

VILLAGE OF HORTONVILLE
AGENDA OF THE VILLAGE BOARD
MAY 16, 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. May 2, 2024 Regular Board meeting minutes
 - B. Licenses and Permits
 - i. Temporary Class "B" Retailer's License
Hortonville/Hortonia Fire District 700 W Nye Street
Kick Off to Summer May 18, 2024
Jack Kuhnke in charge
 - ii. Temporary Class "B" Retailer's License
American Legion Post 55 Commercial Club Park
American Legion 100th Community Celebration June 22, 2024
Robert Ziegler in charge
 - iii. Temporary Class "B" Retailer's License
Hortonville Stars Baseball Commercial Club Park
Baseball Games May 19th, 29th, 31st, June 7th, 9th,
28th, 30th, July 26th, 28th, August 2nd,
4th, 9th, 11th, 18th, 28th
 - iv. Temporary Class "B" Retailer's License
Hortonville/Hortonia Fire District Otto Miller Park
Annual Fire & EMS Softball Tourney July 26th-July 28th
Jack Kuhnke in charge
 - C. Presentation of accounts and other claims against the Village
6. Preregistered Citizens to be heard. – LIMIT 5 MINUTES
 - A. State name and address
 - B. Comments to be limited to 5 minutes
 - C. Pursuant to WI Statutes 19.83(2) and 19.84(2), The Board's role is to listen to public comments, and not to ask questions, discuss, or take action regarding pre-registered citizens comments.
7. Committee Reports
8. Unfinished Business from Previous Meetings

9. New Business
 - A. Discussion and possible action on Fee Changes for Resolution R-13-24 Reserve Alcohol Licenses
 - B. Discussion and possible action on Nye Street Parking Ordinance O-5-24
 - C. Discussion and possible action on Driveway Ordinance O-6-24
 - D. Discussion and possible action on updating Zoning Code
 - E. Discussion on how to proceed with Downtown Design options
 - F. Discussion and possible action on the appointment of Stephanie Holtz to the Library Board
 - G. Discussion and possible action of cancelation of the July 4th Village Board meeting
10. Report of Village Officials
 - A. Clerk-Treasurer
 - B. Director of Public Works
 - C. Police Chief
 - D. Library Director
 - E. Attorney
 - F. Administrator
 - G. Building Permit Report
 - H. Any other miscellaneous topics for future discussion
11. Communications and Miscellaneous Business
 - A. Black Otter Lake District news
 - B. Hortonville-Hortonia Fire District news
 - C. Gold Cross Ambulance run reports and news
 - D. Hortonville Civic Association
 - E. Senior Activities Committee
12. Comments and suggestions from citizens present
13. Motion to go into Closed Session 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." Purchasing of public properties
14. 5 minute recess to clear meeting room
15. Board to go into Closed Session under State Statute 19.85(1) (e)
16. Board to return to Open Session (roll call vote)
17. Any action on matters discussed in Closed Session
18. Adjournment

NEXT REGULAR VILLAGE BOARD MEETING: JUNE 6, 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
MAY 2, 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, Bob Jewell, Shauna Keel, Jim Moeller, Jane Olk, and Julie Arendt Vanden Heuvel.

Trustees absent:

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

Officials absent: Library Director Alexandria Krause

Consent Agenda

Motion [Arendt Vanden Heuvel/Moeller] to approve as outlined with the correction of Broeniman spelling of last name. Roll call vote, 7 ayes, 0 nays, motion carried.

- A. April 18, 2024 Regular Board meeting minutes
- B. Presentation of accounts and other claims against the Village
- C. Final Invoice for new meters – 120 meters
- D. Discussion and possible action on No Mow May Resolution R-14-24

Agenda Changes

None

Preregistered Citizens to be heard

Mary Ellen Ahlgrim, 665 Commerce Drive, I am here to just restate our opinion for the pavement around our shop. She stated that this is not a reasonable request due to our massive equipment will tear up the pavement. We are here to serve the state of Wisconsin and the residents of Hortonville. We have put up a berm which butts up to Wildwind and have put up a berm on the north end. Within two weeks I do have an excavator that can come in and start putting up a berm on the south end. We don't feel that putting up a berm adjacent to Commerce Drive would be a wise decision based on the fact that there is traffic on Commerce Drive, we feel that could be a hazard as far as coming in and out of our drive and it would block our view. We are proud to be in the industrial park. I just think paving it is not reasonable to do so.

