

VILLAGE OF HORTONVILLE
AGENDA OF THE VILLAGE BOARD
JANUARY 16, 2025
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. December 19, 2025 Regular Board meeting minutes
 - B. 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 updating the Police Chiefs Job Description
 - B. Discussion and possible action on Police Chiefs Contract Agreement
 - C. Swearing in of Sargeant Bahr as Chief of Police
 - D. Discussion and possible action on Sale of Police Truck starting amount
 - E. Discussion and possible action on Water and Sewer Rate Study Proposals
 - F. Discussion and possible action on Vinton Construction Pay app #2 (Alonzo Park)
 - G. Discussion and possible action on Park Construction Pay app #3 (North Mill Street)
10. Report of Village Officials
 - A. Clerk-Treasurer
 - B. Director of Public Works
 - C. Police Chief
 - D. Library Director
 - E. Attorney
 - F. Administrator
 - G. Building Permit Report
 - H. Any other miscellaneous topics for future discussion
[Topics or questions for future agendas only – no discussion or answers, motion to schedule an item]
11. Communications and Miscellaneous Business
 - A. Black Otter Lake District news
 - B. Hortonville-Hortonia Fire District news
 - C. Gold Cross Ambulance run reports and news
 - D. Hortonville Civic Association

E. Senior Activities Committee

12. Comments and suggestions from citizens present

13. Adjournment

NEXT REGULAR VILLAGE BOARD MEETING: FEBRUARY 6, 2025

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
DECEMBER 19, 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, Jim Moeller, Jane Olk, and Julie Arendt Vanden Heuvel.

Trustees absent: Shauna Keel

Officials/Staff present: Administrator Nathan Treadwell, Director of Public Works Aaron Steber, Sergeant Brian Bahr, and Attorney Ashley Lehocky.

Officials excused: Clerk-Treasurer Jane Booth and Library Director Alexandria Krause

Motion to appoint minute taker for Closed Session

Motion [Bellile/Moeller] to appoint Julie Arendt Vanden Heuvel as minute taker for Closed Session. Unanimous voice vote, motion carried.

Motion to go into Closed Session

Motion [Arendt Vanden Heuvel/Olk] to go into closed session under State Statute Section 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Unanimous voice vote, motion carried.

Board to return to Open Session

Motion [Arendt Vanden Heuvel/Moeller] to return to open session at 6:39 p.m. Unanimous voice vote, motion carried.

Motion [Arendt VandenHeuvel/Moeller] to approve the hiring of Sergeant Brian Bahr to promotion of Police Chief starting January 1, 2025. Roll call vote, 6 ayes, 0 nays, motion carried.

Any action on matters discussed in Closed Session

None

Preregistered Citizens to be heard

None

Committee Reports

None

Consent Agenda

A. Presentation of accounts and other claims against the Village

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

Agenda Changes

None

Unfinished Business from previous meetings

A. Discussion and possible action on Electric Submersible Mixer for Water Tower Motion [Moeller/Jewell] to approve the KLM quote for the Electric Submersible Mixer for Water Tower in the amount of \$17,252.50. Roll call vote, 6 ayes, 0 nays, motion carried.

New Business

Discussion and possible action on new light fixtures for downtown

A presentation was given on the light fixtures that we had discussed with the type of arms that we had discussed.

Motion [Olk/Arendt Vanden Heuvel] to approve option 2B. Roll call vote, 6 ayes, 0 nays, motion carried.

Discussion and possible action on Resolution R-36-24 adopting Water & Sewer Utility Budgets

Motion [Moeller/Olk] to approve resolution R-36-24 adopting Water & Sewer Utility Budgets. Roll call vote, 6 ayes, 0 nays, motion carried.

Discussion and possible action on Resolution R-37-24 2025 Wage Resolution

Motion [Moeller/Olk] to approve resolution R-37-24 2025 Wage Resolution. Roll call vote, 6 ayes, 0 nays, motion carried.

Discussion and possible action on Resolution R-33-24 Amending Sick Leave Payout Policy

Motion [Arendt Vanden Heuvel/Moeller] to approve Resolution R-33-24 amending sick leave payout policy.

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

Discussion and possible action on Resolution R-35-24 Amending 2025 CIP Loan

Motion [Arendt Vanden Heuvel/Olk] to approve Resolution R-35-24 amending R-32-24 the 2025 CIP Loan in the amount of \$366,745.00.

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

Discussion and possible action on Resolution R-34-24 Amending 2025 Village Budget

Motion [Arendt Vanden Heuvel/Moeller] to approve resolution R-34-24 amending the 2025 Village Budget. Roll call vote, 6 ayes, 0 nays, motion carried.

Discussion and possible action on Cancellation of January 2nd Village Board Meeting

Motion [Arendt Vanden Heuvel/Moeller] to cancel the January 2, 2025 Village Board Meeting. Roll call vote, 6 ayes, 0 nays, motion carried.

Report of Village Officials

Clerk-Treasurer: The report is in the packet.

Director of Public Works: We did get notification yesterday that they are going to pull out of Alonzo and when they get a break in the weather they will continue.

Chief of Police: Sergeant Bahr met with the individual officers and Officer Sokolski will be learning the role of the primary SRO in the Elementary/Middle School. Officer Hauser will be the

full-time SRO in the Hortonville High School Campus. We will evaluate at the end of the year, and we do have an SRO contract coming up.

Library Director: Nothing

Attorney: None

Administrator: The report is in the packet.

Any other miscellaneous topics for future discussion

Nothing

Communications and Miscellaneous Business

Black Otter Lake District news: Nothing new

Building permit report: None

Hortonville-Hortonia Fire District news: Nothing

Gold Cross Ambulance run reports and news: The November run report was submitted.

Hortonville Civic Association: Nothing new

Comments and suggestions from citizens present

None

Adjournment

Motion [Moeller/Olk] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 7:15 p.m.

Minutes submitted by,

Jane Booth, WCMC
Village Clerk/Treasurer

January 16, 2025 INVOICE LISTING

VILLAGE INVOICES

December 20, 2024- January 16, 2025

113024	Appleton Public Library	Lost Item Repayment- Library	\$	7.00
4004235380-1224	Assurity	Employee Disability Insurance- December 2024	\$	411.86
9207795005-1224	AT&T	Phone Billing- December 2024	\$	35.49
261395	Auto Select- Hortonville	Fix Squad #21 Tire	\$	30.74
485582	Be's Refreshments	Water- Office	\$	75.00
485762	Be's Refreshments	Water- PD	\$	19.00
JanSettlement2025	Black Otter Lake District	Tax Settlement- January	\$	21,977.21
1124	BMO Harris Bank	November Charges- 2024	\$	2,054.49
3312	Brauer Supply & Equipment	Street Signs- N Mill/W Main	\$	109.23
3321	Brauer Supply & Equipment	Sign Brackets/Anchors/Rain Caps	\$	1,025.70
Mileage2024-1	Brownson, Kristine	Mileage Reimbursement- Chief Meeting	\$	29.35
171759001120124	Charter Communications	Internet/Email- December 2024- Admin/PD/Library/W/S	\$	136.98
171758901120124	Charter Communications	Internet/Email- December 2024- Admin/PW/Court	\$	159.98
Clothing2024-3	Cleereman, Joe	Clothing/Boot Allowance- 2024	\$	199.77
77761	Corporate Network Solutions	Release Blocked Email- W/S	\$	75.00
77780	Corporate Network Solutions	Microsoft Office 365 Annual Subscription	\$	994.00
77781	Corporate Network Solutions	Microsoft Office 365 Annual Subscription- PD	\$	1,622.00
77803	Corporate Network Solutions	Barracuda Annual Subscription- PD	\$	1,468.00
ACH	Delta Dental	Dental Insurance Premiums- January 2025	\$	1,371.92
7572993	Demco	Library Supplies	\$	230.61
ACH	EFTPS	Federal, FICA taxes for 12/19/2024 Payroll	\$	13,821.05
ACH	EFTPS	Federal, FICA taxes for 01/02/2025 Payroll	\$	20,536.84
100007	Ehlers	TID 6 Preparation of Supplemental Information	\$	1,500.00
4688428	Employee Benefits Corporation	Health Reimbursement- November 2024	\$	637.30
4731491	Employee Benefits Corporation	Health Reimbursement- December 2024	\$	573.95
4688428	Employee Benefits Corporation	Health Reimbursement- November 2024	\$	637.30
4709146	Employee Benefits Corporation	Health Reimbursement- December 2024	\$	97.99
4722099	Employee Benefits Corporation	Health Reimbursement- December 2024	\$	66.75
4724812	Employee Benefits Corporation	Health Reimbursement- December 2024	\$	220.79
JanSettlement2025	FVTC	Tax Settlement- January	\$	87,751.20
12-24	Gilbert's Sentry	Senior Activities Supplies	\$	4.99
113024	Gillett Public Library	Lost Item Repayment- Library	\$	16.99
242922	Graphic Composition	Village Voice Mailing- 4th Quarter	\$	1,542.00
Clothing2024-4	Green, Luke	Clothing/Boot Allowance 2024	\$	53.59
JanSettlement2025	HASD	Tax Settlement- January	\$	705,794.31
Clothing2024-4	Hass, Mark	Clothing/Boot Allowance- 2024	\$	110.71
DPW-1024	Hortonville BP	DPW/Utility Fuel- October 2024	\$	818.94
VillageVoice2025	Hortonville Postmaster	Village Voice Postage- 2025	\$	4,000.00
63127336	Ingram	Childrens Library Books	\$	1,015.15
701500	Junior Library Guild	Childrens Book Subscription	\$	2,322.60
Clothing2024-3	Kuske, Sean	Clothing/Boot Allowance- 2024	\$	54.70
716281455	Lumen	Long Distance Charges for December 2024	\$	0.16
1224	Lund-Moe, Pat	Reimbursement- Senior Activities	\$	44.99
12/24	Lund-Moe, Pat	Reimbursement- Senior Activities	\$	30.66
64745	Martenson & Eisele Inc	Otto Miller Master Plan	\$	1,541.23
937477	McMahon	Alonzo Park Upgrades	\$	3,202.50
2033348	Meat Block, The	Holiday Party Food- Pork & Chicken	\$	185.51
11480	Menards	Supplies- Streets/Water/Sewer	\$	398.12
ACH	Network Health	Total Health Premiums- January 2025	\$	16,883.96
6611-130299	O'Reilly Auto Parts	Supplies- PW	\$	32.99
129954	Outagamie County Treasurer	CAD-Spillman- SRO Mobile App	\$	419.86
JanSettlement2025	Outagamie County Treasurer	Tax Settlement- January	\$	339,137.70
2730346-00	Reinders Inc	Snow Salt	\$	509.20
41135884	Roland Machinery Company	Replacement Headlight Bulbs-	\$	109.92
12-24	Rugotska, Shelly	Supplies Reimbursement- Holiday Party/Retirement Cake	\$	99.32
Mileage2024-1	Stephens, John	Mileage reimbursement- Plamann Park Training	\$	37.52
94062/94064/94596	TheDACare Laboratories	Blood Draw- McClone/Abel/Witt	\$	127.50
5839/5851	Tony's Cemetery Services	Mow Cemetery/Kathleen Priesler Burial	\$	1,050.00
5877/5878/5880/5881	Tony's Cemetery Services	Glen Priesler Burial/Sherry Henrickson Burial/William Bromwell Burial/Paul Scheffel	\$	2,675.00
2362	Town Counsel Law & Litigation LLC	Legal Services- November 2024	\$	3,520.00
2365	Town Counsel Law & Litigation LLC	Court Services- November 2024	\$	957.00
6133533	Unique	Collection Agency- Library	\$	23.30
2024 Taxes	Village of Hortonville	2024 Tax Payment	\$	346.11
5275643484	WE Energies	Water/Sewer Electric/Gas- November 2024	\$	5,494.68
5032430677	Wells Fargo Vendor Financial	Xerox Copier- Library	\$	180.00
ACH	Wisconsin Deferred Comp	EE contributions 12/19/2024 Payroll	\$	656.00
ACH	Wisconsin Deferred Comp	EE contributions 01/02/2025 Payroll	\$	681.00
ACH	Wisconsin Retirement System	WRS Contributions- December 2024	\$	19,678.94
ACH	Wisconsin, State of	State W/H for 12/19/2024 Payroll	\$	2,427.44
ACH	Wisconsin, State of	State W/H for 01/02/2025 Payroll	\$	3,764.36
ACH	Wolf River Community Bank	Principle and Interest- WRCB Engineering Loan #2843	\$	4,606.16
ACH	Wolf River Community Bank	Principle and Interest- Wildwind Phase #1- Loan #2794	\$	6,407.60

Invoice Total \$ 1,288,839.21

12/19/24 Direct Deposit P/R \$ 44,676.86
01/02/25 Direct Deposit P/R \$ 57,189.96

Grand Total \$ 1,390,706.03

WATER & SEWER UTILITY INVOICES

December 20, 2024- January 16, 2025

9476AQ	Aquachem of Americas	Water Supplies- Aquachem EM1575	\$	886.50
12361	B&M Technical Services	Repair Level Transducer- WWTP	\$	1,340.00
24-021580	Badger Laboratories	Sludge Testing	\$	1,448.00
25-000830	Badger Laboratories	Total Phosphorous Testing- WWTP	\$	156.00
5013913024	Charter Communications	Internet/Email- December 2024- Sewer	\$	65.26
9009262283	Clean Water Testing	Coliform Bacteria Test	\$	30.00
9009716974	Clean Water Testing	Coliform Bacteria Test	\$	30.00
NWPA2024	Hass, Mark	NWPA Meeting- Green Bay Distillery	\$	45.00
WaterBills2025	Hortonville Postmaster	Water Bill Postage/Water Quality Report- 2025	\$	3,000.00
NWPA2024	Kuske, Sean	NWPA Meeting- Green Bay Distillery	\$	45.00
937659	McMahon	Terrace Manor Sewer Construction	\$	2,300.01
011525	MSA Professional Services	N Mill Street Reconstruction	\$	17,216.41
512896	NCL of Wisconsin	Lab Supplies- Water/WWTP	\$	438.15
2421329	Northern Lake Service	Lead and Copper Testing	\$	796.36
2421850	Northern Lake Service	Water Quality Testing	\$	721.36
TerraceManor1	Parker Excavating, Don E	Terrance Manor Sewer & Water Main	\$	161,380.53
W&S 1124	WE Energies	Water/Sewer Electric & Gas- November 2024	\$	9,686.35

Grand Total \$ 199,584.93



JOB OVERVIEW

Job Title	Police Chief		
Department	Police Department		
Grade	13		
Employment Status	☒ Full-time	☐ Part-time	☐ Limited Term Employment (LTE)
FLSA Status	☒ Exempt	☐ Non-exempt	

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of Hortonville, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

SCOPE OF WORK

This Department Head position provides responsibility for directing and administering the activities of the Police Department including patrol, enforcement of ordinances and laws, crime prevention and protection, community policing and outreach, school resource officer, investigations, court officer, and school crossing guard functions. The Chief reports to the Village Administrator in determining the general plans and policies to be observed as a department of the Village but works independently in managing Police Department functions. The work involves: planning and coordinating the programs and services of the Department; selecting, training, supervising, and mentoring departmental employees; achieving the Department's mission, vision, and strategic objectives in alignment with the vision, goals, and priorities of the Village Board and Community; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the Department. The Chief shall possess the powers, enjoy the privileges and be subject to the liabilities conferred and imposed by law, and shall obey all lawful written orders of the Village President and the Village Board. This Position is expected to be a "working chief" which means part time administrative duties and part time road duties based on the staffing needs and at the chief's discretion but ensuring road duties occur at least weekly.

This position is appointed by the Hortonville Village Board.

Received	Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the Public Safety Committee. This position exercises considerable independent judgement to lead the department.
Exercised	Provides functional supervision to All Police Officers and Administrative Support Staff. Provides administrative supervision of sworn Police Officers, Investigative Staff, and School Crossing Guards.

ESSENTIAL JOB FUNCTIONS

- **Plans, organizes, directs, and exercises general supervision over the work of the Police Department.**
- **Determines the program and work priorities and the technical/operational objectives and practices of the department.**
- **Creates a robust culture of inclusivity and service to the Community in alignment with the vision, goals, and priorities of the Village Board and Community.**
- **Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.**
- **Recommends public policy, service levels, and municipal ordinances to the Village Board.**
- **Establishes and oversees the enforcement and training of Department Staff on internal rules, policies, work methods, procedures and performance standards.**
- **Recommends the selection of sworn employees to the Village Board, directs the training, project staffing needs, and evaluates the performance of departmental employees. Works with the Village Board on personnel disciplinary matters involving terminations, suspensions, and reductions in rank. Leads the hiring, development, and retention of a talented, diverse, and culturally aware workforce.**
- **Participates in collective bargaining negotiations with represented employees; administers collective bargaining agreement.**
- **Directs the maintenance of appropriate records, and the preparation of required reports to the Village Board, the Wisconsin Department of Justice, and the F.B.I.**
- **Oversees departmental purchasing, including the acquisition and maintenance of vehicles and equipment and the inventory of supplies.**
- **Ensures that local ordinances and traffic safety regulations and state and federal laws are enforced. Researches and interprets the effect of new or proposed laws on the department and the community.**
- **Leads exemplary community policing practices that grow and enhance the reputation of the community as a safe, respectful, and welcoming place for everyone to live, work, and learn.**
- **Actively promotes and supports opportunities for citizen community engagement with the Department that builds and maintains mutual trust and respect through transparency.**
- **Proactively engages, partners, and collaborates with community leaders, social service providers, neighborhoods, and citizen volunteers to identify systemic crime problems in the community and partners with appropriate agencies and volunteer groups to address such issues.**

- Supervises crime scenes, investigations, and the collection of evidence; obtains search and arrest warrants used in the apprehension of suspects; ensures the secure storage of all confiscated, recovered, and found property.
- Provides back up to police officers and advises and assists officers in non-routine investigations.
- Maintains communications with, shares information, and cooperates with other law enforcement agencies in all aspects, including proactive programs or projects.
- Confers with the Village Attorney and the District Attorney on the disposition of cases and testifies in court, as needed.
- Processes and investigates citizen inquiries or complaints relating to police services and responds to requests for services.
- Assists in establishing emergency preparedness policies and procedures for the Village and directs departmental operations in the event of an emergency situation.
- Represents the department on matters requiring inter-departmental, inter-agency, and/or mutual aid coordination.
- Represents the Department regarding police services in front of all applicable boards, commissions, committees, and the media.
- Performs other duties as required.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.
- Performs related duties as assigned.

REQUIREMENTS OF WORK

- A minimum of a bachelor's degree from an accredited institution.
- Wisconsin Law Enforcement Standards Board certification, or ability to obtain such certification within a one (1) year time period.
- A minimum of ten (10) years progressively responsible experience in the law enforcement field which demonstrates leadership and command qualities, with a minimum of five years supervisory or administrative experience in upper management positions in a law enforcement agency of similar or larger size and complexity.
- Must maintain eligibility for Wisconsin Law Enforcement Certification.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may be considered.

KNOWLEDGE, ABILITY, AND SKILL

In addition to requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of

- Current principles and best practices of police science and police administration including but not limited to de-escalation, conflict resolution, and implicit bias and the ability to keep abreast of developments in the field.
- Modern crime prevention and criminal investigation techniques.
- Community policing philosophies, strategies, and techniques.
- The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry,

marital status, arrest or conviction record, military service, or any other legally protected status.

- National Incident Management System response protocols and incident command structures and practices.
- Pertinent federal and state laws, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The standards by which the efficiency, effectiveness, and quality of police services can be evaluated.
- Criminal justice system practices and programs that promote restorative justice.
- The use of police records and their applications to the solutions of police problems.
- Specialized data processing applications used in law enforcement operations.
- Supervisory principles and practices.
- Geography, streets, and facility locations within the Village.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Provide strong leadership, to be a team builder, a team leader, a team player, coach, trainer, and mentor both within the Department and as a part of the Village's management team.
- Forecast the operational and capital needs of the department and formulate and administer the departmental budget.
- Establish and enforce standard departmental policies and procedures.
- Determine proper priorities and delegate work to accomplish departmental objectives.
- Maintain necessary records and prepare required reports.
- Direct the orientation, training, and professional development of police employees that reflect the needs of the Community.
- Assume command as incident commander and manage emergency responses of multiple law enforcement, fire, emergency medical services, and other departments as assigned.
- Use effective analytical judgement and decision-making skills, to quickly assess emergency and/or potentially dangerous situations and to provide the most appropriate response and/or assistance.
- Determine solutions that will help prevent potentially dangerous or violent situations from occurring or reoccurring.
- Perform police duties in situations requiring the use of physical strength, agility and endurance.
- Supervise crime scenes, collect and secure evidence, and conduct investigations.
- Enforce laws and ordinances with firmness, tact, fairness, and diplomacy without discrimination.
- Command the respect of and establish and maintain high ethical standards among departmental employees.
- Interpret and implement policy and procedural direction from the Village Board and the Administrator.
- Establish and maintain effective working relationships with all Village boards, commissions, and committees, the Administrator, other department heads, employees, the Hortonville School District, other governmental agencies, and the general public.
- Represent the Village in meetings, public presentations, and before the media.
- Perform the duties of a police officer.

- Assign and supervise the work of others; motivate employees to work toward common goals.

Skill in

- The use of data entry and report writing.
- The operation of police vehicles, surveillance, and communication equipment.
- Communication and de-escalating situations. Accuracy and attention to detail are important.
- Enforcing applicable laws in routine and emergency situations.

NECESSARY SPECIAL REQUIREMENTS

- **Must possess or be able to obtain a valid Wisconsin driver's license.**

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.**
- **While performing the duties of this job, the employee is frequently required to sit, stand (sometimes for prolonged periods), walk, bend, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, kneel and crouch.**
- **The employee must occasionally lift and/or move up to 50 pounds.**

Equipment Used

Police vehicle, radio, speed enforcement equipment, handgun and other weapons as required, including impact weapons and chemical weapons, handcuffs, intoximeter, camera, first aid equipment; personal computer with various software applications, laser and inkjet printers, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; also works under uncontrolled field conditions; some hours beyond the normal work week and weekend work required; attendance at evening meetings required; subject to 24-hour emergency call-in; exposure to extreme weather conditions, armed and/or dangerous persons and life-threatening situations, individuals with contagious diseases, hazards associated with emergency driving and traffic control; may require heavy lifting and strenuous physical activity.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

CHIEF OF POLICE EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 16th day of January 2025, by and between the Village of Hortonville, Outagamie County ("Village") and Brian Bahr ("Chief").

WHEREAS, the Village wishes to employ Brian Bahr as Chief of Police of the Village of Hortonville Police Department; and

WHEREAS: Employee wishes to accept the role of Chief of Police of the Village of Hortonville Police Department, under the terms and conditions of this Agreement.

TERMS OF AGREEMENT

In consideration of the facts mentioned above and the mutual promises set out below, Village and Chief agree as follows:

1. Purpose and Scope:

- a. Village Board Role. The Village and the Chief acknowledge that pursuant to Wisconsin Statutes and Village Ordinances, the Village Board has the exclusive authority to hire and terminate the Chief's employment as chief of police. The Village Board also has the exclusive authority to determine compensation (including salary and benefits) and the terms and conditions of the Chief's employment with the Village.
- b. Administrator Role. The Chief works under the direction of the Village Administrator. The Village Administrator shall complete general day-to-day supervision and administrative supervision of the Chief.

2. Appointment and Duties:

- a. Appointment. The Hortonville Village Board of Trustees hereby appoints the Chief to serve as the chief officer of the Village of Hortonville Police Department ("Department") pursuant to the Village of Hortonville Municipal Code Ch, 2, Art. III, Sec. 2-108 effective January 1st, 2025 and to continue unless terminated pursuant to Section 4 of this Agreement.
- b. Duties. The Village and the Chief agree that he shall perform all duties as chief of police for the Department to the best of his ability, and as specified by law or ordinance, and by the Village's policies, procedures and the position description, which may be amended from time to time in the discretion of the Board of Trustees without notice.
- c. Hours of Work. The Chief shall maintain a work schedule as mutually agreed upon between the Chief and the Village. The Chief shall attend all meetings, activities, and other Village business that occur outside of normal business hours as required by the Village Board and/or Village Administrator unless otherwise excused. The Chief acknowledges and understands that the position is a "working chief" which means that

he shall also perform road duties based on the staffing needs of the Department. The Chief will make reasonable efforts to ensure that he performs road duties at least weekly.

- d. Personnel Manual. To the extent this Agreement is silent or does not address a provision as set forth in the Village's Personnel Manual, as modified by the Village from time to time in its sole discretion, the Personnel Manual shall control.

3. Compensation and Performance Review:

- a. Salary. The Chief shall receive a starting salary in the amount of \$80,000 per year, payable in accordance with the Village's standard payroll schedule. The Chief may, from time-to-time, receive adjustments in salary in the sole discretion of the Village Board. Such adjustments should be noted in the Chief's personnel file and shall not require amendment to this Agreement.
- b.
- c. Benefits. Unless otherwise indicated by this Agreement, the Chief shall receive the benefits provided to other non-represented employees in accordance with the Village's Personnel Manual, as modified by the Village from time to time in its sole discretion and based on any eligibility criteria for such benefits.
- d. Sick Leave Bank. The Chief shall be entitled to accrue and maintain a sick leave bank of up to 720 hours which may be used as otherwise permitted by the policies and procedures of the Village of Hortonville.
- e. Performance Reviews. The Board of Trustees will make reasonable efforts to ensure that the Chief's performance is reviewed no less than annually.

4. Termination of Employment:

- a. By the Chief. The Chief retains the option, at any time during the term hereof, to resign his employment as chief of police for the Department and terminate this Agreement upon 30 calendar days written notice to the Village Board ("Notice Period"). The Chief shall continue to receive his salary and benefits during this period so long as he continues to properly discharge his duties under this Agreement. If 30 calendar days written notice is not given, the Chief shall forfeit all benefits and compensation that may be due during the Notice Period. The Chief may not work for a new employer or during the hours he is regularly scheduled to work during this period of time.
- b. For Cause. This Agreement shall automatically terminate upon the Village Board's removal of the Chief from his position pursuant to Wis. Stat. sec. 62.13 or other applicable law.

5. Indemnification: To the extent authorized by Wisconsin Statutes, the Village of Hortonville shall defend and indemnify Brian Bahr, its Chief of Police, from any and all demands, claims,

suits, actions and legal proceedings brought against him as Chief in his official capacity or personally for actions performed within the scope of his employment, except claims for intentional, willful or malicious wrongdoing or criminal acts. The Village Board may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. Attorneys' fees and costs shall be paid by the Village in the event defense of such claims is not provided by the village attorney or by an attorney designated by the village's insurer. Said indemnification shall extend beyond the employee's termination of employment to provide full and complete protection to the employee for any acts or omissions while performing his duties.

6. Modification or Changes to this Agreement: This Agreement shall remain in full force and effect unless mutually modified by the parties. Any modification of the terms of this Agreement must have the concurrence of a majority of the Village Board, be in writing, and be executed by the Village and the Chief.

7. Law of Wisconsin to Govern: This Agreement shall be construed according to the laws of the State of Wisconsin, without giving effect to the conflict of law provisions thereof.

8. Severability: If any provisions, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

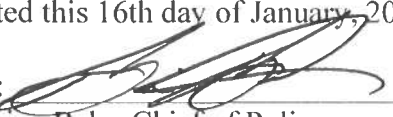
Dated this 16th day of January, 2025.
Village of Hortonville, Wisconsin

ATTEST:

Nathan Treadwell,
Village Administrator

Jeanne Bellile
Village President

Dated this 16th day of January, 2025.

By: 
Brian Bahr, Chief of Police

December 18, 2024

Proposal to Provide a Sewer Rate Study & Clean Water
Fund Loan Assistance to the:

Village of Hortonville, WI



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Advisors:

Ariana Schmidt
Senior Financial Specialist
Brian Roemer
Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Transmittal Letter

December 18, 2024

Re: Proposal to Provide a Sewer Rate Study & Clean Water Fund Loan Assistance to the Village of Hortonville

Dear Nathan & Aaron,

We are pleased to present this proposal to the Village of Hortonville. We believe our expertise and reputation, our dedication to proactive client service, and our unique project approach provide a compelling relationship option for the Village to consider.

For more than 60 years, Ehlers has helped its municipal clients build strong and vibrant communities through its municipal advisory services. The following qualitative factors separates us from competing firms:

Expertise. Ehlers has staff dedicated to the specialized work of completing utility rate studies. We serve clients across Wisconsin and throughout the upper Midwest. **In the last five years (8/1/2018-7/31/23), our firm has completed over 90 utility rate studies.**

Accessible Team Players. We are responsive to our clients by meeting short deadlines and assigning more than one Municipal Advisor to each client to ensure we meet their needs. Our process is flexible and designed to avoid delays and facilitate decision-making.

Client-First Values. Ehlers prides itself on transparent communication, proactive service, and an unwavering dedication to deploying client resources most efficiently and effectively. At the core, we will provide the Village with ongoing dialogue and idea-sharing, independent analysis, customized sewer rate options, and a competitive, value-oriented fee structure.

Thank you for including us in this process. We appreciate your consideration and look forward to discussing how Ehlers can best serve the Village of Hortonville.

Respectfully submitted,



Ariana Schmidt
Senior Financial Specialist
262-796-6181



Brian Roemer
Senior Municipal Advisor
262-796-6178



Scope of Service - Sewer Utility Rate Study

The project team proposes to undertake the following steps for the Sewer utility. Our approach is flexible and has proven to deliver the information, recommendations, and facilitated discussions essential to setting utility rates with confidence and accuracy. Ehlers proposes and agrees to provide the following scope of services for the sewer utility rate study ("Study"):

Phase I – Information Request, Review, and Long-Range Cash Flow Analysis

- Under this phase we will assess the need for a Sewer Rate study using a long-range cash flow analysis. This analysis will make projections on future operation expenses, future capital funding, and identify future rate increases.
- Prepare a cash flow analysis for the previous 5 years and next 10 years including the test year. The analysis will include:
 - Actual (for the past 5 years) and budgeted revenues and expenses based upon the work completed in Phase I above.
 - Development of annual operating expenses for the utility using an assumed rate of inflation based on historical expenses and discussions with staff.
 - Actual annual debt service expenses for existing utility debt.
 - The development of preliminary financing plans for planned capital improvement expenses including the use of cash vs. debt financing.
 - The planned debt service for the sewer utility upgrades taking into consideration available and minimum recommended reserves, existing debt, and existing revenue bond covenants if applicable.
 - Project out revenues and identify projected user rate increases to meet all financial obligations of each utility in future years.
 - Use benchmarking analysis to put forth a plan for fiscal sustainability. Using key metrics established by rating agencies, creditors, underwriters, and the PSC, create a plan that focuses on self-sustaining rates.
 - Determine an initial rate adjustment based on existing cash flow analysis through Budget Year 2025.
 - User Rate Comparison
 - Develop a comparison of existing and proposed user rates for example properties by customer class.
 - Develop a comparison of existing and proposed user rates to other communities.
- To complete this phase Ehlers will need to request and review the following:



- Current schedule of sewer rates.
- Annual audits for the past five years. (We have this information on file).
- Year to date actual expenses and revenues.
- Latest line-item budget.
- Current annual debt service schedules for existing utility debt. (We have this information on file).
- Any available capital improvement plan documents.

Phase II – Report, Presentation(s), & Implementation

- **Draft Report**
 - Meet with municipal staff virtually (phone or web-based service) to discuss initial findings
- **Final Report and Presentation**
 - Prepare a report including all project tables and a brief presentation describing the findings and recommendations of the LRCFA.
 - Review the report with staff and make any appropriate changes.
 - Prepare a final report and submit via PDF or paper copy
 - Prepare and be available for one (1) presentation of the report and findings to the Village Board or other designated governing body.
- **Implementation**
 - Assist utility in determining implementation date
 - Provide updated rate schedules for implementation
 - Discuss proper implementation process as it relates to the municipality's ordinance

Phase II – Utility Rate Study

- Under this phase we will complete the Sewer Rate Study. This analysis will include:
 - Development of Revenue Requirements
 - Based on the available budget, debt and asset detail, develop the revenue requirements for the utility under the cash based or utility-based method.
 - Cost of Service Study
 - Allocate the revenue requirements for the test year to the appropriate utility functions.
 - Rate Design



- Calculate the user rates for all customer classes based on the revenue requirements allocated to each utility function divided by the appropriate billable units.
- Create a cash flow analysis for the test year to ensure that the calculated user rates will meet the cash flow needs of the utility.
- User Rate Comparison
 - Develop a comparison of existing and proposed user rates for example properties by customer class.
 - Develop a comparison of existing and proposed user rates to other communities.
- To complete this phase Ehlers will need to request and review the following:
 - As applicable, detailed sewer billing records for the past 3 years showing:
 - billed consumption by customer class and rate block
 - number of customers by class and meter size (if billed by meter size).
 - Billing records for all high strength industrial waste customers of the utility showing the amount of excess loadings by type by month or quarter for the past 3 years.
 - Total Inflow at the wastewater treatment plant (or master meter to regional plant) for the previous 3 calendar years 2021-2024.
 - Any available information on upcoming developments and population growth over the study planning period that would increase the customer base and usage, or conversely any information on customers reducing usage or moving out of the municipality.
 - Current number of un-metered customers within the utility, if any.
 - Current depreciation rates depreciation schedule including accumulated depreciation.
 - Copy of current sewer service agreement(s) with governmental and/or private entities.

Phase IV – Report, Presentation(s), & Implementation (as necessary)

- Draft Report
 - Meet with municipal staff virtually (phone or web-based service) to discuss initial findings
- Final Report and Presentation
 - Prepare a report including all project tables and a brief executive summary describing the findings and recommendations of the study.
 - Review the report with staff and make any appropriate changes.



- Prepare a final report and submit via PDF or paper copy
- Prepare and be available for one (1) presentation of the report and findings to the Village Board or other designated governing body.
- **Implementation**
 - Assist utility in determining implementation date
 - Provide updated rate schedules and sample resolution for implementation
 - Discuss proper implementation process as it relates to the municipality's ordinance

Compensation

In return for the services set forth in the "Scope of Service," Client agrees to compensate Ehlers as follows based on the following Scope of Service Events:

Phase	Scope of Service Event	Fee
I	LRCFA Delivered to Client	\$ 4,500
II	Report & Implementation	\$ 500
	Initial Phases Total	\$ 5,000
III	Sewer Rate Study (as necessary)*	\$ 8,500
IV	Final Report & Implementation (as necessary)*	\$ 1,000
	All Phases Total	\$ 14,500

*As necessary. Phase I may indicate the remainder of the Study is not needed. In the event the Client determines not to proceed with additional Phases Ehlers will send the invoice for Phases completed. In the event Client determines not to proceed with the Study once a Phase has been authorized, but prior to that Phase's completion, the compensation due for that Phase will be prorated to reflect the percentage of the work completed.

^Optional. The Client may choose to not have a final report and/or final presentation of the final report.

For any service directed by Client and not covered by this, or another applicable Appendix, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour. This may include for example, additional scenarios for the Long-Range Cash Flow Analysis.

Payment for Services

Ehlers will invoice Client after the completion of each Scope of Service Event noted above. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.



Scope of Service – Clean Water Fund Loan

Ehlers & Associates is able to assist Client in the preparation of an application for Clean Water Fund Loan funding (“Issuance”). Ehlers proposes and agrees to provide the following scope of services:

Phase I – Information Request, Review, and Long-Range Cash Flow Analysis (included in the Sewer Rate Study Engagement)

Phase II – Loan Application Assistance (included in the Sewer Rate Study Engagement)

- Provide financial information for DNR application
- Complete Financial Forecast for DNR application
- Review term, pledge and other financial components required in the application

Phase III – Loan Process (application to closing)

- Advise the municipality regarding:
 - Engagement of bond counsel to prepare the required loan resolution.
 - Security for proposed project debt (revenue or general obligation pledge).
 - Term of the loan.
 - Dates for adoption of the loan resolution and loan closing.
- Respond to questions from DNR and DOA loan administrators as needed.
- Assist in coordinating activities with project engineers, Client staff and bond counsel with respect to the EIF loan.
- Upon the completion of the project and final EIF loan draw, update the Client’s debt schedules.

Scope of Service Limitations

Notwithstanding the Scope of Services listed above, Ehlers & Associates’ engagement related to Project is expressly limited as follows:

1. Clean Water Fund Loan engagement is separate from the Sewer Rate Study engagement.
2. Clean Water Fund Loan engagement does not include services for the loan application since it is already completed and filed. Ehlers has reduced the fee by \$6,000 from \$9,000 to \$3,000.
3. Unless otherwise requested by Client, Ehlers & Associates shall not as a result of this engagement be deemed to be acting in an Independent Registered Municipal Advisor (IRMA) capacity for purposes of providing Client’s engineer an IRMA exemption under Securities and Exchange Commission Rule 15Ba1-1.



Compensation

Ehlers & Associates fee for completion of the work defined within the Scope of Services will be \$3,000.

For any service directed by Client and not covered by this, or another applicable Appendix, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour.

Payment for Services

Ehlers & Associates will invoice Client upon completion of the work. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Client Engagement

If the Village finds this proposal suitable, please take the appropriate action and/or governing body approval. Please inform us of the decision and we will provide our required disclosures for signature.

December 18, 2024

Proposal to Provide a Water Rate Study & Safe Drinking
Water Fund Loan Assistance to the:

Village of Hortonville, WI



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Advisors:

Ariana Schmidt
Senior Financial Specialist
Brian Roemer
Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Transmittal Letter

December 18, 2024

Re: Proposal to Provide a Water Rate Study & Safe Drinking Water Fund Loan Assistance to the Village of Hortonville

Dear Nathan & Aaron,

We are pleased to present this proposal to the Village of Hortonville. We believe our expertise and reputation, our dedication to proactive client service, and our unique project approach provide a compelling relationship option for the Village to consider.

For more than 60 years, Ehlers has helped its municipal clients build strong and vibrant communities through its municipal advisory services. The following qualitative factors separates us from competing firms:

Expertise. Ehlers has staff dedicated to the specialized work of completing utility rate studies. We serve clients across Wisconsin and throughout the upper Midwest. **In the last five years (8/1/2018-7/31/23), our firm has completed over 90 utility rate studies and 37 conventional rate case applications to the Wisconsin Public Service Commission (PSC).**

Process. Our process is designed to facilitate effective decision-making. Our rate studies are completed in phases with the first phase being a Long-Range Cash Flow Analysis. To our knowledge, our competitors cannot complete an analysis to the level of detail we strive for due to their lack of Municipal Advisor designation or do not complete this vital step. The analysis will provide decision makers with the framework for options on how to fund ongoing and future financial obligations. In addition, we evaluate and educate the ways of how utilities can navigate Conventional Rate Cases to their individual utility needs and not simply following the PSC math. The Village currently has unique eligibility for the PSC's windows of opportunity to adjust rates and therefore we feel this analysis will help keep options open for the Village's ratepayers. Ehlers has provided you with a sample of this unmatched analysis.

Accessible Team Players. We are responsive to our clients by meeting short deadlines and assigning more than one Municipal Advisor to each client to ensure we meet their needs. Our process is flexible and designed to avoid delays and facilitate decision-making.

Client-First Values. Ehlers prides itself on transparent communication, proactive service, and an unwavering dedication to deploying client resources most efficiently and effectively. At the core, we will provide the Village with ongoing dialogue and idea-sharing, independent analysis, customized water rate options, and a competitive, value-oriented fee structure.

Thank you for including us in this process. We appreciate your consideration and look forward to discussing how Ehlers can best serve the Village of Hortonville.

Respectfully submitted,



Ariana Schmidt
Senior Financial Specialist
262-796-6181



Brian Roemer
Senior Municipal Advisor
262-796-6178



Scope of Service - Water Utility Rate Study

The project team proposes to undertake the following steps for the Water utility. Our approach is flexible and has proven to deliver the information, recommendations, and facilitated discussions essential to setting utility rates with confidence and accuracy. Ehlers proposes and agrees to provide the following scope of services for the water utility rate study (“Study”):

Phase I – Information Request, Review, and Long-Range Cash Flow Analysis

- Under this phase we will assess the need for a Conventional Rate Case with the PSC using a long-range cash flow analysis. This analysis will make projections on future operation expenses, future capital funding, and identify future rate increases.
- Prepare a cash flow analysis for the next 10 years including the test year and beyond. The analysis will include:
 - Calculation of the return on net investment rate base (ROI) adequate to finance the appropriate share of debt service, equipment replacement and capital outlay expenses.
 - Benchmarking of key financial metrics that the PSC, rating agencies, and prospective lenders analyze.
 - Capital planning and debt schedules with corresponding coverage requirements.
- This phase includes a meeting at the Council or other designated meeting to present the outcome of the Long-Range Cash Flow Analysis before starting the Application.
- In order to complete this phase Ehlers will need to request and review the following:
 - Capital planning documents identifying estimated costs for future water projects
 - Annual audits for the past three years
 - 2024 Water Fund actual expenses and revenues.
 - 2025 Water Fund line-item budget.

Phase II – Information Request, Review, and Test Year 2025 PSC Conventional Rate Case Application (as necessary)

- If the governing body approves Phase 2 after review of the Phase 1 analysis, under this phase we will complete the Test Year 2025 PSC Conventional Rate Case Application including all attachments of the application and supplementary information.



- In order to complete this phase Ehlers will need to request and review the following:
 - PSC annual reports for the last three years (available on the PSC website).
 - Current annual debt service schedules for existing utility debt (we currently have this information).
 - For calendar years 2022, 2023, and 2024 detailed water billing records showing billed water consumption by customer class and rate block and number of customers by class and meter size.
 - Based on the time of filing the Application, we may request a similar report for the previous twelve months to the time of filing.
 - Water billing records which list the 4 largest users in each customer class (i.e. residential, commercial, industrial, public authority) including the name of the customer, meter size, and total billed consumption for the largest quarter over the last 12-month period.
 - A water tower repainting schedule showing when the last time the tower(s) were repainted, the cost for repainting and whether the utility is on a 15 or 20-year repainting schedule.
 - Current number of un-metered customers within the utility, if any.
 - Most current depreciation schedule for all water utility assets, showing current year depreciation expense, depreciation rates, and accumulated depreciation for all water utility financed assets.
 - List of 4 largest users in each customer class (i.e. residential, commercial, industrial, public authority) including the name of the customer, meter size, and total billed consumption for the largest quarter over the last 12-month period.
 - The current number of private fire protections by the size of connection, if any.
 - For municipal financed utility plant in service and contributed plant in service, the estimated 2024 and 2025 asset additions, retirements and adjustments.
 - The current percentage allocated to the sewer utility's portion of meter costs and assets. (Usually the depreciation of the meters is split 50/50 between water and sewer).
 - Estimated materials and supplies inventory for 2024 and 2025, if any.
 - For 2024 and 2025 (estimated) the number of feet of main and hydrants added and retired. Please classify additions and retirements as routine or major.
 - If employees perform work for more than one function, please explain how costs are assigned to the water utility. For example, when an employee performs work for municipal parks, sewer, water, and private lead service lines, describe how the salary and wages dollars are assigned to the regulated water utility.



- Water utility credit card billing offering information (details to follow)
- This phase includes a meeting with the Council or other designated meeting to present the outcome of the Application before filing the Application.
- Ehlers will file the Application upon receiving desired recommendation to do so from the Client's desired governing body or staff.

Phase III –Test Year 2025 PSC Conventional Rate Case Proceedings (as necessary)

- Assist utility with Data Request Portion of proceedings
- Review Revenue Requirement to check for PSC errors or omissions based on Application and Data Request(s) period. Provide disagreement correspondence as necessary
- Review PSC Cost of Service Study & Rate Design
- Represent the Utility at required PSC public hearing
 - Be present at the required telephonic public hearing and provide testimony in support of the proposed water rates for the test year on behalf of the Village.
- File Rate Implementation Letter

Phase IV – Final Report and Presentation (as necessary)

- (Optional) Prepare and provide (via PDF or paper copy) a report containing a written summary of results of the PSC Rate Case and cash flow analysis along with all supporting worksheets.
- (Optional) If requested, this phase includes a meeting with the Council or other designated meeting to present the PSC final water rate structure for the test year and answer questions This should be requested on or before filing the PSC Rate Implementation Letter.

Compensation

In return for the services set forth in the "Scope of Service," Client agrees to compensate Ehlers as follows based on the following Scope of Service Events:

Phase	Scope of Service Event	Fee
I	LRCFA Delivered to Client	\$ 5,000
II	CRC Application Filed with PSC*	\$ 4,500
II	SRC Application Filed with PSC*	\$ 500
III	Completion of PSC Rate Implementation Letter*	\$ 3,500
IV	Final Report Delivered to Client^*	\$ 500
IV	Final Report Presentation^*	\$ 500
	Total	\$ 14,500

*As necessary. Phase I may indicate the remainder of the Study is not needed.



In the event the Client determines not to proceed with additional Phases Ehlers will send the invoice for Phases completed. In the event Client determines not to proceed with the Study once a Phase has been authorized, but prior to that Phase's completion, the compensation due for that Phase will be prorated to reflect the percentage of the work completed.

^Optional. The Client may choose to not have a final report and/or final presentation of the final report.

For any service directed by Client and not covered by this, or another applicable Appendix, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour. This may include for example, additional scenarios for the Long-Range Cash Flow Analysis.

