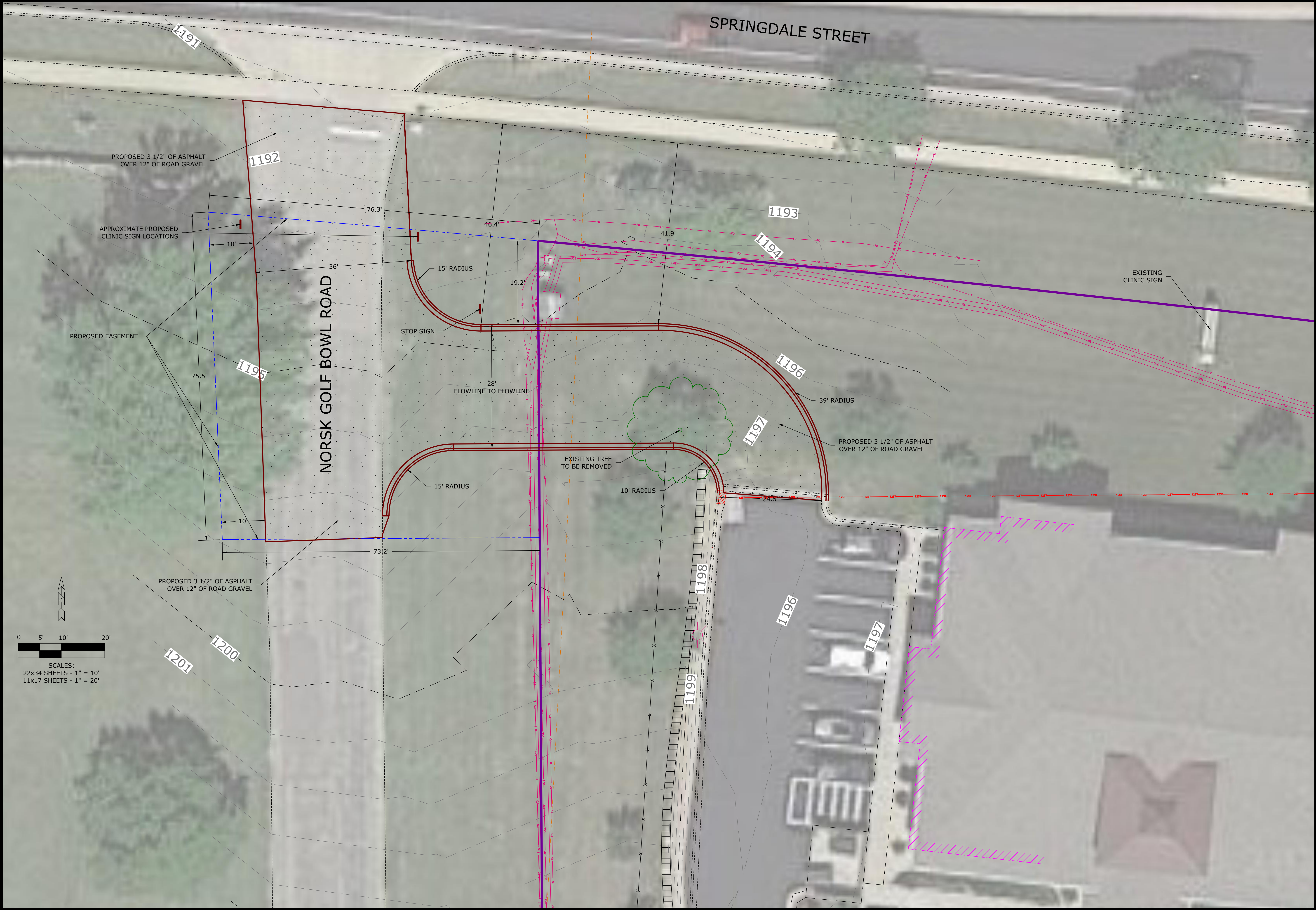


AGENDA ITEM REPORT

RECOMMENDATION

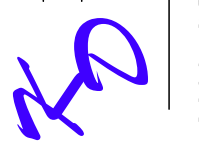
ATTACHMENTS

1. UHH Mt. Horeb Clinic Driveway 08-08-2023
2. Upland Hills Health Site Plan and Design Review Memo for Plan Commission 8.23.23



