

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY MAY 24, 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

A) The Common Council minutes of May 10, 2016.

5) COMMUNICATIONS

A) Discussion and consideration of the November 8th Common Council meeting date.

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) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of approving the following license: (carnival) Fox Brothers Piggly Wiggly, 1566 E Sumner St.

2) Discussion and consideration of approving the Class A and Class B Fermented Malt Beverage and Intoxicating Liquor licenses for the period July 1, 2016 through June 30, 2017. (Executive Summary attached)

B) PUBLIC WORKS

1) None.

C) UTILITY

1) None.

9) RESOLUTIONS

A) Resolution No. 3451 – A resolution adopting 2016 Statement of Project Intentions for Hartford Municipal Airport's six-year improvement plan. (Executive Summary attached)

B) Resolution No. 3452 – A resolution providing for the publication, filing, inspection and adoption of an ordinance repealing and recreating Chapter 5 of the Municipal Code entitled Police Department. (Executive Summary attached)

10) ORDINANCES

A) FIRST READING

1) Ordinance No. 1352 – An ordinance revising the 2030 City of Hartford Smart Growth Plan. (Executive Summary attached)

1) Ordinance No. 1353 – An ordinance amending Section 3.07 of the Municipal Code related to rules of procedure of the Common Council. (Executive Summary attached)

B) SECOND READING

1) None

11) CITY ADMINISTRATOR'S REPORT

A) First quarter 2016 financial report.

12) MAYOR'S REPORT

A) None.

13) 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

**CITY OF HARTFORD
COMMON COUNCIL
May 10, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, May 10, 2016, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

The Mayor and all Alderpersons were present except Alderperson Wintringer, who was absent and excused.

FILLING OF FIRST DISTRICT ALDERPERSON VACANCY

The procedures for filling the First District Alderperson Vacancy were reviewed by City Administrator Volkert. Robert Jewell, 462 Violet Avenue, and Nathan Zorn, 906 Spruce Street, each gave a presentation on why they are seeking the alderperson vacancy. Alderperson Mixon read a statement from Alderperson Wintringer expressing his support for Robert Jewell. On a paper ballot vote Robert Jewell received 4 votes and Nathan Zorn received 3 votes.

MOTION by Alderperson Mixon, and seconded by Alderperson Meyer appointing Robert Jewell, 462 Violet Avenue, as 1st District Alderperson to fill an unexpired term to the third Tuesday in April, 2017. MOTION CARRIED UNANIMOUSLY.

City Clerk Lori Hetzel administered the oath of office to Robert Jewell.

**MAYOR'S APPOINTMENTS TO BOARDS,
COMMISSIONS AND COMMITTEES**

MOTION by Alderperson Randolph, and seconded by Alderperson Rusniak approving the mayoral appointments to Boards, Commissions and Committees. MOTION CARRIED UNANIMOUSLY.

UNANIMOUS CONSENT AGENDA

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

- 1) The Common Council minutes of April 12, 2016 and April 19, 2016.
- 2) Authorizing appropriate City officials to transfer the Hangar Land Lease for Hangar No. 16 at the Hartford Municipal Airport from Al Kind to Albert J. Kind and Judie Kind, Germantown.
- 3) Authorizing appropriate City officials to transfer the Hangar Land Lease for Hangar No. 32B at the Hartford Municipal Airport from Robert A. Lee to Patrick A. Brown, West Bend and Thomas L. Brown, Slinger.
- 4) Authorizing appropriate City officials to enter into an Airport Hangar Land Lease at the Hartford Municipal Airport for Lot No. 32B with Patrick A. Brown, West Bend, and Thomas L. Brown, Slinger,

COMMON COUNCIL (5/10/2016)

for a period of twenty years from May 12, 2016 through December 31, 2035 at the rate of .07 cents per square foot, subject to rate reviews every five years.

- 5) Authorizing the purchase of a 2016 Jacobsen R311T commercial riding mower from Horst Distributing, Inc., Chilton, at a total cost not to exceed \$54,900; budgeted amount of \$60,000. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel noted that the next Mid-Moraine dinner meeting will be May 25th in the City of Cedarburg. She also noted that there will be a League of Wisconsin Municipalities 1-day workshop on Local Government 101 scheduled May 20th in Madison. Any elected official interested in attending either of these meetings should contact her office.

Clerk Hetzel noted that there is an election on August 9, 2016, the same date as the Common Council meeting. It is being requested that the Common Council consider moving its meeting as the Clerk will be busy with the election and unable to attend the meeting.

MOTION by Alderperson Randolph, and seconded by Alderperson Mixon to move the August 9, 2016 Common Council meeting to August 2, 2016. MOTION CARRIED UNANIMOUSLY.

APPEARANCES \ CITIZENS COMMENTS

There were no appearances / citizens comments.

ALDERMANIC REQUESTS

Alderpersons Mixon, Hegy, Meyer, Rusniak, and Carroll each congratulated Alderperson Jewell and thanked Nathan Zorn for his interest in the alderperson position. Alderperson Hegy mentioned that the Mid-Moraine Legislative Committee will be meeting May 11th, 7:00 p.m., at the Jackson Village Hall. Alderperson Jewell said to support local businesses whenever possible.

**PUBLIC HEARING "A"
Proposed Amendment to the
2030 Smart Growth Plan**

Mayor Michalak declared the public hearing open at 7:25 p.m. The notice of public hearing as published in the 4/9/2016 Daily News, and 1 notice sent, was read by City Clerk Lori Hetzel. City Administrator Volkert noted that the public hearing will be held however no action on the proposed amendment to the 2030 Smart Growth Plan will be taken as the Plan Commission did not make a recommendation at its May 9th meeting. It will be brought forward for consideration at a future Common Council meeting.

Staff is recommending that the City of Hartford 2030 Smart Growth Plan Long-Range Land Use Map be amended for the land north of the current terminus of Liberty Avenue to allow for medium density residential development (5.8-8.0 units per acre). The adopted Smart Growth Plan identifies this area for commercial development. Staff does not believe that the land is viable for commercial uses, which need to be visible from a main transportation arterial. Its location, however, does make it attractive for higher density residential development. Staff believes that this area is appropriate given its location on a State

COMMON COUNCIL (5/10/2016)

arterial road as well as the general compatibility of all types of residential development as long as they are planned correctly.

Under "appearances for," Karen Johnson, Menomonee Falls, the Real Estate Agent for the property, appeared for the proposed amendment to the Smart Growth Plan for residential development. Tim Lynch, Lynch & Associates, New Berlin, the Civil Engineer for the proposed project, also appeared commenting on the proposed multi-family development. Chris Slatter, Brookfield, Premier Development, presented and spoke about the proposed project for the property amendment to the Smart Growth Plan. Gary Doll, 5956 Loghouse Road, the owner of the property, appeared and spoke in support of the proposed project. There were no "appearances against" the proposed amendment to the Smart Growth Plan.

City Planner Drew responded to alderperson questions relating to the proposal. Alderperson Rusniak spoke in support of the proposal noting that in his opinion this would be a good use for the property. Alderperson Hegy asked that, if the development is approved, Liberty Avenue include sidewalk and a bike trail. There being no further discussion, Mayor Michalak declared the public hearing closed at 7:47 p.m.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Alderperson Meyer, and seconded by Alderperson Kohler approving the following license: (bartender) Cheryl Jacobs. MOTION CARRIED UNANIMOUSLY.

RESOLUTION

Resolution No. 3450

**A RESOLUTION AUTHORIZING THE REDEMPTION OF WATER AND
ELECTRIC SYSTEM REVENUE BONDS, DATED JULY 15, 2005**

MOTION by Alderperson Randolph, and seconded by Alderperson Hegy for the adoption of proposed Resolution 3450. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

On December 12, 2015 the City issued a Raze Order for the property located at 112 East Washington Avenue. The Raze Order was served on the owner of the property and lienholders and any right to contest the Raze Order has lapsed. At this time, it is being recommended that the City proceed with a request for proposals for building demolition services to proceed with demolishing the home. The City Engineer estimates that the cost of this project will be less than \$25,000.

MOTION by Alderperson Kohler, and seconded by Alderperson Rusniak authorizing the City Engineer to seek proposals for demolition services for 112 East Washington Avenue. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (5/10/2016)

MAYOR'S REPORT

Mayor Michalak read a Proclamation from the Office of the Governor proclaiming the week of May 15-21, 2016 as Emergency Medical Services Week throughout the State of Wisconsin.

The Mayor mentioned that there will be proposed changes forthcoming to Municipal Code Section 3.07 specifically relating to placing items on the Common Council agenda.

CLOSED SESSION

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph that the Common Council move into closed session at 8:01 p.m. under § 19.85 (1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" relative to development negotiations; the Common Council to reconvene in open session for adjournment only. ROLL CALL: "Ayes" 8 "Nays" 0. MOTION CARRIED UNANIMOUSLY.

