

VILLAGE OF HORTONVILLE
AGENDA OF THE PUBLIC FACILITIES COMMITTEE
September 24, 2025
5:00 P.M.
Municipal Service Center
531 N Nash St.



AGENDA

1. Call to Order
2. Approval of July 13, 2023 Public Facilities Committee Meeting Minutes
3. 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.
4. Alonzo Park Master Plan Discussion
5. Any other topics for future discussion
6. Comments and suggestions from citizens present
7. Adjourn

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administration Office at 779-6011 with as much advance notice as possible.

Posted: September 11, 2025

Jane Booth, WCMC
Clerk-Treasurer

**VILLAGE OF HORTONVILLE
PUBLIC FACILITIES COMMITTEE
JULY 13, 2023 MEETING MINUTES**

Chairperson Julie Arendt Vanden Heuvel called the meeting to order at 5:00 p.m. in the Village Municipal Service Center, 531 N Nash Street, Hortonville, Wisconsin.

Members present: President Jeanne Bellile, Grace Abitz, Jane Olk

Officials/Staff present: Administrator Nathan Treadwell, and Clerk-Treasurer Jane Booth

Others attending: Peter Olk, Oliver Vanden Heuvel

Members excused: Shauna Keel

Quote for Gazebo at Veterans Park

Administrator Treadwell said that we received about \$10,000 for the hail damage on the gazebo. What do we want to do with these funds? Is this gazebo even getting used? There is an outlet there and people do stop and charge their phones and people use it for shade. It is not heavily used. The roof has holes in it but the building itself is not crumbling. The quote came in at \$20,000 for the building materials, not including installation.

Bellile made a recommendation to not purchase a gazebo and to put the money into a reserve account for Parks.

Insulation Update at Opera House

DPW Director Steber said that before Rob left he received 3 recommendations for quotes on the insulation for the Opera House. The third quote was not a good recommendation, so there are really only two good quotes and they are very similar.

Discussion ensued.

If the spray foam insulation was properly installed, you wouldn't have the issue of the icicles. The estimate was \$18,600 from Rock Road Coatings and \$21,491 from Comfort Pro Insulators. Consensus was to reach out to Appleton Alliance Church to see if they would help with the expense of the insulation installation.

Possible Garage Gutter Installation

Administrator Treadwell said that we didn't have gutters put on the storage building behind the administration building. We didn't receive any quotes for this. The consensus was to get estimates from local contractors because it isn't that large of a job.

Alonzo Phase I Contract

DPW Director Steber said that we did discuss this at the last board meeting. McMahan's prices were a lot better than MSA. We really don't need to move forward with the wellhouse redesign because we don't need the fluoride room. There are other things in phase 1 such as the splash pad and we can move forward with that. We could also add a backup generator that would power the generator across the street, and it could also house the generator for the splash pad. We would like direction from this group before we get a contract from McMahan. The pricing came in so much higher than we were expecting.

Administrator Treadwell said that we have \$257,000 in our parks for the CIP this year. We also have about \$310,000 in ARPA funds that we could use. The ARPA funds need to be expensed by the end of 2024.

Discussion on what would attract teens to middle thirties adults.

Recommendation to move forward with McMahon to get a contract for phase 1.

Alonzo Park Donations/Funding

Administrator Treadwell said that this is the time to generate funds for the splashpad. Some people have just donated pieces within the splashpad in other communities, some have done tiered fundraising plaques. Treadwell talked to the Community Foundation, and we need to have a 501 c3 in order to go with them.

Peter Olk said it was always their intention to partner with the Village and they would do their own grant writing. He suggested a tiered program, the funds are deposited in the bank and we could work together on it.

DPW Director Steber said we can bring in the consultant to help with questions.

Alonzo Park Project Design Committee

Administrator Treadwell asked the committee how they wanted to proceed and when to get the public involved.

