

VILLAGE OF HORTONVILLE
AGENDA OF THE VILLAGE BOARD
SEPTEMBER 4, 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. August 21, 2025 Regular Board meeting minutes
 - B. Licenses and Permits
Temporary Class "B" Alcohol Beverage License
Hortonville Wrestling Club 222 Brookwood Drive
Cornhole Tournament September 20, 2025
Kristina Steber in charge
 - C. Presentation of accounts and other claims against the Village
6. Preregistered Citizens to be heard. – LIMIT 5 MINUTES
 - A. State name and address
 - B. Comments to be limited to 5 minutes
 - C. Pursuant to WI Statutes 19.83(2) and 19.84(2), The Board's role is to listen to public comments, and not to ask questions, discuss, or take action regarding pre-registered citizens comments.
7. Committee Reports
8. Unfinished Business from Previous Meetings
9. New Business
 - A. Discussion and possible action on Halloween Proclamation
 - B. Discussion and possible action on Columbarium Contract for design services
 - C. Discussion and possible action on Alonzo Park shelter design contract
 - D. Discussion and possible action on Ehlers contract for TID 7 creation
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
12. Comments and suggestions from citizens present
13. Motion to go into Closed Session under State Statute 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
14. 5-minute recess to clear meeting room
15. Board to go into Closed Session under State Statute 19.85 (1) (c)
16. Board to return to Open Session (roll call vote)
17. Adjournment

NEXT REGULAR VILLAGE BOARD MEETING: SEPTEMBER 18, 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
AUGUST 21, 2025 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: Bob Jewell, Shauna Keel (arrived at 6:30 pm), Carrie Lathrop, Jim Moeller, Jane Olk (arrived

Trustees absent: Julie Arendt Vanden Heuvel

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

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

Consent Agenda

Motion [Olk/Moeller] to approve as outlined. Roll call vote, 5 ayes, 0 nays, motion carried.

A. August 7, 2025 Regular Board meeting minutes

B. Presentation of accounts and other claims against the Village

Agenda Changes

None

Preregistered Citizens to be heard

None

Committee Reports

Library Board – nothing to report at this time

Unfinished Business from previous meetings

Discussion and possible action on Memorial Square Design Options.

Director of Public Works Steber asked about the preference on the colors. It was decided to make the sunshades in blue, yellow and green to match the village logo/colors. The next discussion was on the arch and the tall pillars, and it was decided that they should be black. The next thing was the height of the bricks, and it was decided to go with the 70" bricks. The colors of the brick will be similar to figure six in the packet.

New Business

Discussion and possible action on Packer City Truck Invoice for Dump Truck Repairs

DPW Director Steber said that we had problems with our brakes on our dump truck and they found more issues than we were having.

Motion [Jewell/Moeller] to accept the invoice from Packer City Trucks for \$6,130.63.

Roll call vote, 5 ayes, 0 nays, motion carried.

Discussion and possible action on recommendation from planning and zoning commission to rezone the following parcel(s) from (C1) General Commercial to (D) Downtown Zoning District - Z-2-25: parcel – 240-0403-00, 240-0404-00

Administrator Treadwell said that Planning and Zoning met last week on this.

Motion [Moeller/Olk] to approve the rezone of parcel (C1) General Commercial to ((D) Downtown Zoning District - Z-2-25: parcel – 240-0403-00, 240-0404-00.

Roll call vote, 5 ayes, 0 nays, 1 abstain (Keel) motion carried.

Discussion and possible action on 2022 Developers agreement for 217 W Main Street

Trustee Moeller asked Administrator Treadwell to put this on the agenda. He wanted to take a look at that and wondered if we couldn't do something different with how this was handled. Maybe we delay that process a little bit in the future, until they come with a plan and maybe look at a different process in the future. The intent was to sell it off so that something could be done with it.

Report of Village Officials

Clerk-Treasurer: The report is in the packet.

Director of Public Works: The report is in the packet. Bids start for Fountain Court storm sewer project. Mill and overlay for Fountain Court and John Street will be starting.

Chief of Police: The report is in the packet. Crossing Guards are getting ready for the school year.

Library Director: No report

Attorney: Nothing

Administrator: The report is in the packet. I started working on the concept for TID 7 to help fund some projects coming up in ten years.

Any other miscellaneous topics for future discussion

None

Communications and Miscellaneous Business

Black Otter Lake District news: We have our annual meeting next Wednesday right here at 5:00 pm.

Building permit report: None

Hortonville-Hortonia Fire District news: None

Gold Cross Ambulance run reports and news: None

Hortonville Civic Association: Nothing new

Senior Activities Committee: We have our meeting on September 4th at noon.

Comments and suggestions from citizens present

None

Motion to appoint minute taker for Closed Session

Motion [Moeller/Olk] to appoint Shauna Keel. Unanimous voice vote, motion carried.

Motion to go into Closed Session

Motion [Olk/Moeller] to go into Closed Session under State Statute 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."

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

Board to return to Open Session

Motion [Olk/Moeller] to return to open session at 7:24 p.m. Unanimous voice vote, motion carried.

Any action on matters discussed in Closed Session

None

Adjournment

Motion [Moeller/Olk] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 7:25 p.m.

Minutes submitted by,

Jane Booth, WCMC
Village Clerk/Treasurer

September 04, 2025 INVOICE LISTING**VILLAGE INVOICES****August 22, 2025- September 04, 2025**

25CT591	Appleton Police Department	Warrant 25CT591- Matthew Sages- Appleton Case A250311383	\$	250.00
08/25	Baerwald, Janice	Return Deposit- Alonzo Park- 08/16/25 Rental	\$	102.75
0725	BMO Harris Bank	July Charges- 2025	\$	10,334.29
Mileage2025-1	Booth, Jane	WMCA Clerks Conference- La Crosse- August 19-22, 2025	\$	243.45
171758301080125	Charter Communications	Phone/Internet- August 2025- PD	\$	139.99
0001803-IN	East Central Wisconsin Regional Planning Comr	Park Comprehensive Plan- April 1, 2025-June 30, 2025	\$	1,786.35
ACH	EFTPS	Federal, FICA taxes for 08/28/2025 Payroll	\$	16,699.95
4996665	Employee Benefits Corporation	Health Reimbursement- July 2025	\$	144.85
5057527	Employee Benefits Corporation	Health Reimbursement- August 2025	\$	640.55
5063147	Employee Benefits Corporation	Health Reimbursement- August 2025	\$	427.87
R10000177968	GFL Environmental	Garbage Pick Up- August 2025	\$	1,518.29
Clothing2025-5	Green, Luke	Clothing/Boot Allowance- 2025	\$	141.48
Clothing2025-1	Hass, Mark	Clothing/Boot Allowance- 2025	\$	200.44
08/25	Kimball, Leslie	Return Deposit- Alonzo Park- 08/23/25 Rental	\$	50.00
00309835-0725	Kwik Trip	Fuel- PD-July 2025	\$	1,115.22
25756/26258	Menards	Supplies- Streets/Water/Sewer	\$	316.35
IN283587	Multi Media Channels	Open Book Notice 2025	\$	27.89
ACH	Network Health	Total Health Premiums- September 2025	\$	17,219.96
08/25	Nyman, Katie	Return Deposit- Alonzo Park- 08/16/25 Rental	\$	102.75
Clothing2025-1	Ploch, Greg	Clothing/Boot Allowance- 2025	\$	274.25
Mileage2025-1	Prochnow, Lauren	WMCA Clerks Conference- La Crosse- August 19-22, 2025	\$	240.80
08/25	Rhoden, Janet	Return Deposit- Community Center- 08/09/25 Rental	\$	150.00
25-20	Tom McHugh Construction LLC	Refund Builders Escrow- 614 Horton Terrace	\$	250.00
25-21	Tom McHugh Construction LLC	Refund Builders Escrow- 610 Horton Terrace	\$	250.00
25-22	Tom McHugh Construction LLC	Refund Builders Escrow- 618 Horton Terrace	\$	250.00
25-23	Tom McHugh Construction LLC	Refund Builders Escrow- 617 Horton Terrace	\$	250.00
25-24	Tom McHugh Construction LLC	Refund Builders Escrow- 626 Horton Terrace	\$	250.00
25-27	Tom McHugh Construction LLC	Refund Builders Escrow- 622 Horton Terrace	\$	250.00
25-41	Tom McHugh Construction LLC	Refund Builders Escrow- 585 Horton Terrace	\$	250.00
25-43	Tom McHugh Construction LLC	Refund Builders Escrow- 549 Horton Terrace	\$	250.00
25-44	Tom McHugh Construction LLC	Refund Builders Escrow- 560 Horton Terrace	\$	250.00
25-45	Tom McHugh Construction LLC	Refund Builders Escrow- 568 Horton Terrace	\$	250.00
m8354	Transcendent Technologies	Annual Software Maintenance- Receipting/Pet Licensing/CC Prc	\$	1,503.00
VC3-214438	VC3 Inc	Fixed Fee Professional Services- New Desktop- Dan M	\$	600.00
VC3-217636	VC3 Inc	IT- August Invoice	\$	2,738.64
ACH	Wisconsin Deferred Comp	EE contributions 08/28/2025 Payroll	\$	911.00
ACH	Wisconsin, State of	State W/H for 08/28/2025 Payroll	\$	2,867.61
ACH	Wolf River Community Bank	Principle and Interest- WRCB CIP Loan #3608	\$	31,480.21
ACH	Wolf River Community Bank	Principle and Interest- WRCB Engineering Loan #2843	\$	4,606.16
Invoice Total			\$	99,334.10
08/28/25 Direct Deposit P/R			\$	49,419.45
Grand Total			\$	148,753.55

