

# Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

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

Email: [mhinfo@mounthorebwi.info](mailto:mhinfo@mounthorebwi.info) Website: [www.mounthorebwi.info](http://www.mounthorebwi.info)

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## PUBLIC WORKS COMMITTEE MONDAY, JANUARY 27, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 6:00pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider July 23 and September 24, 2013 minutes
- 3) Consider Highway Directional Signs
- 4) Update on 2014 Street Projects
- 5) Consider 2014 dates for Recycling Events
- 6) Set next meeting date and time
- 7) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

PLEASE NOTE THAT, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

**VILLAGE OF MOUNT HOREB  
PUBLIC WORKS COMMITTEE MINUTES**

January 27, 2014

The Public Works Committee was called to order on the above date at 6:02pm in the Meeting Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Chair Mark Rooney, Dean Stange, Paul Manchester, Greg Steiner and Ryan Czyzewski. Also present were Public Works Director Laurel Grindle, Village Administrator Dave Ross and Office Assistant Jen Lease.

**Consider July 23, 2013 Minutes:** Motion by Steiner, seconded by Stange to approve July 23, 2013 minutes. Motion carried.

**Consider September 24, 2013 Minutes:** Motion by Steiner, seconded by Stange to approve September 24, 2013 minutes. Motion carried.

**Consider Highway Directional Signs:** The owner of Karakahl requested a sign so customers can find him off of the highway or Main Street. Ross brought some examples of different types of signs that may be considered and noted that he would like it to be a generic sign. Ross went over the Draft Policy that was drawn up regarding this and after conversation there will be some revisions done which will be gone over at the next meeting. Steiner thought that getting a sign is long overdue for businesses in our area and thought that a colored sign would be great. Stange thought that it may not be necessary as most businesses in the Village are on the Main drag aside from a couple. Czyzewski noted that we should shy away from anything that is not generic. The sign would possibly be placed off of 18-151 by the first roundabout/hydrant. Rooney chose to defer this issue until the next meeting to have time to think on it and see the revised draft as well.

**Update on 2014 Street Projects:** Street surveys were completed for the first set of streets to be done which are Green, Oakridge, Highland and Wilson Streets. The next phase to be completed will be Blue View Drive, Norsk Ridge, Nordic Trail, Viking Road and Fourth Street. At the time of the meeting the base mapping was not completed for the second phase but Rob Wright will have all of the information at the next meeting. The third set of roads that are part of the project are in the school area and are Academy Street, S. Fifth Street, Jefferson Street, Valley Drive, Ridge Drive and the Alley.

All projects are to be completed prior to the school year starting with the exception to the third set of roads/school area. There were two options discussed regarding the first set of streets and it was decided that the project would be brought forth to the public at the February 24<sup>th</sup> meeting. If the board approves the plan then it can be advertised at the March Board meeting and a preliminary Special Assessment hearing date can be set for March Public Works.

This will allow an award of the first set of road projects at the April Board if everything falls into place.

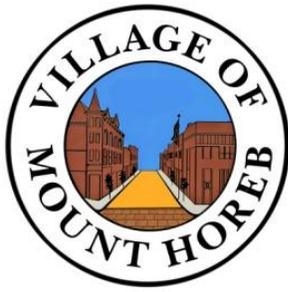
**2014 Recycling Event Dates:**

Cleanup event days for Village residents only have been set for 2014. Spring Cleanup will be held Saturday May 10<sup>th</sup> from 8:00 a.m. - Noon at the Village Garage. There will also be an Electronics Recycling Event the same day, Saturday May 10<sup>th</sup> at Grundahl Park. The Fall Cleanup has been set for Saturday, September 13<sup>th</sup> from 8:00 a.m. to Noon at the Village Garage.

**Set next meeting date and time:** The next meeting was set for Monday February 24<sup>th</sup> at 6:00pm. Rooney noted change the day for Public Works meetings to the fourth Monday of each month instead of the fourth Tuesday.

