



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

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

PUBLIC WORKS COMMITTEE AGENDA

Monday, January 27, 2025 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Roll Call
- 3) Agenda Items
 - a. Consider July 22, 2024 meeting minutes
 - b. Consider October 28, 2024 meeting minutes
 - c. Consider Community Center painting bids
 - d. Update on Lake Street stormwater project
 - e. Update on 2025 capital projects and purchases
 - f. Review tentative 2025 street project schedule
 - g. Public Services Director's Report
- 4) Future agenda items
- 5) Set next meeting date and time
- 6) 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.



AGENDA ITEM REPORT

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # 3.a

Consider July 22, 2024 meeting minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. PW Committee minutes 7.22.24



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PUBLIC WORKS COMMITTEE AGENDA

Monday, July 22, 2024 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
- 2) Roll Call

The Public Works Committee meeting was called to order on the above date at 6:00 pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Members present were Richard Lust, Marc Schellpfeffer, Curt Garrity, and Nate Gauger. Also present were Village Administrator Nic Owen, Public Services Director Jeff Gorman and Utility Office Coordinator Sara Alderson. Ben Jones arrived at 6:02 pm
- 3) Agenda Items
 - a. Consider April 22, 2024 meeting minutes

Consideration of previous meeting minutes was tabled for next meeting.
 - b. Discuss Community Center retaining wall with Mike Rasmussen

Mike Rasmussen was not able to attend the meeting so Jeff Gorman gave an overview of the Rasmussen's concerns regarding the stability of the retaining wall. They are concerned it is rotting and failing and will fall over and cause damage to their property. Replacing the wall is in the 5 Year Capital Plan for 2026. The Rasmussens would like to have it moved up and made a priority. Gorman assessed the wall and found that it is not in danger of failing any time soon and feels it can wait to be replaced in 2026.
 - c. Consider 2025-2029 Capital Budget Requests

Jeff Gorman presented the 2025 Capital Budget Requests for consideration. There are 7 budget items for a total of approximately \$1.18 million.

There are two Street Projects in the proposed budget for \$948,000. The first is a full reconstruction of Blue Mounds Rd from Main to Justin. This was originally only going down to Parkway but has been changed to go all the way down to Justin. The extension of this project will add about \$1 million to the cost. The second project is on W. Garfield from Blue Mounds Rd west and is not a full reconstruct but mill/ overlay only.

Other requests include:

- a. Street maintenance needs estimated at \$100,000.
- b. The replacement of two rusted metal shop doors estimated at \$14,000.
- c. The replacement of 12' Snow Pusher estimated at \$19,000.
- d. Exterior Improvements to the Community Center estimated at \$25,000.
- e. A Facility Needs Study to consider space needs and long range planning for the Village Garage estimated at \$25,000.
- f. The replacement of 6 overhead garage doors at the shop is estimated at \$50,000.

Total cost adjusted estimated at \$2.18 million to included the extended street reconstruction from Parkway to Justin.

A motion by Gauger to approve the 2025 Public Works Capital Budget Requests for \$2.18 million. Lust seconded the motion. Discussion continued. Lust called a question to the motion. Motion carried.

- d. Public Services Director's Report
Gorman presented his monthly report and answered questions.

4) Future agenda items

- Review 5 Year Street Plan
- Update on Lake Street Storm water replacement

5) Meeting adjournment.

Motion by Schellpfeffer, seconded by Jones to adjourn the meeting at 7:19 pm.
Motion carried

Minutes by Sara Alderson, Utility Office Coordinator



AGENDA ITEM REPORT

MEETING DATE

January 27, 2025

PREPARED BY**AGENDA ITEM # 3.b**

Consider October 28, 2024 meeting minutes

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

1. PW Committee minutes 10.28.24



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PUBLIC WORKS COMMITTEE AGENDA

Monday, October 28, 2024 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
- 2) Roll Call

The Public Works Committee meeting was called to order on the above date at 6:00 pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Members present were Richard Lust, Nate Gauger, Curt Garrity, Ben Jones, Marc Schellpfeffer. Also, present were Village Administrator Nic Owen, Public Services Director Jeff Gorman and Utility Office Coordinator Sara Alderson.
- 3) Agenda Items
 - a. Review and consider five-year street improvement plan

Jeff Gorman presented the Five-Year Street Improvement Plan for consideration. There are 11 street projects between 2025-2029 for an estimated \$6.22 million.

