

# CITY OF HORICON

404 EAST LAKE STREET  
HORICON WI 53032

## MEETING NOTICE

DATE ISSUED: October 14, 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: Thursday, October 15, 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. Request for 2020 Budget Funds – Oak Hill Cemetery Association.
6. Assessor Contract 2021 – 2023.
7. Curb and Gutter, Sidewalk, Driveway Apron Replacement – Vine Street.
8. Authorize Disposal of City Property – Street Signs.
9. Wage Rates for Election Officials – Presidential Election.
10. September 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: 10/14/2020

TIME POSTED: 2:30 p.m.

**Oak Hill Cemetery Association – Horicon**

**Members of the City Council**

**Members of the finance Committee.**

**We request, at this time, the budgeted \$7,500.00 so the necessary bills, salaries, etc. may be taken care of as they become due.**

**Thank You for your approval.**

**Sincerely,**



**Dennis R. Dehn  
Secretary/Treasurer**

**Dated: 16Sep2020**

**News – Notes – and Items of Interest.**

1. **The number of burials are up from last year. About 43% were cremation burials of the 21 burials so far. In 2019 we had 13 burials at this time of the year, with 38% full burials.**
2. **The Cemetery Board currently consists of Jerry Bunkoske (President), Lloyd Wagener (Vise-Pres.), Bruce Spittel, Ralph Muenchow, and Rich Greshay hold trustee positions for 2020-2021. I will continue to be the Secretary Treasurer. My lead man is Marc Kreger, and working under Marc is Gregg Buhalog and John Hesprich plus Dave Aschaker is our fill-in guy.**
3. **Currently the burial plots are \$500 to be in line with local cemeteries. This has been in effect since Jan2020. One plot can hold (2) cremation burials, or one full burial plus one cremation burial. We started requiring a cremation vault in December 2015.**

**The current fees are listed below. They have been in effect since: 1Jan2019.**

	Standard Burial	Cremation Burial	Additional Fees
Weekday	\$750	\$325	
Saturday	\$900	\$425	
Sunday	\$975	\$475	
Winter Rates			\$150 December - March
Burial 4-5PM			\$125
Headstone Marking			\$40

4. **The pump house West double door now has a steel panel along the bottom. We are currently winning the fight against the small animals of the cemetery. The cemetery crew added a new coat of white paint to the wood fencing.**
5. **The loader on the 1026R compact utility tractor has been a real asset to the cemetery. The full burials were up this year as mentioned above. (57% full burials) The cemetery crew can stay on top of adding additional dirt as the ground settles.**
6. **The cleaning and restoration of headstones are now being addressed by a Deere retiree. Jerry Heuer is our local contact person for Oak Hill and the area. I feel very confident in directing family's to Jerry and his wife Susan to safely clean headstones. I have known Jerry through my Deere connection, so I am thrilled to have him as a contact. Oak Hill only directs family's to Jerry's cleaning service, with no fees directed through Oak Hill.**

**J & S HEUER**  
 Headstone Restoration  
 Stone Cleaning & Plot Care

Jerry Heuer  
 N9781 Cty Rd C  
 Fox Lake, WI 53933  
 (920) 210-3130  
 gheuer97@gmail.com



7. **Due to the COVID-19 pandemic, all John Deere tours were put on hold corporate wide. Watch for tours to start up again in spring of 2021. Check out the cemetery web site as Chris Spilker updated the link to a new map: <https://wi-horicon.civicplus.com/260/Oak-Hill-Cemetery>**





3005 W. BREWSTER ST., APPLETON, WI 54914 • PH. 920-733-5369 • FAX 920-733-5762  
304 DIVISION ST., P.O. BOX 117, ALTOONA, WI 54720 • PH. 715-834-5801  
2706 BIRCH ST., EAU CLAIRE, WI 54703 • PH. 715-835-1141



Dear City Council,

It is that time of year that budgets begin to be talked about. Our current assessor contract runs through 2020. Last time the City did the 3-year Assessor Contract for the yearly assessor work. I have included a new 3-year contract for 2021, 2022, and 2023. If at any time during this contract the City needs to complete a reassessment, we will write up a new contract for the reassessment and assessor work moving forward.

I would also like to take this time to express my gratitude to the City of Horicon for the past and future business. If anyone has any questions, please feel free to contact myself at 920-733-5369 or [bowmar@sbcglobal.net](mailto:bowmar@sbcglobal.net).

