



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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PUBLIC SAFETY COMMITTEE MEETING AGENDA

Monday, July 21, 2025 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Consideration of May 19, 2025 Meeting Minutes
- 2) Public Comments
- 3) Police Chief Report
- 4) Agenda Items
 - a. Heather Meier Operator's License Review
 - b. Farmer's Market and Downtown Safety
 - c. E-Bike / Electric Scooters
 - d. Crosswalk Safety Downtown
 - e. Third Street Parking Follow Up
 - f. Emergency Management Ordinance
 - g. Capital Budget for Police Department
- 5) Future agenda items
- 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.



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Public Safety Committee Minutes May 19, 2025

1) Call to order

Jason Fendrick, Mike McNall, Ben Jones, Village Administrator Nic Owen, and Chief of Police Doug Vierck.

a. Consideration of January 20, 2025 Meeting Minutes

Motion to Approve by McNall, second by Jones – Both Approved (Fendrick Abstained)

2) Public Comments – non-agenda items –

None

3) Police Chief Report

Updated on staffing and special events for the Summer.

4) Agenda Items

a. Emergency Response Plan for the Village

The plan was attached to the original packet. Committee members discussed the overall plan. Questions were asked about wording differences between ordinance and this document.

b. Traffic Enforcement

1. Traffic Data and Future Planning

Discussed plans for the future and how the data is working

2. Dane County Stop on Red Campaign

County-Wide campaign enforcing (March 14-23)

1,761 stops – 1,301 citations, 1,336 warnings, 29 arrests (county-wide)

c. Valley and Adams

Discussed concerns and feedback after the stops sign was installed.

Advised to continue to monitor and follow up again later

d. Third Street Parking Request

Request by the American Legion to have added parking on the East side of the road. Jeff Anderson of the American Legion spoke about the request.

e. Parking Permit Follow Up Discussion

Discussed the issues and the missing information from the Fee Schedule. During the discussion, it was asked about parking overnight for weddings and other events in the downtown area. More discussion is needed at other committees and the Village Board for overall, long term solutions.

f. Speed Control Request for Three Wood/Lillehammer/Eggum Intersection

Looked at the intersection and some data. Will collect more data, increase enforcement and presence, and work with Jeff Gorman on stop sign and speed mitigation options.

g. Stop Sign Removal Request for Lincoln at Sixth Street

Discussed the request, looked at the intersection, and gave information. It was decided there would be no removal.

h. Speed Limit on West Main Street between Orchard and End of Town

Discussed the change that happened recently and how it came about. Advised to look into how to change and request a change back to 25 MPH through the state DOT, then re-evaluate if unable to change.

i. Code of Ethics Review

Sent out as a review for all members due to change in committee memberships.

5) Future Agenda Items

Parking Fees as a future item
3rd Street Parking
Follow up on speed limit change

6) Meeting adjournment.

McNall Moves for adjournment. Fendrick seconds. All Approve



AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.a

Heather Meier Operator's License Review

BACKGROUND

Heather Meier submitted a renewal for Operators License to Serve Fermented Malt Beverages and Intoxicating Liquors. She disclosed a recent alcohol-related arrest. The application was submitted in June 2025. The arrest was in March 2025. As we have done in the past, this is being forwarded to the committee for review because of, "the circumstances of which are substantially related to the licensed activity."

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.b

Farmer's Market and Downtown Safety

BACKGROUND

On June 5, 2025, there was a car versus pedestrian crash near the Farmer's Market. There have been numerous discussions about safety and the Farmer's Market in the current location. I met with the Farmer's Market organizers and also analyzed the crash and traffic data. This discussion will look at ways to ensure safety downtown, while also understanding how different events in the downtown (which are good for the community and Village as a whole) may affect the area as well.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.c

E-Bike / Electric Scooters

BACKGROUND

This topic has been mentioned before, but no real discussions have taken place. In the past two months, complaints have skyrocketed (at least one complaint to the PD a day). This discussion will look at the laws currently in place, discuss any changes that may be warranted, and look at ways the police department is working to address these issues. A draft Info-Graphic we are working on is attached.

RECOMMENDATION

ATTACHMENTS

1. DRAFT - MHPD Scooter laws - DRAFT

Mount Horeb's Guide to Electric Scooters

Over the past months we've received numerous questions/concerns about electric scooters

What are they? (Our legislative friends have thought of this!)

