

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, JANUARY 12, 2016
7:00 P. M.

1) CALL TO ORDER

This is a regularly scheduled meeting of the Common Council of the City of Hartford. Prior to this meeting, notice was given to the public by posting an agenda on the City Office Meeting Board, Library Bulletin Board, and Police Bulletin Board. In addition, the Daily News (the official City newspaper) was given notice of this meeting and an agenda was placed in their City Office mailbox at least 24 hours ago.

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) UNANIMOUS CONSENT AGENDA

5) COMMUNICATIONS

A) Mid-Moraine Meeting Wednesday January 27th.

6) APPEARANCES/CITIZENS COMMENTS

A) Transient Merchant License for Harold Hebbe.

7) ALDERMANIC REQUESTS

A) Any alderperson wishing to identify any pertinent information may do so; no action may be taken unless specifically identified on the agenda.

8) PUBLIC HEARINGS

A) REZONING REQUEST FOR 25 MEADOWDALE DRIVE AND 1485 HILLCREST DRIVE.

- 1) Opening of Hearing
- 2) Reading of Notice
- 3) Explanation of hearing by staff person
- 4) Appearances for
- 5) Appearances against
- 6) Discussion by Council
- 7) Closing of Hearing

8) Action: – Ordinance No. 1340 – An ordinance amending the zoning map, a part of Ordinance No. 278. (Executive Summary attached)

B) REZONING REQUEST FOR 108 BRANCH STREET.

- 1) Opening of Hearing
- 2) Reading of Notice
- 3) Explanation of hearing by staff person
- 4) Appearances for
- 5) Appearances against
- 6) Discussion by Council
- 7) Closing of Hearing

8) Action: – Ordinance No. 1341 – An ordinance amending the zoning map, a part of Ordinance No. 278. (Executive Summary attached)

9) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of approving the following license: (bartender) Nicole Knepel.

2) Discussion and consideration of approving an Elevator Service Agreement with MEI-Badger Elevator, including renewable annual agreements in 2017 and 2018, with the first term beginning January 18, 2016 at a total cost of \$10,466.40. (Executive Summary attached)

B) PUBLIC WORKS

1) None.

C) UTILITY

1) None.

10) OTHER COMMITTEE AND LIAISON REPORTS

11) RESOLUTIONS

A) None.

12) ORDINANCES

A) FIRST READING

1) None.

B) SECOND READING

1) None.

13) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of denying a Transient Merchant License for Rafael Andrews.

14) MAYORS REPORT

A) None.

15) ADJOURNMENT

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting

UNANAMOUS CONSENT AGENDA
CITY OF HARTFORD
JANUARY 12, 2016

The following items will be acted on in one motion unless a request is made by one of the members of the body that an item be removed from the consent agenda and acted on individually.

MOTION BY ALDERPERSON _____ SECONDED BY
ALDERPERSON _____ THAT THE FOLLOWING ITEMS ON THE
UNANIMOUS CONSENT AGENDA BE APPROVED BY THE COMMON
COUNCIL:

- 1) The minutes of December 8, 2015.
- 2) The purchase of three 2016 Ford Police Interceptors from Ewald Automotive Group for a combined price not to exceed \$75,046.50 and to dispose of three 2014 Ford Police Interceptors by utilizing the services of Auctions Associates, Ripon. (Executive Summary attached)
- 3) The purchase of the Digital Voice Logging System for a price not to exceed \$13,098. (Executive Summary attached)
- 4) To accept the proposal from Superior Engineering, LLC, for the Capacity Management, Operations and Maintenance Plan/Program, for a price not to exceed \$9,900. (Executive Summary attached)

MID-MORAINES MUNICIPAL ASSOCIATION DINNER MEETING
WEDNESDAY, JANUARY 27, 2016

Host Community: Village of Thiensville

Location: The Watermark at Shully's
146 Green Bay Road
Thiensville, WI 53092
Phone Number – 262-242-6633

Dinner: Buffet: Chopped Salad including Romaine, Red Leaf, Crisp Savoy Cabbage, Mixed with Tomato, English Cucumber and Onion Garnished with Crisp Bacon and Chopped Egg and Sweet and Tangy Mustard Dressing on the side. Scott's Special Braised Beef Short Ribs "Bourguignon", Swiss Chicken in the style of Geschnetzeltes, White Cheddar Mashed Potatoes, Medley of Seasonal Vegetables, Dessert & Coffee.

Cost: \$ 25.50

Speaker: Wisconsin Secretary of Transportation, Mark Gottlieb and his topic will be: Transportation Aids and how the state may fund its transportation needs.

Schedule: Social Hour: 6:00 – 6:30 p.m.
Dinner: 6:30 p.m.
Speaker: 7:30 p.m.

Please forward reservations and payments to:
Nancy Brunner
P.O. Box 50
Newburg, WI 53060-0006
(262) 675-2160

Cc: Area Legislators
Curt Witynski

Executive Summary

Ordinance No. 1340

Title: Review of a rezoning request for 25 Meadowdale Drive and 1485 Hillcrest Drive

Background: David and Susan Roskopf have requested the rezoning of two properties at the corner of Hillcrest Drive and Meadowdale Drive, 25 Meadowdale (tax key number 36-3201-002-001) and 1485 Hillcrest (tax key number 36-3201-002-002).

The properties were annexed in June of 2015 with Town of Hartford addresses of 2825 Hillcrest Drive and 6957 Meadowdale Drive. New City addresses have been assigned and the owners have now requested City residential zoning. The two lots are equal in size; however, one lot (1485 Hillcrest) is a corner lot. Rs-4 is an appropriate zoning for these lots.

These properties are surrounded by residential Town properties on the west, south and east, and a City of Hartford agricultural property to the north. The lots measure approximately 100' x 210' and meets the minimum width and area requirement for Rs-4 (80' at the building setback line, 10,000 square feet).

Recommendation: The Planning Staff recommends approval of the rezoning request for 25 Meadowdale Drive and 1485 Hillcrest Drive from A-1 Agricultural District to Rs-4 Single Family District.

Prepared By: Justin Drew 12/7/15
Justin Drew Date
City Planner

Reviewed By: Lori Hetzel 12/7/15
Lori Hetzel Date
City Clerk

ROUTING: PLAN COMMISSION 12/14/15
COMMON COUNCIL 1/12/16

Ordinance No.1340

AN ORDINANCE AMENDING THE ZONING MAP,
A PART OF ORDINANCE 278

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, do ordain as follows:

SECTION 1: That the properties known as 25 Meadowdale, tax key number 36-3201-002-001, and 1485 Hillcrest, tax key number 36-3201-002-002,

be and the same is hereby rezoned to Rs-4 Single-Family Residential District.

SECTION 2: This Ordinance shall be in full force and take effect from and after its passage and publication as required by law.

Signed:

Joseph C. Dautermann, Mayor

Introduced: January 12, 2016

Adopted: January 12, 2016

Attest:

Lori Hetzel, City Clerk

Daily News:
December 23, 2015
December 30, 2015
14 notices sent

**NOTICE OF PUBLIC HEARING
COMMON COUNCIL**

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on January 12, 2016 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

David and Susan Roskopf have requested the rezoning of the properties known as 25 Meadowdale (tax key number 36-3201-002-001) and 1485 Hillcrest (tax key number 36-3201-002-002), from A-1 Agricultural District to Rs-4 Single-family Residential District.

The purpose of the public hearing is to hear those persons who wish to express their opinions for or against the requested zoning change.

A copy of the proposed ordinance can be viewed at the Planning and Zoning Department **by appointment**, 109 N. Main Street, Monday- Friday between the hours of 7:30 a.m. and 4:30 p.m.

Dated this 23rd day of December, 2015.

Lori Hetzel
City Clerk

36-3201-001-001
City of Hartford

T6-082000Z
Ervin and Christa Lange
2865 STH 83 S
Hartford, WI 53027

T6-079004
Raymond Krajewski
6962 Meadowdale Drive
Hartford, WI 53027

David Roskopf
25 Meadowdale
Hartford, WI 53027

T6-0794043
Marvin and Deborah Peterke
2803 Hillcrest Drive
Hartford, WI 53027

T6-0794035
Thomas and Kathryn Hostad
2816 Robin Circle
Hartford, WI 53027

T6-0794039
Daniel and Sharon Dvorak
6963 Meadowdale Drive
Hartford, WI 53027

T6-0794036
Christopher Falkenstein
2818 Robin Circle
Hartford, WI 53027

Virginia Selsing Living Trust
1485 Hillcrest
Hartford, WI 53027

Town of Hartford Clerk
3360 CTH K
Hartford, WI 53027

T6-0794038
Ronald and Arlene Brinkmann
6971 Meadowdale Drive
Hartford, WI 53027

T6-082000E
Michael and Jennifer Kirsch
2790 Hillcrest Drive
Hartford, WI 53027

T6-0794037
Frieda and Timothy Scharpf
2820 Robin Circle
Hartford, WI 53027

T6-0794042
Terry Beine
2807 Hillcrest Drive
Hartford, WI 53027

Annexation Map

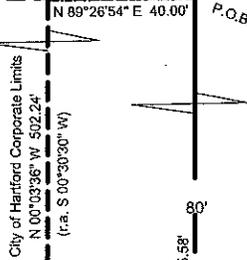
Northeast corner
Sec. 32-10-18

All of Lot 17 and Lot 18, in Block 3, of Hillcrest Estates and part of the NE 1/4 of the NE 1/4, all in Section 32, Township 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin, which is bounded and described as follows;

Commencing at the Northeast corner of said Section 32; thence S 00°03'36" E, along the east line of said NE 1/4, 40.00 feet, to the intersection of the easterly extension of the south right-of-way line of Lee Road and the point of beginning of lands herein described; thence continuing S 00°03'36" E, along said east line of the NE 1/4 and the centerline of Hillcrest Drive, 778.58 feet; thence S 89°56'24" W, along the easterly extension and south line of said Lot 18 and 17, 240.00 feet; thence N 00°03'36" W, along the west line of said Lot 17 and its northerly extension, 276.00 feet, to a point in the north right-of-way line of Meadowdale Drive; thence N 89°56'24" E, along said north line of Meadowdale Drive, 200.00 feet, to the intersection of the west right-of-way line of said Hillcrest Drive; thence N 00°03'36" W, along said west right-of-way line of Hillcrest Drive, 502.24 feet, to the intersection of said south right-of-way line of Lee Road; thence N 89°26'54" E, along said easterly extension of the south right-of-way line of Lee Road, 40.00 feet to the point of beginning. Containing 1.982 acres (86,350 square feet) more or less.

Lee Road

City of Hartford Corporate Limits



City of Hartford Corporate Limits

N 89°56'24" E 200.00'
(r.a. S 89°29'30" E)

N 00°03'36" W 86.00'

Meadowdale Drive

N 89°56'24" E 200.00' (r.a. S 89°29'30" E)

100.00'

100.00'

Lot 17, Block 3,
Hillcrest Estates

Lot 18, Block 3,
Hillcrest Estates

N 00°03'36" W 210.00'

(r.a. S 00°30'30" W)

S 00°03'36" E 210.00'

S 00°03'36" E 778.58'

S 00°03'36" E 818.58'
(r.a. S 00°30'30" W)

Hillcrest Drive

Lot 16, Block 3,
(r.a. S 00°30'30" W)
N 00°03'36" W 276.00'

N 00°03'36" W 210.00'

100.00'

100.00'

S 89°56'24" W 200.00'

S 89°56'24" W 40.00'

S 89°56'24" W 240.00'
(r.a. S 89°29'30" E)

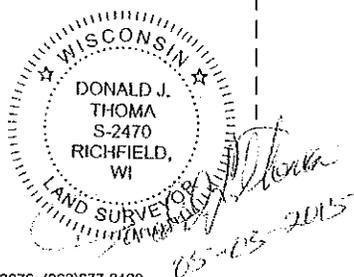
Lot 19, Block 3,
Hillcrest Estates

(r.a.) - means "recorded as"

Bearings are referenced to the Wisconsin State Plane Coordinate System Grid, South Zone. The east line of the NE 1/4 of Sec. 32-10-18 has a grid bearing of N 00°03'36" W.

0 20 40 80

Scale in feet
1" = 40'



11/16/15

To whom it may concern,

Attached you will find a copy of our request to go from Agricultural zoning to Residential zoning. The properties are at 25 Meadowdale Dr. and 1485 Hillcrest Dr.

Thank you,

Dave & Sue Roskopf

CITY OF HARTFORD
REQUEST FOR ZONING CHANGE
(PLEASE PRINT OR TYPE)

For official use only	
Account #100.604.444100.44410 (#76)	
Review Fee: \$300.00	
Date Paid: _____	Received: _____

Address of Subject Property: <u>25 Meadowdale Dr & 1485 Hillcrest Dr</u>	
Tax Key Number: <u>T60794040 & T60794041</u>	
Legal Description or Metes & Bounds Description: _____	
Existing Zoning: <u>Agricultural</u>	Proposed Zoning: <u>Residential</u>
Existing Use: _____	
Proposed Use: _____	

Applicant Name: <u>David & Susan Roskopf</u>	
Address: <u>25 Meadowdale Dr.</u>	
City: <u>Hartford</u>	State: <u>Wisconsin</u> Zip: <u>53027</u>
Daytime Phone: <u>673-7861</u>	Fax: _____ Other: _____

Owner Name: <u>David & Susan Roskopf</u>	
Address: <u>25 Meadowdale Dr.</u>	
City: <u>Hartford</u>	State: <u>Wisconsin</u> Zip: <u>53027</u>
Daytime Phone: <u>673-7861</u>	Fax: _____ Other: _____

Attorney Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Daytime Phone: _____	Fax: _____ Other: _____

REQUEST FOR ZONING CHANGE:

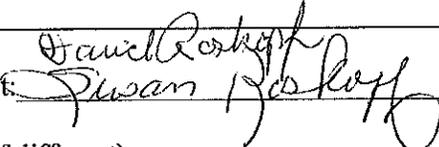
The Common Council may, by ordinance, amend zoning district boundaries after prior review by the Plan Commission and after holding a public hearing. The public hearing may only be held after notice of the public hearing appears in the official City newspaper for at least two consecutive weeks and at least seven days prior to the public hearing. In addition, all owners of property within 200 feet of the subject property will be notified by mail at least ten days prior to the public hearing. Once approved by the

Common Council, zoning will revert back to the previous zoning if district regulations are not met within eighteen (18) months (following proper notification).