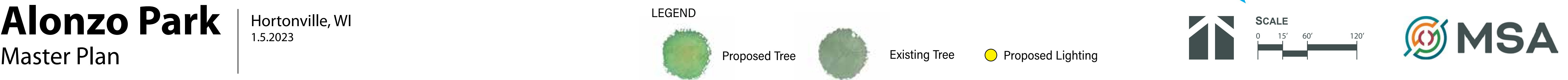
Discussion ensued and it was suggested to bring back the designs and bring them to the Committee to make the decisions.

Adjournment

Motion [Bellile/Olk] to adjourn. Unanimous voice vote, motion carried. The Committee adjourned at 6:10 p.m.

Minutes submitted by,

Jane Booth, WCMC
Clerk-Treasurer



Hortonville, WI
1.5.2023

LEGEND



Proposed Lighting





- PHASE 1 - Wellhouse + Activities**
- New Wellhouse and Restrooms/Shelter
 - Playground
 - Splash Pad
 - Plaza, Seating Elements
 - Volleyball Court
 - Trees + Landscaping

- PHASE 2 - Parking + Performance**
- New Parking
 - Stormwater Management
 - Performance Space with Restrooms
 - Site Lighting
 - Multi-Use Paths and Sidewalk Connections
 - Additional Plantings

- PHASE 3 - Black Otter Park**
- New and Improved Parking + Access
 - Pedestrian Bridges + Trail Connections
 - Watercraft Rental Building
 - Additional Fishing Pier
 - Site Lighting
 - Shoreline Restoration
 - Stormwater Management

- PHASE 4 - Boardwalk + Trail Connections**
- Boardwalk
 - Outdoor Clasrooms/Gathering Spaces
 - Ice Skating Area
 - Fishing Nodes
 - Shoreline Restoration
 - Open-Air Shelter
 - Additional Path and Trail Connections

