

VILLAGE OF HORTONVILLE
AGENDA OF THE VILLAGE BOARD
AUGUST 21, 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 7, 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
 - A. Library Board
8. Unfinished Business from Previous Meetings
 - A. Discussion and possible action on Memorial Square Design Options
9. New Business
 - A. Discussion and possible action on Packer City Truck Invoice for Dump Truck Repairs
 - B. 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
 - C. Discussion and possible action on 2022 Developers agreement for 217 W Main 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

12. Comments and suggestions from citizens present
13. Motion to appoint minute taker for Closed Session
14. 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."
15. 5-minute recess to clear meeting room
16. Board to go into Closed Session under State Statute 19.85 (1) (c)
17. Board to return to Open Session (roll call vote)
18. Any action on matters discussed in Closed Session
19. Adjournment

NEXT REGULAR VILLAGE BOARD MEETING: SEPTEMBER 4, 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 7, 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, Carrie Lathrop, Jim Moeller, Jane Olk, and Julie Arendt Vanden Heuvel.

Trustees absent:

Officials/Staff present: Administrator Nathan Treadwell, Deputy Clerk-Treasurer Lauren Prochnow, Director of Public Works Aaron Steber, Chief of Police Brian Bahr, Library Director Alexandria Krause and Attorney Ashley Lehocky.

Officials excused: Clerk-Treasurer Jane Booth

Consent Agenda

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

- A. July 17, 2025 Regular Board meeting minutes
- B. Licenses and Permits
- C. Presentation of accounts and other claims against the Village

Agenda Changes

None.

Preregistered Citizens to be heard

None.

Committee Reports

None.

Unfinished Business from previous meetings

None.

New Business

Discussion and possible action on Veteran Graves approval for County

Deputy Clerk/Treasurer Prochnow explained to the board this is the yearly fee we send to the county for reimbursement for perpetual fees for the veteran's graves. She also informed the board of any fluctuations since last year.

Motion [Arendt Vanden Heuvel, Moeller] to approve the County Submission for Veteran's Graves in the amount of \$268.64 Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on MSA contract for Stormwater Study for Industrial Park 1 & 2

DPW Steber – This is something we've been getting calls about and is a constant problem in the Industrial Park. There is an issue with storm water flooding whenever there are heavy rains. The problem is undersized culverts. There is a study for MSA to do to delineate for the drains to it and then run models through it to see where the pitch points are, looking to see if we need to replace all the culverts, some of them and if we do, how much larger do those culverts have to be to be able to carry the storm water flow? Without the model, we really can't tell that. In the attachment, it lays out what they would be doing with this \$15,000.

Because of the flooding it's wearing away the asphalt and causing issues with parking.

Motion [Arendt Vanden Heuvel, Moeller] up to \$15,000 with MSA with the Industrial Park Flood Investigation. Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on proposed Concept Plan for Village Property located next to Gilberts

Administrator Treadwell – This is a concept, a really rough concept plan for the property next to Gilbert's. Condominiums/townhomes are being proposed. The builder is a local person who normally does Single Family Residential. Administrator Treadwell said he would bring the concept to the board.

The property would still need to be rezoned, and part of the closed session would be discussing the sale.

Trustee Arendt Vanden Heuvel – there would be an entrance from Town Drive and an entrance from the Gilbert's existing parking lot?

The original TID was created to keep builders in town.

We wanted to have at least two entrances.

They like the multifamily concept and realistically for the area, it makes a lot of sense. It's close enough to a lot of the downtown necessity. It would be a total of 12 townhomes.

Trustee Moeller – no access off Main St?

Trustee Arendt Vanden Heuvel – will they need to come back with a concept?

Administrator Treadwell – they will need to come back with a rezone.

Administrator Treadwell to get more information to bring back to the board.

Discussion and possible action on Ordinance O-3-25 Proposed Annexation of Village Owned Property

Administrator Treadwell – this is the property that started off as material storage site. There was an incident during a tournament where an incident occurred. It's not in our jurisdiction, and the county would have needed to have been called to come in and have been ticketed the offenders. The attorney drew up the ordinance.

Motion [Arendt Vanden Huevel, Moeller] to approve Ordinance O-3-25 Annexing Village Owned Property. Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action regarding resolution R-14-25 Urban Forestry Grant Application

DPW Steber looking to apply for a grant for next year. They would do the grant for us and they would do the street trees and trees in the park for us and this is the first step to be able to apply for the grant.

Motion [Arendt Vanden Huevel, Keel] to approve R-14-25 authorizing the resolution of the Urban Forestry Grant Roll call vote, 7 ayes, 0 nays, motion carried.

Discussion and possible action on appointment of new Library Board Trustee Holly Dietzler

Motion [Olk, Jewell] to accept Holly Dietzler as new Library Board Trustee unanimous voice vote, motion carried.

Report of Village Officials

Clerk-Treasurer: The report is in the packet.

Director of Public Works: The report is in the packet. Little tykes photo shoot on Wednesday at Alonzo Park.

Chief of Police: Officer Stephens is back. Will be back on his own next week. National Night Out was great, about 600 attendees. It was a positive, good turnout.

Library Director: Report in the packet. Our summer is going swimmingly and very well attended. I included a graph with how our registrations are going. We are also doing a lot of collections development. October is dyslexia awareness month, and we are building a much bigger group. The American Indian Library association we were 1 of 4 libraries in the country who won this grant and in November we will have a presenter. The other 2 are in Hawaii and Maine.

Attorney: Nothing.

Administrator: Conversations with current development. Pond is being fixed up at Terrace Manor. Draining it out and fixing walls to ensure it holds water. Talking with developers, nothing concrete.

Any other miscellaneous topics for future discussion

Pocket Park discussion to put on next discussion.

Communications and Miscellaneous Business

Black Otter Lake District news: Nothing new, annual meeting 27 of this month.

Building permit report: In the packet.

Hortonville-Hortonia Fire District news: Did not have a meeting. Jack is in the audience. Chief Kuhnke - we were able to raise funds for new equipment without using anything in the budget.

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

Hortonville Civic Association: Nothing.

Senior Activities Committee: Met today. Events in August. August 18 is a field trip to the Botanical Gardens in Green Bay. Sept 15 presentation by Reed Schneider on Teacher's Strike. Oct 14 is Autumn Fest.

Comments and suggestions from citizens present

None.

Motion to go into Closed Session

Motion [Arendt Vanden Huevel, Olk] to go into Closed Session State Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Sale of land Roll call vote, 7 ayes, 0 nays, motion carried

5-minute recess to clear meeting room

Board to return to Open Session

Motion [Olk, Keel] to return to open session at 7:37 p.m. Unanimous voice vote, motion carried.

Any action on matters discussed in Closed Session

None.

Adjournment

Motion [Jewell, Keel] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 7:38 p.m.

Minutes submitted by,

Lauren Prochnow, WCMC
Village Clerk/Treasurer

August 21, 2025 INVOICE LISTING

VILLAGE INVOICES

August 08, 2025- August 21, 2025

4004235380-0825	Assurity	Employee Disability Insurance- August 2025	\$	332.32
07/25	Austin, Autumn	Return Deposit for Alonzo Rental- 7/27/25	\$	50.00
08/25	Baughman, Stacey	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
08/25	Bougie, Blake	Reimbursement- Summer Rec Field Trip Fees	\$	45.00
7-31-25	Brick's Hardware	Supplies- MSC/Street/Water/Sewer	\$	363.91
16066	Carow Land Surveying	Plat Map- Annexation	\$	525.00
2189277/2189998	Center Point Large Print	Large Print Books- Library	\$	324.81
242745601080125	Charter Communications	Internet/Email- August 2025- PW/W/S	\$	119.96
171759001080125	Charter Communications	Internet/Email- August 2025- Admin/PD/Library/W/S	\$	145.48
171758901080125	Charter Communications	Internet/Email- August 2025- Admin/PW/Court	\$	159.99
08/25	Christie, Carla	Restitution Paid- M Spranger- 5/7/25	\$	258.46
70980	City of Oshkosh	Summer Recreation Field Trip- Pool Passes (75)	\$	262.50
08/25	Clouthier, Beth	Reimbursement- Summer Rec Field Trip Fees	\$	40.00
08/25	Collar, Julie	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
5969	Degal's Repair Shop LLC	Mower Maintenance Supplies- Simplicity	\$	354.96
ACH	Delta Dental	Dental Insurance Premiums- September 2025	\$	1,542.82
7671605	Demco Inc	Magazine Boxes- Library	\$	210.48
07/25	Doell, Hayley	Return Deposit for Alonzo Rental- 7/26/25	\$	50.00
ACH	EFTPS	Federal, FICA taxes for 08/14/2025 Payroll	\$	17,507.14
5034124	Employee Benefits Corporation	Health Reimbursement- August 2025	\$	238.39
5046742	Employee Benefits Corporation	Health Reimbursement- August 2025	\$	75.65
5050761	Employee Benefits Corporation	Health Reimbursement- August 2025	\$	48.00
08/25	Fleming, Jay	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
08/25	Frankfurth, Juanita	Reimbursement- Summer Rec Field Trip Fees	\$	130.00
7/25	Gilbert's Sentry Foods	Summer Rec Supplies	\$	390.00
7-25	Gilbert's Sentry Foods	Art Show Program Supplies	\$	18.97
9098	Gold Cross Ambulance Service	2025 Ambulance Subsidy- 3rd Quarter Payment	\$	11,252.50
08/25	Gustafson, Kristin	Reimbursement- Summer Rec Field Trip Fees	\$	30.00
Summer2025-2	HASD	Summer Rec Field Trip Transportation- July 2025	\$	2,421.77
08/25	Hodgett, Audra	Reimbursement- Summer Rec Field Trip Fees	\$	100.00
P007004875-Aug25	Illinois Mutual	Employee Disability Insurance- August 2025	\$	93.96
63202680/67843117/6320267	Ingram	Children & Adult Library Books	\$	2,137.47
08/25	Karpf, Tim or Rachel	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
08/25	Kloes, Ashley	Reimbursement- Summer Rec Field Trip Fees	\$	15.00
08/25	Krug, Krystal	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
8000594-0725	Kwik Trip	Fuel- DPW-July 2025	\$	68.17
08/25	Leslie, Jeanna	Reimbursement- Summer Rec Field Trip Fees	\$	80.00
08/25	Lund, Kyle	Reimbursement- Summer Rec Field Trip Fees	\$	90.00
08/25	Marks, Hayley	Reimbursement- Summer Rec Field Trip Fees	\$	10.00
939945/939951	McMahon	Terrace Manor Tech Review/Alonzo Park Upgrades	\$	2,116.96
08/25	McWithey, Tammy	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
INV2860260	Metro Sales Inc	Contract Base Charge- August 2025	\$	128.00
INV2846749	Metro Sales Inc	Contract Invoice- Library	\$	103.33
07/25	Meulemans, Kate	Community Center Reimbursement- 7/26- Rental	\$	150.00
08/25	Mitchell, Jo	Reimbursement- Summer Rec Field Trip Fees	\$	60.00
08/25	Mullock, Pat	Reimbursement- Summer Rec Field Trip Fees	\$	60.00
IN280020	Multi Media Channels	Notice of Rezoning Public Hearing	\$	42.37
IN281309	Multi Media Channels	Notice of Rezoning Public Hearing	\$	33.47
08/25	Oberg, Rebecca	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
08/25	Oehlke, Beau	Reimbursement- Summer Rec Field Trip Fees	\$	80.00
6611-146596/6611-146602/6611-146603	O'Reilly Auto Parts	Supplies- DPW Vehicle/Gator/Mower/Water/Sewer	\$	260.20
July 25	Outagamie County Treasurer	Court Fines- July 2025	\$	190.00
R103033065	Packer City International	Dump Truck Maintenance and Repairs	\$	6,467.81
08/25	Parker, Stephanie	Reimbursement- Summer Rec Field Trip Fees	\$	30.00
8/25	Petty Cash	Office Supplies/Staff Celebration	\$	132.84
055-25	Raptor Education Group Inc	REGI- Family Programming	\$	282.39
30416/30415	Ray's Sanitation	Portable Restroom- 230 Lakeshore Dr/304 E Main St	\$	460.00
9129986	Riesterer & Schnell	Front Tires- John Deere Gator	\$	350.88
08/25	Rymer, Jamie	Reimbursement- Summer Rec Field Trip Fees	\$	20.00
08/25	Schwersenska, Shelby	Return Deposit for Alonzo Rental- 8/02/25	\$	50.00
1864-1	Sherwin-Williams	Street/Parking Lot Paint	\$	2,246.25
08/25	Spindler, Abby	Reimbursement- Summer Rec Field Trip Fees	\$	30.00
2694	Town Counsel Law & Litigation LLC	Legal Services- July 2025	\$	1,160.00
2695	Town Counsel Law & Litigation LLC	Court Services- July 2025	\$	261.00
6142436	Unique	Collection Agency- Library	\$	23.30
08/25	Van Orum, Wendy	Reimbursement- Summer Rec Field Trip Fees	\$	10.00
08/25	VanSchyndel, Amanda	Reimbursement- Summer Rec Field Trip Fees	\$	50.00
5570550690	WE Energies	Water/Sewer Electric/Gas-Alonzo Splashpad- July 2025	\$	53.87
5576679582	WE Energies	Water/Sewer Electric/Gas-July 2025	\$	6,836.31
08/25	Weeman, Jesse	Return Deposit for Alonzo Rental- 8/03/25	\$	50.00
5035438008	Wells Fargo Vendor Financial	Xerox Copier- Library	\$	180.00
08/25	Wettengel, Amanda	Reimbursement- Summer Rec Field Trip Fees	\$	30.00
08/25	White, Callista	Summer Rec Reimbursement	\$	29.03
ACH	Wisconsin Deferred Comp	EE contributions 08/14/2025 Payroll	\$	911.00
July 25	Wisconsin Department of Administration	Court Fines-July 2025	\$	653.70
INV-008365	Wisconsin Economic Development Corporation	Connect Communities FY26 Participation Fee	\$	200.00
ACH	Wisconsin, State of	State W/H for 08/14/2025 Payroll	\$	2,949.27
ACH	Wolf River Community Bank	Principle and Interest- WRCB Loan #1613790-10001	\$	1,025.45
0226690/0226843	Wolfrath's Landscaping LLC	Beetle Traps- MSC	\$	89.11
CM14743	YMCA of the Fox Cities	Member Dues- July 2025	\$	20.00
CM14841	YMCA of the Fox Cities	Member Dues- August 2025	\$	20.00
08/25	Ziegler, Olivia	Reimbursement- Summer Rec Field Trip Fees	\$	15.00