Supporting Information:

The following supporting information must be submitted with this application:

1. Plot Plan drawn to scale of one (1) inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area to be rezoned.
2. A reduced copy of the plot plan (subject property only). Drawing sheets should be at least 8.5 x 11 and no larger than 11 x 17.
3. A Letter of Request addressed to the City Clerk from the owner(s) of the subject property.
4. Additional information required by the City Staff or any information that the applicant would like to submit to support the application.

Signature of Applicant: 	Date: <u>11-16-15</u>
Signature of Owner (if different): _____	Date: _____
(Power of Attorney or written authorization required if owner is unable to sign.)	

Executive Summary

Ordinance No. 1341

Title: Review of a rezoning request for 108 Branch Street

Background: Robert and Debbie Wilhelm have requested the rezoning of a property at the corner of Branch Street and Church Street, 108 Branch Street, tax key number 36-2103-022-001. The property is currently owned by the First Congregational Church.

The property is currently zoned I-1 Institutional. The Wilhelms intend to convert the property into an antique and stained glass shop. Purchase of the property is contingent on a successful rezone to a business use. Applicants have been directed to contact Building Inspection to determine other requirements to bring the property to a correct use and compliance.

The property is surrounded by parkland to the west, B-3 properties to the north and west, and single and two-family residences to the north, east and south. The lot is an irregular shape, but the street-side (Branch and Church) widths are within the minimum 30' requirement at the building setback line. The property also meets the area requirement at approximately 13,850 square feet (code minimum 5,000 square feet). The property adjoins the Business Improvement District and Downtown Historic District, but is not within these areas.

Recommendation: The Planning Staff recommends approval of the rezoning request for 108 Branch Street from I-1 Institutional District to B-3 General Business District.

Prepared By: Justin Drew 12/18/15
Justin Drew Date
City Planner

Reviewed By: Lori Hetzel 12/09/15
Lori Hetzel Date
City Clerk

ROUTING: PLAN COMMISSION 12/14/15
COMMON COUNCIL 1/12/16

Ordinance No. 1341

AN ORDINANCE AMENDING THE ZONING MAP,
A PART OF ORDINANCE 278

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, do ordain as follows:

SECTION 1: That the property known as 108 Branch Street, tax key number 36-3201-002-002, be and the same is hereby rezoned to B-3 General Business District.

SECTION 2: This Ordinance shall be in full force and take effect from and after its passage and publication as required by law.

Signed:

Joseph C. Dautermann, Mayor

Introduced: January 12, 2016

Adopted: January 12, 2016

Attest:

Lori Hetzel, City Clerk

Daily News:
December 23, 2015
December 30, 2015
23 Notices Sent

**NOTICE OF PUBLIC HEARING
COMMON COUNCIL**

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on January 12, 2016 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

Robert and Debbie Wilhelm have requested the rezoning of the property known as 108 Branch Street, from I-1 Institutional District to B-3 General Business District.

The purpose of the public hearing is to hear those persons who wish to express their opinions for or against the requested zoning change.

A copy of the proposed ordinance can be viewed at the Planning and Zoning Department **by appointment**, 109 N. Main Street, Monday- Friday between the hours of 7:30 a.m. and 4:30 p.m.

Dated this 23rd day of December, 2015.

Lori Hetzel
City Clerk

2004-020-016
Robert and Judy Gerritsen
73 S. Main Street
Hartford, WI 53027

2004-020-024
Kathleen and Mark Buchanan
81 S. Main Street
Hartford, WI 53027

Robert and Debbie Wilhelm
153 Hwy. 83
Hartford, WI 53027

2103-009-010
Garret and Pamela Terpstra
90 S. Main Street
Hartford, WI 53027

2103-021-017
Andreas and J.M. Knoll
134 South Street
Hartford, WI 53027

2103-022-002
Robert and Renee Serchen
126 Branch Street
Hartford, WI 53027

2103-022-003
Gilbert Brown Trust
WI007 CTH T
Summit Lake, WI 54485

2103-022-010
Courtney Anderson/Andrew Kettleson
53 Church Street
Hartford, WI 53027

2103-023-019+
Karen Wenzel
34 Church Street
Hartford, WI 53027

2103-009-009
City of Hartford

2103-022-001
First Congregational Church
108 Branch Street
Hartford, WI 53027

2103-022-007
Joy Koester
125 South Street
Hartford, WI 53027

2103-022-008
Greg Nahay
117 South Street
Hartford, WI 53027

2103-022-009
Rogene McKeithan
111 South Street
Hartford, WI 53027

2103-023-002
SST Properties LLC
55 South Street
Hartford, WI 53027

2103-023-020
Robin Smith
42 Church Street
Hartford, WI 53027

2103-038-016+
First Baptist Church
112 Church Street
Hartford, WI 53027

2103-022-004
Monkey Properties LLC
W945 CTH NP
Rubicon, WI 53078

2103-022-011
Richard Brandt
5742 CTH K
Hartford, WI 53027

2103-023-001
Robert and Denise Mantz
W804 Saylesville Road
Rubicon, WI 53078

2103-023-004
Mark and Kerry Bechtel LC
39 South Street
Hartford, WI 53027

2103-023-030
Society of St. Vincent De Paul
445 E. Washington Street
Slinger, WI 53086

2103-021-016
Amy Whelan
124 South Street
Hartford, WI 53027

CITY OF HARTFORD
REQUEST FOR ZONING CHANGE
(PLEASE PRINT OR TYPE)

For official use only	
Account #100.604.444100.44410 (#76)	
Review Fee: \$300.00	
Date Paid: _____	Received: _____

Address of Subject Property: <u>108 Branch Street Hartford, WI</u>	
Tax Key Number: _____	
Legal Description or Metes & Bounds Description: _____	
Existing Zoning: <u>Institutional</u> Industrial	Proposed Zoning: <u>B3</u>
Existing Use: <u>Church</u>	
Proposed Use: <u>Antique and Stained Glass Shop</u>	

Applicant Name: <u>Robert and Debbie Wilhelm</u>		
Address: <u>153 Hwy 83</u>		
City: <u>Hartford</u>	State: <u>WI</u>	Zip: <u>53027</u>
Daytime Phone: <u>262-966-3462</u>	Fax: <u>-</u>	Other: <u>Cell 414-550-4366</u>
Owner Name: <u>First Congregational Church</u>		
Address: <u>108 Branch Street</u>		
City: <u>Hartford</u>	State: <u>WI</u>	Zip: <u>53027</u>
Daytime Phone: <u>262-673-6153</u>	Fax: _____	Other: _____
Attorney Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Fax: _____	Other: _____

REQUEST FOR ZONING CHANGE:

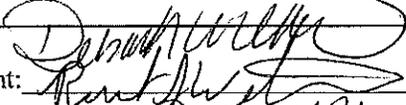
The Common Council may, by ordinance, amend zoning district boundaries after prior review by the Plan Commission and after holding a public hearing. The public hearing may only be held after notice of the public hearing appears in the official City newspaper for at least two consecutive weeks and at least seven days prior to the public hearing. In addition, all owners of property within 200 feet of the subject property will be notified by mail at least ten days prior to the public hearing. Once approved by the

Common Council, zoning will revert back to the previous zoning if district regulations are not met within eighteen (18) months (following proper notification).

Supporting Information:

The following supporting information must be submitted with this application:

1. Plot Plan drawn to scale of one (1) inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area to be rezoned.
2. A reduced copy of the plot plan (subject property only). Drawing sheets should be at least 8.5 x 11 and no larger than 11 x 17.
3. A Letter of Request addressed to the City Clerk from the owner(s) of the subject property.
4. Additional information required by the City Staff or any information that the applicant would like to submit to support the application.

Signature of Applicant: 	Date: <u>11/26/15</u>
Signature of Owner (if different) 	Date: <u>12-2-15</u>

(Power of Attorney or written authorization required if owner is unable to sign.)

Executive Summary

Title: Recommendation to approve a new Elevator Service Agreement for City Buildings with MEI- Badger Elevator

Background: The City of Hartford requested proposals for elevator service that would go into effect in January of 2016 for the elevators at City Hall, Recreation Center, Main Street Link Building and Library having a total of six elevators under service. The proposal requests were to include one-year terms beginning January 2016 and included the option of annual renewal terms for up to three years. The service provides monthly inspections of the elevators which includes adjustments and lubrications as well as parts (parts excluded for Kone City Hall elevators) repairs or replacement. The new agreement has an increase in the number of elevators under the service agreement with the addition of the Police Department elevator and the Police Department lift. A copy of the specifications request for proposal is attached. The City obtained two proposals as follows.

Service Provider

Otis Elevator Milwaukee, WI	Year 1 \$1,000/month Year 2 Increase will be capped for year two at 4% Year 3 Increase will be capped for year three at 4%	\$12,000.00/Annual
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	<u>Monthly</u>	<u>Quarterly</u>	<u>Semi-Annual</u>	<u>Annual</u>
(Advance Payment Discount)		1%	2%	3%
MEI-Badger Elevator	Year 1 \$890	\$2,643.30	\$5,233.20	\$10,359.60
Menomonee Falls, WI.	Year 2 \$926	\$2,750.22	\$5,444.88	\$10,778.64
	Year 3 \$963	\$2,860.11	\$5,662.44	\$11,209.90

The low proposal is from Badger Elevator is for \$890 per month and they additionally provided options and discounts for advance payments as follows, quarterly (1%), semi-annual (2%) and annual (3%). The MEI-Badger Elevator proposal includes a 4% annual increase for the 2nd and 3rd years. The City's most recent service agreement has been with MEI-Badger elevator and they have provided good service over the past three years. The final year of that agreement had a base fee of \$660/month which covered four elevators. Staff is recommending the agreement with Badger Elevator with the 2% discount. The 2016 semi-annual payment at \$5,233.20.

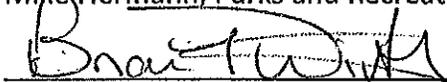
Fiscal Impact: The cost for elevator service from Badger Elevator including the advance semi-annual payment option has a total annual cost of \$10,466.40. The funding for elevator services/maintenance is approved in each of the Departments annual maintenance operations

budget. The 2016 combined estimated department budgets for elevator service/parts coverages was \$13,000. The department accounts for elevator services are as follows and reflect the 2% semi-annual adjustment for payment of the service fees. City Hall 100.330.516100.56222 \$4,998/year, Library 269.690.551100.56222 \$1,822.80/year Main Street Link Building 100.330.516235.56222 \$1,822.80 and Recreation Center 210.550.553003.56222 \$1,822.80/year.

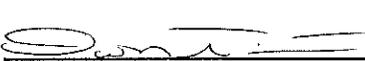
Staff Recommendation: Staff recommends approving the elevator service agreement from MEI-Badger Elevator, Menomonee Falls, WI. including renewable annual agreements in 2017 and 2018 with the first term beginning January 18, 2016 at a total cost of \$10,466.40.

Prepared by:  1/6/16

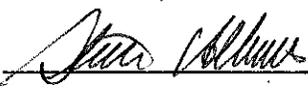
Mike Hermann, Parks and Recreation Director Date

Reviewed by:  1/2/16

Brian Wirth, Grounds & Building Maintenance Supervisor Date

 1/7/16

Dawn Timm, Finance Director Date

Approved by:  1/8/16

Steve Volkert, City Administrator Date

Routing: Finance and Personnel 1/12/16

City Council 1/12/16

City of Hartford
Specifications Request for Proposal – XXX
Elevator Preventative Maintenance Service – Full Maintenance

The City of Hartford is seeking proposals for elevator preventative maintenance service for four passenger elevators. Elevator specifications and service agreement and terms as identified below. Proposals due XXXXXX.

Elevator Equipment:

Hartford City Hall – 109 N. Main Street
Hartford, WI 53027

- Kone Hydraulic Passenger Elevator – 3 Landings***
- Access Industries Screw Type VPL – 2 Landings – *QUARTERLY VISITATION ONLY*
1 year term effective XXXXX

Hartford City Hall (Sheriff's Department)

- Kone MRL Passenger Elevator – 2 Landings***
1 year term effective XXXXX

Hartford Recreation Center – 125 N Rural Street
Hartford, WI 53027

- Otis Hydraulic Passenger Elevator – 2 Landings
1 year term effective XXXXXX

Main Street Link Building – 33-37 Main Street
Hartford, WI 53027

- Schindler/MCE Passenger Elevator – 5 Landings (2 Entrances)
1 year term effective XXXXXX

Jack Russel Memorial Library* – 100 Park Avenue
Hartford, WI 53027

- Otis Hydraulic Passenger Elevator – 2 Landings
1 year term effective XXXXX

The following are minimum requirements to be submitted in the proposal (no exceptions)

1. Service frequency to be monthly, with minimum service duration of one (1) hour per unit per month (Note: City Hall VPL visitation will be Quarterly, with one (1) hour minimum service duration).
2. Equipment coverage to include adjustment and lubrication, as required, on all parts listed below. Additionally, if conditions warrant (unless specifically excluded under the exception paragraph), repair or replacement of the following parts is to be included:

Relays, resistors, contacts, coils, leads, transformers, timing devices and solid state components, pump unit, motor, muffler and controller parts, valves, valve magnet coils, valve motors, packing, windings, rotating elements, contacts, coils, resistance for operating and motor circuits, magnet frames, hydraulic oil and all other electrical and mechanical parts not excluded in the exception paragraph. ***NOTE: On the units noted above, all parts are NOT INCLUDED and are to be purchased and provided by the CUSTOMER for installation under this contract.