Electric Scooter Means: - WI Statute 340.01 (15ps)

- a device weighing less than 100 pounds
- has handlebars and an electric motor
- is powered solely by the electric motor and human power
- has a maximum speed of 20 miles per hour*

What are the main concerns?

- Not yielding to pedestrians on the sidewalk
- Not looking/slowing/stopping at intersections
- Riding in the middle of the street

*on a paved level surface when powered solely by the electric motor.

Electric Scooters CAN be on sidewalks

What's the law?

346.02(12) Not all are listed here!

An electric scooter shall be considered a vehicle for purposes of the following statutes:

- 346.46 - Stop Signs
- 346.04 - Traffic Signs/Signals
- 346.18 - Rules of Right-of-Ways
- 346.62 - Reckless Driving
- 346.94 - Jumping from or to
- 346.34 - Turning Movements
- 346.16 - Expressways & Freeways

346.94(18s)(c)

Electric Scooters may be driven on the roadway, the sidewalk, Bicycle lane, or bicycle way.

No person may operate an electric scooter upon any roadway, sidewalk, bicycle lane, or bicycle way at a speed in **excess of 15 miles per hour.**

346.805

Every person operating an electric scooter on a sidewalk shall yield the right-of-way to any pedestrian or bicyclist and shall exercise due care and give an audible signal when passing a bicycle or other electric scooter or a pedestrian proceeding in the same direction.

346.80 (2)(a)

Any person operating a bicycle or an electric scooter, upon a roadway at less than the **normal speed of traffic shall ride as close as practicable to the right-hand edge or curb of the unobstructed traveled roadway.**

346.80 (3)(a)

Persons riding bicycles or electric scooters upon a roadway may ride 2 abreast (side-by-side) if such operation does not impede the normal and reasonable movement of traffic.

346.25

Every pedestrian, bicyclist, or rider of an electric scooter crossing a roadway other than within a marked or unmarked crosswalk shall yield the right-of-way to all vehicles on the roadway.

(No sudden movement into traffic)

347.489 - Lights

No person may operate a bicycle or electric scooter, upon a highway, sidewalk, bicycle lane, or bicycle way during hours of darkness unless equipped with a lamp emitting a white light visible from a distance of at least 500 feet to the front.

347.489 - Reflectors

A electric scooter shall be equipped with a red reflector that has a diameter of at least 2 in of surface area or a strip of reflective tape that has at least 2 square in of surface area on the rear mounted and maintained to be visible from all distances from 50 to 500 ft to the rear. A lamp emitting a steady or flashing red light may be used.

Ordinance 7.10 (3)

No person shall operate or ride a play vehicle in any of the following areas: sidewalks adjacent to Main St. between 4th St. and Washington St. or on any sidewalk adjacent to those portions of 3rd St, 2nd St, 1st St, and Grove St. between Front St and the east-west alley located north of Main St.

Statutes: docs.legis.wisconsin.gov/statutes/statutes

Ordinances: ecode360.com/MO3188

The above are excerpts from WI state statutes and are not the direct verbiage; please see the mentioned statutes

PLEASE WEAR A HELMET

What to expect?

- Increased Police Contacts with Electric Scooters
- Educational Learning Opportunities
- Partnerships with MHASD

Help us avoid accidents/injuries on electric scooters

Our Values are Internalized in the **SERVICE** we Provide to the Community





AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.d

Crosswalk Safety Downtown

BACKGROUND

We received a call from a parent who was having trouble crossing Main Street at Second Street. Cars are not paying attention to the Walk / Don't Walk signs. The parent requested we look into Crosswalk Safety in the downtown area.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.e

Third Street Parking Follow Up

BACKGROUND

The Village Engineer was asked to review this parking request. The attached letter explains their position. It is not recommended to add additional parking on the East Side of the Roadway.

RECOMMENDATION

ATTACHMENTS

1. LTR 2025-0701 VFW Parking Reuest Review - Third Street

SMITHGROUP

July 1, 2025

Nic Owen
Village of Mount Horeb
Village Hall
138 East Main Street
Mount Horeb, Wisconsin 53572

Re Third Street - Parking

Hi Nic,

It is our understanding that the VFW, located on South 3rd Street, would like the Village to consider adding parallel parking to the east side of the roadway in addition to the existing west side parallel parking adjacent to their parcel. We have summarized our concerns with the request below:

The Wisconsin Department of Transportation (WisDOT) Facilities Development Manual (FDM) instructs that the standard parallel on-street parking space should be between 8-ft and 12-ft wide when measured from the curb face to the center of the pavement marking at the edge of the traveled lane (FDM SDD 15C36 Parking Stall Marking). The parking spaces should also measure between 22-ft and 26-ft in length. The end stalls should be a minimum of 15-ft from a crosswalk. The 15-ft clear crosswalk restriction is codified in Wisconsin State Statutes SS-346.53.

