

VILLAGE OF HORTONVILLE  
**AMENDED AGENDA OF THE VILLAGE BOARD**  
FEBRUARY 15, 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. February 1, 2024 Regular Board meeting minutes
  - B. Presentation of accounts and other claims against the Village
6. Public Hearing
  - A. Special Assessments for Street Construction – Alley #3
7. 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.
8. Committee Reports
  - A. Library Board
9. Unfinished Business from Previous Meetings
10. New Business
  - A. Discussion and possible action on Resolution R-8-24 Alley #3 Special Assessment
  - B. Discussion and possible action on Otto Miller Park Master Plan contract with Martenson and Eisele
  - C. Discussion and possible action on Immel's Invoice for Hydrant Replacement
  - D. Discussion and possible action on Kemira Invoice
  - E. Discussion and possible action on Summer Rec Fees
  - F. Discussion and possible action on O-3-24 Repealing of Utility Special Assessment Ordinance
  - G. Discussion and possible action on Resolution R-05-24 2023 Final Budget Amendments
  - H. Discussion and possible action on Resolution R-06-24 Amending Personnel Manual
  - I. Discussion and possible action on Resolution R-07-24 Amending 2024 Budget Hometown Holiday
  - J. Discussion and possible action on setting up Public Safety meeting.
  - K. Discussion and possible action on setting up COW for Discussion on Multiuse pathway in Downtown
  - L. Discussion and possible action on setting up Public Works meeting
  - M. *Discussion on public parking permits*

11. 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
  12. 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
  13. Comments and suggestions from citizens present
  14. Motion to go into Closed Session under State Statute 19.85 (1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
- AND
- State Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."
15. 5 minute recess to clear meeting room
  16. Board to go into Closed Session under State Statute 19.85 (1)(g) and State Statute 19.85 (1) (e)
  17. Board to return to Open Session
  18. Any action on matters discussed in Closed Session
  19. Adjournment

**NEXT REGULAR VILLAGE BOARD MEETING: MARCH 7, 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  
FEBRUARY 1, 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, Jim Moeller, Jane Olk, Shauna Keel, and Julie Arendt Vanden Heuvel.

Trustees excused: Pat Lund-Moe

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 [Moeller/Arendt Vanden Heuvel] to approve as outlined. Roll call vote, 6 ayes, 0 nays, motion carried.

- 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

**Agenda Changes**

None

**Preregistered Citizens to be heard**

None

**Committee Reports**

The Library Board will be in the next meeting's minutes.

**Unfinished Business from previous meetings**

None

**New Business**

**Discussion and possible action on appointment of HASD Representative to Library Board**

President Bellile said that Kristi Compton will replace Todd Timm who is representing the school system.

Motion [Arendt Vanden Heuvel/Moeller] to accept Kristi Compton to the Library Board. Roll call vote, 6 ayes, 0 nays, motion carried.

**Discussion on Video Recording Equipment**

Administrator Treadwell said that this was asked to be put on the agenda.

Trustee Arendt Vanden Heuvel said that we currently have a camera that records board meetings and we have had some issues with the video and audio quality. They do make cameras that are specifically for this type of system, and they are under \$5,000. I would like staff to explore different pricing on cameras. The issue is not a correctable issue.

Administrator Treadwell said that he can look at pricing from other communities and gather information to bring it back to the board.

Trustee Abitz said that she agrees with what Julie said.

#### **Discussion on Department Head Reports**

Administrator Treadwell said that this was asked to be put on the agenda. What are you expecting from this?

Trustee Moeller said that the Administrator does such a good job on the reports that he submits to the board, I suggested that the department heads work under your supervision at your discretion to determine to try to take that platform that you developed that we all really like and have found informative for you as their director supervisor to take that platform utilize it in whatever way you see fit, to not inconvenience too much but to provide maximum amount of information to the board members. I don't want to be dictating do this and this. This is up to you; you work with it every day.

Administrator Treadwell said that he talked to his staff about larger projects, and this would mostly involve Public Works and himself.

Trustee Arendt Vanden Heuvel said that she wanted to make sure staff has a better understanding of what he is requiring of the department heads.

#### **Discussion and possible action on WPPA Contract Negotiations**

Administrator Treadwell said that Sergeant Bahr is here, and he wants to talk to the board about how they wanted the structure for the negotiations.

Sergeant Bahr said that we are looking for direction on how we want to move forward. In the past we have had committees, sometimes just starting out with the Administrator and myself. We could involve our rep depending on how the village wanted to move forward. In the past we have presented an initial proposal to the Village Board, sometimes the Village Board has provided a committee that we meet with comprised of Village President, Public Safety Committee chair, one other board member and the Administrator. It is up to this board on how Nathan and I should proceed with the initial conversations about negotiations.

Trustee Arendt Vanden Heuvel said that in the past the Administrator would spearhead it, and then once the initial questions were answered it would come further. I am comfortable with that.

Trustee Abitz said that she supported that as well.

Trustee Moeller said that Sergeant Bahr should meet with Nathan, and then have a Public Safety Committee meeting and then it will go to the board.

Motion [Arendt Vanden Heuvel/Keel] for the Village Administrator to proceed with the contract negotiations with WPPA.

Roll call vote, 6 ayes, 0 nays, motion carried

#### **Discussion on traffic light costs for Main and Nash**

Administrator Treadwell said that this was asked to be put on for discussion. Trustee Arendt Vanden Heuvel said she would like to find out the actual cost of traffic lights. Administrator

Treadwell said that the DOT said it would be monthly estimated electrical cost would be \$55.00 a month and about 20 hours of maintenance per year.

Trustee Arendt Vanden Heuvel said that Trustee Moeller stated at a previous board meeting that the lights would cost \$80,000. She also stated that when we are looking at the downtown redesign, I would just not like to toss out an idea because we have \$80,000 in our head. The estimated cost would be roughly \$5,000 per year.

### **Report of Village Officials**

**Clerk-Treasurer:** The report is in the packet.

**Director of Public Works:** The report is in the packet. We did have a water main break on Giese Street that was fixed.

**Chief of Police:** The report is in the packet. We (Colton, Hunter, and I) went through the ATV/UTV signs and made sure all the time placards were removed and the ones on Nye Street have been pushed out to the industrial park. We are in the process of moving that sign, but we need to contact diggers hotline and when we hear back from them, we can move forward with that.

**Library Director:** I presented a formal report last time. I did send all of the trustees and Attorney Lehocky our survey and the importance is really high, and we want to hear from everyone. We are doing our strategic plan, and this is important. Please share the post, it is on the Facebook page and the web page. There are also paper copies in the library, and it is all anonymous, unless you want to win \$50 in Hortonville business gift certificates, then we would need a phone number or an email.

**Attorney:** Nothing

**Administrator:** I don't have too much right now; I was out all last week sick. We did get the grant for the kayaks, and it will cover half the cost of the rental station.

**Any other miscellaneous topics for future discussion**  
None

### **Communications and Miscellaneous Business**

**Black Otter Lake District news:** We are meeting on February 13<sup>th</sup> at 5:00 pm.

**Building permit report:** The January building report was submitted.

**Hortonville-Hortonia Fire District news:** None

**Gold Cross Ambulance run reports and news:** None

**Hortonville Civic Association:** Nothing new

**Senior Activities Committee:** None

### **Comments and suggestions from citizens present**

I would like a suggestion into looking into overnight parking. I live in an apartment complex and if I have overnight guests, there is no place to park.

**Motion to go into Closed Session**

Motion [Arendt Vanden Heuvel/Moeller] to go into closed session under State Statute Section 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  
Roll call vote, 6 ayes, 0 nays, motion carried.

**Board to return to Open Session**

Motion [Arendt Vanden Heuvel/Moeller] to return to open session at 7:15 p.m. Roll call vote, 6 ayes, 0 nays, motion carried.

**Any action on matters discussed in Closed Session**

None

**Adjournment**

Motion [Moeller/Arendt Vanden Heuvel] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 7:17 p.m.

Minutes submitted by,

Jane Booth, WCMC  
Village Clerk/Treasurer

**February 15, 2024 INVOICE LISTING**

**VILLAGE INVOICES**

**February 02, 2024-February 15, 2024**

|                           |                                           |                                                                     |    |           |
|---------------------------|-------------------------------------------|---------------------------------------------------------------------|----|-----------|
| 14698                     | All World Ford                            | Squad #24 Oil Change                                                | \$ | 84.68     |
| 432384                    | Applied Concepts Inc                      | Ruggedized RLR Lidar- PD                                            | \$ | 2,695.00  |
| 416016                    | Ascension Medical Group                   | Drug Screen & Physical- John Stephens                               | \$ | 196.00    |
| 4004097088-0124           | Assurity                                  | Employee Disability Insurance- January 2024                         | \$ | 444.36    |
| 1223                      | BMO Harris Bank                           | December Charges- 2023                                              | \$ | 5,092.00  |
| 01/24                     | Bosch, Melaine                            | Tax Overpayment Refund                                              | \$ | 197.88    |
| 1-2024                    | Bowmar Appraisal Inc                      | Assessor Contract- Jan-Mar 2024                                     | \$ | 1,775.00  |
| 01/24                     | Brick, Kay                                | Community Center Reimbursement- 1/21 Rental                         | \$ | 150.30    |
| 1-31-24                   | Brick's Hardware                          | Supplies- Street/Parks/WWTP                                         | \$ | 355.11    |
| 171756701012124           | Charter Communications                    | Internet/Email- February 2024- PW/W/S                               | \$ | 117.98    |
| 171758301020124           | Charter Communications                    | Phone/Internet- February 2023- PD                                   | \$ | 129.98    |
| 171759001020124           | Charter Communications                    | Internet/Email- February 2024- Admin/PD/Library/W/S                 | \$ | 134.84    |
| 171758901020124           | Charter Communications                    | Internet/Email- February 2024- Admin/PW/Court                       | \$ | 159.98    |
| 4182250900                | Cintas                                    | Floor Mats- MSC/Library                                             | \$ | 70.27     |
| 631238                    | Complete Office                           | Office Supplies- Admin/Street/Water/Sewer                           | \$ | 54.16     |
| 639375                    | Complete Office                           | Office Supplies- Admin                                              | \$ | 440.00    |
| 75526                     | Corporate Network Solutions               | Desktop Computer                                                    | \$ | 1,490.00  |
| 4C90280-0008              | Coyote Creek Digital                      | Cemify Mapping & Records Subscription                               | \$ | 790.00    |
| 23-882                    | CRL Surveying LLC                         | CSM Created for Village Property                                    | \$ | 2,450.00  |
| 5105/5107                 | DeGal's Repair Shop LLC                   | Stihl Chainsaw/Chainsaw Supplies                                    | \$ | 2,261.86  |
| ACH                       | EFTPS                                     | Federal, FICA taxes for 02/01/2024 Payroll                          | \$ | 14,107.29 |
| 4320893                   | Employee Benefits Corporation             | Health Reimbursement- January 2024                                  | \$ | 64.93     |
| 4328374                   | Employee Benefits Corporation             | Health Reimbursement- January 2024                                  | \$ | 4.87      |
| 4335518                   | Employee Benefits Corporation             | Health Reimbursement- February 2024                                 | \$ | 579.43    |
| 4342589                   | Employee Benefits Corporation             | Health Reimbursement- February 2024                                 | \$ | 1,875.10  |
| INV-45479                 | Fox Cities Embroidery                     | Tumbler Cups- PD                                                    | \$ | 140.00    |
| INV-45505                 | Fox Cities Embroidery                     | Clothing Allowance- Booth/Gruenwald                                 | \$ | 139.00    |
| R10000112730              | GFL Environmental                         | Garbage Pick Up- January 2024                                       | \$ | 991.03    |
| 01/24                     | Glocke, Colton                            | Supplies Reimbursement- TP/Coffee                                   | \$ | 133.93    |
| Clothing2024-1            | Glocke, Colton                            | Clothing/Boot Allowance- 2024                                       | \$ | 304.77    |
| 8270                      | Gold Cross Ambulance Service              | 2024 Ambulance Subsidy- 1st Qtr Payment                             | \$ | 11,010.00 |
| 609789                    | Harter's Fox Valley Disposal              | Village Wide Refuse PickUp- January 2024                            | \$ | 10,927.00 |
| DPW-1223                  | Hortonville BP                            | DPW/Utility Fuel- December 2023                                     | \$ | 355.51    |
| 24-10063                  | Hortonville-Hortonia Fire District        | HHFD New Truck Lettering                                            | \$ | 2,424.44  |
| P007004875-Feb24          | Illinois Mutual                           | Employee Disability Insurance- February 2024                        | \$ | 155.34    |
| 00309835-0124             | Kwik Trip                                 | Fuel- PD- January 2024                                              | \$ | 664.82    |
| 4282K78HJQ                | Kwik Trip                                 | Restitution Payment- H. Riehl                                       | \$ | 2.94      |
| INVLEX1232443             | Lexipol                                   | Lexipol Policy and Procedure Annual Contract- PD                    | \$ | 4,648.95  |
| 84623003                  | Lumen                                     | Long Distance Charges for February 2024                             | \$ | 1.16      |
| 11593                     | McClone                                   | Worker's Comp Premium/Payroll Audit/General Liability- Jan/Feb 2024 | \$ | 33,241.00 |
| 8737                      | McClone                                   | Workers Comp Premium/Payroll Audit- December 2023                   | \$ | 3,940.00  |
| 11594                     | McClone                                   | Workers Comp Premium/Payroll Audit- March 2024                      | \$ | 2,626.00  |
| 933730                    | McMahon                                   | 2023 Wildwood Phase 2 Paving & Misc Projects                        | \$ | 234.00    |
| 933731                    | McMahon                                   | Alonzo Park Splash Pad/Generator Design                             | \$ | 9,310.00  |
| 94952/95028/94355         | Menards                                   | Supplies- Street/Water/WWTP/MSC                                     | \$ | 266.27    |
| 01/24                     | Micke, Daniel or Kathy                    | Tax Overpayment Refund                                              | \$ | 5.87      |
| 527442                    | Milwaukee Brewers Ticket Office           | 50% Down Payment- Summer Rec Field Trip                             | \$ | 460.00    |
| R07807030.00              | MSA Professional Services Inc             | N Mill Street Reconstruction                                        | \$ | 24,162.00 |
| R07807032-00              | MSA Professional Services Inc             | Kelly Way Roadway and Utility Extension                             | \$ | 1,000.00  |
| R07807026.00              | MSA Professional Services Inc             | Professional Services- Comp Plan                                    | \$ | 3,100.00  |
| ACH                       | Network Health                            | Total Health Premiums- February 2024                                | \$ | 11,597.43 |
| 12024                     | Octad Holdings LLC                        | Façade Loan Program Reimbursement                                   | \$ | 14,920.00 |
| 6611-115573/6611-114870/i | O'Reilly Auto Parts                       | 2013 Ford F-250 & F-550 Repairs                                     | \$ | 442.30    |
| Jan 24                    | Outagamie County Treasurer                | Court Fines- January 2024                                           | \$ | 696.30    |
| 1020491                   | Outagamie County Treasurer                | Engineering- Givens Rd/CTH JJ Reconstruction                        | \$ | 1,264.99  |
| 1043                      | RG Inspections LLC                        | Commercial Electrical Permit- 676 Industrial Park Ave               | \$ | 252.00    |
| 01/24                     | Ringer, Mike                              | Supplies Reimbursement- Metal Cutting Blade                         | \$ | 23.71     |
| Clothing2024-1            | Ringer, Mike                              | Clothing/Boot Allowance- 2024                                       | \$ | 156.90    |
| 0028321/2024Mar           | Securian Financial Group                  | Life Insurance Premiums- March 2024                                 | \$ | 557.91    |
| Clothing2024-1            | Sokolski, Mitch                           | Clothing Allowance- 2024                                            | \$ | 146.37    |
| 2360530-24                | Subscription Department                   | Annual Subscription- New London Press Star- 2024                    | \$ | 61.00     |
| 90881                     | The O'Brian Agency LLC                    | Office Paper- PD                                                    | \$ | 266.00    |
| 2050                      | Town Counsel Law & Litigation LLC         | Legal Services- January 2024                                        | \$ | 1,460.00  |
| 2053                      | Town Counsel Law & Litigation LLC         | Court Services- January 2024                                        | \$ | 174.00    |
| 12294257                  | Uline                                     | Toilet Paper Dispensers                                             | \$ | 218.50    |
| 341651/341711             | Uniform Shoppe, The                       | Clothing Allowance- Stephens                                        | \$ | 583.70    |
| 4901618447                | WE Energies                               | Water/Sewer Electric/Gas- January 2024                              | \$ | 5,844.72  |
| 01/24                     | Weinke, Cole or Amanda                    | Tax Overpayment Refund                                              | \$ | 6.13      |
| ACH                       | Wisconsin Deferred Comp                   | EE contributions 02/01/2024 Payroll                                 | \$ | 406.00    |
| Jan 24                    | Wisconsin Department of Administration    | Court Fines- January 2024                                           | \$ | 1,515.98  |
| 20449/19772               | Wisconsin Professional Police Association | Union Dues- January 2024                                            | \$ | 534.00    |
| ACH                       | Wolf River Community Bank                 | Principle and Interest- WRCB CIP Loan #2842                         | \$ | 34,922.56 |
| ACH                       | Wolf River Community Bank                 | Principle and Interest- WRCB Engineering Loan #2843                 | \$ | 4,606.16  |

