

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, DECEMBER 13, 2016
7:00 P. M.

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) UNANIMOUS CONSENT AGENDA

5) COMMUNICATIONS

A) Offices for Spring Election.

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) REZONING REQUEST FOR 264 NORTH PIKE LAKE DRIVE AND A PORTION OF 110 NORTH PIKE LAKE DRIVE

- 1) Opening of Hearing
- 2) Reading of Notice
- 3) Explanation of hearing by staff person
- 4) Appearances for
- 5) Appearances against
- 6) Discussion by Council
- 7) Closing of Hearing
- 8) Action: – Ordinance No. 1364 – An ordinance amending the zoning map, a part of Ordinance 278. (Executive Summary attached)

B) PETITION FOR DIRECT ANNEXATION BY UNANIMOUS CONSENT FOR APPROXIMATELY 4.257 ACRES LOCATED AT 477, 479, 481, AND 483 STATE TRUNK HIGHWAY 60

- 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. 1365 – An ordinance annexing territory to the City of Hartford. (Executive Summary attached)

9) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of approving the following licenses: **(bartender)** Jasmine Bowers, Noelle Hetzel.

2) Discussion and consideration of carry-forward of 2016 unexpended General Fund Project Funds. (Executive Summary attached)

B) PUBLIC WORKS

1) None.

C) UTILITY

1) Discussion and consideration of approving WPPI to perform an Electric Rate Structure Study.

10) RESOLUTIONS AND POSSIBLE ACTION THEREON

A) None.

11) ORDINANCES

A) FIRST READING AND POSSIBLE ACTION THEREON

1) Ordinance No. 1362– An ordinance amending Chapter 42.04 of the Hartford Municipal Code relating to fees for excessive garbage. (Executive Summary attached)

2) Ordinance No. 1363– An ordinance to amend Chapter 42.04 of the Hartford Municipal Code relating to fees for municipal services.

B) SECOND READING AND POSSIBLE ACTION THEREON

1) None

12) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of approving a contract with Accurate Appraisers. (Executive Summary attached)

13) MAYOR'S REPORT

A) Washington County Board update.

14) CLOSED SESSION

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

14) 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
DECEMBER 13, 2016

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

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

- 1) The Common Council minutes of November 22, 2016.
- 2) Authorizing appropriate City officials to enter into a contract with Ross Imaging, Sheboygan, to purchase the X7500GX Color Laser MFP Copy Machine at a total cost not to exceed \$6,900, budgeted amount \$7,000. (Executive Summary attached)

**CITY OF HARTFORD
COMMON COUNCIL
November 22, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, November 22, 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

Boy Scout Pack 3741 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.

UNANIMOUS CONSENT AGENDA

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

1. The Common Council minutes of October 11, 2016, October 25, 2016, and November 1, 2016.
2. Authorizing City officials to enter into annual farm land leases at the Hartford Municipal Airport with Gerald Uebele, for a 13.21 acre parcel at \$13.21 per year; James Borlen, for a 26.05 acre parcel at \$26.05 per year; Richard Rohde, for a 25 acre parcel at \$3,375 per year; and Daniel Meier, for a 38.8 acre parcel at \$5,238 per year.
3. Authorizing City officials to accept the lease assignment for the remaining term of the City's hangar land lease with Angeles Sitzes, for Hangar Lot No. 5 and enter into an airport hangar land lease at the Hartford Municipal Airport with Angeles Sitzes, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years.
4. Authorizing City officials to enter into an airport hangar land lease at the Hartford Municipal Airport for Lot No. 17 with Amy Biondich, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .10 cents per square foot, subject to rate reviews every five years; for Lot No. 32C with Phil Larsson, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years; for Lot No. 49 with Dennis Biondich, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07cents per square foot, subject to rate reviews every five years; for Lot No. 51 with Glenn Paringer, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years.

COMMON COUNCIL (11/22/2016)

5. Authorizing appropriate City officials to transfer the Hangar Land Lease for Hangar No. 41 at the Hartford Municipal Airport from John D Lee to Jim and Tina Lockbaum, Oconomowoc.
6. Authorizing appropriate City officials to purchase the Nice Rink kit at a total cost not to exceed \$4,658.53 from Nice Rink, Genoa City, WI.
7. Authorizing appropriate City officials to purchase a 2017 John Deere 1550 series mower from Mid-State Equipment, Jackson, for a total price not to exceed \$18,641.75. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

Deputy Clerk Pat Borlen provided information on the alderperson offices for the spring election. She also reported that the City is in receipt of a petition for direct annexation by unanimous consent for 4.26 acres along STH 60 in the Town of Rubicon. The petition will be referred to the Plan Commission for review and recommendation.

APPEARANCES / CITIZENS COMMENTS

Police Chief Groves introduced new police officers Nicholas Skelton and Mitchell Kraemer. Deputy Clerk Pat Borlen administered the oath of office to the two officers.

ALDERMANIC REQUESTS

Several alderpersons extended Thanksgiving greetings. Alderperson Mixon thanked everyone involved in coordinating the Christmas parade. She mentioned that Saturday November 26th is Small Business Saturday and to support Hartford's small businesses. Alderperson Meyer congratulated Officers Skelton and Kraemer.

PUBLIC HEARING "A" 2017 BUDGET

Mayor Michalak declared the public hearing open. The notice of public hearing as published in the Daily News was read by Deputy Clerk Pat Borlen. City Administrator Volkert provided information and a brief explanation on the proposed 2017 budget, and responded to alderperson questions. The City's 2017 tax rate is projected at \$6.38 per thousand. There were no appearance for, nor any against the proposed budget. There being no alderperson discussion, Mayor Michalak declared the public hearing closed.

Resolution No. 3466

**A RESOLUTION ADOPTING THE NECESSARY
FUNDS FOR THE YEAR 2017 AND
ESTABLISHING THE GENERAL PROPERTY TAX**

COMMON COUNCIL (11/22/2016)

MOTION by Alderperson Mixon, and seconded by Alderperson Meyer for the adoption of proposed Resolution 3466. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3467

**A RESOLUTION ADOPTING THE SCHOOL BUDGET AND
AUTHORIZING AND DIRECTING THE CITY CLERK TO SPREAD
SAME UPON THE TAX ROLL OF THE CITY OF HARTFORD**

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll for the adoption of proposed Resolution 3467. MOTION CARRIED UNANIMOUSLY.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Alderperson Jewell, and seconded by Alderperson Mixon approving the following licenses: (bartender) Taylor Mangan, Miranda Melka, Johanne Ruch. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer approving the adjustments to the 2016 annual budget. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Jewell, and seconded by Alderperson Mixon approving the write-off of uncollectible personal property taxes for the year 2015 in the amount of \$684.89. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Kohler, and seconded by Alderperson Meyer approving the carry-forward of 2016 unexpended General Fund Project funds in the amount of \$55,000. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3468

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP
FOR A PROPERTY LOCATED IN THE CITY OF HARTFORD
(2712 East Sumner Street)**

The proposed certified survey map consists of two lots. Lot 1 is 1.81 acres; Lot 2 is 1.26 acres. Both lots meet the minimum area, width, and lot coverage requirements of the B-5 zoning district.

MOTION by Alderperson Rusniak, and seconded by Alderperson Mixon for the adoption of proposed Resolution 3468. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

Vandewalle and Associates was contracted to help the City and its partners begin implementation of the Hartford Downtown Opportunity Analysis and Downtown Redevelopment Plan. The existing contract is based on a budget of \$60,000 for 2016. Staff asked Vandewalle and Associates to create most of TID #10. Staff is requesting a modification to the existing contract with Vandewalle and Associates to incorporate the TID #10 expenses of \$20,000. All of the TID expenses are eligible for reimbursement by TID #10.

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll approving a contract amendment with Vandewalle and Associates for a Downtown Planning Implementation Contract including TID #10 work at a price not to exceed \$80,000. MOTION CARRIED UNANIMOUSLY.

City Administrator Volkert commented on the 2016 third quarter financial report, and responded to questions.

MAYOR'S REPORT

There was no Washington County Board update. The Mayor mentioned the passing of Hartford resident Ralph Schellinger. He also extended Thanksgiving greetings.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 7:53 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCNOV22.16
Compiled by Pat Borlen, Deputy Clerk

EXECUTIVE SUMMARY

TITLE: Digital Color Copy Machine Replacement for Engineering Department.

BACKGROUND: The color copy machine currently being used by the Engineering Department was purchased in January 2010 and became disruptive with paper jams and shutdowns during 2016. The maintenance contract with this copier covers the repairs, however, over the years the cost per copy has increased 10% each year. Although the 2010 copier still works, during its seven year life, the maintenance agreement costs totaled to more than \$15,750.00, with a past average of \$2,250.00 per year. The current contract started out at .012 per print click for black and white and .08 per print click for color; the 2016 cost per print click is now .01871 for black & white and .12503 for color (*See attached Count & Cost Comparison Spreadsheet*).

The cost of the maintenance agreement is shared between all city departments who use the copier. Considering that the copy machine provides important documents necessary for the daily function of the Engineering Department, Planning and Building Inspection Departments, and the Public Works and Wastewater Departments, it is important to update this equipment every six to seven years. The current high annual cost per print click for this older copier is just over \$3,000.00 with the new copier's annual cost per print click at \$552.00 per year for three years.

The Engineering Department has requested proposals as outlined on the attached *Count & Cost Comparison Spreadsheet*. The printing click fees under annual maintenance agreements are perhaps as important or more so when deciding which copier to purchase. After considering the features of each machine, comparing the anticipated cost under each maintenance agreement, and analyzing the total package, it was determined that the **Samsung X7500GX Color Copy Machine** would best serve the Engineering Department's needs. While it is not the lowest "cost" for the copy machine alone, when considering the maintenance agreements over the next five years, it becomes the lowest total cost when including the maintenance agreement. This digital machine has exceptional print quality for both color and black/white. It prints 50 pages per minute, fast dual scanning, ability to scan documents to USB devices, network folders and email, and includes document management software providing tools that help organize, edit and combine scanned documents. Also included with this unit is a fax kit to scan and fax documents from the copier to computer. Ross Imaging, LLC has recently purchased Congress Business Systems in West Bend offering a repair response time of 2.4 Hours. The language "Specially Priced Inventory-Subject to Availability" shown on the attached proposal means that we have been given a \$2,000.00 credit on the price which is good until the end of December. We need to place the order soon in order to take advantage of this price. The copier would not be delivered until after January 1, 2017. The 2017 Engineering Department Budget contains \$7,000.00 under Small Capital Outlays for this copy machine replacement.

FISCAL IMPACT: \$6,900.00 from the \$7,000.00 budgeted for the copy machine in the 2017 Engineering Department Budget under Account No. 100.601.531100.59501.

RECOMMENDATION: Appropriate City Officials are authorized to enter into a contract with Ross Imaging, LLC, 1406 N 25th Street, Sheboygan, WI 53081, to purchase the X7500GX Color Laser MFP Copy Machine at a total cost not to exceed **\$6,900.00** including delivery, installation and training with a three year rate lock on Maintenance Agreement with Black & white copies to be billed at \$.0044 per copy and Color copies to be billed at \$.032 per copy.

PREPARED BY: Jason W. Schall 12-7-16
Jason W. Schall
City Engineer
Date

REVIEWED BY: Justin Drew 12/7/16
Justin Drew
Director of Community Development
Date

REVIEWED BY: Dawn Timm 12-7-16
Dawn Timm
Finance Director/Treasurer
Date

APPROVED BY: Steve Volkert 12-7-16
Steve Volkert
City Administrator
Date

ROUTING: Common Council - December 13, 2016



Samsung X7500GX Color Laser MFP

Item	Purchase Price
Samsung X7500GX Color Laser MFP Includes: 50 page-per-minute Copy, Print Speed 160 page-per-minute Simplex Scan Speed in Black & White and Color 240 page-per-minute Duplex Scan Speed in Black & White and Color 2 - 520 Sheet Paper Drawers Dual Cassette Feeder 100 Sheet Multi-Purpose Tray 250 Sheet Dual Scan Document Feeder Fax Kit Power Filter	
Total Investment	\$ 6,900.00

Service Contract

Black & White copies to be billed at \$.0044 per copy. Color copies to be billed at \$.032 per copy. Contract to include all parts, labor and supplies, such as toner, developer, drum and waste bottles. FMAudit to cover automatic meter reads and toner alerts to Ross Imaging LLC.

- **3 Year Rate Lock on Maintenance Agreement**
- **No Shipping & Handling Fee for Supplies**

Specially Priced Inventory - Subject to Availability

INVESTMENT INCLUDES: Delivery, Installation, Network Installation and Professional Training

COPY MACHINE COUNT & COST COMPARISON SPREADSHEET

	1	2	3	4	5	6	7
FEATURES: COPIER	Ross Imaging LLC Contact: Rob Vandevrede (West Bend)	Wisconsin Document Imaging (Ricoh) (Menomonee Falls)	Ricoh USA (Brookfield) Contact: Mike Kriefer	Milwaukee Office Products Contact: Craig Woytal	Office Technology Group Contact: David Peede (Milwaukee)	Wisconsin Imaging Solutions Contact: Steve Plahuta	James Imaging Systems (Brookfield) Contact: Clint Lebesch
	SAMSUNG X7500GX	RICOH MPC 4504	RICOH MPC 3504	KYOCERA/COPYSTAR 3252CI (Just came out)	SHARP MX-3570N	SHARP MX-3070N	TOSHIBA E9300SAC
Pages per Minute (PPM)	50 PPM	45 PPM	35 PPM	32 PPM	35 PPM	30 PPM	30 PPM
Digital Color MFP	50 PPM	45 PPM	35 PPM	32 PPM	35 PPM	30 PPM	30 PPM
First Copy Time (Black)	3-5 Seconds	4 Seconds	5.3 Seconds	5.3 Seconds	10 Seconds	10 Seconds	5.9 Seconds
First Copy Time (Color)	5.7 Seconds	5.7 Seconds	7 Seconds	7 Seconds	10 Seconds	10 Seconds	7.8 Seconds
4 Paper Drawers (2 Reg., 11x17 & 8x14)	4 Paper Drawers	4 Paper Drawers x 550 sheets + 100 sheet Bypass Tray	4 Paper Drawers x 550 Sheet Trays	4 Paper Drawers x 500 sheets + 150 sheet Multi- Purpose Tray	4 Paper Drawers X 550 Sheets + 100 Sheet Bypass	4 Paper Drawers x 500 sheets	4 Paper Drawers x 500 sheets
Dual Head/Single Pass	Yes	Yes	Yes/Stack less Automatic	Yes	Yes	Yes	Yes
Scan Document Feeder (2- Sided)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Stapler Finisher - Inner	No	No	Yes	No	No	Yes	Yes
GPS Tracking System on Copier Toner & System Maintenance	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fax Unity/Kit	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Scan to Email	Yes	Yes	Yes	Yes	Yes	Yes	Yes
USB Memory Stick Printing & Scanning	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Network Printing & Color Scanning	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PURCHASE PRICE:	\$6,900.00	\$5,450.00	\$6,583.40	\$5,900.00	\$6,546.50	\$6,999.00	\$7,374.00
5,000 B/W & 750 Color:	\$46.00	\$67.50	\$74.60	\$81.75	\$87.00	\$89.25	\$113.00
5-YR COST PROJECTION:	\$9,828.00	\$9,848.00	\$10,280.60	\$11,423.00	\$11,766.50	\$12,631.20	\$13,530.00
Monthly Charge	N/A	N/A	\$62.00/mo. Mono: \$0.0058 Color: \$0.0630	\$50/mo Minimum	N/A	N/A	\$113.00 Fixed @ 7,000 B/W & 1000 C
Overage Charge per click	N/A	N/A	Mono: .0072 Color: .042	N/A	N/A	N/A	Mono: \$ 0.009 Color: \$0.0500
Cost Per Copy/Click	2.4 Hours (Average)	3-4 Hours	First Year Free built into price; locked for 4 years	No Rate Lock	Rate locked 5 Years	Rate locked 3 Years 10% Annual Increase	Rate locked 3 Years
Hold/Lock on Service Rates	Rate locked 3 Years 10% Annual Increase	Rate locked 2 Yrs 7% Annual Increase	Rate locked 4 years	Rate locked 5 Years	Rate locked 3 Years	Rate locked 3 Years	Rate locked 3 Years
Processing Fees for Copier & Toner	None	None	None	None	None	None	None

**NOTICE OF SPRING ELECTION
CITY OF HARTFORD
April 4, 2017**

NOTICE IS HEREBY GIVEN that at an election to be held in the City of Hartford, on Tuesday, April 4, 2017, the following officers are to be elected to succeed the present incumbents listed. The term for Alderpersons begins on Tuesday, April 18, 2017.

<u>Office</u>	<u>Incumbent</u>	<u>Term</u>
Aldersperson, District One	Robert Jewell	1 year
Aldersperson, District One	Randy Meyer	3 years
Aldersperson, District Two	Dennis Hegy	3 years
Aldersperson, District Three	Barry Wintringer	3 years

Information concerning aldermanic district boundaries may be obtained from the City Clerk, 109 N Main St., Hartford, WI 53027.

NOTICE IS FURTHER GIVEN that the first day to circulate nomination papers is Thursday, December 1, 2016, and the final day for filing nomination papers is 5:00 p.m. on Tuesday, January 3, 2017, in the office of the City Clerk. Nomination papers are available in the City Clerk's office.

NOTICE IS FURTHER GIVEN that if a primary election is necessary, the primary will be held on Tuesday, February 21, 2017.

Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the division of Motor Vehicles.

Given under my hand and seal at City Hall in the City of Hartford this 22nd day of November, 2016.

Lori Hetzel,
City Clerk
City of Hartford

Executive Summary

Ordinance No. 1364

Title: Review of a rezoning request for 264 North Pike Like Drive and a portion of 110 North Pike Lake Drive.

Background: The owners of 264 North Pike Like Drive have requested that the property be rezoned from Rm-3 multi-family residential to I-1 Institutional. The owner of 110 North Pike Lake Drive has requested that the property be rezoned from B-5 Highway Business zoning to I-1 Institutional zoning. This petition is to facilitate the creation of a large assisted living and memory care facility.

The lots are surrounded by multi-family uses and wetland to the north, commercial uses to the west and south, and wetland to the east. The Smart Growth Plan calls for commercial development. The proposed assisted living facility is allowed within this designation.

Both of the lots meet the minimum area and width requirements of the I-1 Institutional District (7,200 ft², 6 feet). 264 North Pike Lake Drive is approximately 3.1 acres and 160 feet wide. The portion of 110 North Pike Lake Drive proposed for rezoning is 2.2 acres and 180 feet wide.

The eastern portion of both of these lots is zoned C-1 lowland conservancy (wetland) and this overlay zoning designation would remain if the rezoning is approved.

Recommendation: The Planning Staff recommends approval of the rezoning request for 264 North Pike Like Drive from Rm-3 multi-family residential to I-1 Institutional, and the rezoning of a portion of 110 North Pike Lake Drive from B-5 Highway Business zoning to I-1 Institutional zoning.

Prepared By: Justin Drew 12/7/16
Justin Drew, Date
City Planner

Reviewed By: Lori Hetzel 12/7/16
Lori Hetzel Date
City Clerk

Approved By: Steve Volkert 12-7-16
Steve Volkert, Date
City Administrator

ROUTING: PLAN COMMISSION 12/12/16
COMMON COUNCIL 12/13/16

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

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

SECTION 1: That the property described as:

All of Lot 1 and Outlot 1 of Certified Survey Map No. 6453 as recorded in the Washington County Registry in Volume 49 of Certified Survey Maps on pages 52-54 as Document No. 1305122, part of Lot 3 of Certified Survey Map No. 5845, being part of the Northwest 1/4 and the Southwest 1/4, all in the Northeast 1/4 of Section 22, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the North 1/4 corner of said Section 22; thence S 00°28'44" E, along the west line of the Northeast 1/4 of said Section a distance of 1350.22 feet; thence N 89°31'16" E, 40.00 feet to a point on the east right-of-way line of Hilldale Drive, also being the westerly line of said Lot 3; thence southeasterly along said east right-of-way line and said westerly lot line 303.10 feet along the arc of a curve whose center lies to the northeast, whose radius is 210.00 feet, and whose chord bears S 41°49'48" E, 277.47 feet to the point of beginning of the parcel to be described; thence N 08°00'00" E along a southerly line of Ridedale Condominiums 193.46 feet; thence N 58°54'51" E along a southerly line of Ridedale Condominiums 549.84 feet to a point on the east line of said Lot 3; thence S 28°55'11" E along said east lot line 183.62 feet to the southeast corner of said Lot 3; thence S 49°24'11" W along a southerly line of said Lot 3 a distance of 537.22 feet to a point on the northerly right-of-way line of N. Pike Lake Drive, said point being the most southerly corner of said Lot 3; thence northwesterly along said northerly right-of-way line, also being a southerly line of said Lot 3 a distance of 172.10 feet along the arc of a curve whose center lies to the south, whose radius is 665.00 feet, and whose chord bears N 78°37'29" W 171.62 feet; thence continuing northwesterly along said northerly right-of-way line and said southerly lot line 10.49 feet along the arc of a curve whose center lies to the north, whose radius is 210.00 feet, and whose chord bears N 84°36'25" W, 10.49 feet to the point of beginning.

Containing 3.214 acres (140,006 square feet) more or less.

be and the same is hereby rezoned to I-1 Institutional District.

SECTION 2: That the property described as:

Part of Lot 2 of Certified Survey Map No. 5845, being part of the Northwest 1/4 of the Northeast 1/4 and the Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the North 1/4 corner of said Section 22; thence S 00°28'44" E, along the west line of the Northeast 1/4 of said Section a distance of 1350.22 feet; thence N 89°31'16" E, 40.00 feet to a point on the east right-of-way line of Hilldale Drive, also being the westerly line of Lot 3 of said of Certified Survey Map No. 5845; thence southeasterly along said east right-of-way line and said westerly lot line 303.10 feet along the arc of a curve whose center lies to the northeast, whose radius is 210.00 feet, and whose chord bears S 41°49'48" E, 277.47 feet; thence N 08°00'00" E along a southerly line of Ridedale

Condominiums 193.46 feet; thence N 58°54'51" E along a southerly line of Ridedale Condominiums 549.84 feet to a point on the east line of said Lot 3; thence S 28°55'11" E along said east lot line 183.62 feet to the southeast corner of said Lot 3, being the point of beginning of lands herein described; thence continuing S 28°55'11" E, along the easterly line of said Lot 2, 204.23 feet; thence S 49°24'11" W, 200 feet normal to and parallel with the north line of said Lot 2, 417.81 feet to a point on the northerly right-of-way line of N. Pike Lake Drive; thence northwesterly along said right-of-way line and along the arc of a curve to the left 215.64 feet, radius 665.00 feet, delta 18°34'46", chord N 61°55'15" W 214.70 feet, to the most southerly corner of said Lot 3; thence N 49°24'11" E, along said north line of Lot 2, 537.22 feet to the point of beginning.
Containing 2.164 acres (94,252 square feet) more or less.

be and the same is hereby rezoned to I-1 Institutional District.

SECTION 3: This Ordinance shall be in full force and take effect from and after its passage and publication as required by law.

Signed:

Timothy C. Michalak, Mayor

Introduced: December 13, 2016
Adopted: December 13, 2016

Attest:

Lori Hetzel, City Clerk

Daily News:
November 29, 2016
December 6, 2016
34 Notices sent

**NOTICE OF PUBLIC HEARING
COMMON COUNCIL**

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on December 13, 2016 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

Lake States Senior Facilities LLC has requested the rezoning of a portion of the property known as 264 North Pike Lake Drive (tax key number 36-2201-008-997) from Rm-3 Multi Family Residential District to I-1 Institutional District.

Legal Description

All of Lot 1 and Outlot 1 of Certified Survey Map No. 6453 as recorded in the Washington County Registry in Volume 49 of Certified Survey Maps on pages 52-54 as Document No. 1305122, part of Lot 3 of Certified Survey Map No. 5845, being part of the Northwest 1/4 and the Southwest 1/4, all in the Northeast 1/4 of Section 22, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the North 1/4 corner of said Section 22; thence S 00°28'44" E, along the west line of the Northeast 1/4 of said Section a distance of 1350.22 feet; thence N 89°31'16" E, 40.00 feet to a point on the east right-of-way line of Hilldale Drive, also being the westerly line of said Lot 3; thence southeasterly along said east right-of-way line and said westerly lot line 303.10 feet along the arc of a curve whose center lies to the northeast, whose radius is 210.00 feet, and whose chord bears S 41°49'48" E, 277.47 feet to the point of beginning of the parcel to be described; thence N 08°00'00" E along a southerly line of Ridedale Condominiums 193.46 feet; thence N 58°54'51" E along a southerly line of Ridedale Condominiums 549.84 feet to a point on the east line of said Lot 3; thence S 28°55'11" E along said east lot line 183.62 feet to the southeast corner of said Lot 3; thence S 49°24'11" W along a southerly line of said Lot 3 a distance of 537.22 feet to a point on the northerly right-of-way line of N. Pike Lake Drive, said point being the most southerly corner of said Lot 3; thence northwesterly along said northerly right-of-way line, also being a southerly line of said Lot 3 a distance of 172.10 feet along the arc of a curve whose center lies to the south, whose radius is 665.00 feet, and whose chord bears N 78°37'29" W 171.62 feet; thence continuing northwesterly along said northerly right-of-way line and said southerly lot line 10.49 feet along the arc of a curve whose center lies to the north, whose radius is 210.00 feet, and whose chord bears N 84°36'25" W, 10.49 feet to the point of beginning.

Containing 3.214 acres (140,006 square feet) more or less.

Lake States Senior Facilities LLC has requested the rezoning of a portion of the property known as 110 North Pike Lake Drive (tax key number 36-2201-008-003), from B-5 Highway Business District to I-1 Institutional District.

Legal Description

Part of Lot 2 of Certified Survey Map No. 5845, being part of the Northwest 1/4 of the Northeast 1/4 and the Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the North 1/4 corner of said Section 22; thence S 00°28'44" E, along the west line of the Northeast 1/4 of said Section a distance of 1350.22 feet; thence N 89°31'16" E, 40.00 feet to a point on the east right-of-way line of Hilldale Drive, also being the westerly line of Lot 3 of said of Certified Survey Map No. 5845; thence southeasterly along said east right-of-way line and said westerly lot line 303.10 feet along the arc of a curve whose center lies to the northeast, whose radius is 210.00 feet, and whose chord bears S 41°49'48" E, 277.47 feet; thence N 08°00'00" E along a southerly line of Ridedale Condominiums 193.46 feet; thence N 58°54'51" E along a southerly line of Ridedale Condominiums 549.84 feet to a point on the east line of said Lot 3; thence S 28°55'11" E along said east lot line 183.62 feet to the southeast corner of said Lot 3, being the point of beginning of lands herein described; thence continuing S 28°55'11" E, along the easterly line of said Lot 2, 204.23 feet; thence S 49°24'11" W, 200 feet normal to and parallel with the north line of said Lot 2, 417.81 feet to a point on the northerly right-of-way line of N. Pike Lake Drive; thence northwesterly along said right-of-way line and along the arc of a curve to the left 215.64 feet, radius 665.00 feet, delta 18°34'46", chord N 61°55'15" W 214.70 feet, to the most southerly corner of said Lot 3; thence N 49°24'11" E, along said north line of Lot 2, 537.22 feet to the point of beginning.

Containing 2.164 acres (94,252 square feet) more or less.

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

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

Dated this 29th day of November, 2016.

