

VILLAGE OF HORTONVILLE
AGENDA OF THE VILLAGE BOARD
FEBRUARY 1, 2024
6:00 P.M. Regular Board Meeting
Municipal Services Center Board/Court Room
531 N. Nash St., Hortonville, WI



1. Pledge of Allegiance
2. Call to Order by Presiding Officer
3. Roll Call
4. Agenda Changes [to change the position of an item already on the agenda]
5. Consent Agenda
 - A. January 18, 2024 Regular Board meeting minutes
 - B. Acceptance of receiving WPPA Letter on Union Contract negotiations
 - C. Presentation of accounts and other claims against the Village
6. Preregistered Citizens to be heard. – LIMIT 5 MINUTES
 - A. State name and address
 - B. Comments to be limited to 5 minutes
 - C. Pursuant to WI Statutes 19.83(2) and 19.84(2), The Board's role is to listen to public comments, and not to ask questions, discuss, or take action regarding pre-registered citizens comments.
7. Committee Reports
 - A. Library Board
8. Unfinished Business from Previous Meetings
9. New Business
 - A. Discussion and possible action on appointment of HASD Representative to Library Board
 - B. Discussion on Video Recording Equipment
 - C. Discussion on Department Head Reports
 - D. Discussion and possible action on WPPA Contract Negotiations
 - E. Discussion on traffic light costs for Main and Nash
10. Report of Village Officials
 - A. Clerk-Treasurer
 - B. Director of Public Works
 - C. Police Chief
 - D. Library Director
 - E. Attorney
 - F. Administrator
 - G. Building Permit Report
 - H. Any other miscellaneous topics for future discussion
[Topics or questions for future agendas only – no discussion or answers, motion to schedule an item]
11. Communications and Miscellaneous Business
 - A. Black Otter Lake District news
 - B. Hortonville-Hortonia Fire District news
 - C. Gold Cross Ambulance run reports and news
 - D. Hortonville Civic Association

E. Senior Activities Committee

12. Comments and suggestions from citizens present
13. Motion to go into Closed Session under State Statute 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employe over which the governmental body has jurisdiction or exercises responsibility." Specifically, performance evaluation
14. 5 minute recess to clear meeting room
15. Board to go into Closed Session under State Statute 19.85 (1)(C)
16. Board to return to Open Session (roll call vote)
17. Any action on matters discussed in Closed Session
18. Adjournment

NEXT REGULAR VILLAGE BOARD MEETING: FEBRUARY 15, 2024

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Village Administration Office at 779-6011 with as much advance notice as possible.

**VILLAGE OF HORTONVILLE
VILLAGE BOARD
JANUARY 18, 2024 MEETING MINUTES
DRAFT – NOT APPROVED**

President Jeanne Bellile called the meeting to order at 6:00 p.m. in the Community Center at 531 N. Nash St., Hortonville, Wisconsin.

Trustees present: Grace Abitz, Pat Lund-Moe, Jim Moeller, Jane Olk, Shauna Keel, and Julie Arendt Vanden Heuvel.

Officials/Staff present: Administrator Nathan Treadwell, Clerk-Treasurer Jane Booth, Director of Public Works Aaron Steber, Chief of Police Kristine Brownson, Library Director Alexandria Krause, and Attorney Ashley Lehocky.

Consent Agenda

Motion [Arendt Vanden Heuvel/Olk] to approve as outlined. Roll call vote, 7 ayes, 0 nays, motion carried.

- A. December 21, 2023 Regular Board meeting minutes
- B. January 4, 2024 Regular Board meeting minutes
- C. Presentation of accounts and other claims against the Village

Agenda Changes

Administrator Treadwell said he wanted to strike item E under new business. Also move item M under new business to after report of Village Officials.

Preregistered Citizens to be heard

None

Committee Reports

None

Unfinished Business from previous meetings

None

New Business

Administer Oath of Office – John Stephens Law Enforcement Officer

Clerk-Treasurer Booth administered the Oath of Office to John Stephens.

