

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

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) PUBLIC HEARINGS

A) REZONING REQUEST FOR PROPERTY KNOWN AS 220 UNION STREET

- 1) Opening of Hearing
- 2) Reading of Notice
- 3) Explanation of hearing by staff person
- 4) Appearances for
- 5) Appearances against
- 6) Discussion by Council
- 7) Closing of Hearing
- 8) Action: – Ordinance No. 1361 – An ordinance amending the zoning map, a part of Ordinance 278. (Executive Summary attached)

9) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of approving the following licenses: **(bartender)** Katherine Davis, Whitney La Gesse.

2) Discussion and consideration of writing off uncollectible debt – deferred special assessments – in the amount of \$54,586.86. (Executive Summary attached)

B) PUBLIC WORKS

1) Discussion and consideration of authorizing appropriate City officials to enter into a contract with Wondra Construction, Iron Ridge, for the 2016 Wilson Avenue Storm Pond Construction bid at an estimated cost of \$165,231. (Executive Summary attached)

C) UTILITY

1) None

10) RESOLUTIONS

A) Resolution No. 3459 – A resolution levying special assessments for unpaid Hartford Utility accounts, Business Improvement District assessments, and assessments for special services on the 2016 tax roll. (Executive Summary attached)

11) ORDINANCES

A) FIRST READING

1) None

B) SECOND READING

1) None

12) CITY ADMINISTRATOR'S REPORT

A) Discussion of proposed fiscal year 2017 – 2021 Capital Improvement Program.

13) MAYOR'S REPORT

A) Washington County Board update.

B) Mayoral appointments – Tourism Commission
Elected Officials – County Supervisor John Bulawa and Mayor Tim Michalak
City Staff – City Administrator Steve Volkert
WI Hotel and Motel Industry – Westphal Mansion B & B Pam Terpstra
Executive Director Chamber of Commerce Scott Henke

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

UNANAMOUS CONSENT AGENDA
CITY OF HARTFORD
SEPTEMBER 13, 2016

The following items will be acted on in one motion unless a request is made by one of the members of the body that an item be removed from the consent agenda and acted on individually.

MOTION BY ALDERPERSON _____ SECONDED BY
ALDERPERSON _____ THAT THE FOLLOWING ITEMS ON THE
UNANIMOUS CONSENT AGENDA BE APPROVED BY THE COMMON
COUNCIL:

- 1) The Common Council minutes of August 23, 2016.
- 2) The approval of Lee Recreation LLC, Playworld Systems playground proposal Option #2 for installation at Willowbrook Park at a cost not to exceed \$49,000. (Executive Summary attached)

**CITY OF HARTFORD
COMMON COUNCIL
August 23, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, August 23, 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.

UNANIMOUS CONSENT AGENDA

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

1. The Common Council minutes of August 2, 2016.
2. Authorizing appropriate City officials to transfer the Hangar Land Lease for Hangar No. 24 at the Hartford Municipal Airport from James Wilson and Pamela Toler to Steven and Susan Hallman, Pewaukee. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

There were no communications.

APPEARANCES / CITIZENS COMMENTS

Parks & Recreation Director Mike Hermann recognized and presented awards to the lifeguarding staff and patrons who assisted in the July 25th rescue and save of a child at the Veterans Memorial Aquatic Center. The parents of the child thanked those involved with the rescue and save presenting them with a token of their appreciation.

ALDERMANIC REQUESTS

Alderperson Wintringer commended and thanked everyone involved in the pool rescue. Alderperson Hegy noted that Hartford is being proposed as the host community for the October 2016 Mid-Moraine dinner meeting.

PUBLIC HEARING "A"
Amendment of 2030 Smart Growth Plan to allow
for commercial development at 220 Union Street

Mayor Michalak declared the public hearing open at 7:14 p.m. The notice of public hearing as published in the July 19, 2016 Daily News was read by City Clerk Lori Hetzel.

The proposed amendment to the 2030 Smart Growth Plan is intended to allow rezoning and conditional use approval for limited event and accommodation uses on the property located at 220 Union Street. The property is owned by the Hartford Historic Preservation Foundation. The applicant is requesting commercial development; the property is zoned Rs-4 single-family district. The proposed use is not allowed in the Rs-4 district. The proposed use would be allowed as a conditional use in the B-3 General Business District. Staff believes that the proposed use would be appropriate in a residential area and would not alter the nature of the residential neighborhood, or cause significant problems. However, given the residential nature of the surrounding neighborhood, staff believes that the Common Council should specifically include in any approval that the City is only endorsing the specific land use proposal, and not a broader range of commercial uses.

Under "appearances for" Pat Frank, President of the Hartford Historic Preservation Foundation, provided information on the proposal for the 220 Union Street property and asked that the Common Council support the proposed amendment. There were no "appearances against" the proposed amendment to the Smart Growth Plan. Several alderpersons spoke in support of the proposal, and the recommendation that this is only endorsing the Foundation's proposal for this property. City Planner Drew responded to questions relating to the proposal. There being no further discussion, Mayor Michalak declared the public hearing closed at 7:27 p.m.

Ordinance No. 1359

AN ORDINANCE REVISING THE 2030 CITY OF
HARTFORD SMART GROWTH PLAN

MOTION by Alderperson Randolph, and seconded by Alderperson Mixon to suspend the rules for immediate consideration of proposed Ordinance 1359. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Jewell for the adoption of proposed Ordinance 1359. MOTION CARRIED UNANIMOUSLY.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

Licenses

MOTION by Alderperson Meyer, and seconded by Alderperson Wintringer approving the following licenses: (bartender) Nicholas Smith, Sally Strupp. MOTION CARRIED UNANIMOUSLY.

Write-off of Uncollectible Debt

Legal Counsel has identified 13 deferred special assessments which are no longer collectible due to various reasons that for accounting purposes should be written off. For various reasons, many of these were reversed due to private agreements or were missed when proper notification was not given to new owners of said properties prior to annexation. The total amount recommended to be written off is \$57,365.90. City Administrator Volkert reviewed the uncollectible debt, and responded to questions. Mayor Michalak expressed concern that some of the special assessments were missed by staff, and hoped that this would never happen again in the future. Because a question came up relating to an item included with the write-offs, it was suggested that this item be tabled pending further explanation.

MOTION by Alderperson Randolph, and seconded by Alderperson Jewell tabling action on the writing off of uncollectible debt – deferred special assessments – in the amount of \$57,365.90, pending further explanation. MOTION CARRIED UNANIMOUSLY.

Utility Committee

MOTION by Alderperson Randolph, and seconded by Alderperson Hegy approving contracting with Baker Tilly to conduct a rate study for the Water Utility at a cost not to exceed \$7,500. MOTION CARRIED UNANIMOUSLY.

