

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

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) UNANIMOUS CONSENT AGENDA

5) COMMUNICATIONS

6) APPEARANCES/CITIZENS COMMENTS

7) ALDERMANIC REQUESTS

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

8) PUBLIC HEARINGS

A) CHAPTER 4 OF THE MUNICIPAL CODE

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

8) Action: – Ordinance No. 1348 – An ordinance repealing and recreating Chapter 4 of the Municipal Code regarding City Administration. (Executive Summary attached)

9) Action: – Ordinance No. 1349 – An ordinance amending Section 42.04 of the Municipal Code regarding forfeitures, fees, and charges. (Executive Summary attached)

B) BUSINESS IMPROVEMENT DISTRICT SPECIAL ASSESSMENTS

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

- 6) Discussion by Council
- 7) Closing of Hearing
- 8) Action: – Resolution No. 3447 – A final resolution for the levying and collecting of Business Improvement District special assessments. (Executive Summary attached)

9) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

- 1) Discussion and consideration of approving the following licenses: (bartender) Angelique Papia.

B) PUBLIC WORKS

- 1) None.

C) UTILITY

- 1) None.

10) OTHER COMMITTEE AND LIAISON REPORTS

- A) None.**

11) RESOLUTIONS

- A) Resolution No. 3448 – A resolution for inclusion under the State of Wisconsin Deferred Compensation Program.

12) ORDINANCES

A) FIRST READING

- 1) None.

B) SECOND READING

- 1) None.

13) CITY ADMINISTRATOR'S REPORT

- A) Purchasing of laptops.

14) MAYORS REPORT

- A) Proclamation – National Arbor Day. (Proclamation attached)

15) CLOSED SESSION

The Common Council to move into closed session under § 19.85 (1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" relative to zoning and property maintenance code violations. The Common Council to reconvene in open session for adjournment only.

16) 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
APRIL 12 2016

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

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

- 1) Authorizing appropriate City officials to purchase a 2016 Land Pride All Flex Pull Behind Mower from Mid State Equipment, Jackson at a cost of \$14,749 which is \$249 over the budgeted amount. (Executive Summary attached)
- 2) Authorizing appropriate City officials to accept the proposal from Butters-Fetting Co., Inc., Milwaukee, for the replacement of the Administration Building HVAC/Air Make Up unit at a cost of \$65,590 which is \$4,410 under the budgeted amount. (Executive Summary attached)

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
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

**CITY OF HARTFORD
NOTICE OF PUBLIC HEARING**

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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.

Dated this 11th day of March, 2016.

Lori Hetzel, City Clerk
City of Hartford

ORDINANCE NO. 1348

**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, and garbage and recycling collection.

- 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

ORDINANCE NO. 1349

**AN ORDINANCE AMENDING SECTION 42.04
OF THE MUNICIPAL CODE REGARDING
FORFEITURES, FEES AND CHARGES**

WHEREAS, the references to the following sections within Section 42.04 shall be updated.

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

SECTION 1. The following sections within Section 42.04 of the Municipal Code shall be amended to read as follows:

NAME	OLD CODE SECTION	NEW CODE SECTION	FEE
ADMINISTRATION –			
Administrative Review Appeals	4.24(6)	4.28	\$26.00
Copies (digital media)	4.29(2)(a)(1)	4.33(2)(a)(i)	\$5.00 per copy
Franchise Application	4.31(2)(a)	4.35(2)(a)	\$206.00
Records Search	4.29(2)(a)	4.33(2)(a)	Over \$50.00, actual time
ASSESSMENT -			
Property Maintenance Records	4.14(3)	4.15(3)	See Below
ENGINEERING/STREETS -			
Weedcutting	4.21 and 22.02(2)(m)	4.27 and 22.02(2)(m)	\$105.00/hr/frac min, or actual cost plus 10% if contracted, whichever is higher

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

EXECUTIVE SUMMARY

Resolution No. 3447

Title: A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING OF BUSINESS IMPROVEMENT DISTRICT ("BID") SPECIAL ASSESSMENTS

Background: Each year the Common Council adopts the final resolution for the BID District special assessments. The preliminary resolution for the levying and collecting of the special assessments was adopted on March 8, 2016.

Fiscal Impact: The BID District will collect \$2.90/\$1,000 valuation of property improvements, or \$50,194.65.

Recommendation: Adoption of the final Resolution levying and collecting BID special assessments.

PREPARED BY: Lori Hetzel DATE: 04/05/16
Lori Hetzel, City Clerk

REVIEWED BY: Ian Prust DATE: 4/6/16
Ian Prust, City Attorney

Dawn Timm DATE: 4/6/16
Dawn Timm, Finance Director

APPROVED BY: Steve Volkert DATE: 4/7/16
Steve Volkert, City Administrator

ROUTING: Common Council – 4/12/2016

Resolution No. 3447

A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING OF
BUSINESS IMPROVEMENT DISTRICT ("BID") SPECIAL ASSESSMENTS

WHEREAS, the Common Council on March 8, 2016 considered and adopted 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.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, as follows:

- 1) That the Report of the BID Board (i.e., the 2016 BID Operating Plan and Budget) pertaining to the BID District is hereby adopted and approved.
- 2) That payment for the Plan's implementation is made by assessing the cost to the properties benefited as shown on Exhibit "A" attached hereto.
- 3) That the properties as shown on the attachment are benefited by the Business Improvement District and the assessments shown on the report represent an exercise of the police power, have been determined on a reasonable basis and are hereby confirmed.
- 4) The Finance Director is hereby directed to bill the affected property owners, and where appropriate, other persons, in accord with the amounts shown on Exhibit "A", on or before April 22, 2016 the amount to be due and payable within thirty (30) days. If the assessments are not paid by May 22, 2016, said assessment shall bear interest at the rate of 1½% per month, and shall be placed on the 2016 tax roll.
- 5) The Finance Director shall mail a copy of this Resolution to the affected property owners.

Signed:

Joseph C. Dautermann, Mayor

INTRODUCED: April 12, 2016

ADOPTED: April 12, 2016

ATTEST:

Lori Hetzel, City Clerk

BID OPERATING PLAN 2016

INTRODUCTION:

The following represents the 2016 Operating Plan for the Hartford Downtown Business Improvement District in Hartford, Wisconsin. This is intended as a general guide and complies with the requirements of WI Statute 66.608, which enables the creation, and continuation of Business Improvement Districts.

PURPOSE:

The purpose of this Business Improvement District is to promote the orderly development of the City of Hartford by providing an organization and funding vehicle to develop and promote the downtown area for the economic benefit of all businesses and property owners within the District. Additionally, the BID makes recommendations to the Common Council regarding parking, beautification and other infrastructure improvements, thereby making downtown more physically and economically attractive for use by all citizens and property owners in the city.

GOALS:

- To promote the development, redevelopment, maintenance and operation of the Hartford Downtown Business Improvement District.
- To foster, encourage and advocate downtown development and a cooperative spirit between business and property owners within the BID
- To design, develop and implement marketing programs and strategies that promote an image of the downtown area as prosperous and unified and which specifically works towards minimizing the downtown business vacancy rate as well as promoting a proper retail mix.
- To guide and coordinate the physical development of the downtown area to ensure its commercial viability, both functionally and visually.
- To organize, plan and update events to bring exposure and additional business to the downtown.

METHOD OF SPECIAL ASSESSMENT:

The projects proposed in the 2016 Operating Plan will be funded through a special assessment based on \$2.90 per \$1,000 valuation of property improvements of all properties identified in the district and benefiting from the project programs. Additional monies will be allocated to the BID through the Room Tax as of 2004 and

will continue to be received in 2016. Such special assessments will be levied by the City of Hartford and collected in the method currently used by the City Treasurers Office. The BID funds will be maintained and controlled by the BID Board of Directors, which has the powers necessary to implement the operating plan.

DESCRIPTION OF METHOD OF FINANCING:

BID financing will be done through fund raising, special projects, contributions and through Special assessments administered as detailed on the page under "Method of Special Assessment". Special assessment will be levied against all Business Improvement properties, excluding residential and tax exempt properties. All BID revenues will continue to be maintained and accounted for in a dedicated BID account. Normal administrative procedures, including notification to affected property owners and Council approval will be followed in levying special assessments.

PROJECTS AND ACTIVITIES OF THE BID:

Target, develop and implement physical redevelopment projects that will create an economically vibrant, convenient and attractive district.