RETURN TO OPEN SESSION

MOTION by Alderperson Hegy, and seconded by Alderperson Randolph to return to open session at 8:53 p.m. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 8:53 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCMAY10.16
Compiled by Pat Borlen, Deputy Clerk

EXECUTIVE SUMMARY

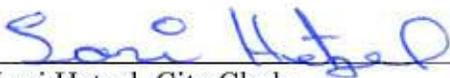
Title: RENEWAL OF FERMENTED MALT BEVERAGES, AND INTOXICATING LIQUOR LICENSES

Background: Attached is a list of Renewal Class "A", "Class A", Class "B", and "Class B" Fermented Malt Beverages, and Intoxicating Liquor Licenses along with the Chief of Police's annual report..

Delinquent taxes, liquor bills and other charges as authorized by State Statues and local City ordinances must be paid prior to issuance of licenses.

Fiscal Impact: Liquor licenses bring in approximately \$11,180 annually.

Recommendation: Approving the Renewal Class "A", "Class A", Class "B", and "Class B", Fermented Malt Beverages, and Intoxicating Liquor licenses for the period July 1, 2016 through June 30, 2017.

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

APPROVED BY:  DATE: 05-05-16
David Groves, Chief of Police

APPROVED BY:  DATE: 05-05-16
Steve Volkert, City Administrator

ROUTING: Finance & Personnel 05/10/16
Common Council 05/24/16

OFFICIAL NOTICE
APPLICATIONS FOR RENEWAL OF RETAIL
CLASS "A", "CLASS A", CLASS "B", AND "CLASS B"
FERMENTED MALT BEVERAGES AND
INTOXICATING LIQUOR LICENSES

The undersigned have applied for a Class "A", "Class A", Class "B", and "Class B" licenses to sell at the given premises in the City of Hartford, Counties of Washington/Dodge, State of Wisconsin, from July 1, 2016 to June 30, 2017 (unless sooner revoked), fermented malt beverages and intoxicating liquor as defined by subsections 6 and 8 of Section 125.02 of the Wisconsin Statutes and all acts amendatory thereto, and hereby agrees to comply with all laws, resolutions, ordinances, and regulations, State, Federal or Local, affecting the sale of such liquors, if a license be granted to the undersigned:

CLASS "A" FERMENTED MALT BEVERAGES AND "CLASS A" INTOXICATING LIQUOR

- 1) Stop-N-Go of Beloit, Inc. (Andrew Bowman, Agent), 806 Grand Ave
- 2) B & S Liquor LLC, 696 Grand Ave
- 3) VanBeek Liquor LLC, 714 East Sumner St
- 4) Lehman's Liquor, Inc., 1536 East Sumner St
- 5) L & M Ltd. Rapidmarts LLC, 2712 East Sumner St
- 6) Downtown Beverage LLC, 142 North Main St

CLASS "B" FERMENTED MALT BEVERAGES AND "CLASS B" INTOXICATING LIQUOR

- 1) JN Partners, LLC, 301 North Main St
- 2) Rachel Mae Enterprises, Inc. (Thomas H. Wenzel, Agent), 11 South Main St
- 3) Rachel Mae Enterprises, Inc. (Thomas H. Wenzel, Agent), 16 South Main St
- 4) Mike's, 226 North Main St
- 5) P L Tran, Inc, 46 East Jackson St
- 6) Masters Enterprises of Hartford, Inc. (Thomas J. Masters, Agent), 22 North Main St
- 7) David Morey (Bryan Morey, Agent), 22 South Main St
- 8) Halsey, Inc. (Michael D. Halsey, Agent), 34 North Main St
- 9) Dave's Lanes, Inc. (John Ritger, Agent), 218 North Main St
- 10) Hartford Historic Preservation Foundation, Inc. (Michele Price, Agent), 150 Jefferson Ave
- 11) United Cooperative (David Cramer, Agent), 1285 East Sumner St
- 12) Senior Friends, Inc. (Joseph O'Leske, Agent), 730 Highland Ave
- 13) C-Loff Corporation, 39 and 43A North Main St
- 14) LMR Builders, LLC, 2714 East Sumner St

"CLASS B" RESERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR

- 1) Schauer Arts & Activities Center, Inc. (Jessica Helmer, Agent), 147 North Rural St

CLASS "B" FERMENTED MALT BEVERAGE

- 1) Brandon S. Becker, 1524 East Sumner St

CLASS "A" FERMENTED MALT BEVERAGE

- 1) United Cooperative (David Cramer, Agent), 7280 Highway 60 West

Lori Hetzel, City Clerk
City of Hartford

CITY OF HARTFORD POLICE DEPARTMENT

Memorandum**To:** Lori Hetzel, City Clerk**Date:** 05-05-16**From:** Chief Groves**Ref:** **Annual Renewal of Liquor and Fermented Malt Beverage Licenses**

Upon review of the period between May 9, 2015 and May 5, 2016, there have been some instances in which the police department experienced some type(s) of problem(s) with a licensed establishment, with those matters being brought to my attention. I have summarized those incidents below.

As the Committee is aware, the police department joined the Council on Alcohol and Other Drug Abuse (AODA) of Washington County to conduct a series of Alcohol Compliance Checks of licensed establishments. Checks were made during this licensing period on August 6, 2015.

The following establishments were found to be in violation, and enforcement action was taken:

Hanks Restaurant & Drinkery
Hank & Hannahs

Neither of these establishments had any other violations in the prior licensing period. All other establishments appropriately refused service.

Based on the violations handled during the last review period I am not recommending any license suspensions/revocations at this time. However, continued violations by license holders who have demonstrated a propensity to re-offend in the past, may result in those recommendations being made to the committee in the future.

As always, it is within the committee's prerogative to request that license holders appear before them on these matters to determine what action, if any, the committee wishes to take before the consideration of license renewal.

EXECUTIVE SUMMARY

Resolution No. 3451

TITLE: A Resolution authorizing the Common Council of the City of Hartford to adopt the 2016 STATEMENT OF PROJECT INTENTIONS for the Hartford Municipal Airport's Six-Year Improvement Plan.

BACKGROUND: It is a statutory requirement that the City of Hartford Common Council adopt a Resolution to approve the attached Airport Six-year Improvement Plan, 2016 Statement of Project Intentions for Hartford Municipal Airport, and submit to the Wisconsin Department of Transportation, Bureau of Aeronautics. The proposed improvements include those improvements previously petitioned. The Bureau uses this Statement of Project Intentions for planning and budgeting purposes.

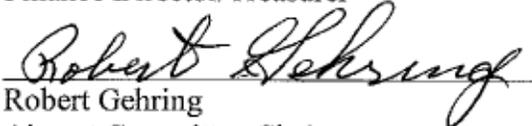
At this time, it is important to proceed with the statutory requirement to adopt the 2016 Statement of Project Intentions by Resolution and submit the same to the Bureau in order to preserve future funding and entitlements for the Hartford Municipal Airport. The dollar amounts are not set in stone, rather they are rough planning level estimates used for projects already approved by the Bureau of Aeronautics. For example, the reconstruction of the primary runway on a new alignment is listed under 2017 because grant funds from the FAA are appropriated the year before construction. The Environmental Assessment for this project is still under review with the FAA and is expected to be sent to the EPA shortly. The EPA will have a week or two to respond. Assuming the EPA does not raise any further questions, the Bureau will complete the document and draft a Finding of No Significant Impact. It is expected to have all signatures on the FONSI by late June and then the next phase of land acquisition will begin. This is why the funds for land acquisition are in both 2016 and 2017 of the Statement of Project Intentions.

FISCAL IMPACT: The City's share of the cost under the aviation entitlements will be 5% with federal funds covering 90%, and state funds covering 5% of the project. The Bureau of Aeronautics anticipates that the City's entitlement amounts will continue to be approximately \$150,000 each year.

RECOMMENDATION: Adoption of the Resolution Adopting 2016 Statement of Project Intentions for the Hartford Municipal Airport's Six-Year Improvement Plan which is used by the Bureau of Aeronautics for planning and budgeting purposes for general aviation entitlements.