REVISIONS

UPLAND HILLS HEALTH – MT. HOREB CLINIC
1809 SPRINGDALE STREET
MT. HOREB, WI 53572
PROPOSED DRIVEWAY – OPTION #1



ENGINEERING
CONSULTANTS, INC.

ENGINEERING
SURVEYING
ENVIRONMENTAL

2600 C.T.H. Y – DODGEVILLE, WI 53533
(608) 835-3310

DATE:	07/21/2023
DESIGNED:	KD
DRAFTED:	JM
PROJECT #:	23-020
SHEET 1	
OF 1	



VANDEWALLE & ASSOCIATES INC.

MEMORANDUM

To: Village of Mount Horeb Plan Commission
From: Village Planner Ben Rohr, AICP
Date: August 23, 2023
Re: Village Planner's Site Plan and Design Review Comments for a Proposed New Driveway for Upland Hills Health at 1809 Springdale Street.

Introduction

The applicant, Upland Hills Health, is proposing a new driveway connection from Norsk Golf Bowl Road to their site at 1809 Springdale Street. The property is directly adjacent to the Norsk Golf Course and the Farmers Savings Bank located on the south side of Springdale Street.

The proposed development is an approximately 100-foot-long new driveway that would connect the existing parking area in the far northwest corner of the property to Norsk Golf Bowl Road. Currently, Upland Hills Health owns the building and property at 1809 Springdale Street. The Village owns the Norsk Golf Course property.

Upland Hills Health plans to renovate the interior of the building to accommodate an expanded healthcare clinic and new emergency room facility. Any exterior changes associated with these proposed changes will come before the Plan Commission at a later date. However, at this time, the new driveway is the only site change proposed.

In addition to the proposed new driveway connection, Upland Hills Health plans to upgrade approximately 90 feet of the existing Norsk Golf Bowl Road to a Village street cross section to accommodate the new traffic pattern associated with vehicle access to their property. All proposed changes to the Norsk Golf Course property and new driveway will require cross access, construction, and maintenance easements with the Village.

Today, site access is provided from the east on Brookwood Drive through the Farmers Savings Bank property to the Upland Hills Health building. The existing access point and parking area are not proposed to change. Instead, Upland Hills Health is seeking to have two vehicle access points to their property to improve wayfinding to and from their site.

The existing grade of the site limits opportunities for a driveway connection to the west from the Upland Hills Health site due to a retaining wall placed along the western side of the existing parking and circulation areas. The only feasible location is the far northwest corner of the property where grades are relatively minor in slope. Due to the existing setback of the parking area and drive isle on the western side of the Upland Hills Health site from the property line (+60 feet) and the additional 35 feet of Springdale

Street right-of-way from the southern road curb edge to the property line, there is adequate distance for a new driveway and turning moving to be accommodated from the Upland Hills Health site, along Norsk Golf Bowl Road, and into the existing driveway entrance to the Norsk Golf Course site from Springdale Street.

The site is zoned Planned Business and no land use change is proposed at this time. Today, the applicant is seeking review and action on the proposed site plan and design review application.

This review is based on the plan set dated August 8, 2023. Any requirement that is not met is underlined.

Zoning District, Land Use, and Site Layout Requirements

The Subject Property has Planned Business (PB) Zoning:

- PB Zoning District intensity (coverage) and bulk (setback and height) requirements are all met.

Village Standard Type	Village Standard Minimums/Maximums	Proposed Development
Paved Surface Setback	10 feet	20 feet (front) 40 feet (side)
Landscape Surface Area Ratio	25%	35%

- Site Design: Except for those areas noted below, all Design Review requirements are met. If acceptable to the Plan Commission, these will require explicit waivers from the Design Review Requirements. These issues are discussed in detail in the Recommendations Section, below.
- Landscaping: Except for those areas noted below, all landscaping requirements are met, including requirements for Building Foundation, Paved Areas, Street Frontages, and General Open Space.
- Signage: Exterior signage requirements may be met.

Design Review Requirements per Section 17-14:

Design Review by the Plan Commission is required under Section 17.14 of the Zoning Ordinance. Design Review is required for all development projects in the Village, except residential development with three or fewer dwelling units. The Design Review requirements in Section 17.14(4)(b) identify 27 Design Directives. The Plan Commission has the ability to waive any Design Directive or add additional design requirements upon a finding that the additional design requirement would improve the project.

This project complies with Design Review requirements. I recommend the Plan Commission discuss the few remaining waivers required that have been underlined.

1. Site Grading:

- The grading plan shall preserve existing grades to the greatest extent possible, particularly at the perimeter of the site.
 - This requirement is met. Grades will not be changed with the proposed new driveway connection. Instead, the driveway will follow existing grades on both the Upland Hills Health site and Norsk Golf Course site.
- In no instance shall proposed grading create transitions to adjoining properties or rights-of-way that are unsafe, unstable or create drainage problems.
 - This requirement is met. See above.

- c. Site grading shall also preserve or create an attractive site appearance in conjunction with the proposed development.
 - This requirement is met. See above.

2. Existing Site Vegetation and Other Natural Features:

- a. The grading and development plans shall preserve, protect, and maintain important existing site vegetation as identified by the Plan Commission. Examples include hedgerows, groves and individual specimen trees.
 - This requirement is met. One existing tree is planned to be removed as part of the new driveway. See landscaping comments in 26 below.
- b. Topsoil used at the development site should be from on site, to the extent possible, particularly in areas under the drip line of preserved vegetation.
 - This requirement is met.

3. Site Layout Relation to Abutting Streets:

- a. In general, the layout of buildings, structures, pavement, parking and landscaping shall be compatible with the general pattern for similar land uses in the vicinity, as determined by the Plan Commission.
 - This requirement is met. No site layout changes are proposed, outside of the new driveway connection to Norsk Golf Bowl Road that will connect to an existing 24-foot-wide drive isle on the Upland Hills Health site.
- b. The general site layout shall result in an attractive appearance to all abutting streets, as determined by the Plan Commission.
 - The site layout meets this requirement.

4. Building Setbacks:

- a. Building setbacks shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 4.b. and 4.c.
 - This requirement is not applicable. No changes proposed.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, the entire street side of buildings shall be located at or within 3 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process.
 - This requirement is not applicable. No changes proposed.
- c. Within the CTH ID corridor between STH 78 and USH 151, the entire street side of buildings shall be located at or within 30 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process. Parking shall not be permitted in this area. Drives for one-way circulation and/or emergency vehicle access may be permitted.
 - This requirement is met, if approved by the Plan Commission. No parking between Springdale Street and the building is proposed. The only proposed change is a 2-way driveway connection in this location. I recommend the Plan Commission grant the new driveway in this location.

5. Building Height:

- a. Building heights shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 5.b. and 5.c.
 - This requirement is not applicable. No changes proposed.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, building heights shall be a minimum of 20 feet and shall be a minimum of 2 stories, unless an exception is granted through the conditional use process.
 - This requirement is not applicable. No changes proposed.
- c. Within the CTH ID corridor between STH 78 and USH 151, building heights shall provide a functional or decorative building tower or related architectural feature that exceeds the height of the majority of the building facade by at least 7 feet, unless an exception is granted through the conditional use process. Roofs, and roof appurtenances such as cupolas, shall not count toward this requirement.
 - This requirement is not applicable. No changes proposed.

6. Building Mass:

- a. Buildings over 5,000 square feet of gross floor area shall be subject to the requirements for large developments.
 - This requirement is not applicable. No changes proposed.

