

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, MAY 26, 2020
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 second floor, City Office Meeting Board basement, and the Library Bulletin Board. In addition, the Daily News (the official City newspaper) was given notice and agenda of this meeting at least 24 hours ago.

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) UNANIMOUS CONSENT AGENDA

A) The Common Council minutes of May 12, 2020

5) COMMUNICATIONS

6) MAYOR'S REPORT

A) Covid 19 virus anti-body test reimbursement.

7) ALDERMANIC REQUESTS

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

8) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of approving the 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 for Class B and C licenses. (Executive Summary attached)

2) Discussion and consideration of renewing a note with Sycamore Tree and preparing a revised note to be executed with Sycamore Tree. (Executive Summary attached)

B) PUBLIC WORKS

C) UTILITY

9) RESOLUTIONS AND POSSIBLE ACTION THERON

A) Resolution No. 3571 – A preliminary resolution for the levying of special assessments under Sections 66.0703 and 66.1109, WI Statutes, for purposes of funding a BID operating plan in the City of Hartford central business district. (Executive Summary attached)

B) Resolution No. 3572 – A resolution creating the City of Hartford Sewer Lateral Assistance Policy. (Executive Summary attached)

10) ORDINANCES

A) FIRST READING AND POSSIBLE ACTION THERON

B) SECOND READING AND POSSIBLE ACTION THERON

11) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of opening the Veteran's Memorial Aquatic Center and its anticipated loss. (Executive Summary attached)

B) Discussion and consideration of authorizing appropriate City officials to reject all bids for the City of Hartford - Link Building Repairs and meet with members of the Timberlodge Association to determine how to proceed with the repairs. (Executive Summary attached)

C) Update on North Wacker Drive Bridge. (Executive Summary attached)

D) First quarter general fund results. (Memorandum attached)

12) ADJOURNMENT

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting

**CITY OF HARTFORD
COMMON COUNCIL
May 12, 2020**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, May 12, 2020, 7:00 p.m., via YouTube Live, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

The Mayor and all Alderpersons were present.

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll approving the following unanimous consent agenda:

- A) The Common Council minutes of April 14 and April 21, 2020.
- B) Accepting the proposal from Performance Roofing, Inc., Richfield, for the roof replacement of the Wastewater Treatment Plant's Administrative building at a cost not to exceed \$65,987. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel noted that starting May 26, 2020 the Common Council meeting will resume being in person in the Common Council Chambers, with all attending being set up 6 feet apart to meet social distancing practices. Masks will be provided, if needed.

The Common Council group photo will be scheduled for June 23rd.

MAYOR'S REPORT

MOTION by Alderperson Mixon, and seconded by Alderperson Kohler approving the mayoral appointment of Richard Fehr to the Police & Fire Commission. MOTION CARRIED UNANIMOUSLY.

Mayor Michalak provided feedback he received on the roll out report of re-opening City businesses authored by the City Administrator. He received both positive and negative comments. Alderperson Mixon noted that she also received emails and phone calls, with the majority being positive.

COMMON COUNCIL (5/12/2020)

Mayor Michalak provided information on a plan for the City's 4th of July fireworks, including no ground displays, social distancing, and possibly providing a number of locations for viewing the fireworks from vehicles. As fundraising for the fireworks has slowed due to the COVID-19 pandemic the Mayor suggested the City provide up to \$5,000 towards the fireworks, depending on the amount raised. Several alderpersons spoke in support of going ahead with the fireworks.

MOTION by Alderperson Fulop, and seconded by Alderperson Mixon that the City provide up to \$5,000 for the 2020 4th of July fireworks. MOTION CARRIED UNANIMOUSLY.

ALDERMANIC REQUESTS

Alderperson Hegy reported that all Mid-Moraine Municipal activities are cancelled until September. Alderperson Rusniak asked when Veterans Aquatic Center will be opening. City Administrator Volkert noted that June 15th is the target date if all goes as planned, and depending on health department guidelines. City Administrator Volkert responded to a concern expressed by Alderperson Carroll relating to the coatings being put on the outdoor pool in colder temperatures.

RESOLUTIONS

Resolution No. 3568

**RESOLUTION ADOPTING 2020 STATEMENT OF
PROJECT INTENTIONS FOR HARTFORD MUNICIPAL
AIRPORT'S SIX-YEAR IMPROVEMENT PLAN**

It is a statutory requirement that the Common Council adopt a Resolution to approve the Airport Six-Year Improvement Plan, and submit to WisDOT Bureau of Aeronautics. The proposed improvements include those improvements previously petitioned. The Bureau uses this for planning and budgeting purposes. The City's share of the cost under the aviation entitlements will be 5% with federal funds covering 90%, and state funds covering 5% of the project. The Bureau of Aeronautics anticipates that the City's entitlement amounts will continue to be approximately \$150,000 each year.

MOTION by Alderperson Hegy, and seconded by Alderperson Fulop for the adoption of proposed Resolution 3568. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3570

**INITIAL RESOLUTION REGARDING INDUSTRIAL
DEVELOPMENT REVENUE BOND FINANCING
FOR TRADE TECH, INC. PROJECT**

COMMON COUNCIL (5/12/2020)

Brzowski Bros., LLC desires to complete a project consisting of financing the acquisition of land, construction of an approximately 57,000 square foot addition to their existing facility located at 2231 Constitution Avenue which is used by Trade Tech, Inc., acquisition and installation of equipment, and payment of certain professional and issuance costs. The estimated project is \$6,500,000 to be financed with one of more issues or series of tax-exempt and/or taxable industrial development revenue bonds.

MOTION by Alderperson Mixon, and seconded by Alderperson Hegy for the adoption of proposed Resolution 3570. MOTION CARRIED UNANIMOUSLY.

ORDINANCES
First Reading
Ordinance No. 1419

AN ORDINANCE REPEALING AND RECREATING
CHAPTER 340, SCHEDULE F – LIMITED PARKING ZONES

Chapter 340, Schedule F of the municipal code contains all the hourly parking restrictions in the City of Hartford. In reviewing Schedule F as it is currently written, it became clear that there were several issues which have accumulated in Schedule F over the years. The proposed ordinance streamlines the parking zones by eliminating unused parking categories and consolidating parking zones where possible.

MOTION by Alderperson Mixon, and seconded by Alderperson Fulop to suspend the rules for immediate consideration of proposed Ordinance 1419. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Sikora for the adoption of proposed Ordinance 1419. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Turchi for adjournment. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCMAY12.20
Compiled by Pat Borlen, Deputy Clerk

EXECUTIVE SUMMARY

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

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

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 x 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 x 10/52 = 19.23

CLASS "B" FERMENTED MALT BEVERAGE (Renewal)

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

100 x 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 Principal 379,001.137000.13700
 Estimated Interest Amount: 44220.38 Interest 379,879.481100.48111

Payment #	Due Date	Scheduled Payment	Actual Payment	Principal Paid	Principal Balance	Interest Paid	Interest Balance
1	5/13/20	\$1,127.33	1,250.00	581.99	159,740.52	668.01	160,322.51
2	6/13/20	\$1,127.33	1,127.33	461.74	159,278.78	665.59	668.01
3	7/13/20	\$1,127.33	1,127.33	463.67	158,815.11	663.66	665.59
4	8/13/20	\$1,127.33	1,127.33	465.60	158,349.51	661.73	663.66
5	9/13/20	\$1,127.33	1,127.33	467.54	157,881.97	659.79	661.73
6	10/13/20	\$1,127.33	1,127.33	469.49	157,412.48	657.84	659.79
7	11/13/20	\$1,127.33	1,127.33	471.44	156,941.03	655.89	657.84
8	12/13/20	\$1,127.33	1,127.33	473.41	156,467.62	653.92	655.89
9	1/13/21	\$1,127.33	1,127.33	475.38	155,992.24	651.95	653.92
10	2/13/21	\$1,127.33	1,127.33	477.36	155,514.88	649.97	651.95
11	3/13/21	\$1,127.33	1,127.33	479.35	155,035.53	647.98	649.97
12	4/13/21	\$1,127.33	1,127.33	481.35	154,554.18	645.98	647.98
13	5/13/21	\$1,127.33	1,127.33	483.35	154,070.83	643.98	645.98
14	6/13/21	\$1,127.33	1,127.33	485.37	153,585.46	641.96	643.98
15	7/13/21	\$1,127.33	1,127.33	487.39	153,098.07	639.94	641.96
16	8/13/21	\$1,127.33	1,127.33	489.42	152,608.65	637.91	639.94
17	9/13/21	\$1,127.33	1,127.33	491.46	152,117.19	635.87	637.91
18	10/13/21	\$1,127.33	1,127.33	493.51	151,623.68	633.82	635.87
19	11/13/21	\$1,127.33	1,127.33	495.56	151,128.11	631.77	633.82
20	12/13/21	\$1,127.33	1,127.33	497.63	150,630.48	629.70	631.77
21	1/13/22	\$1,127.33	1,127.33	499.70	150,130.78	627.63	629.70
22	2/13/22	\$1,127.33	1,127.33	501.79	149,628.99	625.54	627.63
23	3/13/22	\$1,127.33	1,127.33	503.88	149,125.12	623.45	625.54
24	4/13/22	\$1,127.33	1,127.33	505.98	148,619.14	621.35	623.45
25	5/13/22	\$1,127.33	1,127.33	508.08	148,111.06	619.25	621.35
26	6/13/22	\$1,127.33	1,127.33	510.20	147,600.86	617.13	619.25
27	7/13/22	\$1,127.33	1,127.33	512.33	147,088.53	615.00	617.13
28	8/13/22	\$1,127.33	1,127.33	514.46	146,574.07	612.87	615.00
29	9/13/22	\$1,127.33	1,127.33	516.60	146,057.47	610.73	612.87
30	10/13/22	\$1,127.33	1,127.33	518.76	145,538.71	608.57	610.73
31	11/13/22	\$1,127.33	1,127.33	520.92	145,017.79	606.41	608.57
32	12/13/22	\$1,127.33	1,127.33	523.09	144,494.70	604.24	606.41
33	1/13/23	\$1,127.33	1,127.33	525.27	143,969.43	602.06	604.24
34	2/13/23	\$1,127.33	1,127.33	527.46	143,441.98	599.87	602.06
35	3/13/23	\$1,127.33	1,127.33	529.66	142,912.32	597.67	599.87
36	4/13/23	\$1,127.33	1,127.33	531.86	142,380.46	595.47	597.67
37	5/13/23	\$1,127.33	1,127.33	534.08	141,846.38	593.25	595.47
38	6/13/23	\$1,127.33	1,127.33	536.30	141,310.08	591.03	593.25
39	7/13/23	\$1,127.33	1,127.33	538.54	140,771.54	588.79	591.03
40	8/13/23	\$1,127.33	1,127.33	540.78	140,230.76	586.55	588.79
41	9/13/23	\$1,127.33	1,127.33	543.04	139,687.72	584.29	586.55
42	10/13/23	\$1,127.33	1,127.33	545.30	139,142.42	582.03	584.29
43	11/13/23	\$1,127.33	1,127.33	547.57	138,594.85	579.76	582.03
44	12/13/23	\$1,127.33	1,127.33	549.85	138,045.00	577.48	579.76
45	1/13/24	\$1,127.33	1,127.33	552.14	137,492.86	575.19	577.48

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

Resolution No. 3571

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

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

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

Recommendation: Adoption of the preliminary special assessment resolution.

PREPARED BY:  DATE: 05/18/20
Lori Hetzel, City Clerk

REVIEWED BY:  DATE: 5/18/2020
Ian Prust, City Attorney

Dawn Timm, Finance Director DATE: _____

APPROVED BY:  DATE: 5/18/2020
Steve Volkert, City Administrator

ROUTING: Common Council – 5/26/2020

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

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

- 1) The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments to fund a BID Operating Plan in the City of Hartford Central Business District, and for the benefits conferred upon the properties in the Business Improvement District listed on the attached Exhibit "A".
- 2) It is the determination of the Common Council that said assessments shall be made under the police powers and that the amount assessed against each parcel shall be based upon the value of property improvements.
- 3) The assessment against any parcel may be paid in one sum or in installments, the number of which shall be determined following a public hearing on the proposed assessments.
- 4) The City Clerk and BID Board are directed to prepare a report consisting of:
 - a) Final plans for the District.
 - b) A statement of the entire cost of the plan as estimated.
 - c) A schedule of the proposed assessments against each parcel.
 - d) A statement that the property against which the assessments are proposed has been inspected and is or will be benefited setting forth the basis of the benefit.
- 5) When the report is completed, the City Clerk and BID Board shall file a copy of the report with the City Clerk for public inspection.
- 6) The City Clerk shall cause notice to be given stating the nature of the proposed assessments, the general description of the property to be assessed, the time and place in which the BID Board and City Clerk's Report may be inspected, the time and place of the public hearing and the matters contained in the preliminary resolution and the report. This notice shall be published as a Class 1 notice and a copy shall be mailed at least 10 days before the hearing to every interested party. The hearing shall commence not less than 10 or more than 40 days after publication.
- 7) The hearing shall be held in the City Hall Common Council Chambers, Room L01, 109 North Main Street, on a date to be determined by the Common Council and in accordance with Section 66.0703 (7), Wis. Stats.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: May 26, 2020
ADOPTED: May 26, 2020

ATTEST: _____
Lori Hetzel, City Clerk

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2001-004-005	116 West Sumner Street	Forte Bank 116 West Sumner Street Hartford, WI 53027
36-2001-005-001	11 & 13 North Main Street	Mallow Properties LLC 511 Acorn Pass Hartford, WI 53027
36-2001-005-002	27 North Main Street 22 North Johnson Street	Allen Associates Partnership LLP 27 North Main Street Hartford, WI 53027
36-2001-005-003	31 North Main Street	Argyle Real Estate Partners LLC W63 N321 Hillcrest Avenue Cedarburg, WI 53012
36-2001-005-006	39 & 41 North Main Street	Finn Rentals LLC 37243 Sunset Drive Oconomowoc, WI 53066
36-2001-005-007	43 North Main Street	Finn Rentals LLC 37243 Sunset Drive Oconomowoc, WI 53066
36-2001-005-009	55 & 57 North Main Street	OCV Enterprises LLC 1050 Middle Ridge Road Hubertus, WI 53033
36-2001-005-013	73 & 75 North Main Street	TKN Properties LLC 68 North Johnson Street Hartford, WI 53027
36-2001-005-022	15 North Main Street 20 West Sumner Street	Mark & Charlene Jung N168 W21700 Main Street #304 Jackson, WI 53037
36-2001-005-026	36 North Johnson Street	K Bock Property LLC 1576 Don Simon Drive Sun Prairie, WI 53590
36-2001-005-027	37 North Main Street	White Elephant Investments LLC 2466 Lough Lane Hartford, WI 53027-0034
36-2001-005-034	59 & 63 North Main Street	Ray & Carolyn Stelzer 530 North Main Street Hartford, WI 53027
36-2001-005-035	65 & 67 North Main Street	KB Properties of Hartford LLC 530 North Main Street Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2001-005-039	45 North Main Street 46 North Johnson Street	Vitality Ventures LLC 205 Highland Avenue Hartford, WI 53027
36-2001-006-002	129 & 131 North Main Street	Professional Imprints LLC 129 North Main Street Hartford, WI 53027
36-2001-006-003	135 & 137 North Main Street	Steven Cypher 433 Third Street Hartford, WI 53027
36-2001-006-007	127 North Main Street	Eleven 99 Properties LLC 127 North Main Street Hartford, WI 53027
36-2001-016-001	301 & 303 North Main Street	Brian D Shanklin 2021 North Genese Street Delafield, WI 53018
36-2004-020-022	57 South Main Street	Malone Properties LLC 5047 Elmwood Road Colgate, WI 53017
36-2004-027-001	35 South Johnson Street 104 Kossuth Street	Michael Wagner 104 Kossuth Street Hartford, WI 53027
36-2004-027-013	107 West Sumner Street	C. Wannow Real Estate LLC 107 West Sumner Street Hartford, WI 53027
36-2004-028-003	45 South Main Street	Scott Warren Scott Oil Co., Inc. 5362 State Road 11 Elkhorn, WI 53121
36-2004-028-005	23 South Main Street	23 S Main Street LLC 3049 State Hwy 164 Slinger, WI 53086
36-2004-028-007	11 South Main Street 25 West Sumner Street	GABBI LLC 11 South Main Street Hartford, WI 53027
36-2004-028-008	31 West Sumner Street 30 South Johnson Street	31 Sumner LLC 850 Willow Circle Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2102-001-001	62 & 64 North Main Street	WFL Properties LLC 117 17th Street Belleair Beach, FL 33786
36-2102-001-002	54 North Main Street	John Hetzel 63 Highland Avenue Hartford, WI 53027
36-2102-001-003	50 & 52 North Main Street	HXF Properties LLC 7001 Arthur Road Hartford, WI 53027
36-2102-001-004	46 & 48 North Main Street	Vicente Flores Martinez 5 W Main Street Evansville, WI 53536
36-2102-001-005	42 North Main Street	Nesterson LLC 42 North Main Street Hartford, WI 53027
36-2102-001-006	38 & 40 North Main Street	Tina Marie Murray 3395 Lake Drive Hartford, WI 53027
36-2102-001-007	34 North Main Street	Michael D. Halsey Revocable Living Trust LC P O Box 270316 Hartford, WI 53027
36-2102-001-008	30 & 32 North Main Street	Douglas Schlotthauer 925 Willow Lane Hartford, WI 53027
36-2102-001-010	22 North Main Street	Thomas Masters 5488 Pleasant Hill Road Hartford, WI 53027
36-2102-001-020	15 Mill Street 28 East Sumner Street	James & Gerard Schnorenberg 15 Mill Street Hartford, WI 53027
36-2102-002-003	108 & 110 North Main Street	Nailers Property LLC 107 Nob Hill Dr W Colgate, WI 53017
36-2102-002-007	18 & 28 Jackson Street	Puebla Property Management LLC 28 East Jackson Street Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2102-002-008	46 Jackson Street	Irish Development, LLC 2466 Lough Lane Hartford, WI 53027
36-2102-002-018	124 East Sumner Street	Sumner Street LLC P. O. Box 270468 Hartford, WI 53027
36-2102-002-050	100 & 102 North Main Street	Second Chance Ventures LLC 2481 Hall Road Hartford, WI 53027
36-2102-002-051	101 Park Avenue	Hartford Hotel Group LLC 980 American Drive Neenah, WI 54956
36-2102-003-004	142 North Main Street	Dean and Mary Kirley 609 Fairview Drive Hartford, WI 53027
36-2102-003-005	140 North Main Street	Edward & Vickie Larsen 6714 Cty Hwy Q Hartland, WI 53029
36-2102-003-009	130 North Main Street	Edward & Vickie Larsen 6714 Cty Hwy Q Hartland, WI 53029
36-2102-003-010	128 North Main Street	Kenneth L & Sharon C Leitner 519 Tahoe Lane Hartford, WI 53027
36-2102-003-011	120 & 122 North Main Street	Daffy Properties LLC 680 Farmstead Court Slinger, WI 53086
36-2102-005-002	226 North Main Street	Michael & Cheryl Checolinski 226 North Main Street Hartford, WI 53027
36-2102-005-003	218 & 222 North Main Street	John Ritger 222 North Main Street Hartford, WI 53027
36-2102-005-004	212 North Main Street	PSD LLC 212 North Main Street Hartford, WI 53027
36-2102-005-005	206 North Main Street	PSD LLC 212 North Main Street Hartford, WI 53027

EXHIBIT "A"

<u>TAX KEY NUMBER</u>	<u>IDENTIFICATION</u>	<u>OWNER AND ADDRESS</u>
36-2102-005-012	217 First Street	East Side Lumber Company 200 First Street Hartford, WI 53027
36-2102-006-011	302 & 304 North Main Street	Zagel Properties LLC 6250 Spaeth Court West Bend, WI 53095
36-2102-007-004	200 First Street	East Side Lumber Company 200 First Street Hartford, WI 53027
36-2102-008-003	216 Second Street	East Side Lumber Company 200 First Street Hartford, WI 53027
36-2103-009-010	90 South Main Street	Garret & Pamela Terpstra 90 South Main Street Hartford, WI 53027
36-2103-022-001	108 Branch Street	Hen Picked Antiques LLC 153 State Hwy 83 Hartford, WI 53027
36-2103-023-002	55 South Street	SST Properties LLC 55 South Street Hartford, WI 53027
36-2103-023-008	35 East Sumner Street	DLG Holdings LLC 2154 State Hwy 83 Hartford, WI 53027-0034
36-2103-023-024	16 & 18 South Main Street	Thomas Wenzel 11 South Main Street Hartford, WI 53027
36-2103-023-025	20 & 22 South Main Street	My Youth LLC 2198 Hall Road Hartford, WI 53027
36-2103-023-029	55 East Sumner Street	Conley Publishing Group Ltd. P. O. Box 478 Beaver Dam, WI 53916
36-2103-023-030	44 & 46 South Main Street	Society of St. Vincent de Paul of Washington County 445 East Washington Street Slinger, WI 53086
36-2103-023-031	19 East Sumner Street 10 South Main Street	Second Chance Ventures LLC 2481 Hall Road Hartford, WI 53027

EXECUTIVE SUMMARY

TITLE: Resolution Creating City of Hartford Sewer Lateral Assistance Policy for the sanitary sewer extension areas into the Town of Hartford completed under City Contracts 04-2020 and 05-2020.

BACKGROUND: The Common Council approved the sanitary sewer extensions into the Town of Hartford in January, 2020. As part of the approval, the costs for the sewer extension will be special assessed to the property owners. After the public hearing for the special assessments and the discussion by Council, the Council requested to discuss assisting property owners with the lateral installations. More specifically, this pertains to the portion of the laterals within road right-of-way.

The Utility Committee began discussing the lateral assistance at its February, 2020 meeting. After reviewing the information, the Utility Committee directed staff to review the current lateral program to see if this proposed lateral assistance would work under the current program. Staff determined the proposal to assist with the lateral installation for the sewer extension areas would require its own specific policy. However, the costs for the new program could be covered by the same funding available for the existing lateral program.

The Utility Committee, at its May meeting, approved creation of a policy and procedure for these lateral connections. The policy and procedure would be similar to the City's existing sewer lateral replacement program. A property owner would need to apply for the program and provide detailed cost information for the lateral installation. The reimbursement for each lateral would then need to be approved by the Utility Committee. The program would have a maximum dollar amount available for each lateral connection. Staff would recommend maximum dollar amounts of \$6,000.00 and \$1,100.00 for the far side and near side properties respectively. This would result in a total cost of approximately \$267,000.00 for the entire program. Please keep in mind this total cost will not all come at one time. It could take up to 40 years for all properties in these areas to connect to the sanitary sewer.

FISCAL IMPACT: Annual cost of the program will vary depending on the number of property owners choosing to connect to the sewer. The costs would be covered with the current annual lateral program funding of \$35,000.00.

RECOMMENDATION: Approved the resolution creating a policy providing lateral assistance to all properties in the 2020 sewer extension areas installed as part of City Contracts 04-2020 and 05-2020 with maximum dollar amounts \$6,000.00 for far side properties and \$1,100.00 for near side properties.

PREPARED BY: Jason W. Schall 5-20-2020
Jason W. Schall DATE
City Engineer

REVIEWED BY: Dave Piquett 5/20/2020
Dave Piquett DATE
Sewer Utility Director

APPROVED BY:  5-20-2020
Steve Volkert
City Administrator DATE

ROUTING: Utility Committee - May 4, 2020
Common Council - May 26, 2020

RESOLUTION NO. 3572

CITY OF HARTFORD SEWER LATERAL ASSISTANCE POLICY

WHEREAS, the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, is interested in creating a Sewer Lateral Assistance Policy for the purpose of reimbursing property owners for a portion of the installation of private sewer laterals connecting into the City's collection system.

WHEREAS, the City of Hartford and Town of Hartford approved an agreement allowing the extension of City sanitary sewer service into the Town of Hartford on the south side of City;

WHEREAS, the cost to install the proposed sanitary sewer main line will be special assessed to the properties adjacent to the new sewer installation;

WHEREAS, the proposed sanitary sewer main will not be installed at the center of the road right-of-way and therefore creates an increased cost for those properties on the opposite side of the road from the sanitary sewer mainline;

WHEREAS, the City of Hartford Sewer Lateral Assistance Policy adopted under this Resolution would help an eligible property owner applicant by reimbursing sewer lateral installation costs (within the road right-of-way) up to \$6,000.00 for properties on the far side of the road and up to \$1,100.00 for properties on the near side of the road;

WHEREAS, the funding for this program will be covered by the same Wastewater Utility account as the City's Sewer Lateral Replacement Policy;

THEREFORE, BE IT RESOLVED, that the City of Hartford hereby **APPROVE** the attached City of Hartford Sewer Lateral Assistance Policy and **AUTHORIZE** the Sewer Utility Director to act on behalf of the City of Hartford to implement the policy by:

Approving eligible applicants who submit invoices from their contractors showing actual costs paid to install private sewer laterals within the road right-of-way;

Submitting reimbursement claims, along with necessary supporting documentation, to the Finance Department for payment to the approved applicant within the approved annual budget;

Take necessary action to undertake, direct and complete the approved program.

BE IT FURTHER RESOLVED that the City of Hartford shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this program.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: May 26, 2020

ADOPTED:

ATTEST: _____
Lori Hetzel, City Clerk

City of Hartford Sewer Lateral Assistance Fund Policy

As per Resolution # _____, adopted by the City of Hartford Common Council on 5/26/2020, a Sewer Lateral Assistance Fund has been established to help reimburse property owners for a portion of the cost associated with the installation of sewer laterals in the sanitary sewer extension areas into the Town of Hartford completed under Contract #04-2020 and Contract #05-2020. The reimbursement will cover the portion of the sewer lateral within the road right-of-way.

The property owner is responsible for contracting for all services required to install the sewer lateral. All cost associated with the sewer lateral installation would legally be the responsibility of the property owner and all invoices should be sent to the property owner. The property owner or their contractor is also responsible for any costs associated with obtaining the required permitting.

In order to receive reimbursement, a property owner must complete an application. The maximum total reimbursement available will be \$6,000.00 for those properties on the opposite side of the road from the sanitary sewer main and \$1,100.00 for those properties on the same side of the road as the sanitary sewer main. The application must be approved by a majority vote of the City Council's Utilities Committee before any funds are released to the property owner. While this is a separate policy from the City's Sewer Lateral Replacement Policy, the funding for this program will come from the same Wastewater Utility account. In the event funds are remaining in this account at the end of the year, those funds will be carried forward and added to the next budget year. In the event all funds are used in any budget year, property owners can still apply for the reimbursement and will be included in the next budget year.

Following approval of the application by the Utilities Committee, the Finance Director is authorized to release funds. The property owner must provide photocopies of itemized invoices, along with a Lien Waiver, for all work completed before funds can be released. The invoice shall specifically itemized the costs associated with the portion of the lateral within the road right-of-way. Costs in excess of the maximum total reimbursement amount of \$6,000.00 or \$1,100.00, depending on the sewer main location, are the responsibility of the property owner. The City of Hartford requires that to be eligible for reimbursement, the Entire Sewer Lateral must be installed both within the public right-of-way, and on private property.

The City of Hartford reserves the right to limit the number of applications approved each year based on the funds available.

Executive Summary

Title: Veterans Memorial Aquatic Center 2020 Operations

Background: The 2020 operations of the Veterans Memorial Aquatic Center, (VMAC), requires discussion and action by the City Council concerning plans to open or remain closed for the 2020 summer season, **as it is projected that it will certainly lose more money than what was budgeted.** To assist the City Council in making a decision, staff has been monitoring the COVID-19 situation as it concerns operating plans for swimming facilities and guidelines presented for opening. As with so many considerations at this time with COVID-19, the information has been fluid and this has added to the difficulty in the planning process. The information that follows is the best information that staff has available at this time. The evaluation process by staff has consisted of participation in numerous meetings including representation from the State of Wisconsin Department of Trade, Agriculture and Consumer Protection (DATCP), Wisconsin Economic Development Corporation, National Park and Recreation Association, Wisconsin Park and Recreation Association- Aquatics Section, American Red Cross, Starguard and CDC. This has further included numerous meetings and discussions among area peer community facility operators. Staff has further reviewed the recommendations provided by USA Swimming, leader in swim team/club management and finally Carrico Aquatics who provides the City of Hartford water management services for the indoor Signicast Family Aquatic Center.

At this time several of the nearby community aquatic centers and swimming facilities have made a decision to close their operations for the summer of 2020 including Watertown, Grafton and Cedarburg aquatic centers along with Regner Park Swimming beach/pond in West Bend. The primary decisions from these communities to remain closed were based upon increased cost to operate, inability to have adequate staff hired and trained, reduction in program and facility offerings and overall safety to properly manage when considering the amount of contact surfaces that require frequent cleaning. Although not confirmed as closed, the Parks and Recreation Director in Port Washington has indicated that staff recommendation is for closing their community aquatic center and the final decision is to be confirmed in early June. Nearby facilities that do plan to open on June 13th with restrictions include Waupun (58 patron capacity, no swim lessons, no concession stand) and Horicon (restricted patron capacity with patron number not known, concession operation not known). Fox Lake aquatic facility is scheduled to open later in late June following the completion of maintenance work at the facility.

The following is what we know as staff outlines and considers a plan to reopen.

- CDC Guidelines should be followed.
- Follow the Washington-Ozaukee County Health Department Guidelines for opening aquatic centers and amusement facilities.
- Social distancing must be maintained in the pool and on the pool deck by the public and staff.
- Use of facemasks required for all staff and recommended for the public except for when in the water.
- Frequent disinfecting/cleaning of common touch areas required. This includes in the pool areas. railings, pool equipment, deck furniture if provided, concession tables/benches. The bathhouse facility surfaces including door handles, restroom fixtures, shower areas, benches. The concession building/area counters, tables, food service equipment, etc.

- Stagger use of communal spaces (locker rooms, restrooms, etc.).
- Monitor and enforce social distancing. In the facility no gathering of 10 persons or more.
- Special training of staff for hands-on in water rescue training and CPR.
- Prepare and plan for new procedures for patron emergency water evacuation and deck loading

The following operation plan is outlined by staff in the consideration to open VMAC. We have used the Washington-Ozaukee County Health Department guideline concerning aquatic center reopening at 25% maximum facility approved capacity for patron load. At the VMAC this would be 330 patrons between the Main Pool and the Lazy River Pool. The Wisconsin Economic Development Corporation offers another plan and formula for consideration in developing patron load which is to take the pool surface sq. ft. divided by 144 sq. ft. for the reduced patron capacity. If Hartford VMAC were to use the Wisconsin Economic Development Corporation formula the total patron capacity would be 130.3 in the Main Pool and 18.9 in the Lazy River for a total of 149 patrons. The communities of Waupun, Horicon and Fox Lake are using the more restrictive State of Wisconsin formula. Based on the 330 patron load staff prepared new operation plans for VMAC with restricted offering of services from other years. **The headline for this section is that the experience of the VMAC will be greatly different from what residents have come to expect.**

The plan considerations as follows, was used in developing a new estimated operations budget.

- Operate June 13 through August 30th for a total of 11 weeks
- Offer swim team rental in the 50 meter pool following the USA Swimming swim team guideline for 50-meter pool from June 8th through July 31st. The USA Swimming guideline allows for up to 6 per lane for a 50 meter pool and that exceeds many guidelines that are indicating 1 or 2 swimmers per lane. Staff has been discussing both the more restrictive number of as few as 2 as well as 6 with the Lake Country Swim Club. The Club will work with lesser numbers if required.
- Offer a modified swim lesson program with reduced class student sizes, group parent/child lessons for lower level instruction
- Offer reduced patron, modified water walking Mon.-Fri. in the Lazy River, 8:30 AM to 12:30 PM
- Offer Open Swim Monday – Friday from 1:00 PM to 6:00 PM, Sa. /Su. 12 Noon to 6 PM with the maximum patron capacity of 330 in attendance. The first 1 ½ hour of each days open swim will be resident priority admission followed by open admission to residents and non-residents.
- Restrict the tube slide to single tubes only. No double rafts.
- Restrict the number of patrons floating on tubes in the lazy river during open swim
- Offer a reduced and modified concession stand service. A final decision on products TBD but prepackaged would seem to be the safest method. There are concerns with safe food preparation/packaging and handling of food product. Additionally, the currency transactions and the passing and handling of cash in the food service area has a safety concern.
- There will be no season pass sales issued for sale with only daily admissions and priced at the currently approved fee amounts for resident and non-residents.
- Due to the need for cleaning/disinfecting furniture, no deck chair furniture will be provided for use. Patrons will be permitted to bring in their own chairs.
- Close the water walk feature area
- Close the 3-meter diving board and only open the 1-meter board
- Close the deck games activity area
- Close or significantly control/manage the sand playground area. TBD

Fiscal Impact: Using the best information we have available at this time the estimated operations budget for an 11 week VMAC season is as follows.

VMAC, COVID-19, 11 week modified season

VMAC Approved 2020 Budget Plan

Estimated Expenses: \$272,826

Expenses \$334,410

Estimated Revenues: \$116,900

Revenue \$267,768

Estimated Tax Support: \$155,926

Tax Support \$66,642

The VMAC proposed operation plan would require an estimated increased subsidy above the approved tax levy support in the amount of **\$89,284**.

Staff also considered an operation plan for a season that would operate from June 13th through August 16th which is a 9 week season. The estimated increased subsidy to offer that plan is \$76,456. Other communities such as Waupun who will open on June 13th is proposing for an earlier closing on August 16th.

The additional subsidy to operate the VMAC facility in 2020 is recommended to be approved as funding allocated from the City of Hartford Fund Balance Account.

Although the 2020 budget was approved with an operation plan that included a tax support of \$66,642, it should be noted that the actual annual levy support average over the years 2017, 2018, 2019 was \$31,267. This amount of annual tax support remains very close to the \$30,500 amount planned as the established operating guideline during the design and facility plan approval going back to 2015.

Staff Recommendation: Staff presents to the City Council the above outlined 2020 VMAC modified 11 week operation plan for consideration.

Prepared by:


Mike Hermann, Parks and Recreation Director

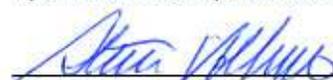
5/21/20
Date

Reviewed by:


Tyler Mentzel, Aquatic & Fitness Supervisor

5-21-20
Date

Approved by:


Steve Volkert, City Administrator

5-21-20
Date

Routing:

City Council

5/26/20

EXECUTIVE SUMMARY

TITLE: City of Hartford - Link Building Repairs Bid of May 19, 2020.

BACKGROUND: The 2020 Link Building (37 N. Main Street) requires repairs to the brick façade of the north wall of the building and the adjacent walkway. An analysis of the wall and sidewalk area was completed in December, 2019 by Ambrose Engineering. The final report from Ambrose Engineering included recommendations for repairs to the building and walkway area.

The bid for repairs to the Link Building included repairing the existing brick masonry veneer of the north wall, repair and infill of lower level openings, rebuilding the parapet wall, and replacing the existing vaulted concrete sidewalk adjacent to the north wall of the building (included filling the void space with stone. Several alternates were included as part of the bid. The alternates included: 1) Installing drains in the sidewalk area and connecting to storm sewer; 2) Replace the existing rubber membrane roof with new 60-mil EPDM rubber roof system; 3) Remove the existing brick masonry veneer and replacing with cladding selected by the owner; 4) Remove and Replace a small area of asphalt shingle siding on the north wall. The bids received were as follows:

Berglund Construction Co., Chicago, IL	-	\$150,000.00	- Base Bid
		\$ 10,000.00	- Alternate #1
		\$ 40,000.00	- Alternate #2
		\$ 70,000.00	- Alternate #3
		\$ 15,000.00	- Alternate #4

The low bidder, Berglund Construction Co. has not worked for the City of Hartford previously. Berglund did submit a Bidder's Qualification Statement and have significant experience with this type of work and appear to be a very reputable company.

The bid received is significantly higher than the estimated costs for these repairs. The cost estimate for the repairs included in the bid (including the alternates) is approximately \$140,000.00. After speaking with several masonry contractors, it appears the lack of interest in bidding was the inclusion of the roof replacement in this bid.

The City has 33% ownership and responsibility for repairs of the Link Building. There are 4 other owners of the building. All owners are members of the Timberlodge Condominium Association which has its own set of by-laws for managing the building. The Timberlodge Association does need to review the bids as well and vote on how to proceed.

Staff is recommending rejection of the bids due to the high bid numbers and the lack of competitive bids. The Timberlodge Association will need to determine how to proceed with the repairs.

FISCAL IMPACT: None at this time.

RECOMMENDATION: Appropriate City officials are authorized to reject all bids for the City of Hartford – Link Building Repairs and meet with members of the Timberlodge Association to determine how to proceed with the repairs.

PREPARED BY: Jason W. Schall 5-20-2020
Jason W. Schall
City Engineer DATE

REVIEWED BY: Mike Hermann 5/21/20
Mike Hermann
Parks and Recreation Director DATE

APPROVED BY: Steve Volkert 5-27-2020
Steve Volkert
City Administrator DATE

ROUTING: Common Council - May 26, 2020

EXECUTIVE SUMMARY

TITLE: N. Wacker Drive Bridge Update

BACKGROUND: The N. Wacker Drive Bridge is scheduled to be replaced in 2020. The project is being done in conjunction with the Wisconsin DOT. The State/Municipal Agreement had an estimated cost of \$976,625.00 for construction of the bridge. This cost was then split with Federal and State funds covering approximately 80% of the cost and Municipal funds covering approximately 20% of the cost. The agreement has a federal funding cap of \$777,300.00 for construction.

As the engineer for the project worked on the bridge design, they provided a construction cost estimate of approximately \$1,060,000.00. Since the State/Municipal Agreement had already been amended once before increasing the amount of funding, the State would not amend it again to increase funding based on the engineer's estimate. Therefore the City would be responsible for the additional costs. For this reason, the CIP budget for the bridge was adjusted to compensate for the increase in estimated cost. The CIP budget is \$436,000.00 and includes real estate acquisition and engineering costs as well as construction costs.

The Bridge project was let by the DOT on May 12, 2020. Three bids were received for the project with a low bid of \$1,210,132.65. With the estimated for engineering and inspection during construction, the total construction cost is approximately \$1,355,500.00. With the current federal funding cap in the existing agreement, the City would be responsible for approximately \$578,200.00. This would put the project over budget by \$150,000.00 after factoring in other costs already paid out for the project.

The DOT is in the process of requesting additional federal/state funding for the project. The chance this request will be granted is unknown. The amount of additional funding requested is not known. If additional funding is granted, the best estimate is the City would still end up over budget by approximately \$30,000.00. It is hoped the DOT will have an answer about the additional funding before the Common Council meeting.

If the DOT has not made a decision before the Common Council, there are several options to consider:

1. If no additional federal/state funding is granted, the City could request to rebid the project for a 2021 construction date. It is unlikely the bids would get better. Additional City funding would still be needed in 2021.
2. If no additional federal/state funding is granted, the City could agree to pay the additional \$150,000.00 and have the project completed in 2020. The City could postpone the N. Wacker Drive resurfacing from W. Wisconsin Street to the railroad tracks and use the budget for that project to cover the overage. Due to the City's borrowing schedule, 2022 is the earliest year this resurfacing project could be rescheduled for completion.
3. If the additional federal/state funding is granted, the City could agree to pay the additional \$30,000.00 and have the project completed in 2020. The N. Wacker Drive project from W. State Street to Abbott Avenue should come in under budget with enough left to cover the additional \$30,000.00 from the bridge project.

If the DOT's decision is known before the Common Council meeting, one of these options could be selected for approval by the Council. If the DOT's decision is not known before the meeting, staff requests the Council to approve an option for each scenario with which to proceed.

FISCAL IMPACT: The impact will depend on the DOT's decision regarding additional funding and the option selected by the Common Council.

RECOMMENDATION: If the additional funding is granted by the DOT, staff recommends the Common Council approve of Option 3 listed above. If the additional funding is not granted by the DOT, staff requests the Common Council to select between Option 1 and Option 2 listed above.

PREPARED BY: Jason W. Schall 5-21-2020
Jason W. Schall DATE
City Engineer

APPROVED BY: Steve Volkert 5-21-2020
Steve Volkert DATE
City Administrator

ROUTING: Common Council - May 26, 2020

Memorandum

To: City Council
CC:
From: Steve Volkert, City Administrator
Date: 5/15/2020
Re: First Quarter General Fund Results

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

The City was at 27.86% for total General Fund Revenues at the end of the current year first quarter. This is slightly higher than the prior three year's percentage average which is 24.66%. These three months represent the first month of the State's Safer at Home Order which greatly reduced revenues in Police along with Parks and Rec.

The total General Fund expenses for the current year first quarter was 23.85%. This percentage is likewise higher than the prior three years but again not statistically significant. Again, this includes the first month of the Safer at Home Order which caused us to spend considerable unbudgeted funds on Covid-19 preventive measures including wipes, gloves, masks and face shields to name a few items.

Both of these statistics are well within the range set over the past five years thus no reason to be alarmed by the spending nor collection of revenues. The fact that our revenue growth outpaces our expenditure growth is encouraging that we are starting off on the right foot.

Each Department Head is made aware of any overages in expenses or shortfalls in revenues that makes the Finance Administrator take notice. We will be reviewing all other explanations.

With the fear that Covid-19 will have a substantial economic impact on the City's financials, I am asking all Department Heads to address some of these revenue shortfalls with corrective measures on the expense side. The second quarter should be much more telling of how severe the virus impacted the City.

City of Hartford
First Quarter Comparisons By Year

General Fund Revenues:

	2020	2019	2018	2017	2016
Overall Percentage of Revenues Collected	27.86%	29.58%	26.20%	18.21%	25.59%
First Quarter Total Revenues	\$2,933,201.00	\$ 3,109,130.63	\$ 2,863,842.84	\$ 2,032,257.38	\$ 2,635,724.59
Total Budget	\$10,527,070.00	\$ 10,512,055.00	\$ 10,930,093.00	\$ 11,158,024.47	\$ 10,300,986.00
Difference Between Years	\$ (175,929.63)	\$ 245,287.79	\$ 831,585.46	\$ (603,467.21)	\$ (489,444.13)

General Fund Expenses:

	2020	2019	2018	2017	2016
Overall Percentage of Expenses Used	23.85%	23.74%	21.41%	21.39%	18.99%
First Quarter Total Expenses	\$2,510,989.74	\$ 2,495,113.21	\$ 2,339,992.82	\$ 2,386,607.57	\$ 1,955,675.37
Total Budget	\$10,527,070.00	\$ 10,512,055.00	\$ 10,930,093.00	\$ 11,158,024.47	\$ 10,300,986.00
Difference Between Years	\$ 15,876.53	\$ 155,120.39	\$ (46,614.75)	\$ 430,932.20	\$ (361,431.30)

Revenues vs Expense YTD \$ 422,211.26 \$ 614,017.42 \$ 523,850.02 \$ (354,350.19) \$ 680,049.22

MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE

May 12, 2020

PRESENT: Chairperson Rusniak, Members Kohler, Fulop, Sikora

ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, Police Chief MacFarlan

Call to Order – Chairperson Rusniak called the virtual meeting to order at 6:30 p.m. via YouTube.

Roll Call – All members of the Committee were present.

Renewal Liquor Licenses – MOTION by Alderperson Kohler, and seconded by Alderperson Fulop recommend approving the renewal fermented malt beverages and intoxicating liquor licenses for the period July 1, 2020 through June 30, 2021, along with a reduction of fees in 2021 for the Class B licenses for the weeks they were closed in 2020 due to the COVID-19 pandemic. MOTION CARRIED.

Sycamore Tree Promissory Note – In April 2020 the City conveyed to Sycamore Tree the property located at 310 North Wilson Avenue. 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 required payment in full by April 13, 2020. Sycamore Tree wants to renew the Note for an additional five-year term at 5% interest, which is a reasonable rate of return. Staff recommends renewal of this Note. Staff responded to questions relating to the promissory note.

MOTION by Alderperson Fulop, and seconded by Alderperson Sikora recommending renewal of the Sycamore Tree Promissory Note. MOTION CARRIED.

Part-Time Communications Officer Vacancy – The police department received a resignation from one of its part-time communications officer on March 9th. This will drop the staffing levels below authorized levels. Staff is requesting authorization to generate an eligibility list to fill the vacancy as soon as possible, and to maintain that eligibility list for any potential future vacancies.

MOTION by Alderperson Kohler, and seconded by Alderperson Sikora authorizing appropriate City Officials to establish a current Communications Officer Eligibility List to fill the vacated 50% Part-Time Communications Officer position, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a). MOTION CARRIED.

Adjournment – MOTION by Alderperson Fulop, and seconded by Alderperson Sikora for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

FPMAY12.20

Compiled by Pat Borlen, Deputy Clerk

PLAN COMMISSION
City of Hartford
April 13, 2020
Via Zoom

PRESENT: Chairperson Timothy C. Michalak, Vice-Chairperson Dennis Regan, Members Ralph Kuepper, Tony Anderek, Scott Henke, Tom Stapleton, and Alderperson Liaison Barry Wintringer

ABSENT AND EXCUSED: None

ALSO PRESENT: City Planner Justin Drew; Patrick Patton, Prescription Analytics

Call to Order – Chairperson Michalak called the meeting to order virtually at 5:30 p.m.

Minutes – Chairperson Michalak requested review of the minutes of March 9, 2020. Motion by Regan, second by Kuepper to approve minutes of March 9. Motion carried.

Appearances – Chairperson Michalak noted that all who requested to attend meeting were present.

Discussion and Consideration a Proposed Amendment to the City of Hartford 2030 Smart Growth Plan, 780 East Loos Street

Executive Summary Review:

In 2010 the Plan Commission and Common Council approved the nine elements of the City of Hartford 2030 Smart Growth Plan and component Long-Range Land Use Map. The Long-Range Land Use Map was subsequently amended for small areas later in 2010, 2012, 2016, and 2018. During the Smart Growth creation process, Staff indicated that proposed changes were likely to come forward occasionally, primarily from land owners. The Plan Commission and Common Council can vote to change the City of Hartford 2030 Smart Growth Plan at any time. Ideally the Long-Range Land Use Map should serve as a template of how the City views the current and future mix of land uses in and around Hartford. However, some of the land uses described in the Long-Range Land Use Map do not ideally describe the land use that exists or could appropriately exist in a given area. For example, in the downtown area, there are individual buildings that include residential, commercial and light industrial uses. This mix of uses is viable outside of the downtown as well. Hartford's Long-Range Land Use Map, similar to its zoning ordinance, is based on the Euclidian model. The Euclidian model seeks to separate incompatible uses. However, over time this approach has served to separate almost all different uses, rather than just the incompatible ones. It is important that the City of Hartford keep zoning and land use flexible to ensure that compatible uses can be intermixed, thus creating more memorable and sustainable neighborhoods. Our focus in reviewing proposed land use plan amendments should be to identify and prohibit the incompatible uses, and be open to changes to the plan that are compatible with surrounding land use patterns. Staff recommended that the City of Hartford 2030 Smart Growth Plan and Long-Range Land Use Map be amended to reflect the following change: 780 East Loos

Street: The adopted Smart Growth Plan identifies this area for medium density residential, mixed single and two family, 3.0 – 5.81 units/acre. The applicant is requesting commercial development, specifically B-4 Professional Office District. Surrounding areas are designated as follows: North: Commercial and medium density residential (3.0 – 5.81 units/acre); West: High density residential (8 – 11 units/acre), medium density residential (3.0 – 5.81 units/acre); South: Park & open space (the area directly across Loos Street from this parcel); East: High density residential (11 – 14 units/acre) and conservancy. The portion of this parcel that is wetland is designated as conservancy and is not developable. Under the current land use designation, the developable portion (approximately 3.1 acres) would be expected to be developed with 9-17 residential units. The entire parcel is 6.35 acres. Per the recent wetland delineation, the entire southern portion of the property is wetland. This section of the property is closest to residential developments. The northern portion of the parcel (the area to be developed) is closest to commercial or intended commercial uses, with residential development or intended residential development only along the northwest corner of the parcel. The applicant proposes an office building to house a consulting business. The business, Prescription Analytics, is currently located at 823 East Sumner Street. The proposed B-4 Professional Office District is appropriate for the business and is an appropriate zoning for the parcel considering the pond uses surrounding the north section of the property. Staff believes that the proposed zoning is an appropriate alternative to the Smart Growth/Long Range Land Use map designation of mixed single and two family development. The most recent wetlands designation removes most of the southern portion of the lot from residential development and a professional office building would be a less-intense use than multiple dwelling units located close to East Sumner Street's commercial corridor. Staff recommends that the City of Hartford 2030 Smart Growth Plan/Long-Range Land Use Map be amended for 780 East Loos Street to allow for a rezoning to B-4 Professional Office District.

Plan Commission Discussion, Proposed Amendment to the City of Hartford 2030 Smart Growth Plan, 780 E. Loos Street:

Mr. Drew reviewed the executive summary, changing to a split screen to show renderings. Mr. Drew noted that the southern half of the property is wetlands. Chairperson Michalak asked how big the developed portion of the property was going to be. Mr. Drew replied that the developed area was 2.75 acres. Alderperson Liaison noted that the address of the property was on Loos Street but the development would be facing Wilson, with a driveway off of Wilson – would the address be changed? Mr. Drew affirmed. Chairperson Michalak asked for input from Alderperson Liaison Wintringer who lives on Loos Street. Alderperson Wintringer noted his approval based on where the project is located, quality of the renderings indicating a pleasing development, and the change in address. Member Regan asked if the property could be divided. Mr. Drew noted that the City would probably not oppose a land division, but the only reason to divide the property would be to donate or sell it, and it is undevelopable. Motion by Henke, second by Wintringer to recommend approval of the proposed amendment to the 2030 Smart Growth Plan for 780 East Loos Street. Motion carried.

Discussion and Consideration of a Rezoning Request for 780 East Loos Street

Executive Summary Review:

Keller Incorporated, representing Prescription Analytics, has requested rezoning for 780 East Loos Street (tax key number 36-2104-007-021), from A-1 Agricultural District to B-4 Professional Office District. The property, with an East Loos Street address, borders on East Loos and South

Wilson and extends north to Bell Avenue. Properties on East Sumner back up to its north border, and its west border runs along properties on Brault Street, McKinley Avenue, and Misty Meadows Boulevard. The property was originally part of a larger annexation that occurred in 1996. This annexation resulted in the extension of South Wilson and East Loos, and the development of the multi-family and condo developments on the east side of South Wilson (Wilson Heights, Fox Haven and Willow Glen). A professional medical office development concept plan and B-4 rezoning was approved in 2005 for 150 South Wilson, north of what is now Wilson Heights Apartments. That development did not move forward but the parcel remains B-4 and conservancy zoning. Prescription Analytics is a consulting firm specializing in supporting pharmaceutical, life science and bio-technology companies. They have outgrown their current location at 823 E. Sumner Street and have been looking for expansion opportunities that allow them to stay in the City. The proposed location at 780 East Loos Street was originally intended for residential development but given that the parcel has a large area made up of wetlands that is inappropriate for development, the lesser impact of a single professional office development makes sense. The property is surrounded by single-family, multi-family and duplex units on the west; conservancy zoning to the south; multi-family, B-4 Professional Office, B-5 Highway Business District, and conservancy zoning to the east; and single-family and B-4 zoning to the north. The mixed-use nature of this area makes it a particularly good fit for B-4 zoning given the explanation of B-4 in the Municipal Code: 'The B-4 Business District is intended to provide for individual or limited office, professional, and special service uses where the office activity would be compatible with neighborhood uses and not exhibit the intense activity of retail or wholesale business districts.' The site plan for the proposed structures indicate plenty of room to meet setback requirements for the B-4 zoning and for required wetland buffer setbacks. Planning Staff recommended approval.

Plan Commission Discussion, Rezoning Request, 780 East Loos Street:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. There were no comments. Motion by Henke, second by Stapleton to recommend approval of the rezoning request for 780 East Loos Street. Motion carried.

Discussion and Consideration of a Site Plan Review of an Office Building for Prescription Analytics at 780 East Loos Street

Executive Summary Review:

Keller has submitted a site plan for an office building and storage building near the intersection of Bell Avenue and South Wilson Avenue. Though the property currently has a 780 East Loos Street address, the developable area is along the north half of the property. The office building would be for Prescription Analytics. Prescription Analytics is a consulting firm specializing in supporting pharmaceutical, life science and bio-technology companies. They have outgrown their current location at 823 E. Sumner Street and have been looking for expansion opportunities that allow them to stay in the City. Keller has also submitted a Smart Growth Plan amendment to allow for commercial development, and rezoning petition to zone the property to B-4 Office. The Common Council would need to approve the smart growth plan amendment and rezoning petition (April 14) for an approval of this site plan to take effect. The property is surrounded by single-family, multi-family and duplex units on the west; conservancy zoning to the south; multi-family, B-4 Professional Office, B-5 Highway Business District, and conservancy zoning to the east; and single-family and B-4 zoning to the north. The proposed office building would be 6,155

square feet and would be arranged near the northeast portion of the property and would have the following setbacks, all of which meet Code requirements: 80 feet from the South Wilson Avenue Right-of-Way; 225 feet from the McKinley Avenue Right-of-Way; 80 feet from the north lot line; 175 feet from the wetland to the south. The storage building would be 2,400 square feet and would be setback 45 feet from the South Wilson Avenue Right-of-Way and 25 feet from the north property line, both of which meet B-4 setback requirements. Lot Coverage would be approximately 7.1% of the 2.75 - acre developable portion of the lot, which meets the requirements for the B-4 Office District. The adopted Smart Growth Plan identifies this area for residential development at 3.0-5.8 units per acre. The Developers have proposed a change to the Smart Growth Plan to allow commercial development. The proposed office use is allowed in the B-4 Office District as a permitted use. The office building would be a single-story pitched roof structure with a façade of a stone veneer wainscot and between windows on the east side, and gray vertical LP siding (engineered wood), along with a decorative entrance canopy and back porch. Numerous windows are present on each side of the building. The storage building would have a façade of gray vertical LP siding. Four panelized garage doors would be present on the south façade. Overall, the proposed design is attractive and will fit in well with adjacent buildings. The building would be accessed from a 24-foot-wide driveway on South Wilson Avenue. The Municipal Code permits driveways in the B-4 District up to 30 feet wide at the ROW line with 10-foot minimum setbacks from adjacent properties. The plan meets this requirement. The plan shows 21 parking stalls, with an ability to add additional parking to the south. The parking proposed should be adequate for the office use and meets Code requirements. It appears the site will have more than one acre of land disturbance. If so, this will require a DNR WRAPP permit for the project. Staff believes that the site may be exempt from the post construction performance standards of NR 151 if the site has less than 10% connected impervious surface. The Developer's engineer will need to verify this. If the site has less than 1 acre of land disturbance, then they will just need an erosion control permit from the City. Keller submitted a landscaping plan with a mixture of deciduous and evergreen shrubs as well as perennials surrounding the building. In addition, the plan shows 17 evergreen shrubs surrounding the dumpster enclosure and flanking the street side of the storage building. The Developer proposes some lights on the building. Given that no parking lot light poles are proposed and the distance from the building to the edge of the property, Staff determined that a photometric plan was not needed. If parking lot light poles are added, the Developer will need to submit a photometric plan meeting City requirements. A dumpster enclosure is shown at the southeast end of the parking lot. It will be composed of LP siding to match the building. In addition, fencing is shown along the north east side of the property. The Developer will need to work with planning and inspection staff to secure a permit for the fence. Electric, sanitary sewer and water are available to the property from a combination of South Wilson Avenue and McKinley Avenue. The water main on McKinley is a 10" WM - not a 6" WM. And the preferred tapping location is on McKinley Ave. Primary electric facilities will need to be extended to the site. We will review and determine the best location for the source - either the overhead line on Brault St. or from the corner of Wilson and Loos St. The developer/owner is responsible for the cost of the extension. The developer/owner should contact Mike Thimm to discuss transformer locations, extension costs, etc. Planning Staff recommended approval of the Site Plan Review subject to Council approval of the Smart Growth Plan Amendment to allow commercial development, and Council approval of the petition to rezone the property to B-4 Professional Office District.

Mr. Drew reviewed the executive summary. Chairperson Michalak asked about permeable pavement to allow the developer to forego difficulty with the DNR. Mr. Drew noted that permeable pavement is an option the developer could pursue. Chairperson Michalak requested that no above-ground wires be put in place and the developer should be encouraged to have underground wires. Mr. Drew replied that he would pass comments along to Brian Rhodes. Chairperson Michalak encouraged verbiage that would keep overhead wires out of the development. Mr. Drew replied that he would talk to Brian Rhodes and get an answer before the Tuesday Common Council meeting and noted that approval was subject to Council approval of the Smart Growth amendment and the rezone. Patrick Patton of Prescription Analytics commented that Scott from Keller was working on bringing electric from Brault Street so there would be no overhead lines. Member Henke asked if there would be access from McKinley Avenue. Mr. Drew stated that access from McKinley Avenue was not proposed. Member Henke asked if access was planned from STH 60 (East Sumner Street). Mr. Patton noted that the current location at 823 E. Sumner will be sold. Chairperson Michalak asked if Prescription Analytics will be the only occupant of the building. Mr. Drew affirmed.

Motion by Henke, second by Wintringer to approve the site plan for 780 E. Loos Street. Motion carried.

Meeting adjourned by call of Chair at 5:53 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary