

VILLAGE OF HORTONVILLE
AGENDA OF THE PUBLIC WORKS COMMITTEE
NOVEMBER 6, 2025
5:00 P.M.
Municipal Service Center
531 N Nash St.



AGENDA

1. Call to Order
2. 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.
3. Approval of 06-10-24 Minutes
4. Discussion on Mill Street snow removal
5. Discussion on Main Street painting
6. Discussion on Lakeview stormwater issues
7. Any other topics for future discussion
8. Comments and suggestions from citizens present
9. 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: October 31, 2025

Jane Booth, WCMC
Clerk - Treasurer

**VILLAGE OF HORTONVILLE
PUBLIC WORKS COMMITTEE
JUNE 10, 2024 MEETING MINUTES**

President Jeanne Bellile called the meeting to order at 5:30 p.m. in the Community Center at 531 N. Nash St., Hortonville, Wisconsin.

Members present: President Jeanne Bellile, Trustees Grace Abitz, Julie Arendt Vanden Heuvel and Bob Jewell

Members excused: Trustee Shauna Keel

Officials/Staff present: Administrator Nathan Treadwell, Director of Public Works Aaron Steber and Clerk-Treasurer Jane Booth

Others present: Trustee Jim Moeller arrived at 6:03 pm.

Discussion on completion of Alley #3 Project

DPW Director Steber said that this was asked to be on the agenda. The project has been completed; they redid the portion of the alley where the concrete didn't meet initial specs. Everything has been approved, and the project is finished with. We did it in the most cost-effective way for the homeowners while still allowing us to plow snow.

Discussion on Opera House Fencing Options

DPW Director Steber said that he had some pictures that weren't in the packet. They are photos of where our corner is. If you look at the line on the arial, it goes right through his building. We still do own about six feet past our fence. I have some quotes here for what it would cost. The homeowner has requested to have the fence repaired. The fence belongs to the village. Consensus was to take the entire fence down and to refer to the Village Board with a recommendation.

Material Storage Site Discussion

DPW Director Steber said that one of the worries that the consultant had was a drainage ditch that goes through the back of the site. For future plans for Otto Miller our material stockpile doesn't have any room to expand. It is a natural area for Otto Miller Park to expand in the future, and the location for a stockpile of material makes me think that we should look for additional storage for our materials in the area. We do have a small turnout where we can get into, but getting a loader in there would be dangerous when there is no exit. We save a lot on costs if the contractors can drop materials off at a local site, we save money if they don't have to truck it themselves. When they do street sweeping, we can save because they can dump the materials. Consensus was to have the DPW Director Steber look for another material storage site for future use.

Discussion on 2025 Projects

Fountain Court Stormwater Issues

DPW Director Steber said that this is an area that we have had issues with. Their sump pump runs 24-7 and we have had a water study to see if there are any leaks. This has completely chewed up the road since it is always running. We have two stormwater inlets that drain out, The total cost was estimated at \$100,000, and this is something that we want to incentivize people to have their water drain into our stormwater system. There could be a spring there. This should have all been done in the first place.

Lakeview Stormwater Issues

DPW Director Steber said there is an issue in the Lakeview area with flooding, and we had Ayers come and look at it. All the stormwater from the house flows into the easement.

We have three different design recommendations.

Trustee Arendt Vanden Heuvel asked if we have an easement with approvals to build fences, etc. in the easement. Consultants' suggestion was to do option #2 and #3, remove all the huge trees and vegetation and put in a new pipe that is larger for better drainage.

Discussion on having a public hearing and invite the homeowners in that area and go through the options.

Discussion and possible action on the creation of a new utility position

DPW Director Steber said that we have a ton of utility work, long term, and a big need in the near future for an entry level water utility position. We have over 900 galaxy meters throughout the village where the software doesn't work anymore with these Galaxy meters. We can only get to 30-50 meters per year to install. We have been mandated to have our lead and copper piping completed by October 2024 and we have about 500 that we have not inventoried. This is part of our GIS mapping that we have. We have the process mandated; we just need the manpower to get this completed. We have identified over 70 manholes that have holes in them. They are expensive to replace; however, I have found a plastic cap that goes over the hole and doesn't go into our system. This position would be encouraged to take additional training.

This position would be 90% paid for by the Utility, and 10% by the Village. September would be a start date for this position. A job description will be written and taken to the board at the next meeting.

Motion to go into closed session under State Statute 19.85 (1)(c)

Motion [Arendt Vanden Heuvel/Bellile] 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, 4 ayes, 0 nays, motion carried.

5-minute recess to clear meeting room

Board to return to Open Session

Motion [Arendt Vanden Heuvel/Jewell] to return to Open Session. Roll call vote, 4 ayes, 0 nays, motion carried.

Any action on matters discussed in Closed Session

None

Any other topics for future discussion

None

Comments and suggestions from citizens present

None

Adjourn

Motion [Arendt Vanden Heuvel/Jewell] to adjourn. Unanimous voice vote, motion carried. The Public Works Committee adjourned at 7:13 pm.

Minutes submitted by
Jane Booth, WCMC
Clerk-Treasurer







Sec. 34-20. - Snow and ice removal.

- (a) *Responsibility of owner or occupant.* The owner or occupant of a lot or parcel abutting on a sidewalk within the village shall clear such sidewalk of snow or ice to the width of the sidewalk within 24 hours of the cessation of any snowfall. If ice forms so that it cannot be removed, such person shall keep the sidewalk sprinkled with a material which will reduce the risk to pedestrians of slipping and falling on such sidewalk. Snow not timely removed and ice not timely removed or sprinkled shall be deemed a public nuisance as provided in section 26-3.
- (b) *Removal by village.* If the owner or occupant fails to remove snow or ice in conformity with subsection (a) of this section, the public works director may direct village employees to remove such snow and ice and charge the cost thereof as a special tax against the property.
- (c) *Placing snow on street prohibited.* The owner or lessee of every lot or parcel in the village shall not by himself or his agent push, plow or otherwise deposit snow from within his lot line onto the public street or alley.

(Code 1989, § 8.07)





Lakeview Court
Drainage Basin

LAKEVIEW COURT

LAKESHORE DRIVE

LAKEVIEW AVENUE

Lakeshore Drive Drainage Easement
Drainage Basin

Lakeshore Drive Inlet
Drainage Basin

DR BY	MVL
CHK BY	CRS
DATE	OCTOBER 2023

LAKEVIEW COURT STORM DRAINAGE
VILLAGE OF HORTONVILLE



EXISTING DRAINAGE BASINS

FIGURE NO.
1





MEMORANDUM

To: Village of Hortonville

From: Cody Gorges, PE and Matt Looby, PE

Date: October 13, 2023

Project No.: 25-0346.00

Re: Lakeview Court Storm Water Drainage

Background

The Village of Hortonville is looking to reduce flooding in a 10-foot-wide storm water drainage easement located between Lake Shore Drive and Lakeview Avenue within the Village. After rainfall events, standing water is present in the drainage easement and the yards of residential properties for an extended period until it can infiltrate into the ground. An evaluation has been completed to look at possible improvements to the storm water conveyance system. Presently, storm water from Lakeview Court flows from a catch basin into the drainage easement. Water then flows south and into a culvert pipe near 229 Lake Shore Drive, which outfalls into Black Otter Lake at the Black Otter - Shadows Boat Launch.

Hydrologic and Hydraulic Modeling

A site visit was taken on August 18, 2023, to perform a topographic survey and to take photographs of the site conditions. See Appendix A for the site photos. The survey was completed along an approximately 1300-foot section of the easement.

Based on the available contour mapping and aerial imagery from the Outagamie County GIS website, as-built drawings for Lakeview Court and Lake Shore Drive, storm sewer mapping from the Village of Hortonville, and the survey information, an approximately 6.1-acre drainage basin was delineated for the outfall into Black Otter Lake, just north of 236 Lake Shore Drive. The drainage basin contains land uses of residential, grass, woods, pavement, and concrete. See Appendix B for a map of the drainage basin.

The basin was then analyzed using the Rational Method, which is a WisDOT approved runoff method to determine the design discharge of a watershed. Drainage basin characteristics such as drainage basin area, land use, soils and slopes were used to develop a runoff coefficient and a time of concentration (T_c). These characteristics, along with a storm rainfall intensity, were used to develop a peak runoff flow value for the 10-year design storm event. See Table 1 below for the 10-year design peak flows.

Table 1: 10-Year Design Peak Flows

Location	Cumulative Drainage Area, Acres	Peak Flow, CFS
Lakeview Court	0.80	3.20
Drainage Easement	5.50	6.10
Lake Shore Drive	6.10	7.00

Existing Conditions

Based on the topographic survey information and televising information provided by the Village, the existing storm sewer pipes range in size from 12" to 15" and contain slopes ranging from 0.47% to 0.64%. The storm water flows from Lakeview Court into a catch basin and proceeds east through a 12" pipe where it outfalls into a 10-foot-wide drainage easement. Once the storm water reaches the drainage easement, it is conveyed to the south through a vegetated ditch. The storm water reaches a 15" culvert at the southern extents of the drainage easement, where it is then conveyed to the east into a manhole located west of the boat launch, adjacent to Lake Shore Drive. At the manhole, drainage from a portion of Lake Shore Drive is added to the basin. The storm water then goes from the manhole to its 15" outfall into Black Otter Lake.

The storm sewer pipe sections between the catch basin on Lakeview Court and its outfall, and from the culvert inlet on the southern extents of the easement to the manhole located west of the boat launch, both contain sections of Polyvinyl Chloride (PVC) and Reinforced Concrete Pipe (RCP). Analyzing the RCP conditions, the pipes are undersized and are unable to convey a 10-year design storm under a full flow condition. The televising reports also noted obstructions, roots present and sediment within the storm pipes, which restricts the flow through the pipes.

Property owners along the easement have also contributed to the drainage issues along the easement through projects that have been completed. The following is a list and description of alterations found from historical aerial photography and the topographic survey:

- From aerial photography, fill was brought in along the easement on Parcel 240059000 (236 Lakeview Avenue), likely altering the drainage. During the grading operation, depending on the construction techniques, sediment from the imported soil was possibly added to the ditch.
- Adjacent to Parcel 240059200 (240 Lakeview Avenue), a fence was placed in the drainage easement. In this location, there is a 0.3' low spot within the limits of the fence.
- A wooden retaining wall was built adjacent to Parcels 240058900, 240058600 and 240058700 (234 Lakeview Avenue, 227 Lake Shore Drive and 229 Lake Shore Drive, respectively) near the outlet of the easement, which restricts the flow into the existing 15" culvert.
- Vegetative buffers (various vegetation and trees) have been planted along the drainage easement, obstructing the flow of water.

Based on the gathered topographic survey information, the vertical profile in the drainage easement is not uniform. There are several high and low points along the easement and as a result, water ponds in the low areas and is unable to drain until it can infiltrate into the soil or until it builds up enough to flow over the high areas.

