

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, MARCH 8, 2016
7:00 P. M.

PRESENTATION OF COLORS BY HONOR GUARD

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 March 23, 2016.

6) APPEARANCES/CITIZENS COMMENTS

A) Presentation of City of Hartford Police Department 2015 service awards.

B) Library Director Jennifer Einwalter to present an overview of library activity and usage in 2015.

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) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) None.

B) PUBLIC WORKS

1) None.

C) UTILITY

1) None.

9) OTHER COMMITTEE AND LIAISON REPORTS

10) RESOLUTIONS

A) Resolution No. 3444 – A preliminary resolution for the levying of special assessments under Sections 66.0703 and 66.1109, WI Statutes , for purposes of funding a BID operating plan in the City of Hartford Central Business District. (Executive Summary attached)

B) Resolution No. 3445 – A resolution providing for the publication, filing, inspection and adoption of an ordinance repealing and recreating Chapter 4 of the Hartford Municipal Code entitled City Administration. (Executive Summary attached)

11) ORDINANCES

A) FIRST READING

1) Ordinance No. 1344 – An ordinance amending Section 33.07 of the Municipal Code regarding regulation of Transient Merchants. (Executive Summary attached)

B) SECOND READING

1) None.

12) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of accepting the engineering design from Ruckert Mielke, Waukesha, dated February 26, 2016, for the design of a storm water pond at the SW corner S Wilson Avenue and E Loos Street at an estimated cost of \$9,750. (Executive Summary attached)

13) MAYORS REPORT

A) None.

14) CLOSED SESSION

The Common Council to move into closed session under § 19.85 (1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" relative to proposals for development. The Common Council to reconvene in open session for adjournment only.

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
MARCH 8, 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 February 9, 2016 and February 23, 2016.
- 2) Authorizing appropriate City officials to enter into a contract with Northway Fence, Menomonee Falls, for the installation project of installing a new backstop at Independence Park for a total cost not to exceed \$11,700. (Executive Summary attached)
- 3) Authorizing appropriate City officials to purchase 30,000 feet of 1/0 28kV primary underground cable from RESCO at a cost not to exceed \$60,000. (Executive Summary attached)
- 4) Authorizing appropriate City officials to purchase 46 utility poles from Bell Lumber and Pole Company at a cost not to exceed \$25,932. (Executive Summary attached)

MID-MORAINES MUNICIPAL ASSOCIATION DINNER MEETING
WEDNESDAY, MARCH 23, 2016

Host Community: Village of Fredonia

Location: Five Pillars Supper Club
W2990 County Road K
Random Lake, WI 53075
Phone Number – 920-994-4336

Dinner: Buffet: Roast Beef and Turkey, Mashed Potatoes and Gravy,
Vegetable, Cold Salads, Coffee, Rolls and Butter

Cost: \$ 19.00

Speaker: Mr. David Arnott, P.E., Associate Senior Project Manager of
Ruckert & Mielke and his topic will be an update on Phosphorus
Legislation and recent advancements in controlling Phosphorus. This
Would be a great meeting for your Wastewater Treatment Managers.

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

Reservation Deadline: Friday, March 18, 2016

Cc: Area Legislators
Curt Witynski

Annual Programming

Total Number of Programs: 356
Total Attendance: 13,334

Summer Reading 2015

888 Participants

769,780 minutes read

\$.12

Amount you pay per day in taxes to support the Library

2015 Annual Report



JACK RUSSELL MEMORIAL LIBRARY

100 Park Avenue, Hartford 262-673-8240
www.hartfordlibrary.org
hartfordpl@hartfordlibrary.org

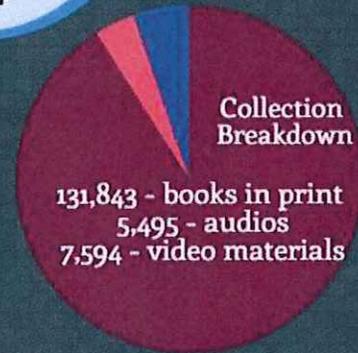


217,750 items checked out

12,240 Reference Questions

2015 Library Tax Support

City of Hartford \$606,000 67%
Dodge County \$52,506 6%
Washington County \$248,704 27%
Total Tax Support \$907,210



14,631 E-Books & E-Audios Downloads



Meeting Room Usage

2012	687 uses
2013	732 uses
2014	943 uses
2015	1,651 uses



75% increase in meeting room usage from 2014 to 2015



PUBLIC COMPUTER USE 15,765 (# OF USERS)

Interlibrary Loans



33,406 items were provided to other libraries & 28,235 items were received for JRML Customers

23,921 CARDHOLDERS

powered by

EXECUTIVE SUMMARY

Resolution No. 3444

Title: A PRELIMINARY RESOLUTION FOR THE LEVYING OF SPECIAL ASSESSMENTS UNDER SECTIONS 66.0703 AND 66.1109, WIS. STATS., FOR PURPOSES OF FUNDING A BID OPERATING PLAN IN THE CITY OF HARTFORD CENTRAL BUSINESS DISTRICT

Background: This is the annual preliminary special assessment resolution for the BID District. A final resolution will be adopted at a later date.

Fiscal Impact: The fiscal impact will be determined by the final special assessment resolution.

Recommendation: Adoption of the preliminary special assessment resolution.

PREPARED BY:  DATE: 02/29/16
Lori Hetzel, City Clerk

REVIEWED BY:  DATE: 3-2-16
Ian Prust, City Attorney

 DATE: 3-2-16
Dawn Timm, Finance Director

APPROVED BY:  DATE: 3-3-16
Steve Volkert, City Administrator

ROUTING: Common Council – March 8, 2016

Resolution No. 3444

A PRELIMINARY RESOLUTION FOR THE LEVYING OF SPECIAL ASSESSMENTS UNDER SECTIONS 66.0703 AND 66.1109, WIS. STATS., FOR PURPOSES OF FUNDING A BID OPERATING PLAN IN THE CITY OF HARTFORD CENTRAL BUSINESS DISTRICT

The Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, hereby resolves as follows:

- 1) The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments to fund a BID Operating Plan in the City of Hartford Central Business District, and for the benefits conferred upon the properties in the Business Improvement District listed on the attached Exhibit "A".
- 2) It is the determination of the Common Council that said assessments shall be made under the police powers and that the amount assessed against each parcel shall be based upon the value of property improvements.
- 3) The assessment against any parcel may be paid in one sum or in installments, the number of which shall be determined following a public hearing on the proposed assessments.
- 4) The City Engineer and BID Board are directed to prepare a report consisting of:
 - a) Final plans for the District.
 - b) A statement of the entire cost of the plan as estimated.
 - c) A schedule of the proposed assessments against each parcel.
 - d) A statement that the property against which the assessments are proposed has been inspected and is or will be benefited setting forth the basis of the benefit.
- 5) When the report is completed, the City Engineer and BID Board shall file a copy of the report with the City Clerk for public inspection.
- 6) The City Clerk shall cause notice to be given stating the nature of the proposed assessments, the general description of the property to be assessed, the time and place in which the BID Board and City Engineer's Report may be inspected, the time and place of the public hearing and the matters contained in the preliminary resolution and the report. This notice shall be published as a Class 1 notice and a copy shall be mailed at least 10 days before the hearing to every interested party. The hearing shall commence not less than 10 or more than 40 days after publication.

7) The hearing shall be held in the City Hall Common Council Chambers, Room 178, 109 North Main Street, on a date to be determined by the Common Council and in accordance with Section 66.0703 (7), Wis. Stats.

Signed:

Joseph Dautermann, Mayor

INTRODUCED: March 8, 2016

ADOPTED: March 8, 2016

ATTEST:

Lori Hetzel, City Clerk

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2001-004-005	116 West Sumner Street	First National Bank 116 West Sumner Street Hartford, WI 53027
36-2001-005-001	11 North Main Street	Mallow Properties LLC 2957 Rolaine Pkwy Hartford, WI 53027
36-2001-005-002	17 North Main Street	Allen Associates Partnership LLP c/o Richard Feutz N2298 Resthaven Rd Rubicon, WI 53078
36-2001-005-006	39 North Main Street	Finn Rentals LLC 37243 Sunset Drive Oconomowoc, WI 53066
36-2001-005-007	43 North Main Street	Finn Rentals LLC 37243 Sunset Drive Oconomowoc, WI 53066
36-2001-005-009	57 North Main Street	OCV Enterprises LLC 1050 Middle Ridge Road Hubertus, WI 53033
36-2001-005-013	71-75 North Main Street	TKN Properties LLC 68 North Johnson St Hartford, WI 53027
36-2001-005-022	20 West Sumner Street	Mark & Charlene Jung 15 North Main Street Hartford, WI 53027
36-2001-005-026	36 North Johnson Street	Jessica K. Boyd 5820 Waterford Road Hartford, WI 53027
36-2001-005-027	37 North Main Street	White Elephant LLP P. O. Box 270034 Hartford, WI 53027-0034
36-2001-005-034	61 North Main Street	Raymond & Dorothy Klemp P. O. Box 270324 Hartford, WI 53027
36-2001-005-035	65 North Main Street	KB Properties of Hartford LLC 530 North Main Street Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2001-005-039	47 North Main Street	John & Kathleen Proebsting 830 Sunset Drive Hartford, WI 53027
36-2001-006-002	131 North Main Street	Linda M. Dallman 1164 Gulf Blvd Treasure Island, FL 33706
36-2001-006-003	135 North Main Street	Steven Cypher 433 Third Street Hartford, WI 53027
36-2001-006-007	127 North Main Street	Eleven 99 Properties LLC 127 North Main Street Hartford, WI 53027
36-2001-015-003	29 West State Street	James & Heidi Schaefer N4644 St. John Road Rubicon, WI 53078
36-2001-015-015	207 North Main Street	Hartford Main & State LLC c/o Brayton Mgmt Co., Inc. 18900 W Bluemount Rd - Ste 212 Brookfield, WI 53045
36-2001-015-016	225 North Main Street	Hartford Main & State LLC c/o Brayton Mgmt Co., Inc. 18900 W Bluemound Rd - Ste 212 Brookfield, WI 53045
36-2001-016-001	301-305 North Main Street	BKHAL LLC 29011 Kramer Drive Waterford, WI 53185
36-2004-020-022	57 South Main Street	George E. & Sandra R. Smith P. O. Box 270219 Hartford, WI 53027
36-2004-027-001	104 Kossuth Street	Michael Wagner 104 Kossuth Street Hartford, WI 53027
36-2004-027-013	107 West Sumner Street	C. Wannow Real Estate LLC 107 West Sumner Street Hartford, WI 53027
36-2004-028-003	45 South Main Street	Scott Warren Scott Oil Co., Inc. 5362 State Road 11 Elkhorn, WI 53121

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2004-028-005	23 South Main Street	Commerce State Bank 1243 North 10 St - Suite 300 Milwaukee, WI 53205
36-2004-028-007	11 South Main Street	GABBI LLC 11 South Main Street Hartford, WI 53027
36-2004-028-008	31 West Sumner Street	Mark & Linda Hauser 31 West Sumner Street Hartford, WI 53027
36-2102-001-001	62-66 North Main Street	Jolly Jack Holdings LLC 1385 Emerald Drive Hartford, WI 53027
36-2102-001-002	54 North Main Street	John & Deborah Hetzel 63 Highland Avenue Hartford, WI 53027
36-2102-001-003	50 North Main Street	HXF Properties LLC 7001 Arthur Road Hartford, WI 53027
36-2102-001-004	48 North Main Street	Qin Lin P O Box 828 Oconomowoc, WI 53066
36-2102-001-005	42 North Main Street	Robert Fronberry 123 St Andrews Tr Fontana, WI 53125
36-2102-001-006	40 North Main Street	Robert Fronberry 123 St Andrews Tr Fontana, WI 53125
36-2102-001-007	34 North Main Street	Michael D. Halsey Revocable Living Trust LC P O Box 270316 Hartford, WI 53027
36-2102-001-008	30 North Main Street	Douglas Schlotthauer 925 Willow Lane Hartford, WI 53027
36-2102-001-010	22 North Main Street	Thomas Masters 5488 Pleasant Hill Road Hartford, WI 53027
36-2102-001-011	22 North Main Street	Thomas Masters 5488 Pleasant Hill Road Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2102-001-012	22 North Main Street	Thomas Masters 5488 Pleasant Hill Road Hartford, WI 53027
36-2102-001-020	15 Mill Street	James & Gerard Schnorenberg 15 Mill Street Hartford, WI 53027
36-2102-001-018	22 North Main Street	Thomas Masters 5488 Pleasant Hill Road Hartford, WI 53027
36-2102-002-003	110 North Main Street	Joose Commercial, LLC 6082 Loghouse Rd Hartford, WI 53027
36-2102-002-004	106 North Main Street	Landmark Credit Union 5445 S Westridge Drive New Berlin, WI 53151
36-2102-002-005	104 North Main Street	Landmark Credit Union 5445 S Westridge Drive New Berlin, WI 53151
36-2102-002-006	100 North Main Street	Landmark Credit Union 5445 S Westridge Drive New Berlin, WI 53151
36-2102-002-007	28 Jackson Street	Christine M DeLong TOD 4434 Foxboro Court Slinger, WI 53086
36-2102-002-008	36-46 Jackson Street	Irish Development, LLC 2466 Lough Lane Hartford, WI 53027
36-2102-002-013	54 East Sumner Street	Thomas Masters 5488 Pleasant Hill Road Hartford, WI 53027
36-2102-002-018	124 East Sumner Street	Sumner Street LLC P. O. Box 270468 Hartford, WI 53027
36-2102-002-044	108 East Sumner Street	Frank Properties I LLC 108 East Sumner Street Hartford, WI 53027
36-2102-003-004	142 North Main Street	Dean and Mary Kirley 609 Fairview Drive Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2102-003-005	140 North Main Street	Edward & Vickie Larsen 6714 Cty Hwy Q Hartland, WI 53029
36-2102-003-009	130 North Main Street	Edward & Vickie Larsen 6714 Cty Hwy Q Hartland, WI 53029
36-2102-003-010	128 North Main Street	Kenneth L. & S. C. Leitner 519 Tahoe Lane Hartford, WI 53027
36-2102-003-011	120 North Main Street	Daffy Properties LLC 6255 State Highway 144 South West Bend, WI 53095
36-2102-005-002	226 North Main Street	Michael & Cheryl Checolinski 226 North Main Street Hartford, WI 53027
36-2102-005-003	218-222 North Main Street	Jeffrey & J. Ritger 222 North Main Street Hartford, WI 53027
36-2102-005-004	212 North Main Street	PSD LLC 212 North Main Street Hartford, WI 53027
36-2102-005-005	206 North Main Street	PSD LLC 212 North Main Street Hartford, WI 53027
36-2102-005-012	217 First Street	East Side Lumber Company 200 First Street Hartford, WI 53027
36-2102-006-011	302-304 North Main Street	Zagel Properties LLC 6250 Spaeth Court West Bend, WI 53095
36-2102-007-004	200 First Street	East Side Lumber Company 200 First Street Hartford, WI 53027
36-2102-008-003	216 Second Street	East Side Lumber Company 200 First Street Hartford, WI 53027
36-2103-023-002	55 South Street	SST Properties LLC 55 South Street Hartford, WI 53027

EXECUTIVE SUMMARY

RESOLUTION NO. 3445

TITLE: A RESOLUTION PROVIDING FOR THE PUBLICATION, FILING, INSPECTION AND ADOPTION OF AN ORDINANCE REPEALING AND RECREATING CHAPTER 4 OF THE MUNICIPAL CODE ENTITLED CITY ADMINISTRATION

BACKGROUND: This process started with proposed changes to the Emergency Government procedures found in Chapter 4 of the Municipal Code and the need to create a Tourism Commission to oversee the use of funds collected through the City's Room Tax due to changes in state law adopted as part of the 2015-2017 state budget. In reviewing Chapter 4, I identified many sections of the municipal code that contained out of date procedures and statutory references that needed to be updated. After discussing this situation with the City Administrator and the Mayor, we decided to proceed with a complete revision of Chapter 4 of the Municipal Code. As part of this process, there were many small revisions- updating statutory references, reorganizing, renumbering and reformatting- and some larger substantive changes and additions. The substantive changes and additions are:

- 4.08 Pertaining to appointment of election officials;
- 4.16, 4.17, and 4.18: job descriptions for City Engineer, Director of Planning and Zoning and Director of Public Works;
- 4.23: Board of Public Works;
- 4.25: Public Utility Committee;
- 4.26: Tourism Commission;
- 4.32: Emergency Government;
- 4.37: Bringing collection of Delinquent Charges into compliance with current law; and
- Emergency Medical Services- removing these sections due to consolidations of Fire and Emergency Medical Services.