7. Building Facades:

- a. Long building facades shall be visually broken up and variegated with staggers and offsets as determined appropriate by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
- b. All building facades facing streets, drives or parking areas shall provide regularly spaced openings for windows and doors, and regularly spaced decorative elements such as piers and columns. The size and spacing of these features shall be compatible with nearby structures that meet this requirement, as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
- c. All building facades facing streets, drives or parking areas shall provide a pattern of upper story openings that is compatible with the pattern established by the ground floor, as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
- d. Within the downtown zoning district, and particularly along Main Street and the commercially developed portions of intersecting streets, building facades shall employ traditional storefront design by providing pilasters, transom windows, cornices, lintels and related decorative details to highlight transitions between the ground floor and upper stories and between upper stories and the parapet.
 - This requirement is not applicable. No changes proposed.

8. Exterior Building Materials:

- a. Exterior materials for multi-family, office, or commercial buildings may not include metal wall panels, concrete panels, plain concrete block, asphalt, or spandrel window panels, unless an exception is granted through the conditional use process.
 - This requirement is not applicable. No changes proposed.
- b. Hard and durable materials including decorative block, brick or stone, shall be required on all exterior portions of the structure within 40 inches of the adjacent grade.
 - This requirement is not applicable. No changes proposed.

9. Exterior Building Colors:

- a. Exterior colors of all buildings, structures, appurtenances and paving shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.
 - i. Within the downtown area, the Victorian color palette shall be used, or other colors must be approved by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
 - ii. Throughout the rest of the Village, primary colors including red, blue, green, yellow, black, and fluorescent colors shall not be permitted. Where an integral part of site design, muted versions of these colors may be used, as approved by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
 - iii. High gloss paints and other exterior finishes are not permitted.
 - This requirement is not applicable. No changes proposed.
 - iv. Color patterns shall be used consistently throughout the property, as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.

10. Exterior Doors:

- a. All exterior doors visible from streets, drives or parking areas shall provide decorative design elements.
 - This requirement is not applicable. No changes proposed.

11. Windows:

- a. Spandrel panels, mirrored glass or heavily-tinted windows are not permitted. Where screening is desired, vertical or horizontal strip blinds may be used.
 - This requirement is not applicable. No changes proposed.
- b. Windows may not be obscured by paper or other attached materials on more than 5% of any individual window panel.
 - This requirement is not applicable. No changes proposed.

12. Roofs:

- a. Roof forms and materials shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
- b. Metal roofs shall not be used for multifamily, office or commercial buildings, unless an exception is granted through the conditional use process.
 - This requirement is not applicable. No changes proposed.
- c. Roof forms shall be designed to accommodate the requirements in subparagraphs 5.c. and 7.d., above.
 - This requirement is not applicable. No changes proposed.
- d. Rooftop mechanical equipment shall not exceed the elevation of the lowest point of the surrounding building parapet or roof.
 - This requirement is not applicable. No changes proposed.

13. Exterior Building Appurtenances:

- a. Building facades shall be uncluttered by the minimal use and careful placement of brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Where necessary, such features shall be colored to blend in, rather than contrast, with the immediately adjacent building exterior.
 - This requirement is not applicable. No changes proposed.

14. Awnings:

- a. Awnings, where approved by the Plan Commission, shall complement the character of the building.
 - This requirement is not applicable. No changes proposed.
- b. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation may be used. Metal canopies are prohibited.
 - This requirement is not applicable. No changes proposed.
- c. Backlighting is prohibited.
 - This requirement is not applicable. No changes proposed.

15. Trash Containment Structures:

- a. Trash containment structures shall be designed to fully conceal trash storage.
 - This requirement is not applicable. No changes proposed.
- b. Trash containment structures shall be constructed in the same materials and colors as the ground floor of the principal building.
 - This requirement is not applicable. No changes proposed.
- c. Wood or synthetic wood gates shall be used and shall be arranged in a pattern to provide complete opacity. Metal panel gates and metal fence gates with strips are prohibited.
 - This requirement is not applicable. No changes proposed.