EXCEPTIONS:

Service provider shall not be required to make other tests nor to install new attachments on the elevators whether or not recommended by insurance companies or governmental authorities, to make changes or modifications in design or to make any replacements with parts of a different design (i.e. obsolete). It is agreed that service provider is not required to make renewals or repairs necessitated by reason of negligence of misuse of the equipment or by reason of any other cause beyond service provider's control including "elevator running on arrival" callbacks, electrical power supply, Acts of God such as floods, lightening, wind storms, etc. Additionally, service provider is not responsible for the car enclosure (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light ballasts, light tubes and bulbs, handrails, mirror and floor coverings); hoist way enclosure, hoist way gates, doors, frames and sills; cylinders, plungers and buried equipment; smoke or heat sensors; sump pumps, ventilation equipment, electrical feeders and main line disconnects; fire alarm systems, problems arising from building compression, shifting hoist way enclosures, or for damage resulting from the performance of any safety test.

3. THE REQUIRED ANNUAL CATEGORY 1 HYDRAULIC ELEVATOR TESTS (as per ASME A17.1 – Req 8.6.5.14 & 8.6.7) AND NO-LOAD SAFETY TESTS (as per ASME A17.1 – Req 8.6.5.14.1 & 8.6.5.14.2), are included with this proposal, as required per elevator. Any future testing required by the governing authorities will be provided under separate proposal.
4. THE REQUIRED ANNUAL CATEGORY 1 TRACTION ELEVATOR TESTS (as per ASME A17.1 – Section 8.6.5.14 & 8.6.7) are included with this proposal. The five year full load tests as well as the correlating Category 5 tests will be quoted under separate proposal (*not due on Kone MRL until 12/18/2019*). Any future testing required by the governing authorities will be provided under separate proposal.
5. Quarterly Fire Service testing, where applicable, is the responsibility of the service provider.
6. All maintenance work is to be performed during the regular working hours of regular working days (M-F, 8:00am – 4:30pm). Emergency adjustment callback service to be included and provided during regular hours. Any callback service required outside of regular hours to be charged at premium differential ONLY. **Please provide hourly rates for regular and overtime emergency service with submittal.**
7. Provide payment options including discounts for annual, semi-annual and quarterly remittance. The annual agreement will include coverage from XXXX through XXXX of each yearly term. Proposals should list the annual service cost assigned for each buildings elevator and the discount provided for service agreement that includes all six conveyances.

8. Contract to commence on XXXX for up to three (3) years with NO AUTOMATIC RENEWAL.
Contract proposals are to clearly state the annual cost for each of the three (3) year terms.

Proposals Due: XXXXX

Return To: City of Hartford

Brian Wirth

125 N. Rural St.

Hartford, WI 53027

UNANIMOUS

CONSENT

AGENDA

ITEMS

**CITY OF HARTFORD
COMMON COUNCIL
December 8, 2015**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, December 8, 2015, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Joseph Dautermann presiding.

PLEDGE OF ALLEGIANCE

Mayor Dautermann led the Common Council in the Pledge of Allegiance.

ROLL CALL

The Mayor and all Alderpersons were present.

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer approving the Common Council minutes of November 24, 2015. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel provided an update on the spring election nomination papers.

APPEARANCES / CITIZENS COMMENTS

There were no appearances / citizens comments.

ALDERMANIC REQUESTS

Alderperson Michalak provided some information on the Washington County radio system project. The alderpersons extended Christmas and New Year greetings. Alderperson Mixon noted that on December 18th midnight madness activities will be in downtown Hartford.

PUBLIC HEARING "A"

Weights & Measures Assessments

Mayor Dautermann declared the public hearing open at 7:04 p.m. The notice of public hearing as published in the 11/14/2015 Daily News, and as mailed to 18 affected businesses, was read by City Clerk Lori Hetzel.

These are the special assessments for the period July 2014 – June 2015 weights & measures inspections performed by the State of Wisconsin Department of Agriculture, Trade and

COMMON COUNCIL (12/8/2015)

Consumer Protection, and pursuant to Municipal Code Section 32.08. There were no appearances for the proposed special assessments. Under appearances against, a representative from Piggly Wiggly questioned the assessment process. In his opinion, the assessments should be based on the number of visits, not the number of inspections per device. There being no discussion by the Common Council, Mayor Dautermann declared the public hearing closed at 7:09 p.m.

Resolution No. 3438

**A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING OF
SPECIAL ASSESSMENTS UNDER SECTION 66.0703, WIS. STATS.,
FOR THE JULY 2014-JUNE 2015 WEIGHTS & MEASURES
INSPECTIONS PERFORMED BY THE STATE OF WISCONSIN
DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER
PROTECTION, AND PURSANT TO MUNICIPAL CODE SECTION 32.08**

MOTION by Alderperson Wintringer, and seconded by Alderperson Michalak for the adoption of proposed Resolution 3438. MOTION CARRIED UNANIMOUSLY.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

Licenses

MOTION by Alderperson Meyer, and seconded by Alderperson Mixon approving the following licenses: (bartender) Jodi Blazek. MOTION CARRIED UNANIMOUSLY.

MAYOR'S REPORT

Appointment of Election Officials

MOTION by Alderperson Mixon, and seconded by Alderperson Hegy approving the mayoral appointment of election officials for 2016 and 2017. MOTION CARRIED UNANIMOUSLY.

Veterans Memorial Aquatic Center Recognition System

Director of Parks & Recreation Director Hermann provided information for the design and development of the Veterans Memorial Aquatic Center donor recognition system. The recognition system items and quantities are estimated to cost \$32,600 and are funded as part of the approved Veterans Memorial Aquatic Center project budget.

MOTION by Alderperson Michalak, and seconded by Alderperson Meyer approving Honorcraft for the completion of design and development of the Veterans Memorial Aquatic Center recognition system, at a cost not to exceed \$32,600. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (12/8/2015)

Carry-Forward

MOTION by Alderperson Randolph, and seconded by Alderperson Mixon approving the carry-forward of \$13,168 for basketball court repairs and improvements at Woodlawn Union and Independence Parks. MOTION CARRIED UNANIMOUSLY.

OTHER COMMITTEE AND LIAISON REPORTS

Parks and Recreation Commission

Lease Agreement with Hartford Joint No. 1 School District

Parks & Recreation Director Hermann provided information on the proposed parking lot lease agreement between the City of Hartford and Hartford Joint No. 1 School District relating to parking arrangements for the Veterans Memorial Aquatic Center, and responded to questions.

MOTION by Alderperson Hegy, and seconded by Alderperson Rusniak to approve entering into a Lease Agreement with Hartford Joint No. 1 School District for parking arrangements for the Veterans Memorial Aquatic Center. MOTION CARRIED UNANIMOUSLY.

Sportsman SQL Software and Equipment

The 2015 CIP budget includes funds to update the management software and supporting operating equipment of the Parks and Recreation Department.

MOTION by Alderperson Michalak, and seconded by Alderperson Mixon approving the purchase of Sportsman SQL software and equipment for a cost not to exceed \$15,790 and on-site training for a cost not to exceed \$3,600 from Peak Software Systems, Inc. MOTION CARRIED UNANIMOUSLY.

ORDINANCES

(First Reading)

Ordinance No. 1339

**AN ORDINANCE AMENDING CHAPTER 7.22 OF THE
MUNICIPAL CODE RELATING TO HOUSE NUMBERING**

The proposed amendment details that upon annexation, platting and creation, all parcels and parts of parcels shall be assigned a street number under the uniform system of numbering; and that the owner of a property procure the correct address tiles from the Engineering Department.

COMMON COUNCIL (12/8/2015)

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll to suspend the rules for immediate consideration of proposed Ordinance 1339. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Michalak, and seconded by Alderperson Meyer for the adoption of proposed Ordinance 1339. MOTION CARRIED UNANIMOUSLY.

CLOSED SESSION

MOTION by Alderperson Randolph, and seconded by Alderperson Mixon that the Common Council move into closed session under § 19.85 (1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" relative to various zoning and property maintenance code violations; the Common Council to reconvene in open session for adjournment only. ROLL CALL: "Ayes" 9 "Nays" 0. MOTION CARRIED UNANIMOUSLY.

RETURN TO OPEN SESSION

MOTION by Alderperson Wintringer, and seconded by Alderperson Randolph to return to open session at 8:41 p.m. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 8:41 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCDEC8.15
Compiled by Pat Borlen, Deputy Clerk

EXECUTIVE SUMMARY

TITLE: PURCHASE OF POLICE DEPARTMENT VEHICLES FOR FISCAL YEAR 2016. (CIP #'s; 201-95-003, 201-95-004, and 201-00-009)

BACKGROUND:

During the course of the 2016 - 2020 Capital Improvement Program deliberations, the Common Council approved the purchase of three (3) police patrol vehicles for 2016. The patrol vehicles are to serve as replacements for (3) 2014 Police Interceptors currently in service. These replacements are consistent with the two-year rotational policy set by the Council in 1995.

The mileage on all of these patrol vehicles is anticipated to be below our 75,000 benchmark, but this should only continue to benefit us in our recovery from these vehicles' disposal at auction.

Based on quotes from the Ewald Automotive Group, we estimate a base purchase price on 2016 model Ford Police Interceptors at **\$25,015.50** each. License, registration, and routine accessories will result in a total estimated replacement cost of **\$27,840.50** per squad, or **\$83,521.50** total. This will not exceed the funding previously approved for this project.

As far as disposal of the old units are concerned, the Department continues to have very good success in utilizing the services of Auctions Associates, Inc., of Ripon, Wisconsin. Early acquisition of these new vehicles in 2016 will also allow for early disposal of our old units. This has proven to maximize each vehicle's auction value.

FISCAL IMPACT:

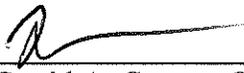
\$89,475.00 has been budgeted and approved for these purchases in the 2016 CIP. Of that amount, **\$75,046.50** will be applied toward the purchase cost of these three vehicles. The remainder of the dollars budgeted will be applied towards the other costs associated with placing the vehicles into service, i.e. squad equipment, transfer, upgrades, and/or installation of equipment, graphics, and other miscellaneous costs.

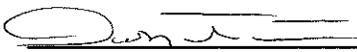
RECOMMENDATION:

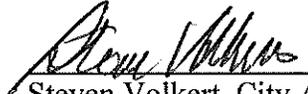
Staff is filing this Executive Summary for these previously approved projects via the Unanimous Consent Agenda requesting authorization to place the order for these vehicles immediately upon final approval of the Common Council. There has historically been a delay of 60 to 90 days for delivery, and some additional delay for the conversion of the cars before the new vehicles can be put into service.

Staff recommends authorization for the appropriate City officials to purchase three (3) 2016 Ford Police Interceptors from Ewald Automotive Group, per bid specifications for a combined price not to exceed **\$75,046.50**.

Staff further recommends the authorization for the appropriate City officials to dispose of three (3) 2014 Ford Police Interceptors, being taken out of service by utilizing the services of Auctions Associates, Ripon, Wisconsin.

PREPARED BY:  **DATE:** 01-04-16
David A. Groves, Chief of Police

REVIEWED BY:  **DATE:** 1-5-16
Dawn Timm, Finance Director

APPROVED BY:  **DATE:** 1-8-16
Steven Volkert, City Administrator

Committee Routing:

Common Council -

January 12, 2015

Prepared For:
 Lt. Lehl
 City of Hartford Police Department
 110 N. Johnson St.
 Hartford, WI 53027
 Phone: (262) 673-8266
 Email: rlehl@ci.hartford.wi.us

Prepared By:
 Chrissy Gensch
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 Oconomowoc, WI 53066
 Phone: (262) 567-5555
 Fax: (262) 560-1303
 Email: cgensch@ewaldauto.com



2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

QUOTE WORKSHEET

QUOTE WORKSHEET - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

MSRP	\$29,085.00
Destination Charge	\$875.00
Optional Equipment	\$1,430.50
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$6,375.00)
Total Pre-Tax Adjustments	(\$6,375.00)
Taxable Price	\$25,015.50
TOTAL	\$25,015.50

Customer Signature / Date

Dealer Signature / Date

2016 Ford AWD Police Interceptor Sedan to the specifications as detailed. Registration fees are not included. Delivery can be anticipated approximately 90-120 days from order. Payment terms are net 10 days.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 415.0, Data updated 12/1/2015
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 Customer File:

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

ENTERTAINMENT

- Radio: AM/FM/CD/MP3 Capable -inc: clock, 4 speakers and 4.2" color center stack smart display
- Radio w/Seek-Scan, Speed Compensated Volume Control and Steering Wheel Controls
- Integrated Roof Antenna

EXTERIOR

- Wheels: 18" x 8" Steel w/Hub Cover -inc: 5-spoke painted black, hub cover and full-size spare wheel
- Tires: P245/55R18 AS BSW -inc: full size spare tire w/TPMS
- Steel Spare Wheel
- Spare Tire Mounted Inside Under Cargo
- Clearcoat Paint
- Body-Colored Front Bumper
- Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window w/Defroster
- Light Tinted Glass
- Variable Intermittent Wipers
- Front Windshield -inc: Sun Visor Strip
- Fully Galvanized Steel Panels
- Black Grille
- Trunk Rear Cargo Access
- Projector Beam Halogen Headlamps
- Laminated Glass

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

INTERIOR

- 60-40 Folding Bench Front Facing Fold Forward Seatback Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Engine Hour Meter, Trip Odometer and Trip Computer
- Power Rear Windows
- 5 Person Seating Capacity
- Remote Releases -Inc: Power Trunk/Hatch
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning
- HVAC -inc: Underseat Ducts
- Locking Glove Box
- Driver Foot Rest
- Interior Trim -inc: Chrome Interior Accents
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Heavy-Duty Cloth Front Bucket Seats/Vinyl Rear -inc: 6-way power driver w/manual recline and lumbar, passenger 2-way manual w/recline and built-in steel intrusion plates in both front seatbacks
- Day-Night Rearview Mirror
- Driver And Passenger Visor Vanity Mirrors
- Mini Overhead Console w/Storage and 2 12V DC Power Outlets
- Front Map Lights
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Carpet Floor Trim and Carpet Trunk Lid/Rear Cargo Door Trim
- Cargo Space Lights