 - 2025: Blue Mounds St
 - Garfield St
 - 2026: Henry St
 - S. First - Lincoln to Carver
 - 2027: S. Second St. - Lincoln to Carver
 - N. Brookwood Dr.-Fox Run to Perimeter
 - DOT project: S. 8th St. parking lanes
 - 2028: Sand Rock Rd.
 - Long View - 115' Nesheim to Ravine
 - 2029: Riphahn Ct. - 220' including cul de sac
 - Nordic View - 176' including cul de sac

Overall, Jeff feels the streets are in good shape. A motion by Schellpfeffer was made to recommend the five-year plan to the Village Board. Gauger seconded. Motion carried.
 - b. Consideration of Committee meeting schedule

A discussion was had regarding the Public Works Committee meeting schedule and if it needed to be changed from monthly meetings to every other month. Consensus was to leave the meeting schedule stay as monthly meetings and cancel when there is a lack of agenda items.

- c. Update on Lake Street stormwater project
Gorman gave an update on the Lake Street storm water project. County JG is being reconstructed by Dane County in 2025. The county is working with the Dane Co Parks Department and the Village regarding the storm water issue. Rob Wright, Village Engineer, has proposed building a primary basin at the end of Lake Street. The Village had budgeted \$50,000 for this project in 2024 but it will not happen this year. The budgeted amount will be transferred to 2025. We will receive a 50% cost sharing grant from Dane County to cover this project.

- d. Public Services Director's Report
Gorman presented his monthly report and answered questions.

- 4) Future agenda items
- Approve previous meeting minutes
 - Approve bids for street projects
 - Public Hearing for special assessments (Blue Mounds Street and Garfield Street)

- 5) Meeting adjournment.
Motion by Lust, seconded by Gauger to adjourn meeting at 6:42 pm. Motion carried.

Minutes by Sara Alderson, Utility Office Coordinator



AGENDA ITEM REPORT

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # 3.c

Consider Community Center painting bids

BACKGROUND

I have included results of four bids I received for staining the community center exterior. Since I began receiving bids, the entire west side of the building was stained as part of the Rec Dept porch renovation project and Senior Center renovation project.

The bids involve staining the same color as existing. If you want to go with another color, the bid from Thrift would increase to \$14,328 and the bid from Ayres would increase to \$29,650.

RECOMMENDATION

ATTACHMENTS

1. COMMUNITY CENTER PAINTING BIDS 2025

COMMUNITY CENTER PAINTING BIDS

JANUARY 27, 2025

1. Coplein Painting: Pressure wash, caulk and two coats stain **\$24,855**
(2023)
2. Genesis Painting: Pressure wash, caulk and two coats stain **\$13,617**
Wants an additional \$9775 for carpentry work to fill woodpecker holes and to
replace any bad board/panels. **Total = \$23,392**
3. Thrift Painting: Pressure wash, caulk, prime and two coats on the south and east sides.
\$12,340
4. Ayres Painting: Pressure wash, caulk, prime and two coats stain **\$16,490**



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 27, 2025	
AGENDA ITEM # 3.d	
Update on Lake Street stormwater project	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE

January 27, 2025

PREPARED BY**AGENDA ITEM # 3.e**

Update on 2025 capital projects and purchases

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

1. PW Committee budget update 1.27.25

Capital Projects Update
Public Works Committee 1/27/25

ITEM	BUDGET	STATUS
Shop service doors and frames (2)	14,000	Quality Door and Hardware had the low bid at \$11,476
Snow Pusher for wheel loader	19,000	Purchased and received a Kage snow pusher from Double D Services for \$18,360.
Community Center painting	25,000	Review bids at PW Comm meeting
Facility space needs study	25,000	Currently working on the RFP for the facility analysis and space needs study for the Public
		Services facility.
Replace 6 overhead doors	50,000	R&R doors was the low bidder at \$46,086. Doors have been ordered.
Street maintenance	100,000	Will send out bid requests for sealcoating bids around March 1. Will discuss crack filling with Crack
		Filling Service in February.



AGENDA ITEM REPORT

MEETING DATE

January 27, 2025

PREPARED BY

AGENDA ITEM # 3.f

Review tentative 2025 street project schedule

BACKGROUND

I have attached the meeting notes from the first coordination meeting regarding the 2025 street project which includes the proposed schedule for bidding and construction phasing.

