

# CITY OF HORICON

404 EAST LAKE STREET  
HORICON WI 53032

## MEETING NOTICE

DATE ISSUED: February 9, 2018

BY: Mayor Neitzel

### COMMITTEE OF WHOLE

#### ATTENDEES:

Mayor Neitzel	Donald Miller	Susan Hady	Forrest Frami
Richard Marschke	Carl Fausett	Nathan Anfinson	Kristen Jacobson
Dave Magnussen	Joseph Adamson	Alexandra Harvancik	James Bandsma
Carole Baker	Judge Wegner		

DATE: Tuesday, February 13, 2018

TIME: 6:00 p.m.

LOCATION: City Hall, Activity Room

LEADER: Mayor Neitzel

#### AGENDA:

1. Call to order.
2. Roll call.
3. Pledge of Allegiance.
4. Public Appearances.
5. Horicon Phoenix Program Presentation of Phase 2 Improvements for the Discher Park Pavilion (Teen Center).
6. Change Order No. 1 Request from R&R Wash Materials, Inc. – Bowling Green Park Improvement Project.
7. Horizon Development – Rock River Place Project.
8. Postage Meter Machine Lease – City Hall.
9. Wage Increase for Mayor Position.
10. Hiring of EMS Employees.
11. Purchase of 12 Lead EKG Machines (2) – EMS.
12. Change of Start Time for Council Meetings.
13. Administrative Assistant Job Description – Clerk-Treasurer Office.
14. Disposal of Cable T.V. Equipment.
15. Authorize Disposal of Records from Police Department.
16. Complete Streets Implementation Plan.
17. Engineering Services – Horicon Street, Street & Utility Extension.
18. EMS Report Software.
19. Operator Licenses.
20. Non-Action Discussion.
21. Adjourn.

IF UNABLE TO ATTEND, PLEASE NOTIFY: Kristen Jacobson

PHONE NUMBER: 485-3500

TIME POSTED: 3:30 p.m.

DATE POSTED: 2/09/2018

R&R WASH MATERIALS, INC.

1110 Dartford Road

Ripon, WI 54971

920-748-6873

Fax – 920-748-7165

Email – [rlam@centurytel.net](mailto:rlam@centurytel.net)

December 19, 2017

MSA- Brad

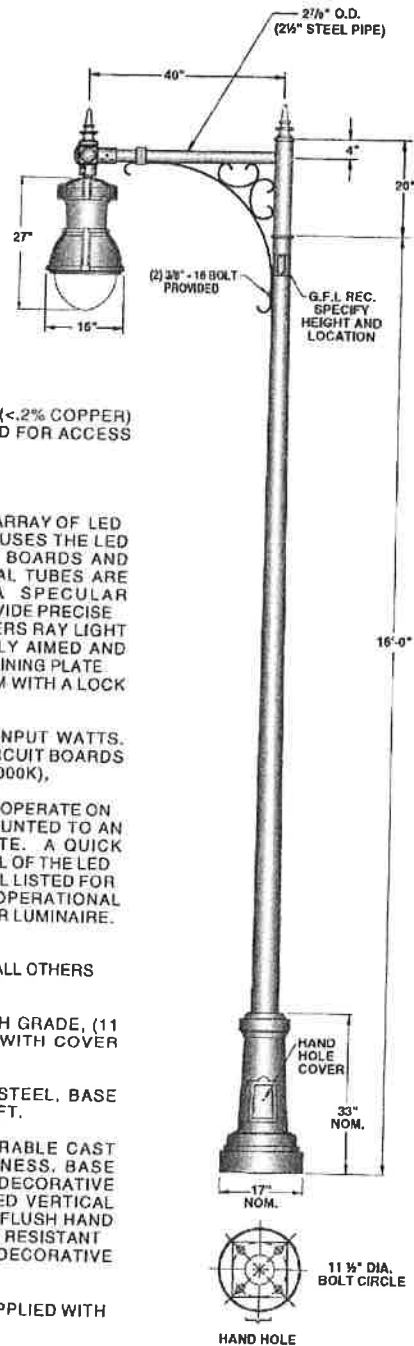
RE: Horicon Bowling Green Park Improvements Lighting

If the smooth tapered steel pole from Sun Valley option is approved for construction we are looking for an increase of \$7,200.00 total for everything. Attached are the submittals.

Sincerely,  
Jeffrey J. Washkovick, Vice President

*“The road to success is always under construction”*  
**EQUAL OPPORTUNITY EMPLOYER**

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 X \_\_\_\_\_  
 A signed approval will be required with the released order.  
 PROPRIETARY SUBMITTAL, DO NOT MODIFY.