**Adjourn:** Motion by Manchester, seconded by Czyzewski to adjourn the meeting at 6:50pm. Motion carried.

Minutes by Jen Lease, Office Assistant



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## PUBLIC WORKS COMMITTEE MONDAY FEBRUARY 24, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 6:00pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider January 27, 2014 minutes.
- 3) Public Information Meeting Regarding 2014 Streets Projects.
- 4) Consider Highway Directional Signage Policy.
- 5) Public Works Report.
- 6) Agenda items for next meeting.
- 7) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
PUBLIC WORKS COMMITTEE MINUTES**

Monday February 24, 2014

The Public Works Committee was called to order on the above date at 6:02pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Chair Mark Rooney, Dean Stange, Greg Steiner and Ryan Czyzewski. Absent was Paul Manchester. Also present were Public Works Director Laurel Grindle, Village Administrator Dave Ross and Office Assistant Jen Lease.

**Consider January 27, 2014 Minutes:** Motion by Steiner, seconded by Czyzewski to approve January 27, 2014 minutes. Motion carried.

**Public Information Meeting Regarding 2014 Street Projects:** Rob Wright gave a brief introduction on what areas will be involved in the first phase of the street projects. He explained costs associated and what percentages would be resident/Village responsibility. There were several residents in attendance of the meeting who made comments or asked questions pertaining to their property and the project: Erickson-207 Beth Circle, Nesja-307 Green Street, Storckson-401 Green Street, Bohn-109 Oakridge, Edseth-302 Wilson Street, McGuire-302 Green Street, Zimple-506 Green Street, Hess-207 Hickory Drive, Tweedy-220 Lake Street and Dziubek-314 Green Street. Wright gave the timelines for the work to be done and there were no questions from the Board Members. There will be a Public Hearing at the next meeting on Monday March 24<sup>th</sup>.

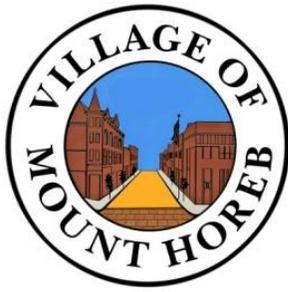
**Consider Revised Highway Directional Signage Policy:** Ross had the policy updated, specifically section D. There was a motion to approve by Rooney to adopt the revisions. This was approved by Stange, seconded by Czyzewski. Motion carried. This will now go to the village Board for approval.

**Public Works Report:** Grindle gave his monthly report.

**Agenda Items for Next Meeting:** Rooney suggested we consider having a shredding event for Village residents.

**Adjourn:** Motion by Czyzewski, seconded by Stange to adjourn the meeting at 7:10pm. Motion carried.

Minutes by Jen Lease, Office Assistant



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## PUBLIC WORKS COMMITTEE

MONDAY MARCH 24, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 6:00pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider February 24, 2014 minutes
- 3) PUBLIC HEARING: Preliminary Special Assessments on 2014 Street Project
- 4) Consider any revisions to 2014 Street Project
- 5) Consider request for Handicapped Parking Stall by Historical Museum at 100 S. 2<sup>nd</sup>
- 6) Consider Shredding Event for Village Residents
- 7) Public Works Report
- 8) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB**  
**PUBLIC WORKS COMMITTEE MINUTES**

Monday March 24, 2014

The Public Works Committee was called to order on the above date at 6:06pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Chair Mark Rooney, Greg Steiner and Ryan Czyzewski. Absent were Dean Stange and Paul Manchester. Also present were Public Works Director Laurel Grindle, Village Administrator Dave Ross and Office Assistant Jen Lease.

**Consider February 24, 2014 Minutes:** Motion by Rooney, seconded by Steiner to approve February 24, 2014 minutes. Motion carried.

**Public Hearing Regarding 2014 Street Projects:** Village Engineer Rob Wright gave an overview of the upcoming projects. He talked about what is going in, trees that will be taken out, lead services being taken out and costs associated for residents. He noted that his goal is to cause the least disturbance to drives and to residents in general. There were a number of residents that had questions and/or comments regarding the project and how it was going to affect them: Zimpel-506 Green, Bruehahn-200 Highland, Westbrook-200 Lake, Nesja-307 Green, Humphrey-403 Green, Bingham-410 Green, McClyman-107 Oakridge and Paske-502 Green.