Payment for Services

Ehlers will invoice Client after the completion of each Scope of Service Event noted above. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Scope of Service – Safe Drinking Water Fund Loan

Ehlers & Associates is able to assist Client in the preparation of an application for Safe Drinking Water Fund Loan funding ("Issuance"). Ehlers proposes and agrees to provide the following scope of services:

Phase I – Information Request, Review, and Long-Range Cash Flow Analysis (included in the Water Rate Study Engagement)

Phase II – Loan Application Assistance (included in the Water Rate Study Engagement)

- Provide financial information for DNR application
- Complete Financial Forecast for DNR application
- Review term, pledge and other financial components required in the application

Phase III – Loan Process (application to closing)

- Advise the municipality regarding:
 - Engagement of bond counsel to prepare the required loan resolution.



- Security for proposed project debt (revenue or general obligation pledge).
 - Term of the loan.
 - Dates for adoption of the loan resolution and loan closing.
- Respond to questions from DNR and DOA loan administrators as needed.
- Assist in coordinating activities with project engineers, Client staff and bond counsel with respect to the EIF loan.
- Upon the completion of the project and final EIF loan draw, update the Client's debt schedules.

Scope of Service Limitations

Notwithstanding the Scope of Services listed above, Ehlers & Associates' engagement related to Project is expressly limited as follows:

1. Safe Drinking Water Fund Loan engagement is separate from the Water Rate Study engagement.
2. Safe Drinking Water Fund Loan engagement does not include services for the loan application since it is already completed and filed. Ehlers has reduced the fee by \$6,000 from \$9,000 to \$3,000.
3. Unless otherwise requested by Client, Ehlers & Associates shall not as a result of this engagement be deemed to be acting in an Independent Registered Municipal Advisor (IRMA) capacity for purposes of providing Client's engineer an IRMA exemption under Securities and Exchange Commission Rule 15Ba1-1.

Compensation

Ehlers & Associates fee for completion of the work defined within the Scope of Services will be \$3,000.

For any service directed by Client and not covered by this, or another applicable Appendix, Ehlers & Associates will bill Client at an hourly rate that is dependent upon the task/staff required to meet Client request at no less than \$125.00/hour and not to exceed \$350.00/hour.

Payment for Services

Ehlers & Associates will invoice Client upon completion of the work. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Client Engagement

If the Village finds this proposal suitable, please take the appropriate action and/or governing body approval. Please inform us of the decision and we will provide our required disclosures for signature.

Vinton Construction Company PO Box 137 Two Rivers, WI 54241				Contractor's Application for Payment No.		2 REVISED	
Application Period: Thru 12/31/24		Application Date: 12/31/2024					
To Village of Hortonville (Owner):		From (Contractor): Vinton Construction Company PO Box 137 Two Rivers, WI 54241		Via (Engineer): Blake Theison, Katie MacDonald, Parkitecture + Planning			
Project: Alonzo Park Playscape		Contract: Alonzo Park Playscape					
Owner's Contract No.:		Contractor's Project No.: 24111		Engineer's Project No.:			

Approved Change Orders			1. ORIGINAL CONTRACT PRICE..... \$ 924,278.55	
Number	Additions	Deductions	2. Net change by Change Orders..... \$	
			3. Current Contract Price (Line 1 ± 2)..... \$ 924,278.55	
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F total on Progress Estimates)..... \$ 650,258.85	
			5. RETAINAGE:	
			a. 2.5% X 924,278.55 Work Completed..... \$ 23,106.96	
			b. X Stored Material..... \$	
			c. Total Retainage (Line 5.a + Line 5.b)..... \$ 23,106.96	
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 627,151.89	
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 276,378.18	
			8. AMOUNT DUE THIS APPLICATION..... \$ 350,773.71	
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above)..... \$ 297,126.66	
TOTALS				
NET CHANGE BY				
CHANGE ORDERS				

Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	
Contractor Signature By:  Date: 1-7-2025	

Payment of:	\$ 350,773.71	(Line 8 or other - attach explanation of the other amount)
is recommended by:	APPROVED By Blake Theisen at 5:10 pm, Jan 07, 2025	(Date)
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is approved by:		(Date)
Approved by:		(Date)
	Funding or Financing Entity (if applicable)	(Date)

Unit Cost Breakdown

Project: Hortonville Alonzo Park Playscape

Page 1 of 1

Contractor: Vinton Construction Company

Application Date: 12/31/24

Payment Application #: 2 REVISED

VCC Job# 24111

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed				Total Completed/Stored		Scheduled Vs.	Percent Complete
		Quantity	UOM	Unit Price	Amount	Previous Request		This Request		To Date		Actual	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
1	Mobilization	1.00	LS	\$ 29,700.00	\$ 29,700.00	0.50	\$ 14,850.00	0.25	\$ 7,425.00	0.75	\$ 22,275.00	\$ 7,425.00	75.0%
2	Erosion Control	1.00	LS	\$ 8,000.00	\$ 8,000.00	1.00	\$ 8,000.00	-	\$ -	1.00	\$ 8,000.00	\$ -	100.0%
3	Demolition	1.00	LS	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	-	\$ -	1.00	\$ 2,500.00	\$ -	100.0%
4	Earthwork	1.00	LS	\$ 40,000.00	\$ 40,000.00	1.00	\$ 40,000.00	-	\$ -	1.00	\$ 40,000.00	\$ -	100.0%
5	Undercut Allowance	1.00	AL	\$ 10,000.00	\$ 10,000.00	-	\$ -	-	\$ -	-	\$ -	\$ 10,000.00	0.0%
6	Dense Graded Basecourse	1,117.00	TON	\$ 29.75	\$ 33,230.75	1,000.00	\$ 29,750.00	281.00	\$ 8,359.75	1,281.00	\$ 38,109.75	\$ (4,879.00)	114.7%
7	Concrete Pavement - 4"	4,661.00	SF	\$ 8.20	\$ 38,220.20	-	\$ -	4,300.00	\$ 35,260.00	4,300.00	\$ 35,260.00	\$ 2,960.20	92.3%
8	Concrete Pavement - 4" Thickened	1,516.00	SF	\$ 9.20	\$ 13,947.20	-	\$ -	1,516.00	\$ 13,947.20	1,516.00	\$ 13,947.20	\$ -	100.0%
9	Concrete Pavement - 6" Reinforced	1,150.00	SF	\$ 10.20	\$ 11,730.00	-	\$ -	1,150.00	\$ 11,730.00	1,150.00	\$ 11,730.00	\$ -	100.0%
10	Concrete Pavement - 6" Reinforced Colored	2,374.00	SF	\$ 18.00	\$ 42,732.00	-	\$ -	2,374.00	\$ 42,732.00	2,374.00	\$ 42,732.00	\$ -	100.0%
11	Concrete Curbing	173.00	LF	\$ 52.50	\$ 9,082.50	-	\$ -	173.00	\$ 9,082.50	173.00	\$ 9,082.50	\$ -	100.0%
12	4" Storm Sewer	162.00	LF	\$ 39.30	\$ 6,366.60	162.00	\$ 6,366.60	-	\$ -	162.00	\$ 6,366.60	\$ -	100.0%
13	8" Storm Sewer	199.00	LF	\$ 58.70	\$ 11,681.30	199.00	\$ 11,681.30	-	\$ -	199.00	\$ 11,681.30	\$ -	100.0%
14	36" Storm Structure	1.00	EA	\$ 4,315.00	\$ 4,315.00	1.00	\$ 4,315.00	-	\$ -	1.00	\$ 4,315.00	\$ -	100.0%
15	Yard Inlet	2.00	EA	\$ 1,800.00	\$ 3,600.00	2.00	\$ 3,600.00	-	\$ -	2.00	\$ 3,600.00	\$ -	100.0%
16	4" Underdrain	386.00	LF	\$ 36.00	\$ 13,896.00	386.00	\$ 13,896.00	-	\$ -	386.00	\$ 13,896.00	\$ -	100.0%
17	Water Lateral - 4"	1.00	LS	\$ 12,425.00	\$ 12,425.00	1.00	\$ 12,425.00	-	\$ -	1.00	\$ 12,425.00	\$ -	100.0%
18	Water Service Connection and Fittings	1.00	LS	\$ 18,745.00	\$ 18,745.00	1.00	\$ 18,745.00	-	\$ -	1.00	\$ 18,745.00	\$ -	100.0%
19	Electric Service	1.00	LS	\$ 8,350.00	\$ 8,350.00	1.00	\$ 8,350.00	-	\$ -	1.00	\$ 8,350.00	\$ -	100.0%
20	Light Type A	3.00	EA	\$ 2,537.00	\$ 7,611.00	0.50	\$ 1,268.50	2.50	\$ 6,342.50	3.00	\$ 7,611.00	\$ -	100.0%
21	Light Type B	1.00	EA	\$ 1,154.00	\$ 1,154.00	0.50	\$ 577.00	0.50	\$ 577.00	1.00	\$ 1,154.00	\$ -	100.0%
22	Shade Structures	4.00	EA	\$ 7,250.00	\$ 29,000.00	-	\$ -	2.00	\$ 14,500.00	2.00	\$ 14,500.00	\$ 14,500.00	50.0%
23	Lawn Restoration	1.00	LS	\$ 24,300.00	\$ 24,300.00	-	\$ -	-	\$ -	-	\$ -	\$ 24,300.00	0.0%
24	Trees - Deciduous	13.00	EA	\$ 775.00	\$ 10,075.00	-	\$ -	-	\$ -	-	\$ -	\$ 10,075.00	0.0%
25	Trees - Ornamental	6.00	EA	\$ 775.00	\$ 4,650.00	-	\$ -	-	\$ -	-	\$ -	\$ 4,650.00	0.0%
26	Trees - Evergreen	4.00	EA	\$ 500.00	\$ 2,000.00	-	\$ -	-	\$ -	-	\$ -	\$ 2,000.00	0.0%
27	Splashpad Equipment and Plumbing Installation	1.00	LS	\$152,800.00	\$ 152,800.00	0.75	\$114,600.00	0.15	\$ 22,920.00	0.90	\$ 137,520.00	\$ 15,280.00	90.0%
28	Splashpad Rules Sign	1.00	LS	\$ 1,250.00	\$ 1,250.00	-	\$ -	-	\$ -	-	\$ -	\$ 1,250.00	0.0%
29	Playground Equipment Installation	1.00	LS	\$317,017.00	\$ 317,017.00	-	\$ -	0.50	\$158,508.50	0.50	\$ 158,508.50	\$ 158,508.50	50.0%
30	Open Air Shelter	1.00	LS	\$ 55,900.00	\$ 55,900.00	-	\$ -	0.50	\$ 27,950.00	0.50	\$ 27,950.00	\$ 27,950.00	50.0%
	Total:				\$ 924,278.55		\$290,924.40		\$359,334.45		\$ 650,258.85	\$ 274,019.70	
	Less: 5% Retainage (1st 50% of contract)						\$ 14,546.22		\$ 8,560.74		\$ 23,106.96		
	Total:						\$276,378.18		\$350,773.71		\$ 627,151.89		
	Amount Previously Paid						\$276,378.18		\$ -		\$ 276,378.18		
	Amount DueThis Request								\$350,773.71		\$ 350,773.71		

