

VILLAGE OF HORTONVILLE
AMENDED AGENDA OF THE VILLAGE BOARD
SEPTEMBER 3, 2026
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 20, 2026 Regular Board meeting minutes
 - B. Presentation of accounts and other claims against the Village
6. Preregistered Citizens to be heard. – LIMIT 5 MINUTES
 - A. State name and address
 - B. Comments to be limited to 5 minutes
 - C. Pursuant to WI Statutes 19.83(2) and 19.84(2), The Board's role is to listen to public comments, and not to ask questions, discuss, or take action regarding pre-registered citizens comments.
7. Committee Reports
8. Unfinished Business from Previous Meetings
9. New Business
 - A. Discussion and possible action on Economic Development Request to increase the Façade Loan Program maximum amount from \$15,000 to \$20,000
 - B. Discussion and possible action on Special Assessment for Main Street Laterals for 327 W Main Street
 - C. Discussion and possible action on Resolution R-13-26 the Temporary Suspension of Ordinance 28.4 Public Consumption of Alcohol Beverages
 - D. Discussion and possible action on the removal of the Temporary No Parking Zone on Olk Street from Main Street to Nash Street
 - E. Discussion and possible action on Speed Limit Change on Grandview Road in the area of Parkview Drive
 - F. Discussion and possible action on Hortonville Urban Forestry Plan Final
 - G. Discussion and possible action on Main Street Change Order
 - H. Discussion and possible action on Special Needs Child Warning Sign Policy
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 State 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." Specifically potential purchase of property
15. 5-minute recess to clear meeting room
16. Board to go into Closed Session under State Statute 19.85 (1)(e)
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 17, 2026

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 20, 2026 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: Therese Abitz, Dalton Davis, Carrie Lathrop, Jim Moeller, Jane Olk, and Julie Arendt Vanden Heuvel.

Trustees absent:

Officials/Staff present: Administrator Nathan Treadwell, Chief of Police Brian Bahr, and Attorney Linn Lorensen

Officials excused: Library Director Alexandria Krause, Director of Public Works Aaron Steber, and Clerk-Treasurer Jane Booth

Consent Agenda

Motion [Arendt Vanden Heuvel/Moeller] to approve as outlined. Roll call vote, 7 ayes, 0 nays, motion carried.

- A. August 6, 2026 Regular Board meeting minutes
- B. August 6, 2026 COW minutes
- C. Licenses and Permits
- D. Presentation of accounts and other claims against the Village

Agenda Changes

None

Preregistered Citizens to be heard

Keary Mattson, 316 N. Nash Street, spoke in support of Hortonville Auto and encouraged the Village Board to work with the owners to keep the business operating in Hortonville. Mattson stated that, in his opinion, the Village should focus on bringing people into the community and encouraging, recruiting, and assisting new businesses. He reflected on the variety of businesses that once operated downtown and noted that the industrial park is currently full, limiting opportunities for new businesses to locate in the Village. Mattson said Hortonville Auto brings customers into the community, supports other local businesses, and provides a valuable service. He asked the Board to consider options such as helping the owners find a place to build, purchasing land for business development, or granting an exemption that would allow Hortonville Auto to continue operating at its current location for a period of time. He also encouraged the Board to be consistent in how it applies rules to other home-based or similar businesses and expressed concern that a simple solution could become a larger issue if not addressed fairly. Mattson concluded by asking the Board to focus on what the business owners can do to remain open and thanked the Board for the opportunity to speak.

Committee Reports

None

Unfinished Business from previous meetings

None

New Business

2026 Halloween Proclamation

President Bellile read the 2026 Halloween Proclamation.

Discussion on Ordinance to repeal a portion of the parking semitrailers and trucks, amending of the traffic visibility triangle, repealing and replacing travel trailers recreational vehicles and buses for habitation and also to create parking requirements, storage and parking of recreational vehicles, automobiles and utility trailers, storage of trucks, tractors and road machinery, and landscaping and buffer requirements
Discussion followed.

Report of Village Officials

Clerk-Treasurer: The report is in the packet.

Director of Public Works: The report is in the packet.

Chief of Police: The report is in the packet. The league of Wisconsin Municipalities is putting on a training on E-bikes and I plan on attending. I will report on that at the next meeting. A lot of construction questions on Main Street and school is starting.

Library Director: No report.

Attorney: Nothing

Administrator: The report is in the packet. Dealing with a few calls per day dealing with the downtown. Trying to get signatures for the special assessments and dealing with some of the issues we are having with the Wi-Fi.

Any other miscellaneous topics for future discussion

Trustee Arendt Vanden Heuvel said I would like to either do a Public Works or joint Public Facilities meeting or just a Committee of the Whole before we do budget.

Communications and Miscellaneous Business

Black Otter Lake District news: Annual meeting next week at Thursday, at 5:30 pm.

Building permit report: None

Hortonville-Hortonia Fire District news: Nothing

Gold Cross Ambulance run reports and news: None

Hortonville Civic Association: Nothing

Senior Activities Committee: Nothing

Comments and suggestions from citizens present

I would just like to say that I heard that the National Night Out was a really great event so good job.

Adjournment

Motion [Davis/Moeller] to adjourn. Unanimous voice vote, motion carried. The Board adjourned at 6:33p.m.

Minutes submitted by,

Jane Booth, WCMC
Village Clerk/Treasurer

DRAFT

September 03, 2026 INVOICE LISTING

VILLAGE INVOICES

August 21, 2026- September 03, 2026

PSI899509	1st Ayd Corporation	Cleaning Supplies/Paper Towels	\$ 298.40
08/26	Ahrens, Alieyah	Alonzo Park Return Deposit- 08/15/26	\$ 50.00
4004235380-0826	Assurity	Employee Disability Insurance- Assurity 2026	\$ 932.71
0726	BMO Harris Bank	July Charges- 2026	\$ 7,514.00
Mileage2026-2	Booth, Jane	Mileage Reimbursement- Outagamie Co/WMCA Clerk Cc	\$ 189.12
8778	Capital R Coatings Inc	Replace Sidewalk/Aprons- Hortonville High School	\$ 8,459.50
171756701082126	Charter Communications	Internet/Email- September 2026- PW/W/S	\$ 119.99
3201	Degal's Repair Shop LLC	Chainsaw Oil/Power Washer Hose	\$ 227.97
260 6 56701	Diggers Hotline	Prepaid Email Fees- June 2026	\$ 12.60
ACH	EFTPS	Federal, FICA taxes for 08/27/2026 Payroll	\$ 15,181.25
5564182	Employee Benefits Corporation	Health Reimbursement Admin Fee- August 2026	\$ 80.10
5567282	Employee Benefits Corporation	Health Reimbursement- August 2026	\$ 841.36
5574901	Employee Benefits Corporation	Health Reimbursement- August 2026	\$ 470.12
5582821	Employee Benefits Corporation	Health Reimbursement- September 2026	\$ 575.80
RIAP00024463/RIAP	Fabick Cat	Roller Rental for Street Patching	\$ 1,438.45
549250	Fox Valley Truck	Lawnmower Blades- Bad Boy Mower	\$ 67.47
549342	Fox Valley Truck	Air Filters- Bad Boy Mower	\$ 58.26
R10000220810	GFL Environmental	Garbage Pick Up- August 2026	\$ 1,896.42
262063	Graphic Composition LLC	BOLD Annual Meeting Mailing	\$ 1,262.00
08/26	Heise, Janelle	Alonzo Park Return Deposit- 08/16/26	\$ 50.00
08/26	Henn, Jennie	Community Center Return Deposit- 08/23/26	\$ 150.00
397978/397475	MCC Inc	Asphalt for Road Patching/Crusher Stone- MSC Trail	\$ 4,318.82
15951	McClone	Workers Comp Premium- October 2026	\$ 1,933.00
944061	McMahon	Nature's Haven Tech Review	\$ 195.00
47060	Menards	Supplies- Streets/Water/Sewer	\$ 683.71
INV3163638	Metro Sales Inc	Contract Base Charge- August 2026	\$ 141.00
INV3170141	Metro Sales Inc	Contract Base Charge- Aug-Nov 2026	\$ 582.14
ACH	Network Health	Total Health Premiums- September 2026	\$ 21,385.52
6611-168875/6611-	O'Reilly Auto Parts	Supplies- Streets/Gator	\$ 52.25
6611-171158	O'Reilly Auto Parts	Bad Boy Mower Oil	\$ 71.94
1022785	Outagamie County Treasurer	Engineering- Givens Rd/Road Maintenance/Main Street	\$ 9,294.99
149690	PB Electronics	Radar Unit Repair	\$ 301.39
08/26	Pederson, Alyssa	Alonzo Park Return Deposit- 08/22/26	\$ 50.00
Mileage2026-1	Prochnow, Lauren	Mileage Reimbursement- WMCA- GB	\$ 154.28
I26-505	Quantum Electrical Solutions	Electrical Hook Up- Fountain	\$ 1,381.00
1332	RG Inspections LLC	Commercial Electrical Permits- 719 Industrail Ave/460 N	\$ 3,267.00
08/26	Rogers, Greg	Community Center Return Deposit- 08/31/26	\$ 233.25
312444	Thedacare	Blood Draw- L. Fosselman	\$ 42.50
1197	Twolf Construction	Splash Pad Maintenance	\$ 575.00
6059727521	WE Energies	Water/Sewer Electric/Gas-Alonzo Splashpad- August 202	\$ 14.77
ACH	Wisconsin Deferred Comp	EE contributions 08/27/2026 Payroll	\$ 1,061.00
29104	Wisconsin Professional Police Association	Union Dues- September 2026	\$ 358.00
ACH	Wisconsin, State of	State W/H for 08/27/2026 Payroll	\$ 2,734.97
ACH	Wolf River Community Bank	Principle and Interest- WRCB CIP Loan	\$ 7,447.85
ACH	Wolf River Community Bank	Principle and Interest- WRCB Fire Truck Loan	\$ 6,250.00
ACH	Wolf River Community Bank	Principle and Interest- WRCB Engineering Loan #2843	\$ 4,606.16
ACH	Wolf River Community Bank	Principle and Interest- TID 6 Property Acquisition	\$ 2,333.39
3046	Wolfrath's Landscaping	Japanese Beetle Trap Replacement Bags	\$ 48.95
3470	Wolfrath's Landscaping	Soil Repair- Honeysuckle	\$ 140.97
3604	Wolfrath's Landscaping	Mulch- MSC	\$ 161.14

Invoice Total \$ 109,695.51

08/27/26 Direct Deposit P/R \$ 49,423.80

Grand Total \$ 159,119.31

WATER & SEWER UTILITY INVOICES**August 21, 2026- September 03, 2026**

26-016947	Badger Laboratories	Total Phosphorous Testing- WWTP	\$	245.00
8779	Capital R Coatings Inc	Driveway Repairs	\$	4,160.00
9012128606	Clean Water Testing	Coliform Bacteria Test	\$	57.00
CI-14710	Hydrocorp	Cross Connection Program Inspections- July 2026	\$	887.36
CI-15310	Hydrocorp	Cross Connection Program Inspections- August 2026	\$	887.36
9017955141	Kemira Water Solutions Inc	Ferric Chloride Solution- WWTP	\$	6,373.06
32142	Martelle Water Treatment	Lab Materials- WWTP	\$	1,906.66
0191319-IN	Midwest Meter, Inc	1" Meter/Meter Base	\$	624.98
25531	Municipal Well & Pump	Well #1 and 2 Maintenance	\$	1,000.00
2614555	Northern Lake Service Inc	2026 Annual Drinking Water Testing	\$	214.78
2607-I-02610	Public Service Commission of Wisconsin	Water Rate Assessment	\$	1,449.34
2026-0067	SafetyU Logistics	WET Samples Shipping	\$	700.00
INV01135635	USA Blue Book	Lab Supplies- WWTP	\$	1,081.49
			Grand Total	<u>\$ 19,587.03</u>

**SPECIAL ASSESSMENT
AGREEMENT**

THIS SPECIAL ASSESSMENT AGREEMENT, made by and between the Village of Hortonville, Outagamie County, Wisconsin, a body politic and municipality ("Village") Ian James Carter and Kiana Kay Johnson Carter ("Mr. Carter and Ms. Johnson Carter"):

WHEREAS, Mr. Carter and Ms. Johnson Carter own the property located at 327 W Main Street (Outagamie County Parcel 240009000) in the Village of Hortonville, Outagamie County, Wisconsin ("Property") which is further described in Exhibit A;

WHEREAS, with Mr. Carter and Ms. Johnson Carter's permission, the Village televised a private sewer lateral at the Property and determined that the lateral is deficient, leaking and/or otherwise in need of repair;

WHEREAS, Mr. Carter and Ms. Johnson Carter have requested that the Village repair and/or replace the lateral to ensure that it is in good working order ("Improvements");

WHEREAS, the Improvements will directly benefit the Property including, but not limited to, by providing a reliable connection to the public sewer system, reducing the risk of backups, leaks and costly repairs while improving the Property's long-term functionality, value and marketability ("Benefits");

WHEREAS, Mr. Carter and Ms. Johnson Carter wish to be specially assessed by the Village of Hortonville for this work to make such Improvements and further agrees to waive all applicable statutory assessment requirements including, but not limited to, those for a preliminary resolution, engineer's report, installment assessment notice, public hearing and final resolution;

WHEREAS, the Village agrees and hereby declares the Property is specially benefited by the Improvements and that the assessment is made on a reasonable basis based on estimated actual costs.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The owners, Mr. Carter and Ms. Johnson Carter, hereby waive all applicable statutory requirements including but not limited to those for a preliminary resolution, engineer's report, installment assessment notice, public notice, public hearing and final resolution in connection with the repair and/or replacement of the private lateral at the Property located at 327 West Main Street, and as further described in Exhibit A, and connection of the same to

Return to:
Ashley Lehocky
Town Counsel Law & Litigation, LLC
940 Evergreen Drive
Kaukauna, WI 54130

Tax Parcel No. 240009000

the Village's public sanitary sewer.

2. The Village shall specially assess \$7,460.00 for the Improvement of the repair and/or installation of a new private lateral installed from the public sewer to and for service of the Property as shown and further described in Exhibit B. Should the actual cost of installation, inclusive of administrative costs and interest, be less than \$7,460.00, then the Village may reduce the assessment proportionately.
3. Mr. Carter and Ms. Johnson Carter hereby agree and acknowledge that the special assessment is reasonable and proper and that such an assessment shall be a lien against the Property.
4. Payment of the special assessment shall be made by November 13, 2026, or in six annual installments with each installment including a 1/6th part principle plus 6.5% interest due January 31 of each calendar year beginning January 31, 2027, and in accordance with Wis. Stat. sec. 66.0715(3), or in full upon the sale or transfer of the Property, whichever occurs first.

This Agreement may only be modified or amended in writing by the parties.

OWNER

By:

Mr. Carter & Ms. Johnson Carter

Mr. Carter and Ms. Johnson Carter

VILLAGE OF HORTONVILLE

Jeanne Bellile

Jeanne Bellile, Village President

Personally came before me this 21
day of August, 2026, the above

Jan Carter & Kiana Johnson Carter
to me known to be the person(s) who
executed the foregoing instrument and
acknowledged the same.

Nathan Treadwell

Notary Public, State of Wisconsin

My commission expires: 7/12/27

ATTEST:

Jane Booth

Jane Booth, Village Clerk

Personally came before me this 26
day of August, 2026, the above

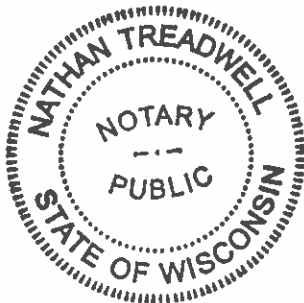
Jeanne Bellile & Jane Booth
to me known to be the person(s) who
executed the foregoing instrument and
acknowledged the same

Nathan Treadwell

Notary Public, State of Wisconsin

My commission expires: 7/12/27

Drafted by:
Village of
Hortonville



LEGAL DESCRIPTION – EXHIBIT A

All of Lot Four (4), Block Fourteen (14) and the South 10 feet of Lot Eight (8), Block Fourteen (14), Village of Hortonville Plat, in the Village of Hortonville, Outagamie County, Wisconsin.

Tax Parcel No. 240009000

VILLAGE OF HORTONVILLE

CTH JJ / Main Street Private Sewer and Water Lateral Reconstruction

SERVICE INFORMATION

PROJECT No. 00006-08-23-00501

The following is provided for preliminary information only, based upon the contractors home visit and estimation
Final costs will be calculated at the conclusion of the work and may vary from amounts estimated

Property Owner Name IAN & KIANA JOHNSON - CARTER
Address 327 W. MAIN ST.
Property Owner Signature [Signature], Kiana Johnson-Carter

General Contractor: Vinton Construction Company. Phone: 920-973-8949
Pipe Bursting Subcontractor: Kirk Popp @ Scott Lamers Construction. Phone: 920-427-0182

Item	Description	Unit Price	Unit	Estimated Quantity	Estimated Cost	Actual Quantity	Actual Cost
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SANITARY LATERAL ITEMS

1.	Preconstruction Home Visit for Pipe Bursting	\$200.00	Ea.	1	200		
2.	Sanitary Lateral Inside Reconnection	\$3,500.00	Ea.	1	3500		
3.	Sanitary Lateral Outside Reconnection or 90° Bend	\$600.00	Ea.	0			
4.	Pothole and Connect Pipe Burst Sanitary Lateral at Main	\$1,500.00	Ea.	1	1500		
5.	4-Inch Sanitary Lateral - Pipe Burst	\$10.00	L.F.	116	1160		
6.	6-Inch Sanitary Lateral - Pipe Burst	\$30.00	L.F.				

OPTIONAL SANITARY LATERAL ITEMS

1.	4-Inch Inside Cleanout	\$100.00	Ea.	1	100		
2.	6-Inch Inside Cleanout	\$300.00	Ea.	-			
3.	4-Inch Spears Backwater Valve & Extension	\$100.00	Ea.	-			
4.	6-Inch Spears Backwater Valve & Extension	\$350.00	Ea.	-			
5.	Inside Floor Drain	\$150.00	Ea.	-			

WATER SERVICE ITEMS

1.	Reconnect Water Lateral in Basement	\$500.00	Ea.	1	500		
2.	Electrical System Re-bond and Grounding (If Necessary)	\$500.00	Ea.	-			
3.	1-Inch Water Lateral Concurrent With Sanitary Pipe Burst	\$5.00	L.F.	100	500		
4.	1" Curb Stop & Box inc Pothole (PAID BY VILLAGE)	\$1,482.00	Ea.	1.00	\$0.00		
5.	Reconnect Water Lateral at Corporation (PAID BY VILLAGE)	\$1,079.00	Ea.	1.00	\$0.00		

OPTIONAL OTHER ITEMS

1.	18" x 22" Sump Pump Pit (Concurrent With Inside Reconnection)	\$350.00	Ea.				
TOTAL							

COMMENTS:

Property Address: 327 W. MAIN ST.
Project: 2026 CTH JJ / MAIN STREET UTILITY & ROADWAY RECONSTRUCTION
Improvements: Private Lateral Replacement, See Attached Service Information Sheet

**WAIVER OF SPECIAL ASSESSMENT NOTICES
AND HEARINGS UNDER SEC. 66.0703(7)(b), WIS. STATS.**

In consideration of the construction by the Village of Hortonville, Wisconsin ("Hortonville"), of the Private Lateral Improvements on the Property, the undersigned hereby admit that the Improvements will benefit the Property and consent to the levying of a special assessment for the cost of the Improvements against the Property under sec. 66.0703(7)(b), Wis. Stats. In accordance with sec. 66.0703(7)(b), Wis. Stats., the undersigned hereby waives all special assessment notices and hearings required by sec. 66.0703, Wis. Stats. Method of payment for the cost of the special assessment shall be as set forth in the declared Hortonville Special Assessment Policy.

Temporary Limited Easement For Private Lateral Work

For valuable consideration, the undersigned hereby grants to Hortonville, its successors and assigns, a Temporary Limited Easement ("TLE") over the entire Property for construction purposes, including the right to operate the necessary equipment, the right of ingress and egress as required, the right to remove and/or replace existing paved surfaces (paved surfaces may include sidewalks, driveways, steps, and retaining walls), and the right to remove, preserve, protect, or plant any vegetation. This TLE is intended to allow Hortonville and/or its assigns (including contractors) to enter and remain upon the Property for the purpose of constructing the Lateral Improvements and completing the Project. The undersigned hereby releases Hortonville and its assigns from any and all claims for damages or compensation arising by reason of the use of the Property for the purposes described herein. This TLE expires upon construction of the Improvements and completion of the Private Lateral Project.

We, the undersigned, attest that we are all of the owners of the Property and have standing to consent to this Waiver and grant the TLE. The terms of this instrument are binding on the undersigned and our heirs, successors and assigns.

Dated this day August, 21, 2026.

Ian Carter
(Printed Name of Owner)

[Signature]
(Owner's Signature)

Kiana Johnson-Carter
(Printed Name of Owner)

[Signature]
(Owner's Signature)



SPEED
LIMIT
35









706



Crestview Dr

Crestview Dr

N Nash St

Grand View Rd

Horton Ter

Parkview Ln

Grand View Rd

Grand View Rd

Grand View Rd

Grand View Rd



Village of Hortonville

Urban Forestry Plan and Tree Inventory Analysis

June 2026

Prepared by: Bluestem Forestry Consulting, Inc.



*Village of Hortonville – 531 N. Nash St.
Hortonville, WI 54944*

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EXECUTIVE SUMMARY

The urban forest of Hortonville provides a multitude of aesthetic, economical, and environmental benefits to citizens, businesses, and visitors alike. Beyond shade and beauty, trees also have practical benefits; providing public services and monetary value. Unlike other public infrastructure components, properly planted and maintained trees increase in value over time.

To help ascertain the state of Hortonville's urban forest, Bluestem Forestry Consulting Inc. completed a public tree inventory along street rights-of-way, as well as at multiple parks during the spring of 2026. This document reports on the findings of the tree inventory and makes specific, prioritized recommendations for managing the urban forest resource beginning in 2026/2027. It also establishes a routine schedule of maintenance activities based upon inventory findings, current staffing, budgets, EAB concerns and tree circumstances. The specific trees and actions to complete per year corresponding to Attachment 1 have been provided to the Village in a separate tree inventory database.

Important points of the inventory and current tree management program include:

- *A total of 476 trees, 4 planting sites and 10 stumps were inventoried. 287 trees/stumps are growing in parks and 203 trees/stumps/planting sites are growing on street rights-of-way.*
- *Hortonville has only 4 ash remaining in their public tree population. These 4 are scheduled for removal within the next three years..*
- *The Village was awarded a Wisconsin Department of Natural Resources urban forestry grant for 2026 that will help to fund this document and inventory. It is strongly recommended that the Village apply for a grant in 2027 to help fund activities that will need completed and for additional tree planting.*
- *There are 43 trees recommended for removal due to safety reasons. These trees present a safety concern. This is 8.78% of total maintenance needs. A typical first-time inventory averages removals between 3-10%. The average diameter of a tree recommended for removal is 20.8" DBH (diameter at breast height).*
- *Eight trees need pruned for safety reasons or for cleaning/dead branches (1.63% of total inventoried population). A typical inventory averages 3-7% safety prunes.*
- *Ideally, the forest should be comprised of not more than 5% of any one species and 10% of any one genus. Three genus/genera are over-represented in Hortonville's' public tree population. These are maple (34.36% of total population), spruce (15.63%) and walnut (5.00%). Similarly to emerald ash borer, limited species distribution could result in a population crash if an insect or disease were to attack any one species.*
- *Staff time dedicated to tree maintenance needs to increase significantly. Most tasks can be completed in-house which is a cost savings, but staff time will need to be increased.*

Staff Time per Year

2027 = **30** days

2028 = **18** days

2029 = **26** days

2030 = **26** days

2031 = **26** days

STATEMENT OF PURPOSE AND SCOPE

The purpose of having an urban forest management plan is to ensure that the citizens and visitors of Hortonville will enjoy the benefits of trees through proper arboricultural techniques and management practices.

The development of a long-range urban forestry maintenance and management plan based on current research and inventory results will provide the foundation for an ongoing program that will result in a healthier and safer community. A management program can be used to monitor trees for safety risks on a continual basis, will help reduce storm damage, allow work to be executed more efficiently, grow the urban forest and establish and prioritize annual budgets.

This plan focuses on existing conditions that require immediate attention, while developing a routine forestry program that will help protect and preserve the Village-managed trees in a cost-effective and efficient manner. The Village Gardener and the Director Public Works in addition to assistance from Hortonville Power will be responsible for implementing this program, inventory updating and assuring that program provisions are carried out. They are also charged with plan revision at the end of this five-year plan duration.

TREE INVENTORY

The first step in managing a community's urban forest resource is to conduct a tree inventory. A tree inventory is the process of counting, characterizing, and recording information about the public trees that make up the publicly owned urban forest. It is a useful tool that documents important information related to the trees. The tree inventory was completed from the ground as a visual-only inventory.

Documentation is useful for identifying trees a community is responsible for maintaining. This information can then be used to identify areas of susceptibility (i.e. high ash component), low diversity (species and/or age), and future planting opportunities. The information can also be used to document a risk assessment program where trees prone to failure are identified and can be preemptively managed. Additionally, in the case of an accident, being able to produce a risk assessment and work history log indicates the community's active role in maintaining safe trees. The goal of an inventory is to provide information essential for developing a community urban forest management plan that provides direction for urban forestry initiatives.

Bluestem Forestry Consulting Inc. completed a public tree inventory along street rights-of-way, as well as multiple parks in 2025. Wooded, high density park areas and unmaintained street right-of-way areas were not inventoried. Groupings of trees received simple inspection and only trees with maintenance needs were individually inventoried in these groupings. An example of this can be found in the pine plantations in Village Park. Data that was collected during the inventory included:

GPS Coordinates: Collected for all tree, stump and planting site locations.

Unique Number: Each tree, stump and planting site was given a unique ID number.

Address: House number.

Location: Park or street name.

Growspace: A description of the boulevard. As examples: boulevard with sidewalk, cemetery, park.

Utilities: Overhead utilities were noted with a yes or no.

Species: Common names recorded.

DBH: Diameter at breast height (4.5' above ground).

Condition Rating: Categories include excellent, good, fair, poor, very poor and dead.

Defect/Diseases One & Two: This field allows for two defect, disease, or damage entries. This includes items such as the amount of deadwood and other special conditions. EAB notations were made in this category.

Maintenance Activity: Examples include training prune, routine prune, removal, and stump. Two can be listed.

Priority Rating: Each tree was given a priority rating operating a 0-100 condition factor. A dead standing tree will receive a rating of 0 and a perfect specimen tree will receive a rating of 100.

Planting Site: If a planting site was available along a street right-of-way with a sidewalk, it was recorded.

Inventory Date: The inventory date is included as a data field.

Notes: A text section was included to allow for miscellaneous comments and special conditions and tree history. Categories that were added after the fieldwork and are included in the database include a unique ID number.

Species Composition and Diversity

Forty-nine different species were identified within the Hortonville urban forest. This is an good number of species. Ideally, the forest should be comprised of not more than 5% of any one species and 10% of any one genus/genera. For illustration, maple is considered a genus and includes each different species of maple. Each type of maple such as sugar maple is considered a species. Limited species distribution could result in a population crash if an insect or disease were to attack any one particular species. Three genus' and four specific species were over these recommended limits. Similar to Dutch elm disease which destroyed American elms in the 1970-1990's, the emerald ash borer is fatal to ash trees. The inventory identified only 4 public ash trees which are scheduled for removal within the next two years.

The Asian Longhorned beetle (ALB) is a threat to America's hardwood trees and particularly maple. There is no cure or treatment for ALB and it currently infests areas in Massachusetts, New York and Ohio. Maple comprises 34.36% of all public trees in Hortonville and ALB is another reason to diversify the forest. Maple are very popular species for planting, and should be a component of Hortonville's population, but plant these in moderation and in line with the recommendations targeting no more than 10%.

