

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, AUGUST 25, 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 July 28 and August 4, 2020.

5) COMMUNICATIONS

6) APPEARANCES/CITIZENS COMMENTS

7) MAYOR'S REPORT

A) Washington County Board update.

8) 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.

9) PUBLIC HEARINGS

A) A public hearing relating to a rezoning request for two lots on Stonecrop Drive.

1) Opening of Hearing

2) Reading of Notice

3) Explanation of hearing by staff person

4) Appearances for

5) Appearances against

6) Discussion by Council

7) Closing of Hearing

8) Action: - Ordinance No. 1423– An ordinance amending the zoning map, a part of Ordinance 278.

10) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

B) PUBLIC WORKS

C) UTILITY

11) RESOLUTIONS AND POSSIBLE ACTION THERON

12) ORDINANCES

A) FIRST READING AND POSSIBLE ACTION THERON

1) Ordinance No. 1424– An ordinance amending chapter 8.12 of the municipal code relating to Park hours. (Executive Summary attached)

B) SECOND READING AND POSSIBLE ACTION THERON

13) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of approving the ADA Compliance Manual.

B) Possible motion to reconsider Ordinance No. 1420 – An ordinance amending Chapter 340, Schedule E – No Parking Zones.

C) Possible reconsideration of Ordinance No. 1420 – An ordinance amending Chapter 340, Schedule E – No Parking Zones.

14) ADJOURNMENT

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

**CITY OF HARTFORD
COMMON COUNCIL
July 28, 2020**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, July 28, 2020, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Hegy, and seconded by Alderperson Mixon approving the Common Council minutes of July 14, 2020. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Hetzel provided a reminder of the August 11th Partisan Primary Election.

APPEARANCES/CITIZENS COMMENTS

Alexander Walters appeared with respect to obtaining a transient merchant license to operate an ice-cream truck for Polar Express Ice Cream.

MAYOR'S REPORT

Mayor Michalak also mentioned the August 11th election, and that early voting has begun and will continue weekdays from 7:45 a.m. to 4:15 p.m. through August 7th in the Common Council Chambers.

ALDERMANIC REQUESTS

There were no aldermanic requests.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Alderperson Fulop, and seconded by Alderperson Kohler approving the following licenses: (bartender) Sherry Drinan, Mindy Ritz, Desiree Vasquez. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Turchi, and seconded by Alderperson Kohler granting a temporary extension of liquor license premises until October 1, 2020 for LMR Builders LLC, 2714 East Sumner Street. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (7/28/2020)

**ORDINANCES
(First Reading)**

Ordinance No. 1421

**AN ORDINANCE AMENDING CHAPTER 35 OF THE
CODE ENTITLED ALCOHOL BEVERAGES**

The proposed amendment allows for the City Clerk to approve and issue operator licenses provided there is no objection from either the Clerk or the Chief of Police.

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll to suspend the rules for immediate consideration of proposed Ordinance 1421. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Sikora for the adoption of proposed Ordinance 1421. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

Wendi Unger from Baker Tilly presented the 2019 City of Hartford Financial Statements, and responded to questions.

City Administrator Volkert provided information on the 2020 second quarter general fund revenues and expenditures, and responded to questions.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Turchi for adjournment at 7:48 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCJUL28.20
Compiled by Pat Borlen, Deputy Clerk

**CITY OF HARTFORD
COMMON COUNCIL
August 4, 2020**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, August 4, 2020, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

The Mayor and all Alderpersons were present.

COMMUNICATIONS

There was no communications.

APPEARANCES/CITIZENS COMMENTS

There were no appearances / citizens comments.

MAYOR'S REPORT

MOTION by Alderperson Carroll, and seconded by Alderperson Turchi approving the Mayoral appointment of Jennifer Guenther to the Tourism Commission. MOTION CARRIED UNANIMOUSLY.

The Mayor read correspondence from Mead and Hunt relating to improvements to the airport apron, which is scheduled to begin after Labor Day.

ALDERMANIC REQUESTS

Alderperson Hegy mentioned that he has observed properties around the City that are not being maintained.

PUBLIC HEARING "A"

**Industrial Development Revenue Bond
Financing for Trade Tech, Inc. Project**

Mayor Michalak declared the public hearing open at 7:05 p.m. The notice of public hearing as published July 27, 2020 in the Daily News was read by City Clerk Lori Hetzel.

The industrial development revenue bonds for Trade Tech, Inc. are in the aggregate amount not to exceed \$5,780,000. They plan to construct an approximately 57,000 square foot addition to an existing facility located at 2231 Constitution Avenue. The bonds will be special, limited obligations of the City and will not constitute an indebtedness of the City.

There were no appearances for, nor any against the bond financing. There being no discussion by the Common Council, Mayor Michalak declared the public hearing closed at 7:09 p.m.

Resolution No. 3576

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

MOTION by Alderperson Hegy, and seconded by Alderperson Turchi for the adoption of proposed Resolution 3576. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

City Administrator Volkert provided information on the proposed ADA Compliance Manual, and responded to questions. The manual will be on file in the City Clerk's office for public review. It will be presented to the Common Council at its August 25th meeting for consideration.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Turchi for adjournment at 7:23 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCAUG4.20
Compiled by Pat Borlen, Deputy Clerk

Executive Summary

Ordinance No. 1423

Title: Discussion and Consideration of a Rezoning Request for Two Lots on Stonecrop Drive, Windsong Crossing Subdivision

Background: Hillcrest Stonecrop has requested the rezoning of land described as lots one and two of the attached proposed Certified Survey Map (CSM), subject to the recording of said CSM. The two lots are currently lots 24 and 25 of Windsong Crossing subdivision, plus a small portion of lot 23. The proposed certified survey map adjusts the south boundaries of current lots 24 and 25 to create lots 1 and 2, which results in current lot 23 losing some land along its north lot line when it becomes lot 3 of the new CSM.

Hillcrest Stonecrop has requested the rezoning of these two proposed lots to single family: Rd-2 Two Family Residential to Rs-4 Single Family Residential. Hillcrest Stonecrop owns the three lots and several duplex lots across Stonecrop Drive, and is in the process of building out and creating a condominium development for the duplexes. The company has customers interested in single-family construction on the proposed lots 1 and 2. Proposed lot 3 will remain Rd-2 zoning.

The properties are surrounded by two-family zoning to the north, single family to the north and west, and duplex zoning to the south and east. The properties meet size requirements for Rs-4 zoning.

City Staff believes that a deadline of December 31, 2020 for recording of the certified survey map is reasonable and recommends same as a condition of approval.

Recommendation: The Planning Staff recommends approval of the rezoning request to Rs-4 Single Family District for Lots 24, 25 and a portion of lot 23 in Windsong Crossing subdivision as shown in the attached proposed Certified Survey Map, subject to the recording of said CSM prior to December 31, 2020.

Prepared By: Justin Drew 7/29/20
Justin Drew, City Planner Date

Reviewed By: Lori Hetzel 08/03/20
Lori Hetzel, City Clerk Date

Approved by: Steve Volkert 08/04/20
Steve Volkert, City Administrator Date

ROUTING: PLAN COMMISSION 8/10/2020
COMMON COUNCIL 8/25/2020

Ordinance No. 1423

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

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

SECTION 1: That the properties known as 917 – 921 and 929 – 933 Stonecrop Drive, tax key numbers 36-1702-005-032 and 36-1702-005-033 and that portion of 895 -897 Stonecrop Drive, tax key number 26-1702-005-032, to be attached to Lot 2 of a certified survey map to be recorded prior to December 31, 2020,

be and the same are hereby rezoned to Rs-4 Single Family Residential District.

SECTION 2: This Ordinance shall be in full force and take effect from and after its passage and publication as required by law.

Signed:

Timothy C. Michalak, Mayor

Introduced: August 25, 2020

Adopted:

Attest:

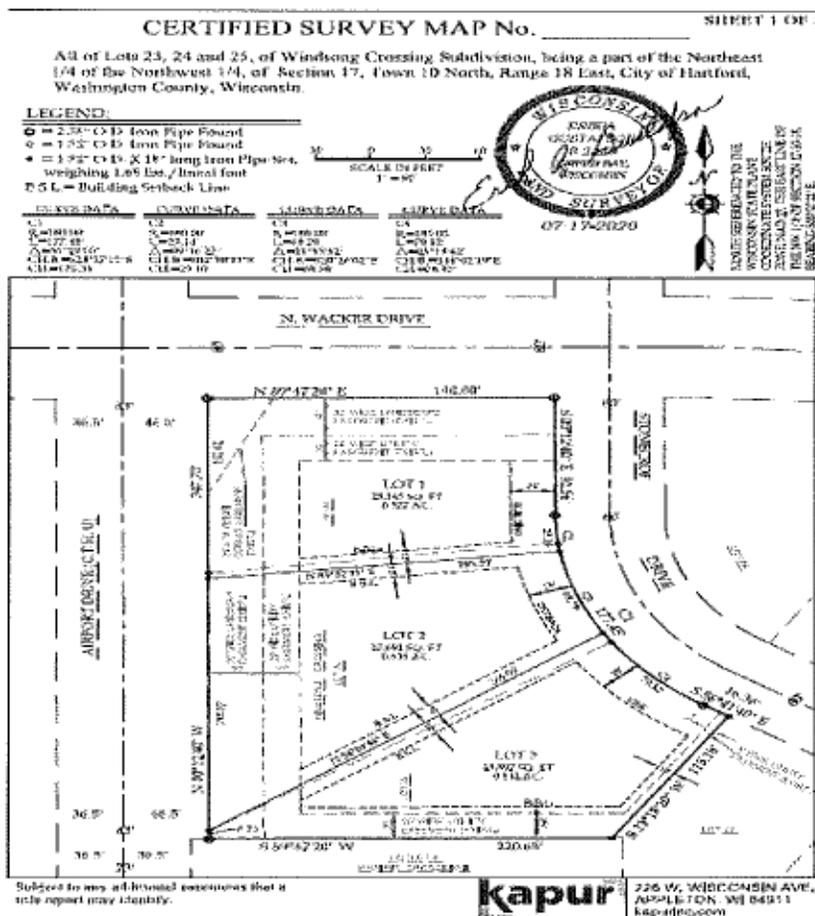
Lori Hetzel, City Clerk

Daily News:
 August 7, 2020
 August 14, 2020

**NOTICE OF PUBLIC HEARING
 COMMON COUNCIL**

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on August 25, 2020 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

Hillcrest Stonecrop LLC has requested the rezoning, from Rd-2 Two Family Residential to Rs-4 Single Family Residential, of the land described as Lots 1 and 2 on the following proposed certified survey map subject to recording of said certified survey map.



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

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

Dated this 7th day of August, 2020.

Lori Hetzel
City Clerk

Dana Solveson
836 Bridlewood Drive
Hartford, WI 53027

Hillcrest Stonecrop LLC
124 S. Swift Street
Glenbeulah, WI 53023

Anthony Dickinson
873 Bridlewood
Hartford, WI 53027

Woodbury Homes LLC
P.O. Box 270626
Hartford, WI 53027

Willard Neary
111 E. Wisconsin Avenue
Suite 1800
Milwaukee, WI 53202

Fairhaven Trust
1605 Aeri Lane
McClellan VA 22101

Donald Miller
835 Bridlewood Drive
Hartford, WI 53027

James Kuehl
1576 Oriole Drive
Hartford, WI 53027

Michael Strock
1588 Oriole Drive
Hartford, WI 53027

Kenneth Adams
843 Bridlewood Drive
Hartford, WI 53027

Bernice Jaeke
760 Stonecrop Drive
Hartford, WI 53027

David Goecks
880 Bridlewood Drive
Hartford, WI 53027

Richard Poth
831 Bridlewood Drive
Hartford, WI 53027

Kenneth Werner
851 Bridlewood Drive
Hartford, WI 53027

Lorraine Kurtz
863 Bridlewood
Hartford, WI 53027

Jeffrey Rettler
1703 Airport Drive
Hartford, WI 53027

Michael Roth
431 W. Thornapple Lane
Grafton, WI 53024

Willard Neary
111 E. Wisconsin Avenue
Suite 1800
Milwaukee, WI 53202

Susan Wolman Irrevocable Trust
865 Bridlewood Drive
Hartford, WI 53027

Cheryl Generotzke
878 Bridlewood Drive
Hartford, WI 53027

Todd Shaw
761 Stonecrop Drive
Hartford, WI 53027

James Core
849 Bridlewood Drive
Hartford, WI 53027

Veljko Pemac
1642 Oriole Drive
Hartford, WI 53027

Stonecrop 8 LLC
815 E. Manitowoc Avenue
Oak Creek, WI 53154

Diane Becker
920 Stonecrop Drive
Hartford, WI 53027

Andrea Felerski
1628 Oriole Drive
Hartford, WI 53027

Donna Bartman
1614 Oriole
Hartford, WI 53027

Carla Granrose
861 Bridlewood
Hartford, WI 53027

Excalibur Investment LLC
P.O. Box 200
Jackson, WI 53037

Richard Cacchione
916 Stonecrop Drive
Hartford, WI 53027

Larry Schmidt
763 Stonecrop Drive
Hartford, WI 53027

John Mutz
834 Bridlewood
Hartford, WI 53027

Christopher Johannsen
1596 Oriole Drive
Hartford, WI 53027

Robert Schulz
859 Bridlewood
Hartford, WI 53027

Donald Hasby
764 Stonecrop Drive
Hartford, WI 53027

Susan Dabel
1748 Conestoga Court
Hartford, WI 53027

CERTIFIED SURVEY MAP No. _____

SHEET 1 OF 3

All of Lots 23, 24 and 25, of Windsong Crossing Subdivision, being a part of the Northeast 1/4 of the Northwest 1/4, of Section 17, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin.

LEGEND:

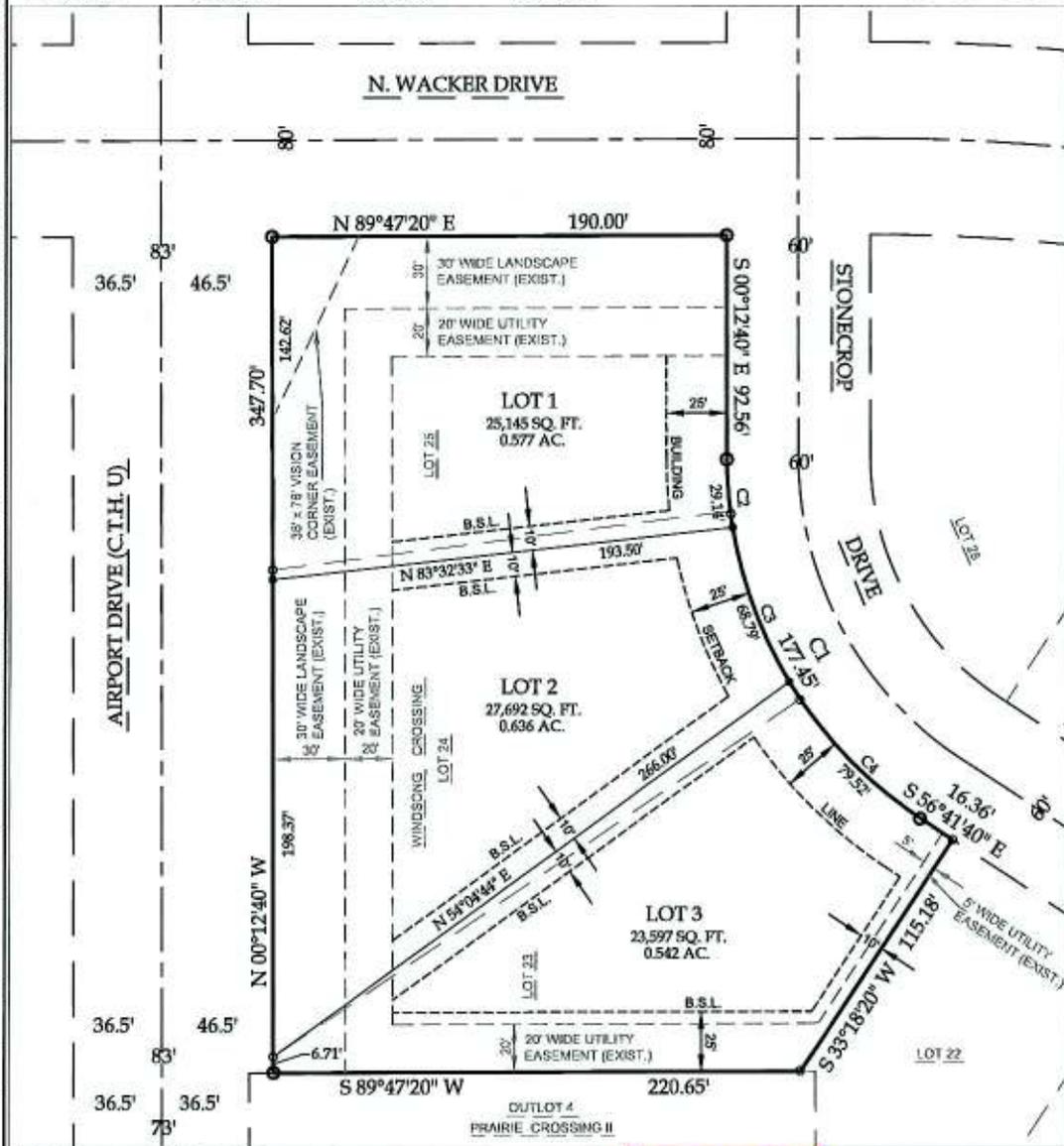
- = 2.38" O.D. Iron Pipe Found
- = 1.32" O.D. Iron Pipe Found
- = 1.32" O.D. X 18" long Iron Pipe Set, weighing 1.68 lbs./lineal foot
- B.S.L. = Building Setback Line



NORTH REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM SOUTH ZONE, NAD 83, THE EAST LINE OF THE NW 1/4 OF SECTION 17-10-18, BEARING S00°07'21\"/>

CURVE DATA	CURVE DATA	CURVE DATA	CURVE DATA
C1 R.=180.00' L.=177.45' Δ=56°29'00" CH.B.=S28°27'10\"/>	C2 R.=180.00' L.=29.14' Δ=09°16'27" CH.B.=S04°50'53\"/>	C3 R.=180.00' L.=68.79' Δ=21°53'52" CH.B.=S20°26'02\"/>	C4 R.=180.00' L.=79.52' Δ=25°18'42" CH.B.=S44°02'19\"/>

FILENAME: S:\Work\GIS\windsong\p\180273 Stairways_Corner_Plot\Survey\JOB\180273_25_23M_18-4-14.dwg
 LAST SAID DATE: 7/7/2020
 PLOT DATE/TIME: 7/7/2020 3:11 PM
 PLOTTED BY: DRK A. OUTSOURCING PS



Subject to any additional easements that a title report may identify.



226 W. WISCONSIN AVE.
APPLETON, WI 54911
kapurinc.com

CERTIFIED SURVEY MAP No. _____

SHEET 2 OF 3

All of Lots 23, 24 and 25, of Windsong Crossing Subdivision, being a part of the Northeast 1/4 of the Northwest 1/4, of Section 17, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I, Erik A. Gustafson, Professional Wisconsin Land Surveyor, do hereby certify that at the direction of Hillcrest Stonecrop, LLC, I have surveyed, divided and mapped the land shown and described hereon and that the information shown hereon is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Hartford Subdivision Ordinance, said land being:

All of Lots 23, 24 and 25, of Windsong Crossing Subdivision, being a part of the Northeast 1/4 of the Northwest 1/4 of Section 17, Town 10 North, Range 18 East, situated in the City of Hartford, Washington County, Wisconsin, described as follows:

Beginning at the northwest corner of said Lot 25; thence N 89°47'20" E, along the south right of way line of N. Wacker Drive, 190.00 feet to the northeast corner of said Lot 25; thence S 00°12'40" E, along the west right of way line of Stonecrop Drive, 92.56 feet to a point of curvature; thence Southeasterly along said west right of way line and also along the arc of a curve to the left, 177.45 feet, said curve having a radius of 180.00 feet and a chord bearing S 28°27'10" E, 170.35 feet; thence S 56°41'40" E, continuing along said west right of way line, 16.36 feet to the northeast corner of said Lot 23; thence S 33°18'20" W, along the southeasterly line of said Lot 23, 115.18 feet to the southeast corner of said Lot 23; thence S 89°47'20" W, along the south line of said Lot 23, 220.65 feet to the southwest corner of said Lot 23, and the east right of way line of Airport Drive (C.T.H. U); thence N 00°12'40" W, along said east right of way line, 347.70 feet to the Point of Beginning. Containing 76,434 square feet / 1.755 acres of land, more or less.

Dated this 17th day of July, 2020.

Erik A. Gustafson S-2329



226 W. WISCONSIN AVE.
APPLETON, WI 54911
kapurinc.com

CERTIFIED SURVEY MAP No. _____

SHEET 3 OF 3

All of Lots 23, 24 and 25, of Windsong Crossing Subdivision, being a part of the Northeast 1/4 of the Northwest 1/4, of Section 17, Town 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin.

CITY OF HARTFORD PLANNING COMMISSION APPROVAL:

Approved by the City of Hartford Planning Commission this _____ day of _____, 20 ____.

Timothy C. Michalak, Chairperson

~~Char Smelter~~, Secretary

J D

CITY OF HARTFORD COMMON COUNCIL APPROVAL:

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Hartford, Wisconsin and that said resolution is hereby approved by the Common Council on this _____ day of _____, 20 ____.

Timothy C. Michalak, Mayor

Lori Hetzel, City Clerk



07-17-2020

OWNER / SUBDIVIDER:
HILLCREST STONECROP, LLC
124 S. SWIFT ST.
GLENBEULAH, WI 53023
(920) 526.3028

SURVEYOR:
KAPUR
226 W. WISCONSIN AVE.
APPLETON, WI 54911
(920) 931.3204

kapur

226 W. WISCONSIN AVE.
APPLETON, WI 54911
kapurinc.com



Hillcrest Stonecrop, LLC
124 South Swift Street
Glenbeulah, WI 53023

City of Hartford,

The purpose of this letter is to request The City of Hartford rezone two (2) parcels/lots located on Stonecrop Drive. Please see the attached application, certified survey map and the condominium plat identifying the existing (pre rezoning) use and the Windsong Crossing plat.

The reason for the rezoning is to allow for the construction of two single family homes. Hillcrest Stonecrop, LLC has one of these homes under contract pending on the approval of this request.

It is believed there is a market for stand-alone single family homes that are not part of a duplex building or that are not part of a condominium association. This request satisfies that need.

The area is currently part of the expansion area of a condominium plat. The purpose of an expandable condominium is to allow the flexibility to meet market needs. In this case the rezoned single family lots will be removed from the condominium expansion area.

Please contact me if additional information is required for the approval of this request.

Sincerely,

Paul Apfelbach
Director of Development
papfelbach@yahoo.com

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

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

Address of Subject Property: <u>STONECROP DRIVE</u>	
Tax Key Number: <u>VARIOUS</u>	
Legal Description or Metes & Bounds Description: <u>SEE ATTACHED</u>	
Existing Zoning: <u>DUPLEX Rd-1</u>	Proposed Zoning: <u>RS-4</u>
Existing Use: <u>DUPLEX CONDOMINIUM</u>	
Proposed Use: <u>SINGLE FAMILY LOTS</u>	

Applicant Name: <u>HILLCREST STONECROP, LLC</u>		
Address: <u>P.O. Box 28, 124 SOUTH SWIFT ST.</u>		
City: <u>GLENBEULAH</u>	State: <u>WI</u>	Zip: <u>53023</u>
Daytime Phone: <u>262-366-2242</u>	Fax: _____	Other: _____

Owner Name: <u>HILLCREST STONECROP, LLC</u>		
Address: <u>SAME</u>		
City: <u>SAME</u>	State: _____	Zip: _____
Daytime Phone: <u>262-366-2242</u>	Fax: _____	Other: _____

Attorney Name: <u>NONE - CONTACT</u>		
Address: <u>PAUL APFELBACH, 262-366-2242, PAPPFELBACH@YAHOO.COM</u>		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Fax: _____	Other: _____

REQUEST FOR ZONING CHANGE:

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

Executive Summary

Title: Recommendation to expand the Park and Recreation Commission authority as it concerns establishing park activity operation hours

Background: The Park and Recreation Commission is an advisory board appointed by the Mayor and confirmed by the Council. The following is outlined for the duties in Municipal Code Chapter 4.3 RECREATION COMMISSION. 4.30, 2). Duties: The Park and Recreation Commission shall provide advisory direction to staff regarding municipal park and recreation programming and recreation center operation. The Commission shall have the power to make rules and regulations for the governance and control of all places of parks and recreation subject to approval by the Common Council.

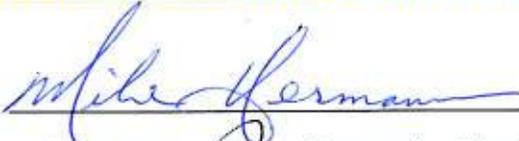
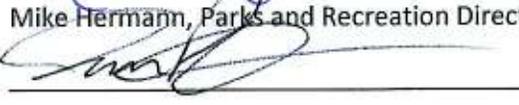
Regarding the making of rules and regulations related to the control of spaces and specifically for the hours of operation in city parks, it is proposed that a change be made to Chapter 8.12 PARKS HOURS. The following change was suggested by the City Attorney. If approved, it will allow the Commission to make specific adjustments to park hours as they make rules and regulations for governance and control activities/programming of the parks areas. Approval of this ordinance change would not require the City Councils review and action for the hours of park operation. The hi-lited addition is recommended below.

Chapter 8 PARKS

8.12 HOURS. No person shall enter or be upon any park, except a park roadway for purposes of travel through a park and the tennis courts, between the hours of 11:00 p.m. and 6:00 a.m., **or as otherwise established by the Park and Recreation Commission.**

Fiscal Impact: None

Recommendation: Staff recommends that the Municipal Code, Chapter 8.12 HOURS be changed to include, ... **or as otherwise established by the Park and Recreation Commission.**

Prepared by	 Mike Hermann, Parks and Recreation Director	<u>8/20/20</u> Date
Reviewed by	 Ian Prust, City Attorney	<u>8/20/2020</u> Date
Approved by	 Steve Volkert, City Administrator	<u>8/20/2020</u> Date

Routing: City Council 8/25/20

ORDINANCE NO. 1424

**AN ORDINANCE AMENDING SECTION 8.12 OF THE MUNICIPAL CODE
REGARDING HOURS OF OPERATION FOR CITY PARKS**

WHEREAS, the Common Council of the City of Hartford has determined it is in the best interests of the City of Hartford to regulate the hours of operation of City Parks, and

WHEREAS, the Common Council has determined that it may be necessary for the Park and Recreation Commission to set specific hours for individual parks.

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

SECTION 1: 8.12 HOURS is amended as follows:

8.12 HOURS. No person shall enter or be upon any park, except a park roadway for purposes of travel through a park and the tennis courts, between the hours of 11:00 p.m. and 6:00 a.m., or as otherwise established by the Park and Recreation Commission.

SECTION 2. This ordinance shall be effective upon passage and publication as provided by law.

Timothy C. Michalak, Mayor

Introduced: August 25, 2020

Adopted: August 25, 2020

ATTEST:

Lori Hetzel, City Clerk

ORDINANCE NO. 1420

AN ORDINANCE AMENDING CHAPTER 340, SCHEDULE E – NO PARKING ZONES

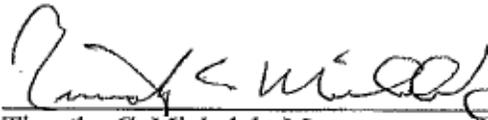
The Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, do ordain as follows:

SECTION 1: Section 340, Schedule E, of the *Hartford Municipal Code* is amended designating No Parking Zones :

- W. Monroe Avenue, south side, from Cedar Street to a point ~~250~~ 800 feet west (from 7:30 a.m. to 4:30 p.m. on school days).
- W. Monroe Avenue, north side, from Cedar Street to ~~50 feet west of Cedar Street~~ Summit Avenue (from 7:30 a.m. to 4:30 p.m. on school days).
- Cedar Street, east side, from W. Monroe Avenue to a point ~~370~~² 950 feet south of W. Monroe Avenue (from 7:30 a.m. to 4:30 p.m. on school days).
- Cedar Street, east side, from the north line of W. Monroe Avenue to a point ~~55~~ 355 feet north of the north line of W. Monroe Avenue.
- Summit Street, west side, from W. Monroe Avenue to Harrison Street. (from 7:30 a.m. to 4:30 p.m. on school days).

SECTION 2: This Ordinance shall be in full force and effect from and after passage and publication of this Ordinance as provided by law.

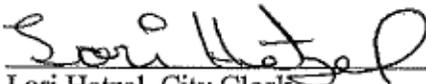
Signed:



Timothy C. Michalak, Mayor

INTRODUCED: June 9, 2020

ADOPTED: June 23, 2020

ATTEST: 
Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

TITLE: An Ordinance Amending Chapter 340, Schedule E—No Parking Zones of the Hartford Municipal Code.

BACKGROUND: Hartford Union High School officials contacted the City to discuss on-street parking in the vicinity of the High School property. The High School is in the process of evaluating and redesigning traffic flow on the property. As part of that discussion, they are also looking at traffic flow on the streets adjacent to the High School. After a review of the area around the High School, staff proposed some additional "No Parking" areas to the Public Works Committee at its March meeting.

The additional areas of "No Parking" included the following:

- On the south side of W. Monroe Avenue from 250' west of Cedar Street to a point 550' further west. (from 7:30 a.m. to 4:30 p.m. on school days)
- On the north side of W. Monroe Avenue from Cedar Street to Summit Avenue. (from 7:30 a.m. to 4:30 p.m. on school days)
- On the east side of Cedar Street from 370' south of W. Monroe Avenue to a point 580' further south. (from 7:30 a.m. to 4:30 p.m. on school days)
- On the east side of Cedar Street from 55' north of W. Monroe Avenue to a point 300' further north.
- On the west side of Summit Street from W. Monroe Avenue to Harrison Street. (from 7:30 a.m. to 4:30 p.m. on school days)

The ordinance is attached amending Chapter 340, Schedule E – No Parking Zones. These changes will require additional "No Parking" signage to be installed along the streets.

FISCAL IMPACT: The approximate cost of the new signage is \$1,000.00.

RECOMMENDATION: Staff recommends the ordinance amending Chapter 340, Schedule E – No Parking Zones of the Hartford Municipal Code.

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

REVIEWED BY: Darryl Kranz 5-20-2020
Darryl Kranz DATE
Public Works Director

REVIEWED BY: Scott MacFarlan 6-3-2020
Scott MacFarlan DATE
Police Chief

REVIEWED BY: 
Ian Prust
City Attorney

5-20-2020
DATE

APPROVED BY: 
Steve Volkert
City Administrator

5-20-20
DATE

ROUTING: Public Works - May 26, 2020
Common Council - June 9, 2020

Lori Hetzel

From: Jeff Walters <jeff.walters@huhs.org>
Sent: Wednesday, June 17, 2020 2:52 PM
To: Steve Volkert; Lori Hetzel
Subject: parking information for next week
Attachments: Hartford Union High School - Preliminary Master Plan 01-13-20 (1).pdf; 20200214_144509.jpg; 20200214_144441.jpg

Please see below and attached information to be included for parking proposal next week.

Main Student Lot: (w/ 12 staff and 9 handicap)- 230

Parking Lot Across Cedar: 65

Front Drive: 32 (18 visitor, 1 police, 2 handicap, 11 admin)

South Side & West Side Staff Lots: 205 (w/ 4 handicap)

Total Parking Spots: 532
Total Student Parking: 274
Total Staff: 228
Total Visitor Parking: 18
Total Handicap: 15

17/18

North Lot: 190
East Lot: 45

18/19

North Lot: 184
East Lot: 50

19/20

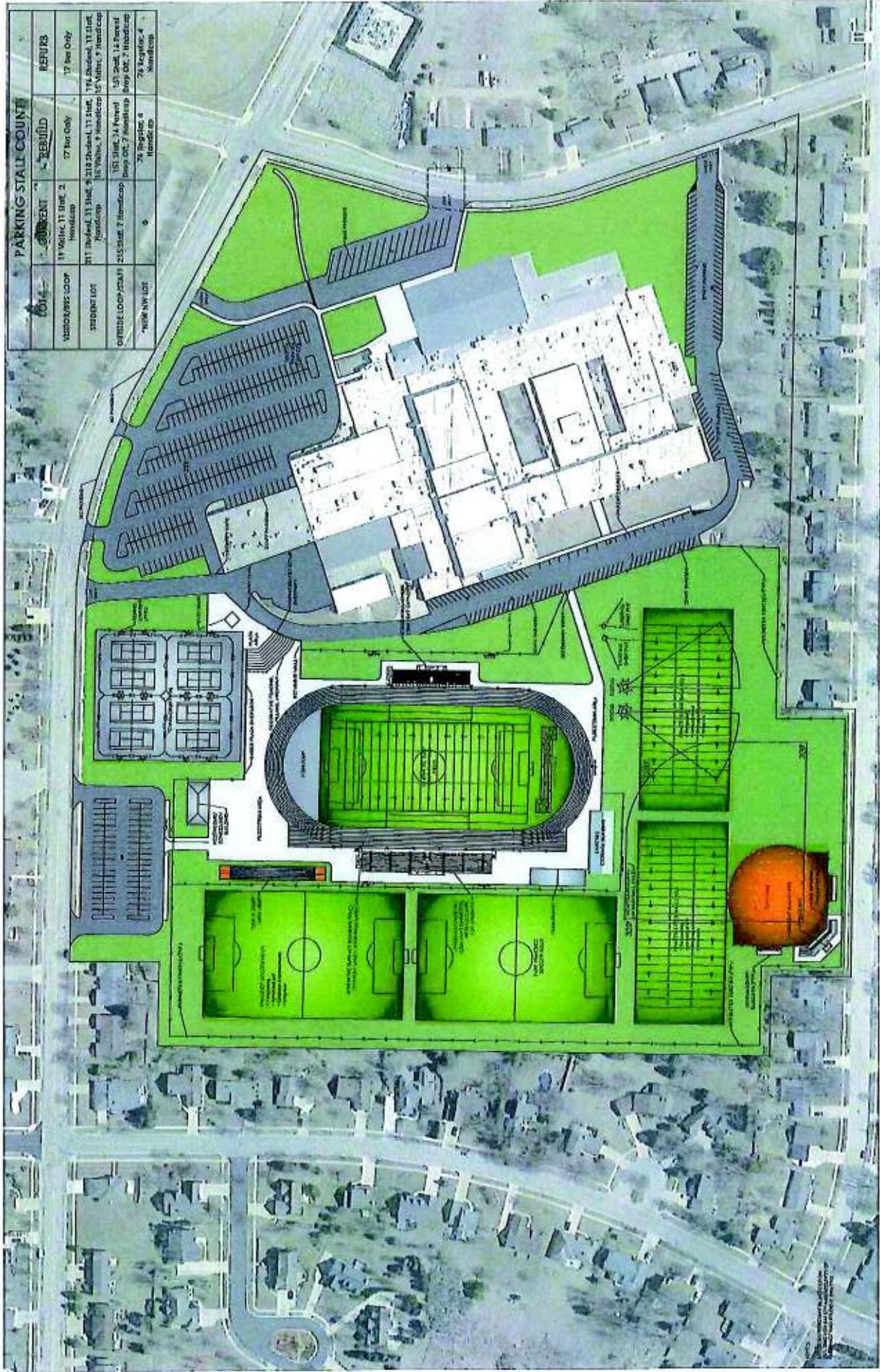
North Lot: 180
East Lot: 56

Thanks!



Jeffrey A. Walters
Hartford Union High School District, Superintendent
(262) 670-3200 ext. 4010 | jeff.walters@huhs.org
805 Cedar Street, Hartford, WI 53027





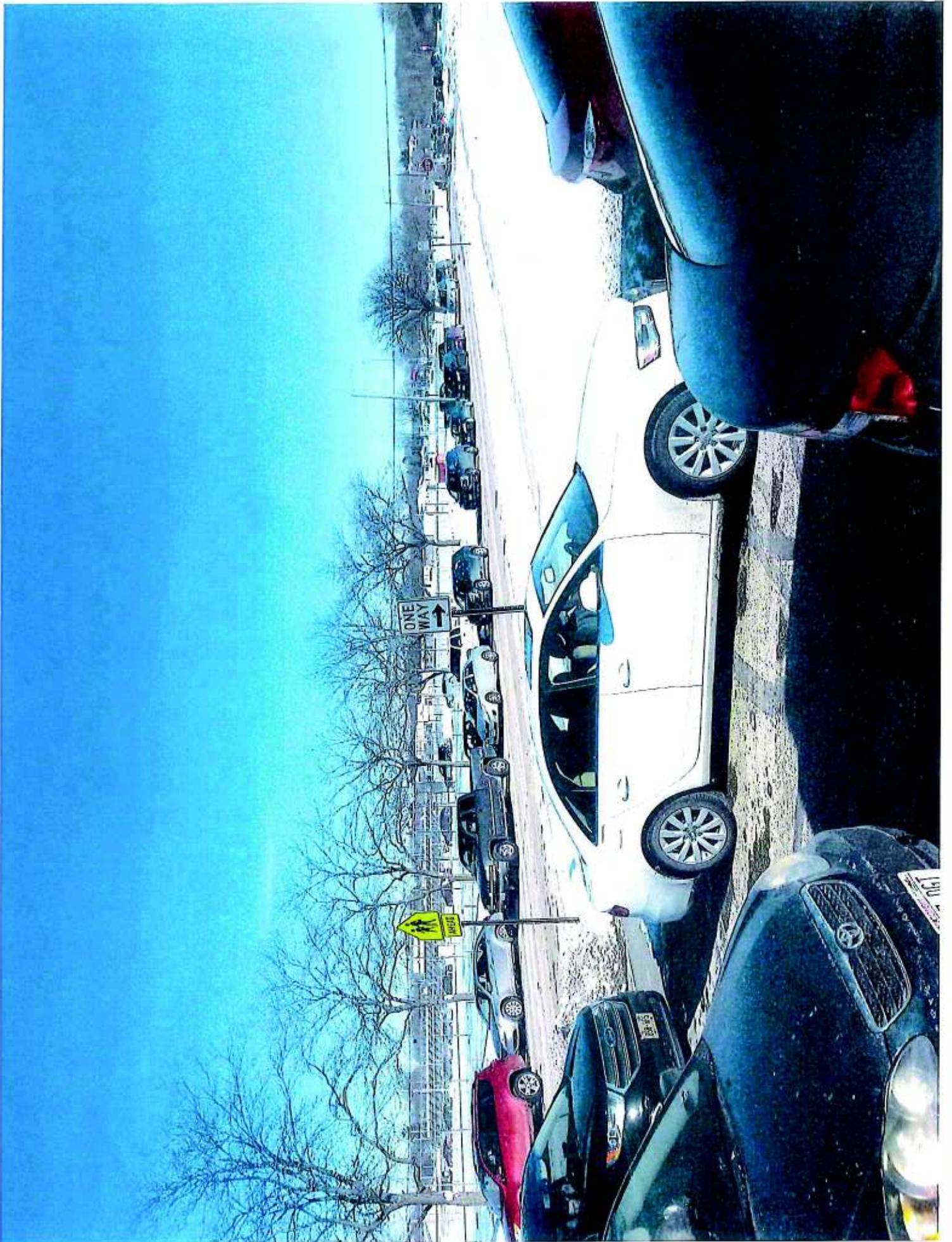
Land Surveying
 Engineering
 Landscape Architecture

2700 Maple Drive, Suite D
 Denver, CO 80231, VI 3442
 715.344.9999 (PH) 715.344.9777 (FX)

Harford Union
 High School Site Concept Plan
 01-13-20







MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE

July 28, 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 meeting to order at 6:45 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment – None.

Licenses – MOTION by Alderperson Kohler, and seconded by Alderperson Sikora recommend approving the following licenses: (bartender) Sherry Drinan, Mindy Ritz, Desiree Vasquez. MOTION CARRIED.

Vacant Patrol Officer Position – The Police Department does not currently have an active eligibility list for patrol officer candidates. An unanticipated resignation of a patrol officer will require the department to begin a recruitment process to establish an eligibility list to facilitate the hiring of a patrol officer to maintain the department's authorized staffing levels.

MOTION by Alderperson Fulop, and seconded by Alderperson Kohler authorizing appropriate City officials to establish a current eligibility list and to fill a vacant Patrol Officer position in 2020. MOTION CARRIED.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

FPJUL28.20

Compiled by Pat Borlen, Deputy Clerk

PLAN COMMISSION
City of Hartford
June 8, 2020

PRESENT: Chairperson Timothy C. Michalak, Vice-Chairperson Dennis Regan, Members Tony Anderek, Tom Stapleton, and Alderperson Liaison Joe Kohler

ABSENT AND EXCUSED: Members Henke and Kuepper

ALSO PRESENT: City Planner Justin Drew

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

Minutes – Chairperson Michalak requested review of the minutes of May 11, 2020. Motion by Stapleton, second by Regan to approve minutes of May 11. Motion carried.

Discussion and Consideration of a Rezoning Request for 1443 Patton Drive

Executive Summary Review:

Robert Bliese has requested rezoning for 1443 Patton Drive (tax key number 36-2702-010-020), from A-1 Agricultural District to Rs-3 Single Family Residential District. The property is located at the southwest corner of Patton Drive and CTH K. The property is surrounded by residential uses to the west, south and east, with Town of Hartford farm land also to the east. North of the property is institutional zoning (a day care). The property is part of Simon's Pleasant Valley subdivision. The parcel was originally an outlot, 'reserve(d) ... for stormwater retention/detention and control purposes' (development agreement). The parcel could be subdivided for building purposes provided evidence was submitted to the City proving that the stormwater use was no longer necessary. The owner previously provided evidence that the lot was not needed for stormwater management. The parcel also showed up on a state wetland inventory, and the City could not allow development of the parcel to take place unless and until the DNR confirmed that no wetlands are present. The owner has provided the requested documentation in the form of a letter from the Wisconsin DNR affirming that no wetlands exist on the parcel. The owner does not wish to divide the parcel as he has a buyer interested in purchasing the property to build one single-family home. The proposed zoning, Rs-3, is appropriate and allows flexibility for building placement on the approximately 38,000 square foot lot. The property is a corner lot so setbacks of 25' (north and east) and 15' (south and west) are required. Planning Staff recommended approval.

Plan Commission Discussion, Rezoning, 1443 Patton Drive

Mr. Drew reviewed the Executive Summary. Chairperson Michalak requested discussion, noting the submittal appears to be straightforward. Motion by Regan, second by Kohler to recommend approval of the rezoning request for 1443 Patton Drive. Motion carried.

Discussion and Consideration of a Site Plan Review for a New Retail Center at 1502 East Sumner Street

Executive Summary Review:

MSI General has submitted a site plan for a new retail center at 1502 East Sumner Street, which currently has a Clark Station. The Developer intends to tear down all of the existing buildings and replace them with a two tenant retail building with a drive-thru. The property is surrounded by a large commercial retail center and a medical clinic to the north, and other B-5 Highway Business properties to the east, south and west. The proposed building will be more or less centered on the property and would have the following setbacks (all of which meet the setback requirements of the B-5 Highway Business District): 108 feet from the East Sumner Street Right-of-Way; 35 feet from the private street on the west side; 85 feet from the north lot line; 75 feet from the east lot line. The building will be set back further from East Sumner Street than most of the other adjacent buildings in order to facilitate parking on both sides of a drive aisle as well as place the ingress driveway far enough north of East Sumner Street. Lot Coverage will be approximately 12% of the 0.94-acre site, which meets the requirements for the B-5 Highway Business District. The adopted Smart Growth Plan identifies this area for commercial development. The proposal adheres to the Smart Growth Plan. The proposed use is allowed in the B-5 Highway Business District as a permitted use. The east, south and west facades will be composed of a mix of grey brick, vertical wood siding with a dark brown stain, and dark grey EIFS (synthetic stucco). Numerous windows will be present on the south and east sides. The north façade will be primarily dark gray EIFS. Overall, staff believes that the proposed design is attractive and appropriate. The plans show 39 parking spaces on the south and west sides of the building. This exceeds Code requirements and should be ample for the proposed use. Two driveways are proposed. One will access the private street on the west. It is approximately 60 feet from the East Sumner Street intersection, which is 20 feet more than the Culver's driveway from the East Sumner Street intersection. The City Engineer is satisfied that the distance between the intersection and driveway is sufficient to meet queuing and safety requirements. The second driveway will access the private street on the north. Both driveways are proposed to be for two-way traffic. The Municipal Code permits driveways in the B-5 District up to 40 feet wide at the right-of-way line with 10-foot minimum setbacks from adjacent properties. Both proposed driveways meet this requirement. A drive-thru is proposed on the west side of the building with queuing and ordering on the north and west sides of the building. The property is essentially flat and virtually the entire site is currently hard impermeable surfaces. The proposed development will increase the amount of landscaped permeable surface on each side of the lot. A formal stormwater management plan has not been completed, but the Developers have discussed the project with the City Engineer and will work with Staff to complete a plan meeting City and State requirements. Electric, sanitary sewer and water are available to and are currently serving the property. The Developer has been in contact with the Water and Electric Utilities Superintendent. The submitted landscaping plan shows five Japanese Lilac trees, two Freeman Maple trees, three Bradford Pear trees, and four Black Hills Spruce trees flanking the parking lot. In addition, decorative ornamental plantings are shown on the west side of the building adjacent to the drive-thru. A dumpster enclosure with gates is proposed for the north side of the property. A photometric plan is included that meets with the City's lighting requirements. Planning Staff recommended approval.

Plan Commission Discussion, 1502 E. Sumner Street Retail Center

Mr. Drew reviewed the Executive Summary. Chairperson Michalak acknowledged the request for a drive through and asked if the developer was looking for a bank. Mr. Drew noted that the developer has not identified a tenant but believes it is a retail use. Member Stapleton asked if the development is for two retail stores. Mr. Drew affirmed, noting that one tenant will occupy the west side and one will occupy the east side. Member Stapleton asked if only one drive through is planned. Mr. Drew affirmed. Chairperson Michalak asked if the property could be one large tenant. Mr. Drew affirmed. Alderperson Liaison Kohler asked if all environmental issues were being addressed. Mr. Drew replied that the developer had already done soil sampling and other due diligence steps. Chairperson Michalak asked if the developer is responsible for remediation. Mr. Drew affirmed and noted that the developer does not expect any issues based on work already done. Chairperson Michalak asked about the types of underground tanks. Mr. Drew noted that he did not have that information. Motion by Anderek, second by Stapleton to approved the site plan for the 1502 E. Sumner Street retail center. Motion carried.

Meeting adjourned by call of chair at 5:39 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

UTILITY COMMITTEE

July 6, 2020

PRESENT: Chairperson Turchi, Members Kohler, Hegy, Carroll

ALSO PRESENT: Director of Utilities Rhodes, Plant and Collection Systems Director Piquett

Call to Order – Chairperson Turchi called the meeting to order at 6:00 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Public Comment Period – None.

Electric Service Interruptions and Water Main Breaks – Director of Utilities Rhodes provided information on electric service interruptions. There were no water main breaks.

Commitment to Community Changes – Utility Director Rhodes provided information on the commitment to community changes, and responded to questions. In the past, all funds collected went to the HCDA Weatherization program. A portion of the funds will now go towards helping Hartford Electric customers who need assistance paying their bill, with \$25,000 allocated to the HCDA.

WPPI Recharge Funds – Utility Director Rhodes provided information on WPPI Recharge Funds to its member communities, and responded to questions. Hartford will receive \$24,500. In the past donations have been made to the Chamber of Commerce for some of their programs.

2019 Wastewater Treatment Plant Compliance Maintenance Annual Report – In accordance with the Wisconsin DNR Discharge Permit, staff has completed the 2019 Compliance Maintenance Annual Report (CMAR). The DNR ranks plant performance on a Grade Point Average (GPA). Hartford's GPA for 2019 was 4.0. In all categories Hartford received an A ranking in each CMAR reporting category. The plant continues to run well, with plenty of remaining capacity, and will continue to serve the City's needs for a number of years. Plant and Collection Systems Director Piquett provided information on the report.

MOTION by Alderperson Hegy, and seconded by Alderperson Sikora recommend that authorized City Officials approve the 2019 Wastewater Treatment Plant Compliance Maintenance Annual Report by executing a Resolution and the Wastewater Plant and Collection Systems Director submitting the Annual Report to the DNR. MOTION CARRIED.

Grant Street Lift Station Pump Replacement – The Grant Street Lift Station Pump Replacement was included in the 2020 Sewer Utility CIP. Request for Proposals were sent to three pump distributors, with L.W. Allen coming in with the low proposal at \$40,255. They have done excellent work for the sewer utility in the past.

MOTION by Alderperson Carroll, and seconded by Alderperson Sikora recommend accepting the proposal from L.W. Allen, Madison, for the purchase, pipe replacement and installation of two Fairbanks 5 HP sewage pumps, at a cost not to exceed \$40,255. MOTION CARRIED.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

UTILJUL6.20

Compiled by Pat Borlen, Deputy Clerk

FOR
INFORMATIONAL
PURPOSES
ONLY

CITY OF HARTFORD
MONTHLY TREASURER'S REPORT
JULY 2020

City Bank And Investment Accounts

Bank Accounts:

First National Bank

Concentration Account Acct# 12555901 Average Monthly Balance \$835,805

First Bank Financial Centre

DOD Rehab Loan Fund Acct Acct# 55001017 Average Monthly Balance \$204,805

Landmark Credit Union

DOD Comm Revit Loan Fund Acct Acct# 0131028243 Average Monthly Balance \$668,951

Investments:

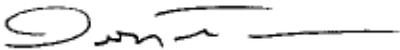
Local Government Investment Pool Current Balance \$9,380,437

Charles Schwab Current Balance \$16,003,555

Certificates of Deposit At Local Banks Current Balance \$4,500,000

Municipal Investment Sweep Account (First Bank Financial Centre) Current Balance \$2,500,000

Respectfully submitted,



Dawn Timm
Finance Director/Treasurer

STREET DEPARTMENT MONTHLY REPORT



 2020

July 2020

Curbside Solid Waste Pickup:

	Tons of solid waste ►	392.34
383.26	◀ <i>Tons of solid waste last month</i>	

Curbside Recycling Pickup:

	Paper & Cardboard AND Commingles in (Glass, Plastic, Cans) RECYCLING CART ►	107.60
111.34	◀ <i>Tons of recyclables last year</i>	

1. Special or specific projects/tasks/activities accomplished during this month:

Maintenance of all City equipment	Brush Chipping after storm damage
Crack Fill/Joint Seal streets	Paint striping on streets, crosswalks, and parking lots
Cleaned/Rebuilt/Repaired Catch Basins and Outfalls	Trimmed Trees throughout the City
Cleared debris/vegetation from drainage ditches	Reviewed storm water drainage issues with City Engineer
Picked up Excessive Garbage on Fridays	Monitored Airport Construction/Paperwork
Resolved Recycling & Garbage complaints	Repaired & Replaced Street Signs as needed
Delivered & repaired Recycling & Garbage Carts	Assisted Police Dept. with street closures
Patched and asphalted streets as needed	Assisted contractor with Sidewalk Repair/Replace Program
EAB infected Tree Removal/planted replacement trees	Set up barricades for Maxwell Street Day & July 4th Parade
Prepare CIP and Budget for 2020	Lawn & weed cutting of properties in violation of City Ord.

2. Training/Staff Development activities occurring during the month:

	Date
<i>Hearing Test - all Staff</i>	22-Jul-20

OVERTIME

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF
7/4/2020	Placed barricades for 4th of July Parade	2.00
7/5/2020	Cleanup after Fireworks	2.00
7/8/2020	Set up barricades for Maxwell Street Day	4.00
7/21/2020	Street Sweeping went late	0.50
7/22/2020	Assist Water Dept. with watermain break	2.70
7/28/2020	Set up machine for crack filling early	1.00
7/29/2020	Set up machine for crack filling early	1.00
7/30/2020	Set up machine for crack filling early	1.00
MONTHLY TOTAL ►		14.20
<i>Previous year's Overtime Total ►</i>		<i>48.90</i>

ELECTRIC & WATER MONTHLY DEPARTMENT REPORT

July, 2020

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. Electric Rear Lot Line - Sunset Dr.
2. Farmstead Creek – Slinger
3. Paint 300K Tower
4. Water Main – N. Wacker Dr. Bridge

UPCOMING ACTIVITIES

1. Rebuild Electric – Harrison St.
2. Line Extension – American Eagle, Slinger
3. Lead & Copper Sampling
4. Leak Survey – North Side of Hwy 60

TRAINING SESSIONS

On hold due to COVID-19

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	8.0
Charge to Aurora	8.0
Trouble Calls – Slinger	20.9
Maintenance of Pumping Plant	14.6
Maintenance of Water Service	0.5
Maintenance of Mains	1.3
Maintenance of Hydrants	1.0
Water Main Break – Brault St.	60.3
Water Main Break – 650 E. Lincoln Ave.	11.6
Abandon Hydrant – S. Wilson Ave.	3.1
Water Main Replacement – N. Wacker Dr. Bridge	2.0
Well Run – Weekends & Holiday	<u>18.0</u>
TOTAL	149.3