

**VILLAGE OF HORTONVILLE  
VILLAGE BOARD  
DECEMBER 6, 2007 MEETING MINUTES**

President Roger Retzlaff called the meeting to order at 7:30 p.m. in the lower level of the Community Hall at 312 W. Main St., Hortonville, Wisconsin.

Trustees present: Wallace Lenzner, W. George Wojcik, Craig Dreier, Alfred Handrich, Charles Nieuwenhuis, and Andrew Gitter.

Officials present: Administrator J. Everett Mitchell and Clerk-Treasurer Lynne Mischker.

Officials absent: Director of Public Works Ron Austreng, Chief of Police Michael Sullivan, and Engineer Ron Wolf were excused.

**APPROVAL OF NOVEMBER 15, 2007 REGULAR BOARD MEETING MINUTES**

*Motion made by Mr. Wojcik and seconded by Mr. Nieuwenhuis to approve the November 15, 2007 Regular Board Meeting minutes. Voice vote: 7 ayes, 0 nays, motion carried.*

**PUBLIC HEARING**

**2008 Budget**

No public was present to speak. The hearing was closed.

**LICENSES**

**Operator's Licenses**

*Motion made by Mr. Dreier and seconded by Mr. Wojcik to approve the following:*

*#102 for Patricia A. Maass of 125 7<sup>th</sup> St., Clintonville,*

*#103 for Michael L. Dahms of 221 Seneca Ct., Appleton.*

*Voice vote: 7 ayes, 0 nays, motion carried.*

**COMMITTEE REPORTS**

**Public Facilities:** Mr. Gitter and Mr. Mitchell reported on the November 26<sup>th</sup> meeting. Mr. Mitchell reviewed the size and placement of the advertising signs on the new scoreboard and reviewed the apparent events that led to the placement of the signs. The Committee did not make a decision about the signs at the meeting on the 26<sup>th</sup>.

Mr. Mitchell reviewed several options and problems with the larger sign.

Mr. Gitter reviewed the meeting discussion on the proposed concession stand.

**Public Works:** Mr. Lenzner reported on the November 19<sup>th</sup> meeting at which the Committee discussed the 2008 Utility budgets.

**Black Otter Lake District:** Mr. Handrich referred the Board members to the November 20<sup>th</sup> minutes in their packets.

**Library Board:** Mr. Handrich referred the Board members to the November 27<sup>th</sup> minutes in their packets.

**Hortonville-Hortonia Fire District:** Mr. Dreier and Mr. Gitter asked again about a committee from Hortonville and Hortonia to oversee any change orders for the fire building project involving increases in cost and funding.

Any increases in funding would have to be approved by both municipalities.

**Municipal Building Space Needs:** Mr. Mitchell reported that he contacted the DNR at the Board's direction about the wetlands on the property next to Alonzo Park. The DNR representative feels obtaining a permit for construction on that property would be an uphill battle and problematic. A wetland delineation study should be done and submitted to the DNR to see if they would concur and change the wetland limits. The DNR feels there would be very little problem in acquiring a construction permit for the other property under consideration.

**OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Resolution R-26-07, Resolution to Adopt the 2008 Budget and Approve the Tax Levy**

*Motion made by Mr. Dreier and seconded by Mr. Wojcik to approve R-26-07 with a tax levy of \$871,518. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

### **2008 Maintenance Agreement with Outagamie County Highway Department in the Amount of \$15,697.00 for Highway/Roadway Maintenance Based on \$1,100.00 per Local Mile of Highway/Roadway (14.27 miles)**

*Motion made by Mr. Dreier and seconded by Mr. Wojcik to approve the 2008 Maintenance Agreement with Outagamie County Highway Department in the amount of \$15,697.00. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

### **2008 Assessor Contract, Bowmar Appraisal Inc., in the Amount of \$6,100.00**

*Motion made by Mr. Wojcik and seconded by Mr. Lenzner to approve the 2008 Assessor Contract with Bowmar Appraisal Inc. in the amount of \$6,100.00. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

### **2008 Agreement for Professional Services, Sorenson Law Office, in the Amount of \$15,000.00 Annual Retainer, a Flat Fee of \$450.00 for the Closing of any Industrial Park Real Estate Transactions and \$110.00 per Hour for Litigation and/or Representation in Court Matters or Other Representation**