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

- Driver And Passenger Door Bins
- Power Adjustable Pedals
- Power 1st Row Windows w/Driver 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Systems Monitor
- Redundant Digital Speedometer
- Trip Computer
- Analog Display
- Seats w/Vinyl Back Material
- Manual Adjustable Front Head Restraints
- 2 12V DC Power Outlets
- Air Filtration

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

MECHANICAL

- Engine: 3.7L Ti-VCT V6 (FFV) Flex fuel is not available in states with California emissions standards: CA, CT, DE, MA, MD, ME, NJ, NY, OR, PA, RI, VT and WA.
- Transmission: 6-Speed Automatic -inc: Exclusively police calibrated for maximum acceleration and faster closing speed
- Transmission w/Oil Cooler
- Automatic Full-Time All-Wheel Drive
- 3.39 Axle Ratio
- Engine Oil Cooler
- 78-Amp/Hr 750CCA Maintenance-Free Battery
- HD 220 Amp Alternator
- 1 Skid Plate
- Police/Fire
- Gas-Pressurized Shock Absorbers
- Front And Rear Anti-Roll Bars
- Electric Power-Assist Steering
- 19 Gal. Fuel Tank
- Dual Stainless Steel Exhaust
- Permanent Locking Hubs
- Strut Front Suspension w/Coil Springs
- Multi-Link Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs and Brake Assist

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

SAFETY

- AdvanceTrac Electronic Stability Control (ESC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Dual Stage Driver And Passenger Front Airbags
- Safety Canopy System Curtain 1st And 2nd Row Airbags
- Airbag Occupancy Sensor
- Rear Child Safety Locks
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners
- Back-Up Camera

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
P2M	2016 Ford Sedan Police Interceptor 4dr Sdn AWD	\$29,085.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ENGINE		
99K	ENGINE: 3.7L TI-VCT V6 (FFV) (STD) Flex fuel is not available in states with California emissions standards: CA, CT, DE, MA, MD, ME, NJ, NY, OR, PA, RI, VT and WA.	INC
TRANSMISSION		
44J	TRANSMISSION: 6-SPEED AUTOMATIC -inc: Exclusively police calibrated for maximum acceleration and faster closing speed (STD)	\$0.00
OPTION PACKAGE		
500A	PREFERRED EQUIPMENT PACKAGE 500A	\$0.00
PRIMARY PAINT		
G1	SHADOW BLACK	\$0.00
PAINT SCHEME		
—	STANDARD PAINT	\$0.00
SEAT TYPE		

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
SEAT TYPE		
RW	CHARCOAL BLACK, HEAVY-DUTY CLOTH FRONT BUCKET SEATS/VINYL REAR -inc: 6-way power driver w/manual recline and lumbar, passenger 2-way manual w/recline and built-in steel intrusion plates in both front seatbacks	\$0.00
ADDITIONAL EQUIPMENT		
854	TRUNK UPFIT PACKAGE -inc: wiring overlay harness w/lighting and siren interface connections and vehicle engine harness including 2 light connectors supporting up to 3 LED lights each (engine compartment), 1 grille LED light connector supporting 2 LED lights, 2 50 amp battery ground circuits in power distribution junction block (in trunk) and 1 10 amp siren/speaker circuit (engine to trunk), Does not include LED lights and controller, Electronics Tray w/o Fan (4 sq ft) w/18" of travel when fully extended locks, Rear Console Mounting Plate Contours through 2nd row, channel for wiring, Trunk Circulation Fan Mounted inside trunk, Maintains airflow from cabin to trunk, Does not include wire harness, Grille LED Lights Siren & Speaker Pre-Wiring Recommend Police Wire Harness Connector Kits 77E and 51J.	\$950.00
21L	UNITY DRIVER ONLY LED SPOT LAMP	\$340.00
43E	KEYED ALIKE - 1435X	\$50.00
13C	DARK CAR FEATURE -inc: Courtesy lamps disabled when any door is opened (trunk not included)	\$20.00
62D	ELECTRONICS TRAY W/O FAN -inc: (4 sq ft) w/18" of travel when fully extended locks	INC
97T	TRUNK CIRCULATION FAN -inc: Mounted inside trunk, Maintains airflow from cabin to trunk, Does not include wire harness	INC
51G	GRILLE LED LIGHTS SIREN & SPEAKER PRE-WIRING	INC
97D	REAR CONSOLE MOUNTING PLATE -inc: Contours through 2nd row, channel for wiring	INC
DEALER INSTALLED / PROCESSING OPTIONS		
<u>DI-1</u>	TRANSFER MUNICIPAL PLATES	\$70.50

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 415.0, Data updated 12/1/2015
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 Customer File:

Prepared For:
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 City of Hartford Police Department
 110 N. Johnson St.
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 Phone: (262) 673-8266
 Email: rlehl@ci.hartford.wi.us



Prepared By:
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 Phone: (262) 567-5555
 Fax: (262) 560-1303
 Email: cgensch@ewaldauto.com

2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

CATEGORY

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
OPTIONS TOTAL		\$1,430.50

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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 Customer File:

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Prepared By:

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2016 Fleet/Non-Retail Ford Sedan Police Interceptor 4dr Sdn AWD P2M

WARRANTY INFORMATION

WARRANTY INFORMATION - 2016 Fleet/Non-Retail P2M 4dr Sdn AWD

WARRANTY

Basic:

3 Years/36,000 Miles

Drivetrain:

5 Years/100,000 Miles

Corrosion:

5 Years/Unlimited Miles

Roadside Assistance:

5 Years/60,000 Miles

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 415.0, Data updated 12/1/2015
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Customer File:

EXECUTIVE SUMMARY

TITLE: PURCHASE OF DIGITAL VOICE LOGGING SYSTEM.
(CIP # 201-14-029)

BACKGROUND:

During the course of the 2016 - 2020 Capital Improvement Program deliberations, the Common Council approved the purchase of a Digital Voice Logging System in 2016. This system records audio from all departmental phones. Due to the importance of documentation in today's legal environment, the use of this type of recording system is generally an industry standard.

The system will serve as a replacement for the current NICE Call Focus III as the product sunsets in the market and is no longer supported. This is a regularly scheduled replacement.

Based on quotes from Word Systems, Inc., we estimate a purchase price will be **\$13,098.00**.

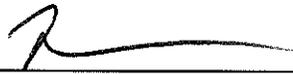
FISCAL IMPACT:

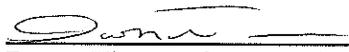
\$13,093.00 has been budgeted and approved for this purchase in the 2016 CIP.

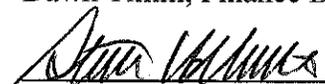
RECOMMENDATION:

Staff is filing this Executive Summary for this previously approved project via the Unanimous Consent Agenda requesting authorization to purchase this Digital Voice Logging System immediately upon final approval of the Common Council.

Staff recommends authorization for the appropriate City officials to purchase the Digital Voice Logging System, per bid specifications for a price not to exceed **\$13,098.00**.

PREPARED BY:  **DATE:** 01-05-16
David A. Groves, Chief of Police

REVIEWED BY:  **DATE:** 1-5-16
Dawn Timm, Finance Director

APPROVED BY:  **DATE:** 1-8-16
Steven Volkert, City Administrator

Committee Routing: Common Council -

January 12, 2015



RECORDING MADE EASY!
Record, Archive, Play.



WORD SYSTEMS, INC.

Est. 1977
Indiana • Illinois • Wisconsin • Florida

NICE AUTHORIZED PARTNER

Digital Voice Logging System			Date:	5/20/2015
Prepared For: Hartford Police Department		8 Analog Channels		
Prepared By: Tim Walker 312-659-0284				
QTY	DESCRIPTION	PART #	UNIT PRICE	EXTENDED
1	Nice Recording eXpress Standard Features Include: Enhanced Security Features E-mail/SNMP based Alarms Custom Database Fields-CORE API Drivers NTP Support 256-Bit Encryption-Advanced Storage Compression	NIL MD5 Fingerprinting Rules-based Archiving & Backup Network Based Archiving Support Personalized Views & Statistical Reporting Package		
Nice Inform Essential				
1	Inform Essential Software Package including one NICE Recording Core Server, NICE Inform Lite Server, and one (first) concurrent Inform Essential Reconstruction license	RA-PS-INFRM-ESNT-SITE2	\$500.00	\$500.00
8	One (1) Audio Recording license, inc Inform Essential application support, replacing CLS 8.9/9.0/MirralV	RA-PS-INFRM-ESNT-1CH-UPG-20	\$340.00	\$2,720.00
1	NICE Inform Essential Reconstruction concurrent user license	RA-PS-INFRM-ESNT-RCON-1CC	\$1,000.00	\$1,000.00
0	Audio Redaction capability within NICE Inform Essential/Lite Reconstruction application, per concurrent user license.	RA-PS-INFRM-ESNT-RCON-REDACT-1CC	\$500.00	\$0.00
0	NICE Inform Essential Monitor concurrent user license	RA-PS-INFRM-ESNT-MON-1CC	\$300.00	\$0.00
0	NICE Inform Essential Verify concurrent user license	RA-PS-INFRM-ESNT-VER-1CC	\$300.00	\$0.00
0	ANI-ALI Annotator license for 1 channel for Essentials; Per recorded Call Taker position.	RA-PS-INFRM-ESNT-ANIALI-1CH	\$25.00	\$0.00
Capture Boards				
1	Analog board package for up to 8 channels (short length PCIe slot required)	RA-PS-NR-ANALOGBT-SHORT	\$1,250.00	\$1,250.00
Total quantity of next three items must equal total of 1CH Audio Recording license quantities ordered				
8	Configuration of 1 NICE Recording audio channel to Analog +	RA-PRM-PS-INFRM-ANALOGBT-CONFIG1C	\$0.00	\$0.00
Nice Software Assurance				
1	Nice Software Assurance First Year (Required)	RA-PS-MAIN-NICE-IND-STD		\$383.00
ADDITIONAL HARDWARE / SOFTWARE				
1	HP Z230 Workstation (500GB, WIN 7 Pro; for Inform Essential Workstation-Grade only) (Up to 32 channels of TDM or 100 VoIP channels as Inform Essential logger or as an Inform Client Workstation. Will accept (1) full-length and (1) half-length capture board)	HP-Z230	\$1,399.00	\$1,399.00
1	External USB Systems Image Drive (Include one with each server)	WSI-SYSIMAGE	\$0.00	\$0.00
			Sub-Total	\$7,252.00
PROFESSIONAL SERVICES				
	Installation and training	INST		\$2,650.00
0	Pre-Paid Four Year Extended Warranty Coverage = Total of Five years warranty	PLUS-4-TSA	\$0,101.00	\$0.00
0	Pre-Paid One Year Extended Warranty Coverage = Total of Two years warranty	PLUS-1-TSA	\$1,233.00	\$0.00
1	Trade In Discount		\$687.00	(\$687.00)
			Order Total	\$9,215.00
TERMS AND CONDITIONS:				
A	Please see Exhibit A for sample Statement of Work -To be reviewed at Pre-installation meeting.			
B	Please see Exhibit B for Technical Services Agreement.			
C	Optional Customer Provided Capture PC/Server Minimum specs on Exhibit C.			
D	DELIVERY: Please allow estimated 30-60 days from date of written purchase order (or date of first payment when applicable) for delivery.			
E	Custom equipment orders may not be returned. Stock merchandise and accessories may be returned if in the original packaging provided a restocking fee of not less than twenty-five percent (25%) or such greater restocking fee as determined by WSI's supplier is paid by customer.			
F	This quote does not include State and Local taxes. Customer to provide tax exempt certificate or taxes will be added to the invoice.			
G	Payment terms; 50% with order, 50% upon system installation.			
H	This price list together with all of its Exhibit and license terms and conditions from the software manufacturer, which are hereby incorporated by reference, constitutes the entire agreement with respect to its subject matter. No inconsistent or additional terms submitted by Customer in any purchase order or similar document will be binding on WSI."			
I	Please mail purchase orders to Word Systems, 9225 Harrison Park Court			
J	QUOTATION IS VALID FOR 90 DAYS			
Approved By		PO#		
Title		Date		

Date	Customer Responsibility	Date	Word Systems Responsibility
	<p>Pre Install: Provide all Audio Connections (Radio and Telephone) *cabled to with in 12' of recorder. Provide Network connection to with in 12' of recorder. Provide Rack space with Shelf and or table top for recorder IP Address for recorder and CLS server (if used) Provide Administrative permissions to desk top PC's that will have Nice applications Provide Temporary internet connection</p>		<p>Pre Install: Provide and mount *66 (or 110 where applicable) blocks for Audio Connection cable Connecting cable from above blocks to the recorder. Delivery and un boxing of the recording system. Install on Rack shelve or table top.</p>
	<p>Install: Provide a list of log in names Provide information regarding who gets Last message Replay & Scenario Provide information regarding who gets Administrative applications Provide a list of items that need to be recorded. Provide Cable from 911 CPE CAD port for ANIMALI Data. Transmit, Ground, and Receive on a DB9 connector to the Recorder location. (if used) Provide one pair of dry contact from each position to the 66 blocks provided. (if used) Provide Time Sync Source via NTP Address Provide UPS power outlets for Recorder and CLS server. Provide KVM (can share with existing) for recorder.</p>		<p>Install: Set-up and test the Recorder server applications Set-up and test (if used) server applications Load and test Client applications; Up to (3) Replay Positions, and (2) of the Administrative Positions. (unless agreed upon in writing for more.) Audit and test all channels Set up Time Sync to customer source.</p>
	<p>Training: Insure all PC's that will have Nice applications meet the specifications provided.</p>		<p>Training: Training of Archive management Training on user accounts Training on Replay Application Training on how to save recordings. Training on Live Monitor Training on Audit of system. Provide CD with user guides Use connections in place from their current recording system were possible</p>
	<p>CUSTOMER REVIEWED BY: _____</p>		<p>WORD SYSTEMS REVIEWED BY: _____</p> <div style="text-align: center;">  <p>WORD SYSTEMS, INC. Est. 1977 Indiana • Illinois • Wisconsin • Florida</p> </div>



WORD SYSTEMS, INC.