**Consider Any Revisions to 2014 Street Projects:** There were several suggestions for change made at the meeting. Wright noted that there are a number of changes that can and will be made in the field but there were none to be noted at this time. Rooney closed the Public Hearing at 6:56 p.m.

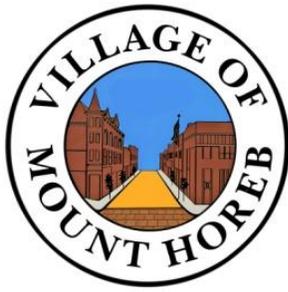
**Consider Parking Stall at Historical Society:** Laurie Boyden from the Historical Society gave a presentation stating all of the reasons they feel a handicap stall at the front or near their building is needed. There were several ideas given as to a solution to this problem and a movable sign was an option as well as a good place to start. Rooney recommended this topic be sent to the Village Board. Motion made by Czyzewski, seconded by Steiner. Motion carried.

**Consider Village Shredding Event:** Ross suggested we have a shredding event for Village Residents at the same time as one of the cleanup events. There was discussion as to whether or not there would be a charge associated with the event. Rooney made a motion to recommend this discussion be sent to the Village Board and was seconded by Czyzewski. Motion carried.

**Public Works Report:** Grindle gave his monthly report.

**Adjourn:** Motion by Czyzewski, seconded by Steiner to adjourn the meeting at 7:40pm. Motion carried.

Minutes by Jen Lease, Office Assistant



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## PUBLIC WORKS COMMITTEE

MONDAY APRIL 28, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 6:00pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider March 24, 2014 minutes
- 3) Set next meeting time and date due to holiday
- 4) Informational Meeting for Preliminary Special Assessments for 2014 Street Projects
- 5) Public Works Report
- 6) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
PUBLIC WORKS COMMITTEE MINUTES**

Monday April 28, 2014

The Public Works Committee was called to order on the above date at 6:02pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Chair Mark Rooney, Paul Manchester, Dean Stange and Ryan Czyzewski. Also present were Public Works Director Laurel Grindle, Village Administrator Dave Ross and Office Assistant Jen Lease.

**Consider March 24, 2014 Minutes:** Motion by Czyzewski, seconded by Manchester to approve March 24, 2014 minutes. Motion carried.

**Set Next Meeting Date & Time Due To Holiday:** The May Public Works meeting has been set for Wednesday May 28<sup>th</sup> at 5:00 pm.

**Informational Meeting for 2014 Special Assessments:** Village Engineer Rob Wright gave an overview/explanation of the second group of road projects which is Group B, the Norsk area. Wright noted that there are no sidewalks going in and roads will be covered by the general tax levy. Only charge to residents will be for curb/gutter that needs to be replaced on their property. Concrete drives may not need to be replaced at all and asphalt drives may need to be cut back a couple of feet. Road sizes will be exactly as they are now and no grades are changing. Wright answered general questions that residents had and noted that the next meeting, which will be held on Wednesday May 28, will be a Public Hearing for the Special Assessments.

**Public Works Report:** Grindle gave his monthly report with no objections or questions.

**Adjourn:** Motion by Czyzewski, seconded by Stange to adjourn the meeting at 7:20pm. Motion carried.

Minutes by Jen Lease, Office Assistant



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REVISED  
PUBLIC WORKS COMMITTEE  
WEDNESDAY May 28, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 5:00pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider April 28, 2014 minutes
- 3) PUBLIC HEARING: Preliminary Special Assessments for 2014 Street Projects
- 4) Consider any revisions to 2014 Street Project
- 5) Request from the owner of the Village Inn Motel for a highway directional sign
- 6) Consider having a second electronics/appliances recycling event this fall
- 7) Public Works Report
- 8) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
PUBLIC WORKS COMMITTEE MINUTES**

Wednesday May 28, 2014

The Public Works Committee was called to order on the above date at 5:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Chair Ryan Czyzewski, Mark Rooney, Paul Manchester, Dean Stange and Cathy Scott. Also present were Public Works Director Laurel Grindle and Office Assistant Jen Lease. Village Administrator Dave Ross joined the meeting at 5:04 pm.