Invoice Total \$ 226,621.71

\$ 46,403.97

Grand Total \$ 273,025.68

**WATER & SEWER UTILITY INVOICES**

**February 02, 2024-February 15, 2024**

|                 |                                  |                                                   |    |           |
|-----------------|----------------------------------|---------------------------------------------------|----|-----------|
| 24-001637       | Badger Laboratories              | Total Phosphorous Testing- WWTP                   | \$ | 598.00    |
| 24-002390       | Badger Laboratories              | Total Phosphorous Testing- WWTP                   | \$ | 209.00    |
| 24-002395       | Badger Laboratories              | Fecal Coliform                                    | \$ | 385.00    |
| 24-003254       | Badger Laboratories              | Total Phosphorous Testing- WWTP                   | \$ | 208.00    |
| 80150949        | Badger Meter                     | Beacon Network Orion Cellular                     | \$ | 469.12    |
| P69757334       | Batteries Plus LLC               | Two Metal Halide Bulbs                            | \$ | 51.30     |
| 9008418071      | Clean Water Testing              | Water Testing Services                            | \$ | 150.00    |
| 7751            | E&B Scale Services               | Clean, Adjust, & Certify Balances                 | \$ | 150.00    |
| 408312          | Ferguson Water Works             | Hydrant Maintenance                               | \$ | 250.00    |
| 9967365132      | Grainger                         | Flexible Tubing                                   | \$ | 290.40    |
| Rt 1 1/31/24    | Hortonville Postmaster           | Rt 1 W/S Billing- Postage                         | \$ | 209.88    |
| December 2023-3 | Hortonville, Village of          | Payables- December 2023                           | \$ | 1,415.53  |
| 20247           | Immel Excavating, Robert J       | Water Leak Repair- Giese Street                   | \$ | 4,801.23  |
| 20254           | Immel Excavating, Robert J       | Hydrant Replacement- 808 Giese St                 | \$ | 9,600.00  |
| 9017821999      | Kemira Water Solutions Inc       | Ferric Chloride Solution- WWTP                    | \$ | 11,778.06 |
| Mileage2024-1   | Kuske, Sean                      | WVOWA Conference- Kahalari- Mileage Reimbursement | \$ | 152.76    |
| 0163596-IN      | Midwest Meter                    | 120 Meters/Meter Bases                            | \$ | 20,160.00 |
| R07807023.00    | MSA Professional Services Inc    | Hortonville GIS Services- Sewere App              | \$ | 2,250.00  |
| W&S 0124        | WE Energies                      | Water/Sewer Electric & Gas- January 2024          | \$ | 11,388.75 |
| S6282           | Wisconsin Rural Water Associates | Annual System Membership Renewal                  | \$ | 480.00    |
| WRWA-2024       | WRWA                             | WRWA Annual Technical Conference- Hass/Kuske      | \$ | 520.00    |

Grand Total \$ 65,517.03

VILLAGE OF HORTONVILLE  
R-08-24  
Alley 3  
FINAL RESOLUTION DECLARING INTENT TO  
EXERCISE SPECIAL ASSESSMENT POLICE POWERS  
UNDER SECTION 66.0703(1)(b) WIS. STATS.

**WHEREAS**, the Village of Hortonville, Outagamie County, Wisconsin held a public hearing at the Village of Hortonville Village Hall on September 7<sup>th</sup>, 2023, to hear all interested persons concerning the preliminary resolution and engineer's report, consisting of plans and specifications for roadway improvements for properties located in the Wildwind Subdivision; including, but not limited to, installation of final pavement, an estimate of the entire cost of the improvements; a schedule of proposed assessments; and a statement that the properties against which are proposed are benefitted for the following roads:

ALLEY WAY #3

**WHEREAS**, the Village Board heard all persons who desired to speak at the public hearing,

1. The engineer's report, a copy of which is attached hereto and incorporated herein, and the plans and specifications referenced herein, is hereby approved and adopted, and the work and improvements described in the report are to be carried out and paid for by assessing specially benefitted properties the cost of the improvements in accordance with the report.

2. The area where the special assessments are to be levied has been examined and that the properties in the area are declared to be benefitted by the improvements including but not limited to by the promotion of the public health, safety, comfort, convenience, and welfare.

3. The assessments shown on the engineer's report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

4. All receipts from the collection of assessments shall be maintained in separate accounts and used only for the respective payment of project costs.

5. Assessments shall be paid as follows:

a. Payment in full on or before April 19, 2024\_\_\_\_\_;

b. Payment in four (4) annual installments in accordance with Section 66.0715(3) Wis. Stats., with each annual installment including a one-fourth (1/4) part of principal together with interest at seven percent (7.0%) per annum;

6. For installment payments, the first installment shall be entered in the first tax roll prepared after the installments have been determined as a special tax upon the property upon which the special assessment was levied and shall be treated as any other tax of a local government unit. The subsequent installments shall be entered in the subsequent annual tax rolls. If any installment entered in the tax roll is not paid to the treasurer of the Village of Hortonville with the other taxes, it shall be



returned to Outagamie County as delinquent and accepted and collected by the County in the same manner as delinquent general taxes on real estate.

7. The Village Clerk shall publish this resolution as a Class 1 notice under Chapter 985 Wis. Stat. and mail a copy of this resolution and a statement of the final assessment against the benefitted property owner together with installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can be with reasonable diligence ascertained.

Adopted this \_\_\_\_\_ day of February, 2024.

VILLAGE OF HORTONVILLE

By: \_\_\_\_\_  
Jeanne Bellile, Village President

By: \_\_\_\_\_  
Jane Booth, Village Clerk-Treasurer

# Final Engineer's Report

## 2023 Street Reconstruction

- Alley #3



VILLAGE OF HORTONVILLE | OUTAGAMIE COUNTY, WISCONSIN



JANUARY 31, 2024

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: PO BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 MCMGRP.COM

McM. No. H0004-09-23-00385 /RJW:car

# Final Engineer's Report

Pursuant to Sec. 66.0703(1)(b) Wis. Stats., as Amended

## 2023 Street Reconstruction

### ■ Alley #3

Prepared for the

## VILLAGE OF HORTONVILLE

OUTAGAMIE COUNTY, WISCONSIN

1. This Final Engineer's Report, submitted on behalf of the above-named municipality, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
2. That all Final Plans and Specifications for the aforementioned municipal project are on file with the Clerk of the municipality.
3. That following hereinafter is a tabulation of the entire cost of the proposed work or improvements, based upon actual bids received for said proposed work or improvements by the named municipality.
4. That hereinafter follows a tabulation, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
5. The same is attached hereto and incorporated herein as a schedule of final assessments.
6. That it has been determined by the governing body of the aforementioned municipality and the Engineers for the municipality, that the property against which the assessments are made are benefited from said proposed work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

McMahon Associates, Inc.

By: \_\_\_\_\_

Ronald J. Wolf, P.E.

Associate / Municipal & Civil Engineer

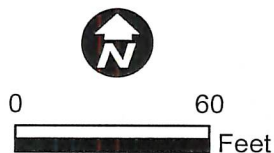
JANUARY 31, 2024

McM. No. H0004-09-23-00385



**Mapped Features**

-  Parcel to be Assessed
-  Assessment Area Boundary
-  Parcel Line
-  Railroad Centerline



Source: Outagamie County, 2023.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



**FIGURE 1**  
**ASSESSED PARCELS**  
**ALLEY #3**  
VILLAGE OF HORTONVILLE  
OUTAGAMIE COUNTY, WISCONSIN

LINCOLN ST

MILL ST

ALLEY #3

Tax ID 240016100  
336 S LINCOLN ST

Tax ID 240016000  
LINCOLN ST

Tax ID 240015800  
331 S MILL ST

Tax ID 240015900  
339 S MILL ST

70'

70'

120'

120'

50.62'

180'

30'

120'

Tax ID 240016200  
401 S MILL ST

Tax ID 240016402  
402 S LINCOLN ST

Tax ID 240016400

Tax ID 240016300  
407 S MILL ST

VILLAGE OF HORTONVILLE  
2023 Wildwind 2 Paving & Miscellaneous  
Alley #3  
SCHEDULE OF FINAL ASSESSMENTS  
BASED ON ACTUAL BID UNIT PRICES  
H0004-092300385

| Owner                   | Street Address   | Parcel Number | Parcel Frontage<br>Lineal Feet | * Assessable<br>Frontage<br>Lineal Feet | Final<br>Assessment |
|-------------------------|------------------|---------------|--------------------------------|-----------------------------------------|---------------------|
|                         |                  |               |                                |                                         |                     |
| Kim & Nicole Magolski   | 331 S Mill St    | 240015800     | 120                            | 120                                     | \$3,292.12          |
| Robert & Colette Riemer | 339 S Mill St    | 240015900     | 120                            | 120                                     | \$3,292.12          |
| Schwan Oil Co           | PO BOX 385       | 240016000     | 70                             | 70                                      | \$1,920.40          |
| Joseph McClone          | 336 S Lincoln St | 240016100     | 70                             | 70                                      | \$1,920.40          |
| Blake Kalwitz           | 401 S Mill St    | 240016200     | 120                            | 120                                     | \$3,292.12          |
| Matthew Olk             | 407 S Mill St    | 240016300     | 30                             | 30                                      | \$823.03            |
| Matthew Olk             | PO BOX 422       | 240016400     | 180                            | 180                                     | \$4,938.18          |
| John D Van Towing       | 402 S Lincoln St | 240016402     | 50.62                          | 50.62                                   | \$1,388.73          |
| TOTALS                  |                  |               | 760.62                         | 760.62                                  | \$20,867.10         |

SCHEDULE B | ALLEY #3

| Item                                     | Qty | Unit | Description                             | Unit Price | Total       |
|------------------------------------------|-----|------|-----------------------------------------|------------|-------------|
| B-1                                      | 20  | TON  | 1-1/4 Inch Base Aggregate Dense         | \$19.75    | \$395.00    |
| B-2                                      | 1   | L.S. | Full Depth Pulverize Alley #3           | \$686.00   | \$686.00    |
| B-3                                      | 1   | L.S. | Grade, Shape and Compact Aggregate Base | \$1,800.00 | \$1,800.00  |
| B-4                                      | 120 | TON  | 2-1/2 Inch Upper Layer Asphalt Pavement | \$84.00    | \$10,080.00 |
| B-5                                      | 1   | L.S. | Topsoil and Grade Terraces              | \$3,300.00 | \$3,300.00  |
| B-6                                      | 1   | L.S. | Seed and Mulch Terraces                 | \$2,700.00 | \$2,700.00  |
| TOTAL (Items B-1 through B-6, Inclusive) |     |      |                                         |            | \$18,961.00 |

Alley #3 Roadway Cost:

|                                             |             |
|---------------------------------------------|-------------|
| Reconstruction Cost:                        | \$18,961.00 |
| Fiscal, Legal, Engineering, Administration: | \$1,906.10  |
| Total Street Reconstruction Cost:           | \$20,867.10 |
| Assessment Rate per assessable front foot:  | \$27.43     |

# Final Engineer's Report

## 2023 Street Reconstruction

- Alley #3



VILLAGE OF HORTONVILLE | OUTAGAMIE COUNTY, WISCONSIN



JANUARY 31, 2024

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: PO BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 MCMGRP.COM

McM. No. H0004-09-23-00385 /RJW:car



# Final Engineer's Report

Pursuant to Sec. 66.0703(1)(b) Wis. Stats., as Amended

## 2023 Street Reconstruction

### ■ Alley #3

Prepared for the

**VILLAGE OF HORTONVILLE**

OUTAGAMIE COUNTY, WISCONSIN

1. This Final Engineer's Report, submitted on behalf of the above-named municipality, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
2. That all Final Plans and Specifications for the aforementioned municipal project are on file with the Clerk of the municipality.
3. That following hereinafter is a tabulation of the entire cost of the proposed work or improvements, based upon actual bids received for said proposed work or improvements by the named municipality.
4. That hereinafter follows a tabulation, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
5. The same is attached hereto and incorporated herein as a schedule of final assessments.
6. That it has been determined by the governing body of the aforementioned municipality and the Engineers for the municipality, that the property against which the assessments are made are benefited from said proposed work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

McMahon Associates, Inc.