Pat Lund-Moe, 352 Nye Street, and I am here to speak to the Nye Street proposed speed changes. My concern is the safety, the speeding has been a huge issue for a long time. More kids are riding their bikes, and more people are walking. It might be a good idea to skip the 35, going from 45 down to 25. On County Hwy M there is a flashing light and that could help. Other things that might help are the speed monitors, however, the batteries run out very quickly due to the amount of traffic. I wanted to also point out that the map in the packet has 25 starting at Lincoln Street, but it actually starts on the south side of Hortonville. This is a huge safety concern, and it has been like this for years. There are regular walkers and hikers, and it is just very scary, especially for kids getting on and off buses.

Committee Reports

Library Board memo was in the packet.

Unfinished Business from previous meetings

None

New Business

Discussion on Nye Street proposed speed changes

Administrator Treadwell said that Public Safety met and wanted to propose changing the speed limit on Nye Street to 35 mph.

This will be brought back to the board for a vote at a later meeting.

Discussion and Possible Action on Developers Agreement for Grandview Terrace Subdivision

Administrator Treadwell said that the agreement should have been in your packet.

The developer is in charge of the complete road installation. He has two years to put in the full road.

Motion [Moeller/Keel] to approve the developer's agreement for Grandview Terrace Subdivision pending the Villages approval of the final plat.

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

Discussion and Possible Action on N Mill Street Reconstruction Project Bid submittals

DPW Director Steber said that the lowest bid was Don E. Parker and the engineers have gone over everything and our recommendation that the bid be awarded to Don E. Parker.

Motion [Moeller/Olk] to approve the bid from Don E. Parker excavating for the reconstruction of N Mill Street in the amount of \$586,957.06.

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

Discussion and possible action on Committee Members to be appointed.

President Bellile read the proposed committee members to be appointed.

Public Works Committee to appoint Bob Jewell.

Public Safety Committee to appoint Bob Jewell

Public Facilities Committee stays the same.

Library Board to appoint Alexia Jandourek, Christina King, and Ann Seyfert.

Senior Activities Committee to appoint Pat Lund-Moe.

Board of Review to appoint Bob Jewell as alternate member.

Motion [Moeller/Jewell] to accept the committee members to be appointed.

Unanimous voice vote, motion carried.

Discussion and possible action on Effluent Pump

Motion [Moeller/Arendt Vanden Heuvel] to approve the invoice from Crane Engineering for an effluent pump in the amount of \$18,072.00.

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

Discussion and possible action on CSM for Parcel 240043100 and 240043101

Administrator Treadwell said there was a memo in the packet. We took out a slab of concrete that was there, some invasive species and trees and brush were removed. We would like to deed over five feet along the municipal driveway and we would be deeded an extra five feet on the backside, which works well for snow storage for the Village.

Motion [Moeller/Arendt Vanden Heuvel] to approve the CSM for parcel 240043100 and parcel 240043101.

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

Discussion and possible action on Commercial Club Temporary Handicap Parking Authorization

Chief of Police Brownson said that Jim Clegg reached out to her and wanted to have handicap parking at three events out on North Olk Street this summer.

Motion [Arendt Vanden Heuvel/Moeller] to approve the temporary handicap parking authorization on June 22, from 11:00 am until 7:00 pm for the American Legion Post 55, August 12, from 5:00 pm until 9:00 pm for the American Legion post 55, August 17th from 3:00 pm until 10:00 pm for the Harley Raffle, as well as bike night August 15 on Main Street from 3:00 pm to bar closing

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

Discussion on Industrial Park Covenants

Administrator Treadwell said this was requested by a board member at the last meeting.

Trustee Abitz said that some industrial park residents were worried about the expense of the asphalt, and she referenced the comprehensive plan, chapter 5.

Administrator Treadwell said that we are bound by the covenants and the wording that reads asphalt or concrete. Each covenant would have to be amended individually. The board has the ability to amend the covenants.

Attorney Lehocky said the proper way to approach this is to look at the covenants themselves and to potentially make changes to those covenants.

Your comprehensive plan is talking about the future plan from a zoning concept, and covenants don't fall into that category. Covenants are self-imposed limitations, and it was my understanding that there was going to be a meeting with the property owners and then brought back to the Village. I don't believe that the board has the authority to issue a variance for this.

Administrator Treadwell said that August 8th is the 120-day mark. I will be in touch with each of the owners in the industrial park.

Discussion on reporting of complaints given to board members.

Administrator Treadwell said that this was another topic brought up by a board member.

Trustee Abitz said that my opinion about complaints given to board members is this, if the complaint isn't logged in a village database it can't have action taken on it or used for discussion. I want to see a log or something.

Attorney Lehocky said that with complaints, when you receive a complaint from a citizen depending on the nature of the complaint, the severity of the complaint, and the form in which that comes to you, that can create legal obligations to take certain actions. Like Nathan was saying, when he gets a complaint of a code violation, and most of our code enforcement are complaint driven, we don't have people driving around the village looking for violations. We receive a complaint we then have a duty to go out and investigate.

I don't think that it would be a good idea to try and create some sort of log where every complaint becomes an actionable item. When complaints come in those individuals should be directed to the proper person on staff, and how they are documented and how they are responded to should be made by either staff or the board.

Report of Village Officials

Clerk-Treasurer: My report is in the packet. I did include the first quarter financials and there is a memo on that in the packet.

Director of Public Works: The report is in the packet. I wanted to comment that our kayak rental station is in and functional and ready to go. You will use your cellphone and scan the QR code and everything is through your phone. The fee is \$20.00 for 2 hours, and then goes to 15 minute intervals after the 2 hours.

Chief of Police: My report is in the packet.

Library Director: My report is in the packet.

Attorney: Nothing

Administrator: My report was sent out on Monday. Most of the last week I was working on the developer's agreement and getting that done, as the property is going to be sold tomorrow. We are starting to get stuff in line with construction for this summer. We did meet with our consultant for the engineering behind Main Street on the north and south side to get ideas. They will be meeting with the business owners to discuss what their thoughts are.

Any other miscellaneous topics for future discussion
Nothing

Communications and Miscellaneous Business

Black Otter Lake District news: We met last week and one of the topics we discussed was this weekend the Fox Wolf Water Shed Alliance is doing lake cleanup at Alonzo Park. We received 3 proposals for the RFP we had out in lake phosphorus and the sediment and monitoring the weed growth, and there was a tentative approval of EOR. We reached out to them to see if they could also include some hydraulic analysis for culverts that need to be replaced along the Wiouwash State Trail and how much that will cost.

Next meeting is scheduled for Monday, May 20 at 5:30 pm.

Building permit report: The April building report was submitted.

Hortonville-Hortonia Fire District news: No meeting, the Fire Department is having their summer kick off is May 18th from 3:00 pm to 8:00 pm with kids activities and Dustin Lee and Ask Your Mother Band, along with music and dancing as well as cash raffles and food and drinks.

Gold Cross Ambulance run reports and news: None

Hortonville Civic Association: Nothing new

Senior Activities Committee: None

Comments and suggestions from citizens present

None

Adjournment

Motion [Moeller/Keel] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 7:52 p.m.

Minutes submitted by,

Jane Booth, WCMC
Village Clerk/Treasurer

May 16, 2024 INVOICE LISTING

VILLAGE INVOICES

17801	All World Ford
INUS246188	Axon Enterprises Inc
2024043	BNH Lighting LLC
Mileage2024-2	Booth, Jane
2-2024	Bowmar Appraisail Inc
4-30-24	Brick's Hardware
171758301050124	Charter Communications
171756701042124	Charter Communications
171759001050124	Charter Communications
171758901050124	Charter Communications
4187904804	Cintas
4190892240	Cintas
Clothing2024-2	Cleereman, Joe
76260	Corporate Network Solutions
24-934	CRL Surveying LLC
ACH	EFTPS
4445387	Employee Benefits Corporation
4452254	Employee Benefits Corporation
INV-47362	Fox Cities Embroidery
R10000123224	GFL Environmental
705505	Harter's Fox Valley Disposal
23-044	Ikon Custom Homes
23-045	Ikon Custom Homes
8000594-0424	Kwik Trip
00309835-0424	Kwik Trip
688285495	Lumen
11597	McClone
934709	McMahon
934711	McMahon
IN192752/IN195139	Multi Media Channels
NLG-05062024-02	No Limits Photography & Graphics
73950	Oshkosh Chamber of Commerce
April 24	Outagamie County Treasurer
5/24	Petty Cash, Village
4/24	Pine Grove Estates HOA
23-087	Precision Cut Construction LLC
23-093	Precision Cut Construction LLC
23139	Ray's Sanitation
1066	RG Inspections LLC
002832L/2024Jun	Securian Financial Group
05-24	Steber, Aaron
Clothing2024-2	Sweeney, Jason
85986/86229	Thedacare Laboratories
23-103	Tom McHugh Construction
2128	Town Counsel Law & Litigation LLC
2133	Town Counsel Law & Litigation LLC
7922	Town Web Design LLC
344993	Uniform Shoppe, The
23-031	Van's Realty & Construction
23-032	Van's Realty & Construction
9962400255	Verizon
ACH	Wisconsin Deferred Comp
Apr 24	Wisconsin Department of Administration
239557	Wisconsin Document Imaging
20592/21261	Wisconsin Professional Police Association
ACH	Wisconsin Retirement System
ACH	Wisconsin, State of
217905/217829/217668/2175	Wolfrath's Landscaping LLC
CM13625	YMCA of the Fox Cities

May 03, 2024- May 16, 2024

Squad 24 Oil Change	\$	79.65
Body Camera Contract- PD	\$	2,550.00
Parking Lot Light Replacement- MSC	\$	973.35
Mileage Reimbursement- Treasurer's Conference- Stevens Point	\$	62.31
Assessor Contract- April-June 2024	\$	1,775.00
Supplies- MSC/PD/Streets/Library	\$	230.92
Phone/Internet- May 2023- PD	\$	129.98
Internet/Email- May 2024- PW/W/S	\$	119.99
Internet/Email- May 2024- Admin/PD/Library/W/S	\$	134.84
Internet/Email- May 2024- Admin/PW/Court	\$	159.98
Floor Mats- MSC/Library	\$	84.52
Floor Mats- MSC/Library	\$	84.52
Clothing/Boot Allowance- 2024	\$	275.34
Server Troubleshoot- Power Outage- PD	\$	625.00
CSM Created for Village Property	\$	1,892.00
Federal, FICA taxes for 05/09/2024 Payroll	\$	14,599.81
Health Reimbursement- May 2024	\$	2,021.07
Health Reimbursement- May 2024	\$	77.35
Clothing Allowance- Village Board/Library	\$	1,065.65
Garbage Pick Up- April 2024	\$	1,402.54
Village Wide Refuse Pickup- April 2024	\$	10,956.40
Refund Builder's Escrow- 714 Wildwind	\$	250.00
Refund Builder's Escrow- 231 Brookwood Dr	\$	250.00
Fuel- DPW-April 2024	\$	88.18
Fuel- PD- April 2024	\$	109.26
Long Distance Charges for May 2024	\$	0.92
Workers Comp Premium- June 2024	\$	2,626.00
Alley 3 Construction Services	\$	305.18
Splash Pad Design- Alonzo Park	\$	8,740.00
Towne Drive Lighting/Mill Street Construction	\$	784.93
Reimbursement for Payment- Senior Activities	\$	1,350.00
Annual Membership Dues- 09/01/2023-08/31/2024	\$	416.00
Court Fines- April 2024	\$	1,038.29
Gift Card- Bahr/NWPA Meeting	\$	129.95
Community Center Reimbursement for 4/27 Rental	\$	150.00
Refund Builder's Escrow- 808 Blue Duck	\$	250.00
Refund Builder's Escrow- 804 Blue Duck	\$	250.00
Portable Restroom- 320 E Main Street	\$	240.00
Commercial Electrical Permit- 302 S Nash/313 E Main St	\$	450.00
Life Insurance Premiums- June 2024	\$	584.76
Reimbursement- Flowers for Wildwood Islands	\$	110.40
Clothing Allowance- 2024	\$	189.00
Blood Draw- Spencer & Hein	\$	85.00
Refund Builder's Escrow- 537 Golf Side Ct	\$	250.00
Legal Services- April 2024	\$	1,400.00
Court Services- April 2024	\$	361.00
Annual Hosting & Maintenance Fee- 2024	\$	755.00
Clothing Allowance- Hauser	\$	154.90
Refund Builder's Escrow- 713 Wildwind	\$	250.00
Refund Builder's Escrow- 715 Wildwind	\$	250.00
Monthly Phone Charges- April 2024	\$	915.93
EE contributions 05/09/2024 Payroll	\$	426.00
Court Fines-April 2024	\$	2,982.08
Contract Base Charge- February 2024	\$	121.83
Union Dues- April 2024	\$	267.00
WRS Contributions- April 2024	\$	17,562.52
State W/H for 05/09/2024 Payroll	\$	2,465.94
Soil & Erosion Control Blankets	\$	1,203.82
Member Dues- April 2024	\$	20.00

Invoice Total \$ 87,084.11

05/09/24 Direct Deposit P/R \$ 47,507.40

Grand Total \$ 134,591.51

WATER & SEWER UTILITY INVOICES

11577	B&M Technical Services
80158401	Badger Meter
449853-00	Crane Engineering
April 2024	Hortonville, Village of
Is33463	Litho Specialists Inc
934710	McMahon
0166052-IN	Midwest Meter
0166738-IN	Midwest Meter
0036543-IN	Northland Electrical Services
INV113459	Total Energy Systems, LLC
INV113460	Total Energy Systems, LLC
W&S 0424	WE Energies
ACH	Wolf River Community Bank

May 03, 2024- May 16, 2024

Water System Upgrades	\$	68,262.75
Beacon Network Orion Cellular	\$	1,510.98
Rebuilt Effluent Pump	\$	18,072.00
Payables- April 2024	\$	43,075.86
Utility Bill Forms	\$	360.00
Grandview Subdivision Utility Extension	\$	2,715.00
120 Meters	\$	20,400.00
3" Meter	\$	3,525.40
Replace Main Breaker on Backup Generator- WWTP	\$	9,925.00
Replaced Generator Air Filters	\$	638.12
Generator Maintenance- WWTP	\$	3,596.00
Water/Sewer Electric & Gas- April 2024	\$	11,575.91
2018 Pine St Sewer/Screw Pump Loan	\$	5,727.72

Grand Total \$ 189,384.74

R-13-24

RESOLUTION AMENDING CURRENT FEE SCHEDULE

WHEREAS, a number of previous Resolutions were adopted over time by the Village of Hortonville Board of Trustees which involved various fee schedules, and

WHEREAS, the Board of Trustees recognize that the need exists to periodically add to, update and/or amend said fee schedule,

THEREFORE, BE IT RESOLVED that the Village Board of Trustees hereby amends the Fee Schedule as follows:

Reserve "Class B" Liquor License – Local (Village of Hortonville) - \$10,000
Reserve "Class B" Other Outagamie County Jurisdiction - \$80,000

IT IS SO RESOLVED this 16th day of May 2024

Ayes _____

Nays _____

Dated: _____

BY THE BOARD

Jeanne Bellile, President

Jane Booth, Clerk-Treasurer

O - 05 - 24

Parking Prohibited Section 40-47 (25)

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

Sec. 40-47. Parking prohibited at all times.

(25) Nye Street, south side, from South Nash Street westerly to South Mill Street.

IT IS SO ORDAINED THIS 16th DAY OF MAY 2024.

BY THE BOARD

Jeanne Bellile, Village President

Ayes _____

Jane Booth, Village Clerk/Treasurer

Nays _____

Dated: _____

Prior Ordinance

~~(25) Nye Street, south side, from South Nash Street westerly for a distance of 125 feet.~~

O - 06 - 24

DRIVEWAY WIDTH RESTRICTIONS

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

Sec. 34-113. – Width restricted.

Driveways should range from a minimum of 24 feet to a maximum of 36 feet in width at the outer edge of the sidewalk unless specific approval is granted by the village board. In the case of R2 zoned duplex properties with adjoining driveways, the widest allowable width is 48 feet. Curb cuts must align with the driveway width. Existing driveways narrower than 24 feet will be permitted if they maintain or increase their width within the same area.

IT IS SO ORDAINED THIS 16th DAY OF MAY 2024.

BY THE BOARD

Jeanne Bellile, Village President

Ayes _____

Jane Booth, Village Clerk/Treasurer

Nays _____

Dated: _____

Prior Ordinance

Attachment A

Current Ordinance:

Driveways must not be less than 24 feet, nor more than 36 feet in width at the outer edge of the sidewalk unless special permission is obtained from the village board. For R2 zoned duplex properties with contiguous driveways, the maximum width allowable is 48 feet. The width restrictions of this section shall have no impact on curb cuts, which shall remain at 30 feet in accordance with existing village regulations.

Proposed Ordinance:

Driveways should range from a minimum of 24 feet to a maximum of 36 feet in width at the outer edge of the sidewalk, unless specific approval is granted by the village board. In the case of R2 zoned duplex properties with adjoining driveways, the widest allowable width is 48 feet. Curb cuts must align with the driveway width. Existing driveways narrower than 24 feet will be permitted if they maintain or increase their width within the same area.

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

Nathan Treadwell – Village Administrator

Memo: Zoning Issues we have

- Many properties do not comply with our current ordinance due to the time of their construction. In the past, changes to our zoning code lacked detail regarding pre-existing lots. For instance, our current driveway permit mandates a width of 24-36 feet. Consequently, homeowners with narrower driveways, such as 12 feet, seeking to alter materials would technically be in violation of our ordinance. Similarly, this applies to the requirement for a 30-foot-wide driveway entrance.
- The regulations regarding Accessory Buildings are ambiguous, and there is a lack of clarity regarding size limitations.
- Our Sign Ordinance is outdated and potentially not legally sound.
- Our reliance on Conditional Uses/Variance in the current ordinance is excessive and should be amended to allow for special exemptions, as Variances are defined by state statute.
- There is a need to reclassify Overlay and Regular districts.
- The organization of the ordinance is disjointed, leading to difficulty in locating pertinent information when addressing issues.
- Due to problematic language, enforcement of our Non-conforming ordinance is currently inadvisable.
- The primary objective of updating our zoning code is to enhance understanding for both current and prospective residents regarding property use based on zoning. Presently, individuals must navigate various sections of the code depending on their intended actions.
- I would request that the Village Board authorize me to work with the Planning and Zoning Commission to start going through the process of working on updates to the Zoning Code. This would be done in collaboration with our Village Attorney. The cost of this could be 8,000-15,000+ depending on the amount of Work and involvement we have with our Village Attorney. There are ways we can keep it down to lower end of that amount. The total amount of time that this process may take is estimated at 3 years from start to finish.

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



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

ADMINISTRATION

clerktreas@hortonville.wi.gov

MAY 16, 2024

LICENSES

- Issued dog licenses – 45 total April
- Liquor License Renewal packets were mailed out – Due May 10

ELECTIONS

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WEBINARS/ZOOM MEETINGS/TRAININGS

- Weekly Department Head Meetings
- Weekly Staff Meetings
- WEC Webinar – Cybersecurity – May 3

FINANCES

- M,W,F bank deposits
- Balance and reconcile accounts/journal entries/prepare invoices
- Approved payroll, initiated withdrawals
- Prepared EBC/HRA Reimbursement Invoices/other various invoices
- Board of Review was held on May 7, 2024
- Completed and submitted the PA-551 2023 Personal Property Value Report with the DOR