**TYPE: "P-PATHWAY"**

**SPECIFICATIONS:**

- LUMINAIRE:** SEALED LED OPTICAL MODULE. LOW COPPER A356 ALLOY (<.2% COPPER) CAST ALUMINUM HOUSING. TOP AND BOTTOM ARE HINGED FOR ACCESS WITH SEPARATE DRIVER AND LED COMPARTMENTS.
- DIFFUSER:** CLEAR PRISMATIC BOROSILICATE GLASS REFRACTOR
- LED SYSTEM:** LED POWER ARRAY™ CONSISTS OF A THREE DIMENSIONAL ARRAY OF LED TUBES SECURED TO A RETAINING PLATE. EACH TUBE HOUSES THE LED EMITTERS WHICH ARE MOUNTED ON VENTED CIRCUIT BOARDS AND SECURED TO A RADIAL ALUMINUM HEATSINK. INDIVIDUAL TUBES ARE SEALED WITH A PROTECTIVE ACRYLIC LENS. A SPECULAR MICRO-REFLECTOR IS ATTACHED AROUND EACH LED TO PROVIDE PRECISE HORIZONTAL AND VERTICAL CONTROL OF THE LED EMITTERS RAY LIGHT OUTPUT. EACH TUBE IN THE ANGLED ARRAY IS UNIQUELY AIMED AND COMBINED TO PRODUCE IES DISTRIBUTION TYPES III. THE RETAINING PLATE IS FIELD ROTATABLE AND SECURED TO AN ALUMINUM STEM WITH A LOCK NUT.
- LED EMITTERS:** 40 EMITTERS (LED'S) DRIVEN AT 350mA FOR 46 TOTAL INPUT WATTS. EMITTERS ARE MOUNTED TO VENTED AND HEATSINKED CIRCUIT BOARDS WITHIN EACH LED TUBE. LED'S ARE NEUTRAL WHITE (CCT 4000K).
- LED DRIVER:** UL AND CUL RECOGNIZED CONSTANT CURRENT LED DRIVERS OPERATE ON INPUT VOLTAGES FROM 120-277VAC, 50/60HZ AND ARE MOUNTED TO AN ALUMINUM BRACKET AND SECURED TO A BARRIER PLATE. A QUICK DISCONNECT TO THE LINE IN IS PROVIDED FOR EASY REMOVAL OF THE LED POWER SUPPLY AND MODULE. DRIVER IS INDEPENDENTLY UL LISTED FOR WET LOCATION. 20KA SURGE PROTECTOR WITH 'ON' LED OPERATIONAL INDICATOR AND END OF LIFE OPEN CIRCUIT PROTECTION FOR LUMINAIRE. 0 TO 10 DIMMING BALLAST PROVIDED.
- ARM:** ARM EXTENSION AND CENTER CONSTRUCTED FROM STEEL PIPE, ALL OTHERS CAST ALUMINUM CONSTRUCTION.
- SHAFT:** 6" TO 3.7" TAPERED STEEL SHAFT. FABRICATED FROM HIGH GRADE, (11 GAUGE) STRUCTURAL STEEL. REINFORCED HAND HOLE WITH COVER PLATE. INTERNAL GROUNDING LUG PROVIDED.
- BASE PLATE:** FABRICATED FROM STRUCTURAL QUALITY HOT ROLLED STEEL. BASE TELESCOPES AND IS CIRCUMFERENTIALLY WELDED TO SHAFT.
- SPLIT BASE:** TWO PIECE WRAPAROUND, CORROSION RESISTANT, DURABLE CAST ALUMINUM CONSTRUCTION. MINIMUM .225 WALL THICKNESS. BASE CONSISTS OF A SMOOTH TAPERED BOTTOM SECTION AND A DECORATIVE TAPERED FLUTED SECTION WITH EVENLY SPACED RAISED VERTICAL FLUTES. BASE IS FURNISHED WITH A CONTOURED, FLUTED FLUSH HAND HOLE AND COVER. HAND HOLE COVER SUPPLIED WITH TAMPER RESISTANT HARDWARE. (4) 1/4"-20 SET SCREWS PROVIDED TO SECURE DECORATIVE BASE TO SHAFT.
- ANCHORAGE:** (4) 1"x3/8" FULLY GALVANIZED ANCHOR BOLTS. EACH BOLT SUPPLIED WITH TWO NUTS AND TWO WASHERS.
- FINISH:** FIXTURE AND BASE: POLYESTER POWDER COAT. (COLOR: BLACK TEXTURED, RAL-9005-T.)  
 POLE AND ARM ASS'Y: POLYESTER POWDER COAT. (COLOR: BLACK SMOOTH, RAL-9005.)

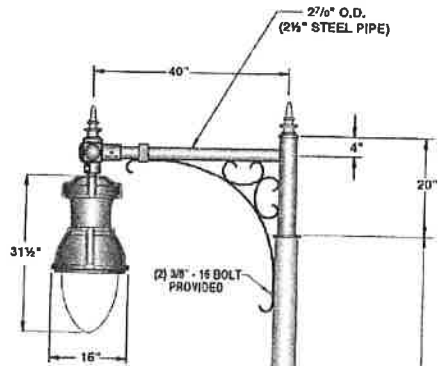
SCALE: 1/2" = 1'-0"