Specifically, 2016 projects under consideration include:

1. Enhanced way-finding and signage for the BID and events
2. Stakeholder in the Downtown Hartford Strategic Development Plan
3. Continue to take advantage of opportunities and resources offered through the Connect Communities (WEDC) program for further revitalization and redevelopment efforts
4. Additional flowerpots and enhancements for downtown Main Street
5. Yearly updating of the Downtown Brochure & distributing to outside areas for tourism

Continue to develop a comprehensive marketing strategy for the BID that economically benefits all the property owners and businesses in the District, making it attractive to consumers and prospective businesses. Market activities and events included on the attached 2016 Calendar of Events. Improve the existing businesses and district's competitive position by assisting in the establishment of competitive business practices and business recruitment activities to improve the retail mix, attract potential businesses and minimize the vacancy rate. These include but are not limited to:

**Annual Business Incentive Award Information Packets
Rent Subsidy Program Annual Meeting**

Identify and seek grants, low interest loans and/or donations for additional financial support for BID projects and activities.

Make recommendations to the Common Council regarding parking needs and regulation and assessment in and adjacent to the BID. Possibly enlarge District.

Maintain a BID Board of Directors, representative of all interests within the district, to implement the 2016 Operating Plan and Budget for the district.

Utilize the year 1989 special assessment procedures and continue to maintain records of any expenditures within the district as required by WI State Statute 66.608.

Maintain and nurture a productive working relationship between the BID Directors and City Officials in order to better facilitate the growth and development of the downtown area.

Maintain Recruitment and Retention, Marketing and Fund Raising Committees.

PROPOSED EXPENDITURES:

Retain a part-time BID Director (25-30 hours weekly) to manage the BID office daily operations, oversee all BID events, attend all meetings, conferences and seminars related to the BID, facilitate monthly marketing meetings, meet with prospective business and property owners and other duties as needed.

Maintain an office space for the BID and other requirements as dictated by WI State Statute 66.608.

Implement projects and activities as detailed in this Operating Plan and Attached 2016 Budget.

○

Hartford Business Improvement
District
2014
Proposed Budget

	2014		2015		2016	
	Budget	% incr/decr	Budget	%incr/decr	Budget	%incr/decr
Income:						
Special Assessment	43,753.43		44,125.00		51,794.00	
Assessment Rate	2.30	0.00	2.50	8.70	2.90	16.00
City Hall Contributions	1,000.00		1,000.00		1,000.00	
Fundraising - Linkbox/sandwich boards	500.00		500.00		500.00	
Fundraising - Farmers Market	2,700.00		2,700.00		2,700.00	
Fundraising - Maxwell Street Day	3,250.00		3,500.00		3,400.00	
Fundraising - Christmas Parade	1,500.00		2,500.00		2,500.00	
Tourism Income	9,000.00		11,000.00		10,000.00	
Downtown Enhancement Sponsorships	500.00		500.00		500.00	
Downtown Brochure	2,000.00		2,000.00		2,000.00	
Special downtown events	0.00		0.00		0.00	
Home Improvement Show	3,250.00		3,000.00		3,000.00	
Gallery Night	0.00		0.00		0.00	
Iced on Main Street	2,250.00		2,500.00		3,100.00	
Antique Appraiser	350.00		0.00		0.00	
Car Show	1,350.00		2,000.00		2,600.00	
Autumn Fest	250.00		300.00		300.00	
Interest Income	5.00		5.00		5.00	
Other Income	250.00		250.00		250.00	
Total Income:	71,908.43		75,880.00		83,651.90	
Expenses:						
Manager Salary	19,373.00		19,954.00		20,553.00	
Other Wages	2,000.00		2,000.00		2,250.00	
BID Portion -Payroll Taxes	1,650.00		1,700.00		1,745.00	
Downtown Brochure	1,800.00		2,000.00		2,000.00	
Directors Discretion Fund	100.00		100.00		100.00	
Mileage/Cell Phone Reimbursement	450.00		800.00		550.00	
Tourism expense	8,500.00		10,000.00		10,000.00	
Downtown promotion expenses	1,200.00		3,000.00		3,000.00	
Miscellaneous	250.00		100.00		100.00	
Business Recruitment expense	4,000.00		4,000.00		3,000.00	
Downtown Special Events	150.00		500.00		500.00	
Car Show Expense	750.00		1,700.00		1,700.00	
Maxwell Street Day expense	1,000.00		1,000.00		1,000.00	
Christmas parade	2,000.00		2,000.00		1,800.00	
Home Improvement show expense	2,250.00		1,000.00		2,000.00	
Gallery night expense	0.00		0.00		0.00	
Iced on Main expense	2,700.00		3,000.00		3,500.00	
Antique appraisal expense	350.00		0.00		0.00	
Rental assistance program expense	900.00		900.00		900.00	
Seminars, memberships & public	700.00		500.00		750.00	
advertising	13,000.00		13,000.00		13,000.00	
Computer/software expense	450.00		450.00		450.00	
Office supplies	500.00		500.00		650.00	
Postage	650.00		276.00		603.90	
Rent -	3,300.00		3,600.00		3,600.00	
Telephone & Utilities	650.00		650.00		1,100.00	
Insurance	1,400.00		1,500.00		1,600.00	
Accounting fees	450.00		350.00		400.00	
Downtown Enhancements	1,085.43		1,000.00		1,500.00	
Farmers market expense	300.00		300.00		300.00	
Downtown Strategic Develop Plan Contrl.	0.00		0.00		5,000.00	
Total Expenses:	71,908.43		75,880.00		83,651.90	

Net Income:	0.00		0.00		0.00	
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EXHIBIT 'A'
2016 BID ASSESSMENTS

TAX KEY NUMBER	IDENTIFICATION	OWNER AND ADDRESS	VALUE OF IMPROVEMENTS	ASSESSMENT
36-2001-004-005	116 W Sumner St	First National Bank P O Box 270106 Hartford, WI 53027	\$4,429,500	\$12,845.55
36-2001-005-001	11 N Main St	Mallow Properties LLC 2957 Rolaine Pkwy Hartford, WI 53027	84,200	244.18
36-2001-005-002	17 N Main St	Allen Associates Partners c/o Richard Feutz N2298 Resthaven Rd Rubicon, WI 53078	430,000	1,247.00
36-2001-005-006	39 N Main St	Finn Rentals LLC 37225 Sunset Dr Oconomowoc, WI 53066	306,800	889.72
36-2001-005-007	43 N Main St	Finn Rentals LLC 37225 Sunset Dr Oconomowoc, WI 53066	162,800	472.12
36-2001-005-039	47 N Main St	John & Kathleen Proebsting 830 Sunset Dr Hartford, WI 53027	331,500	961.35
36-2001-005-009	57 N Main St	OCV Enterprises, LLC 1050 Middle Ridge Rd Hubertus, WI 53033	224,100	649.89
36-2001-005-013	71-75 N Main St	TKN Properties, LLC 68 North Johnson St Hartford, WI 53027	312,000	904.80
36-2001-005-022	20 W Sumner St	Mark & Charlene Jung 15 North Main St Hartford, WI 53027	286,800	831.72
36-2001-005-026	36 N Johnson St	Jessica Boyd 36 North Johnson St Hartford, WI 53027	113,600	329.44
36-2001-005-027	37 N Main St	White Elephant LLP P O Box 270034 Hartford, WI 53027	94,300	273.47
36-2001-005-034	61 N Main St	Raymond & Dorothy Klemp P O Box 270324 Hartford, WI 53027	182,500	529.25

EXHIBIT 'A'
2016 BID ASSESSMENTS

TAX KEY NUMBER	IDENTIFICATION	OWNER AND ADDRESS	VALUE OF IMPROVEMENTS	ASSESSMENT
36-2001-005-035	65 N Main St	KB Properties of Hartford LLC 530 North Main St Hartford, WI 53027	\$276,900	\$803.01
36-2001-006-002	131 N Main St	Linda Dallmann 1164 Golf Blvd Treasure Island, FL 33706	101,500	294.35
36-2001-006-003	135 N Main St	Steven Cypher 433 Third St Hartford, WI 53027	72,500	210.25
36-2001-006-007	127 N Main St	Eleven 99 Properties LLC 127 North Main St Hartford, WI 53027	42,400	122.96
36-2001-015-003	29 W State St	James & Heidi Schaefer N4644 S John Rd Rubicon, WI 53078	155,900	452.11
36-2001-015-015	207 N Main St	Hartford Main & State LLC c/o Brayton Mgmt Co, Inc. 18900 W Bluemound Rd Ste 212 Brookfield, WI 53045	112,700	326.83
36-2001-015-016	225 N Main St	Hartford Main & State LLC c/o Brayton Mgmt Co, Inc. 18900 W Bluemound Rd Ste 212 Brookfield, WI 53045	323,700	938.73
36-2001-016-001	301-305 N Main St	BKHAL LLC 29011 Kramer Dr Waterford, WI 53185	199,900	579.71
36-2004-020-022	57 S Main St	George E & Sandra R Smith 326 N Lake Rd #3B Oconomowoc, WI 53066	278,900	808.81
36-2004-027-001	104 Kossuth St	Michael Wagner 104 Kossuth St Hartford, WI 53027	18,600	53.94
36-2004-027-013	107 W Sumner St	C Wannow Real Estate LLC 107 West Sumner St Hartford, WI 53027	163,100	472.99
36-2004-028-008	31 W Sumner St	Mark & Linda Hauser 31 West Sumner St Hartford, WI 53027	224,300	650.47