The most common trees growing in Hortonville are:

Species and/or Cultivar	Count	Percentage of Total Population
Autumn Blaze/Freeman Maple (<i>Acer x freemanii</i>)	97	19.96%
Colorado Blue Spruce (<i>Picea pungens</i>)	35	7.20%
Silver Maple (<i>Acer saccharinum</i>)	33	6.79%
Black Walnut (<i>Juglans nigra</i>)	24	4.94%
Norway Maple (<i>Acer platanoides</i>)	22	4.53%
Spruce (<i>Picea</i>)	21	4.32%
Eastern White Pine (<i>Pinus strobus</i>)	21	4.32%
Norway Spruce (<i>Picea abies</i>)	20	4.12%
White Spruce (<i>Picea glauca</i>)	17	3.50%
Crabapple (<i>Malus</i> spp.)	15	3.09%
Other (39 Other Species)	181	37.23%

Genus and species that are over the 10% genus and 5% species recommendations are:

SPECIES/GENUS OVER RECOMMENDED LIMITS		
5% of any one species, 10% of any one family		
Species/Family	Count	Percentage of Total Population
Maple (Acer)	167	34.37%
Autumn Blaze/Freeman Maple (Acer x freemanii)	97	19.96%
Silver Maple (Acer saccharinum)	33	6.79%
Spruce (Picea)	76	15.63%
Colorado Blue Spruce (Picea pungens)	35	7.20%
Walnut (Juglans)	24	5.00%
Black Walnut (Juglans nigra)	24	5.00%

Exceeds 5% of species
Exceeds 10% of family

Size Distribution

To optimize the value and benefit of the urban forest, an uneven-aged population is desired to allow allocation of annual maintenance costs uniformly over many years and to assure continuity in the overall tree canopy. A desirable distribution in a community's forest is to have a high proportion of young trees to offset establishment and age-related mortality, as the percentage of older trees declines with age. This ideal, uneven distribution suggests the largest portion of trees (40% of the total) should be young, with diameters less than 8" in DBH, while only 10% should be in the large diameter classes (>25" DBH). As the table below illustrates, Hortonville's size distribution is quite close to the ideal size distribution. The chart below illustrates the current tree size distribution in Hortonville:

SIZE DISTRIBUTION*		
<u>Existing</u>	<u>dbh*</u>	<u>Ideal**</u>
50.2%	0-8"	40.0%
27.8%	9-16"	30.0%
11.7%	17-24"	20.0%
10.3%	25+"	10.0%
*diameter at breast height (4.5' above ground)		
** based on recommendations from 2011 Minnesota Shade Tree Short Course		

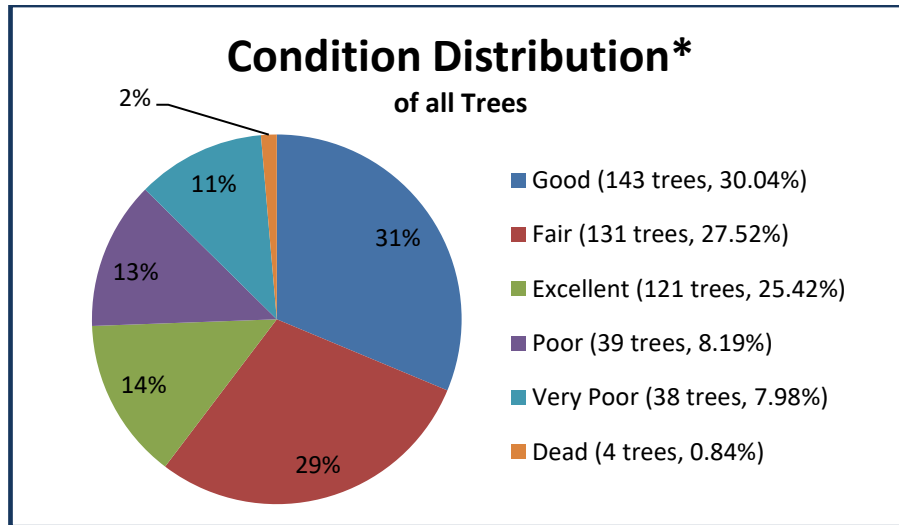
Condition Distribution

A condition rating helps to assess overall tree health and to evaluate a species structure and performance. For the 2026 inventory, Bluestem Forestry Consulting Inc. used criteria adapted from the International Society of Arboriculture Valuation of Landscape Trees, Shrubs and Other Plants: A Guide to the Methods and Procedures for Appraising Amenity Plants (Ninth Edition) as the basis for the field condition rating.

At least seven factors were examined and rated to determine the condition of a tree. These factors are crown development, trunk, major branch structure, twig growth rate, foliage health, insects/diseases and roots. General descriptions of the criteria used to categorize each condition are in the following table.

Rating	Description
Excellent	A tree in excellent condition has no visible defects and appears to be in perfect health. The tree will exhibit all the characteristics typical of its species. An excellent tree can be expected to live well into the future.
Good	A tree in good condition has a sound trunk and full canopy and has only minor mechanical injuries such as minor trunk scarring is likely to eventually heal. The tree will exhibit most of the characteristics associated with its species and can be expected to live for many years.
Fair	A tree in fair condition will exhibit minor to moderate defects. Some situations that warrant a fair rating include: a thinning canopy, twig growth may only be 1/2 of the expected rate, significant mechanical injury such as scarring on the trunk, insects or disease may be present but are controllable and the crown may be lacking the natural or desired symmetry characteristic to the species. If given routine maintenance such as pruning and mulching a tree that is graded fair will contribute to the forest for years.
Poor	A poor tree will be exhibiting low vigor and significant decline as evidenced by branch dieback, abnormal leaf size, early fall coloration, trunk decay due to injury or canker, or the production of new branches on the main stem. A tree in poor condition will most likely require removal but may be improved with priority pruning.
Very Poor	A tree in very poor condition is on the verge of dying or presents a risk that must be eliminated via removal. Dieback is likely severe. Trunk or crown cavities or decay, severe crack or severe root problems may also be present. Removal for safety is required.
Dead	A tree in dead condition is a dead standing tree.

The tree inventory results show that most Village trees (82.99%) are in fair, good or excellent condition. Dead trees make up 0.84%. Poor and very poor trees total 16.17%. The goal for Hortonville should be no tree in less than fair condition. The number of trees in poor and very poor condition is primarily due to older trees that have begun to decline. The chart below is a graphic representation of condition distribution:



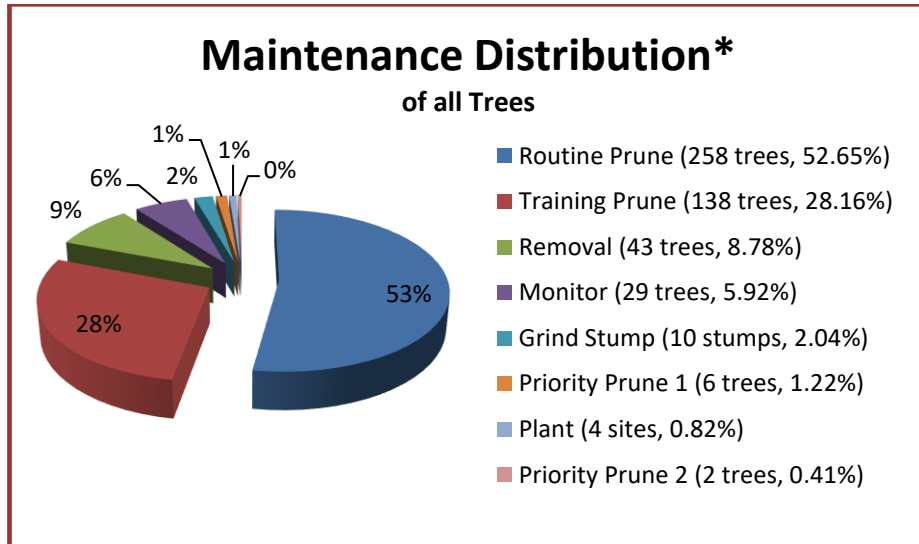
Maintenance Distribution

Each tree inventoried was assigned to a maintenance category. Field judgments were made from the ground based on visual observation. Criteria were adapted from two sources: A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas (Second Edition) by Nelda Matheny & James Clark and from the Minnesota Department of Natural Resources Publication How to Detect, Assess and Correct Hazard Trees in Recreational Areas. The following are the definitions of the maintenance categories:

Rating	Description
Removal	Trees designated as removal are either dead or have one or more defects that cannot be remedied. These trees will most likely have a severe trunk defect such as a cavity or extensive decay, have severe cracks associated with weak unions or have a large percentage of crown death and are safety risks. These trees must be removed immediately.
Prune Priority	These trees have severe deadwood, hangers or broken branches that require remediation as soon as possible. Trees with unattached branches or dead attached branches will be listed in this maintenance category. Overall re-evaluation of the tree while pruning may result in removal of the tree if more extensive problems are noted. Priority Prune 1 are more critical than Priority Prune 2 and should be completed first, but all need quick action.
Monitor	These trees are experiencing decline or some other defect and need monitoring to be sure that they do not continue to fail and need removal.
Routine Prune	All trees need to be placed on a cycle of trimming to correct structural problems or growth patterns that will eventually affect the tree adversely. Routine pruning will result in a healthier, more vigorous tree and will extend the life of most trees. A routine pruning cycle of once every 5-8 years is ideal.

Training Prune	Training pruning is the structural pruning of all trees 10 years of age or younger. Removing poorly attached co-dominant, crossing and competing limbs while the tree is young, resulting in small cuts and wounds will produce a well-balanced mature crown. This is the most cost-effective form of all maintenance.
Grind Stump	Existing stumps.

The following chart shows the breakdown of trees by maintenance need:



Parks

Five parks and Village Hall were inventoried in Hortonville. A total of 287 trees or stumps were inventoried in these areas. This represents 58.57% of the total public tree population. Below is a breakdown of the tree counts per park/municipal area. Hortonville has an impressive number of parks and facilities. The parks are busy and well used. A few items of note include.

COUNT OF TREES/SITES PER AREA	
Park/Cemetery Name	Count of Trees
Village Hall	92
Otto Miller Athletic Park	76
Black Otter Park	54
Alonzo Park	43
Veterans Memorial Park	15
Miller Park	7
TOTAL COUNT	287

Emerald Ash Borer & Other Pests and Diseases

Emerald Ash Borer (*Agrilus planipennis*) is an exotic pest native to Asia that was identified in southeastern Michigan near Detroit in the summer of 2002. The adult beetles munch on ash foliage but cause little damage. The real damage is caused by the EAB larvae that feed on the inner bark of ash trees, disrupting the tree's ability to transport water and nutrients. It is suspected that the insect was initially introduced to the United States via solid wood packing material carried in cargo ships or airplanes originating in its native Asia. Once infested with EAB, ash trees typically decline and die over a period of 2-3 years depending upon insect volume. The burden of dealing with volumes of dead and dying trees within a short period of time can place an enormous strain on community budgets, personnel and resources. Hortonville has been actively removing their ash trees and there are only 4 ash in the public tree population which are all scheduled for removal.

Marshalling yard/wood utilization

The Village of Hortonville takes their wood waste to the Public Works yard site for chipping and it is made available to the public and for Village uses. This is a win-win for the Village and residents and a great way to recycle waste. This is encouraged in future years. If excess waste is accumulated, the Village will conduct a burn of wood.

Community Outreach and Education

Education and outreach play a key role in communicating the effects of EAB on the Village's urban forest and increasing public awareness, understanding, and support for the Village's Urban Forest and Management Plan. Ash/EAB education in particular is especially important. It is recommended that every opportunity be used to promote urban forestry management. This can be on the website, via public meetings, meeting with homeowners and literature.

Other Insects & Diseases for Consideration

Asian Longhorned Beetle (ALB)

ALB is an invasive insect originally from China that has become a serious problem to trees in certain parts of the United States. The beetle's larvae creates tunnels by girdling stems and branches on trees. The insect has been reported to have entered the United States via wood packing materials originating from China.

Although ALB seems to prefer maple species (*Acer* spp.) in the United States, it has also been found in horsechestnut/buckeye species (*Aesculus* spp.), alder species (*Alnus* spp.), birch species (*Betula* spp.), poplar species (*Populus* spp.), willow species (*Salix* spp.), and elm species (*Ulmus* spp.). This list is not conclusive since a complete list of host trees in the U.S. has not been determined.

The adult beetles are persistent from July to October but can be found later in the fall if temperatures remain warm. After adults emerge from their larvae tunnels, they bore another tunnel through wood, creating a round exit hole in the tree bark. Adults generally remain on or around the trees they originated from, only traveling short distances to feed and reproduce.

At the present ALB has not been found in Wisconsin. For more information on the identification and management of ALB please refer to <https://www.dnr.state.mn.us/invasives/terrestrialanimals/asianlonghornedbeetle.html>

Oak Wilt (OW)

The disease is caused by the fungi *Ceratocystis fagacearum*, which attacks the water-conducting (vascular) system of trees. A tree responds by blocking its vascular system to contain the disease and, in doing so, cuts off the water supply to its leaves. While bur and white oak tend to be less susceptible to oak wilt than red/black oaks, all oaks should be planted carefully and cared for at the proper time of year because of the risk from oak wilt.

Oak wilt can be spread by insects that carry the pathogen on their bodies from an infected tree to an uninfected tree. It also spreads via the vascular system of grafted roots of adjacent trees. If the disease is allowed to progress, it will spread to healthy oaks that are connected by the roots (root grafts) to the diseased trees. In forested areas where oak is common and root grafting is widespread, an ever-widening pocket of dead oaks will form. Where oak is mixed with other species and is a minor part of the forest, oak wilt will spread slower and may actually stop where roots are not grafted. New pockets of dead oak may also be formed by sap-feeding beetles spreading oak wilt above ground.

In urban areas oak trees are most easily infected by overland spread in the springtime, from bud swelling until two to three weeks past full leaf development. It is recommended that you avoid pruning, cutting, or wounding oak trees April through July (April, May, June, and July) in urban areas. Observations and unpublished research have shown that overland infection can occur after July, yet these mid-summer through early fall infections are not common. To take a very cautious approach, do not prune or otherwise wound oaks from April to October. In some years, spring comes much earlier. If daytime temperatures begin to reach the 60-degree mark, stop pruning oak at that time, even if it is still the middle of March.

The first signs of OW occurs when leaves in the upper crown turn a dull green, bronze, or tan beginning at the leaf margin. Soon after, the leaves will drop off with various degrees of discoloration. Brown streaks develop in the new sapwood. Trees in the red oak group are not known to recover once infected. The white oak group varies in species resistance to OW, but they usually die slowly over a period of several years.

STAFFING, EQUIPMENT AND TRAINING

Hortonville Public Works/Parks has adequate equipment (excepting a stump grinder) to care for trees that are large in size, including a bucket truck, chainsaws, polesaws and loader. However, they are short of staff time and will need to dedicate more time to manage the tasks identified in the inventory. It is also recommended that one employee become an ISA Certified Arborist. The table below illustrates their current capabilities based on staffing and equipment:

In-House: Completed by Department of Public Works/Parks	Work contracted:
Removals: Streets: Most Parks: Most Pruning: Streets: Most Parks: Most Plantings: All	Removals: Streets & Parks - near structures or very large Pruning: WE Energies- near utility lines Streets & Parks - near structures Grind Stumps: All

*Each tree is evaluated based upon location and safety by staff

Currently, staff work on trees on an as needed basis with an estimate of 3-5% of time spent on forestry duties. Staff will need to increase time spent on forestry. The current forestry budget is \$6,500 annually and that will need to increase in 2027, but should be adequate after that. This table illustrate the amount of time that is recommended for forestry operations for the next five years.

Staff Time Needed per Year

2026/27 = **30** days
2028 = **18** days
2029 = **26** days
2030 = **26** days
2031 = **26** days

A full list of responsibilities and the time required to complete them can be found as Attachment 1: Schedule of Activities 2026-2029. Each year, staff should receive training on some facet of tree care to continually expand their capabilities. A figure has been included in the budget for staff training.

TREE MAINTENANCE TIMELINE

This inventory provides an overall look at Hortonville urban forestry maintenance needs. To simplify the order of activities, the following summary has been provided by year. A further description of activities and their associated costs can be located in Attachment 1: Schedule of Activities.

Activities to be Completed in 2026/2027:

Complete removals 0-15% condition rating (29 trees)
Complete priority prune 1 & 2 (8 trees)
Inspect monitor and very poor, poor trees (approximately 70 trees)
Receive chainsaw safety training/tree felling training and or similar
Complete training prunes (46 trees)

Activities to be Completed in 2028:

Complete removals $\geq 20\%$ condition rating (14 trees)
Remove remaining ash (1 tree)
Inspect monitor and very poor, poor trees (approximately 70 trees)
Receive chainsaw safety training/tree felling training and or similar
Plant trees (10 trees)
Complete training prunes (46 trees)

Activities to be Completed in 2029 :

Grind stumps from inventory (10 stumps)
Inspect monitor and very poor, poor trees (approximately 70 trees)
Receive chainsaw safety training/tree felling training and or similar
Plant trees (10 trees)
Complete training prunes (46 trees)
Complete routine prunes on 1/5 of population (59 trees)

Activities to be Completed in 2030 :

Inspect monitor and very poor, poor trees (approximately 70 trees)
Receive chainsaw safety training/tree felling training and or similar
Plant trees (10 trees)
Complete training prunes (46 trees)
Complete routine prunes on 1/5 of population (59 trees)

Activities to be Completed in 2031 :

Inspect monitor and very poor, poor trees (approximately 70 trees)
Receive chainsaw safety training/tree felling training and or similar
Plant trees (10 trees)
Complete training prunes (46 trees)
Complete routine prunes on 1/5 of population (59 trees)

URBAN FORESTRY GOALS

This inventory was the first step towards establishing a defined, efficient forestry program to maximize benefits and minimize costs for the Village of Hortonville. The next step is to identify goals and begin the process of implementation. The primary goals and objectives that have been identified to establish a management program in order of priority are:

GOAL 1: ELIMINATE HIGH RISK SITUATIONS.

- Objective A: Remove high-risk trees.
- Objective B: Prune high risk branches.
- Objective C: Monitor and inspect trees

GOAL 2: ESTABLISH A ROUTINE, COMPREHENSIVE URBAN FORESTRY PROGRAM FOR A HEALTHY FOREST

- Objective A: Perform yearly tree inspections/evaluate risk management program.
- Objective B: Perform training prunes.
- Objective C: Perform routine pruning and removals.
- Objective D: Plant high quality trees with low maintenance requirements.
- Objective E: Inventory updating.

GOAL 1: Eliminate high-risk situations

The first and foremost objective of any municipality entrusted with the responsibility of an urban forest is the safety of its residents and visitors. Until a safe environment has been attained, no other objectives can be tackled. The following is a prioritized list of actions that need to be taken to eliminate the high-risk situations identified during the inventory:

1. Remove trees identified as Removals.
2. Prune trees identified as Prune Priority.

A complete listing of activities and their costs can be found as Attachment 1: Schedule of Activities.

Objective A: Remove High Risk Trees

Tree removals are an integral part of a sound forest management program. Removals are as necessary to the urban forest's life cycle as are tree plantings and maintenance. Removals do, at times, stimulate a public reaction because people grow attached to the trees in the vicinity of their homes. Nevertheless, a successful urban forestry program demands that a removal policy be adopted and applied uniformly throughout the Village. A clear policy provides coherent guidelines to enable Village officials and crews to make informed, defensible, consistent removal decisions. Furthermore, such a policy can help allay public concerns about tree removals. The Village's potential losses from liability claims are also reduced due to healthier and lower risk trees.

The goal of a removal plan is to develop a comprehensive risk reduction program that will guarantee the timely removal of high risk or potentially high-risk trees as well as to heighten awareness of hazard abatement procedures.

There are three important reasons for establishing a strong removal policy. The first is to maintain safe public areas by reducing potentially high-risk trees and the liability associated with them. Secondly, the removal of dead and declining trees allows the urban forest manager to make room for new, diverse plantings which in turn increases the overall health of the community forest. Thirdly, it is more cost effective to maintain healthy trees rather than senescing, over mature trees.

Municipal governments have a legal duty to exercise reasonable care to protect the public from foreseeable hazards. To minimize the liability associated with trees in high use areas, such as urban streets and parks, land managers must demonstrate reasonable care in maintaining these trees. Political pressure, inadequate time, untrained staff and inadequate funding are not valid reasons for inaction and may potentially leave the Village liable should there be no designated risk tree removal program showing the effort to reduce the number of these trees.

Based on the inventory data, Bluestem estimates that 43 trees should be immediately removed from the existing tree population. Once this initial group of trees is removed, the Village's removal program should stabilize at approximately 4 trees annually (1.0% of the total population).

Each tree was given a condition rating when it was inventoried. This number can be used to calculate the appraised replacement dollar value of each tree but is primarily used to prioritize removals. Ratings range from a low of 0% to a high of 100% in 5% increments. For example, a specimen tree in perfect condition received a 100%. A dead standing tree received a 0%. Most removals fall between 0-25%. Removals should start with condition ratings of 0% and continue until they are all removed. This work should begin immediately.

Several factors can assist with prioritizing tree removals and management:

1. Utilize the Risk Management Guide (attachment 2). This guide is a step-by-step system for evaluating risk within the population. This guide was utilized during the inventory fieldwork and is a good guide for the Village to use for day-to-day duties. For example, several steps are listed for tree evaluation. One step is to 'Identify Problematic Conditions'. The inventory identified a condition rating for each tree inventoried. A tree was assigned one of six ratings: excellent, good, fair, poor, very poor or dead. Very poor and dead trees need to be prioritized for removal. Other steps include identifying problematic species, diameters and defects. Some problematic species include willow and boxelder. These trees are typically weak wooded and tend to fail more often than other species such as oak. Problematic diameters include larger diameter trees. A 2" DBH dead tree poses minimal risk, while a 30" dead or very poor condition tree poses a very high risk. Additionally, certain defects should be red flagged for action. Cavities, decay, and excessive dieback are some of the more severe defects noted during the inventory. All this data can be found within the inventory database. Target and location are also important factors to consider when prioritizing removals. Playgrounds and busy streets where pedestrians and vehicles frequent should receive higher priority than streets with wooded/naturalized rights-of-way. The combination of these factors should be used to determine the order in which trees need to be removed.

2. Prioritizing Staff Time & Funding. The safety risk of failing trees cannot be over-stressed. Staff time and funding needs to be prioritized to maximize public safety and reduce tree-related liability. The frequency of other non-safety tasks should be reduced so that staff can dedicate more time to pruning and removals. Will a reduced mowing schedule endanger

residents? Will a 32" silver maple with a trunk cavity endanger residents?

One of the primary purposes of the inventory was to identify risks. The Village can reduce these risks and increase safety for its residents through prompt implementation of the inventory-based pruning and removal recommendations in this plan.

A "high risk" is any tree or tree part that demonstrates a high risk of failure or fractures which would result in damage or injury to people or property. Usually, high-risk trees demonstrate visible defects.

There are two distinct aspects to the definition of a high-risk tree: 1) a physical defect within a tree that increases its potential for failure, and 2) the proximity of the tree to people or property that increases the likelihood of personal injury or property damage. A decaying tree in the middle of the Chequamegon National Forest may have a potential for failure, but the chance that tree will cause personal injury is remote. However, that same tree located at the little league fields or anywhere in Hortonville, should be considered a high risk because of its urban location.

One task of the urban forest manager is to anticipate tree failures before they occur. There are no absolutes in determining risks - only sound judgment based on experience at recognizing structurally unsound trees.

The number of trees marked for removal within a given year further describes a forest system's health, although in some instances trees need to be removed for reasons unrelated to health. The objective is to eventually have no Village trees with a condition rating lower than fair.

The risk assessment that Hortonville should use to evaluate trees was created by the International Society of Arboriculture. It is titled A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas, 2nd Edition by Nelda Matheny and James R. Clark. This can be purchased at Amazon.com and through other sources. Additional resources include the US Forest Service's "Urban Tree Risk Management" guide.

When a tree has been identified for removal or priority pruning, it may indicate an underlying deficiency. For this reason, all trees scheduled for removal along with trees in need of priority pruning are recommended to receive a thorough inspection twice a year (once with the leaves on and once without the leaves) until the tree has been removed or the hazard has been eliminated. Likewise, all trees identified as in need of monitoring, poor or very poor or dead should also receive a similar inspection.

Trees that need to be regularly and frequently inspected were identified as 'Monitors.' These trees may have a problem developing such as dieback or may have old storm damage that warrant attention. A list of these trees can be found in the inventory database.

Village policy should require tree pruning and removal in accordance with national industry standards. Standards-based specification are commonly used when municipalities hire a contractor or purchases materials, but should also be applied to all work completed by staff. Industry standards and specifications include current editions of:

~ American National Standard for Safety in Tree Care Operations, ANSI Z133 (current revision). Can be purchased at: http://www.treecareindustry.org/public/gov_standards_z133.htm

~ American National Standard for Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard

Practices, ANSI A300 (current revision). Can be purchased at: <http://www.tcia.org/standards/A300.htm>

Objective B: Prune High-risk Branches

A total of 8 trees need priority pruning.

Priority prune trees have obvious risks such as branch cavities, hangers or significantly sized deadwood. These trees should be pruned immediately, in conjunction with the initial high-risk removals, ideally being completed in 2026 and if needed continuing in 2027.

The tree inventory was a ground visual only survey and was not intended to substitute for a thorough hazard tree survey and as such the trees have not been aerially inspected. Additional defects may be noted from an aerial inspection. It is important that while trees are being pruned from an aerial bucket truck that their condition be re-evaluated. If the pruner feels they would not benefit from being pruned, they should be removed.

Objective C: Monitor and Inspect Trees.

Trees that were identified as in poor or very poor condition are in need of monitoring or 'Monitors.' These trees may have a problem developing such as dieback or may have old storm damage that warrant attention. A list of these trees can be found in the inventory database. There are 29 trees labeled with a maintenance of 'Monitor.'

The risk assessment that Hortonville should use to evaluate trees was created by the International Society of Arboriculture. It is titled A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas, 2nd Edition by Nelda Matheny and James R. Clark. This can be purchased at Amazon.com and through other sources. Additional resources include the US Forest Service's "Urban Tree Risk Management" guide.

When a tree has been identified for removal or in need of monitoring, it may indicate an underlying deficiency. For this reason, all trees scheduled for removal and all trees in poor condition need to receive a thorough inspection twice a year (once with the leaves on and once without the leaves) until the tree has been removed or the hazard has been eliminated.

GOAL 2: Establish a routine, comprehensive urban forestry program for a healthy forest.

Systematic maintenance of existing trees is important for three reasons: safety, cost savings and aesthetics. Maintained trees have a greater lifespan and provide greater canopy benefits than trees that are not maintained. Proper maintenance can also reduce removal and replanting costs. With limited budgets and time, it is necessary to prioritize actions. High-risk tree situations should always be eliminated first (Goal 1) and then routine maintenance should proceed. The following routine objectives are listed from highest to lowest priority.

Objective A: Perform Yearly Tree Inspections & Evaluate the Risk Management Program

It is important that *all* of the public trees in the Village get a yearly inspection. Trees that have been identified during the inventory as needing priority pruning, monitoring or removal are recommended to receive a hazard inspection at least *twice* yearly. Complete this inspection once with leaf cover and once without until the hazard has been eliminated or the situation resolved. Additionally, all large diameter trees need an extra inspection after storms. If any hazards are identified, the situation needs to be corrected immediately, and then continue with the list of routine maintenance.

Ideally, an ISA Certified Arborist complete all tree inspections (greater than 6" in diameter).

Seven factors should be considered when evaluating trees:

Factor	Considerations
Crown Development	Characteristic of species and well balanced Branching throughout entire upper 2/3 of trunk area Lacking full crown
Trunk	One central leader is desired No defects Missing sections of bark Extensive decay or hollow
Major branch structure	Evenly distributed braches Structurally important branches not dead or broken
Twig growth rate	Typical for species and age Growth rate reduced
Foliage	Normal size and color Small leaves with deficiencies
Insects & Disease	No apparent problems Severe infestation
Roots	Extensive root loss Stem girdling roots present Trunk flare present indicating proper planting depth

An excellent resource guide is “How to Recognize Hazardous Defects in Trees” published by the USDA Forest Service (Guide # NA-FR-01-96). This can be found at: http://www.na.fs.fed.us/spfo/pubs/howtos/ht_haz/ht_haz.htm

To reduce high-risk situations within Hortonville, The Village should evaluate the risk management program annually. The evaluation can be accomplished by following the Risk Management Guide (Attachment 2). This inventory and management plan represents the first comprehensive inventory but is not a substitute for a hazard tree evaluation. This management plan is the first phase of the risk management program.

Objective B: Perform Young Tree Train Prunes

Training pruning is the structural pruning of all trees 10 years of age or younger. Some benefits of training pruning include:

- *Pruning 2-3 times in the first ten years of a tree's life will reduce 90% of the structural problems the tree will ever have resulting in a healthier and more storm resistant tree that costs less to maintain and has fewer employee call-outs.*
- *This is the easiest pruning to perform due to the small size of the trees.*
- *Increased safety to both the tree and public due to elimination of sight obstructing branches and less branch breakage from car/truck strikes.*
- *Training pruning is the most cost effective pruning because it reduces long-term routine pruning costs.*
- *It is the most economical pruning because an in-house crew can complete it quickly and efficiently.*

Trees that are structurally pruned at this stage require much less care as they mature. This plan recommends completing training prunes every third year. This results in cost savings and still adequately prunes the tree. This equates to approximately 46-50 training prunes annually and more as trees are planted. All the training prunes can be completed until they are unable to be reached from the ground or are older than 10 years planted, and then they will be scheduled for routine pruning.

Objective C: Perform Routine Pruning & Removals

One of the most beneficial and noticeable activities performed in the urban forest is routine pruning. Routine pruning is the cycle of pruning all trees on a rotating basis. Once all of the safety issues have been addressed, all trees 10 years of age or over (approximately 6" or over) need to be placed on a routine pruning cycle. Some benefits of routine pruning include:

- Increased health and viability of trees.
- Fewer tree mortalities and fewer structural deficiencies.
- Reduced liability from potential tree-related injuries or damages to property.
- Increased property values.
- Enhanced aesthetic value.
- Fewer complaints/requests.
- Increased longevity of tree.

- Reduced future costs associated with hazardous limbs and decay.
- Improved cost effectiveness of tree maintenance reducing the need for on-demand pruning and associated staff overtime.

An excellent resource on proper pruning can be found at:

<https://dnr.wi.gov/topic/forestmanagement/documents/pub/FR-256.pdf>

A feasible routine pruning cycle needs to be established. Industry guidelines are to prune each tree over 6" dbh once every 5-8 years. A five-year cycle is recommended for Hortonville. Essentially, the Village can be broken into 7 zones and a different zone has work completed in a particular year. For example, routine pruning in 2029 will occur in zone 1, zone 2 in 2030, etc. Taking into consideration Hortonville current level of stocking, the above-mentioned routine pruning cycle of seven years will result in approximately 59 trees pruned annually.

If a tree is pruned properly (throughout the entire canopy) and is on a routine pruning cycle, no limb over 4" in diameter should need to be removed. The best time of year to prune is when the leaves are off the trees. If pruning does occur while the trees have their leaves on, it should be after the leaves have fully expanded and not when they are in the process of forming. Pruning should also be avoided when the leaves are turning colors in the fall and in the process of dropping. All American elms and oaks should be pruned during dormancy.

Another facet of routine maintenance includes 'routine' tree removals. Any given Village can expect approximately 1-2% of trees will need to be removed per year due to high-risk situations that develop naturally as the tree population matures. This is in addition to the initial safety removals.

Objective D: Plant high quality trees with low maintenance needs

Trees provide huge benefits and planting needs to occur on an annual basis to assure that trees are growing for future generations and age diversity remains to lessen maintenance spikes. This plan recommends planting 10 trees annually. Only four boulevard planting sites were identified. These sites are very traditional and can be found between the sidewalk and the street. There simply were not many available planting sites in Hortonville on the right-of-way. While there are sidewalks that create tradition terrace or boulevard, those were too narrow to plant (a site typically needs a minimum of 5 feet). Where sidewalks do not exist, homeowners have often planted near the right-of-way, and it isn't suitable to plant additional trees and crowd the existing trees. Most plantings are recommended as replacement trees (where removals have occurred) or in parks. Main Street will be replaced in 2027 and planting will occur along the rebuilt street. A list of species for planting has been provided to Hortonville that is specific to the soils and growing conditions.

Vacant sites should be chosen based upon several factors. These include:

- Width of boulevard or space for planting – If the site had a sidewalk, the distance between the sidewalk and curb needs to be a minimum of 5 feet. Anything less that this causes poor growth and may eventually lead to gridling roots and heaving walks.
- Distance to nearby structures/trees – For a tree to be healthy, it needs to be able to grow unimpeded by other trees or structures such as buildings. Planting sites were only identified when the trees planted will have time to spread their branches and will not interfere with the growth of other trees or touch structures.
- Overhead utilities – It is acceptable to plant when overhead utilities are present, and these sites were identified as such and small trees only are recommended in these areas. Some small trees tend to grow very wide. Be sure that the height AND width of the mature tree is taken into consideration when planting.

- Parks are always suitable for tree planting and are outstanding locations for new tree plantings.

To continue enjoying and increase the varied benefits of trees, trees must be planted. Certain planting policies can be applied. As always, no planting should take place until the high-risk safety situations identified have been alleviated. Then, the order of priority for tree planting should be:

1. Trees lost within the past year.
2. Trees lost within the past three years.
3. Appropriate sites within the current work zone.
4. Homeowner requests.

Beginning in Year 2028, 10 plantings have been included in the budget annually (see Attachment 1: Schedule of Activities). Re-planting of removals should occur first (assuming there is sufficient spacing) and then move on to filling existing vacant planting sites. Plantings have traditionally been completed in-house and should continue to be planted by staff.

It is important to diversify the urban forest as much as possible. Every effort should be made to continue diversification. Planting many different species and varieties keeps the urban forest healthy and attractive. Ideally, no more than 5% of any one species and 10% of any one genus should comprise the Village's trees.

All plant quality should follow the American National Standard for Nursery Stock; ANSI Z60 (current revision) should be used when purchasing plant material. Can be found at: http://www.isa-arbor.com/education/onlineResources/cad/resources/educ_CAD_DevelopingPlantingSpecifications.pdf

Objective E: Inventory Maintenance and Updating

The inventory database has been provided to the Village of Hortonville in ArcMap and MS Excel. Staff should complete work orders and input the completed work into the inventory on a continuing basis. Without continual updating in this way, the inventory quickly becomes obsolete.

This management plan contains provisions for five years, beginning in 2026/27. Typically, a complete re-inventory should be completed every 5 years. When the inventory expires in 2032, a qualified, experienced forester should thoroughly evaluate all of the trees on an individual basis again. It is beneficial for an experienced eye outside the Village perform an inventory due to changing tree conditions and factors.

ATTACHMENT 1:

2026/2027-2031 Schedule of Activities

2026/2027 Activities

Activity	In-House or Contract	# of Trees	Contract Cost or Staff Hours Required	Misc. Comments
Tree Removals - 0-15% Condition	In-house DPW Staff + WE Energies	29 (2 are ash)	8 days for a 3 person crew	Crew averages 4 daily (excluding stump). Avg DBH = 26.1"
Grind Stumps from Removals	Contract	29	\$6,804	Total Estimated DBH = 756 Cost = \$98/inch
Priority Prune 1 & 2	In-house DPW Staff	8	1 day for a 3 person crew	Crew averages 10 daily (excluding stump). Avg DBH = 24.5"
Inspect Monitor, Very Poor and Poor Trees	ISA Certified Arborist	approximately 70	\$800	1 day for Arborist
Staff Training (tree pruning, tree planting, training prunes)	Contract	n/a	\$1,000	Contract with consultant or DNR Training
Plant Trees	In-house DPW Staff	10	1 day for a 2 person crew + \$2,225	Cost is \$225/tree + Crew averages 10 daily
Training Prune (trees 1-6" DBH, complete 1/3 of this population)	In-house DPW Staff	46	3 days	15 trees/day

TOTAL STAFF TIME	30 Days
TOTAL CONTRACT COST	\$8,604

~ Equipment costs not included.

2028 Activities

Activity	In-House or Contract	# of Trees	Contract Cost or Staff Hours Required	Misc. Comments
Tree Removals - ≥20% Condition	In-house DPW Staff	14 (1 is ash)	3 days for a 3 person crew	Crew averages 5 daily (excluding stump). Avg DBH = 9.9" 6 stumps are 1-4" - Pull these during removal
Remove remaing ash	In-house DPW Staff	1	2 hours for a 3 person crew	DBH = 6 " Pull stump
Grind Stumps from Removals	Contract	8	\$1,116	Total estimated DBH = 124 Cost = \$9/inch
Inspect Monitor, Very Poor and Poor Trees	ISA Certified Arborist	approximately 70	\$800	1 day for Arborist
Staff Training (tree pruning, tree planting, training prunes)	Contract	n/a	\$1,000	Contract with consultant or DNR Training
Plant Trees	In-house DPW Staff	10	1 day for a 2 person crew + \$2,225	Cost is \$225/tree + Crew averages 10 daily
Training Prune (trees 1-6" DBH, complete 1/3 of this population)	In-house DPW Staff	46	3 days	15 trees/day

TOTAL STAFF TIME

18 days

TOTAL CONTRACT COST

\$5,141

~ Equipment costs not included.

~Expect to purchase a 1.5-2.0"
caliper tree for this price.

2029 Activities

Activity	In-House or Contract	# of Trees	Contract Cost or Staff Hours Required	Misc. Comments
Grind Stumps from existing stumps identified on inventory	Contract	10	\$1,107	Total DBH = 123 Cost = \$9/inch
Inspect Monitor, Very Poor and Poor Trees	ISA Certified Arborist	approximately 70	\$800	1 day for Arborist
Staff Training (tree pruning, tree planting, training prunes)	Contract	n/a	\$1,000	Contract with consultant or DNR Training
Plant Trees	In-house DPW Staff	10	1 day for a 2 person crew + \$2,225	Cost is \$225/tree + Crew averages 10 daily
Training Prune (trees 1-6" DBH, complete 1/3 of this population)	In-house DPW Staff	46	3 days	15 trees/day
Routine Prune Zone 1 (1/5th of population) DBH ≥ 7" dbh	In-house DPW Staff + WE Energies	59	6 days for a 3 person crew	Crew averages 10 daily. Avg DBH = 13.1"

TOTAL STAFF TIME	26 days
TOTAL CONTRACT COST	\$5,132

~ Equipment costs not included.

~Expect to purchase a 1.5-2.0" caliper tree for this price.

2030 Activities

Activity	In-House or Contract	# of Trees	Contract Cost or Staff Hours Required	Misc. Comments
Inspect Monitor, Very Poor and Poor Trees	ISA Certified Arborist	approximately 70	\$800	1 day for Arborist
Staff Training (tree pruning, tree planting, training prunes)	Contract	n/a	\$1,000	Contract with consultant or DNR Training
Plant Trees	In-house DPW Staff	10	1 day for a 2 person crew + \$2,225	Cost is \$225/tree + Crew averages 10 daily
Training Prune (trees 1-6" DBH, complete 1/3 of this population)	In-house DPW Staff	46	3 days	15 trees/day
Routine Prune Zone 1 (1/5th of population) DBH ≥7" dbh	In-house DPW Staff + WE Energies	59	6 days for a 3 person crew	Crew averages 10 daily. Avg DBH = 13.1"

TOTAL STAFF TIME	26 days
TOTAL CONTRACT COST	\$4,025

~ Equipment costs not included.

~Expect to purchase a 1.5-2.0" caliper tree for this price.

2031 Activities

Activity	In-House or Contract	# of Trees	Contract Cost or Staff Hours Required	Misc. Comments
Inspect Monitor, Very Poor and Poor Trees	ISA Certified Arborist	approximately 70	\$800	1 day for Arborist
Staff Training (tree pruning, tree planting, training prunes)	Contract	n/a	\$1,000	Contract with consultant or DNR Training
Plant Trees	In-house DPW Staff	10	1 day for a 2 person crew + \$2,225	Cost is \$225/tree + Crew averages 10 daily
Training Prune (trees 1-6" DBH, complete 1/3 of this population)	In-house DPW Staff	46	3 days	15 trees/day
Routine Prune Zone 1 (1/5th of population) DBH ≥ 7" dbh	In-house DPW Staff + WE Energies	59	6 days for a 3 person crew	Crew averages 10 daily. Avg DBH = 13.1"

TOTAL STAFF TIME **26 days**

TOTAL CONTRACT COST **\$4,025**

~ Equipment costs not included.

~Expect to purchase a 1.5-2.0" caliper tree for this price.

ATTACHMENT 2:

Risk Management Guide

RISK MANAGEMENT

Risk: is the potential for suffering harm or loss

Risk Management: is the ability to minimize the potential for harm or loss from occurring by implementing a sound risk reduction strategy.

Types of Risk

- Financial
- Physical harm

A Risk-Reduction Strategy for Trees

- Evaluate the natural resource being managed
- Evaluate the resources available to you (fiscal, staff, equipment, etc.)
- Develop a policy statement
- Develop an action plan
- Periodic review of all four components

EVALUATE THE NATURAL RESOURCES BEING MANAGED

Evaluate the Entire Population

An understanding of the entire population allows you to identify the key problem areas within the population.

- Species distribution
- Diameter distribution
- Condition distribution
- Defects
- Locations and targets

Identify Problematic Species

Identify the species that, based on your knowledge and experience, pose the greatest physical threat.

- High history of failure
- High storm damage potential
- Prone to high-risk structural defects

Identify Problematic Diameters

Identify the diameters that, based on your knowledge and experience, pose the greatest problem in your population.

- Large diameter trees

Identify Problematic Conditions

Identify the conditions that, based on your knowledge and experience, pose the greatest problem in your population.

- Very poor trees
- Poor trees

Identify Problematic Defects

Identify the defects that, based on your knowledge and experience, pose the greatest problem in your population.

- Basal decay and cavities
- Major dieback
- Poor branch attachments

Identify Locations and Targets

Identify the locations and targets that, based on your knowledge and experience, pose the greatest physical threat in your population.

- Busy streets
- Playground areas

EVALUATE THE RESOURCES AVAILABLE TO MANAGE

Staffing

- Number
- Training
- Work load

Equipment

- Diagnostic
- Capabilities/limitations
- Availability

Fiscal

CREATE A TREE RISK MANAGEMENT POLICY STATEMENT

Components of a Policy Statement

- State your agency's understanding of its responsibility to maintain a safe public area.
- Identify the manager of the risk reduction program.
- List any general constraints on managing hazard trees such as financial or personnel.

The following is an example of a Hazard Tree Policy Statement:

The Village of Metropolis has an active policy to maintain the safety of public lands from potentially hazardous trees. The Village will strive to eliminate, in a timely fashion, any tree deemed hazardous. When available fiscal and human resources limit the ability of the Village to remove high-risk trees,

priority shall be placed on trees deemed to carry the highest risk. The standard for rating the potential risk of a tree will be the International Society of Arboriculture's twelve point hazard evaluation system. The Director of Parks, Recreation and Forestry will administer this program and have final judgment in all matters concerning the mitigation measures taken for any tree deemed hazardous.

Benefits of a Policy Statement

- It defines for staff the overall mission of the company or agency as it relates to high-risk trees.
- Minimizes political influence
- Allows staff to do their job

DEVELOP AND IMPLEMENT AN ACTION PLAN

Goal

After evaluating your resources, define problem areas and broad solutions to those problems. View this as a wish list.

Objectives

Define clear objectives that address the general goals you have established. The details should be more specific. A good objective defines what is going to be done and in what timeline.

Actions

A series of actions should be identified that address each objective defined

PERIODIC REVIEW OF ALL FOUR COMPONENTS

Review all four components of your risk management plan frequently.

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



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

ADMINISTRATION

clerktreas@hortonville.wi.gov

September 3, 2026

ELECTIONS

- Completed the ballot supply needs request with Outagamie County for the General Election
- Ballots should arrive by September 16
- Entered remaining Horton Terrace addresses into WisVote
- Started the WisVote Pre-Election Checklist for November

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
- Approve payroll, initiated withdrawals
- Prepared EBC/HRA Reimbursement Invoices/other various invoices
- Monthly reconciliation of bank accounts
- Printed the 2025 Annual Summary of Benefits for the SAP Program for each firefighter

LICENSES

PUBLICATIONS

- P & Z Public Hearing – Sept 10

PUBLIC RECORD REQUESTS

- July building permits report
- Village of Hortonville's Employee credit card transaction register for calendar year 2025

OTHER

- Village Board agendas & packets, committee agendas
- Village Board minutes, committee minutes
- Other Committee/Commission meeting agendas & minutes as needed
- Dog Licenses – 6
- Real Estate Requests - 9

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



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

9/3/2026 Director of Public Works Report

Meetings attended:

- Staff meetings
- Department head meetings
- Weekly Construction meetings with contractors, subcontractors, engineers, and county for Main Street Construction Project
- Meeting prep for Black Otter Lake Annual Meeting
- Meeting with EOR to discuss Lake Management Plan for Black Otter Lake
- Meeting with McMahon and contractor for residential pipe bursting
- BOLD Annual Meeting 8-27
- Site visit with WE Energies about restoration of electric service work
- Meeting with McMahon on next phases of work in 2027 and 2028
- Meeting with Fisher Brothers Splash Pad Concrete Sealers

Current and past projects include:

- Mainstreet construction project – ongoing
 - o Sanitary and water lateral work continues this week
 - o Demolition of Memorial Square completed, site renovation started
 - o Removals of existing concrete and pulverized asphalt material, from the bridge, east to Nash St
- Alternative temporary pedestrian path around bridge closure work including adding additional gravel and fines and compacting path with a roller
- Trail updates with MSA for proposed construction in 2027
- Working with financial consultants on long-term utility cash flows
- Working with financial consultants on PSC Water Rate Case

Sincerely,

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

Aaron Steber
Director of Public Works





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

9-3-2026 Police Department Report

Meetings

- Village Department Head Meetings
- Weekly Main Street Construction Meetings
- Met with representatives with Convergent Technologies to discuss our current door lock systems, fobs, and potential improvements to system
- Met with all crossing guards to provide construction updates and changes for school year (all positions are full, and I have 2 substitute crossing guards also)
- Attended HASD Open House to discuss the roles of our SRO's along with safety drills and procedures to the public
- Outagamie County Law Enforcement Executive meeting
- Met with administrator intern to discuss the role of the police department in municipalities
- Attended League of Municipalities e-bike training/presentation. I will use that information to draft the e-bike ordinance that will be presented on a later date

Training

- Officer Heiden attending search warrant training in Pewaukee on 9/10 and 9/11
- Officer McCready and Officer Wulgaert attending Women in Law Enforcement Leadership Conference on 9/17

Ongoing Projects and Miscellaneous

- Reviewing e-bike ordinances (will likely bring a draft to COW in September/October)
- Installation of Cradlepoint into squads has started. Hopefully it will be completed in about 1-2 weeks.
- Working with property manager in the 800 block of West Main Street regarding ongoing issues at property related to a resident and an ongoing ordinance violation. Also spoke with 2 residents residing in that area about their ongoing concerns around that property.

- Continued my communication with HASD and St. Peter and Paul regarding no parking on Olk Street. Will bring to board on 9/3 for removal of no parking in that area
- Reviewing portable and squad radio quotes for replacement. Current radios are end of life. Will present quotes to board in September/October.
- Continued process of enforcement with resident in 600 block of West Main Street regarding ongoing ordinance issues.
- 2026 Incidents Jan 1st-September 1st (3536 incidents) (3532 incidents in same time frame in 2025)
- Spoke with Outagamie County Highway Department about adding 25 mph speed limit signs on South Nash Street. We moved one of our speed board signs into that area as well.
- Met with resident on Grandview Road to discuss speed limit changes. Will propose to board on 9/3
- Communicated pedestrian crossing/construction information to HMS and HES principals.

Upcoming

- Will be sending out information on Dash down Nash routes/detours this week
- Working with HHS to plan homecoming parade route with construction

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

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

Administrator Update – 8/18/26-8/31/26

Economic Development

Property by Gilberts

- I reached out to Craig Ihde regarding this project. At this time, they are looking at ways to reduce costs to make the project financially feasible at this location. This has raised some concerns for me, so I plan to follow up with him again next week to see where things currently stand.
- My concern is that once they finalize a proposed design, any additional requirements we may have could potentially make the project no longer feasible. While that is ultimately their decision, I want to make sure they are aware of this possibility as we continue discussions.

Nature's Haven Subdivision

- The first phase is currently being sold, and there has been progress on the roadway construction.
- We also reviewed an area near the entrance of the subdivision, by Wayne Drive and the railroad, where a retaining structure may be needed.

Projects

Main Street – Downtown Segment

- I was contacted by additional members of the Quinn family regarding Memorial Square, as they had questions about the square being removed as part of the project.
- I explained that we are still honoring him with a memorial stone in the square. I also asked if there was anything specific they would like included on the memorial. They said they would get back to me soon.

Main Street – East Segment

- We received preliminary plans for the Warner Street and Main Street intersection for next year's project.

Small Business Development Grant

- I am working with several business owners on grant approvals and coordinating the use of the funds.
- I have also submitted a request to the state for an extension on the grant timeline.

2027 Future Projects

- We are beginning to receive cost estimates for next year's projects.
- We will be meeting with Ariana from Ehlers this week to update our funding plan and make sure we are still on track given the changes to the project timeline.

Miscellaneous

- Our phone system contractor is no longer in business. The company, which had been in business for 34 years, was sold and subsequently dismantled. We are currently looking for a new contractor to take over the software and maintenance of our phone system. Since we currently use Sangoma, I am pursuing discussions with two companies that work with their systems: Munger Tech and AIT out of Appleton.
- I met with the downtown bar owners and the Fox West Chamber as part of our ongoing meetings, which are being held every two weeks. We discussed event plans and event markings, and the group has begun contacting local businesses regarding potential sponsorship opportunities.
- I spent time reviewing the citizen complaints that were recently submitted. It may take some additional time to complete the review and address all of them.
- Attended the BOLD Annual Meeting.
- I am working on obtaining the final special assessment documents for BMO and providing the requested information to a title company.