

**CITY OF HORICON
NOTICE OF COUNCIL MEETING
DECEMBER 18, 2018 6:00 P.M.
CITY HALL, ACTIVITY ROOM, 404 EAST LAKE STREET**

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Presentation of Lifesaving Award – Officer Jacobo Delgado.
5. Presentation(s) of Certificate of Commendation.
6. Public Appearances.
7. Act on Council Minutes for November 20, 2018.
8. Personnel & Finance Committee Report. (Hady)
9. Public Works & Development Committee Report. (Miller)
10. Public Safety Committee Report. (Marschke)
11. Plan Commission Report. (Hady)
12. Park and Recreation Board Report. (Frami)
13. Historic Preservation Commission Report. (Anfinson)
14. Act on Ordinance 2018-15, An Ordinance Annexing Lands from the Town of Oak Grove, Dodge County, to the City of Horicon, Dodge County Wisconsin.
15. Act on Bidding of 2019 Mill & Overlay Projects. (Miller)
16. Act on Approval of Plans and Specs for Valley Street Watermain Project and Authorize Bidding. (Miller)
17. Act on Approval of Plans and Specs for Hubbard Street Storm Sewer Project and Authorize Bidding. (Miller)
18. Act on Retaining Wall – 204/212 West Lake Street. (Miller)
19. Act on Design Services Contract for Highway 33 Industrial Park Intersection. (Miller)

20. Act on Winter Maintenance of Multi-Use Path. (Miller)
21. Act on EMS Services in the Town of Hubbard. (Marschke)
22. Act on Hiring of EMS Personnel. (Hady)
23. Act on Hiring of Department of Public Works Heavy Equipment Operator. (Hady)
24. Mayoral Appointment – Tree Board.
25. Act on Mayoral Appointments.
26. Operator Licenses (Marschke):
 - a) One Year Ending June 30, 2019
None
 - b) Two Year Ending June 30, 2020
Tonya L. Steinbeck
27. Financial Statement for November 2018. (Hady)
28. Bills for November 2018. (Hady)
29. Non-Action Discussion.
30. Adjourn.

Posted: 12/14/16/2018 3:30 p.m.

cc: Dodge County Pionier 12/14/2018
 Daily Citizen
 W.B.E.V.
 W.M.R.H.
 W.M.D.C.

ORDINANCE 2018-15

AN ORDINANCE ANNEXING LANDS FROM THE TOWN OF OAK GROVE, DODGE COUNTY, TO THE CITY OF HORICON, DODGE COUNTY WISCONSIN

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

SECTION 1. Territory Annexed. In accordance with Sec. 66.0217(2) of the Wisconsin Statutes and the Petition for Direct Annexation by Unanimous Approval filed with the City of Horicon Clerk from the Town of Oak Grove; the City acknowledges it to be a Petition for Attachment of road right-of-way. The following described real estate be, and the same is, hereby annexed to the City of Horicon, from the Town of Oak Grove, Dodge County, Wisconsin to-wit:

Situated in the SE 1/4, NW 1/4, the SW 1/4, NE 1/4, the SE 1/4, NE 1/4 and the NE 1/4, SE 1/4 of Section 1, T11N, R15E, Dodge County Wisconsin, and more particularly described as follows:

Beginning at the SE corner of the NE 1/4, Section 1, T11N, R15E; from said point of beginning;