The initial action item is the adoption of a Resolution Providing for the Publication, Filing, Inspection and Adoption of an Ordinance Repealing and Recreating Chapter 4 of the Municipal Code. After adopting this resolution, a legal notice will be published and the revised Chapter will be available for inspection at the Clerk's office commencing March 23, 2016. At the April 12, 2016 meeting, the Ordinance Repealing and Recreation Chapter 4 will be presented for consideration and approval.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt the Resolution Providing for the Publication, Filing, Inspection and Adoption of an Ordinance Repealing and Recreating Chapter 4 of the Municipal Code

PREPARED BY:

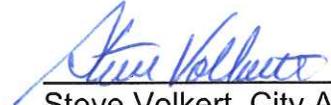


Ian Prust, City Attorney

3-2-16

Date

APPROVED BY:



Steve Volkert, City Administrator

3-2-16

Date

File No. hh268-1044

RESOLUTION NO. 3445

**A RESOLUTION PROVIDING FOR THE PUBLICATION, FILING,
INSPECTION AND ADOPTION OF AN ORDINANCE REPEALING AND RECREATING
CHAPTER 4 OF THE MUNICIPAL CODE ENTITLED CITY ADMINISTRATION**

WHEREAS, the Ordinance entitled Chapter 4, City Administration, has been prepared and tentatively approved by the Common Council.

NOW, THEREFORE, BE IT RESOLVED, that Chapter 4 be presented for adoption by the Common Council at its regular meeting on April 12, 2016 and **BE IT FURTHER RESOLVED** that the City Clerk, in accordance with the requirements of Section 66.0103, Wis. Stats., shall file a copy of this proposed Ordinance in her office for public inspection commencing March 23, 2016, and cause a copy of the following notice to be published in the Daily News:

"PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on April 12, 2016 in the Common Council Chambers at Hartford City Hall, by the Common Council for the purposes of considering an Ordinance Amending Chapter 4 of the Municipal Code regarding City Administration.

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

You are further notified that a copy of said proposed ordinance will be on file and open for public inspection in the office of the City Clerk for a period of not less than two weeks prior to its adoption, commencing March 23, 2016, in accordance with Section 66.0103, Wis. Stats."

Adopted this ____ day of _____, 2016, by the Common Council of the City of Hartford, Wisconsin.

Signed:

Joseph Dautermann, Mayor

INTRODUCED: _____

ADOPTED: _____

ATTEST: _____
Lori Hetzel, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE REPEALING AND RECREATING CHAPTER 4
OF THE MUNICIPAL CODE REGARDING CITY ADMINISTRATION**

NOW, THEREFORE, the Common Council of the City of Hartford do ordain as follows:

SECTION 1. Chapter 4 of the Municipal Code is repealed and recreated to read as follows:

4.01 MAYOR-ALDERPERSON FORM OF GOVERNMENT. The City of Hartford shall be organized and governed under the provisions of Chapter 62, Wisconsin Statutes known as Mayor-Aldersperson plan.

4.02 ELECTIVE OFFICIALS. 1) Which Officials Elected. The elective officers of the City of Hartford shall be a Mayor and three Alderspersons from each aldersperson district.

2) Eligibility. No person shall be elected by the people to a City office who is not at the time of his election a citizen of the United States and of the State of Wisconsin and an elector of the City, and in case of an aldersperson district office, of the aldersperson district and actually residing therein.

3) Primary. Whenever three or more candidates file nomination papers for a City office, a primary election shall be held to nominate candidates for the office.

4.03 APPOINTIVE OFFICIALS. 1) Officials Appointed. The Administrator and full-time Department Heads necessary for the proper management of the City affairs, unless otherwise provided, shall be appointed by the Mayor in writing subject to confirmation by the Common Council at a subsequent meeting of the Council following the appointment. Vote on confirmation of all other officials, employees and appointees may be taken at the same meeting when made.

An appointee by the Mayor requiring confirmation by the Council who shall be rejected by the Council shall be ineligible for appointment to the same office for one year thereafter.

2) Appointment and Confirmation. a) Unless otherwise provided a majority of all the members elected of the Common Council shall be necessary to an appointment made by the Common Council or to a confirmation of an appointment made by the Mayor.

b) The committee, board, commission appointments of the Mayor shall be made at the first meeting of the new Council to be held on or after the third Tuesday of April following a regular City election. Other appointments shall be made promptly, as vacancies occur.

3) Eligibility. Every appointed official, unless otherwise provided, shall be a qualified elector of the City of Hartford. This section shall not apply to Department Heads unless specified in the job description or contract for a specific Department Head.

4.04 TERMS OF OFFICE. 1) Elected Officials. The term of office of the Mayor and Alderpersons shall be for three (3) years. The Mayor shall be elected in the spring election and every third year thereafter. Three of the Alderpersons, representing one Alderperson from each Alderperson District, shall be elected each year in the spring election.

4.05 TIME OF TAKING OFFICE. The regular terms of the Mayor and Alderpersons shall commence on the third Tuesday in April following their election.

4.06 QUALIFYING DUTIES. 1) Oath. Every person elected or appointed to an office shall take and file his oath of office with the City Clerk within ten days after notice of his election or appointment.

2) Official Bonds. The Treasurer-Comptroller, Chief of Police and such others as the statutes or the Council may direct shall execute and file an official bond in such sum as the Council may determine, with two or more sureties, or such bond may be furnished by a surety company as provided by Section 632.17(2), Wisconsin Statutes. The Council may at any time require new and additional bonds of any officer. All official bonds must be approved by the Mayor, and when so approved shall be filed within 10 days after the officer executing the same shall have been notified of his election or appointment. Official bonds filed with the Clerk shall be recorded by him in a book kept for that purpose.

3) Certificate of Appointment. When an appointive officer has filed the oath, and bond if required, the Clerk shall issue to him a certificate of appointment. If the appointment is to a board or commission, the appointee shall file the certificate with the secretary thereof.

4.07 VACANCIES. 1) Elective Offices. Vacancies in elective offices shall be filled as follows, except as provided in Section 9.10 of the Wisconsin Statutes:

- a) Mayor. In the office of Mayor by appointment by the Common Council.
- b) Alderpersons. The office of Alderperson by the Common Council.
- c) Tenure of Office. A person so appointed shall hold office until his successor is elected and qualified pursuant to Section 17.23 of the Wisconsin Statutes.

2) Appointive Offices. Vacancies in appointive offices shall be filled by the appointing power in the manner prescribed by law.

4.08 ELECTIONS AND ELECTION OFFICIALS. 1) Number and Qualifications. There shall be five (5) election inspectors at each polling place at each election; however, additional inspectors may be appointed to serve at any polling place where election day registration makes it necessary. Pursuant to Section 7.30(1), Wis. Stats., the city shall allow the selection of two (2) or more sets of officials to work at different times on election day and the Clerk may establish different working hours for different officials assigned to the same polling place.

2) Appointment. Officials shall be appointed pursuant to Section 7.30 of the Wisconsin Statutes.

3) Chief Inspector. Prior to the first election following the appointment of the inspectors, the Clerk shall appoint one of the inspectors at each polling place to serve as Chief Inspector of that polling place pursuant to Section 7.30(6)(b), Wis. Stats., and the Chief Inspector shall have the duties described in Section 7.36, Wis. Stats.

4) Hours for Voting. The polls on each election day shall remain open for voting from 7:00 a.m. until 8:00 p.m.

5) Municipal Board of Canvassers. The Municipal Board of Canvassers shall publicly canvass the returns of every local election in accordance with § 7.53 (2)(d).

4.09 REGISTRATION OF ELECTORS. 1) Registration. The registration of electors in the City of Hartford is hereby authorized and registration is required for all elections in the City. The Clerk is authorized to do those acts necessary and as required by Wisconsin Statutes to register the electors of the City of Hartford as provided above.

4.10 MAYOR. The Mayor shall be the chief executive officer of the City. He shall take care that City ordinances and state laws are observed and enforced and that all City officers and employees discharge their duties. The Mayor shall have such other duties and responsibilities as are prescribed in the Wisconsin Statutes, particularly Section 62.09(8) thereof.

4.11 ADMINISTRATOR. The Administrator, an officer of the City, shall have such powers and duties as are prescribed by law and the Common Council.

4.12 TREASURER-COMPTROLLER. 1) The Treasurer-Comptroller shall have such powers and duties as are prescribed by law and the Common Council.

2) Collection and Payment of County and State Taxes. In the event the City Treasurer shall fail to do so, the City of Hartford shall be obligated to pay all state and county taxes which said City Treasurer is required to pay to the County Treasurers. {Wisconsin State Statute 70.67 (2)}.

The Common Council of the City of Hartford may require the City Treasurer to give a bond for such payment if demand therefore shall be made by the Common Council of the said City of Hartford, but the City of Hartford, if it shall demand such a bond, shall pay the premium for such fidelity or surety bond.

4.13 CLERK. The Clerk shall have such powers and duties as are prescribed by law and the Common Council.

4.14 CITY ATTORNEY. The City Attorney shall be qualified to practice law in the State of Wisconsin and in good standing, and shall have the duties and responsibilities as are prescribed in the Wisconsin Statutes, particularly Section 62.09 (12) thereof, and such other duties as the Mayor and Common Council shall prescribe.

4.15 CITY ASSESSOR. 1) The City Assessor shall be appointed by the Mayor subject to the confirmation of the Common Council by an affirmative vote of two-thirds of the

members of the Common Council of the City of Hartford. The City Assessor shall meet the qualifications required by Chapter 70 of Wisconsin Statutes.

2) The City Assessor shall perform the duties prescribed by the Wisconsin Statutes, particularly Chapter 70 thereof, and such other duties as are required or requested to be executed by him by the Common Council from time to time.

3) Property Record Maintenance Fees. The City of Hartford Assessor's Office creates and maintains property records for all real estate parcels within the City of Hartford in which it has jurisdiction. Pursuant to Wisconsin Statute 70.32(1), all properties that are issued building permits are field reviewed, described, and valued by "actual view". This means that each building permit requires 1) assessment personnel to initially process existing records or create new records, 2) physically review, onsite, the purpose of each building permit to document all property description additions and/or alterations, and 3) process the information gathered in the field to determine an assessment value.

4) Definitions.

a) Residential – Used by occupants as a home, abode, domicile, or dwelling that has housekeeping and cooking facilities for the occupants only. A residential property may have multiple dwelling units.

b) Dwelling Unit – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, cooking and sanitation.

c) Residential Condominium – A multiple dwelling or development containing individually owned dwelling units and jointly owned and shares areas and facilities.

d) Multi-Family Residential Building – A single building or structure containing more than one dwelling unit under single ownership and in which the owner rents or leases the right to occupy any of the dwelling units to a tenant(s).

e) Commercial Building – A building or structure that houses a business use, enterprise, or activity at a greater scale than home industry involving the distribution of, or retail or wholesale marketing of goods or services.

f) Agricultural Building – A structure principally utilized for the storage of farm equipment and machinery, crop production, or shelter and feeding of livestock.

5) Fees to be Charged for Property Record Maintenance. Every person receiving an approved building permit from the City in which said building permit requires an employee of the Assessor's office to physically view onsite any descriptive property change in an effort to maintain the property record shall pay a property maintenance fee commensurate with the type of building permit issued by the City. The fee schedule shall be incorporated in Chapter 42 of the Municipal Code and may be changed from time to time by resolution of the Council.

6) Schedule of Fees for Property Maintenance Records.

<i>Permit Type</i>	<i>Residential/ Agricultural Up to 3 Dwelling Units; Each Unit</i>	<i>Residential Condominiums 4+ Units; Each Building</i>		<i>Multi-Family Residential 4+ Units; Each Building</i>		<i>Commercial Buildings</i>
		<u>Base</u>	<u>Each Unit</u>	<u>Base</u>	<u>Each Unit</u>	
New Residential Dwellings	\$200	\$350	\$50	\$400	\$40	
New Commercial Buildings						\$400
Structural Addition	80		80		80	165
Structural Alteration	80		80		80	110
Accessory Structures	15		30		30	50
Porch, Deck, Patio, Canopy, Gazebo	15		30		30	30
Fireplace	15		15		15	20
Swimming Pool (not above ground)	15		15		15	20
Building Demolition	15		15		15	15

4.16 CITY ENGINEER. 1) Duties. The City Engineer shall be a practical surveyor and engineer competent to perform the usual duties of such office, among which duties shall be the following:

- a) To perform all duties required of him herein and by resolution or ordinance of the City Council.
- b) To perform all duties necessary for public construction projects of the City.
- c) To make when required, surveys, profiles, plans, specifications and estimates for the grading of any street, alley or public ground, for the building and construction of reservoirs, sewers and public mains, for the establishment of dock and wharf lines and for any public works or improvements.
- d) To make such written recommendations to the Common Council and to any committee of the City as he may deem proper.
- e) To examine, when requested, any public works or improvement done under any contract within the City and to make reports of such examination to the Common Council.
- f) To attend, when requested, any meetings of the Common Council or any committee thereof.

- g) To make and keep systematic records in suitable books to be provided by the City therefor, also surveys, profiles, plans and estimates for the City, which shall be the property of the City, and shall be severally kept and preserved in his office.
- h) To deliver to his successor in office all books and papers appertaining to his office.

2) Term. The City Engineer shall hold office for an indefinite term, subject to removal for cause by a two-thirds vote of the members of the Common Council after reasonable notice and after a public hearing if the same is requested by the City Engineer.