Lori Hetzel
City Clerk

36-2201-008-006+
Ridgedale LLC
104 N. 74th Street
Milwaukee, WI 53213

36-2201-008-046
Andrea Kort
Unit 1302, 230 Hilldale Drive
Hartford, WI 53027

T6-047600Z+
Commerce State Bank
Stop 1, 1700 S. Silverbrook Drive
West Bend, WI 53095

2201-008-054+
Karl & Shirley Stehli
230 Hilldale Drive 1208
Hartford, WI 53027

2201-008-029
David Volk
230 Hilldale Drive 1212
Hartford, WI 53027

2201-008-032
Jean Mangan
Unit 1303, 230 Hilldale
Hartford, WI 53027

2201-008-031
Andrea Kort
Unit 1302, 230 Hilldale Drive
Hartford, WI 53027

2201-008-003
Colliers International
Suite 300, 1243 N. 10th Street
Milwaukee, WI 53205

2201-003-010
Robin Wallenfang
540 North Street
Green Lake, WI 54941

2201-008-014
Pamela Larson
230 Hilldale Drive 1109
Hartford, WI 53027

2201-008-057+
Frank Zappia, Sandra Lackas Trusts
5840 Westwood Place
Vero Beach, FL 32967

2201-008-038+
Bon Dale Condominiums LLC
800 Noridge Trail
Port Washington, WI 53074

2201-008-009
Michelle Koch, Kathy Koch
Unit 1104, 230 Hilldale Drive
Hartford, WI 53027

2201-008-037
Edward Braun, Jean Braun Trusts
230 Hilldale Drive 1308
Hartford, WI 53027

2201-008-021
Stolaski Trust
1632 Nature Trail
Hartford, WI 53027

2201-008-011
Rosemary Marker
Unit 1106, 230 Hilldale Drive
Hartford, WI 53027

2201-008-035
Arlene Ziebell
Unit 1306, 230 Hilldale Drive
Hartford, WI 53027

2201-008-013
Margaret Jaeger
Unit 1108, 230 Hilldale Drive
Hartford, WI 53027

T6-047500L
Karen Kletti Revocable Trust
3559 Wayside Drive
Hartford, WI 53027

2201-002-012
Rorie Lynn Landscaping LLC
30 S. Pike Lake Drive
Hartford, WI 53027

2201-008-051+
Lynn Brinkman
Unit 1112, 230 Hilldale Drive
Hartford, WI 53027

36-2201-008-018
Marion Pitzlin
5605 Woodcrest Drive
Hartford, WI 53027

2201-008-056+
NAJU LLC
4222 W. Hiland Court
Mequon, WI 53092

2201-008-033
Nancy Spahn
Unit 1304, 230 Hilldale Drive
Hartford, WI 53027

2201-008-023
Brigitte Gunst, David Gunst et al
230 Hilldale Drive 1206
Hartford, WI 53027

2201-008-039
Virginia Sanchez Moret
Unit 1310, 230 Hilldale Drive
Hartford, WI 53027

2201-008-019
Theodore Kempf
230 Hilldale Drive 1202
Hartford, WI 53027

2201-008-002
ARHC AMHTDWLOI LLC
c/o Altus Group US Inc. #7786
21001 N. Tatum Blvd. Suite 1630-630
Phoenix, AZ 85058

T6-047500K
Stephen & Jacqueline Bezaire
2120 Glenview Terrace
Alta Dena, CA 91001

T6-047500F
John & Janice Priesgen
3571 Wayside Drive
Hartford, WI 53027

2201-002-013
Selb Companies
1639 Hillside Drive
Hubertus, WI 53033

2201-002-005
David and Krystal Walling
2001 Lake View Drive
Hartford, WI 53027

Town of Hartford
3360 CTH K
Hartford, WI 53027

Lake States Senior Facilities LLC
8616 Blackwolf Drive
Madison, WI 53717

Accurate Surveying & Engineering LLP

Land Surveying, Developing and Consulting
2911 Wildlife Lane, Richfield, WI 53076 Phone (262)677-2120

November 23, 2016

RE: Legal description for Ridgedale lands to be rezoned.

All of Lot 1 and Outlot 1 of Certified Survey Map No. 6453 as recorded in the Washington County Registry in Volume 49 of Certified Survey Maps on pages 52-54 as Document No. 1305122, part of Lot 3 of Certified Survey Map No. 5845, being part of the Northwest 1/4 and the Southwest 1/4, all in the Northeast 1/4 of Section 22, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, which is bounded and described as follows:

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Containing 3.214 acres (140,006 square feet) more or less.

Accurate Surveying & Engineering LLP

Land Surveying, Developing and Consulting
2911 Wildlife Lane, Richfield, WI 53076 Phone (262)677-2120

November 23, 2016

RE: Legal description for part of Commerce State Bank lands to be rezoned.

Part of Lot 2 of Certified Survey Map No. 5845, being part of the Northwest 1/4 of the Northeast 1/4 and the Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, which is bounded and described as follows:

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Containing 2.164 acres (94,252 square feet) more or less.

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

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

Address of Subject Property: 264 N. PIKE LAKE Drive, Hartford, WI 53201
 Tax Key Number: 2201008997

Legal Description or Metes & Bounds Description: _____

Existing Zoning: R-3 Proposed Zoning: I-1

Existing Use: VACANT LAND

Proposed Use: SENIOR HOUSING - ASSISTED LIVING + MEMORY CARE

Applicant Name: LAKE STATES SENIOR FACILITIES LLC

Address: 8616 BLACKWOLF DRIVE

City: MADISON State: WI Zip: 53717

Daytime Phone: 608-345-9993 Fax: _____ Other: _____

Owner Name: Ridgedale LLC - ATTN: Sheila Firazi

Address: 104 N 74th Street

City: MILWAUKEE State: WI Zip: 53213

Daytime Phone: 414-322-8518 Fax: _____ Other: _____

Attorney Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____ Other: _____

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

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

Supporting Information:

The following supporting information must be submitted with this application:

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

Signature of Applicant: Michael Nagel (Member) Date: 11-17-16

Signature of Owner (if different): _____ Date: _____

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

CITY OF HARTFORD

REQUEST FOR ZONING CHANGE
(PLEASE PRINT OR TYPE)

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

Address of Subject Property: <u>110 N. PIKE LAKE DR, HARTFORD, WI</u>	
Tax Key Number: <u>2201008003</u>	
Legal Description or Metes & Bounds Description: _____	
Existing Zoning: <u>COMMERCIAL</u>	Proposed Zoning: <u>I-1</u>
Existing Use: <u>VACANT LAND</u>	
Proposed Use: <u>SENIOR HOUSING - ASSISTED LIVING + MEMORY CARE</u>	

Applicant Name: <u>LAKE STATES SENIOR FACILITIES LLC</u>		
Address: <u>8616 BLACKWOLF DRIVE</u>		
City: <u>MADISON</u>	State: <u>WI</u>	Zip: <u>53717</u>
Daytime Phone: <u>608-345-9993</u>	Fax: _____	Other: _____
Owner Name: <u>Commerce State Bank (Contact: DAVID Borchardt)</u>		
Address: <u>1700 S. SILVERBROOK DRIVE</u>		
City: <u>WEST BEND</u>	State: <u>WI</u>	Zip: <u>53095</u>
Daytime Phone: <u>262-247-2804</u>	Fax: _____	Other: _____
Attorney Name: <u>ATTY JACK A. ENEA</u>		
Address: <u>555 E. WELLS, Ste 1900</u>		
City: <u>MILWAUKEE</u>	State: <u>WI</u>	Zip: <u>53202</u>
Daytime Phone: <u>414-978-5745</u>	Fax: _____	Other: _____

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

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1. Plot Plan drawn to scale of one (1) inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area to be rezoned.
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3. A Letter of Request addressed to the City Clerk from the owner(s) of the subject property.
4. Additional information required by the City Staff or any information that the applicant would like to submit to support the application.

Signature of Applicant: _____ Date: _____

Signature of Owner (if different): _____ Date: _____

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



Commerce
STATE BANK

Earning Relationships

July 19, 2016

City of Hartford

Re: Request for Zoning Change - 110 N Pike Lake Drive

To Whom it May Concern,

As owner of the property at 110 N Pike Lake Drive, Hartford Wisconsin, we have no objection to the Request for Zoning Change submitted by the Applicant, Lake States Senior Facilities, LLC. Our consent is conditioned on the Zoning Change not taking effect until there is a transfer of the subject lands from the Owner to the Applicant or an assignee of the Applicant.

Very Truly Yours,

David R. Borchardt
CFO/COO

DRB/mls

Return to Search Results		Property Summary	
Owner (s): COMMERCE STATE BANK		Location: Section, Sect. 22, T10N, R18E	
Mailing Address: COMMERCE STATE BANK COLLIERS INTERNATIONAL STE 300 1243 N 10TH ST MILWAUKEE, WI 53205		School District: 2436 - HARTFORD UNION HS 2443 - HARTFORD J 1	
Tax Parcel ID Number: 2201008003	Tax District: 36-CITY OF HARTFORD	Status: Active	Acres: 10.9200
Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.): PT OF NE CSM 5845 LOT 2 DOC 1282444 SEC 22-10-18 10.92 AC			
Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.) 110 N PIKE LAKE DR HARTFORD, WI 53027			

[Select Detail](#) -> <[Select Detail](#)>

[Make Default Detail](#)

[Printer Friendly Page](#)

[View Interactive Map](#)

Summary of Subject Details:

Assessments:

Assessment detail by year.

Taxes:

Tax history by year, links to tax payment history, and payoff calculator.

Zoning:

Rural zoning map for the selected parcel. Zoning is intended to be used as a reference only. Only rural zoning information is provided. For information about city or village zoning, please contact local officials.

Districts:

Special District information (Lake, Sanitary, TIF, BID).

Parcel History:

History of tax parcel changes. Parcel history is not available for changes made prior to January 15, 2006. Changes made prior to this are available only by visiting the County.

Documents:

Documents related to selected tax parcel. There may be other documents related to this parcel that are not shown.

Survey History:

List of surveys performed on selected parcel or on parents of selected parcel. There may be surveys performed that are not available electronically through this portal.

Sales History:

List of all sales related to the selected parcel. There may be documents related to this parcel that are not shown.

Parcel Map:

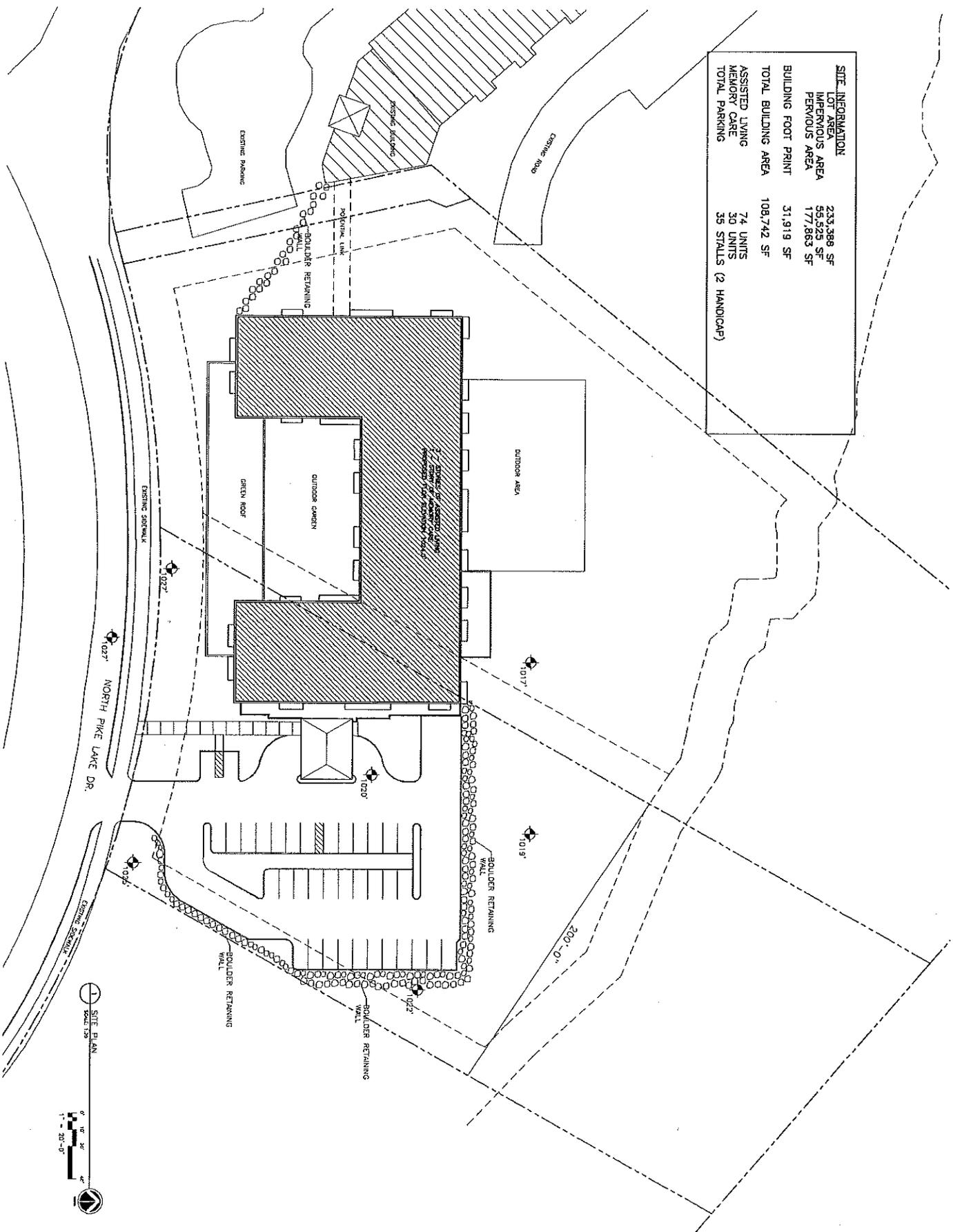
Interactive map of the selected tax parcel. Maps are available for 'Active' parcels only.

Permits:

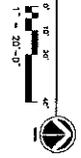
Listing of sanitary and/or land use permits associated with the parcel.

[Logout](#)

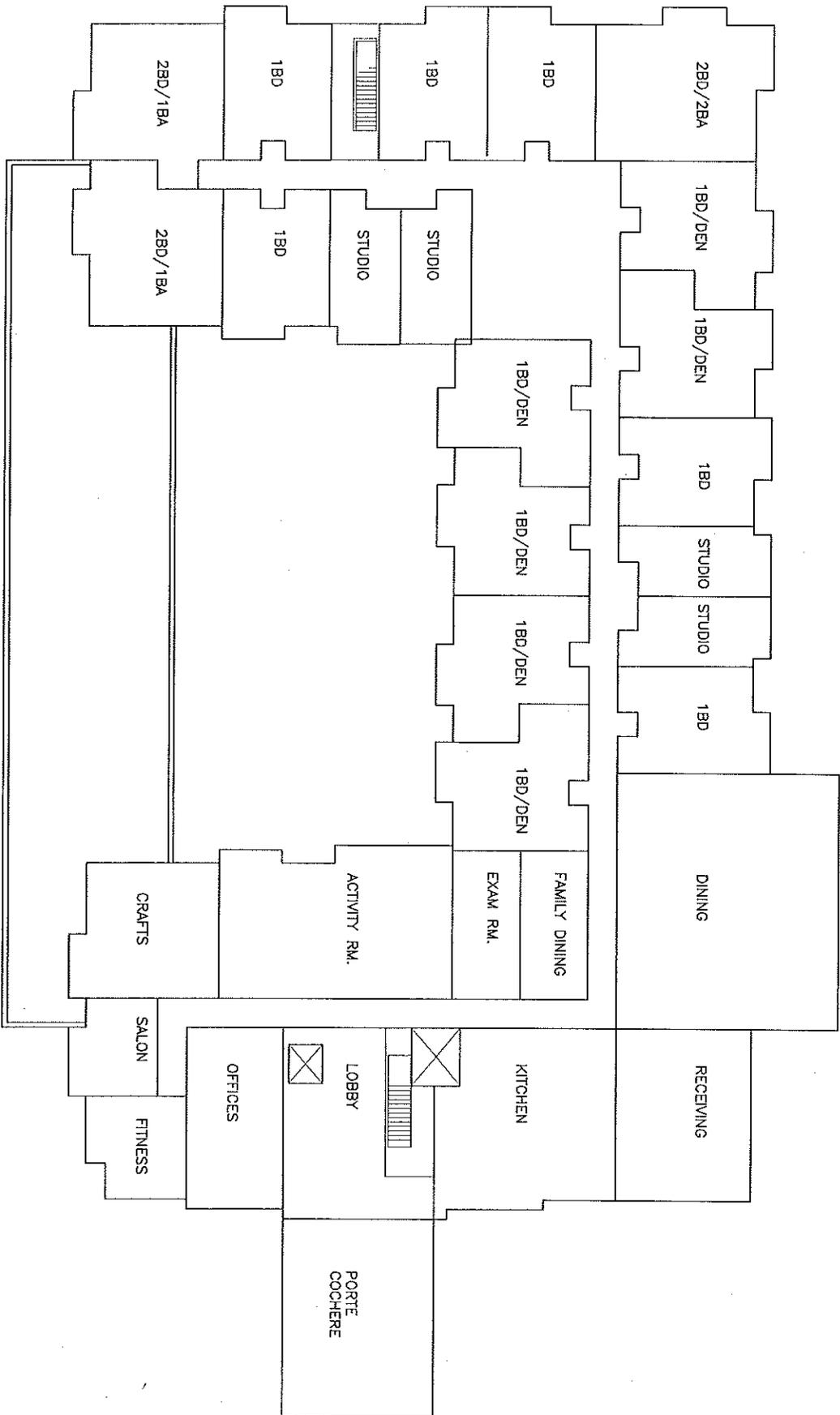
SITE INFORMATION	
LOT AREA	233,388 SF
PERVIOUS AREA	55,525 SF
PERVIOUS AREA	177,863 SF
BUILDING FOOT PRINT	31,919 SF
TOTAL BUILDING AREA	108,742 SF
ASSISTED LIVING	74 UNITS
MEMORY CARE	30 UNITS
TOTAL PARKING	35 STALLS (2 HANDICAP)



1 SITE PLAN
SCALE: 1/8" = 1'-0"



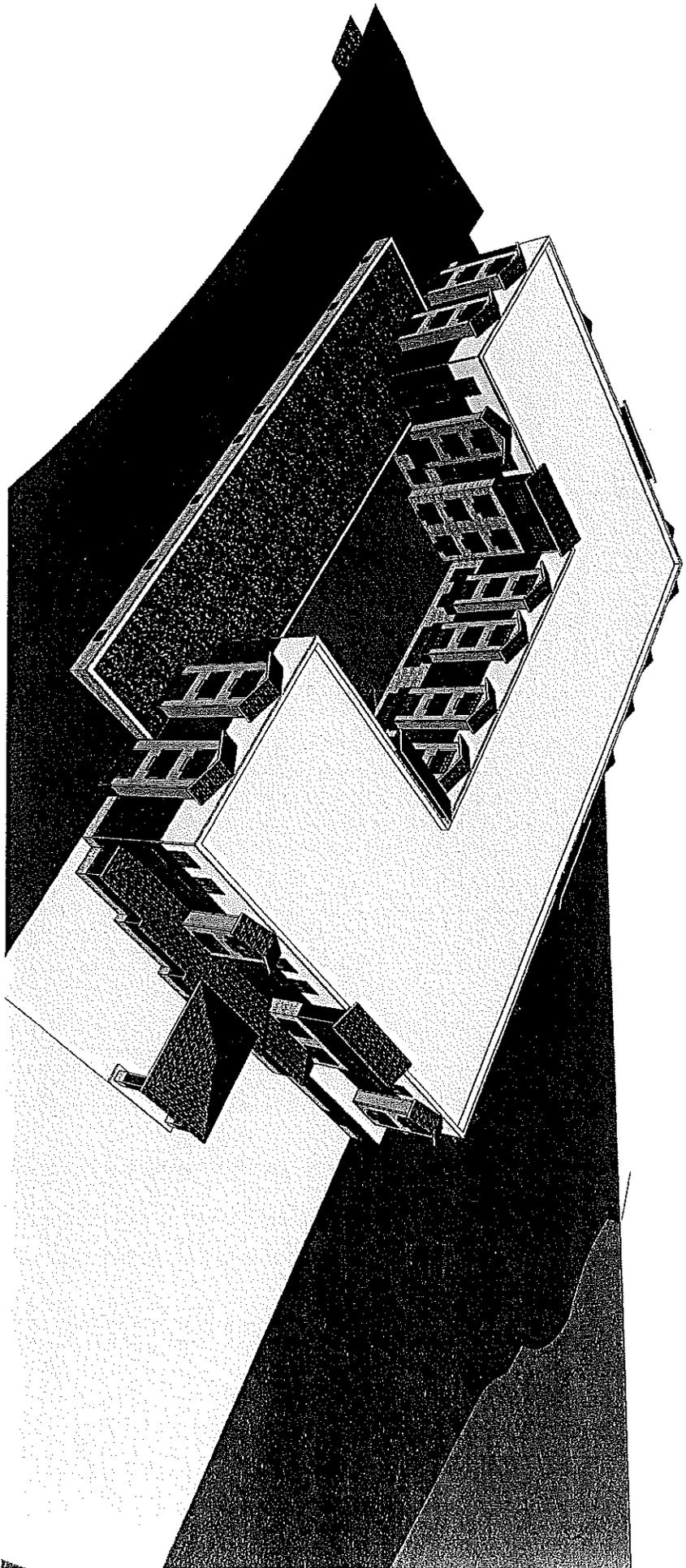
HARTFORD ASSISTED LIVING AND MEMORY CARE 110 AND 264 NORTH PIKE LAKE DR. HARTFORD, VT 55027		 ICONICA Title Design-Build <small>1000 North Main Street, Suite 200 Hartford, VT 06105 Phone: 802.486.1111 Fax: 802.486.1112</small>
ICONICARE, LLC 901 KENNEDY WAY, SUITE 102 MADISON, VT 55317		
PROJECT NUMBER: 110 AND 264 NORTH PIKE LAKE DR. SHEET NUMBER: 110 AND 264 NORTH PIKE LAKE DR. - 1	DATE: 11/15/2017 DRAWN BY: J. HARRIS CHECKED BY: J. HARRIS APPROVED BY: J. HARRIS	



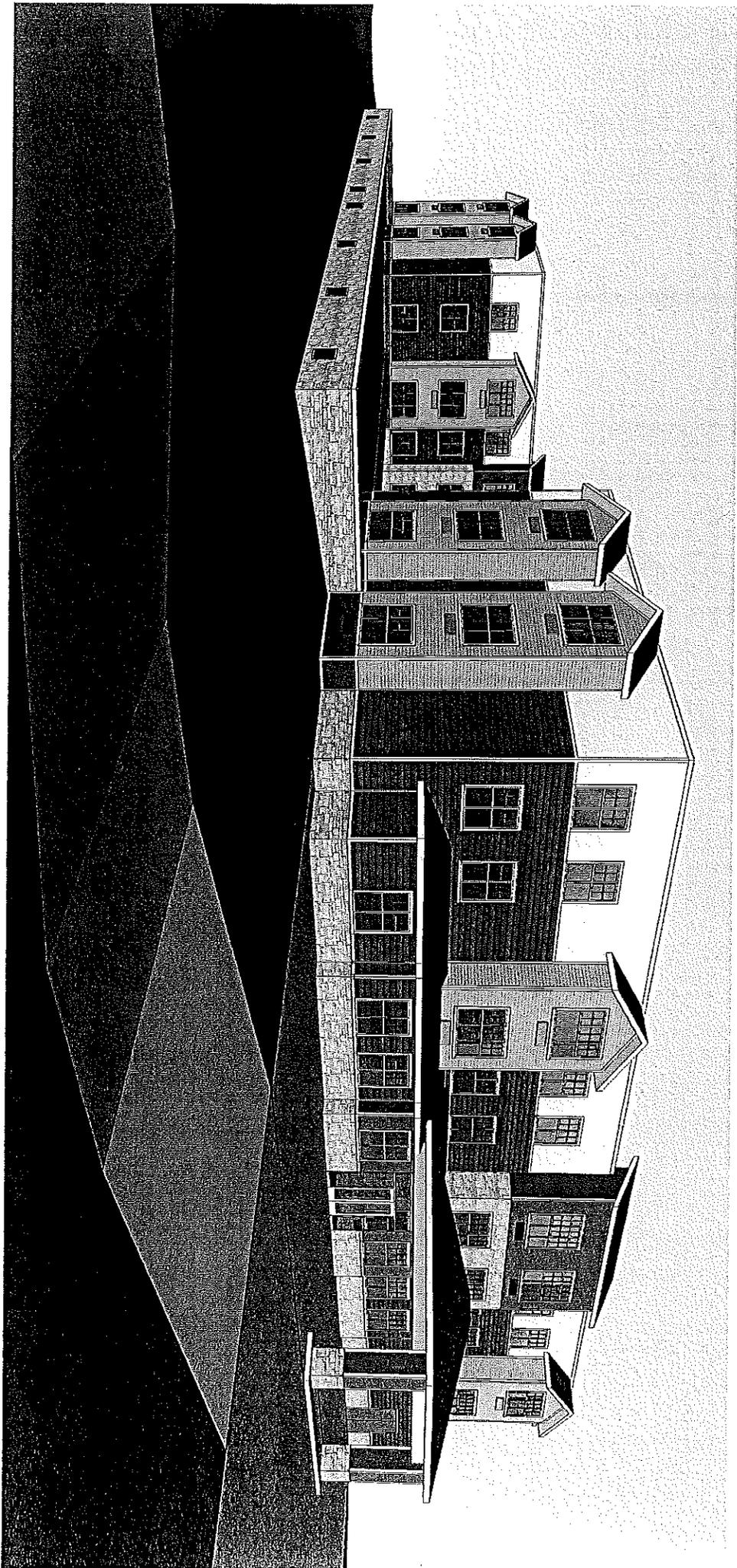
1 FIRST FLOOR PLAN
 SCALE: 1/8" = 1'-0"



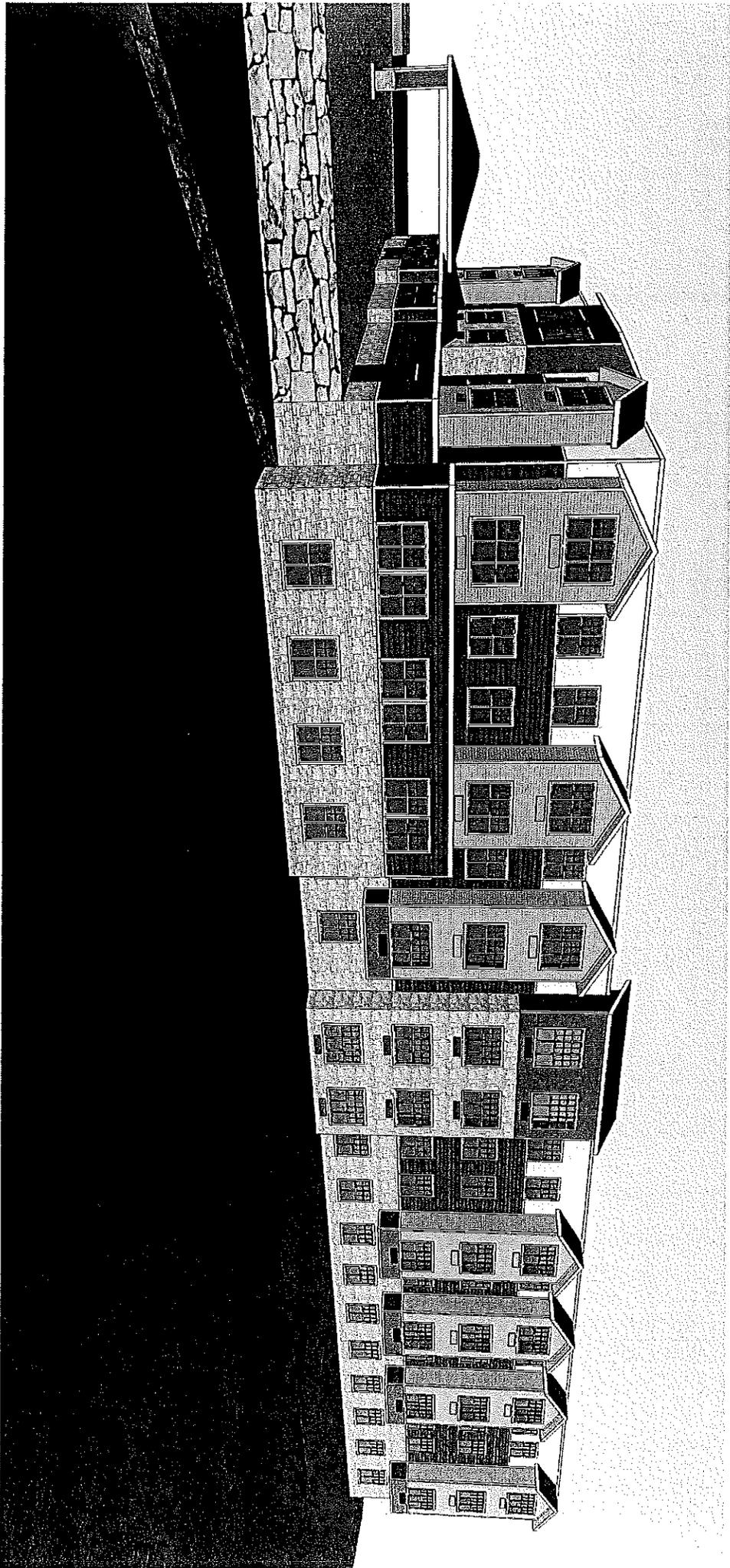
HARTFORD ASSISTED LIVING AND MEMORY CARE 110 AND 274 NORTH PINE LAKE DR. HARTFORD, VT 55302		 ICONICA 7140 DEERING WAY, SUITE 102 WATSON, VT 55377
110 AND 274 NORTH PINE LAKE DR. HARTFORD, VT 55302		
PROJECT: 2018-001 SHEET NUMBER: 1-01		



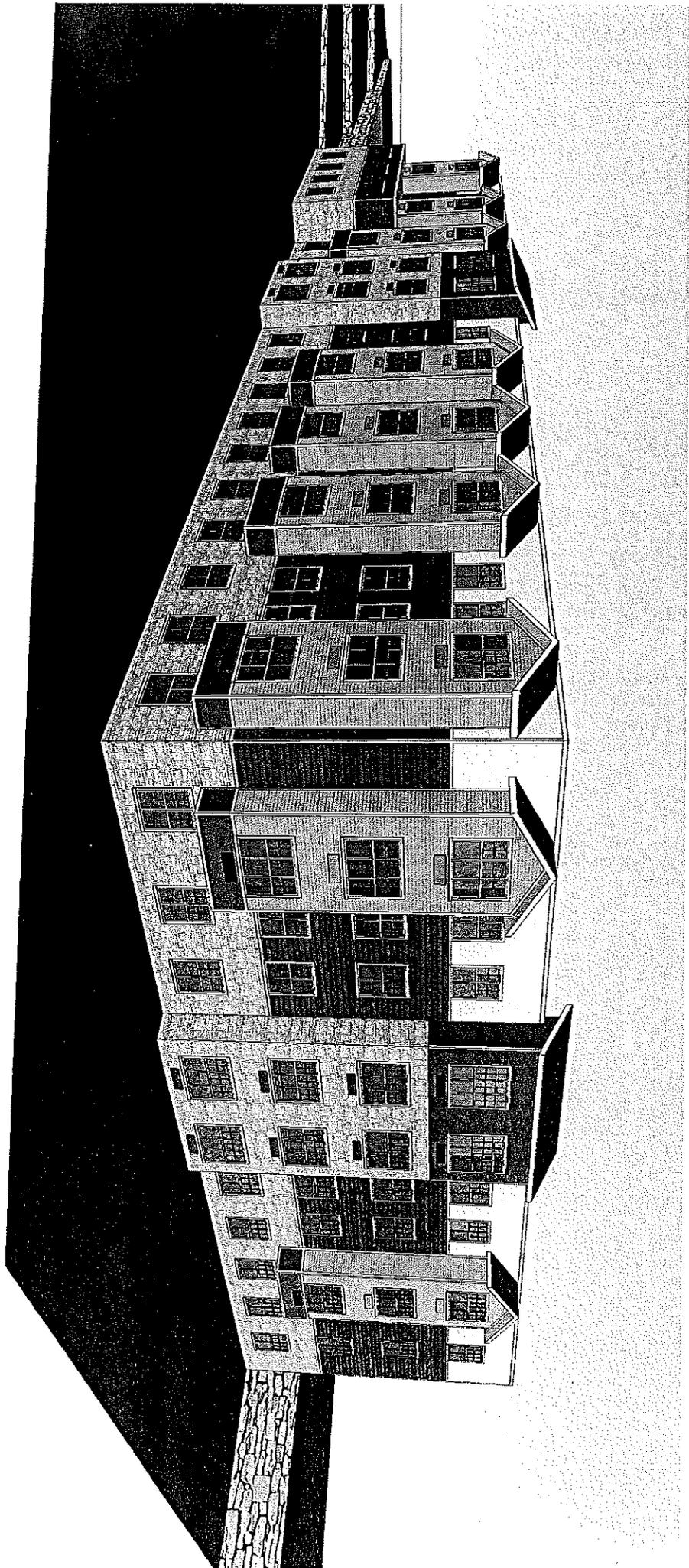
aerial



front



north



northwest



South West

EXECUTIVE SUMMARY

Ordinance No. 1365

TITLE: Petition for Direct Annexation by Unanimous Consent submitted by Molly G. Enterprises, LLC for approximately **4.257 acres** located at 477, 479, 481, and 483 State Trunk Highway 60.

BACKGROUND:

The property is located in the Town of Rubicon with frontage on STH 60. The petitioned area consists of parcel 038-1017-2411-002 and a portion of 038-1017-2411-000 in the Town of Rubicon. It is owned by John and Mary Rettler. They attempted to create a Certified Survey Map for this area in February of 2016. The City approved it, but Dodge County denied it because it omitted the area where the homes at 477, 479 and 481 State Trunk Highway (STH) 60 are located. These single-family homes are all located on one lot, and the County wanted the land division to incorporate them and create separate lots for each house. This would have required the creation of a plat and a dedication of the existing shared gravel driveway as a public Right-of-Way. The Rettlers understand that these steps are necessary prior to selling 477, 479 and 481 STH 60, but at this point are simply trying to split off a different lot with the house on it and a vacant lot in order to facilitate a sale. The County will approve the CSM if 477, 479 and 481 STH 60 are in the City, and thus on a different lot from the two new lots that would be created in the Town.

ANALYSIS:

Configuration: The property is south of Quad Graphics, and is contiguous to the City of Hartford on the north side.

Petition Accuracy: 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.

Status of Public Improvements: Sanitary sewer and electric services are not available to the property at this time. The water transmission main from Well 16 runs along STH 60. However, the properties cannot be served by this main at this time without added improvements (the pressure and chlorine levels are high). As a result, Staff does not consider water available, and the homes will continue to be served by private wells. However, if the properties are to be sold, and thus divided, infrastructure improvements would be required at that time, and water improvements would be installed as well.

Valuation Impact: According to the most recent tax bill, the land proposed for annexation is assessed at approximately \$406,850. This would generate approximately \$2,650 in City property taxes annually. The City will not need to pay the Town of Rubicon the Town portion of the taxes for five years because we have a Comprehensive Zoning Ordinance with the Town of Rubicon.

Need: The proposed annexation is done to facilitate a land sale for the owner.

School Services Impact: The proposed annexation would not have any impact on the schools.

Other Service Costs: The annexation of the property would result in some garbage collection costs. Total service costs are expected to be far less than the City taxes that the project would annually generate. The City would not be responsible for plowing or maintaining the private shared driveway.

Consistency of Land Use and Zoning: The Smart Growth Plan calls for agricultural uses in this area. As no additional development is proposed, the 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 (Rs-4 single-family residential).

Relation to Sanitary Sewer Service Boundary: The subject property lies outside of the City of Hartford's adopted 20-year sanitary sewer service boundary. Sewer is not available at this time.

STAFF RECOMMENDATION: Staff recommends **APPROVAL** of the Petition for Direct Annexation by Unanimous Consent submitted by Molly G. Enterprises, LLC for approximately **4.257 acres** located at 477, 479, 481, and 483 State Trunk Highway 60.

Prepared By: Justin Drew 12/7/16
Justin Drew, Date
City Planner

Reviewed By: Lori Hetzel 12/7/16
Lori Hetzel, Date
City Clerk

Approved By: Steve Volkert 12-7-16
Steve Volkert, Date
City Administrator

ROUTING: PLAN COMMISSION 12/12/16
COMMON COUNCIL 12/13/16

Ordinance No. 1365

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF HARTFORD, WISCONSIN
038-1017-2411-002 and A Portion of Tax Key Number 038-1017-2411-000

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

SECTION 1: TERRITORY ANNEXED. In accordance with Section 66.0217(2) of Wisconsin Statutes, the following described territory located in the Town of Rubicon, Dodge County, Wisconsin is annexed to the City of Hartford, Wisconsin.

Annexation Legal Description

038-1017-2411-002 and A Portion of Tax Key Number 038-1017-2411-000

Part of the NE 1/4 of the NE 1/4 and all of Certified Survey Map as recorded in the Dodge County Registry in Volume 1 of Certified Survey Maps on page 289 as Document No. 541020, all in Section 24, Township 10 North, Range 17 East, Town of Rubicon, Dodge County, Wisconsin, which is bounded and described as follows:

Commencing at the Northeast corner of said Section 24; thence S 00°05'41" W, along the west line of said NE 1/4, 74.37 feet, to a point in the south right-of-way line of S.T.H. "60"; thence S 88°51'30" W, along said south right-of-way line, 206.49 feet, to the point of beginning of lands herein described; thence S 04°34'17" E, 543.31 feet; thence N 72°43'47" W, 174.95 feet; thence S 87°16'37" W, 60.00 feet; thence N 78°12'51" W, 220.44 feet; thence N 01°08'39" W, along the southerly extension and west line of said Certified Survey Map, 299.42 feet, to the southwest corner of lands described in Document No. 1054924; thence N 88°51'21" E, along the south line of said lands described in Document No. 1054924, 150.00 feet, to the southeast corner; thence N 01°08'39" W, along the east line of said lands described in Document No. 1054924, 149.10 feet, to a point in said south right-of-way line of S.T.H. "60"; thence S 88°16'45" E, along said south right-of-way line 14.65 feet; thence continuing S 88°16'45" E, along said south right-of-way line, 167.71 feet; thence N 88°51'30" E, continuing along said south right-of-way line, 76.22 feet to the point of beginning.

Containing 4.257 acres (185,433 square feet) more or less.

SECTION 2: EFFECT OF ANNEXATION. From and after the date and filing of this Ordinance, the territory described in Section 1 shall be a part of the City of Hartford for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Hartford.

SECTION 3: ZONING CLASSIFICATION. The parcel of land shall be zoned Rs-4 Single Family Residential District.

SECTION 4: ALDERMANIC DISTRICT DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made part of the Second Aldermanic District of the City of Hartford, subject to the rules, ordinances and regulations of the City governing aldermanic districts.

SECTION 5: WARD DESIGNATION. Ward 18 is hereby amended to encompass the territory described in Section 1 of this Ordinance.

SECTION 6: SUPERVISORY DISTRICT DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made a part of the 10th Supervisory District of Dodge County.

SECTION 7: OFFICIAL MAP. The City of Hartford Official Map is hereby amended to include the territory described in Section 1 as a contiguous part of the City of Hartford.

SECTION 8: EFFECTIVE DATE. This Ordinance shall take effect upon passage and publication as required by law.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: December 13, 2016
ADOPTED: December 13, 2016

ATTEST: _____
Lori Hetzel, City Clerk

STATE OF WISCONSIN)
COUNTY OF WASHINGTON) ss
CITY OF HARTFORD)

Personally came before me this _____ day of _____, 2016 *Timothy C. Michalak, Mayor and Lori Hetzel, City Clerk*, to me known to be the person(s) who executed the foregoing instrument and to me known to be such *Mayor and City Clerk* of said foregoing instrument as such officers, pursuant to authority granted by the City of Hartford Common Council on the ____ day of _____, 2016.

Patricia A. Borlen, Notary Public
Washington County, Wisconsin
My Commission Expires 1/31/2020

Drafted by: J. Justin Drew, Director of Community Development

Daily News:
November 25, 2016
December 2, 2016
9 notices sent

**NOTICE OF PUBLIC HEARING
COMMON COUNCIL**

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on December 13, 2016 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

A petition to annex property to the City of Hartford. The petitioned area consists of the property known as a portion of tax key number 038-1017-2411-000 and is described as follows:

Annexation Legal Description

A Portion of Tax Key Number 038-1017-2411-000

Part of the NE 1/4 of the NE 1/4 and all of Certified Survey Map as recorded in the Dodge County Registry in Volume 1 of Certified Survey Maps on page 289 as Document No. 541020, all in Section 24, Township 10 North, Range 17 East, Town of Rubicon, Dodge County, Wisconsin, which is bounded and described as follows:

Commencing at the Northeast corner of said Section 24; thence S 00°05'41" W, along the west line of said NE 1/4, 74.37 feet, to a point in the south right-of-way line of S.T.H. "60"; thence S 88°51'30" W, along said south right-of-way line, 206.49 feet, to the point of beginning of lands herein described; thence S 04°34'17" E, 543.31 feet; thence N 72°43'47" W, 174.95 feet; thence S 87°16'37" W, 60.00 feet; thence N 78°12'51" W, 220.44 feet; thence N 01°08'39" W, along the southerly extension and west line of said Certified Survey Map, 299.42 feet, to the southwest corner of lands described in Document No. 1054924; thence N 88°51'21" E, along the south line of said lands described in Document No. 1054924, 150.00 feet, to the southeast corner; thence N 01°08'39" W, along the east line of said lands described in Document No. 1054924, 149.10 feet, to a point in said south right-of-way line of S.T.H. "60"; thence S 88°16'45" E, along said south right-of-way line 14.65 feet; thence continuing S 88°16'45" E, along said south right-of-way line, 167.71 feet; thence N 88°51'30" E, continuing along said south right-of-way line, 76.22 feet to the point of beginning.

Containing 4.257 acres (185,433 square feet) more or less.

A temporary rezoning to Rs-4 will be heard as well as an amendment of the Official Map.

The purpose of the public hearing is to hear those persons who wish to express their opinions for or against the requested annexation, rezoning and official map revision.

A map and legal description of the parcel can be viewed at the Department of Planning and Zoning by appointment, 109 N. Main Street, Monday – Friday between the hours of 7:30 a.m. and 4:30 p.m.

Dated this 25th day of November, 2016.

Lori Hetzel, City Clerk
City of Hartford

03810172411000+
Molly G Enterprises
W483 STH 60
Rubicon, WI 53078

03810172411001
Joshua Lubbert
W485 STH 60
Rubicon, WI 53078

03810172411002
Mary Rettler
W1682 STH 60
Rubicon, WI 53078

03810172412000+
Lawrence and Monica Kreilkamp
W846 CTH N
Rubicon, WI 53078

23010171344001
QuadGraphics
N63 W23075 Hwy 74
Sussex, WI 53089-2876

1803-001-001
Irle Family Living Trust
7521 Clearwater Beach Road
Hartford, WI 53027

T60411+
Joanne Harmon Trust
1342 Arrowhead Trail
Nekoosa, WI 54457

Town of Rubicon
N3864 CTH P
Rubicon, WI 53078

Town of Hartford
3360 CTH K
Hartford, WI 53027

CITY OF HARTFORD
APPLICATION FOR DEVELOPMENT REVIEW
(PLEASE PRINT OR TYPE)

Project Name: RETLER ANNEXATION

Project Location (Address or Legal Description): W477 Hwy 60 Rubicon WI 53078

Tax Key Number: 038-1017-2411-000

Applicant Name: John M. + Mary T. Retler

Address: W477 Hwy 60

City: RUBICON State: WI Zip: 53078

Daytime Phone: 262 617 0022 Fax: 877-654-9778 Other: _____

Office Use Only			
Account Number	Description	#lots	Subtotal
<i>Account Number 100.604.444100.44410 (#76)</i>			
*Master Plan Amendment	\$515.00	n/a	_____

<i>Account Number 100.604.440000.48890</i>			
*Special Plan Commission Meeting	\$400.00	n/a	_____

<i>Account Number 100.601.461400.46142 (#77)</i>			
*Conceptual Certified Survey Map	\$150.00	n/a	_____
*Certified Survey Map	\$250.00	n/a	_____
*Final Plat	\$500.00 + \$12.00/lot	_____	_____
*Final Plat Re-App	\$350.00	n/a	_____
*Preliminary Plat	\$500.00 + \$15.00/lot	_____	_____
*Preliminary Plat Re-App	\$350.00	n/a	_____

<i>Account Number 100.604.440000.44420 (#78)</i>			
*Annexations	\$500 + \$100.00/acre <u>3 00</u> (\$1500.00 max)		<u>800.-</u>
*Conceptual Plat, under 10 acres	\$300.00	_____	_____
*Conceptual Plat, 10 acres and over	\$450.00	_____	_____
*Planned Unit Development	\$400.00	_____	_____
*Condominium Plat	\$200.00	_____	_____

EXTRATERRITORIAL:			
<i>Account Number 100.604.440000.44420 (#78)</i>			
Certified Survey Map	\$150	n/a	_____
Preliminary Plat	\$400 + 12.00/lot	_____	_____
Final Plat	\$400 + \$10.00/lot	_____	_____
Date Received:	Total Paid:		

Alt. Parcel #: 038052000000

TOWN OF RUBICON
DODGE COUNTY,
WISCONSIN

Owner and Mailing Address: MOLLY G ENTERPRISES LLC W483 STATE ROAD 60 RUBICON WI 53078		Co-Owner(s):	
Districts:		Physical Property Address(es):	
Dist#	Description	* W477 STATE ROAD 60 W479 STATE ROAD 60 W481 STATE ROAD 60 W509 STATE ROAD 60 <i>more...</i>	
2436	UHS D OF HARTFORD		
2525	HERMAN-NEOSHO-RUBICON		
1000	MPTC FOND DU LAC		
Legal Description:		Parcel History:	
Acres: 37.853		Date	Doc #
NE1/4 NE1/4 SEC 24 EX HWY DESC IN V332 P39 EX CSM IN V1 P289 EX PARC DESC IN V361 P440		04/07/2006	1067247
		04/07/2006	1067248
		11/14/2005	1058643
		09/20/2005	1054815
		<i>more...</i>	

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* MB-METES AND BOUNDS	24-10N-17E NE NE	

2016 Valuations: Values Last Changed on 09/07/2015

Class and Description	Acres	Land	Improvement	Total
G4-AGRICULTURAL	31.853	7,600.00	0.00	7,600.00
G5-UNDEVELOPED LAND	1.000	500.00	0.00	500.00
G7-OTHER	5.000	68,600.00	288,400.00	357,000.00
Totals for 2016				
General Property	37.853	76,700.00	288,400.00	365,100.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	37.853	76,700.00	288,400.00	365,100.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes	Bill #	Fair Market Value:	Assessment Ratio:
** UNPAID PRIOR YEAR TAXES **	0	Use Value Assessment	0.0000

	Amt Due	Amt Paid	Balance	Installments	
Net Tax	0.00	0.00	0.00	End Date	Total
Special Assessments	0.00	0.00	0.00	Net Mill Rate	0.016920988
Special Charges	0.00	0.00	0.00	Gross Tax	0.00
Delinquent Charges	0.00	0.00	0.00	School Credit	0.00
Private Forest Crop	0.00	0.00	0.00	Total	0.00
Woodland Tax	0.00	0.00	0.00	First Dollar Credit	0.00
Managed Forest Land	0.00	0.00	0.00	Lottery Credit	0 Claims 0.00
Prop Tax Interest		0.00	0.00	Net Tax	0.00
Spec Tax Interest		0.00	0.00		
Prop Tax Penalty		0.00	0.00		
Spec Tax Penalty		0.00	0.00		
Other Charges	0.00	0.00	0.00		
TOTAL	0.00	0.00	0.00		

Interest Calculated For 12/07/2016

Alt. Parcel #: 038052000200

TOWN OF RUBICON
DODGE COUNTY,
WISCONSIN

Owner and Mailing Address: MARY T RETTLER W1682 STATE ROAD 60 RUBICON WI 53078		Co-Owner(s):	
Districts:		Physical Property Address(es): * W483 STATE ROAD 60	
Dist#	Description	Parcel History:	
2436	UHS D OF HARTFORD	Date	Doc #
2525	HERMAN-NEOSHO-RUBICON	05/08/2013	1196663
1000	MPTC FOND DU LAC	05/08/2013	1196664
		09/20/2005	1054814
		05/05/1970	541020
			1/289
			more...
Legal Description: PARC DESC IN CSM V1 P289 BEING PT NE1/4 NE1/4 SEC 24		Acres: 0.480	

Plat	Tract (S-T-R 40¼ 160¼ GL)	Block/Condo Bldg
* MB-METES AND BOUNDS	24-10N-17E NE NE	

2016 Valuations: Values Last Changed on 09/07/2015

Class and Description	Acres	Land	Improvement	Total
G1-RESIDENTIAL	0.480	21,800.00	117,300.00	139,100.00
Totals for 2016				
General Property	0.480	21,800.00	117,300.00	139,100.00
Woodland	0.000	0.00	0.00	0.00
Totals for 2015				
General Property	0.480	21,800.00	117,300.00	139,100.00
Woodland	0.000	0.00	0.00	0.00

2016 Taxes	Bill #	Fair Market Value:	Assessment Ratio:
** UNPAID PRIOR YEAR TAXES **	0	0.00	0.0000

	Amt Due	Amt Paid	Balance	Installments	
Net Tax	0.00	0.00	0.00	End Date	Total
Special Assessments	0.00	0.00	0.00		
Special Charges	0.00	0.00	0.00	Net Mill Rate	0.016920988
Delinquent Charges	0.00	0.00	0.00	Gross Tax	0.00
Private Forest Crop	0.00	0.00	0.00	School Credit	0.00
Woodland Tax	0.00	0.00	0.00	Total	0.00
Managed Forest Land	0.00	0.00	0.00	First Dollar Credit	0.00
Prop Tax Interest		0.00	0.00	Lottery Credit	0 Claims 0.00
Spec Tax Interest		0.00	0.00	Net Tax	0.00
Prop Tax Penalty		0.00	0.00		
Spec Tax Penalty		0.00	0.00		
Other Charges	0.00	0.00	0.00		
TOTAL	0.00	0.00	0.00		

Interest Calculated For 12/07/2016

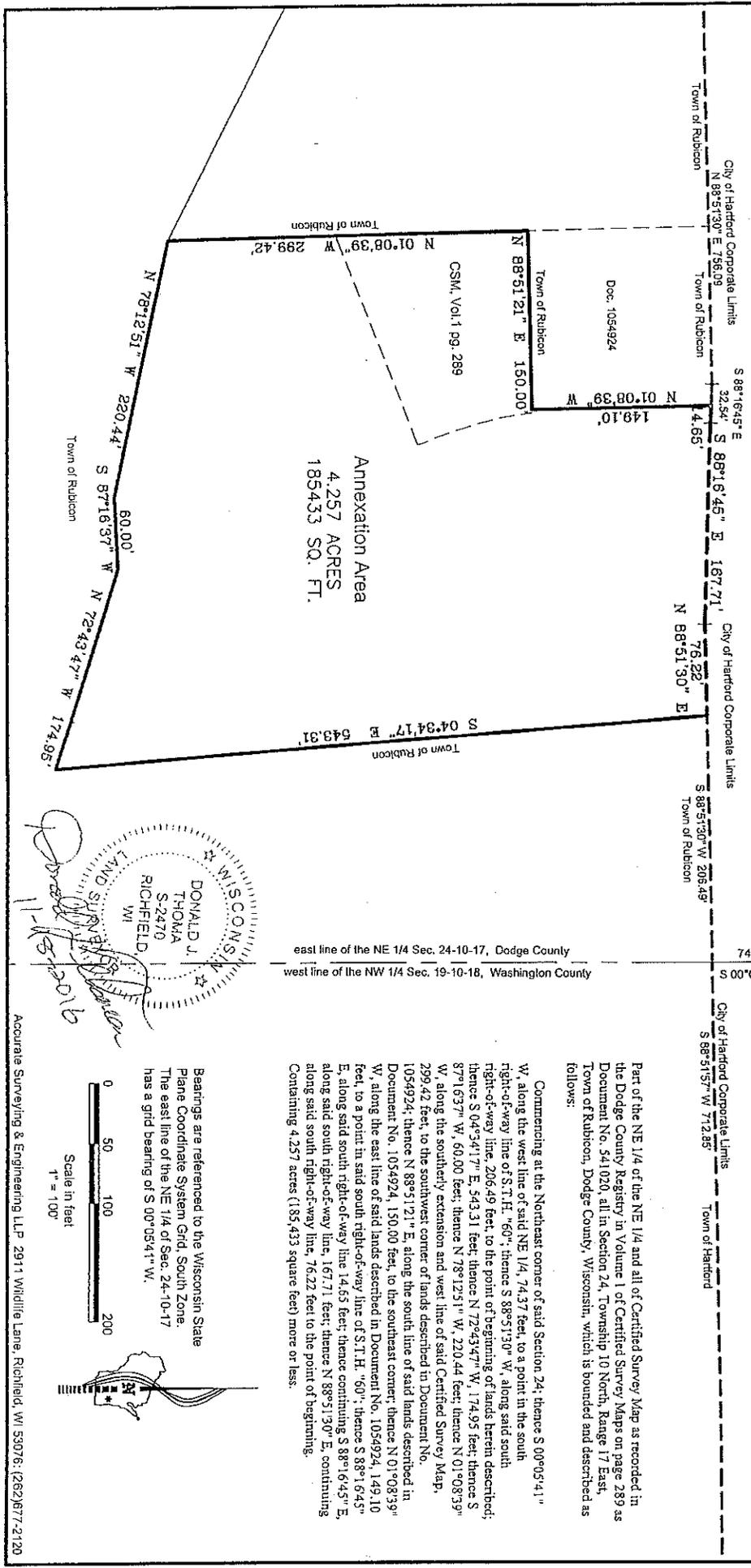
Key

* _
Primary

Annexation Map

S.T.H. "60"

S.T.H. "60"

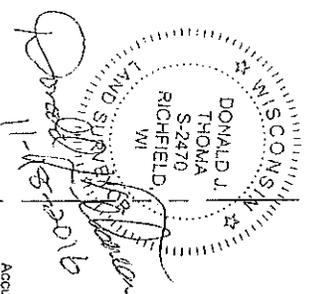


east line of the NE 1/4 Sec. 24-10-17, Dodge County
 west line of the NW 1/4 Sec. 19-10-18, Washington County

Northeast corner
 Sec. 24-10-17
 concrete/brass cap found

Part of the NE 1/4 of the NE 1/4 and all of Certified Survey Map as recorded in the Dodge County Registry in Volume 1 of Certified Survey Maps on page 289 as Document No. 541020, all in Section 24, Township 10 North, Range 17 East, Town of Rubicon, Dodge County, Wisconsin, which is bounded and described as follows:

Commencing at the Northeast corner of said Section 24; thence S 09°05'41" W, along the west line of said NE 1/4, 74.37 feet, to a point in the south right-of-way line of S.T.H. "60"; thence S 88°51'30" W, along said south right-of-way line, 206.49 feet, to the point of beginning of lands herein described; thence S 04°54'17" E, 543.31 feet; thence N 72°43'47" W, 174.95 feet; thence S 87°16'37" W, 60.00 feet; thence N 78°12'51" W, 220.44 feet; thence N 01°08'39" W, along the southerly extension and west line of said Certified Survey Map, 299.42 feet, to the southwest corner of lands described in Document No. 1054924; thence N 88°51'21" E, along the south line of said lands described in Document No. 1054924, 150.00 feet, to the southeast corner; thence N 01°08'39" W, along the east line of said lands described in Document No. 1054924, 149.10 feet, to a point in said south right-of-way line of S.T.H. "60"; thence S 88°16'45" E, along said south right-of-way line 14.55 feet; thence continuing S 88°16'45" E, along said south right-of-way line, 167.71 feet; thence N 88°51'30" E, continuing along said south right-of-way line, 76.22 feet to the point of beginning. Containing 4.257 acres (185,433 square feet) more or less.



Bearings are referenced to the Wisconsin State Plane Coordinate System Grid, South Zone. The east line of the NE 1/4 of Sec. 24-10-17 has a grid bearing of S 00°05'41" W.



Accurate Surveying & Engineering LLP 2911 Wildlife Lane, Richfield, WI 53076; (262)877-2120

PETITION FOR DIRECT ANNEXATION
BY UNANIMOUS CONSENT OF PROPERTY OWNERS OF THE TERRITORY LOCATED
IN THE TOWN OF RUBICON, DODGE COUNTY, WISCONSIN, TO THE
CITY OF HARTFORD, WASHINGTON - DODGE COUNTY, WISCONSIN
PURSUANT TO SECTION 66.0217(2) WIS.STATS.

TO: City Clerk For The Common Council
City of Hartford
Washington – Dodge County, Wisconsin
c/o City Hall
109 N Main Street
Hartford, WI 53027

THIS PETITION of Mary T. Rettler Managing member of Molly G. Enterprises LLC. Singular, and John M Rettler, hereinafter referred to as “Petitioners” as the owners of record of all of the real property in the territory sought to be annexed, which territory is more particularly described below, so respectfully state, represent and show the Common Council as follows:

1. The Petitioners are the sole and only owners of record of the real property in the territory sought to be annexed, which property is located contiguous to the City of Hartford in the Town of Rubicon, Dodge County, Wisconsin and more particularly described on the attached Annexation Map (hereinafter “Subject Territory”) as Exhibit A.
2. The Petitioners respectfully request all of the Subject Territory which is contiguous to the City of Hartford, Washington – Dodge County, Wisconsin and currently in the Town of Rubicon be annexed to the City of Hartford.
3. Attached hereto as Exhibit A and incorporated herein by reference, is a scale map of the property sought to be annexed.
4. Two (2) Petitioners and seven (7) Electors reside in the Subject Territory sought to be annexed hereunder. The current population of the Subject Territory sought to be annexed hereunder is seven (7).
5. The Petitioners will cause this petition, this legal description, and scale map of the Subject territory to be annexed, to be filed with the City Clerk of the City of Hartford, Washington-Dodge County, Wisconsin, and also the Clerk of the Town of Rubicon, Dodge County, Wisconsin, and the State of Wisconsin, Department of Administration, as provided by law.
6. The Petitioners believe this Petition and the Subject Territory sought to be annexed hereunder meets all legal requirements for annexation, and such annexation is in the public interest.

Signature of Petitioner:

Mary T. Rettler
Mary T. Rettler - Molly G. Enterprises LLC
Petitioner X Elector X

Date: 11-1-16

John M Rettler
John M Rettler
Petitioner X Elector X

Date: 11-1-16

Jeff Stack
Jeff Stack
Petitioner Elector X

Date: 11-1-16

Nicole Meinerz
Nicole Meinerz
Petitioner Elector X

Date: 11-1-16

Elmer Quandt
Elmer Quandt
Petitioner Elector X

Date: 11-8-2016

Allysa Rettler
Allysa Rettler
Petitioner Elector X

Date: 11-1-16

Andrea Rettler
Andrea Rettler
Petitioner Elector X

Date: 11-1-16

Accurate 
Surveying & Engineering LLP

Land Surveying, Developing and Consulting
2911 Wildlife Lane, Richfield, WI 53076 Phone (262)677-2120

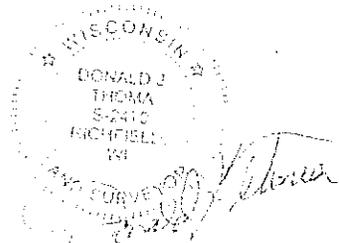
October 28, 2016

RE: area to be annexed to the City of Hartford

Part of the NE 1/4 of the NE 1/4 and all of Certified Survey Map as recorded in the Dodge County Registry in Volume 1 of Certified Survey Maps on page 289 as Document No. 541020, all in Section 24, Township 10 North, Range 17 East, Town of Rubicon, Dodge County, Wisconsin, which is bounded and described as follows:

Commencing at the Northeast corner of said Section 24; thence S 00°05'41" W, along the west line of said NE 1/4, 74.37 feet, to a point in the south right-of-way line of S.T.H. "60"; thence S 88°51'30" W, along said south right-of-way line, 206.49 feet, to the point of beginning of lands herein described; thence S 04°34'17" E, 543.31 feet; thence N 72°43'47" W, 174.95 feet; thence S 87°16'37" W, 60.00 feet; thence N 78°12'51" W, 220.44 feet; thence N 01°08'39" W, along the southerly extension and west line of said Certified Survey Map, 299.42 feet, to the southwest corner of lands described in Document No. 1054924; thence N 88°51'21" E, along the south line of said lands described in Document No. 1054924, 150.00 feet, to the southeast corner; thence N 01°08'39" W, along the east line of said lands described in Document No. 1054924, 149.10 feet, to a point in said south right-of-way line of S.T.H. "60"; thence S 88°16'45" E, along said south right-of-way line 14.65 feet; thence continuing S 88°16'45" E, along said south right-of-way line, 167.71 feet; thence N 88°51'30" E, continuing along said south right-of-way line, 76.22 feet to the point of beginning.

Containing 4.257 acres (185,433 square feet) more or less.



EXECUTIVE SUMMARY

TITLE

ADDITIONAL CARRY-FORWARD OF 2016 UNEXPENDED GENERAL FUND PROJECT FUNDS

BACKGROUND

Last month I presented the 2016 project carry-forwards for your review and approval. These are General Fund projects that were budgeted for in 2016 but unable to be completed. The Parks Department is now requesting two additional projects be considered.

The Sawyer Park Parking Lot includes adding a new asphalt service drive and small four car parking area. The entrance approach was installed and site preparations were started, however, the remaining work will not be completed until next spring. A carry-forward amount of \$10,000 is being requested.

The second project with a carry-forward amount of \$7,341.47 is the balance of funding for a possible second portable ice rink kit for the city parks. One kit was purchased in 2016 and based upon the response and favorability of the first rink, a second one may be purchased and installed at a future date.

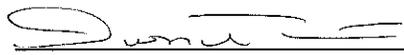
FISCAL IMPACT

The total not to exceed \$17,341.47 is a designation of General Fund Balance at the end of 2016. The General Fund currently has an unassigned fund balance of approximately \$7.5 million. These amounts would then be added to the 2017 Budget for the projects indicated.

RECOMMENDATION

Carry-forward of \$17,341.47 for the projects listed above.

Prepared By:


Dawn Timm, Finance Director/Treasurer

12/7/16
Date

Approved By:


Steve Volkert, City Administrator

12/7/16
Date

Finance Committee: December 13, 2016

Common Council: December 13, 2016

EXECUTIVE SUMMARY

Ordinance No. 1362

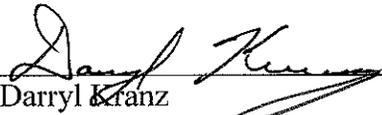
TITLE: Recycling Fee for Disposal of TVs and Computer Monitors under Chapter 42.

BACKGROUND: At the beginning of 2015 the City of Hartford's Public Works Department designated a drop-off opportunity for the disposal of old TVs and computer monitors at the Recycling Center. Currently the City's contractor removes these items from the City Garage at the cost of \$20.00 per TV/Monitor. As of January 1, 2017 the price for the City's contractor to pick up all types of TVs will increase to \$25.00 each. It will no longer just apply to Tube TVs.

The attached Ordinance amends the language to reflect the new pricing as of January 1, 2017. This is a service to the community, therefore, the City does not make a profit between what is charged to citizens and what the contractor charges the City.

FISCAL IMPACT: None.

RECOMMENDATION: Adoption of proposed Ordinance Amending Section 42.04, FEES, RECYCLING of the *Hartford Municipal Code* relating to the fee for TV's & Computer Monitors at the Recycling Center.

PREPARED BY:  11-10-16
Darryl Kranz
Director of Public Works
Date

REVIEWED BY:  11-10-16
Dawn Timm
Finance Director/Treasurer
Date

APPROVED BY:  11-10-16
Steve Volkert
City Administrator
Date

ROUTING: Public Works Committee - November 22, 2016
Common Council - December 13, 2016

Ordinance No. 1362

**AN ORDINANCE TO AMEND CHAPTER 42.04 OF THE
HARTFORD MUNICIPAL CODE RELATING TO
FEES FOR EXCESSIVE GARBAGE**

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

SECTION 1: That there is hereby amended Section 42.04, of the *Hartford Municipal Code* as follows:

42.04 FEES. The fees, in addition to a nonrefundable processing fee if applicable, for licenses, permits and services are as follows:

RECYCLING

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Curbside Pickup:	N/A	\$ 6.12/month
95 & 65 Gallon Carts (with wheels & cover carts stay with home – owned by garbage and recycling contractor (if lost or stolen, fee is billed directly to homeowner by contractor)	N/A	Paid to Contractor
Tires	23.04	
City residents		\$ 5.00/tire
Commercial businesses		\$10.00/tire
Tube-TV's & Computer Monitors	23.04 (8)	\$20.00/TV
(Both Curbside & Drop-off at Recycling Center)		\$25.00

SECTION 2: That said amendment to Section 42.04 of the Hartford Municipal Code shall be in effect after the passage and publication of this Ordinance as provided by law.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: November 22, 2016

ADOPTED: December 13, 2016

ATTEST: _____
Lori Hetzel, City Clerk

- Chapter 42 -

POLICE

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Accident Report	N/A	\$ 0.30 single page 0.50 duplexpage
Alarm Permit	5.10 (3)(b)	\$ 15.00
Alarm System Malfunctions	5.10 (8)(a)	\$ 100.00 (+2)
Bicycle License		
New	37.01 (3)	\$ 4.00 one-time
Replacement	37.01 (6)	\$ 3.00
Stolen	37.01 (6)	\$ 2.00
Dog (keeping)	26.03	\$ 4.00/day
Fingerprinting	N/A	\$ 5.00 resident \$ 10.00 non-resident
Junked Vehicle Storage	22.05 (4)	\$ 11.00/day plus towing
Legal Documents	N/A	\$ 0.30 single page 0.50duplex page
Malicious Fire Alarms	N/A	Court sets fee
Parking Violation		
4-hour limit	N/A	\$ 20.00
Pawnbroker/Secondhand Dealer Reporting Failure	32.09 (3)b)3.	\$ 10.00/day
Preliminary Breath Test	N/A	\$ 15.00
Record Check	N/A	\$ 7.00
Warrant Service	42.04 (1)	\$ 35.00

RECYCLING

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Curbside Pickup	N/A	\$ 6.12/month
95 & 65 Gallon Carts (with wheels and cover)	N/A	Paid to Contractor
Carts stay with home – owned by garbage and recycling contractor (if lost or stolen, fee is billed directly to homeowner by contractor)		
Tires	23.04	
City residents		\$ 5.00/tire
Commercial businesses		10.00/tire
Tube TVs/Monitors (Both curbside and drop-off at Recycling Center)	N/A	\$ 20.00

TAXI

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Senior/Disabled Fares, Passengers with Taxi Ticket	N/A	\$ 3.00
Passengers without Taxi Card/Ticket, Out of City Fares	N/A	3.25
Special Trip One Passenger	N/A	46.00
Wait Charges Per Minute	N/A	0.25
Package Pickup/Delivery Per Trip	N/A	5.50
Taxi Tickets/Cards (8 tickets/sheet)	N/A	24.00

Sue Roethle

From: Darryl Kranz
Sent: Thursday, August 18, 2016 12:41 PM
To: Sue Roethle
Subject: Fwd: Legacy Recycling 2017 pricing

Sent from my U.S. Cellular® Smartphone

A blue watermark consisting of a small square icon with a 'C' inside, followed by the word 'COPY' in a large, outlined, sans-serif font.

----- Original message -----

From: Jason Matrise <ewaste@legacy-recycling.com>
Date: 8/18/16 11:45 AM (GMT-06:00)
To: Darryl Kranz <dkranz@ci.hartford.wi.us>
Subject: Legacy Recycling 2017 pricing

Hi Darryl,

I figured having something in writing might be the best. The updated pricing for the 2017 season will be as follows:

CRT monitors: \$10.00 each

All TV's: \$25.00 each

Projection TV's, console TV's, bare tubes, and broken TV's: \$40.00

Everything else is free to recycle and pickup is free as well

Best Regards,

Jason

Ewaste Compliance Specialist, Legacy Recycling

(262) 930-4228 | [Web](#) | [Request Pick-Up](#)



**LEGACY
RECYCLING**

RESPONSIBLE CORPORATE
& RESIDENTIAL RECYCLING
WWW.LEGACY-RECYCLING.COM

Ordinance No. 1363

**AN ORDINANCE AMENDING CHAPTER 42.04 OF THE
HARTFORD MUNICIPAL CODE RELATING TO
FEES FOR MUNICIPAL SERVICES**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, does amend the Municipal Code Section 42.04 for the following changes in fees:

SECTION 1: That there is hereby amended Section 42.04, of the *Hartford Municipal Code* as follows:

42.04 FEES. The fees, in addition to a nonrefundable processing fee if applicable, for licenses, permits and services are as follows:

EMERGENCY MEDICAL SERVICES

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Continuous Positive Airway Passage Mask	N/A	\$ 65.00
EPI	N/A	\$ 10.00
IO Access	N/A	\$150.00
Nitroglycerine Administration	N/A	\$ 30.00
Narcan Administration	N/A	\$ 30.00

SECTION 2: That said amendment to Section 42.04 of the Hartford Municipal Code shall be in effect after the passage and publication of this Ordinance as provided by law, but not earlier than January 1, 2017.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: December 13, 2016

ADOPTED: December 13, 2016

ATTEST: _____
Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

TITLE: Approval of 2017 – 2018 Contract with Accurate Appraisers

BACKGROUND:

The City has been with Accurate Appraisers since 2014. Their three-year contract expires December, 31, 2016.

The City did an RFP for Appraiser Services in Summer, 2016. They received two proposals back.

Both appraisal service companies are larger firms with several licensed appraisers. Both are based out of the Fox Valley area. Both presented several referrals that had positive responses.

The main objective of going out for RFP was to see if another firm would have a lower rate to provide comparable services to what we were currently getting from Accurate Appraisals. The end result was that Accurate Appraisals quote was lower than Associated Appraisals of Appleton.

RECOMMENDATION:

The staff recommends that the city stay with Accurate Appraisals for another two-year term and at that time review current rates.

PREPARED BY:  DATE: 12-7-16
Steve Volkert, City Administrator

REVIEWED BY: _____ DATE: _____
Ian Prust, City Attorney

REVIEWED BY:  DATE: 12-8-16
Dawn Timm, Finance Director

Committee Routing: Common Council

December 13, 2016



Agreement for Assessment Services

Prepared for:

City of Hartford

By

Accurate Appraisal, LLC.

AGREEMENT FOR ASSESSMENT SERVICES

Section I

This agreement made this _____ day of _____, 2016 by and between the City of Hartford, Washington & Dodge Counties, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate".

SCOPE OF SERVICES

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2017-2018 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits. This service shall also include all property values be kept in market value compliance in accordance with the Wisconsin Department of Revenue's yearly equalized values for 2018.
2. Accurate shall prepare and mail personal property blotters from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned personal property blotters from the merchants in order to establish the proper assessment.
3. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later than the agreement date specified in Section III of this agreement.

4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third party claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning January 1st, 2017 and ending December 31st, 2018. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.
9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending final completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
11. Accurate shall complete its Open Book hearings under this agreement no later than the agreement date, specified in Section III of this agreement, except for delays caused by the Client, county or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.

12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall be not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuation, C.A.M.A. software created by Accurate or GVS, will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either program will be at no additional cost to the Client. The data conversion will be at no additional expense to the Client. The data will be available to the public on accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc..., will be at no additional expense to the Client.
17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.
18. Accurate will specifically adhere to all requirements from the official "Request for Proposals" submitted by the Client.

Section II

Parcel Totals:

Residential Total = 5,249

Residential Improved = 4,720

Commercial Total = 364

Commercial Improved = 326

Agricultural = 9

Undeveloped = 13

Other Total = 2

Other Improved = 2

Personal Property = 453

Section III

Agreement for Assessment Services

Provided by Accurate Appraisal, LLC.

For

City of Hartford, Washington & Dodge Counties for the assessment year 2017-2018

Dated this 19~~th~~ day of November 2016.

Agreement completion date of August 31st, for each year

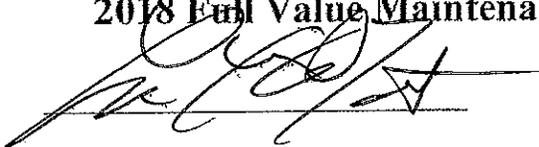
Fee for services rendered:

Accurate shall be paid the sum of:

2017 Maintenance - \$22,500

&

2018 Full Value Maintenance (no walk through) - \$35,500



Lee T. De Groot
Member
Accurate Appraisal, LLC.

11-21-2016

Date



Authorized Client Signature

11-14-16

Date

MISCELLANEOUS

COMMITTEE

REPORTS

PLAN COMMISSION
City of Hartford
November 21, 2016 (Special Meeting)

PRESENT: Chairperson Michalak, Members Regan, Henke, Kuepper

ABSENT: Members Stapleton and Anderek, Alderperson Liaison Jewell

ALSO PRESENT: City Planner Justin Drew

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

Minutes – Motion by Regan, second by Henke approving the minutes of October 10, 2016. Motion carried.

Appearances – There were no appearances.

Review of the Certified Survey Map for 2712 East Sumner Street

Executive Summary Review:

The Plan Commission approved the site plan for Goeman's Rapid Mart Car wash in August 2016. The Goemans have decided to create a new lot where the car wash sits and have it run as a separate entity by Larry Goeman's son. Car washes are allowed as a permitted standalone use in the B-5 Highway Business District. The Certified Survey Map consists of two lots. Lot 1 (Goeman's Rapid Mart) measures 78,926 square feet (1.81 acres). Lot 2 (the car wash) measures 54,720 square feet (1.26 acres.) B-5 zoning requires a minimum lot size of 20,000 square feet, a width of not less than 100 feet at the building setback line, and a lot coverage of no more than 30%. Both lots meet these minimums. An ingress/egress easement for a shared driveway has been recorded as a private document. Planning staff recommended approval.

Plan Commission Discussion, 2712 East Sumner Street CSM:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested discussion. There was no discussion. Motion by Henke, second by Kuepper to recommend approval. Motion carried.

Adjournment – Motion by Regan, second by Henke to adjourn meeting. Motion carried. Meeting adjourned at 5:33 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

PUBLIC WORKS COMMITTEE
November 22, 2016

PRESENT: Chairperson Mixon, Members Randolph, Hegy, Carroll

ALSO PRESENT: City Administrator Volkert, Director of Public Works Kranz, City Engineer Schall

Chairperson Mixon called the meeting to order at 6:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Washington County MS4 Public Education and Outreach – City Engineer Schall provided information on Washington County MS4 Education and Outreach, and responded to questions. The City of Hartford is currently covered by an MS4 permit and has been submitting annual reports to the DNR for many years detailing the City's storm water management programs and compliance with all of the various requirements. While the City has been in compliance with the requirements of the permit up to this point, it is becoming increasingly likely the DNR will increase the scope of the public education and outreach requirements of the permit.

2017 City Sidewalk Repair/Replacement Program – City Engineer Schall provided information on the sidewalks for repair/replacement as part of the 2017 Sidewalk Repair/Replacement Program, and responded to questions. It is necessary to obtain approval from the Public Works Committee to send notices to these property owners under Order of the Committee requiring homeowners to repair the defective sidewalk. Letters will be sent out to property owners along with a Cost Estimate asking property owners to decide if they want the City's contractor to complete the replacement or if they will hire a private contractor.

MOTION by Alderperson Randolph, and seconded by Alderperson Hegy approving an Order of the Public Works Committee requiring that any sidewalk which is unsafe, defective, or insufficient be repaired or replaced at the locations listed on the 2017 Sidewalk Program Address List and authorizing appropriate city officials to execute the Order. MOTION CARRIED.

Recycling Fee for Disposal of TVs and Computer Monitors – As of 1/1/2017 the price for the City's contractor to pick up all types of TVs will increase to \$25. It will no longer just apply to Tube TVs. The proposed Ordinance reflects the fee increase.

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll recommending to the Common Council an Ordinance relating to the fee for TVs and Computer Monitors at the Recycling Center. MOTION CARRIED.

Adjournment – MOTION by Alderperson Randolph, and seconded by Alderperson Carroll for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

PWNOV22.16

Compiled by Pat Borlen, Deputy Clerk

FOR
INFORMATIONAL
PURPOSES
ONLY

MONTHLY DEPARTMENT REPORT NOVEMBER 2016

DEPARTMENT: HARTFORD POLICE DEPARTMENT

1.) MONTHLY STATISTICAL DATA

ACTIVITY MEASURE	2016		% OF		2015		3 YR AVG/		% OF	
	2016	% OF 2015	YTD TOTAL	% OF 2015	2015	YTD TOTAL	MONTH	AVG MON	YTD TOTAL	% OF 2015
CALLS FOR SERVICE (NOVEMBER)	551	105%	6429	106%	527	6055	556	99%	5773	111%
COMPLAINTS FILED (NOVEMBER)	252	102%	2590	103%	248	2516	255	99%	2470	105%
WRITTEN WARNINGS (OCTOBER)	149	67%	1537	90%	221	1713	203	73%	1637	94%
TRAFFIC CITATIONS (OCTOBER)	104	78%	1119	78%	134	1431	146	71%	1636	68%
MUNICIPAL CITATIONS (OCTOBER)	38	69%	464	99%	55	469	52	73%	462	100%
FIELD INTERVIEW CARDS (OCTOBER)	1	20%	25	86%	5	29	4	25%	24	104%
ADULT ARRESTS (UCR DATA) (OCTOBER)	38	86%	512	99%	44	518	40	95%	488	105%
JUVENILE ARRESTS (UCR DATA) (OCTOBER)	24	83%	275	89%	29	309	23	104%	275	100%
SQUAD FLEET MILEAGE	NOVEMBER	% OF	2016	% OF	NOVEMBER	2015	3 YR AVG/	% OF	3 YR AVG/	% OF
	2016	2015	YTD TOTAL	2015	2015	YTD TOTAL	MONTH	AVG MON	YTD TOTAL	AVG YTD
SQUAD 1 (PATROL)	1706	99%	21649	105%	1731	20609	2093	82%	19424	111%
SQUAD 2 (PATROL)	1905	67%	22186	92%	2844	23986	2427	78%	22879	97%
SQUAD 3 (PATROL)	1722	157%	23537	99%	1094	23831	1408	122%	21392	110%
SQUAD 4 (PATROL)	2735	94%	25057	82%	2895	30423	2634	104%	27435	91%
SQUAD 5 (PATROL)	2037	193%	20675	134%	1054	15388	1674	122%	17854	116%
SQUAD 6 (ADMIN/POLICE AIDES)	521	148%	2448	121%	352	2030	N/A	N/A	N/A	N/A
SQUAD 7 (PATROL/SPECIAL PURPOSE)	920	188%	8734	146%	489	5994	637	144%	6893	127%
SQUAD 8 (ADMIN)	647	65%	10964	109%	990	10074	1128	57%	10021	109%
SQUAD 9 (PATROL/K-9)	1257	133%	10848	96%	945	11274	1557	81%	13586	80%
TOTAL SQUAD MILEAGE	13450	109%	135250	94%	12394	143609	13558	99%	139484	97%
AVERAGE SQUAD MILEAGE	1494	109%	15028	94%	1377	15957	1695	88%	17436	86%

2.) CHIEF'S ACTIVITIES

- ◆ Attended and introduced Officers Skelton and Kraemer for their Oath of Office at the regularly scheduled meeting of the Common Council.
- ◆ Attended the Citizen's Academy Graduation. Congratulations to the Class of 2016!
- ◆ Led the Annual Hartford Christmas Parade.

3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ Hartford Police Department's Honor Guard participated in the annual Christmas Parade.
- ◆ Department personnel continued planning for the 2016 Shop with a Cop program.
- ◆ Department personnel began a Defense and Arrest Tactics training refresher.
- ◆ Communications Officer and Police Aide recruitment processes continued.



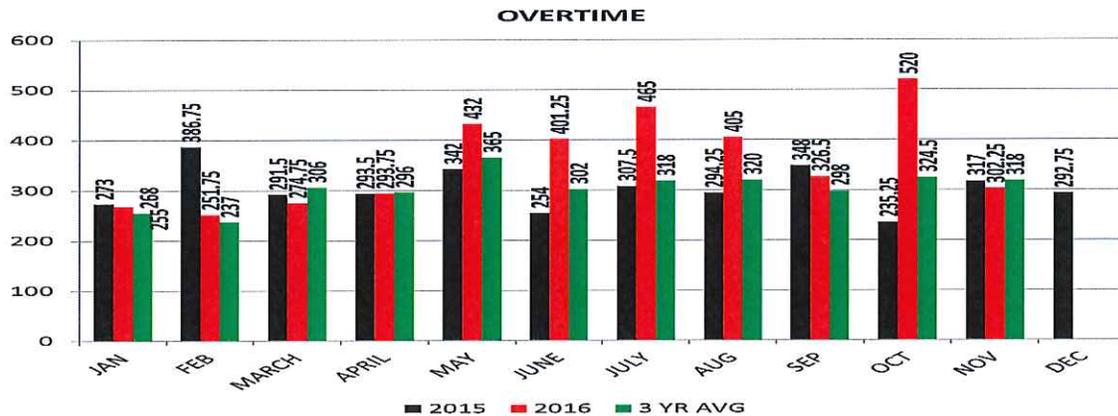
4.) ANTICIPATED PROJECTS/TASKS/ACTIVITIES

- ◆ Communications officer recruitment process will be completed.
- ◆ Shop with a Cop!

5.) **TRAINING**

- ◆ Officers Dorn and Cash completed required K-9 certification training
- ◆ Department MILO Training – Patrol/Investigative Staff
- ◆ Department Isolation Drill (Close Quarters Shoot) – Patrol/Investigative Staff
- ◆ Taser Certification (In-house) – Skelton and Kraemer
- ◆ Unified Tactics Instructor Update @ FVTC – Cummings
- ◆ Field Training Officer Certification @ WCTC – Krick and Whipple
- ◆ D.A.A.T./OWI and SFST Update (In-house) – Patrol and Investigative Staff
- ◆ EMD Illuminations (Multi-Discipline Response) – Neu
- ◆ EMD Illuminations (Just Send Help) – Jossart and Walters

6.) **OVERTIME**



(Note: In November we remained functionally short of our authorized staffing levels in both the Patrol and Communications Divisions. We anticipate that as staffing continues to stabilize, overtime will follow suit.)

Respectfully Submitted,

David A. Groves

Chief of Police

Monthly Department Report
Planning/Building Inspection
November 2016

Planning:

Special Plan Commission Meeting, November 21:

Certified Survey Map, 2712 East Sumner Street (recommended approval)

Violation Letters:

Property Maintenance: 1

Courtesy Notices: 0

Housing: 0

Precitation: 0

Zoning: 0

Citations: 0

Scanning Project, Building Plans & Documentation, Storage:

22 boxes of 94 have been scanned and electronically stored.

Scanning Project, Commercial Plans:

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

Building Inspection:

Permits Issued: 84

Permits Issued YTD: 1189

Violation Letters: 0

Courtesy Notices: 0

STREET DEPARTMENT MONTHLY REPORT - NOVEMBER 2016

Advanced Disposal Services/Curbside Solid Waste Pickup:		Past Nov. Solid Waste
348.07 Tons of solid waste for November 2016		2013 - 257.16 tons
(305.34 tons - October 2016)		2014 - 280.08 tons
		2015 - 311.91 tons

Advanced Disposal Services/Curbside Recycling Pickup:		
Paper & Cardboard AND Commingles		
(Glass, Plastic & Cans) RECYCLING CAR		88.01 Tons - 2015 (89.58 Tons - Nov. 2015)

1. Normal department projects required to be accomplished EACH month:

- Pick up and chip brush curbside	- Patch and asphalt streets as needed
- Repair & maintain equipment	- Sweep city streets per schedule
- Repair & replace street signs as needed	- Pick up excessive garbage on Fridays

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

- Crack fill/Joint Seal streets	- Paint striping on streets, crosswalks & parking lots
- Trimmed tree branches over streets	- Assist contractor with S Wilson Storm Pond project
- Attend final Walk-thru on STH 83 project	- Picked up Leaves Curbside
- Repair & Clean Outfalls as time permits	- Topsoil/landscape projects
- Rebuild Catch Basins as needed	- Assist Advanced Disposal Ser. with Complaints
- Assisted Water Dept. with water breaks	- Planted another 30 trees to replace Ash Trees
- Assist TAPCO with traffic lights	- Worked with State on real estate acquisition for Airport project

3. Specific projects/tasks/activities expected to be initiated or accomplished during DECEMBER:

- Maintenance of all City equipment	- Crack fill and asphalt streets where needed
- Topsoil & landscape as needed	- Plow & Salt Streets as needed
- Prepare trucks for snow plowing	- Assist with City Hall Renovation when needed
- Complete curbside leaf pickup	- Continue trimming branches over streets
- Replace/Repair/Straighten Street Signs	- Inspect Manholes; Clean & Repair Outfalls

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

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
11/2/2016	Replace Stop Sign after Accident	2.00	
11/4/2016	Assist Water Department with water break	2.70	
11/9/2016	Worked late picking up leaves curbside	1.50	
11/10/2016	Blacktop through lunch - water break repairs	2.00	
11/11/2016	Sweep Downtown & blow sidewalks	4.00	
11/12/2016	Barricades/Christmas Parade	3.00	
11/14/2016	Took Garbage Truck to Horicon Landfill	1.00	
11/15/2016	Worked late dumping leaves	0.50	
11/16/2016	Worked late picking up leaves curbside	0.90	
11/17/2016	Worked late at Recycling Center	2.10	
11/19/2016	Worked late at Recycling Center	3.30	
11/24/2016	Assist Water Department with water break	3.50	
	TOTALS	26.50	

November 2015 Overtime Comparison Totals 40.40

MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES COVERING THE MONTH OF: NOVEMBER 2016

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. Line Extension – Oriole Ponds
2. Line Extension – Autumn Ridge
3. Valve Exercise Program
4. GPS for Water System

UPCOMING ACTIVITIES

1. Line Extension – Cedar Bluffs Way
2. Line Extension – Hartford Square
3. Well House Cleaning & Maintenance
4. Water Meter Exchange & Testing

TRAINING SESSIONS

1. MEUW Session – Pole Top Rescue
2. Fill & Maintain Compressed Air Tank – with Fire Dept.

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	8.3
Line Extension – Oriole Ponds	22.5
Charge to Signicast – Scheduled Outage	1.4
Trouble Call – Slinger	5.9
Maintenance of Mains	0.5
Maintenance of Water Service	2.0
Education	0.2
Water Leak – RR Crossing on S. Wacker Dr.	6.9
Water Main Break – 616 Harker Ave.	19.3
Well Run – Weekends & Holiday	<u>18.0</u>
TOTAL	85.0