Contractor's Application for Payment

Owner: <u>Village of Hortonville, Wisconsin</u> Engineer: <u>MSA Professional Services, Inc.</u> Contractor: <u>Don E. Parker Excavating, Inc.</u> Project: <u>2024 North Mill Street Reconstruction</u> Contract: _____	Owner's Project No.: _____ Engineer's Project No.: <u>07807030</u> Contractor's Project No.: _____																																				
Application No.: <u>3</u> Application Date: <u>1/13/2025</u> Application Period: From <u>10/18/2024</u> to <u>11/30/2024</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$586,957.06</td> <td style="width: 20%; text-align: right;">-</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$ 1,000.00</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$587,957.06</td> <td style="text-align: right;">-</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$ 617,727.04</td> <td style="text-align: right;">-</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. <u>5.00%</u> X <u>\$293,478.53</u> - Work Completed</td> <td style="text-align: right;">\$14,673.93</td> <td style="text-align: right;">-</td> </tr> <tr> <td> b. _____ X \$ _____ - Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$14,673.93</td> <td style="text-align: right;">-</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$603,053.11</td> <td style="text-align: right;">-</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td style="text-align: right;">297,505.07</td> <td></td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$305,548.04</td> <td style="text-align: right;">-</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> </table>		1. Original Contract Price	\$586,957.06	-	2. Net change by Change Orders	\$ 1,000.00	-	3. Current Contract Price (Line 1 + Line 2)	\$587,957.06	-	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 617,727.04	-	5. Retainage			a. <u>5.00%</u> X <u>\$293,478.53</u> - Work Completed	\$14,673.93	-	b. _____ X \$ _____ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$14,673.93	-	6. Amount eligible to date (Line 4 - Line 5.c)	\$603,053.11	-	7. Less previous payments (Line 6 from prior application)	297,505.07		8. Amount due this application	\$305,548.04	-	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-
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9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-																																			
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: <u>Don E. Parker Excavating, Inc.</u> Signature: <u></u> Date: <u>1/13/2025</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Recommended by Engineer By: <u></u> Title: <u>Project Engineer</u> Date: <u>01/13/2025</u> </td> <td style="width: 50%; vertical-align: top;"> Approved by Owner By: _____ Title: _____ Date: _____ </td> </tr> <tr> <td colspan="2"> Approved by Funding Agency By: _____ Title: _____ Date: _____ </td> </tr> </table>		Recommended by Engineer By: <u></u> Title: <u>Project Engineer</u> Date: <u>01/13/2025</u>	Approved by Owner By: _____ Title: _____ Date: _____	Approved by Funding Agency By: _____ Title: _____ Date: _____																																	
Recommended by Engineer By: <u></u> Title: <u>Project Engineer</u> Date: <u>01/13/2025</u>	Approved by Owner By: _____ Title: _____ Date: _____																																				
Approved by Funding Agency By: _____ Title: _____ Date: _____																																					

Hortonville 2024 North Mill Street Reconstruction											
Date	11/30/2024										
Invoice	5347					PREVIOUS		THIS REQUEST		COMPLETED TO DATE	
Item No.	Description	Unit	Est Qty	Unit Cost	Bid Amount	Qty	Total	Qty	Total	Qty	Total
1	Mobilization	LPSM	1	\$ 16,108.00	\$ 16,108.00		\$ -	1	\$ 16,108.00	1	\$ 16,108.00
2	Unclassified excavation	CUYD	2650	\$ 7.56	\$ 20,034.00		\$ -	2650	\$ 20,034.00	2650	\$ 20,034.00
3	Clearing & grubbing	LPSM	1	\$ 0.01	\$ 0.01		\$ -	1	\$ 0.01	1	\$ 0.01
4	Asphalt pavement removal	SQYD	3200	\$ 1.00	\$ 3,200.00		\$ -	3200	\$ 3,200.00	3200	\$ 3,200.00
5	Concrete pavement removal	SQYD	950	\$ 4.45	\$ 4,227.50		\$ -	1065.8	\$ 4,742.81	1065.8	\$ 4,742.81
6	Curb & gutter removal	LNFT	1500	\$ 3.30	\$ 4,950.00		\$ -	1581.5	\$ 5,218.95	1581.5	\$ 5,218.95
7	Sawcut asphalt	LNFT	430	\$ 3.00	\$ 1,290.00		\$ -	430	\$ 1,290.00	430	\$ 1,290.00
8	Sawcut concrete pavement	LNFT	215	\$ 5.00	\$ 1,075.00		\$ -	215	\$ 1,075.00	215	\$ 1,075.00
9	Remove existing retaining wall	LNFT	30	\$ 28.35	\$ 850.50		\$ -	30	\$ 850.50	30	\$ 850.50
10	Topsoil placement & grading	SQYD	650	\$ 3.10	\$ 2,015.00		\$ -	821	\$ 2,545.10	821	\$ 2,545.10
11	Seeding	SQYD	650	\$ 0.78	\$ 507.00		\$ -	821	\$ 640.38	821	\$ 640.38
12	Hydromulch	SQYD	650	\$ 1.03	\$ 669.50		\$ -	1080	\$ 1,112.40	1080	\$ 1,112.40
13	Erosion control	LPSM	1	\$ 721.00	\$ 721.00		\$ -	1	\$ 721.00	1	\$ 721.00
14	Traffic control	LPSM	1	\$ 2,575.00	\$ 2,575.00	1	\$ 2,575.00		\$ -	1	\$ 2,575.00
15	Block retaining wall	SQFT	100	\$ 70.04	\$ 7,004.00		\$ -	119	\$ 8,334.76	119	\$ 8,334.76
16	Granular backfill	TON	550	\$ 0.01	\$ 5.50		\$ -		\$ -	0	\$ -
17	Insulation	SQFT	510	\$ 3.10	\$ 1,581.00	4	\$ 12.40		\$ -	4	\$ 12.40
18	30" curb & gutter	SQYD	1510	\$ 17.00	\$ 25,670.00		\$ -	1581.5	\$ 26,885.50	1581.5	\$ 26,885.50
19	6" concrete driveway	SQFT	1100	\$ 8.80	\$ 9,680.00		\$ -	1493.7	\$ 13,144.56	1493.7	\$ 13,144.56
20	3" asphalt driveway	SQYD	125	\$ 71.89	\$ 8,986.25		\$ -	225	\$ 16,175.25	225	\$ 16,175.25
21	4" concrete sidewalk	SQFT	6425	\$ 8.35	\$ 53,648.75		\$ -	6576.5	\$ 54,913.78	6576.5	\$ 54,913.78
22	6" concrete sidewalk	SQFT	1475	\$ 9.43	\$ 13,909.25		\$ -	1522	\$ 14,352.46	1522	\$ 14,352.46
23	Steps	SQFT	8	\$ 66.95	\$ 535.60		\$ -	55	\$ 3,682.25	55	\$ 3,682.25
24	Breaker run	TON	1200	\$ 16.17	\$ 19,404.00		\$ -	558.66	\$ 9,033.53	558.66	\$ 9,033.53
25	6" dense base	TON	1275	\$ 16.17	\$ 20,616.75		\$ -	1577.85	\$ 25,513.83	1577.85	\$ 25,513.83
26	2.5" asphalt binder course	TON	450	\$ 81.89	\$ 36,850.50		\$ -	461.67	\$ 37,806.16	461.67	\$ 37,806.16
27	1.5" asphalt surface course	TON	275	\$ 82.92	\$ 22,803.00		\$ -	285.96	\$ 23,711.80	285.96	\$ 23,711.80
28	Geotextile fabric type SAS	SQYD	3700	\$ 1.84	\$ 6,808.00		\$ -	3700	\$ 6,808.00	3700	\$ 6,808.00
29	Detectable warning field	SQFT	60	\$ 41.20	\$ 2,472.00		\$ -	72	\$ 2,966.40	72	\$ 2,966.40
30	Pavement marking 4" white	LNFT	415	\$ 7.16	\$ 2,971.40		\$ -	383	\$ 2,742.28	383	\$ 2,742.28
31	Pavement marking 18" white	LNFT	40	\$ 29.82	\$ 1,192.80		\$ -	31.5	\$ 939.33	31.5	\$ 939.33
32	Excavation below subgrade	CUYD	250	\$ 21.53	\$ 5,382.50		\$ -		\$ -	0	\$ -
33	2x3 inlet	EACH	12	\$ 2,939.00	\$ 35,268.00	12	\$ 35,268.00		\$ -	12	\$ 35,268.00
34	4' storm manhole	EACH	1	\$ 2,934.00	\$ 2,934.00	1	\$ 2,934.00		\$ -	1	\$ 2,934.00
35	12" poly storm sewer	LNFT	405	\$ 49.95	\$ 20,229.75	426	\$ 21,278.70		\$ -	426	\$ 21,278.70
36	12" RCP storm sewer	LNFT	179	\$ 62.50	\$ 11,187.50	179	\$ 11,187.50		\$ -	179	\$ 11,187.50
37	Pipe underdrain 4"	LNFT	56	\$ 22.95	\$ 1,285.20		\$ -		\$ -	0	\$ -
38	Utility line opening	EACH	1	\$ 250.00	\$ 250.00	1	\$ 250.00		\$ -	1	\$ 250.00
39	Connect to existing storm sewer	EACH	2	\$ 425.00	\$ 850.00	2	\$ 850.00		\$ -	2	\$ 850.00
40	Abandon existing storm sewer	EACH	1	\$ 450.00	\$ 450.00	1	\$ 450.00		\$ -	1	\$ 450.00
41	4' sanitary manhole	EACH	3	\$ 5,069.00	\$ 15,207.00	3	\$ 15,207.00		\$ -	3	\$ 15,207.00

42	8" sanitary sewer	LNFT	766	\$ 58.55	\$ 44,849.30	765	\$ 44,790.75	\$ -	765	\$ 44,790.75
43	6" sanitary lateral	LNFT	325	\$ 58.30	\$ 18,947.50	443	\$ 25,826.90	\$ -	443	\$ 25,826.90
44	8x6 wye	EACH	13	\$ 160.00	\$ 2,080.00	14	\$ 2,240.00	\$ -	14	\$ 2,240.00
45	Temporary sanitary bend	EACH	1	\$ 75.00	\$ 75.00	1	\$ 75.00	\$ -	1	\$ 75.00
46	Connect to existing sanitary sewer	EACH	3	\$ 830.00	\$ 2,490.00	2	\$ 1,660.00	\$ -	2	\$ 1,660.00
47	Connect to existing sanitary lateral	EACH	13	\$ 215.00	\$ 2,795.00	15	\$ 3,225.00	\$ -	15	\$ 3,225.00
48	Abandon existing sanitary sewer	EACH	1	\$ 425.00	\$ 425.00	1	\$ 425.00	\$ -	1	\$ 425.00
49	6" PVC water main	LNFT	32	\$ 107.00	\$ 3,424.00	50.5	\$ 5,403.50	\$ -	50.5	\$ 5,403.50
50	8" PVC water main	LNFT	22	\$ 115.70	\$ 2,545.40	31	\$ 3,586.70	\$ -	31	\$ 3,586.70
51	10" PVC water main	LNFT	776	\$ 70.95	\$ 55,057.20	827	\$ 58,675.65	\$ -	827	\$ 58,675.65
52	Hydrant	EACH	1	\$ 5,737.00	\$ 5,737.00	1	\$ 5,737.00	\$ -	1	\$ 5,737.00
53	10x6 tee	EACH	1	\$ 1,100.00	\$ 1,100.00	1	\$ 1,100.00	\$ -	1	\$ 1,100.00
54	10x8 tee	EACH	1	\$ 1,205.00	\$ 1,205.00	1	\$ 1,205.00	\$ -	1	\$ 1,205.00
55	10x6 reducer	EACH	2	\$ 675.00	\$ 1,350.00	2	\$ 1,350.00	\$ -	2	\$ 1,350.00
56	10" 45° bend	EACH	2	\$ 835.00	\$ 1,670.00	4	\$ 3,340.00	\$ -	4	\$ 3,340.00
57	6" valve & box	EACH	1	\$ 1,863.00	\$ 1,863.00	1	\$ 1,863.00	\$ -	1	\$ 1,863.00
58	8" valve & box	EACH	1	\$ 2,539.00	\$ 2,539.00	1	\$ 2,539.00	\$ -	1	\$ 2,539.00
59	10" valve & box	EACH	3	\$ 3,625.00	\$ 10,875.00	5	\$ 18,125.00	\$ -	5	\$ 18,125.00
60	10x10 cross	EACH	1	\$ 1,760.00	\$ 1,760.00	1	\$ 1,760.00	\$ -	1	\$ 1,760.00
61	1 ¼" HDPE water service	LNFT	251	\$ 38.00	\$ 9,538.00	331.5	\$ 12,597.00	\$ -	331.5	\$ 12,597.00
62	1 ¼" water service set	EACH	11	\$ 821.00	\$ 9,031.00	11	\$ 9,031.00	\$ -	11	\$ 9,031.00
63	2" HDPE water service	LNFT	44	\$ 43.10	\$ 1,896.40	49	\$ 2,111.90	\$ -	49	\$ 2,111.90
64	2" water service sets	EACH	2	\$ 1,450.00	\$ 2,900.00	2	\$ 2,900.00	\$ -	2	\$ 2,900.00
65	Temporary water service	EACH	1	\$ 4,800.00	\$ 4,800.00		\$ -	\$ -	0	\$ -
66	Connect to existing water service	EACH	13	\$ 228.00	\$ 2,964.00	13	\$ 2,964.00	\$ -	13	\$ 2,964.00
67	Connect to existing water main	EACH	5	\$ 1,877.00	\$ 9,385.00	5	\$ 9,385.00	\$ -	5	\$ 9,385.00
68	Abandon existing water main	EACH	1	\$ 250.00	\$ 250.00	1	\$ 250.00	\$ -	1	\$ 250.00
CO1	Tree removal at 228 N. Mill Street	LPSM	1	\$ 1,000.00	\$ 1,000.00		\$ -	1 \$ 1,000.00	1	\$ 1,000.00
Total					\$ 587,957.06		\$ 312,179.00	\$ 305,548.04		\$ 617,727.04

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

JANUARY 16, 2025

ELECTIONS

- Candidacy Paperwork
- Drew names for ballot placement on the April 1, 2025 ballot
- Notification of Nominations to Outagamie County for the April 1, 2025 Spring Election
- Entered information into WisVote regarding candidates
- DMV Non match and Registration alerts in WisVote

WEBINARS/ZOOM MEETINGS/TRAININGS

- Weekly Department Head Meetings
- Weekly Staff Meetings

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
- Compiling 2024 Audit Paperwork
- Tax Payments - \$2,065,954.82 collected through December 31 of that \$100,695 were paid by Credit Card
- Completed the January Tax Settlements – checks sent to BOLD, FVTC, Outagamie County and HASD
- Completed the Municipal Levy Limit Worksheet – DOR
- Completed the Quarterly Survey of Property Tax Collections
- Completed the 2% Fire Dues Self-Certification for Clerk
- Filed the 2024 Tobacco License Report with the State of WI Department of Health Services

LICENSES

- Wisconsin Act 73 Update – Starting January 1, 2025 Operator (bartender)
Licenses can be purchased through the State - \$200.00 for a statewide permit for individuals serving alcohol beverages across multiple municipalities.

PUBLICATIONS

PUBLIC RECORD REQUESTS

OTHER

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

- Real Estate Certificates – 4 in December
- Dog Licenses issues – 60 in December
- Updated the Public Works Clerk I Job Description

Village Bank Statements- 2024

Accounts	1/1/2024	Q1	Q2	Q3	Q4
Wolf River (Business Money Market)	\$ 134,512.63	\$ 95,215.06	\$ 202,664.89	\$ 273,720.89	\$ 118,013.10
Associated Bank (Payroll)	\$ 209,174.68	\$ 89,436.43	\$ 216,121.60	\$ 67,307.40	\$ 126,993.36
Associated Bank (Business Advanced Checking)	\$ 1,401.91	\$ 1,191.91	\$ 1,006.91	\$ 1,796.91	\$ 1,586.91
Associated Bank (Money Market)	\$ 26,138.71	\$ 24,044.04	\$ 31,682.21	\$ 29,906.84	\$ 35,075.94
Associated Bank (Nonprofit Premium Checking)	\$ 50,245.32	\$ 49,731.82	\$ 64,523.45	\$ 57,886.22	\$ 69,348.14
LGIP- General	\$ 28.99	\$ 29.37	\$ 29.76	\$ 30.17	\$ 30.54
Wolf River (Quarterly-Savings)	\$ 200,146.07	\$ 200,195.98	\$ 200,245.90	\$ 200,296.38	\$ 200,346.87
Wolf River (Business Money Market)	\$ 1,573,884.67	\$ 2,783,920.89	\$ 1,870,928.29	\$ 1,818,238.35	\$ 1,189,846.14
Wolf River (Business Savings- Tax Roll)	\$ 1,489,956.69	\$ 1,180.69	\$ 1,180.98	\$ 1,181.28	\$ 1,392,463.72
Wolf River (Donation Account)	\$ 7,104.80	\$ 27,238.10	\$ 52,518.93	\$ 52,949.98	\$ 55,971.78

Village Investments- 2024

Accounts	1/1/2024	Q1	Q2	Q3	Q4
ARPA	\$ 293,342.93	\$ 296,938.44	\$ 300,724.87	\$ -	\$ -
Village	\$ 257,073.30	\$ 260,024.61	\$ 263,286.33	\$ 266,937.72	\$ 268,369.67
Cemetery Perpetual Care Reserve	\$ 68,181.16	\$ 79,444.29	\$ 79,645.01	\$ 81,724.62	\$ 82,709.75

Water/Sewer Bank Statements- 2024

Accounts	1/1/2024	Q1	Q2	Q3	Q4
Wolf River (Municipal Checking)	\$ 144,752.25	\$ 107,795.05	\$ 68,209.55	\$ 95,151.12	\$ 222,286.19
Wolf River (Business Money Market)	\$ 1,045,983.83	\$ 1,138,190.04	\$ 1,208,695.13	\$ 1,007,228.46	\$ 971,874.12
LGIP- Sewer Debt Retirement	\$ 418.92	\$ 424.56	\$ 430.27	\$ 436.08	\$ 441.30

Water/Sewer Investments- 2024

Accounts	1/1/2024	Q1	Q2	Q3	Q4
Sewer Replacement	\$ 650,248.79	\$ 658,957.24	\$ 666,573.73	\$ 677,839.82	\$ 690,511.34
Utility Bond	\$ 331,219.56	\$ 333,042.08	\$ 27,637.89	\$ 328,863.07	\$ 332,809.11
Utility	\$ 274,943.05	\$ 278,078.88	\$ 281,568.50	\$ 285,580.95	\$ 287,062.86

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



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

1/16/2025 Director of Public Works Report

Meetings attended:

- Staff meetings
- Department head meetings
- Meeting Midwest Meter to discuss BEACON software
- Meeting with Vinton Construction about Pay App #2
- GIS materials to MSA
- Interviews for Custodian position
- Meeting with Hortonville Youth Sports about Otto Miller Park

Current and past projects include:

- Installation of new playground at Alonzo Park closed down for the winter (will resume playground installation when weather permits)
- Revisions to Otto Miller Park Masterplan on-going
- Updates to Village of Hortonville Official Street Mapping
- Interviews will be starting for Public Works Clerk Position

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





531 North Nash Street
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01-16-2024 Police Department Report

Meetings

- Village Department Head Meetings
- School District Administration Meetings
- Met with Todd Timm regarding SRO transitions (ongoing)
- Developed School Safety Training Tabletop with school officials
- Met with school officials to observe bus pick up/drop off procedures following state incident

Trainings

- Scheduled all officers for 2025 legal update training presented by Outagamie County District Attorney
- Scheduled training for evidence storage/management in La Crosse for Officer Stephens and Officer Sweeney (2/14)
- Contact with HHFD Chief and Director of Hortonville EMS about joining future training sessions (February and March)
- Officer Hauser, Officer Sokolski, and I attended HASD Crisis Tabletop Exercise
- Officer Pagel is attending of Krav Maga self-defense training

Ongoing Projects and Miscellaneous

- Union Transfer complete-Officer Heiden will now be president of HPPA
- Working with Outagamie County to complete remote access to Spillman (RMS)
- Attended Hortonville Municipal Court (1/8)
- Contacted HHFD regarding drone program (ongoing)
- Officer Hauser and I completed training with Officer Sokolski for .5 SRO (Full transition 1/12)

Upcoming

- Meeting with representative from FLOCK software systems
- Meeting with Domestic Violence Intervention Program to update Domestic Violence Forms
- New Squad-builder is having challenges with lightbar, hopeful to have week of 1/20
- Crossing Guard opening for Monday/Friday afternoons (no applicants at this time)
- Full-time patrol position-Deadline was Jan 1/10 (will begin interview process week of 1/20)



Hortonville 2024

PUBLIC LIBRARY

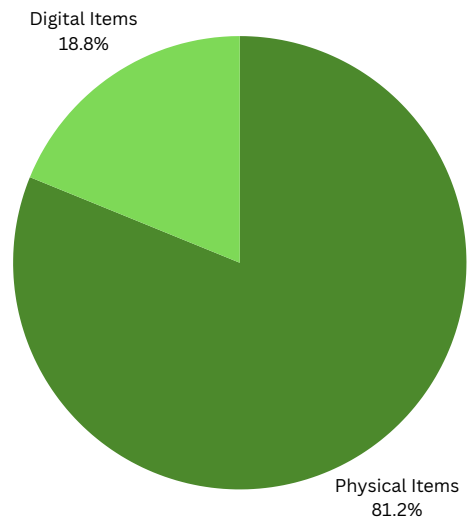
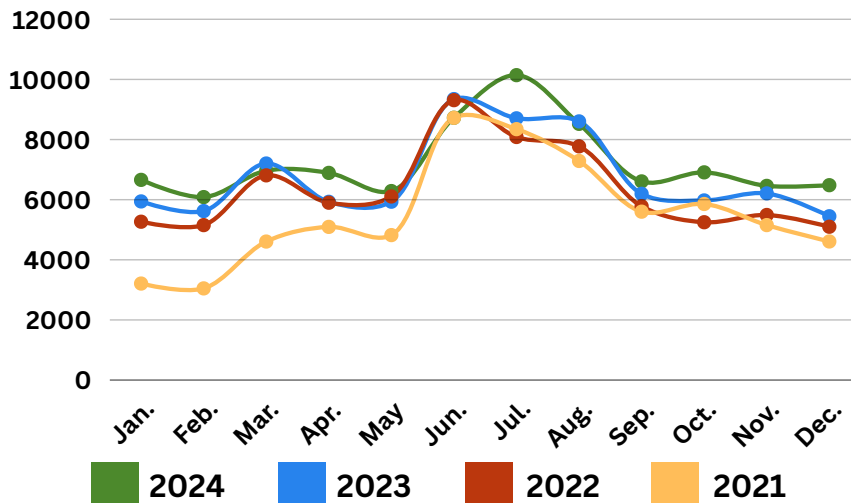
Checkouts & Renewals

86,733

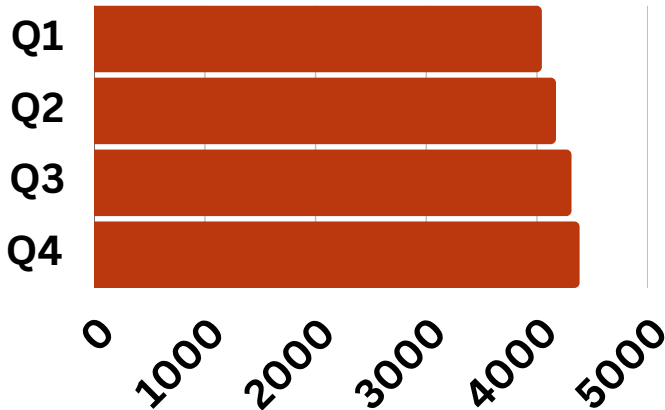
checkouts & renewals
of that...

16,335

were digital checkouts



Cards Held by Quarter



By the numbers...

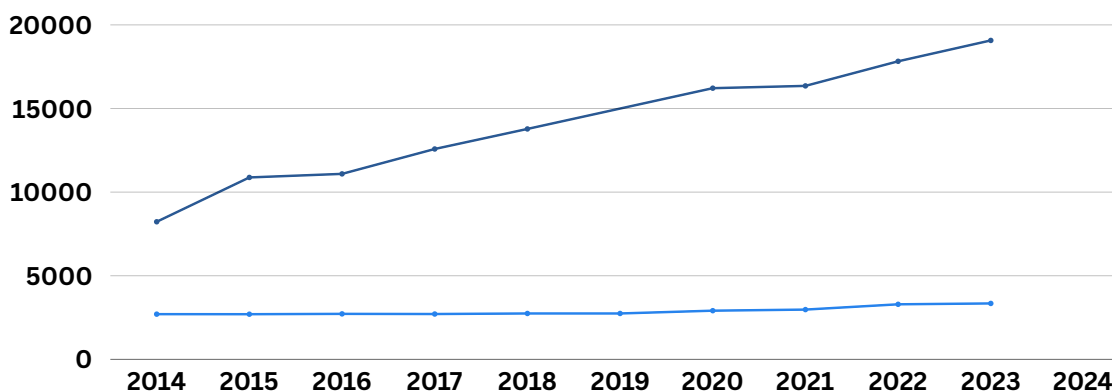
192 programs offered

5,409 program attendance

1,250 "Summer Library Program" registrations
for 14,487 hours read

627 craft kits supplied

Ended the year with 4,385 cardholders
by the end of the 4th quarter- up 341
from the end of the 1st quarter!



Service population is
increasing at an
exponentially higher
rate than municipal
population- this drives
library service but
comes with it's own
challenges.

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Nathan Treadwell - Administrator
Village.Administrator@hortonville.wi.gov

Administrator weekly update –1/13/2025

Projects

- **Zoning Project**
 - o Currently working on consolidating all existing zoning codes into the format used by Little Chute. This will simplify access to the rules, making it easier for individuals to find everything in one location rather than searching across 15 different sections.
 - o The goal is to complete the residential areas by February. Once finalized, the updates will be presented to the Planning and Zoning Commission and the Village Board to address any potential issues or concerns.

Miscellaneous

- **HR Training**
 - o This year's staff training will focus on CPR and harassment prevention.
 - o The harassment training will cover the definition of harassment, including workplace bullying, legal implications, examples of harassing behavior, and steps employees should take if they feel harassed.
- **SAP Submittal (HHFD and First Responders Retirement)**
 - o Prepared and finalized the SAP submittal, which is due at the end of the month. The paperwork will be submitted this week.
 - o The invoice for the total amount will appear in the invoice register during the first Village Board meeting in February. A portion of the SAP cost will also be invoiced to Hortonville this week.

2024

DECEMBER
VILLAGE OF HORTONVILLE BUILDING PERMITS

Permit Number	Name	Address	Project	Estimated Proj. Cost	Permit Fee	Type
24-086	Theresa Belille	345 W Nye	Bathroom & Bedroom Addition	11,500.00	146.00	res From Last Month's List
24-089	Derek Wade	203 Gabriel Lane	Remodel Lower Level	40,000.00	360.80	res
24-090	Casey Ringer	1167 Esther Ann Lane	Basement Bedroom Remodel	8,500.00	75.00	res

TOTALS 60,000.00

2023			2024		
Permit Types	Number of Permits	Project Cost	Permit Types	Number of Permits	Project Cost
residential total	7	46365	residential total	3	60,000.00
new residential total			new residential total		
multi-family total			multi-family total		
comm/ind total			comm/ind total		
municipal, public total			municipal, public total		
Total	7	\$46,365.00	Total	3	\$60,000.00

Prepared by Village office staff

Senior Activities Committee Update for Village Board January 2025

Our committee met on Thursday, January 9th.

Discussion about a central Senior/Community Center. Nathan attended the meeting today to field questions about options for a center in the future. Options discussed included rental, purchasing of open buildings, Opera House, and potential availability of Bethlehem Lutheran; collaboration with other groups/agencies; establishment of a 501c3; needs assessment; and researching/touring other facilities. We will continue our discussion and determine some action steps at our next meeting.

Activities since last meeting:

December 16th: Holiday party and Lights tour: Successful, good turn-out. Funded through Thrivent Action Team plus our budget. Hortonville Community Chorus performed and was well-received. We discussed possibilities of a day-time event for next year.

January 6th: Potluck. Jenelle Schroeder spoke about the benefits of massage and healthy living. We followed with conversation about possible future speakers and activities.

Upcoming Events planned:

January 13th: Coffee and Conversation with Kim from Long Term Care Board

January 20th: Birthday party and movie, "Boys on the Boat"

February 3rd: Potluck with acapella group from HHS performing

February 10th: Coffee and Conversation: Stephanie to talk about Caregiver Support

February 17th: Birthday party and Bingo

Next meeting is set for Thursday, February 13th at noon.

Submitted by Pat Lund-Moe for Senior Activities Committee

VILLAGE OF HORTONVILLE

Senior Activities Committee Meeting Minutes

Thursday, December 12th, 2024 at 12:00 pm

Community Room of Municipal Building 531 N. Nash Street

1. **Meeting was called to order at 12:06 pm.**
2. **Attendance:** Rose Gorski, Joanne Mueller, Verna Zimmerman, Sarah Bultman, Lisa Springstroh, Pat Lund-Moe; Lauren Prochnow
3. **Agenda Changes- none**
4. **Approval of November 14, 2024 meeting minutes :** Joanne/Verna; unanimous approval
5. **Thank you cards for speakers and donors:** Complete sponsor thank you's.
6. **Review of activities since last meeting**

November 18 – Birthday/Potluck combined Stalag Hortonville – great program, food provided by Donaldson's. It was a great time, with lots of memories shared.

December 2nd – Potluck/Games – good time had by all.

December 9 – Coffee and conversation, massage therapist – unfortunately, Jenelle fell ill but are looking to reschedule her.
7. **Upcoming Events:**

December 16th: Holiday Party, still looking for drivers from ADRC, but the rest is falling into place. We have around 40 rsvp's, there will be a choir group, with a tour of lights afterwards. Subway for dinner.

Tasks assigned: DPW: set-up room & return at 2:30 to finalize; carpooling plan (Pat), emcee for pre-meal game (Sarah), set-up at 2:30 (all), pick-up subs, cookies, chips, treats, tablecloths (Pat), wrap Food Pantry boxes (Joanne)

January 6th: Potluck (National Soup Month) purchase from Donaldson's/Kwik Trip – soup choices – chicken & wild rice, chili; check with Jenelle regarding her talk for this date

January 13th: Coffee and Conversation. Kim from Long Term Care Board

January 20th: Birthday Party—movie : "Boys in the Boat" –; Verna treats

HHS acapella group request to perform before February 8th competition

February 3 – Potluck; check with HHS acapella group re performing; back-up games

February 10 – Susan Kazik from Mosaic, caregiver support

February 17 – Birthday Party – need to move as this is as spring primary is the following day. If no primary will have Bingo
9. **Field Trips:**

Dates and deadlines – still looking for different types of dates and events. Ideas for spring: history of buildings/businesses: Standard Projects, Enchanted Florist, Feed Mill (Reed?); others: Whistler's Knoll, Mosquito Hill, Damn Yankees (after sturgeon run viewing), Water Treatment Plant
10. **Items for Future Agendas**

Community Center (briefly discussed this and Pat will follow up with Nathan for updates on Opera House and Lisa on church)

Field Trips/programs
11. **Future meeting dates: January 9th and February 13th**
12. **Meeting adjourned at 1:30pm.** Joanne/Rose, all in favor

Submitted by: Pat Lund-Moe

Hortonville Call Report



Run No.	Alert Date & Time	EnRoute	At Scene	Resp Time/Responded From	Code	Problem	Destination	Transport Mode
35444 24	2024-12-02 23:54:34	23:56:39	00:07:19	00:12:45	1405 MILL ST	1 Breathing Problems	ThedaCare Reg Med Ctr - Neenah	Emergency
36379 24	2024-12-11 13:32:05	13:32:30	13:41:56	00:09:51	1405 MILL ST	2 Fall Victim	Ascension - St. Elizabeth Hospital	Non Emergency
36462 24	2024-12-12 06:40:16	06:41:09	06:53:08	00:12:52	1405 MILL ST	2 Fall Victim	ThedaCare Med Ctr - New London	Non Emergency
36470 24	2024-12-12 08:50:59	08:51:08	08:59:04	00:08:05	1405 MILL ST	1 Breathing Problems	ThedaCare Med Ctr - New London	Emergency
36472 24	2024-12-12 09:11:54	09:12:10	00:00:00	Can't calculate	885 RACINE ST	1 Breathing Problems	ThedaCare Med Ctr - New London	Emergency
36704 24	2024-12-14 14:31:23	14:31:42	14:49:06	00:17:43	W FRANKLIN ST & N RICHMOND ST	1 Convulsions / Seizures	ThedaCare Reg Med Ctr - Neenah	Emergency
36705 24	2024-12-14 14:31:35	14:31:37	14:48:58	00:17:23	W FRANKLIN ST & N RICHMOND ST	1 Convulsions / Seizures	<None>	Emergency
36911 24	2024-12-16 18:31:21	18:31:24	18:49:52	00:18:31	130 2ND ST	2 Ingestion / Poisoning	<None>	Non Emergency
36993 24	2024-12-17 11:03:36	11:03:38	11:22:18	00:18:42	N RICHMOND ST & W NORTHLAND AVE	1 Fall Victim	ThedaCare Reg Med Ctr - Appleton	Emergency
37123 24	2024-12-18 16:55:19	16:55:55	17:17:21	00:22:02	2628 BODOH WAY	1 Sick Person	ThedaCare Med Ctr - New London	Emergency
37161 24	2024-12-19 01:06:12	01:06:15	01:27:47	00:21:35	2628 BODOH WAY	2 Fall Victim	<None>	Non Emergency
37461 24	2024-12-21 14:12:21	14:12:39	14:21:07	00:08:46	1405 MILL ST	1 Unconscious / Fainting	ThedaCare Reg Med Ctr - Neenah	Emergency
37684 24	2024-12-23 15:03:25	15:03:31	15:17:26	00:14:01	1405 MILL ST	2 Hemorrhage / Laceration	Ascension - St. Elizabeth Hospital	Non Emergency
37772 24	2024-12-24 09:13:29	09:13:31	09:22:43	00:09:14	1405 MILL ST	1 Sick Person	ThedaCare Med Ctr - New London	Emergency
38070 24	2024-12-27 00:10:44	00:12:10	00:22:16	00:11:32	1405 MILL ST	1 Chest Pain	ThedaCare Reg Med Ctr - Neenah	Emergency
38333 24	2024-12-29 10:54:51	10:54:52	11:06:58	00:12:07	1405 MILL ST	2 Traumatic Injury	ThedaCare Med Ctr - New London	Non Emergency
Non-Emergency		6	Avg Response Time - Emergency		00:14:01			
Emergency		10	Avg Response Time - Non-Emergency		00:14:49			
Stand-By		0	Downgraded to Non-Emergency Enroute					
Total		16	Upgraded to Emergency Enroute					