

**VILLAGE OF HORTONVILLE  
VILLAGE BOARD  
JULY 6, 2017 MEETING MINUTES  
APPROVED JULY 20, 2017**

President Al Habeck called the meeting to order at 6:30 p.m. in the Community Center at 531 N. Nash St., Hortonville, Wisconsin.

Trustees present: Jeanne Bellile, Jack Kuhnke, Peter Olk, Julie Arendt Vanden Heuvel, and Dawn Vollbrecht.

Trustees absent: Kelly Schleif was excused.

Officials/Staff present: Administrator Diane Wessel, Clerk-Treasurer Lynne Mischker, Officer-in-Charge Sergeant Brian Bahr, Attorney Robert Sorenson, and Engineer Ron Wolf.

**June 15, 2017 Regular Board meeting minutes**

*Motion [Olk/Arendt Vanden Heuvel] to approve. Unanimous voice vote, motion carried.*

**Licenses and Permits**

*Motion [Kuhnke/Bellile] to approve the following Operator Licenses:*

#67	Michael P. Pankow	#78	Alexander R. Klein
#68	Bryanna M. Riner	#79	Jennifer L. Griffin
#69	Gary M. Now	#80	Mina K. Bhandari
#70	Rochelle N. Foley	#81	Ryan D. Pollesch
#71	Stonna M. Schulke	#82	Andrea M. Salzmann
#72	Bethany E. Jennerjohn	#83	Judith K. Peterson
#73	Carly E. Bork	#84	Andrew A. Thern
#74	Katie A. Selk	#85	Hannah M. Gerseth
#75	Rebecca A. Collar		

*Unanimous voice vote, motion carried.*

*Motion [Arendt Vanden Heuvel/Vollbrecht] to approve the following Operator Licenses:*

#66	Anne Kuhnke	#77	Alyssia A. Kuhnke
#76	Kaylie Mae M. Kuhnke		

*Voice vote, 4 ayes, 0 nays, 2 abstained (Olk, Kuhnke), motion carried.*

*Motion [Arendt Vanden Heuvel/Bellile] to approve the following Temporary Class "B" Retailer's Licenses:*

#3	Hortonville Lions Club Dave Kriesel in charge	Commercial Club Park August 31, 2017
#4	Hortonville Legion Baseball Rick Pankow in charge	Commercial Club Park baseball concession stand July 7 – July 10, 2017
#5	Hortonville Legion Baseball	July 11-July 13, 2017
#6	Hortonville Legion Baseball	July 15, 2017
#7	Hortonville Legion Baseball	July 19, 2017

*Unanimous voice vote, motion carried.*

**2017-2018 Fermented Malt Beverage and Liquor Licenses**

**Combination Class "B" and "Class B" Fermented Malt Beverage and Liquor Licenses**

Heroes Fire-Military-Police LLC	dba Heroes Fire-Military-Police
Anne Kuhnke, agent	224 W. Main St.
	Premises: upstairs, basement, east side alley

Mischker noted that the request to include the east side alley is a change in the licensed premises and the requested area is partially owned by both adjacent businesses.

Sorenson noted that the area is not fenced in or enclosed.

*Motion [Vollbrecht/Arendt Vanden Heuvel] to approve the liquor license for Heroes for the upstairs and basement and without the east side alley. Voice vote, 4 ayes, 0 nays, 2 abstained (Olk, Kuhnke), motion carried.*

### **Preregistered Citizens to be heard**

None.

### **Committee Reports**

**Public Safety Committee:** Olk reported that during the June 20<sup>th</sup> meeting the committee decided to put off decisions on staffing and services until the new Chief is settled in.

### **New Business**

#### **Request for exception to 23.03 Keeping of Pets in the Village to allow for fostering dogs, Samuel and Heather Van Lieshout, 244 Lakeview Ave.**

Mischker reported that both of the Lieshout's current dogs have been licensed.

Bahr reported that there have been no problems with the dogs.

Sorenson noted that this is a voluntary problem with the ordinance limit.

The Board referred the subject of dog and cat limits to the Public Safety Committee for consideration and did not make a decision on this request.

#### **Wildwind Subdivision Development Agreement**

##### **Wildwind Subdivision final plat**

Sorenson suggested that these items be tabled to the July 20<sup>th</sup> meeting as the developer is not ready.

#### **Funding of Industrial Park asphalt paving and Industrial Park Ave. reconstruction**

*Motion [Olk/Vollbrecht] to borrow for the southern portion. Unanimous voice vote, motion carried.* This would be repaid by TID 2 as part of the project plan.

*Motion [Olk/Bellile] to borrow funds necessary to do the repaving of that portion between Main and TT. Unanimous voice vote, motion carried.* The Board is able to pursue special assessments to repay the loan for this portion.

#### **Industrial Park Roadway Reconstruction (Hwy 15 to CTH TT) Agreement for Professional Services, McMahon, for \$4,275**

Wolf noted that an addendum was added to the bid package to cover reconstruction of Industrial Park Ave. between Main and TT at the direction of the Village Board. This agreement is for part of that work and construction services.

*Motion [Olk/Arendt Vanden Heuvel] to approve the amount of \$4,275 to McMahon Associates for Industrial Park Roadway Reconstruction from Hwy 15 to CTH TT. Unanimous voice vote, motion carried.*

#### **Award 2017 Industrial Park Ave. Asphalt Surface contract**

Wolf reviewed the base bids and the alternate bids.