Invoice Total \$ 67,704.25

08/14/25 Direct Deposit P/R \$ 57,095.82

Grand Total \$ 124,800.07

WATER & SEWER UTILITY INVOICES**August 08, 2025- August 21, 2025**

25-015622	Badger Laboratories	Total Phosphorous Testing- WWTP	\$	240.00
27063073025	Charter	Inter/Email-August 2025- Sewer	\$	85.28
9010642424/9010652837	Clean Water Testing	Coliform Bacteria Test	\$	87.00
0049647-IN	Energenecs	Injection Check Valve Assembly	\$	426.23
0449062-1	Ferguson Water Works	Style M Meters (11)	\$	1,455.30
DNRRenewalFee2025	Hass, Mark	DNR Renewal Fee- 2025	\$	45.90
July 2025	Hortonville, Village of	Payables- July 2025	\$	75,411.64
29765	Martelle Water Treatment	Lab Materials- WWTP	\$	1,039.34
0180506-IN	Midwest Meter Inc	Infrared Communication Device	\$	170.57
88705	Speedy Clean	Water Jet Screw Press- WWTP	\$	562.50
W&S 0725	WE Energies	Water/Sewer Electric & Gas- July 2025	\$	10,647.59
18295	Wisconsin Backflow Testing	Annual Backflow Inspection Valve	\$	1,133.00
Grand Total			\$	<u>91,304.35</u>

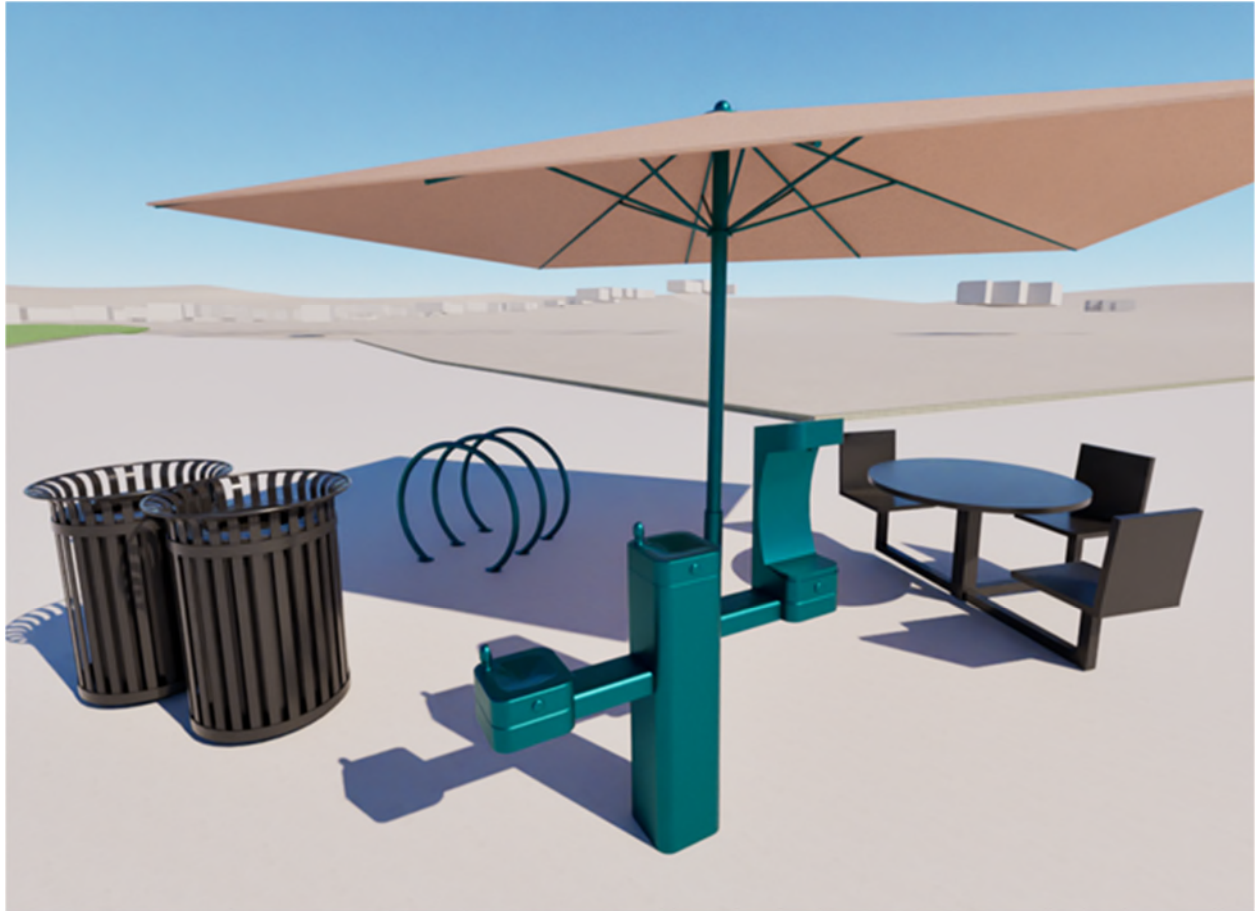


Figure 7: MSA Landscape Architect's Design Option





CLIENT: MSA

LOCATION: 102 W MAIN ST HORTONVILLE WI 54944

DRAWN BY: TIMOTHY P

SALESPERSON: SARAH B

DATE: 07/30/25

LEAD #: 4432

PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	08/05/2025	TALLER LETTERS

ARCHWAY (OPT A)

DETAILS: SEE PAGE 2

COLORS:

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X

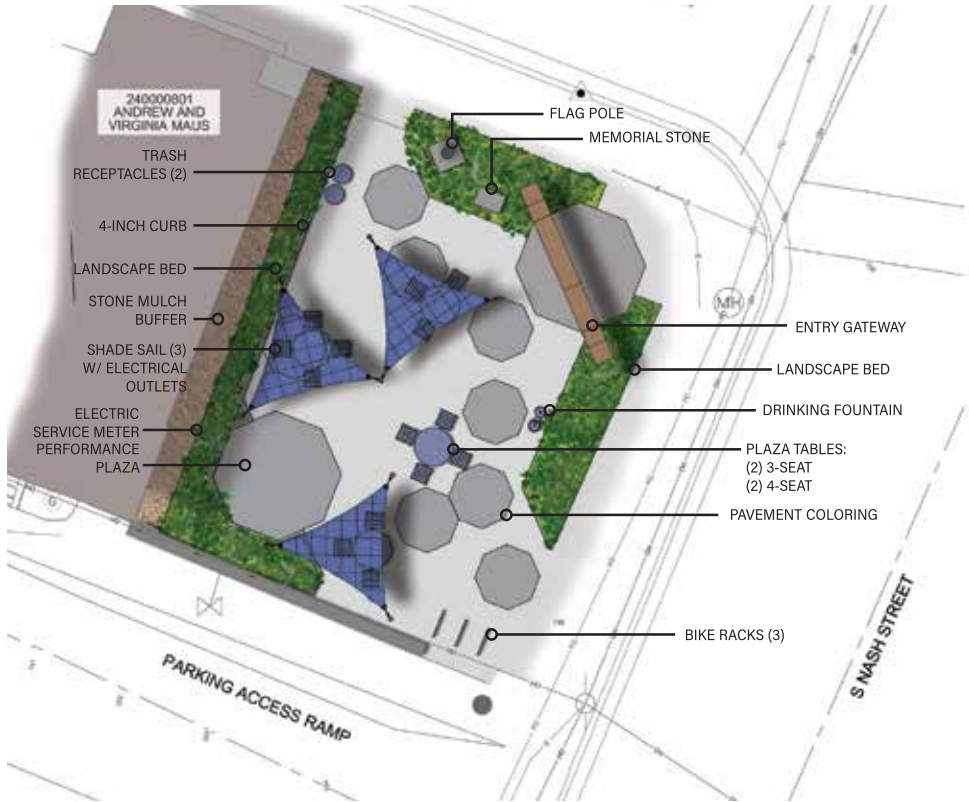
SIGNATURE

DATE

EXISTING VIEW
N.T.S.