By: \_\_\_\_\_

Ronald J. Wolf, P.E.

Associate / Municipal & Civil Engineer

JANUARY 31, 2024

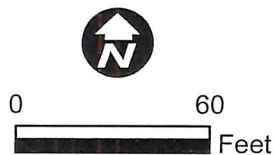
McM. No. H0004-09-23-00385

PROJECTS \ H0004 \ 092300385 \ ADMIN \ REPORT \ ENGINEER REPORT

**McMAHON**  
ENGINEERS ARCHITECTS

**Mapped Features**

-  Parcel to be Assessed
-  Assessment Area Boundary
-  Parcel Line
-  Railroad Centerline

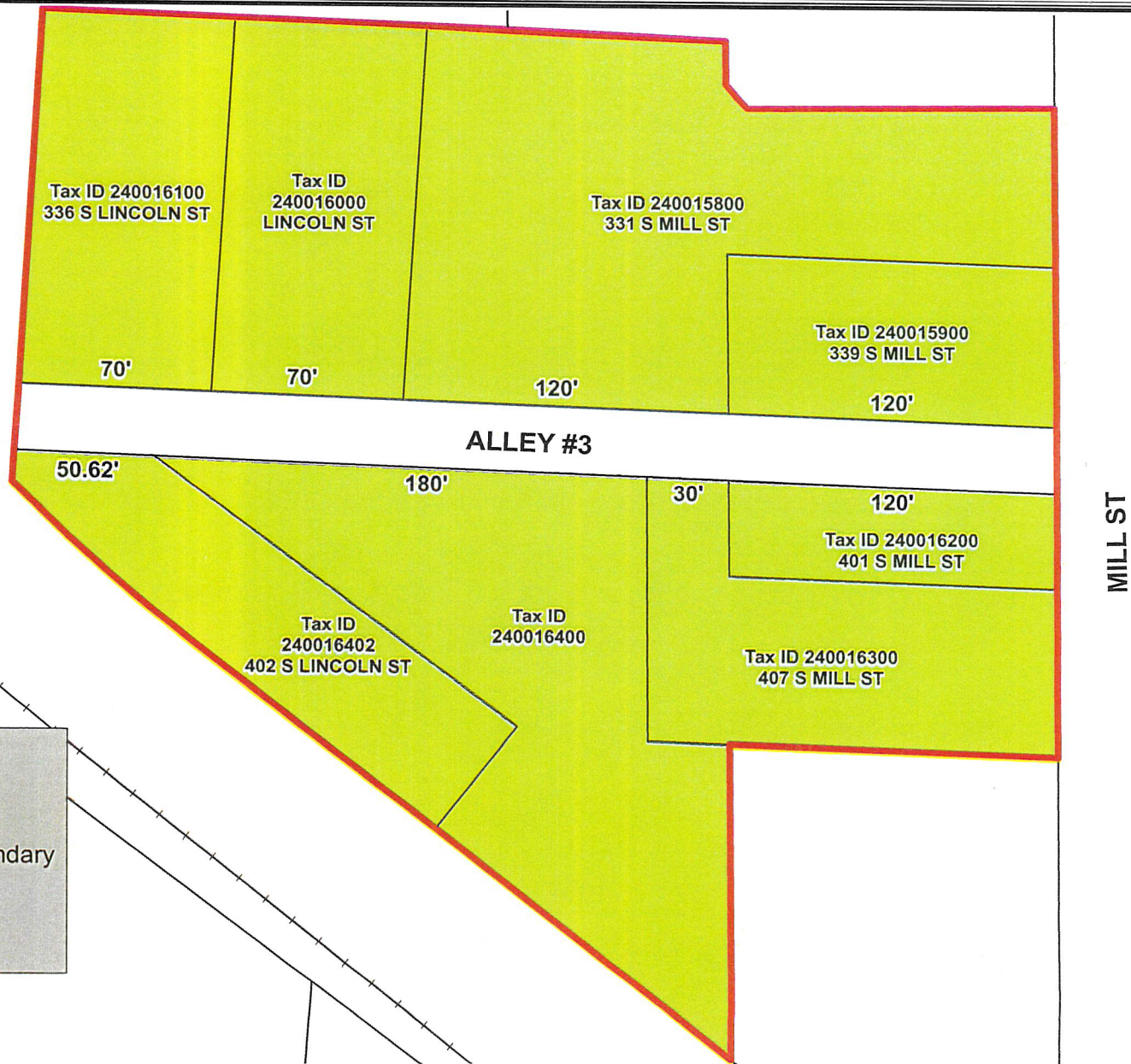


Source: Outagamie County, 2023.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



**FIGURE 1**  
**ASSESSED PARCELS**  
**ALLEY #3**  
VILLAGE OF HORTONVILLE  
OUTAGAMIE COUNTY, WISCONSIN





VILLAGE OF HORTONVILLE  
2023 Wildwind 2 Paving & Miscellaneous  
Alley #3  
SCHEDULE OF FINAL ASSESSMENTS  
BASED ON ACTUAL BID UNIT PRICES  
INCLUDES VILLAGE CONTRIBUTION  
H0004-092300385

|                         |                  |               | * Assessable                   |                         |                     |
|-------------------------|------------------|---------------|--------------------------------|-------------------------|---------------------|
| Owner                   | Street Address   | Parcel Number | Parcel Frontage<br>Lineal Feet | Frontage<br>Lineal Feet | Final<br>Assessment |
| Kim & Nicole Magolski   | 331 S Mill St    | 240015800     | 120                            | 120                     | \$1,577.66          |
| Robert & Colette Riemer | 339 S Mill St    | 240015900     | 120                            | 120                     | \$1,577.66          |
| Schwan Oil Co           | PO BOX 385       | 240016000     | 70                             | 70                      | \$920.30            |
| Joseph McClone          | 336 S Lincoln St | 240016100     | 70                             | 70                      | \$920.30            |
| Blake Kalwitz           | 401 S Mill St    | 240016200     | 120                            | 120                     | \$1,577.66          |
| Matthew Olk             | 407 S Mill St    | 240016300     | 30                             | 30                      | \$394.42            |
| Matthew Olk             | PO BOX 422       | 240016400     | 180                            | 180                     | \$2,366.49          |
| John D Van Towing       | 402 S Lincoln St | 240016402     | 50.62                          | 50.62                   | \$665.51            |
| TOTALS                  |                  |               | 760.62                         | 760.62                  | \$10,000.00         |

SCHEDULE B | ALLEY #3

| Item                                     | Qty | Unit | Description                             | Unit Price | Total       |
|------------------------------------------|-----|------|-----------------------------------------|------------|-------------|
| B-1                                      | 20  | TON  | 1-1/4 Inch Base Aggregate Dense         | \$19.75    | \$395.00    |
| B-2                                      | 1   | L.S. | Full Depth Pulverize Alley #3           | \$686.00   | \$686.00    |
| B-3                                      | 1   | L.S. | Grade, Shape and Compact Aggregate Bas  | \$1,800.00 | \$1,800.00  |
| B-4                                      | 120 | TON  | 2-1/2 Inch Upper Layer Asphalt Pavement | \$84.00    | \$10,080.00 |
| B-5                                      | 1   | L.S. | Topsoil and Grade Terraces              | \$3,300.00 | \$3,300.00  |
| B-6                                      | 1   | L.S. | Seed and Mulch Terraces                 | \$2,700.00 | \$2,700.00  |
| TOTAL (Items B-1 through B-6, Inclusive) |     |      |                                         |            | \$18,961.00 |

Alley #3 Roadway Cost:

|                                             |             |
|---------------------------------------------|-------------|
| Reconstruction Cost:                        | \$18,961.00 |
| Fiscal, Legal, Engineering, Administration: | \$1,906.10  |
| Total Street Reconstruction Cost:           | \$20,867.10 |
| Deduct for Village contribution             | \$10,867.10 |
| Net assessible cost                         | \$10,000.00 |
| Assessment Rate per assessable front foot:  | \$13.15     |

# Martenson & Eisele, Inc.

Plan It. Design It. Build It.®

Planning - Environmental - Surveying - Engineering - Architecture

## AGREEMENT FOR PROFESSIONAL SERVICES

**Date:** February, 2024

**Project Number:** 1-1871-002

### Client Information

Village of Hortonville  
Aaron Steber, Director of Public Works  
531 N. Nash Street, PO Box 99  
Hortonville, WI 54944

Business Phone: 920-779-6011  
Cell Phone: 920-378-3958  
Email Address: [dpw@vohortonville.com](mailto:dpw@vohortonville.com)

**Project Description:** Master Plan Process – Otto Miller Complex

**Scope of Services:** Please see Attachment A

**Special Terms:** Fee increased by \$10,200 if Grant Process is pursued

**Compensation:** \$24,745 = (\$23,800 Service Fees + \$945 Reimbursable Expenses)

**Contract Type:** Time & Materials (Not to Exceed)

**Completion Schedule:** To be Determined

**Acceptance - Additional Terms:** The Martenson & Eisele, Inc. 2024 General Terms and Conditions, as amended from time to time, is incorporated herein by reference, and this Agreement for Professional Services is subject to the terms and conditions thereof. By signing below, Client/Owner accepts this Agreement for Professional Services (including any attachments, addendums, and incorporated documents) and authorizes Martenson & Eisele, Inc. to proceed with the Services contemplated thereby. This Agreement for Professional Services constitutes an offer to Client/Owner, which will expire sixty (60) days after the date hereof, unless accepted by Client/Owner or revoked by Martenson & Eisele, Inc. in writing before such expiration.

### Village of Hortonville

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Martenson & Eisele, Inc.

By: \_\_\_\_\_  
Jeff Schultz

Title: Senior Vice President

Date: February 10, 2024

Please retain one copy for your records and email the original to [jeffs@martenson-eisele.com](mailto:jeffs@martenson-eisele.com)

**We accept Visa, Master Card, and Discover. Credit card payments are subject to a 3% processing fee.**

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ 3 Digit Code (on back) \_\_\_\_\_



## Martenson & Eisele, Inc. - Attachment A

### Village of Hortonville – Otto Miller Master Plan Service Agreement

#### Project Cost Summary

| Item                                                  | Estimated Fee   |
|-------------------------------------------------------|-----------------|
| <b>Engineering</b>                                    | <b>\$18,100</b> |
| Master Plan Concepts & Meeting Updates                | \$4,400         |
| Meetings & Status Updates                             | \$1,700         |
| Storm Water Facility Design, Modeling and Reports     | \$2,800         |
| Quantities/Estimates                                  | \$2,600         |
| Maintenance Responsibility Map                        | \$3,100         |
| Formulate Phasing Plan & Development Report           | \$3,500         |
| Optional Grant Funding Application (Knowles-Nelson)*  | \$10,200        |
| <b>Environmental</b>                                  | <b>\$2,900</b>  |
| Phase 1 Environmental Assessment                      | Not Included    |
| Wetland Delineation                                   | \$2,900         |
| Environmental Analysis (Subconsultant est.)           | Not Included    |
| <b>Surveying</b>                                      | <b>\$2,600</b>  |
| Navigability Deter./Ordinary High Water Mark & Survey | \$1,500         |
| Location/Topographic Survey                           | Complete        |
| Update Topography Map (Waterway & Wetland) Setbacks   | \$1,100         |
| <b>Total Service Compensation Estimate</b>            | <b>\$23,600</b> |
| Reimbursables                                         | \$945           |
| <b>Total Project Proposal</b>                         | <b>\$24,545</b> |

\*Not included in total fees. Optional addition.

This proposal is based on the round table meeting we had on January 16, 2024 with the following stakeholders:

- Nathan Treadwell – Village of Hortonville, Village Administrator
- Aaron Steber – Village of Hortonville, Director of Public Works
- Sam Engelland – Hortonville Area School District, Director of Activities
- Isaiah Tate – Hortonville School District Facilities, Grounds Manager
- Dan Gassner – Hortonville Youth Sports (HYS)
- Andy Wanke – Hortonville Youth Sports (HYS)
- Eric Peters – Hortonville Youth Sports (HYS) / Alliance Construction & Design

Please note that within each phase of the project, our project manager will be performing below mentioned items. These costs are included within the phases.

#### **PM01 Project Management**

- Client meetings, discussions and agreements
- Project administration including scheduling and updates
- Team meetings
- Sub-Consultant Coordination

The following categories contain the detailed scope items.

## **Engineering**

### **Master Plan Concepts**

- Dan Gassner and Eric Peters will work together to develop a couple conceptual layouts to be provided to Jeff Schultz for drafting & refinement
- Jeff Schultz will work with Dan and Eric on necessary revisions prior to presenting conceptual layouts

### **Meetings & Status Updates**

- A task list with responsible parties for tracking progress will be created
- Jeff Schultz will provide status letters to be utilized for staff distribution to keep stakeholders up to date on progress
- This proposal plans on 5 meetings (one and half hour each) to be held for coordination and progress illustrations

### **Storm Water Facility**

- Perform a runoff analysis to determine if detention is required to outlet pre-developed storm water flows per local requirements
- The stormwater model will utilize 10-year and 25-year design storms, with the storm sewers being designed for a 25-year storm event
- Coordinate with the Village to determine onsite treatment, if needed
- Model the proposed items for sediment loading requirements
- Produce a storm water facility design map including associated storm sewers
- Produce a summary report and illustrations

### **Utility Layouts**

- Layout the necessary sanitary sewers, water mains and electrical lines required the desired improvements
- Preliminary design data such as pipe sizes, depths and electrical data will be supplied on the layout plans

### **Quantities/Estimates**

- Quantity exhibits & take offs for phase spreadsheet breakdowns
- Work with local contractors & current bid tabulations for cost estimates

### **Maintenance Responsibility Map**

- Exhibit map will illustrate the responsible parties for specific items within the Otto Miller Complex
- Exhibit map will define the timing of maintenance duties

### **Formulate Phasing Plan & Development Report**

- Engineering criteria and progress meetings will drive the phasing plan
- Development report will discuss and illustrate each phase of the improvements along with associated costs

## OPTIONAL GRANT APPLICATION PROCESS

The only active funding sources for parks are the Knowles-Nelson Stewardship and Community Development Block Grant – Public Facilities (CDBG-PF) programs. Unfortunately, the Village does not qualify for CDBG-PF because their low-to-moderate income (LMI) breakdown is <51%.