**Consider April 28, 2014 Minutes:** Motion by Czyzewski, seconded by Rooney to approve April 28, 2014 minutes. Motion carried.

**Public Hearing for 2014 Special Assessments:** Village Engineer, Rob Wright began with an explanation of this portion of the street projects and what was going to be involved. He explained the two sections of the project that would be done, first being the Academy and South 5<sup>th</sup> Street project and second being the Blue View Drive and 4<sup>th</sup> Street project. He discussed what was going to be done with each project, what assessments would be made and at what cost percentage to residents. They will be opening bids on Friday the 30<sup>th</sup> and taking those to the Village Board on Wednesday June 4<sup>th</sup> to hopefully get an award. Work is to be done per contract by the start of the school year which is August 31. Czyzewski opened the hearing for public comment at which time there were questions/comments from the following residents that Wright addressed. Fargo-315 S. 5<sup>th</sup>, Szabo-310 Park; Sale-411 N. 4<sup>th</sup>; Helwig; 410 N. 4<sup>th</sup>; Pruess-404 S. 5<sup>th</sup>; Buroker-405 S. 5<sup>th</sup>; Boyden-407 N. 4<sup>th</sup>; Gross-410 Blue View; Baguhn-520 Nordic and Coulthard-312 Blue View. There was a large opposition to the work to be done on North 4<sup>th</sup> Street by all of the residents on the street. They all felt like the street was in good condition and did not need to be redone. These residents also brought a petition from all residents to show their opposition. This is a dead end street **with very little traffic and they feel that it's unnecessary to spend tax payer money to improve it.** The street and curb and gutter were originally to be redone because they **are considered a "sub standard" street.** Ross recommended that it be taken to the Village Board to see if there needs to be a policy revision regarding substandard streets but Manchester did not think that that the policy needed to be rewritten. There was a motion by Rooney to still have the street be redone but the curb and gutter not to be installed per resident request. This was seconded by Scott and the motion was carried. Public Hearing was closed at 5:50 pm.

**Consider Any Revisions to 2014 Street Projects:** No revisions to be documented.

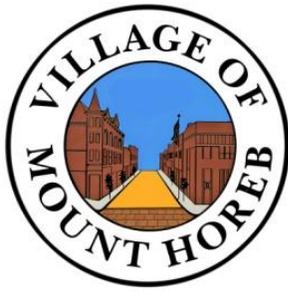
**Request from Village Inn Motel Owner for a Highway Directional Sign:** Ed Moen, owner of the Village Inn came to the meeting to express his desire to have a **Highway Directional Sign with his business' logo on it.** He noted that specifically on the West end of town it is needed so people can be directed to the East end where most of **the towns' lodging is located.** Ross recommended that it wait until the new hotel is built so that they can put their logo on the board as well. Manchester made a motion to hold off and table the issue until the completion of the new hotel is near. This was seconded by Scott.

**Consider Having a Second Electronics/Appliance Recycling Event this Fall:** The Village held an Electronics Recycling Event on Saturday, May 10 at Grundahl Park with a record turnout. Resource Solutions collected 40,835 lbs from 212 recyclers. Because of the volume of recyclables the board voted unanimously to hold another event at Grundahl Park this fall and the date is yet to be decided. Laurel will contact Resource Solutions to set up a date for the second event for the year.

**Public Works Report:** Grindle gave his monthly report with no objections or questions.

**Adjourn:** Motion by Rooney, seconded by Manchester to adjourn the meeting at 6:36pm. Motion carried.

Minutes by Jen Lease, Office Assistant



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## PUBLIC WORKS COMMITTEE

Monday June 23, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 6:00pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider May 28, 2014 minutes
- 3) Informational Meeting for 2014 Street Projects
- 4) Consider driveway variance for 209 Center Avenue
- 5) Public Works Report
- 6) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
PUBLIC WORKS COMMITTEE MINUTES**

Monday June 23, 2014

The Public Works Committee was called to order on the above date at 6:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Chair Ryan Czyzewski, Mark Rooney, and Cathy Scott. Those absent were Paul Manchester and Dean Stange. Also present were Public Works Director Laurel Grindle, Assistant Administrator Kathy Hagen, and Office Assistant Chrissy Kahl.