Alonzo Park

Phasing Plan

Hortonville, WI
1.5.2023

LEGEND



Proposed Tree



Existing Tree



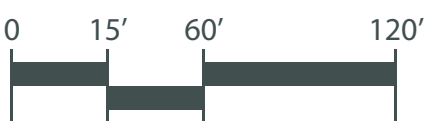
Proposed Lighting

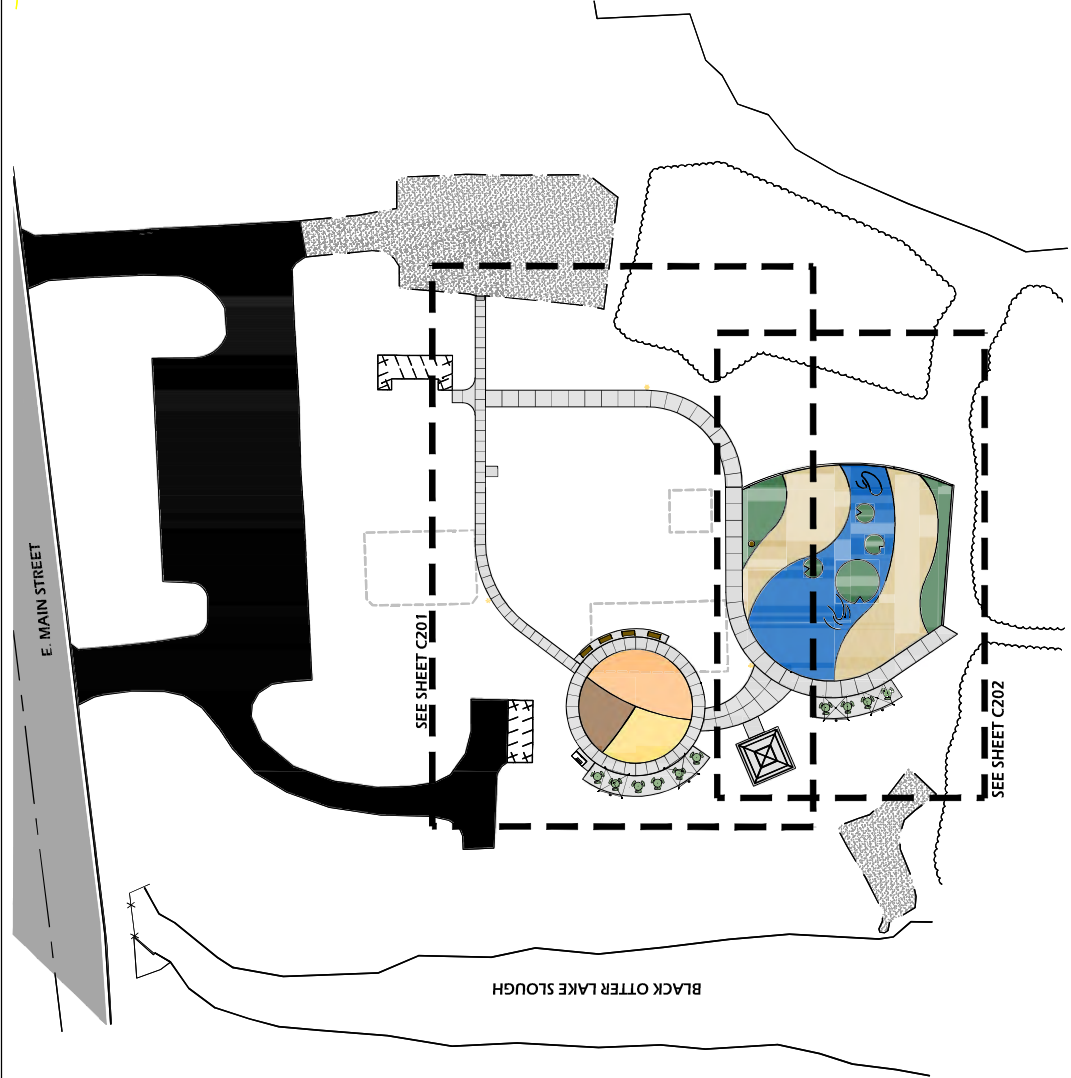


Fishing Node



SCALE





SITE LAYOUT NOTES

1. CONTACT DIGGERS HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. ALL PROPOSED DIMENSIONS ARE REFERENCED PARALLEL OR PERPENDICULAR TO THE CENTERLINE OF THE ROAD. WRITTEN DIMENSIONS SUPERSEDE ANY SCALED DIMENSIONS.
3. PROPOSED GRADE AND LEVEL SHALL BE PERIODICALLY REVIEWED IN THE FIELD BY THE OWNER OR A/E.
4. CONCRETE JOINTING IS SHOWN FOR DESIGN INTENT. FINAL SCORING PLANS SHALL BE SUBMITTED TO THE A/E FOR REVIEW AS A SHOP SUBMITTAL.
5. ALL CONCRETE POURS SHALL BE DOWELED TOGETHER UNLESS OTHERWISE APPROVED BY THE A/E.
6. ANY EXISTING STRUCTURES AND/OR UTILITIES NOT SHOWN ON THESE DOCUMENTS WHICH NEED TO BE REMOVED, RELOCATED, AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE CONTRACTOR AND INCLUDED IN THE BASE BID.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR SITE STAKING. DIGITAL PLOT FILES MAY BE AVAILABLE FROM THE A/E.

LEGEND

	CONCRETE PAVEMENT
	EXISTING GRAVEL PARKING / PATH
	PROJECT LIMIT LINE

**PARKITECTURE
+ PLANNING**

901 Deming Way, Suite 201
Madison, WI 53717
608.203.8203

ALONZO PARK PLAYSCAPE

310 E. MAIN STREET
HORTONVILLE, WI 54944

Project Name:

Sheet Title:

SITE LAYOUT PLAN OVERVIEW

Revisions:	
Project #:	23-048
Issued For:	Bidding
Date:	5/14/2024
Sheet Number	C200



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: _____