- then north, along the east line of said 1/4 section, to a point in the centerline of Lake Street, being a point 34.7 feet north of the NW corner of Whitty Park, being that part of Government Lot 5 in the SW 1/4, NW 1/4 of Section 6, T11N, R16E, lying north of relocated County Highway E and south and west of Lake Street;
- then westerly, along the center line of Lake Street (formerly County Highway E), to the SE corner of a parcel described in Vol. 675 at Pg. 272;
- then north to a point being the intersection of a line parallel with and 33 feet northerly of the centerline of Lake Street (formerly County Highway E), and the east line of a parcel described in vol. 675 at Pg. 272;
- then northwesterly, along a line parallel with and 33 feet northerly of the centerline of Lake Street (formerly County Highway E), to the easterly line of the Wisconsin and Southern Railroad;
- then northwesterly, to the intersection of the westerly line of the Wisconsin and Southern Railroad, and the northerly line of West Lake Street, County Road E, said point being the NE corner of a highway parcel described at Vol. 351 at Pg. 582;
- then northwesterly, along the north line of West Lake Street to the intersection of the east line of Industrial Drive, said point being located 60 feet northerly of the centerline of West Lake Street, County Highway E;
- then northwesterly, to the intersection of the west line of Industrial Drive and the north line of West Lake Street, County Highway E, said point being located 66 feet north of the centerline of West Lake Street, County Highway E;
- then northwesterly, to the intersection of the north line of West Lake Street, County Highway E and the west line of a parcel described at Vol. 933 at Pg. 295, said point being located 93 ft northerly of the centerline of West Lake Street, County Highway E;

- then south, along the southerly projection of the west line of the parcel described at Vol.933 at Pg.295 to the centerline of West Lake Street, County Highway E;
- then southeasterly, along the centerline of West Lake Street, County Highway E, to the intersection with the west line of the NE 1/4 of said Section1;
- then southerly, along the west line of the NE 1/4 of said Section 1, to a point in the southerly line of West Lake Street, County Highway E;
- then southeasterly, along the southerly line of West Lake Street, County Highway E, to the intersection with the westerly line of the Wisconsin Southern Railroad;
- then southeasterly, along the westerly line of the Wisconsin Southern Railroad, to intersection with the east line of the SE 1/4 of said Section 1;
- then north, along the east line of the SE 1/4 of said Section 1, to the point of beginning.

Said territory contains zero (0) electors and has a population of zero (0).

SECTION 2. Effect of Annexation. From and after the date of the adoption and publication of this Ordinance, the territory described in Section 1 shall be a part of the City of Horicon for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Horicon.

SECTION 3. Ward Designation. The territory described in Section 1 of this ordinance is hereby part of the First (1st) Ward (1st) Aldermanic District of the City of Horicon, Dodge County, Wisconsin.

SECTION 4. Municipal Boundary Review. The petition for Direct Annexation was found to be in the public interest by Wisconsin Department of Administration, Division of Intergovernmental Relations/Municipal Boundary Review, under MBR number 14175.

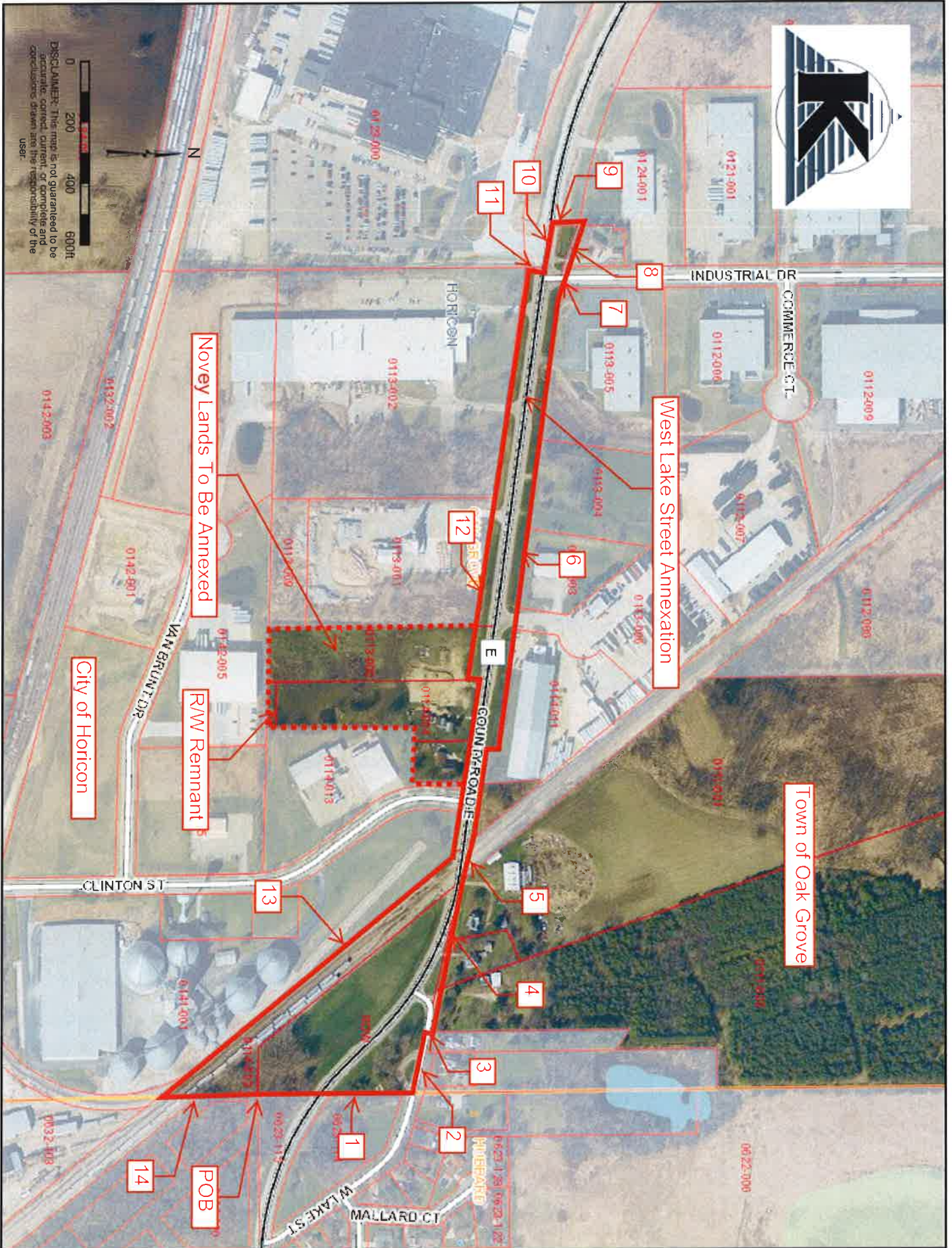
SECTION 5. Effective Date. This Ordinance shall take effect and be in force upon passage and publication.

Approved and adopted this 18th day of December 2018.

James R. Grigg, Mayor

ATTEST:

Kristen M. Jacobson, City Clerk-Treasurer



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and the user assumes all responsibility of the user.

Novoy Lands To Be Annexed

West Lake Street Annexation

City of Horicon

R/W Remnant

Town of Oak Grove

POB

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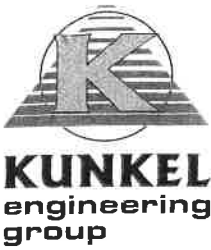
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N





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

December 12, 2018

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

**Re: STH 33 Industrial Park Intersection Construction
Engineering - Design Services Proposal**

Dear Mr. Magnussen:

Please consider this transmittal a formal proposal for Kunkel Engineering Group to provide Engineering Services to include all related fieldwork and design for the construction of two intersections on the north side of Hwy 33 for the proposed new Industrial Park (former Wrucke property). A preliminary permit application for a roadway connection to a state trunk highway was prepared and submitted to Wisconsin Department of Transportation (WisDOT) back in the spring of 2017. This preliminary submittal was required in order to schedule an on-site meeting with a WisDOT representative to review the site and the proposed locations for the roadway connections, which took place in the early summer of 2017. The preliminary permit application was then sent onto to a number of departments within WisDOT for review and comments, prior to a final permit application being prepared and submitted.

Comments were received back from WisDOT in late 2017 concerning the preliminary application, stating that the City should consider both sidewalk and bicycle accommodations, minimizing the access points along STH 33, and should also ensure coordination with the appropriate utilities. The next step is preparing and submitting a complete permit application for the roadway connections to STH 33, which must include the following information:

- Resolution from the City Council documenting the approval of the proposed road.
- Executed deed showing the transfer of property from the landowner to the City of Horicon.
- Completed and final plans for the STH connections and proposed roadways into the Industrial Park, which shall include the:
 - Designated right-of-way widths (See s. 82.50 Wisconsin Statutes for Town Road Standards)
 - Consideration of sidewalk and bicycle accommodations.
 - Consideration of vision triangles at the roadway connection locations.
 - Land ties and/or reference points
 - Proposed geometrics including surface type(s), lane width(s), approach grades (in all directions), turn lanes, bypass lanes, return radii, etc.
 - Drainage patterns and drainage structures including culvert size, end walls, and extensions, if needed

- Closest connections (other roads, driveways, trail crossings) in both directions along the STH from the proposed road, and along the proposed road from the STH
- Cross-sections of all road improvements every 50' showing the original ground, proposed finished pavement elevations, ditches, and right-of-way line. Cross-sections along the local road should be provided at least 100' from the STH right-of-way line.
- Pavement marking plan including new or restored markings, if needed
- Erosion control and restoration plans
- Traffic control plans during construction
- Drainage report, including all required permits.
- Traffic Management Plan (TMP), to be submitted electronically to WisDOT.

Kunkel Engineering Group herein proposes to undertake Engineering Design Services required for the STH 33 Industrial Park Intersection Construction Project, which shall include the final preparation and submittal of the completed permit application to WisDOT for connection to STH 33 for a ***maximum not to exceed fee of \$38,500.00***, as detailed on Attachment "A" Scope of Services which accompanies this proposal. The proposal is intended to be comprehensive and incorporates all elements necessary to ensure the fieldwork and design for the STH 33 Industrial Park Intersection Construction Project is completed in accordance with the City of Horicon's contract requirements, as well as the design and permitting requirements set forth by the WisDOT.

Dave, on behalf of our firm, I want to thank you for considering Kunkel Engineering Group to undertake this very important project on behalf of the City of Horicon. As always, you can trust that our services will be provided on time and in addition, we will pay meticulous attention to every detail associated with this project.

Thank you in advance for your consideration of this proposal. 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

Enclosures

cc: Jim Grigg, Mayor, City of Horicon
Kristen Jacobsen, Clerk, City of Horicon

City of Horicon
STH 33 Industrial Park Intersection Construction Project
Engineering Design Services

Attachment "A"
Scope of Services

Design Services

A. Field Data Acquisition

1. Review Existing Reports/Records
2. As-built existing roadway/parcel information
3. Location/Topo Survey
4. Research/Obtain Utility Easement Documents
5. Utility Location

B. Design Phase

1. Prepare Plan/Profile Base Sheets
2. Prepare Preliminary Site Grading Plan (old homestead site and areas adjacent)
3. Evaluate Pavement & Base Options
4. Determine Pipe Sizing (Storm Sewer)
5. Prepare Street Plans
 - a. Storm Sewer
 - b. Pavement (including curb & gutter, and consideration of sidewalk/bicycle accommodations)
 - c. Cross Sections
6. Prepare Erosion Control Plans
7. Prepare Traffic Management Plans

C. Specification Preparation

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

D. Regulatory Agency Compliance

1. Preparation/submittal of WisDOT Permit for Connection to State Trunk Highway (DT1504)
2. Solicit WDNR Approval
 - a. Chapter 30 Permits (if needed)
 - b. Notice of Intent - Grading

E. Prepare Final Construction Cost Estimate

G. Ancillary Services

1. Provide Project Coordination
2. Attend Informational Meetings
3. Recommend Soil Borings (if necessary)
4. Coordinate a Traffic Impact Analysis being completed for project, should one be required.

**COST OF SERVICE (DESIGN)
STREET - \$38,500.00**

Notes:

1. Services described herein are intended to be comprehensive to obtain permit approval from WisDOT and prepare the project to the point of being ready to bid. Should the City of Horicon require more or fewer services than described, cost and adjustments will be negotiated.
2. The cost for soil borings, foundation inspection, materials testing, and analysis will be invoiced directly to the owner as a separate contract with a selected firm, if required.
3. Costs associated with Kunkel Engineering Group services for a Traffic Impact Analysis is not included within the context of this proposal.
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.

TOWN OF HUBBARD

W2864 Neda Road

Iron Ridge WI 53035

Phone 920-349-3223

Email: townofhubbard@gmail.com

Town website: townofhubbard.com

November 20, 2018

RE: Ambulance/EMS Service Agreement

Horicon Ambulance/EMS Service,

The Town of Hubbard is requesting that Horicon Ambulance/EMS Service take over the areas known as 1,2, and partial 3 in the Town of Hubbard and absorb these sections into our current Ambulance/EMS contract starting January 1, 2019.

Thank you for your time in this matter,

Dan Guenterberg
Chairman, Town of Hubbard

A handwritten signature in cursive script that reads "Daniel Guenterberg". The signature is written in dark ink and is positioned below the typed name and title.

CITY OF HORICON
STATEMENT OF REVENUES AND EXPENSES
FOR MONTH ENDED NOVEMBER 30, 2018

	GENERAL FUND	WATER UTILITY	W. WATER UTILITY
CASH BALANCE, NOVEMBER 1, 2018	\$ 312,293.28	\$ 446,028.46	\$ 572,295.36
RECEIPTS	\$ 895,384.02	\$ 176,277.97	\$ 162,105.37
SUBTOTAL	\$ 1,207,677.30	\$ 622,306.43	\$ 734,400.73
EXPENDITURES	\$ 799,102.42	\$ 480,632.77	\$ 731,081.29
SUBTOTAL	\$ 408,574.88	\$ 141,673.66	\$ 3,319.44
PAYROLL	\$ 116,384.47	N/A	N/A
CASH BALANCE, NOVEMBER 30, 2018	\$ 292,190.41	\$ 141,673.66	\$ 3,319.44
BANK BALANCE, NOVEMBER 30, 2018	\$ 350,984.08	\$ 129,224.28	\$ 3,319.44
DEPOSITS IN TRANSIT	\$ 1,318.64	\$ 12,449.38	-
SUBTOTAL	\$ 352,302.72	\$ 141,673.66	\$ 3,319.44
OUTSTANDING CHECKS	\$ 60,112.31	-	-
BOOK BALANCE, NOVEMBER 30, 2018	\$ 292,190.41	\$ 141,673.66	\$ 3,319.44
	-	-	(0.00)
FUNDS INVESTED:			
UNDESIGNATED:			
SAVINGS ACCOUNT			
L.G.I.P.	\$ 1,087,119.39		\$ 5,353.59
CD's	\$ 400,000.00	\$ 200,000.00	\$ 605,000.00
	\$ 1,487,119.39	\$ 200,000.00	\$ 610,353.59
DESIGNATED:			
DEBT SERVICE		\$ 139,767.73	
DEBT RESERVE		\$ 184,194.14	
2016A BOND PROCEEDS	\$ -	\$ -	
MUNICIPAL COURT SUSPENSE	\$ 2,372.84		
CABLE FRANCHISE FEES	\$ 83,145.59		
CAPITAL EQUIPMENT FUND	\$ 286,088.02		
CAPITAL PROJECT FUND	\$ 395,590.41		
COMMUNITY DEVELOP. AUTHORITY	\$ 6,181.07		
E.M.S. GRANT 102	\$ 7,361.72		
E.M.S. LONGEVITY	\$ 7,140.26		
FIREMEN'S PENSION FUND	\$ 8,110.47		
LIBRARY FUND	\$ 213,106.52		
REVOLVING LOAN FUND	\$ 187,170.19		
VEHICLE REGISTRATION	\$ 2,420.47		
TOWER LEASE DEPOSIT		\$ 12,823.30	
UTILITY DEPRECIATION		\$ 505,111.83	\$ 180,666.62
DNR REPLACEMENT FUND			\$ 375,351.66
SEWER REPLACEMENT FUND			\$ 132,628.43
LIFT REPLACEMENT FUND			\$ 6,010.49
TOTAL DESIGNATED	\$ 1,198,687.56	\$ 841,897.00	\$ 694,657.20
TOTAL INVESTMENTS	\$ 2,685,806.95	\$ 1,041,897.00	\$ 1,305,010.79

APPROVED BY CITY COUNCIL

18-Dec-18

 JAMES R. GRIGG, MAYOR

 SUSAN D. HADY, CHAIRPERSON PERSONNEL & FINANCE