**ORDINANCES
(First Reading)**

Ordinance No. 1360

AN ORDINANCE AMENDING SECTION 4.26 OF THE
MUNICIPAL CODE ENTITLED TOURISM COMMISSION

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer to suspend the rules for immediate consideration of proposed Ordinance 1360. MOTION CARRIED. (Alderperson Hegy voted no)

MOTION by Alderperson Kohler, and seconded by Alderperson Mixon for the adoption of proposed Ordinance 1360. ROLL CALL: "Ayes" 7 (Alderpersons Kohler, Mixon, Randolph, Meyer,

COMMON COUNCIL (8/23/2016)

Carroll, Jewell, Wintringer) "Nays" 1 (Aldersperson Hegy) "Abstained" 1 (Aldersperson Rusniak).
MOTION CARRIED.

CITY ADMINISTRATOR'S REPORT

City Administrator Volkert commented on the 2016 second quarter financial report, and responded to questions.

MAYOR'S REPORT

Mayor Michalak noted that the Highway 60 reliever route will be discussed at a Washington County meeting on August 24th.

ADJOURNMENT

MOTION by Aldersperson Mixon, and seconded by Aldersperson Randolph for adjournment at 8:14 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCAUG23.16
Compiled by Pat Borlen, Deputy Clerk

Executive Summary

Title: Review and consideration to approve Lee Recreation LLC, Playworld Systems playground design/equipment Option #2 for Willowbrook Park.

Background: The 2016 Capital Improvement budget includes \$50,000 for the replacement of the 1996 Miracle modular structure playground equipment at Willowbrook Park. The Park and Recreation Commission members previously outlined to staff what would be important in the design of the new equipment and requested that staff obtain a variety of designs and proposals for consideration. Included is the proposal cost is the play equipment, installation and poured in place (PIP) surfacing/installation. Designs were to consider play for the age group of 2-12 years and this could be done as a single structure or play that is for ages 2-5 and 5-12. Designs were to be inclusive for play as it concerns ADA and incorporate a variety of play experiences including climbing, spinning, rocking, sliding, activity panels and overhead play. Three Playground manufacturers were contacted and each of the representatives met with staff to review the site and have prepared proposals for consideration. The following proposals and designs are attached for your review.

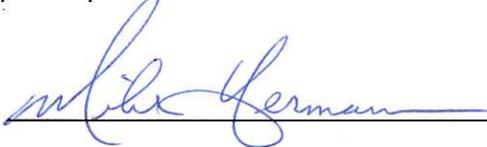
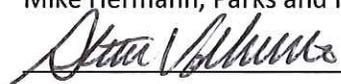
Boland Recreation, Miracle Playground Equipment	Design CD219571-572	\$43,128.00
Miller & Associates, Burke Playground Equipment	Design 30-95647-1	\$55,270.00
Miller & Associates, Burke Playground Equipment	Design 30-95645-1	\$47,460.00
Lee Recreation LLC, Playworld Systems	Option 1	\$49,000.00
Lee Recreation LLC, Playworld Systems	Option 2	\$49,000.00
Lee Recreation LLC, Playworld Systems	Option 3	\$48,125.00

In the review of all of the designs submitted, there are very unique differences in the type of play equipment provided, layout of equipment and overall designs. Design proposal # 30-95647-1 from Miller & Associates exceeds the budget and would require design changes in order to remain within the approved budget. The Commission discussed and evaluated the designs and the Lee Recreation LLC, Playworld Systems Manufactured equipment, Option #1 and Option #2 were the preferred selections. Following discussion there was a unanimous vote of 5-0 to approve the Lee Recreation LLC Option #2. Although the final cost of the proposal must be a consideration, the design, equipment and overall play value must be considered when comparing the lowest priced proposal to any that are higher. It was felt that this design followed the criteria outlined, remains within the budget and it offers a new play experience/equipment type that we do not provide in our park playgrounds. This design includes a high overall play value which can be evaluated by the number of play type activity events which is at 10 and the number of users the design can accommodate which is at 37. It was the opinion of staff that the three designs as prepared by Lee Recreation LLC were the best in following the criteria and any would be desirable playground replacements for Willowbrook Park. Staff supports the selection and final recommendation of the Commission. Staff will be reviewing alternate color choice options to what was presented in the submitted design proposal. This includes powder coat finishes for the posts, decks and rails. Additionally color options will be reviewed for the rotomolded/sheet plastics used in the slides

and roof canopy. Specifically mentioned for a change was to use a red roof canopy which follows the color pattern for shelter roofs in the Rubicon River park system.

Fiscal Impact: There is a budget of \$50,000 in account 420.420.574710.59501. The selection recommended by the Park and Recreation Commission is Lee Recreation Option #2 in the amount of \$49,000.

Staff Recommendation: Staff recommends approval of Lee Recreation LLC, Playworld Systems playground proposal Option #2 for installation at Willowbrook Park at a cost not to exceed \$49,000.

Prepared by:		<u>9/8/16</u>
	Mike Hermann, Parks and Recreation Director	Date
Approved by:		<u>9-8-16</u>
	Steve Volkert, City Administrator	Date
Routing:	Park and Recreation Commission	9/7/16
	Lee Recreation Option #2	Approved 5-0
	City Council	9/13/16



809 Bluebird Pass
Cambridge, WI 53523
Phone: 800-775-8937
Fax: 608-423-7655
Email: ana@leerecreation.com

QUOTATION

DATE: Aug. 29, 2016
TO: Mike Hermann
City of Hartford Parks
125 N. Rural St.
Hartford, WI 53027

FROM: Megan Lee Cunningham
RE: Willowbrook Playground Project – Option 2

Megan Cunningham

PLAYWORLD SYSTEMS:

- 1-#FAL-1618 Challengers™ Structure
Playstructure is designed for ages 2-5 years
Play Components Included:
DECKS: 1-Square, 1-Double Slide
SLIDES: Twist 'n Shout Double Slide, Glide Slide, Nuvo 360-Degree Slide
CLIMBERS: Transfer Station, 24" Deck to Deck Climber, Rock Climber, Ribbon Climber
CRAWL TUBES: "Funnel" Adventure tube – 1' Rise
ACTIVITY PANELS: Post Mount Steering Wheel, Babble-On, Cabana Roof
- 1-#ZZXX0151 Spinami Play Motion Event
Designed for ages 2-5 years – Accommodates 7
- 1-#ZZXX0193 Unity Rockr
Designed for ages 2-12 years – Accommodates 6

Subtotal for Play Equipment	\$20,200.00
Assembly/Installation by Lee Recreation, LLC	\$ 5,000.00
Playbound™ Poured-in-Place Surfacing	<u>\$23,800.00</u>
TOTAL	\$49,000.00

NOTE:

Surfacing price includes either tapering the poured rubber out one foot – or contain With treated lumber

Quote accepted by: _____ Date: _____

- TERMS: Net 30
- Lead-Time: 4 Weeks Upon Receipt of Order
- Site Preparation, Security of site during curing of Poured-in-Place Surfacing and restoration of site is the responsibility of the customer
- Quote effective: **Until 12-02-16**

WILLOWBROOK PARK

HARTFORD, WI

OPTION #2



(800) 775-8937 Main
(608) 423-7655 Fax
809 Bluebird Pass
Cambridge, WI 53523
info@leerecreation.com
www.leerecreation.com

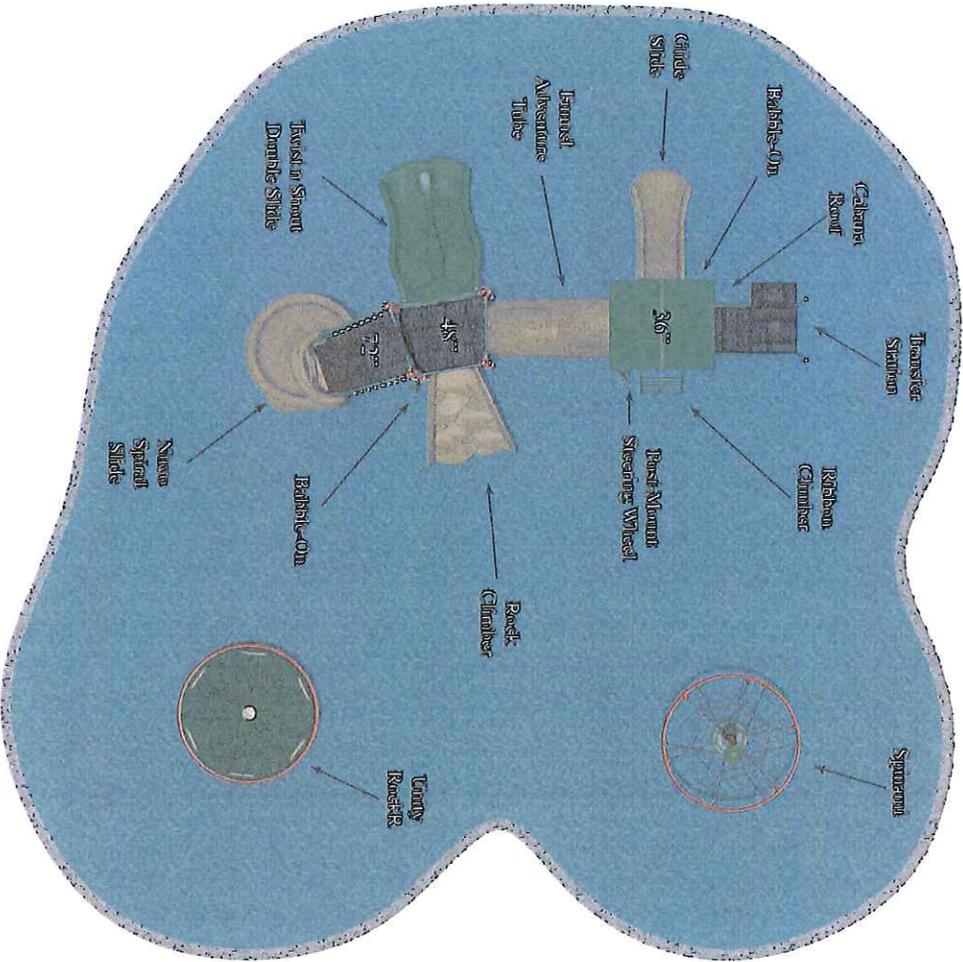
PROVIDING FUN ACROSS WISCONSIN SINCE 1993



WILLOWBROOK PARK

HARTFORD, WI

OPTION #2



(800) 775-8937 Main
 (608) 423-7655 Fax
 809 Bluebird Pass
 Cambridge, WI 53523
 info@lrecreation.com
 www.lrecreation.com

Proven Fun Across Wisconsin Since 1995

Complies With:

- ASTM F1487-01
- ASTM F1487-98
- CPSC #325
- ADA-ADAAAG

Design Number: PW082616-2
 Use Zone: 1,400 Sq. Ft.
 # of Users: 37
 # of Active Play Events: 10
 Age Range: 2 to 12 & 5 to 12

Colors Shown:

-  Chestnut
-  Green
-  Brownstone



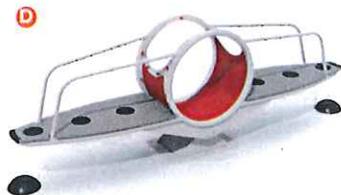
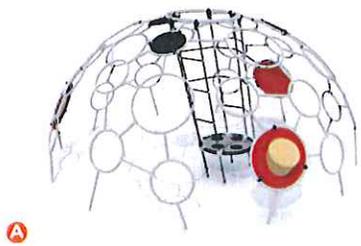
Spinami



Want to go for a spin?

- Enhances physical fitness through upper-body and lower-body development.
- Designed for children ages 5-12.
- Post available in any Playworld Systems' Super Durable Polyester Powder Coating colors; platform and top cap available in any of Playworld Systems' rotomolded plastic colors (one selection); rope in black.
- Upright spinning whirl; spins faster the closer you stand to the center pole.
- Accommodates up to 8 users at once.
- Flexible netting adds an element of surprise, and keeps kids playing longer.

Unity Collection



Unity Collection

A. Dome; B. Rushmore; C. Slide Climber; D. Teeter Tunnel; E. Canopy; F. Steppers; G. RockR; H. Hoopla Swing

The past propels us into the future

The post and platform structure has become standard play equipment on today's playgrounds. When we look back a few decades, playgrounds were a play space that hosted several different pieces of individual play equipment—slides, seesaws, monkey bars, geodesic climbing domes and swings. This decentralized playground layout lets children maneuver throughout the playground, encouraging them to move around and use their imaginations to create new ways to play.

While still fundamentally used, "retro" play equipment isn't as relevant to today's children. It doesn't engage them in meaningful way.

Until now...

Unity Steppers



The first stepping “stones” were logs or slices of logs that children would step and walk on in “follow the leader” style, but their functionality and level of interest were pretty short lived. They weren’t mounted in the ground for stability and because they were wooden, they were prone to rot and fungal infestations, making them dangerous.

Today our multi-functional Unity Steppers create practical solutions for connecting various pieces of equipment through play linking, inviting users to use different play equipment; suggest routes through a play area, creating challenging paths for children and pretend-play opportunities like crossing rocks in a river or staying out of the way of flowing hot lava. They become a focal point for activity while also providing areas for rest for kids and adults.

- Multi-functional
 - Connect various pieces of equipment through play linking
 - Create challenging paths of differing step heights
 - Offer pretend-play opportunities and game creation
 - Seating opportunities for programming and instructional purposes
- Three diameter sizes and heights to choose from
 - Small 1’4” x 1’4” x 0’8” (0,4m x 0,4m x 0,2m)
 - Medium 2’0” x 2’0” x 1’0” (0,61m x 0,61m x 0,3m)
 - Large 3’10” x 3’10” x 1’7” (1,18m x 1,18m x 1,18m)
- Special non-slip disks for sure-footedness

Unity RockR



Kids of all ages and abilities love the sensation of rocking—it can be very soothing, especially for children on the autism spectrum, or invigorating. With its broad saucer shape, Unity RockR is a perfect inclusive addition to any playground and can accommodate 6-10 users at a time. Kids of all abilities can interact and play with Unity RockR—as they sit or lie on it. No matter how kids and adults use Unity RockR, they are sure to keep coming back for more fun.

- Unity RockR is a spring rocker—unlike a single rider experience, this can accommodate 6-10 riders at a time
- Sit on outside edge, sit or kneel in bowl and use body weight to move it, or lie on it.
- Multigenerational
- Strong appeal of a motion product
- Inclusive properties: at transfer height, full body support, and children of all abilities can play together
- Ideal for pocket parks
- Child/Caregiver interaction
- Here. Now. Together.
- Durable - bowl is coated in Eco-Armor for the toughest environments

Rock Climber



First rock climbing experience!

- Captures the popularity of rock climbing while developing gross motor and problem solving skills.
- Connects to a 4' (1,22m) deck.
- Available in all Playworld Systems' rotomolded plastic colors; sheet plastic access panel is available in all Playworld Systems' sheet plastic colors.
- Molded-in foot steps and hand grips designed for 2-12 year olds.
- Features a fossil-matching activity on the underside of the climber (pictured below).
- Available for Playmakers, Challengers and Explorers playgrounds.



Fossil-matching activity on the underside of the Rock Climber

Executive Summary

Ordinance No. 1361

Title: Review of a Rezoning Request for 220 Union Street

Background: Hartford Historic Preservation Foundation has requested rezoning for the property located at 220 Union Street, tax key number 36-2102-018-011.

The property is currently zoned Rs-4 Single Family Residential District. The requested zoning is B-3 General Business District. Hartford Historical Preservation Foundation wishes to restore the property and use the mansion for small gatherings, dinner parties and wine tastings. In addition, the HHPF intends to use the mansion as an extension of the Chandelier Ballroom, allowing guests to utilize the property as an 'inn' for bridal parties to stay when hosting weddings at the ballroom.

In August, a change was made to the City of Hartford 2030 Smart Growth Plan to allow for commercial development at this site. Following an approved rezoning, a conditional use permit application will be submitted and reviewed.

The property is surrounded by single-family and duplex zonings. One block south is B-3 General Business District zoning for multi-family and commercial uses. The property is approximately 925' to the east and 265' to the north of the Downtown Business Improvement District, an area predominately zoned B-3.

The property meets the area (5,000 square feet) requirements for B-3. There are no setback requirements in the B-3 district.

Recommendation: The Planning Staff recommends approval of the rezoning request for 220 Union Street

Prepared By: Justin Drew 9/7/16
Justin Drew Date
City Planner

Reviewed By: Lori Hetzel 09/08/16
Lori Hetzel Date
City Clerk

Approved by: Steve Volkert 9-7-16
Steve Volkert Date
City Administrator

ROUTING: PLAN COMMISSION 9/12/16
COMMON COUNCIL 9/13/16

Ordinance No. 1361

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

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

SECTION 1: That the property known as 220 Union Street, tax key number 36-2102-018-011,

be and the same is hereby rezoned to B-3 General Business District.

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

Signed:

Timothy C. Michalak, Mayor

Introduced: September 13, 2016

Adopted:

Attest:

Lori Hetzel, City Clerk

Daily News:
August 26, 2016
September 2, 2016
34 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 September 13, 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:

Hartford Historic Preservation Foundation has requested the rezoning of the property known as 220 Union Street, tax key number 36-2102-018-011, from Rs-4 Single Family Residential District to B-3 General Business District.

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

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

Dated this 26th day of August, 2016.

Lori Hetzel
City Clerk

2102-007-006
Jason Conrad
245 Second Street
Hartford, WI 53027

2102-007-010
Dzemail Zornic, Nurka Begovic
307 Second Street
Hartford, WI 53027

2102-008-002
James Oesreich/J. Oestreich
232 Second Street
Hartford, WI 53027

2102-008-006
Frank and Stefanie Wade
241 Third Street
Hartford, WI 53027

2102-008-008
Jacqueline Yech
217 Union
Hartford, WI 53027

2102-008-009
Roland and Susan Scherer
211 Union Street
Hartford, WI 53027

2102-008-010
Katie and Wayne Ennis
223 Union Street
Hartford, WI 53027

2102-008-011
Timothy Race McComb
203 Union Street
Hartford, WI 53027

2102-009-002
Professional Property Management of Horicon LLC
W3061 Wildcat Road
Iron Ridge, WI 53035

2102-009-006
Glen and Christine Hajek
301 Fourth Street
Hartford, WI 53027

2102-009-009
Gerald and Tracy O'Callaghan
3730 S. Teri Lane
Hartford, WI 53027

2102-009-046
David and Julie Hanrahan
305 Union Street
Hartford, WI 53027

2102009047
Thomas and C. Weber
323 Union Street
Hartford, WI 53027

2102-017-005
Daniel and Meghan Simons
444 Third Street
Hartford, WI 53027

2102-017-007
Randall and Peggy Krebs
4871 Rolling Hills Road
Hartford, WI 53027

2102-017-008
James and Susan Celmer
426 Third Street
Hartford, WI 53027

2102-017-009
Robert and Robin Ehrensberger
416 Third Street
Hartford, WI 53027

2102-017-011
Donald Miceli
316 Union
Hartford, WI 53027

2102-017-012
Alan and Diane Capps
421 Fourth Street
Hartford, WI 53027

2102-017-013
Michael Locy
429 Fourth Street
Hartford, WI 53027

2102-017-014
Megan Boehlke
437 Fourth Street
Hartford, WI 53027

2102-017-020
Jeremy Peters, Deborah Schill
306 Union Street
Hartford, WI 53027

2102-018-006
Mark Hoffmann
3780 STH 60
Slinger, WI 53086

2102-018-007
Norbert Schaefer
430 Second Street
Hartford, WI 53027

2102-018-008
Michael and Mary Beth Dallman
422 Second Street
Hartford, WI 53027

2102-018-009
Robert and Andrea Koscewski
204 Union Street
Hartford, WI 53027

2102-018-010
Karen Christensen
210 Union Street
Hartford, WI 53027

2102-018-011
Hartford Historic Preservation Foundation, Inc.
150 Jefferson
Hartford, WI 53027

2102-018-012
Cherie Hart
421 Third Street
Hartford, WI 53027

2102-018-013
Steven Cypher
433 Third Street
Hartford, WI 53027

2102-018-014
Lilac Homes LLC
P.O. Box 15
Rubicon, WI 53078

2102-019-012
Stephen and Diane Mayer
423 Second Street
Hartford, WI 53027

2102-019-013
James and Patricia Hosking
433 Second Street
Hartford, WI 53027

2102-019-020
Jamie Lang
122 Union Street
Hartford, WI 53027

LEGAL DESCRIPTION

Fidelity National Title

EXHIBIT A

File Number: MTX 25224

Policy Number: 27307-95638652

The Land referred to in this policy is described as follows:

Lot Ten (10) in Block "F" of A.M. THOMSONS ADDITION to Hartford, City of Hartford, Washington County, Wisconsin, EXCEPTING THEREFROM the North 58 feet thereof.

and

Lot Eleven (11) in Block "F" of A.M. THOMSONS ADDITION to Hartford, City of Hartford, Washington County, Wisconsin, EXCEPTING THEREFROM that portion described in Transportation Project Plat No: 1330-14-20-4.03 recorded on February 16, 2007, as Document No. 1152363.

Property Address: 220 Union Street

Tax Key No.: 36 2102018011

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

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

Address of Subject Property: <u>220 UNION STREET</u>	
Tax Key Number: <u>362102018011</u>	
Legal Description or Metes & Bounds Description: <u>(see attached) 2102018011</u>	
Existing Zoning: <u>residential</u>	Proposed Zoning: <u>commercial</u>
Existing Use: <u>residential home</u>	
Proposed Use: <u>venue for private events, fundraisers</u>	

Applicant Name: <u>HARTFORD HISTORIC PRESERVATION FOUNDATION</u>		
Address: <u>150 JEFFERSON AVENUE</u>		
City: <u>HARTFORD</u>	State: <u>WI</u>	Zip: <u>53027</u>
Daytime Phone: <u>262.673.4946</u>	Fax: <u>262.673.5130</u>	Other: <u>—</u>
Owner Name: <u>SAME</u>		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Fax: _____	Other: _____
Attorney Name: <u>—</u>		
Address: _____		
City: _____	State: _____	Zip: _____
Daytime Phone: _____	Fax: _____	Other: _____

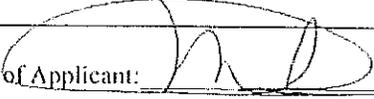
REQUEST FOR ZONING CHANGE:

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

Common Council, zoning will revert back to the previous zoning if district regulations are not met within eighteen (18) months (following proper notification).

Supporting Information:
The following supporting information must be submitted with this application:

1. Plot Plan drawn to scale of one (1) inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area to be rezoned.
2. A reduced copy of the plot plan (subject property only). Drawing sheets should be at least 8.5 x 11 and no larger than 11 x 17.
3. A Letter of Request addressed to the City Clerk from the owner(s) of the subject property.
4. Additional information required by the City Staff or any information that the applicant would like to submit to support the application.

Signature of Applicant:  Date: 7-26-16

Signature of Owner (if different): _____ Date: _____
(Power of Attorney or written authorization required if owner is unable to sign.)

EXECUTIVE SUMMARY

TITLE: Write-off of uncollectible debt – Deferred Special Assessments for Sanitary Sewer & Water Installations

BACKGROUND:

Legal counsel has identified 9 deferred special assessments which are no longer collectible due to various reasons that for accounting purposes should be written off.

These special assessments were originally placed upon township properties when public utilities were first extended to their area. At the time of their eventual annexation, they were to be assessed their percent of these utility improvements. However, for various reasons, many of these were reversed due to private agreements or were missed when proper notification was not given to new owners of said properties prior to annexation. These resolutions for deferred special assessments dates back to 1992.

Since legal counsel review, Administration and staff have met to discuss how these deferred special assessments will be handled in the future to make sure proper handling of payment is accomplished in a timely fashion.

Upon review of this list, it was determined by legal counsel that this list represented properties that were not collectible and should be written off.

FISCAL IMPACT:

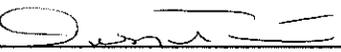
The total amount written off is \$54,586.86

RECOMMENDATION:

Staff recommends that Council approve the writing off of uncollectible debt in the amount of \$54,586.86.

PREPARED BY:  DATE: 9-8-16
Steve Volkert, City Administrator

REVIEWED BY: _____ DATE: _____
Ian Prust, City Attorney

REVIEWED BY:  DATE: 9-8-16
Dawn Timm, Finance Director

Committee Routing:	Finance and Personnel Committee	August 2, 2016
	Common Council	August 23, 2016
	Common Council	September 13, 2016

DEFERRED SPECIAL ASSESSMENTS - WHICH NEED TO BE VOIDED (ANNEXED)

Tax Key #	Owner	Customer #	Address	Special Assessment	Final Resolution	Sewer or Water	Connected to City?	Date of Annexation	New City Address	New City Tax Key #	Annexation Ordinance	Date Paid
36-0465	Southview Leasing LLC NORTH VIEW HIGHLANDS	5950858	Bell Avenue	\$ 16,434.60	2751 8/10/1999	Sewer	Yes	12/18/2001	North View Highlands Subdivision	36-2104-010-007	986	Ownership Changed
36-0465-00A	Southview Leasing LLC NORTH VIEW HIGHLANDS	5950857	Bell Avenue	\$ 2,213.64	2751 8/10/1999	Sewer	Yes	12/18/2001	North View Highlands Subdivision	36-2104-010-008	986	Ownership Changed
36-0736	Reesebath, Audrey Aufdermauer, Richard	5950008	Cedar St, 3126 (Vacant Lot)	\$ 1,060.79	2252 3/17/1992	Sewer	No	1/19/1993	896 Cedar Street	36-2901-004-019	830	Ownership Changed
36-0736	Reesebath, Audrey Aufdermauer, Richard	5320005	Cedar St, 3126 (Vacant Lot)	\$ 1,192.66	2253 3/17/1992	Water Main	No	1/19/1993	896 Cedar Street	36-2901-004-019	830	Ownership Changed
36-0680	FRED-Hartford LLC Lessek, Daniel	5950953	CTH K	\$ 10,598.20	2935 3/11/2003	Sewer	Yes	9/26/2005	Autumn Ridge Estates Subdivision	36-2702-012-002	1090	Ownership Changed
36-0762	Hemp-W-Simon Chapel Hill Subdivision	5950082	E Monroe, 6489	\$ 2,536.50	2768 3/22/1994	Sewer	Yes	6/27/1995	Chapel Hill Sub.	36-2801-008-004	873	Ownership Changed
36-0523-00F 16-0408	Kirschbaum, Kristen Jaeger, Michael & Batzler	5950319	STH 60 E, 6151	\$ 3,395.00	2199 11/23/1999	Sewer	Yes	8/28/2001	1951 E. Sumner St.	36-2201-002-008	979	Ownership Changed
n/a 18 0408 00Z	Doll, David - Water Tower wright tower center	5320106	STH 60 W E Monroe (North side	\$ 2,208.47	2536 10/22/1990	Water Main	No	12/15/2008	1211 W Sumner St	36-1901-001-002	1199	Condemnation Proceedings
36-2702-002-006	Bliese, Robert	5950225	of Valley, View Rd)	\$ 15,007.00	2536 10/8/1996	Sewer	Yes	5/24/1994	Due upon Platting or Bldg. Permit	Simon's Pleasant Valley Add No 2	850	Ownership Changed
				\$ 54,586.86								
Excel/Special Assessments/Town/Hartford/VOID/Annexed												

Reasons Deferred Special Assessment charges were “reversed”:

Audrey Rosenthal, property special assessed in 1992 and annexed on 1/19/1993 ; No Request for Invoice requested by previous City Planner, City Engineer or City Administrator – <i>New owner Richard Aufdermauer was not advised of the outstanding deferred special assessment</i>	\$ 2,253.45
Henry Simon (Chapel Hill Subdivision), property special assessed in 1994 and annexed on 6/27/1995 ; No Request for Invoice requested by previous City Planner, City Engineer or City Administrator – <i>Reason Unknown</i>	\$ 2,536.50
Gordon Wojtowski/Robert Bliese (Simon’s Pleasant Valley Addition No. 2), property special assessed in 1996 and annexed on 6/25/1996 ; No Request for Invoice requested by previous City Planner, City Engineer or City Administrator – <i>Reason Unknown</i>	\$15,007.00
Southview Leasing (North View Highlands Subdivision), property special assessed in 1999 and annexed on 9/25/2001 ; No Request for Invoice requested by previous City Planner, City Engineer or City Administrator - <i>Reason Unknown</i>	\$18,648.24
Michael Jaeger & Batzler (6151 STH 60 E), property special assessed in 1999 and annexed on 8/28/2001 ; No Request for Invoice requested by previous City Planner, City Engineer or City Administrator - <i>New owner was not advised of the outstanding deferred special assessment</i>	\$ 3,335.00
FRED – Hartford, LLC (Autumn Ridge Estates Subdivision), property special assessed in 2003 And annexed on 9/13/2005 ; No Request For Invoice requested by previous City Planner, City Engineer or City Administrator – <i>Reason Unknown</i>	\$10,598.20
David Doll (1211 W Sumner Street), property special assessed in 1990 and annexed by condemnation to erect the water tower next to the City’s cemetery in 2008: <i>Because land was acquired by condemnation proceedings the special assessments cannot be collected on this portion of the parcel</i>	<u>\$ 2,208.47</u>
	\$54,586.86

EXECUTIVE SUMMARY

TITLE: S Wilson Avenue Storm Water Pond Construction Bid of August 16, 2016.

BACKGROUND: The South Wilson Avenue Storm Water Pond Construction project is a regional storm water pond designed to be built under the requirements of the Hunter's Ridge Developer's Agreement in dedicated lands lying west of South Wilson Avenue, south of East Loos Street, north of East Lincoln Avenue and east of Misty Meadows Boulevard. The pond is also designed to assist the City in meeting DNR Phase II requirements for storm water under the City of Hartford's General Permit. The City has coverage under its WPDES General Permit No. WI-S067831-04 for construction site storm water runoff from the DNR to construct the pond adjacent to the unnamed tributary to the Rubicon River in compliance with the Wisconsin Administrative Code and Wisconsin Statutes.

This will be an approximately .65 acre storm water pond with about 182 L.F. of 30" RCP Storm Sewer Installation, 12 L.F. of 36" RCP Storm Sewer Installation, 3 Storm Sewer Manholes/Structures, and other related miscellaneous construction.

The soils report which was part of the specifications did show less than ideal soil conditions and included a comment that excavation in the area would take longer as a result. Due to the soil conditions and a few other issues that arose during the design process, the bid prices came in higher than anticipated. The Bids received on August 16, 2016 were as follows:

Wondra Construction, Iron Ridge	-	\$ 165,231.00
Advance Construction, Green Bay	-	\$ 333,068.00

The low bidder, Wondra Construction, Iron Ridge, Wisconsin, has performed many sanitary sewer and water main projects for the City of Hartford during the past several years, including the Millpond Bulkhead Improvement Project. The company has a good history of completing projects on time and has been performing well.

The original Capital Improvement Budget for this project included \$65,000.00 and was estimated using a storm water pond constructed in 2012. After the design process uncovered some additional issues, the engineering consultant estimated the cost to be \$223,100.00. To cover the additional costs, staff is recommending to use several other storm water accounts. The Pond Dredging account can be utilized since there are no existing ponds in the City that require immediate maintenance. The N Wacker/W State Storm Sewer Account can be utilized to cover the remaining costs. With the possible addition at Broan Nutone requiring a Storm Water Pond, the additional storm sewer improvements on N Wacker Drive will be redundant and should not be installed until more information is known about the Broan project.

FISCAL IMPACT: \$60,125.00 from the budgeted \$65,000.00 in the South Wilson Storm Pond Account No. 420.421.574726.59301; \$29,000.00 from the \$29,000.00 budgeted in the Storm Water Improvements Account No. 100.323.534107.59301; \$30,000.00 from the \$30,000.00 budgeted in the Storm Water Pond Dredging Account No. 420.420.574709.59301; \$10,000.00 from the \$15,000.00 budgeted in the Storm Water Management Ponds Account No. 100.323.534100.53119 and \$36,106.00 from the \$82,500.00 budgeted in the N Wacker/W State Storm Sewer Account No. 420.420.574704.59301.

RECOMMENDATION: Authorizing appropriate City officials to enter into a contract with Wondra Construction, W2874 Graylog Road, Iron Ridge, WI, for the 2016 Wilson Avenue Storm Pond Construction bid at an estimated cost of \$165,231.00.

PREPARED BY: Jason W. Schall 8-17-16
Jason W. Schall
City Engineer DATE

REVIEWED BY: Darryl Kranz 8-17-16
Darryl Kranz
Director of Public Works DATE

REVIEWED BY: Dawn Timm 8/17/16
Dawn Timm
Finance Director/Treasurer DATE

APPROVED BY: Steve Volkert 8/18/16
Steve Volkert
City Administrator DATE

ROUTING: Public Works Committee - August 23, 2016
Common Council - September 13, 2016

EXECUTIVE SUMMARY

Resolution No. 3459

Title: A RESOLUTION LEVYING SPECIAL ASESSEMENTS FOR UNPAID HARTFORD UTILITY ACCOUNTS, BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS, AND ASSESSMENTS FOR SPECIAL SERVICES ON THE 2016 TAX ROLL

Background: This is the annual Resolution placing unpaid utilities, unpaid BID assessments, and unpaid service invoices upon the property tax roll. This action is authorized under Wisconsin Statutes 66.0703, 66.0809, and 66.1109. This action allows the Finance Department to notify property owners of these unpaid items and of the City's intention to recover its costs through the property tax system. This action provides an appropriate grace period during which payments will be accepted, thereby preventing placement upon the tax roll.

Fiscal Impact: Approval of the Resolution will result in the transfer of all applicable charges to the General Fund for collection and will facilitate collection of these debts.

Recommendation: Approval of proposed Resolution.

PREPARED BY: Lori Hetzel DATE: 09/08/16
Lori Hetzel, City Clerk

APPROVED BY: Steve Volkert DATE: 9-8-16
Steve Volkert, City Administrator

ROUTING: Common Council 09/13/16

Resolution No. 3459

A RESOLUTION LEVYING SPECIAL ASSESSMENTS FOR UNPAID HARTFORD
UTILITY ACCOUNTS, BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS,
AND ASSESSMENTS FOR SPECIAL SERVICES ON THE 2016 TAX ROLL

WHEREAS, under the provisions of Wisconsin Statutes 66.0703, 66.0809 and 66.1109, charges for current services rendered, unpaid utilities, and expenditures incurred in operating the business improvement district may be imposed as a special assessment if not paid by the governing body upon the property benefited; and

WHEREAS, under the provisions of Wisconsin Statutes 66.0703 and 66.1109 and Resolution 3444 (dated 3/08/16) BID special assessments were levied; and

WHEREAS, certain municipal services were provided to specific properties in which accounts remain unpaid; and

WHEREAS, certain utility services were provided to specific property and have not been paid; and

WHEREAS, the charges are on file in the Treasurer's office and represent bills for services performed for utilities provided or special assessments for which outstanding accounts receivable for the period of October 2015 to October 1, 2016 exist.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, that:

- 1) For services rendered to particular parcels of land for which payment has not been received properties so served shall be assessed and the same shall be liens against the real estate until paid.
- 2) For properties which have received utility services and which outstanding balances remain, the same shall be liens against the real estate until paid.
- 3) For any BID special assessments which have been billed and have not been paid, same shall be liens against the real estate until paid.
- 4) The Finance Director is hereby directed to send a copy of this Resolution to the appropriate property owner along with the amount owed as shown prior to October 15, 2016 with the account to be due and payable in 35 days.
- 5) If the amount due and payable is not received by November 20, 2016, such amount shall be placed on the tax roll as a special assessment or charge against the property shown.

Signed:

Timothy C Michalak, Mayor

INTRODUCED: September 13, 2016

ADOPTED: September 13, 2016

ATTEST:

Lori Hetzel, City Clerk

MISCELLANEOUS

COMMITTEE

REPORTS

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – AUGUST 10, 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 Library's Community Room. Those present were: Alderperson Barry Wintringer, Laurie Hilger, Shari Purman, Gary Morgenstern, Eugene O'Brien, Marilee Fuss and Director Jennifer Einwalter. Dr. Mark Smits and Mark Chappel were absent and excused.

CALL MEETING TO ORDER

ELECTION OF OFFICERS

Annual election for the office of President and Vice-President. Director Einwalter announced that the floor was open for nominations for President. Ms. Hilger nominated Ms. Purman for President. Mr. O'Brien made the motion to cast a unanimous ballot for Ms. Purman as President. It was seconded by Ms. Fuss and passed. Director Einwalter announced that the floor was open for nominations for Vice-President. Mr. O'Brien nominated Mr. Morgenstern for Vice-President. Mr. Morgenstern declined as he felt he has been in the position for a number of years and it is time for a change. Mr. O'Brien nominated Ms. Fuss for Vice-President. Ms. Hilger made the motion to cast a unanimous ballot for Ms. Fuss as Vice-President. It was seconded by Ms. Purman and passed.

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 July 13, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for July 2016.
3. Approval of the monthly bills for July 2016.
4. Approval of the Library Director's report for July 2016.
5. Approval of the Youth Services report for July 2016.

A motion was made by Ms. Fuss and seconded by Mr. O'Brien to approve the unanimous consent agenda items as presented. The motion passed.

PUBLIC COMMENT PERIOD/APPEARANCES

John Spielmann, Susie Spielmann from the Hartford area and their grandsons Eli and Zane Santkuyl from the state of Washington appeared before the Board to comment on the Library's posting of Concealed Carry signs. John reiterated that the Library has been posted for some time and it has worked well and that there isn't any need to carry weapons in the Library. Susie stated that she visits the Library frequently as a Friend's member, as a volunteer and as a user of the Library and that allowing guns especially around children would not be a good thing. Eli Santkuyl stated that having guns in the Library would not create a comfortable environment and that in Washington it is not allowed and the policy works fine. Zane Santkuyl asked why anyone would need to carry guns in the Library and that if the debate is whether a shooter could stop another shooter that is not a valid argument.

CORRESPONDENCE

The following items of correspondence were reported to the Board.

1. Letter from the City of Hartford re-appointing Mark Chappel to the Library Board for a three year term.
2. Letter from the City of Hartford re-appointing Marilee Fuss to the Library Board for a three year term.
3. Letter from the City of Hartford appointing Dr. Mark Smits for a one year term.
4. Letter welcoming new Board Member Dr. Mark Smits.
5. Thank you letter to Marilee Fuss for donation in memory of Jeff and Bobbie Parson.
6. Acknowledgement letter to Stacy Stephens for donation in memory of Jeff and Bobbie Parson.
7. Acknowledgement letter to Whitney Mayer for donation in memory of Jeff and Bobbie Parson.
8. Acknowledgement letter to Brian Kingan for donation in memory of Jeff and Bobbie Parson.

OLD BUSINESS

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

Director Einwalter reported that the Washington County Board voted in favor of the merger with the Eastern Shores Library System on August 9. It has already been approved by Dodge and Ozaukee Counties. It will go before the Sheboygan County Board on August 16.

At the MWLFS and ESLS Library Directors meeting at the West Bend Library on August 10 a timeline was distributed for the automation switch from SirsiDynix to Polaris and the schedule for training on the new system. On December 15 the MWLFS libraries will switch over. Hartford is the only library with a conveyor system and this may cause issues with how this will work

with Polaris. The Implementation Committee is working out the bylaws of the new combined library system as well as procedures, the budget and administration issues. The current plan is for a sub-committee to meet every other week to work on this.

Friends of the Library Update.

The Friends group has requested a wish list of items the Library would like to have. Director Einwalter compiled a list including completing the railing on the back patio, improve sound proofing in the small study rooms, a defibrillator for the second floor, water cooler or bubbler on the second floor, floor stand displays, prizes for the adult reading program and new adult winter reading program, fund 100% of the costs for the Childrens' summer reading program and replace plants in the landscaping that did not survive.

Upgrade Wireless Access Points

As requested at the July meeting, Director Einwalter received a revised quote for the additional cabling needed for the project but no additional electrical work will be needed. The new quote from Ontech Systems, Inc. is \$7,290 versus the original quote of \$5,970.

Mr. O'Brien made the motion to proceed with the work to upgrade the wireless access points with the vendor Ontech, Systems, Inc. not to exceed \$8,000 utilizing the capital funds. It was seconded by Mr. Morgenstern and passed.