MADE IN THE USA

1			
SYM.	REVISION	BY	DATE

<b>SUN VALLEY LIGHTING</b>		PART NO.		REV.
DR'N	CHK'D	MAT'L		
DATE	SCALE	SHEET		
	11/28/17			
TOLERANCE UNLESS NOTED	DESCRIPTION			
	<b>CS-7400</b>			
660 WEST AVENUE O, PALMDALE, CA.93551 Ph. (661) 233-2000 - Fax (661) 233-2001				

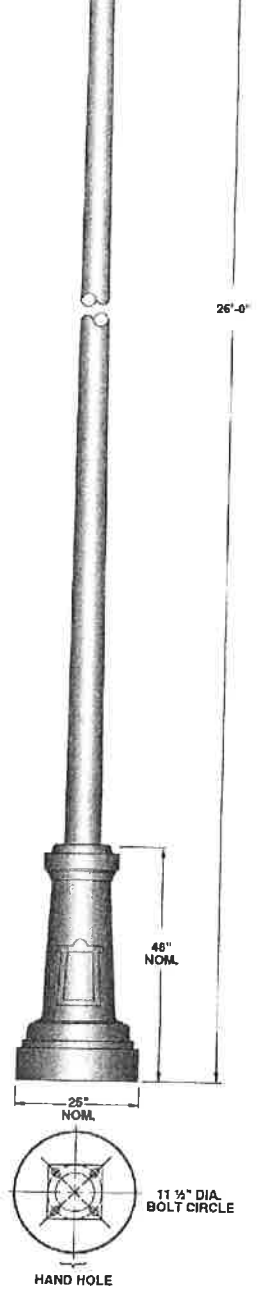
**CUSTOMER APPROVAL:**  
 X \_\_\_\_\_ DATE: \_\_\_\_\_  
 A signed approval will be required with the released order.  
**PROPRIETARY SUBMITTAL, DO NOT MODIFY.**



**TYPE: "P1-PARKING"**

**SPECIFICATIONS:**

- LUMINAIRE:** SEALED LED OPTICAL MODULE. LOW COPPER A356 ALLOY (<.2% COPPER) CAST ALUMINUM HOUSING. TOP AND BOTTOM ARE HINGED FOR ACCESS WITH SEPARATE DRIVER AND LED COMPARTMENTS.
- DIFFUSER:** CLEAR PRISMATIC BOROSILICATE GLASS REFRACTOR
- LED SYSTEM:** LED POWER ARRAY™ CONSISTS OF A THREE DIMENSIONAL ARRAY OF LED TUBES SECURED TO A RETAINING PLATE. EACH TUBE HOUSES THE LED EMITTERS WHICH ARE MOUNTED ON VENTED CIRCUIT BOARDS AND SECURED TO A RADIAL ALUMINUM HEATSINK. INDIVIDUAL TUBES ARE SEALED WITH A PROTECTIVE ACRYLIC LENS. A SPECULAR MICRO-REFLECTOR IS ATTACHED AROUND EACH LED TO PROVIDE PRECISE HORIZONTAL AND VERTICAL CONTROL OF THE LED EMITTERS RAY LIGHT OUTPUT. EACH TUBE IN THE ANGLED ARRAY IS UNIQUELY AIMED AND COMBINED TO PRODUCE IES DISTRIBUTION TYPES III. THE RETAINING PLATE IS FIELD ROTATABLE AND SECURED TO AN ALUMINUM STEM WITH A LOCK NUT.
- LED EMITTERS:** 80 EMITTERS (LED'S) DRIVEN AT 350mA FOR 92 TOTAL INPUT WATTS. EMITTERS ARE MOUNTED TO VENTED AND HEATSINKED CIRCUIT BOARDS WITHIN EACH LED TUBE. LED'S ARE NEUTRAL WHITE (CCT 4000K).
- LED DRIVER:** UL AND CUL RECOGNIZED CONSTANT CURRENT LED DRIVERS OPERATE ON INPUT VOLTAGES FROM 120-277VAC, 50/60HZ AND ARE MOUNTED TO AN ALUMINUM BRACKET AND SECURED TO A BARRIER PLATE. A QUICK DISCONNECT TO THE LINE IN IS PROVIDED FOR EASY REMOVAL OF THE LED POWER SUPPLY AND MODULE. DRIVER IS INDEPENDENTLY UL LISTED FOR WET LOCATION. 20KA SURGE PROTECTOR WITH "ON" LED OPERATIONAL INDICATOR AND END OF LIFE OPEN CIRCUIT PROTECTION FOR LUMINAIRE. 0 TO 10 DIMMING BALLAST PROVIDED.
- ARM:** ARM EXTENSION AND CENTER CONSTRUCTED FROM STEEL PIPE, ALL OTHERS CAST ALUMINUM CONSTRUCTION.
- SHAFT:** 8" TO 4.36" TAPERED STEEL SHAFT, FABRICATED FROM HIGH GRADE, (11 GAUGE) STRUCTURAL STEEL. REINFORCED HAND HOLE WITH COVER PLATE. INTERNAL GROUNDING LUG PROVIDED.
- BASE PLATE:** FABRICATED FROM STRUCTURAL QUALITY HOT ROLLED STEEL. BASE TELESCOPES AND IS CIRCUMFERENTIALLY WELDED TO SHAFT.
- SPLIT BASE:** TWO PIECE WRAPAROUND, CORROSION RESISTANT, DURABLE CAST ALUMINUM CONSTRUCTION. MINIMUM .225 WALL THICKNESS. BASE CONSISTS OF A SMOOTH TAPERED BOTTOM SECTION AND A DECORATIVE TAPERED FLUTED SECTION WITH EVENLY SPACED RAISED VERTICAL FLUTES. BASE IS FURNISHED WITH A CONTOURED, FLUTED FLUSH HAND HOLE AND COVER. HAND HOLE COVER SUPPLIED WITH TAMPER RESISTANT HARDWARE. (4) 1/4"-20 SET SCREWS PROVIDED TO SECURE DECORATIVE BASE TO SHAFT.
- ANCHORAGE:** (4) 1"X3/8" FULLY GALVANIZED ANCHOR BOLTS. EACH BOLT SUPPLIED WITH TWO NUTS AND TWO WASHERS.
- FINISH:** **FIXTURE AND BASE:** POLYESTER POWDER COAT. (COLOR: BLACK TEXTURED, RAL-9005-T.)  
**POLE AND ARM ASS'Y:** POLYESTER POWDER COAT. COLOR: BLACK SMOOTH, RAL-9005.)



SCALE: 1/2" = 1'-0"



1			
SYM.	REVISION	BY	DATE

		PARTY NO.		REV.
		DR'N	CHK'D	MAT'L
TOLERANCE UNLESS NOTED		DATE 11/28/17	SCALE	SHEET
DESCRIPTION		CS-7401		
660 WEST AVENUE O, PALMDALE, CA. 93551 Ph. (661) 233-2000 - Fax (661) 233-2001				

# LIGHT POLE BID HISTORY

Horicon Bowling Green Park Improvements Project

The first time the project was bid in June 2017 ....

Item Description	Uofm	Qty	RLAM		Solutions 101 LLC	
			Unit Price	Total	Unit Price	Total
Light Pole Assembly, Pathway	Ea.	9	\$7,500	\$67,500	\$8,050	\$72,450
Light Pole Assembly, Parking Lot	Ea.	2	\$8,000	\$16,000	\$8,050	\$16,100

TOTAL LOW BID COST (for 11 poles) = \$83,500

In the rebid, nothing changed with specification of the base bid light pole. The rebid results....

Item Description	Uofm	Qty	R&R Wash Materials, Inc.		Woleske Construction		Janke General Contractors		Solutions 101 LLC		Ptaschinski Const, Inc	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Light Pole Assembly, 16-foot Pathway	Ea.	9	\$2,900	\$26,100	\$3,000	\$27,000	\$5,050	\$45,450	\$4,800	\$43,200	\$2,675	\$24,075
Light Pole Assembly, 27-foot Parking Lot	Ea.	2	\$3,700	\$7,400	\$3,800	\$7,600	\$6,100	\$12,200	\$5,800	\$11,600	\$3,454	\$6,908

TOTAL LOW BID COST (for 11 poles) = \$33,500 (60% savings)

A bid alternate was also done for a standard WisDOT pole, the cost of the poles was \$9,350 less than the base bid. The Council decided to stay with the base bid decorative poles.

Item Description	Uofm	Qty	R&R Wash Materials, Inc.		Woleske Construction		Janke General Contractors		Solutions 101 LLC		Ptaschinski Const, Inc	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Alternative Light Pole Assembly, 16-foot Pathway	Ea.	9	\$2,150	\$19,350	\$1,944	\$17,496	\$2,841	\$25,569	\$2,800	\$25,200	\$1,730	\$15,570
Alternative Light Pole Assembly, 27-foot Parking Lot	Ea.	2	\$2,400	\$4,800	\$1,999	\$3,998	\$3,600	\$7,200	\$3,600	\$7,200	\$1,730	\$3,460

TOTAL LOW BID COST (for 11 poles) = \$24,150

**ORDINANCE NO. 2018-**

**AN ORDINANCE SETTING COMPENSATION FOR ELECTED OFFICIALS PURSUANT TO SECTION 2-2-9 AND SECTION 3-1-16(a) OF THE MUNICIPAL CODE.**

**THE COMMON COUNCIL OF THE CITY OF HORICON DOES ORDAIN AS FOLLOWS:**

That pursuant to Section 2-2-9 and 3-3-16(a) of the Municipal Code of the City of Horicon, compensation for elected officials taking office after the 2018 Spring Election shall be as follows:

Mayor	\$380.00 per month
Plus Auto Allowance	\$ 80.00 per month

This Ordinance shall be in full force and effect upon its passage, approval and publication as provided for by law.

Introduced by Alderperson \_\_\_\_\_ this 27<sup>th</sup> day of February, 2018.