EXHIBIT 'A'
2016 BID ASSESSMENTS

TAX KEY NUMBER	IDENTIFICATION	OWNER AND ADDRESS	VALUE OF IMPROVEMENTS	ASSESSMENT
36-2004-028-003	45 S Main St	Scott Warren Scott Oil Co., Inc. 5362 State Road 11 Elkhorn, WI 53121	\$163,500	\$474.15
36-2004-028-005	23 S Main St	Commerce State Bank 1243 North 10th St Milwaukee, WI 53205	488,300	1,416.07
36-2004-028-007	11 S Main St	GABBI LLC 11 South Main St Hartford, WI 53027	287,000	832.30
36-2102-001-001	62-66 N Main St	Jolly Jack Holdings LLC 1385 Emerald Dr Hartford, WI 53027	276,900	803.01
36-2102-001-002	54 N Main St	John & Deborah Hetzel 63 Highland Ave Hartford, WI 53027	268,600	778.94
36-2102-001-003	50 N Main St	HXF Properties LLC 7001 Arthur Rd Hartford, WI 53027	156,700	454.43
36-2102-001-004	48 N Main St	Qin Lin P O Box 828 Oconomowoc, WI 53066	178,000	516.20
36-2102-001-005	42 N Main St	Robert Fronberry 123 St Andrews Tr Fontana, WI 53125	118,600	343.94
36-2102-001-006	40 N Main St	Robert Fronberry 123 St Andrews Tr Fontana, WI 53125	207,800	602.62
36-2102-001-007	34 N Main St	Michael D Halsey Revocable Living Trust LLC P O Box 270316 Hartford, WI 53027	297,900	863.91
36-2102-001-008	30 N Main St	Douglas Schlotthauer 925 Willow Ln Hartford, WI 53027	88,300	256.07
36-2102-001-010	22 N Main St	Thomas Masters 5488 Pleasant Hill Rd Hartford, WI 53027	905,300	2,625.37

EXHIBIT 'A'
2016 BID ASSESSMENTS

TAX KEY NUMBER	IDENTIFICATION	OWNER AND ADDRESS	VALUE OF IMPROVEMENTS	ASSESSMENT
36-2102-001-020	15 Mill St	James Schnorenberg 15 Mill St Hartford, WI 53027	\$357,600	\$1,037.04
36-2102-002-003	110 N Main St	Joose Commercial, LLC 621 Violet Ct Colgate, WI 53017	73,900	214.31
36-2102-002-004	106 N Main St	Landmark Credit Union 5445 S Westridge Dr New Berlin, WI 53151	78,400	227.36
36-2102-002-005	104 N Main St	Landmark Credit Union 5445 S Westridge Dr New Berlin, WI 53151	138,500	401.65
36-2102-002-006	100 N Main St	Landmark Credit Union 5445 S Westridge Dr New Berlin, WI 53151	143,100	414.99
36-2102-002-007	28 Jackson St	Christine DeLong TOD 4434 Foxboro Ct Slinger, WI 53086	240,800	698.32
36-2102-002-008	36-46 Jackson St	Irish Development, LLC 2466 Lough Ln Hartford, WI 53027	421,600	1,222.64
36-2102-002-044	108 E Sumner St	Frank Properties I LLC 108 East Sumner St Hartford, WI 53027	46,200	133.98
36-2102-002-018	124 E Sumner St	Sumner Street LLC P O Box 270468 Hartford, WI 53027	95,600	277.24
36-2102-003-004	142 N Main St	Dean and Mary Kirley 609 Fairview Dr Hartford, WI 53027	94,000	\$272.60
36-2102-003-005	140 N Main St	Edward & Vickie Larsen 6714 Cty Hwy Q Hartland, WI 53029	148,300	430.07
36-2102-003-009	130 N Main St	Edward & Vickie Larsen 6714 Cty Hwy Q Hartland, WI 53029	72,500	210.25

EXHIBIT 'A'
2016 BID ASSESSMENTS

TAX KEY NUMBER	IDENTIFICATION	OWNER AND ADDRESS	VALUE OF IMPROVEMENTS	ASSESSMENT
36-2102-003-010	128 N Main St	Kenneth L & S C Leitner 519 Tahoe Ln Hartford, WI 53027	\$80,700	\$234.03
36-2102-003-011	122 N Main St	Daffy Properties 6255 Highway 144 South West Bend, WI 53095	364,100	1,055.89
36-2102-005-002	226 N Main St	Michael & Cheryl Checolinski 226 North Main St Hartford, WI 53027	182,100	528.09
36-2102-005-003	218-222 N Main St	Jeffrey & J Ritger 222 North Main St Hartford, WI 53027	254,100	736.89
36-2102-005-004	212 N Main St	PSD LLC 212 North Main St Hartford, WI 53027	161,700	468.93
36-2102-005-005	206 N Main St	PSD LLC 212 North Main St Hartford, WI 53027	169,500	491.55
36-2102-005-012	217 First St	East Side Lumber Company 200 First St Hartford, WI 53027	37,500	108.75
36-2102-006-011	304 N Main St	Zagel Properties LLC 6250 Spaeth Ct West Bend, WI 53095	153,600	445.44
36-2102-007-004	200 First St	East Side Lumber Company 200 First St Hartford, WI 53027	254,700	738.63
36-2102-008-003	216 Second St	East Side Lumber Company 200 First St Hartford, WI 53027	132,000	382.80
36-2103-023-002	55 South St	SST Properties LLC 55 South St Hartford, WI 53027	93,900	272.31
36-2103-023-008	35 E Sumner St	DLG Holdings, LLC 2154 State Hwy 83 Hartford, WI 53027	65,200	189.08

**CITY OF HARTFORD
NOTICE OF PUBLIC HEARING
Assessments for Hartford
Business Improvement District**

PLEASE TAKE NOTICE that the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, will hold a **Public Hearing** at 7:00 p.m. or thereafter on Tuesday, **April 12, 2016**, in the Common Council Chambers of Hartford City Hall, 109 North Main Street, for the purpose of levying special assessments under Sections 66.0703 and 66.1109, Wis. Stats., to finance expenditures for the Business Improvement District. The 2016 BID Operating Plan and Budget, as well as a map of the boundaries of the district, are on file in the City Clerk's Office on the main level of City Hall and may be inspected Monday-Friday between the hours of 7:30 a.m. and 4:30 p.m. The proposed assessments (at \$2.90/\$1,000 assessed value of improvements) were distributed in a mailing to affected property owners.

The purpose of said public hearing is to hear those persons who wish to comment for or against the special assessments to finance expenditures for the Business Improvement District.

Dated this 23rd day of March, 2016.

Lori Hetzel, City Clerk
City of Hartford

Published 3/26/2016 – Daily News
56 notices mailed

**RESOLUTION FOR INCLUSION UNDER
THE STATE OF WISCONSIN DEFERRED COMPENSATION PROGRAM
No. 3448**

BE IT RESOLVED by the Common Council of the City of Hartford that pursuant to the provisions of Section 40.81(1), Subchapter VII of Chapter 40 of the Wisconsin Statutes which provides in part as follows:

“An employer other than the State may provide for its employees the Deferred Compensation Plan established by the Board under Section 40.80. Any employer, including this state, who makes the Plan under Section 40.80 available to any of its employees, shall make it available to all its employees under procedures established by the department under this chapter.”

Such Common Council hereby determines to be included under the State of Wisconsin Deferred Compensation Program (“the Plan”) provided by Section 40.80 Subchapter VII of Chapter 40 of the Wisconsin Statutes and regulated by Chapter ETF 70 of the Wisconsin Administrative Code for its eligible personnel, and

BE IT FURTHER RESOLVED, the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Department of Employee Trust Funds of the State of Wisconsin pursuant to Subchapter VII of Chapter 40 of the Wisconsin Statutes, and

BE IT FURTHER RESOLVED, that the City of Hartford agrees to be bound by the terms and conditions of the contracts between the State, its investment providers, and its Plan Administrator, and the “Plan and Trust Document” and the “Employer Guide” as amended from time to time. The employer certifies it has received a copy of the Plan and Trust document.