### **The Grant Application process consist of:**

- 3 Meetings with Village Representatives (approx. 1-1/2 hours total for each meeting)
- 2 Work sessions or review sessions with appropriate representatives (may be virtual)
- 1 Final Grant Application

Meetings will include discussion on goals & objectives, funding opportunities, developing trends, future needs as identified by the Village (park facilities, athletic facilities, water, waste treatment, electric, parking, park entrance, park safety and park screening with land scaping and live plants etc. – any items which are allowed within the grant application). Details on the content of each meeting will be identified and outlined to achieve the goal of finalizing the grant application and all details will be generated with coordination through the Village and WDNR.

It should be noted that Martenson and Eisele staff will conduct information gathering sessions as needed to complete the final grant application.

### **Project Approach**

#### **Needs Assessment**

- **Meeting 1** with Village Representatives and WDNR to collect data and gather insights on park system needs and opportunities.
- Update park inventory and appraisal information per grant application
- Discuss new data, trends, plan details
- Per the above input, begin development of the Draft grant application

#### **Recommendations, Modifications and Improvements**

- **Meeting 2** with Village Representatives and WDNR – review of updated information and requirements as noted to generate complete grant application priorities. The discussed priorities will determine the final grant application components.
- Incorporate recommendations and proposed improvements into the Draft application

#### **Recommendations, Modifications and Improvements**

- **Meeting 3** with Village Representative and WDNR for final grant application review.
- Incorporate recommendations and proposed improvements into the Draft Plan

#### **Final Grant Application**

- **Submit final grant application as recommended from Village**
- Prepare Final Grant and Submit



## Environmental

### **Wetlands/Waterway Determination**

A wetland delineation will be conducted following guidelines laid out by the US Army Corps of Engineers (USACE) and Wisconsin Department of Natural Resources (WDNR).

- Research the subject property for existing records of associated wetland mapping.
- Onsite evaluation of property for hydric soils, vegetation and indicators of hydrology
- Delineate the upland/wetland boundary with colored flagging.
- Produce a wetland delineation report including associated mapping.
- Complete historic aerial review.
- Upon client request submit report for concurrence to the USACE and correspondence with regulatory agencies.
- Provide owner with a digital copy of the wetland delineation report.

***Note: The delineation will have immediate concurrence upon completion of the project. It is required that all Wetland Delineation Reports are submitted to the WDNR from Assured Delineators. These reports are randomly checked by WDNR staff for accuracy and workmanship.***

## Surveying

### **Navigability Determination/Ordinary High Water Mark & Survey**

- Contact Wisconsin DNR for a location determination on a navigable waterway
- Coordinate the location of the high water mark with Village staff
- Update topographic map to reflect results and setbacks

### **Topographic Map**

- Update topographic map to reflect results and setbacks

## **Not Included in Proposal**

### Engineering

- Municipal Development Agreement
- Demolition Plan
- Landscaping Plan
- Design of Construction Plans (this proposal is for study purposes only)
- Public Sanitary Sewer, Storm Sewer and/or Water Main Design
- Public Street Design
- Traffic Impact Analysis Study
- Applications & Permitting
- Storm Water Infiltration Device (i.e., Rain Garden, Infiltration Trench, etc.)
- Earthwork Analysis
- Bidding Services (Service available from M&E for additional fee)
- On-Site Coordination with Electric, Gas, and Telephone Service providers will be handled by sub-contractors.
- Engineering Construction Related Duties (Service available from M&E for additional fee)
- Post-Construction Site & Storm Water Verification
- Erosion Control Monitoring during Construction (General Contractor anticipated)

#### Environmental

- The scope of the project does not include testing or sampling for asbestos, vapor encroachment, radon, or lead-based paint
- Infiltration Testing

#### Surveying

- Boundary Survey
- Rezoning
- Construction Staking (Service available from M&E for additional fee)

#### By Others

- Signage Design & Specifications
- Geotechnical Soil Investigation
- Cost of any local plan submittals/approvals, reimbursable expenses for printing, building permits and recording fees necessary.

#### Items Needed to Complete Work

- Permission to access site and owner contact information
- CAD file of site plan (Provided by Dan & Eric)

#### Possible Unforeseen Items that may affect Estimate & Timing

- Unforeseen proximity to a navigable stream
- Discovery of endangered species
- Imposition of approval stipulations that are not spelled out in the written and approved ordinances or regulations (Reviewer interpretation of codes, regulations or ordinances)
- Excessive delays in agency reviews
- Conflicting review authority requirements
- Inclement weather
- Excessive public pushback on controversial issues
- Delays in feedback from the client, owner, agencies, or other consultants
- Late scope changes
- Lack of clearly defined Owner budget or budget change during design
- Excessive on-site inspections due to unforeseen jobsite conditions

**Compensation Estimate for Professional Surveying Services.....\$2,600**

**Compensation Estimate for Professional Environmental Services.....\$2,900**

**Compensation Estimate for Professional Engineering Services.....\$18,100**

**Service Compensation Estimate.....\$23,600**

#### Phase: 99R Reimbursable Expenses

**M&E Reimbursable Expenses.....\$945**

**Outside Sub-Consultant Work .....\$0**

#### Available Services:

Complete planning, environmental, surveying, engineering, and architectural services are available.

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



Phone: 920-779-6011  
Fax: 920-779-6552  
Cell: 920-538-6709  
[www.hortonvillewi.org](http://www.hortonvillewi.org)

Nathan Treadwell - Administrator  
[Village.Administrator@hortonville.wi.gov](mailto:Village.Administrator@hortonville.wi.gov)

### Otto Miller Master Plan

Incorporate ideas from Hortonville High School, Baseball and Softball Booster Clubs, Hortonville Youth Sports, and the Village of Hortonville into a Master Plan for the site including:

- Stormwater management throughout the whole site.
- Compilation of a maintenance agreement between the High School, Hortonville Youth Sports, and the Village of Hortonville

#### *New Additions*

- Gravel/Asphalt Parking Lot by Lower Area, with lights
- Path from diamonds 3&4 to parking lot connecting in with current sidewalk.
- Potential 80X60 indoor facility for hitting etc.
- Smaller Playground by Diamond 5 and parking lot
- New Lights for fields 3 & 4
- Hydrant by diamonds 3 4 and 5

#### *Updates*

- Concrete area around diamonds 1 & 2
- Landscaping – Trimming around 3 and overall facility Beautification.
- Addition to Storage garage for maintenance
- Upgrade Diamond
  - o Update fields 3 & 4
  - o Update dugouts 1, 2, 3, 4
  - o Update Bleachers on 1, 2, 3
  - o Update Fences 1, 2, 3, 4
- Create new bating areas by 3 & 4



TOPOGRAPHIC SURVEY

| EXISTING UTILITY SCHEDULE |               |                                                                                |                       |
|---------------------------|---------------|--------------------------------------------------------------------------------|-----------------------|
| STRUCTURE ID#             | RIM ELEVATION | INVERT ELEVATION                                                               | STRUCTURE DEPTH (FT.) |
| SAN 1                     | 799.76        | 792.36                                                                         | 7.40'                 |
| SAN 2                     | 798.96        | 791.33                                                                         | 7.63'                 |
| SAN 3                     | 801.00        | 789.50                                                                         | 11.50'                |
| SAN 4                     | 797.94        | 785.89                                                                         | 12.05'                |
| INLET 1                   | 799.35        | 796.95                                                                         | 2.40'                 |
| INLET 2                   | 798.65        | 795.75                                                                         | 2.90'                 |
| INLET 3                   | 798.11        | 795.16                                                                         | 2.95'                 |
| INLET 4                   | 798.14        | 794.99                                                                         | 3.15'                 |
| DMH 1                     | 800.47        | 796.87                                                                         | 3.60'                 |
| DMH 2                     | 799.20        | 796.10                                                                         | 3.10'                 |
| DMH 3                     | 799.00        | INV. N.= 795.30<br>INV. W.= 795.55                                             |                       |
| DMH 4                     | 798.69        | 795.07                                                                         | 3.62'                 |
| DMH 5                     | 800.70        | 794.58                                                                         | 6.12'                 |
| CB 1                      | 783.74        | INV. N.= 781.69<br>INV. S.= 781.74<br>INV. S.E.= 782.02                        |                       |
| CB 2                      | 795.87        | INV. N.W.= 791.77<br>INV. S.W.= 792.27                                         |                       |
| CB 3                      | 798.10        | INV. N.E.= 793.82<br>INV. N.E.= 794.00<br>INV. S.E.= 795.05<br>INV. S.= 794.05 |                       |
| CB 4                      | 799.16        | INV. N.= 795.41<br>INV. N.E.= 795.56                                           |                       |
| CB 5                      | 797.77        | INV. S.W.= 794.12<br>INV. S.W.= 795.21<br>INV. S.E.= 794.19                    |                       |
| CB 6                      | 799.20        | INV. N.W.= 796.05<br>INV. N.W.= 796.20                                         |                       |
| SAN LIFT STATION          | 796.15        |                                                                                |                       |

| BENCHMARK DATA |                                            |            |
|----------------|--------------------------------------------|------------|
| I.D.           | DESCRIPTION:                               | ELEVATION: |
| BM 1           | TAG BOLT ON HYDRANT NORTH SIDE OF JOHN ST. | 801.14     |
| BM 2           | TAG BOLT ON HYDRANT WEST SIDE OF OLK ST.   | 799.20     |
| BM 3           | TOP NUT OF HYDRANT WEST OF GRAVEL LOT      | 789.12     |

| TOPOGRAPHIC LEGEND                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1" x 18" IRON PIPE SET<br>1-1/4" x 30" REBAR SET<br>CHISELED "X" SET<br>3/4" REBAR FOUND<br>1" IRON PIPE FOUND<br>1-1/4" REBAR FOUND<br>2" IRON PIPE FOUND<br>CHISELED "X" FOUND<br>GOVERNMENT CORNER<br>RECORDED AS<br>CONFEROUS TREE<br>DECIDUOUS TREE<br>EXIST. WOODS LINE<br>WETLANDS<br>SOIL BORING | OVERHEAD POWER LINES<br>UNDERGROUND ELECTRIC<br>UNDERGROUND TELEPHONE<br>UNDERGROUND FIBEROPTIC<br>UNDERGROUND GAS<br>UNDERGROUND CABLE TV<br>EXIST. FENCE LINE<br>SIGN<br>POWER POLE<br>UTILITY<br>LIGHT POLE<br>TELEPHONE PEDESTAL<br>ELECTRIC PEDESTAL<br>CABLE PEDESTAL<br>EXIST. HYDRANT<br>WATER VALVE<br>WATER STOP BOX | GAS VALVE<br>EXIST. STORM MANHOLE<br>STORM INLET<br>EXIST. SANITARY MANHOLE<br>EXIST. SAN. SEWER<br>EXIST. STO. SEWER<br>EXIST. WATER MAIN<br>EXIST. SPOT ELEVATION<br>CONTOUR W/ ELEVATION<br>EXIST. TOP OF CURB ELEV.<br>EXIST. FLOW LINE ELEV.<br>FIRST FLOOR + 000.00<br>TOPSOIL DEPTH<br>INFILTRATION SOIL BORING |

| TOPOGRAPHIC SURVEY NOTES |                                                                                                                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                       | UTILITY AND LATERAL LOCATIONS SHOWN ARE BASED ON FIELD MARKINGS BY LOCATING COMPANIES AND THE VILLAGE OF HORTONVILLE, AND/OR MAPPING FROM THE RESPECTIVE UTILITY. THEREFORE THE LOCATIONS SHOWN ON THIS DRAWING CANNOT BE GUARANTEED. CONTACT DIGGERS HOTLINE AND THE VILLAGE OF HORTONVILLE PRIOR TO CONSTRUCTION. |
| 2.                       | BASE SURVEY WAS PREPARED BY M&E, NOVEMBER 2023. UNDERGROUND UTILITIES AND STRUCTURES HAVE BEEN SHOWN TO A REASONABLE DEGREE OF ACCURACY AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THEIR EXACT LOCATION AND AVOID DAMAGE THERETO.                                                                    |
| 3.                       | HORIZONTAL DATUM IS BASED ON OUTAGAMIE COUNTY, WISCONSIN COUNTY COORDINATE SYSTEM.                                                                                                                                                                                                                                  |



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL 811 or  
Toll Free 1-800-242-8511  
(262)432-7910

Emergency Only (877) 500-9592  
FAX 1-800-338-3860  
FAX (414) 259-0947  
Hearing Impaired TDD 1-800-542-2289

WS. STATUTE 182.0175 (1974)  
REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE







ROBERT J. IMMEL EXCAVATING, INC.  
P.O. BOX 135  
N1870 MUNICIPAL DR.  
GREENVILLE, WI 54942  
PHONE (920) 757-5906 - FAX (920) 757-0189

# INVOICE

Date 1/25/2024  
Invoice # 20254  
Pay Request #  
Due Date 2/24/2024

**Bill To**

Village of Hortonville.  
P.O. Box 99  
Hortonville, WI 54944

| Description                                                                   | Total    |
|-------------------------------------------------------------------------------|----------|
| Remove and replace 8ft hydrant by 808 Giese St. Per Shawn<br>1/25/24<br>Total | 9,600.00 |

Project

Monthly Finance Chg 1.5%

**Subtotal** \$9,600.00

**Sales Tax (5.5%)** \$0.00

**Total** \$9,600.00

## INVOICE

9017821999 Page 1/1

02/06/2024

Customer's Reference  
VERBALKemira Order no. / date  
1003996072 / 01/31/2024Our contact  
CSNA.Invoices@kemira.com**Total Amount Due \$ 11,778.06****Invoicing address (119731)**Village of Hortonville  
PO Box 99  
HORTONVILLE WI 54944  
USA**Delivery address**Village of Hortonville  
Wastewater Treatment Plant  
521 W. Cedar Street  
HORTONVILLE WI 54944  
USA

|                           |                          |                               |                               |
|---------------------------|--------------------------|-------------------------------|-------------------------------|
| <b>Carriage 1 by</b>      | <b>Port of Loading</b>   | <b>Country of Origin</b>      | <b>Country of Destination</b> |
|                           | EAST CHICAGO,IN          | US                            | USA                           |
| <b>Carriage 2 by</b>      | <b>Via</b>               | <b>TERMS OF DELIVERY</b>      | <b>Shipping Date</b>          |
|                           |                          | PPD FOB DESTINATION           | 02/06/2024                    |
| <b>Place of discharge</b> | <b>Final destination</b> | <b>/ INCOTERMS 2010</b>       | <b>Due Date</b>               |
|                           | HORTONVILLE,WI           |                               | 03/07/2024                    |
|                           |                          | <b>Terms of Payment</b>       |                               |
|                           |                          | 30 days net from invoice date |                               |

| Material Description                           | Quantity   | Unit Price          | Sales Tax          | Total Price          |
|------------------------------------------------|------------|---------------------|--------------------|----------------------|
| KEMIRA PIX-111 BULK                            | 9.67       | Calculated Dry Tons | 1,218.0000 USD/CDT | USD 11,778.06        |
| CN code: 2827395500                            |            |                     |                    |                      |
| Net weight: 21,536.548 KG                      | 47,480.000 | LB                  |                    |                      |
| Gross weight: 21,536.548 KG                    | 47,480.000 | LB                  | 14.02 % Fe         |                      |
| Delivery no / Date:86107006 / 02/06/2024       |            |                     |                    |                      |
| Container no / seal no:385411,412              |            |                     |                    |                      |
| UN2582, FERRIC CHLORIDE SOLUTION, 8, PGIII, RQ |            |                     |                    |                      |
| Country of Origin:                             |            |                     |                    |                      |
| US 47,480.000 LB                               |            |                     |                    |                      |
| <b>Total price before tax</b>                  |            |                     |                    | <b>USD 11,778.06</b> |
| <b>State Sales Tax 5.000 %</b>                 |            |                     |                    | <b>11,778.06</b>     |
| <b>County Sales Tax 0.500 %</b>                |            |                     |                    | <b>11,778.06</b>     |
| <b>Total price after tax</b>                   |            |                     |                    | <b>USD 11,778.06</b> |