*Motion [Olk/Kuhnke] to award the contract to MCC Inc. for \$102,462.75. Unanimous voice vote, motion carried.*

#### **Award 2017 Utility Reconstruction contract for Pine Street and Cedar Street**

Wolf stated that this cost is in the utility budget and described the project scope. Wolf recommended awarding the contract to Immel for \$165,773.75.

*Motion [Olk/Arendt Vanden Heuvel] to approve the contract in the amount of \$165,773.75 awarded to Robert J. Immel Excavating Inc. Unanimous voice vote, motion carried.*

#### **School Resource Contract**

Wessel reported that the school district met and approved the contract for Hortonville SRO for

1.5 officers for the 2017-2018 school year. Sorenson has reviewed the contract.

*Motion [Arendt Vanden Heuvel/Olk] to approve the 2017-2018 contract between the school district and Hortonville PD for 1.5 school resource officers. Unanimous voice vote, motion carried.*

### **Purchase of Koepl farm remnant from WISDOT**

Wessel reported that the final price for the property is \$40,000 and it would be used as a compost site.

*Motion [Arendt Vanden Heuvel/Bellile] to approve the purchase of the former Koepl farm in the amount of \$40,000. Unanimous voice vote, motion carried.*

### **Hiring of Chief of Police**

Olk asked Sorenson about state statutes and any requirement for a chief.

Sorenson stated that statutes require a chief if a village has a police department.

It was noted that the Police & Fire Commission (PFC) hires and the Village Board does the budget/negotiation amounts.

The Board will meet as a committee of the whole with the Police & Fire Commission on Tuesday.

*Motion [Olk/Kuhnke] that this Board work in conjunction with the PFC in the hiring of a chief. Unanimous voice vote, motion carried.*

### **Outsourcing of police department services**

*Motion [Olk/Kuhnke] to have the Village stay with our police department. Unanimous voice vote, motion carried.*

### **Assessment of value of Hortonville-Hortonia Fire District at the request of the Town of Hortonia**

Wessel referred to a letter from the Town of Hortonia requesting an assessment of value of the district.

Sorenson stated that a village-town committee should discuss the reason for the request and the process for appraisal. There are a lot of considerations in dissolution of the district.

Habeck suggested that the Public Safety Committee should meet with the Town of Hortonia.

This matter was referred to the Public Safety Committee.

### **Offer to purchase Lot 3 Retail Park by Books Litwin Properties LLC**

Wessel referred to a signed offer to purchase the property for \$2,200.

Sorenson recommended approval.

*Motion [Arendt Vanden Heuvel/Bellile] to allow Diane to proceed with the offer to purchase of lot 3 by Books Litwin Properties LLC. Unanimous voice vote, motion carried.*

### **Books Litwin Properties LLC Developer's Agreement for Lot 3 of Retail Park**

Wessel stated that the agreement guarantees 1.1 million of construction value and this agreement was presented during a previous closed session.

*Motion [Arendt Vanden Heuvel/Vollbrecht] to execute the developer's agreement for Lot 3 of Retail Park and allow Diane to proceed with that. Unanimous voice vote, motion carried.*

### **Personal property tax repeal update**

Wessel will draft a resolution for the next meeting.

### **Any other miscellaneous topics for future discussion**

Bellile wants to discuss purchase of video equipment by the village.

### **Report of Village Officials**

**Administrator:** **1. Crest Street Zoning violation status** The Theiss property has been cleaned up and there are no remaining zoning violations. The fence may need repair. Sorenson will petition the court to dismiss the village's action. **2. Hwy 15 bypass update** Wessel and other government representatives from the area met with State Transportation Secretary Ross. Ross said the DOT is in favor of the bypass. The State Assembly must do the budget and decisions on where to spread any transportation budget cuts may be left up to the DOT to decide. **3. Open meetings Appleton School District court ruling** Wessel and Sorenson will continue to follow information coming from this decision as it affects the village. **4. Hiring of Administrative Assistant** The background check has been completed and the position has been offered to the top candidate.

**Chief of Police:** **1. 2017 squad purchase update** Officer Sean Stephens is getting bids. **2.** Part-time Officer John Stephens has resigned to take a full-time position. The process has been started to hire two part-time officers as approved by the Public Safety Committee. **3.** The department will meet the state officer training deadline.

**Library Director:** The items for this report will be on the July 20<sup>th</sup> agenda.

**Attorney:** **1.** A letter about the barn was sent to the bank owning the Schilling property. **2.** Gave his opinion on changing the ordinance to increase the allowed number of dogs.

**Building permit report:** The June building permit report was submitted.

### **Presentation of accounts and other claims against the Village**

*Motion [Olk/Arendt Vanden Heuvel] to approve Village deposit of payroll deductions, automatic payment of loans, and vouchers #23609-23678 in the amount of \$219,339.12, direct deposit payrolls in a total amount of \$33,017.24, and Water & Sewer Utility vouchers #10097-10116 in the amount of \$99,739.51 as presented. Unanimous roll call vote, motion carried.*

### **Communications and Miscellaneous Business**

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

### **Comments and suggestions from citizens present**

None.

### **Adjournment**

*Motion [Olk/Kuhnke] to adjourn. Unanimous voice vote, motion carried.* The Board adjourned at 7:39 p.m.

Minutes submitted by,

Lynne Mischker, WCMC  
Clerk-Treasurer