The existing roadway is approximately 31-ft from edge of pavement to edge of pavement. The curb pans are 2-ft each totaling a 35-ft face of curb to face of curb. The existing parking stalls on the west side of Third Street measured at less than 8-ft, at about 7ft-9in and the stalls vary in length from 19.5-ft to 21.6-ft (slightly smaller than minimum standards). The distance from the northern crosswalk appears to be less than the 15-ft minimum with the data that we have from past roadway surveys.

The traveled lane widths after the 8-ft minimum parallel parking along the west side would be calculated as follows: 8-ft parking space (minus 2-ft for the curb pan) = 6-ft; 31-ft of total roadway asphalt travel width minus the 6-ft for minimum parking = 25-ft of travelled way. Two 12-ft lanes would only allow for 1-ft of additional paved roadway width.

A second 6-ft wide parallel parking lane along the east side is not advisable or feasible. This roadway sees peak hour traffic due to Duluth Trading, we would not suggest striping additional parking lanes on the east side for the lack of sufficient 2-way travelled lane width in a commercial/downtown zoning district.

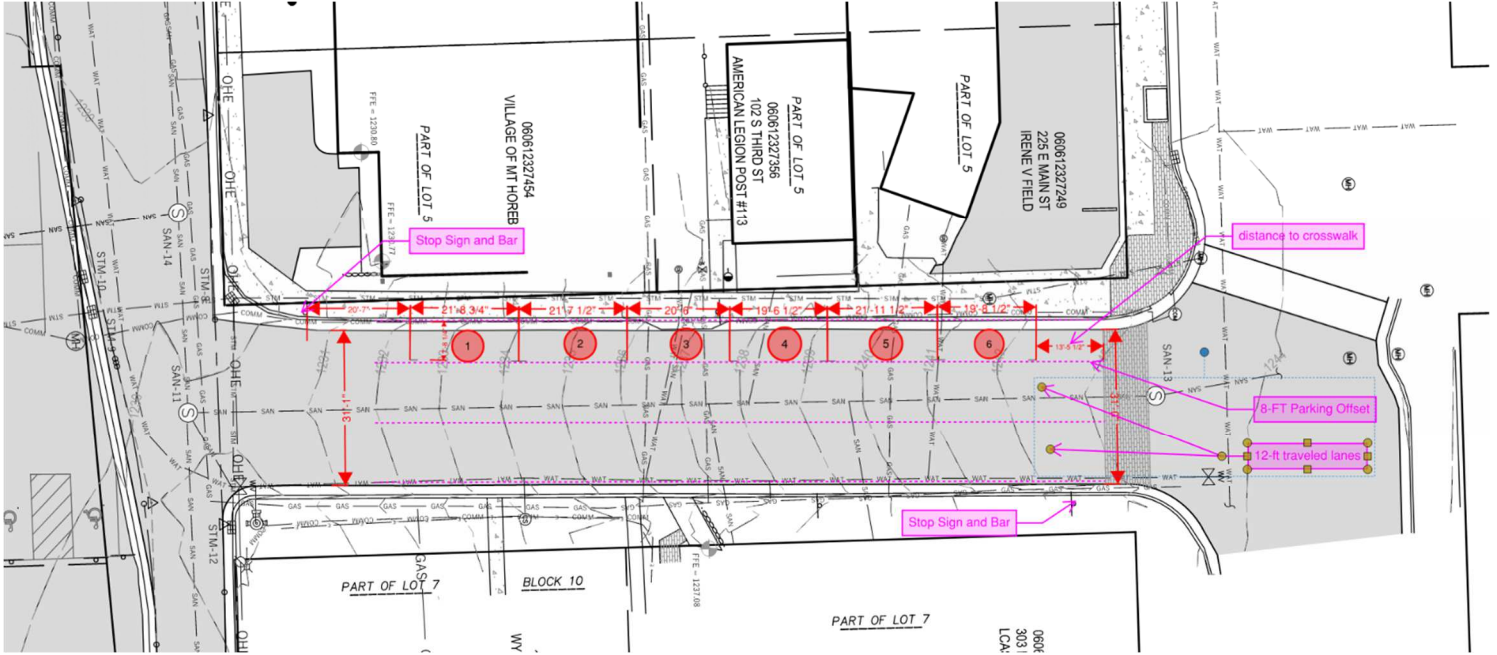
If you have any additional questions, please let us know.