4.17 DIRECTOR OF PLANNING AND ZONING. 1) Duties. The Director of Planning and Zoning is responsible for providing direction to citizens, contractors, realtors and developers relative to land use planning and zoning and shall competently perform the usual duties of such office, among which duties shall be the following:

- a) Perform City planning, providing input regarding:
 - i. Administration of zoning ordinances.
 - ii. Developing and administration of City comprehensive/master plans and related planning documents
 - iii. Coordination of activities for plan commission, zoning board of appeals, joint City-Town planning committee.
 - iv. Advises Plan Commission on public policy matters relating to planning and zoning
- b) Composing and editing graphic materials, written communications and agendas and minutes for committees, commissions and other meetings.
- c) Supervising and managing the property maintenance and housing code and building inspection issues, including preparation of communications and notifications regarding violations.
- d) Participating in community development functions.

2) Term. The Director of Planning and Zoning shall hold office for an indefinite term and according to the terms and conditions of the Director of Planning and Zoning's contract, if any.

4.18 DIRECTOR OF PUBLIC WORKS. 1) Duties. The Director of Public Works is responsible for providing effective and efficient public works and airport services for the City and shall competently perform the usual duties of such office, among which duties shall be the following:

- a) Planning, assigning and supervising street, storm water, right-of-way, vehicle and building maintenance.

- b) Directing work crews in the construction, maintenance, and repair of City streets.
- c) Assisting with budget preparation and special reports.
- d) Supervising repairs and improvements made by small contractors or City crews and making recommendations on the acceptance of work.
- e) Assisting with equipment specifications and conducting contractor reference checks.
- f) Responding to emergency situations.
- g) Directing employees in the maintenance and repair of equipment and vehicles. Manages parts and supplies inventory.
- h) Supervising the daily safety methods used by City crews to maintain compliance with safety regulations.

2) Term. The Director of Public Works shall hold office for an indefinite term, subject to removal by the Common Council after reasonable notice.

4.19 BUILDING INSPECTOR. The office of Building Inspector is hereby created. The office of Building Inspector may be combined with that of another official or department head.

4.20 PLUMBING INSPECTOR. The office of Plumbing Inspector is hereby created. The office of Plumbing Inspector may be combined with that of another official or department head.

4.21 ELECTRICAL INSPECTOR. The office of Electrical Inspector is hereby created. The office of Electrical Inspector may be combined with that of another official or department head.

4.22 POLICE AND FIRE COMMISSION. 1) How Constituted. The Board of Police and Fire Commissioners shall consist of five citizens, three of whom shall constitute a quorum. The Mayor shall annually, at the first Common Council meeting on or after the third Tuesday of April, report to the Common Council the name of one member to serve a five (5) year term, to commence on the first Monday of May. Between the last Monday of April and the first Monday of May, the appointment in writing, is to be filed with the secretary of the board. All members shall be subject to confirmation of the Common Council. No appointment shall be made which will result in more than three members of the board belonging to the same political party. The board shall keep a record of its proceedings.

2) Duties and Functions. The board shall perform the duties and carry out the functions as are prescribed by Section 62.13 of the Wisconsin Statutes.

3) Compensation. Each member of the board shall receive as compensation for his services the sum of \$10 per month, contingent upon the member attending at least one meeting of the board each month.

4.23 BOARD OF PUBLIC WORKS. 1) How Constituted. The Public Works Committee shall constitute the Board of Public Works. The Public Works Committee shall be constituted as described in Section 3.6 of the Municipal Code.

2) Duties and Functions. The Public Works Committee shall perform all duties that are prescribed by the State Statutes to the Board of Public Works, particularly the provisions of Section 62.14, Wis. Stats., and such other duties that the Common Council shall impose from time to time.

4.24 BOARD OF REVIEW. 1) Organization. The Board of Review shall consist of five residents of the City and may include public officers and public employees. They shall be appointed by the Mayor for staggered five-year terms. The City Clerk shall act as Clerk to the Board and shall keep an accurate record of all proceedings. The Mayor may also appoint two alternates to the Board of Review for five-year terms.

2) Duties. The Board shall be vested with the power and authority and charged with all the duties prescribed in Wisconsin Statutes Sections 70.46 and 70.47.

3) Sessions. The first meeting of the Board of Review shall be held at a time and place as noticed by the City Clerk.

4) Confidentiality of Information. Any information provided by a taxpayer about income and expenses to the Assessor under Wisconsin Statutes Section 70.47(7)(af) shall be confidential information and is not subject to inspection and copying under Section 19.35(1) unless ordered by a court of competent jurisdiction. Said information may be revealed to and used by persons in the discharge of duties imposed by law, in discharge of duties imposed by office, including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties.

4.25 PUBLIC UTILITY COMMITTEE. 1) How Constituted. The composition of the Public Utility Committee shall be as described in Section 3.6 of the Municipal Code.

2) Duties. Pursuant to Section 66.0805(6), Wis. Stats., the City establishes the Public Utility Committee to manage and supervise the operation of the water, sewer and electric utilities.

4.26 TOURISM COMMISSION. 1) Creation. The Tourism Commission is established pursuant to the requirements of Section 66.0615, Wis. Stats.

2) How Constituted. The members of the Tourism Tax Commission shall be appointed by the Mayor, subject to confirmation by the Common Council, on the first Council meeting on or after the third Tuesday of April after each municipal election or as soon thereafter as may be. All Commissioners shall serve for a term of one (1) year, at the pleasure of the Mayor, and may be reappointed. The Commission shall have the following members, appointed by the Mayor: a) two (2) Alderpersons; b) a representative of City staff; c) a representative of

the Wisconsin Hotel and Motel Industry; and d) a representative of the Hartford business community, for example, the Director of the Chamber of Commerce, a member of the BID, or a member of the Hartford Area Development Corporation.

3) Duties. a) The Commission shall meet regularly, and, from among its members, it shall elect a Chairperson, Vice Chairperson and Secretary.

b) The Commission shall report any delinquencies or inaccurate reporting regarding room tax to the City.

c) The Commission shall distribute all room tax proceeds received from the City in accordance with Section 66.0615, Wis. Stats.

4.27 WEED COMMISSIONER. 1) Appointment. Unless the Mayor shall annually appoint a different person, the Building Inspector is appointed as Weed Commissioner, pursuant to Section 66.0517, Wis. Stats. The Clerk shall report the name of such appointee to the State Department of Agriculture on or before May 15 in each year.

2) Enforcement and Administration. The Weed Commissioner shall investigate the existence of noxious weeds as defined in 66.0407, Wis. Stats., thistles, musk thistles, leafy spurge, field bindweed, creeping jenny, rank growth, and/or quack grass in the City. Upon the determination of their existence, the Weed Commissioner shall serve notice by certified mail to the property owner and occupants of the property as to the existence of such noxious growth and that removal/elimination must be completed within 5 days of issuance of the notice. It shall be a rebuttable presumption that all growth in excess of 8 inches contains noxious weeds, thistles, musk thistles, leafy spurge, field bindweed, creeping jenny, rank growth, and/or quack grass. Failure to destroy/eliminate all such growth will result in the Weed Commissioner causing their abatement, with all expenses incurred being charged to the property owner. If such charges are not paid by October 20 of the year in which they are billed, such charges shall be extended on the next succeeding tax roll as a tax charged against the property affected and collected in the same manner as are other taxes, pursuant to 66.0517, Wis. Stats.

3) Definitions. Noxious weeds shall be considered to include all weeds identified by Wis. Stats. 66.0407 including: Canadian thistle, leafy spurge, and field bindweed (creeping Jenny). Noxious weeds shall also include quack grass, grasses longer than eight inches in length, and any other such weeds as determined by ordinance or resolution of the Common Council.

4.28 ADMINISTRATIVE APPEALS. 1) Administrative determinations shall proceed and be reviewed pursuant to Wisconsin Statutes Chapter 68 except as to those aspects of the procedure and review of a determination provided by other laws.

2) An Administrative Review Appeals Board is created and may be an impartial decision maker to make decisions on administrative appeal.

3) The members of the Zoning Board of Appeals shall serve as the members of the Administrative Review Appeals Board.

4) The Administrative Review Appeals Board shall adopt reasonable rules to govern its affairs.

5) \$10 shall be paid to a Board member for each appeal he or she attends.

6) To help defray the City's cost of processing appeals, the appellant shall pay a fee as determined in Chapter 42 of the Municipal Code to the City Treasurer at the time the appeal is filed.

4.29 LIBRARY BOARD. 1) Organization. a) The Library Board shall consist of seven members appointed by the Mayor subject to the approval of the Common Council. In addition to the seven members, the Mayor may appoint, subject to the approval of the Common Council, a member of the Common Council as a nonvoting, liaison representative of the Common Council to the Library Board.

b) All terms of service are for three year staggered terms, with the liaison representative being an annual appointment. Each staggered term shall commence July 1st in the year of the appointment. Members of the Library Board shall be residents of the City, except that not more than two members may be residents of towns adjacent to the City.

c) The Mayor shall appoint as one of the members a school district administrator, or its representative, to represent the public school district or districts in which the public library is located. Not more than one member of the Common Council shall at any one time be a voting member of the Library Board.

d) No compensation shall be paid to any Board member for their service as such, but they may be reimbursed for actual or necessary expenses incurred in performing their duties outside of the City if so authorized by the Board.

e) A majority of the Board shall constitute a quorum but the Board may provide by resolution that three or more members shall constitute a quorum.

f) The Library Board shall have the powers and duties as set forth in Chapter 43 of the Wisconsin Statutes.

4.30 RECREATION COMMISSION. 1) Creation. The Park & Recreation Commission shall consist of seven members, all of whom are residents of the City of Hartford, and one of whom shall be a member of the Common Council. The members of the Park & Recreation Commission shall be appointed by the Mayor subject to the confirmation of the Council. The term of the member of the Council shall be one year commencing at the first Common Council meeting on or after the third Tuesday of April. Terms of all other appointees shall be for three years with two being appointed each year with terms commencing at the Common Council meeting on or after the third Tuesday of April. Members appointed as vacancies appear shall serve only the unexpired term of the vacated member. Members of the Commission shall receive no compensation for their services. Within 30 days after the first Common Council meeting on or after the third Tuesday of April, the members of the Park & Recreation Commission shall organize by an election from among their members of a president and such other officers as they may deem necessary and select a day and place for meeting.

2) Duties. The Park & Recreation Commission shall provide advisory direction to staff regarding municipal park and recreation programming and recreation center operation. The Commission shall have the power to make rules and regulations for the governance and control of all places of parks and recreation subject to approval by the Common Council.

3) Parks & Recreation Director. The City Administrator shall nominate the Parks & Recreation Director for the City of Hartford, subject to approval by the Common Council. The Parks & Recreation Director shall have the authority to employ from time to time other employees as he/she may deem necessary at rates of compensation as fixed by the Council.

The Parks & Recreation Director shall have the full responsibility for the operation of the Recreation Department and shall be a department head of the City of Hartford. He/she shall direct and manage all municipal recreation programs in the parks and on the playgrounds and shall have general supervision over the operation of the municipal swimming pools and recreation facilities. The Director shall plan, organize, coordinate and direct a comprehensive program of recreational activities. The Director shall make regular monthly reports of the recreational activities to the Council and shall regularly attend meetings of the Park & Recreation Commission.

4) Budget. The Commission shall be subject to the budget resolution of the City of Hartford and shall have no authority to expend funds. All funds received by the Commission shall be paid into the general fund of the City.

5) Fees. The Park & Recreation Commission shall have authority to review and propose to the Common council changes to the rates charged for programs and services.

4.31 FISCAL REGULATIONS. 1) Fiscal Year. The calendar year shall be the fiscal year.

2) Officials to Pay Receipts Monthly. Each City officer shall keep an itemized and accurate account of all monies received by him in his official capacity for fees, commissions and otherwise, and shall at the end of each month, during his term of office, pay into the City Treasury all such money in his hands and file a duly verified copy of his account with the City Comptroller, together with a receipt of the Treasurer showing that such money has been paid into the City Treasury. Until such account and receipt are so filed, it shall not be lawful for the Common Council or City officer, to order, draw, countersign or deliver any warrant for the payment of the salary or allowance of any such delinquent officer.

3) Budget. a) Annually the City Administrator shall prepare, and the Common Council shall endorse, a schedule for the preparation and approval of the City of Hartford's annual budget.

b) The City Administrator shall cause to be created a proposed annual budget for the City in a format approved by the Common Council and in accordance with Wisconsin Statute.

c) The City Administrator shall present the proposed annual budget to the Common Council in a public meeting as scheduled in (a) above, and shall advise the Common Council during their deliberations on the annual budget.

- d) Annually on or before the first regular Council meeting in November, the Common Council shall hold a hearing on the proposed annual budget.
- e) In the event the Common Council does not adopt an annual budget during the first regular Council meeting in November or adopt an annual budget during the first Council meeting after a mayoral veto of an annual budget, the Common Council shall adjourn said meeting for no more than forty-eight (48) hours until an annual budget is adopted.

4) Municipal Disbursements. a) State Regulations. All municipal disbursements, including disbursements for City schools, shall be made in accordance with the provisions of Section 66.0607 of the Wisconsin Statutes, except as hereafter provided.

- b) Facsimile Signatures. All order checks shall be signed by the City Treasurer and the City Clerk. In lieu of the personal signatures of the City Treasurer and City Clerk, there may be affixed on all order checks drawn against a City depository for all purposes the facsimile signatures of such persons as adopted by them.

The use of such facsimile signature shall not relieve any municipal official from any liability to which he is otherwise subject including the unauthorized use thereof. Any depository shall be fully warranted and protected in making payment on any check bearing such facsimile notwithstanding that the same may have been placed thereon without the authority of the designated persons.

- c) Claims. Claims against the City Treasury may be charged against the Treasury provided that the City Comptroller audits and approves each claim as a proper charge against the Treasury and endorses his or her approval on the claim after having determined that the following conditions have been complied with:
 - i. That funds are available therefor pursuant to the budget approved by the governing body.
 - ii. That the item or service covered by such claim has been duly authorized by the proper official, department head or board of commission.
 - iii. That the item or service has been actually supplied or rendered in conformity with such authorization.
 - iv. That the claim is just and valid pursuant to law.

The comptroller shall file with the governing body not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.

The Common Council shall authorize an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed under Wisconsin Statutes Chapter 442.

5) Wisconsin Retirement Fund. Pursuant to Section 40.05 of the Wisconsin Statutes, the City of Hartford elects to include eligible City personnel under the provisions of the Wisconsin Municipal Retirement Fund in accordance with the terms thereof.

4.32 EMERGENCY GOVERNMENT. 1) Emergency Government Commission.

- a) How Constituted. An Emergency Government Commission is hereby created which shall be composed of the Mayor, Emergency Government Director, Police Chief, and Fire Chief. The Mayor shall be chairman of commission and the Emergency Government Director shall serve as secretary.
- b) Duties. The commission shall be an advisory and planning group on all matters pertaining to emergency government and shall submit recommendations for adoption by the Council of an Emergency Government Plan and all matters relating to contracts, appropriations, mutual aid plans and agreements made in carrying out the functions of emergency government. The commission shall meet upon the call of the chairman.
- c) Policy and Purpose. All emergency government functions shall be coordinated to the maximum extent practicable with existing services and facilities of the City and with comparable functions of the federal, state and county governments, other political subdivisions and of private agencies to make the most effective preparation and use of manpower, resources and facilities for dealing with any disaster that may occur.