WATER & SEWER UTILITY INVOICES**August 22, 2025- September 04, 2025**

PSI-2020-196379	Aqualis	2025 Sewer Televising	\$	18,375.84
9010714585	Clean Water Testing	Coliform Bacteria Test	\$	57.00
Mileage2025-1	Hass, Mark	WRWA Conference- Plover	\$	54.46
019700	MSA Professional Services	Memorial Square Design	\$	11,939.36
6611-148059/6611-14	O'Reilly Auto Parts	Water Trucks Parts- 2013- F250	\$	62.06
28457	Subsurface Solutions	Archer 4 GNSS Receiver	\$	2,677.16
Grand Total			\$	33,165.88

PROCLAMATION FOR HALLOWEEN TRICK OR TREATING
--

I, Jeanne Bellile, Village President, hereby proclaim Sunday, October 26, 2025, between the hours of 3:00 p.m. and 5:00 p.m. as the official time for Halloween Trick or Treating in the Village of Hortonville.

Jeanne Bellile, President

Jane Booth, Clerk

Dated: _____

Proposal for Columbarium Design Services

Project: Columbarium Development at Hortonville Union Cemetery

Client: City of Hortonville

Prepared By: Mathewson Monuments

Date: September 2, 2025

Introduction

The City of Hortonville has requested assistance in developing a columbarium project for the Hortonville Union Cemetery. This proposal outlines our process, deliverables, and timeline for completing the design phase.

Scope of Work - Design Services

- Conduct site visits and review cemetery layout, infrastructure, and available space.
- Develop conceptual designs for the columbarium, including style, materials, and capacity.
 - Including 14 stall parking lot
- Provide drawings, renderings, and layout options.

Design Phase Deadline: 60 Days After Upon Approval

Design Fee: \$2,300

Deliverables

- Conceptual design drawings and options.
- Finalized design documents for approval.

Terms and Conditions

- Design fee must be approved prior to the commencement of work.
- Additional revisions outside the agreed scope may incur additional charges.

Approval

City of Hortonville

Name: _____

Title: _____

Date: _____

Signature: _____

Mathewson Monuments

Name: Cody Kallas

Title: Owner

Date: 9/2/2025

Signature: Cody Kallas



Owner Architect Agreement

Agreement made as of the **Twenty-ninth** Day of **August** in the year **Two Thousand Twenty-Five**.