Sincerely,



Robert S. Wright, PE
Village Engineer/ Senior Principal
Smith Group, Inc.

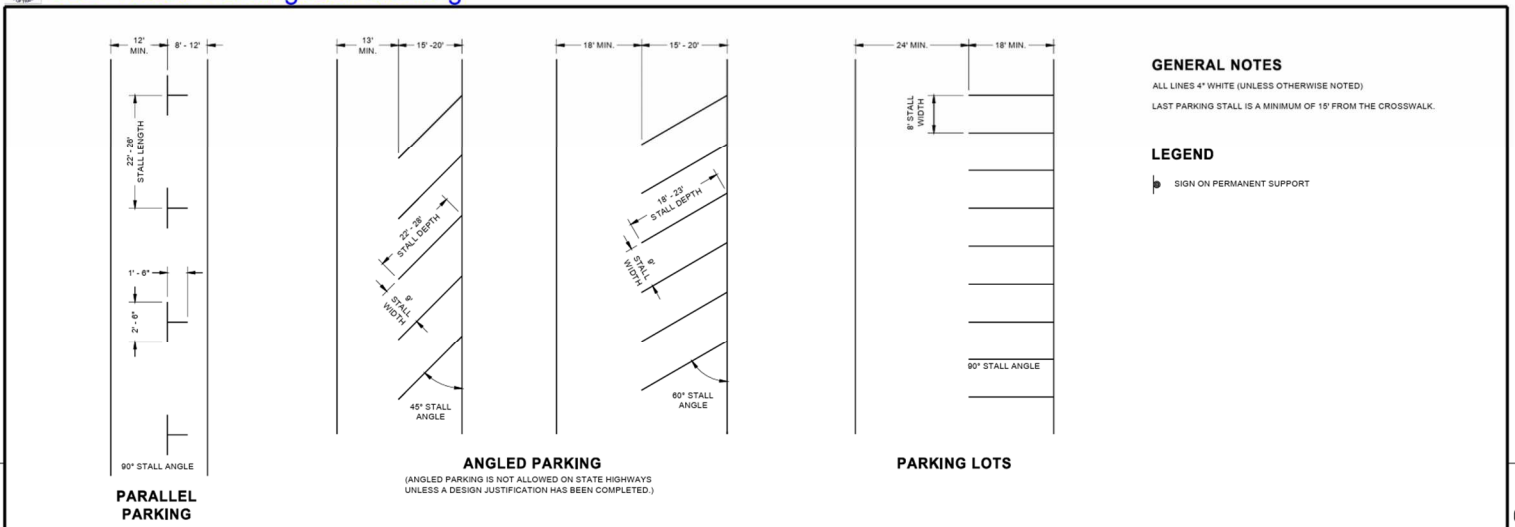
SMITHGROUP



346.53 Parking prohibited in certain specified places. No person shall stop or leave any vehicle standing in any of the following places except temporarily for the purpose of and while actually engaged in loading or unloading or in receiving or discharging passengers and while the vehicle is attended by a licensed operator so that it may promptly be moved in case of an emergency or to avoid obstruction of traffic:

- (1) In a loading zone.
- (2) In an alley in a business district.
- (3) Within 10 feet of a fire hydrant, unless a greater distance is indicated by an official traffic sign.
- (4) Within 4 feet of the entrance to an alley or a private road or driveway.
- (5) Closer than 15 feet to the near limits of a crosswalk.
- (6) Upon any portion of a highway where and at the time when parking is prohibited, limited or restricted by official traffic signs.

SDD 15C36 Parking Stall Marking





AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.f

Emergency Management Ordinance

BACKGROUND

In follow up to our discussion last meeting on the Emergency Plan for the Village, I found that statutes now refer to Emergency Management rather than Emergency Government. I have attached proposed wording changes to the Ordinances to follow our Emergency Plan and follow statutes and current County wording.