2) Emergency Government Director.

- a) Appointment. The Director of Emergency Government shall be appointed by the Mayor subject to confirmation by the Common Council and shall receive such salary as shall be established by the Council. He shall take and file an official oath.
- b) Deputy and Assistant Directors. Deputy and Assistant Directors may be appointed by the Director subject to the approval of the Emergency Government Commission.
- c) Duties and Authority of Director. The Director shall be the executive head of the emergency government organization which shall be known as the "Hartford Emergency Government Organization" and he shall have the direct responsibility for the organization, administration and operation of it. He shall coordinate all activities for the emergency government within the City and shall maintain and cooperate with emergency government agencies and organizations of other political subdivisions and of the state and federal government, and shall participate in county and state emergency government activities upon request and shall have such additional authority, duties and responsibilities as may be required by the Common Council.

The Director shall prepare a comprehensive general plan for the emergency government of the City and shall present such plan to the Common Council for

approval, and all emergency government forces of the City shall perform the duties and functions assigned to them in the plan as approved. The plan may be modified from time to time in like manner. This plan shall provide for the use of public and private property as shelters or other public use when emergencies are proclaimed, and in carrying out this requirement, the Director shall have the authority to enter into and upon private property during reasonable times, for inspection purposes.

The Director shall, in accordance with the plan and program for emergency government, procure supplies and equipment, institute training programs, provide public information programs and take other preparatory steps for partial or full mobilization in advance of actual war or disaster to insure adequately trained and equipped forces of emergency government.

d) Utilization of Existing Services and Facilities. In preparing and executing the emergency government plan, the Director shall utilize the services, equipment, supplies and facilities of the existing departments, employees and agencies of the City to the maximum extent practicable and the officers and personnel of all such departments and agencies are directed to cooperate with and extend such services and facilities to the Director.

3) Emergency Regulations. Whenever it shall become necessary to meet an emergency for which adequate regulations have not been adopted by the Common Council, the Mayor or in his absence, the Director of Emergency Government, may by proclamation, promulgate and enforce such orders, rules and regulations relating to the conduct of persons and the use of public or private property as shall be necessary to protect the public peace, health and safety and preserve lives and property and to insure the cooperation necessary in emergency government activities. Such proclamation shall be posted in at least three public places and effective forthwith on such posting. Such orders, rules and regulations may be rescinded by the Common Council at any time.

4) Mutual Aid Agreements. The Director of Emergency Government may, subject to the approval of the Emergency Government Commission and the Common Council, enter into mutual aid agreements with other political subdivisions, copies of such agreements shall be filed with the Clerk and the State Director of Emergency Government.

5) Declaration of Emergencies. Upon the declaration by the Governor of the state, the Mayor, or the Emergency Government Director in the absence of the Mayor, or by the Common Council, of a state of emergency, the Director of Emergency Government shall issue all necessary proclamations as to the existence of such state of emergency and shall issue such disaster warnings or alerts as shall be required in the emergency government plan.

The Emergency Government Organization shall take action in accordance with the emergency government plan only after the declaration of an emergency and the issuance of official disaster warnings. Such state of emergency shall continue until terminated by the issuing authority; provided that any such declaration not issued by the Governor may be terminated at the discretion of the Common Council.

The members of the Emergency Government Organization shall be deemed employees of the City of Hartford upon the declaration of and during an emergency and during training exercises for eligibility of workmen's compensation benefits. Members of the Emergency Government Organization shall receive no pay unless specifically provided for by the Common Council.

The members of the Emergency Government Organization shall be indemnified by the City of Hartford against any sort of liability to third persons incurred in the scope of emergency government activity when acting in good faith during emergency proclamations or training exercises. Emergency government activities shall be deemed and constitute a government function.

Members of the Emergency Government Organization as designated by the Emergency Government Director shall have the power and authority of police officers as defined by the Statutes of the State of Wisconsin after and during the declaration of an emergency and during training exercises, for the enforcement and carrying out of the orders, rules and regulations of emergency government and shall qualify as such.

6) Service, Grants and Gifts. Services, equipment, supplies, materials or funds offered by the federal government or the State of Wisconsin or any agency or officer thereof, or any person, firm or corporation by way of gift, grant, or loan for the purposes of emergency government or as disaster relief may be accepted, except that such acceptance shall not create any liability on the part of the City of the Emergency Government Organization unless approved by the Common Council.

7) Disloyalty. No person shall be employed or associated in any capacity in the Emergency Government Organization who advocates a change by force or violence in the constitutional form of government of the United States or of the State of Wisconsin or who has been convicted of or is under indictment or information charging any subversive act against the United States.

8) Penalties. It shall be unlawful for any person willfully to obstruct, hinder or delay any member of the Emergency Government Organization in the enforcement of any order, rule or regulation of plans issued pursuant to this section or to do any act forbidden by any order, rules or regulation or plan issued pursuant to the authority contained in this section.

4.33 PUBLIC RECORDS. 1) Legal Custodian(s). a) The City Clerk, or in his or her absence or disability or in case of vacancy, the deputy clerk, is hereby designated the legal custodian of all City records.

b) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under subch. II of ch. 19, Stats., and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.

2) Fees. a) The following fees may be imposed upon a requester of a copy of a record:

- i. Photocopying and digital media copy fees for copies produced in the City Administrative Offices shall be as determined in Chapter 42 of the Municipal Code.
 - ii. The actual, necessary and direct cost of photographing, photographic processing, or photocopying for copies produced in places other than the City Administrative Offices, locating a record if the cost is \$50.00 or more, mailing or shipping.
- b) The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
- 3) Limitations on Right to Access. a) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the City Attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:
- i. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
 - ii. Records of current deliberations after a quasi-judicial hearing.
 - iii. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline or any City Officer or employee, or the investigation of charges against a City Officer or employee, unless such officer or employee consents to such disclosure.
 - iv. Records concerning current strategy for crime detection or prevention.
 - v. Records of current deliberations or negotiations on the purchase or sale of City property, investing of City funds, or other City business whenever competitive or bargaining reasons require nondisclosure.
 - vi. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
 - vii. Communications between legal counsel for the City and any officer, agent or employee of the City, when advice is being rendered concerning strategy with respect to current litigation in which the city or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under Section 905.03, Statutes.
- b) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information

that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the City Attorney prior to releasing any such record and shall follow the guidance of the City Attorney when separating out the exempt material. If in the judgment of the custodian and the City Attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

4) Records Retention and Destruction. a) Purpose. The purpose of this subsection is to establish a City records retention schedule and authorize destruction of City records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a record has been photographically reproduced as an original record, microfilmed, or converted to optical disk format pursuant to sec. 16.61 (7) Wis. Stats.

Any record not covered by this ordinance or any regulation or law shall be retained 7 years and unless a shorter time period is approved by the State Public Records and Forms Board.

b) Definitions.

i. "Legal Custodian" means the individual responsible for maintaining records pursuant to Section 19.33 Wis. Stats. In accordance with subsection (1) of sec. 19.33 Wis. Stats. and, pursuant to subsection 1) of this ordinance, the City Clerk or Deputy Clerk, in the City Clerk's absence, has been designated the legal custodian.

ii. "Record" has the meaning defined in Section 19.32 (2), Wis. Stats., and it shall have that meaning wherever it appears in Section 4.29 of this code.

iii. General Provisions. 1. Historical Records-Notification to State Historical Society of Wisconsin. Destruction of records shall be in accord with sec. 19.21 (4)(a), Wis. Stats. The State Historical Society of Wisconsin has previously waived the required statutory 60 day notice for any record designated as "waived" (i.e., notice waived) in a Retention Schedule which shall be maintained, and kept current, by the City Clerk. The State Historical Society of Wisconsin must be notified by the City Clerk or department head prior to destruction of any record designated in said Retention Schedule with "Notify" (i.e., notice not waived). Those records listed in the Retention Schedule as "N/A" (not applicable) are permanent records, never to be destroyed. This categorization applies to any record designated for permanent retention with the original custodian. Notice to the State Historical Society of Wisconsin is also required for any record not listed in said Retention Schedule.

2. Microfilming or Optical Imaging of Records. Public records may be preserved through the use of microfilm or optical imaging provided the applicable standards in sec. 16.61 (7), Wis. Stats., (microfilm) and sec. 16.612, Wis. Stats., (optical imaging) are met. Retention periods, estimated costs and benefits of converting records between different media, and approved budgets are to be

considered in deciding which records to microfilm or store in optical disk format. After verification, records converted to microfilm or optical imaging may be destroyed. The retention periods identified in this ordinance apply to records in any media.

3. Destruction After Request for Inspection. In accord with sec. 19.35 (5), Wis. Stats., no records requested for inspection may be destroyed until after the request for inspection is granted or 60 days after the request is denied. If any action is commenced by the State Historical Society of Wisconsin under Sec. 19.37, Wis. Stats., the requested record may not be destroyed until after a court order is issued and all appeals have been completed.
4. Destruction Pending Litigation. No record subject to pending litigation shall be destroyed until the litigation is resolved, and all applicable appeal time limits have expired.
5. Review and Approval by Public Records and Forms Board. This ordinance and the retention periods of less than 7 years have been reviewed and approved by the Public Records and Forms Board prior to enactment by the Common Council.

5) Severability. The provisions of this ordinance are severable. If a section, subsection, paragraph, sentence, clause or phrase shall be adjudged by a court with competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this ordinance.

4.34 MUNICIPAL ELECTRIC UTILITY. 1) Management and Control. The general control and supervision of the Electrical Utility and of the Electric Utilities Department of the City shall be vested in the Common Council, acting as the Public Utility, who shall have the powers and perform the functions of public utility commissions as prescribed by state statutes.

2) Director. The Director of Utilities shall have charge and management of the Electric Utility and of the Electric Utilities Department of the City, subject to the supervision and direction of the Common Council.

3) Rates and Regulations. The Common Council shall from time to time by passage of appropriate resolutions classify the types of electric services available to customers, define the availability of electric services, establish schedules of rates, provide conditions of delivery of electric current and promulgate such other rules and regulations it deems necessary and proper for the operation of the Electric Utility and the Utilities Department of the City, subject to control by the Public Service Commission as provided by law.

4.35 FRANCHISE ORDINANCES AND FRANCHISE APPLICATIONS. 1) Franchise Ordinances Incorporated in Code. All franchise ordinances now in force in the City of Hartford are hereby incorporated by reference and shall have the same force and effect as if fully set forth in this code.

2) Application for Franchise. a) In all cases where application is made to the Common Council of the City of Hartford for the granting of a franchise, the person making the application shall deposit with the Clerk-Treasurer a sum as determined in Chapter 42 of the Municipal Code to cover the costs of printing and other expenses for which the City may become liable in considering the application.

b) The balance of the money mentioned in this section remaining after the payment of printing fees and other expenses shall be returned to the party or parties who made the deposit.

c) No application for the granting of any franchise shall be received or acted upon unless accompanied with the deposit mentioned in this section.

4.36 DISPOSITION OF SURPLUS PROPERTY. Used and surplus goods and materials having a residual value of less than \$1000 may be disposed of at the direction of the City Administrator, in other cases upon vote of the Common Council. In all cases, disposal may be by auction or sealed bid at the Administrator's discretion. In cases where the surplus goods and materials have value to a nonprofit or benevolent organization and their disposal will not adversely affect City operations, in the Common Council's opinion, in lieu of auction or sealed bids, the Council may vote to directly dispose of same.

4.37 COLLECTION OF DELINQUENT CHARGES. 1) Authority. The Council finds that the City of Hartford Water and Sewer Utilities are public utilities within the meaning of Section 196.01(5), Wis. Stats., and has the authority, pursuant to Section 66.0809(3), Wis. Stats., to levy as a special charge upon a property arrears and penalties for water and sewer services provided to a property. The Council further finds that, through the adoption of this ordinance, it meets the requirements of Section 66.0809(4), Wis. Stats., and may levy as a special charge upon a property arrears and penalties for electrical services provided to the property

2) Lien for Delinquent Charges. Any delinquency in the payment of charges for electric, water, and sewer service shall be a lien upon the property served, after notice to the owner and occupant of such delinquency, as set forth herein.

3) Procedure. a) The City Treasurer shall inform the Utility Committee before October 1 of each year of all lots or parcels for which electric, water, and sewer service was supplied in the year preceding October 1, and for which amounts of electric, water, and sewer charges are still owed.

b) On October 15, the Treasurer shall give written notice to the owner and occupant of each such parcel stating that an amount is owed for electric, water, or sewer service; stating the amount still owed, including any penalty assessed pursuant to the Committee's rules; stating that unless that amount is paid by November 1 a penalty of 10 percent of the amount of arrears will be added; and that unless the arrears, with any added penalty, are paid by November 15, the arrears and penalty will be levied as a special charge, as defined under s. 74.01 (4), Wis. Stats., against the lot or parcel of real estate to which utility service was furnished and for which payment is delinquent. The notice may be served by delivery to either

the owner or occupant personally, or by letter addressed to the owner or occupant at the post-office address of the lot or parcel of real estate.

- c) On November 16, the Treasurer shall certify to the City Clerk a list of all parcels or lots for which payments are in arrears and for which notice has been given, including the amount of any penalty. Each delinquent amount, including the penalty, becomes a lien upon the lot or parcel of real estate to which the utility service was furnished and payment for which is delinquent, and the clerk shall insert the delinquent amount and penalty as a special charge, as defined under s. 74.01 (4), against the lot or parcel of real estate.

4) Severability. This ordinance shall not affect the right of the City to collect delinquent charges by other means. If this ordinance is found to be illegal, other ordinances are not affected thereby. If any portion of this ordinance is found to be illegal, it shall not affect the remainder of this ordinance.

4.38 MUNICIPAL COURT. 1) Created. There is created and established a Municipal Court, to be designed as the "Mid-Moraine Municipal Court," under the provisions of Chapter 755, Wis. Stats., and pursuant to the Agreement for the Operation of the Municipal Court for Washington County, as amended ("Agreement"), a copy of which is on file with the City Clerk.

2) Municipal Court Judge. The Municipal Court shall be under the jurisdiction of and presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin, and who resides in any of the Member Municipalities as defined in the Agreement. The Municipal Judge shall be elected at large in the spring election for a term of two years commencing on May 1 of the year of his or her election. The governing bodies of the Member Municipalities shall provide for a primary election in the event that more than two candidates file nomination papers for the position of Municipal Judge.

3) Bond. The amount of the bond required by sec. 755.03 (1), Wis. Stats., shall be \$2,500.

4) Hours. The Municipal Court shall be open at such times as the Municipal Judge determines, subject to the Agreement.

5) Contempt. The Municipal Judge may impose a forfeiture for contempt of court and jail sentence for nonpayment of the forfeiture and any applicable assessments, under sec. 800.12 (2), Wis. Stats.