RECOMMENDATION

ATTACHMENTS

1. MTG 2025-0102 2025 Streets Coordination Notes

PROJECT	CONTRACT 25-100: 2025 Street Improvements	MEETING NO.	1
PROJECT NO.	15582.000	MEETING DATE	1/2/2025
SUBJECT	Coordination Meeting	MEETING TIME	1:00 pm
PREPARED BY	H. Brose	MEETING LOCATION	Third Floor Conf Rm 138 E Main Street

NAME	COMPANY	EMAIL	PHONE
Heather Brose	SmithGroup	Heather.Brose@smithgroup.com	608.327.4443
Rob Wright, Village Engineer	SmithGroup	Robert.Wright@smithgroup.com	608.327.4433
Jordan Schmitz	Mount Horeb Electric	jordan.schmitz@mounthorebwi.info	608.574.6317
Jeff Gorman	Village of Mount Horeb	jeff.gorman@mounthorebwi.info	608.206.3822
Doug Vierck	Village of Mount Horeb Police	dvierck@mhpdpd.org	608.289.1975
Mike Brace	Village of Mount Horeb	michael.brace@mounthorebwi.info	608.437.3101
Brian Schult	Village of Mount Horeb	brian.schult@mounthorebwi.info	608.636.5763
Nic Owen	Village of Mount Horeb	nic.owen@mounthorebwi.info	608.437.9409
Jenny Minter	Village of Mount Horeb Fire Department	jminter@fdmh.org	608.437.7832

NOTES

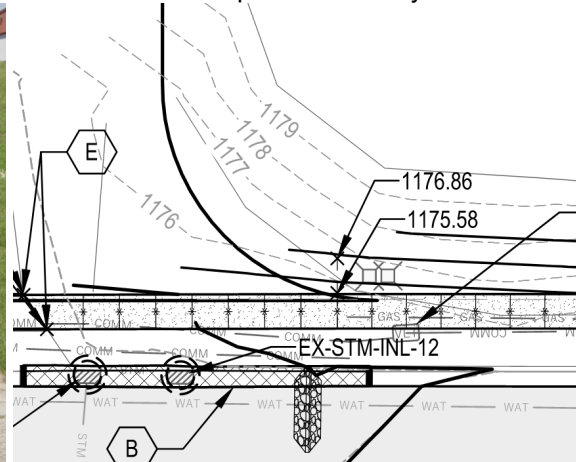
1. Introduction of Those Present
 - a. SmithGroup
 - b. Village of Mount Horeb Administration
 - c. Village of Mount Horeb Utilities
 - d. Mount Horeb Fire Department
 - e. Mount Horeb Police Department
2. Project Background
 - a. Project includes sidewalk and curb and gutter spot repairs, dig out of the roadway for new base and bituminous pavement, new sanitary sewer main, and some storm sewer work.
 - b. We are anticipating some additional sanitary sewer spot repairs and ADA curb ramp replacements that are not currently reflected in these drawings.
3. Tentative Schedule for the Preliminary Assessment and bidding process
 - February 5: Preliminary Resolution from the Village Board
 - February 24: Public Hearing at the Public Works meeting
 - Per Section 8.03 of the Mount Horeb Ordinances: *The Public Works Committee will hold a public hearing on the preliminary special assessment report following a Class 1 notice of publication. A copy of the public hearing notice and preliminary special assessment report shall be mailed at least 10 days prior to the hearing to all affected property owners. The public hearing notice will indicate the place and time at which the report may be inspected, and the place and time at which all interested persons may appear before the Public Works Committee. Following the public hearing, the Public Works Committee shall take action on any revisions necessary to the special assessment project and report.*

- SmithGroup will provide the Preliminary Special Assessment Report to the Village no later than end of business on February 12th to be sent out to the affected property owners on February 14th.
 - March 5: Authorization to Bid the 2025 Streets project from the Village Board
 - March 6: Send Advertisement for Bids to the local paper; SmithGroup to add language regarding LRIP funding
 - March 13: First Advertisement for Bids Publishes
 - March 20: Second Advertisement for Bids Publishes
 - March 28 (11am): Bid Opening*
- *We may need to add a Pre-Bid Meeting to discuss the Traffic Control requirements.