Adopted and approved this 27<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
Steven D. Neitzel, Mayor

ATTEST:

\_\_\_\_\_  
Kristen M Jacobson, City Clerk-Treasurer



**ZOLL Medical Corporation**

Worldwide Headquarters  
269 Mill Rd  
Chelmsford, Massachusetts 01824-4105  
(978) 421-9655 Main  
(800) 348-9011  
(978) 421-0015 Customer Support  
FEDERAL ID#: 04-2711626

**TO: Horicon EMS**

**QUOTATION 266056 V:1**

**DATE:** February 06, 2018

**TERMS:** Net 30 Days

**FOB:** Shipping Point

**FREIGHT:** Free Freight

220 Ellison Street  
Horicon, WI 53032

Attn: **Carol Baker**

email: [caroleba717@gmail.com](mailto:caroleba717@gmail.com)

Tel: 920-485-3512

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	601-2121011-01	<p><b>X Series Manual Monitor/Defibrillator \$14,995</b> with 4 trace tri-mode display monitor/ defibrillator/ printer, comes with Real CPR Help®, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5"( 16.5cm) diagonal screen, full 12 ECG lead view with both dynamic and static 12-lead mode display.</p> <p><b>Accessories Included:</b></p> <ul style="list-style-type: none"> <li>• MFC cable</li> <li>• MFC CPR connector</li> <li>• A/C power adapter/ battery charger</li> <li>• A/C power cord</li> <li>• One (1) roll printer paper</li> <li>• 6.6 Ah Li-ion battery</li> <li>• Carry case</li> <li>• Declaration of Conformity</li> <li>• Operator's Manual</li> <li>• Quick Reference Guide</li> <li>• <b>One (1)-year EMS warranty</b></li> </ul> <p><b>Advanced Options:</b></p> <p><b>Real CPR Help Expansion Pack \$ 995</b> CPR Dashboard quantitative depth and rate in real time, release indicator, interruption timer, perfusion performance indicator (PPI)</p> <ul style="list-style-type: none"> <li>• See - Thru CPR artifact filtering</li> </ul> <p><b>Masimo Pulse Oximetry</b></p> <p><b>SP02 \$1,795</b></p> <ul style="list-style-type: none"> <li>• Signal Extraction Technology (SET)</li> </ul>	2	\$34,452.00	\$28,474.50	\$56,949.00 *

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which accompany this quote. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions shall have no force or effect except to the extent agreed in writing by ZOLL.

1. DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. **PRICES QUOTED ARE VALID UNTIL MARCH 31, 2018.**
3. APPLICABLE TAX WILL BE ADDED AT THE TIME OF INVOICING.
4. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
5. **FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015 OR EMAIL TO [ESALES@ZOLL.COM](mailto:ESALES@ZOLL.COM).**
6. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
7. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING [www.zollwebstore.com](http://www.zollwebstore.com).

Daniel Brehm  
EMS Territory Manager  
800-242-9150, x9891



**ZOLL Medical Corporation**

Worldwide HeadQuarters  
 269 Mill Rd  
 Chelmsford, Massachusetts 01824-4105  
 (978) 421-9655 Main  
 (800) 348-9011  
 (978) 421-0015 Customer Support  
 FEDERAL ID#: 04-2711626

**TO: Horicon EMS**

220 Ellison Street  
 Horicon, WI 53032

Attn: **Carol Baker**

email: [caroleba717@gmail.com](mailto:caroleba717@gmail.com)

Tel: 920-485-3512

**QUOTATION 266056 V:1**

DATE: February 06, 2018

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Free Freight

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
6	8200-000100-01	Single Bay Charger for tthe SurePower and SurePower II batteries	1	\$945.00	\$774.90	\$774.90 *
7	7800-0214	MRX Biphasic w/Pacing, 12 lead + 3 parameters Trade-In	2		(\$4,846.16)	(\$9,692.32) **
<p>*Reflects Wisconsin EMS Association (WEMSA) Contract Pricing.</p> <p>**Trade-In Value valid if all equipment purchased is in good operational and cosmetic condition, and includes all standard accessories. Customer assumes responsibility for shipping trade-in equipment to ZOLL Chelmsford within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.</p> <p>**Trade value guaranteed only through March 31, 2018.</p>						

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which accompany this quote. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions shall have no force or effect except to the extent agreed in writing by ZOLL.

**TOTAL \$49,999.98**

- DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
- PRICES QUOTED ARE VALID UNTIL MARCH 31, 2018.**
- APPLICABLE TAX WILL BE ADDED AT THE TIME OF INVOICING.
- ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
- FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015 OR EMAIL TO [ESALES@ZOLL.COM](mailto:ESALES@ZOLL.COM).
- ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
- PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING [www.zollwebstore.com](http://www.zollwebstore.com).

Daniel Brehm  
 EMS Territory Manager  
 800-242-9150, x9891



**CITY OF HORICON  
ADMINISTRATIVE ASSISTANT  
CLERK-TREASURER OFFICE  
JOB DESCRIPTION**

**POSITION SUMMARY**

This position involves a variety of administrative support services for the general public, City Clerk-Treasurer, Common Council, and other Department Heads.

