

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, OCTOBER 13, 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

5) COMMUNICATIONS

A) Dates and hours of early voting for the November 3rd election.

6) APPEARANCES/CITIZENS COMMENTS

7) MAYOR'S REPORT

A) Appointment of Election Officials.

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) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of writing off uncollectible personal property taxes for the year 2019. (Executive Summary attached)

2) Discussion and consideration of approving a contract with iWorQ for a Building Inspection Permitting Service contract at a price not to exceed \$13,250 for the first year and \$8,250 per year thereafter. (Executive Summary attached)

B) PUBLIC WORKS

C) UTILITY

10) RESOLUTIONS AND POSSIBLE ACTION THERON

11) ORDINANCES

A) FIRST READING AND POSSIBLE ACTION THERON

A) Ordinance No. 1425 – An ordinance amending Section 42.04 of the Municipal Code relating to Fees. (Executive Summary attached)

B) SECOND READING AND POSSIBLE ACTION THERON

12) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of the 2021 – 2025 CIP Budget.

B) Third quarter General Fund results. (Memorandum attached)

13) ADJOURNMENT

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

October 7, 2020

TO: Mayor Timothy C Michalak

From: City Clerk Lori Hetzel

RE: APPOINTMENT OF ELECTION OFFICIALS FOR CALENDAR YEARS 2020 AND 2021

Please appoint the following individuals as election officials for 2020 and 2021.

1st Alderperson District

Paul Bingen	620 Cleveland Ave
Gerald Gramins	609 Nature Trail
Vicki Huber	29 Rushmore Ln
Krystal Eichenberger	722 Union St

2nd Alderperson District

Debi Robbins	13 E Loos
Linda Erickson	538 Center St
Terry Oechsner*	575 W Washington Ave
Marilyn Raschka	516 S Main St

3rd Alderperson District

Tytiana Curtain	203 Cleveland
Thomas Gundrum	1593 Morning Glory Dr
Jackie Infalt	782 Ridgeveiw Dr

EXECUTIVE SUMMARY

TITLE

WRITE-OFF OF DELINQUENT PERSONAL PROPERTY TAXES

BACKGROUND

Each year, as part of the year-end process, any personal property taxes that remain unpaid are proposed to be written off. This action does not dismiss the unpaid tax, but recognizes the diminishing likelihood that the amount will be collected in full.

A taxation district (city, village or town) may charge back to other taxing agencies (including a school district) their proportionate share of those personal property taxes which remain unpaid providing the entity meets the following criteria:

- * Taxes are owed by an entity that has ceased operations or
- * Entity has filed a petition for bankruptcy or
- * Taxes are due on personal property that has been removed from the next assessment roll

The city will continue its efforts to collect the delinquent personal property taxes before charging them back to a taxation jurisdiction. Failure to collect on any business still in operation where the the unpaid amount exceeds \$500 will be turned over to the City Attorney for processing.

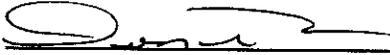
The attached list includes uncollectible personal property taxes for the year 2019 in full. The names of the debtors are available upon request by contacting the Finance Department.

FISCAL IMPACT

The total write-offs equal \$84.24 of which a portion will ultimately be the City's share of the loss. Losses in excess of budgeted amounts are covered by undesignated fund balance in the General Fund.

RECOMMENDATION

Write-off of uncollectible personal property taxes for the year 2019, per the attached list.

Prepared By:  10/21/2020
Dawn Timm, Finance Director/Treasurer Date

Authorized By:  10-2-2020
Steve Volkert, City Administrator Date

Scheduled: Finance and Personnel ¹⁰⁻¹³ ~~11-10-20~~
Common Council ~~11-24-20~~
10-13

Executive Summary

Title: Execution of an Agreement – Building Inspection Permitting Service Contract with iWorQ

Background: Staff has considered purchasing building inspection permitting software for some time in order to move much of the application process online, streamline workflows and data management, and improve applicants knowledge of their permit and inspection status. The need for this became more apparent during the pandemic, as we have had frequent requests from contractors and the public to give them the option to go through much of the process online rather than in person. However, the implementation cost was thought to be prohibitive.

The CARES Act creates a way for the City to adopt this important technology without incurring all of the implementation costs. The CARES Act can be used to help local government enhance services available to residents and businesses by facilitating online communications, service and information requests, documentation, and payments. Implementing this software solution would be a clear fit with these criteria, and has been approved for numerous other municipalities around Wisconsin.

In order to qualify for CARES Act funding, the expense needs to be incurred by November 6, 2020.

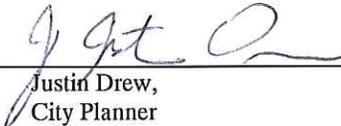
Staff interviewed four companies over the previous few months that offer this type of service. The other three all offered more global solutions for the City as a whole, with implementation and annual price tags to match. These options offered more than the Building Inspection and Planning Departments needed, and cost too much.

iWorQ offers a solution tailored to our building inspection and planning needs. It will allow the customers to input permit application information online, which will automatically be available to Staff, rather than having Staff input what the applicant filled out on a paper application. The software will also streamline inspection scheduling and notification of inspection results. In addition, it will allow applicants to pay permitting fees online.

iWorQ is used by a number of other Wisconsin municipalities, and reviews from them have been positive.

Fiscal Impact: The first year cost of \$13,250 will be paid for by CARES Act funds. The cost after that will be \$8,250 annually. In a separate agenda item, Staff recommended the creation of a \$5 per permit Inspection Technology fee that would be expected to pay this annual cost. The net annual cost to the City is expected to be \$0.

Recommendation Staff recommends approval of the contract with iWorQ for a Building Inspection Permitting Service Contract at a price not to exceed \$13,250 for the first year and \$8,250 per year thereafter.

Prepared By:  10/8/20
Justin Drew, Date
City Planner

Reviewed By:  10/8/2020
Dawn Timm, Date
Finance Director

Approved By:  10/8/2020
Steve Volkert, Date
City Administrator

ROUTING: FINANCE AND PERSONNEL 10/13/20
COMMON COUNCIL 10/13/20

IWORQ SERVICE AGREEMENT

For iWorQ applications and services

Hartford here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ cannot be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

4. CUSTOMER DATA:

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

7. TERMINATION:

Either party may terminate this agreement, after the initial 1-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (6. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2,500; and all provisions of this Agreement will continue.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MICELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell _____

Email _____

11. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ (if required) Tax Exempt ID # _____



12.ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____

iWorQ Service(s) Agreement
APPENDIX A

iWorQ Price Proposal

Hartford	Population- 15445
109 N Main Street, Harford, WI 53027	Prepared by: Ty Pebley

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
<p>Community Development (Enterprise Package)</p> <p>*Permit Management *Code Enforcement *Portal Home</p> <p>Quarterly upload of parcel information to iWorQ's GIS Map Track contractors, inspections, property information</p> <p>Track code violations, fees, and activities Unlimited reports and ad-hoc reporting Unlimited letters and documents configured through iWorQ's template library and 3 custom letters 3 custom forms for Portal Home Premium Data (25MB Uploads & 100GB Storage) Online credit/debit card processing integrated with iWorQ. GIS REST Services - iWorQ will publish your agency's WMS layers in iWorQ Community Development applications. iWorQ will update property details weekly. Annual fees are \$500 per layer (currently includes 2 layers) Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges)</p>	\$8,250	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$8,250	Annual



One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Full Price Cost	Package Price	Billing
Implementation and Setup cost year 1	\$5,000	\$5,000	Year One
Up to 5 hours of GIS integration and data conversion	\$1,000	Included	Year One
Data Conversion (see attached guidelines Appendix B)	\$4,900	Included	Year One
One-Time Setup Total (This amount will be added year 1)	\$10,900	\$5,000	Year One
Grand Total Due Year 1	\$19,150	\$13,250	

NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days
- III. This cost proposal cannot be disclosed or used to compete with other companies.



Executive Summary

Title: 2021 Cemetery Interment and Lot Sale Fees

Background: The Cemetery interment and lot sale fees include several changes and increase for the 2021 budget. The majority of fees will remain the same as the 2020 budget. Attached is the entire fee schedule. The following are the proposed 2021 fee changes.

The interment fee for the adult weekday grave opening includes a cost increase by \$25 adjusting the current \$700 to \$725 for the weekday burial. This was done to correctly align that fee with other in-ground interment fees all which reflect a \$100 difference between the weekend verses weekday pricing.

The proposed fee for the regular (4' x 10') full size lot includes a \$100 increase going from \$550 to \$650 for the city resident price. The non-resident lot fees are double those of resident fees therefore increasing that fee from \$1,100 to \$1,300. The cremation lot fee (3' x 5') for resident price remains the same as currently approved at \$450. The non-resident cremation lot fee however was incorrectly listed at \$800 and should be double therefore that fee is proposed to be approved at \$900 in the 2021 budget.

The fee adjustment for interment and lot sales are recommended in order to keep pace with operational cost increases. Additionally staff reviews the fees with other cemeteries to ensure we offer similar pricing.

Fiscal Impact: Staff adjusted and increased the overall cemetery budget revenue projections for the burial interment and lot sales using the proposed 2021 fee recommendation. The 2021 budget revenue projections also consider recent year averages for lot sales and burials. The proposed 2021 budget includes \$27,100 for lot sales and \$54,050 for burial interment fees.

Staff Recommendation: Staff recommends the 2021 City of Hartford Cemetery Fees as presented and per the attached fee schedule.

Prepared by:



Mike Hermann, Parks and Recreation Director

10/6/20

Date

Approved by:



Steve Volkert, City Administrator

10/6/20

Date

Routing: Finance and Personnel Committee 10/13/20
City Council 10/13/20

**City of Hartford
CEMETERY FEES
2021**

Interment Fees

	<u>Adult</u>	<u>(Child Lots) Opening 3' to 6'</u>	<u>(Infant Lots) (less than 3') Less Than 3'</u>	<u>Cremation</u>	<u>Columbarium</u>
Weekday (7:00 AM - 2:00 PM)	\$ 725 ✓	\$ 550	\$ 450	\$ 450	\$ 150
Saturday/Sunday/Holiday/ and/or Weekday after 2:00	\$ 825	\$ 650	\$ 550	\$ 550	\$ 150
Inclement Weather	\$ 175 minimum additional charge				

Lot Sale Fees

	<u>City Resident</u>	<u>Non- Resident</u>
Regular (4' x 10')	\$ 650 ✓	\$ 1,300 ✓
Cremation / Baby (3' x 5')	\$ 450	\$ 900 ✓
Columbarium (Niche Space)	\$ 1,300	\$ 2,600
price includes engraved plate with name(s), years.		

ADDITIONAL LOT SALE FEES

The sale of lots outside the weekday business hours of Monday - Friday, 7:00 AM - 3:00 PM, will result in an additional processing charge of \$75.00 on the sale.

Contact Information

Brian Wirth 262-670-3761

Executive Summary

ORDINANCE NO. _____

Title: Proposed Building Inspection and Planning Fee Changes

Background: The City has always strived to ensure that building inspection (user) fees cover the cost of building inspection services. The City's building inspection fee schedule was last changed in 2019. When reviewing fees, Staff compares our fees to other communities in Washington County.

Most of the fees are still comparable to the other communities, but there are a few fees where we are low. As a result, Staff proposes changes to bring the City's fees in line with the average fees of the other communities (*See Attached*).

In addition, Staff is exploring the purchase of a permitting and workflow software service that will increase department efficiency and increase citizen access to permitting data and reports. This investment is necessary to continue current service levels within the building inspection department and is consistent with General Budget Policy #5 of the Approved Budget Policies (*The City will place its highest priority upon increasing the efficiency and economy of service delivery*).

Consistent with Revenue Goal #5 of the approved Budget Policies (*Cost recovery fees and other non-property tax revenues, where appropriate, should be established to offset the cost of providing specific services*), Staff seeks to establish a new fee that would be created for the sole purpose of offsetting this software investment. After interviewing permitting software service providers for the past 3 months, Staff has found a solution that provides only what is needed (rather than a more global city-wide solution) at a cost that we believe is appropriate. The first year cost of this solution would be \$13,350, and annual costs thereafter would be \$8,350. Other communities in Wisconsin have been able to successfully leverage CARES funds to pay for the set up and first year of this type of solution as it allows the building inspection department to function more efficiently without the necessity of as much face-to-face interaction, and Staff intends to apply for CARES funding for the first year cost. In order to cover the ongoing cost, Staff recommends the creation of a \$5 per permit fee for all building inspection permits beginning in 2021.

Planning fees have not changed since 2013, and a recent comparison indicates that many of them should be adjusted (*See Attached*).

Recommendation Staff recommends that Building Inspection Fees and Planning fees be changed as of January 1, 2021 as outlined in the attached schedule.

Prepared By: Justin Drew 10-7-2020
Justin Drew, Date
City Planner

Approved By: Steve Volkert 10-7-2020
Steve Volkert, Date
City Administrator

ROUTING: FINANCE & PERSONNEL/COMMON COUNCIL 10/13/2020

City of Hartford Schedule of Permit Fees
 Planning and Zoning Department, Building Inspection Division
 109 N. Main Street, Hartford WI 53027 262-673-8277

Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Building Permit Fees:	
Minimum Fee, all permits	\$55.00
Residential, one- and two-family including additions and attached garages	.35/total sq. ft.
Residences, Apartments, Three Family and Over, Row Housing, Multiple Family Dwellings, Institutional	.35/total sq. ft.
Commercial, Manufacturing and Industrial (excluding office area)	.15 .30/total sq. ft.
Commercial, Manufacturing and Industrial: Office Areas	.35/total sq. ft.
Agricultural buildings, detached garages, and accessory structures	.15 .30/total sq. ft.
Footing and Foundation early start	
Residential one-and two-family	\$100.00 150.00
Commercial and Industrial	\$150.00 200.00
All other buildings, structures or alterations where square footage cannot be determined	\$9.00 12.00 per \$1,000 of value
Wrecking or razing	\$55.00 minimum plus .05 per square foot to a maximum
Moving a building over public ways	\$285.00
Reinspections	\$50.00
Plan Examination:	
Single Family, Duplex, Commercial, Manufacturing or Industrial	\$200.00
Alteration to one-and two-family residential, including accessory structures	\$200.00
Multi Family or Multi-tenanted Commercial, Manufacturing or Industrial	\$200.00 plus \$10.00 per unit
NOTE: HVAC submitted separately	additional \$50.00
Commercial or industrial alteration or addition, less than 50,000 cubic feet	\$200.00
Commercial or industrial alteration or addition, 50,000 cubic feet and above	State Fee Equivalent
Special inspections and reports	\$200.00/hour or fraction thereof, minimum 1 hour
Wisconsin Uniform Building Permit Seal	\$40.00
NOTE: Permits may be obtained individually or on one permit application in the categories of: construction, hvac, electric or plumbing.	
NOTE: An additional fee for plan review may be levied at the time of reapplication for the renewal of an expired permit	
Occupancy permit	
Single Family, Duplex, Multi-Family	\$60.00 per unit
Commercial, Manufacturing or Industrial	\$180.00 per unit
Erosion Control	
One- and two-family lots	\$175.00
Multi-family lots	\$175.00 plus \$100.00/acre or fraction thereof
Commercial lots	\$200.00 plus \$100.00/acre or fraction thereof
Industrial lots	\$200.00 plus \$100.00/acre or fraction thereof
Institutional lots	\$200.00 plus \$100.00/acre or fraction thereof
Residential subdivision or Condominium	\$25.00/acre or fraction thereof (\$250 Minimum, \$2,000

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development Other	Maximum \$55.00
Satellite Dish	\$55.00
Zoning Permit Fee: New one-family residential New two-family residential Addition, alteration & new accessory building NOTE: 3+ family, commercial, industrial and institutional zoning permit fee is included with the site plan review fee at no extra cost	\$100.00 \$100.00 \$35.00
Work started prior to permit issuance	Triple Fee
Failure to call for an inspection	\$50.00
New Construction Processing Fee	\$25.00
Processing Fee	\$15.00
Technology Fee, per permit	\$5.00

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HVAC Permit Fees:	
New Construction	.06/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Commercial and Industrial exhaust hoods and exhaust systems	\$55.00 per unit
Heating and Air Conditioning distribution systems	\$1.00 1.50 per 100 square feet of conditioned area
Air conditioning	\$55.00 per unit up to 3 tons or 36,000 BTU's plus \$10.00 every additional 12,000 BTU's or fraction thereof
Heating, Incinerator units, and woodburning appliances	\$55.00 per unit up to 150,000 BTU plus \$10.00 every additional 50,000 BTU or fraction thereof
Failure to call for an inspection	\$50.00
Reinspection	\$100.00
Work started prior to permit issuance	Triple Fee
A/C only Electric fee	\$9.00 \$10.00
Technology Fee, per permit	\$5.00

City of Hartford Schedule of Permit Fees
 Planning and Zoning Department, Building Inspection Division
 109 N. Main Street, Hartford WI 53027 262-673-8277

Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Plumbing Permit Fees:	
New Construction	.06/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Fixtures	\$6.00 10.00 each
Inside sewer/building grades	\$55.00
Water service	
Less than 2" size	\$55.00
2" or greater size	\$70.00
Sprinkler system	\$55.00 plus .50/head
Sewer ejector	\$55.00
Manhole, trench drain, or catch basin	\$55.00 each
Sanitary sewer or storm sewer connection (includes 100' of line)	\$55.00
Sanitary or storm sewer line over 100'	.20 per foot
Sewer tap	\$55.00
Sewer connection	\$55.00
Re-lay of sewer or water service	\$55.00
Water tap:	
3/4" and 1" service	\$175.00
Over 1" service	\$175.00 plus time and materials
Water service connection to private well	\$55.00
Repairs	\$55.00
Reinspection	\$50.00
Failure to call for inspection	\$50.00
Work started prior to permit issuance	Triple Fee
Water Piping	\$16.00 each \$55.00
Technology Fee, per permit	\$5.00

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 Planning and Zoning Department, Building Inspection Division
 109 N. Main Street, Hartford WI 53027 262-673-8277
 Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Electric Permit Fees:	
New construction	.06/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum permit fee	\$55.00
Switches and outlets	.50 each
Incandescent fixtures	.50 each
Mercury, sodium, MI, vapor lighting	\$6.00 10.00 per fixture
Fluorescent lamp/tube ballast	.50 per tube
Dishwasher, disposal or sump pump	\$6.00 10.00 each
Residential whirlpool, bathtub, or jacuzzi	\$35.00
Range, oven, cooktop, clothesdryer	\$6.00 10.00 each
Water heater, furnace, boiler, etc.	\$6.00 10.00 each
Air conditioner sleeve	\$6.00 10.00
Central air, up to 3 ton	\$9.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Motors (per horsepower or fraction thereof)	1.00 per hp
Bath or kitchen fan, up to 1/2 horsepower	\$6.00 10.00
Low voltage system, doorbell, switching system	\$6.00 10.00 each
Refrigerator compressor, up to 3 ton	\$6.00 10.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Electric heat:	
per kilowatt	1.00 per kW
per thermostat	.50 each
Fuel pump, per product dispenser	\$9.00 \$10.00
Wireway, bus bar, bus duct	.50 per foot
Generator, transformer, capacitor	\$6.00 10.00 per unit
Incandescent sign	\$30.00
Fluorescent sign	\$30.00
Neon sign and like	\$6.00 10.00 per letter plus \$6.00 per transformer
Meter service (including temporary services)	
0 – 400 amps	\$55.00
each additional 100 amps	\$55.00
#6 and larger feeders and subfeeders	\$9.00 \$10.00
Power outlets above 120 volt/20 amp	\$9.00 \$10.00
Swimming pool	\$55.00
Failure to call for inspection	\$50.00
Reinspection Fee	\$50.00
Rewiring or alterations	\$55.00 each
Work started prior to permit issuance	Triple Fee
Technology Fee, per permit	\$5.00

Fee Changes, Zoning			
Item	Code Reference	Current	Requested
Annexation	2.04 (1)(g)	\$ 500.00 +100.00 per acre; \$1,500.00 maximum	\$700.00 plus \$100/acre, \$1500.00 maximum
Concept Plan < 10 Acres	not listed	\$300	\$400
Concept Plan > 10 Acres	not listed	\$450	\$500
Preliminary Plat	12.1002	\$ 500.00 + 15.00/lot	\$600 plus \$20/lot
Preliminary Plat Re-app	12.1002	\$350.00	\$400
Final Plat	12.1005	\$ 500.00 + 12.00/lot	\$500 plus \$20/lot
Final Plat Re-app	12.1005	\$350	\$400
Rezone	13.1501 (a)	\$300	\$400
Site Plan, Minor	13.1501 (e)	\$250	\$300
Site Plan, Major	not listed	\$400 - \$800	\$500 - \$100
Variance	13.1501 (c)	\$300	\$400
Extraterritorial:			
CSM	Not Listed	\$150	\$200
Other:			
Consult Fee	12.1011	\$70/hour	\$100/hour
Zoning Verification Letter (new fee)	N/A (based on special assessment letter)		\$50
Technology Fee, Per Permit			\$5

ORDINANCE NO. 1425

AN ORDINANCE AMENDING SECTION 42.04 OF THE
MUNICIPAL CODE RELATING TO FEES

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

SECTION 1: That there is hereby amended Section 42.04 (Cemetery) of the Municipal Code as follows:

CEMETERY

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
<u>Lot Sale (4' x 10')</u>		
Resident	27.03 (1)	\$550.00 650.00
Nonresident	27.03 (1)	\$1100.00 1300.00
Cremation/Baby Section Lots (3' x 5')	27.03 (2)	\$450.0
Cremation/Baby Section Lots (Nonresident)		\$800.00 900.00
Columbarium Niche (Resident)	N/A	\$1300.00
Columbarium Niche (Nonresident)		\$2600.00

The sale of lots outside the weekday business hours of Monday through Friday, 7:00 a.m. to 3:00 p.m., will result in an additional processing charge of \$75.00 on the sale.

Interment

Adults/Youth (6' & Over)	27.09 (2)(a)	\$700.00 725.00 - Weekdays 7:00 a.m. - 2:00 p.m. \$825.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.
Children (3' to 6')	27.09 (2)(b)	\$550.00 - Weekdays 7:00 a.m. - 2:00 p.m. \$650.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.
Infants (under 3')	27.09 (2)(c)	\$450.00 – Weekdays 7:00 a.m. - 2:00 p.m. \$550.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.
Cremated Remains (under 3')	27.09 (3)	\$450.00 – Weekdays 7:00 a.m. – 2:00 p.m. \$550.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Columbarium	N/A	\$150.00
Other Burial Services	27.09 (4)	Actual Cost + 3% administration fee
Winter/Inclement Weather Conditions	N/A	\$175.00

SECTION 2: That there is hereby amended Section 42.04 (Building Inspection) of the Municipal Code as shown on the attached.

SECTION 3: That said amendments to Section 42.04 shall be effective January 1, 2021 after the passage and publication of this Ordinance as provided by law.

Signed

Timothy C Michalak, Mayor

Introduced: October 13, 2020

Adopted: October 13, 2020

Attest:

Lori Hetzel, City Clerk

City of Hartford Schedule of Permit Fees
 Planning and Zoning Department, Building Inspection Division
 109 N. Main Street, Hartford WI 53027 262-673-8277
 Effective January 1, 2021

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Building Permit Fees:	
Minimum Fee, all permits	\$55.00
Residential, one- and two-family including additions and attached garages	.18/total sq. ft.
Residences, Apartments, Three Family and Over, Row Housing, Multiple Family Dwellings, Institutional	.18/total sq. ft.
Commercial, Manufacturing and Industrial (excluding office area)	.45/.30/total sq. ft.
Commercial, Manufacturing and Industrial: Office Areas	.18/total sq. ft.
Agricultural buildings, detached garages, and accessory structures	.45/.30/total sq. ft.
Footing and Foundation early start Residential one-and two-family Commercial and Industrial	\$100.00 150.00 \$150.00 200.00
All other buildings, structures or alterations where square footage cannot be determined	\$9.00 12.00 per \$1,000 of value
Wrecking or razing Moving a building over public ways	\$55.00 minimum plus .05 per square foot to a maximum \$285.00
Reinspections	\$50.00
Plan Examination: Single Family, Duplex, Commercial, Manufacturing or Industrial Alteration to one-and two-family residential, including accessory structures Multi Family or Multi-tenanted Commercial, Manufacturing or Industrial NOTE: HVAC submitted separately Commercial alteration or addition Industrial alteration or addition	\$100.00 \$70.00 \$100.00 plus \$10.00 per unit additional \$50.00 \$100.00 \$100.00
Special inspections and reports	\$200.00/hour or fraction thereof, minimum 1 hour
Wisconsin Uniform Building Permit Seal NOTE: Permits may be obtained individually or on one permit application in the categories of: construction, hvac, electric or plumbing. NOTE: An additional fee for plan review may be levied at the time of reapplication for the renewal of an expired permit	\$38.00
Occupancy permit Single Family, Duplex, Multi-Family Commercial, Manufacturing or Industrial	\$50.00 per unit \$100.00 per unit
Erosion Control One- and two-family lots Multi-family lots Commercial lots Industrial lots Institutional lots Residential subdivision or Condominium development Other	\$100.00 \$100.00 plus \$75.00/acre or fraction thereof \$175.00 plus \$75.00/acre or fraction thereof \$175.00 plus \$75.00/acre or fraction thereof \$175.00 plus \$75.00/acre or fraction thereof \$25.00/acre or fraction thereof (\$250 Minimum, \$2,000 Maximum \$55.00

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Satellite Dish	\$55.00
Zoning Permit Fee: New one-family residential New two-family residential Addition, alteration & new accessory building NOTE: 3+ family, commercial, industrial and institutional zoning permit fee is included with the site plan review fee at no extra cost	\$100.00 \$100.00 \$35.00
Work started prior to permit issuance	Triple Fee
Failure to call for an inspection	Δ → ☹ →
New Construction Processing Fee	\$25.00
Processing Fee	\$15.00
Technology Fee, per permit	\$5.00

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HVAC Permit Fees:	
New Construction	.05 total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Commercial and Industrial exhaust hoods and exhaust systems	\$55.00 per unit
Heating and Air Conditioning distribution systems	\$1.00 1.50 per 100 square feet of conditioned area
Air conditioning	\$55.00 per unit up to 3 tons or 36,000 BTU's plus \$10.00 every additional 12,000 BTU's or fraction thereof
Heating, Incinerator units, and woodburning appliances	\$55.00 per unit up to 150,000 BTU plus \$10.00 every additional 50,000 BTU or fraction thereof
Failure to call for an inspection	\$50.00
Reinspection	\$100.00
Work started prior to permit issuance	Triple Fee
A/C only Electric fee	\$9.00 \$10.00
Technology Fee, per permit	\$5.00

City of Hartford Schedule of Permit Fees
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Plumbing Permit Fees:	
New Construction	.05/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Fixtures	\$6.00 10.00 each
Inside sewer/building grades	\$55.00
Water service	
Less than 2" size	\$55.00
2" or greater size	\$70.00
Sprinkler system	\$55.00 plus .50/head
Sewer ejector	\$55.00
Manhole, trench drain, or catch basin	\$55.00 each
Sanitary sewer or storm sewer connection (includes 100' of line)	\$55.00
Sanitary or storm sewer line over 100'	.20 per foot
Sewer tap	\$55.00
Sewer connection	\$55.00
Re-lay of sewer or water service	\$55.00
Water tap:	
3/4" and 1" service	\$175.00
Over 1" service	\$175.00 plus time and materials
Water service connection to private well	\$55.00
Repairs	\$55.00
Reinspection	\$50.00
Failure to call for inspection	\$50.00
Work started prior to permit issuance	Triple Fee
Water Piping	\$16.00 each \$55.00
Technology Fee, per permit	\$5.00

City of Hartford Schedule of Permit Fees
 Planning and Zoning Department, Building Inspection Division
 109 N. Main Street, Hartford WI 53027 262-673-8277
 Effective January 1, 2021

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Electric Permit Fees:	
New construction	.05/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum permit fee	\$55.00
Switches and outlets	.50 each
Incandescent fixtures	.50 each
Mercury, sodium, MI, vapor lighting	\$6.00 10.00 per fixture
Fluorescent lamp/tube ballast	.50 per tube
Dishwasher, disposal or sump pump	\$6.00 10.00 each
Residential whirlpool, bathtub, or jacuzzi	\$35.00
Range, oven, cooktop, clothesdryer	\$6.00 10.00 each
Water heater, furnace, boiler, etc.	\$6.00 10.00 each
Air conditioner sleeve	\$6.00 10.00
Central air, up to 3 ton	\$9.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Motors (per horsepower or fraction thereof)	1.00 per hp
Bath or kitchen fan, up to 1/2 horsepower	\$6.00 10.00
Low voltage system, doorbell, switching system	\$6.00 10.00 each
Refrigerator compressor, up to 3 ton	\$6.00 10.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Electric heat:	
per kilowatt	1.00 per kW
per thermostat	.50 each
Fuel pump, per product dispenser	\$9.00 \$10.00
Wireway, bus bar, bus duct	.50 per foot
Generator, transformer, capacitor	\$6.00 10.00 per unit
Incandescent sign	\$30.00
Fluorescent sign	\$30.00
Neon sign and like	\$6.00 10.00 per letter plus \$6.00 per transformer
Meter service (including temporary services)	
0 – 400 amps	\$55.00
each additional 100 amps	\$55.00
#6 and larger feeders and subfeeders	\$9.00 \$10.00
Power outlets above 120 volt/20 amp	\$9.00 \$10.00
Swimming pool	\$55.00
Failure to call for inspection	\$50.00
Reinspection Fee	\$50.00
Rewiring or alterations	\$55.00 each
Work started prior to permit issuance	Triple Fee
Technology Fee, per permit	\$5.00

Memorandum

To: City Council
CC:
From: Steve Volkert, City Administrator
Date: 10/7/2020
Re: Third Quarter General Fund Results

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

The City was at 80.15% for total General Fund Revenues at the end of the current year third quarter. This is lower than the previous year by \$236,187 but well within the range of the prior five years. This is important to note as the areas of most concern regarding the financial impact of Covid-19 was going to be revenues in the third quarter. The fact that we are still within range and only had received minimal support from the CARES ACT funds (\$34,429) shows we have done better than what was originally estimated.

The total General Fund expenses for the current year third quarter was 70.94%. This percentage is lower than any of the previous four years. Much of that could be attributed to some expenses put on hold due to Covid. With that said, we continue to stress that in the fourth quarter, all departments should continue to monitor expenses to make sure we end up below budget to offset any fourth quarter losses in revenue.

Both of these figures show we are having a better than expected year vs. budget and compared to original estimations due to Covid and we hope to finish off strong for year end.

If you look at the attached graph, you see a very tight pattern for percentage of revenues and even tighter pattern for expenses. This shows a very consistent trend which would mean we should be able to expect a good finish to the year.

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.

City of Hartford
Third Quarter Comparisons By Year

General Fund Revenues:

	2020	2019	2018	2017	2016
Overall Percentage of Revenues Collected	80.15%	82.52%	72.72%	70.85%	80.98%
Third Quarter Total Revenues	\$8,437,910.44	\$8,674,098.00	\$7,948,903.39	\$7,905,452.74	\$8,341,277.00
Total Budget	\$10,527,070.00	\$10,512,055.00	\$10,930,093.00	\$11,158,024.47	\$10,300,786.00
Difference Between Years	-\$236,187.56	\$725,194.61	\$43,450.65	-\$435,824.26	\$640,268.86

General Fund Expenses:

	2020	2019	2018	2017	2016
Overall Percentage of Expenses Used	70.94%	73.37%	74.91%	71.43%	72.36%
Third Quarter Total Expenses	\$7,467,800.48	\$7,712,919.22	\$8,187,522.66	\$7,969,892.20	\$7,453,367.00
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	-\$245,118.74	-\$474,603.44	\$217,630.46	\$516,525.20	\$292,055.80

Revenues vs. Expenses

\$970,109.96	\$	961,178.78	\$	(238,619.27)	\$	(64,439.46)	\$	887,910.00
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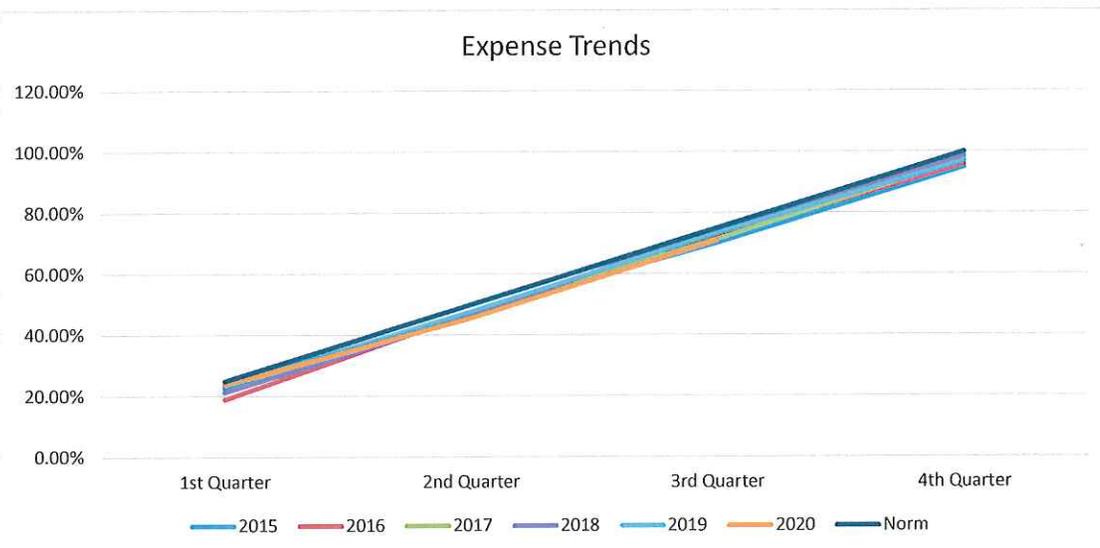
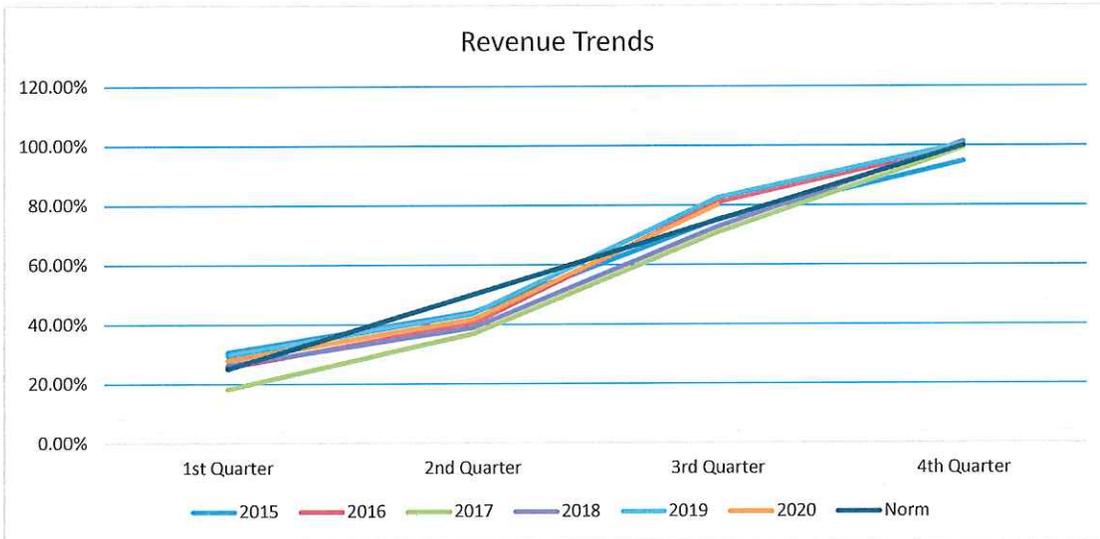
Trends for Revenues vs. Expenses

Revenues

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2015	30.55%	44.04%	75.27%	94.80%
2016	25.59%	40.25%	80.98%	99.83%
2017	18.21%	36.84%	70.85%	99.36%
2018	26.20%	38.81%	72.72%	101.35%
2019	29.58%	43.61%	82.52%	100.64%
2020	27.86%	41.64%	80.15%	
Norm	25%	50%	75%	100%

Expenses

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2015	22.71%	47.49%	70.18%	94.93%
2016	18.99%	47.09%	72.36%	95.82%
2017	21.39%	46.99%	71.43%	97.31%
2018	21.41%	46.21%	74.91%	98.54%
2019	23.74%	47.57%	73.37%	96.89%
2020	23.85%	45.52%	70.94%	
Norm	25%	50%	75%	100%



MISCELLANEOUS

COMMITTEE

REPORTS

PLAN COMMISSION
City of Hartford
August 10, 2020

PRESENT: Vice-Chairperson Dennis Regan, Members Scott Henke, Tom Stapleton, and Alderperson Liaison Joe Kohler

ABSENT AND EXCUSED: Chairperson Timothy C. Michalak, Members Kuepper and Anderek

ALSO PRESENT: City Planner Justin Drew

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

Minutes – Vice-Chairperson Regan requested review of the minutes of June 8, 2020. Motion by Henke, second by Stapleton to approve minutes of June 8. Motion carried.

Appearances – Vice-Chairperson Regan requested appearances. The following people appeared: Carrie Josten, 4160 N. Main Street: Noted objections to the concept plan on agenda for mixed-use development north of Pheasant Run: smaller lots on less land than originally described; no green space; potential issues so close to an active airport; does not make sense for the area/does not blend in with the area. Also reminded members that previous concerns need to be addressed going forward, and noted the possibility that the proposed development could actually be encroaching on her property.

Bill Ohm, 4214 N. Main Street: Echoed Ms. Josten's concerns; understood that this is a transition subdivision from Pheasant Run and the number of lots do not work as such; researched Plan Commission members' and others' lot sizes and found 15,000 square foot lots on average – the average lot in this subdivision is smaller than the smallest lot owned by the leadership; the Smart Growth Plan indicates that Rs-3 is a more appropriate zoning for this area; area is already distressed due to the water issues. Mr. Ohm referenced the DNR website for information on area wetlands and asked about the type of duplexes that would be built, including style, size and condo/not condo, and expressed concern about the driveway connections noting a speed limit change would be needed, and lack of amenities in the subdivision.

Dennis Hegy, Second District Alderperson, 115 Martin Drive: Noted that the original attachment to the City was based on single family zoning. Mr. Hegy came to the meeting to learn more about the development; he lives in the City on a ¼ acre lot and does not have a concern about the density. He reminded members that recent developments in the City have been duplex and multi-family but not single family.

Tom Rego, 6899 Pheasant Run Road: Who is footing bill for: infrastructure, sidewalk, sewer, water, electrical, and maintaining same?

Discussion and Consideration of a Proposed Wall Sign in the Business Improvement District, Creations 101, 302 N. Main Street

Executive Summary Review:

Lemberg Electric has submitted an application for wall signage for Creations 101, located at 302 North Main Street. The sign is intended for the front (N. Main Street) side of the building. The current sign (Hometown Appliance) was approved in 2001. The unit to the north had signage approved for Allstate Insurance in 2014. The sign is composed of painted acrylic letters and logo. Lettering is below a stylized square/circle gift logo. Two colors are used, a bright green to the left (“Creations” and the square) and a mid-range blue to the right (“101” and the circle). The sign measures 43 square feet, below the maximum square footage allowed, and is correctly placed within the signable area. The sign is not illuminated. There is minor concern regarding the choice of colors. The green is very bright, not usually considered an acceptable choice in this Historic District. On the other hand, it presents well against the brown of the façade. The blue, while an acceptable color in itself, fades into the façade a bit. The lettering, logo and colors are already established for the business and the issue is not problematic enough to recommend a change. Planning Staff recommended approval.

Plan Commission Discussion, Rezoning, Creations 101 Wall Sign

Mr. Drew reviewed the Executive Summary, noting also that the building is from the 1950s and therefore the colors are not the issue they might be with an older building. Vice-Chairperson Regan agreed and requested discussion. There was no further discussion. Motion by Henke, second by Kohler to approve sign. Motion carried.

Discussion and Consideration of a Concept Plan for a Mixed Use Residential Development Located on North Main Street North of the Pheasant Run Town Subdivision

Executive Summary Review:

In 2018 the Council approved the attachment of approximately 84.87 acres of land owned by Timothy and Joy Neuville to the City. It was assigned a temporary zoning of Rs-4 Single-Family Residential. The Developer has submitted a conceptual plan for a mixed single-family and two-family residential development consisting of 161 units (87 single family lots and 74 two family units). The land is surrounded by the Pheasant Run Subdivision to the south, agricultural and residential Town properties to the north and west, and wetland to the east. The proposal shows two entrances from North Main Street with the two-family units located at the southeast and north/northeast portions of the property. The adopted Smart Growth Plan identifies this area for medium density residential development at a density of 1.1-2.9 units per acre. The proposal adheres to the Smart Growth Plan (2.9 units per acre proposed). Staff believes that the proposed number of units, mix of units and subdivision layout would work well on the property and would be a welcome addition to the City. The single-family lots proposed have a minimum size of 8,125 square feet and would meet the minimum area requirements of the Rs-4 District with a Planned Unit Development. The width of the lots is not included in the proposal. The Rs-4 District requires a minimum of 80 feet. If the lots are narrower than 80 feet, the Developer may need to petition for Rs-5 zoning for the single-family lots as part of their request to have permanent zoning assigned to the development. The two family units would require a rezoning to Rd-2 Two-Family District. The Development proposes two public streets intersecting with North Main Street. Based on the distance from other streets and driveways, the proposed street locations appear acceptable. The duplex units on Outlot 4 are proposed to be accessed by two private driveways similar to the Conservancy Development on South Wilson Avenue and the Fox Haven and Willow Glen condominiums on East Loos Street. As per all of the City’s residential

developments, sidewalk would be required on both sides of all streets. Staff also recommends requiring sidewalk on the east side of North Main Street from the southern street in the development to Yellowstone Drive in the Borlen Farms development. The sidewalk should be able to be placed within the existing North Main Street Right-of-Way (ROW). The property slopes down to the west, north and east from a high point on the south central portion of the property. Substantial grading of the property is likely necessary and a more thorough review of a detailed grading and stormwater management plan would take place as part of a preliminary plat review. Outlots 1, 5 and 6 and the western portion of Outlot 3 are expected to be stormwater management areas. Electric Power is available from the Borlen Farms Subdivision. This development isn't contiguous to Hartford Electric's service territory and in order to serve the development, Hartford Electric would need to reach a service area agreement with WE Energies. The Utility Director is assuming a 12" water main will be extended to serve the development, and that there should be adequate pressure and flow in this area. Water main would be extended to the development within the North Main Street ROW from Borlen Farms and would be done at the Developer's expense. Sanitary main would be extended to the development within the North Main Street ROW from Borlen Farms and would be done at the Developer's expense. A sanitary lift station and / or grinder pumps may be needed, and Staff will continue to work with the Developer as they fine tune the sanitary sewer plan. Planning Staff recommended approval.

Plan Commission Discussion, Mixed Use Development Concept Plan North of Pheasant Run Subdivision

Mr. Drew reviewed the Executive Summary, providing some information regarding items that had been brought up in the Appearance portion of the meeting. Mr. Drew explained gross density and that the density was more like 1.9 units/acre. The smallest lot is similar to lots in Borlen Farms and Partridge Hollow. The duplex lots will probably need a condominium arrangement. The developer will be required to pay infrastructure costs, and maintenance responsibility rests with the developer or homeowners association. A speed limit reduction will probably be required for the area when the access streets are installed. Vice-Chairperson Regan requested discussion. Member Henke noted his opposition to PUDs – the terraces are too small, causing snow overruns and citizen calls to alderpersons. Member Henke requested more information on the sidewalks, they will not extend past properties? Mr. Drew explained that the sidewalk would end at the first block on the southern end of the development. Member Henke asked about the responsibility for Town residents such as Mr. Rego, noting that it was not fair to require him to maintain the sidewalk (shoveling etc.). Mr. Drew agreed and said that would be part of the negotiations going forward. Member Henke stated that duplexes without a PUD could not be done. Member Henke also noted that the County should be enforcing against Borlen Farm if drainage is flowing onto this property - drainage needs to stay on a property. Mr. Drew explained that in development, any changes have to be for the better, therefore drainage does not necessarily need to stay on a property. Member Henke stated that conceptually he was ok with the development but was opposed to a PUD or any attempts to rezone. Member Kohler compared the houses to brownstones and objected to the development on several points – condensing instead of expanding housing units as a city moves farther out does not work with the surrounding areas; PUDs do not work especially in regard to snow removal; change from single family only to mixed single family and duplex; jumping from City to Town along Main at the Josten property; lack of busing for schoolchildren. Member Kohler also noted the changing times and stated his belief that homes will tend to be larger as more people work from home. Member Stapleton voiced his agreement with members Henke and Kohler. Vice-Chairperson Regan stated that while the City had guidelines for development, this concept plan is not a good fit for the area. Member Regan asked about amenities, why is there not a park. Mr. Drew noted that the park in

Borlen Farms is close and maintenance of another park is not currently within the Park Department's Park Plan or purview. Member Henke explained that he is not opposed to the density of this concept plan but the zoning needs to be true Rs-4. Member Regan agreed that the zoning needs to remain Rs-4 and the wetland question for the SW corner needs to be verified. At this point Mr. Drew reminded members of recent mixed zoning subdivisions on the edges of the City: Gateway Estates, Red Oak, and Mount Vernon. Motion by Henke to keep zoning at standard Rs-4 and the conceptual plat goes along with that. Motion carried.

Discussion and Consideration of a Rezoning Request for Two Lots (24 and 25) on Stonecrop Drive, Windsong Crossing Subdivision

Executive Summary Review:

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. Planning Staff recommended approval of the rezoning request for Lots 24, 25 and a portion of lot 23 in Windsong Crossing subdivision subject to the recording of a CSM prior to December 31, 2020.

Plan Commission Discussion, Rezoning Request for Lots 24 and 25 of Windsong Crossing Subdivision:

Mr. Drew reviewed the Executive Summary. Vice-Chairperson Regan requested discussion. There was no discussion. Motion by Henke, second by Stapleton to recommend approval of the rezoning request. Motion carried.

Discussion and Consideration of a Site Plan for Hartford Union High School Driveway and Parking Changes, 805 Cedar Street

Executive Summary Review:

HUHS has submitted a plan to add two new driveways to the large parking lot to the north of the school. The existing driveway on the east side of the large parking lot would remain but would not generally be used and would be maintained with gates. The existing tie-in from the large parking lot to the driveway on the west would similarly not be used and would be maintained through the use of a gate. In the B-1, B-2, B-5, M-1, M-2, M-3, M-4, and I-1 Districts, the minimum distance between driveways shall be 30 feet; the minimum distance between driveway and lot line shall be 15 feet; the maximum driveway width shall be 40 feet beginning at the right-of-way line. The maximum number of driveways per lot shall be one (1), however, if the lot width exceeds 100 feet, two (2) driveways may be permitted. The Plan Commission may approve additional driveways after review of the site plan if it is determined that additional driveways will improve traffic circulation and will not cause detriment to adjacent properties.

- The new driveways would meet the minimum distance between driveways.

- The new driveways would meet the maximum width allowance.
- The school and their engineers believe that traffic flow would be improved by separating the large parking lot from the lot that goes around the south and west of the school.
- The parking lot and driveway on the south and west side of the school would be entrance only from Cedar Street and exit only onto West Monroe Avenue.
- Staff's only concern is the proximity of the two driveways on the northwest side of the site and the potential for many vehicles exiting onto West Monroe Avenue from both driveways. However, given that the northwest side of the large parking lot is identified primarily as staff parking (and staff generally leave later than the students), Staff believes that the proposed configuration can work.
- If this area becomes a traffic ingress/egress issue, Staff will work with HUHS to identify and implement solutions.

Planning Staff recommended approval of the Hartford Union High School driveway and parking site plan. Plan Commission Discussion, Site Plan for HUHS Driveway and Parking.

Member Henke reminded members and Mr. Drew that he is on the HUHS school board and would have to abstain. Mr. Drew noted that he would consult with the City Attorney to make sure the vote (3 members) was sufficient. Mr. Drew reviewed the executive Summary. Vice-Chairperson Regan asked if the driveway being lined up directly across from Summit Street was a good idea. Mr. Drew stated that it was and Member Kohler noted the stop signs at each location. Member Kohler asked how the proposed gates would be raised and lowered. Mr. Drew explained that gates would be down all the time except for things like maintenance and shoveling or if for some reason traffic needed to be routed out that way. Member Henke asked if two exits are necessary. Mr. Drew affirmed, noting traffic volume. Member Henke asked if the Plan Commission could require a review if the second driveway (west) on Monroe proves to be hazardous. Mr. Drew affirmed. Some discussion ensued regarding the back parking area (from Monroe to Cedar along the back of the school. Motion by Kohler, second by Stapleton to approve parking site plan for Hartford Union High School. Motion passed, with Member Henke abstaining.

Motion by Kohler, second by Stapleton to adjourn. Meeting adjourned at 6:19 p.m.

Respectfully submitted,
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

FOR
INFORMATIONAL
PURPOSES
ONLY

CITY OF HARTFORD
MONTHLY TREASURER'S REPORT
SEPTEMBER 2020

City Bank And Investment Accounts

Bank Accounts:

First National Bank

Concentration Account	Acct# 12555901	Average Monthly Balance \$1,364,758
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First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance \$181,133
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Landmark Credit Union

DOD Comm Revit Loan Fund Acct	Acct# 0131028243	Average Monthly Balance \$670,523
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Investments:

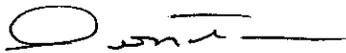
Local Government Investment Pool	Current Balance \$9,614,462
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Charles Schwab	Current Balance \$16,005,683
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Certificates of Deposit At Local Banks	Current Balance \$4,500,000
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Municipal Investment Sweep Account (First Bank Financial Centre)	Current Balance \$2,500,000
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Respectfully submitted,



Dawn Timm
Finance Director/Treasurer

**Advanced Disposal Services
CITY OF HARTFORD Monthly Recycling Report
JANUARY 1 TO DECEMBER 31 2020**

	January	February	March	April	May	June	July	August	September	October	November	December	Total To Date
Commodity Breakdown													
Newspaper	42.66	28.39	33.82	35.51	37.21	39.61	42.50	42.30	31.95	0.00	0.00	0.00	333.9488
Glass	42.12	28.03	33.40	35.06	36.74	39.11	41.96	41.76	31.55	0.00	0.00	0.00	329.7216
Cans (Aluminum)	1.30	0.86	1.03	1.08	1.13	1.20	1.29	1.28	0.97	0.00	0.00	0.00	10.14528
Cans (Steel and Bi-Metal)	8.10	5.39	6.42	6.74	7.07	7.52	8.07	8.03	6.07	0.00	0.00	0.00	63.408
Corrugated Cardboard	6.86	4.56	5.44	5.71	5.98	6.37	6.83	6.80	5.14	0.00	0.00	0.00	53.68544
Plastic	3.51	2.34	2.78	2.92	3.06	3.26	3.50	3.48	2.63	0.00	0.00	0.00	27.4768
Magazines	3.46	2.30	2.74	2.88	3.01	3.21	3.44	3.43	2.59	0.00	0.00	0.00	27.05408
Total Recycling Tons	108.00	71.87	85.63	89.90	94.20	100.27	107.60	107.08	80.89				845.44
Total Trash Tons	314.20	252.00	332.52	385.72	379.22	383.43	392.34	343.62	380.44				3163.49

ELECTRIC & WATER MONTHLY DEPARTMENT REPORT

September 2020

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. Rebuild Electric- Court Dr.
2. Rebuild Electric – Harrison St.
3. Test & Change Out Large Water Meters
4. Hydrant Painting

UPCOMING ACTIVITIES

1. Automated Switchgears - Slinger
2. Switchgear Replacement – Slinger
3. Rehab Well 16
4. Test & Change Out Large Water Meters

TRAINING SESSIONS

1. Pole Top Rescue - MEUW

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	2.0
Electric Rebuild – Morgan Dr.	0.5
Assist with Electric Upgrades – Trade Tech	25.2
Maintenance of Pumping Plant	9.5
Maintenance of Water Service	2.9
Maintenance of Water Meters	2.8
Charge to Piggly Wiggly Strip Mall – Turn Water Off	2.0
Well Run – Weekends & Holiday	<u>18.0</u>
TOTAL	62.9