Exhibit B
Technical Services Agreement

This is a technical services agreement (hereafter referred to as **Agreement**) between Word Systems, Inc. (hereafter referred to as **WSI**) and the Customer ;Named on Quote Sheet Tab (hereafter referred to as **Customer**). Customer's signature on the Quotation, Price Sheet or other document to which this Agreement is an Exhibit constitutes Customer's agreement to the terms and conditions below.

This Agreement, together with its Attachments and any related sales quotations, price sheets or other documents to which it is attached, which are all hereby incorporated by reference, sets forth the entire understanding of the parties hereto with respect to its subject matter, and supersedes any other agreement, verbal, written and/or implied.

WSI agrees to support, maintain and repair Customer's equipment and/or software listed below on a best efforts basis for the charges shown on the price tab. This Agreement becomes effective upon completion of installation, and shall continue for the term, also shown on the price tab. No refunds shall be given for Technical Services Agreements cancelled or terminated during the term, except as expressly set forth herein. The rates herein may be increased upon renewal and as otherwise set forth in this Agreement considering factors that include, but are not limited to, inflation, fuel costs, availability of parts, software, history of support calls and parts used during previous term. Technical Services shall be invoiced in advance of each term. At the end of the initial term, this Agreement will automatically renew for successive one-year terms at WSI's then current annual rates unless either party provides written notice of non-renewal at least 30 days prior to the applicable expiration date.

I. SERVICE WSI will provide to Customer best efforts maintenance and repair service

- A. Support on software and equipment listed on the quotation tab of this agreement hereto. WSI may provide error correction on software by means of a "temporary fix," in which case it will continue to use reasonable efforts to pursue a permanent solution.
- B. Twenty-four hour phone and/or modem support.
- C. Emergency onsite response 24x7, 365 in cases where a system is not recording.
- D. Repairs will be performed and replacement parts will be furnished at no charge on a best efforts basis, provided that Customer returns the defective parts. The returned defective and/or worn parts replaced become property of WSI. WSI reserves the right to replace or exchange any defective piece of equipment or accessory with another if it is determined there is a need to do so, regardless of age or serial number. WSI personnel will perform the installation or repair of any WSI system on a best efforts basis.
- E. Installation of equipment, field engineering, change orders or enhancements to basic equipment and software that is required by the manufacturer to correct a problem. It must be determined to be essential and be needed to keep the equipment running. This does not include extra features and enhancements that are sold to increase performance or functionality. Onsite work will be done during WSI's regular business hours, except for emergency services.
- F. All training by WSI will be done at Customer's site or a WSI office between 8 am and 5 pm, Monday through Friday, EST, excluding holidays.

II. CHARGES Additional Charges, if any, will be assessed per this Agreement as shown below:

- A. Customer agrees to pay for any consumable items provided by WSI. Customer agrees to pay for parts that normally wear out if older than 5 years. Customer agrees to pay for the repair of items damaged or dropped by Customer.
- B. WSI will charge for time and materials for performing any services connected with relocation of equipment and expansions of equipment. WSI will charge time and materials rates for all repairs and software support needed to repair computer virus contamination of our WSI Computer System. The Customer agrees not to load any software on our WSI computer without written permission from the WSI Service Manager. WSI is not responsible for telephone lines, induced noise by radio stations and other equipment, cabling and connections other than those items WSI supplies to the Customer to install WSI equipment.
- C. WSI will charge for any installation of equipment upgrades and expansions, software enhancements, software and related modifications or additional attachments and accessories that the Customer requests but would not normally be essential to keeping the equipment operational with its then current functionality.
- D. WSI will charge for any parts that must be replaced due to cause other than normal wear and tear or damages caused by accident, abuse, or for work done due to inadequate training or operator errors.
- E. New additional equipment or software purchases will result in adjustment of maintenance and support charges. Customer will be invoiced for support premiums related to such additions. The invoice will be pro-rated to coincide with the term of this Agreement
- F. Service charges for equipment or software or training not covered by this Agreement will also be at the current prevailing Word Systems, Inc. rates.
- G. WSI shall not have any obligations with respect to problems due to any modification of the equipment or software by anyone other than WSI, the improper combination of equipment or software with other products not provided by WSI, or the use of the software or equipment in an unreasonable manner. Any services that WSI agrees to perform due to the foregoing shall be charged at then current rates.
- H. WSI shall not have any obligations with respect to problems due to Customer's failure to install standard software updates or comply with the manufacturers' recommended operating environment or specifications, or due to changes in Customer's own network or hardware. Any services that WSI agrees to perform due to the foregoing shall be charged at then current rates.

III. EXCLUSIONS WSI will not provide:

- A. Electrical work or cables, plumbing, drilling or carpentry work external to WSI equipment.
- B. Maintenance of accessories, attachments or other devices not furnished by WSI.
- C. Free loaner equipment. WSI recommends the Customer buy spare terminals and accessories to replace broken units until WSI can make repairs (if the application is so critical that repairs can't wait).
- D. Free repairs for damages from external computer virus contamination.
- E. Free repair for lightning and high voltage power surge damage to our equipment while at the Customer's site.
- F. Operator training by a WSI support technician. See WSI account representative for all training needs.
- G. Additional equipment or upgrades to existing equipment or operating systems, software or other tools or utilities or networks or components that may be required in connection with a manufacturer's major software upgrade.
- H. Support in resolving network, workstation, database, environmental or other errors not directly related to the software and equipment listed in this Agreement.
- I. Movement of equipment to a new location.

Warranty Exclusion: WSI is providing technical services and support in lieu of any warranties or service commitments from WSI to the fullest extent permitted by law, the services herein and the software and equipment are provided "as is." WSI does not warrant that the equipment and software will operate uninterrupted or error free or that all defects will be corrected or that they will meet customer's requirements or will operate in combinations with other equipment, software, or data not provided by WSI. WSI disclaims all warranties, express or implied, with respect to any of the foregoing, including but not limited to any implied warranty of merchantability or fitness for a particular purpose, workmanlike efforts, non-infringement or warranties arising by statute or otherwise in law or from a course of dealing or usage of trade.

IV. WSI RESERVES the right to modify or delete any term or condition of this Agreement by giving a 30-day prior notice to Customer, in which case Customer may terminate this Agreement by giving WSI written notice of its intent to terminate within 30 days of its receipt of notice from WSI regarding the change, in which case WSI will provide a pro-rata refund of pre-paid technical service fees for the remainder of the term.

V. LIABILITY DISCLAIMERS WSI shall not be liable or held responsible for any delay in or failure or defect of performance under this Agreement, or be liable for any other consequence, damage, injury, or loss, caused by or resulting from any act, event, occurrence, or cause beyond the reasonable control of WSI, including (without limitation) acts of God, war, fires, explosions, floods, strikes, major mechanical breakdown, system malfunctions, interruption of utility services, acts of any unit of government or agency thereof, work stoppage, breakdown, virus contamination, theft, loss of data, lack of available parts from the manufacturer, loss caused by power failures, loss caused by lack of Customer equipment or software backups, or work done due to lack of proper training of Customer's personnel. Customer is expected to backup all data, voice and video files and to protect the computer from incoming virus damage. Service calls that are caused by any of the foregoing exclusions shall be invoiced at the currently published time and materials rates.

To the fullest extent permitted by law:

WSI and its officers, directors, employees, shareholders, agents and representatives shall not be liable to customer or any other party for incidental, special, exemplary or consequential damages (including, without limitation, loss of anticipated profits, loss of data, and loss of goodwill) arising out of or related to this agreement or the good and services provided, even if advised in advance of the possibility of such damages.

Except with respect to damages caused by WSI's willful misconduct, WSI's liability (including attorneys' fees) to customer or any third party arising out of or related to this agreement and the good and services provided shall, for any and all causes and claims regardless of the form of action, whether based on contract, tort, negligence, strict liability, indemnification or otherwise, in the aggregate not exceed the price paid by reseller for the particular good(s) or service(s) involved prior to such claim's accrual under which such damages arose.

VI. CUSTOMER RESPONSIBILITY It shall be the responsibility of the Customer to have equipment protected by WSI approved uninterruptible Power Supply (UPS) and to use WSI approved storage media and perform preventative maintenance as described in the Operators Manual, It is the responsibility of the Customer to have trained personnel operating the equipment. Additional training is available from WSI for an additional charge as new people are hired to run the equipment. The Customer shall make the equipment available to the technical services representative as soon as a representative arrives on-site and agrees to allow the WSI technical services representative access to the equipment, immediately upon arrival. Access will be given to him/her for as long as it takes to repair and adequately test the equipment.

VII. TRAINING Training provided with the purchase of a system consists of on-site training upon completion of installation as agreed upon in Exhibit A. Detailed training shall encompass an overview of all functions and features necessary to operate equipment. It is the responsibility of the Customer to have basic PC knowledge prior to system training on new equipment. Upon completion of initial training should Customer require additional training of staff, WSI will invoice Customer at standard WSI training rates.

VIII. GOVERNING LAW; VENUE This Agreement and any matters and disputes related thereto shall be governed by and construed in accordance with the laws of the State of Indiana without regard to the choice of law principles thereof. Any cause of action arising hereunder may only be brought in a federal or state court located in Marion County, Indiana. Each party expressly agrees that Marion County shall be deemed to be a county of preferred venue and each such party waives any entitlement each might otherwise have to a transfer of venue out of Marion County under any preferred venue requirements of Indiana Trial Rule 75 or any other venue rules or laws which may be applicable. The parties hereby submit to the exclusive jurisdiction, those courts.

IX. SEVERABILITY In the event that any of the provisions of this Agreement is held to be invalid or unenforceable in whole or in part by a court of competent jurisdiction, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable provisions had not been included in this Agreement, and this Agreement shall be construed by adding a valid provision which effectuates the intent of the invalid provision as nearly as lawfully possible.

File Recording Express Server - For VBR126

Write Software
 CPU
 Internal memory (RAM)
 Hard Drive Requirements
 Network Interface
 Backup
 Operating System

OSX software version 3.5 and 4.0 (RAM Ware supported, but not tested) up to 200 VSP servers.
 • Quad core 3.0 GHz and above
 Minimum 4GB RAM
 7.2K RPM SATA or SAS Hard Drive, Recommendation: Use RAID 5 to protect the system from Hard Drive failures.
 Minimum Partition size is based on retention requirements.
 Two RAID controllers are allowed for specific RAID configurations. Each RAID controller must support Windows VBR126 software.
 Windows 2003 Standard SP2 SP3 SP4 or Windows Server 2008 Standard R2

Note:
 This software is an optional server add-on for the required hardware requirements.
 More CPU and Memory is required if 200 VSP Channels is part of a full-scale implementation.

File Recording Express Server - VoIP & TDM

CPU
 Internal memory (RAM)
 Hard Drive Requirements
 Network Interface
 Backup (Optional)
 Operating System
 CD/DVD

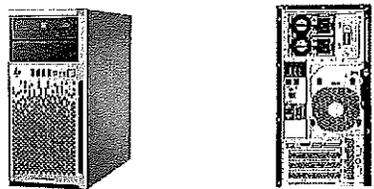
Up to 72 VoIP + TDM channels:
 • Quad Core 2.4 GHz and above
 Up to 200 VoIP + TDM channels:
 • Quad core 3.0 GHz and above
 NOTE: system supports up to 192 TDM channels.
 Minimum 4 GB RAM
 7.2K RPM SATA or SAS Hard Drive, Recommendation: Use RAID 5 to protect the system from Hard Drive failures.
 Minimum Partition size is based on retention requirements.
 Two RAID controllers are allowed for specific RAID configurations. Each RAID controller must support Windows 2003 Standard SP2 SP3 SP4 or Windows Server 2008 Standard R2.
 Serial port RJ45
 The system must have a large and tall height PCI Express slot and higher.
 NOTE: Number of ports required is per number of channels required.
 CAUTION: For known limitations regarding this Note, Performance server tools, see Supported Server Matrix TAB.

Note:
 Installation is required to not support:
 • Digital work hours are designed to work at a maximum ambient temperature of 50°C.
 • Dedicated, Rack, Air, and BT-PCU are designed to work at a maximum ambient temperature of 50°C.
 To ensure that the proper temperature is maintained inside the Server, proper cooling fan's must be used.
 The TDM boards are for use only with compatible TDM servers.