ENTIRE AREA TO BE DEMOLISHED AND REBUILT AS SEEN
IN CUSTOMER RENDERING BELOW



NIGHT VIEW
N.T.S.



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LOCATION
PHOTO

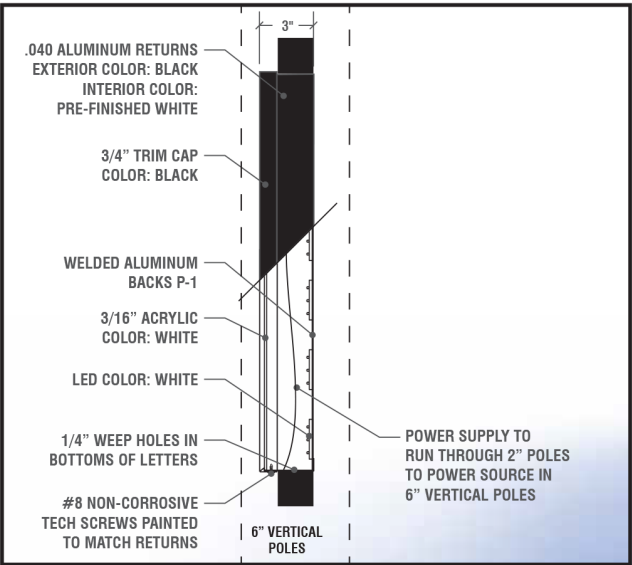
CLIENT: MSA
LOCATION: 102 W MAIN ST HORTONVILLE WI 54944
DRAWN BY: TIMOTHY P
SALESPERSON: SARAH B
DATE: 07/30/25
LEAD #: 4432
PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	08/05/2025	TALLER LETTERS

ARCHWAY (OPT A)
QUANTITY: 1
INSTRUCTION: PRODUCE & INSTALL
SQ FT: 13.5 SQ FT (32 MAX ALLOWED)
SEE PAGE 1 FOR LOCATION PHOTOS

COLORS:
■ P-1 BLACK

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:
X SIGNATURE DATE



FACE-LIT CH. LTRS.



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LOCATION

CLIENT: MSA

LOCATION: 102 W MAIN ST HORTONVILLE WI 54944
DRAWN BY: TIMOTHY P
SALESPERSON: SARAH B
DATE: 07/30/25
LEAD #: 4432
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	08/05/2025	ADD OPTION

ARCHWAY (OPT B)

DETAILS: SEE PAGE 4

COLORS:

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X

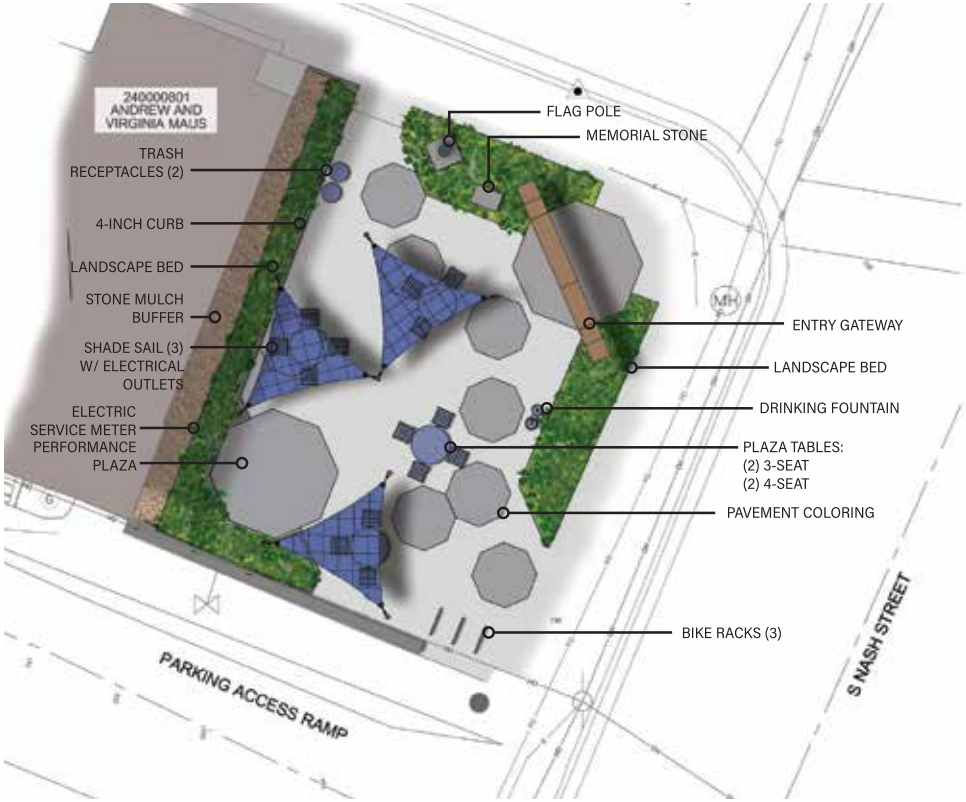
SIGNATURE

DATE

EXISTING VIEW
N.T.S.



ENTIRE AREA TO BE DEMOLISHED AND REBUILT AS SEEN
IN CUSTOMER RENDERING BELOW



NIGHT VIEW
N.T.S.



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LOCATION
PHOTO



505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 CREATIVESIGNCOMPANY.COM

CLIENT: MSA

LOCATION: 102 W MAIN ST HORTONVILLE WI 54944
DRAWN BY: TIMOTHY P
SALESPERSON: SARAH B
DATE: 07/30/25
LEAD #: 4432
PAGE: 4

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	08/05/2025	ADD OPTION

ARCHWAY (OPT B)

QUANTITY: 1

INSTRUCTION: PRODUCE & INSTALL

SQ FT: 13.5 SQ FT (32 MAX ALLOWED)

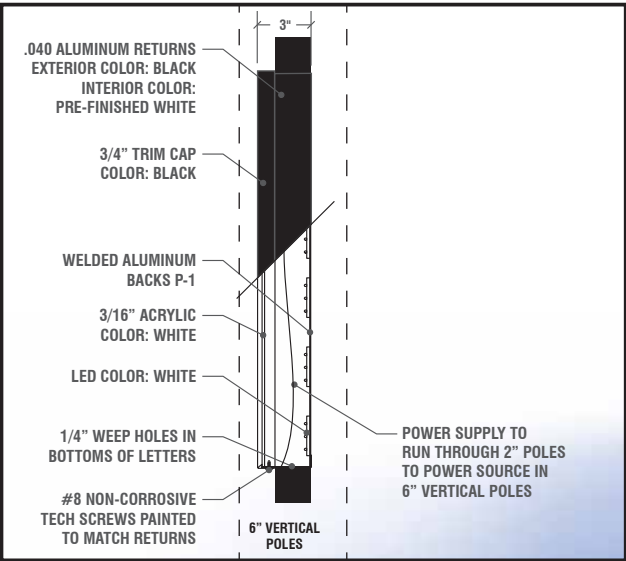
SEE PAGE 3 FOR LOCATION PHOTOS

COLORS:

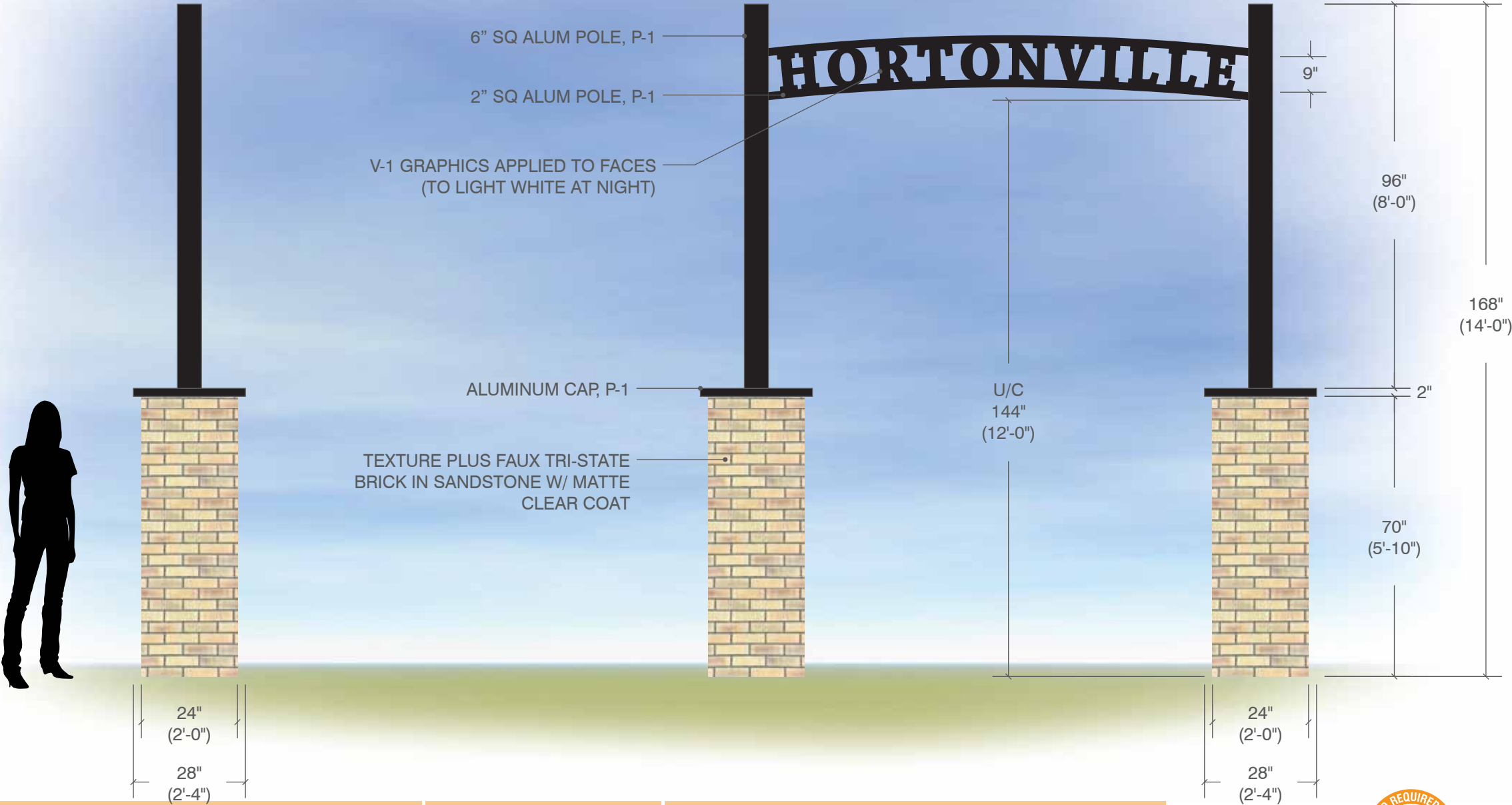
- P-1 BLACK
- V-1 BLACK PERF VINYL

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

SIGNATURE DATE



FACE-LIT CH. LTRS.



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All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.



LOCATION PHOTO



Figure 1: cream caramel faux brick



Figure 2: Sandstone faux brick



Figure 3: Spiced brick faux brick



Figure 4: First United faux brick



Figure 5: Riverview Lutheran faux brick



Figure 6: St. Luke's faux brick



2940 N VICTORY LANE
APPLETON, WI 54913
Phone: (920) 996-4642 Fax: (920) 996-4646
www.pcitrucks.com

SERVICE ORDER: R103033065

BILL TO
VILLAGE OF HORTONVILLE - 22636

DELIVER TO
VILLAGE OF HORTONVILLE - 22636
531 N NASH ST
HORTONVILLE WI 54944
P: (920) 378-3757

No returns without this invoice. Parts returned after thirty (30) days will be subject to a 15%-20% handling charge. Any special order part which is returned will be subject to a 15%-20% handling charge. Cores must be returned within thirty (30) days for full credit. Core subject to chargeback pending final inspection at core center. Special order "open" kits are not returnable.

DATE PROMISED		DATE INVOICE	SALES TYPE	CUSTOMER REFERENCE	TERMS	ADVISOR		
7/2/2025 4:32:15PM			SRET		CASH	S. Sophie		
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	UNIT ID	IN SERVICE	ODOMETER IN	ODOMETER OUT
2010	INTERNATIONAL	7500	1HTWNAZT4AJ271060	99	121253	1/26/2024	38589	38637

Sold Repairs

JOB #1 13-018 SRET ABS BRAKES

COMPLAINT CHECK AND ADVISE ON ABS LIGHT CAME ON, IT DID GO OFF. WHEN THE DRIVER PRESSES ON THE BREAKS THE AIR IN THE TANK DRAINED.

CAUSE
CORRECTION APPLIED SERVICE BRAKES, AND INSPECTED FOR AIR LEAKS. FOUND AN INLINE RELEASE VALVE IS LEAKING AIR. REMOVED INLINE RELEASE VALVE AND INSTALLED NEW ONE. APPLIED THE SERVICE BRAKES, THE OTHER SIDE INLINE RELEASE VALVE STARTED LEAKING. REMOVED OTHER INLINE RELEASE VALVE AND INSTALLED NEW ONE. CAN NO LONGER HEAR AIR LEAKS WHEN APPLYING SERVICE BRAKES.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
2	103N/3548736C1		Valve, Quick Release, Brake	42.18	84.36
	LABOR 13-018-10		INSPECT - ABS BRAKES		400.00
1	ENV		ENV CHARGE	10.00	10.00

Prepay: 0.00 Parts: 84.36 Labor: 400.00 Misc: 10.00 Sublet: 0 TOTAL JOB #1 13-018 494.36

JOB #2 82-006 SRET ENGINE ASSEMBLY

COMPLAINT CHECK AND ADVISE ON THE CHECK ENGINE LIGHT BEING ON, IT DID GO OFF.