BE IT FURTHER RESOLVED, that the City of Hartford representative submit a certified copy of this Resolution and “Designation of Agent” to the State of Wisconsin, Department of Employee Trust Funds and the Plan Administrator.

BE IT FURTHER RESOLVED, that the City of Hartford recognizing the Deferred Compensation Board’s responsibility for maintaining the integrity of the Plan, the Common Council hereby resolved that the proper officers of the City of Hartford are hereby authorized and directed to cooperate fully with the Plan Administrator in accordance with procedures established by the Department of Employee Trust Funds in processing requests for withdrawal in case of an unforeseeable emergency as defined in the Internal Revenue Section 457(d)(1)(A)(iii) and Treas. Regulation 1.457-6(c)(1) of the Regulations. The designated agent is directed to acknowledge on a form authorized by the Department of Employee Trust Funds, that relevant unforeseeable emergency information has been given and received.

Adopted this _____ day of _____, 2016

Employer: City of Hartford, Wisconsin

Governing Body: Common Council

Joseph C. Dautermann, Mayor

ATTEST:

Lori Hetzel, City Clerk

DESIGNATION OF AGENT

The person in the following position is hereby designated as the agent in matter pertaining to the State of Wisconsin Deferred Compensation Program.

Title of Position of Designated Agent: Finance Director

DESIGNATED AGENT NAME AND MAILING ADDRESS:

Agent: Dawn Timm

Alternate: Deanna Lang

Address: City of Hartford, 109 North Main Street, Hartford, WI 53027

Phone Number: 262-673-8203

Email Address: dtimm@ci.hartford.wi.us

Office Hours: 7:30 am – 4:30 pm

CERTIFICATION

I hereby certify that the foregoing Resolution is a true, correct and complete copy of the Resolution duly and regularly passed by the Common Council of the City of Hartford of Hartford, Wisconsin on the _____ day of _____, 20____, and that this Resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 20_____.

Employer Representative Title

Mailing Address

Number of eligible employees: _____

PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community, and

WHEREAS, trees are a source of joy and spiritual renewal, and

WHEREAS, the City of Hartford has been recognized as a Tree City USA and Tree Line USA by the National Arbor Day Foundation and desires to continue its tree-planting ways, and

WHEREAS, the City of Hartford will hold the 2016 Arbor Day City Tree Planting at Woodlawn Union Park on April 29th,

NOW, THEREFORE, I, Joseph Dautermann, Mayor of the City of Hartford, do hereby recognize Friday, April 29, 2016 as: **NATIONAL ARBOR DAY**

And for the City of Hartford, I urge all citizens to continue throughout the year, efforts to care for our trees and woodlands and to support our City's community forestry program as well as urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Dated this 12th day of April, 2016

Signed:

Joseph C. Dautermann, Mayor

UNANIMOUS

CONSENT

AGENDA

ITEMS

EXECUTIVE SUMMARY

TITLE: 2016 Purchase of a new Land Pride All Flex Mower for the Public Works Department.

BACKGROUND: The 2016 Capital Improvement Budget includes \$14,500.00 for the purchase of a new 16' Land Pride pull behind lawnmower for the Public Works Department to maintain efficiency and reliability of lawn mowing equipment. The current lawnmower is 15 years old and the mower decks are getting very thin. This mower is used primarily to cut grass at the Airport.

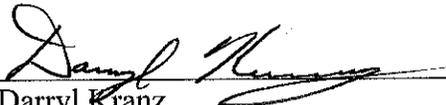
The new proposed 2016 Land Pride All Flex Mower includes the required specifications for a 16' cutting width mower and a 5 Year Warranty on gear boxes. The low bid is slightly over budget. Because the proposals came in so reasonable, it was decided to keep the old lawnmower and use it as a backup for the Street Department, Parks Department and Airport.

The following proposals were submitted:

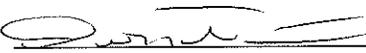
Mid State Equipment	\$14,749.00
John P. Lochen Co., Inc.	\$15,222.00
St. Lawrence Equipment, Inc.	\$15,620.00

FISCAL IMPACT: **\$14,500.00** from the 2016 Capital Improvement Budgeted \$14,500 under Account No. 420.420.574707.59501 and **\$249.00** from the Streets Budget under Account No. 100.301.533900.53894 (Equipment Parts & Supplies) for the purchase of a 2016 Land Pride All Flex Pull Behind Mower.

RECOMMENDATION: Appropriate City Officials are authorized to purchase the 2016 Land Pride All Flex Pull Behind Mower from Mid State Equipment, 3066 Scenic Road, Jackson, WI 53037 at the cost of **\$14,749.00.**

PREPARED BY:  3-30-16
Darryl Kranz
Director of Public Works
Date

REVIEWED BY:  3-30-16
Mike Hermann
Park & Recreation Director
Date

REVIEWED BY:  3-30-16
Dawn Timm
Finance Director/Treasurer
Date

APPROVED BY:  4-7-16
Steve Volkert
City Administrator
Date

ROUTING: Common Council - April 12, 2016

CITY OF HARTFORD
REQUEST FOR PROPOSALS

The City of Hartford is requesting proposals for a 2016 Land Pride All Flex Mower. The unit must meet the following specifications:

- Cutting width of 16' 8" or larger
- Transport width of 8' 10" Automatic Transport Wind Loop
- Adjustable cutting height of 3/4" to 5 1/4"
- Three docks with Auto Locking Wings for transport
- All three docks must have rear discharge
- Anti-scalp rollers on nose and trailing edges
- (Hitch) Adjustable height – Safety Chains
- Gear box Warranty of 5 years
- Easy to grease Blade Spindles
- Deck Tires should be 18 x 9.5 Air Tire Sealant
- Hydraulic Wing Unlock
- One extra set of Standard Blades
- Manuals for Mower

TOTAL PROPOSAL: \$ 14,749.00

The deadline for submittal of written proposals is Tuesday, **March 29, 2016 at 12:00 p.m.**

MAIL TO: CITY OF HARTFORD, Attn: Darryl Kranz, 109 N. Main Street, Hartford, WI 53027

SUBMITTED BY: Mid State Equipment
(Company Name)
3066 Scenic Rd. Jackson WI 53037
(Address)
262-677-8400
(Telephone Number)
Ken Strupp
(Contact Person)

If you have any questions, please contact: **Darryl Kranz, Director of Public Works @ (262) 673-8225**

The Common Council of the City of Hartford reserves the right to accept or reject any or all proposals with respect to irregularities or technicalities and further to award the contract to the dealer who in the judgment of the Common Council will best serve the interest of the City of Hartford.

EXECUTIVE SUMMARY

TITLE: Administration Building HVAC/Air Make Up Unit Replacement

BACKGROUND: The existing "Jackson-Church" rooftop unit at the Hartford Wastewater Plant Administration Building is one of the three remaining units out of seven that have not been replaced. This unit has failed repeatedly over the last three years, with the AC unit failing completely this past summer. The City received the following proposals from three area Mechanical Contractors with Butters-Fetting Co. of Milwaukee came in with the low proposal:

Butters-Fetting Co., Inc, Milwaukee, WI	-	\$ 65,590.00
Sure-Fire, Inc., Horicon, WI	-	\$ 67,975.00
Just Service, Inc., Greendale, WI	-	\$ 68,900.00

Butters-Fetting have done work for the Sewer Utility in the past with good results and currently do all service work and maintenance for the Hartford Union High School

FISCAL IMPACT: \$65,590.00 from the budgeted amount \$70,000.00 under the 2016 Sewer Utility Capital Improvements Projects fund, Account No. 595.370.536254.59201.

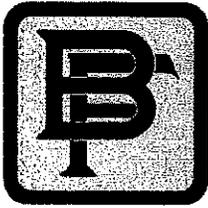
RECOMMENDATION: Appropriate City Officials are authorized to accept the proposal from *BUTTERS-FETTING CO, INC., 1669 S. 1st Street, Milwaukee, WI 53204,* for the replacement of the Administration Building HVAC/Air Make Up unit at a cost not to exceed **\$65,590.00.**

PREPARED BY: David Piquett 3/30/2016
Dave Piquett Date
Plant and Collection Systems Director

REVIEWED BY: Dawn Timm 3/30/16
Dawn Timm Date
Finance Director/Treasurer

APPROVED BY: Steve Volkert 3/31/16
Steve Volkert Date
City Administrator

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



BUTTERS-FETTING CO., INC.

MECHANICAL CONTRACTORS

1669 S. 1ST ST. MILWAUKEE, WI 53204-2999
Office: (414) 645-1535 / Fax: (414) 645-7622 / www.buttersfetting.com

Design - Build
Engineering
Turn Key Installations
Fabrication
Contract Maintenance
24-Hour Service
M.P. #232325

March 28, 2016

City of Hartford
109 North Main Street
Hartford, WI 53027-1591

PROPOSAL

Attn: Dave Piquett

Re: Wastewater office – rooftop unit replacement

We propose to provide new rooftop unit to replace Jackson/Church rooftop unit service the Hartford wastewater plant office, with exclusions as stated below, as follows:

1. Remove existing Jackson/Church rooftop. Reclaim refrigerant and oil from compressors. Scrap out unit. Existing roof curb to remain.
2. Provide new Trane Horizon G144 nominal 12 ton custom rooftop unit. Unit has 12 tons cooling capacity with hot gas bypass control. Unit has modulating gas heat section with ss heat exchanger and 10:1 turndown ration for burner. Five year warranty on compressor and 25 year warranty on heat exchanger. Unit also has modulating outside air and return air damper with economizer controls.
3. Provide new custom curb adapter for Trane rooftop unit. Curb will set on top of existing J/C roof curb. Extend supply and return air ducts into new curb. Remove and replace ceiling for duct work.
4. Crane picks for old unit removal and new unit setting are included.
5. Provide new thermostat and related wiring. Modifications to Parker vav system on Johnson Metasys are not included.
6. Startup unit, measure airflow rates.
7. One year warranty on installation is included.
8. Sales tax is not included.
9. Power wiring and disconnect for rooftop unit is not included.
10. Labor, shop and jobsite, based on first shift straight time rates.

Wastewater Office – Rooftop Unit Replacement for the Sum of \$65,590.00

Should there be any questions, please do not hesitate to contact me at 414-788-9100.

Respectively Submitted:
Butters-Fetting Co. Inc.

Please sign and return duplicate copy

Accepted for purchaser date ____/____/____

By: _____

Ken Groeschel Jr.,
Project Manager/Master Plumber

Firm: _____

This proposal may be withdrawn if not accepted within 30 days from the date listed above.

DEDICATED TO QUALITY AND SERVICE SINCE 1924

March 29, 2016

Dave Piquett
City of Hartford
109 North Main Street
Hartford, WI 53027-1591

RE: Wastewater office – rooftop unit replacement

We propose to replace the existing rooftop units as follows.

- Remove and dispose of (1) existing Jackson/Church rooftop unit.
- Provide (1) new Trane Horizon G144 nominal 12 ton custom rooftop unit.
- Provide (1) curb adapter for new Trane rooftop unit to set on top of existing roof curb.
- Extend supply and return air ducts into new curb.
- Remove and replace ceiling for ductwork installation.
- Provide (1) new thermostat and associated wiring.
- Crane rental.
- Equipment check, test and start-up.
- Local permits.
- One-year warranty.

For the Sum of: \$67,975

The following are specifically **excluded** from our proposal:

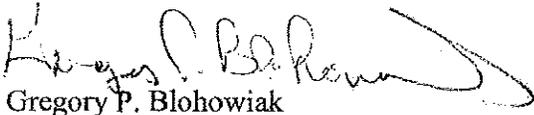
- All associated electrical work.
- Modifications to existing Johnson Metasys control system.
- Sales tax.

Contract amount is subject to revision after 30 days.

Terms – Payment due upon receipt of monthly progress billings. Past due amounts are subject to a late charge of 1% per month.

Should there be any questions, please do not hesitate to contact me at (920) 485-4883.

Sincerely,
Sure-Fire, Inc.


Gregory P. Blohowiak
Designer/Project Manager



March 29, 2016

City of Hartford

109 North Main Street
Hartford, WI 53027-1591
Attn: Dave Piquett

RE: Wastewater Office – Rooftop Unit Replacement

Just Service, Inc. hereby proposes to furnish material and labor complete and in accordance with the scope of work as described below. We propose to provide new rooftop unit to replace Jackson/Church rooftop unit as follows:

INCLUDING:

- Remove and dispose of existing Jackson/Church rooftop, existing curb to remain.
- Reclaim refrigerant and oil from compressors.
- Provide new Trane Horizon custom rooftop unit. Unit has 12 tons cooling capacity with hot gas bypass control. Unit has modulating gas heat section with stainless steel heat exchanger. Unit also has modulating outside air and return air damper with economizer controls.
- Provide new custom curb adapter for Trane rooftop unit. Curb will set on top of existing J/C roof curb.
- Extend supply and return air ducts into new curb.
- Remove and replace ceiling for duct work.
- Crane for old unit removal and new unit setting are included.
- Provide new thermostat and related wiring. NOTE: Any modifications to existing controls are NOT included.
- Startup of unit included.
- Air balancing of new unit is included.
- One year warranty on installation is included. Five year warranty on compressor and 25 year warranty on heat exchanger for RTU is included.

EXCLUDING:

- Sales tax is not included.
- Power wiring and disconnect for rooftop unit is not included.
- Any after hours work.

HVAC Bid: \$68,900.00

Dave, please review the above and call me with any questions you may have.

Best Regards,

Rich Jacklin
VP of Construction Services
Just Service, Inc

Phone: (262) 886-2365 ~ Fax: (262) 790-1299
P.O. Box 227, Greendale, WI 53129
www.justserviceinc.com

MISCELLANEOUS

COMMITTEE

REPORTS

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – MARCH 9, 2016

This regularly scheduled meeting of the Jack Russell Memorial Library Board was called to order by President Purman at 4:00 PM in the Common Council Chambers. Those present were: Mark Chappel, Laurie Hilger, Michael Weber, Shari Purman, Gary Morgenstern, Eugene O'Brien, Marilee Fuss and Jennifer Einwalter, Director. Alderperson Barry Wintringer was 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 February 10, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for February 2016.
3. Approval of the monthly bills for February 2016.
4. Approval of the Library Director's report for February 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 Mrs. Brenda Koepfel for donation from Hartford Women's Club in honor of the birth of her grandson.

OLD BUSINESS

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

Herb Tennes has announced he is retiring from the Washington County Board of Supervisors.

The MWFLS Directors Council is meeting March 10 in Horicon in the morning and the Merger Study Committee will be meeting in the afternoon. Interim Director Michael Gelhausen has indicated the merger process may take longer than a year. The Eastern Shores Merger Committee is not communicating well with their member libraries and some of their library directors have a different opinion about merger options. If the merger does not take place in 2016, it will probably not happen until later in 2017.

Friends of the Library Update.

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 with 3 local authors participating; Thomas Zachek, David Tiefenthaler and Tom Tinney. On May 20 a master preserver will give a food preservation program.

Library Fundraising Campaign Update.

The largest of the remaining three pledges, \$10,000 will remain unfilled and will be written off. Letters have been sent to the other two. The campaign is set to finish by June 1.

NEW BUSINESS

Inclement Weather Policy

On Monday evening, December 28 the Library closed at 6:45 PM due to a snowstorm. The new City Administrator has discussed this with Jennifer and other Department Heads and as a result the "Jack Russell Memorial Library Inclement Weather Closing Policy" was developed and included for the Board's review.

After discussion Mr. O'Brien made the motion to accept the Inclement Weather Closing Policy as presented. It was seconded by Ms. Hilger.

Audio-Visual Sound System and Projector Project in Community Room

Mr. Weber has been working with three vendors on the project. One vendor's quote was \$2,000 more. The other two vendors AVM and Metro Sound & Video are compared on the enclosed worksheet. Both vendors are quality companies and have been in existence a long time. Simplicity of use is key to the project. Mr. Weber will have a more formal proposal for the Board to review.

Steiner Electric from West Bend did the original electrical work when the Library was built and is very familiar with the building and would be the logical choice to set up the system at an estimated cost of \$6,800. This quote is a work in progress and will need tweaking. Jennifer stated that the Friends will be contributing \$3,000 over three years towards the project.

Return of Library Materials Legislation

Senate Bill 466 provides clarification of language for Wisconsin public libraries for the return of library materials. Public libraries will be able to use collection agencies or local police departments to try to get patrons to return long overdue materials as long as total cost of the items is at least \$50. The Governor has signed the bill.

Donation from Dolores O'Brien

The Library and four other area organizations are recipients of the estate of Ms. Dolores O'Brien. The Library is to receive \$30,000. Ms. O'Brien's niece would like to attend the presentation of the check to the Library. President Purman will be able to sign for the acceptance of the donation. The money will be released to all five beneficiaries at the same time.

Jennifer asked the Board to consider options on how to use the money. She suggested using it to start a foundation after the campaign ends in June. The Hartford Foundation which has been handling the campaign, has about \$3,000 left in the account. The account will be closed when the campaign ends. Mr. O'Brien asked whether the money could be used to pay for the audio-visual sound system? Jennifer stated the donation was made without any restrictions as to its use. This item will be on the April agenda.

Library Director Comments.

- Jennifer met with Tom Hostad of the HADC and one of the ideas discussed was co-working on spaces for business maker spaces.
- Included in the packet were the quotes from Bibliotheca for the self-check machines, the staff stations and the gate upgrades. This is preliminary information and Jennifer will meet with them at PLA. Mr. Chappel questioned if there is an option to extend the maintenance on the current machinery as this is a significant investment. The current answer is "no" but Jennifer will ask again. Ms. Hilger asked if they could guarantee parts for the current equipment for a set number of years.
- Jennifer's "Public Librarian Certification" has been renewed through February 2021.
- Mayor Dautermann has issued a directive via email to address local emergencies. Department Heads are to report emergencies to the City Administrator or Mayor and in the Library's case the Library Board President.
- First grade roundup will include eight schools this year.
- The Academy Award nominated movie showings have finished.
- The movie "Brooklyn" was extremely popular with 80 people in attendance. It will be shown again at a later date.
- The movies for grown-ups are currently showing.
- The "Fee Dispute Form" is now in use at the Library. It is based on West Bend Library's form. It has been filled out by one person since implementing.
- Jennifer appeared before the Common Council Tuesday evening March 8. It was a positive experience.
- Jennifer has been contacted by Charity Advantage, a website designer for non-profits to develop a new website for the Library. They will host the website for a monthly charge of \$6.95 including updates and technical support.
- President Purman thanked Jennifer and the staff for all their efforts on behalf of the Library.
- President Purman reminded the Board that as of April 1 Jennifer will have been at the Library for a year and her performance evaluation will need to be completed by them. The April 13 meeting will include a closed session for this purpose.

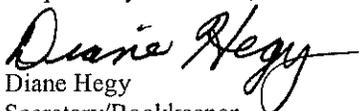
UPCOMING MEETING DATES

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

ADJOURNMENT

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

Respectfully submitted,



Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

PLAN COMMISSION
City of Hartford
February 8, 2016

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

ABSENT: Member Kuepper

ALSO PRESENT: City Planner Justin Drew

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

Minutes - Motion by Regan, second by Stapleton approving the minutes of January 11, 2016. Motion carried.

Appearances – There were no appearances.

Review of the Certified Survey Map for Quad Graphics Property Located North of STH 60, West of Constitution Avenue, and South of Constitution Avenue in Washington County

Executive Summary Review:

In January, the City approved a CSM for Quad Graphics that allowed them to split off superfluous land and make it available for other users. The next phase of Quad's plan is to separate the main production plant and the CR/T plant into separate lots. The buildings have separate addresses and separate utility connections, and are separated by the Rubicon River. 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.

Lot 1 would be the lot where the main plant is located and would be approximately 49.5 acres. Lot 2 would be where the CR/T plant is located and would be approximately 6.6 acres. Both 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. The Planning Staff recommended approval of the Certified Survey Map for that portion of Quad Graphics property located in Washington County.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. There were no comments.

MOTION by Anderek, second by Henke to recommend approval of the Quad-Graphics certified survey map (Washington County) as reviewed. Motion carried.

Review of the Certified Survey Map for Quad Graphics Property Located North of STH 60 and South of Constitution Avenue in Dodge County

Executive Summary Review:

All information provided in the summary for the Washington County portion of the property also pertains to the Dodge County portion.

Lot 1 would be the lot where the main plant is located and would be approximately 90.4 acres. Lot 2 would be where the CR/T plant is located and would be approximately 26.6 acres. As with the Washington County portion, both lots retain and meet requirements for M-4 zoning. The Planning Staff recommended approval.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. There were no comments.

MOTION by Henke, second by Anderek to recommend approval of the Quad Graphics certified survey map (Dodge County) as reviewed. Motion carried.

Extraterritorial Review of the Certified Survey Map for two Parcels at W509 State Trunk Highway 60, Town of Rubicon

Executive Summary Review:

The property is located in the Town of Rubicon with frontage on STH 60. It is owned by John and Mary Rettler. The proposed Certified Survey Map would result in a redivision of two lots as well as a land split. The existing parcels are 78.53 acres. The certified survey map, takes the two parcels (37.853 acres and 40.679 acres) and creates three lots. The CSM also omits a portion of the northern parcel that includes 3 homes. Due to the restriction on the number of lots created by CSM, these homes could not be split into individual lots at this time. The creation of new lots on this property is within the allowances of the Town of Rubicon Land Division ordinance. Lot 1 is 3.068 acres and includes an existing house and garage. Lot 2 contains 50.008 acres and is currently farmed. The intent is to continue farming this lot. Lot 3 is a 21.644 acre flag lot that widens around ponds, a creek, and woods. This lot is intended to be kept by the Rettlers for a future home. The existing lots are zoned A-2 General Agricultural District. The new lots meet the minimum square footage and width requirements for this district. No rezoning of either proposed lot has been requested. The City of Hartford and the Town of Rubicon have a Comprehensive Zoning Ordinance (CZO) in place that gives the City zoning jurisdiction for the 12 sections east of County Trunk Highway "P" in the Town of Rubicon. The City of Hartford and the Town of Rubicon also entered into an Intermunicipal Agreement that further manages how growth and land divisions in these twelve sections shall occur. The proposed land division conforms to the Comprehensive Zoning Ordinance, the Intermunicipal Agreement, and the Town of Rubicon Land Division Code. Planning Staff recommended approval of the Certified Survey Map for two Parcels at W509 State Trunk Highway 60, Town of Rubicon.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. Member Rusniak asked if the Town of Rubicon and Dodge County have approved the CSM. Mr. Drew reviewed the process for approval: first the Town of Rubicon, then the City of Hartford, then Dodge County. The Town of Rubicon has approved the CSM.

City of Hartford Plan Commission, February 8, 2016

MOTION by Henke, second by Rusniak to recommend approval of the certified survey map for W509 STH 60. Motion carried.

Adjournment – Motion by Anderek, and seconded by Dautermann for adjournment. Motion carried. Meeting was adjourned at 7:07 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

PLAN COMMISSION
City of Hartford
March 14, 2016

PRESENT: Chairperson Dautermann, Members Anderek, Stapleton, Regan, Kuepper

ABSENT: Member Henke and Alderperson Liason Rusniak

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 Stapleton approving the minutes of February 8, 2016. Motion carried.

Appearances – There were no appearances.

Sign Review: The Beauty Bar, 110 N. Main Street

Executive Summary Review:

Tammy Jacak submitted an application for a wall sign and door sign for her business, The Beauty Bar, with the intention to place the sign within the signable area above the storefront. The sign is painted on signboard with a measurement of 10 feet wide by 2 feet high. The background is white, with blue/turquoise lettering, and a scissors logo. All aspects of this installation meet code requirements for size, placement and color. The vinyl window signage will be placed on the door and consists of two areas: the business logo and name above the grab bar, and the phone number and ‘walk ins welcome’ below. Total square footage for these two signs measures 3.5 feet, below the 50% maximum allowed. The Planning Staff recommended approval of the proposed wall sign and window signs.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. There was no discussion.

MOTION by Anderek, second by Stapleton approving the signage for The Beauty Bar, 110 N. Main Street. Motion carried.

Preliminary Plat Review of the Autumn Ridge Subdivision Located East of the Intersection of East Monroe Avenue and County Trunk Highway K

Executive Summary Review:

The City approved the first phase of the Autumn Ridge Final Plat in May of 2006. It included 28 single-family lots and 28 multi-family units. A new developer would like to complete a second phase of the subdivision, which would include the remaining 27 single-family lots. Because more

than two years passed since the last final plat phase was approved, the preliminary plat needs to be approved again before a second phase of the final plat can be considered.

The first phase is mostly built out and all streets and utilities within that phase are constructed. The proposed preliminary plat is essentially identical to the preliminary plat that was approved in 2006. As a result, the replatting will mostly focus on the unbuilt area, and will be somewhat abbreviated. The adopted Neighborhood Plans identify the residential portion of the property for development at medium density (**1.1-2.9 units per acre**) and (**3.0-5.8 units per acre**). The density proposed for the entire property is approximately **2.67 units per acre**, and is comprised of a mix of single-family units and four-family units. The environmental corridor in this area is identified as Conservancy. More than 13 acres of this area is preserved and dedicated to the City for Recreational Uses.