PREPARED BY:  5-16-16
Darryl Kranz Date
Airport Manager & Director of Public Works

REVIEWED BY:  5-16-16
Dawn Timm Date
Finance Director/Treasurer

REVIEWED BY:  5-16-16
Robert Gehring Date
Airport Committee Chairperson

APPROVED BY:  5-17-16
Steve Volkert Date
City Administrator

ROUTING: Common Council - May 24, 2016

2016 STATEMENT OF PROJECT INTENTIONS FOR HARTFORD MUNICIPAL AIRPORT

Fiscal Year	Description of Improvement	Size of Improvement	Total Cost (Estimated)*	Petition Date (Anticipated)
2016	<ul style="list-style-type: none"> • Crack seal and flex patch primary runway • Wetland mitigation (potential) for runway & taxiway realignment/extension (0.5 ac) • Design runway and taxiway realignment/extension • Approach aerial obstruction survey • Land Acquisition activities <p style="text-align: right;">2016 TOTAL</p>		<p>\$36,000.00</p> <p>\$12,000.00</p> <p>\$150,000.00</p> <p>\$60,000.00</p> <p>\$200,000.00</p> <p>\$458,000.00</p>	<p>Petitioned 5/13/08 <i>(Incidental Costs)</i></p> <p>Petitioned 5/13/08</p> <p>Petitioned 5/13/08</p> <p>Petitioned 5/13/08</p> <p>Petitioned 5/13/08</p>
2017	<ul style="list-style-type: none"> • Land Acquisition for Runway and taxiway Realignment/Extension (lowest alt.) • Construct Primary Runway on new alignment (8/26), including lighting; Install PAPI on primary runway (& flight check) <p><i>**NOTE: Need to request the grant from the FAA in 2017 for a 2018 construction</i></p> <ul style="list-style-type: none"> • Conduct wildlife site visit • Construct Parallel Taxiway to new primary runway (Design twy in AIP 08) <p style="text-align: right;">2017 TOTAL</p>	75' x 3,400 runway	<p>\$700,000.00</p> <p>\$2,300,000.00</p> <p>\$6,000.00</p> <p><u>\$900,000.00</u></p> <p>\$3,906,000.00</p>	<p>Petitioned 5/13/08</p> <p>Petitioned 5/13/08</p> <p>PAPI Petitioned 1/29/04</p> <p><i>(Incidental Costs)</i></p> <p>Petitioned 5/13/08</p>
2018	<ul style="list-style-type: none"> • Design ramp reconstruction • Reimbursement for adoption of Land Use Zoning Ordinance <p style="text-align: right;">2018 TOTAL</p>		<p>\$100,000.00</p> <p>\$62,500.00</p> <p>\$162,500.00</p>	<p>Petitioned 5/13/08</p> <p>Petitioned 5/13/08</p>
2019	<ul style="list-style-type: none"> • Reconstruct Apron (Less Design ramp in SA 54 (2015)) <p style="text-align: right;">2019 TOTAL</p>		\$1,900,000.00	Petitioned 5/13/08
2020	<ul style="list-style-type: none"> • Install AWOS • Grade turf runway • Additional Fuel Farm Upgrade (auto gas tank 85 octane) <p style="text-align: right;">2020 TOTAL</p>		<p>\$100,000.00</p> <p>\$200,000.00</p> <p>\$20,000.00</p> <p>\$320,000.00</p>	<p>Petitioned 5/24/11</p> <p>Petitioned 5/24/11</p> <p>Petitioned 5/24/11</p>
2021	<ul style="list-style-type: none"> • Design Terminal Building • Construct Terminal Building <p style="text-align: right;">2021 TOTAL</p>	50' x 60' Lot	<p>\$75,000.00</p> <p>\$333,333.00</p> <p>\$408,333.00</p>	<p>Petitioned 5/13/08</p> <p>Petitioned 5/13/08</p>

DESCRIBE PROPOSED IMPROVEMENTS AS FOLLOWS:

Construct paved runway or extension, construct or expand paved apron, develop hangar area, construct terminal building, acquire land or easements, erect airport beacon or tetrahedron, remove obstructions, develop auto parking, light runways, prepare master plan. List the size of the improvement in acres, square yards, length, width, or as appropriate. * If estimated cost is unknown, the Bureau of Aeronautics will estimate.

Resolution No. 3451

**RESOLUTION ADOPTING
2016 STATEMENT OF PROJECT INTENTIONS
FOR HARTFORD MUNICIPAL AIRPORT'S
SIX-YEAR IMPROVEMENT PLAN**

RESOLVED, by the Common Council of the City of Hartford, Washington County, Wisconsin, that the attached list of proposed improvements are in the best interest of the HARTFORD MUNICIPAL AIRPORT; and

WHEREAS, Wisconsin Statutes require a Statement of Project Intentions from airport owners contemplating federal and/or state aid within the next six years, and

WHEREAS, this Six Year Statement of Project Intentions is used by the Department of Transportation, Bureau of Aeronautics for planning and budgeting purposes and is not a petition for federal and/or state aid; and

NOW, THEREFORE, BE IT RESOLVED that this governing body contemplates requesting federal and/or state aid for the projects listed on the attached schedule of airport improvements.

RESOLUTION INTRODUCED BY:

Darryl Kranz, Airport Manager

Robert Gehring, Airport Committee Chairman

Timothy C. Michalak, Mayor

CERTIFICATION

I, Lori Hetzel, City Clerk for the City of Hartford, Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution introduced at a Common Council meeting of the City of Hartford on **May 24, 2016**, adopted by a majority vote, and recorded in the minutes of said meeting.

Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

RESOLUTION NO. 3452

TITLE: A RESOLUTION PROVIDING FOR THE PUBLICATION, FILING, INSPECTION AND ADOPTION OF AN ORDINANCE REPEALING AND RECREATING CHAPTER 5 OF THE MUNICIPAL CODE ENTITLED POLICE DEPARTMENT

BACKGROUND: This process started with a review of Chapter 4 of the Municipal Code after the approval of the changes in Chapter 4, Chief Groves and I reviewed Chapter 5 for potential revisions. The revisions to Chapter 5 are primarily focused on removing old provisions of the code that no longer apply and removing sections of the code that conflict with or duplicate existing police rules. The substantive changes and additions are:

- 5.03: removed provisions for approval of appointed officers by Common Council that were in conflict with approval by the Police and Fire Commission.
- 5.04:
 - Removed several sections that duplicated existing police rules,
 - Removed a provision that required the Chief to notify the Mayor if he would be absent from the City, and
 - Removed provisions that gave Alderpersons and the Parks and Recreation Director police powers to arrest and enforce ordinances, at the request of the Mayor this authority still exists for the Mayor.

Like with Chapter 4, 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 5 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 May 31, 2016. At the June 28, 2016 meeting, the Ordinance Repealing and Recreating Chapter 5 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 5 of the Municipal Code

PREPARED BY:

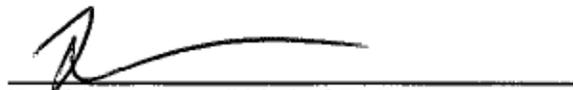


Ian Prust, City Attorney

5-16-16

Date

APPROVED BY:



David Groves, Chief of Police

05-18-16

Date

APPROVED BY: Steve Volkert
Steve Volkert, City Administrator

5-18-16
Date

RESOLUTION NO. 3452

A RESOLUTION PROVIDING FOR THE PUBLICATION, FILING,
INSPECTION AND ADOPTION OF AN ORDINANCE REPEALING AND RECREATING
CHAPTER 5 OF THE MUNICIPAL CODE ENTITLED POLICE DEPARTMENT

WHEREAS, the Ordinance entitled Chapter 5, Police Department, has been prepared and tentatively approved by the Common Council.

NOW, THEREFORE, BE IT RESOLVED, that Chapter 5 be presented for adoption by the Common Council at its regular meeting on May 24, 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 May 31, 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 June 28, 2016 in the Common Council Chambers at Hartford City Hall, by the Common Council for the purposes of considering an Ordinance Amending Chapter 5 of the Municipal Code regarding Police Department.

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 May 31, 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:

Timothy C. Michalak, Mayor

INTRODUCED: _____

ADOPTED: _____

ATTEST: _____

Lori Hetzel, City Clerk

Executive Summary

Ordinance No. 1352

Title: Proposed amendment to the City of Hartford 2030 Smart Growth Plan

Background: In 2010 the Plan Commission and Common Council approved the nine elements of the City of Hartford 2030 Smart Growth Plan and component Long-Range Land Use Map. The Long-Range Land Use Map was subsequently amended for small areas later in 2010, 2012 and earlier in 2016. During the Smart Growth review process, Staff indicated that proposed changes were likely to come forward occasionally, primarily from land owners. The Plan Commission and Common Council can vote to change the City of Hartford 2030 Smart Growth Plan at any time.

Long-Range Land Use Map Function: Ideally the Long-Range Land Use Map should serve as a template of how the City views the current and future mix of land uses in and around Hartford. However, some of the land uses described in the Long-Range Land Use Map do not ideally describe the land use that exists or could appropriately exist in a given area. For example, in the downtown area, there are individual buildings that include residential, commercial and light industrial uses. This mix of uses is viable outside of the downtown as well.

Hartford's Long-Range Land Use Map, similar to its zoning ordinance, is based on the Euclidian model. The Euclidian model seeks to separate incompatible uses. However, over time this approach has served to separate almost all different uses, rather than just the incompatible ones. It is important that the City of Hartford keep zoning and land use flexible to ensure that compatible uses can be intermixed, thus creating more memorable and sustainable neighborhoods.

