

CITY OF HORICON

404 EAST LAKE STREET
HORICON WI 53032

MEETING NOTICE

DATE ISSUED: April 12, 2019

BY: Susan Hady

PERSONNEL & FINANCE COMMITTEE

ATTENDEES:

| | | | |
|----------------|----------------|---------------------|------------------|
| Susan Hady | Donald Miller | Forrest Frami | Kristen Jacobson |
| Dave Magnussen | Joseph Adamson | Alexandra Harvancik | Jim Bandsma |
| Carole Baker | Jim Wegner | C: Mayor Grigg | |

DATE: Monday, April 15, 2019

TIME: 6:00 p.m.

LOCATION: City Hall, Activity Room A

LEADER: Susan Hady, Chairperson

AGENDA:

1. Call to Order.
2. Roll Call.
3. Public Appearances.
4. Approve Previous Minutes.
5. Approval of Director of Public Works-Utilities Job Description.
6. Proposals for Foundation & Debris Removal from Former Wrucke Property.
7. Hiring of Part-Time Spring/Fall Parks Employees.
8. Hiring of Part-Time Summer Parks Employees.
9. Engineering Services – Horicon School District Watermain/Sanitary Sewer Relocation.
10. Wetland Delineation Proposal – Former Wrucke Property.
11. MSA Change Order Proposal – Engineering Services for Bowling Green Park Improvement Project.
12. March 2019 Payables.
13. Set Next Meeting Date.
14. Non-Action Discussion.
15. Adjourn.

IF UNABLE TO ATTEND, PLEASE NOTIFY: Kristen Jacobson

PHONE: 485-3500

DATE POSTED: 4/12/2019

TIME POSTED: 9:00 a.m.

**DIRECTOR OF PUBLIC WORKS-UTILITIES
CITY OF HORICON
JOB DESCRIPTION**

GENERAL NATURE OF POSITION

This is a management position responsible for directing, planning, organizing, assigning and supervising the field operations of the Public Works, Utilities, Aquatic Center, City facilities and Parks and Forestry. The Director is responsible for City fleet maintenance and repairs as well managing all contract engineering and construction services.

SUPERVISORY RESPONSIBILITIES

The Director is responsible for supervision of the Public Works, Utilities and seasonal employees on a daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for operation and maintenance of the water supply, including wells and pumping stations, and water distribution, including storage facilities, water mains and fire hydrants.
- Responsible for the operation and maintenance of the Wastewater Treatment Facility and the wastewater collection system, including cleaning, repair, and maintenance.
- Scheduling and perform proper maintenance of streets, shoulders, drainage systems.
- Scheduling and perform proper maintenance of the parks and open spaces, including City trees, flowers and other decorative open spaces in peak condition.
- Identifying and develop capital improvement plan for all equipment, facilities and infrastructure.
- Scheduling and perform proper maintenance of all vehicles and equipment.
- Procure vehicles and equipment, including the development of specifications for such.
- Scheduling and perform proper maintenance of all City buildings and facilities.
- Maintain all City streetlight, traffic control and signage systems.
- Coordinates and oversees street winter snow and ice control operations.
- Administers all contracted services, including public construction programs. Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications and coordinating various phases of construction to prevent delays.
- Mediates construction problems and concerns and communicates with contractors, engineers and City staff.
- Addresses and resolves resident complaints related to matters related to utilities, street, parks, drainage, signage, and public facilities.
- Responsible for development of departmental budget, policies and procedures.
- Maintains daily time records and charges work to the appropriate account(s).
- Performs evaluations of employee work performance and makes recommendations regarding personnel matters.

- Make decisions affecting the operation of the entire utility. Receives administrative direction, sets own standards and works in overall policies, goals and budget limits with direct accountability for final results.
- Corresponds verbally and in writing with other agencies regarding matters of mutual concern.
- Attends City Council meetings and other required Committee meetings.
- Establish and maintain an effective working relationship with Boards, Commission, City Council, City Departments, State agencies, employees and outside contractors.
- Responsible for on call emergencies related to Public Works, Water, and Wastewater.
- Performs all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, understand and interpret documents such as construction plans, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees.
- Ability to formulate and maintain an accurate, complete and modern record keeping system and prepare written reports related to the activities of the Department.
- Ability to calculate figures and amounts such as proportions, percentages, quantities, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry is needed.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to coordinate projects, schedule work and supervise crews.
- Demonstrated leadership skills, a positive attitude and the ability to identify strengths of a team.
- Familiarity with City policies, DNR and DSPS rules and codes.
- Ability to present and transmit ideas, both orally and in writing. Ability to write clear and concise reports.
- Ability to research and obtain pertinent information through various resources.
- Ability to utilize computers and Microsoft Office.
- Ability to interpret engineering drawings, specifications and related documents.