Streets

- East Monroe Avenue would extend from its current terminus to the northeast corner of the subdivision as a 66-foot ROW. Sidewalk would be present on both sides.
- Autumn Ridge Lane would extend from its current terminus to the northeast corner of the subdivision as a 60-foot ROW.
- Cold Spring Court would be a 60-foot ROW with standard sidewalk requirements, and would also meet the 75-foot radius requirement for cul-de-sacs.

The new single-family lots meet minimum area and width at setback requirements (10,000 square feet and 80 feet) of the Rs-4 zoning districts.

The Preliminary Plat shows East Monroe Avenue avoiding the Environmental Corridor, then veering north, and finally exiting the property at the northeast corner. Autumn Ridge Lane intersects with East Monroe Avenue essentially creating a circle. A cul-de-sac is also shown in the narrow northwest corner of the property. This is the only option given that the City did not want a road to access from CTH K in this location.

The Preliminary Plat shows three potential auto access points and should integrate well to any potential development to the northeast.

The City approved the Grading and Stormwater Management Plan for the entire subdivision as part of the platting process in 2006. The Developer believes a small wetland may have formed near the western end of Cold Spring Court and will have a wetland delineation performed in April. If wetland is found, the Developer may need to modify the shape of the basin and the lots along the cul-de-sac to work around the potential wetland area. This would result in a small change to the Grading and Stormwater Management Plan as well.

The Planning Staff recommended approval of the Autumn Ridge Preliminary Plat.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested clarification regarding the wetlands, if the observation mentioned in the executive summary was by the Developer. Mr. Drew affirmed. Chairperson Dautermann asked if the DNR was actively involved at this point. Mr. Drew noted that the Developer and DNR were in initial discussions, and no staking has been done. Member Regan requested an explanation of the requirement for a new review of a plat after two years. Mr. Drew explained that this requirement is in the City Code, and is intended to keep projects up to current requirements if no progress occurs within this time period. Member Kuepper noted that the configuration was good, and Mr. Drew stated that while there is

no new access point, completing the circle allows better access within the development. Member Anderek asked which lots might be affected by a wetland delineation change. Mr. Drew showed which lots (along Cold Spring Court) were potentially affected.

MOTION by Kuepper, second by Regan to recommend approval of the Preliminary Plat for Autumn Ridge Subdivision. Motion carried.

Petition for Direct Annexation by Unanimous Consent Submitted by Lepien Farmland LLC for Approximately 19.1 Acres Located East of State Trunk Highway 83 and South of the Red Oaks Subdivision

Executive Summary Review:

The petitioned area consists of a portion of a parcel in the Town of Hartford, tax key number T60823. The applicant is seeking to bring this land into the City to facilitate a multi-family development with 156 units and 3 single-family units. The Plan Commission approved a concept plan for the development in January 2016 and the Council approved a Smart Growth Plan amendment to allow high density residential development on this land in February 2016.

The configuration does not include all of the tax-key parcel, but just what is needed for the proposed development. The parcel abuts State Trunk Highway 83, Town residential properties on STH 83 and the southwest corner of the Red Oak Subdivision. The property is contiguous to the City of Hartford on its northwest side. A description of the subject property is part of the Petition for Annexation. The petition and legal description do not appear to have any discrepancies.

Sanitary sewer, water, and electric services are available to the property from the Red Oak Subdivision.

According to the most recent tax bill, the portion of the land proposed for annexation is assessed at approximately \$4,950. At build out, the Development is expected to have a value of approximately \$12,000,000, which would generate City property taxes of approximately \$75,000. As per State law, the City would be required to pay the Town of Hartford Town taxes on this property for five years. The Developer will be paying this yearly amount. This will be approximately \$8 per year for five years.

The proposed annexation would increase the City's supply of multi-family residential units, for which a large demand exists in southeastern Wisconsin.

The proposed annexation would be expected to add approximately 47 children to the two school districts at build out.

The annexation of the property would result in some additional plowing and maintenance costs for the proposed east/west right-of-way abutting STH 83. Total service costs are expected to be far less than the approximately \$75,000 in City taxes that the project would annually generate upon build out.

The Smart Growth Plan calls for high density residential development. The proposed annexation is in accord with the Smart Growth Plan. As per the Code, annexed areas are assigned a temporary zoning. If no specific zoning is requested, A-1 Agricultural zoning is assigned. In this instance, the Developer has requested temporary zoning that will fit the proposed uses (Rm-3 for the multi-family portion and Rs-4 for the single family portion). The proposed zoning is consistent with the Smart growth Plan.

The subject property lies within the City of Hartford's adopted 20-year sanitary sewer service boundary.

City of Hartford Plan Commission, March 14, 2016

Staff recommended approval of the Petition for Direct Annexation by Unanimous Consent submitted by Lepien Farmland, LLC.

Plan Commission Discussion:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. There was no discussion.

MOTION by Regan, second by Kuepper to recommend approval of the Petition for Direct Annexation by Unanimous Consent by Lepien Farmland LLC. Motion carried.

Adjournment – Motion by Kuepper, and seconded by Anderek for adjournment. Motion carried. Meeting was adjourned at 7:14 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

FOR

INFORMATIONAL

PURPOSES

ONLY

MONTHLY DEPARTMENT REPORT MARCH 2016

DEPARTMENT: HARTFORD POLICE DEPARTMENT

1.) MONTHLY STATISTICAL DATA

ACTIVITY MEASURE	2016	% OF 2015	2016 YTD TOTAL	% OF 2015	2015	2015 YTD TOTAL	3 YR AVG/ MONTH	% OF AVG MON	3 YR AVG/ YTD TOTAL	% OF AVG YTD
CALLS FOR SERVICE (MARCH)	631	113%	1670	105%	560	1591	518	122%	1530	109%
COMPLAINTS FILED (MARCH)	279	129%	724	117%	217	618	209	133%	548	132%
WRITTEN WARNINGS (FEBRUARY)	167	111%	348	128%	150	272	141	118%	272	128%
TRAFFIC CITATIONS (FEBRUARY)	140	100%	262	101%	140	259	149	94%	296	89%
MUNICIPAL CITATIONS (FEBRUARY)	48	137%	119	147%	35	81	33	145%	87	137%
FIELD INTERVIEW CARDS (FEBRUARY)	0	N/A	3	N/A	1	1	1	N/A	1	300%
ADULT ARRESTS (UCR DATA) (FEBRUARY)	37	128%	82	126%	29	65	37	100%	87	94%
JUVENILE ARRESTS (UCR DATA) (FEBRUARY)	35	135%	81	169%	26	48	17	205%	46	176%
SQUAD FLEET MILEAGE	MARCH 2016	% OF 2015	2016 YTD TOTAL	% OF 2015	MARCH 2015	2015 YTD TOTAL	3 YR AVG/ MONTH	% OF AVG MON	3 YR AVG/ YTD TOTAL	% OF AVG YTD
SQUAD 1 (PATROL)	3064	285%	9552	323%	1076	2954	1622	189%	4493	213%
SQUAD 2 (PATROL)	1747	115%	7562	121%	1514	6255	2226	78%	6994	108%
SQUAD 3 (PATROL)	2521	102%	5381	81%	2475	6673	2069	122%	6956	77%
SQUAD 4 (PATROL)	921	31%	5667	66%	3013	8614	2782	33%	7749	73%
SQUAD 5 (PATROL)	2463	106%	5054	78%	2320	6511	2099	117%	5829	87%
SQUAD 6 (ADMIN/POLICE AIDES)	609	60%	1835	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SQUAD 7 (PATROL/SPECIAL PURPOSE)	805	129%	2146	87%	1019	2460	923	87%	2422	89%
SQUAD 8 (ADMIN)	952	228%	2528	102%	622	2485	820	116%	2593	97%
SQUAD 9 (PATROL/K-9)	758	N/A	2106	N/A	417	13939	1694	N/A	3814	N/A
TOTAL SQUAD MILEAGE	13840	111%	41831	84%	12456	49891	14235	97%	40850	102%
AVERAGE SQUAD MILEAGE	1538	99%	4648	75%	1557	6236	1779	86%	5106	91%

2.) CHIEF'S ACTIVITIES

- ◆ Attended and presented at a regularly scheduled meeting of the Common Council and the Finance and Personnel Committee
- ◆ Attended the Police and Fire Commission interviews of the Police Officer recruitment process
- ◆ Hosted the Washington County Chief's meeting at the Schauer Center

3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ The eligibility list was established to fill current and anticipated Police Officer vacancies.
- ◆ We hosted the 2016 Hartford Mini-Academy.
 - **709** Registered officers (record)
 - **95** different agencies in attendance (2nd all-time)
 - **3 of the top 10** Mini-Academy sessions of all-time were held in 2016.
 - All-time Mini-Academy attendance total rose to **4,907 officers** since 2008.
 - Hartford staff received **352 hours of training** at this years Mini-Academy.
- ◆ A squad car was struck broadside at the intersection of E. Sumner St. and N. Main St. when a motorist disregarded a traffic signal.
- ◆ New Communications Officers completed their Emergency Medical Dispatch (EMD) training to restore our Emergency Communications Center's EMD capabilities to 100%.



4.) ANTICIPATED PROJECTS/TASKS/ACTIVITIES

- ◆ Police Officers will be appointed to fill current and anticipated vacancies.
- ◆ 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
- ◆ All Staff attended various sessions of the Mini-Academy
- ◆ Officer Fasbender attended Unified Tactical Instructor In-Service training
- ◆ Patrol and Investigations Staff completed Monthly Isolation Drill Training for shooting with a flashlight
- ◆ Officer Dorn and Detective Thickens attended FBI ALERRT Level 1 Active Shooter Training in West Bend.
- ◆ Sergeant Cummings attended the Association of SWAT Personnel (ASP) Annual Conference in Milwaukee
- ◆ Sergeant Zywicki completed Death Notification training online
- ◆ Communications Officers Rudd and Italiano completed Emergency Medical Dispatch (EMD) 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 Electrocutation & Lightning Strikes, and Communications Officer Neu completed training on Krokodil
- ◆ Communications Officer Rudd completed Basic TIME System Certification training in Oak Creek

6.) OVERTIME

Monthly overtime calculations were not complete at the time this report needed to be submitted. March and April totals will be submitted with the April Report.

Respectfully Submitted,

David A. Groves,

Chief of Police

Jack Russell Memorial Library
Monthly Library Usage and Services Report

0010
J.F.C

March	2016	2015	% Change
Number of days open	27	26	
Checkout by Municipality			
Number of items checked out - Month	19,088	18,607	2.6%
Number of items checked out Year to Date	53,857	53,124	1.4%
Checkouts - City of Hartford	9,284	8,898	4.3%
City of Hartford - Ward #1	3,544	3,841	-7.7%
City of Hartford - Ward #2	2,547	2,355	8.1%
City of Hartford - Ward #3	3,193	2,702	18.0%
Washington County-Residents	1,627	1,506	8.0%
Washington County - Non-Residents	5,177	4,531	14.0%
Dodge County-Residents	946	738	28.0%
Dodge County- Non-Residents	1,750	1,801	-3.0%
All other Municipalities	304	1,333	-77.0%
Checkout by Type of Material			
Adult	8,705	8,698	0.08%
Children	9,587	9,165	4.6%
Young Adult	796	744	7.0%

Busiest Days

March 2016	March 2015
Mon. 3/28/16 1,091 ckouts	Mon. 3/30/15 885 ckouts
Tues. 3/29/16 981 ckouts	Tues. 3/10/15 865 ckouts
Wed. 3/30/16 965 ckouts	Mon. 3/9/16 862 ckouts

Busiest Hours

March 2016	March 2015
11am-Noon 2,751 ckouts	11am-Noon 2,356 ckouts
1pm-2pm 2,224 ckouts	1pm-2pm 2,000 ckouts
4pm-5pm 1,924 ckouts	5pm-6pm 1,767 ckouts

Items requested thru the Trio Catalog

Requested by Hartford Customers (month)	2,314	2,570	-10.0%
Requested by trio members (month)	2,743	3,155	-13.0%

Other Library Services Information

Total Items Checked In	18,478	15,152	22.0%
Number of new cards issued	78	44	77.0%
Public Computer Logins	1,247	1,275	-2.2%
Reference Questions	2,610	na	-
World Vital Records Database Logins	14	14	0.0%
Pronunicator Logins	48	na	-

Overdue Notifications

Notices mailed via USPS	273	61	347.0%
Notices sent via Email	93	na	-
Email Reminder Notice Sent	1,034	na	-
Certified Letters Sent via USPS	7	na	-
Sent to Police for Collection	0	0	-

Overdrive

E-Book & E-Audio Downloads	1,587	1,144	39.0%
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New Items Added to the Collection

Total for the month	826	584	41.0%
Adult	446	359	24.0%
Children	345	165	109.0%
Young Adult	35	60	-41.0%

Volunteer Hours

	145.25	156.25	-7.0%
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Meeting Room Usage

	241	146	65.0%	
	Library Events	City Event	Friends Event	General Public
Community Room	24	1	1	10
Conference Room	1			21
Study Room 208			3	54
Study Room 209			12	50
Study Room 210			7	57
Total for Each Room	25	1	23	192

STREET DEPARTMENT MONTHLY REPORT - MARCH 2016

Advanced Disposal Services/Curbside Solid Waste Pickup:		Past March Solid Waste
293.84 Tons of solid waste for March 2016 (260.38 tons - February 2016)		2013 - 216.73 tons
		2014 - 213.40 tons
		2015 - 277.70 tons

Advanced Disposal Services/Curbside Recycling Pickup:		
Paper & Cardboard AND Commingles (Glass, Plastic & Cans) RECYCLING CART.....	115.21 Tons - March 2016	(106.01 Tons - March 2015)

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

2. Special or specific projects/tasks/ activities accomplished during the month of MARCH:		
- Crack fill/Joint Seal streets	- Re-paint striping on streets, crosswalks & parking lots	
- Trimmed tree branches over streets	- Asphalt after water main breaks	
- Inspect trees for Emerald Ash Borer	- Assist Advanced Disposal Services with complaints	
- Cut down diseased trees & chip curbside	- Work with Mead & Hunt on Airport Runway Funding	
- Maintain snowplows and trucks	- Met with Bureau of Aeronautics and Mead & Hunt re. Airport Sponsor Workshop - Improvement Plans	
- Plow & salt streets	- Attend CVMIC Training Meeting at City Hall	
- Inspect sidewalks for snow removal	- Attend Reliever Route Meetings with Washington County	
- Cleaned and made repairs at Shop	- Attend Progress Meeting with State on STH 83 Reconstruction	
- Rebuild/Repair/Clean Catch Basins		

2. Special or specific projects/tasks/ activities accomplished during APRIL:		
- Maintenance of all City equipment	- Asphalt after Water Main Breaks	
- Clear debris/vegetation from drainage ditches	- Plow & Salt Streets if needed	
- Assist Police Department with Accidents	- Paint striping on city streets	
- Repair/Rebuild/Clean Catch Basins	- Continue trimming branches over streets	
- Replace/Repair/Straighten Street Signs	- Review storm water drainage issues with City Engineer	
- Emerald Ash Borer inspections & tree removal	- Prepare DNR Recycling Grant Annual Report	

4. Training/Staff Development activities occurring during the month of MARCH:
****CVMIC Training on Excavation Competent Person - 4 guys**

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
3/1/2016	Plow & Salt Streets	32.60	
3/2/2016	Plow & Salt Streets	8.00	
3/4/2016	Plow & Salt Streets	20.80	
3/5/2016	Plow & Salt Streets	14.90	
3/8/2016	Breakdown of Equipment	0.50	
3/11/2016	Sweep Downtown	2.00	
3/24/2016	Plow & Salt Streets	28.90	
	TOTALS	107.70	

<i>March 2015 Overtime Comparison Totals</i>	<i>12.70</i>	
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MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES

COVERING THE MONTH OF: March 2016

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. Rebuild Circuit 11
2. PSC Inspections
3. Paint Well #12 & Well #15
4. Cross Connection Inspections

UPCOMING ACTIVITES

1. Line Extension – E. Loos St. Condos
2. Reconnector Circuit 11
3. Hydrant Flushing
4. Install New Meter – Well #11

TRAINING SESSIONS

1. Total Coliform Rules and Lead & Copper Regulations
2. Tri-County Well Rehabilitation & Lead in Water

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	17.2
Signal Hit by Vehicle – Hwy 60 & Kettle Moraine Rd.	3.0
Charge to Broan	1.0
Charge to Polyfirst	8.0
Trouble Call – Slinger	1.4
Maintenance of Mains	2.0
Maintenance of Pumping Plant	7.8
Maintenance of Water Meter	1.3
Maintenance of Water Service	3.4
Well Run – Weekends	<u>16.0</u>
TOTAL	61.1