16. Freestanding Canopy Structures:

- a. Freestanding canopy structures, such as those providing shelter at a gas station or drive-up banking station, shall be designed to complement the design of the principal building, as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.
- b. Canopy roofs shall employ the same pitch, materials and colors as the roof of the principal building, unless an exception is granted through the conditional use process.
 - This requirement is not applicable. No changes proposed.
- c. Canopy supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.
 - This requirement is not applicable. No changes proposed.

17. Other Structures:

- a. Outbuildings shall employ the same high-quality exterior building materials as used on the principal building.
 - This requirement is not applicable. No changes proposed.
- b. Walls and fences shall employ high-quality materials such as metal pickets, stone, decorative block or brick which complement the principal building, as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.

18. Exterior Lighting:

- a. All exterior lighting shall use decorative fixtures, as approved by the Plan Commission. Such fixtures shall be consistent in design theme throughout the site.
 - This requirement is not applicable. No changes proposed.
- b. All exterior light bulbs shall not be visible from beyond any property line. Directional or cutoff fixtures shall be used to meet this requirement.
 - This requirement is not applicable. No changes proposed.
- c. Lighting at the property lines shall not exceed 0.5 footcandles over ambient conditions.
 - This requirement is not applicable. No changes proposed.
- d. Maximum lighting shall not exceed 10.0 footcandles on the site, except in areas serving in-vehicle uses such as drive-up windows and fueling areas. In such locations, maximum lighting shall not exceed 25.0 footcandles.
 - This requirement is not applicable. No changes proposed.
- e. Freestanding light fixtures shall not exceed a total height of 20 feet.
 - This requirement is not applicable. No changes proposed.

19. Exterior Signage:

- a. Exterior signage shall complement the design of the overall site, as determined by the Plan Commission.

- There are two wayfinding signs indicated on the site plan near the north end of Norsk Golf Bowl Road (within the proposed Village easement area) and a stop sign shown along the north side of the new driveway. No signage plans have been provided. All signage plans shall be submitted prior to the issuance of permits, meeting all requirements of the Zoning Ordinance.

To note, Section 17.172(9) of the Village Sign Ordinance allows signs to be placed on public property, if approved by the Village Board. Requirements include:

- o The signs direct the reader to the location of a public facility attended principally by out-of-town patrons, to a facility operated by a nonprofit entity and attended principally by out-of-town patrons, to a facility relating to the public health, safety or welfare, to scenic or historic trails, or to general business or industrial districts;
 - o The signs are fabricated, erected, and maintained by the entity requesting the sign;
 - o The entire cost of the signs is borne by the entity requesting the signs;
 - o The signs are installed at locations where they would not constitute a traffic hazard;
 - o The signs conform to the manual on uniform traffic control devices; and
 - o The maximum number of directional signs permitted under this section shall be three for each entity.
- b. Freestanding sign supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.
- See note above in 19.a.

20. Outdoor Display or Storage:

- a. All outdoor display and/or storage areas must be clearly depicted and labeled on an approved site plan. Said label shall specify the general types of materials to be displayed or stored, including: retail or rental display; retail or rental vehicle display; long-term business vehicle storage; equipment storage; refuse storage; scrap equipment or vehicle storage.
- This requirement is not applicable. No changes proposed.
- b. Outdoor storage areas shall be adequately screened from view from adjacent properties and streets, drives and parking areas, as determined by the Plan Commission.
- This requirement is not applicable. No changes proposed.

21. Pavement Materials:

- a. All traffic circulation, parking and pedestrian areas shall be provided with a hard, durable surface such as concrete, asphalt, pavement blocks or bricks. Gravel is not acceptable.
- This requirement is met on the proposed new driveway and effected portion of Norsk Golf Bowl Road.
- b. Durable, porous pavement techniques are encouraged, and the overall coverage of pavement on all sites should be minimized so as to reduce stormwater runoff.

