

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
VIRTUAL MEETING YOUTUBE LIVE
TUESDAY, MAY 12, 2020
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving the Class A, Class B, and Class C Fermented Malt Beverage, Intoxicating Liquor, and Wine licenses for the period July 1, 2020 through June 30, 2021, along with a reduction in fees. (Executive Summary attached)
5. Discussion and consideration of renewing a note with Sycamore Tree and preparing a revised note to be executed with Sycamore Tree. (Executive Summary attached)
6. Discussion and consideration of authorizing appropriate City officials to establish a current Communications Officer Eligibility list to fill the vacated 50% part-time communications officer's position. (Executive Summary attached)
7. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

EXECUTIVE SUMMARY

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

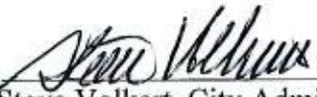
Background: Attached is a list of Renewal Class "A", "Class A", Class "B", and "Class B" Fermented Malt Beverages, and Intoxicating Liquor Licenses.

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

Fiscal Impact: Liquor licenses bring in approximately \$11,150 annually.

Recommendation: Approving the Renewal Class "A", "Class A", Class "B", and "Class B", Fermented Malt Beverages, and Intoxicating Liquor licenses for the period July 1, 2020 through June 30, 2021 along with discussion of a fee reduction.

PREPARED BY:  DATE: 05/06/20
Lori Hetzel, City Clerk

APPROVED BY:  DATE: 05/06/20
Steve Volkert, City Administrator

ROUTING: Finance & Personnel 05/12/20
Common Council 05/26/20

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

The undersigned have applied for a Class "A", "Class A", Class "B", "Class B" and Class "C" licenses to sell at the given premises in the City of Hartford, Counties of Washington/Dodge, State of Wisconsin, from July 1, 2020 to June 30, 2021 (unless sooner revoked), fermented malt beverages, intoxicating liquor, and wine as defined by subsections 6, 8, and 22 of Section 125.02 of the Wisconsin Statutes and all acts amendatory thereto, and hereby agrees to comply with all laws, resolutions, ordinances, and regulations, State, Federal or Local, affecting the sale of such liquors, if a license be granted to the undersigned:

CLASS "A" FERMENTED MALT BEVERAGES AND "CLASS A" INTOXICATING LIQUOR (Renewal)

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

CLASS "B" FERMENTED MALT BEVERAGES AND "CLASS B" INTOXICATING LIQUOR (Renewal)

- 1) Rachel Mae Enterprises, Inc., 11 South Main St
- 2) Rachel Mae Enterprises, Inc., 16 South Main St
- 3) Mike's, 226 North Main St
- 4) Masters Enterprises of Hartford, Inc. (Thomas J. Masters, Agent), 22 North Main St
- 5) David Morey (Bryan Morey, Agent), 22 South Main St
- 6) Halsey, Inc. (Michael D. Halsey, Agent), 34 North Main St
- 7) Dave's Lanes, Inc. (John Ritger, Agent), 218 North Main St
- 8) Hartford Historic Preservation Foundation, Inc. (Michele Price, Agent), 150 Jefferson Ave
- 9) United Cooperative (David Cramer, Agent), 1285 East Sumner St
- 10) C-Loff Corporation, 39 and 43A North Main St
- 11) LMR Builders, LLC, 2714 East Sumner St
- 12) Senior Friends, Inc. (Joseph O'Leske, Agent), 730 Highland Ave
- 13) Hartford Hotel Group LLC, 101 Park St
- 14) Friends Matter Pub & Grill LLC (Brian Shanklin, Agent), 301 North Main St
- 15) P L Tran, Inc, 46 East Jackson St

"CLASS B" RESERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR (Renewal)

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

CLASS "C" WINE (Renewal)

- 1) Ichiban Hartford, LLC, 1595 East Sumner St

CLASS "B" FERMENTED MALT BEVERAGE (Renewal)

- 1) Ichiban Hartford, LLC, 1595 East Sumner St

CLASS "A" FERMENTED MALT BEVERAGE (Renewal)

- 1) United Cooperative (David Cramer, Agent), 1112 West Sumner St

Lori Hetzel, City Clerk
City of Hartford

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

The undersigned have applied for a Class "A", "Class A", Class "B", "Class B" and Class "C" licenses to sell at the given premises in the City of Hartford, Counties of Washington/Dodge, State of Wisconsin, from July 1, 2020 to June 30, 2021 (unless sooner revoked), fermented malt beverages, intoxicating liquor, and wine as defined by subsections 6, 8, and 22 of Section 125.02 of the Wisconsin Statutes and all acts amendatory thereto, and hereby agrees to comply with all laws, resolutions, ordinances, and regulations, State, Federal or Local, affecting the sale of such liquors, if a license be granted to the undersigned:

CLASS "A" FERMENTED MALT BEVERAGES AND "CLASS A" INTOXICATING LIQUOR (Renewal)

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

CLASS "B" FERMENTED MALT BEVERAGES AND "CLASS B" INTOXICATING LIQUOR (Renewal)

- 1) Rachel Mae Enterprises, Inc., 11 South Main St
- 2) Rachel Mae Enterprises, Inc., 16 South Main St
- 3) Mike's, 226 North Main St
- 4) Masters Enterprises of Hartford, Inc. (Thomas J. Masters, Agent), 22 North Main St
- 5) David Morey (Bryan Morey, Agent), 22 South Main St
- 6) Halsey, Inc. (Michael D. Halsey, Agent), 34 North Main St
- 7) Dave's Lanes, Inc. (John Ritger, Agent), 218 North Main St
- 8) Hartford Historic Preservation Foundation, Inc. (Michele Price, Agent), 150 Jefferson Ave
- 9) United Cooperative (David Cramer, Agent), 1285 East Sumner St
- 10) C-Loff Corporation, 39 and 43A North Main St
- 11) LMR Builders, LLC, 2714 East Sumner St
- 12) Senior Friends, Inc. (Joseph O'Leske, Agent), 730 Highland Ave
- 13) Hartford Hotel Group LLC, 101 Park St
- 14) Friends Matter Pub & Grill LLC (Brian Shanklin, Agent), 301 North Main St
- 15) P L Tran, Inc, 46 East Jackson St

$530 \times 10/52 = 101.92$

"CLASS B" RESERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUOR (Renewal)

- 1) Schauer Arts & Activities Center, Inc. (Amy Greiling, Agent), 147 North Rural St 101.92

CLASS "C" WINE (Renewal)

- 1) Ichiban Hartford, LLC, 1595 East Sumner St

$100 \times 10/52 = 19.23$

CLASS "B" FERMENTED MALT BEVERAGE (Renewal)

- 1) Ichiban Hartford, LLC, 1595 East Sumner St

$100 \times 10/52 = 19.23$

CLASS "A" FERMENTED MALT BEVERAGE (Renewal)

- 1) United Cooperative (David Cramer, Agent), 1112 West Sumner St

Lori Hetzel, City Clerk
City of Hartford

1,669.18

EXECUTIVE SUMMARY

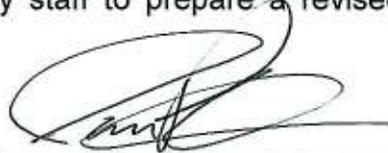
TITLE:

BACKGROUND: In April 2010 the City conveyed to Sycamore Tree the property located at 310 North Wilson Avenue, which was the former API building. At that time the City loaned Sycamore Tree \$210,000 and recorded a mortgage that was subordinate to the Associated Bank mortgage. Sycamore Tree signed a Promissory Note which requires payment in full by April 13, 2020. Sycamore Tree wants to renew the Note for an additional five-year term at five percent (5%) interest.

FISCAL IMPACT: The City is currently collecting interest income at 5% on the promissory note, which is a reasonable rate of return.

RECOMMENDATION: City staff recommends renewal of this Note and authorization for City staff to prepare a revised Note to be executed with Sycamore Tree.

PREPARED BY:

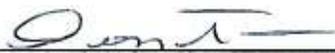


Ian Prust, City Attorney

5-6-2020

Date

REVIEWED BY:



Dawn Timm, Finance Director

5/6/2020

Date

APPROVED BY:



Steve Volkert, City Administrator

5-6-2020

Date

PROMISSORY NOTE

\$160,322.51

_____ (DATE)

The undersigned Maker, (whether one or more), hereby promises to pay to the order of **City of Hartford**, the sum of \$187,909.75, with interest from the date hereof at the rate of five percent (5%) per annum on the unpaid balance, in 60 equal installments of \$1,127.33 each, payable on May 13, 2020 and on the thirteenth day of each month thereafter, provided that this Note, including all unpaid accrued interest, shall be due and payable on May 13, 2025. All payments include principal and interest. All payments on this Note shall be made at 109 North Main Street, Hartford, WI 53027, or at such place as the holder of this Note designates.

If the Maker fails to make the principal payment when due, or fails to make an interest payment when due, and such default continues for 10 days, or upon the occurrence of an event of default described in the mortgage or any other agreement securing this Note, the holder of this Note may declare the entire balance of principal and accrued interest to be due and payable immediately, without notice or demand. Upon any payment more than 10 days late, a late fee in the amount of \$25.00 shall be due which shall be payable with the next payment on this note. After default, the rate of interest on the unpaid balance of this Note shall be twelve percent (12%) per year.

All payments shall be applied first to interest, and then in such manner as the holder determines to principal, and any other amounts due under any mortgage or other agreement securing this Note. This Note may be prepaid, in full or in part, at any time without premium or penalty.

This Note is secured by a mortgage, dated April 13, 2010 from Sycamore Tree - A Christian Child Care Center, Inc. to City of Hartford and recorded with the Washington County Register of Deeds as Document Number 1247454. In the event any collateral securing this Note is sold, transferred or conveyed (whether by option, long term lease or otherwise), without the written consent of the holder, the holder may declare the entire principal and accrued interest to be due and payable immediately.

All Makers, indorsers, sureties and guarantors agree to pay all costs of collection, including, to the extent not prohibited by law, reasonable attorney's fees.

Presentment, protest, demand and notice of dishonor are waived. Without affecting the liability of any Maker, indorser, surety or guarantor, the holder may, without notice, grant renewals or extensions, accept partial payments, release or impair any collateral which is security for payment of this Note, or agree not to sue any party liable on it.

Dated this ____ day of May, 2020.

SYCAMORE TREE—A CHRISTIAN CHILD CARE CENTER, INC., BY:

, President

, Vice President

CITY LOAN

Loan #
 Name Sycamore Tree
 Address 310 N Wilson
 City Hartford
 Phone

Monthly Payment: 1127.33

Interest Rate: 5.00%

Loan Amount: 160322.51
 Estimated Interest Amount: 44220.38

Principal 379,001.137000.13700
 Interest 379,879.481100.48111

Payment #	Due Date	Scheduled Payment	Actual Payment	Principle Paid	Principle Balance	Interest Paid	Interest Balance	Payment Date
1	5/13/20	\$1,127.33	1,250.00	581.99	159,740.52	668.01	668.01	
2	6/13/20	\$1,127.33	1,127.33	461.74	159,278.78	665.59	665.59	
3	7/13/20	\$1,127.33	1,127.33	463.67	158,815.11	663.66	663.66	
4	8/13/20	\$1,127.33	1,127.33	465.60	158,349.51	661.73	661.73	
5	9/13/20	\$1,127.33	1,127.33	467.54	157,881.97	659.79	659.79	
6	10/13/20	\$1,127.33	1,127.33	469.49	157,412.48	657.84	657.84	
7	11/13/20	\$1,127.33	1,127.33	471.44	156,941.03	655.89	655.89	
8	12/13/20	\$1,127.33	1,127.33	473.41	156,467.62	653.92	653.92	
9	1/13/21	\$1,127.33	1,127.33	475.38	155,992.24	651.95	651.95	
10	2/13/21	\$1,127.33	1,127.33	477.36	155,514.88	649.97	649.97	
11	3/13/21	\$1,127.33	1,127.33	479.35	155,035.53	647.98	647.98	
12	4/13/21	\$1,127.33	1,127.33	481.35	154,554.18	645.98	645.98	
13	5/13/21	\$1,127.33	1,127.33	483.35	154,070.83	643.98	643.98	
14	6/13/21	\$1,127.33	1,127.33	485.37	153,585.46	641.96	641.96	
15	7/13/21	\$1,127.33	1,127.33	487.39	153,098.07	639.94	639.94	
16	8/13/21	\$1,127.33	1,127.33	489.42	152,608.65	637.91	637.91	
17	9/13/21	\$1,127.33	1,127.33	491.46	152,117.19	635.87	635.87	
18	10/13/21	\$1,127.33	1,127.33	493.51	151,623.68	633.82	633.82	
19	11/13/21	\$1,127.33	1,127.33	495.56	151,128.11	631.77	631.77	
20	12/13/21	\$1,127.33	1,127.33	497.63	150,630.48	629.70	629.70	
21	1/13/22	\$1,127.33	1,127.33	499.70	150,130.78	627.63	627.63	
22	2/13/22	\$1,127.33	1,127.33	501.79	149,628.99	625.54	625.54	
23	3/13/22	\$1,127.33	1,127.33	503.88	149,125.12	623.45	623.45	
24	4/13/22	\$1,127.33	1,127.33	505.98	148,619.14	621.35	621.35	
25	5/13/22	\$1,127.33	1,127.33	508.08	148,111.06	619.25	619.25	
26	6/13/22	\$1,127.33	1,127.33	510.20	147,600.86	617.13	617.13	
27	7/13/22	\$1,127.33	1,127.33	512.33	147,088.53	615.00	615.00	
28	8/13/22	\$1,127.33	1,127.33	514.46	146,574.07	612.87	612.87	
29	9/13/22	\$1,127.33	1,127.33	516.60	146,057.47	610.73	610.73	
30	10/13/22	\$1,127.33	1,127.33	518.76	145,538.71	608.57	608.57	
31	11/13/22	\$1,127.33	1,127.33	520.92	145,017.79	606.41	606.41	
32	12/13/22	\$1,127.33	1,127.33	523.09	144,494.70	604.24	604.24	
33	1/13/23	\$1,127.33	1,127.33	525.27	143,969.43	602.06	602.06	
34	2/13/23	\$1,127.33	1,127.33	527.46	143,441.98	599.87	599.87	
35	3/13/23	\$1,127.33	1,127.33	529.66	142,912.32	597.67	597.67	
36	4/13/23	\$1,127.33	1,127.33	531.86	142,380.46	595.47	595.47	
37	5/13/23	\$1,127.33	1,127.33	534.08	141,846.38	593.25	593.25	
38	6/13/23	\$1,127.33	1,127.33	536.30	141,310.08	591.03	591.03	
39	7/13/23	\$1,127.33	1,127.33	538.54	140,771.54	588.79	588.79	
40	8/13/23	\$1,127.33	1,127.33	540.78	140,230.76	586.55	586.55	
41	9/13/23	\$1,127.33	1,127.33	543.04	139,687.72	584.29	584.29	
42	10/13/23	\$1,127.33	1,127.33	545.30	139,142.42	582.03	582.03	
43	11/13/23	\$1,127.33	1,127.33	547.57	138,594.85	579.76	579.76	
44	12/13/23	\$1,127.33	1,127.33	549.85	138,045.00	577.48	577.48	
45	1/13/24	\$1,127.33	1,127.33	552.14	137,492.86	575.19	575.19	

Payment #	Due Date	Scheduled Payment	Actual Payment	Principle Paid	Principle Balance	Interest Paid	Interest Balance	Payment Date
46	2/13/24	\$1,127.33	1,127.33	554.44	136,938.42	572.89		
47	3/13/24	\$1,127.33	1,127.33	556.75	136,381.66	570.58		
48	4/13/24	\$1,127.33	1,127.33	559.07	135,822.59	568.26		
49	5/13/24	\$1,127.33	1,127.33	561.40	135,261.19	565.93		
50	6/13/24	\$1,127.33	1,127.33	563.74	134,697.45	563.59		
51	7/13/24	\$1,127.33	1,127.33	566.09	134,131.36	561.24		
52	8/13/24	\$1,127.33	1,127.33	568.45	133,562.91	558.88		
53	9/13/24	\$1,127.33	1,127.33	570.82	132,992.09	556.51		
54	10/13/24	\$1,127.33	1,127.33	573.20	132,418.89	554.13		
55	11/13/24	\$1,127.33	1,127.33	575.58	131,843.31	551.75		
56	12/13/24	\$1,127.33	1,127.33	577.98	131,265.33	549.35		
57	1/13/25	\$1,127.33	1,127.33	580.39	130,684.93	546.94		
58	2/13/25	\$1,127.33	1,127.33	582.81	130,102.12	544.52		
59	3/13/25	\$1,127.33	1,127.33	585.24	129,516.89	542.09		
60	4/13/25	\$1,127.33	1,127.33	587.68	128,929.21	539.65		
61	5/13/25	\$1,127.33	1,127.33	590.12	128,339.09	537.21		
							\$36,906.38	

EXECUTIVE SUMMARY

**TITLE: REQUEST TO ESTABLISH AN ELIGIBILITY LIST AND
FILL FOR REGULAR PART-TIME (50%)
COMMUNICATIONS OFFICER VACANCY**

BACKGROUND:

The Hartford Police Department received the resignation of Communications Officer Michelle Robertson on March 9, 2020, from one of our Part-Time 50% Communications Officers position. This will drop the staffing levels of the Emergency Communications Center below authorized levels.

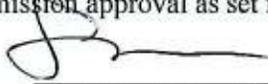
The department is requesting approval to generate an eligibility list to fill the vacancy as soon as possible, and to maintain that eligibility list for any potential future vacancies.

FISCAL IMPACT:

There would be no additional salary or benefit funding required to staff the Part-Time 50% Communications Officer's position as it is already included in the 2020 personnel budgets.

RECOMMENDATION:

To authorize appropriate City Officials to establish a current Communications Officer Eligibility List to fill the vacated 50% Part-Time Communications Officer's position, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

PREPARED BY: 
Scott MacFarlan, Chief of Police

DATE: 4/28/2020

APPROVED BY: 
Steve Volkert, City Administrator

DATE: 4/28/2020

Committee Routing: Finance and Personnel Committee
Police and Fire Commission

May 12, 2020
May 13, 2020