**POSITION ACCOUNTABILITY**

The Administrative Assistant works under the direction of the City Clerk-Treasurer. This position has no subordinates

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- General administrative clerical duties for the City office.
- Process incoming/outgoing mail for distribution to Departments and Post Office.
- Prepare and follow up on bills for services, including but not limited to, Utilities, EMS, Fire, snow removal, sidewalk repairs and weed cutting.
- Receive and process payments for services, including but not limited to, Utilities, EMS, Fire, snow removal, sidewalk repairs, weed cutting and property taxes.
- Submit EMS bills to Medicare and/or Medical Assistance.
- Issue licenses and permits, including but not limited to, dog licenses, cat licenses, parking permits and swimming passes. Follow up on unlicensed dogs and cats.
- Process applications for, including but not limited to, Operator Licenses, Liquor Licenses, Amusement Licenses, Cigarette Licenses and other miscellaneous permits.
- Process and maintain Utility billing system and associated records.
- Set up meter appointments and process meter changes.
- Assist with processing Accounts Payable.
- Process and maintain Account Receivable system and generate reports.
- Maintain and upload information to City Website.
- Complete Special Assessment Letters.
- Prepare Ordinances and Resolutions, Oaths of Office and Certificate of Appointments
- Type letters and correspondence.
- Type and post meeting notices.
- Type and distribute Council/committee meeting minutes.
- File original Ordinances and Resolutions.
- Perform routine office filing.
- Schedule the use of City Hall facilities and Park facilities by individuals and organizations.
- Maintain index of Council action- annual and master.
- Assemble and inventory records for disposal.
- Maintain list of Mayor's appointments and update Official Directory.
- Order office supplies.
- Assist with absentee voting and voter registration.
- Assist with duties of other office personnel in their absence.
- Handle inquiries for property information.
- Perform other duties as assigned by the Clerk-Treasurer.

### **REQUIRED MINIMUM QUALIFICATIONS**

- High School diploma
- Associate's Degree in Administrative Professional, Business Management, or other closely related field; or three or more years experience in local government or business.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough working knowledge of computers and Microsoft Office.
- Skilled in operation of 10-key calculator, multi-line phone system, fax machine, copier, and other office equipment as may be required.
- Ability to effectively communicate with the public, other government officials and employees through various channels.
- Ability to manage and handle cash and check payments in an accurate manner.
- Ability to effectively and efficiently schedule, organize, and complete work.
- Ability to interact well with others, including co-workers and the public is necessary.
- Ability to keep and maintain accurate and complete records.
- Ability to establish and maintain effective working relationships with employees, other departments, Department Heads, public officials, and the public.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to use sound judgement when screening and referring inquiries by phone or in person.
- Ability to work in a governmental office that is fast paced and where projects and priorities change quickly.
- Ability to learn new software and office systems.
- Ability to treat matters confidentially.
- Ability to perform job duties with considerable independent judgement and initiative under limited supervision.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for prolonged periods of time; talk; hear; use hands and fingers to feel, handle, and operate objects, tools, and equipment; and reach with hands and arms. The employee is occasionally required to walk and stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job duties are performed in an office setting and the noise is typical of that of a normal office setting.



# Horicon Police Department

220 Ellison Street  
Horicon, Wisconsin 53032  
[www.ci.horicon.wi.us](http://www.ci.horicon.wi.us)

Chief Joseph W. Adamson  
(920) 485-3555  
Fax (920) 485-3550  
**Tip Line (920) 485-3559**

Date: January 31, 2018

To: Horicon Common Council  
Mayor Steve Neitzel

From: Joseph W. Adamson, Chief of Police

A handwritten signature in black ink, appearing to be "J. Adamson", written over the name in the "From:" field.

Re: Disposal of Public Records

Section 3-3-7 of the Municipal code gives authority for City Officers to dispose of certain public records. The following is a listing of public records that are kept in the Police Department which I have determined are obsolete and of no further use:

- Accounts Payable Vouchers with Vendor Invoices – 2015
- Timecards - 2015
- Open Record Requests – 2015
- Non Felony Incident Reports – 2010
- Parking Tickets – 2015
- Officer Monthly reports - 2015

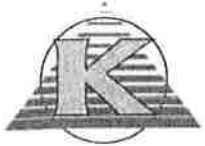
Please place this item on the Council Agenda for action.

If you wish to see these records, they are available at the Police Department.

# **CITY OF HORICON IMPLEMENTATION PLAN FOR COMPLETE STREETS POLICY**

The City of Horicon shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

- 1.** The designees of the Transportation and Public Works and Planning and Development departments, and other relevant departments, agencies, or committees will incorporate Complete Streets principles into all existing plans, manuals, checklists, decision-trees, rules, regulations, and programs as appropriate (including, but not limited to the Master Thoroughfare Plan, the Comprehensive Plan, Capital Improvement Plan, and other appropriate planning or guidance documents);
- 2.** Transportation and Public Works, Planning and Development, and other relevant City departments, agencies, or committees will update current design guidelines and standards, including subdivision regulations that apply to new roadway construction, to ensure that they reflect the best available design standards and guidelines to effectively implement Complete Streets;
- 3.** When available, the City shall encourage staff training on Complete Streets and associated elements through attending conferences, classes, seminars, and workshops;
- 4.** The City shall prioritize opportunities to create a complete transportation network that provides connected facilities to serve all people and modes of travel, now and in the future. City staff shall utilize project selection criteria that supports Complete Streets projects;
- 5.** The Transportation and Public Works and Planning and Development Departments shall prepare a Complete Streets project guide that ensures interdepartmental/interagency coordination during project scoping and consideration of all users and modes, connected travel networks, and nearby land uses;
- 6.** Every Complete Streets project shall include an educational component, to ensure that all people using the transportation system understand and can safely utilize Complete Streets project elements.