REQUIRED MINIMUM QUALIFICATIONS

- Associate's Degree in related courses associated with position.
- 10 years progressive work responsibility in Public Works or Utilities; 3 years of which must have been in a supervisory capacity. Or an applicant may possess the equivalent in education, experience, and training.
- Experience in the following areas: construction of streets, alleys, sewers and water mains; water distribution; wastewater treatment; and scheduling of crews.

CERTIFICATES & LICENSES

Wisconsin Water Grade 1-D, G and Wastewater Advanced - CEGJI operation certification or completion within one year of hiring. Possession of a valid Wisconsin drivers licenses and obtain a CDL Driver's License within one year of hiring.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, climb or balance, stoop, kneel crouch or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid, cold and freezing conditions, including conditions of rain and snow. The employee is occasionally exposed to fumes or airborne particles and vibration and works periodically near moving mechanical parts and equipment.

The noise level in the work environment is often loud.

SCHMITT CHALLENGES, INC.
P O BOX 125
BEAVER DAM WI 53916
920-887-3332 OFFICE
920-887-8490 FAX
920-210-1601 JEFF CELL

REVISED PROPOSAL

MARCH 21, 2019

SUBMITTED TO: CITY OF HORICON
MAYOR JAMES GRIGG
404 E LAKE STREET
HORICON WI 53032

PHONE: 920-485-9945

E-MAIL: Mayor@cityhoriconwi.us

JOB NAME/
PROJECT: SITE DEMOLITION

LOCATION: W5346 STATE ROAD 33
HORICON WI

WORK TO BE PERFORMED AS FOLLOWS:

#1. REMOVE CONCRETE SLABS, FOUNDATIONS. DISPOSE OF LEGALLY OFF SITE. ALL WOOD FRAME BUILDING MATERIALS AND DEBRIS HAVE BEEN PREVIOUSLY REMOVED BY OTHERS.

* INCLUDES LEVELING DEPRESSIONS TO ROUGH GRADE TO MATCH EXISTING CONTOURS. **\$13,350.00**

~~#2. PUMP AND REMOVE SEPTIC TANKS, PER CODE. ASSUME 2 LOCATIONS~~ **\$ 1,625.00**

~~#3. ABANDON WELL PER CODE. ASSUMES 120' X 6" CASING MAXIMUM.~~ **\$ 940.00**

SEE PAGE 2

#4. SEED WITH DRILLED IN SMALL GRAIN COVER CROP ALONG WITH PERENNIAL GRASS/CLOVER MIX. OVER DISTURBED AREAS.

LUMP SUM

15,975
\$ 1,200.00

~~16,175.00~~
16,175.00

AUTHORIZED SIGNATURE: JEFFREY C. SCHMITT/SECRETARY

ACCEPTANCE OF PROPOSAL

SIGNATURE: _____ DATE: _____

WP-1

PROPOSAL/CONTRACT

Town & Country Underground Utility Construction, Inc.

W2899 Dunn Road - Mayville, WI 53050
Telephone: (920) 387-2394 Fax: (920) 387-4299

June 27, 2018

City of Horicon
Attn: Dave Magneson
404 East Lake Street
Horicon, WI 53032

RE: Roger Wrucke Site

Our proposal to remove all foundations and concrete from the Roger Wrucke site on Hwy 33.

TOTAL: \$16,990.00

NOTE: Include house foundation if fire department burns house down.

EXTRA: House to be taken down and taken to Landfill

TOTAL: \$10,640.00

We appreciate the opportunity to submit a price to you. If you should have any questions, please feel free to call our office. Our terms are net 30 days from the date of invoice. A 1-1/2% finance charge will be charged each month on all unpaid balances. State and county tax will be charged when applicable. If everything is agreeable with you, please sign and return one copy to our office.

Submitted By:

Darren Muche
Darren Muche, Town & Country Construction, Inc.

Accepted: _____ Date: _____

WISCONSIN CONSTRUCTION LIEN LAW

As required by the Wisconsin Construction Lien Law, builder (Town & Country Underground Utility Construction, Inc.) hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

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THIS PROPOSAL/CONTRACT IS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE

Page ____ of ____



KUNKEL
engineering
group

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

April 9, 2019

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

**Re: Horicon School District – Watermain/Sanitary Sewer Relocation
Engineering Services Proposal**

Dear Mr. Magnussen:

Please consider this transmittal a formal proposal for Kunkel Engineering Group to provide construction inspection services for the relocation of City watermain and sanitary sewer associated with the Horicon School District construction project. It is my understanding that the existing watermain and sanitary sewer that crosses school property (east side of existing high school) from the intersection of Birchcrest and Gray Street to Division Street must be relocated to accommodate the construction of the new Elementary School. The new watermain and sanitary sewer is to be constructed along the west and south sides of the High School from Gray Street to Division Street, located within a proposed utility easement. Based upon this work being bid and constructed by the Horicon School District and ultimately dedicated to the City of Horicon, the City would like to ensure it is constructed per the contract specifications, as well as the requirements and standards set forth by the City of Horicon.

Therefore, Kunkel Engineering Group herein proposes to undertake Construction Inspections Services for the watermain and sanitary sewer relocation associated with the Horicon School District construction project for a maximum not-to-exceed fee of \$12,600.00, 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 watermain and sanitary sewer utilities are constructed in accordance with the project specifications, WDNR specifications, and the standards set forth by the City of Horicon.

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. Thank you in advance for your consideration of this proposal. I am providing herein ten (10) copies of the proposal and attachments for distribution to the City of Horicon Common Council members. 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, G.M.

enclosures

City of Horicon
Horicon School District - Watermain & Sanitary Sewer Relocation Project
Engineering Services

Attachment "A"
Scope of Services

Project Inspection

A. Inspect Utility Construction

1. Sanitary Sewer, Structures, Bedding, & Backfill
2. Watermain, Hydrants, Valves, Connections, Bedding, & Backfill
3. Associated Water & Sewer Laterals

COST OF SERVICE (INSPECTION) - \$12,600.00 maximum not-to-exceed

***Note: Fee is based upon an estimated 180 hours for construction.
Should the actual construction be complete in less time, this
will be reflected in the final amount invoiced for these
services.**

Notes:

1. Services described herein are intended to be comprehensive. 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 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.



Professional Services Agreement

This AGREEMENT (Agreement) is made today 4/15/2019 by and between CITY OF HORICON (OWNER) and MSA PROFESSIONAL SERVICES (MSA), which agree as follows:

Project Name: Horicon Wetland Delineation Parcel# 0244-022

The scope of the work authorized is: Wetland delineation per the following:

General Scope and Project Understanding

Complete an Assured wetland delineation and map all wetlands within Parcel# 0244-022, as identified on the Dodge County Interactive GIS Web Map. This parcel is 156.5 acres and currently owned by the City of Horicon. This work shall include the necessary off-site research, site visit(s) to perform field work, flagging and GPS of any wetland boundaries, creation of map and preparation of a report including findings and data sheets. Work will be completed according to the routine wetland delineation method defined in the Northcentral/Northeast Regional Supplement of the 1987 Corps of Engineers Wetland Delineation Manual. As part of the DNR Assurance program, assured wetland delineations do not need to be field checked or reviewed by DNR prior to submittal for permits.

Task 1 – Review Existing Information

Perform a desktop review of topographic maps, aerial imagery, soil types, the Wisconsin Wetland Inventory and the National Wetland Inventory. Review DNR Surface Water Data viewer for mapped wetlands and other baseline information relevant to the project site.

Task 2 – Field Work and Wetland Boundary Mapping

Conduct the necessary field work to satisfy DNR's Wetland Screening and Delineation Procedures Guidance. Flag and GPS wetland boundaries. Soils, vegetation, and hydrology data (sample plot transects) will be located in likely wetland areas and areas shown on the DNR Surface Water Data Viewer as mapped wetlands, hydric indicator soils, or wetlands too small to delineate, per the DNR Wetland Screening and Delineation Procedures.

Task 3 – Preparation of Wetland Delineation Report

Prepare a report to include fieldwork findings, field data sheets, wetland boundary map, and photo log of the site. The report will be sufficient to submit to Army Corps of Engineers and/or DNR upon their request or if permits requiring a wetland delineation report are needed.

Schedule

The off-site review and report preparation will begin upon receipt of a signed contract. Fieldwork will begin during the 2019 growing season. Upon completion of the fieldwork and identifying the wetland boundaries within the parcel, a preliminary wetland map will be supplied to the City of Horicon. The report and findings will be turned in no later than August 15th, 2019.

Additional Services

Threatened and Endangered Species Surveys, Functional Analysis, and a Wetland Exemption Request are not provided within the fee structure of this contract.

Deliverables:

One electronic (PDF format) version of the wetland delineation report including map.
Note: Wetland Boundaries will be available in CADD or GIS upon request.

The schedule to perform the work is: Approximate Start Date: 4/24/2019
 Approximate Completion Date: 8/15/2019

The lump sum fee for tasks 1-3 is: **\$8,350**

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF HORICON

MSA PROFESSIONAL SERVICES

Kristen M. Jacobson

Eric Thompson

City Clerk-Treasurer

Team Leader

Date: _____

Date: _____

Mark Gonzalez – Project Manager

Senior Environmental Technician

Date: _____

4321 W College Ave.
Appleton, Wisconsin 54914
Phone: 608-355-8882