

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, JULY 12, 2016
7:00 P. M.

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) UNANIMOUS CONSENT AGENDA

A) The minutes of June 14, 2016 and June 28, 2016.

5) COMMUNICATIONS

6) APPEARANCES/CITIZENS COMMENTS

7) ALDERMANIC REQUESTS

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

8) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of approving the following licenses: **(bartender)** Shelley Burmeister, Katy Halfman, Macy Hammen.

B) PUBLIC WORKS

1) None.

C) UTILITY

1) None

9) RESOLUTIONS

A) Resolution No. 3457 – 2017 Budget Policies.

B) Resolution No. 3458 – A Resolution approving the final plat of Autumn Ridge Subdivision. (Executive Summary attached)

10) ORDINANCES

A) FIRST READING

1) None

B) SECOND READING

1) Ordinance No. 1356 – An ordinance annexing territory to the City of Hartford. (Executive Summary attached)

11) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of authorizing appropriate City officials to purchase 1,200 tons of sodium chloride (road salt) from Compass Minerals, Kansas, through WisDOT State Road Salt bid at a cost not to exceed \$65.28 per ton delivered between January 1, 2017 and April 30, 2017, with a reserve of 240 tons if needed. (Executive Summary attached)

12) MAYOR'S REPORT

A) None.

13) CLOSED SESSION

The Common Council to move into closed session under § 19.85 (1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" regarding proposed Downtown TID and proposed development on North Pike Lake Drive; the Common Council to reconvene in open session for adjournment only.

14) ADJOURNMENT

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

**CITY OF HARTFORD
COMMON COUNCIL
June 14, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, June 14, 2016, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

UNANIMOUS CONSENT AGENDA

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

- 1) The Common Council minutes of May 24, 2016.
 - 2) Authorizing appropriate City officials to accept the proposal from Mobile Concepts to replace the Survive Alive Trailer, in the amount of \$62,945 with a budget amount of \$70,000.
- MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel noted that as of June 1, 2016 the Jack Russell Memorial Library Campaign official closed. The total amount pledged was \$2,300,388 and of that 99% was collected. The Clerk also mentioned the summer reading program for adults at the library.

APPEARANCES / CITIZENS COMMENTS

Police Chief Groves introduced three new police officers. City Clerk Lori Hetzel administered the oath of office to the three officers.

Renee Cull, Manager of Western Hills West Homeowners Association, Michael Scott, 907 Cascade Circle, Emily Zwaagstra, 483 Boyd Lane, the resident of 928 Cascade Circle, Michael Luebke, 1029 Harrison Street, Victoria Kamolov, 1006 Cascade Circle, and Mary Ellen Wenninger, 855 Juniper Lane, all appeared speaking on water issues they have had in the past and present as a result of excessive groundwater in the Western Hills West Subdivision area. The residents asked that the Common Council support an agreement recommended by the Utility Committee in which the developer would pay for upgrades to the storm water dewatering pump station

COMMON COUNCIL (6/14/2016)

located at 1013 Harrison Street in Western Hills West Subdivision while the city oversees upgrades and maintenance.

ALDERMANIC REQUESTS

Aldersperson Wintringer mentioned that there are a lot of events occurring at the Jack Russell Memorial Library this summer. Aldersperson Hegy commented on the recent Mid-Moraine meeting. Aldersperson Rusniak noted that the fountains have been installed in the Millpond.

**PUBLIC HEARING "A"
645 West State Street Rezoning**

Mayor Michalak declared the public hearing open at 7:31 p.m. The notice of public hearing as published in the 5/27/2016 and 6/3/2016 Daily News, and as sent to 6 affected property owners, was read by City Clerk Lori Hetzel.

Ken Ehrensberger has requested rezoning for the property located at 645 West State Street from M-3 General Industrial District to M-1 Wholesale/Warehousing. The owner wishes to develop the property into a use similar to the property located at 730 North Wacker Drive, contractor tenant buildings. The property meets the area and width requirements for M-1, and also allows more flexibility for lot coverage and building setbacks.

There were no appearances for, nor any against the proposed rezoning. There being no discussion by Council, Mayor Michalak declared the public hearing closed at 7:34 p.m.

Ordinance No. 1354

**AN ORDINANCE AMENDING THE ZONING MAP,
A PART OF ORDINANCE NO. 278**

MOTION by Aldersperson Hegy, and seconded by Aldersperson Mixon to suspend the rules for immediate consideration of proposed Ordinance 1354. MOTION CARRIED UNANIMOUSLY.

MOTION by Aldersperson Wintringer, and seconded by Aldersperson Mixon for the adoption of proposed Ordinance 1354. MOTION CARRIED UNANIMOUSLY.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Aldersperson Randolph, and seconded by Aldersperson Meyer approving the following licenses: new bartender, renewal bartender, cigarette, and weights and measures for the period July 1, 2016 through June 30, 2017. MOTION CARRIED UNANIMOUSLY.

Utility Committee

Both pumps at the pumping station at 1013 Harrison Street are no longer functioning because they were not designed to handle the volume of water being pumped. The Utility Committee recommends that the developer pay for the upgrades to the pumping station located at 1013 Harrison Street. The City would then oversee the upgrades and any future maintenance of the pumping station, which should be minimal as long as the appropriate improvements are made. Due to the number of houses affected by this storm water drainage issue, staff believes the City should be involved with the operation of the stations but only after the developer pays for the upgrades.

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer approving having the developer pay for the upgrades to the storm water dewatering pump station located at 1013 Harrison Street in Western Hills West Subdivision, with the City overseeing the upgrades and any future maintenance. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3453

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF APPROXIMATELY \$3,400,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2016A

MOTION by Alderperson Mixon, and seconded by Alderperson Hegy for the adoption of proposed Resolution 3453. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3454

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF APPROXIMATELY \$7,000,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016B

MOTION by Alderperson Wintringer, and seconded by Alderperson Meyer for the adoption of proposed Resolution 3454. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3455

A RESOLUTION SUPPLEMENTING RESOLUTION NO. 2082; AUTHORIZING THE ISSUANCE AND AWARDING THE SALE OF APPROXIMATELY \$4,885,000 WATER AND ELECTRIC SYSTEM REFUNDING REVENUE BONDS, SERIES 2016C; AND PROVIDING FOR THE POPYMENT OF SUCH BONDS AND OTHER DETAILS AND COVENANTS WITH RESPECT THERETO

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MOTION by Alderperson Hegy, and seconded by Alderperson Mixon for the adoption of proposed Resolution 3455. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3456

**A RESOLUTION APPROVING THE 2015 WASTEWATER TREATMENT
PLANT COMPLIANCE MAINTENANCE ANNUAL REPORT**

MOTION by Alderperson Hegy, and seconded by Alderperson Jewell for the adoption of proposed Resolution 3456. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

Demolition Services

Four bids were received for the demolition of the house at 112 East Washington Avenue. The low bid from Eagle Demolition & Environmental Services is being recommended.

MOTION by Alderperson Rusniak, and seconded by Alderperson Carroll accepting the proposal for building demolition services at 112 East Washington Avenue, from Eagle Demolition & Environmental Services, Carrollton, GA, dated May 24, 2016, at an estimated cost of \$13,550. MOTION CARRIED UNANIMOUSLY.

Developer's Agreement

City Planner Justin Drew reviewed the proposed developer's agreement between Lepien Farmland, LLC and Oriole Ponds Apartments, and the City of Hartford, and responded to questions.

MOTION by Alderperson Randolph, and seconded by Alderperson Wintringer approving a Developer's Agreement between Lepien Farmland, LLC and Oriole Ponds Apartments, and the City of Hartford. MOTION CARRIED UNANIMOUSLY.

Reciprocal Elevator Access Agreement

Parks & Recreation Director Hermann reviewed the proposed agreement which relates to the elevator in the Link Building.

MOTION by Alderperson Wintringer, and seconded by Alderperson Jewell approving a Reciprocal Elevator Access Agreement between the City of Hartford and Michael J. Roller Revocable Trust. MOTION CARRIED UNANIMOUSLY.

MAYOR'S REPORT

Election Officials

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph approving election officials for years 2016 and 2017. MOTION CARRIED UNANIMOUSLY.

County Board Update

Mayor Michalak as a member of the Washington County Board of Supervisors provided information on the Washington County Board monthly meeting activities.

CLOSED SESSION

MOTION by Alderperson Mixon, and seconded by Alderperson Carroll that the Common Council move into closed session at 8:23 p.m. under § 19.85 (1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" relative to insurable actions by Council members; the Common Council to reconvene in open session for adjournment only. ROLL CALL: "Ayes" 8 "Nays" 0. MOTION CARRIED UNANIMOUSLY.

RETURN TO OPEN SESSION

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph to return to open session at 9:07 p.m. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 9:07 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCJUN14.16
Compiled by Pat Borlen, Deputy Clerk

**CITY OF HARTFORD
COMMON COUNCIL
June 28, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, June 28, 2016, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

COMMUNICATIONS

There were no communications.

APPEARANCES / CITIZENS COMMENTS

Washington County Administrator Joshua Schoemann provided a presentation on the State of the County, and responded to questions

ALDERMANIC REQUESTS

Alderperson Wintringer thanked everyone who attended the car show the previous weekend. Alderpersons Hegy and Meyer both commented on the police department's new MILO system.

**PUBLIC HEARING "A"
6755 Lee Road Annexation**

Mayor Michalak declared the public hearing open at 7:25 p.m. The notice of public hearing as published in the 6/10/2016 and 6/17/2016 Daily News, and as sent to 12 affected property owners, was read by City Clerk Lori Hetzel.

John and June Handrow approached the City about the availability of sanitary sewer to their property located at 6755 Lee Road. Sewer and water are currently available from Lee Road. The City typically extends sewer service to Town properties that need it and requires annexation if the property is contiguous to the City boundary. The petitioned area is contiguous to the City on the east and south sides. The annexation petition and legal description do not appear to have

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any discrepancies. The proposed annexation would have no impact on school services. It is in accord with the Smart Growth Plan. The property will be assigned a temporary zoning of Rs-2 single-family residential. The subject property is within the City's adopted 20-year sanitary sewer service boundary.

There were no appearances for, nor any against the proposed annexation. There being no discussion by the Common Council, Mayor Michalak declared the public hearing closed at 7:29 p.m.

Ordinance No. 1355

**AN ORDINANCE ANNEXING TERRITORY
TO THE CITY OF HARTFORD
(6755 Lee Road Annexation)**

MOTION by Alderperson Mixon, and seconded by Alderperson Meyer to suspend the rules for immediate consideration of proposed Ordinance 1355. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Randolph, and seconded by Alderperson Mixon for the adoption of proposed Ordinance 1355. MOTION CARRIED UNANIMOUSLY.

**PUBLIC HEARING "B"
Gary Doll and Laura Doll Annexation
(15.84 acres located north of the
terminus of Liberty Avenue)**

Mayor Michalak declared the public hearing open at 7:30 p.m. The notice of public hearing as published in the 6/10/2016 and 6/17/2106 Daily News, and as sent to 6 affected property owners, was read by City Clerk Lori Hetzel.

The petitioned area consists of a parcel in the Town of Hartford. The applicant is seeking to bring this land into the City to facilitate a multi-family development with 84 units. The annexation petition and legal description do not appear to have any discrepancies. Sanitary sewer, water, and electric services are available to the property from Liberty Avenue. At buildout the proposed development is expected to have a value of approximately \$7 million, which would generate City property taxes of approximately \$44,000. The proposed annexation would be expected to add approximately 25 children to the two school districts at build out. The developer has requested temporary zoning that will fit the proposed uses (Rm-3 multi-family residential). The proposed zoning is consistent with the Smart Growth Plan. The subject property lies within the City of Hartford's adopted 20-year sanitary sewer service boundary.

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City Planner Drew noted that the proposed annexation is not eligible to be voted on tonight because there was some confusion by the developer with respect to submitting the annexation to the Department of Administration for its review. Per statute the Common Council is not allowed to vote on it until the State has had its review and input.

Under "appearances for", a representative for Premier Development, a representative of Premier Real Estate Management, and Gary Doll, owner of the property, all appeared and spoke in support of the proposed annexation and resultant development. City Clerk Lori Hetzel read a letter from Ray and Kay Johnson wherein they express their support for the proposed annexation. Under "appearances against", David Doll, 7421 Highway 60, appeared against the proposed annexation, expressing concern with increased traffic and the difficulty of maneuvering farm equipment which already exists.

Under "discussion by Council," Alderperson Rusniak spoke in support of the proposed annexation and development. Alderperson Hegy noted that he concurs that there will be an increase in traffic and hopefully in the future something can be done to help with traffic movement. There being no further discussion, Mayor Michalak declared the public hearing closed at 7:46 p.m.

PUBLIC HEARING "C" Repealing and Recreating Chapter 5 of the Municipal Code regarding Police Department

Mayor Michalak declared the public hearing open at 7:47 p.m. The notice of public hearing as published in the 6/7/2016 Daily News was read by City Clerk Lori Hetzel.

The revisions to Chapter 5 are primarily focused on removing old provisions of the code that no longer apply and removing sections of the code that conflict with or duplicate existing police rules.

There were no appearances for, nor any against repealing and recreating Chapter 5. There being no discussion by the Common Council, Mayor Michalak declared the public hearing closed at 7:49 p.m.

Ordinance No. 1357

AN ORDINANCE REPEALING AND RECREATING CHAPTER 5 OF THE MUNICIPAL CODE REGARDING POLICE DEPARTMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer to suspend the rules for immediate consideration of proposed Ordinance 1357. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Jewell for the adoption of proposed Ordinance 1357. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (6/28/2016)

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer approving the following licenses: new bartender, renewal bartender, cigarette, and weights and measures for the period July 1, 2016 through June 30, 2017. MOTION CARRIED UNANIMOUSLY.

MAYOR'S REPORT

MOTION by Alderperson Wintringer, and seconded by Alderperson Mixon approving the mayoral appointments of Marilee Russell Fuss and Mark Chappel to the Jack Russell Memorial Library Board. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 7:52 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCJUN28.16
Compiled by Pat Borlen, Deputy Clerk

2017 BUDGET POLICIES
City of Hartford Resolution #3457

WHEREAS, the Mayor and Common Council of the City of Hartford, in accordance with Chapter 65 of the Wisconsin Statutes, are authorized to develop an Annual Budget for the City of Hartford; and,

WHEREAS, it is the desire of the Mayor and Common Council of the City of Hartford that the 2017 Annual Budget be consistent with the wishes of the electorate, and recognize the economic and cultural diversity of the community, as reflected in the mission statement and annual goals and the Common Council; now

THEREFORE BE IT RESOLVED, that the City of Hartford does establish the following BUDGET POLICIES, FISCAL 2017, and that the City Administrator is instructed to present to the Common Council on Friday, September 30th, 2016 a proposed 2017 Annual Budget for the City of Hartford incorporating these goals and objectives.

GENERAL BUDGET DEVELOPMENT POLICIES:

1. The Annual Budget shall comply with the Municipal Code of the City of Hartford and all applicable Wisconsin Statutes. The Annual Budget will include budgets for all funds of the City, including the Hartford Community Development Authority, Housing Action, Inc., and the Hartford Downtown Business Improvement District.
2. The 2017 Annual Budget shall be developed as a cooperative effort among departments, committees of the Common Council, and the community. Throughout the budget development process department heads are encouraged to seek input from the committees, boards, or authorities exercising fiscal oversight of departmental operations, and/or the Finance and Personnel Committee. Any changes authorized by official oversight bodies will be incorporated within the Annual Budget.
3. The Annual Budget shall be developed to include the detail of financial activity for each service level (division), administrative level (department), and financial level (fund). Detailed information for each service level shall include Labor, Operation and Maintenance, Debt Service, Capital Outlay, and Non-Operating Expenditure lines, as well as Transfers to Other Funds. Revenues and Transfers shall be summarized for each service level. Financial and budgetary information shall be provided for the last audited calendar year, the current year's revised Annual Budget, the unaudited experience of the first six months of the current year and the official proposed Annual Budget. Detail shall also indicate the percentage change from the current Annual Budget to the proposed Annual Budget for each level of detail provided.
4. The 2017 Annual Budget shall identify projected fund balances and retained earnings for all funds at the end of the current calendar year, as well as amounts available from those sources to offset proposed budget expenditures. The impact of each service level upon the tax levy of the City of Hartford shall be clearly noted and compared to the previous year's budgeted results. Major expenditures and revenues shall be separately identified and described, and the impact of key financial decisions upon subsequent budgets shall be explained.
5. The City will place its highest priority upon increasing the efficiency and economy of service delivery. Wherever practical, performance measurement and productivity indicators will be introduced to the Annual Budget. Objectives and Activity Measures consistent with departmental goals will form an integral part of the Annual Budget.
6. The Annual Budget shall include a Citywide table of organization and tables of organization by

2017 BUDGET POLICIES
City of Hartford Resolution #3457

department or division. A summary of salaries and (separately) fringe benefits by permanent position shall be included within the document. A summary of labor allocations among service levels shall also be provided.

7. Commencing 2016 the Annual Budget document will include a 5-year budget projection for all funds.

BUDGET DEVELOPMENT SCHEDULE:

1. Annual Budget preparation documents shall be distributed to departments on June 10, 2016.
2. The City Administrator shall distribute a Budget Development Schedule to elected and appointed officials of the City on or before June 24, 2016.
3. The City Administrator and Finance Director shall meet with department heads on or before August 5, 2016 to assist in the development of the Annual Budget proposal.
4. Copies of the proposed 2017 Annual Budget will be submitted to the Mayor and Common Council and be available to the general public no later than the close of business on September 23, 2016.
5. The Common Council shall have until October 10, 2016 to review the budget and request the presence of any desired department head to answer any questions regarding their budget before the entire council on October 11th.
6. The Common Council shall hold a public hearing on the proposed 2017 Annual Budget pursuant to Wisconsin Statute and the Municipal Code on November 1, 2016 at 7:00 p.m.
7. Every effort will be made to communicate the implications of the 2017 Annual Budget to the citizens of Hartford. Public meetings will be televised whenever practical. Time will be allocated at the start of each Council Meeting including the Budget Hearing for input from citizens, taxpayers, utility customers, and local organizations.

PROGRAMMATIC POLICIES (Long-Term Commitments):

1. The Annual Budget will be designed to enhance a sense of community within the City of Hartford by maximizing the efficiency of public funds, sponsoring responsible economic development, protecting existing neighborhood investment, and guarding environmental quality.
2. The Annual Budget will be a balanced budget.
3. In order to enhance the productivity of the municipal work force consistent with the goal of controlling staff increases, the City is committed to providing adequate compensation, training, educational opportunities, technical support, and capital equipment resources to all programs.
4. The City of Hartford will maintain its cooperative partnership with the Hartford Area Development Corporation for the marketing of industrial land, the promotion and development of industrial growth within the City, and the sharing of economic benefits derived from this activity to the mutual advantage of the partners.
5. The Annual Budget will reflect the City's ongoing commitment to maintaining a diversified residential tax base, including single family, duplex, and multi-family housing opportunities for property owners and renters of all income levels.

2017 BUDGET POLICIES
City of Hartford Resolution #3457

6. The City commits itself to expanding areas of agreement and cooperation among other Washington and Dodge County governmental units, including the development of forums for discussion of items of common interest and service efficiency, in order to balance broad community needs and resources, as well as assisting in long-range planning efforts aimed at promoting the quality of life in our area without sacrificing beneficial development initiatives.
7. The City will consider advancing important transportation projects, particularly the Arthur Road Northern Transportation Route, and will provide funding in support of such projects.
8. During 2015, the City shall develop a revised and updated Facility Maintenance Plan for the years 2016-2025. Sufficient funds shall be applied within each Annual Budget to assure the public that municipal structures will not be subject to functional obsolescence or deterioration within the calendar year.
9. The City will continue to fund a Vehicle Replacement Program, including a replacement schedule for all licensed equipment and other large equipment based upon projected useful life.
10. The City will continue to support a roadway repair/replacement policy which places highest priority on roadways of greatest age and highest traffic count.
11. The City shall, over a five-year period, make every attempt to average the annual resurfacing, replacement, reconstruction, or seal coating of at least 5% of the City's total lane miles of roadways and alleyways. Each Annual Budget shall provide specific details of these calculations.
12. The City will continue efforts to preserve natural areas within the City, including woodland areas, unique geological features, and elements of the natural environment. The City will continue to emphasize the importance of human-sized transportation systems including pedestrian walkways and designated bicycle paths.
13. The City, through its membership in Wisconsin Public Power System, Inc., will continue efforts to place Hartford Electric in a position to meet customer needs by emphasizing affordable power and system reliability.
14. The City will continue the cooperative operation of electric distribution systems between the City of Hartford and the Village of Slinger, and the development of Hartford Electric consistent with the 2013 Electric Distribution System Study.
15. The Annual Budget will provide resources for the development of the Hartford Water Utility consistent with the November, 2014 Water Utility Master Plan.
16. The Annual Budget will reflect the City's long-term commitment to providing safe air transportation via the Hartford Municipal Airport, consistent with the approved Airport Master Plan.
17. The City of Hartford recognizes the value of maintaining a well-trained, well-equipped, and adequately staffed Hartford Fire and Rescue Department. The City also recognizes the fragility of a system that depends primarily on individuals who give of their time to gain the necessary professional skills and to staff the Hartford Fire and Rescue Department. The City of Hartford commits itself to the transition of Hartford Fire and Rescue operations from a paid on-call emergency service to a full-time fire and rescue

2017 BUDGET POLICIES

City of Hartford Resolution #3457

staff, operating from multiple sites in and around the City, as funding becomes available through net new construction or other revenue sources that would allow the system to evolve with minimal financial impact on the taxpayers of the City.

18. The City of Hartford commits itself to maintaining an around-the-clock emergency communications center under the control of the Hartford Police Department.
19. The City will maintain an active storm water control program, including the equitable funding of these controls, the environmental protection of the Pike Lake Watershed, and the protection of water quality in the Rock River Basin.
20. The City will follow, to the maximum practical extent, a pattern of development consistent with SEWRPC's 2020 Land Use Plan.
21. Consistent with the long-term investment made by the City in constructing and rehabilitating municipal facilities and public works in the central downtown area, the City is committed to a public-private partnership to fully revitalize this important retail/commercial core of the community.

PROGRAMMATIC POLICIES (Current Policy Objectives):

1. The City of Hartford shall reflect in the 2017 Annual Budget its desire to accommodate growth without adversely affecting the City's "core business", including emergency services, utilities, and public works. Priority in the allocation of additional financial resources shall be first given to the operational needs of these core areas.
2. The City will endeavor to maintain its current level of service to its citizens. Any proposed service reductions must be submitted with a statement clearly identifying both the savings anticipated and the public impact of the reductions.
3. The City will take all necessary steps to prevent the financial obligations of its tax incremental districts from impacting the tax levy and the undesignated fund balance of the General Fund.
4. The City will continue expansion and replacement of Hartford Municipal Airport infrastructures in cooperation with the State Bureau of Aeronautics.
6. The Table of Organization for the City of Hartford as presented in the 2017 Annual Budget shall not include any additional permanent positions.
7. The City will commit all appropriate resources to the fulfillment of safety and safety training requirements of the Wisconsin Department of Commerce, as well as programs recommended by our risk management and safety consultants.
8. The Annual Budget will demonstrate the City's commitment to long-term staffing, training, and equipping of all emergency and safety programs.
9. The Annual Budget will provide resources necessary to continue the City's commitment to providing regional fire services as requested by townships.

2017 BUDGET POLICIES
City of Hartford Resolution #3457

10. The Annual Budget shall demonstrate a commitment to making all recreation areas in the City as safe as possible for our citizens, including the replacement of dangerous or obsolete recreational equipment.
11. The Annual Budget will continue the City's pledge to develop a Rubicon River Parkway, creating a "green belt" through the City along its waterway.
12. Emphasis for calendar year 2017 shall continue to be placed upon the upgrading of existing electric distribution system components to ensure reliable service to customers.

REVENUE POLICIES:

1. Budgeted revenues shall be based upon current trends and general price levels.
2. The City of Hartford shall continue to operate its electric, water, and sewer utilities without benefit of property tax levy. Hartford Electric and the Hartford Water Utility will continue to provide to the General Fund a payment in lieu of taxes per Public Service Commission rules. The Hartford Sewer Utility shall be responsible for payment to the General Fund of all indirect costs related to sewer system operations.
3. The City will review its Hartford Sewer Utility rate design to enable the utility to fully support reserve requirements and operating expenses of the Hartford Water Pollution Control Facility.
4. The City will look to maintain water or electric utility rate tariffs during 2017 and the future and only explore increasing if the utility falls below their permitted rate of return.
5. Cost recovery fees and other non-property tax revenues, where appropriate, should be established to offset the cost of providing specific services, and will be reviewed annually by the Common Council in advance of the preparation of the Annual Budget. These fees and other revenues should be developed to recover costs associated with the service provided, recognizing that the City's ongoing social commitment to the community anticipates the creation of some user fees which will not recover 100% of associated costs.
6. The City will aggressively seek its fair share of available State and Federal grants and aids unless conditions attached to that assistance are contrary to the City's interests. Prior to applying for any intergovernmental aid, the City will examine the matching requirements so that the source and availability of funds may be determined before the application is made. The City will also assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits.
7. The City will maintain a reasonable revaluation schedule to equitably distribute the cost of government among property owners.
8. The property tax levy for operational purposes will not increase more than CPI-U for 2016 and the effect of net new construction, plus any change in levied debt service.
9. The City will, to the maximum extent possible, decrease dependence on property taxes and diversify the supporting revenue base in the General Fund.

2017 BUDGET POLICIES
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DEBT MANAGEMENT POLICY:

1. Annual Budgets will ensure that debt management does not require the elimination of essential services.
2. No long-term debt shall be issued to finance operating expenditures.
3. The City will borrow each even numbered year for Capital Improvement Program purposes, with such borrowings being issued as General Obligation Promissory Notes or Bonds.
4. Biennial General Obligation Promissory Notes or Bonds shall have level annual payments except where significant funding sources outside the tax levy are available on a different schedule, or where facilities with anticipated useful lives in excess of 20 years are funded by such borrowings.
5. All biennial General Obligation Promissory Notes or Bonds (excluding issuances to fund major building structures) shall be repayable within 10 years of issuance.
6. Biennial General Obligation Promissory Notes shall not exceed \$3.50 million dollars.
7. The City will continue to provide tax levy support for debt service related to the Hartford Recreation Center, the Jack Russell Memorial Library, and the Veterans Memorial Aquatics Center.
8. The City will establish the undesignated fund balance in the General Fund (excluding amounts designated for working capital and encumbrances) at a minimum of 10% of the total revenues of the general fund and debt service fund, including property taxes. Undesignated fund balance beyond this level may be considered for the purpose of advance refunding of debt service issues or other non-recurring expenditures.
9. The City of Hartford, with overwhelming support via referendum, will be setting the debt levy to a new level of roughly \$3M. We will take all necessary actions to stabilize that level of tax levy support for capital purposes unless another referendum is passed until at least 2035.
10. The City of Hartford shall be committed to meeting all bond and note covenants, and to act on behalf of bondholders in support of the City's general obligation bond rating.
11. The City of Hartford will maintain good communications with bond rating agencies, financial consultants, independent auditors, investors, and citizens regarding its financial condition.

CAPITAL IMPROVEMENT PROGRAM and CAPITAL OUTLAY POLICIES:

1. The 2017 Annual Budget shall incorporate in its entirety the 2017-2021 Capital Improvement Program reviewed by the Common Council on September 13, 2016. The Capital Improvement Program shall schedule the acquisition of physical, operational assets with useful lives of more than one year and original costs of at least \$10,000.
2. The 2017 Annual Budget shall provide all resources necessary to accomplish each 2017 Capital Improvement Program project within the calendar year and within the budget identified for the specific

2017 BUDGET POLICIES
City of Hartford Resolution #3457

project. Any 2017 Capital Improvement Program project which, as a result of subsequent events, cannot be completed within the calendar year established for that project, must be reviewed by the Common Council prior to initiation of the project.

3. Capital projects shall be categorized by priorities 1, 2, 3, or 4. Projects ranked 1 or 2 shall be completed according to the Capital Improvement Program schedule. (See Exception below.) Projects ranked 3 or 4 may be adjusted or deleted for budgetary purposes within the construction period, subject to the instructions of the Common Council.

EXCEPTION: Capital projects funded by long-term debt shall be completed according to the Capital Improvement Program, provided the total borrowed cost of these projects does not exceed 110% of funds borrowed.

4. Capital Outlay items shall be defined as all fixed assets with original costs equal to or greater than \$5,000 but less than \$10,000.
5. The useful life of financed construction projects shall exceed the term of the financing.
6. The Capital Improvement Program 2017-2021 shall include the conclusions approved by the Common Council from the 2016 Facilities Study including the funding of the Veterans Memorial Aquatics Center.

Signed:

Timothy C. Michalek, Mayor

Introduced: July 12, 2016

Adopted: _____

Attest:

Lori Hetzel, Clerk

Executive Summary

Resolution 3458

Title: Final Plat Review of the Autumn Ridge Estates Addition No. 1 Subdivision located east of the intersection of East Monroe Avenue and County Trunk Highway “K.”

Background: The City approved the first phase of the Autumn Ridge Final Plat in May of 2006. It included 28 single-family lots and 28 multi-family units. The first phase is mostly built out and all streets and utilities within that phase are constructed. Now a new developer would like to complete a second phase of the subdivision, which would include the remaining 27 single-family lots.

Because more than two years passed since the last final plat phase was approved, the Council needed to approve a preliminary plat again before a second phase of the final plat could be considered. The Council approved this preliminary plat in March of 2016.

The proposed final plat only deals with the northern portion of the Autumn Ridge preliminary plat (the undeveloped portion) but is otherwise essentially identical to the preliminary plat approved earlier this year. The only change from the preliminary plat is that Outlot 5 changed size to reflect the wetland delineation.

The primary purpose of this review is to focus on matters relating to the subdivision code, zoning, and the adopted Smart Growth Plan.

Adherence to the Smart Growth Plan

The adopted Smart Growth Plan identifies the residential portion of the property for development at medium density (**1.1-2.9 units per acre**) and (**3.0-5.8 units per acre**). The density proposed for the entire property is approximately **2.67 units per acre**, and is comprised of a mix of single-family units and four-family units.

The environmental corridor in this area is identified as Conservancy. More than 13 acres of this area is preserved and dedicated to the City for Recreational Uses.

The Final Plat conforms to the Smart Growth Plan

Streets

- Autumn Ridge Lane would extend from its current terminus to the northeast corner of the subdivision as a 60-foot ROW.
- Walnut Court would be a 60-foot ROW's with standard sidewalk requirements, and would also meet the 75-foot radius requirement for cul-de-sacs.

The ROW's are Appropriate

Compliance with Zoning Requirements

The new single-family lots meet minimum area and width at setback requirements (10,000 square feet and 80 feet) of the Rs-4 zoning districts.

The Final Plat conforms to the zoning requirements

RESOLUTION NO. 3458

**A RESOLUTION APPROVING THE FINAL PLAT OF
AUTUMN RIDGE SUBDIVISION**

BE IT RESOLVED by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, that the preliminary plat for Autumn Ridge Subdivision, described as Outlot 2 of Autumn Ridge Estates, being part of the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 27, Township 10 North, Range 18 East, City of Hartford, Washington County, Wisconsin, is hereby approved.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: July 12, 2016

ADOPTED: July 12, 2016

ATTEST: _____
Lori Hetzel, City Clerk

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

Project Name: AUTUMN RIDGE ESTATES ADDITION No. 1

Project Location (Address or Legal Description): OUTLOT 2 AUTUMN RIDGE ESTATES

Tax Key Number: 2702013013

Applicant Name: NEUMANN COMPANIES, INC.

Address: N27 W24075 PAUL CT.

City: PEWAUKEE State: WI Zip: 53188

Daytime Phone: 262 542-9200 Fax: _____ Other: _____

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

100.604.440000.48890			
*Special Plan Commission Meeting	\$400.00	n/a	_____

100.601.461400.46142 (#77)			
*Conceptual Certified Survey Map	\$150.00	n/a	_____
*Certified Survey Map	\$250.00	n/a	_____
*Final Plat	\$500.00 +	<u>20</u>	<u>836</u>
	\$12.00/lot		
*Final Plat Re-App	\$350.00	n/a	_____
*Preliminary Plat	\$500.00 +		_____
	\$15.00/lot		
*Preliminary Plat Re-App	\$350.00	n/a	_____

100.604.440000.44420 (#78)			
*Annexations	\$500 + \$100.00/acre		_____
	(\$1500.00 max)		_____
*Conceptual Plat, under 10 acres	\$300.00		_____
*Conceptual Plat, 10 acres and over	\$450.00		_____
*Planned Unit Development	\$400.00		_____
*Condominium Plat	\$200.00		_____

EXTRATERRITORIAL:			
100.604.440000.44420 (#78)			
Certified Survey Map	\$150	n/a	_____
Preliminary Plat	\$400 +		_____
	12.00/lot		
Final Plat	\$400 +		_____
	\$10.00/lot		
Date Received:		Total Paid:	<u>\$ 836</u>

EXECUTIVE SUMMARY

Ordinance No. 1356

TITLE: Petition for Direct Annexation by Unanimous Consent submitted by the Gary Doll and Laura Doll Revocable Trusts for approximately **15.84 acres** located north of the terminus of Liberty Avenue.

BACKGROUND:

The petitioned area consists of a parcel in the Town of Hartford, tax key number T6040200Y. The applicant is seeking to bring this land into the City to facilitate a multi-family development with 84 units. The Plan Commission approved a concept plan for the development in April 2016 and the Council approved a Smart Growth Plan amendment to allow high density residential development on this land in May 2016.

ANALYSIS:

Configuration: The parcel is north of the Wal-Mart Supercenter and north of the terminus of Liberty Avenue. The property is contiguous to the City of Hartford on the north, east, and south sides.

Petition Accuracy: A description of the subject property is part of the Petition for Annexation. The petition and legal description do not appear to have any discrepancies.

Status of Public Improvements: Sanitary sewer, water, and electric services are available to the property from Liberty Avenue.

Valuation Impact: According to the most recent tax bill, the land proposed for annexation is assessed at \$6,500. At build out, the Development is expected to have a value of approximately \$7,000,000, which would generate City property taxes of approximately \$44,000. As per State law, the City would be required to pay the Town of Hartford Town taxes on this property for five years. The Developer will be paying this yearly amount. This will be approximately \$11 per year for five years.

Need: The proposed annexation would increase the City's supply of multi-family residential units, for which a large demand exists in southeastern Wisconsin.

School Services Impact: The proposed annexation would be expected to add approximately 25 children to the two school districts at build out.

Other Service Costs: The annexation of the property would result in some additional plowing and maintenance costs for the proposed extension of Liberty Avenue. Total service costs are expected to be far less than the approximately \$44,000 in City taxes that the project would annually generate upon build out.

Consistency of Land Use and Zoning: The Smart Growth Plan calls for medium density residential development. The proposed annexation is in accord with the Smart Growth Plan. As per the Code, annexed areas are assigned a temporary zoning. If no specific zoning is requested, A-1 Agricultural zoning is assigned. In this instance, the Developer has requested temporary zoning that will fit the proposed uses (Rm-3 multi-family residential). The proposed zoning is consistent with the Smart growth Plan.

Relation to Sanitary Sewer Service Boundary: The subject property lies within the City of Hartford's adopted 20-year sanitary sewer service boundary.

STAFF RECOMMENDATION: Staff recommends **APPROVAL** of the Petition for Direct Annexation by Unanimous Consent submitted by the Gary Doll and Laura Doll Revocable Trusts for approximately **15.84 acres** located north of the terminus of Liberty Avenue.

Prepared By: Justin Drow 6/8/16
Justin Drow, Date
City Planner

Reviewed By: Lori Hetzel 06/08/16
Lori Hetzel, Date
City Clerk

Approved By: Steve Volkert 06/08/16
Steve Volkert, Date
City Administrator

ROUTING: PLAN COMMISSION 06/13/16
JOINT PLANNING COMMITTEE TBD
COMMON COUNCIL 06/28/16

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF HARTFORD, WISCONSIN
Tax Key Number T6040200Y

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

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

Annexation Legal Description
Tax Key Number T6040200Y

Record Legal Description:

That part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ and that part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 18, Town 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin which Southerly of the State of Wisconsin railroad right-of-way, said railroad formerly owned by the Chicago, Milwaukee & St. Paul Railway Company, excepting therefrom that portion as described by Certified Survey Map No. 6135, recorded February 23, 2007 in Volume 45 of Certified Survey Maps on pages 390 – 395, as Document No. 1152769 and further excepting therefrom that portion as described by Deed recorded April 9, 2008, as Document No. 1188425.

Surveyed Legal Description:

That part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 18, Town 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin which Southerly of the State of Wisconsin railroad right-of-way, said railroad formerly owned by the Chicago, Milwaukee and St. Paul Railway Company, excepting therefrom that portion as described by Certified Survey Map No. 6135, Recorded February 23, 2007 in Volume 45 of Certified Survey Maps on Pages 390 – 395, as Document No. 1152769 and further excepting therefrom that portion as described by deed recorded April 9, 2008, as Document No. 1188425, described more particularly as follows:

Commencing at a concrete monument with brass cap found marking the Southeast corner of said Southeast $\frac{1}{4}$ Section; thence N1°04'44"E, along the East line of said $\frac{1}{4}$ section, 350.01' to the Northeast corner of said Certified Survey Map No. 6135; thence N88°36'41"W, along the North line of said Certified Survey Map, 245.53' to an iron bar found marking the place of beginning; thence N88°36'41"W, continuing along said North line, 813.61' to the Northwest corner of said Certified Survey Map; thence S1°27'28"W, along the West line of said Certified Survey Map, 350.07' to an iron pipe found on the South line of said Southeast $\frac{1}{4}$ Section marking the Northeast corner of Certified Survey Map No 6403, recorded April 6, 2011 in Volume 48 of Certified Survey Maps on pages 222 – 223, as Document No. 1276463; thence N88°36'55"W, along the North line of said Certified Survey Map No. 6403 and the South line of said Southeast $\frac{1}{4}$ Section, 255.02' to an iron pipe found marking the Northwest corner of said Certified Survey Map No. 6403 and the Southwest corner of the Southeast $\frac{1}{4}$ of said Southeast $\frac{1}{4}$ Section; thence N1°02'08"E, along the West line of the Southeast $\frac{1}{4}$ of said Southeast $\frac{1}{4}$ Section, 1186.90 to the Southwest corner of the lands described in the aforementioned deed, recorded April 9, 2008, as Document No. 1188425; thence S74°27'54"E, along the South line of said lands, 127.62' to an iron bar found; thence S82°53'41"E, continuing along said South line, 148.62' to an iron bar found, thence S39°03'51"E, continuing along said South line, 260.15' to an iron bar found; thence S73°55'35"E, continuing along said South line, 138.95' to an iron bar found; thence S67°41'54"E, continuing along said South line, 108.37' to an iron bar found; thence S46°28'04"E, continuing along said South line, 345.19' to an iron bar found; thence S46°54'03"E, continuing along said South line, 192.26' to an iron bar found; thence S1°05'17"W, along the west line of said lands, 158.39' to the place of beginning, said parcel contains 15.84 acres more or less.

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

SECTION 3: ZONING CLASSIFICATION. The parcel of land shall be given a temporary zoning classification of Rm-3 Multi-Family Residential District.

SECTION 4: ALDERMANIC DISTRICT DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made part of the 2nd Aldermanic District of the City of Hartford, subject to the rules, ordinances and regulations of the City governing aldermanic districts.

SECTION 5: WARD DESIGNATION. Ward 28 is hereby created to encompass the territory described in Section 1 of this Ordinance.

SECTION 6: SUPERVISORY DISTRICT DESIGNATION. The territory described in Section 1 of this Ordinance is hereby made a part of the 20th Supervisory District.

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

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

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: June 28, 2016

ADOPTED:

ATTEST:

Lori Hetzel, City Clerk

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

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

Patricia A. Borlen, Notary Public
Washington County, Wisconsin
My Commission Expires _____

Drafted by: J. Justin Drew, Director of Planning and Zoning

Daily News:
June 10, 2016
June 17, 2016
6 notices sent

NOTICE OF PUBLIC HEARING COMMON COUNCIL

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on June 28, 2016 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

A petition to annex property to the City of Hartford. The petitioned area consists of the property known as tax key number T6040200Y and is described as follows:

Annexation Legal Description Tax Key Number T6040200Y

Record Legal Description:

That part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ and that part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 18, Town 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin which Southerly of the State of Wisconsin railroad right-of-way, said railroad formerly owned by the Chicago, Milwaukee & St. Paul Railway Company, excepting therefrom that portion as described by Certified Survey Map No. 6135, recorded February 23, 2007 in Volume 45 of Certified Survey Maps on pages 390 – 395, as Document No. 1152769 and further excepting therefrom that portion as described by Deed recorded April 9, 2008, as Document No. 1188425.

Surveyed Legal Description:

That part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 18, Town 10 North, Range 18 East, Town of Hartford, Washington County, Wisconsin which Southerly of the State of Wisconsin railroad right-of-way, said railroad formerly owned by the Chicago, Milwaukee and St. Paul Railway Company, excepting therefrom that portion as described by Certified Survey Map No. 6135, Recorded February 23, 2007 in Volume 45 of Certified Survey Maps on Pages 390 – 395, as Document No. 1152769 and further excepting therefrom that portion as described by deed recorded April 9, 2008, as Document No. 1188425, described more particularly as follows:

Commencing at a concrete monument with brass cap found marking the Southeast corner of said Southeast $\frac{1}{4}$ Section; thence N1°04'44"E, along the East line of said $\frac{1}{4}$ section, 350.01' to the Northeast corner of said Certified Survey Map No. 6135; thence N88°36'41"W, along the North line of said Certified Survey Map, 245.53' to an iron bar found marking the place of beginning; thence N88°36'41"W, continuing along said North line, 813.61' to the Northwest corner of said Certified Survey Map; thence S1°27'28"W, along the West line of said Certified Survey Map, 350.07' to an iron pipe found on the South line of said Southeast $\frac{1}{4}$ Section marking the Northeast corner of Certified Survey Map No 6403, recorded April 6, 2011 in Volume 48 of Certified Survey Maps on pages 222 – 223, as Document No. 1276463; thence N88°36'55"W, along the North line of said Certified Survey Map No. 6403 and the South line of said Southeast $\frac{1}{4}$ Section, 255.02' to an iron pipe found marking the Northwest corner of said Certified Survey Map No. 6403 and the Southwest corner of the Southeast $\frac{1}{4}$ of said Southeast $\frac{1}{4}$ Section; thence N1°02'08"E, along the West line of the Southeast $\frac{1}{4}$ of said Southeast $\frac{1}{4}$ Section, 1186.90 to the Southwest corner of the lands described in the aforementioned deed, recorded April 9, 2008, as Document No. 1188425; thence S74°27'54"E, along the South line of said lands, 127.62' to an iron bar found; thence S82°53'41"E, continuing along said South line, 148.62' to an iron bar found, thence S39°03'51"E, continuing along said South line, 260.15' to an iron bar found; thence S73°55'35"E, continuing along said South line, 138.95' to an iron bar found; thence S67°41'54"E, continuing along said South line, 108.37' to an iron bar found; thence S46°28'04"E, continuing along said South line, 345.19' to an iron bar found; thence S46°54'03"E, continuing along said South line, 192.26' to an iron bar found; thence S1°05'17"W, along the west line of said lands, 158.39' to the place of beginning, said parcel contains 15.84 acres more or less.

A temporary rezoning to Rm-3 Multi-Family Residential will be heard as well as an amendment of the Official Map.

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

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

Dated this 10th day of June, 2016.

Lori Hetzel, City Clerk
City of Hartford

36-1901004002
Comreco II LLC
2227 Platwood Road
Minnetonka, MN 55305

T6-040200Y
Gary Doll/Laura Doll Revocable Trusts
5956 Log House Road
Hartford, WI 53027

T6-0405+
Ronald and Sandra Roskopf
7436 STH 60 W
Hartford, WI 53027

T6-0403
State of Wisconsin DOT
141 NW Barstow Street
Waukesha, WI 53188

36-1901003001
WalMart Real Estate Business Trust
Store #5463-00 Attn. MS0555
P.O. Box 8050
Bentonville, AR 72716

Town of Hartford
3360 CTH K
Hartford, WI 53027

RECEIVED
JUN 06 2016

BY: S.H.

PETITION FOR ANNEXATION BY UNANIMOUS APPROVAL

Emailed 5-25-16

Pursuant to Wisconsin Stats. 66.0217(2), The undersigned, being owner of all of the real property in the territory, and there being no electors within the territory shown and legally described on the scale map attached here to as Exhibit A – Annexation Exhibit, does hereby petition to annex said territory from the Town of Hartford, Washington County, Wisconsin into the City of Hartford, Washington County, Wisconsin. The population of said territory is zero (0), and there are zero (0) electors residing within the territory.

Upon annexation to the City of Hartford, the zoning for that is identified as “Parcel 1” of Warranty Deed, Doc No. 1250010 on the attached Annexation Exhibit is proposed zoning for RM-3 Multi-Family which is consistent with the City Zoning Ordinance.

Property Owner: Gary Doll and Laura Doll Revocable Trust

By: *Gary Doll*
Gary Doll

Date: *5-24-16*

PETITION FOR ANNEXATION BY UNANIMOUS APPROVAL

Pursuant to Wisconsin Stats. 66.0217(2), The undersigned, being owner of all of the real property in the territory, and there being no electors within the territory shown and legally described on the scale map attached here to as Exhibit A – Annexation Exhibit, does hereby petition to annex said territory from the Town of Hartford, Washington County, Wisconsin into the City of Hartford, Washington County, Wisconsin. The population of said territory is zero (0), and there are zero (0) electors residing within the territory.

Upon annexation to the City of Hartford, the zoning for that is identified as "Parcel 1" of Warranty Deed, Doc No. 1250010 on the attached Annexation Exhibit is proposed zoning for RM-3 Multi-Family which is consistent with the City Zoning Ordinance.

Property Owner: Gary Doll and Laura Doll Revocable Trust

By: *Gary Doll*
Gary Doll

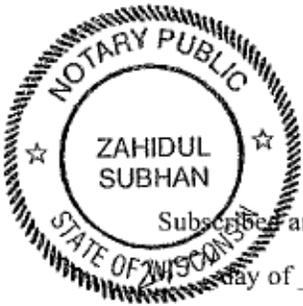
Date: 5-24-16

AFFIDAVIT OF FILING

STATE OF WISCONSIN
COUNTY OF WASHINGTON

Gary Doll, being first duly sworn on oath, deposes and says that on the 24th day of May, 2016, he filed with the Town Clerk of the Town of Hartford, Washington County, Wisconsin, a duplication Petition for Direct Annexation by Unanimous Approval of the following described territory:

See Exhibit A – Annexation Exhibit



Gary Doll
Gary Doll

Subscribed and sworn to before me on this
day of MAY, 2016

[Signature]
Notary Public, WALWORTH County, Wisconsin
My Commission is permanent/ expires 08/14/2017

AFFIDAVIT OF OWNERSHIP AND RESIDENCY

STATE OF WISCONSIN

COUNTY OF WASHINGTON

Gary Doll, being first duly sworn on oath, deposes and says:

1. That he, Gary Doll as Member of Gary Doll and Laura Doll Revocable Trust, is the petitioner who signed the Petition for Direct Annexation of the following described territory to the City of Hartford:

See Exhibit A – Annexation Exhibit

2. The undersigned makes the Affidavit in support of a Petition for Direct Annexation of the above described territory to the City of Hartford, Washington County, Wisconsin, on unanimous consent pursuant to Section 66.0217(2) of the Wisconsin Statutes
3. The Petition for Direct Annexation was signed by the owners of the described territory in which there are no electors residing and to the best knowledge and information of the undersigned no other person or entity has ownership interest whatsoever in and to said territory.

5956 Log House Rd, Hartford
Address W.I., 53027

Gary Doll
Gary Doll

Phone numbers of all petitioners: 414-651-0128
Phone number for petitioners counsel: _____

Subscribed and sworn to before me on this
24TH day of MAY, 2016

[Signature]
Notary Public, WALWORTH County, Wisconsin

My Commission is permanent/ expires 08/14/2017



ANNEXATION EXHIBIT

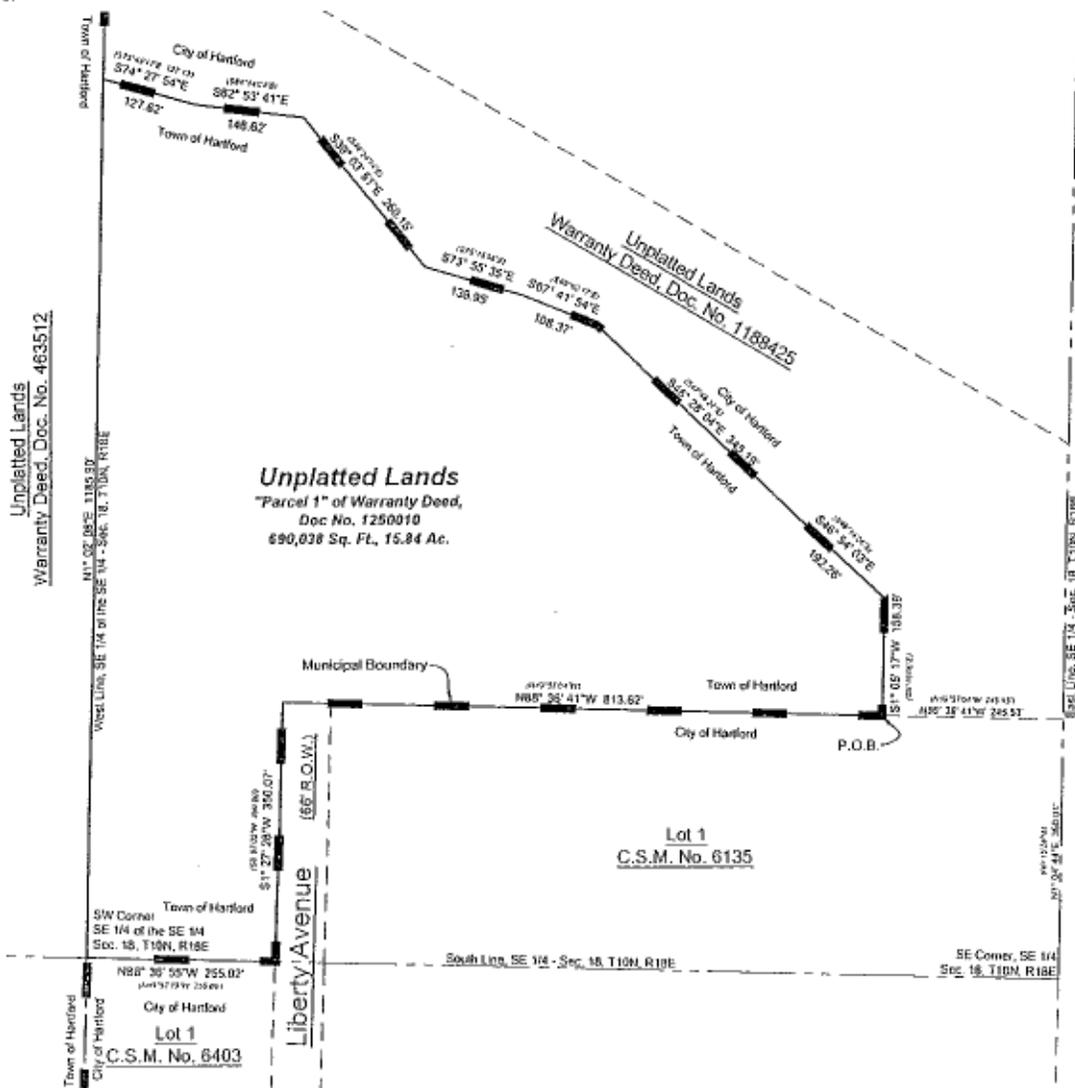
LOCATION: Town of Hartford, Washington County, Wisconsin
PREPARED FOR: Premier Real Estate Management, LLC

RECORD LEGAL DESCRIPTION:

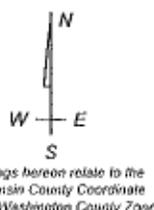
THAT PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND THAT PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWN 10 NORTH, RANGE 18 EAST, TOWN OF HARTFORD, WASHINGTON COUNTY, WISCONSIN WHICH SOUTHERLY OF THE STATE OF WISCONSIN RAILROAD RIGHT OF WAY, SAID RAILROAD FORMERLY OWNED BY THE CHICAGO, MILWAUKEE & ST. PAUL RAILWAY COMPANY, EXCEPTING THEREFROM THAT PORTION AS DESCRIBED BY CERTIFIED SURVEY MAP NO. 6135, RECORDED FEBRUARY 23, 2007 IN VOLUME 45 OF CERTIFIED SURVEY MAPS ON PAGES 390-395, AS DOCUMENT NO. 1152769 AND FURTHER EXCEPTING THEREFROM THAT PORTION AS DESCRIBED BY DEED RECORDED APRIL 9, 2008, AS DOCUMENT NO. 1188425.

SURVEYED LEGAL DESCRIPTION:

THAT PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWN 10 NORTH, RANGE 18 EAST, TOWN OF HARTFORD, WASHINGTON COUNTY, WISCONSIN WHICH SOUTHERLY OF THE STATE OF WISCONSIN RAILROAD RIGHT OF WAY, SAID RAILROAD FORMERLY OWNED BY THE CHICAGO, MILWAUKEE & ST. PAUL RAILWAY COMPANY, EXCEPTING THEREFROM THAT PORTION AS DESCRIBED BY CERTIFIED SURVEY MAP NO. 6135, RECORDED FEBRUARY 23, 2007 IN VOLUME 45 OF CERTIFIED SURVEY MAPS ON PAGES 390-395, AS DOCUMENT NO. 1152769 AND FURTHER EXCEPTING THEREFROM THAT PORTION AS DESCRIBED BY DEED RECORDED APRIL 9, 2008, AS DOCUMENT NO. 1188425, DESCRIBED MORE PARTICULARLY AS FOLLOWS:
COMMENCING AT A CONCRETE MONUMENT WITH BRASS CAP FOUND MARKING THE SOUTHEAST CORNER OF SAID SOUTHEAST 1/4 SECTION; THENCE N1°04'44"E, ALONG THE EAST LINE OF SAID 1/4 SECTION, 350.01' TO THE NORTHEAST CORNER OF SAID CERTIFIED SURVEY MAP NO. 6135; THENCE N88°35'41"W, ALONG THE NORTH LINE OF SAID CERTIFIED SURVEY MAP, 245.53' TO AN IRON BAR FOUND MARKING THE PLACE OF BEGINNING; THENCE N88°35'41"W, CONTINUING ALONG SAID NORTH LINE, 813.81' TO THE NORTHWEST CORNER OF SAID CERTIFIED SURVEY MAP; THENCE S1°27'28"W, ALONG THE WEST LINE OF SAID CERTIFIED SURVEY MAP, 350.07', TO AN IRON PIPE FOUND ON THE SOUTH LINE OF SAID SOUTHEAST 1/4 SECTION MARKING THE NORTHEAST CORNER OF CERTIFIED SURVEY MAP NO. 6403, RECORDED APRIL 6, 2011 IN VOLUME 48 OF CERTIFIED SURVEY MAPS ON PAGES 222-223, AS DOCUMENT NO. 1276463; THENCE N88°38'55"W, ALONG THE NORTH LINE OF SAID CERTIFIED SURVEY MAP NO. 6403 AND THE SOUTH LINE OF SAID SOUTHEAST 1/4 SECTION, 255.02' TO AN IRON PIPE FOUND MARKING THE NORTHWEST CORNER OF SAID CERTIFIED SURVEY MAP NO. 6403 AND THE SOUTHWEST CORNER OF THE SOUTHEAST 1/4 OF SAID SOUTHEAST 1/4 SECTION; THENCE N1°02'08"E, ALONG THE WEST LINE OF THE SOUTHEAST 1/4 OF SAID SOUTHEAST 1/4 SECTION, 1185.00' TO THE SOUTHWEST CORNER OF THE LANDS DESCRIBED IN THE AFOREMENTIONED DEED, RECORDED APRIL 9, 2008, AS DOCUMENT NO. 1188425; THENCE S74°27'54"E, ALONG THE SOUTH LINE OF SAID LANDS, 127.62' TO AN IRON BAR FOUND; THENCE S82°53'41"E, CONTINUING ALONG SAID SOUTH LINE, 148.62' TO AN IRON BAR FOUND; THENCE S39°03'51"E, CONTINUING ALONG SAID SOUTH LINE, 260.15' TO AN IRON BAR FOUND; THENCE S73°55'35"E, CONTINUING ALONG SAID SOUTH LINE, 138.95' TO AN IRON BAR FOUND; THENCE S67°41'54"E, CONTINUING ALONG SAID SOUTH LINE, 108.37' TO AN IRON BAR FOUND; THENCE S46°28'04"E, CONTINUING ALONG SAID SOUTH LINE, 345.19' TO AN IRON BAR FOUND; THENCE S46°54'03"E, CONTINUING ALONG SAID SOUTH LINE, 192.26' TO AN IRON BAR FOUND; THENCE S1°05'17"W, ALONG THE WEST LINE OF SAID LANDS, 158.39' TO THE PLACE OF BEGINNING, SAID PARCEL CONTAINS 15.84 ACRES MORE OR LESS.



LYNCH & ASSOCIATES
5482 S. WESTRIDGE DRIVE
NEW BERLIN, WI 53151
(262) 248-3697



F:\Share\11 - Projects\1201616\0003 - Premier Real Estate Management, LLC\0003 ANNEXATION\DWG\ANNEXATION.dwg

EXECUTIVE SUMMARY

TITLE: State Road Salt Contract for the 2016 /2017 Winter Season.

BACKGROUND: The City of Hartford is again participating with the Wisconsin Department of Transportation's State Road Salt Bid under the "Municipal Agreement to Purchase Sodium Chloride on WISDOT BID" in order to realize cost saving benefits. The Wisconsin Department of Transportation has awarded the 2016/2017 road salt bid to COMPASS MINERALS for Washington County participants. The unit price will be \$65.28 per ton for road salt purchased this coming winter season which is \$1.67/ton LESS than last year's rate per ton of \$66.95. Under the terms of the 2016/2017 Municipal Agreement with the Wisconsin Department of Transportation, the City agrees to purchase 1,200 tons as "Guaranteed Seasonal Fill" to be delivered prior to April 30, 2015 with a reserve of 240 tons of road salt which can be obtained if winter conditions require its use. As shown on the attached Salt Usage Summary, the ten year average of tons of salt used is 1,576 tons per year with an average price per ton of \$54.09.

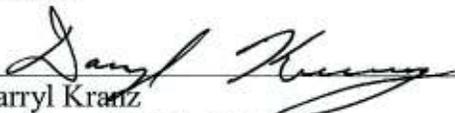
As of April 30, 2016 the City's salt shed contains about 1,250 tons of road salt while last year there was approximately 1,350 tons remaining after the winter season. During the 2015/2016 winter season the Public Works Department used about 1,300 tons of road salt to keep the streets safe, which is about 100 tons more than the year before. The City did not need to purchase any reserve salt in April 2016.

It continues to be in the City's best interest to participate with the Wisconsin Department of Transportation State's Road Salt Bid Contract. The City has always benefited from reliable delivery of the road salt and a better price than bidding out on its own.

FISCAL IMPACT: \$78,336.00 from the 2017 Budget under Account No. 100.301.533900.53824.

RECOMMENDATION: Common Council authorizing appropriate City officials to purchase **1,200 tons of sodium chloride** (road salt) from Compass Minerals, 9900 W. 109th Street, Suite 600, Overland Park, KS 66210, through the Wisconsin Department of Transportation State Road Salt Bid at a cost not to exceed \$65.28 per ton delivered between January 1, 2017 and April 30, 2017, with a Reserve of 240 tons if needed.

PREPARED BY:



Darryl Kranz
Director of Public Works

2-7-16

Date

REVIEWED BY:

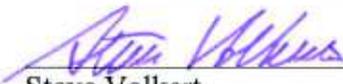


Dawn Timm
Finance Director/Treasurer

7-7-16

Date

APPROVED BY:



Steve Volkert
City Administrator

7-7-16

Date

ROUTING:

Common Council

-

July 12, 2016

24

2016 Bid for 16-17 salt

BID/CONTRACT INFORMATION

Region	Destination County	Bid Line	Contract #	Vendor	Unit Price	Distribution Site	Information Request Phone	Delivery Request E-mail
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SE	Washington	35	407471	Compass Minerals	\$65.28	Milwaukee	800-323-1641	hichwa@compassminerals.com
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MUNICIPAL AGREEMENT TO PURCHASE SODIUM CHLORIDE ON WISDOT BID (March 2016)

THIS AGREEMENT MUST BE SIGNED, DATED, AND RECEIVED BY LISA MEINHOLZ
(saltadmin@dot.wi.gov)

WISDOT, Bureau of Highway Operations, P.O. Box 7986, Madison, WI 53707-7986
NO LATER THAN 5 PM ON MONDAY, APRIL 25, 2016.

Annually the Wisconsin Department of Transportation, Bureau of Highway Maintenance takes bids for sodium chloride to be used as a deicing agent. For the 2016-17 bid the Department will receive a single, combined price to include three categories of delivery services for its road salt needs. They are:

1. **Guaranteed Early Fill** - this service is to take delivery of salt that will fill the purchaser's storage facilities to capacity. Salt contractor is required to complete delivery by November 18, 2016. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed early fill will be taken by the purchaser at the price awarded to the salt contractor. It obligates the salt contractor to deliver this guaranteed quantity. Early fill salt can be ordered as soon as the contracts are signed by the salt contractor. However, all early fill salt must be ordered no later than August 19, 2016. This deadline is necessary so that the salt contractor has enough time to meet their obligation. Salt contractors may ship road salt starting on the contract award date and concluding delivery by November 18, 2016 for 75% of the early fill quantity and December 2nd for the remaining 25%. Notice to the purchasing agency is required as specified in the contract.
2. **Guaranteed Seasonal Fill** - this service is to take delivery of salt that will re-fill the storage facilities after November 18, 2016 and up to April 30, 2017. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed seasonal fill will be taken by the purchaser at the price awarded to the salt contractor, but the request for delivery is made by the purchasing agency. When both guaranteed early fill and guaranteed seasonal fill are contracted for, the municipality should take all early fill first before beginning to take delivery of seasonal fill.
3. **Vendor Reserve** - the salt contractor assures that it will have a reserve enabling it to provide additional salt up to the quantity let for bid as vendor reserve, which is taken at the discretion of the purchaser at the price awarded to the salt contractor. **The purchaser's vendor reserve cannot be more than 20% of the total of the Early Fill plus Seasonal Fill for a municipality.**

The WisDOT Bureau of Highway Maintenance will include the requested salt quantities for local units of government in the quantity for bid. Participating local units of government must agree to abide by the Special Terms and Conditions of the contract between WisDOT and the Salt Contractor including procedures for ordering, taking delivery, acknowledging receipt of delivery, making payment for salt received, salt quantities, salt unit prices, and assessing penalties. By signing, participants are also agreeing to comply with Administrative Code TRANS 277 which requires registration and compliance at all salt storage facilities. TRANS 277 also requires annual on-site storage facility inspections.

The **CITY OF HARTFORD, WASHINGTON COUNTY** requests WisDOT to acquire the following
(Name of Municipality) (County)

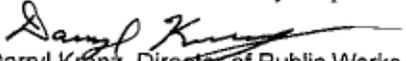
Quantity of sodium chloride for the 2016-2017 winter season and agrees to purchase at least the quantities shown in item 3 and item 4 below and to make payment as contractually required.

1. **Current Inventory 1,200 tons.** (Include tonnage of yet to be delivered salt from 2015/2016 contract.)
2. **Storage Capacity for Road Salt 1,200 tons.** (This quantity should be the amount of storage available for regular road salt and should not include storage needed for sand/salt mix or other products)
3. **Guaranteed Early Fill Zero tons.** Early fill orders (DT2208) must be completed by August 19, 2016. Early fill salt ordered after August 19, 2016 is not guaranteed to be delivered by the dates in the contract. Purchaser must take 100% delivery upon contractually required notice from salt contractor anytime after Purchase Orders are released, up to November 18, 2016)
4. **Guaranteed Seasonal Fill 1,200 tons.**
(Purchaser must take 100% delivery from the time the contract is awarded up to April 30, 2017)
5. **Vendor Reserve 240 tons.** (This quantity can be no more than 20% of the sum of Items 3 and 4. Quantities that do not meet this requirement will be adjusted accordingly.)
(Purchaser may take delivery at its discretion between November 18, 2016 and up to April 30, 2017)

Participants will receive a copy of the Bid Documents, the procedure to place orders, the form DT 2208 and instructions on how to use it, and assistance on other requirements contained in the Bid Documents.

***ALL SALT ORDERS NEED TO BE SUBMITTED TO SALT CONTRACTORS ON A DT2208 FORM**

Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.



Darryl Kranz, Director of Public Works

Signature Approval Authority (electronic signature accepted)

Date April 5, 2016

262-673-8255
Contact Phone Number
(ex: xxx-xxx-xxxx)

262-673-8309
Contact Fax Number
(ex: xxx-xxx-xxxx)

dkranz@ci.hartford.wi.us
Contact E-mail Address

2015 SALT USAGE SUMMARY

Years	Tons Used	Price per Ton
2005/2006	1,300.00	\$ 32.49
2006/2007	1,500.00	\$ 37.03
2007/2008	2,650.00	\$ 40.19
2008/2009	1,200.00	\$ 44.65
2009/2010	1,100.00	\$ 60.20
2010/2011	1,800.00	\$ 55.69
2011/2012	1,300.00	\$ 56.41
2012/2013	2,060.00	\$ 55.99
2013/2014	1,800.00	\$ 57.59
2014/2015	1,050.00	\$ 66.23
2015/2016	1,300.00	\$ 66.95
Total:	17,060.00	\$ 573.42
<i>10 Year Average:</i>	<i>1,576.00</i>	<i>\$ 54.09</i>

Excel/Salt/2015SaltUseSummary

MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE
June 14, 2016

PRESENT: Chairperson Rusniak, Members Wintringer, Meyer, Jewell
ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, Police Chief Groves

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 Period – There were no public comments.

Licenses – MOTION by Alderperson Meyer, and seconded by Alderperson Jewell recommending to the Common Council the following licenses: new bartender, renewal bartender, cigarette, and weights and measures for the period July 1, 2016 through June 30, 2017. MOTION CARRIED.

Communications Officer Eligibility List – The Hartford Police Department currently anticipates the potential for future vacancies for the Communications Officer position. The anticipatory nature of this request is designed to minimize replacement time and overtime expenses that could be incurred for coverage during a recruitment timeframe. The current eligibility list has been exhausted.

MOTION by Alderperson Wintringer, and seconded by Alderperson Meyer authorizing appropriate City officials to establish a current eligibility list for the position of Communications Officer. MOTION CARRIED.

Patrol Officer Eligibility List – Due to an anticipated retirement within the next year, and an unanticipated resignation, the police department will be short of the minimum approved staffing level for routine operations.

MOTION by Alderperson Jewell, and seconded by Alderperson Meyer authorizing appropriate City officials to generate a current eligibility list for the position of Patrol Officer to fill anticipated vacancies. MOTION CARRIED.

Adjournment – MOTION by Alderperson Wintringer, and seconded by Alderperson Meyer for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
FPJUN14.16
Compiled by Pat Borlen, Deputy Clerk

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – JUNE 8, 2016

This regularly scheduled meeting of the Jack Russell Memorial Library Board was called to order by President Purman at 4:00 PM in the Common Council Chambers. Those present were: Alderperson Barry Wintringer, Mark Chappel, Laurie Hilger, Michael Weber, Shari Purman, Gary Morgenstern, Marilee Fuss, Jennifer Einwalter, Director and Cary Perzan, Youth Librarian. Eugene O'Brien was absent and excused.

CALL MEETING TO ORDER

UNANIMOUS CONSENT AGENDA

The following items were on the unanimous consent agenda for the Board's review and approval:

1. Approval of the minutes for the May 11, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for May 2016.
3. Approval of the monthly bills for May 2016.
4. Approval of the Library Director's report for May 2016.
5. Approval of the Youth Services report for May 2016.

A motion was made by Mr. Morgenstern and seconded by Mr. Weber to approve the unanimous consent agenda items as presented. The motion passed.

PUBLIC COMMENT PERIOD/APPEARANCES

There weren't any appearances at today's meeting.

CORRESPONDENCE

The following items of correspondence were reported to the Board.

1. Thank you letter to the Hartford Lions Club for their \$1,000 donation.
2. History Room acknowledgement letter for \$100 donation.
3. Thank you letter to Mr. Les Van Vonderen for \$100 donation to the History Room.

OLD BUSINESS

Washington County/Mid-Wisconsin Federated Library System Operating Updates.

The merger is moving forward. Sheboygan will be the headquarters, the delivery service will be provided in house, Polaris will be the automation vendor and the voting formulas have been agreed upon. Hartford will save about \$5,300 however the SIP connection to run the self-checks and conveyor system will need to be purchased. The contract with Sirsi/Dynix expires December 1 and the libraries will have to migrate to Polaris before then. Mequon Library will be hosting a meet and greet for the directors and staff tomorrow. The MWFLS Board will be voting on the merger June 28. Washington County and the County Library Board will be voting in July.

Friends of the Library Update.

The Friends' Executive Committee met on Tuesday evening. The fall programs have been scheduled however their program coordinator is stepping down and they are asking for a volunteer to take over the programming. \$1,700 was raised through the spring book sale. They will have a book and basket sale in fall.

Library Fundraising Campaign Update.

The campaign is officially closed as of June 1 with \$2,280,552.90 being turned over to the City. 99% of the amount pledged of \$2,300,388 was collected. President Purman thanked the Hartford community for their support and that they were wonderful to work with. The next step will be to review and revise the Library's long range plans.

NEW BUSINESS

2016 Summer Reading Program Overview – Cary Perzan

Youth Librarian Cary Perzan gave an overview of "On Your Mark, Get Set... Read" summer reading program. Sign-up began June 6 and 460 children were signed up as of today. "Let's Go Lego" June 7 had 52 participants. The Kohl's Wild Theater is performing at the Library this afternoon. The program schedule lists all of the weekly events through August 11. The ice cream finale will be Saturday, August 6. The adult "Easy Breezy" summer reading program began June 6.

Library Code of Conduct

The Library is an active place and situations may arise that require a Code of Conduct Policy to be in place on what is acceptable and not acceptable behavior. After reviewing the draft version of the policy, the Board made revisions to point 18 regarding bringing

animals into the Library to add "except as deemed appropriate by the staff". Point 1 on page two was amended to "Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to law enforcement".

Mr. Weber tabled action on the Code of Conduct Policy until the July meeting so the requested revisions could be made.

Safe Child Policy

The Library is a great community connection but this comes with challenges such as unattended children. The Board reviewed the draft of the proposed Safe Child Policy. The Board questioned the legal age a child is able to stay alone or look after younger siblings. Ms. Perzan stated that age 12 is when a child may become a legal babysitter but that it may be a case to case situation and that due the Library's being part of the after school program through the Recreation Department on Wednesday's there are children under the age of 12 dropped off at the Library. Mr. Chappel stated that age should be left out of the policy but to refer to the Code of Conduct Policy. Ms. Hilger added that the Code of Conduct Policy should also refer to the Safe Child Policy.

Mr. Chappel tabled action on the Safe Child Policy until the July meeting so the requested revisions could be made.

Upgrade Wireless Access Points

The Library currently has six wireless access points to cover 35,000 square feet. It is an open network but WI-FI usage statistics cannot be collected. To upgrade the system would cost \$725 per access point for a total of \$4,300 plus license fees of \$100 to \$120 per device for cloud base access and the labor to install. The equipment is from Meraki. Total estimated price would be about \$8,000 to \$8,500. There is \$10,000 in the budget for capital expenses (\$5,000 City and \$5,000 County) that could be used for this purpose. Ms. Perzan asked if this would resolve the printing issue from wireless devices? Mr. Chappel suggested doing a software analysis of the access points for best placement, abilities and infrastructure and possibly to extend to the terrace. More information will be provided for the July meeting.

Library Director Comments.

- The Library has three digital display TVs, the two on the first floor have stopped working, the technician came on Tuesday and stated the cable splitters are bad and need to be replaced. He also stated the five year warranty will be expiring in August. The cost is about \$10,000 for another five years for the three digital display TVs, the TV in Children's and the two media players. There are other less costly options. Ms. Hilger stated First National Bank uses a simple system utilizing PowerPoint to program in slide shows. More research needs to be done before making a decision.
- An article by Melody Warnick, Penguin Random House "This is Where You Belong" was included in the packet.
- Also included an article "Are Public Library Uses of Downloadable Content Decreasing?"
- Staff reviews and evaluations will be completed by Friday.
- The next step along with the reviews is to update job descriptions.
- Jennifer will be on vacation June 13 through June 18.
- On June 23 the next "Crafts for Grownups" will be held.
- The adult movie schedule through September is posted as of today.
- Summer student, Chloe Christiaansen began working her full schedule last week and Brody Jossart will begin June 9.

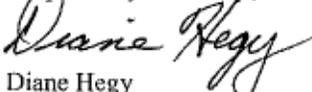
UPCOMING MEETING DATES

Regular Meeting – July 13, 2016 – Council Chambers – 4:00 PM.

ADJOURNMENT

Mr. Weber made the motion to adjourn this meeting of the Library Board at 5:00 PM. The motion was seconded by Ms. Fuss and passed.

Respectfully submitted,



Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

FOR

INFORMATIONAL

PURPOSES

ONLY

STREET DEPARTMENT MONTHLY REPORT - JUNE 2016

Advanced Disposal Services/Curbside Solid Waste Pickup:		Past June Solid Waste
361.22 Tons of solid waste for June 2016 (335.84 tons - May 2016)		2013 - 261.95 tons
		2014 - 306.75 tons
		2015 - 337.34 tons

Advanced Disposal Services/Curbside Recycling Pickup:		
Paper & Cardboard AND Commingles (Glass, Plastic & Cans) RECYCLING CART.....	92.31 Tons - June 2016	(98.81 Tons - June 2015)

1. Normal department projects required to be accomplished EACH month:	
<ul style="list-style-type: none"> - Pick up and chip brush curbside (1st full week) - Repair & maintain equipment - Repair & replace street signs as needed - Trim tree branches within street right-of-way 	<ul style="list-style-type: none"> - Patch and asphalt streets as needed - Sweep city streets per schedule - Pick up excessive garbage on Fridays - Deliver/Exchange recycling & garbage carts

2. Special or specific projects/tasks/ activities accomplished during the month of JUNE:	
<ul style="list-style-type: none"> - Crack Fill/Joint Seal streets - Trimmed tree branches over streets - Work with BOA & Mead & Hunt re. Airport - Rebuild/Repair/Clean Catch Basins - Maintain Equipment - Review Storm Water Drainage Issues w/City Eng. - Clear debris from drainage ditches - Mark Parking Stalls at Pool Parking Lot 	<ul style="list-style-type: none"> - Paint striping on streets, crosswalks & parking lots - Assist with sewer lateral damage on STH 83 project - Assist Advanced Disposal Services with complaints - Attend Progress Meetings - STH 83 - Attend Pool Progress Meeting for City Engineer - Proof Roll on Wheelock Avenue - Assist contractors with traffic control/signage - Inspection review with DOT on STH 60

2. Special or specific projects/tasks/ activities accomplished during JULY:	
<ul style="list-style-type: none"> - Maintenance of all City equipment - Clear debris/vegetation from drainage ditches - Assist Police Department with Accidents - Repair/Rebuild/Clean Catch Basins - Replace/Repair/Straighten Street Signs - Trim tree branches over streets & sidewalks 	<ul style="list-style-type: none"> - Asphalt after Water Main Breaks - Assist with Aquatic Center signage - Paint striping on city streets - Review storm water drainage issues with City Engineer - Assist contractors with street reconstruction projects - Chip brush after wind damage

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

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
6/9/2016	Clear Tree Branch on Street	2.00	
6/10/2016	Sweep Downtown	2.00	
6/11/2016	Work Recycling Center	3.40	
6/14/2016	Blacktop run over lunch break	0.50	
6/17/2016	Assist PD with Accident on STH 60	6.00	
6/18/2016	Blacktop prep crew needed material hauled	2.90	
6/20/2016	Assist with garbage pickup on Branch Street	1.00	
6/24/2016	Sweep Downtown	2.00	
6/24/2016	Sweep after gravel sprayed on street	0.50	
6/27/2016	Start early to heat tar kettle	1.00	
6/27/2016	Help with garbage pickup Branch Street	1.00	
6/28/2016	Start early to heat tar kettle	1.00	
TOTALS		23.30	
<i>June 2015 Overtime Comparison Totals</i>		<i>18.10</i>	

MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES

COVERING THE MONTH OF: June 2016

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. PSC Inspections
2. Line Extension – Downtown Slinger
3. Hydrant Flushing
4. Reconstruction – Grand Ave. & Branch St.

UPCOMING ACTIVITIES

1. Reinstall Street Lights – Hartford Square
2. Line Extension – Slinger High School
3. Install New Meter – Well #12
4. Reroof – Well #15

TRAINING SESSIONS

1. MEUW Safety Session E

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	9.5
Maintenance of Substation	0.5
Replace Pole Hit by Vehicle – 337 W. State St.	18.1
Electric Reconnects – Hartford	4.0
Line Extension – Downtown Slinger	12.2
Trouble Calls – Slinger	17.8
Maintenance of Pumping Plant	6.2
Maintenance of Mains	2.3
Maintenance of Water Service	10.4
Water Service Leak – 561 Yosemite Ave.	11.4
Reconstruction – Grand Ave. & Branch St.	5.3
Well Run – Weekends	<u>16.0</u>
TOTAL	113.7