**Consider May 28, 2014 Minutes:** Motion by Rooney, seconded by Scott to approve May 28, 2014 minutes. Motion carried.

**Informational Meeting for 2014 Street Projects:** Village Engineer, Rob Wright began with an explanation of this portion of the street projects and what was going to be involved. He explained that on Jefferson Street all curb and gutter will be removed and replaced. On Ridge Street and Valley Street spot removal of curb and sidewalks, the alley will still be accessible. The alley west of First Street they will be removing the surface and replacing. The alley east of First Street does not need any work. Construction should take about one month. Wright estimates the project will start in August and estimates it will be done around October 15<sup>th</sup>. A resident had a concern about mail delivery. Rob can have mailboxes relocated temporarily or mail can be held at the post office. The residents will make that decision. Bids for the project will go to the Village Board on July 2, 2014. A hearing will be held for special assessments on July 28, 2014 at the Public Works meeting.

**Consider driveway variance for 209 Center Avenue:** John Mason, owner of 209 Center Avenue, explained he would like to put in a concrete driveway off of the alley behind his house as he is building a garage in the back. There are no lights or hydrants to interfere. He will keep the existing front driveway as it is also part of the sidewalk going up to his house. The existing driveway in front will not be an active driveway. Laurel has no concerns. Motion by Scott, seconded by Rooney to approve the driveway variance. Motion carried.

**Public Works Report:** Grindle gave his monthly report with no objections or questions.

**Adjourn:** Motion by Rooney, seconded by Scott to adjourn the meeting at 6:52pm. Motion carried.

Minutes by Chrissy Kahl, Office Assistant



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## PUBLIC WORKS COMMITTEE

Monday July 28, 2014

The PUBLIC WORKS COMMITTEE of the Village of Mount Horeb will meet on the above date at 6:00pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider June 23, 2014 minutes
- 3) PUBLIC HEARING: Preliminary Special Assessment Report for 2014 Street Project Group C
- 4) Consider any revisions to 2014 Street Project Group C
- 5) Consider Capital Purchase Requests for 2015-2019 Budget Years
- 6) Public Works Report
- 7) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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**VILLAGE OF MOUNT HOREB  
PUBLIC WORKS COMMITTEE MINUTES**

Monday July 28, 2014

The Public Works Committee was called to order on the above date at 6:00 pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Members present were Mark Rooney, Cathy Scott, Dean Stange and Paul Manchester. Absent was Ryan Czyzewski. **In Czyzewski's absence, Mark Rooney stepped in as Chair.** Also present were Public Works Director Laurel Grindle, Administrator Dave Ross and Office Assistant Jen Lease.

**Consider June 23, 2014 Minutes:** Motion by Scott, seconded by Manchester to approve June 23, 2014 minutes. Motion carried.

**Public Hearing: Preliminary Special Assessment Report for 2014 Street Projects – Group C:** Village Engineer, Rob Wright began with an explanation of this portion of the street projects and what was going to be involved. He explained that Jefferson Street is a full reconstruction, there will be spot repair of Ridge and Valley and the alley west of First Street is also a full reconstruct. Construction should take about one month and Wright estimates a completion date of November 1, 2014. Bids for the project open Friday August 1, 2014. The resident from 102 Jefferson is the only person who had a question regarding the project and the information given to him was satisfactory. Public Hearing portion of the meeting was closed at 6:10 pm.

**Consider any revisions to 2014 Street Project –Group C:** Wright noted that everything looked good and there were no recommendations at this time.

**Consider Capital Purchase Requests for 2015-2019 Budget Years:** Grindle gave an overview of the Purchase Requests. Ross will be doing some work on the budget due to the unforeseen issues regarding storm water pipes that will need to be addressed in 2015. Ross noted that a loan will most likely need to be taken out for this project. He will be taking the information to Finance and Personnel and then to the Village Board. No action is needed at this time.

**Public Works Report:** Grindle summarized his monthly report with no objections or questions.

**Adjourn:** Motion by Stange, seconded by Manchester to adjourn the meeting at 6:39pm. Motion carried.

Minutes by Jen Lease, Office Assistant