**Remit to**

## REMIT PAYMENT TO:

Kemira Water Solutions, Inc., Mail Code 5581, PO Box 71209, Charlotte, NC 28272-1209

For ACH or Fed Wire Transfers:

CITibank, New York, NY, Kemira ABA #021000089, Kemira Acct#3063-1903 Swift:CITIUS33

**Kemira Water Solutions, Inc., I&W Municipal**

Tammie DelValle

1000 Parkwood Circle, Suite 500  
Atlanta, GA 30339 USATel.770 436 1542  
Fax770 436 3432

Registered office Atlanta



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



Phone: 920-779-6011  
Fax: 920-779-6552  
Cell: 920-538-6709  
[www.hortonvillewi.org](http://www.hortonvillewi.org)

Nathan Treadwell – Village Administrator  
Summer Rec. Numbers

**2023 Summer Rec. Costs:**

Resident = \$150.00 for a 6-week program  
Non-Resident = \$225.00 for a 6-week program  
This cost does not include Field Trips

**2024 Proposed Summer Rec Costs:**

Residents = \$200.00 for a 6 Week program plus a T-shirt  
Non-Resident = 275.00 for a 6 Week program plus a T-shirt  
This cost does not include Field Trips

**2023 Net Position**

\$37,576 Expenses  
\$25,642 Revenue  
Net Position = -11,934

Expenses have risen by approximately \$6,000 compared to previous years due to payroll increases. Previously, we had staff willing to work for \$8-\$10 per hour. However, to sustain the program, we now need to compensate staff at a minimum rate of \$10-\$14 per hour, as finding interested workers has become challenging otherwise.

While the aim is for the program to be self-sustaining, it may not consistently achieve this year to year. Nonetheless, our continuous effort should be directed towards ensuring its self-sufficiency. The proposed increase in summer rec fees enhances our prospects of attaining that objective. With a scenario of 75 residents and 75 nonresidents, the resulting revenue would amount to \$35,625.00.

This program brings valuable benefits to the community by offering parents an affordable option for summer childcare. Although it may not provide the same consistency as a typical daycare due to occasional early closures for weather-related reasons, it does provide children with a structured and enjoyable summer experience.

O - 03 - 24

REPEALING Chapter 42 ARTICLE II

BE IT ORDAINED by the Village Board of Trustees, Village of Hortonville, Outagamie County, Wisconsin, as follows:

Repealing Chapter 42 section 45-52 shall be repealed in its entirety. Those sections are attached to this ordinance.

IT IS SO ORDAINED.

BY THE BOARD

\_\_\_\_\_  
Jeanne Bellile, Village President

Ayes \_\_\_\_\_

\_\_\_\_\_  
Jane Booth, Village Clerk/Treasurer

Nays \_\_\_\_\_

Dated: \_\_\_\_\_

## **ARTICLE II. SPECIAL ASSESSMENTS**

### **Sec. 42-45. Water and sewer special assessments.**

The purpose of this article is to establish a reasonable and equitable policy for funding the future extension of water and sewer service within the village. This policy shall be carried out in reasonable conformity with the spirit and intent of this article. It is declared that the extension of water and sewer service is an exercise of the police power of the village but nothing herein shall be deemed to authorize or require levying of special assessments or charges which shall exceed the benefits.

(Code 1989, § 13.01(intro. ¶))

### **Sec. 42-46. Area and district assessment.**

- (a) *Service areas established.* Subdivisions, newly developed or developing areas, existing developments and definable sanitary sewer service areas requiring a lift station, oversized line, or other extra cost factor shall be established into service areas by resolution of the village board. Area special assessments for sanitary service in such areas shall be levied as follows:
- (1) *General area charges.* The water and sewer committee shall determine the cost of interceptor sewers, feeder mains, lift stations, required overbuilds on the existing system and similar appurtenances, and any and all similar costs not directly attributable to the cost of extending mains such as financing and overhead costs. After deducting from the above cost the anticipated front foot assessments where interceptors and feeder mains are used as local sewers, the total of such cost shall be levied on a per-acre basis on all assessable property (not total area) within the sanitary district.
  - (2) *Direct service charges.* The village board shall then compute the remaining total cost of sewer main extensions, including the portion within street intersections, and set a front foot assessment on all property abutting such main, but in no instance shall the charge exceed the benefits.
- (b) *Extensions not subject to district measurement.* Property within the built-up sections of the village or not within a definable district shall be subject to special assessments equivalent to the usual front foot assessments and it shall not be the general practice of the village to levy area assessments on such property.

(Code 1989, § 13.01(1))

### **Sec. 42-47. Standard special assessments.**

Should a developer approach the village board and indicate his intention to develop an area not considered a new subdivision and preliminary feasibility (or other non-construction engineering) is required, the decision to special assess this engineering to the developer is left for the village board to decide on an individual basis.

(Code 1989, § 13.01(2))

### **Sec. 42-48. Sanitary sewers.**

- (a) All sanitary sewer assessments shall comply with the following general requirements:

- 
- (1) All assessments will be levied according to the front foot dimensions of abutting property, except as noted.
  - (2) The established rate of assessment will be determined on the basis of actual cost in accordance with state public service commission guidelines.
  - (3) The established rate for reconstruction of sanitary sewers shall be the same as for new sewers except that credit shall be given for the remaining useful life calculated on current cost of construction. For this purpose, the useful life of sanitary sewers shall be 75 years.
  - (4) Area assessment, where applicable, shall be levied in accordance with the policies set forth in subsection (a)(1) of this section.
  - (5) Payment of the connection fee must be made in full prior to connecting when a building permit or lateral permit is applied for.
  - (6) When a service connection is made after annexation, payment must be arranged before a building permit is issued. Payment may be made in full at the time of connection or in five installments.
  - (7) The sanitary sewer will extend to the end of the last parcel serviced on that particular line. The full footage will be assessed at the established rate.
- (b) Property shall be assessed at 100 percent of the established rate, subject to the following:
- (1) Corner parcel assessments shall be calculated by subtracting the long side or 120 feet, whichever is less, from the sum of the two frontages.
  - (2) Where parcels have frontage on three streets, the assessment shall be calculated by subtracting 240 feet, or the sum of the shortest frontage plus 120 feet, whichever is less, from the sum of the three frontages.
  - (3) On double frontage parcels, the assessment shall be based on the average of the street frontages and will be charged when first installation is made.
  - (4) On parcels with more than one street frontage, the full assessment shall be levied when the first installation abutting the property is made.
  - (5) Assessment for reconstruction of sanitary sewer shall be levied only when the work affects the main to which the property is connected. The amount of assessment shall be calculated according to existing policy.
  - (6) No parcel of land shall be assessed for less than 50 feet of frontage.
- (c) Mains, laterals, manholes and engineering shall be included in the calculation of the established rate.
- (d) Replacement manholes shall be installed at the expense of the utility.

(Code 1989, § 13.01(3))

## **Sec. 42-49. Water mains.**

- (a) For water mains, assessment of property will be levied according to the front foot dimensions of abutting property, except as noted. The established rate of assessment will be determined on the basis of actual cost in accordance with state public service commission guidelines. Water mains will extend to the end of the last parcel serviced on that particular line. The full footage will be assessed at the established rate.
- (b) Property shall be assessed at 100 percent of the established rate and is subject to the conditions provided in section 42-48(b)(1) through (6).

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(c) Those items included in the calculation of established rate are mains, laterals, valves, hydrants, and engineering.

(d) Replacement valves and hydrants shall be installed at the expense of the utility.

(Code 1989, § 13.01(4))

#### **Sec. 42-50. Laterals.**

In platted subdivisions, water and sewer laterals will be installed according to lot configuration. Sizing of the lateral will be according to zoned use (e.g., residential, commercial, industrial). In non-platted areas, water and sewer laterals will be installed either as per request of the owner or per best use of land as preliminarily determined by the planning and zoning commission and ultimately approved by the village board. Where road work of a permanent nature is planned (i.e., newly resurfaced roads that should not be cut into), water and sewer laterals will be sized for the maximum use and charged at the lowest or appropriate standby rate. When such laterals come into service, the appropriately sized meter will be set and billed accordingly. If a larger water and sewer service is required, the user will bear the cost of installing the services.

(Code 1989, § 13.01(5))

#### **Sec. 42-51. Payment options.**

There are two payment options available to affected parcel owners:

- (1) Prepay the full special assessment amount within the time specified (usually within 30 days of receiving written notification) with no interest due; or
- (2) Allow the special assessment to be placed on the property tax roll over a specified number of years with interest accruing on the unpaid balance. An extension of this second option is to pay the remaining balance at any time along with the interest that has accrued on the balance to date. The interest due will be calculated at the time the decision is made to pay the balance.

(Code 1989, § 13.01(6))

#### **Sec. 42-52. Payment of hook-on charges.**

- (a) Property annexing to the village shall pay a hook-on charge, which is calculated at rates equal to the special assessments previously levied against benefiting properties located within the village limits for public storm sewer, public sanitary sewer main or public water main, at such time as the annexation procedure is officially completed. This charge shall be in addition to the initial customer water and sewer service fee as identified in section 42-4.
- (b) The charge shall be made in accordance with the options outlined in section 42-51. The property owner shall have years to pay if section 42-51(2) is elected, unless the village board agrees otherwise.

(Code 1989, § 13.01(7))

#### **Secs. 42-53—42-77. Reserved.**



VILLAGE OF HORTONVILLE  
R – 05 - 24  
2023 BUDGET AMENDMENTS

WHEREAS, the Villages Funds did not have adequate appropriations made in the 2023 Budget to fund various items,

THEREFORE BE IT RESOLVED that the following amounts are changed (added to or subtracted from) as listed.

Expenditure increases/decreases allowed by revenues or transfers to cover expenses:

| Account #                          | Description of Account           | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------------------------|----------------------------------|----------------------|---------------------|--------------------|
| Fund 100 General Fund Expenditures |                                  |                      |                     |                    |
| 100-51-51000-312                   | COMPUTER SUPPLIES, SOFTWARE      | 5,000                | 8,325               | 3,325              |
| 100-51-51000-320                   | DUES/SUBSCRIPTIONS               | 2,000                | 3,420               | 1,420              |
| 100-51-51000-325                   | LEGALS, ADS, PUBLICATIONS        | 1,000                | 2,946               | 1,946              |
| 100-51-51000-390                   | OTHER/DOJ BACKGROUND             | 0                    | 37                  | 37                 |
| 100-51-51100-110                   | PRESIDENT AND 6 TRUSTEES         | 18,954               | 18,845              | -109               |
| 100-51-51100-120                   | FICA                             | 1,450                | 1,439               | -11                |
| 100-51-51100-310                   | SUPPLIES                         | 750                  | 550                 | -200               |
| 100-51-51100-330                   | TRAVEL, SEMINARS                 | 250                  | 0                   | -250               |
| 100-51-51200-202                   | PROFESSIONAL SERVICES            | 250                  | 0                   | -250               |
| 100-51-51200-204                   | MAINTENANCE CONTRACTS            | 400                  | 58                  | -342               |
| 100-51-51200-220                   | UTILITIES                        | 1,000                | 937                 | -63                |
| 100-51-51200-310                   | OFFICE SUPPLIES                  | 1,000                | 1,119               | 119                |
| 100-51-51200-312                   | COMPUTER SUPPLIES, SOFTWARE      | 2,000                | 1,332               | -668               |
| 100-51-51200-320                   | DUES/SUBSCRIPTIONS               | 300                  | 0                   | -300               |
| 100-51-51200-330                   | TRAVEL/SEMINARS/EDUCATION        | 1,200                | 1,324               | 124                |
| 100-51-51200-390                   | OTHER                            | 500                  | 63                  | -437               |
| 100-51-51200-395                   | OTHER BENEFITS, EAP FEES         | 100                  | 0                   | -100               |
| 100-51-51201-110                   | PAYROLL                          | 21,840               | 21,515              | -325               |
| 100-51-51201-120                   | FICA                             | 1,671                | 1,636               | -35                |
| 100-51-51201-170                   | RETIREMENT                       | 1,485                | 10                  | -1,475             |
| 100-51-51201-320                   | DUES/SUBSCRIPTIONS               | 100                  | 45                  | -55                |
| 100-51-51201-330                   | TRAVEL/SEMINARS/EDUCATION        | 600                  | 355                 | -245               |
| 100-51-51202-340                   | FURNITURE, MISCELLANEOUS         | 750                  | 542                 | -208               |
| 100-51-51300-204                   | OTHER FEES, COURT ATTY           | 18,000               | 19,909              | 1,909              |
| 100-51-51410-110                   | PAYROLL                          | 37,500               | 37,404              | -96                |
| 100-51-51410-111                   | LONGEVITY PAY                    | 718                  | 750                 | 32                 |
| 100-51-51410-135                   | HEALTH INSURANCE WAIVER PAYMENTS | 3,000                | 3,000               | 0                  |
| 100-51-51410-120                   | FICA                             | 2,869                | 3,152               | 283                |
| 100-51-51410-170                   | RETIREMENT                       | 2,550                | 2,594               | 44                 |
| 100-51-51410-320                   | DUES/SUBSCRIPTIONS               | 1,000                | 496                 | -504               |
| 100-51-51410-330                   | TRAVEL/SEMINARS/EDUCATION        | 1,723                | 1,405               | -318               |
| 100-51-51420-110                   | PAYROLL                          | 38,999               | 38,943              | -56                |
| 100-51-51420-111                   | LONGEVITY PAY                    | 846                  | 858                 | 12                 |
| 100-51-51420-120                   | FICA                             | 3,048                | 2,972               | -76                |
| 100-51-51420-170                   | RETIREMENT                       | 2,709                | 2,707               | -2                 |
| 100-51-51420-320                   | DUES/SUBSCRIPTIONS               | 250                  | 130                 | -120               |
| 100-51-51420-330                   | TRAVEL/SEMINARS                  | 1,500                | 963                 | -537               |
| 100-51-51430-110                   | PAYROLL                          | 63,152               | 63,773              | 621                |
| 100-51-51430-120                   | FICA                             | 5,175                | 5,180               | 5                  |
| 100-51-51430-170                   | RETIREMENT                       | 4,600                | 4,337               | -263               |
| 100-51-51430-320                   | DUES/SUBSCRIPTIONS               | 75                   | 185                 | 110                |
| 100-51-51430-330                   | TRAVEL/SEMINARS                  | 1500                 | 2,281               | 781                |