Proposed Conceptual Improvements

Proposed Conceptual Improvement #1- Partial Ditch Grading and Clearing, Remove Retaining Wall

This improvement consists of clearing vegetation and grading areas of the drainage easement located outside of the large willow, maple, and cottonwood trees. Grading a uniform slope to these locations from the Lakeview Court storm sewer outfall and Lake Shore Drive culvert would fill in low areas, remove high spots and minimize ponding. In addition, the removal of the existing retaining wall and associated grading would improve the drainage efficiency into the Lake Shore Drive Culvert. This option is the least invasive from a disturbance standpoint and the most cost-effective way to improve some of the drainage conditions. See Appendix C - Figure No. 1 for a plan sheet detailing the proposed conceptual improvement.

This option does present the following drawbacks:

- Does not improve the drainage conditions in the Lakeview Court storm sewer outfall pipe and the Lake Shore Drive culvert pipe due to obstructions.
- Does not improve the condition of the vegetated ditch around the large willow, maple, and cottonwood trees. This area will continue to impede the storm water flowing south in the easement.
- Vegetative buffers would be lost between parcels.

Due to the small width of the drainage easement, a temporary limited easement would be required for equipment accessibility, grading and vegetation removal.

Approximate Cost Estimate: \$37,000.

Proposed Conceptual Improvement #2- Ditch Grading and Clearing

This option would consist of clearing vegetation and trees, and grading areas along the easement from the Lakeview Court storm sewer outfall to the Lake Shore Drive culvert. This is the most intrusive option, as it would likely require the removal of a 20" Maple tree, 48" Maple tree, 60" Willow tree, smaller trees, brush, vegetation, and items property owners have placed within the easement. The grading could also require the removal of a 42" Cottonwood tree, depending on the grading limits determined during design. The trees will need to be removed to adjust the elevation profile and for equipment accessibility along the easement. The proposed conceptual improvements are included in Appendix C - Figure No. 2.

By removing the existing obstructions, vegetation, and trees, storm water will be able to flow more efficiently through the ditch. In addition, the elevation profile would have a uniform slope, which will minimize the ponding.

This option does present the following drawbacks:

- Does not improve the drainage conditions in the Lakeview Court storm sewer outfall pipe and the Lake Shore Drive culvert pipe due to obstructions.
- Large, mature trees would be removed for the benefit of drainage.
- Vegetative buffers would be lost between parcels.

Due to the small width of the drainage easement, a temporary limited easement would be required for equipment accessibility, grading and vegetation removal.

Approximate Cost Estimate: \$75,000

Proposed Conceptual Improvement #3- Replace Storm Sewer

In existing conditions, roots, sediment, and other obstructions restrict the flow through the existing Lakeview Court storm sewer outfall pipe and Lake Shore Drive culvert pipe. The pipes are at the end of their lifespan and are in need of replacement. Replacing the pipes would provide structurally sound and reliable pipes, free from obstructions, and a uniform pipe type and slope throughout each run. Furthermore, the pipe size would be increased so that the storm water conveyance system could convey a 10-year design storm from Lakeview Court to Black Otter Lake.

This option would require disturbance and associated restoration of a portion of Lake Shore Drive and the Lake Shore Drive Boat Launch. For this option, the storm sewer location was shifted north due to an existing residence (229 Lake Shore Drive) located inside the drainage easement and an existing sanitary manhole within the projection of the easement on Lake Shore Drive. The proposed route is shown in Appendix C - Figure No. 3. By shifting the storm sewer location, it eliminates the need to deflect the storm sewer pipe or the need for bends to avoid the existing sanitary manhole.

To minimize the ponding and flooding along the easement, using a pipe to convey the storm water from Lakeview Court to the culvert pipe at the south end of the easement was considered. However, this option was found not to be feasible due to the existing grades, slopes, and orientation of the drainage easement. The existing grades and slopes within the easement do not allow the cover required to place an adequately sized pipe to convey the storm water and maintain a vegetated ditch within the easement.

Approximate Cost Estimate: \$95,000

See Appendix D for detailed cost breakdown of the proposed conceptual improvements.