**KUNKEL**  
engineering  
group

107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

February 2, 2018

Mr. David Magnussen, Director of Utilities  
City of Horicon  
404 E Lake Street  
Horicon, WI 53032

**Re: Horicon Street - Street & Utility Extension  
Engineering Services Proposal**

Dear Mr. Magnussen:

Please consider this transmittal a formal proposal for Kunkel Engineering Group to provide Engineering Services to include design, construction related services and resident inspection for the proposed street and utility extension of Horicon Street. It is my understanding that the scope of this project includes extending underground utilities and the roadway from the existing intersection with City View Boulevard approximately 650 feet to the west to accommodate proposed development in this area. The proposed roadway extension shall consist of a 41' wide street (back of curb to back of curb), with curb & gutter, sidewalk, and concrete driveway approaches, matching that of the existing Horicon Street to the east.

Based upon this, Kunkel Engineering Group herein proposes to undertake Engineering Services for the Horicon Street – Street & Utility Extension Project for a **maximum not to exceed fee of \$62,985.00**, as detailed on Attachment “A”, Scope of Services which accompanies this proposal. The proposal is intended to be comprehensive and incorporate all elements necessary to ensure the design, bidding, construction, and close out of the Horicon Street – Street & Utility Extension Project in accordance with the City of Horicon’s contract requirements and WDNR specifications.

Dave, we at Kunkel Engineering Group sincerely appreciate the opportunity to submit the following proposal to undertake this most important project on behalf of the City of Horicon. As always, you can trust that our services will be provided on time and within budget, paying meticulous attention to every detail associated with this project. In the end, providing the City of Horicon a completed project is intended to serve the City and its residents for decades to come.

Thank you in advance for your consideration of this proposal. I am providing herein ten (10) copies of the proposal and attachments for distribution to the City of Horicon Common Council members. Should you or representatives of the Common Council have any questions or comments please do not hesitate to contact me.

Sincerely,

**KUNKEL ENGINEERING GROUP**



Don Neitzel, General Manager

Enclosure

cc: Mr. Steve Neitzel, Mayor, City of Horicon  
Ms. Kristen Jacobson, Clerk, City of Horicon

ACCEPTED:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

City of Horicon  
Horicon Street – Street & Utility Extension  
Engineering Services

**Attachment “A”  
Scope of Services**

**Design Services**

**A. Field Data Acquisition**

1. Review Existing Reports/Records
2. As-built Street/Sections
3. Location Survey
4. Utility Location:
  - a. Watermain
  - b. Storm Sewer
  - c. Electric/Gas/Telephone
  - d. Sanitary Sewer

**B. Design Phase**

1. Prepare Plan/Profile Base Sheets
2. Determine Pipe Sizing (Water/Sanitary Sewer & Storm Sewer)
3. Prepare Utility Plans
  - a. Sanitary Sewer Extension
  - b. Watermain Extension
  - c. Sewer & Water Laterals
4. Evaluate Pavement & Base Options
5. Prepare Street Plans
  - a. Storm Sewer
  - b. Pavement (Curb and Gutter, Sidewalk)
  - c. Cross Sections
6. Prepare Sewer, Water, & Street Detail Sheets
7. Prepare Erosion Control Plans

**C. Specification Preparation**

1. Municipal Utilities
2. Street/Storm
3. Prepare Special Provisions
4. Prepare Contract Documents
5. Construction Specifications and Contract Documents

**D. Regulatory Agency Compliance**

1. Solicit WDNR Approval
  - a. Sanitary Sewer/Watermain Extension
  - b. Chapter 30 Permits (if required)
  - c. Notice of Intent - Grading

E. Prepare Final Construction Cost Estimate

F. Ancillary Services

1. Provide Utility Coordination
2. Attend Informational Meetings
  - a. Committee of the Whole
  - b. City Council
3. Recommend Soil Borings (if necessary)

**COST OF SERVICE (DESIGN)**

**STREET - \$16,145.00**

**UTILITY - \$15,350.00**

**Construction Related Services (CRS)**

A. Bidding Phase

1. Prepare Bid Advertisement
2. Assemble and Distribute Plans & Contract Documents to prospective bidders
3. Prospective Bidders
4. Correspond to Bidder's Questions
5. Issue Addendum(s) (if necessary)
6. Attend Bid Opening
7. Tabulate Bids
8. Recommend Lowest Responsible Bidder to Council & Utility Commission
9. Assist Owner in Executing Construction Contract Documents