| Account #        | Description of Account                   | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------|------------------------------------------|----------------------|---------------------|--------------------|
| 100-51-51440-110 | PAYROLL                                  | 2,000                | 1,711               | -289               |
| 100-51-51440-310 | ELECTION SUPPLIES                        | 500                  | 2,230               | 1,730              |
| 100-51-51440-325 | LEGAL PUBLICATIONS                       | 100                  | 176                 | 76                 |
| 100-51-51440-390 | OTHER, MEALS                             | 600                  | 405                 | -195               |
| 100-51-51440-415 | OUTAGAMIE COUNTY                         | 1,000                | 332                 | -668               |
| 100-51-51450-204 | OFFICE EQUIPMENT MAINT CONTRACT          | 15,000               | 11,315              | -3,685             |
| 100-51-51500-390 | FIN. ADMIN. - FED REPORTING FOR 2013 BOI | 2,076                | -4,116              | -6,192             |
| 100-51-51510-202 | CAPITAL ASSET APPRAISAL                  | 1,400                | 0                   | -1,400             |
| 100-51-51510-213 | AUDIT                                    | 8,500                | 8,199               | -302               |
| 100-51-51530-330 | TRAINING                                 | 45                   | 40                  | -5                 |
| 100-51-51530-214 | ASSESSOR                                 | 7,200                | 7,100               | -100               |
| 100-51-51530-399 | STATE MANUFACTURING ASSESSMT             | 950                  | 1,009               | 59                 |
| 100-51-51605-110 | PAYROLL                                  | 26,928               | 16,775              | -10,153            |
| 100-51-51605-111 | LONGEVITY PAY                            | 233.6                | 138                 | -96                |
| 100-51-51605-120 | FICA/MED                                 | 2,060                | 1,376               | -684               |
| 100-51-51605-135 | HEALTH INSURANCE WAIVER PAYMENTS         | 2,080                | 1,025               | -1,055             |
| 100-51-51605-170 | RETIREMENT                               | 1,831                | 335                 | -1,496             |
| 100-51-51605-202 | PROFESSIONAL SERVICES                    | 1,250                | 1,353               | 103                |
| 100-51-51605-204 | MAINTENANCE CONTRACTS                    | 1,591                | 927                 | -664               |
| 100-51-51605-220 | UTILITIES                                | 9,500                | 11,543              | 2,043              |
| 100-51-51605-340 | FURNITURE, MISCELLANEOUS                 | 2,500                | 2,819               | 319                |
| 100-51-51605-390 | OTHER EXPENSES                           | 2,500                | 2,461               | -39                |
| 100-51-51605-400 | MATERIALS                                | 2,000                | 3,435               | 1,435              |
| 100-51-51710-204 | MAINTENANCE CONTRACTS                    | 0                    | 58                  | 58                 |
| 100-51-51850-132 | HEALTH INSURANCE, HRA ADMIN FEES         | 11,000               | 11,221              | 221                |
| 100-51-51850-133 | HRA REIMBURSEMENTS                       | 4,050                | 3,953               | -97                |
| 100-51-51850-134 | DENTAL INSURANCE                         | 603                  | 606                 | 3                  |
| 100-51-51850-136 | LIFE/DISABILITY INSURANCE                | 717                  | 826                 | 109                |
| 100-51-51850-140 | CLOTHING ALLOWANCE                       | 950                  | 603                 | -347               |
| 100-51-51850-395 | HEALTH (TESTS, EAP)                      | 500                  | 1,277               | 777                |
| 100-51-51930-399 | PROPERTY AND LIABILITY INSURANCE         | 40,000               | 45,600              | 5,600              |
| 100-51-51938-399 | OTHER INSURANCE                          | 0                    | 39                  | 39                 |
| 100-51-51940-399 | EMPLOYEE BOND INSURANCE                  | 50                   | 0                   | -50                |
| 100-52-52100-110 | PAYROLL                                  | 75,031               | 74,961              | -70                |
| 100-52-52100-111 | LONGEVITY PAY                            | 1,501                | 1,501               | 0                  |
| 100-52-52100-120 | FICA                                     | 5,855                | 5,733               | -122               |
| 100-52-52100-170 | RETIREMENT                               | 10,102               | 10,108              | 6                  |
| 100-52-52101-110 | PAYROLL                                  | 43,492               | 42,910              | -582               |
| 100-52-52101-120 | FICA                                     | 3,327                | 3,030               | -297               |
| 100-52-52101-170 | RETIREMENT                               | 2,957                | 2,918               | -39                |
| 100-52-52102-110 | PAYROLL                                  | 380,916              | 387,725             | 6,809              |
| 100-52-52102-111 | LONGEVITY PAY                            | 6,720                | 6,720               | 0                  |
| 100-52-52102-120 | FICA                                     | 29,140               | 29,864              | 724                |
| 100-52-52102-135 | HEALTH INSURANCE WAIVER PAYMENTS         | 0                    | 3,000               | 3,000              |
| 100-52-52102-170 | RETIREMENT                               | 50,281               | 52,146              | 1,865              |
| 100-52-52103-110 | PAYROLL                                  | 500                  | 1,260               | 760                |
| 100-52-52103-111 | LONGEVITY PAY                            | 50                   | 10                  | -40                |
| 100-52-52103-120 | FICA                                     | 38                   | 97                  | 59                 |
| 100-52-52103-170 | RETIREMENT                               | 66                   | 0                   | -66                |
| 100-52-52850-132 | HEALTH INSURANCE, HRA ADMIN FEES         | 74,200               | 68,776              | -5,424             |
| 100-52-52850-133 | HRA REIMBURSEMENTS                       | 24,750               | 6,915               | -17,835            |
| 100-52-52850-134 | DENTAL INSURANCE                         | 4,337                | 4,041               | -296               |
| 100-52-52850-136 | LIFE/DISABILITY INSURANCE                | 2,045                | 2,030               | -15                |

| Account #        | Description of Account        | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------|-------------------------------|----------------------|---------------------|--------------------|
| 100-52-52100-140 | CLOTHING ALLOWANCE/BODY ARMOR | 4,000                | 2,151               | -1,849             |
| 100-52-52100-160 | EDUCATION                     | 1,000                | 1,368               | 368                |
| 100-52-52100-220 | UTILITIES, TELEPHONE          | 17,500               | 14,389              | -3,111             |
| 100-52-52100-310 | OFFICE & EVIDENCE SUPPLIES    | 3,250                | 1,798               | -1,452             |
| 100-52-52100-312 | COMPUTER SUPPLIES             | 8,000                | 5,917               | -2,083             |
| 100-52-52100-320 | DUES/SUBSCRIPTIONS            | 300                  | 0                   | -300               |
| 100-52-52100-330 | TRAVEL, MEALS, SEMINARS       | 100                  | 493                 | 393                |
| 100-52-52100-362 | VEHICLE MAINTENANCE           | 5,600                | 2,736               | -2,864             |
| 100-52-52100-363 | VEHICLE FUEL                  | 14,000               | 12,119              | -1,881             |
| 100-52-52100-390 | OTHER/BLOOD DRAWS             | 11,000               | 11,938              | 938                |
| 100-52-52100-391 | CRIME PREV DONATIONS EXPENSED | 500                  | 4,645               | 4,145              |
| 100-52-52100-395 | HEALTH, SHOTS, PSYCH EXAMS    | 750                  | 200                 | -550               |
| 100-52-52105-204 | MAINTENANCE CONTRACTS         | 0                    | 1,572               | 1,572              |
| 100-52-52105-340 | SUPPLIES                      | 500                  | 618                 | 118                |
| 100-52-52105-390 | OTHER EXPENSES                | 500                  | 102                 | -398               |
| 100-52-52105-400 | MATERIALS                     | 250                  | 0                   | -250               |
| 100-52-52110-110 | PAYROLL                       | 10,700               | 10,200              | -500               |
| 100-52-52110-120 | FICA                          | 819                  | 780                 | -39                |
| 100-52-52110-170 | RETIREMENT                    | 728                  | 120                 | -608               |
| 100-52-52110-140 | SAFETY CLOTHING/EQUIPMENT     | 250                  | 352                 | 102                |
| 100-52-52110-390 | OTHER EXPENSES                | 250                  | -70                 | -320               |
| 100-52-52220-213 | AUDIT                         | 650                  | 1,598               | 948                |
| 100-52-52220-397 | STATE INS. REV. PAYMT         | 10,756               | 12,773              | 2,017              |
| 100-52-52220-399 | BUDGET                        | 92,961               | 91,256              | -1,705             |
| 100-52-52400-110 | PAYROLL                       | 15,000               | 18,575              | 3,575              |
| 100-52-52400-111 | LONGEVITY PAY                 | 644                  | 649                 | 5                  |
| 100-52-52400-120 | FICA                          | 1,148                | 1,471               | 323                |
| 100-52-52400-215 | BUILDING INSPECT'N-FEES PAID  | 0                    | 1,530               | 1,530              |
| 100-52-52400-310 | SUPPLIES                      | 500                  | 340                 | -160               |
| 100-52-52400-330 | TRAVEL/SEMINARS               | 100                  | 0                   | -100               |
| 100-52-52500-220 | CIVIL DEFENSE SIREN UTILITIES | 1,350                | 1,458               | 108                |
| 100-53-53010-110 | PAYROLL                       | 1,000                | 0                   | -1,000             |
| 100-53-53010-120 | FICA/MED                      | 77                   | 0                   | -77                |
| 100-53-53010-170 | RETIREMENT                    | 68                   | 0                   | -68                |
| 100-53-53010-330 | PUB WORKS EDU TRAVEL/SEMINARS | 0                    | 1,536               | 1,536              |
| 100-53-53010-390 | OTHER EXPENSES                | 751                  | 30                  | -721               |
| 100-53-53100-120 | FICA/MED                      | 3,060                | 3,279               | 219                |
| 100-53-53100-135 | HEALTH INS WAIVER             | 3,000                | 2,750               | -250               |
| 100-53-53100-140 | CLOTHING ALLOWANCE            | 450                  | 135                 | -315               |
| 100-53-53100-320 | DUES/SUBSCRIPTIONS            | 500                  | 0                   | -500               |
| 100-53-53100-330 | TRAVEL/SEMINARS               | 1,000                | 570                 | -430               |
| 100-53-53110-110 | PAYROLL                       | 2,000                | 749                 | -1,251             |
| 100-53-53110-120 | FICA/MED                      | 153                  | 56                  | -97                |
| 100-53-53110-170 | RETIREMENT                    | 136                  | 51                  | -85                |
| 100-53-53110-410 | MAINTENANCE                   | 10,000               | 14,994              | 4,994              |
| 100-53-53110-411 | FUEL                          | 6,000                | 5,603               | -397               |
| 100-53-53130-410 | MAINTENANCE                   | 1,500                | 929                 | -571               |
| 100-53-53130-411 | FUEL                          | 2,000                | 1,333               | -667               |
| 100-53-53300-110 | PAYROLL                       | 110,991              | 169,076             | 58,085             |
| 100-53-53300-135 | HEALTH INS WAIVER             | 3,825                | 3,625               | -200               |
| 100-53-53300-111 | LONGEVITY PAY                 | 605                  | 1,021               | 416                |
| 100-53-53300-120 | FICA                          | 8,491                | 12,978              | 4,487              |
| 100-53-53300-170 | RETIREMENT                    | 7,547                | 10,309              | 2,762              |