Conclusion

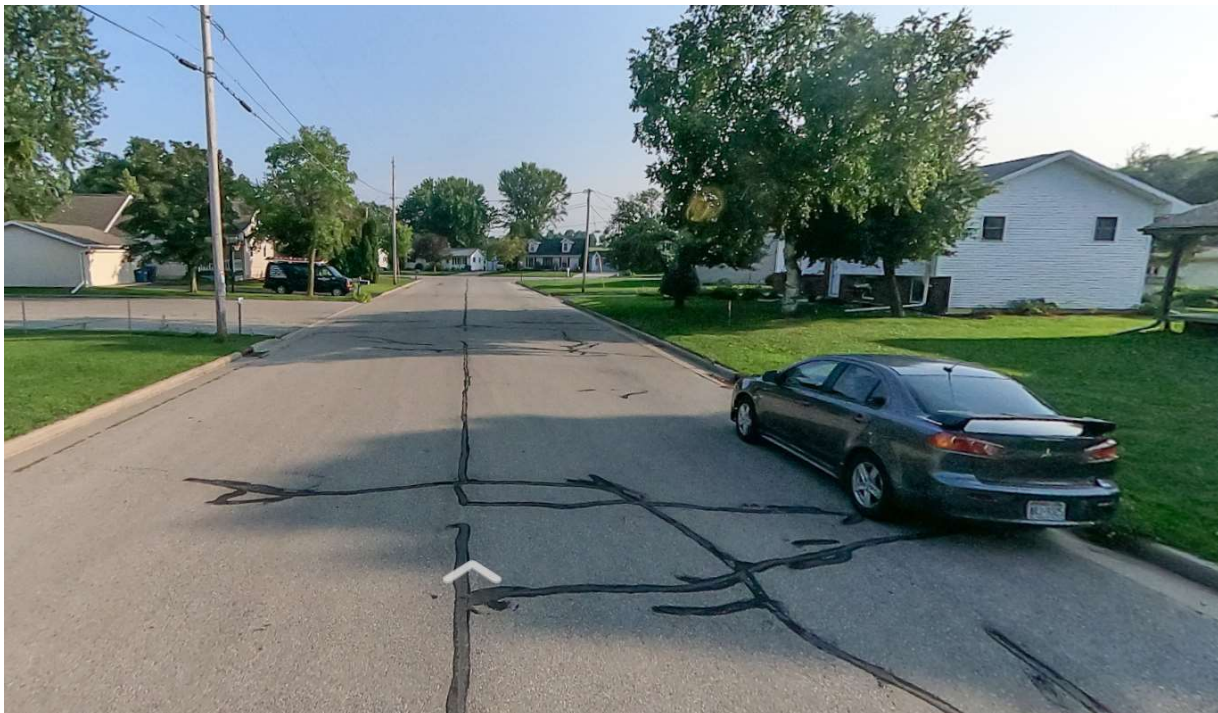
The conceptual improvements above would provide drainage improvements in the drainage easement and for the adjacent residential properties. Either Improvement #1 and #2 can be selected and can be combined with Improvement #3. While any of the three options will improve the drainage, it is the opinion of Ayres Associates that Improvement #2 and Improvement #3 be selected to resolve the drainage issues in the storm water conveyance system from Lakeview Court to Black Otter Lake.

APPENDIX A

Black Otter Lake - Shadow Boat Launch Storm Outfall - Looking West



Lakeshore Drive - North of Boat Launch- Looking South



Drainage Easement- Inlet Pipe Near 229 Lakeshore Drive – Looking South



Drainage Easement Near 236 Lakeview Avenue- Looking North



Drainage Easement Near 223 Lakeshore Drive- Looking South



Drainage Easement Near 221 Lakeshore Drive- Looking North



Drainage Easement Near Lakeview Court Outfall- Looking East



Drainage Easement Near 219 Lakeshore Drive- Looking South





APPENDIX B



Lakeview Court
Drainage Basin

LAKEVIEW COURT

LAKESHORE DRIVE

LAKEVIEW AVENUE

Lakeshore Drive Drainage Easement
Drainage Basin

Lakeshore Drive Inlet
Drainage Basin

DR BY	MVL
CHK BY	CRS
DATE	OCTOBER 2023

LAKEVIEW COURT STORM DRAINAGE
VILLAGE OF HORTONVILLE

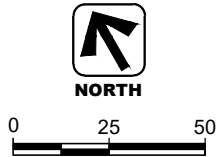
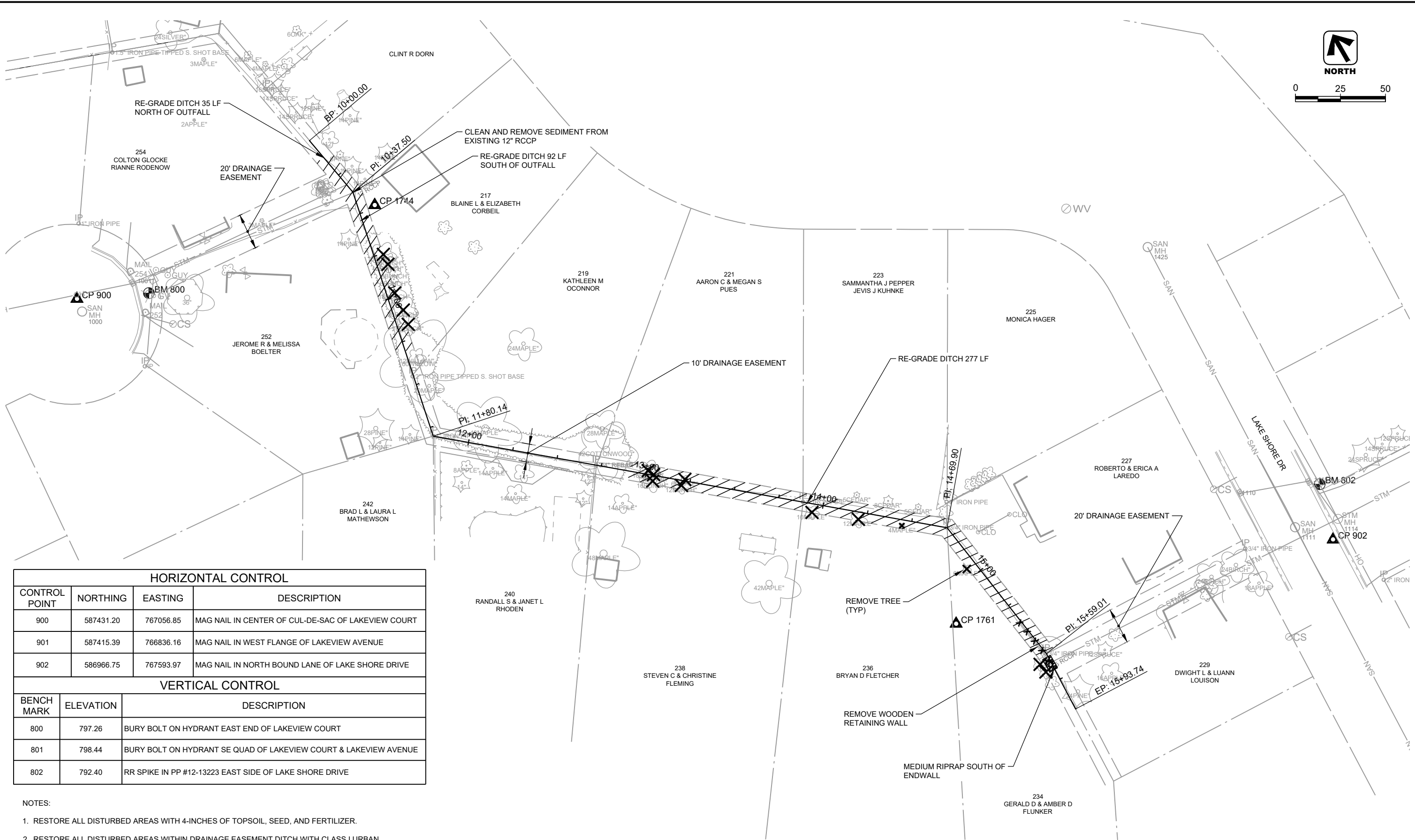