RECOMMENDATION

ATTACHMENTS

1. Appointed officials (Ord 1-02) (Update July 2025)
2. Emergency government organization (Ordinance 6-01)

1.02. Appointed officials. [Amended 1-2-2002 by Ord. No. 2001-20; at time of adoption of Code (see Ch. 1, General Government, Art. V)]

(1) Appointed officials of the Village shall be selected in the manner and for the terms listed below:

Official	How Appointed	Term
Assessor	President, subject to confirmation by Board	2 years
Attorney	President, subject to confirmation by Board	1 year
Building Inspector	President, subject to confirmation by Board	1 year
Clerk	President, subject to confirmation by 2/3 of Board	Indefinite
Director of Public Services	President, subject to confirmation by 2/3 of Board	Indefinite
Electrical Inspector	President, subject to confirmation by Board	1 year
Emergency Government Management Director	President, subject to confirmation by Board	1 year
Plumbing Inspector	President, subject to confirmation by Board	1 year
Police Chief	Police Commission, subject to confirmation by 2/3 of Board	Indefinite
Treasurer	President, subject to confirmation by 2/3 of Board	Indefinite

(2) The terms of those officials appointed for a specified period shall commence on the third Tuesday in April, except the term of the Assessor, which shall commence on January 1.

6.01. Emergency government Management organization.

- (1) Definitions. As used in this chapter, the following terms shall have the meanings indicated:

EMERGENCY MANAGEMENT GOVERNMENT — The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to minimize and repair injury and damage resulting from disaster caused by enemy attack, sabotage or other hostile action, or by fire, flood or other natural cause.

- (2) Emergency Government Management Director or designee (further described as "Director"). [Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]

(a) General duties and authority. The Director shall be the executive head of and have direct responsibility for administration and operation of the organization, subject to the direction and control of the Village Board and the Village President. The Director shall coordinate all activities for emergency government management within the Village and shall communicate and cooperate with emergency management government agencies and state and federal governments. The Director shall participate in county and state emergency government management activities upon request and have such additional authority, duties and responsibilities as authorized by this section or as required by the Village Board.

(b) Emergency government management plan. The Director shall prepare a comprehensive general plan for the Village and present the plan to the Village Board for its approval in accordance with Wisconsin State Statute [323.14\(1\)\(b\)1](#). Upon approval of the plan by resolution, it will be the responsibility of all Village departments and emergency government management entities to perform the duties and functions assigned by the plan. The plan may be modified in like manner.

- (3) Utilization of existing services and facilities. The Director shall utilize the services, equipment, supplies and facilities of existing departments to the maximum extent practicable, and the officers and personnel of all departments are directed to cooperate with the Director. [Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]

- (4) Emergency regulations. Utilization of existing services and facilities. The Director shall utilize the services, equipment, supplies and facilities of existing departments to the maximum extent practicable, and the officers and personnel of all departments are directed to cooperate with the Director. [Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]

- (5) Declaration of emergencies. [Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]

(a) Upon the declaration of a state of emergency by the Governor, the Village President, or the Director, in his absence, or by the Village Board, the Director shall issue all necessary proclamations pertaining to the state of emergency and shall issue disaster warnings or alerts as required in the emergency government management plan.

(b) Unless the declaration was issued by the Governor, the emergency government management organization shall continue until terminated by the issuing authority, at the direction of the Village Board.



AGENDA ITEM REPORT

MEETING DATE

July 21, 2025

PREPARED BY

AGENDA ITEM # 4.g

Capital Budget for Police Department

BACKGROUND

I have not received all the quotes for items yet, but have estimated costs based on previous years. The draft proposal for 2026, both Capital and General Fund is attached.

RECOMMENDATION

ATTACHMENTS

1. 2026 Budget Requests Mount Horeb Police Department
2. Police Department 2026 - 2030 Capital Budget Plan

*Mount Horeb
Police Department*



2026
Budget Request

New Squad Car

400-521000-810 Capital Equipment \$83,000 (No Increase from 2025)

One (1) Ford Squad Car (SUV) at a cost of \$83,000. (Including install, new computer, hardware, lights, cages, etc.) These costs, as well as set up fees, equipment, and installation fees (approximately \$37,500 on top of squad purchase price) are all included in the funding request. We will sell the oldest squad car to reduce some of this cost. This is estimated to be between \$4,000 and \$8,000 for auction.