Proposed Change: Staff recommends that the City of Hartford 2030 Smart Growth Plan and Long-Range Land Use Map be amended to reflect the following changes:

Land North of the Current Terminus of Liberty Avenue: The adopted Smart Growth Plan identifies this area for commercial development. The applicant is requesting medium density residential development (5.8 to 8.0 units per acre). The area to the west and south calls for commercial development. The area to the north is identified as conservancy and is not intended to be developed. The density proposed for this development would be 6.1 units per acre.

Staff supports a change to the Smart Growth plan to allow for higher density residential development in this area. Multi-Family development remains the dominant portion of the residential development market in southeastern Wisconsin, and demand for additional multi-family development is high.

Also, the land is separated from the existing commercial development (Wal-Mart and a retail strip center) and its location north of the large Wal-Mart stormwater pond and south of the Rubicon River make it tucked away. Staff does not believe that the land is viable for commercial uses, which need to be visible from a main transportation arterial.

Its location, however, does make it attractive for higher density residential development. It is very near a number of commercial and retail establishments. It is also near the Dodge Industrial Park, the largest employment center in the area. Eventually, Liberty Avenue will extend to the western leg of Liberty Avenue in the Dodge Industrial Park, and the proposed development will bring this closer to reality.

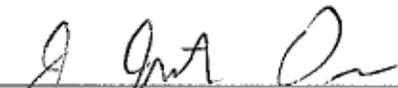
Office use would certainly be appropriate here as well, but given the City's location away from the interstate, we have never been a major draw for office parks and uses.

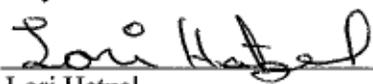
Also, the Smart Growth Plan only identifies one other area outside the current City boundary for high density residential development (on STH 60 south of Wal-Mart). However, sanitary sewer is not currently available to this area, making it less developable in the short term.

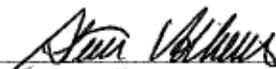
Finally, the City has long had a goal of maintaining a housing composition of 55% Single Family, 15% Two Family, and 30% Multi Family that it has followed when reviewing both short-term and long-term land use decisions. The City is currently more than 1% low on multi-family housing. The multi-family housing category includes condominiums, senior only housing, and apartments. If all approved and partially approved developments within the City were built out, the City would be more than 2% low for multi-family housing. While 2% might not sound like much, it is actually hundreds of housing units.

Staff believes that this area is appropriate given its location on a State arterial road as well as the general compatibility of all types of residential development as long as they are planned correctly. The City has numerous examples of this (e.g. Gateway Estates). This area already has or is planned for a mix of all types of housing.

Recommendation: Staff recommends that the City of Hartford 2030 Smart Growth Plan Long-Range Land Use Map be amended for the land north of the current terminus of Liberty Avenue to allow for medium density residential development (5.8-8.0 units per acre).

Prepared By:  5/4/16
Justin Drew
City Planner
Date

Reviewed By:  05/04/16
Lori Hetzel
City Clerk
Date

Approved By:  5-4-16
Steve Volkert,
City Administrator
Date

ROUTING: PLAN COMMISSION 05/09/16
COMMON COUNCIL 05/10/16

Ordinance No. 1352

An Ordinance Revising the 2030 City of Hartford Smart Growth Plan

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

SECTION 1: Pursuant to SS62.23(2) and (3), Wis. Stats., in 2009 the City of Hartford prepared and adopted a comprehensive land use plan as defined in SS66.1001(1)(a) and 66.1001(2), Wis. Stats.;

SECTION 2: Upon enactment of the Ordinance adopting the 2030 City of Hartford Smart Growth Plan the Common Council attached the following conditions:

1. The Common Council intends to amend the provisions of the plan as they see fit;
2. The Common Council may do simple or major adjustments at any time;
3. The Plan and local ordinances must be consistent and cannot be in conflict, and
4. Legislation encourages the City to complete an update every ten (10) years;

SECTION 3: In keeping with the above-noted conditions, the Common Council has reviewed and approved a requested amendment to the Smart Growth Plan intended to amend the land north of the current terminus of Liberty Avenue to allow for medium density residential development (5.8 – 8.0 units per acre).

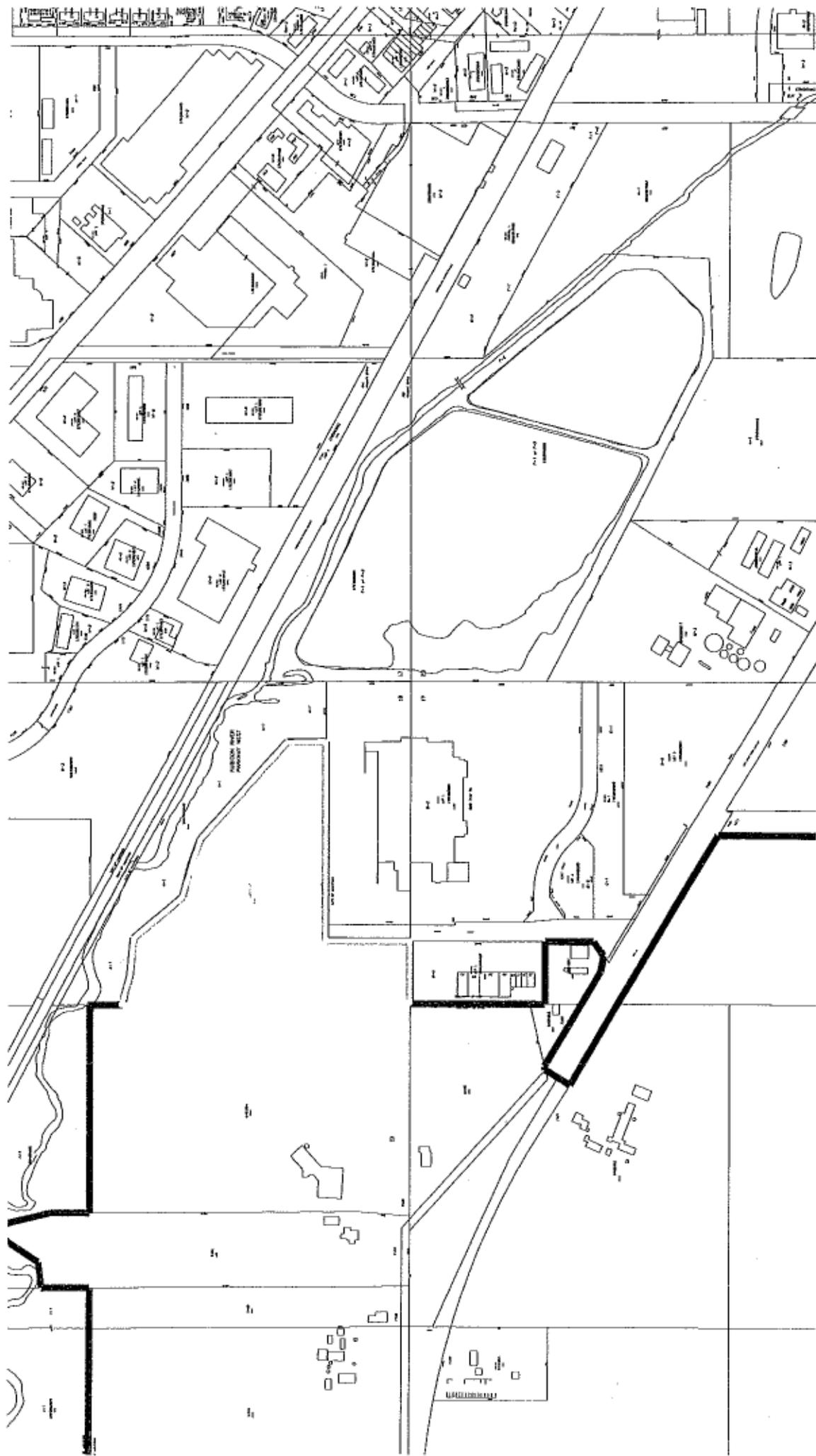
SECTION 4: This ordinance shall take effect and be in full force upon its passage and the day after its publication.

Signed: _____
Timothy C. Michalak, Mayor

INTRODUCED: May 10, 2016

ADOPTED:

Attest: _____
Lori Hetzel, City Clerk



Daily News:
April 9, 2016
1 notice sent

Notice of Public Hearing
City of Hartford Common Council
Smart Growth Plan

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on *May 10th, 2016* in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council for the purpose of considering a possible amendment to the City of Hartford 2030 Smart Growth Plan adopted by the Common Council in December 2009, and updated in 2010, 2012, and 2016.

The proposed amendment is intended to:

Change the allowable use from commercial to high density residential for tax key number T6040200Y, north of the current terminus of Liberty Avenue.

A copy of materials and related information will be available for review by appointment after April 13 at the City of Hartford Planning Office, top floor City Hall, Monday – Friday 7:30 a.m. – 4:30 p.m.

The purpose of said Public Hearing is to hear those persons who wish to express their opinions for or against the proposed draft changes to the Smart Growth Plan.

Dated this 9th day of April, 2016.

Lori Hetzel
City Clerk
City of Hartford

EXECUTIVE SUMMARY

Ordinance No. 1353

TITLE: Discussion of an Ordinance amending Section 3.07 pertaining to Rules of Procedure of the Common Council.

SUMMARY:

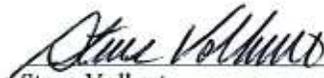
The current ordinances allowed for the items within the City Council agendas to be dictated and approved by the City Administrator with input by City Staff and Standing Committees with approval by the Mayor.

It is the viewpoint of the current Mayor that all Council members should have equal opportunity to offer items up for the agenda without need for approval by the Mayor alone.

PROPOSED CHANGES: By making the preparation of said agenda a task of the Administrator with input from the entire board through a timely draft agenda being distributed, it will allow all elected officials on the board the ability to have voice on what items are eventually voted on.

RECOMMENDATION: The staff recommends the following changes to Ordinance 3.07 to accomplish the end goal of the board.

Prepared By:


Steve Volkert,
City Administrator

5-18-16

Date

Reviewed By:


Ian Prust
City Attorney

5-16-16

Date

ROUTING:

COMMON COUNCIL

05/24/16

**AN ORDINANCE AMENDING SECTION 3.07
OF THE MUNICIPAL CODE RELATED TO RULES OF PROCEDURE OF THE
COMMON COUNCIL**

WHEREAS, the purpose of this code is to create procedural rules by which Common Council agendas are created, and

WHEREAS, the intent of the Council is to allow all council members to have input in what items are added to those presented by staff and standing committees, and

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

3.07 RULES OF PROCEDURE OF THE COMMON COUNCIL. (1) Introduction of Business. All items to be presented to the Council shall be placed on an agenda prepared by the City Administrator with input from the entire Common Council prior to the Council meeting and shall provide as much supportive material necessary to understand the matter to be considered.

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

Timothy C. Michalak, Mayor

Introduced: May 24, 2016

Adopted: _____

ATTEST:

Lori Hetzel, City Clerk

Memorandum

To: City Council
CC:
From: Steve Volkert, City Administrator
Date: 5/18/2016
Re: First Quarter General Fund Results

Attached is the first quarter summary comparison of the current year to the two prior years for general fund revenues and expenditures.

The City was at 25.59% for total General Fund Revenues at the end of the current year first quarter. This is slightly lower than the two prior year percentages which ranged from 30% - 35%. The total General Fund expenses for the current year first quarter was 18.99%. Again, this percentage is slightly less than the prior two year percentages which ranged from 22.1% to 22.7%.

Each Department Head is made aware of any overages in expenses or shortfalls in revenues that makes the Finance Administrator take notice. With the shortage of staff in finance in the first quarter, some of these figures might be skewed as not all budget adjustments have been made prior to report deadline. We will be reviewing all other explanations.

City of Hartford
First Quarter Comparisons By Year

General Fund Revenues:

	2016	2015	2014
Overall Percentage of Revenues Collected	25.59%	30.55%	35.25%
First Quarter Total Revenues	\$2,635,724.59	\$3,125,168.72	\$3,662,738.28
Total Budget	\$10,300,986.00	\$10,230,602.00	\$10,391,023.58
Difference Between Years	-\$489,444.13	-\$537,569.56	-\$11,273,601.61

General Fund Expenses:

	2016	2015	2014
Overall Percentage of Expenses Used	18.99%	22.71%	22.19%
First Quarter Total Expenses	\$1,955,675.37	\$2,317,106.67	\$2,305,784.98
Total Budget	\$10,300,986.00	\$10,203,727.00	\$10,391,023.58
Difference Between Years	-\$361,431.30	\$11,321.69	-\$2,927,357.41

MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE

May 10, 2016

PRESENT: Chairperson Rusniak, Member Meyer, Alderperson Kohler

ABSENT & EXCUSED: Member Wintringer

ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel

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

Roll Call – All members were present except Member Wintringer. Alderperson Kohler was also present.

Public Comment Period – There were no public comments.

Licenses – MOTION by Alderperson Meyer, and seconded by Alderperson Kohler recommending to the Common Council the following license: (bartender) Cheryl Jacobs. MOTION CARRIED.

Renewal Liquor Licenses - The renewal Class A and Class B Fermented Malt Beverage and Intoxicating Liquor licenses for the period July 1, 2016 – June 30, 2017 were presented. The Police Chief reviewed the renewals and is not recommending any license suspension/revocation at this time.

MOTION by Alderperson Kohler, and seconded by Alderperson Meyer recommending to the Common Council approving the renewal Class A and Class B Fermented Malt Beverage and Intoxicating Liquor licenses for the period July 1, 2016 through June 30, 2017. MOTION CARRIED.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

FPMAY10.16

Compiled by Pat Borlen, Deputy Clerk

PLAN COMMISSION
City of Hartford
April 11, 2016

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

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 March 14, 2016. Motion carried.

Appearances – There were no appearances.

Use and Parking Review of a Gymnastics Studio, 610 North Wacker Drive

Executive Summary Review:

In 2013, the City approved eleven contractor tenant units at 610 North Wacker Drive. The tenant spaces would be used as storage and office areas for building and service contractors, which is a permitted use in the M-2 Limited Industrial District. Last year, a gymnastics studio began operating in 5,400 square feet of building #3. Dance studios were allowed by the Plan Commission in the M-3 General Industrial District when the Dream Center was approved in 2004. Gymnastics studios are a similar use, but are not specifically permitted by Code. The Code gives the Plan Commission the authority to approve unspecified uses if such uses are similar in character to uses permitted in the zoning district. Every gymnastics studio in southeastern Wisconsin that Staff is aware of is located within an industrial district. A gymnastics studio needs a lot of space, it needs a building with high ceilings, and it needs to be located in an area with a lower rent structure than retail and office buildings. Staff believes that gymnastics studios are appropriate in industrial areas, and that they should be allowed as a permitted use in the M-1, M-2, and M-3 zoning Districts. Staff's only concern with this particular location is the lack of designated parking. There are up to three classes per day with 20-25 kids attending each class. The lack of designated parking is exacerbated by the presence of other contractor spaces on the same property. These businesses run trucks and vans and delivery trucks to their rented units at various times of the day. This could be a safety concern with so many kids getting dropped off at a time. Staff observed a recent drop-off before a class started. For the 15 minutes before class started, 2-3 spaces were generally available, though there were a few minutes when no spaces were available. Vehicles were not parked as efficiently as possible. The maximum number of vehicles parked along the gymnastics studio space was 12 at one time. Approximately ¼ of the parents dropped their children off without getting out of their car. The rest remained inside until class started. Parents are not allowed to

stay for any classes except the Parent-Tot Class, which is Wednesday morning. The City does not have a specific parking requirement or recommendation for gymnastics studios, and the M-2 District parking requirements are concerned primarily with providing parking for employees. Staff spoke to Planners in other southeast Wisconsin communities where gymnastic studios were present. Most other communities did not have a specific requirement. The gymnastics studio leases approximately 120 linear feet of building frontage. Cars can park in front of all of this space. In addition, a small area in front of the building has been paved for vehicle parking (2 vehicles fit there). If all of the area in front of their leased space were properly striped for parking, 12 vehicles should be able to fit without parking in front of the entrance door. There is also space in front of the building to add 1-2 additional parking spaces. Based upon Staff's observations, 15-16 total parking spaces should be sufficient for the size of the gymnastics studio and the traffic that the studio generates. The parking and drop off situation would also likely be improved if the studio designated 2-3 spots for drop-off only, encouraged parents not to stay in the building until classes start, and stagger the transition times more to avoid drop-off and pick-up at the same time. If the parking plan is approved, Staff intends to continue monitoring the situation, and bring the matter back to the Plan Commission if we receive a pattern of complaints. Thus far, no parking or drop-off complaints have been received.

Staff recommended that gymnastics studios be allowed in the M-1, M-2, and M-3 zoning Districts, and recommended that the Plan Commission require the gymnastics studio to paint 9-foot wide parking spaces in front of their leasable space, to sign 2-3 of the parking spaces for drop-off only, and add 1-2 paved parking spaces in front of the building.

Plan Commission Discussion, Use and Parking Review, Gymnastics Studio, 610 N. Wacker:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. Member Regan asked if Mr. Drew had heard back from the contractor or tenant. Mr. Drew replied that there has been no further input from either. Alderperson Rusniak noted surprise that a gymnastics studio would be located in a manufacturing district and expressed concern for the safety of everyone.

MOTION by Regan, second by Henke to approve use recommendation for the gymnastics studio at 610 North Wacker Drive. Motion carried.

Member Regan asked Jay Schnorenberg, developer, to take the podium for some questions about the parking recommendation. Mr. Schnorenberg assured members that he is aware of recommendations and will take care of them. Mr. Schnorenberg noted that the tenant, owner of the gymnastics studio, was in the audience and is supportive of all recommendations. Mr. Schnorenberg reminded members that most classes are at night after contractors have usually left. MOTION by Regan, second by Henke for approval of the parking recommendation for the gymnastics studio. Motion carried.

Review of the Certified Survey Map for Lot 16 and Outlot 4 of Red Oak Country Estates Subdivision and Land in the Northwest Quarter of Section 33

Executive Summary Review:

In March of 2016, the Plan Commission recommended and the Common Council approved Mark McCune's proposed annexation of 19.1 acres of land located east of STH 83 and south of the Red Oaks Country Estates subdivision. The stated purpose of the annexation was the development of single family lots and a multi-family lot. The single family residential portion of

the CSM consists of three lots, encompassing Lot 16 and Outlot 4 of Red Oaks subdivision, plus a portion of the recently-annexed property. All residential lots meet area and width requirements for Rs-4. Setback requirements will be reviewed during the site plan approval process. Requested permanent zoning for these lots is Rs-4 Single Family Residential District. A portion of a utility easement within Lot four is proposed to be released. This portion of the easement that cuts across the lot serves a street light on Firefly Trail. The easement and electric wire can be rerouted so that the line runs along the property line between Lots 3-4. The Developer shall grant the City a new easement between lots 3-4 to allow for this reconfiguration. The multi-family residential portion of the CSM (Lot 1 plus roadway dedication) is comprised of the rest of the area annexed in March, totaling 772,534 square feet (17.72 acres). Rm-3 zoning requires a minimum area of 3,111 square feet per dwelling unit and a width of not less than 100 feet at the building setback line. Expected number of units in the multi-family section is 156, within the total square footage provided. Width and setback requirements will be confirmed during the site plan review. The section of property at the southern edge of the property will be dedicated to the public for roadway purposes. Of the total 17.71 acres intended to be zoned Rm-3, it measures .83 acre and is intended to be named Whistle Drive. The Planning Staff recommended approval of the Certified Survey Map for single family, multi-family and road dedication property consisting of Lot 16 and Outlot 4 of Red Oak Country Estates and lands being a part of the Southwest $\frac{1}{4}$ and Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 33, City of Hartford, subject to the Developer granting the City an easement between lots 3-4 of the proposed CSM to allow for the rerouting of electric line serving a street light on Firefly Trail.

Plan Commission Discussion, Certified Survey Map, McCune Property:

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

MOTION by Henke, second by Regan to recommend approval of the Certified Survey Map for Lot 16 and Outlot 4 of Red Oak Country Estates Subdivision and land in the northwest quarter of Section 33. Motion carried.

Review of a Rezoning Request for the Lepien Farmland Annexation, STH 83

Executive Summary Review:

Mark McCune has requested the permanent zoning for the recently-approved Lepien Farmland Annexation on State Trunk Highway 83, previously part of tax key number T60823. The property was assigned temporary zonings of Rs-4 Single Family Residential District and Rm-3 Multi-Family Residential District at the annexation approval by the Common Council on March 22, 2016, with the understanding that a formal rezone review and hearing would take place at a later date. The public hearing notice published April 1 and April 8, 2016 provides specific legal descriptions for the different single family and multi family areas, and a certified survey map to be reviewed at a later date will split the multi family area from three separate lots to be created in the single family area. The area requested to be rezoned to Rs-4 Single Family Residential District is located at the northwest corner of the annexed area. On its north side it abuts Lot 16 and Outlot 4 in Red Oak Estates Subdivision, both of which are zoned Rs-4, and a portion of Firefly Trail in the Red Oak Estates Subdivision. On its east side is a portion of tax key number T60823 that was not annexed. South is the annexed area intended for Rm-3 multi family zoning, and to the west are Town of Hartford residential properties.

The area requested to be rezoned to Rm-3 Multi-Family Residential District comprises the remaining portion of the annexed area. On the north it abuts the requested Rs-4 zoned area and a portion of tax key number T60823 that was not annexed. East and south of the area is the rest of the non-annexed T60823 land. West is STH 83, and Town of Hartford residential properties. The property meets the area requirements for both Rs-4 and Rm-3. The City will continue to work with the developer to maintain setback and other zoning requirements upon development and buildout. Staff recommended approval of the rezoning request for the Lepien Farmland Annexation located west of STH 83.

Plan Commission Discussion, Rezoning, McCune Property (Lepien Farmland LLC):

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

MOTION by Henke, second by Stapleton to recommend approval of the rezoning request for the Lepien Farmland Annexation. Motion carried.

Concept Plan Review of a Multi-Family Residential Development Located North of the Terminus of Liberty Avenue

Executive Summary Review:

Lynch and Associates has submitted a concept plan for seven multi-family residential buildings on a 15 acre site north of WalMart. The lot is currently in the Town of Hartford. The proposal includes 7 multi-family buildings, each with 12 units. In order to facilitate the proposed development, the City of Hartford 2030 Smart Growth Plan would need to be amended, the property would need to be annexed to the City, the property would need to be rezoned to Rm-2 Multi-Family residential, a development agreement would need to be negotiated and approved, a Certified Survey Map approved, and a Conditional Use Permit for a Planned Unit Development along with a Site Plan would need to be approved.

The property is surrounded by the Rubicon River to the north, undeveloped town land to the west, the Libby Lagoon to the east, and Wal-Mart to the south.

The proposed multi-family buildings would be arranged around both sides of an extended Liberty Avenue. Three of the buildings east of Liberty Avenue extended would be arranged around a circular private driveway.

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

- **45 feet** from the proposed extended Liberty Avenue Right-of-Way
- **70 feet** from the western property line
- **390 feet** from the eastern property line
- **25 feet** from the northern property line
- Lot Coverage would be approximately **12.4%** of the 15.0-acre site, below the 25% maximum allowed by Code in the Rm-3 District.

The adopted Smart Growth Plan identifies this area for commercial development. The density proposed for this development would be 5.6 units per acre. Staff supports a change to the Smart Growth plan to allow for higher density residential development in this area. Multi-Family development remains the dominant portion of the residential development market in southeastern Wisconsin, and demand for additional multi-family development is high. Also, the land is separated from the existing commercial development (Wal-Mart and a retail strip center) and its location north of the large Wal-Mart stormwater pond and south of the Rubicon River make it tucked away. Staff does not believe that the land is viable for commercial uses. Its location,

however, does make it attractive for high density residential development. It is very near a number of commercial and retail establishments. It is also near the Dodge Industrial Park, the largest employment center in the area. Eventually, Liberty Avenue will extend to the western leg of Liberty Avenue in the Dodge Industrial Park, and the proposed development will bring this closer to reality. The proposed 12-unit structures are allowed in the Rm-2 Multi-Family District as a Conditional Use.

The Developer proposes two bedroom apartments arranged in 12-unit structures. The proposed buildings would be two stories tall. The buildings would have attached garages. Further review of building design and materials would happen as part of a site plan review.

The plan proposes an extension of the Liberty Avenue Right-of-Way north of its current terminus. The Right-of Way would travel north, then angle towards the northwest. This layout would facilitate the continued expansion of Liberty Avenue towards the northwest, and Staff supports the proposed layout. The City always insists on at least two access points (or the potential for two access points when additional development occurs) to ensure proper emergency access. The plan will meet this requirement when the east and west ends of Liberty Avenue connect. In the interim, the buildings flank both sides of the proposed Liberty Avenue extension, and emergency access is satisfactory. Private sidewalk is shown. However, sidewalk on both sides of the Liberty Avenue Right-of-Way are not shown and shall be required.

Sanitary sewer and water main are located in the Liberty Avenue Right-of-Way directly south of the property. The water main extension could not be looped unless and until the east and west ends of Liberty Avenue connect. As a result, if there were a water main break in this area, water service would be down for all 84 units until repairs were complete. The City Engineer and Utility Director did not expect this to be an issue but wanted to make sure that everyone was aware of this. As a preliminary grading plan has not been prepared at this point, Staff is not sure if sanitary sewer will work on gravity in this area, or if a lift station will be required. Staff recommended approval of the Concept Plan for multi-family residential development located north of the terminus of Liberty Avenue, subject to inclusion of five-foot wide sidewalk on both sides of the Liberty Avenue Right-of-Way extension.

Plan Commission Discussion, Concept Plan Review, Multi-Family North of Liberty Avenue:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested more information on why the property was no longer viable for commercial use. Mr. Drew explained that it is too far back from STH 60, and doesn't have the desirable frontage. Mr. Drew noted that the location could work for an office use but there is no real market for large scale office buildings in Hartford. Alderperson Rusniak indicated his agreement with Mr. Drew and expressed his support of the concept and location near the industrial park. Member Anderek asked for clarification on what needed to be amended – the mix? Mr. Drew gave more information about the Smart Growth Plan and noted that as written, plan amendments are required for changes rather than providing a range of recommendations within the Smart Growth Plan. Member Regan asked if there was a clear timetable for when Liberty Avenue would connect to the Industrial Park area. Mr. Drew noted that there has not been interest in connection before this and so it has not been discussed. Member Regan asked about the range of rents to be charged. Mr. Drew noted that preliminary information indicates a range of \$1200 - \$1300 for the two bedroom/two bath units, but reminded members that that information could change.

MOTION by Anderek, second by Henke recommending approval of the concept plan for multi-family development north of the terminus of Liberty Avenue. Motion carried.

Site Plan Review – Ewald Ford Addition

Executive Summary Review:

The property, located at 5788 STH 60, is surrounded by other commercial property to the east, State Forest to the south, and Town manufacturing to the north and west. Ewald Ford proposes an 11,300 addition to the north end of their existing 22,300 square foot building. The addition would house 10 new service stalls, a car wash, a break room, a tool room, a bathroom, and an equipment mezzanine. The addition would dramatically increase the size of their service departments. The addition would be 20 feet tall, and would include five overhead doors on the east elevation, seven overhead doors on the west elevation, and one overhead door on the north elevation. The façade would be composed of a split-faced concrete masonry unit knee wall and metal siding as well as transom windows above the overhead doors and break room. The addition would be setback 75 feet from the west property line, 335 feet from the east property line, and 410 feet from the north property line and would meet applicable setback requirements (25 feet). The proposed addition would increase lot coverage to approximately 6.7% of the 11.55 acre lot, well below the 30% allowed by Code. The proposal would create paved parking areas north and east of the existing building. These areas are currently gravel. In total, the site would have 339 parking stalls.

A new dumpster enclosure is proposed north of the building addition. It will be constructed of split-faced concrete masonry units to match the building addition.

A photometric plan was included. New lighting is proposed north of the building addition and southeast of the existing building for the new paved parking areas. In addition, new lighting is proposed for the extended private drive that parallels STH 60. The lighting proposed along this private drive is near the STH 60 Right-of-Way. The photometric plan does not extend far enough to see if the lighting will negatively impact STH 60. As a result, Staff will require that the applicant submit additional photometric plan information prior to building permit issuance. The proposed additions will result in an increase of impervious surface (approximately 0.73 acres), which should not impact storm water drainage.

No change in utility service is requested. If the proposed car wash necessitates a change in water service, Ewald Ford will need to work with Hartford's Water Department. Staff recommended approval of the site plan as submitted for the Ewald Ford Addition, 5788 STH 60, subject to Staff review and approval of additional photometric plan information.

Plan Commission Discussion, Ewald Ford Site Plan:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion. Member Henke asked if the road parallel to STH 60 goes to the property line. Mr. Drew noted that the road does go to the property line and Ewald owns the next property. MOTION by Rusniak, second by Stapleton approving the site plan for the Ewald Ford addition, 5788 STH 60. Motion carried.

Site Plan Review Amendment – Hartford Flex Center, 2250 Constitution Avenue

Executive Summary Review:

In 2014, the Plan Commission approved a Conditional Use Permit and Site Plan for the Hartford Flex Center at 2250 Constitution Avenue. The 2.54-acre property is located in the M-4 Industrial

Park District, and lies within the WP-1 Wellhead Protection Overlay District surrounding Municipal Well # 15. The applicant has now submitted an amended site plan that changes the layout and appearance of the buildings, but not the proposed use or use characteristics. The previous plan showed four structures with a total area of 40,000 square feet, with visitor parking east of the building fronting Constitution Avenue. The new plan shows seven buildings with a total area of 37,300 square feet. All of the proposed buildings are now oriented north to south. The structures would meet street setback, side setback, lot coverage, and building height requirements for the M-4 district.

The previous plan showed one building with an office, two vehicle bays and storage units, while the other three buildings housed only storage units of various sizes. The new plan eliminates the office, and all buildings are proposed to house only storage units of various sizes. The street-facing façade of Buildings A, B, C, and D along Constitution Avenue would be composed of a brick wainscot topped with horizontal hardiplank and red metal panels. Two windows would be present on each street-facing façade. This is similar to the materials used for Countywide Extinguisher. The street-facing façade of Buildings D and G along Goodland Road would be composed of metal siding. The previous plan called for a façade composed primarily of a brick-patterned cement panel accented by architectural metal panels. The Code requires the use of masonry materials on all street-facing facades. However, the Plan Commission has approved metal paneling on street-facing facades (at least on a long-term temporary basis) if the metal façade is screened by coniferous plantings. 46 arborvitae are proposed for the approximately 375 foot length of the buildings along Goodland Road.

The HADC (Hartford Area Development Corporation) Architectural Committee has not reviewed the façade for the buildings. Staff recommended that the Plan Commission approval be conditioned on the HADC approving the façade for the buildings.

A driveway is proposed between buildings C and D on Constitution Avenue. The driveway entrance meets the code standards for width and side yard setback. The plan shows no parking spaces. The tenants would park in front of their rental unit. The parking lot would be paved.

The grading plan calls for directing stormwater from the edges of the property and the parking lot towards the north side of the property. From there, it would be directed towards a regional stormwater management pond northeast of this property. Municipal sanitary sewer, water, and electric utilities are available from Constitution Avenue. None of the buildings are proposed to have sewer and water service. No exterior dumpster is shown on the plan. Aside from the arborvitae, no additional landscaping is shown on the plan. The previous landscape plan showed numerous decorative shrubs and ornamental trees planted near Constitution Avenue. Unless a new landscaping plan for this area is proposed, the approved landscaping plan will stand. Light sconces will be mounted approximately every 40 feet to the sides of the buildings facing the interior driveway. As a result, Staff did not require a photometric plan. Staff recommended approval of the Site Plan Review Amendment for the Hartford Flex Center at 2250 Constitution Avenue, subject to HADC approval of the façade of the buildings.

Plan Commission Discussion, Hartford Flex Center:

Mr. Drew reviewed the executive summary. Chairperson Dautermann requested discussion.

Member Regan asked if a copy of the previous landscape plan is available. Mr. Drew did not have a copy of the plan but noted that plantings were extensive and appropriate. Member Regan asked if applicant is aware that the previous plan will need to be followed. Mr. Drew stated that applicants received copies of agendas and executive summaries. Chairperson Dautermann asked why the applicant was being allowed to deviate from the masonry requirement. Mr. Drew noted

that the decision is up to the Plan Commission. He noted the planting screen along Goodland Road, and reminded members that Trade Tech had received a similar approval because they intended to expand in future from that wall. Chairperson Dautermann noted that he would not be voting in favor of this request due to the masonry requirement and lack of a current landscaping plan submittal. Alderperson Rusniak asked about Jay Schnorenberg's buildings at 730 North Wacker, which have metal-sided walls. Mr. Drew explained that the masonry was a requirement in the Dodge Industrial Park, not a zoning requirement. Mr. Drew asked for feedback from members if submittal was not approved. Are the facades along Constitution acceptable? Member Henke stated that the facades were acceptable, but he would not be voting for this proposal at all until the HADC had reviewed it. In his opinion masonry is necessary.

MOTION by Henke, second by Stapleton to table Hartford Flex Center site plan review, 2250 Constitution. Motion carried.

Member Regan asked about informing appropriate parties. Mr. Drew noted that he would pass along comments and recommendations to the developer and the HADC.

Discussion of an Ordinance Amending Portions of Section 13.0320, 13.0321, 13.00322 and 13.0323 Pertaining to Height Restrictions in the Manufacturing/Industrial Districts

Executive Summary Review:

Last year, the City approved an Ordinance change to allow taller buildings in the B-3 General Business (Downtown) District. During the Council review of this ordinance change, Council members indicated that Staff should conduct a similar analysis of height restrictions in the Manufacturing/Industrial Districts.

The M-1 District currently allows a height of 45 feet. The M-2 District currently allows a height of 35 feet. The M-3 District currently allows a height of 35 feet. The M-4 District currently allows a height of 45 feet. In addition, the Plan Commission can waive the height requirement for architectural projections, mechanical equipment and necessary mechanical appurtenances.

Staff again discussed the possibility of increasing height restrictions with the Fire Chief and Water Utility Director. The Fire Chief indicated that there were no local height requirements from a Fire Department perspective. The Water Utility Director commissioned a building height water pressure study for industrial areas of the City. The study showed that adequate water pressure as a function of building height varied widely throughout the industrial areas, but in most areas, a height of at least 60 feet was possible with required water pressures. In addition, a review of other communities' codes showed a large spread of allowable heights (35 feet to 70 feet). After review and discussion, Staff believed that greater structure heights can safely be allowed in the City's industrial districts. The primary constraint appears to be the height allowed by water pressure, which varies widely within the industrial areas. Staff recommends that the base heights allowed in the industrial districts remain the same. However, Staff recommended allowing buildings taller than that allowed by Code, as a conditional use after review by the Plan Commission. This would allow the City to make decisions on building heights in industrial areas based upon building height water pressure studies, the proximity of residential properties, the heights of surrounding buildings, and the proximity of fire hydrants.