Between the Owner:

Village of Hortonville

531 N Nash Street

Hortonville, WI 54944

Attn: Nathan Treadwell

For the following Project:

Alonzo Park Pavilion – Preliminary Design

310 E. Main Street

Hortonville, WI 54944

Introduction, Project Delivery and Project Description:

Thank you for the opportunity to provide an Architectural Proposal for the proposed project at the address noted above. The basis of this proposal assumes the following project program any deviation from our assumptions shall result in necessary proposal revisions; that the project is to consist of a **Preliminary Plan & Elevations** for a new **park pavilion to include accessible restrooms and a concession stand/ warming kitchen for event food service**. It is assumed all Mechanical, Electrical, Plumbing and Sprinkler Engineering Design (MEPS) will be contracted by the **Design-Build Contractors** hired by the **Owner or Construction Manager**.

It is understood the Architect will be contracted directly to the Owner. The Owner will also hire a General Contractor that will act as the Construction Manager at Risk (CM at Risk). This arrangement will allow the owner to have design and construction team from the beginning of the design process through construction completion. In this CM at Risk arrangement the General Contractor acting as a Construction Manager will be the owner's construction agent and will provide all construction supervision and construction administration thus relieving the need to contract the Architect for these services. The Architect will not have liability in the Construction Supervision, Construction Specifications nor will we offer Construction advice. Construction Administration by the Architect is **not included** in this proposal. Furthermore, it is understood the Architect **will not** provide Site Observation during construction. It is the duty of the Owner to establish these required services with the CM at Risk. This Agreement shall be governed by Wisconsin laws related to construction.

The Owner and Architect agree as follows:

Conditions of The Contract:

Article 1 - Architects Responsibilities:

The Architect shall provide services as outlined in this agreement following the orderly progress consistent with industry standards. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in Wisconsin under the same or similar circumstances. The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

Conditions of The Contract (continued):

Article 1 - Architects Responsibilities (continued):

Schematic Design/Design Development:

The Owner will work with the Architect to develop the project program. The Architects scope shall include developing the building plans to satisfy, general building codes. **The Architect will utilize a GIS site Plan to prepare a site overlay of the proposed plans.** The Architect will prepare initial floor plans for Owner approvals. Refine the design through up to **One (1) meetings (in person)** with the Owner to make any changes that arise from the Owners review of the plans. The Architect will develop the overall design selections to prepare for Construction Documents. The Architect shall utilize AutoCAD software for document production. We **have not** included our attendance or submissions for Municipal Planning Review Boards, Planning Commission or Zoning Approvals Boards.

Construction Documents: **Not Included in this Scope of Work**

~~The Architect shall develop a design based on the outlined scope, established in the Schematic Design Phase, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owners approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services hired by the Construction Manager and/or Owner. The Architect shall provide a complete set of Architectural plans which will include the following: outline specifications on the drawings, 3d Rendering, title sheet with code information, demolition plan, dimensioned and detailed floor plans, exterior elevations, interior elevations, door and window schedules with details, roof plan with details, reflected ceiling plans, building/wall sections, interior wall types and construction detailing necessary for construction.~~

~~Additionally, the Architect shall hire and coordinate with the following consultants to provide construction documents: Surveyor, Civil Engineer, Landscape Designer, Structural Engineer. The Construction Documents will provide the necessary information for construction and permitting and will be designed to satisfy current building codes (IBC 2015). The Architect shall assist the Owner in filing documents required for the building plan approval by governmental authorities. It is understood the General Contractor acting as the Construction Manager hired by the Owner will review the Owner's scope of work, develop the construction budget, assist the Owner in obtaining bids or proposals, maintain the project schedule for construction, and award all contracts for construction.~~

Construction Administration: **Not Included in this Scope of Work**

~~During the Construction Phase, the Construction Manager at Risk shall act as the Owner's representative and provide the administration of the Contract. The Architect has included the following LIMITED Services during construction:~~

- ~~-Answer all contractor questions during bidding and construction.~~
- ~~-Provide RFI/Construction Bulletin Support~~
- ~~-Review shop drawings as it relates to coordination of the plans.~~
- ~~-Attend the site monthly up to Five (5) Max times during construction to perform site observation~~
- ~~-Certify contractor submitted pay applications.~~
- ~~-Provide punch-list upon construction completion~~
- ~~-Provide Final Site Observation to verify work is in place and file compliance statement.~~

Conditions of The Contract (continued):

Article 2 - Owners Responsibilities:

The Owner shall provide full information about the objectives, schedule, constraints, existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner and/or Construction Manager shall furnish consulting services not provided by the Architect, but required for the Project, such as **surveying, geotechnical engineering, environmental testing, landscape design, civil design, mechanical engineering, electrical engineering, and plumbing design**. The Owner shall employ a Contractor and Construction Manager, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

Article 3 – Use of Documents:

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information or has permission from the copyright owner to transmit the information for its use on the Project.

Article 4 – Termination, Suspension or Abandonment:

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonconformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days written notice if the Project is suspended more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

Article 5 – Compensation to The Architect:

The **Architect shall provide Design and Engineering Services** and be compensated for these services as follows:

Architectural Services	\$3,000*
3D Rendering	\$1,500*

*The following expenses are excluded in the fee above but are anticipated to be reimbursable expenses which shall be compensated to the Architect by the Owner:

Government Agency Fees Printing

The following expenses are included in the fee above:

Mileage Postage

Conditions of The Contract (continued):**Article 5 – Compensation to The Architect (continued):**

The following services are excluded from this agreement:

Structural Engineering	Interior Design	Furniture and Furnishing Selections
Mechanical Engineering	Electrical Engineering	Plumbing Design
Fire Protection Design	Fire Alarm Design	Low Voltage Design
Soil Engineering	Soil Reports	Soil Borings
Environmental Testing	Material Testing	As-Built Drawings
Fire Maps	Design Specifications Manual	Kitchen Design
Marketing Plans	City Zoning Approvals	Government Meeting Attendance
Surveying	Civil Engineering	Site Lighting/Photometrics
Landscape Design	3D Renderings	Construction Documents

Progress Invoicing and Late Fee Interest Terms:

Upon the project moving forward we will invoice monthly. Monthly progress invoicing is based on a percentage complete. If at any time the project is put on hold our invoicing will also be held to the corresponding of progress completion. Upon issuance of an invoice it is not due for 30 days. Furthermore, no interest charges are incurred for the first 90 days after invoice issuance. Upon 90 days interest charges begin incurring on the outstanding invoice balance. Our interest rate is Prime Rate (Fed) plus 5% compounding monthly.

Hourly Rates:

Architectural Drafter:	\$75/Hour	Senior Architectural Drafter:	\$85/Hour
Architect Proj. Mngr:	\$95/Hour	Creative Director:	\$95/Hour
Associate Principal Architect:	\$115/Hour	Firm Principal Architect:	\$130/Hour

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitution of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond 12 months of the date of this Agreement through no fault of the Architect.

This Agreement entered into as of the day and year noted above:

Architects Signature: _____
Jeremy D Bartlett, Architect
Thrive Architects, Llc
(833) 380-6180 ext #701

Owners Signature: _____
Print Name: _____
Company/Organization: _____

August 22, 2025

Nathan Treadwell, Village Administrator
Village of Hortonville, Wisconsin
531 N Nash St
PO Box 99
Hortonville, WI 54944-0099

Re: Written Municipal Advisor Client Disclosure with the Village of Hortonville ("Client") for 2025 Creation of TID No. 7 ("Project" Pursuant to MSRB Rule G-42)

Dear Nathan:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in [Appendix A](#) attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within [Appendix B](#) attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers & Associates

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

Ariana Schmidt
Senior Financial Specialist

¹ This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at <http://www.sec.gov/edgar/searchedgar/companysearch.html>) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

Appendix B

Scope of Service

Client has requested that Ehlers & Associates assist Client with the creation of Tax Increment District (“TID”) No. 7 (“Project”). Ehlers & Associates proposes and agrees to provide the following scope of services:

Phase I – Feasibility Analysis

The purpose of Phase I is to determine whether the Project is a statutorily and economically feasible option to achieve the Client’s objectives. This phase begins upon your authorization of this engagement and ends on completion and delivery of a feasibility analysis report. As part of Phase I services, Ehlers & Associates will:

- Consult with appropriate Client officials to identify the Client’s objectives for the Project.
- Provide feedback as to the appropriateness of using Tax Incremental Financing in the context of the “but for” test.
- If the Project includes creation of or addition of territory to a district, identify preliminary boundaries and gather parcel data from Client. Determine compliance with the following statutory requirements as applicable:
 - Equalized Value test.
 - Purpose test (industrial, mixed use, blighted area, in need of rehabilitation or conservation, or environmental remediation).
 - Newly-platted residential land use test.
- Prepare feasibility analysis report. The report will include the following information, as applicable:
 - Identification of the type or types of districts that may be created.
 - A description of the type, maximum life, expenditure period and other features corresponding to the type of district proposed.
 - A summary of the development assumptions used with respect to timing of construction and projected values.
 - Projections of tax increment revenue collections to include annual and cumulative present value calculations.

- Qualification of the district as a donor or recipient of shared increment, and projected impact of any allocations of shared increment.
- If debt financing is anticipated, a summary of the sizing, structure, and timing of proposed debt issues.
- A cash flow *pro forma* reflecting annual and cumulative district fund balances and projected year of closure.
- A draft timetable for the Project.
- Identification of how the creation date may affect the district's valuation date, the base value, compliance with the equalized value test, and the ability to capture current year construction values and changes in economic value.
- When warranted, evaluate, and compare options with respect to boundaries, type of district, project costs and development levels.
- Ehlers & Associates will provide guidance on district design within statutory limits to creatively achieve as many of the Client's objectives as possible and will provide liaison with State Department of Revenue as needed in the technical evaluation of options.
- Present the results of the feasibility analysis to the Client's staff, Plan Commission, or governing body.

Phase II – Project Plan Development and Approval

If the Client elects to proceed following completion of the feasibility analysis, the Project will move to Phase II. This phase includes preparation of the Project Plan, and consideration by the Plan Commission¹, governing body, and the Joint Review Board. This phase begins after receiving notification from the Client to proceed and ends after the Joint Review Board acts on the Project. As part of Phase II services, Ehlers & Associates will:

- Based on the goals and objectives identified in Phase I, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of real property within the district, and a map showing proposed improvements and uses in the district.

¹If Client has created a Redevelopment Authority or a Community Development Authority, that body may fulfill the statutory requirements of the Plan Commission related to creation or amendment of the district.

- Submit to the Client an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with Client staff to confirm dates and times for the meetings indicated within the table below. Ehlers & Associates will ensure that selected dates meet all statutory timing requirements and will provide documentation and notices as indicated.

Meeting	Ehlers & Associates Responsibility	Client Responsibility
Initial Joint Review Board	Prepare Notice of Meeting and transmit to Client's designated paper. Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions. Provide agenda language to Client. Attend meeting to present draft Project Plan.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Prepare meeting minutes. Designate Client Joint Review Board representative. Identify and recommend Public Joint Review Board representative for appointment.
Plan Commission Public Hearing	Prepare Notice of Public Hearing and transmit to Client's designated paper. For blighted area districts and in need of rehabilitation or conservation districts, provide a format for the required individual property owner notification letters. Attend hearing to present draft Project Plan.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Prepare and mail individual property owner notices (only for districts created as blighted area, or in need of rehabilitation or conservation). Prepare meeting minutes.

Meeting	Ehlers & Associates Responsibility	Client Responsibility
Plan Commission	Provide agenda language to Client. Attend meeting to present draft Project Plan. Provide approval resolution for Plan Commission consideration.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Distribute Project Plan & resolution to Plan Commission members in advance of meeting. Prepare meeting minutes.
Governing Body Action	Provide agenda language to Client. Attend meeting to present draft Project Plan. Provide approval resolution for governing body consideration.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Provide Project Plan & resolution to governing body members in advance of meeting. Prepare meeting minutes.
Joint Review Board Action	Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions. Prepare Notice of Meeting and transmit to Client's designated paper. Provide agenda language to Client. Attend meeting to present final Project Plan. Provide approval resolution for Joint Review Board consideration.	Post or publish agenda and provide notification as required by the Wisconsin Open Records Law. Prepare meeting minutes.

- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for the Client's staff, Plan Commission, governing body and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

Phase III – State Submittal

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval of the district by the Joint Review Board and ends with the submission of the base year or amendment packet. As part of Phase III services, Ehlers & Associates will:

- Coordinate with Client's assessor and other staff as necessary to obtain parcel valuations, parcel data and other information needed for preparation of the State forms that must be filed as part of the base year or amendment packet.
- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.
- Provide the Client with an electronic copy of the final Project Plan (and up to 15 bound hard copies if desired).
- Provide the municipal Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the Client and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

Scope of Service Limitations

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

1. This does not include an engagement for Municipal Advisory service related to a specific issuance of debt. This will only include prospective debt issuance for the purposes of developing the project plan as needed.

Compensation - Flat Fee Portion of Engagement

In return for the services set forth in the "Scope of Service," Client agrees to compensate Ehlers & Associates as follows:

Phase I	\$ 7,500
Phase II	\$ 8,000
Phase III	\$ 2,500
Total	\$ 18,000

- Phase I base fee includes up to five financial scenarios. Additional scenarios will be run as needed at a cost of \$750/scenario.
- In the event Client determines not to proceed with the Project 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.

Compensation - Hourly Services Portion of Engagement

Ehlers & Associates will bill Client on an hourly basis for services requested by Client in conjunction with the engagement that are not specifically identified in the Scope of Service set forth in this letter. Examples would include:

- Attendance at additional meetings beyond the four required for approval or amendment of the District (Organizational Joint Review Board, Plan Commission (or RDA/CDA), Governing Body and Final Joint Review Board).
- Review of development agreements related to the District's Project Plan and participation in negotiations with developers.

Hourly services will be billed at a rate that is dependent upon the task/staff required to meet Client request at no less than \$175.00/hour and not to exceed \$400.00/hour.

Payment for Services

For all compensation due to Ehlers & Associates, we will invoice Client for the amount due at the completion of each Phase. 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 Responsibility

The following expenses are not included in our Scope of Services, and are the responsibility of Client to pay directly:

- Services rendered by Client's engineers, planners, surveyors, appraisers, assessors, attorneys, auditors, and others that may be called on by Client to provide information related to completion of the Project.
- Preparation of maps necessary for inclusion in the Project Plan.
- Preparation of maps necessary for inclusion in the base year or amendment packet.
- Publication charge for the Notice of Public Hearing and Notices of Joint Review Board meetings.
- Legal opinion advising that Project Plan contains all required elements. (Normally provided by municipal attorney).
- Preparation of District metes & bounds description. (Needed in Phase III for creation of new districts, or amendments that add or subtract territory).
- Department of Revenue filing fee and annual administrative fees. The current Department of Revenue fee structure is:

Current Wisconsin Department of Revenue Fee Schedules	
Base Year Packet	\$1,000
Amendment Packet with Territory Addition or Subtraction	\$1,000
Amendment Packet with Territory Addition and Subtraction	\$2,000
Base Value Redetermination	\$1,000
Amendment Packet	No Charge
Annual Administrative Fee	\$150

Client Engagement

Client hereby accepts the terms set forth in this Written Municipal Advisor Client Disclosure and engages Ehlers to provide the services accepted below. This Letter shall be effective as of the date of its acceptance by Client. The above Scope of Services is hereby accepted by the Village of Hortonville, Wisconsin, by its authorized officer this _____ day of _____, 20____.