PUBLICATIONS

- Publish Public Hearing for the Comprehensive Plan

PUBLIC RECORD REQUESTS

OTHER

- Village Board agendas & packets, committee agendas
- Village Board minutes, committee minutes
- Other Committee/Commission meeting agendas & minutes as needed
- Completed Real Estate Requests - 8 total April

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



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

5/16/2024 Director of Public Works Report

Meetings attended:

- Staff meetings
- Department head meetings
- Meeting with McMahon and Associates to review downtown designs and potential modifications.
- Meeting with Ayers and Associates to tour downtown areas and review concepts
- Comprehensive Plan update meeting with MSA
- Meeting with McMahon and Associates to review stormwater pond issues at Westwind Estates
- Meeting with McMahon and Parkitecture to discuss options for Alonzo Park Projects

Current and past projects include:

- 2024 North Mill Street Reconstruction contract signed, project kick-off meeting to be scheduled in next few weeks.
- Additional pricing provided by EOR for BOLD watershed management planning project. Will go to board for approval at next BOLD Meeting 5/20.
- Splash Pad Final Design is almost completed, looking to go out to bid end of May/early June.
- Hwy 15 project design meetings downtown business owners scheduled with McMahon for 5/30.
- Wetland delineation for Otto Miller Park masterplan to be completed this week.
- Ayers and Associates meeting with business owners behind the downtown areas planned for 5/30.
- Contracts for Village wide crack-filling signed and work should be completed by end of May.

Sincerely,

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

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



*Kristine Brownson
Chief of Police*

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



Police Chief Report—May 3,- May 16, 2024

Community Programs

- Ofc. Heiden submitted a grant for Public Health Vending Machine to be placed in our lobby.

Training and Department Meetings

- Department head meetings
- Attend Highway 15 weekly meetings.
- Met with US Cellular concerning department issued phones. They are looking at giving us a price reduction and better coverage. Many agencies are switching over to them.
- Chief attended Emergency Management Damage Assessment Training @ Greenville FD.
- Ofc. Heiden TIME recertification was completed

Misc Information

- All UTV/ATV signs have been removed and/or moved to proper locations.

Hortonville Call Report



Run No.	Alert Date & Time	EnRoute	At Scene	Resp Time/Responded From	Code	Problem	Destination	Transport Mode
9294 24	2024-04-01 09:47:11	09:47:35	10:00:07	00:12:56	1405 MILL ST	1 Fall Victim	ThedaCare Med Ctr - New London	Emergency
9568 24	2024-04-03 21:13:25	21:13:29	21:28:52	00:15:27	W FRANKLIN ST & N RICHMOND ST	2 Sick Person	Ascension - St. Elizabeth Hospital	Non Emergency
9569 24	2024-04-03 21:14:41	21:14:43	21:27:41	00:13:00	1136 W ROBERTS AVE	1 Sick Person	<None>	Emergency
10120 24	2024-04-09 09:34:01	09:34:05	09:44:52	00:10:51	1405 MILL ST	2 Fall Victim	ThedaCare Med Ctr - New London	Non Emergency
10164 24	2024-04-09 15:22:34	15:22:59	15:23:15	00:00:41	SOUTH ST & S ELIZABETH ST	3 Standby	<None>	Non Emergency
10240 24	2024-04-10 09:28:12	09:28:39	09:47:41	00:19:29	1818 N MEADE ST	1 Breathing Problems	Ascension - St. Elizabeth Hospital	Emergency
10434 24	2024-04-12 04:44:19	04:45:43	05:00:40	00:16:21	810 ALGOMA ST	2 Breathing Problems	ThedaCare Reg Med Ctr - Appleton	Non Emergency
11099 24	2024-04-18 11:32:51	11:33:35	11:48:06	00:15:15	1405 MILL ST	2 Hemorrhage / Laceration	ThedaCare Med Ctr - New London	Non Emergency
11524 24	2024-04-22 10:34:32	10:35:13	10:46:37	00:12:05	1405 MILL ST	1 Breathing Problems	ThedaCare Med Ctr - New London	Emergency
11703 24	2024-04-23 20:23:11	20:23:25	20:34:08	00:10:57	1818 N MEADE ST	1 Unconscious / Fainting	ThedaCare Med Ctr - New London	Emergency
11808 24	2024-04-24 21:44:54	21:45:39	21:47:10	00:02:16	N NASH ST & EMBARRASS ST	2 Sick Person	Care Partners Assisted Living - Hortonville	Non Emergency
11814 24	2024-04-24 20:58:50	20:59:24	21:12:50	00:14:00	1405 MILL ST	2 Hemorrhage / Laceration	<None>	Non Emergency
11815 24	2024-04-24 21:00:41	21:00:43	21:02:23	00:01:42	112 HARRIS WAY	2 Hemorrhage / Laceration	<None>	Non Emergency
12000 24	2024-04-26 13:27:39	13:27:41	13:42:25	00:14:46	N RICHMOND ST & W NORTHLAND AVE	1 Unconscious / Fainting	Hortonville Middle School	Emergency
12111 24	2024-04-27 14:07:05	14:07:27	14:29:28	00:22:23	1818 N MEADE ST	2 Traffic Accident	ThedaCare Med Ctr - New London	Non Emergency
12113 24	2024-04-27 14:09:13	14:09:16	00:00:00	Can't calculate	1760 IRISH RD	1 Traffic Accident	<None>	Emergency
12119 24	2024-04-27 14:07:05	14:07:27	14:29:28	00:22:23		2 Traffic Accident	ThedaCare Med Ctr - New London	Non Emergency
12121 24	2024-04-27 15:37:09	15:37:11	15:37:14	00:00:05	1405 MILL ST	1 Traffic Accident	ThedaCare Med Ctr - New London	Emergency
12364 24	2024-04-30 05:50:33	05:51:06	06:01:49	00:11:16	1405 MILL ST	1 Breathing Problems	ThedaCare Reg Med Ctr - Appleton	Emergency
Non-Emergency		9	Avg Response Time - Emergency		00:11:49			
Emergency		9	Avg Response Time - Non-Emergency		00:13:24			
Stand-By		1	Downgraded to Non-Emergency Enroute					
Total		19	Upgraded to Emergency Enroute					

Senior Activities Committee Update for Village Board May 2024

Our committee met on Thursday, May 9th.

Officers were elected: Lauren Prochnow, Secretary; Pat Lund-Moe, Chairperson for a term of one year. Terms of service for committee members are as follows: Verna Zimmerman, one year; Joanne Mueller, two years; Rose Gorski, three years; Pat Lund-Moe, three years.

April 15: Potluck and Birthday/May baskets – went well, baskets delivered to Meal Site/home delivered meals, Pinewood Apartments, and Care Partners.

April 15: LWV affordable senior housing presentation – there was a Covid lockdown at Brewster, so the meeting had to be done in Zoom. Discussed various options including multi-use developments; Zion Lutheran Church's decision to donate their property to housing/multi-use development. A number of non-profit groups are on the committee to determine the future of this area. Building codes are being addressed in certain areas to be more flexible. Benefits of multi-use and multi-generational housing, diversity also discussed.

April 23: Hearthstone field trip – was well received; the group took a tour of the Hearthstone Museum, followed by lunch at Pullman's.

May 6: Potluck; greeting cards, ADRC speaker – everything went well. The presentation was regarding cooking for 1-2 people.

Upcoming Events (between May and June meetings):

May 13th: - Coffee and Conversation – gardening discussion, painting pots at 9:00 am

May 20th: - Birthday Party and planting of large pots outside of municipal building

June 3rd : Potluck and Games, Trivia

June 10th : Coffee and Conversation: Tory from Care Patrol will do a mock assessment like they would use when assessing people who come to them for assistance in their homes.

Senior Autumn Fest, October 8th

We have received \$1050 in sponsorships, with 7 agencies reserving booth space. Theme for the presentation will be "Safety in Our Homes". A panel will be addressing different aspects of safety for people to consider as they age in their homes. We will be bringing information on potential caterers to the June meeting.

Next Meeting: June 13th at noon

Submitted by Pat Lund-Moe for Senior Activities Committee