Plan Commission Discussion, Height Restricts in Manufacturing/Industrial Districts:

Mr. Drew reviewed the executive summary. Chairperson Dautermann noted that it makes sense to review requests on a case-by-case basis. Alderperson Rusniak recommended a maximum, noting that applicants could request unreasonable heights. Chairperson Dautermann responded

that the Plan Commission could refuse those requests. Mr. Drew noted that the maximum allowed in other communities is 65 feet, with one instance of 75 feet for mineral extraction uses.

MOTION by Regan, second by Anderek to recommend a conditional use option for buildings taller than code allowance in the Manufacturing/Industrial districts. Motion carried.

Adjournment – Motion by Henke, and seconded by Stapleton for adjournment. Motion carried. Meeting was adjourned at 7:44 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – APRIL 13, 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, Eugene O'Brien, Marilee Fuss and Jennifer Einwalter, Director. Alderperson Barry Wintringer and Gary Morgenstern were absent and excused.

CALL MEETING TO ORDER

UNANIMOUS CONSENT AGENDA

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

1. Approval of the minutes for the March 9, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for March 2016.
3. Approval of the monthly bills for March 2016.
4. Approval of the Library Director's report for March 2016.

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

PUBLIC COMMENT PERIOD/APPEARANCES

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

CORRESPONDENCE

The following items of correspondence were reported to the Board.

1. Letter to Chloe Christiaansen offering her the summer position in the Youth Services Department.
2. Letters to candidates who interviewed for the summer position in the Youth Services Department.

OLD BUSINESS

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

Due to the recent election and retirements there will be new people on the Washington County Board.

The merger discussions with Eastern Shores Library System continue. ESLS will not be able to get out of their lease on their current location in Sheboygan as it would be too costly. A lot of questions still remain about delivery services, the ILS, finances and voting formulas. There will be a Director's Council meeting in Horicon tomorrow with a trio meeting in the afternoon and these issues will be discussed with the MWFLS libraries.

Friends of the Library Update.

The Friends annual meeting will be this evening April 13 at 6 PM. The Friends book sale will be held for members after the meeting in the atrium and for the public April 14 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 11 Annette Landvatter, Master Food Preserver will give a food preservation program.

Library Fundraising Campaign Update.

There is nothing new to report and the campaign is still set to finish by June 1.

Audio-Visual Sound System and Projector Project in Community Room

As Jennifer is still waiting for responses from two local electricians, a formal review of the project is not yet complete and will be delayed until the May meeting.

NEW BUSINESS

Library Board Bylaws

The Library has been operating under Chapter 4 of the City of Hartford Municipal Code and currently does not have its own formal set of bylaws. Jennifer included a draft of bylaws in the packet. After reviewing the document and discussing changes, it was decided to bring this back for the May meeting with revisions.

Wisconsin Public Library Standards – 2015 Update

Jennifer reviewed the updated fifth edition of service targets for both a service population of 23,036 people and a municipal population of 14,320 people for Hartford. Under both reports, the Library's actual numbers for staffing and hours open per week

are under the recommended basic level. There are also positive points to the reports, the Library is at the excellent level for print volumes held and the size of the whole collection. Overall, the Library is in good standing.

Wisconsin Museum of Art – Renewal of Loan of WPA Dolls

In the spring of 2012, the Library temporarily loaned three of its WPA dolls to the Museum of Art in West Bend. The museum continues to have the dolls in their collection. Jennifer recommended allowing the dolls to remain at the museum for another year to be reviewed next spring. The consensus of the Board was to continue to loan the Library's three WPA dolls to the Museum of Art in West Bend for another year.

Library Director Comments.

- A preliminary listing of the summer reading program calendar of events was provided in the packet. The system will be printing the actual color handout.
- The Library had a tribute to Delores O'Brien for her generous donation to the Library printed in the Booster.
- The Library also had an informational add in the Booster listing various 2015 statistics.
- The Library has a new website as of April 12.
- The rest of the bulletin boards have been installed.
- Having the tax forms available in the copy center has worked out well and will be ending soon as April 18 is the deadline.
- Jennifer thanked the Board for allowing her to attend the annual PLA conference held in Denver earlier this month.
- Jennifer made contact with several vendors at the conference.
- An article "The Library Card" from the Atlantic magazine was included in the packet.
- The HADC continues to hold meetings at the Library.
- Jennifer will be representing the Library at the Washington County Fair Park with a display for the "Aging and Resource Center Disability Fair" in May.
- The Library continues to be short staffed due to a medical leave.
- First grade roundup will be held at the Library at the end of April.
- The Fancy Nancy Tea Party was held at the Library, April 9 with 75 people attending. Due to the popularity of these, more are being planned.
- Jennifer thanked President Purman for bringing in food for the staff for National Library Week.
- The Library will be having a free shredding event for the public in the parking lot on April 30 for "Money Smart Week".

UPCOMING MEETING DATES

Regular Meeting – May 11, 2016 – Council Chambers – 4:00 PM.

CLOSED SESSION

Pursuant to Authorization Conferred by WI Statute 19.85(1)(c) to go into Closed Session to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility (Library Director's Annual Performance Evaluation).

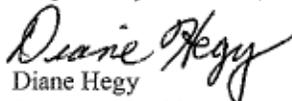
Ms. Hilger made the motion for the Board to go into closed session at 4:42 PM. It was seconded by Mr. Chappel. The motion passed.

Ms. Fuss made the motion to reconvene into open session for the purpose of adjournment at 5:37 PM. It was seconded by Mr. Weber and passed.

ADJOURNMENT

Ms. Hilger made the motion to adjourn this meeting of the Library Board at 5:38 PM. The motion was seconded by Mr. Weber and passed.

Respectfully submitted,


Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

FOR

INFORMATIONAL

PURPOSES

ONLY

CITY OF HARTFORD
MONTHLY TREASURER'S REPORT
APRIL 2016

City Bank And Investment Accounts

Bank Accounts:

First National Bank

Concentration Account	Acct# 12555901	Average Monthly Balance \$822,431
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First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance \$362,136
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Landmark Credit Union

DOD Comm Revit Loan Fund Acct	Acct# 0131028243	Average Monthly Balance \$404,283
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Investments:

Local Government Investment Pool	Current Balance \$13,963,993
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Dana Investment Services (U.S. Government Agency Investments)	Current Balance \$10,877,091
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Certificates of Deposit At Local Banks	Current Balance \$7,000,000
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Respectfully submitted,



Dawn Timm
Finance Director/Treasurer

**Jack Russell Memorial Library
Monthly Library Usage and Services Report**

April		2016	2015	% Change																
Number of days open		26	26	0%																
Checkout by Municipality																				
Number of items checked out - Month		17,560	17,617	-3.0%																
Number of items checked out Year to Date		71,417	71,281	2.0%																
Checkouts - City of Hartford		8,321	8,822	-6.0%																
City of Hartford - Ward #1		3,360	3,852	-13.0%																
City of Hartford - Ward #2		2,459	2,354	4.0%																
City of Hartford - Ward #3		2,502	2,616	-4.0%																
Washington County-Residents		1,521	1,506	1.0%																
Washington County - Non-Residents		4,882	4,531	7.0%																
Dodge County-Residents		1,001	747	34.0%																
Dodge County- Non-Residents		1,599	1,372	17.0%																
All other Municipalities		236	978	-76.0%																
Checkout by Type of Material																				
Adult		8,275	8,590	-4.00%																
Children		8,444	8,361	1.0%																
Young Adult		841	666	26.0%																
Busiest Days																				
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Items requested thru the Trio Catalog																				
Requested by Hartford Customers (month)		2,197	2,444	-10.0%																
Requested by trio members (month)		2,643	3,105	-15.0%																
Other Library Services Information																				
Total Items Checked In		15,620	15,773	-1.0%																
Number of new cards issued		284	213	33.0%																
Public Computer Logins		1,174	1,275	-8.0%																
Reference Questions		1,069	-	-																
World Vital Records Database Logins		10	3	233.0%																
Pronunciator Logins		20	-	-																
AtoZ Databases		18	-	-																
Overdue Notifications																				
Notices mailed via USPS		224	55	307.0%																
Notices sent via Email		135	-	-																
Email Reminder Notice Sent		1,073	-	-																
Certified Letters Sent via USPS		5	-	-																
Sent to Police for Collection		2	-	-																
Overdrive																				
E-Book & E-Audio Downloads		1,564	781	100.0%																
New Items Added to the Collection																				
Total for the month		783	899	-13.0%																
Adult		443	541	-18.0%																
Children		258	294	-12.0%																
Young Adult		82	64	28.0%																
Volunteer Hours		155.25	146.25	6.0%																
Meeting Room Usage		244	117	109.0%																
	Library Events	City Event	Friends Event	General Public																
Community Room	19	3	1	6																
Conference Room			1	22																
Study Room 208			1	51																
Study Room 209			11	53																
Study Room 210			4	49																
Total for Each Room	19	3	18	204																