| Account #        | Description of Account             | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------|------------------------------------|----------------------|---------------------|--------------------|
| 100-53-53300-202 | PROFESSIONAL SERVICES              | 3,250                | 4,337               | 1,087              |
| 100-53-53300-220 | UTILITIES, PHONE, INTERNET         | 1,500                | 2,825               | 1,325              |
| 100-53-53300-230 | CONTRACTUAL, I.E. CRACKS, SWEEPING | 60,000               | 56,087              | -3,913             |
| 100-53-53300-312 | COMPUTER SUPPLIES                  | 500                  | 1,115               | 615                |
| 100-53-53300-340 | CLEANING SUPPLIES                  | 500                  | 1,342               | 842                |
| 100-53-53300-390 | OTHER EXPENSES, FUEL               | 2,000                | 3,338               | 1,338              |
| 100-53-53300-400 | MATERIALS                          | 5,000                | 6,305               | 1,305              |
| 100-53-53300-410 | MAINTENANCE PARTS, SUPPLIES        | 3,000                | 6,863               | 3,863              |
| 100-53-53300-415 | COUNTY                             | 5,000                | 4,370               | -630               |
| 100-53-53850-132 | HEALTH INSURANCE, HRA ADMIN FEES   | 18,202               | 19,173              | 971                |
| 100-53-53850-133 | HRA REIMBURSEMENTS                 | 5,625                | 27                  | -5,598             |
| 100-53-53850-134 | DENTAL INSURANCE                   | 1,082                | 1,191               | 109                |
| 100-53-53850-136 | LIFE/DISABILITY INSURANCE          | 2,300                | 785                 | -1,515             |
| 100-53-53850-140 | BOOT/GLASSES/CLOTHING ALLOWANCE    | 2,200                | 2,640               | 440                |
| 100-53-53850-180 | OTHER, TESTS, SHOTS, ETC           | 150                  | 0                   | -150               |
| 100-53-53310-110 | PAYROLL                            | 12,000               | 13,447              | 1,447              |
| 100-53-53310-120 | FICA                               | 918                  | 1,009               | 91                 |
| 100-53-53310-170 | RETIREMENT                         | 816                  | 741                 | -75                |
| 100-53-53310-202 | PROFESSIONAL SERVICES              | 500                  | 0                   | -500               |
| 100-53-53310-390 | OTHER, FUEL                        | 2,000                | 1,621               | -379               |
| 100-53-53310-400 | MATERIALS                          | 1,250                | 779                 | -471               |
| 100-53-53310-415 | COUNTY                             | 35,000               | 41,854              | 6,854              |
| 100-53-53410-400 | MATERIALS                          | 2,000                | 1,548               | -452               |
| 100-53-53410-415 | COUNTY                             | 500                  | 0                   | -500               |
| 100-53-53420-202 | PROFESSIONAL SERVICES              | 500                  | 734                 | 234                |
| 100-53-53420-220 | UTILITIES                          | 40,000               | 43,465              | 3,465              |
| 100-53-53420-400 | MATERIALS                          | 500                  | 4,980               | 4,480              |
| 100-53-53430-230 | CONTRACTUAL                        | 1,500                | 27,555              | 26,055             |
| 100-53-53440-202 | PROFESSIONAL SERVICES              | 500                  | 5,536               | 5,036              |
| 100-53-53440-400 | MATERIALS                          | 1,000                | 945                 | -55                |
| 100-53-53620-202 | PROFESSIONAL CONTRACT, OTHER       | 130,000              | 128,332             | -1,668             |
| 100-53-53630-110 | PAYROLL                            | 1,500                | 0                   | -1,500             |
| 100-53-53630-120 | FICA                               | 115                  | 0                   | -115               |
| 100-53-53630-170 | RETIREMENT                         | 102                  | 0                   | -102               |
| 100-53-53630-202 | CONTRACTUAL                        | 7,000                | 3,375               | -3,625             |
| 100-53-53630-390 | OTHER, FUEL                        | 500                  | 241                 | -259               |
| 100-53-53630-400 | MATERIALS                          | 500                  | 359                 | -141               |
| 100-53-53640-400 | MATERIALS                          | 250                  | 0                   | -250               |
| 100-54-54100-399 | ANIMAL CONTROL - STRAY FEES        | 800                  | 1,403               | 603                |
| 100-54-54910-110 | PAYROLL                            | 11,705               | 5,701               | -6,004             |
| 100-54-54910-120 | FICA                               | 895                  | 485                 | -410               |
| 100-54-54910-135 | HEALTH INSURANCE WAIVER PAYMENTS   | 1,300                | 625                 | -675               |
| 100-54-54910-170 | REITREMENT                         | 796                  | 254                 | -542               |
| 100-54-54910-202 | CEMETERY CARE SERVICES             | 12,500               | 13,210              | 710                |
| 100-54-54910-204 | EQUIP/PROGRAM MAINT.               | 800                  | 790                 | -10                |
| 100-54-54910-220 | UTILITIES                          | 300                  | 267                 | -33                |
| 100-54-54910-400 | MATERIALS                          | 1,000                | 80                  | -920               |
| 100-55-55100-110 | PAYROLL                            | 49,877               | 49,830              | -47                |
| 100-55-55100-120 | FICA                               | 3,899                | 3,819               | -80                |
| 100-55-55100-170 | RETIREMENT                         | 3,466                | 3,463               | -3                 |
| 100-55-55100-330 | TRAVEL, SEMINARS                   | 500                  | 1,279               | 779                |
| 100-55-55101-110 | PAYROLL                            | 115,879              | 113,002             | -2,877             |
| 100-55-55101-111 | LONGEVITY                          | 91                   | 0                   | -91                |

| Account #        | Description of Account                 | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------|----------------------------------------|----------------------|---------------------|--------------------|
| 100-55-55101-120 | FICA                                   | 8,872                | 8,645               | -227               |
| 100-55-55101-170 | RETIREMENT                             | 7,886                | 5,139               | -2,747             |
| 100-55-55100-202 | PROFESSIONAL SERVICES                  | 500                  | 300                 | -200               |
| 100-55-55100-204 | MAINTENANCE CONTRACTS                  | 460                  | 1,391               | 931                |
| 100-55-55100-220 | UTILITIES                              | 7,500                | 8,289               | 789                |
| 100-55-55100-310 | BOOKS,MAGS,PROGRAM & OFFICE SUPPLI     | 35,500               | 39,770              | 4,270              |
| 100-55-55100-320 | DUES                                   | 200                  | 149                 | -51                |
| 100-55-55100-340 | BUILDING MAINT. SUPPLIES               | 300                  | 0                   | -300               |
| 100-55-55100-390 | OTHER SUPPLIES/EXPENSES                | 250                  | 78                  | -172               |
| 100-55-55100-399 | PROPERTY AND LIABILITY INSURANCE       | 923                  | 0                   | -923               |
| 100-55-55850-132 | HEALTH INSURANCE, HRA ADMIN FEES       | 5,554                | 5,653               | 99                 |
| 100-55-55850-133 | HRA REIMBURSEMENTS                     | 2,250                | 0                   | -2,250             |
| 100-55-55850-134 | DENTAL                                 | 316                  | 318                 | 2                  |
| 100-55-55850-136 | LIFE/DISABILITY INSURANCE              | 185                  | 167                 | -18                |
| 100-55-55850-140 | CLOTHING ALLOWANCE                     | 300                  | 78                  | -222               |
| 100-55-55850-395 | HEALTH (TESTS, EAP)                    | 300                  | 0                   | -300               |
| 100-55-55150-110 | PAYROLL                                | 13,526               | 7,113               | -6,413             |
| 100-55-55150-111 | LONGEVITY                              | 58                   | 34                  | -24                |
| 100-55-55150-120 | FICA/MED                               | 1,035                | 597                 | -438               |
| 100-55-55150-135 | HEALTH INSURANCE WAIVER PAYMENTS       | 1,300                | 625                 | -675               |
| 100-55-55150-170 | RETIREMENT                             | 920                  | 202                 | -718               |
| 100-55-55150-202 | PROFESSIONAL SERVICES                  | 530                  | 444                 | -86                |
| 100-55-55150-340 | MAINTANANCE SUPPLIES                   | 500                  | 722                 | 222                |
| 100-55-55150-390 | OTHER                                  | 500                  | 174                 | -326               |
| 100-55-55130-202 | PROFESSIONAL SERVICES                  | 0                    | 487                 | 487                |
| 100-55-55130-220 | UTILITIES                              | 0                    | 123                 | 123                |
| 100-55-55200-110 | PAYROLL                                | 0                    | 6,383               | 6,383              |
| 100-55-55200-120 | FICA                                   | 0                    | 486                 | 486                |
| 100-55-55200-170 | RETIREMENT                             | 0                    | 124                 | 124                |
| 100-55-55200-363 | FUEL                                   | 250                  | 0                   | -250               |
| 100-55-55200-390 | OTHER EXPENSES & FORESTRY BOARD        | 6,500                | 4,533               | -1,967             |
| 100-55-55200-400 | MATERIALS                              | 2,750                | 2,750               | 0                  |
| 100-55-55210-202 | PROFESSIONAL SERVICES                  | 2,500                | 20,183              | 17,683             |
| 100-55-55210-220 | UTILITIES, TELEPHONE                   | 4,000                | 5,798               | 1,798              |
| 100-55-55220-220 | UTILITIES                              | 1,500                | 897                 | -603               |
| 100-55-55220-340 | MAINT. SUPPLIES                        | 300                  | 769                 | 469                |
| 100-55-55220-390 | OTHER                                  | 750                  | 305                 | -445               |
| 100-55-55220-400 | MATERIALS (BALL FIELDS, TENNIS COURT,I | 750                  | 600                 | -150               |
| 100-55-55230-220 | UTILITIES                              | 900                  | 928                 | 28                 |
| 100-55-55230-340 | MAINTENANCE MATERIALS                  | 500                  | 1,527               | 1,027              |
| 100-55-55230-390 | OTHER EXPENSES                         | 500                  | 374                 | -126               |
| 100-55-55230-400 | MATERIALS                              | 1,000                | 1,317               | 317                |
| 100-55-55255-400 | MATERIALS                              | 500                  | 120                 | -380               |
| 100-55-55260-220 | UTILITIES                              | 300                  | 277                 | -23                |
| 100-55-55260-400 | MATERIALS                              | 500                  | 735                 | 235                |
| 100-55-55265-220 | UTILITIES                              | 500                  | 1,447               | 947                |
| 100-55-55265-340 | MAINTENANCE MATERIALS                  | 250                  | 320                 | 70                 |
| 100-55-55265-390 | OTHER EXPENSES                         | 250                  | 0                   | -250               |
| 100-55-55265-400 | MATERIALS                              | 1,000                | 0                   | -1,000             |
| 100-55-55290-400 | BOAT LANDING                           | 250                  | -124                | -374               |
| 100-55-55300-110 | PAYROLL                                | 17,657               | 26,627              | 8,970              |
| 100-55-55300-120 | FICA                                   | 1,351                | 2,037               | 686                |
| 100-55-55300-320 | DUES/SUBSCRIPTIONS                     | 160                  | 0                   | -160               |

| Account #        | Description of Account             | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------|------------------------------------|----------------------|---------------------|--------------------|
| 100-55-55300-390 | SUPPLIES/EXPENSES                  | 8,000                | 8,912               | 912                |
| 100-55-55340-390 | OTHER EXPENSES                     | 250                  | 0                   | -250               |
| 100-55-55340-398 | SENIOR ACTIVITIES COMMITTEE        | 100                  | 1,230               | 1,130              |
| 100-55-55340-399 | HALLOWEEN SUPPLIES                 | 750                  | 1,712               | 962                |
| 100-55-55340-400 | MATERIALS                          | 500                  | 0                   | -500               |
| 100-55-55350-390 | STAFF EVENTS, WELLNESS MEETINGS    | 1000                 | 475                 | -525               |
| 100-55-55350-400 | WINTER DECORATIONS                 | 350                  | 683                 | 333                |
| 100-55-55420-202 | PROF SERVICES                      | 0                    | 2,500               | 2,500              |
| 100-55-55420-340 | MAINTENANCE SUPPLIES               | 250                  | 0                   | -250               |
| 100-55-55420-400 | MATERIALS                          | 250                  | 317                 | 67                 |
| 100-56-56660-202 | COMPREHENSIVE PLAN UPDATE EXPENSES | 0                    | 12,400              | 12,400             |
| 100-56-56710-202 | PROFESSIONAL SERVICES              | 5,200                | 0                   | -5,200             |
| 100-56-56710-310 | NEWSLETTER SUPPLIES, PRINTING, ETC | 0                    | 7,309               | 7,309              |
| 100-56-56710-312 | WEBSITE DEVELOPMENT & MAINT        | 650                  | 1,834               | 1,184              |
| 100-56-56710-390 | MISC., FUNERAL PLANTS              | 300                  | 0                   | -300               |
| 100-56-56730-220 | CONTRACTUAL                        | 750                  | 0                   | -750               |
|                  | COMPREHENSIVE PLAN UPDATE EXPENSES | 10,000               | 0                   | -10,000            |
|                  | DAM/BRIDGE INSPECTION RESERVE FUND | 2,500                | 0                   | -2,500             |

| Fund 100 General Fund Revenue |                                  |         |         |        |
|-------------------------------|----------------------------------|---------|---------|--------|
| 100-49-49300-000              | Reserve Fund Comprehensiv Plan   | 0       | 2,400   | 2,400  |
| 100-49-49300-000              | Reserve Fund Stormwater          | 0       | 5,036   | 5,036  |
| 100-41-41320-000              | County Hs'g - In Lieu of Taxes   | 5,321   | 5,623   | 302    |
| 100-41-41800-000              | Interest/Penalty on Taxes        | 15      | 0       | -15    |
| 100-43-43410-000              | Wisconsin Shared Revenue         | 466,899 | 466,950 | 51     |
| 100-43-43420-000              | Wis. Fire Insurance Tax          | 10,756  | 12,773  | 2,017  |
| 100-43-43530-000              | State Aid - Roads                | 176,556 | 176,579 | 23     |
| 100-43-43710-000              | County Sales Tax                 | 38,673  | 41,374  | 2,701  |
| 100-43-43730-000              | County Aid - Vet Graves          | 309     | 419     | 110    |
| 100-43-43810-000              | Public Safety Grants             | 2,500   | 2,383   | -117   |
| 100-44-44110-000              | Liquor & Beer Licenses           | 6,000   | 5,898   | -102   |
| 100-44-44120-000              | Operator Licenses                | 2,800   | 2,260   | -540   |
| 100-44-44170-000              | Cable TV Franchise Revenue       | 28,800  | 29,663  | 863    |
| 100-44-44230-000              | Dog Licenses                     | 3,500   | 3,980   | 480    |
| 100-44-44240-000              | Event Permits                    | 350     | 268     | -82    |
| 100-44-44300-000              | Building Permits                 | 30,000  | 21,279  | -8,721 |
| 100-44-44310-000              | State Building Seals             | 350     | 264     | -86    |
| 100-44-44320-000              | Sidewalk, Driveway, etc. Permits | 2,000   | 750     | -1,250 |
| 100-44-44410-000              | Sign Permits                     | 30      | 0       | -30    |
| 100-44-44900-000              | Water & Sewer Hook-up Fees       | 4,000   | 412     | -3,588 |
| 100-44-44911-000              | R-O-W Permit Funds               | 1,500   | 2,750   | 1,250  |
| 100-45-45110-000              | Court Fines & Forfeitures        | 48,000  | 48,731  | 731    |
| 100-45-45130-000              | Parking Violation Fines          | 7,500   | 6,200   | -1,300 |
| 100-45-45190-000              | Code Enforcement/NSF fees        | 150     | 30      | -120   |
| 100-45-45230-000              | Judgements/Damages               | 0       | 765     | 765    |
| 100-45-45240-000              | OWI Blood Draw Fees              | 50      | 0       | -50    |
| 100-46-46100-000              | Publication Fees                 | 500     | 182     | -318   |
| 100-46-46120-000              | Real Estate Inquiry Fees         | 3,000   | 2,130   | -870   |
| 100-46-46180-000              | Copier & Fax Charges             | 100     | 32      | -68    |
| 100-46-46200-000              | Police Dept. Fees- Reports       | 200     | 135     | -65    |
| 100-46-46230-000              | Fire call fees                   | 2,000   | 2,600   | 600    |
| 100-46-46430-000              | Recycling Cart fees              | 1,500   | 375     | -1,125 |
| 100-46-46540-000              | Cemetery Sales, Charges          | 10,000  | 23,050  | 13,050 |



| Account #        | Description of Account        | 2023 Approved Budget | 2023 Amended Budget | Amending Line Item |
|------------------|-------------------------------|----------------------|---------------------|--------------------|
| 100-46-46550-000 | Cemetery Perp Care Fees       | 3,000                | 9,600               | 6,600              |
| 100-46-46710-000 | Library Fines                 | 500                  | 1,309               | 809                |
| 100-46-46720-000 | Library Copier/Fax Charges    | 1,200                | 1,092               | -108               |
| 100-46-46730-000 | Alonzo Park Rent              | 600                  | 520                 | -80                |
| 100-46-46737-000 | Boat launch fees              | 1,000                | 629                 | -371               |
| 100-46-46740-000 | Rec Dept. - Summer Rec Fees   | 23,000               | 20,125              | -2,875             |
| 100-46-46750-000 | Rec Dept. - Field Trip Fees   | 8,000                | 5,517               | -2,483             |
| 100-46-46800-000 | Opera House rent              | 7,300                | 6,000               | -1,300             |
| 100-46-46805-000 | Community Center rent         | 1,500                | 2,550               | 1,050              |
| 100-48-48100-000 | Interest on Investments       | 20,000               | 107,090             | 87,090             |
| 100-48-48330-000 | Sale of Street Dept. Scrap    | 1,500                | 2,620               | 1,120              |
| 100-48-48340-000 | Sale of Vehicles              | 17,500               | 4,837               | -12,663            |
| 100-48-48500-000 | Donations - General           | 0                    | 10                  | 10                 |
| 100-48-48501-000 | Donations - Senior Activities | 100                  | 2,375               | 2,275              |
| 100-48-48518-000 | Grant - Elections             | 0                    | 1,038               | 1,038              |
| 100-48-48540-000 | Donations - Parks             | 0                    | 10,014              | 10,014             |
| 100-48-48592-000 | Donations - Vet Mem bricks    | 0                    | 150                 | 150                |
| 100-48-48800-000 | Donations - Crime Prevention  | 0                    | 7,851               | 7,851              |
| 100-48-48900-000 | Miscellaneous Income          | 10,000               | 0                   | -10,000            |

| FUND 230 ARPA    |                         |         |         |        |
|------------------|-------------------------|---------|---------|--------|
| 230-111000       | Federal Grants          | 152,397 | 152,616 | 219    |
| 230-48-48100-000 | Interest On investments | 0       | 7,272   | 7,272  |
| 230-57-57140-000 | Security Camera System  | 0       | 23,995  | 23,995 |

BE IT FURTHER RESOLVED that this resolution shall take effect upon publication as required by Wisconsin State Statute 65.90(5)(a).

IT IS SO RESOLVED THIS 15th Day of February, 2024

BY THE BOARD

Ayes \_\_\_\_\_

\_\_\_\_\_  
Jeanne Bellile, President

Nays \_\_\_\_\_

\_\_\_\_\_  
Jane Booth, Clerk Treasurer

VILLAGE OF HORTONVILLE

R – 06– 24

RESOLUTION TO AMEND VILLAGE PERSONNEL MANUAL

WHEREAS, the Village of Hortonville Board of Trustees recognizes the need to periodically update or amend the Village personnel manual; and

NOW, THEREFORE BE IT RESOLVED: the changes made in personnel manual reflect the change listed below, as of February 15<sup>th</sup>, 2024.

Non – Exempt Employees

- All full-time and permanent part-time employees will receive upon hire a credit of \$150.00 to obtain Village embroidered clothing. Employees will be able to choose from a selection of options that each department head has picked out. Employees that don't have a clothing allowance will receive another \$100.00 annually at the start of the fiscal year. Employees are encouraged to represent the Village by wearing this apparel, you should remember that you are acting as a representative of the Village while wearing apparel, during working hours and non-working hours.

ADOPTED this 15<sup>th</sup> day of February 2024.

BY THE VILLAGE BOARD

Ayes \_\_\_\_\_

\_\_\_\_\_  
Jeanne Bellile, Village President

Nays \_\_\_\_\_

\_\_\_\_\_  
Jane Booth, Clerk/Treasurer

## Attachment A

### **Current Personnel Manual**

#### Non – Exempt Employees

- All full-time and permanent part-time employees will receive upon hire a credit of \$150.00 to obtain Village embroidered clothing. Employees will be able to choose from a selection of options that each department head has picked out. Employees that don't have a clothing allowance will receive another \$100.00 every year on their anniversary date. Employees are encouraged to represent the Village by wearing this apparel, you should remember that you are acting as a representative of the Village while wearing apparel, during working hours and non-working hours

### **Proposed Change**

#### Non – Exempt Employees

- All full-time and permanent part-time employees will receive upon hire a credit of \$150.00 to obtain Village embroidered clothing. Employees will be able to choose from a selection of options that each department head has picked out. Employees that don't have a clothing allowance will receive another \$100.00 annually at the start of the fiscal year ~~every year on their anniversary date~~. Employees are encouraged to represent the Village by wearing this apparel, you should remember that you are acting as a representative of the Village while wearing apparel, during working hours and non-working hours.

### **Summary**

- This change has no impact on the budget this year because this was how we originally budgeted the clothing this year.
- The goal of this change is to make it easier for departments heads to budget and makes it consistent with other departments clothing allowance.

VILLAGE OF HORTONVILLE  
R – 07 - 24  
2024 BUDGET AMENDMENT FOR CHRISTMAS TREE EVENT & OTTO MILLER PARK

WHEREAS, the Villages Funds did not have adequate appropriations made in the 2024 Budget to fund various items,

THEREFORE BE IT RESOLVED that the following amounts are changed (added to or subtracted from) as listed.

Expenditure increases/decreases allowed by revenues or transfers to cover expenses:

| Account #                     | Description of Account               | 2024 Approved Budget | 2024 Amended Budget | Amending Line Item |
|-------------------------------|--------------------------------------|----------------------|---------------------|--------------------|
| Fund 100 General Fund Revenue |                                      |                      |                     |                    |
| 100-48-48542-000              | Donations - Hometown Hoilday         | 5,000                | 0                   | -5,000             |
| 100-49-49300-000              | Hometown Holiday Event Reserve       | 0                    | 5,000               | 5,000              |
| 100-53-53300-202              | Public Works - Professional Services | 5,000                | 255                 | -4,745             |
| 100-55-55210-202              | Otto Miller - Professional Services  | 22,500               | 27,245              | 4,745              |

BE IT FURTHER RESOLVED that this resolution shall take effect upon publication as required by Wisconsin State Statute 65.90(5)(a).

IT IS SO RESOLVED THIS 15th Day of February, 2024

BY THE BOARD

Ayes \_\_\_\_\_

\_\_\_\_\_  
Jeanne Bellile, President

Nays \_\_\_\_\_

\_\_\_\_\_  
Jane Booth, Clerk Treasurer

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



Phone: 920-779-6011  
Fax: 920-779-6552  
[www.hortonvillewi.org](http://www.hortonvillewi.org)

## ADMINISTRATION

[clerktreas@hortonville.wi.gov](mailto:clerktreas@hortonville.wi.gov)

**FEBRUARY 15, 2024**

### LICENSES

### ELECTIONS

- Mail absentee ballots as we receive the requests
- Daily DMV checks and Reg List Alerts in WisVote
- Held In Person Absentee Voting Feb 6 - Feb 16
- Presidential Preference ballots – UOCAVA deadline to mail is Feb 15
- Held the public test of voting equipment
- Ordered ballot quantity for the April 2, 2024 Spring Presidential Preference Primary and Spring Election

### WEBINARS/ZOOM MEETINGS/TRAININGS

- Weekly Department Head Meetings
- Weekly Staff Meetings
- WEC Zoom training – Contingency Planning
- WEC Zoom training – Badger Book

### FINANCES

- Daily bank deposits
- Balance and reconcile accounts/journal entries/prepare invoices
- Prepared EBC/HRA Reimbursement Invoices/other various invoices
- Budget preparations
- Import budget numbers into CIVIC – both Village, W&S and Library
- Finalize tax payments – February payments to Outagamie County, BOLD, FVTC and HHSD

### PUBLICATIONS

- Public Hearing – Alley #3 Special Assessments
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### PUBLIC RECORD REQUESTS

### OTHER

- Village Board agendas & packets, committee agendas
- Village Board minutes, committee minutes
- Other Committee/Commission meeting agendas & minutes as needed

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## 2/15/2024 Director of Public Works Report

### Meetings attended:

- Staff meetings
- Department head meetings
- BOLD meeting 2/13
- Calls/emails with MSA to work on GIS and needs
- Calls/emails with EOR reviewing their work in Black Otter Creek
- Meeting with Hortonville Youth Sports group about Otto Miller Park
- Meeting with Ayers and Associates about downtown areas
- Otto Miller Park Master Plan calls with Martenson & Eisele
- Calls/emails with McMahon and emails about Westwind construction
- Meeting with MSA for Comprehensive Planning

### Current and past projects include:

- RFP for watershed management planning for Black Otter Lake goes out 2/16/24
- Corrosion Control DNR Worksheet to finish off Lead and Copper exceedance requirements
- Westwind Construction
- 2-Year & 5-Year CIP planning
- Phosphorus reduction planning with McMahon
- Site Surveys for potential stream restoration solutions
- Master Planning at Otto Miller Park
- Hired new custodian Herb Sherman started 2/12/24
- Ongoing Alonzo Park upgrades with McMahon and Parkitecture
- Hwy 15 project McMahon

Sincerely,

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



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## Police Chief Report—February 2- February 15, 2024

### Community Programs

- Working on setting up a date for a Stuff the Cruiser. The Hortonville Food Pantry called and asked that we help stock the shelves.

### Training and Department Meetings

- Department head meetings
- Ofc Hauser, Sweeney, Stephens, Heiden and Chief Brownson attended Legal Update 2023 in Black Creek.
- Attended the Outagamie County CCR/SART meeting

### Misc Information

- Processed several evidence requests for the DA's office and municipal court.
- Submitted UFAD and Narcan reports
- Completed \*\*\* The ATV/UTV signs were moved from Midway Rd and Nye St to the corner of the Industrial Park and Nye St. Several other signs then needed to be removed due to the extension of the routes.
- I have reached out to the county to get an update on MM approval/denial and to discuss Main St to Greendale and M to MM. I am waiting for a call back.

Hortonville Call Report



| Run No.       | Alert Date & Time   | EnRoute  | At Scene                            | Resp Time/Responded From | Code              | Problem                   | Destination                        | Transport Mode             |
|---------------|---------------------|----------|-------------------------------------|--------------------------|-------------------|---------------------------|------------------------------------|----------------------------|
| 397 24        | 2024-01-04 17:23:18 | 17:23:54 | 17:36:47                            | 00:13:29                 | 1405 MILL ST      | 2 Sick Person             | ThedaCare Reg Med Ctr - Appleton   | Non Emergency              |
| 455 24        | 2024-01-05 08:51:41 | 08:51:49 | 09:00:31                            | 00:08:50                 | 1405 MILL ST      | 1 Allergies               | Hortonville High School            | Emergency                  |
| 637 24        | 2024-01-06 21:31:31 | 21:32:31 | 21:43:13                            | 00:11:42                 | 1405 MILL ST      | 1 Breathing Problems      | <None>                             | Emergency                  |
| 715 24        | 2024-01-07 23:55:52 | 23:56:56 | 00:10:00                            | 00:14:08                 | 1405 MILL ST      | 1 Injestion / Poisoning   | ThedaCare Reg Med Ctr - Appleton   | Emergency                  |
| 1174 24       | 2024-01-12 07:42:13 | 07:42:15 | 07:55:43                            | 00:13:30                 | 1405 MILL ST      | 2 Traumatic Injury        | ThedaCare Med Ctr - New London     | Non Emergency              |
| 1440 24       | 2024-01-14 16:58:25 | 16:58:26 | 17:17:35                            | 00:19:10                 | 2316 W NORDALE DR | 2 Abdominal Pain          | Ascension - St. Elizabeth Hospital | Non Emergency              |
| 1660 24       | 2024-01-16 16:57:42 | 16:58:14 | 17:09:22                            | 00:11:40                 | 1405 MILL ST      | 1 Convulsions / Seizures  | ThedaCare Med Ctr - New London     | Emergency                  |
| 1813 24       | 2024-01-17 21:52:30 | 21:52:32 | 22:08:39                            | 00:16:09                 | 1818 N MEADE ST   | 2 Traumatic Injury        | <None>                             | Downgrade to Non-Emergency |
| 2031 24       | 2024-01-20 10:23:39 | 10:24:15 | 10:37:15                            | 00:13:36                 | 1405 MILL ST      | 2 Sick Person             | ThedaCare Med Ctr - New London     | Non Emergency              |
| 2038 24       | 2024-01-20 11:10:11 | 11:10:13 | 11:17:12                            | 00:07:01                 | 1405 MILL ST      | 1 Diabetic Problems       | <None>                             | Emergency                  |
| 2123 24       | 2024-01-21 12:43:02 | 12:43:19 | 12:52:49                            | 00:09:47                 | 1405 MILL ST      | 1 Chest Pain              | ThedaCare Med Ctr - New London     | Emergency                  |
| 2232 24       | 2024-01-22 16:24:00 | 16:24:02 | 16:42:27                            | 00:18:27                 | 1818 N MEADE ST   | 2 Abdominal Pain          | Ascension - St. Elizabeth Hospital | Non Emergency              |
| 2317 24       | 2024-01-23 11:45:54 | 11:46:51 | 12:06:19                            | 00:20:25                 | 3925 N GATEWAY DR | 2 Sick Person             | ThedaCare Med Ctr - New London     | Non Emergency              |
| 2590 24       | 2024-01-26 07:54:31 | 07:55:50 | 08:06:59                            | 00:12:28                 | 1405 MILL ST      | 1 Unconscious / Fainting  | <None>                             | Emergency                  |
| 2636 24       | 2024-01-26 14:00:19 | 14:01:01 | 14:13:33                            | 00:13:14                 | 1405 MILL ST      | 2 Hemorrhage / Laceration | ThedaCare Reg Med Ctr - Appleton   | Non Emergency              |
| 2949 24       | 2024-01-29 18:19:56 | 18:20:19 | 18:32:57                            | 00:13:01                 | 1405 MILL ST      | 1 Breathing Problems      | ThedaCare Med Ctr - New London     | Emergency                  |
| Non-Emergency |                     | 8        | Avg Response Time - Emergency       |                          | 00:11:04          |                           |                                    |                            |
| Emergency     |                     | 8        | Avg Response Time - Non-Emergency   |                          | 00:16:00          |                           |                                    |                            |
| Stand-By      |                     | 0        | Downgraded to Non-Emergency Enroute |                          |                   |                           |                                    |                            |
| Total         |                     | 16       | Upgraded to Emergency Enroute       |                          |                   |                           |                                    |                            |