CAUSE
CORRECTION RAN HEALTH REPORT. TOP CODE WAS FOR ITV SELF TEST FAILED HIGH. REMOVED AIR FILTER HOUSING AND CAC HOSE. RAN OUTPUT HIGH TEST, ITV FLAP DID NOT MOVE THE AMOUNT IT SHOULD HAVE. TESTED POWER AND GROUNDS TO ITV, ALL TESTED GOOD. OHM TESTED FOR SHORTS, NO SHORTS FOUND. REMOVED AIR BOX, REMOVED CAC CONNECTION AT VALVE, REMOVED VALVE AND CLEANED UP SURFACES. INSTALLED NEW VALVE, CONNECTED CAC HOSE WITH NEW CLAMP AND INSTALLED AIR BOX. VALVE FUNCTIONS. CLEARED CODES. TEST DROVE AND HAD NO ENGINE CODES.

ON TEST DRIVE DID FIND THAT THE TRUCK DOES HAVE AN AIR SQUEAL AT HIGH IMP/EXHAUST PRESSURE. FRONT OF ENGINE IS MAKING CLATTERING NOISE. THE U JOINTS FOR THE FRONT MOUNT PTO SHAFT HAVE EXCESSIVE PLAY - BOTH JOINTS AT THE PUMP AND THE CRANK ADAPTOR. TRIANGLE LIGHT AND ABS LIGHT ARE BOTH ON FOR ABS ISSUE - CODE FOR STEER WHEEL SPEED SENSOR.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	103N/1876113C91		Throttle Kit, Inlet	1,265.46	1,265.46
-1	103N/1876113C91-CORE		Throttle Kit, Inlet	195.00	-195.00
1	103N/1876113C91-CORE		Throttle Kit, Inlet	195.00	195.00
1	103N/3557856C1	3557856C1	Clamp, Hose	66.51	66.51
	LABOR 82-006-10		INSPECT - ENGINE ASSEMBLY		520.00

Prepay: 0.00 Parts: 1,331.97 Labor: 520.00 Misc: 0 Sublet: 0 TOTAL JOB #2 82-006 1,851.97



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APPLETON, WI 54913
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www.pctrucks.com

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Sold Repairs (Cont.)

JOB #3 42-000 SRET COOLING SYSTEM

COMPLAINT PRESSURE TEST COOLING SYSTEM & CHECK FOR LEAK.

CAUSE

CORRECTION PRESSURE TESTED AND FOUND LIGHT LEAK AT UPPER RADIATOR HOSE WORM CLAMP. TIGHTENED CLAMP THEN CHECKED AGAIN AFTER ROAD TEST AND FOUND NO FURTHER LEAK.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR 42-000-10		INSPECT - COOLING SYSTEM		140.00

Prepay: 0.00 Parts: 0 Labor: 140.00 Misc: 0 Sublet: 0 TOTAL JOB #3 42-000 140.00

JOB #4 41-002 SRET INTAKE MANIFOLD

COMPLAINT CHECK AND ADVISE ON AIR SQUEAL AT HIGH INTAKE MANIFOLD PRESSURE / EXHAUST MANIFOLD PRESSURE.

CAUSE

CORRECTION LOOKED OVER TRUCK AND CAN HEAR A LEAK, SOUNDS LIKE A BOOST LEAK. PERFORMED CAC PRESSURE TEST AND FOUND THAT THE CAC IS BLOWN. REMOVED CAC FROM THE TRUCK. HAD TO UNLATCH THE HOOD CABLES, TAKE OFF THE GRILL, DISMOUNTED THE AC CONDENSOR, POWER STEERING RESIVOIR, COOLANT RESIVOIR, WINDSHIELD WASHER FLUID RESIVOIR, AND HAD TO TAKE OFF ONE HOSE FROM THE RADIATOR. INSTALLED CAC. INSTALLED CONDENSER. INSTALLED GRILL. CONNECTED COOLANT LINES. FILLED WITH COOLANT. CONNECTED CAC HOSES. CONNECTED COOLING PACKAGE COVERS. SPRAYED OFF TRUCK. ROAD TESTED. LOUD BOOST LEAK IS NO LONGER PRESENT.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	103AM561.55406-B		HD T-Bolt Clamp 4.06in to 4.37	14.05	14.05
1	103D/FLTNFELC5050G		Fleetrite Nitrite-free Extende	9.99	9.99
2	103N/3557856C1	3557856C1	Clamp, Hose	66.51	133.02
2	103N/3557858C1	3557858C1	Clamp, Hose	48.55	97.10
1	103N/FLTCCIWKSTR3		Charge Air Cooler(cac)	1,584.39	1,584.39
1	103X/74HV-A	74HV-A	BRAKE CLEAN	5.25	5.25
	LABOR 41-002-10		INSPECT - INTAKE MANIFOLD		860.00

Prepay: 0.00 Parts: 1,843.80 Labor: 860.00 Misc: 0 Sublet: 0 TOTAL JOB #4 41-002 2,703.80

JOB #6 24-004 SRET DRIVELINE UNIVERSAL JOINT

COMPLAINT REPLACE U-JOINTS AT PTO PUMP AND CRANK ADAPTER FOR PTO SHAFT.

CAUSE

CORRECTION STARTED GETTING THE SHAFT OUT. UNBOLTED THE SHAFT FROM THE CRANK ADAPTOR. REMOVED THE LOCK SCREWS FROM THE PUMP SHAFT. THE YOKE IS STUCK ON THE PUMP SHAFT. SPRAYED DOWN WITH BLASTER. GOT THE U JOINT OUT OF THE PUMP YOKE. REMOVED SHAFT. REMOVED OLD JOINTS FROM SHAFT. INSTALLED THE NEW UJOINTS INTO THE OLD SHAFT. INSTALLED SHAFT TO FRONT OF ENGINE. INSTALLED SHAFT TO PUMP. RAN TRUCK. NO NOISE OUT OF THE FRONT OF TRUCK. INSTALLED SIDE COVER. INSTALLED AIR BOX. INSTALLED CAC HOSES.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	103D/BDT22062		NON-WOVE	2.00	2.00
1	103D/BDTBD3256		Wheel, Flap, Ao 1 X 1 X 1/4 Sh	4.19	4.19
2	103X/SPI51310X		U-JOINT 5-1310X	46.04	92.08



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 www.pcitricks.com

SERVICE ORDER: R103033065

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 VILLAGE OF HORTONVILLE - 22636

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 531 N NASH ST
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 P: (920) 378-3757

Sold Repairs (Cont.)

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR 24-004-10		INSPECT- DRIVELINE UNIVERSAL JOINT		300.00

Prepay: 0.00 Parts: 98.27 Labor: 300.00 Misc: 0 Sublet: 0 TOTAL JOB #6 24-004 398.27

JOB #7 13-018 SRET ABS BRAKES

COMPLAINT CHECK AND ADVISE ON THE ABS CODE FOR STEER AXLE WHEEL SPEED SENSOR.

CAUSE

CORRECTION STARTED DIAG FOR THE ABS SENSOR. ITS AN OPEN WIRE, NEED TO TRACE OPEN DOWN. NARROWED OPEN WIRE TO A SMALL SECTION OF THE HARNESS. FOUND THE BREAK IN THE WIRE. REPAIRED THE WIRE. NOW HAS GOOD SIGNAL. REPAIRED OTHER WIRES THAT WERE RUBBED ALONG THE SAME AREA BEFORE BUTTONING UP THE HARNESS. BUTTONED UP HARNESS AND TESTED. NOW HAS GOOD SIGNAL FROM THE PASSENGER STEER. TRIANGLE AND ABS LIGHT NOW OFF.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
15	103D/BDT18108X		CABLE TI	0.19	2.85
10	103D/BDT23845		Terminal- Bo	0.36	3.60
35	103D/BDTBT3SM0		BARB TY	0.26	9.10
9	103N/3544557C1		Strap, Cable Lock, Button Hd T	4.52	40.68
	LABOR 13-018-10		INSPECT - ABS BRAKES		240.00

Prepay: 0.00 Parts: 56.23 Labor: 240.00 Misc: 0 Sublet: 0 TOTAL JOB #7 13-018 296.23



2940 N VICTORY LANE
APPLETON, WI 54913
Phone: (920) 996-4642 Fax: (920) 996-4646
www.pcitrucks.com

SERVICE ORDER: R103033065

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DELIVER TO
VILLAGE OF HORTONVILLE - 22636
531 N NASH ST
HORTONVILLE WI 54944
P: (920) 378-3757

I hereby authorize the repair work hereinafter set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. Customer is also liable for all costs of collections, including reasonable attorney's fees.

Customer Signature: _____

PLEASE NOTE

Invoice terms: Due by the 10th of the month following billing. All past due amounts are subject to a finance charge of 1.5% per month (18% per annum) on all balances thirty (30) or more days past due. Disclaimer of Warranties: The dealer is not a party to any manufacturer's warranty on any parts or service contained within. The dealer hereby expressly disclaims all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose with respect to any parts, labor or diagnostic services furnished under this order. Motor vehicle repair practices are regulated by chapter ATCP 132, Wis. Adm. Code, administered by the Bureau of Consumer

	ESTIMATED	BILLED
LABOR		2,460.00
PARTS		3,414.63
MISC		10.00
SUBLET		0.00
PREPAY		0.00
SUBTOTAL		\$5,884.63

SHOP SUPPLIES	246.00
COUNTY TAX	30.65
STATE TAX	306.53
TOTAL	\$6,467.81

AUTHORIZED BY _____ DATE _____

PICK-UP BY _____ DATE _____

CONTACT CUST _____ DATE/TIME _____

Please Remit Payment to:
PACKER CITY INTL TRUCKS INC
PO BOX 2238
GREEN BAY, WI 54306-2238
www.pcitrucks.com

Remodeling of our Green Bay facility begins in July 2024. Please excuse our dust while we upgrade to serve you better!

We will be OPEN during construction!

Effective January 1, 2025, we will be imposing a 3% credit card processing fee on all credit card purchases. Customers may avoid this fee by paying with check, cash or debit cards. There will not be a processing fee on debit card purchases.



APPLICATION FOR REZONING

Planning & Zoning Commission

531 N. Nash St.
Hortonville, WI 54944
920-779-6011

<https://www.hortonvillewi.org>

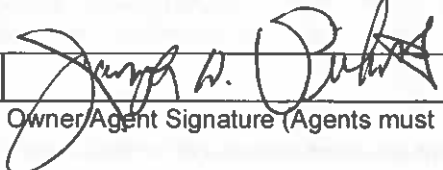
Stamp date received

PROPERTY OWNER		APPLICANT (owner's agent)	
Name	Wolf River Bank (Seller)	Name	Entrust Matt 25 LLC (Buyer)
Mailing Address	309 E. Main Street, Hortonville	Mailing Address	
	209 S. Nash St. Hortonville		89925 Jenner Rd. New London WI 54944
Phone		Phone	920-202-0954
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (240-0000-00) & Legal Description	
Parcels 240040300, 240040400	
Site Address/Location	
209 S. Nash St.	
Legal Description of Land proposed for Rezoning including to the center line of right of way(s) *Please submit an electronic copy of the legal description in Microsoft Word format.	
Current Zoning:	Proposed Zoning:
C1 General	DT
Current Uses:	Proposed Uses:
Office / Banking	Retail food & Beverage
Lot Dimensions and Area:	

PLEASE STATE REASON(S) FOR REZONING REQUEST

Purchaser intends to open a premium Ice Cream & Coffee Shop. We believe the zoning change will be beneficial to the new users as well as to the Village.

Date	7/15/25	Owner/Agent Signature (Agents must provide written proof of authorization)	 FOR WRCB
------	---------	--	--

OFFICE USE ONLY

FILE # Z-2-25 Application Complete _____ Date Filed 7/15/25
Fee \$300.00 Receipt # 1007958 Date Paid 7/15/25

**VILLAGE OF HORTONVILLE
DEVELOPMENT AGREEMENT**

THIS DEVELOPMENT AGREEMENT, is made by and between the Village of Hortonville, Outagamie County, Wisconsin, a body politic and municipality ("Village") and NLC Properties, LLC ("Developer").

WHEREAS, the Village of Hortonville owns Tax Parcel Number 240006000 in the Village of Hortonville, Outagamie County, Wisconsin ("the Property");

WHEREAS, the Property is approximately 0.05 acres, is located in the Village's busy downtown district and is currently zoned (D) Downtown Zoning District;

WHEREAS, due to the Property's size and location, the Village of Hortonville is limited in its ability to develop the Property for public use;

WHEREAS, Developer wishes to purchase and improve the Property by constructing a commercial building with retail space for Developer's existing photography business;

WHEREAS, Developer's proposed improvements to the Property, including the construction of a commercial building of no less than 1,000 square feet, are consistent with the current zoning, the Village's comprehensive plan and future land use map;

WHEREAS, the Village Board of Trustees for the Village of Hortonville has determined that it is in the public interest to sell the Property to Developer who will complete improvements at Developer's sole expense in a timely manner and as more fully set forth below.

NOW THEREFORE, in consideration of the recitals set forth above, the covenants and agreements set forth below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Developer shall purchase the Property for a purchase price of eleven thousand three hundred dollars (\$11,300.00).
2. Developer shall construct a commercial building with no less than 1,000 square feet to be used as a graphics retail space ("the Improvements"), by December 31, 2024.
3. Developer shall construct all required Improvements in compliance all Village requirements and in accordance with all applicable statutes, administrative codes, ordinances and regulations of the State of Wisconsin and Outagamie County.