6) Jurisdiction. This section shall be construed to limit neither the jurisdiction of the Municipal Court nor the authority of the Municipal Court to impose penalties under the Wisconsin Statutes.

SECTION 2. This ordinance shall be effective upon passage and publication as provided by law.

Joseph Dautermann, Mayor

Introduced: _____

Adopted: _____

ATTEST:

Lori Hetzel, City Clerk

File No. hh268-1044

Local Room Tax

(sec. 66.0615, Wis. Stats.)

Wisconsin Department of

Revenue

2015 Wisconsin Act 55

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats.

Summary of Changes

- "Tourism promotion and development" is replaced with "tourism promotion and tourism development"
- Effective with taxes collected and expenditures made on January 1, 2017:
 - » A municipality must forward to a tourism entity or commission, any room tax revenue exceeding the amount the municipality may retain. This room tax revenue must be spent on tourism promotion and tourism development. It cannot be spent directly by the municipality.
 - » A municipality that collected room tax on May 13, 1994 and retained more than 30% for purposes other than tourism promotion and development, may continue to retain the greater of either 30% of its current year room tax revenues, **or**:

For Fiscal Year	Room Tax Amount Retained in Fiscal Year
FY2017	FY2014
FY2018	FY2013
FY2019	FY2012
FY2020	FY2011
FY2021 and forward	FY2010

- A tourism entity's governing body must include at least one owner or operator of a lodging facility that collects room tax and is located within the municipality

Definitions

- **Tourism Entity** – a nonprofit organization that came into existence before January 1, 1992, spends at least 51% of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality. **Exception:** If no such organization exists in a municipality on January 1, 2016, a municipality may contract with such an organization if one is created in the municipality.
- **Commission** – an entity created by one municipality (or by two or more municipalities in a zone) to coordinate tourism promotion and tourism development for the zone
- **Tourism Promotion and Tourism Development** – any of the items listed below that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment where a tax may be imposed, that are owned by different persons and located within the municipality where a tax is in effect. **Note:** If the municipality has only one such establishment, it must be reasonably likely to generate paid overnight stays in that establishment.

Tourism promotion and tourism development includes:

- » Marketing projects, including: advertising media buys; creation and distribution of printed or electronic promotional tourist materials; or efforts to recruit conventions, sporting events, or motor coach groups
- » Transient tourist informational services
- » Tangible municipal development, including a convention center

New Reporting Requirements in 2017

Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due May 1, 2017.

The following information from the previous year (2016) must be reported:

- Amount of room tax collected
- Room tax rate imposed
- Detailed accounting of:
 - » Amounts forwarded to a tourism entity or commission
 - » Expenditures of \$1,000 or more made by the tourism entity or commission
- For each tourism entity or commission that received room tax revenues in the previous year, a list of the commission's or tourism entity's governing body members, and the name of the business entity each member owns, operates, or is employed by (if any)
- For 2017 only, if a municipality collected room tax on May 13, 1994, the municipality must also attach:
 - » The room tax ordinance that was in effect on May 13, 1994
 - » A copy of the municipality's financial statement that was completed nearest to May 13, 1994 showing the percentage of room tax revenues the municipality retained for purposes other than tourism promotion and development

Common Questions

1. What is local room tax?

A municipality (town, village, or city) may impose room tax on the privilege of furnishing at retail (except sales for resale), rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public. The tax may not exceed 8%, unless exempt under sec. 66.0615(1m)(am), Wis. Stats.

2. How does a municipality submit its annual room tax report?

DOR will provide an electronic form with instructions including how to complete and submit the annual room tax report.

3. Will annual room tax reports be available to the public?

Yes. Annual room tax reports will be available on the DOR website.

4. What does a municipality do if it cannot provide the room tax ordinance in effect on May 13, 1994?

The municipality should still complete and submit the annual room tax report. The municipality should still attach the financial statement that was completed nearest in time to May 13, 1994, which shows the percentage of room tax revenues retained by the municipality for purposes other than tourism promotion and development.

5. The annual room tax report requires a municipality to detail expenditures made by a tourism commission or tourism entity of \$1,000 or more. How should "Payroll" expenditures be recorded in the annual room tax report?

On the DOR e-file form, a municipality will be allowed to report 'Payroll' as one expenditure.

6. What happens if a municipality does not file the required annual room tax report?

If a municipality does not file the required annual report, DOR may impose a penalty of up to \$3,000.

EXECUTIVE SUMMARY

TITLE: Adoption of revisions to 33.07 – Regulation of Transient Merchants.

BACKGROUND:

The City has within its ordinances 33.07, regulations for transient merchants to sell within the City limits at respectable times as not to interfere with normal sleeping hours or interfering with daily life of citizens. After hearing complaints from residents, we are presenting revisions to the salable times and limiting where they can sell when the location might cause conflict with competing permanent businesses.

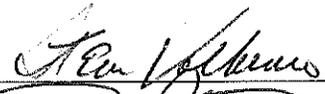
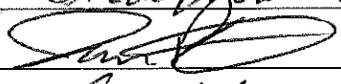
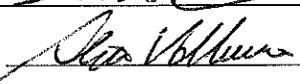
- A) The City has received complaints from residents of transient merchants coming to their doors after dark nearing 9 PM.
- B) Current ordinances allow transient merchants to park and set up shop in front of current tax paying permanent businesses hindering their sales.
- C) The City has received complaints from sports groups stating transient merchants have parked within City parks during organized events taking money away from fund-raising concession stands
- D) With the City opening up of the new Aquatic Center this summer, heavy concession sales will be necessary to help balance the operational costs of the facility. Having the ability for a transient merchant to park next to the Aquatic Center will hinder those sales.

FISCAL IMPACT:

There is no adverse fiscal impact for the city from the proposed revisions.

RECOMMENDATION:

Staff recommends that Section 33.07 – Regulation of Transient Merchants, be amended to exclude transient merchant sales after 8 PM and within 500 feet from a competing permanent business including the sale of items within a public park without prior approval from an authorized Department Head.

PREPARED BY:  DATE: 3-1-16
REVIEWED BY:  DATE: 3-1-16
APPROVED BY:  DATE: 3-1-16

Committee Routing:

Common Council

March 8, 2016

**AN ORDINANCE AMENDING SECTION 33.07
OF THE MUNICIPAL CODE REGARDING
REGULATION OF TRANSIENT MERCHANTS**

NOW, THEREFORE, the Common Council of the City of Hartford do ordain as follows:

SECTION 1. Section 33.07 of the Municipal Code shall be amended to read as follows:

33.07 REGULATION OF TRANSIENT MERCHANTS.

(a) Prohibited Practices.

(i) A transient merchant shall be prohibited from: calling at any dwelling or other place between the hours of 8 o'clock p.m. and 9 o'clock a.m. except by appointment; calling at any dwelling or other place where a sign is displayed bearing the words "No Peddlers," "No Solicitors," or words of similar meaning; calling at the rear door of any dwelling place; or remaining on any premises after being asked to leave by the owner, occupant or other person having authority over such premises.

(ii) A transient merchant shall not misrepresent or make false, deceptive or misleading statements concerning the quality, quantity or characteristics of any merchandise offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A charitable organization transient merchant shall specifically disclose what portion of the sale price of the merchandise being offered will actually be used for the charitable purpose for which the organization is soliciting. Said portion shall be expressed as a percentage of the sale price of the merchandise.

(iii) No transient merchant shall impede the free use of sidewalks and streets by pedestrians and vehicles. Where sales are made from vehicles, all traffic and parking regulations shall be observed.

(iv) No transient merchant shall make any loud noises or use any sound amplifying device to attract customers if the noise produced is capable of being plainly heard outside a one-hundred foot radius of the source.

(v) No transient merchant shall allow rubbish or litter to accumulate in or around the area in which he/she is conducting business.

(vi) No transient merchant shall be allowed to sell merchandise:

1. within 500 feet from any competing permanent merchant's property, including, but not limited to, the sale of any food or beverage within 500 feet of a public park in which concessions are sold, or
2. on City property, including, but not limited to, City Parks, without prior written approval of the City, which may be given by the applicable Department Head.

SECTION 2. This ordinance shall be effective upon passage and publication as provided by law.

Joseph Dautermann, Mayor

Introduced: _____

Adopted: _____

ATTEST:

Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

TITLE: Consulting Engineering Proposals for the design of a Stormwater Management Pond along South Wilson Avenue in the City of Hartford.

BACKGROUND: The Hunter's Ridge Developer's Agreement approved by the Common Council in 1996 required the developer to dedicate lands lying west of South Wilson Avenue, south of East Loos Street, north of East Lincoln Avenue, and east of Misty Meadows Boulevard to the City of Hartford for development of a future stormwater pond to be designed and installed by the City. The pond was never installed on this site. A new multi-family development is currently under construction on land covered by this Developer's Agreement on the east side of South Wilson Avenue just northeast of the proposed stormwater pond. As a result of the new development, the stormwater pond needs to be constructed for the development to meet stormwater management requirements.

Requests for Proposals were sent to six consulting engineering firms to provide engineering design services for the construction of the stormwater management pond on the property at the SW corner of South Wilson Avenue and East Loos Street. The proposed pond is anticipated to be sized to accommodate the runoff from the drainage area adjacent to the pond. The results for the submitted proposals were as follows:

Kunkel Engineering, Beaver Dam, WI	-	\$ 8,930.00
Ruekert-Mielke, Waukesha, WI	-	\$ 9,750.00
MSA Professional Services, Beaver Dam, WI	-	\$ 9,790.00
Snyder & Associates, Madison, WI	-	\$11,450.00
Gremmer & Associates, Fond du Lac, WI	-	\$17,800.00
Quam Engineering, LLC, West Bend, WI	-	\$21,000.00
SEH, INC., Milwaukee, WI	-	\$24,300.00

The proposed pond site does have an extensive area of wetlands surrounding it. The wetlands could pose some additional challenges to the design and construction of the proposed pond. The proposal from Ruekert-Mielke was the most complete and their staff has the knowledge and experience on stormwater management and wetland regulations needed for this project. I believe it will be in the best interest of the City to accept the proposal from Ruekert-Mielke for the design services required for this project.

FISCAL IMPACT: \$ 9,750.00 from the S. Wilson Stormwater Pond Capital Improvement Program Account No. 420.421.574726.59301 budget of \$65,000.00.

RECOMMENDATION: Appropriate City officials are authorized to accept the engineering design from **Ruekert-Mielke**, Waukesha, WI, dated February 26, 2016, for the design of a stormwater pond at the SW corner of S. Wilson Avenue and E. Loos Street at an estimated cost of \$ 9,750.00.

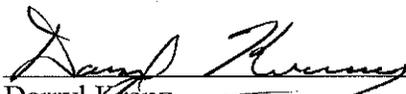
PREPARED BY:

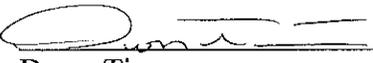


Jason W. Schall
City Engineer

3-3-16

DATE

REVIEWED BY:  3-3-16
Darryl Kranz
Director of Public Works DATE

REVIEWED BY:  3-2-16
Dawn Timm
Finance Director/Treasurer DATE

APPROVED BY:  3-3-16
Steve Volkert
City Administrator DATE

ROUTING: Common Council - March 8, 2016

UNANIMOUS

CONSENT

AGENDA

ITEMS

**CITY OF HARTFORD
COMMON COUNCIL
February 9, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, February 9, 2016, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Joseph Dautermann presiding.

PLEDGE OF ALLEGIANCE

Boy Scout Troop #741 led the Common Council in the Pledge of Allegiance.

ROLL CALL

The Mayor and all Alderpersons were present.

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Hegy, and seconded by Alderperson Kohler that the following items on the unanimous consent agenda are approved by the Common Council:

1. The minutes of January 26, 2016.
2. Authorizing appropriate City officials to enter into a contract with Scott Construction, Inc., Lake Delton, for the 2016 Seal Coat Program Bid at an estimated cost of \$41,352.
3. Authorizing appropriate City officials to enter into a contract with Stark Pavement Corporation, Brookfield, for the 2016 Asphalt Pavement Program Bid at an estimated cost of \$206,330, including the acceptance of Alternate #1 and Alternate #2.
4. Authorizing appropriate City officials to enter into a contract with Vandewalle and Associates for a Downtown Planning Implementation Contract at a price not to exceed \$60,000.
5. Authorizing the 2016 contract with Symbiont for continued GIS Implementation at a cost not to exceed \$40,000. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel gave a reminder of the Spring Primary on February 16th.

APPEARANCES / CITIZENS COMMENTS

There were no appearances / citizens comments.

ALDERMANIC REQUESTS

Alderperson Michalak mentioned that there is early voting in the City Clerk's office for the February 16th election. He noted that Hartford's Wastewater Treatment Plant is featured in the

COMMON COUNCIL (2/9/2016)

latest edition of the Wastewater Clarifier magazine. Alderperson Hegy mentioned that the Mid-Moraine Legislative Committee will meet the evening of February 10th at the Jackson Village Hall. Alderperson Wintringer mentioned a Friends of the Library program on February 16th in the Library Atrium. Alderperson Randolph reminded residents to clear their sidewalk after a snowfall.

**PUBLIC HEARING "A"
City of Hartford
Smart Growth Plan**

Mayor Dautermann declared the public hearing open. The notice of public hearing as published in the 1/9/2016 Daily News was read by City Clerk Lori Hetzel.

Staff recommends that the City of Hartford 2030 Smart Growth Plan and Long-Range Land Use Map be amended to incorporate the Hartford Downtown Opportunity Analysis and Downtown Redevelopment Plan by reference. In addition, staff supports a change to the Smart Growth Plan to allow for higher density residential development for land south of the Red Oak Subdivision and east of STH 83. A developer proposes high density residential development in this area.

Under "appearances for", Mark McCune, 2466 Lough Lane, appeared and spoke in support of the Smart Growth Plan change for land south of the Red Oak Subdivision and east of STH 83. Tom Hostad, Executive Director of the Hartford Area Development Corporation, appeared and spoke in support of the proposed changes to the Smart Growth Plan. There were no appearances against the proposed amendment to the Smart Growth Plan.

Under "Discussion by Council," City Planner Drew responded to questions relating to the proposed residential development. Alderpersons Michalak and Mixon both spoke in support of the amendment for the residential development. There being no further discussion, Mayor Dautermann declared the public hearing closed.

Ordinance No. 1342

**AN ORDINANCE REVISING THE 2030
CITY OF HARTFORD SMART GROWTH PLAN**

MOTION by Alderperson Randolph, and seconded by Alderperson Mixon to suspend the rules for immediate consideration of proposed Ordinance 1342. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Michalak, and seconded by Alderperson Mixon for the adoption of proposed Ordinance 1342. MOTION CARRIED UNANIMOUSLY.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Alderperson Meyer, and seconded by Alderperson Randolph approving the following license: (bartender) Justin Precord. MOTION CARRIED UNANIMOUSLY.

OTHER COMMITTEE AND LIAISON REPORTS

Parks and Recreation Commission

MOTION by Alderperson Kohler, and seconded by Alderperson Michalak that the City of Hartford Independence Park Soccer Field #8 be officially named "Ehley Field". MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3441

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP
FOR A PROPERTY LOCATED IN THE TOWN OF RUBICON
(W509 STH 60)**

The property is located in the Town of Rubicon fronting on STH 60. The proposed Certified Survey Map would result in a re-division of two lots as well as a land split. The proposed land division conforms to the Comprehensive Zoning Ordinance, the Intermunicipal Agreement, and the Town of Rubicon Land Division Code.

MOTION by Alderperson Randolph, and seconded by Alderperson Wintringer for the adoption of proposed Resolution 3441. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3442

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP
FOR A PROPERTY LOCATED IN THE CITY OF HARTFORD
(STH 60/Constitution Avenue/Washington County)**

In January, the City approved a CSM for Quad Graphics that allowed them to split off superfluous land and make it available for other uses. The net phase of Quad's plan is to separate the main production plant and the CR/T plant into separate lots. This land split could not be accomplished with the previous CSM, due to restrictions on the number of lots created by a single CSM, as well as the fact that the land owned by Quad Graphics is in both Dodge and Washington Counties. Both of the lots would retain M-4 Industrial Park zoning and would meet the area and width requirements of the M-4 District.

COMMON COUNCIL (2/9/2016)

MOTION by Alderperson Kohler, and seconded by Alderperson Meyer for the adoption of proposed Resolution 3442. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3443

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP
FOR A PROPERTY LOCATED IN THE CITY OF HARTFORD
(STH 60/Constitution Avenue/Dodge County)**

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll for the adoption of proposed Resolution 3443. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

City Administrator Steve Volkert provided an update on the Highway 60 reliever route.

MAYOR'S REPORT

Mayor Dautermann extended comments on the successes of the City of Hartford's industrial and manufacturing sector.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 7:50 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCFEB9.16
Compiled by Pat Borlen, Deputy Clerk

**CITY OF HARTFORD
COMMON COUNCIL
February 23, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, February 23, 2016, 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 except Alderpersons Kohler and Michalak, who were absent and excused.

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Hegy, and seconded by Alderperson Randolph that the following items on the unanimous consent agenda are approved by the Common Council:

1. Authorizing appropriate City officials to purchase and install the Vesta 9-1-1 System Replacement at a cost not to exceed \$123,966.10.
2. Authorizing appropriate City officials to enter into a contract with Renhack Construction Co., Reeseville, for the 2016 Sidewalk Replacement Program bid at an estimated cost of \$88,479.25 and a contract with Safe Step, Hortonville, for the sidewalk shaving/saw cutting program under Proposal #160130. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel noted that the City received an annexation petition from Lepien Farmland LLC for 19.1 acres of land located east of STH 83 and south of the Red Oak Country Estates Subdivision. The petition will be referred to the Plan Commission for review and recommendation before returning to the Common Council for a public hearing and action.

City Clerk Lori Hetzel noted that the Common Council is required to meet the 3rd Tuesday in April for its reorganizational meeting. The Common Council needs to decide when they would like to hold the April Common Council meetings.

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph that the Common Council meet the 2nd and 3rd Tuesdays in April 2016. MOTION CARRIED UNANIMOUSLY.

APPEARANCES / CITIZENS COMMENTS

There were no appearances / citizens comments.

COMMON COUNCIL (2/23/2016)

ALDERMANIC REQUESTS

Aldersperson Meyer thanked all the poll workers who worked at the February 16th election. Aldersperson Mixon mentioned the Iced On Main ice carving competition which will be held Saturday, February 27th, from 10 a.m. to 2 p.m. in the downtown area.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Aldersperson Randolph, and seconded by Aldersperson Wintringer approving the following license: (bartender) Jacob Wentz. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3444

**A RESOLUTION APPROVING SUPPORT FOR THE 2005
PREFERRED ROUTE FOR A STATE HIGHWAY 60 RELIEVER ROUTE**

MOTION by Aldersperson Hegy, and seconded by Aldersperson Meyer for the adoption of proposed Resolution 3444.

Aldersperson Meyer read a statement from Aldersperson Michalak expressing his support for a Highway 60 reliever route, and encouraging the Common Council to support proposed Resolution 3444. Alderspersons Hegy and Meyer both spoke in support of a reliever route.

On the motion to approve Resolution 3444: MOTION CARRIED UNANIMOUSLY.

**ORDINANCES
(First Reading)**

Ordinance No. 1343

**AN ORDINANCE AMENDING SECTION 41.01(2) TO INCLUDE THE
PROHIBITION OF THE UNLAWFUL USE OF DRONES AND 42.02(1)
OF THE MUNICIPAL CODE RELATING TO THE BOND SCHEDULES**

Proposed Ordinance 1343 would adopt State Statute 942.10 relating to the use of drones into the Hartford Municipal Code. The bond schedule would also be amended to include use of drones.

MOTION by Aldersperson Randolph, and seconded by Aldersperson Mixon to suspend the rules for immediate consideration of proposed Ordinance 1343. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (2/23/2016)

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer for the adoption of proposed Ordinance 1343. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 7:13 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCFEB23.16
Compiled by Pat Borlen, Deputy Clerk

Executive Summary

Title: Approval of fence contractor to install a backstop on the east diamond at Independence Park

Background: The 2016 capital improvement budget included \$17,000 for the replacement of a backstop at Independence Park. The backstop to be replaced at this time is the east diamond which was installed in 1988. The replacement work will be for the city to remove the existing backstop and posts and the contractor is responsible for the installation and all new materials. The specifications for the new backstop includes a much larger overall backstop height going from the current 10' to a 30' high fencing fabric. Three proposals were obtained as follows.

Kleen Maintenance Co. DBA Patriot Fence Sussex, WI.	\$13,740
Century Fence Company Pewaukee, WI.	\$12,425
Northway Fence Menomonee Falls, WI.	\$11,700

The low bid from Northway Fence is being recommended for approval.

Fiscal Impact: The low bid is within the \$17,000 approved budget for project and is funded in account #420.420.474658.59301

Staff Recommendation: Staff recommends approval of Northway Fence, Menomonee Falls, WI for the installation project to install a new backstop at Independence Park at a total cost not to exceed \$11,700.

Prepared by: Mike Hermann 2/25/16
Mike Hermann, Park and Recreation Director Date

Reviewed by: Dawn Timm 2/26/16
Dawn Timm, Finance Director Date

Approved by: Steve Volkert 2/29/16
Steve Volkert, City Administrator Date

Routing: Parks & Recreation Commission 3/2/16
City Council 3/8/16

EXECUTIVE SUMMARY

TITLE: Request to Purchase Primary Underground Cable

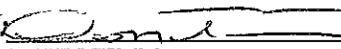
BACKGROUND: In 2016, several projects have been identified that will require the purchase of primary underground cable. Those projects include extending electric service to three new developments in the following areas: the Autumn Ridge Estates subdivision on East Monroe Ave, Red Oak Apartments located south of the Red Oaks Subdivision east of STH 83 and the Wilson Heights Apartments on E. Loos Street. In addition, the Village of Slinger has approved a project to replace and extend the existing cable in the downtown area which will improve reliability for their system.

Collectively, these projects will require the purchase of approximately 23,000 feet of 1/0, 28kV primary underground cable. An additional 7,000 feet of cable will be purchased and placed into inventory and used on future small projects. This cable was competitively bid through WPPI's joint purchasing program and RESCO was awarded the cable contract for 2016.

FISCAL IMPACT: \$54,000 to be derived from user fees. Approximately \$6,000 will be invoiced to the Village of Slinger upon the completion of their capital project.

RECOMMENDATION: To purchase 30,000 feet of 1/0 28kV primary underground cable from RESCO at a cost not to exceed \$60,000.00

PREPARED BY:  2-29-16
BRIAN RHODES DATE
UTILITY DIRECTOR

REVIEWED BY:  3-1-16
DAWN TIMM DATE
FINANCE DIRECTOR

APPROVED BY:  3-1-16
STEVE VOLKERT DATE
CITY ADMINISTRATOR

Routing: Utility Committee

EXECUTIVE SUMMARY

TITLE: Request to Purchase Utility Power Poles

BACKGROUND: The 2016 Capital Improvement Program identifies two projects that require the purchase of new utility power poles. Those projects include rebuilding the overhead distribution system along Wheelock Ave., Harker Ave., Linden Ave., Lincoln Ave. and East Ave. There are 68 utility poles found within the area of this rebuild and all utility poles are scheduled to be replaced as part of this rebuild.

Some of the poles needed for this project will be taken from our inventory while others will need to be purchased. The poles needed for these projects and to replenish our inventory vary in size. For this order, sixteen 35 foot poles, twenty-four 45 foot poles and six 55 foot poles are proposed. Utility poles are competitively bid through WPPI's joint purchasing program and Bell Lumber and Pole Co. was awarded the contract for 2016. The quantity of each pole length, price per pole, total price for each utility pole length and the total cost for all poles is as follows:

Length	Quantity	Price (Each)	Total Price
35' Pole	16	\$393	\$ 6,288
45' Pole	24	\$601	\$14,424
55' Pole	6	\$870	\$ 3,924
Totals	46		\$25,932

FISCAL IMPACT: \$25,932.00 to be derived from the 2016 Electric Utility Capital Improvement Program budget under reference numbers 380-11-298 for the Wheelock/Harker Area Rebuild and 380-12-307 for the Wheelock, Linden and East Ave. Area Rebuild project.

RECOMMENDATION: To purchase 46 utility poles from Bell Lumber and Pole Company at a cost not to exceed \$25,932.00

PREPARED BY:  2-29-16
BRIAN RHODES DATE
UTILITY DIRECTOR

REVIEWED BY:  3-1-16
DAWN TIMM DATE
FINANCE DIRECTOR

APPROVED BY:  3-1-16
STEVE VOLKERT DATE
CITY ADMINISTRATOR

Routing: Utility Committee

MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE
February 9, 2016

PRESENT: Chairperson Rusniak, Members Meyer, Hegy and Wintringer
ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, City Planner Drew

Call to Order – Chairperson Rusniak called the meeting to order at 6:45 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – There were no public comments.

Licenses – MOTION by Alderperson Meyer, and seconded by Alderperson Hegy recommending to the Common Council the following license: (bartender) Justin Precord. MOTION CARRIED.

Vandewalle and Associates Contract – Vandewalle & Associates, Inc. was hired in July 2015 by the Hartford Area Development Corporation in partnership with the Hartford Area Chamber of Commerce, Downtown Hartford Business Improvement District, and the First National Bank of Hartford to build off past planning efforts and identify and prioritize economic development project opportunities in Downtown Hartford and portions of the Highway 60 corridor. The goal of this project is to kick-start development in and around downtown through the identification of key redevelopment and catalytic projects. The Strategic Development Plan prepared by them includes several redevelopment sites in the downtown area. The proposed contract is based on an annual contract budget of up to \$5,000 per month for 2016. The HADC, the BID, and the Chamber have set aside \$15,000 for 2016 for implementation services. City participation is needed at this point to keep downtown momentum going. Vandewalle and Associates would bill the City directly, and the City could seek reimbursement of some of these costs from the HADC, the BID, and the Chamber.

MOTION by Alderperson Wintringer, and seconded by Alderperson Hegy recommending to the Common Council approval of the contract with Vandewalle and Associates for a Downtown Planning Implementation Contract at a price not to exceed \$60,000. MOTION CARRIED.

Unlawful Use of Drones – Drones have become very popular in the private sector. The increased operation of these drones in an unsafe or unethical manner has raised challenges and new concerns for public safety officials and legislators and has received a great deal of publicity. In response to some of those concerns, the Code of Federal Regulations was amended to provide the Federal Aviation Administration with mechanisms to regulate the registration and general operation of these drones. The State Legislature enacted § 942.10 "Use of Drones" to address the potential for a drone to be used for the invasion of another's privacy. The proposed ordinance would adopt State Statute 942.10 into the Hartford Municipal Code. The bond schedule would also be amended to include use of drones.

Finance & Personnel Committee (2/9/2016)

MOTION by Alderperson Meyer, and seconded by Alderperson Wintringer recommending to the Common Council an ordinance amending Section 41.01(2) to include the prohibition of the unlawful use of drones and 42.02 (1) of the municipal code relating to the bond schedules. MOTION CARRIED.

Adjournment – MOTION by Alderperson Hegy, and seconded by Alderperson Wintringer for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
FPFEB9.16
Compiled by Pat Borlen, Deputy Clerk

PLAN COMMISSION
City of Hartford
January 11, 2016

PRESENT: Chairperson Dautermann, Members Anderek, Stapleton, Regan, Rusniak, Henke, 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 Regan, second by Henke approving the minutes of December 14, 2015. Motion carried.

Appearances – Mark McCune requested Plan Commission input on when he should speak regarding Red Oak Apartments. It was decided that he would speak during the agenda item review.

Review of the Certified Survey Map for Quad Graphics Property Located East of Goodland Road and South of Constitution Avenue

Executive Summary Review:

Four tax parcels make up Quad Graphics' approximately 150 acre site. The main plant is located at 1900 West Sumner Street and the CR/T (ink plant) is located at 1951 Constitution Avenue. The main plant and the CR/T plant are separated by the Rubicon River. Quad Graphics has determined that the land they own west of the CR/T plant and adjacent to Goodland Road is superfluous and wants to split off three lots that could be sold for development. Lot 1 would be the lot where the main plant and the CR/T plant are located and would be approximately 117 acres. Lot 2 would have frontage on Constitution Avenue and would be 15.2 approximate acres. Lots 3 and 4 would have frontage on Goodland Road and would be approximately 10.1 and 7.9 acres respectively. All of the lots would retain M-4 Industrial Park Zoning and would meet the area (40,000 square feet) and width (120 feet) requirements of the M-4 District. Lot 2 is narrow at the Right-of-Way, but widens substantially.

Lots 3 and 4 could utilize private sanitary grinder pumps and connect into the existing force main on the west side of Goodland Road. However, it is against City policy to connect laterals directly into force mains. Force mains are pressurized vessels dedicated to moving sanitary flow from lift stations to the nearest gravity sewer. However, there is a sanitary manhole located on Goodland Road about 300 feet south of Constitution Ave. Lots 3 and 4 could still utilize private sanitary grinder pumps and connect into this sanitary manhole.

Staff recommended approval of the Certified Survey Map.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested questions or comments. Mr. Kuepper asked for clarification on force mains and grinder pumps. Mr. Drew responded.

MOTION by Kuepper, second by Anderek to recommend approval of the Quad-Graphics CSM as reviewed. Mr. Regan asked if the City had been in touch with Quad-Graphics to explain how some of the requirements might affect marketing efforts. Mr. Drew noted that no contact of this type had taken place, but the City wanted all information to be on the record. Motion carried.

Site Plan Review: Amendment for Wilson Heights Apartments Located at 820 and 860 East Loos

Executive Summary Review:

The Plan Commission approved the Site Plan for this project in June of 2015. It consisted of seven multi-family buildings with 12 units in each building. The four structures closest to South Wilson Avenue are under construction. However, as the final engineering of the retaining wall adjacent to Northview Highlands was completed, it became apparent that the proposed retaining wall was not economically feasible. David Decker has now submitted a plan amendment for the two easternmost buildings. Rather than two 12-unit buildings arranged in a “barbell” configuration, he now proposes two row house style structures, one with 10 units and the other with 12 units. The property is zoned Rm-2 Multi-Family Residential. Multi-Family buildings of this size are allowed in the Rm-2 Multi-Family Residential District as a Conditional Use (the Conditional Use was granted by the Plan Commission in 2015).

The proposed multi-family buildings would be arranged to flank East Loos Street and South Wilson Avenue. The remaining buildings would be placed towards the north and east end of the lot. Wetland (1.14 acres) is present on the far north end of both lots, and constrains the possible building layout.

The new proposed Multi-Family buildings would have the following setbacks:

- **25 feet** from the East Loos Street Right-of-Way
- **60 feet** from the eastern property line
- **175 feet** from the northern property line

The proposal calls for the buildings to be setback 20 feet farther from the eastern lot line than the approved site plan.

The Developer proposes two row house buildings that would be three stories tall from the west (with garages on the bottom floor) and two stories tall from the east. The primary change would be that the buildings would be built at an elevation 10 feet higher than the previously approved buildings. However, due to a narrower building plan and lower roof pitch design, the new buildings would be 10 feet shorter than the previously approved buildings. The result is that the overall height appearance from the east (Northview Highlands) would not change.

The proposed grading plan changes on the east end of the development. The buildings would be built at an elevation 10 feet higher than the previously approved buildings and as a result, the large retaining wall is not necessary and the area would be sloped and landscaped. The City Engineer reviewed the new grading plan and approved it.

The original landscape plan showed 4 quaking aspen planted directly east of the two buildings. The proposed grading plan adds 2 sugar maples, 1 coffee tree, and 1 river birch to the east side of the row house style buildings.

Staff received one comment from a resident of Northview Highlands that they would prefer shorter trees in this area (trees that grow no taller than 15 feet or so) in order to preserve sunset views from the homes in Northview Highlands. Staff believes that this request can be accommodated by using a mix of ornamental trees that will not grow as tall.

Staff recommended approval of the Site Plan.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary, noting that he had received a request from a citizen in Northview Highlands that trees abutting that subdivision be shorter so as not to block western views for residents. Mr. Drew noted that he would work with the developer to accommodate the request. Chairperson Dautermann requested questions or comments. Mr. Regan asked if the tree height changes would be part of the recommendation. Mr. Drew noted that he would work with the developer on implementation. Mr. Rusniak requested a clarification about what residents in area developments had been concerned about – aesthetics of the buildings or landscaping. Mr. Drew discussed the mix of concerns brought up by residents and the scale of the buildings, stating that the City has been able to allay concerns and pointing out that buildings in this development will be lower than the homes in Northview Highlands. As presented, the current proposal shows buildings at the same height as previously planned but 20 feet farther away from the border of Northview Highlands. Mr. Henke asked if the proposal resulted in the same number of units. Mr. Drew stated that there were two fewer units in this proposal.

Chairperson Dautermann asked what had changed between the approval last June and this proposal. Mr. Drew noted that the estimates for the planned retaining wall were higher than expected. Chairperson Dautermann commented on how often the Plan Commission and Common Council had to keep revisiting developments and noted the frequency of economics as a reason for changes. Mr. Rusniak asked how important the retaining wall is, if it is an aesthetic issue or an engineering issue. Mr. Drew deferred to Dave Decker, the developer.

Mr. Decker came to the podium to explain what had brought him to this point, noting some history of the development and stating that this revision provided attached garages rather than surface parking, and more green space.

Mr. Drew informed commissioners that although this was not a public hearing, notices had been sent to residents of Northview Highlands whose properties abutted the development, as well as the owner associations of the two nearby condo developments.

MOTION by Regan, second by Kuepper to approve the Wilson Heights Site Plan as reviewed. Mr. Henke made a motion to amend the previous motion to include a 15' height restriction on trees along the Northview Highlands border. Second by Dennis. Motion carried. On the previous motion, motion carried with one 'Nay' (Dautermann).

Concept Plan Review of Red Oak Apartments, a Multi-Family Residential Development Located South of the Red Oak Subdivision East of STH 83

Executive Summary Review:

McCune, McCune, McCune, and McCune, LLC submitted a concept plan for 11 multi-family residential buildings (156 total units) on a 17.2 acre site south of Red Oak Subdivision. The lot is currently in the Town of Hartford. The proposal includes 11 multi-family buildings, each with 12 or 16 units, as well as an onsite management office, a clubhouse with pool area, and six detached garage structures. In addition, the area at the northwest corner of the property would be combined with existing land in the Red Oak Subdivision, to create 3 single-family lots on the south side of Firefly Trail. In order to facilitate the proposed development, the City of Hartford 2030 Smart Growth Plan would need to be amended, the property would need to be annexed to the City, the property would need to be rezoned to Rm-3 Multi-Family residential, a development agreement

would need to be negotiated and approved, a Certified Survey Map approved, and a Conditional Use Permit for a Planned Unit Development along with a Site Plan would need to be approved. The proposed multi-family buildings would be arranged around a circular driveway that would be accessed from a proposed new public Right-of-Way that would intersect with STH 83.

The proposed Multi-Family buildings would have the following setbacks and lot coverage:

- **53 feet** from the STH 83
- **65 feet** from the new proposed Right-of-Way
- **30 feet** from the eastern property line
- **30 feet** from the northern property line
- Lot Coverage would be approximately **18%** of the 17.2-acre site, below the 25% maximum allowed by Code in the Rm-3 District.

The adopted Smart Growth Plan identifies this area for medium density residential development at a density of 1.1-2.9 units per acre. The area to the north and west calls for medium density residential development at a density of between 1.1-5.8 units per acre. The density proposed for this development would be 9.1 units per acre. Staff supports a change to the Smart Growth plan to allow for higher density residential development in this area. The business community needs additional multi-family development. Many workers live elsewhere and are less likely to stay with Hartford businesses for the long-term. A couple of undeveloped or partially developed sites within the City are planned for multi-family development, and developers have indicated to Staff that they have been unable to acquire these sites for development. Finally, the Smart Growth Plan only identifies one other area outside the current City boundary for high density residential development (on STH 60 south of Wal-Mart); however, sanitary sewer is not currently available to this area. The strong demand for multi-family housing, combined with the lack of supply, calls for additional areas to be identified within the City's Smart Growth Plan. Staff believes that this area is appropriate given its location on a State arterial road.

The proposed 12-unit and 16 unit multi-family units are allowed in the Rm-3 Multi-Family District as a Conditional Use. As proposed, the concept plan would meet the zoning requirements of the Rm-3 Zoning District with an approved Planned Unit Development.

The Developer proposes a mix of one and two bedroom apartments arranged in 12-unit and 16-unit structures. The proposed buildings would be two stories tall. Some buildings would have attached garages and the remainder would have access to detached garages.

The plan proposes a new Right-of-Way intersecting with STH 83. This Right-of-Way would travel approximately 265 feet east from STH 83 and then dead end. Future development to the south would result in an additional north/south Right-of-Way. The proposed multi-family structures would be accessed from two driveways that would intersect with the proposed Right-of-Way. The first driveway would be located approximately 220 feet east of STH 83. The second would be located at the terminus of the proposed Right-of-Way. In addition, a 12-foot wide emergency access is shown at the north end of the development, adjacent to the Red Oak Subdivision.

Staff has a number of concerns about the proposed street and driveway layout as well as the overall accessibility to this proposed development, including the dead-ending of the proposed Right-of-Way with one driveway to the north of the terminus and one driveway east of the terminus and the proposed road that is shown with a 90 degree bend very close to the intersection with Hwy. 83.

Staff recommends that the proposed Right-of-Way continue east to the property boundary, and that the second driveway intersect with this road.

The City requires at least two access points (or the potential for two access points when additional development occurs) to ensure proper emergency access. The plan can meet this requirement with an emergency access. Also, sanitary sewer and water main will need to access the site from the north. Sewer and water will need to be separated by a minimum of 8' and additional width will be required for installation and future maintenance. The easement for the emergency access would need to be a minimum of 30' wide.

No grading plan is shown as part of this concept plan, and will be required.

Sanitary sewer and water main are only available north of the site. All sanitary sewer and water mains shall be considered public utilities through the site. As public utilities, they will need to be installed within easements and access to all sewer and water structures will be required. The water main extension from the north does not have the ability to be looped. If maintenance is required on the water main serving this area from the north, any required water shut-downs will affect a large number of customers. The City Engineer and Utility Director did not expect this to be an issue but wanted to make sure that everyone was aware of this.

As a preliminary grading plan has not been prepared at this point, Staff is not sure if sanitary sewer will work on gravity in this area, or if a lift station will be required.

The Utility Director noted that electric service does not go all the way down Firefly Trail in the Red Oak Subdivision at this point, and would need to be extended to the utility and emergency access easement to facilitate the proposed development.

The Fire Chief noted that having a water supply right off STH 83 that far south will help the Fire Department respond to fire emergencies in the Town of Erin and has requested that a turnaround area with hydrant near the intersection with STH 83 be incorporated into the plan. The Fire Chief also noted that a tornado siren may be required in this area in order to create proper emergency siren coverage within the proposed development.

Staff recommends approval of the Concept Plan for the Red Oak Apartments, subject to the proposed Right-of-Way continuing east to the property boundary, and that the second driveway intersect with this road, that the easement for the emergency access and utilities be a minimum of 30' wide, and that a turnaround area with hydrant near the intersection with STH 83 be incorporated into the final development plan.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann invited developer Mark McCune to speak. Mr. McCune reviewed history and plans for the current development, previous development (Red Oak subdivision), and adjacent parcels. Mr. Regan asked Mr. McCune when the multi-family concept came about. Mr. McCune noted that it was about February of 2015. Mr. Kuepper asked if the development would have enough sewer and water capacity. Mr. McCune affirmed. Mr. Drew noted that the water pressure in this area is fine, but will drop as development occurs to the south. Mr. Rusniak complemented Mr. McCune on the Red Oak subdivision, noting the top-quality condominiums there. Mr. Kuepper asked if all apartment units would be the same and what the outside appearance would be. Mr. McCune stated that apartments would be a mix of one and two bedroom units, and that the development hadn't gotten far enough to start considering outside appearance.

City of Hartford Plan Commission, January 11, 2016

MOTION by Henke, second by Regan to approve the concept plan for Red Oak Apartments. Motion carried.

Proposed Amendment to the City of Hartford 2030 Smart Growth Plan

Mr. Drew reviewed the history of the City of Hartford Smart Growth Plan, noting a review about once a year for various reasons since its approval. He reminded members that the Plan Commission and Common Council can vote to change the plan at any time. Mr. Drew explained that changes are usually initiated at the request of landowners, and pointed out the need for flexibility to intermix compatible uses.

Mr. Drew noted that the amendment includes a proposal to incorporate the Downtown Plan by reference into the Smart Growth Plan, and a change in density (from medium to high) to the land south of Red Oak subdivision (the proposed Red Oak Apartments development). Mr. Drew reviewed some of the points of the Downtown Plan, which the Plan Commission has previously recommended for approval, and noted in the case of the Red Oak Apartment development that the City's current mix of single/duplex/multi-family units is low on the multi-family end, and could become more of an imbalance upon buildout of current housing stock in the City.

Chairperson Dautermann requested comment. There were no questions or comments.

MOTION by Anderek, second by Kuepper to recommend approval of the City of Hartford 2030 Smart Growth Plan. Motion carried

Adjournment – Motion by Henke, and seconded by Kuepper for adjournment. Motion carried. Meeting was adjourned at 7:49 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – FEBRUARY 10, 2016

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

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 January 13, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for January 2016.
3. Approval of the monthly bills for January 2016.
4. Approval of the Library Director's report for January 2016.

A motion was made by Mr. Weber and seconded by Mr. Morgenstern 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. Acknowledgement letter to Ms. Dorothy Park for donation in memory of Ms. Bernice Odgers.
2. A note from the Kettle Moraine YMCA thanking Cary Perzan for the presentation she made at Central Middle School.

OLD BUSINESS

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

The first quarter payment from Washington County has been set at \$45,272 plus 5% of the 2015 reserve fund at \$9,284 based on Washington County non-resident circulations.

The MWFLS Merger Study Committee met today, February 10 in Horicon. The initial meeting between Eastern Shores and MWFLS will include the two system board presidents, the system directors and Bruce Smith from WILS. It has been determined that Bruce Smith will be able to continue as head of the Merger Study Committee. Mike Gelhausen is working on a counter proposal on the funding formulas currently used by Eastern Shores. The negotiating team has been selected; Amy Becker, Margaret McFadden, Mark Hanson, Brett Jaeger, Mike Gelhausen and Patrick Busch. More information will be available February 11 after the trio Directors' Council meeting in Horicon.

Included in the packet was an email from Mark Hanson. He was voted in as the 2016 MWFLS Board President.

Friends of the Library Update.

Approximately 50 people attended the Packer's program "Why We Love the Packers" on January 13. The next Friends program will be "Love Songs" with jazz musician Bill Hill February 16, at 7 PM in the atrium. Tim O'Driscoll, the Brewer's Scorekeeper will be here on March 15. The Friends annual meeting will be Wednesday evening April 13 at 6 PM. The Friends book sale will be held in the atrium beginning April 13 through April 16. The Friends will be hosting an author fair on April 20. They are also looking for a candidate for president of their group.

Library Fundraising Campaign Update.

The campaign is at 99% complete or \$2,275,564.90. The campaign is set to finish by June 1 and the three remaining pledges will be written off at that time.

2015 State Annual Report

The 2015 annual report is due to the Department of Public Instruction by February 29. Jennifer reviewed the basic information contained in the report and went over the page eight "statement concerning public library system effectiveness" and asked the Board to approve this statement.

Ms. Hilger made the motion to approve answering "yes" to the question on public library system effectiveness "did provide effective leadership and adequately meet the needs of the library. It was seconded by Mr. Morgenstern and passed.

Jennifer asked the Board to approve the 2015 State Annual Report. She also stated the balance in Trust Fund will be able to cover the new sound system for the Community Room this year. The prepaid contracts on the self-check machines and conveyor system will be ending and funding to continue the contracts will need be worked out.

Ms. Fuss made the motion to approve the 2015 State Annual Report as presented. It was seconded by Mr. Morgenstern and passed.

NEW BUSINESS

Food and Beverage Policy

The Library has been experiencing problems with food including applesauce spilled on a computer keyboard causing damage and chocolate crumbs from snacks also getting into a keyboard and floor area in the Young Adult section. After reviewing the policy, the Board added in the opening statement that the Library staff will have final approval over food and beverages permitted and reserve the right to exclude any item for any reason. Under the food section, the bullet points "patrons in violation of the policy will be required to dispose of their food or leave the building" and "be considerate of others and clean up after yourself" were added. Mr. Morgenstern requested the policy be posted in multiple areas of the Library.

Ms. Fuss made the motion to accept the new food and beverage policy with the amendments. It was seconded by Mr. Morgenstern and passed.

Gift and Donation Policy

Jennifer reviewed the gift and donation policy including acceptable materials that may be donated and what will not be accepted.

Ms. Hilger made the motion to approve the gift and donation policy. It was seconded by Mr. Weber and passed.

Library Director Comments.

- Jennifer created an infographic color sheet using 2015 statistics. This will be made available to the public.
- Jessica has designed a graphic sheet for new movies and TV series added to the collection.
- Jennifer will make a presentation to the Common Council in March and will utilize this same format for the statistics.
- Next year the wireless statistics should be able to be accounted for including Sunday and other after hour usage.
- President Purman stated an ad will run in the Booster in April in conjunction with National Library Week utilizing information from the infographic statistic sheet.
- There is a continuing education opportunity on Monday, February 29 from 1 to 4 PM at the Franklin Public Library "Board Roles and Relationships with the Director, Staff, Volunteers and Community".
- The new Library brochure is now available to the public and it is also on the website.
- The movie on Friday, January 29 had 74 people in attendance.
- The Downton Abbey finale viewing party will be Monday, February 29 at 5 PM.
- The next crafts for grownups will be Thursday, March 24 from 6:00 to 7:30 PM.
- The 2016 summer reading program is based on sports and fitness.
- On Wednesday afternoon, May 4 the Library is having a themed "may the force be with you" craft and activities program for all ages from 3:30 PM to 4:30 PM.
- The 2015 tax forms are now available in the Library's business center.
- Jennifer has joined the Hartford Lioness Club.
- If anyone is interested in ordering Library apparel, please notify Jennifer as the order will be placed soon.
- Mr. Weber stated that four companies are interested in the Community Room sound and video system project.
- Walmart training took place in the Community Room this morning.
- Karen Buhle has announced she is leaving as BID Director.

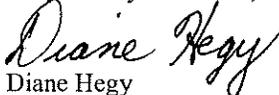
UPCOMING MEETING DATES

Regular Meeting – March 9, 2016 – Council Chambers – 4:00 PM.

ADJOURNMENT

Ms. Hilger made the motion to adjourn this meeting of the Library Board at 4:39 PM. The motion was seconded by Mr. Webber and passed.

Respectfully submitted,



Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

FOR

INFORMATIONAL

PURPOSES

ONLY

Monthly Department Report
Planning/Building Inspection
February 2016

Planning:

Plan Commission:

- Certified Survey Map: Quad-Graphics, Washington County (recommended approval)
- Certified Survey Map: Quad-Graphics, Dodge County (recommended approval)
- Extraterritorial Certified Survey Map: W509 STH 60, Town of Rubicon (recommended approval)

Violation Letters:

- Property Maintenance: 0
- Courtesy Notices:
- Housing: 0
- Precitation: 0
- Zoning: 0
- Citations: 0

Scanning Project, Building Plans & Documentation, Basement Storage:
20 boxes of 92 have been scanned and electronically stored.

Scanning Project, Commercial Plans:

2008 commercial plans are in the process of being scanned and electronically stored, and placed in GIS mapping.

Building Inspection:

Permits Issued: 62

Permits Issued YTD: 134

Violation Letters: 0

Courtesy Notices: 0

MONTHLY DEPARTMENT REPORT FEBRUARY 2016

DEPARTMENT: HARTFORD POLICE DEPARTMENT

1.) MONTHLY STATISTICAL DATA

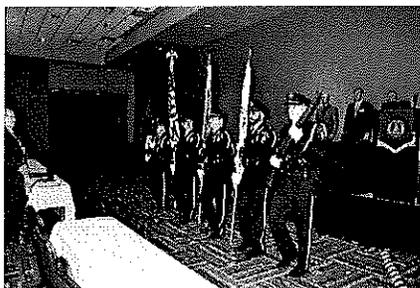
ACTIVITY MEASURE	2016	% OF 2015	2016 YTD TOTAL	% OF 2014	FEB/JAN 2015	2015 YTD TOTAL	3 YR AVG/ MONTH	% OF AVG MON	3 YR AVG/ YTD TOTAL	% OF AVG YTD
CALLS FOR SERVICE (FEBRUARY)	502	90%	1039	101%	560	1031	488	103%	1029	101%
COMPLAINTS FILED (FEBRUARY)	199	92%	445	111%	217	401	212	94%	436	102%
WRITTEN WARNINGS (JANUARY)	181	147%	181	147%	123	123	132	137%	132	137%
TRAFFIC CITATIONS (JANUARY)	122	99%	122	99%	123	123	156	78%	156	78%
MUNICIPAL CITATIONS (JANUARY)	71	154%	71	154%	46	46	57	125%	57	125%
FIELD INTERVIEW CARDS (JANUARY)	3	N/A	3	N/A	0	0	1	300%	1	300%
ADULT ARRESTS (UCR DATA) (JANUARY)	45	125%	45	125%	36	36	45	100%	45	100%
JUVENILE ARRESTS (UCR DATA) (JANUARY)	46	209%	46	209%	22	22	29	159%	29	159%
SQUAD FLEET MILEAGE	FEBRUARY 2016	% OF 2015	2016 YTD TOTAL	% OF 2015	FEBRUARY 2015	2015 YTD TOTAL	3 YR AVG/ MONTH	% OF AVG MON	3 YR AVG/ YTD TOTAL	% OF AVG YTD
SQUAD 1 (PATROL)	3265	544%	6488	345%	600	1878	735	444%	2871	226%
SQUAD 2 (PATROL)	3131	140%	5815	123%	2242	4741	2407	130%	4768	122%
SQUAD 3 (PATROL)	1155	70%	2860	68%	1646	4198	2132	54%	4887	59%
SQUAD 4 (PATROL)	1993	82%	4746	85%	2440	5601	2501	80%	4967	96%
SQUAD 5 (PATROL)	1421	68%	2591	62%	2076	4191	1867	76%	3730	69%
SQUAD 6 (ADMIN/POLICE AIDES)	800	N/A	1226	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SQUAD 7 (PATROL/SPECIAL PURPOSE)	744	54%	1341	73%	1377	1838	905	82%	1499	89%
SQUAD 8 (ADMIN)	663	48%	1576	76%	1374	2068	894	74%	1773	89%
SQUAD 9 (PATROL/K-9)	590	99%	1348	91%	595	1483	973	61%	2615	52%
TOTAL SQUAD MILEAGE	13762	111%	27991	108%	12350	25998	12414	111%	27110	103%
AVERAGE SQUAD MILEAGE	1529	99%	3110	96%	1544	3250	1552	99%	3389	92%

2.) CHIEF'S ACTIVITIES

- ◆ Attended the Wisconsin Chief's of Police Winter Conference
- ◆ Attended and presented at a regularly scheduled meeting of the Common Council
- ◆ Conducted Profession/Civilian Peer Review Panel for the Police Officer recruitment process

3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ Recruitment continued to fill current and anticipated Police Officer vacancies
- ◆ Officers have now fully transitioned to the new X-2 Tasers
- ◆ The Hartford Police Department Honor Guard presented the colors at the Wisconsin Chief's Association Winter Conference in the Wisconsin Dells



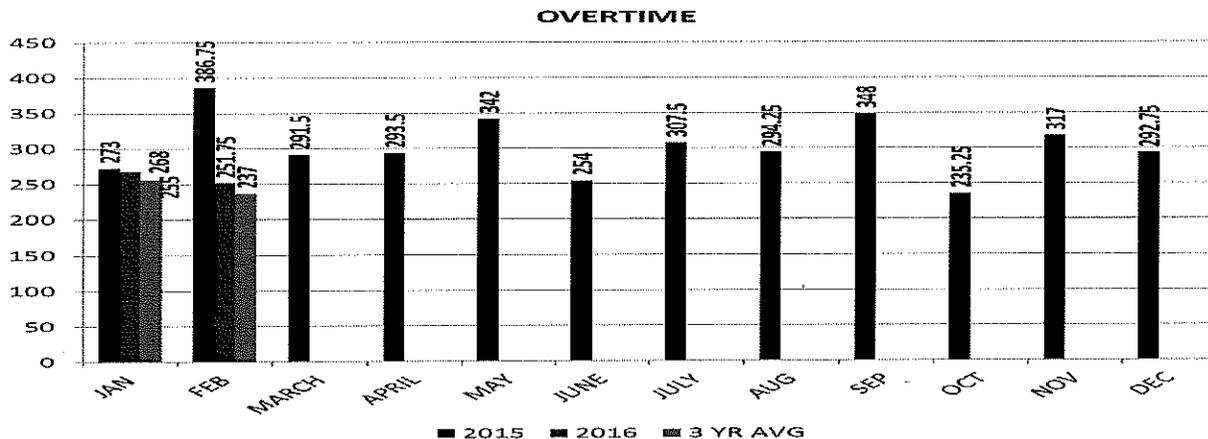
4.) **ANTICIPATED PROJECTS/TASKS/ACTIVITIES**

- ◆ The Police Officer recruitment process will continue
- ◆ 2016 Mini-Academy will take place in March

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
- ◆ Sergeant Cummings attended Taser Instructor Recertification Training in Fond du Lac
- ◆ Patrol and Investigations Staff completed Taser X2 transition training
- ◆ Patrol and Investigations Staff completed Monthly Isolation Drill Training for shooting with a flashlight
- ◆ Officer Wegner and Detective Engebretsen attended FBI ALERRT Level 1 Active Shooter Training in West Bend.
- ◆ Chief Groves attended the W.C.P.A. Winter Conference in the Wisconsin Dells
- ◆ Officers Whipple, Janzen, and Kolbach attended Court Room Survival Training in Milwaukee
- ◆ Communications Officer Rudd continued her FTO Training
- ◆ Communications Officer Rudd completed ICS 100 and IS 700 certification training on line
- ◆ Communications Officers Jossart and Walters completed APCO EMD Illuminations training regarding Krokodil, and Communications Officer Neu completed Quality Assurance/Self-Assessment

6.) **OVERTIME**



Respectfully Submitted,
David A. Groves,
Chief of Police

STREET DEPARTMENT MONTHLY REPORT
FEBRUARY 2016



Advance Disposal Services Curbside Solid Waste Pickup:

260.38 Tons of solid waste for February 2016
 (236.15 tons - January 2016)

Past Feb. Solid Waste

2013 - 204.39 tons
 2014 - 300.34 tons
 2015 - 197.33 tons

Advance Disposal Services Curbside Recycling Pickup:

Paper & Cardboard AND Commingles (SINGLE STREAM RECYCLING)
 (Glass, Plastic & Cans) RECYCLING CART: 85.49 Tons (74.11 Tons - Feb. 2015)

1. **Normal department projects required to be accomplished during the month**

- Pick up and chip brush (1st full week)
- Repair & maintain equipment
- Salt & snowplow streets & city sidewalks
- Repair & replace street signs as needed
- Cold Patch and asphalt streets as needed
- Remove snow from downtown & City parking lots
- Pick up excessive garbage on Fridays
- Deliver/Exchange Recycling & Garbage Carts when requested

2. **Special or specific projects/tasks/activities accomplished during the month of FEBRUARY:**

- Maintain snowplows & trucks
- Attend Pre-Construction Meeting for STH 83
- Cold patch streets where needed
- Clean/Scrape Ice from Catch Basins
- Snow removal - widen streets as needed
- Inspect Sidewalks for snow removal
- Follow up on Methane Monitor Inspections
- Prepare Airport Rates & Charges Survey
- Attend Awards Ceremony in Wis. Dells re. Mill Pond
- Public Hearing with Bureau of Aeronautics & Mead & Hunt re. Airport Environmental Assessment
- Clean City Garage
- Inspect trees for Emerald Ash Borer/Remove Trees
- Trim tree branches over streets
- Asphalt after water main breaks & remove ice
- Assist Advanced Disposal with Garbage & Recycling issues
- Attend meeting in Wash Co. re. N. Wacker Bridge

3. **Specific project/task/activities expected to be initiated or accomplished during month of MARCH:**

- Maintenance of all City equipment
- Prepare/Repair trucks for snow plowing
- Plow & salt streets as needed
- Repair catch basins
- Crack fill and asphalt streets where needed
- Chip brush curbside
- Replace or straighten street signs
- Attend Airport Sponsor Workshop in Madison

4. **Training/Staff Development activities occurring during the month of FEBRUARY:** NONE

5. **Overtime occurring during FEBRUARY:**

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
2/2/2016	Salt Streets	3.90	
2/3/2016	Salt Streets	4.90	
2/15/2016	Salt Streets	8.00	
2/17/2016	Push up Salt in Salt Shed when receiving delivery	0.50	
	TOTALS	17.30	

February 2015 overtime comparison totals:

161.10

HARTFORD CITY TAXI TRANSPORTATION REPORT

MONTH/YEAR: February 2016

TOTAL PASSENGERS: 1750 **TOTAL MONTHLY REVENUE:** \$5,593.75

PASSENGER INFORMATION

Senior: City: 473
 Out of Town: 0

Handicap: City: 234/13wc
 Out of Town: 0

Children: City: 2
 Out of Town: 0

Regulars: City: 1004
 Out of Town: 24

Waits (Total Minutes): 279

Package Pickups: 0

Taxi Trips: 1658

Shared Rides: 738

Wheelchair Trips: 13

HOURS INFORMATION

Loaded Hours/Minutes: 218.9

Deadhead Hours/Minutes: 239.1

TOTAL HOURS/MINUTES: 458.0

FARE INFORMATION

Base Fares: \$5,447.25

Out of Town Fares: \$43.75

Wait Chgs: \$69.75

Package Pickup Chgs: \$0.00

No Show/COA Chgs: \$33.00

Taxi Tickets Sold: \$1,696.00

of Sheets sold: 70

of Taxi Tickets collected: 509

MILEAGE INFORMATION

Loaded City Miles: 3728.9

Loaded Out of Town Miles: 13.1

Deadhead Miles: 1176.3

TOTAL MILES: 4918.3

TOTAL FUEL USED: 371.994

FLEET INFORMATION

Unit #1 - 2014 Dodge Caravan

Unit #5 - 2010 Dodge Caravan

Unit #4 - 2015 Dodge Caravan

Unit #9 - 2011 Dodge Caravan

MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES

COVERING THE MONTH OF: February 2016

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. State St. Rebuild
2. PSC Inspection/Repair
3. Paint Well #12 & Well #15
4. Cross Connection Inspections

UPCOMING ACTIVITES

1. S. Wilson Line Extension
2. Reconductor Circuit 11
3. New Roof – Well #15
4. Mapping

TRAINING SESSIONS

1. MEUW Safety Session
2. Tri- County – Rebuilding CL2 Regulators

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Substation	14.4
Maintenance of Lines	0.3
Education	8.3
Maintenance of Mains	1.0
Maintenance of Pumping Plant	0.7
Maintenance of Water Meter	0.7
Water Main Break – 554 Fairview Dr.	4.0
Water Main Break – 46 E. Monroe Ave.	6.2
Well Run – Weekends	<u>16.0</u>
TOTAL	51.6