

CITY OF HORICON
NOTICE OF EMERGENCY SPECIAL COUNCIL MEETING
MARCH 18, 2020 6:00 P.M.
CITY HALL, ACTIVITY ROOM, 404 E. LAKE STREET

An Emergency Special Council Meeting is being held pursuant to WI Stats 19.84(3) to conduct business per the following agenda:

AGENDA

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Public Appearances.
5. Act on Council Minutes for February 25, 2020.
6. Act on Resolution 2020-03, Resolution Adopting the Proclamation Declaring a Public Health Emergency in Response to the Coronavirus Disease 2019 (COVID-19).
7. Act on Ordinance 2020-06, An Ordinance Repealing and Recreating Title 2 Chapter 2 Mayor; Common Council Section 2-2-5(c) of the Municipal Code of the City of Horicon.
8. COVID-19 Discussion.
9. Act on Certified Survey for Parcels 236-1116-0633-073 (306 Washington Street) and 236-1116-0633-125 (218 Kilbourn Street).
10. Act on East Lake Street (Hwy 33) Manhole & Pavement Repair Project Bids. (Hady)
11. Act on Change Order #1 – Wastewater Treatment Plant Phosphorus Improvement Project.
12. Act on Disposal of Public Records from the Clerk’s Office. (Hady)
13. Act on February 2020 Payables. \$3,936,205.20 (Hady)
14. Adjourn.

Posted: 3/18/2020 11:00 a.m.

Copy to: Dodge County Pionier 3/18/2020
Daily Citizen
W.B.E.V.
W.M.R.H.
W.M.D.C.

RESOLUTION NO. 2020-03

**RESOLUTION ADOPTING THE PROCLAMATION DECLARING A PUBLIC HEALTH EMERGENCY
IN RESPONSE TO THE CORONAVIRUS DISEASE 2019 (COVID-19)**

WHEREAS, COVID-19, a novel strain of the coronavirus, was detected in December 2019, and has subsequently spread throughout numerous countries and the United States, including Wisconsin, *and*

WHEREAS, international organizations, the federal, state, and local governments are all working together to contain COVID-19, *and*

WHEREAS, citing the World Health Organization's declaration of a Public Health Emergency of International Concern, and the United States Department of Health and Human Services declaration of a Public Health Emergency, the Governor of the State of Wisconsin, by Executive Order #72 on March 12, 2020, *and*

WHEREAS, the City of Horicon has been working to protect the community from the spread of this disease, and to prepare the impacts it may have, *and*

WHEREAS, in order to protect the health and well-being of residents and visitors, the City of Horicon must avail itself of all resources needed to respond to and contain the presence of COVID-19.

NOW THEREFORE, BE IT RESOLVED, that the Common Council of the City of Horicon, Dodge County, Wisconsin in an effort to keep the City of Horicon residents healthy and safe, hereby ratify the Proclamation Declaring A Public Health Emergency In Response To The Coronavirus Disease 2019 (COVID-19), dated March 17, 2020, as issued by City of Horicon Mayor Grigg.

Introduced by Alderperson _____ this 18th day of March 2020.

Adopted and approved this 18th day of March 2020.

James R. Grigg, Mayor

ATTEST:

Kristen M. Jacobson, Clerk-Treasurer

ORDINANCE NO. 2020-06

**AN ORDINANCE REPEALING AND RECREATING TITLE 2 CHAPTER 2 MAYOR; COMMON COUNCIL
SECTION 2-2-5 (c) OF THE MUNICIPAL CODE OF THE
CITY OF HORICON**

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

Section 2-2-5 Standing Committees; Action on Committee Reports Section (c) of the Municipal Code of the City of Horicon is hereby repealed and recreated to read as follows:

(c) **Meetings.** Standing committees shall meet at least once each month. Committee Chairpersons shall prepare a brief report summarizing their respective committee activities and present said reports at regular Council meetings. The Personnel & Finance, Public Safety, and Public Works & Development committee meetings may be held as part of a "Committee of Whole" monthly meeting of the entire Common Council.

This ordinance shall become effective upon passage and publication as provided by law.

Introduced by Alderperson _____, this 18th day of March 2020.

Adopted this 18th day of March 2020.

James R. Grigg, Mayor

ATTEST:

Kristen M. Jacobson, City Clerk-Treasurer



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				Plaschinski Construction Inc. - Beaver Dam, WI		Wood Sewer & Excavating, Inc. - New London, WI	
	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	80	TN	\$251.00	\$20,080.00			\$248.00	\$19,840.00
2	40	SY	\$75.00	\$3,000.00			\$120.00	\$4,800.00
3	8	EA	\$2,500.00	\$20,000.00			\$3,600.00	\$28,800.00
4	1	LS	\$9,675.00	\$9,675.00			\$7,490.00	\$7,490.00
5	1	LS	\$1,500.00	\$1,500.00			\$1,690.00	\$1,690.00
6	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
Read as \$69,620.00								
ALTERNATE	Underdrain	300	LF	\$36.50	\$10,950.00		\$35.00	\$10,500.00



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

 2/28/20
ENGINEER-Strand Associates, Inc.® Date

APPROVED
 02-25-20
CONTRACTOR-Hady Electric, Inc. 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.