B. Contract Award & Execution

1. Prepare & Distribute Construction Contracts

C. Preconstruction Conference

1. Develop Construction Schedule
2. Establish Lines of Communication
3. Payment Procedures
4. Identify Private Utility Conflicts



D. Field Stake Project

1. Sanitary Sewer
2. Watermain
3. Storm Sewer
4. Street Sub-grade
5. Curb & Gutter
6. Finished Pavement Grades
7. Sidewalk
8. Retaining Walls (if necessary)

E. Project Administration

1. Conduct Periodic Field Visits
2. Correspond with Contractor, Sub-contractors
3. Review Contractors Payment Requests
4. Resolve Contract & Street/Storm Sewer Conflicts
5. Review Material & Equipment, Shop Drawings
6. Prepare & Execute Contract Change Orders (as necessary)

F. Project Status

1. Attend Committee of the Whole & Council Meetings
2. Prepare Written Correspondence (as necessary)

G. Project Closeout

1. Prepare Final Punch List
2. Conduct Final Project Walk through with Horicon Staff, Public Works & Utility Commission Representatives
3. Meet with City Residents (as necessary) regarding restoration, driveway approaches & complaints
4. Field Verify Contractor corrective actions
5. Advise Horicon Staff & Alderpersons
6. Prepare Final Assessments & Attend Public Hearing(s)
7. Prepare As-builts

**COST OF SERVICE (CRS)**

**STREET - \$5,810.00**

**UTILITY - \$5,525.00**

**Project Inspection**

**A. Inspect Project Improvements**

1. Sanitary Sewer
2. Watermain
3. Water and Sewer Services
4. Storm Sewer
5. Subgrade/Aggregate Base & Pavement
6. Concrete Installation
  - a. Curb & Gutter
  - b. Driveway Approaches
  - c. Sidewalk
7. Restoration
  - a. Roads/ROW
  - b. Private Property (behind ROW)

**B. Construction Monitoring**

1. Verify Payment Request Quantities
2. Construction Schedule Adherence
3. Address Citizen Concerns

**COST OF SERVICE (INSPECTION)**  
**STREET - \$10,335.00**  
**UTILITY - \$9,820.00**

**Notes:**

1. Services described herein are intended to be comprehensive. Should the City of Horicon require more or fewer services than described, costs and adjustments will be negotiated.
2. The costs for soil borings, foundation inspection, materials testing and analysis will be invoiced directly to the owner as a separate contract with a selected firm.
3. Costs associated with Kunkel Engineering Group services for boundary surveys or environmental remediation is not included within the context of this proposal.
4. Kunkel Engineering Group will attend meetings with the City of Horicon, as necessary, to ensure the project conforms to the City's requirements. The City of Horicon **will not** be invoiced for Kunkel Engineering Group's attendance at said meetings.

Ship To:  
 Dustin Woock  
 Horicon EMS  
 220 Ellison St.  
 Horicon, WI 53032  
 920-210-8559  
 woockd@gmail.com

Bill To:  
 Same as Ship To

# IMAGETREND Quote

WARDS

Salesperson	Quote Number	Date
Mike Tamasi	MT-838	December 15, 2017

Description	Qty	Unit Price	Total
<b>EMS/Fire Mobile Products</b>			
<b>ImageTrend Elite™ Field</b>			
ImageTrend Elite Field Site License	1	\$1,250.00	\$1,250.00
ImageTrend Elite Field Site License Annual Support	1	\$400.00	\$400.00
<b>TOTAL Year 1</b>			<b>\$1,650.00</b>
<b>*Annual Fees after Year 1</b>			<b>\$400.00</b>

**Terms of Agreement**

The above mentioned items will be invoiced upon Contract signature with payment terms of net 30 days.

\* The recurring annual fees will be invoiced annually in advance.

\* Project completion occurs upon receipt of the product.

\* ImageTrend's license, annual support and hosting are based on 400 annual incidents as provided by Client.

\* IMAGETREND will perform price increases of the recurring fees. The first price increase will occur with the fees due for Year 2. These price increases will occur once a year and may not exceed 3% of the price then currently in effect.

\* This proposal is valid for 90 days.

IMAGETREND will invoice sales tax to non-exempt CLIENTS where applicable.

**DISCLAIMER:** This quote creates no legal obligations. This letter is intended to confirm the parties' current understanding of the terms, but it is not intended to create any legal obligations with respect to any of the terms. Neither party should rely on this quote and no legal or equitable remedy will arise from any such reliance. Instead, the parties must reach a final agreement. A final agreement will be a condition precedent to any binding obligations. A fully executed Contract Agreement will be required to be completed before an order is processed.

Approved As:  
 ImageTrend, Inc.

Horicon EMS

\_\_\_\_\_  
 Initials

\_\_\_\_\_  
 Dated

If you have any questions regarding this proposal, contact:  
 Mike Tamasi at 952-469-6472 or mtamasi@imagetrend.com

0

[contracts@imagetrend.com](mailto:contracts@imagetrend.com)  
 Thank you for your business!