Return to:
Ashley C. Lehocky
940 E. Evergreen Drive
Kaukauna, WI 54130

Tax Parcel No. 240006000

4. Developer shall no later than December 31, 2023, contract with a reputable builder for construction of the Improvements.
5. Developer shall submit to the Village a copy of its agreement with a reputable builder for construction of the Improvements no later than December 31, 2023. Upon timely receipt of such contract, the Village shall refund the Developer seven thousand three hundred dollars (\$7,300.00) of the original purchase price.
6. If Developer fails to provide the Village with a satisfactory construction agreement for the Improvements on or before December 31, 2023, for completed construction of the Improvements on or before December 31, 2024, then no portion of the purchase price shall be refunded except upon mutual agreement, in writing by the parties.
7. Developer acknowledges that the actual cost of constructing required Improvements may exceed current or future estimated costs and acknowledges its obligation to pay all actual costs.
8. Developer acknowledges and agrees that nothing in this agreement shall be deemed a waiver or limitation of any Village immunity, power or authority conferred by law including but not limited to special assessments and special charges.
9. Developer acknowledges and agrees that nothing in this agreement waives any other requirement, obligation or fee of any Village ordinance or resolution.
10. This Agreement shall be interpreted consistent with the rules and requirements of Chapter 44, Code of the Village of Hortonville.
11. This Agreement may only be modified or amended in writing by the parties.
12. This Agreement shall terminate and be of no further force or effect after December 31, 2024, or upon construction of the Improvements, whichever occurs first.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

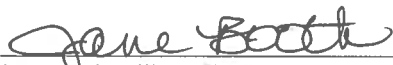
DEVELOPER
NLC Properties, LLC

VILLAGE OF HORTONVILLE

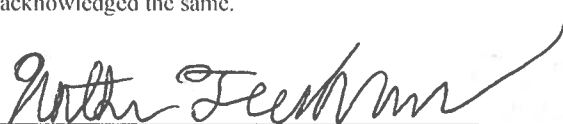
By: 
Bryan Hohn, Owner

By: 
Jeanne Bellile, Village President

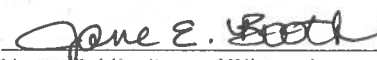
ATTEST:


Jane Booth, Village Clerk

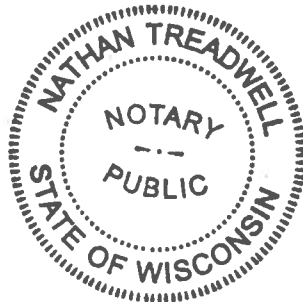
Personally came before me this 15
day of July, 2022, the above
Bryan Hohn
to me known to be the person(s) who
executed the foregoing instrument and
acknowledged the same.


Notary Public, State of Wisconsin
My commission expires: 11/30/2022

Personally came before me this 14
day of July, 2022, the above
Jeanne Bellile
to me known to be the person(s) who
executed the foregoing instrument and
acknowledged the same.


Notary Public, State of Wisconsin
My commission expires: 9-28-25

Drafted by:
Ashley Lechoky
Town Counsel Law & Litigation, LLC
940 E. Evergreen Drive
Kaukauna, WI 54130



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

AUGUST 21, 2025

ELECTIONS

- Working with the County on a new ward map, will include ward 5
- Notified WEC regarding the annexation - resulted in creating a new ward (5) (even though there will be 0 residents)
- 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
- Started the budget process in miViewPoint – sent to Department Heads

LICENSES

PUBLICATIONS

- Open Book Publication

PUBLIC RECORD REQUESTS

OTHER

- Village Board agendas & packets, committee agendas
- Village Board minutes, committee minutes
- Other Committee/Commission meeting agendas & minutes as needed
- Working with Carow Land Surveying for a Plat Map regarding the annexation ordinance – Must have Plat Map to submit annexation ordinance paperwork to Department of Administration

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



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

8/21/2025 Director of Public Works Report

Meetings attended:

- Staff meetings
- Department head meetings
- Pre-construction meeting with contractors on Fountain Court to discuss Mini-Storm Sewer Project
- Pre-construction meeting with contractors on John Street Mill and Overlay Project
- Meeting with Merjent to discuss Memorial Square design edits
- Meeting with Wisconsin District coordinator for US Tennis Association
- Project update meeting with MSA to discuss on-going GIS projects

Current and past projects include:

- Annual sewer televising for Village sanitary sewer system complete
- Fountain Court Mini-Storm Sewer Project to begin 8-11, estimated completion date week of September 15th
- John Street Mill & Overlay Project begins September 1st, estimated completion 1-2 weeks
- Working on getting bids for Honeysuckle lateral replacement project
- Street and parking lot painting projects by Village Staff on-going
- Staff Emergency Management Training August 26th
- Black Otter Lake District (BOLD) Annual Meeting 5pm August 27th

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





Hortonville Police Department
531 North Nash Street
Hortonville, WI 54944-0099
Phone: 920-779-6165
Fax: 920-779-6189
www.hortonvillewi.org

08-21-2025 Police Department Report

Meetings

- Village Department Head Meetings
- Provided safety presentations to new HASD staff and all transportation drivers
- Met with HASD Superintendent to discuss vacant .5 SRO Position

Training

- Officer Wulgaert attended Women in LE Leadership Conference on 8/14
- Emergency Management training on 8/26 for first responders in assessing damage
- I attended TIME system TAC (Agency Coordinator) training on 8/14

Ongoing Projects and Miscellaneous

- Officer Sokolski resigned on 08-15-2025. Will provide staffing update at board
- Posted full-time vacancy, deadline on 08-29-2025
- Reworking scheduling to accommodate vacancy and officer on medical leave
- DOJ TIME/CIB system audit of our agency (1 of 2 audits completed, 2nd is being completed by IT due to technical questions)
- Working with VC3 to update computers to comply with Outagamie County request with maintaining Spillman
- Spoke with crossing guards about assignments (fully staffed for '25-'26 school year)
- Updating evidence release policy

Upcoming

- Meet with Sheboygan Warning Systems and Emergency Management to review failures for siren
- RTF debrief with HHFD and HHFR
- Meet with Vanhandel Heating and Cooling to correct current HVAC issues at police department

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



Phone: 920-779-6011
Fax: 920-779-6552
Cell: 920-946-9945
www.hortonvillewi.org

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

Administrator weekly update –8/18/25

Economic Development

- **Property by Gilberts**
The Memorandum of Understanding (MOU) has been forwarded to the developer; however, no response has been received to date.

Projects

- **Main Street**
Following further review, staff recommend modestly expanding the scope of the downtown project to include replacement of the sidewalk, wiring, and lighting within the Pine Street parking area. The parking lot itself will not be reconstructed or resurfaced.

Incorporating this work at the same time as the downtown reconstruction is fiscally prudent, as it reduces overall costs. Additionally, the existing light fixtures in the parking area are currently inoperable due to wiring issues, making their replacement necessary.

Miscellaneous

- Preliminary budget figures have been prepared in relation to the levy limit. Issues resulting from the recent revaluation will be brought forward for discussion.
- The Planning and Zoning Commission convened to consider a rezoning request for Nash Street.
- On Wednesday of last week, I met with the Building Inspector to review several property-related matters requiring clarification.

Projects

- **Main Street**
We've been in discussions with the county regarding project finances. They are expected to provide us with an update this week on our anticipated expenses.
- **DNR LUST Site Acquisition & Remediation**
Aaron and I met with the firm assisting us with this property. They will begin taking samples soon and will then apply for a grant to complete the sampling process.
- **Small Business Development Grant**
Applications have been distributed to all business owners. Some were delivered in person, while others—where no office hours were available—were sent by mail.

Misc.

- I submitted an application for a Civic/Caselle Grant for the Memorial Square Project. This grant is offered through the Village's accounting software provider, with a maximum award of \$1,000. Only three winners will be selected.