Yours truly,

Nick Marcks

City of Horicon Assessor

Bowmar Appraisal Inc





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CITY OF HORICON ASSESSOR CONTRACT FOR 2021, 2022, and 2023

THIS AGREEMENT by and between BOWMAR APPRAISAL INC., a company hereinafter called the "Appraiser" and the CITY OF HORICON, DODGE COUNTY, WISCONSIN hereinafter called the "City".

WITNESSETH: The Appraiser and City for the consideration stated herein agree as follows:

ARTICLE I

SCOPE OF WORK. The Appraiser shall act as the Assessor for the City for the year 2020, 2021, 2022 and hereby agrees to perform everything to be performed and to complete in a professional manner all the work required under this agreement. All work shall be performed in accordance with Chapter 70 of the Wisconsin State Statutes. The following numbered paragraphs describe the work to be completed under this agreement.

1. The Appraiser shall assess all new construction improvements, all properties which the buildings have been destroyed or moved, and all properties which the original parcel has been split into two or more parcels. All changes in building footprints due to building permits will have their existing digital sketches updated. The Appraiser will continue to use "Market Drive" software and updates it for the year for name, address, and legal descriptions.
2. On all properties in which ownership splits have occurred for that year, new annexations, new property record cards will be made up.
3. The Appraiser shall send out self reporting Personal Property Forms to all personal property accounts in the Municipality and analyze all returns. Doomage assessments will be made on any personal property account who has not sent in his/her return.
4. All forms to be completed for the Department of Revenue by the Assessor will be completed by the Appraiser for the Municipality.
5. The Appraiser will send change of value notices to real estate property owners in which a change in their assessment value is more than \$100. These property owners will be given the opportunity to come into the City Hall to discuss their assessed values with the Appraiser prior to the Board of Review.
6. The Appraiser agrees to hold an open book session at the City Hall at least one day during the year.
7. The Appraiser at his discretion will field check properties in which there appears to a question concerning the assessed value of the property.

8. The Appraiser shall be responsible for the completion of the Real Estate and Personal Property Assessment Roll.
9. The Appraiser will attend all meetings of the Board of Review to explain and defend under oath in regard to such values. In the event of appeal to the courts, it is agreed that the Appraiser shall be available to furnish testimony in defense of the assessed values.
10. All office supplies, stamps and telephone calls made by the Appraiser shall be paid by the Appraiser.
11. The Appraiser shall maintain Workmen's Compensation and Public Liability Insurance on his staff.

ARTICLE II

COMPENSATION: The Municipality shall pay to the Appraiser for the performance of this contract,

2021: \$10,400  
 2022: \$10,600  
 2023: \$10,700

The method of payment shall be mailed invoices throughout the year for services and expenses incurred during the contract for each year. The Municipality shall make payments no later than 30 days after receiving and invoice.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF HORICON, WISCONSIN

APPROVED BY:

CITY OF HORICON

BY \_\_\_\_\_ AS OF \_\_\_\_\_

APPRAISER

BY *[Signature]* AS OF 9/30/2020

WITNESS

BY \_\_\_\_\_ AS OF \_\_\_\_\_

**Hechimovich Masonry Construction Inc.**

325 Buchanan St.  
Mayville, WI 53050

**INVOICE**

Invoice Number: 4974  
Invoice Date: Aug 21, 2020  
Page: 1

Voice: (920) 387-3873  
Fax: (920) 387-2099

Bill To:
CITY OF HORICON 404 E LAKE ST HORICON, WI 53032

Ship to:

Customer ID	Customer PO	Payment Terms	
CITY OF HORICON		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		8/31/20

Qty	Item	Description	Unit Price	Amount
		1. REMOVE AND REPLACE NORTH VINE ST - 30" CURB AND GUTTER - 240'		9,252.00
		3. REMOVE AND REPLACE NORTH VINE ST - 4' WIDTH AT 5" THICK SIDEWALK - 80 SQ FT		1,008.00
		4. REMOVE AND REPLACE NORTH VINE ST - 18' WIDTH AT 5" THICK DRIVEWAY APRON - 72 SQ FT		1,050.00
		5. REMOVE AND REPLACE NORTH VINE ST - 5' WIDTH AT 4" THICK SIDEWALK ( WEST SIDE ONLY) - 715 SQ FT		4,900.00



Subtotal	16,210.00
Sales Tax	
Total Invoice Amount	16,210.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>16,210.00</b>

Check/Credit Memo No: