

CITY OF HORICON

404 EAST LAKE STREET
HORICON WI 53032

MEETING NOTICE

DATE ISSUED: March 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, March 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. Proposed Resolution Relating to the Decommission of the City Cable Television Channel and Disbanding of the Cable Television Commission.
6. Disposal of Public Records – City Clerk's Office.
7. Educational Reimbursement Request – Cody Vanderhei.
8. Operator Licenses.
9. Non-Action Discussion.
10. Adjourn.

IF UNABLE TO ATTEND, PLEASE NOTIFY: Kristen Jacobson

PHONE NUMBER: 485-3500

TIME POSTED: 2:30 p.m.

DATE POSTED: 3/09/2018

RESOLUTION 2018-

A RESOLUTION RELATING TO SECTION 9-3, CABLE TELEVISION, OF THE MUNICIPAL CODE OF THE CITY OF HORICON

WHEREAS, the City of Horicon has programmed an access channel within the City limits on Channel #992 of Charter Communication's cable system over the past several years; and

WHEREAS, the City has ceased all programming of this channel; and

WHEREAS, discontinuing programming on this channel will not affect the cable franchise fees associated with the Cable Television Ordinance; and

WHEREAS, the Cable Television Commission is not a state requirement or a requirement to receive franchise fees.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Horicon, Wisconsin that:

1. The bandwidth necessary to support channel #992 at this time is decommissioned and returned to Charter Communications for their general purpose use.
2. Any gear that was used to program the City's access channel's content would still belong to the City of Horicon.
3. Any edge equipment used to activate the transport from the City's access channel location to Charter's transmission facility would remain the property of Charter Communications.
4. The City of Horicon will continue to assess and receive the associated franchise fees.
5. The Cable Television Commission is disbanded for the present and the indefinite future.

Introduced by Alderperson _____ this 27th day of March 2018.

Adopted and approved this 27th day of March 2018.

Steven D. Neitzel, Mayor

ATTEST:

Kristen M. Jacobson, Clerk-Treasurer

MEMORANDUM

DATE: March 06, 2018

TO: All Alderpersons
Mayor Steve Neitzel
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 – 2009-2010
- Accounts Payable Reports – 2001-2002
- Accounts Receivable, General Fund/Water/Wastewater - 2009-2010
- Bank Statements & Canceled Checks - 2007-2009
- Cash Receipting Reports – 2011-2012
- Payroll Timecards – 2004-2005,2011-2013
- Payroll Reports - 2012
- Real Estate Tax Bills – 2010
- Sales Tax – 2009, 2010
- Tax Exempt Reporting -2008,2010
- Utility Payment Stubs – 2014-2016
- Utility Reports – 2010-2012

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.

3/8/2018

To the Horicon City Council

I would like to ask for the opportunity to be reimbursed for furthering my education. I would like to further my education so I can become a greater asset to the city in the future. The city has always promoted there employees to further their education for the benefit of the city and I am asking for that opportunity.

Sincerely

Cody Vanderhei

certification by an agency of the state must submit proof of satisfactory completion with certification to professionally practice in the State of Wisconsin.

Various other certifications may be requested as proof of completed education at a recognized institution or university. The City reserves the right to obtain necessary information regarding academic transcripts, educational files, health records, or prior employment records of any applicant as may be appropriate to the job in question and or permitted by applicable state law.

Employees required to maintain a valid Commercial Driver's License as a condition of employment shall do so at their expense. The City shall compensate Water and Wastewater Department employees for the cost of maintaining the required certificate (Water Grade I with groundwater and distribution certification, Wastewater through Grade III).

Advanced Education and Training.

The City will reimburse an employee desiring to further his/her education and training in areas specifically relating to his/her Job assignment with the City as follows:

1. Reimbursement will be limited to the actual cost of tuition and books.
2. All requests for educational reimbursement must be made in writing to the City prior to the start of the educational and/or training program. Approval of educational reimbursement shall be in the sole discretion of the City.
3. To be eligible for reimbursement an employee must obtain a grade of "C", the equivalent numerical grade or better, or satisfactorily complete all required course work.
4. All training and/or assistance provided under this program shall be accomplished outside of the employee's normally scheduled working hours.

Notwithstanding the above, the City may, at its sole discretion, grant an employee time off from his/her regularly scheduled work hours without loss in compensation when the City requires an employee to attend an educational and/or training program. Employees who are required to attend an educational and/or training program shall be reimbursed for approved expenses in accordance with current City policy.

TRAVEL AND EXPENSE

The purpose of this policy is to set forth the policies governing travel expenses and to describe certain procedural matters concerning travel authorization, documentation and accounting. The City's objectives are to allow travel arrangements that conserve funds, provide uniform treatment and allow travel in a manner that is dignified and reflects credit on the City. This regulation is applicable for all travel expenses incurred on behalf of the City by employees, elected officials, and boards and commission members.

196-169 Grant Writing \$79.00

Know the basics about grant writing from the preplanning steps to identifying and selecting opportunities. Understand the process, format, content, and submission guidelines you need to be aware of. This foundational grant writing course will get you started in the grant writing world!

Textbook None

196-168 Organizational Development \$473.55

Addresses organizational issues related to how we work and exist within an organizational setting. Explores the environment of organizations, technology, personality and attitudes of members of an organization. Analyzes how these themes affect organizational behavior. Equips managers with skills to manage behavior of people and to develop processes within an organization.

Textbook \$352.00

196-641 Personal Skills For The Workplace \$473.55

Applies the skills and tools necessary to deal with time management, stress and related challenges to a supervisor. Students demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness and dealing effectively with stress.

Textbook \$16.00 \$21.75 \$17.00

196-188 Project Management \$431.55

Introduces the project management process including needs assessment, identification of project resources and costs, establishment of a project schedule, managing the project and assessing the results. In teams, project management concepts are used to analyze problems and create solutions. Students complete true-to-life projects.

Textbook \$331.25

196-191 Supervision

\$473.55

Builds skills necessary for a supervisor to direct individuals and the work that needs to be done within the structure of an organization. Emphasizes the human behavioral aspect of supervision. Focuses on the practical application of supervisory principles of organizing, staffing, leading and controlling.

Text book

\$248.00

196-136 Safety In The Workplace

\$473.55

Introduces safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Studies safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

Textbook

\$156.60

Total \$ 3547.25



Spring 2018
Jan 08, 2018

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

196 428 - Grant Writing 101

Know the basics about grant writing from the preplanning steps to identifying and selecting opportunities. Understand the process, format, content, and submission guidelines you need to be aware of. This foundational grant writing course will get you started in the grant writing world!

0.100 Credit hours

3.000 Lecture hours

Levels: Continuing Education Units

Schedule Types: Lecture

Economic Workforce and Develop Division
Leadership Department

Course Attributes:

Occupational Adult, Material Fee Category 00, Mtrl Fee Cat 00 Contng Ed, Out of State Fees-Tech Dipl, Senr 62 & Over Waiver Allowed

[Return to Previous](#)

[New Search](#)

[XML Extract](#)


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Spring 2018
Jan 08, 2018

Class Schedule Listing

 **The registration dates listed in the course schedule are general dates. Please refer to <http://www.morainepark.edu/admission-and-registration/enroll-in-a-program/register/> for your registration date and time.**

Sections Found

Grant Writing 101 - 31146 - 196 428 - 999

Class times have changed to start and end earlier.

Associated Term: Spring 2018

Registration Dates: Nov 01, 2017 to Jul 31, 2018

Must start between: Mar 23, 2018 to Mar 23, 2018

Levels: Continuing Education Units

Attributes: Occupational Adult, Material Fee Category 00, Mtrl Fee Cat 00 Contng Ed, Out of State Fees-Tech Dipl, Prof Dev Seminar/Wkshp Fees, Senr 62 & Over Waiver Allowed

Fond du Lac Campus Campus
Lecture Schedule Type
Traditional Instructional Method
1 Days Duration
0.100 Credits
Syllabus Available/Textbook Information
View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:00 pm - 5:55 pm	F	Fond du Lac Campus Bldg O O210	Mar 23, 2018 - Mar 23, 2018	Lecture	James D Huycke (P)

James D Huycke (P)



[Return to Previous](#)


RELEASE: 8.5.1

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Spring 2018
Jan 08, 2018

Class Schedule Listing

 **The registration dates listed in the course schedule are general dates. Please refer to <http://www.morainepark.edu/admission-and-registration/enroll-in-a-program/register/> for your registration date and time.**

Sections Found

Personal Skills for the Workplace - 30484 - 196 164 - 0

Associated Term: Spring 2018

Registration Dates: Nov 01, 2017 to Jul 31, 2018

Must start between: Mar 26, 2018 to Mar 26, 2018

Levels: Undergraduate

Attributes: Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Senr 60&Over Waiv Allwd (AD)

Online Campus

Lecture Schedule Type

On-line 3 credit Instructional Method

40 Days Duration

3.000 Credits

Syllabus Available/Textbook Information

View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online	ONLINE Mar 26, 2018 - May 04, 2018	Lecture	Mary L Vogl-Rauscher (P) 

[Return to Previous](#)

RELEASE: 8.5.1

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Spring 2018
Jan 08, 2018

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

196 164 - Personal Skills for the Workplace

Applies the skills and tools necessary to deal with time management, stress and related challenges to a supervisor. Students demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness and dealing effectively with stress.

3.000 Credit hours

54.000 Lecture hours

Syllabus Available

Levels: Undergraduate

Schedule Types: Lecture

Business Division

Leadership Department

Course Attributes:

Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Out of State Fees-Assoc Degree, Senr 60&Over Waiv Allwd (AD), Student Accident Insurance Fee

[Return to Previous](#)

[New Search](#)

[XML Extract](#)


RELEASE: 8.5.4

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Spring 2018
Jan 08, 2018

Class Schedule Listing

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Sections Found

Organizational Development - 30485 - 196 168 - 0

Associated Term: Spring 2018

Registration Dates: Nov 01, 2017 to Jul 31, 2018

Must start between: Mar 26, 2018 to Mar 26, 2018

Levels: Undergraduate

Attributes: Associate Degree, Independent Study, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Senr 60&Over Waiv Allwd (AD)

Online Campus

Lecture Schedule Type

On-line 3 credit Instructional Method

40 Days Duration

3.000 Credits

Syllabus Available/Textbook Information

View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online	ONLINE Mar 26, 2018 - May 04, 2018	Lecture	Mary L. Vogl-Rauscher (P)



[Return to Previous](#)

RELEASE: 8.5.1

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Spring 2018
Jan 08, 2018

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

196 168 - Organizational Development

Addresses organizational issues related to how we work and exist within an organizational setting. Explores the environment of organizations, technology, personality and attitudes of members of an organization. Analyzes how these themes affect organizational behavior. Equips managers with skills to manage behavior of people and to develop processes within an organization.

3.000 Credit hours

54.000 Lecture hours

Syllabus Available

Levels: Undergraduate

Schedule Types: Lecture

Business Division

Leadership Department

Course Attributes:

Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Out of State Fees-Assoc Degree, Senr 60&Over Waiv Allwd (AD), Student Accident Insurance Fee

[Return to Previous](#)

[New Search](#)

[XML Extract](#)


RELEASE: 8.5.4

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Spring 2018
Jan 08, 2018

Class Schedule Listing

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Sections Found

Safety in the Workplace - 30489 - 196 136 - 0

Associated Term: Spring 2018

Registration Dates: Nov 01, 2017 to Jul 31, 2018

Must start between: Jan 22, 2018 to Jan 22, 2018

Levels: Undergraduate

Attributes: Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Senr 60&Over Waiv Allwd (AD)

Online Campus

Lecture Schedule Type

On-line 3 credit Instructional Method

40 Days Duration

3.000 Credits

Syllabus Available/Textbook Information

View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online ONLINE	Jan 22, 2018 - Mar 02, 2018	Lecture	Marla M Werner (P)

Marla M Werner (P) 

[Return to Previous](#)

RELEASE: 8.5.1

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Spring 2018
Jan 08, 2018

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

196 136 - Safety in the Workplace

Introduces safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Studies safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

3.000 Credit hours

54.000 Lecture hours

Syllabus Available

Levels: Undergraduate

Schedule Types: Lecture

Business Division

Leadership Department

Course Attributes:

Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Out of State Fees-Assoc Degree, Senr 60&Over Waiv Allwd (AD), Student Accident Insurance Fee

[Return to Previous](#)

[New Search](#)

[XML Extract](#)


RELEASE: 8.5.4

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Spring 2018
Jan 08, 2018

Class Schedule Listing

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Sections Found

Supervision - 30488 - 196 191 - 0

Associated Term: Spring 2018

Registration Dates: Nov 01, 2017 to Jul 31, 2018

Must start between: Jan 22, 2018 to Jan 22, 2018

Levels: Undergraduate

Attributes: Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Senr 60&Over Waiv Allwd (AD)

Online Campus

Lecture Schedule Type

On-line 3 credit Instructional Method

40 Days Duration


3.000 Credits

Syllabus Available/Textbook Information

View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Online	ONLINE Jan 22, 2018 - Mar 02, 2018	Lecture	Mary L Vogl-Rauscher (P)

Mary L Vogl-Rauscher (P) 

[Return to Previous](#)

RELEASE: 8.5.1

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Spring 2018
Jan 08, 2018

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

196 191 - Supervision

Builds skills necessary for a supervisor to direct individuals and the work that needs to be done within the structure of an organization. Emphasizes the human behavioral aspect of supervision. Focuses on the practical application of supervisory principles of organizing, staffing, leading and controlling.

3.000 Credit hours

54.000 Lecture hours

Syllabus Available

Levels: Undergraduate

Schedule Types: Lecture

Business Division

Leadership Department

Course Attributes:

Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Out of State Fees-Assoc Degree, Senr 60&Over Waiv Allwd (AD), Student Accident Insurance Fee

[Return to Previous](#)

[New Search](#)

[XML Extract](#)

RELEASE: 8.5.4

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Spring 2018
Jan 08, 2018

Class Schedule Listing

The registration dates listed in the course schedule are general dates. Please refer to <http://www.morainepark.edu/admission-and-registration/enroll-in-a-program/register/> for your registration date and time.

Sections Found

Project Management - 30140 - 196 188 - 0

Associated Term: Spring 2018

Registration Dates: Nov 01, 2017 to Jul 31, 2018

Must start between: Jan 23, 2018 to Jan 23, 2018

Levels: Undergraduate

Attributes: Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Out of State Fees-Assoc Degree, Senr 60&Over Waiv Allwd (AD), Student Accident Insurance Fee

Fond du Lac Campus Campus

Lecture Schedule Type

Video Conf (IVC) - Accelerated Instructional Method

36 Days Duration

3.000 Credits

Syllabus Available/Textbook Information

View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	5:30 pm - 9:25 pm	T	Fond du Lac Campus Bldg A A206	Jan 23, 2018 - Feb 27, 2018	Lecture	Mary L Vogl-Rauscher
Class	5:30 pm - 9:25 pm	T	Beaver Dam Campus Bldg K K209	Jan 23, 2018 - Feb 27, 2018	Lecture	Mary L Vogl-Rauscher
Class	5:30 pm - 9:25 pm	T	West Bend Campus Bldg L L114	Jan 23, 2018 - Feb 27, 2018	Lecture	Mary L Vogl-Rauscher

[Return to Previous](#)

RELEASE: 8.5.1

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Spring 2018
Jan 08, 2018

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

196 188 - Project Management

Introduces the project management process including needs assessment, identification of project resources and costs, establishment of a project schedule, managing the project and assessing the results. In teams, project management concepts are used to analyze problems and create solutions. Students complete true-to-life projects. Basic computer skills recommended.

3.000 Credit hours

54.000 Lecture hours

Syllabus Available

Levels: Undergraduate

Schedule Types: Lecture

Business Division

Leadership Department

Course Attributes:

Associate Degree, Material Fee Category 00, Mtrl Fee Cat 00 Assoc Degree, Out of State Fees-Assoc Degree, Senr 60&Over Waiv Allwd (AD), Student Accident Insurance Fee

[Return to Previous](#)

[New Search](#)

[XML Extract](#)

RELEASE: 8.5.4

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