EXISTING DRAINAGE BASINS

FIGURE NO.
1

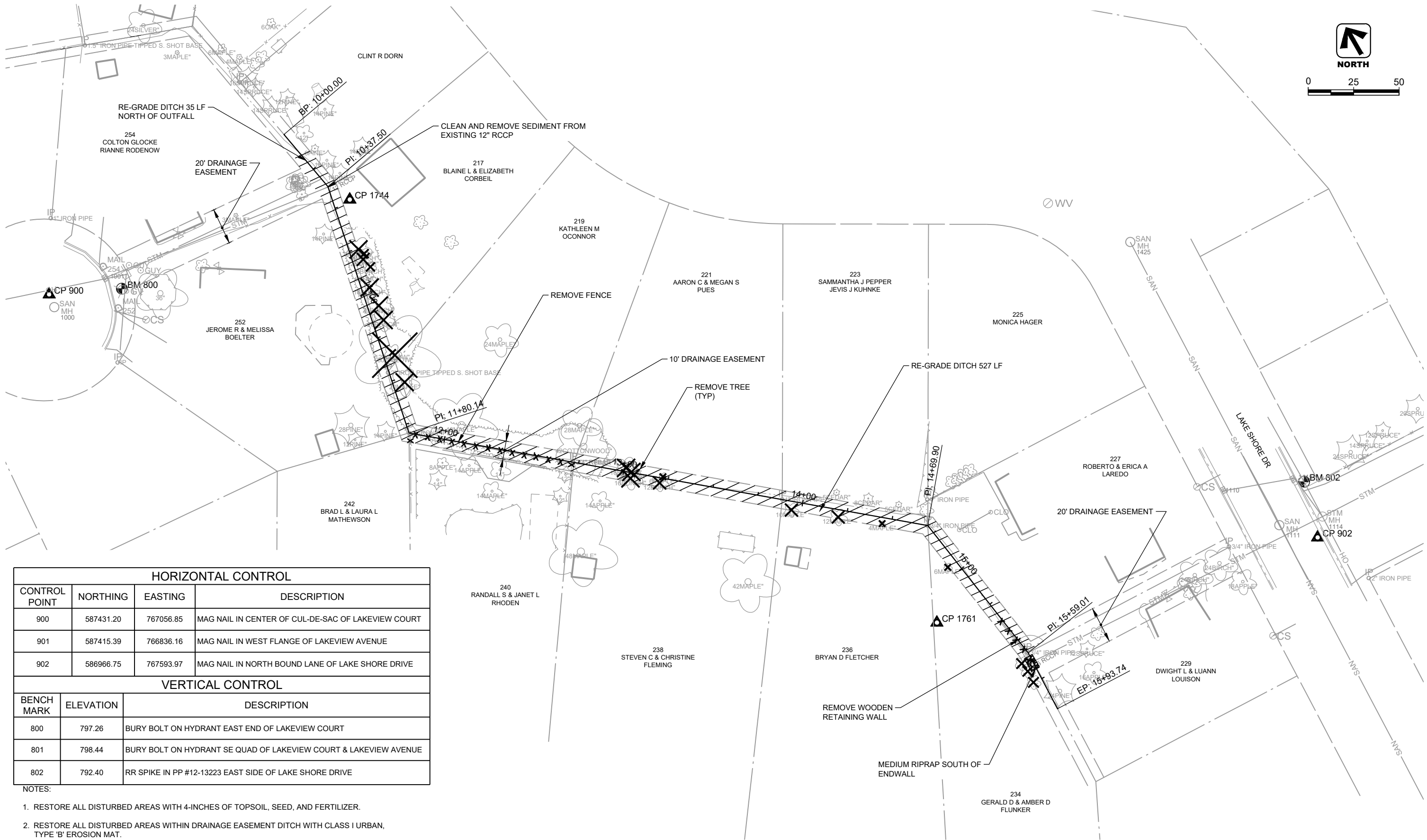


APPENDIX C



HORIZONTAL CONTROL			
CONTROL POINT	NORTHING	EASTING	DESCRIPTION
900	587431.20	767056.85	MAG NAIL IN CENTER OF CUL-DE-SAC OF LAKEVIEW COURT
901	587415.39	766836.16	MAG NAIL IN WEST FLANGE OF LAKEVIEW AVENUE
902	586966.75	767593.97	MAG NAIL IN NORTH BOUND LANE OF LAKE SHORE DRIVE
VERTICAL CONTROL			
BENCH MARK	ELEVATION	DESCRIPTION	
800	797.26	BURY BOLT ON HYDRANT EAST END OF LAKEVIEW COURT	
801	798.44	BURY BOLT ON HYDRANT SE QUAD OF LAKEVIEW COURT & LAKEVIEW AVENUE	
802	792.40	RR SPIKE IN PP #12-13223 EAST SIDE OF LAKE SHORE DRIVE	

- NOTES:
- RESTORE ALL DISTURBED AREAS WITH 4-INCHES OF TOPSOIL, SEED, AND FERTILIZER.
 - RESTORE ALL DISTURBED AREAS WITHIN DRAINAGE EASEMENT DITCH WITH CLASS I URBAN, TYPE 'B' EROSION MAT.
 - CLEAR AND GRUB VEGETATION AND TREES WITHIN EASEMENT ALONG RE-GRADING SECTIONS.
 - SEE FIGURE 4 FOR PROFILE VIEW OF DRAINAGE DITCH.



DR BY	JWS
CHK BY	CRS
DATE	OCTOBER 2023

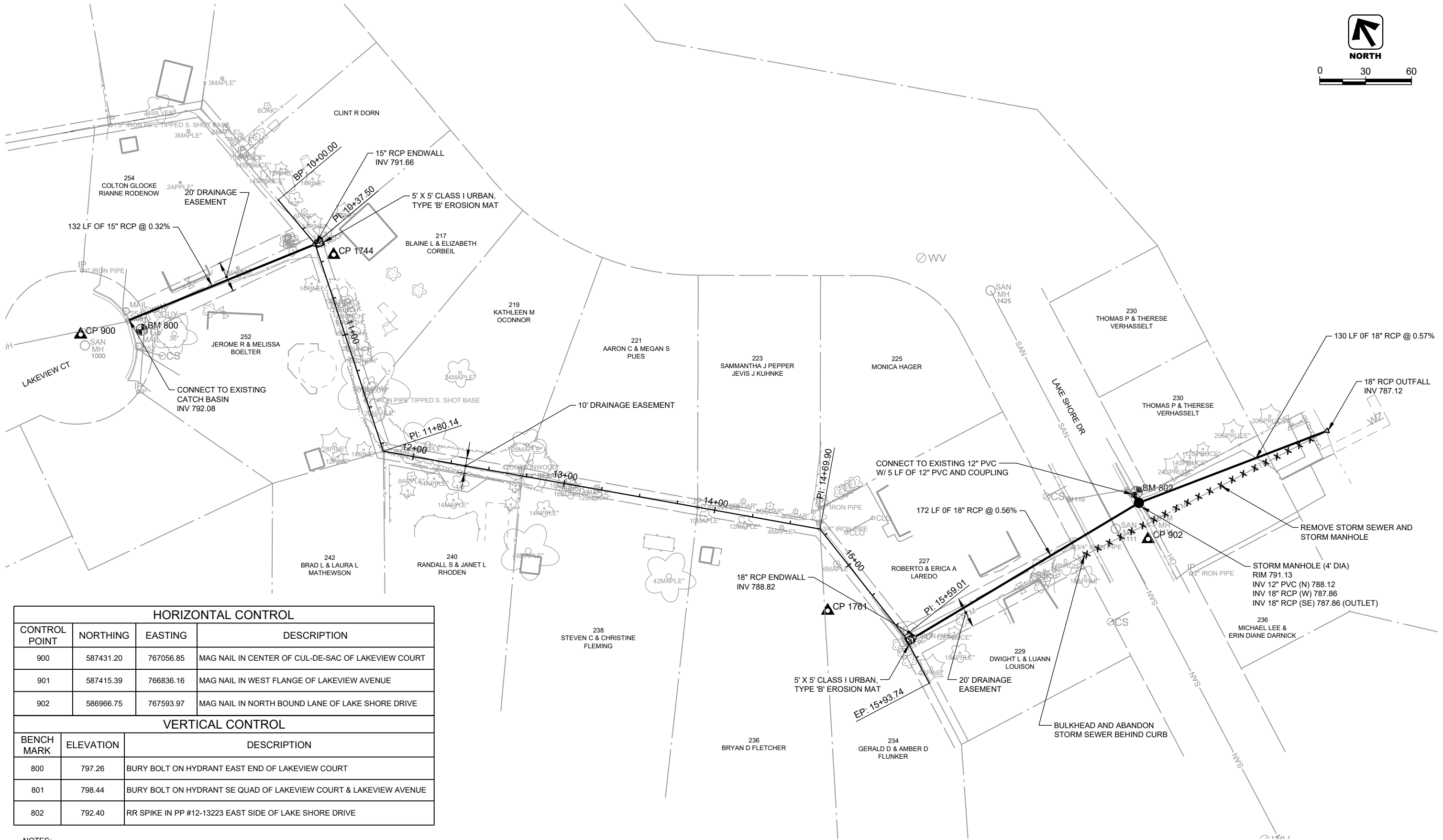
LAKEVIEW COURT STORM DRAINAGE
VILLAGE OF HORTONVILLE



PROPOSED CONCEPTUAL IMPROVEMENT #2

FIGURE NO.

2



HORIZONTAL CONTROL			
CONTROL POINT	NORTHING	EASTING	DESCRIPTION
900	587431.20	767056.85	MAG NAIL IN CENTER OF CUL-DE-SAC OF LAKEVIEW COURT
901	587415.39	766836.16	MAG NAIL IN WEST FLANGE OF LAKEVIEW AVENUE
902	586966.75	767593.97	MAG NAIL IN NORTH BOUND LANE OF LAKE SHORE DRIVE
VERTICAL CONTROL			
BENCH MARK	ELEVATION	DESCRIPTION	
800	797.26	BURY BOLT ON HYDRANT EAST END OF LAKEVIEW COURT	
801	798.44	BURY BOLT ON HYDRANT SE QUAD OF LAKEVIEW COURT & LAKEVIEW AVENUE	
802	792.40	RR SPIKE IN PP #12-13223 EAST SIDE OF LAKE SHORE DRIVE	

NOTES:

- RESTORE ALL DISTURBED AREAS WITH 4-INCHES OF TOPSOIL, SEED, FERTILIZER AND MULCH.
- SEE FIGURE 4 FOR PROFILE VIEW OF DRAINAGE DITCH.

DR BY	JWS
CHK BY	CRS
DATE	OCTOBER 2023

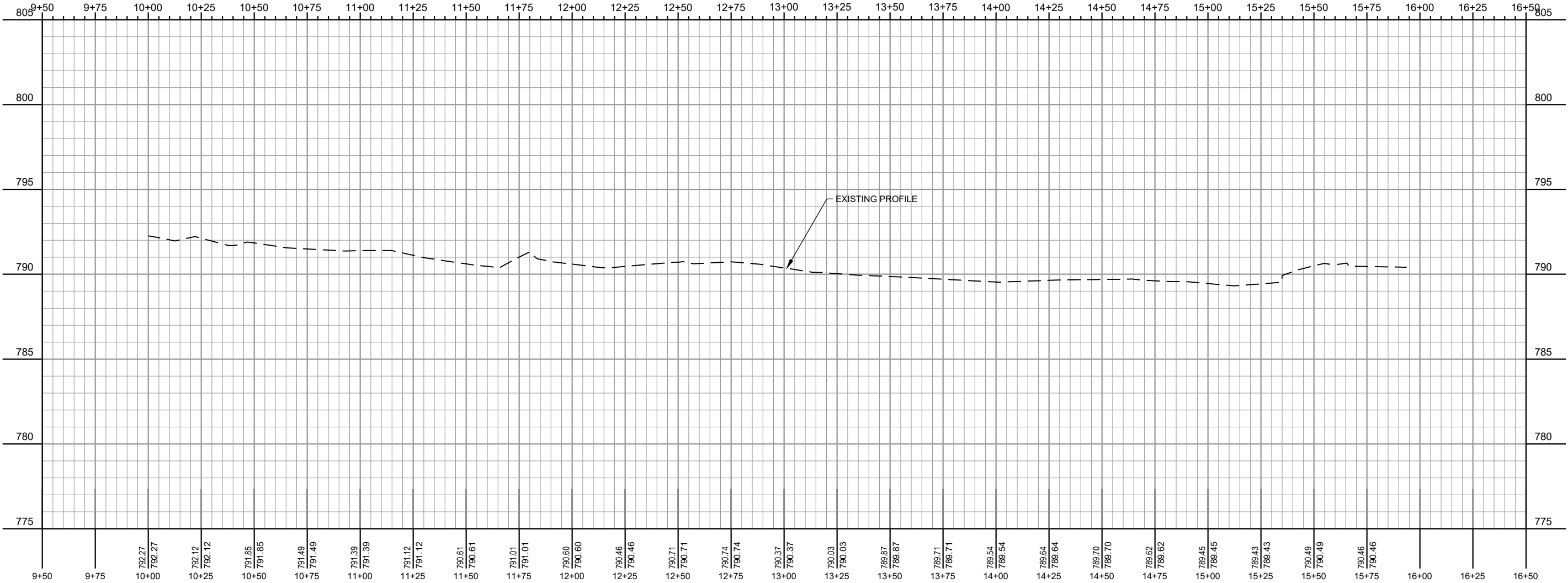
LAKEVIEW COURT STORM DRAINAGE
VILLAGE OF HORTONVILLE



PROPOSED CONCEPTUAL IMPROVEMENT #3

FIGURE NO.

3





APPENDIX D



**PUBLIC WORKS IMPROVEMENT
OPINION OF PROBABLE CONSTRUCTION COST**

Project Name: Lakeview Court Storm Drainage

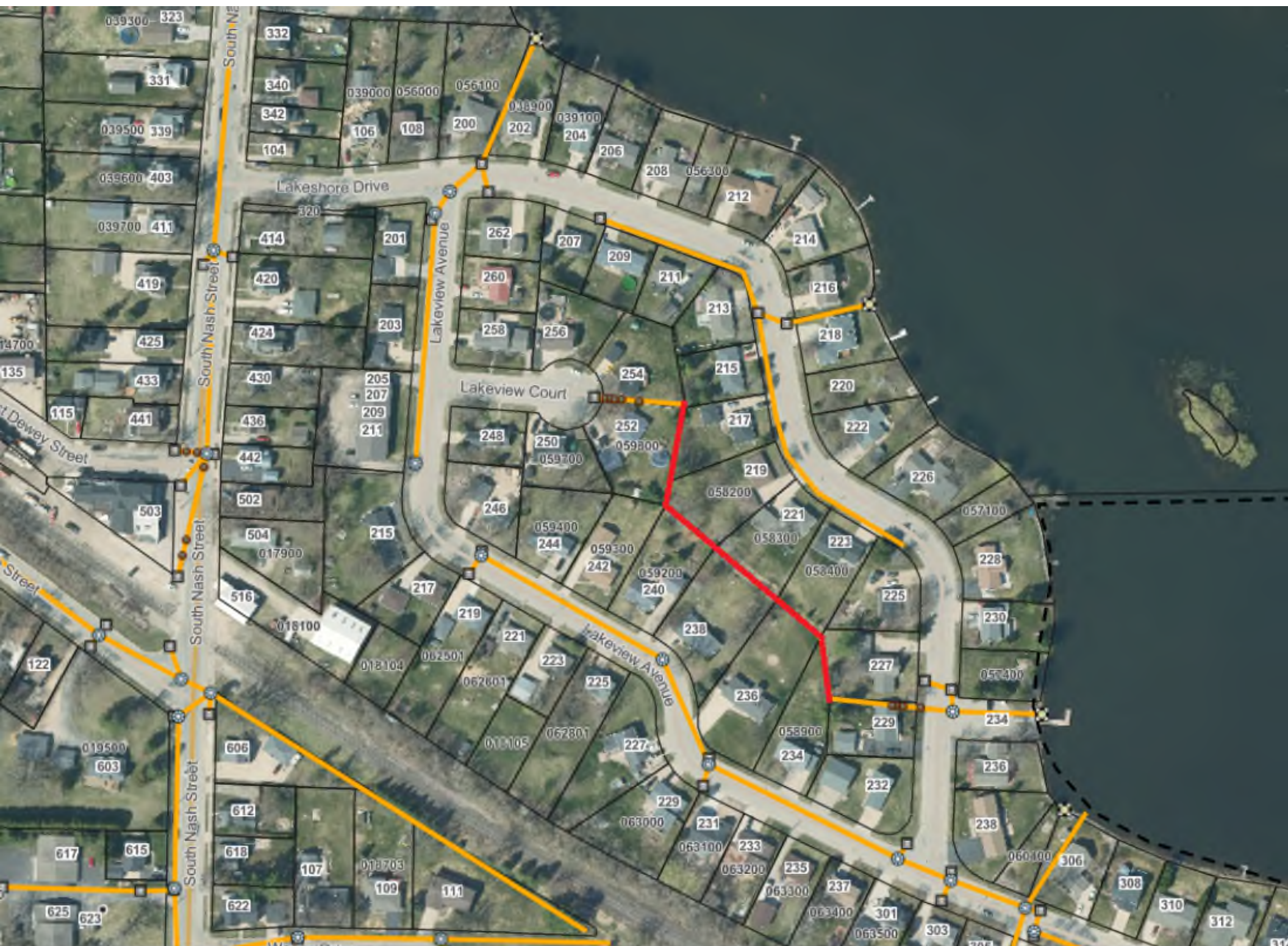
Date: 13-Oct-23

Estimator: MVL

Total Estimate: _____

Item No.	Description	Units	Approximate Quantity	Unit Price	Total Price
PROPOSED CONCEPTUAL IMPROVEMENT #1					
	Mobilization	LS	1	\$5,000.00	\$5,000.00
	Erosion Control	LS	1	\$2,000.00	\$2,000.00
	Site Preparation	LS	1	\$7,500.00	\$7,500.00
	Ditch Grading	LF	415	\$25.00	\$10,375.00
	Erosion Mat, Class I Urban, Type B	SY	925	\$5.00	\$4,625.00
	Site Restoration	LS	1	\$7,500.00	\$7,500.00
TOTAL ESTIMATED PROPOSED CONCEPTUAL IMPROVEMENT #1 COST					<u>\$37,000.00</u>
PROPOSED CONCEPTUAL IMPROVEMENT #2					
	Mobilization	LS	1	\$6,500.00	\$6,500.00
	Erosion Control	LS	1	\$2,500.00	\$2,500.00
	Site Preparation	LS	1	\$12,500.00	\$12,500.00
	Tree Removal	LS	1	\$20,000.00	\$20,000.00
	Ditch Grading	LF	575	\$25.00	\$14,375.00
	Erosion Mat Class I Urban, Type B	SY	1,280	\$5.00	\$6,400.00
	Site Restoration	LS	1	\$12,000.00	\$12,000.00
TOTAL ESTIMATED PROPOSED CONCEPTUAL IMPROVEMENT #2 COST					<u>\$74,275.00</u>
PROPOSED CONCEPTUAL IMPROVEMENT #3					
	Mobilization	LS	1	\$8,000.00	\$8,000.00
	Erosion Control	LS	1	\$1,500.00	\$1,500.00
	Site Preparation	LS	1	\$7,000.00	\$7,000.00
	15" RCP Storm Sewer	LF	132	\$90.00	\$11,880.00
	18" RCP Storm Sewer	LF	302	\$105.00	\$31,710.00
	15" RCP Endwall	EA	1	\$1,200.00	\$1,200.00
	18" RCP Endwall	EA	2	\$1,300.00	\$2,600.00
	4-Foot Diameter Manhole	VF	2.5	\$1,250.00	\$3,162.50
	Storm Manhole Casting	EA	1	\$750.00	\$750.00
	Connect to Existing Catch Basin or Storm Sewer	EA	2	\$1,000.00	\$2,000.00
	Site Restoration	LS	1	\$25,000.00	\$25,000.00
TOTAL ESTIMATED PROPOSED CONCEPTUAL IMPROVEMENT #3 COST					<u>\$94,802.50</u>

NOTES:



14
BLACK OTTER PLAT SHED
DRAINAGE DITCH
DATE: 5/1/14



DESIGNED BY DRAWN BY CHECKED BY SCALE DATE PROJECT NO. 14-001	BLACK OTTER PLAT VILLAGE OF HORTONVILLE DRAINAGE DITCH	PROJECT NO. 14-001
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