- This requirement is met.

22. Pedestrian Facilities:

- Public sidewalks or multipurpose paths shall be required along all street frontages, per Village standards.
 - This requirement is met. There is an existing sidewalk provided from Brookwood Drive into the site from the east. This provides the required sidewalk access.
- Paved pedestrian connections are required between all street frontage pedestrian facilities and public doorways. Said connections shall be a minimum of 5 feet wide.
 - This requirement is met. See note above in 22.a.
- Where pedestrian connections cross vehicle circulation areas, a crosswalk clearly delineated by color and/or texture is required.
 - This requirement is met. See note above in 22.a.

23. Traffic Circulation:

- Traffic circulation patterns shall be safe and understandable by vehicle operators, as determined by the Plan Commission.
 - This requirement is met. The proposed driveway is 28 feet wide and connects to an existing 24-foot-wide drive isle on the Upland Hills Health site.
- Traffic patterns which are determined as too complicated by the Plan Commission shall be prohibited. Complications may be identified due to steep grades, inadequate throat depths, offset intersections, too many intersections within a particular area, dangerous and conflicting traffic movements, movements compromised by limited visibility, or restricted turning radii for the types of vehicles likely present on the site.
 - This requirement is met. The proposed new driveway improves traffic patterns by providing an additional ingress/egress point to the Upland Hills Health property. The Norsk Golf Club has been contacted regarding the proposed driveway connection. All comments from the Golf Club will be provided to the Plan Commission for consideration.
- No traffic circulation shall be permitted within 10 feet of a street or drive right-of-way or easement, nor within 5 feet of any other property line, except within the downtown area, or as approved as through the conditional use process.
 - This requirement is met.
- Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding limitations on drives located adjacent to street rights-of-way.
 - This requirement is met, if approved by the Plan Commission. No parking between Springdale Street and the building is proposed. The only proposed change is a 2-way driveway connection in this location. I recommend the Plan Commission grant the new driveway in this location.

24. Parking:

- All parking areas located within required principal building setback areas shall be visually screened from streets by a continuous landscaped hedge, fence, wall or berm

with a minimum height of 40 inches over the elevation of the adjacent portion of the parking lot at time of installation. Gaps in this hedge are permitted for pavement approved as part of the site design.

- This requirement is not applicable. No changes proposed.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, parking shall not be located along a street frontage unless an exception is granted through the conditional use process.
 - This requirement is not applicable. No changes proposed.
- c. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding the prohibition of parking adjacent to street rights-of-way.
 - This requirement is not applicable. No changes proposed.
- d. Bicycle parking shall be provided at a rate of one bicycle space for every 10 vehicle parking spaces up to a total of 20 bicycle spaces.
 - This requirement is not applicable. No changes proposed.

25. Building Foundation Landscaping:

- a. A minimum 10-foot wide landscaping bed or planter shall be provided along at least 50% of each wall facing a street, drive or parking area, except within the downtown area.
 - This requirement is not applicable. No changes proposed.
- b. This bed or planter shall be located adjacent to or within 10 feet of the building foundation.
 - This requirement is not applicable. No changes proposed.
- c. This bed or planter shall be landscaped appropriately as determined by the Plan Commission.
 - This requirement is not applicable. No changes proposed.

26. Street Frontage Landscaping:

- a. A minimum 10-foot wide landscaped area shall be provided adjacent to the frontage of all streets and drives, except within the downtown area.
 - This requirement is met along the majority of the frontage along Springdale Street (existing trees). The proposed new driveway plans show the removal of one existing tree in the far northwest portion of the site. I recommend that the applicant be required to relocate or replace this tree along the Springdale Street frontage.
- b. This area shall be landscaped appropriately as determined by the Plan Commission. At minimum, one canopy-type street tree (maple, oak, hickory, ginkgo, honey locust or similar species) shall be required for every 50 feet of street or drive frontage, except within the downtown area. Said trees shall be a minimum 2-inch to 2.5-inch caliper.
 - See note above in 26.a.

27. Parking Lot Landscaping:

- a. Parking lot landscaping shall comply with the requirements of §17.136

- This requirement is not applicable. No changes proposed.
- b. Subsection 24.a., above, shall also apply along street and drive frontages.
 - This requirement is not applicable. No changes proposed.
- c. Subsection 24.c., above, shall also apply along CTH ID.
 - This requirement is not applicable. No changes proposed.

Village Planner's Recommendations:

I recommend the Plan Commission approve the following:

1. Site Plan and Design Review packet, including waivers for:
 - a. 4.c. and 23.d. allowing a 2-way driveway between Springdale Street and the existing building due to existing site grades and this location being the only feasible option to accommodate an additional vehicle access point.
2. Require the existing tree proposed to be removed as part of the new driveway to be relocated or replaced along the Springdale Street frontage. Review and approval by Village staff.
3. Village Board review and approval of the following that meets all Design Review requirements. If any waivers are requested by the applicant from the Design Review requirements, the proposed plans must be reviewed and approved by the Plan Commission.
 - a. Sign details (materials, location, height, and size) in conformance with Section 17.172(9).
4. Require the applicant to establish cross access, construction, and maintenance easements on the Village-owned Norsk Golf Course property to connect the proposed new driveway to Norsk Golf Bowl Road, place signage at the north end of Norsk Golf Bowl Road, and to bring Norsk Golf Bowl Road to Village standards for the approximate 90 feet which will be impacted by the proposed new driveway and traffic circulation pattern.
5. Review and approval of the easement and proposed driveway construction drawings/plans by the Village Engineer.
6. Any other comments or recommendations of the Village Engineer, Village Fire Department, and/or Plan Commission.



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

AGENDA ITEM # 6.g

Consideration: Award of bid for Senior Center remodel project

BACKGROUND

In 2022 staff successfully applied for a Community Development Block Grant for renovation of office space and storage at the senior center. The award for the grant is \$132,122. After several attempts at bidding the project, we finally received 3 bids, with the low bid coming from Bachmann Construction for \$63,200. Staff recommends awarding of the bid to Bachmann.

RECOMMENDATION

ATTACHMENTS

1. 2022-01-25 Award Letter - Village of Mount Horeb
2. Bid Tab Sheet



Dane County Department of Human Services Division of Housing Access & Affordability

Dane County Executive – Joe Parisi
Director – Shawn Tessmann
Division Administrator – Casey Slaughter Becker
210 Martin Luther King Jr. Blvd., Room 421, Madison, WI 53703

January 25, 2022

Amy Hall
Village of Mount Horeb
138 E Main Street
Mount Horeb, WI 53572

Dear Ms. Hall:

Thank you for your proposal for the 2022 Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Program funding. On behalf of County Executive Joe Parisi and the Dane County Board of Supervisors, I am pleased to announce that you have been awarded the following:

Program	Funding Source	Awarded*	Category
Community Center (Senior Center) Renovation	CDBG	\$132,122.00	Public Facilities

*This number may be revised upon a change in the annual HUD entitlement grant. Dane County will not know its 2022 HUD allocation until the first quarter of 2022 or later. These figures are based on the 2022 allocation being the same as in 2021. All funding recommendations must be approved by HUD.

You will soon be contacted by a Program Specialist in the Division of Housing Access & Affordability to discuss next steps prior to executing a Contract Agreement with Dane County. There may be compliance requirements to be addressed prior to commencing your project, which your Program Specialist will review with you in detail, along with other conditions and expectations to ensure successful administration of your project.

We look forward to working with you, and thank you for your efforts to help our communities prosper and maintain a high quality of life for all residents of Dane County.

Sincerely,

C. S. Becker

Casey Slaughter Becker
Division Administrator – Housing Access and Affordability
Dane County Department of Human Services
Becker.casey@countyofdane.com
608.358.4994

Contractor	Bid Price		
	Senior Center	Alt Restroom	Total
McKee Associates	\$78,170	\$4,850	\$83,020
Harmony Construction	\$86,193	\$1,384	\$87,577
Bachman Construction	\$62,100	\$1,100	\$63,200



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

Jeff Gorman, Public Services
Director

AGENDA ITEM # 6.h

Consider the addition of a parking spot on 100 Block of S Second Street

BACKGROUND

Buck and Honey's would like to add one 10-minute parking stall along Front Street (see map) and one 10-minute parking stall along S. Second St. The reason for the parking stalls is for deliveries and take-out orders. These would be new parking stalls and would not take away any existing parking spaces. Buck & Honey's is willing to pay for the sign installation.

The Public Works Committee reviewed the request and are recommending approval of the additional stall on S Second Street as a regular parking stall. They want to wait until completion of the parking study to discuss allowing it as a 10-minute stall.

RECOMMENDATION

ATTACHMENTS

1. Buck & Honeys parking request





AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
September 6, 2023	
AGENDA ITEM # 7.a	
Community Development Authority	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
September 6, 2023	
AGENDA ITEM # 7.I	
Sustainability and Natural Resources Committee	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE

September 6, 2023

PREPARED BY

AGENDA ITEM # 11.a

Closed Session: Discussion/Consideration: Purchase of Lukken Farm for Park Space and Development. The Village Board may convene in closed session as authorized by Wisconsin Statute 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session.

BACKGROUND

The Village is in the process of negotiating the purchase of land for future parkland and development from the Lukken family. Per state statutes, the Plan Commission is required to review and provide a recommendation on Village land purchases to determine if the purchase is consistent with Village Planning efforts. Plan Commission met on 8/23/2023 and approved recommendation.

The area the Village is considering purchasing starts at the intersection of STH 78 and CTH S and heads East to just before Wally Road. This area has been called out in our comprehensive plan as a future Village Neighborhood in the last few versions of our Comprehensive plan and matches the intended use for the Village, if our purchase is successful. I am including the Future Land Use Map from the Village Comprehensive Plan for your review.

RECOMMENDATION

ATTACHMENTS

1. Map 4b Future Land Use - Mt Horeb Comp Plan 2022

Future Land Use Village View

4b

Mount Horeb Comprehensive Plan

- Village of Mount Horeb Boundary
- Town Boundaries
- Extraterritorial Jurisdiction Boundary
- Current Urban Service Area Boundary
- Potential Future Urban Service Area Boundary

- Right of Way
- Potential Future Roads
- Surface Water

Land Use Categories

- Agriculture
 - Single-Family Residential (Unsewered)
 - Single-Family Residential (Sewered)
 - Two-Family Residential
 - Multi-Family Residential
 - Mobile Home Residential
 - Planned Neighborhood
 - Central Mixed Use
 - Main Street Mixed Use
 - Neighborhood Mixed Use
 - Planned Business
 - Planned Mixed Use
 - General Industrial
 - Heavy Industrial
 - Extraction
 - Planned Business Park/Planned Industrial
 - Parks and Recreation
 - Government and Institutional
 - Conservancy
 - Environmental Corridor
 - Rights-of-Way
 - Surface Water
 - Long-Term Growth Area
- Planned Neighborhood may include:
1. Single-Family (Sewered)
 2. Two-Family Residential
 3. Multi-Family Residential
 4. Government and Institutional
 5. Neighborhood Mixed-Use
 6. Parks and Recreation
- Planned Mixed Use may include:
1. Planned Business
 2. Planned Business Park
 3. Multi-Family Residential
 4. Government and Institutional
 5. Park and Open Space
- Business Park may include:
1. Light Industrial
 2. Planned Business
 3. Government and Institutional
 4. Park and Open Space



VANDEWALLE &
ASSOCIATES INC.
Shaping places, shaping change

Adopted: March 30, 2022
Data Source: Dane County LIO, CARPC, MATPB,
WI DNR, FEMA, USDA