Upgraded Body Cameras

400-521000-810 Capital Equipment \$5,000 (+\$5,000)

Our body cameras are nearing the end of their lifecycle. They were purchased in July of 2021. They are used everyday by officers. The batteries are starting to wear out and they are having technical issues on a regular basis. The original plan was to phase them out starting at year 4 (July 2025). When I looked into it, the newer models do not work with the current equipment. So, we would have to buy all new equipment and run the risk of having to do the same the next year as we phase the old ones out or replace them all at the same time so they will at least last 4-5 years. I am waiting on the quote for replacing all 8 body cameras, docking station, and squad docks. The amount listed is an estimate based on my research.

Training

100-521100-335 Police Administration Training budget \$9,000 (No Increase, just included to highlight a few areas of the budget)

Leadership is a perishable skill that needs continuous work and learning to stay current in methods and techniques. This requires additional leadership and management training. Trainings include First line leadership training (\$300 per student), Leadership in Police Organizations (LPO) a top-level statewide leadership course (\$625 per student), Command College (\$2,000 per student) Wisconsin Traffic Safety Officer Conference (training for the chief for part of DRE recertification), and other trainings as they come up. With a new sergeant, a newly promoted lieutenant, and a sergeant that is still learning his role, training is

imperative for administration. The administrative training budget allows for leadership specific training, while not taking away from training for patrol officers.

Radios

100-521200-810 Police Patrol Equipment \$12,500 (+\$4,000)
(No Increase, just included to highlight a few areas of the budget)

In 2025, we were notified that radio changes were occurring across the state. This means we need to work to upgrade our radios over the next couple years. The upgraded radios are more expensive. In 2025, I upgraded the radios scheduled for that year because the ones we needed were on sale. I am hoping for the same discount in 2026. We have a total of 17 radios that are used for patrol. We have upgraded 4 of them so far. The process to upgrade all of them will take another 3 years.

Mental Health Wellness Checks

100-521200-390 / 100-521100-390 Miscellaneous Expenditures \$4,495
(No change, just included to highlight a few areas of the budget)

Losing staff is expensive in general. Even if we are not losing staff, we are going to see loss in productivity due to mental health concerns.

The push for Wellness checks is for preventative maintenance BEFORE trauma happens for resiliency and retention. Rather than being responsive after the fact.

Taser Contractual Payment

100-521000-810 Capital Equipment \$11,986
(No Increase, just included to highlight a few areas of the budget)

We purchased the new tasers in 2024. There is a five-year payment plan of \$11,986 which covers the cost of the tasers, VR software and hardware, as well as batteries, cartridges, warranty, and support.

Computers

100-521000-810 Capital Equipment \$5,000

(No Increase, just included to highlight a few areas of the budget)

Three (3) desktop computers. There are four computers that are 5 years old or older (these are now the original computers from when we moved, the upgrade is almost complete). These computers are all outdated and having trouble running software needed for law enforcement functions. We are almost complete with our phased in plan where computers will be replaced on a five-year cycle to reduce the annual computer cost and improve efficiency and planning. Each computer will cost \$1285 and the remainder will go toward installation.

	2026 Other			2027 Other			2028 Other			2029 Other			2030 Other		
	Expense	Revenue	Levy/Rate	Expense	Revenue	Levy/Rate	Expense	Revenue	Levy/Rate	Expense	Revenue	Levy/Rate	Expense	Revenue	Levy/Rate
New Police Vehicle	83,000	8,000	75,000	90,000	8,000	82,000	83,000	8,000	75,000	83,000	10,000	73,000	84,000	10,000	74,000
Computers (3)	5,000	0	5,000	5,000	0	5,000	5,000	0	5,000	5,000	0	5,000	5,000	0	5,000
AEDs (3)	0	0	0	0	0	0	6,000	0	6,000	6,000	0	6,000	6,000	0	6,000
Taser Upgrade	11,986	0	11,986	11,986	0	11,986	11,986	0	11,986	11,986	0	11,986	11,986	0	11,986
Body Camera Upgrade	5,000 (Est.)	0	5,000 (Est.)	0	0	0	0	0	0	0	0	0	0	0	0
Bike Patrol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K-9	0	0	0	5,000	0	5,000	0	0	0	0	0	0	0	0	0
Police Total	104,986	8,000	96,986	111,986	8,000	103,986	105,986	8,000	97,986	105,986	10,000	95,986	105,986	10,000	95,986