4. Traffic Control Considerations

- a. Mount Horeb Public Safety Building located at 400 Blue Mounds St (CS103 & CS104)
 - i. Draft language from Scope of Work:
 - Mount Horeb Public Safety Building, which houses both the Fire Department and the Police Department, is located at 400 S Blue Mounds Street within the project site. Contractor shall coordinate with the Fire and Police Departments to provide emergency vehicles access through the site at all times during construction. Contractor shall stage replacement of the special waterway at the W Main Street intersection to allow emergency vehicles to use the intersection during concrete curing. Contractor shall submit Construction Schedule and Traffic Control Plans to Village for approval.
 - ii. Striping to demarcate sidewalk across emergency vehicle drive apron – red paint is preferred
 - SmithGroup/Village will look into adding a pedestrian warning sign north of the emergency vehicle drive apron crossing
 - iii. Additional notes from discussion about access/phasing:
 - It is difficult for fire trucks to make a left turn onto W Main Street from S First Street. The project should not rely on emergency vehicles leaving the Public Safety Building via Parkway Street to S First Street for emergency calls west of Blue Mounds Street.
 - Project will require at least one lane open on Blue Mounds Street (from Public Safety Building to W Main Street) at all times (base course is ok) or access to W Main Street via west on W Garfield Street and then north through the Co-op parking lot at 501 W Garfield Street.
 - Village and SmithGroup will look into scheduling a meeting with the owner of the Co-op to discuss street parking on W Garfield Street and access through the parking lot during construction.
 - The importance of public promotion by the Police and Fire Departments regarding the sirens during construction was discussed.
 - The police department marking cross streets for no parking near the Blue Mounds Street intersections during construction was also discussed.
- b. Grundahl Park Summer Events (CS102, CS103, & CS104)
 - i. The Contractor will need to have the project site restored and demobilized during the two events planned at the park:
 - Mount Horeb Summer Frolic: June 12-15, 2025
 - (a) School ends on June 11
 - (b) Parking trucks for the Summer Frolic on W Garfield Street will begin on Monday, June 9th
 - (c) Setup will begin on Wednesday, June 11th.
 - (d) First phase of construction shall be restored by June 6th.
 - Mount Horeb Country Music Faire: July 26, 2025
 - (a) Parkway will be closed for VIP Parking
 - (b) Closing Blue Mounds to traffic
 - (c) Event host is planning to encourage parking at the schools and bus people to Grundahl Park
 - ii. Additional notes from discussion about phasing/sequencing:
 - Phase 1 will include concrete sidewalks, curb & gutter spot repairs, and sanitary sewer work with temporary pavement patching on Blue Mounds Street. June 6 completion date.

-
- A photograph of a grassy hillside. In the foreground, there is a small, light-colored utility box with a door, and two wooden posts standing upright. The hillside is covered in green grass. In the background, there is a red building with yellow accents, possibly a school or community center, and a parking lot with trees.



- 3 of 4



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
January 27, 2025	

AGENDA ITEM # 3.g

Public Services Director's Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. pw comm report 1.27.25



Village of Mount Horeb

Public Services Department

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

Public Works Committee

January 27, 2025

Public Services Director's Report

- As of January 17, our crew has been out salting streets 8 times and have plowed 2 times (one storm). We have used approximately 200 tons of salt so far this winter.
- We are continuing to recruit for our Crewperson position, vacated by Brian Schult when he took the Water Superintendent position. As of January 12, we have only received four applications.
- Our Mechanic/Crewman Dan Emberson was on FMLA leave for the birth of his son from December 8-31 and will continue from January 21-February 14. He will come to work if we have any snow removal duties or equipment repairs in which we need his assistance.
- I am in the process of helping our Library Director obtain bids to replace the asphalt shingles on the library. So far, I have received two bids (both under budget) and I am expecting two more.
- Our crew removed 41 ash street trees in December and January. This completes a four-year project to remove approximately 200 ash trees due to the Emerald Ash Borer. The majority of these trees will be replaced with new trees this spring.
- We started picking up Christmas trees at the curb on January 6 and will continue weekly as needed.
- Upcoming staff training sessions:
 - January 29: Flagger and Electrical Hazard Awareness training with Fehr Graham
 - March 10: Audiograms
 - March 13: Annual Safety Training and Competent Person training with Fehr Graham
 - March 25-28: Wisconsin Rural Water Association conference, Jeremy Martin
 - Date TBD: First Aid/CPR training