

CITY OF HORICON

404 EAST LAKE STREET
HORICON WI 53032

MEETING NOTICE

DATE ISSUED: May 14, 2019

BY: Susan Hady

PERSONNEL & FINANCE COMMITTEE

ATTENDEES:

Susan Hady	Donald Miller	Forrest Frami	Kristen Jacobson
Dave Magnussen	Joseph Adamson	Alexandra Harvancik	Mark Tesch
Carole Baker	Pat Bulman	C: Mayor Grigg	

DATE: Wednesday, May 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. Wage Advancement of Public Works Employee
6. Hiring of Part-Time Summer Parks Employees.
7. Request to Waive Street Use Permit Fee.
8. Request to Hold Security Deposit Check.
9. R.G. Schmitt Inc. Change Order #1 – Horicon Street Extension Project.
10. April 2019 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: 5/14/2019

TIME POSTED: 1:00 p.m.

Memo

Date: May 15, 2019
To: Susan Hady, Chair Personnel & Finance Committee
Cc: Personnel & Finance Committee
From: David Magnussen
RE: 6 Month Year Review – Joe Wiemer

Dear Committee,

I have reviewed Joe Wiemer's performance for the first 6 months.

Joe has been an outstanding employee for the City. His skills exceed expectation.

He can run all the equipment effectively, he can repair equipment, fabricate parts, he can direct a crew on the job site. His mechanical ability and experience should make him an ideal replacement for the current mechanic when he retires in the next year. I would also have no problem recommending him for further advancement in the City of Horicon.

I recommend his advancement to top scale of equipment operator, starting with the June 9, 2019 pay period.

###

Hustisford/Horicon troop Leader

Barbara May

430 Sandy Lane

To whom it may concern

We are Cadette Girl Scouts working on our Silver Award. On Sept 7 we are hosting a run/walk to help Dodge County PAVE who provide services for women and families to help them get out of abusive situations.

We are collecting purses which we fill with personal care items. The registration from the event will be use to purchase these personal care items.

We are asking the city council to wave the cost of the Street use permit and just hold the security deposit for the pavilion. We would be happy to come to a council meeting to discuss our event.

Hustisford/Horicon Girl Scout Troop 7340

Adriana N bluebanananicomaus@gmail.com

Zheta R Allison H Lexi D

Barbara May Troop leader barbaramay1949@gmail.com 262-3708375

CITY OF HORICON

404 East Lake Street
Horicon, Wisconsin 53032
Phone Number 920-485-3500 Fax 920-485-3503

HORICON PARK AND RECREATION DEPARTMENT RENTAL AGREEMENT

RENTEE: Barbara May ORGANIZATION: Girl Scout troop 7340
ADDRESS: 430 Sandy Ln Hustisford Wisconsin PHONE: 262-370-8375
FACILITY REQUESTED: Dance Hall DATE: September 7th 2019
TYPE OF ACTIVITY: 5k run/walk NUMBER OF PARTICIPANTS EXPECTED: _____
registration
INTENDED HOURS OF USE: 9 am - 12 pm

I certify, by my signature, that I have received, read and understand the condition for the rental of park and recreation facilities, and agree to abide by the conditions, rules and regulations stated therein, and that the above information is accurate.

Refund of security deposit may take up to 30 days.

Signature Barbara J May Date _____
(Renter must be at least 18 years of age)

FOR OFFICE USE ONLY:

KEY NO.: _____ DATE PAID: _____ RECEIPT NO.: _____
FACILITY RENTED: _____
RESIDENT _____ NON-RESIDENT _____
FACILITY RENTAL FEE: _____
SECURITY DEPOSIT: _____
EXTRA TABLES OR CHAIRS: _____ (\$35.00/HOUR)
TOTAL DUE: _____

PARK USE ONLY:

REFUND: APPROVED REFUSED DATE: _____
CHARGE FOR CLEANUP/OR DAMAGE: \$ _____
REASON FOR CHARGE: _____
PARK INSPECTOR'S INITIALS: _____ DATE: _____

COPIES TO: Renter Police Department Park Inspector DPW Supervisor

CITY OF HORICON

404 East Lake Street

Horicon WI 53032

920-485-3500

STREET USE PERMIT

PERMIT NO: _____

NAME OF APPLICANT: Barbara May

ADDRESS OF APPLICANT: 430 Sandy Ln Hustisford WI

APPLICANT TELEPHONE NUMBER: 262-370-8375

ORGANIZATION NAME: Girl Scout Troop 7340

ORGANIZATION ADDRESS: Same as above

LOCATION OF PREMISES WHERE STREET IS TO BE CLOSED:

STREET NAME: See Attached Map

AREA OF STREET TO BE CLOSED: _____

DATE OF SPECIAL EVENT: Sept. 7th 9:00am to noon

PROPOSED USE OF STREET: run/walk

APPROXIMATE NUMBER OF PERSONS ATTENDING: unknown

DATE _____

APPROVED _____

DENIED _____

SIGNATURE: _____

City Clerk-Treasurer

SIGNATURE: _____

Chief of Police

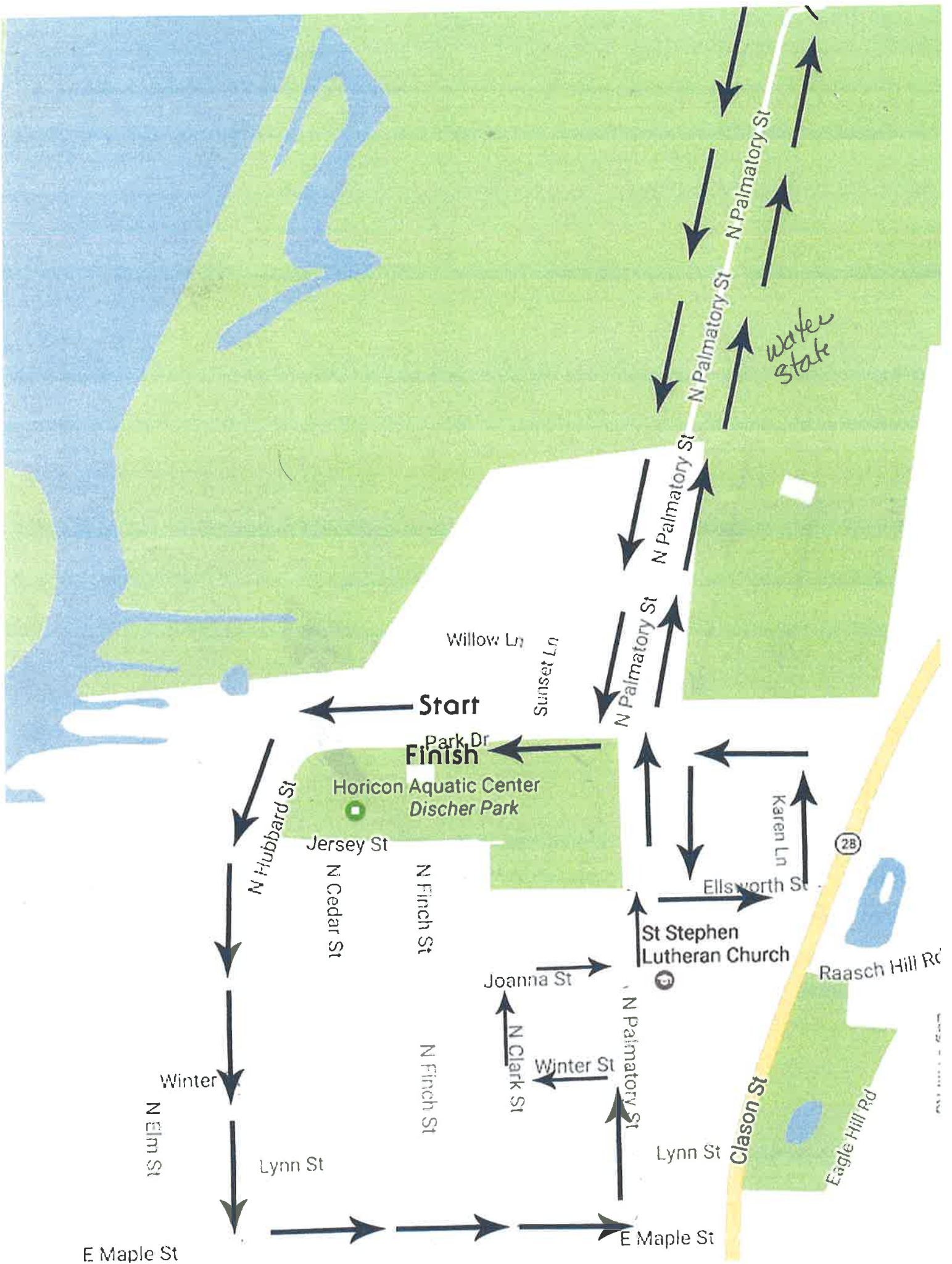
SIGNATURE: _____

Public Works Supervisor

Date: _____

Receipt Number: _____

Amount Paid: \$50.00



Kristen Jacobson

From: Mayor
Sent: Tuesday, May 7, 2019 11:52 AM
To: barbaramay1949@gmail.com
Cc: Kristen Jacobson
Subject: Cadette Girl Scouts

Barbara,

I'm not in favor of holding the security deposit; that is not our City's policy. I am in favor of waving the street cost. I recommend the Cadette Girl Scouts discuss this event at our Council meeting on May 28th 6:00 P.M. located at the Horicon City Hall. Any questions / concerns please call or e-mail.

Jim Grigg
Mayor City of Horicon
Office 920-485-3500



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

May 1, 2019

Ms. Kristen Jacobson, Clerk/Treasurer
City of Horicon
404 East Lake Street
Horicon, Wisconsin 53932



RE: Horicon Street Extension – Contract Time Extension
Change Order #1

Dear Kristen:

Please find attached to this transmittal, Change Order #1 for the Horicon Street Extension - Contract Time Extension. The Change Order is based upon a request of the multi-family developer to the south of the Horicon Street Project to accommodate construction traffic associated with the development over the course of the summer. Based on the City's construction contract, the binder course of asphalt pavement will be placed on Horicon Street yet this spring with the surface course of asphalt to immediately follow. Per the contract, the project is to be completed by June 7, 2019, however the construction associated with the development will go on over the course of the summer.

Based upon the developer's request, construction traffic associated with the development will be allowed to run on the binder course of asphalt on Horicon Street until their project is completed in late summer/early fall. The surface course of asphalt will then be placed on Horicon Street this fall, along with the parking lots of the multi-family development. Prior to the surface course of asphalt being installed, the binder course of asphalt and concrete work will be inspected for damage and determine whether it was due to construction traffic from the development or if it is simply warranty work for the City's contractor. The costs associated with any necessary repairs that need to be made to the binder course of asphalt or concrete that are determined to be made by construction traffic from the development, shall be submitted to the developer for payment. The surface course of asphalt on Horicon Street will then be placed at the same time as the parking lot pavement for the development, as the paving contractor for both projects is Northeast Asphalt.

Kristen, should or the City Council have any questions regarding the enclosed Change Order #1, please feel free to contact me at your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP, LLC

Don Neitzel
General Manager

enclosures

Change Order No. 1

Date of Issuance: May 1, 2019 Effective Date: Upon Execution

Project: <u>Horicon St. Extension</u>	Owner: <u>City of Horicon</u>	Owner's Contract No.: <u>N/A</u>
Contract: <u>City of Horicon – Horicon Street Extension 2018</u>		Date of Contract: <u>Aug. 7, 2018</u>
Contractor: <u>R.G. Schmitt Inc.</u>		Engineer's Project No.: <u>KU18.1049</u>
<u>W3734 Evergreen Lane, Montello, WI 53949</u>		

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Contract time is extended from the original substantial completion date of Nov. 2, 2018 to Sept. 27, 2019. This change is being made to accommodate construction traffic from the private development to the south of the project. Final completion of the project will be Oct. 4, 2019.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ _____

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ _____

Contract Price prior to this Change Order:

\$ _____

[Increase] [Decrease] of this Change Order:

\$ _____

Contract Price incorporating this Change Order:

\$ _____

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): November 2, 2018

Ready for final payment (days or date): June 7, 2019

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): November 2, 2018

Ready for final payment (days or date): June 7, 2019

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): September 27, 2019

Ready for final payment (days or date): October 4, 2019

Contract Times with all approved Change Orders:

Substantial completion (days or date): September 27, 2019

Ready for final payment (days or date): October 4, 2019

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 5/2/19

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 5-3-2019

Approved by Funding Agency (if applicable): _____

Date: _____

Change Order Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.