PCI Express Power Requirements

Double Data Rate 2 (DDR2) SDRAM	1.5V - 2.0A @ 1.5 Vmax
DDR2 SDRAM	1.5V - 3.0A @ 1.5Vmax
DDR2 SDRAM (ECC)	1.5V - 3.0A @ 1.5V - 100mA @ 4 Vmax
DDR2 SDRAM (ECC)	1.5V - 3.0A @ 1.5V - 100mA @ 4 Vmax
DDR2 SDRAM (ECC)	1.5V - 3.0A @ 1.5V - 100mA @ 4 Vmax

Web Provided Server HP463108G01



1	HP 463108G01 1U Server

Separate NICs Inform server

Each processor based server minimum requirements

Component	Minimum Requirement
Processor type	1x Intel Core 2 Duo E6700
CPU	1x Intel Core 2 Duo E6700 OR 1x Intel Core 2 Duo E6700
System RAM	4 GB
HDD	Up to 4 x 146 GB 10k rpm SAS (Depending on partitioning)
Network Interface	Ethernet TCP/IP minimum speed 100 Mbps connectivity as per I/O card
Media (Optional)	CD/DVD burner
Media (Optional)	• DVD burner with 25GB burner (included with each model) • CD-RW/DVD burner • Tape backup (optional)
Video card	XGA (1280x1024 minimum)
Power Supply	• Single PSU standard • Optional dual 1x PSU, recommended

AMD processor based server minimum requirements

Component	Minimum Requirement
Processor type	1x Intel Core 2 Duo E6700
CPU	1x AMD Opteron 2.4 GHz, dual-core
System RAM	4 GB
HDD	Up to 4 x 146 GB 10k rpm SAS (Depending on partitioning)
Network Interface	Ethernet TCP/IP minimum speed 100 Mbps connectivity as per I/O card
Media (Optional)	CD/DVD burner
Media (Optional)	• DVD burner with 25GB burner (included with each model) • CD-RW/DVD burner • Tape backup (optional)
Video card	XGA (1280x1024 minimum)
Power Supply	• Single PSU standard • Optional dual 1x PSU, recommended

HP 463108G01 Server Platform Configuration

Physical Drive	Array	RAID Level	Partition	File System	Retention (Optional)
Drive 1	A	RAID 1	C	NTFS	Based on Drive
Drive 2	B	RAID 5	D	NTFS	Based on Drive
Drive 3	C	RAID 5	E	NTFS	Based on Drive
Drive 4	D	RAID 5	F	NTFS	Based on Drive
Drive 5	E	RAID 5	G	NTFS	Based on Drive

Microsoft Windows
 • Microsoft Windows Server 2003 Standard Enterprise Edition R2 SP2 (32bit)
 • Microsoft Windows Server 2003 Standard Enterprise Edition R2 SP2 (64bit)
 • Microsoft Windows Server 2008 Standard Enterprise Edition R2 (32bit)
 • Microsoft Windows Server 2008 Standard Enterprise Edition R2 (64bit)

EXECUTIVE SUMMARY

TITLE: Request for Proposals for the Capacity Management, Operations and Maintenance (CMOM) Plan/Program required by WDNR to be in place by August 2016.

BACKGROUND: The City of Hartford is required to develop a Capacity Management, Operations and Maintenance (CMOM) Plan under Wisconsin Administrative Code NR 210.23 and must have this program in place by August 1ST, 2016. The purpose of the CMOM program is to assure that a sewage collection system is properly managed, operated and maintained at all times and to establish a formalized management system for the City's collection system.

Requests for proposals from consultant engineers were sent to two companies with experience in this field. Proposals were received as follows:

Superior Engineering, LLC, Muskego, WI	-	\$ 9,900.00
Ruekert-Mielke, Waukesha, WI	-	\$12,000.00

FISCAL IMPACT: Approximately **\$9,900.00** from the **\$12,000.00** approved Sewer Utility Capital Improvements Projects for 2015 under Account No. 595.370.536258.59301. The work will be completed in 2016.

RECOMMENDATION: Appropriate City Officials are authorized to accept the proposal from *SUPERIOR ENGINEERING, LLC, S75 W13139 Oxford Court, Muskego, WI 53150*, in the estimated amount not to exceed **\$9,900.00**.

PREPARED BY: David R. Piquett 12-30-2015
Dave Piquett Date
Plant and Collection Systems Director

REVIEWED BY: Dawn Timm 12-30-15
Dawn Timm Date
Finance Director/Treasurer

APPROVED BY: Steve Volkert 1-8-16
Steve Volkert Date
City Administrator

ROUTING: Utility Committee - January 4, 2016
Common Council - January 12, 2016

DRAFT SCOPE OF SERVICES

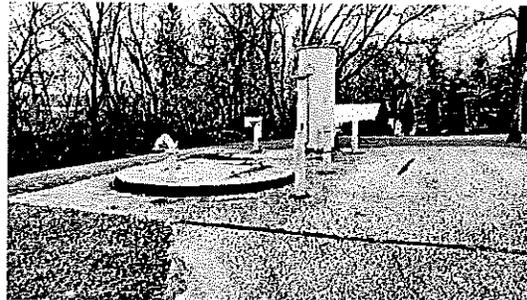
City of Hartford, WI – Draft CMOM Plan

A. General

The City of Hartford recognized a need for some guidance to develop their CMOM Plan and to provide validation of their collection system existing programs including operation, maintenance and rehabilitation. The CMOM Plan is required to be developed under the Wisconsin Department of Natural Resources rule known as the “SSO rule” which was adopted in the Wisconsin Administrative Code under Order WT-23-11 and is in the Register July 2013 No. 691 Code. This rule became effective as of August 1, 2013. Modifications to the rules, specifically NR 110, 208, and 210 were updated. Specific details regarding the SSO /CMOM rule requirements are found in NR 210.23.

The City has many programs in place including an existing inspection and cleaning program, an Operations and Maintenance (O&M) manual for the collection system and a rehabilitation program. The City would like develop a CMOM Plan, validate their practices, discuss other strategies to optimize resources, and to develop an on-going CMOM program that will also assist the City in developing a long-term capital improvements plan (CIP) for the collection system.

Superior Engineering, has developed a scope of services to assist the City in developing their CMOM Plan and to assist in providing a long-term sustainable approach to address the City collection system infrastructure which includes over 89 miles of sanitary sewer ranging from 6 to 42 inches, manholes and 14 pump stations.



B. Task 1 – CMOM Plan Elements

Define the critical CMOM Plan components to ensure that the City has a sustainable program. Review existing documents including financial, conduct interviews with existing staff including field staff, and develop a gap analysis for the CMOM Program. CMOM Plan elements will be aligned with the

Deliverables:

1. Kickoff workshop with staff to discuss existing programs, outline industry standards and discuss philosophical
2. Gap analysis of the documents and programs.
3. Provide a draft CMOM Plan template – outlining the plan components.
4. Draft performance metrics

C. Task 2 – Gaps Analysis

This task will involve a 2 to 3 hour workshop to discuss deliverables identified in Task 1, to confirm the gap analysis, finalize performance metrics and to develop a CMOM strategy. This workshop will also address program components that the City will need to develop or enhance. Preparation time and workshop summary are included in this task.

Gap Analysis Deliverables:

1. Workshop materials and presentation
2. Workshop outcome summary
3. Final performance metrics
4. Define other strategies that need to be developed other than rehabilitation (Task 3)

D. Task 3 – Rehabilitation Strategy

Develop rehabilitation strategies based on Tasks 1 and 2.

Deliverables:

1. Recommendations for a manhole, lift station and sewer rehabilitation program.
2. Provide recommendations for annual budget items for O&M and rehabilitation



E. Draft CMOM Plan

Based on Tasks 1 through 3, develop a draft CMOM Plan.

Deliverables:

1. Draft CMOM Plan – electronic copy

F. Future Deliverables

Based on the development of the CMOM plan, additional on-going plan components will need to be addressed. These include but are not limited to:

1. Finalize CMOM Plan – electronic and hard copies
2. Update the existing O&M manual
3. Develop SOPs for lift stations
4. Rehabilitation programs
5. Develop private program as required by the SSO rule

Recommendations will be provided for these items based on City staff input on the direction the City needs to implement their CMOM plan.

G. Schedule/Compensation /Qualifications

- Complete work by June 30th, 2015.
- Not to exceed \$9,900
- See attached resume for Joan B. Hawley, P.E. Superior Engineering, LLC.

MISCELLANEOUS

COMMITTEE

REPORTS

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – DECEMBER 9, 2015

This regularly scheduled meeting of the Jack Russell Memorial Library Board was called to order by President Purman at 4:00 PM in the Common Council Chambers. Those present were: Alderperson Barrie Wintringer, Laurie Hilger, Mark Chappel, Michael Weber, Shari Purman, Gary Morgenstern, Eugene O'Brien, Marilee Fuss and Jennifer Einwalter, Director.

CALL MEETING TO ORDER

UNANIMOUS CONSENT AGENDA

The following items were on the unanimous consent agenda for the Board's review and approval:

1. Approval of the minutes for the November 11, 2015 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for November 2015.
3. Approval of the monthly bills for November 2015.
4. Approval of the Library Director's report for November 2015.

A motion was made by Mr. Weber and seconded by Mr. Chappel to approve the unanimous consent agenda items as presented. The motion passed.

PUBLIC COMMENT PERIOD/APPEARANCES

There weren't any appearances at today's meeting.

CORRESPONDENCE

The following items of correspondence were reported to the Board.

1. Letter to Michael Gelhausen regarding review of compensation request.

OLD BUSINESS

Washington or Dodge County/Mid-Wisconsin Federated Library System Operating Updates.

On November 19 the Dodge and Washington County libraries voted on whether to merge with the Arrowhead System or Eastern Shores. West Bend, Slinger, Hartford, Kewaskum, Hustisford and Waupun voted to go with Eastern Shores. Germantown and the other Dodge County libraries voted to go with Arrowhead. The cost per library to merge with Arrowhead is cheaper. Ozaukee County and Washington County are already sharing some services and it would make sense to merge with Eastern Shores. There is not a consensus among the Eastern Shores library directors to merge with MWFLS. The Dodge and Washington County library directors have recommended that the Merger Committee draft a letter to Arrowhead and Eastern Shores Library Systems requesting that each system meet with their system boards and directors asking that they approve their systems entering into merger discussions with MWFLS. Mr. Morgenstern has opted to stay on the Mid-Wisconsin Federated Library System Board only through December. Mr. O'Brien has volunteered to complete the rest of Mr. Morgenstern's term. The MWFLS Board will be working with interim director, Mike Gelhausen to move forward in a positive direction on the merger process. The State is conducting a two year study on consolidating services in library systems which could have an impact on any decision that is made. Mr. Bruce Smith, head of the merger committee is also on the State Committee and may have to step down from MWFLS due to a conflict of interest. On December 10, the All Librarians meeting will be held.

Friends of the Library Update.

75 people attended Ms. Jessica Michna's "Mrs. Dickens" program December 2. The next program will be Trekker Matt Zeman's hike of the Pacific Crest Trail.

Library Fundraising Campaign Update.

The campaign remains at 98.2%. Three reminder letters were mailed this week. The campaign is still set up to finish in spring.

NEW BUSINESS

Trio Amendment Bylaw

MWFLS requested that each library board officially approve the amended trio agreement regarding the replacement fund and return the form provided signed by the board president and return it to MWFLS.

Ms. Hilger made the motion to approve the trio Bylaws amendment. It was seconded by Mr. Weber and passed.

City of Hartford Employee Handbook

The former City Administrator completed the revision of the City of Hartford Employee Handbook before he retired in November. Jennifer recommended that Board approve the handbook. A separate policy may be developed specific to the Library as issues arise. A Seasonal Employee Handbook will be discussed at a future meeting.

Ms. Fuss made the motion to approve the City of Hartford Employee Handbook. It was seconded by Mr. Morgenstern and passed.

Collection Development Policy

Jennifer reviewed the draft of revisions to the collection development policy with the Board and asked them to adopt the draft. The current policy has not been updated since 1989. Staff training will include how to handle potential patron objections to items in our collection.

Mr. O'Brien made the motion to approve the amended collection development policy. It was seconded by Mr. Morgenstern and passed.

Library Director Comments.

- The 2016 Dodge County budget was included in this month's packet for informational purposes only. Hartford will receive \$52,815.
- A copy of the October Trustee Tale is also included.
- A photo of the Friend's was in the Booster.
- The new Hartford BID brochure with an ad featuring the Library has been printed.
- April 23 through April 30 is "Money Smart Week" and the Library parking lot will be a shredding site for the general public to dispose of private documents on Saturday, April 30 from 10 AM until noon.
- Cary will also be doing a storytime for "Money Smart Week".
- The Library will be holding a "Crafts for Grownups" program on Thursday, December 10 from 4 to 8 PM.
- The Library will be closed Thursday, December 24 through Sunday, December 27 for Christmas and will close at 3 PM Thursday, December 31 through Friday, January 1 for the New Year's holiday.
- The Library will be showing the family movie "Inside Out" on Saturday, December 10.

Motion to Reconsider Decision from March 11, 2015 regarding Former Library Director's Accumulated Vacation Hours Payout. Entertain a Possible Motion To Adjourn into Closed Session Pursuant to State Statutes Section 1982(1)© Regarding the Consideration of Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee Over which the Governmental Body has Jurisdiction or Exercises Authority and Pursuant to State Statutes Section 1985(1)(g) Regarding Conferring with Legal Counsel for the Governmental Body who is Rendering Oral or Written Advice Concerning Strategy to be Adopted by the Body with Respect to Litigation in which it is or is Likely to Become Involved. (Discussion of Former Library Director's Accumulated Vacation Hours Payout).

Mr. Weber made the motion to reconsider the Board's March 11, 2015 decision and to go into closed session at 4:31 PM. It was seconded by Mr. O'Brien and passed. Jennifer and Diane were excused from the meeting for the Board to go into closed session.

Reconvene into Open Session.

Ms. Fuss made the motion to reconvene into open session at 5:25 PM. It was seconded by Mr. Weber and passed:

Possible Decision Regarding Former Library Director's Accumulated Vacation Hours Payout.

President Purman asked if anyone would like to make a motion regarding the \$9,450 accrued vacation payout to former Library Director Mike Gelhausen.

Mr. O'Brien made the motion to pay former Library Director Mike Gelhausen \$9,450.00 for accrued vacation pay. Motion died due to lack of a second.

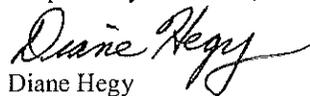
UPCOMING MEETING DATES

Regular Meeting – January 13, 2016 – Council Chambers – 4:00 PM.

ADJOURNMENT

Mr. Chappel made the motion to adjourn this meeting of the Library Board at 5:27 PM. The motion was seconded by Ms. Hilger and passed.

Respectfully submitted,



Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

PLAN COMMISSION
City of Hartford
November 9, 2015

PRESENT: Chairperson Dautermann, Members Anderek, Stapleton, Regan, Rusniak, Henke

ABSENT AND EXCUSED: Member Kuepper

ALSO PRESENT: City Planner Justin Drew

Call to Order – Chairman Dautermann called the meeting to order at 7:00 p.m. in the Common Council Chambers of Hartford City Hall, 109 N. Main Street.

Minutes Motion by Stapleton, second by Henke approving the minutes of October 12, 2015. Motion carried.

Appearances – Robert Berghardt, 415 Hartford Square, President of the Hartford Square Condo Association, and Greg James, Developer of Hartford Square and Hartford Square II subdivisions, appeared in favor of removing the walking path from Novak Street (in Hartford Square II) to the western boundary of Hartford Square.

Sign Review: The Practical Pearl, 35 East Jackson Street

Executive Summary Review:

The owner of an accessory business, Brandy Draheim, intends to place signage on frontage previously covered by signage from a previous business, Up In Smoke. The previous sign was approved for space on October 10, 2011. The proposed sign will feature two round logos on either side of an oval text sign. The logo, a circular pearl necklace surrounding the business name, is 19 inches in diameter. The business name and necklace are white on a black background, with a border of pink. The text sign is white script (“an accessory boutique”) with minimal pink accents on a black background. It measures 10’ x 1.3’.

A minor consideration is the size of the printing on the logos. Viewed from a distance, the business name is less prominent than the ‘accessory boutique’ text. Applicant should be aware that if this becomes a concern in future, any new signage (including window signs) will need to be reviewed by the Plan Commission before placement.

All aspects of this installation meet code requirements for size, placement and color.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. There were no questions or comments.

MOTION by Henke, second by Regan to approve the wall sign for The Practical Pearl. Motion carried.

Discussion of a Proposal from the Hartford Square II Developer and Homeowner’s Association to remove a walking path.

Executive Summary Review:

The Hartford Square II Subdivision Plat and Development Agreement were approved in 2005. The Plat shows a six-foot wide walking easement from Novak Street to the eastern edge of the subdivision, abutting the Hartford Square Subdivision. The Development Agreement also requires installation of a six-foot wide walking path from Novak Street to the western boundary of Hartford Square. In addition, section 12.0705 (b) gives the Plan Commission the authority to require pedestrian ways across any block over 1,000 feet in length when the Plan Commission deems it essential to pedestrian circulation. The path was installed in 2006. Originally, Hartford Square II was proposed as an expansion of Hartford Square and the intent was to also install a walking path from the western boundary of Hartford Square to the Hartford Square private road. Hartford Square II ended up being developed as a separate development with different condo associations. To date, the path on the Hartford Square side has not been installed, and the existing walking path dead ends. As a result, the Hartford Square II Homeowner's Association and the Developer have requested that they be allowed to remove the walking path within Hartford Square II.

Staff strongly opposes the removal of the existing path and believes that the City should make a greater effort to require that a continuation of the walking path be installed in Hartford Square. The Plan Commission already determined that given the length of the Novak Street block (1,200 feet) a walking path would improve pedestrian circulation. Both Hartford Square and Hartford Square II are for residents 55 and up. Without the walkway connecting the subdivisions, residents are forced to walk an additional ½ mile to visit a neighbor. Removing the walkway would be poor planning, would discourage pedestrian activity, and would increase auto use. Removal of the walkway would also violate sections 12.0103 (b) and 12.0202 (j).

In addition, removal of the walkway would be inconsistent with other developments in the City. The Planning Staff Recommends denial of the proposal from the Hartford Square II Developer and Homeowner's Association to remove a walking path. In addition, Staff recommends that the City take an active role in requiring that a continuation of the walking path be installed in Hartford Square.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann called for discussion.

Mr. Rusniak requested a timeline for the Hartford Square path requirement. Mr. Drew noted that the path in Hartford Square was a recommendation, not a requirement, and the discussion and recommendation from Plan Commission and Council was 10 years ago. The path in Hartford Square II is a requirement, part of the development agreement. Mr. Henke requested that Mr. Drew show members on the rendering where the path in Hartford Square II is located. Other members requested information on placement of the path, location of the recommended path in Hartford Square, and setbacks from adjacent buildings. Mr. Henke and Mr. Rusniak discussed and questioned the concept of sidewalk vs. path, and maintenance requirements of the path. Mr. Drew verified that the path would not be a dedicated sidewalk and would not be required to be maintained during winter months. Mr. Regan wanted to know if the path was part of an easement or if it was common area; Mr. Drew noted that all land in a condo development is common area. Mr. Rusniak noted that although the path in Hartford Square is recommended, no one wants it. Mr. Henke noted that the path is required per the Development Agreement. Mr. Drew pointed out that populations change and future residents might question why a walking path between the subdivisions was removed.

Chairperson Dautermann expressed some concern about after-the-fact changes to approved agreements and noted that the path installation requirement was no secret. Mr. Rusniak asked for clarification on what was being decided – only the fate of the walking path in Hartford Square II, not a walking path in Hartford Square? Mr. Drew affirmed. Mr. Henke asked when the path was installed in Hartford Square II. Mr. Drew replied that it was in 2006.

MOTION by Regan, second by Dautermann to deny the request for removal of the walking path in Hartford Square II between Novak and the western boundary of Hartford Square.
Motion carried.

Site Plan Review – Dodge Concrete Addition, 1128 Western Drive

Executive Summary Review:

In 2011 the Plan Commission approved a site plan for silos and a small addition for Dodge Concrete. The owners are now seeking approval for a 2,760 square foot addition at the northwest corner of the building. The proposed storage addition would have no plumbing or HVAC. The addition would be 46' x 60', 19 feet tall, and would include three overhead doors on the north elevation and one on the west elevation. There would be a concrete knee wall and metal siding to match the existing building. The addition would be setback 68 feet from the Western Drive Right-of-Way and would meet applicable setback requirements (40 feet). The proposed addition would increase lot coverage to approximately 6.5% of the 2.96 acre lot, well below the 50% allowed by Code. Staff believes the proposed addition location, size, and appearance are appropriate for the existing building and the area. The proposed addition will result in a slight increase of impervious surface (approximately 2,760 square feet), which should not impact storm water drainage. No change in utility service is requested. The Planning Staff recommends APPROVAL of the site plan as submitted for the Dodge Concrete Addition, 1128 Western Drive.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. There were no questions or comments.

MOTION by Henke, second by Stapleton to recommend approval of the site plan for Dodge Concrete, 1128 Western Drive. Motion carried.

Adjournment – Motion by Henke, and seconded by Stapleton for adjournment. Motion carried. Meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

UTILITY COMMITTEE

January 4, 2016

PRESENT: Chairperson Michalak, Members Meyer, Carroll and Kohler

ALSO PRESENT: City Administrator Volkert, Director of Utilities Rhodes, Sewer Utility Director Piquett

Call to Order – Chairperson Michalak called the meeting to order at 5:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Public Comment Period – There were no public comments.

Electric Service Interruptions and Water Main Breaks – Director of Utilities Rhodes mentioned the electric service interruptions and water main breaks which occurred during the past two months.

Phosphorus Preliminary Facilities Plan – Sewer Utility Director Piquett provided an update on the Phosphorus Preliminary Facilities Plan, and responded to questions.

Capacity Management, Operations and Maintenance Plan/Program – The City of Hartford is required to develop a Capacity Management, Operations and Maintenance (CMOM) Plan under Wisconsin Administrative Code NR 210.23 and must have this program in place by August 1, 2016. Requests for proposals from consultant engineers were sent to two companies with experience in this field. The recommendation is to accept the proposal from Superior Engineering, LLC, Muskego, in the estimated amount not to exceed \$9,900.

MOTION by Alderperson Meyer, and seconded by Alderperson Carroll recommending to the Common Council authorizing appropriate City Officials to accept the proposal from Superior Engineering, LLC, Muskego, in the estimated amount not to exceed \$9,900. MOTION CARRIED.

Adjournment – MOTION by Alderperson Kohler, and seconded by Alderperson Meyer for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

UTILJAN4.16

Compiled by Pat Borlen, Deputy Clerk

FOR

INFORMATIONAL

PURPOSES

ONLY

CITY OF HARTFORD
MONTHLY TREASURER'S REPORT
NOVEMBER 2015

City Bank And Investment Accounts

Bank Accounts:

First National Bank

Concentration Account	Acct# 12555901	Average Monthly Balance \$817,342
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First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance \$85,607
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Landmark Credit Union

DOD Comm Revit Loan Fund Acct	Acct# 0131028243	Average Monthly Balance \$385,707
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Investments:

Local Government Investment Pool	Current Balance \$12,194,938
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Dana Investment Services (U.S. Government Agency Investments)	Current Balance \$10,849,368
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Certificates of Deposit At Local Banks	Current Balance \$7,000,000
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Respectfully submitted,



Dawn Timm
Finance Director/Treasurer

Library Director's Report for the Month of December 2015

Library Circulation Statistics

December 2015 Total Checkouts	14,655 (-5%)
December 2014 Total Checkouts	15,454
January – December 2015 Total	216,460 (-4%)
January – December 2014 Total	226,262

Checkout by Municipality

City of Hartford	7,381	50%
1 st Ward	2,814	38%
2 nd Ward	2,226	30%
3 rd Ward	2,341	32%

Washington Cty

Residents	1,434	28%
Non-Residents	4,138	72%

Dodge County

Residents	923	43%
Non-Residents	1,206	57%

All Other Municipalities

	277	2%
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Checkout by type of Material

Adult	7,695	53%
Children	6,439	44%
Young Adult	521	3%

Busiest Days

Mon. Dec. 28	– 910 checkouts
Wed. Dec. 30	– 772 checkouts
Wed. Dec. 2	– 717 checkouts

Busiest Hours

11am-Noon	1,849 checkouts
4pm-5pm	1,600 checkouts
Noon-1pm	1,511 checkouts

Library Services Statistics

Items requested thru the trio catalog

Requested by Hartford Customers	1,939
Requested by trio Members	2,448

Total items checked-in

	13,414
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Overdrive – Ebooks & E-Audios

1,322	downloads – December 2015**
1,008	downloads – December 2014

**31%increase

Jan – Dec. 2014 11,444 downloads

Jan – Dec. 2015 15,288 downloads*

*36% increase from 2014-2015

New Cards Issued

40	
City	27
Washington Cty	6
Dodge County	6
All Others	1

Computer Logins

1,125 customers logged into a public computer

Total Hours 1,187/ 71,220 minutes

47 customers per day/58 minutes per session

Overdue Notices Mailed via USPS

265	
Email Reminder Notices Sent	847
Email Overdue Notices	171
Certified Letters Sent via UPSS	6
Sent to Police for Collection	3

Volunteer Hours

December 2015 – 134.75 hours donated

December 2014 – 233.75 hours donated

Total new items added to the collection

1,149	
Adult	534
Children	427
Young Adult	188

Reference Questions Answered 771 total for the month/32 per day/3,106 Total for Oct., Nov. & Dec. 2015

Pronunciator Logins: 28 logins/ 6 new registrations

Meeting Room Usage – Total 158

	<u>Library Events</u>	<u>City Event</u>	<u>Friends Events</u>	<u>General Public</u>
Community Room	17		1	9
Conference Room				6
Study Room 208			5	43
Study Room 209			8	36
Study Room 210			8	30
Total for each Room	17		17	124

MONTHLY STATISTICS – December 2015

Let's go LEGO! 12/01/15:
9 children + 5 adults = 15
(Theme: Christmas Time)

Family Movie - Inside Out
(12/12/15) - 7 kids + 4 adults - 11

Teen Movie - Ant-Man
(12/21/15) - 0

Adult Crafting (12/10/15): 17

Star Wars Scavenger Hunt Sheets taken:
21
5 returned

Read to Arthur
12/06/14 = 7 kids
12/19/15 = 8 kids

Toddler Time:
12/03/15 = 10 kids + 6 adults = 16

Preschool Storytime:
12/01/15 = 13 kids + 9 adults = 22
12/02/15 = 11 kids + 9 adults = 20

Parachute Play:
12/07/15 = 6 kids + 3 adults = 9

Edible Tree Decorating (12/09/15): 38 kids + 11 adults = 49

After School Program:
12/02/15 - 29 kids
12/09/15 - 4 (don't recount this #)
12/16/15 - 19 rec + 4 non kids
12/23/15 - 14 rec + 6 non kids

Library LEGO Checkout Club (Passive):
12/01/15-12/05/15 - 74 participants
12/07/14-12/13/15 - 54 participants
12/14/15-12/19/15 - 44 participants
12/21/15-12/23/15 - 25 participants
12/28/15-12/31/15 - 34 participants =
DECEMBER TOTAL: 231
GRAND TOTAL: 622

Movies for Grown-ups:
Black or White (12/03/15): 7

Monthly Department Report
Planning/Building Inspection
December 2015

Planning:

Plan Commission:

Sign Review: Studio 106, 40 North Main Street (approved)
Public Hearing: City of Hartford Downtown Development Plan (approval recommended)
Site Plan Review: 105 Steel Craft Drive (approved)
1400 Schauer Drive (approved)
Rezoning Request: 25 Meadowdale and 1458 Hillcrest (approval recommended)
108 Branch Street (approval recommended)
Other: Planning Calendar

Violation Letters:

Property Maintenance: 2
Courtesy Notices:
Housing: 0
Precipitation: 0
Zoning: 1
Citations: 0

Scanning Project, Building Plans & Documentation, Basement Storage:
19 boxes of 90 have been scanned and electronically stored.

Scanning Project, Commercial Plans:

2007 commercial plans have been scanned and electronically stored, and placed in GIS mapping.

Building Inspection:

Permits Issued: 120

Permits Issued YTD: 1216

Violation Letters: 2

Courtesy Notices: 0

MONTHLY DEPARTMENT REPORT DECEMBER 2015

DEPARTMENT: HARTFORD POLICE DEPARTMENT

1.) MONTHLY STATISTICAL DATA

ACTIVITY MEASURE	2015	% OF 2014	2014 YTD TOTAL	% OF 2014	2014 DECEMBER	2014 YTD TOTAL	3 YR AVG/ MONTH	% OF AVG MON	3 YR AVG/ YTD TOTAL	% OF AVG YTD
CALLS FOR SERVICE (DECEMBER)	543	106%	6598	111%	511	5950	549	99%	6826	97%
COMPLAINTS FILED (DECEMBER)	249	115%	2765	106%	216	2618	227	110%	2930	94%
WRITTEN WARNINGS (NOVEMBER)	180	107%	1893	123%	168	1544	212	85%	1704	111%
TRAFFIC CITATIONS (NOVEMBER)	110	70%	1541	121%	158	1277	175	63%	2065	75%
MUNICIPAL CITATIONS (NOVEMBER)	50	83%	519	146%	60	355	51	98%	560	93%
FIELD INTERVIEW CARDS (NOVEMBER)	3	300%	32	128%	1	25	4	75%	27	119%
ADULT ARRESTS (UCR DATA) (NOVEMBER)	36	71%	554	113%	51	491	54	67%	594	93%
JUVENILE ARRESTS (UCR DATA) (NOVEMBER)	18	50%	327	122%	36	269	23	78%	291	112%
SQUAD FLEET MILEAGE	DECEMBER 2015	% OF 2014	2015 YTD TOTAL	% OF 2014	DECEMBER 2014	2014 YTD TOTAL	3 YR AVG/ MONTH	% OF AVG MON	3 YR AVG/ YTD TOTAL	% OF AVG YTD
SQUAD 1 (PATROL)	2550	112%	23159	126%	2273	18433	2108	121%	19912	116%
SQUAD 2 (PATROL)	2195	94%	26181	121%	2345	21572	2034	108%	21297	123%
SQUAD 3 (PATROL)	1638	178%	25469	120%	921	21143	2201	74%	23204	110%
SQUAD 4 (PATROL)	3222	129%	33645	130%	2507	25947	2145	150%	28036	120%
SQUAD 5 (PATROL)	1285	66%	16673	104%	1955	16104	1450	89%	16453	101%
SQUAD 6 (ADMIN/POLICE AIDES)	247	N/A	2277	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SQUAD 7 (PATROL/SPECIAL PURPOSE)	248	43%	9821	181%	577	5417	663	37%	6892	142%
SQUAD 8 (ADMIN)	818	82%	12137	121%	999	10047	968	85%	9309	130%
SQUAD 9 (PATROL/K-9)	395	26%	8693	55%	1517	15931	1783	N/A	15580	N/A
TOTAL SQUAD MILEAGE	12598	96%	158055	117%	13094	134594	13352	94%	140683	112%
AVERAGE SQUAD MILEAGE	1400	86%	17562	104%	1637	16824	1669	84%	17585	100%

2.) CHIEF'S ACTIVITIES

- ◆ Attended and presented at the regularly scheduled meetings of the Finance and Personnel Committee and the Police and Fire Commission
- ◆ Attended a meeting of the Washington County Chiefs Association
- ◆ Toured Quad Graphics with departmental command staff
- ◆ Participated in the 2015 Shop with a Cop program

3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ Eligibility list for Police Aides was completed
- ◆ Recruitment for Police Officers continued

4.) ANTICIPATED PROJECTS/TASKS/ACTIVITIES

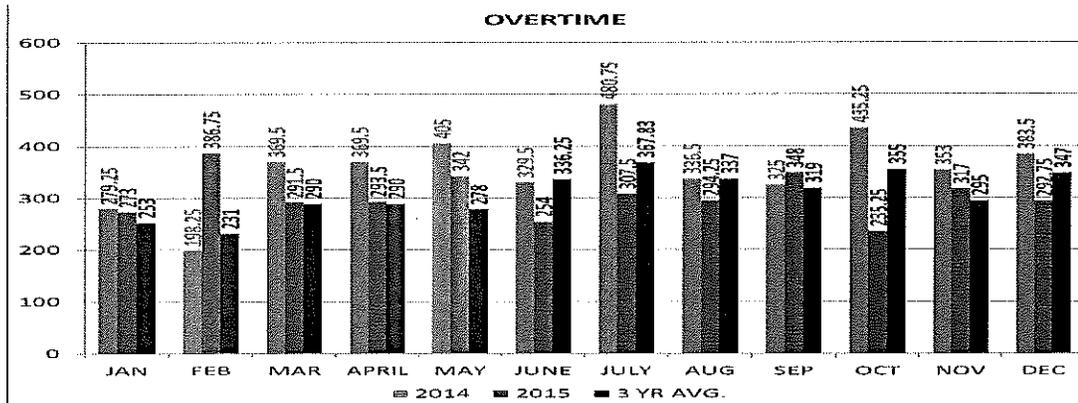
- ◆ Police Aide Positions will be filled

5.) TRAINING

- ◆ Sergeant Cummings attended the monthly SWAT team training with the Washington County Sheriff's Department
- ◆ Officers Dorn and Cash completed required K-9 certification training
- ◆ Chaplain Livingston attended Emotional Survival for Law Enforcement Officers in Kenosha
- ◆ Officers Beine, Deibert, and Whipple attended FBI/ALERRT Level I Active Shooter in West Bend
- ◆ Officer Terrell completed FEMA IS700 online

- ◆ All sworn staff, full- and part-time Communications Staff, and the Administrative Assistant completed Suspicious Activity Reporting and WiWatch Training on line
- ◆ Communications Officers Shaw completed FEMA IS100 and IS700 online
- ◆ Communications Officer Neu completed APCO Professional Caller Control Techniques on-line Illumination training
- ◆ Communications Office Jossart completed APCO Quality Assurance/Self-Assessment on-line Illumination training
- ◆ Communications Officer Jossart attended Crisis Negotiations Scenario Training with the Dodge County Sheriff's Department SWAT Team
- ◆ Communications Officer Snyder completed a two-hour ridealong with the Patrol Division

6.) **OVERTIME**



(We were one part-time Communications Officer and one full-time Patrol Officer short in December. We also had the part-time Communications Officer replacement and one patrol officer in field training.)

7.) **CASES OF INTEREST**

12-04-15 - After investigating an open line 911 call, two subjects were taken into custody for outstanding warrants. A 19-year-old Milwaukee man was taken into custody on a felony warrant through the Department of Corrections. Charges of Obstructing/Resisting an Officer were also requested against the man after he attempted to flee on foot before being chased down and arrested. The second subject, a 20-year-old Milwaukee man, was also taken into custody for a felony warrant through the Department of Corrections for illegal possession of a firearm. Obstructing/Resisting charges were also referred against this subject as he provided the investigating officers with three different names in an attempt to avoid apprehension.

Respectfully Submitted,
David A. Groves,
 Chief of Police

STREET DEPARTMENT MONTHLY REPORT - DECEMBER 2015

Advanced Disposal Services/Curbside Solid Waste Pickup:		Past Dec. Solid Waste
332.91 Tons of solid waste for December 2015		2012 - 219.30 tons
(311.91 tons - November 2015)		2013 - 261.01 tons
		2014 - 308.13 tons

Advanced Disposal Services/Curbside Recycling Pickup:		
Paper & Cardboard AND Commingles		
(Glass, Plastic & Cans) RECYCLING CART.....	99.25 Tons - December 2015	(90.00 Tons - Dec. 2014)

1. Normal department projects required to be accomplished EACH month:		
- Pick up and chip brush curbside (1st full week)	- Patch and asphalt streets as needed	
- Repair & maintain equipment	- Sweep city streets per schedule	
- Repair & replace street signs as needed	- Pick up excessive garbage on Fridays	

2. Special or specific projects/tasks/ activities accomplished during the month of DECEMBER:		
- Crack fill/Joint Seal streets	- Paint striping on streets, crosswalks & parking lots	
- Trimmed tree branches over streets	- Deliver & Repair Recycling & Garbage Carts	
- Assist with Water Main Breaks	- Assist Advanced Disposal Ser. With Complaints	
- Rebuild/Repair Catch Basins & Outfalls	- Meet with State, Representatives & City Officials re. Airport	
- Remove snow from downtown	- Plow & Salt Streets as needed	
- Assist Contractor with Pool Construction when needed		

2. Special or specific projects/tasks/ activities accomplished during the NEXT MONTH:		
- Maintenance of all City equipment	- Asphalt after Water Main Breaks	
- Cold patch streets where needed	- Plow & Salt Streets as needed	
- Assist Police Department with Accidents	- Chip Brush & Christmas Trees Curbside	
- Repair Catch Basins	- Continue trimming branches over streets	
- Replace/Repair/Straighten Street Signs		

4. Training/Staff Development activities occurring during the month of DECEMBER:		
<i>NONE</i>		

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
12/2/2015	Salt early morning	1.00	
12/11/2015	Sweep Downtown	2.00	
12/23/2015	Tree Branch down after wind storm	2.00	
12/24/2015	Cleanup after wind storm damage	4.00	
12/28/2015	Plow & Salt Streets	45.90	
12/29/2015	Plow & Salt Streets	34.50	
12/30/2015	Salt early morning	7.30	
12/31/2015	Clear snow from downtown	27.00	
	TOTALS	123.70	
<i>December 2014 Overtime Comparison Totals</i>		<i>17.00</i>	
Excel/MonthlyReport/2015/December			

HARTFORD CITY TAXI TRANSPORTATION REPORT

MONTH/YEAR:

December 2015

TOTAL PASSENGERS: 1687

TOTAL MONTHLY REVENUE: \$5,419.00

PASSENGER INFORMATION

Senior: City: 529/7wc
Out of Town: 17/2wc

Handicap: City: 222/5wc
Out of Town: 2/1wc

Children: City: 3
Out of Town: 0

Regulars: City: 891
Out of Town: 8

Waits (Total Minutes): 238

Package Pickups: 0

Taxi Trips: 1571

Shared Rides: 725

Wheelchair Trips: 15

HOURS INFORMATION

Loaded Hours/Minutes: 211.0

Deadhead Hours/Minutes: 229.0

TOTAL HOURS/MINUTES: 440.0

FARE INFORMATION

Base Fares: \$5,255.00

Out of Town Fares: \$62.50

Wait Chgs: \$59.50

Package Pickup Chgs: \$0.00

No Show/COA Chgs: \$42.00

Taxi Tickets Sold: \$1,468.00

of Sheets sold: 61

of Taxi Tickets collected: 428

MILEAGE INFORMATION

Loaded City Miles: 3606.2

Loaded Out of Town Miles: 32.2

Deadhead Miles: 1157.2

TOTAL MILES: 4795.6

TOTAL FUEL USED: 347.697

FLEET INFORMATION

Unit #1 - 2014 Dodge Caravan

Unit #5 - 2010 Dodge Caravan

Unit #7 - 2007 Chevy Uplander

Unit #9 - 2011 Dodge Caravan

HARTFORD CITY TAXI TRANSPORTATION REPORT

MONTH/YEAR: 2015 Year-end

TOTAL PASSENGERS: 20123 **TOTAL MONTHLY REVENUE:** \$65,495.50

PASSENGER INFORMATION

Senior: City: 6516/119wc
Out of Town: 175/4wc

Handicap: City: 2391/7wc
Out of Town: 15/5wc

Children: City: 105
Out of Town: 1

Regulars: City: 10561
Out of Town: 224

Waits (Total Minutes): 3648

Package Pickups: 13

Taxi Trips: 18619

Shared Rides: 9124

Wheelchair Trips: 135

HOURS INFORMATION

Loaded Hours/Minutes: 2715.4

Deadhead Hours/Minutes: 2764.5

TOTAL HOURS/MINUTES: 5479.9

FARE INFORMATION

Base Fares: \$63,013.50

Out of Town Fares: \$950.50

Wait Chgs: \$912.00

Package Pickup Chgs: \$78.00

No Show/COA Chgs: \$541.50

Taxi Tickets Sold: \$17,404.00

of Sheets sold: 693

of Taxi Tickets collected: 5056

MILEAGE INFORMATION

Loaded City Miles: 44378.8

Loaded Out of Town Miles: 434.7

Deadhead Miles: 11867.9

TOTAL MILES: 56681.4

TOTAL FUEL USED: 4143.496

FLEET INFORMATION

Unit #1 - 2014 Dodge Caravan

Unit #5 - 2010 Dodge Caravan

Unit #7 - 2007 Chevy Uplander

Unit #9 - 2011 Dodge Caravan

MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES

COVERING THE MONTH OF: December 2015

REGULAR MONTHLY ACTIVITIES

1. Street Lights
2. Tree Trimming
3. Hydrant Maintenance
4. Water Samples
5. Well Maintenance

SPECIAL MONTHLY ACTIVITIES

1. Circuit 11 – State St.
2. Line Extension – American Eagle, Slinger
3. Test Backflow Preventers – Utility Building, WWTP & Library
4. Clean Chlorine Analyzer – Well #16

UPCOMING ACTIVITIES

1. Circuit 11 – State St.
2. Line Extension – E. Loos St. Condos
3. Cross Connection Inspections
4. Clean Plate Settler – Well #16

TRAINING SESSIONS

1. MEUW Safety Session D
2. Chlorine Regulators Repair

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	6.0
Meter Read	6.0
Maintenance of Signals	4.0
Signal Hit by Vehicle – Hwy K & E. Monroe Ave.	2.0
Line Extension – Hickory Heights, Slinger	3.6
Trouble Call – Slinger	2.0
Water Main Break – 46 E. Monroe Ave.	19.4
Maintenance of Hydrant	0.4
Maintenance of Pumping Plant	1.1
Maintenance of Water Service	0.5
Maintenance of Water Meter	0.5
Education	0.5
Well Run – Weekends & Holiday	20.0
TOTAL	66.0