By: _____
(Print Name)

Title: _____
(Print Title)

Signature: _____

Date: _____

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

SEPTEMBER 4, 2025

ELECTIONS

- Continue with Registered List Alerts in WisVote – Felon, Death, Duplicate

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
- Monthly reconciliation of bank accounts

LICENSES

PUBLICATIONS

- Notice of Public Hearing O-4-25
- Notice of Public Hearing Rezoning Parcel #240023400
- Notice of Public Hearing Conditional Use Permit Parcel #240023400

PUBLIC RECORD REQUESTS

- Paid Invoice Report – January 1, 2021 through current date

OTHER

- Village Board agendas & packets, committee agendas
- Village Board minutes, committee minutes
- Other Committee/Commission meeting agendas & minutes as needed
- Board of Review Agenda – September 10, 2025

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



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

9/4/2025 Director of Public Works Report

Meetings attended:

- Staff meetings
- Department head meetings
- Meeting with DVR Internship program head
- Emergency Management Training with staff
- Project updates with MSA to discuss on-going GIS projects
- Project meetings with contractors on Fountain Court to review Mini-Storm Sewer Project
- Project meetings with contractors to review John Street Mill and Overlay Project
- Black Otter Lake District (BOLD) Annual Meeting 5pm August 27th

Current and past projects include:

- Annual sewer televising for Village sanitary sewer system complete
- Fountain Court Mini-Storm Sewer Project ongoing, estimated completion date week of September 15th
- John Street Mill & Overlay Project ongoing, estimated completion date September 15th
- Working on getting bids for Honeysuckle lateral replacement project.
- Street and parking lot painting projects completed by Village Staff
- Trail material enhancement on walking trail at MSC
- Site clearing on Schwan Oil Site

Sincerely,

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

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



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



Phone: 920-779-6011
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Nathan Treadwell - Administrator
Village.Administrator@hortonville.wi.gov

Administrator Weekly Update – 9/2/25

Economic Development

- **Terrace Manor (Grandview) Subdivision**
 - The contractor completed reconstruction of the pond last week. Our attorney is coordinating with the title company to finalize transfer of the property to the Village.

Projects

- **Main Street**
 - I spoke with the county on Friday. They plan to provide cost estimates by this Friday to assist with budgeting.
- **Columbarium Design and Layout**
 - I met with Mathewson Monuments to discuss a design contract for the columbarium. Since this project will require public bidding, we have requested a standalone design contract from them.
- **DNR LUST Site Acquisition and Remediation**
 - Groundwater sampling on the site is scheduled to begin September 9.
- **Alonzo Park Grant**
 - Staff received the grant amendment and submitted it to the state for approval. The finalized amount will support parking lot reconstruction and entrance/intersection improvements.

Miscellaneous

- **Emergency Response Training**
 - Administration, Public Works, and Police staff participated in an on-site emergency response training led by the County Emergency Management team. The session focused on documentation and best practices for damage assessment.
- **TID 7 Creation**
 - Work continues on the establishment of TID 7. The contract will be presented at this week's meeting. This TID will support road improvements and redevelopment on the south side of the Village.
- **County CORP**
 - I attended my first meeting as Hortonville's representative on the County Comprehensive Outdoor Recreation Plan (CORP) Committee.

2025

AUGUST

VILLAGE OF HORTONVILLE BUILDING PERMITS

Permit Number	Name	Address	Project	Estimated Proj. Cost	Permit Fee	Type
25-69	Liz Page	217 Emily Way	14 x 20 Composite Deck	20,000.00	92.00	res
25-70	Austyn Derga Schulz	331 S Nash	Interior Remodeling	50,000.00	355.20	res
25-71	Michelle Swenson	426 N Pine Grove Lane	Install Unit Heater	4,000.00	50.00	res
25-72	Tom McHugh Construction	553 Horton Terrace	New Home	284,000.00	1,050.00	nsf
25-73	Travis Medema	423 N Crest	New Home	245,000.00	783.00	nsf

TOTALS 603,000.00

<u>2024</u>			<u>2025</u>		
Permit Types	Number of Permits	Project Cost	Permit Types	Number of Permits	Project Cost
residential total	4	53,685.00	residential total	3	74,000.00
new residential total	1	330,000.00	new residential total	2	529,000.00
multi-family total			multi-family total		
comm/ind total	1	296,610.00	comm/ind total		
municipal, public total			municipal, public total		
Total	6	\$ 680,295.00	Total	5	\$ 603,000.00

Prepared by Village office staff