

CITY OF HORICON

404 EAST LAKE STREET
HORICON WI 53032

MEETING NOTICE

DATE ISSUED: March 13, 2020

BY: Susan Hady

PERSONNEL & FINANCE COMMITTEE

ATTENDEES:

Susan Hady	Donald Miller	Forrest Frami	Kristen Jacobson
Joseph Adamson	Timothy Kingman	Alexandra Harvancik	Mark Tesch
Carole Baker	Pat Bulman	C: Mayor Grigg	

DATE: Monday, March 16, 2020

TIME: 6:00 p.m.

LOCATION: City Hall, Activity Room B

LEADER: Susan Hady, Chairperson

AGENDA:

1. Call to Order.
2. Roll Call.
3. Public Appearances.
4. Approve Previous Minutes.
5. East Lake Street (Hwy 33) Manhole & Pavement Repair Bids.
6. GIS Mapping Proposal.
7. Change Order No. 1 – Wastewater Treatment Plant Phosphorus Improvement Project.
8. Clinton Street Cell Tower Update.
9. Disposal of Public Records from Clerk's Office.
10. February 2020 Payables.
11. Set Next Meeting Date.
12. Non-Action Discussion.
13. Adjourn.

IF UNABLE TO ATTEND, PLEASE NOTIFY: Kristen Jacobson

PHONE: 485-3500

DATE POSTED: 03/13/2020

TIME POSTED: 2:30 p.m.



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

March 2, 2020

Ms. Kristen Jacobson, Clerk
City of Horicon
404 E. Lake Street
Horicon, Wisconsin 53032



**Re: City of Horicon – STH 33 Manhole & Pavement Repairs Project
Construction Contract Award – Recommendation**

Dear Ms. Jacobson:

Please find accompanying this transmittal the “Bid Tabulation” for the STH 33 Manhole & Pavement Repairs Project that was bid on February 21, 2020. There were two bids received for this project, with Ptaschinski Construction, Inc. from Beaver Dam, Wisconsin submitting the low base bid in the amount of \$56,255.00, as well as the low combined bid (Base Bid + Alternate #1 – Underdrain Along Curb) in the amount of \$67,205.00.

Based upon our review, analysis, and experience with the contractor’s past work efforts and in discussing the bids with the DPW Superintendent, we hereby recommend that the City of Horicon award a construction contract for both the base bid and Alternate #1 to Ptaschinski Construction, Inc., of Beaver Dam, Wisconsin for the STH 33 Manhole & Pavement Repairs Project in the amount of \$67,205.00.

Kristen, should either you or the Common Council have any questions or comments regarding this transmittal or the project, please feel free to contact me at your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

Don Neitzel, G.M.

Enclosures

cc: James Grigg, Mayor
Tim Kingman, DPW Superintendent
Tom Ptaschinski, Ptaschinski Const.

BID TABULATION
 City of Horicon
STH 33 Manhole & Pavement Repairs
 Friday, February 21, 2020 at 1:00 p.m.



Item No.	Base Bid	Quantity	Unit	Plaschinski Construction Inc. - Beaver Dam, WI		Wood Sewer & Excavating, Inc. - New London, WI	
				Unit Price	Total	Unit Price	Total
1	Hot Asphalt Pavement Repair	80	TN	\$251.00	\$20,080.00	\$248.00	\$19,840.00
2	Urban Doweled Concrete Pavement Repairs	40	SY	\$75.00	\$3,000.00	\$120.00	\$4,800.00
3	Storm Sewer Manhole Adjustments	8	EA	\$2,500.00	\$20,000.00	\$3,600.00	\$28,800.00
4	Traffic Control and Access	1	LS	\$9,675.00	\$9,675.00	\$7,490.00	\$7,490.00
5	Construction Erosion Control	1	LS	\$1,500.00	\$1,500.00	\$1,690.00	\$1,690.00
6	Contract Allowance for Materials and Compaction Testing	1	EA	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
				Total Base Bid	\$56,255.00	Total Base Bid	\$64,620.00
ALTERNATE							
	Underdrain	300	LF	\$36.50	\$10,950.00	\$35.00	\$10,500.00
						Read as \$69,620.00	

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GIS Mapping




Neitzel, Donald <dneitzel@geo-logic.com>

Mon 3/2/2020 2:04 PM

Tim Kingman ✉







Hello Tim,

I asked Alex to prepare the summary below of the GIS work that could be done, utilizing the existing CAD file created by Cody as the base data. Item #1 would create a base map that would incorporate aerial photography, street labels, and parcel lines. From what Alex has told me, this base data from Cody does not include South Wind Trail, Washington Street, Valley Street, Horicon Street Extension, the Horicon High School Utility Relay, and the TID #5 utility Extension. So Item #1 would be utilizing all of the base data that Cody has completed. In Item #2, Alex would incorporate all of the sanitary and water information for the missing streets listed above. The remaining items are all options that could be done or could be completed in phases. Obviously there is a lot more that could be added to the map in terms of information, attributes, etc..., but this is a good starting point and would cover the immediate needs of creating an accurate record of the sanitary sewer and watermain infrastructure in the City. Following your review, please feel free to give me a call to discuss.

1. Base GIS System Map (4 Days) - \$2,720

- Base Map will include: Street Labels, Aerial Photography, parcel lines
- Set up a Basic Sanitary and Water GIS Map
 - Will include attributes for Pipe Diameter & Material
 - Will include manholes, valves, hydrants, lift stations etc.
 - Can include names of lift stations, wells, towers etc

2. Sanitary and Water System Updates (1.5 Days) - \$1,020

- Add Missing Projects to the Map
 - South Wind Trail, Washington St, Valley St, Horicon St Extension, Horicon School, TID #5 Utility Extension
 - This list should be verified with Cody
- Cody could also add this information to his cad file before we start and then we would not need to set it up.

3. (Optional) Add Storm System to map (2 Days) - \$1,360

- Cody does not have all the storm system drawn for the city, but we can add the information he has so far to the map.
 - Will include attributes for Pipe Diameter and Material
 - Will include manholes and inlets.
 - Outfall locations and names of outfalls can be added if they are included in Cody's map or if he wants to add them.

4. (Optional) Map Books (1 Day) - \$680

- Set of Map books for each utility with and/or without aerial

5. (Optional) Building Attribute Data (Date of Installation) Based on old maps

- Install year for sewer and watermain projects (1.5 days) - \$1,020
 - this could be pulled off old system maps
 - things that we do not have on record will contain null dates.
- Valve, Hydrant, and Manhole Numbering System
 - The time factor in this depends a lot on what type of system we build.



Strand Associates, Inc.*
 910 West Wingra Drive
 Madison, WI 53715
 (P) 608-251-4843

February 18, 2020

CHANGE ORDER NO. 1

PROJECT: Wastewater Treatment Plant Phosphorus Improvements
 OWNER: City of Horicon, Wisconsin
 CONTRACT: 1-2019
 CONTRACTOR: Hady Electric, Inc.

Description of Change

1a	Provide heated suction tubing for orthophosphate analyzer instead of polyvinyl chloride piping.	ADD	\$1,593.93
1b	Delete asphalt restoration at site driveway.	DEDUCT	(\$1,300.00)
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$293.93

Contract Price Adjustment

Original Contract Price	\$92,000.00
Previous Change Order Adjustments	\$0.00
Adjustment in Contract Price this Change Order	\$293.93
Current Contract Price including this Change Order	\$92,293.93

Contract Substantial Completion Date Adjustment

Original Contract Substantial Completion Date	August 31, 2019
Contract Substantial Completion Date Adjustments due to previous Change Orders	0 Days
Contract Substantial Completion Date Adjustments due to this Change Order	132 Days
Current Substantial Contract Completion Dates including all Change Orders	January 10, 2020

Contract Final Completion Date Adjustment

Original Contract Final Completion Date	September 30, 2019
Contract Final Completion Date Adjustments due to previous Change Orders	0 Days
Contract Final Completion Date Adjustments due to this Change Order	144 Days
Current Final Contract Completion Dates including all Change Orders	February 21, 2020

City of Horicon—Hady Electric, Inc.
Contract 1-2019, Change Order No. 1
Page 2
February 18, 2020

This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED



ENGINEER—Strand Associates, Inc.®

2/28/20

Date

APPROVED



CONTRACTOR—Hady Electric, Inc.

02-25-20

Date

APPROVED

OWNER—City of Horicon, Wisconsin

Date

MEMORANDUM

DATE: March 13, 2020
TO: All Alderpersons
Mayor Jim Grigg
Doug Plier, City Attorney
FROM: Kristen M. Jacobson, City Clerk-Treasurer
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 City Clerk's Office which I have determined are obsolete and of no further use:

- Accounts Payable Vouchers with Vendor Invoices – 2012
- Accounts Payable Reports – 1996, 2004-2006
- Accounts Receivable, General Fund/Water/Wastewater - 2012
- Alcohol Licenses – 2010/2011 – 2014/2015
- Bank Statements – 2010-2012
- Cash Receipting – 2012
- Diggers Hotline – 2009-2012
- Election Materials
 - Absentee Ballots and Logs – 2016-2017
 - Equipment Pre-Test and Public Test Logs – 2016-2017
 - Poll Lists - 2016-2017
- Operator Licenses – 2008 – 2012
- Operator Licenses
 - 1 Year - 2009-2016
 - 2 Year - 2012-2014, 2013-2015, 2014-2016, 2015-2017
- Payroll Timecards – 2015
- Payroll Reports – 2005
- Pet License Reports to County
- Tax Collections – 2012-2014
- Utility Payment Stubs – 2018
- Utility Applications – Terminated Customers

I am requesting approval for the disposal of the above records. I will place this on the agenda for the March meeting.

If you wish to see these records, they are available in the Clerk's Conference Room.