Discussion and Possible action on R-01-24 Final Special Assessment Resolution for Wildwind Phase 2

Motion [Moeller/ Arendt Vanden Heuvel] to approve R-01-24 Special Assessment Resolution for Wildwind Phase 2 in the individual amount of \$2,598.89.

Roll call vote, 6 ayes, 1 abstain (Olk), 0 nays, motion carried.

Discussion and possible action on O-1-24 Billboard Sign Ordinance

Administrator Treadwell stated that section B is added in. Section B is basically a way to prevent a billboard from being put up alongside the highway or within the Village. President Bellile stated that this was approved at the Planning & Zoning Commission.

Motion [Arendt Vanden Heuvel/Moeller] to approve O-1-24 amending the Sign Ordinance.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on O-2-24 Fence Ordinance Changes

Motion [Lund-Moe/Keel] to approve Ordinance O-2-24 amending the fence ordinance section 44-222.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on R-04-24 Amending Village Fee Schedule

Administrator Treadwell stated that the only change here is that we are not going to change anything regarding the park impact fees.

Motion [Arendt Vanden Heuvel/Keel] to approve R-04-24 amending the Village Fee Schedule striking the language regarding park impact fees

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action secondary driveway access for Parcel 240-0297-01, PINNO Building

Administrator Treadwell said that the large parcel in your packet is looking for a secondary access. President Bellile stated that the Planning and Zoning Commission did make a recommendation for approval regarding this.

Motion [Moeller/Arendt Vanden Heuvel] to approve the secondary driveway access for parcel #240-0297-01 Pinno Building.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action L&S Electric Building Expansion

President Bellile said that this was also taken to the Planning and Zoning Commission, and they made a recommendation to bring it to the board for approval.

Motion [Moeller/Keel] to approve the L & S Electric Building Expansion proposal.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on Special Assessment for Douglas Street

Administrator Treadwell said that the Douglas Street project received a donation of \$30,000 and we decided not to assess the property owners. In order to receive the \$30,000 donation, we would have to agree not to assess the property owners.

Attorney Lehocky said that another way to do this would be to do a special assessment by the owner. The board cannot bind future boards. If the funds were donated for that purpose, it would be hard to argue against that in court. She also stated that if a person were to donate money specially to be used for this purpose, the board were to accept it now. Then if a future board were to try and assess those property owners for that same work, it would be a very strong argument from an equitable standpoint. There would be some protection for that donor at that time.

Motion [Moeller/Arendt Vanden Heuvel] to accept the donation with the stipulations as presented.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on R-02-24 Resolution creating new Reserve Funds

Administrator Treadwell said that this would create four new reserve funds.

Motion [Arendt Vanden Heuvel/Lund-Moe] to approve R-2-24 resolution to create new reserve funds as noted.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on R-03-24 Resolution Applying 2023 Balances to Reserve Funds

Motion [Arendt Vanden Heuvel/Lund-Moe] to approve R-03-24 resolution amending current reserve funds as noted.

Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on McMahon WWTP contract

DPW Director Steber said that McMahon was in a couple of months ago and gave a presentation on the preliminary compliance alternatives plan to help our treatment plant reach the phosphorus limits that will be put on us by the DNR.

Motion [Moeller/Keel] to approve McMahon WWTP contract in the amount of \$10,000.00.

Roll call vote, 7 ayes, 0 nays, motion carried.

Report of Village Officials

Clerk-Treasurer: The report is in the packet.

Director of Public Works: I did not have a report in the packet, I have been out sick. I have been having meetings for Otto Miller Park and Black Otter Park and closing out some of the budget for 2023. I have also been getting stuff ready for Spring 2024.

Chief of Police: The report is in the packet. I also have an update. I contacted Jesse Hanson who is the supervisor of the DOT project, asking if we can get more speed limit signs on the Hwy 15 bypass. He said that the way that the highway is right now, and the signs are in compliance. They will not put any speed limit signs in between the speed limit signs that are already there. However, they are going to put another speed limit sign directly across from the current roundabout along with flags. Those signs and flags are ordered, and as soon as they come in, they will be put up. President Bellile thanked her for checking on that.

Library Director: I distributed my report and our February calendar.

Attorney: Trustee Arendt Vanden Heuvel asked about some follow-up regarding our last meeting and some advice that was given to a board member. Was there any kind of follow-up to what Rich had said?

Attorney Lehocky stated that she had spoken with Rich and with Mike and it sounded like it was Mike that might have spoke with Jim. I think based on my conversation with him, our understanding is the same. If the board has items of preference and wants to make those known to the Chief, they certainly have the ability to do that. I don't think that Mike believes, and I certainly don't believe that the board has the authority to necessarily direct items like patrol.

Administrator: The Planning and Zoning met, and we are working on updating our maps that are from 2014 through GIS. Attended a winter tree ceremony with the hometown holiday group regarding the trees.

Any other miscellaneous topics for future discussion

Trustee Arendt Vanden Heuvel would like to remove this part of the agenda to after report of Village Officials. I would also like to see the conduct and ethics training provided by the LWM on an annual basis. If we could get some numbers on the traffic lights and the cost for Main and Nash. I would like to possibly look at the replacement of the video recording equipment.

Communications and Miscellaneous Business

Black Otter Lake District news: We have not met, meeting in the next couple of weeks.

Trustee Moeller said he has a john boat that he will give to BOLD. He stated that it was not a flat bottom.

Building permit report: None

Hortonville-Hortonia Fire District news: We met on Wednesday; the Fire and EMS calls were very similar to 2022. They are still looking at purchasing a pumper/tender, however the price went up by about \$300,000. We are looking at the new truck and trailer. The truck is not stickered. The EMS truck is stickered and lights and placed in service. The current plan for the truck is for it to be in use. We discussed the need for parking it inside of the Fire Department facility when there is no one available to take the truck. The Fire Station was originally designed to have 1 additional bay added to it. Further on down the road we will need to address that.

Trustee Abitz said that she has had some residents express interest in attending those meetings and asked if he could get them to the Clerk-Treasurer so we can get them online. Administrator Treadwell said that we get them ahead of time and manually post them.

Gold Cross Ambulance run reports and news: None

Hortonville Civic Association: Nothing new

Senior Activities Committee: We met last Thursday, January 11th and planned the activities for the next four months. This past Monday was potluck, birthday, and bingo, however because of the weather it was not well attended. February 5th is Potluck and Trivia. February 12th our coffee conversation will be with Courtney Linde from Orthopedic and Spine Therapy.

Comments and suggestions from citizens present

None

Adjournment

Motion [Moeller/Keel] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 7:04 p.m.

Minutes submitted by,

Jane Booth, WCMC
Village Clerk/Treasurer

February 01, 2024 INVOICE LISTING**VILLAGE INVOICES**

9207795005-0124 AT&T
BK465302-5 Cacain, Franco Morales
251787 Christensen Heating and Cooling
4179373415 Cintas
75056 Corporate Network Solutions
75454 Corporate Network Solutions
ACH Delta Dental
240 1 56701 PPI Diggers Hotline
ACH EFTPS
83156103 Gale/Cengage Learning
6090628 Gannett Wisconsin Media
01/24 Gilbert's Sentry
12/23 Higgins, Dan
63016181 Ingram Library Supplies
01/24 Kizewski, Andrew
63759 Martenson & Eisele Inc
1020469 Outagamie County Treasurer
128774 Outagamie County Treasurer
4307 OWLS
01/24 Parker, Margaret
3318615951 Pitney Bowes
88533 PTM Document Systems
382337 Superior Chemical
6121129 Unique
5028223200 Wells Fargo Vendor Financial
455TIME-0000015853 WI Department of Justice
ACH Wisconsin Deferred Comp
234602 Wisconsin Document Imaging
236145 Wisconsin Document Imaging
19665/19666/19667 Wisconsin Library Association
ACH Wisconsin Retirement System
ACH Wisconsin, State of
3132207 WT.COX

January 19, 2024-February 01, 2024

Phone Billing- January 2024 \$ 106.22
Citation EFT Overpayment \$ 76.50
Heater Diagnostic \$ 118.75
Floor Mats- MSC/Library \$ 70.27
Barracuda Network Renewal \$ 1,468.00
Server Tech Support \$ 50.00
Dental Insurance Premiums- February 2024 \$ 1,201.02
Prepaid Fax Fees- 1st Prepayment 2024 \$ 333.00
Federal, FICA taxes for 01/18/2024 Payroll \$ 16,335.64
Supplies- Library \$ 189.92
Public Hearing- UTV/ATV Route \$ 26.25
Supplies Reimbursement- Library \$ 24.24
Supplies Reimbursement- Library \$ 46.47
Library Books \$ 384.14
Tax Overpayment Refund \$ 186.72
Otto Miller Survey & Stormwater Study \$ 9,465.00
Snow/Ice Removal/Patching Manholes/Engineering Givens Rd & CTH JJ \$ 10,719.14
Hortonville Tax Bills \$ 873.66
Receipt Paper- Library \$ 80.00
Tax Overpayment Refund \$ 491.40
Postage Machine Lease Dec 5, 2023- Mar 5, 2024 \$ 175.98
Office Supplies- W2s/W3s/Envelopes \$ 56.91
Detergent/Disinfectant/Cleaning Supplies \$ 585.00
Collection Agency- Library \$ 11.65
Xerox Copier- Library \$ 180.00
TIME Access Annual Charge- 2024 \$ 1,179.00
EE contributions 01/18/2024 Payroll \$ 406.00
Contract Invoice- Library \$ 50.50
Contract Base Charge- January 2024 \$ 186.11
Library Legislative Day- Krause/Vargo/Compton \$ 135.00
WRS Contributions- January 2024 \$ 19,832.84
State W/H for 01/18/2024 Payroll \$ 2,826.86
Magazine Subscription- Library \$ 569.69

Invoice Total \$ 68,441.88

01/18/24 Direct Deposit P/R

\$ 49,392.28

Grand Total \$ 117,834.16

WATER & SEWER UTILITY INVOICES

SEO-24-000420 Aerzen
December 2023-2 Hortonville, Village of
1903101016105 Interstate All Battery Center
933709 McMahon
0036471-IN Northland Electrical Services
INV00250113 USA Blue Book
ACH Wolf River Community Bank

January 19, 2024-February 01, 2024

Air Filters- WWTP \$ 675.39
Payables- December 2023 \$ 2,576.11
Plant Generator Batteries \$ 582.70
WPDES Permit Assistance \$ 26.25
Electrical Repair- WWTP \$ 881.75
Syringe Tip- Water Supplies \$ 99.98
2018 Pine St Sewer/Screw Pump Loan \$ 5,727.72

Grand Total \$ 10,569.90

WISCONSIN PROFESSIONAL POLICE ASSOCIATION

Law Enforcement Employee Relations Division • Supervisory Officers Relations Division • Civilian Employees Relations Division

January 16, 2024

CERTIFIED MAIL

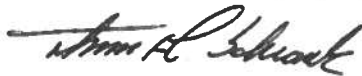
Village Clerk
Village of Hortonville
531 N. Nash St.
PO Box 99
Hortonville, WI 54944-0099

Re: Opening of Contract Negotiations – Hortonville Police Association

Dear Clerk:

Pursuant to Wisconsin Statutes, Section 111.77(1)(a), the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, for and on behalf of its affiliate local, wishes to commence bargaining for a successor agreement.

Sincerely,



Thomas Schrank
Business Agent

cc: Nathan Treadwell, Village Administrator
Brian Bahr, Local President

531 N. Nash St.
P.O. Box 99
Hortonville, WI 54944-0099



Phone: 920-779-6011
Fax: 920-779-6552
www.hortonvillewi.org

ADMINISTRATION

clerktreas@hortonville.wi.gov

FEBRUARY 1, 2024

LICENSES

- Prepared renewal information for licenses

ELECTIONS

- Enter absentee ballot requests as we receive them
- Received ballots, mailed absentee ballots to all that had a request on file – statutory deadline 1-29-24
- Notified of an incompetent voter, notified voter
- Daily DMV checks and Reg List Alerts in WisVote
- Ran the ineligible list

WEBINARS/ZOOM MEETINGS/TRAININGS

- Weekly Department Head Meetings
- Weekly Staff Meetings
- UOCAVA Webinar - WEC

FINANCES

- Daily bank deposits
- Balance and reconcile accounts/journal entries/prepare invoices
- Prepared EBC/HRA Reimbursement Invoices/other various invoices
- Taxes – reconciled
- Filed Sales & Use Tax with DOR
- Ran the Update for CIVIC and MiViewpoint
- Import budget numbers into CIVIC
- Zoom call with Granicus regarding agenda assembly and cameras

PUBLICATIONS

- Public Hearing for Life Point Church – February 15, 2024
- Type B-D Election Notice
-

PUBLIC RECORD REQUESTS

- Request for candidate names for the Spring Primary

OTHER

- Village Board agendas & packets, committee agendas
- Village Board minutes, committee minutes
- Other Committee/Commission meeting agendas & minutes as needed
- Filed the 2023 WI DOA Housing Survey – 8 new single family homes added

531 N. Nash St.
P.O. Box 99
Hortonville, WI 54944-0099



Phone: 920-779-6011
Fax: 920-779-6552
www.hortonvillewi.org

2/1/2023 Director of Public Works Report

Meetings attended:

- Staff meetings
- Department head meetings
- Calls/emails with MSA to work on GIS and needs
- Calls/emails with EOR reviewing their work in Black Otter Creek
- Meeting with Ayers and Associates on Downtown
- Otto Miller Park Master Plan meeting with Martenson & Eisele
- Meeting with MSA for Comprehensive Planning
- Public Meeting with McMahon and Parkitecture on possible design options for Splash Pad at Alonzo Park

Current and past projects include:

- Watermain break fixed on Giese Street
- Westwind Construction
- 2-Year & 5-Year CIP planning
- Phosphorus reduction planning with McMahon
- 2024 Sidewalk potential projects
- Potential stream restoration solutions with EOR
- Ongoing Alonzo Park upgrades with McMahon/Parkitecture
- Hwy 15 project McMahon/County

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Steber'.

Aaron Steber
Director of Public Works
Office: 920-779-6011
Cell: 920-378-3958



*Kristine Brownson
Chief of Police*

*Hortonville Police Department
531 N Nash Street
Hortonville, WI 54944
Office (920)779-6165
Fax (920)779-6189
kbrownson@hortonvillepd.com*



Police Chief Report— January 19 - February 1, 2024

Community Programs

Training and Department Meetings

- Department head meetings

Misc Information

- Processed several evidence requests for the DA's office and municipal court.
- Covered open road shifts during all shifts scheduled.

2024

JANUARY

VILLAGE OF HORTONVILLE BUILDING PERMITS

Permit Number		Address	Project	Estimated Proj. Cost	Permit Fee	Permit Type
24-001	Greg Guerts	776 W Main	Replace 100 amp Service	1,000	80.00	res
24-002	John & Julie Szablewski	735 W Main	Bathroom Addition	21,650	221.00	res
23-003	Sandra Mittelsteadt	1155 Esther Ann Lane	Fence Permit	8,142	45.00	res
24-004	Russel & Bonnie Koplien	514 Golf Side Ct	Lower Level Remodel	85,000	289.85	res
24-005	Elaine Fink	653 S Mill	200 Amp Service Upgrade	1,000	80.00	res
24-006	Hortonville Storage Center LLC	652 Industrial Park Ave	Lighted Ground Sign	8,000	40.00	com

TOTALS	124,792
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5 residential	residential total	116,792
new residential	new residential total	0
multi-family	multi-family total	0
1 commercial	commercial, industrial total	8,000
industrial	municipal, public total	0
mun/public	Grand Total	124,792

6 Total Permits

Prepared by Village office staff