*Motion made by Mr. Lenzner and seconded by Mr. Dreier to approve the 2008 Agreement for Professional Services with Sorenson Law Office in the amount of \$15,000.00 annual retainer, a flat fee of \$450.00 for the closing of any Industrial Park real estate transactions and \$110.00 per hour for litigation and/or representation in court matters or other representation. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

### **2008 Agreement for Services, American Appraisal Associates, in the Amount of \$1,050.00 for an Updated Fixed Asset Ledger (for GASB 34 Audit Report)**

*Motion made by Mr. Gitter and seconded by Mr. Wojcik to approve the 2008 Agreement for Services with American Appraisal Associates in the amount of \$1,050.00 for an updated fixed asset ledger. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

### **2008 Agreement for Professional Services, Steckbauer Law SC, in the Amount of \$110.00 per Hour for Legal Services**

*Motion made by Mr. Lenzner and seconded by Mr. Wojcik to approve the 2008 Agreement for Professional Services with Steckbauer Law SC in the amount of \$110.00 per hour for legal services. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

### **2008 Agreement for Services, Kerber, Rose & Associates SC, in the Amounts of \$15,100.00 (2007 Audit), \$15,500.00 (2008 Audit) and \$16,000.00 (2009 Audit) for Annual Audits**

*Motion made by Mr. Gitter and seconded by Mr. Handrich to approve the 2008 Agreement for Services with Kerber, Rose and Associates SC in the amounts of \$15,100.00 for the 2007 audit, \$15,500.00 for the 2008 audit and \$16,000.00 for the 2009 audit. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

**Memo of Understanding Between the Village of Hortonville and Outagamie County for the Statewide Voter Registration System**

*Motion made by Mr. Lenzner and seconded by Mr. Dreier to approve the Memo of Understanding between the Village of Hortonville and Outagamie County for entering information into and printing reports from the Statewide Voter Registration System for a two year period. Voice vote: 7 ayes, 0 nays, motion carried.*

**Resolution R-27-07, Resolution Adopting 2008 Salaries and Wages**

*Motion made by Mr. Nieuwenhuis and seconded by Mr. Lenzner to approve R-27-07 adopting the 2008 salaries and wages. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

**Resolution R-28-07, Resolution Recognizing Election Official Gloria Coenen**

*Motion made by Mr. Dreier and seconded by Mr. Wojcik to approve R-28-07 and present a gift certificate to show the Village's appreciation for Gloria Coenen's 40 years of service. Voice vote: 7 ayes, 0 nays, motion carried.*

(Robert Sorenson, Village Attorney entered the meeting.)

**REPORT OF OFFICERS**

**Clerk-Treasurer: 1. Presentation of Vouchers** *Motion made by Mr. Dreier and seconded by Mr. Wojcik to approve Village wire, debit card purchase, and vouchers #12503-12541 in the amount of \$29,818.55, payroll checks in the amount of \$23,129.28, and Water & Sewer Utility vouchers #7513-7527 in the amount of \$19,950.94 as presented. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.* **2. Financial Report** The November 31<sup>st</sup> report was filed with the Board.

**MOTION TO GO INTO CLOSED SESSION (ROLL CALL VOTE)**

*Motion made by Mr. Dreier and seconded by Mr. Handrich to go into Closed Session under State Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Specifically to review and approve an easement offer and to discuss a possible sale in the Industrial Park. Roll call vote: Gitter aye, Nieuwenhuis aye, Handrich aye, Dreier aye, Wojcik aye, Lenzner aye, and Retzlaff aye, motion carried.*

**CLOSED SESSION**

8:20 p.m. – 8:35 p.m.

**BOARD TO RETURN TO OPEN SESSION**

The Board reconvened in Open Session at 8:35 p.m. from a motion made, seconded, and carried in Closed Session.

**ANY ACTION ON MATTERS DISCUSSED IN CLOSED SESSION**

*Motion made by Mr. Dreier and seconded by Mr. Wojcik to approve the appraisals for easements at 301 and 303 Lakeview Ave. and to proceed with negotiations after the required 60 day waiting period. Voice vote: 7 ayes, 0 nays, motion carried.*

**ADJOURNMENT**

*Motion made by Mr. Wojcik and seconded by Mr. Gitter to adjourn. Voice vote: 7 ayes, 0 nays, motion carried.* The meeting was adjourned at 8:36 p.m.

Submitted by,

Lynne Mischker  
Clerk-Treasurer