Discussion of Concealed Carry in the Library

Director Einwalter checked with the Recreation Department and they do allow Conceal/Carry but not in the locker rooms, Signicast Family Aquatic Center or in the rooms rented by the Hartford JT 1 School District. The outdoor Veterans Aquatic Center is also not posted. Discussion began with Alderman Wintringer reiterating his support of Conceal/Carry and citing statistics on accidental deaths and the low incidence of firearm mishaps. Alderman Wintringer also stated that his opinion is advisory only as he cannot vote. Mr. O'Brien spoke in favor of keeping the signs posted as he is concerned with possible carelessness with allowing weapons in the Library. Ms. Fuss read a prepared statement (please see attached) and that this is a difficult and emotional decision to make but that she is in favor of removing the signs. Ms. Fuss made the motion to remove the Conceal/Carry signs from the Library's entrances. It was seconded by Ms. Hilger and President Purman asked if there was any further discussion. Mr. O'Brien stated he completely disagreed with this policy change and that people are safer in the Library without carrying weapons and as there have been no complaints or problems there isn't a good reason to change. Ms. Purman stated that since the Library does not have metal detectors and with the signs posted we cannot guarantee nor prevent people coming in with weapons, however people who have gone through the proper classes with a license to Conceal/Carryover may be able to stop an event from happening. President Purman asked Mr. Morgenstern for his thoughts and he said this is a difficult decision to make and wished the whole Board were present to vote on this sensitive issue.

The motion on the floor by Ms. Fuss and seconded by Ms. Hilger to remove the Conceal/Carry signs for the Library's entrances. A roll call vote was taken; Ms. Hilger – yea, Ms. Fuss – yea, Ms. Purman – yea, Mr. Morgenstern – nay and Mr. O'Brien – nay. Motion passed. President Purman stated the Board will reevaluate the issue in six months and that the Library's code of conduct policy will need to be updated.

NEW BUSINESS

2017 Library Budget

Director Einwalter reported the City Administrator is re-formatting the City's budget documented process. She reported a new federal law requires that salaried employees have an annual salary of at least \$48,000. She would like to increase the salary of the Youth Librarian/Assistant Director position or change the position to hourly. In 2014 after a part-time Library aide retirement the position was split into two 18 hour per week positions funded through the City budget which led to a loss of flexibility in scheduling hours. Director Einwalter would like to restore the hours back to 1,500 for three aides utilizing the County budget. Currently some positions are partially funded through the County budget. Goals for 2016 include forming a strategic plan with WILS, continue to work on the merger, converting to the new library system, creating new partnerships, maintaining current hours of operation with the possibility of increasing hours and continue the Library's wish list.

Library Director Comments.

- There were 1,257 entries for the "Easy Breezy" adult summer reading program with the Chamber gift card receiving the most ballots.
- A woman in the Hartford community spoke with Jennifer in regards to her family's foundation interest in making a donation to the Library and what it could be used for. Jennifer suggested the sound/video system for the Community Room.
- 901 children participated in the 2016 summer reading program "On Your Mark, Get Set ... Read".

UPCOMING MEETING DATES

Regular Meeting – September 14, 2016 – Common Council Chambers – 4:00 PM.

ADJOURNMENT

Ms. Fuss made the motion to adjourn this meeting of the Library Board at 5:10 PM. The motion was seconded by Mr. O'Brien and passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "Diane Hegy".

Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

DH/MINUTES

After much reflection & discernment, I approach my decision from a personal view as well as an educated and informed citizen.

I believe our Founding Fathers and the Supreme Court decisions regarding the Constitution and its amendments were formed by guiding principles that protect our liberty and freedoms and are as relevant today as they were in 1700's

Just as the First Amendment protects modern forms of communication and the Fourth Amendment applies to modern forms of search, The Second Amendment extends to modern forms of personal protection that were not in existence at the time of its founding.

I prefer limited government and understand that to preserve liberty it depends on good citizens meeting their duties, obligations and responsibilities.

The world we live in today poses many risks and we make choices based on probabilities-yet frequently are wrong. I think there is an equal chance of someone being taken advantage of in the restroom by someone who identifies as the opposite sex as being mowed down by a gunman-God forbid!

All that being said, my father was my greatest example in forming the values that have always served me well. He was humble and honest & never dreamed his name would be on a library- but it is - because of a deep and abiding love.

He was a decorated WW2 Veteran bearing the scars of three machine gun wounds and left his left lung in a MASH unit in Germany. He paid the price for our freedoms and now I must earn it.

Vote to remove the posted signage.

PUBLIC WORKS COMMITTEE
August 23, 2016

PRESENT: Chairperson Mixon, Members Randolph, Hegy, Alternate Member Wintringer

ABSENT & EXCUSED: Member Carroll

ALSO PRESENT: City Administrator Volkert, City Engineer Schall

Roll Call – Chairperson Mixon called the meeting to order at 6:45 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Public Comment Period – There were no public comments.

2016 Construction Project Update – City Engineer Schall provided an update on the 2016 construction schedule, and responded to questions.

2016 Wilson Avenue Storm Pond Construction Bid – Two bids were received for the South Wilson Avenue Storm Water Fund Construction bid. Due to the soil conditions and a few other issues that arose during the design process, the bids came in higher than anticipated. The original CIP for this project included \$65,000 and was estimated using a storm water pond constructed in 2012. To cover the additional costs, staff is recommending to use several other storm water accounts. Staff is recommending the bid from Wondra Construction in the amount of \$165,231. City Engineer Schall provided information on the project and bids, and responded to questions.

MOTION by Alderperson Randolph, and seconded by Alderperson Wintringer recommending to the Common Council authorizing appropriate City officials to enter into a contract with Wondra Construction, Iron Ridge, for the 2016 Wilson Avenue Storm Pond Construction bid at an estimated cost of \$165,231. MOTION CARRIED UNANIMOUSLY.

Adjournment – MOTION by Alderperson Randolph, and seconded by Alderperson Hegy for adjournment. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

PWAUG23.16

Compiled by Pat Borfen, Deputy Clerk

FOR

INFORMATIONAL

PURPOSES

ONLY

Jack Russell Memorial Library
Monthly Library Usage and Services Report

II.C

August		2016	2015	% Change
Number of days open		27	26	
Checkout by Municipality				
Number of items checked out - Month		20,380	20,677	-1.4%
Number of items checked out Year to Date		152,792	155,280	-2.0%
Checkouts - City of Hartford		10,368	10,683	-3.0%
City of Hartford - Aldermanic District #1		3,923	4,070	-4.0%
City of Hartford - Aldermanic District #2		2,966	3,190	-7.0%
City of Hartford - Aldermanic District #3		3,479	3,423	2.0%
Washington County-Residents		1,569	1,339	17.0%
Washington County - Non-Residents		5,223	4,919	6.0%
Dodge County-Residents		777	743	5.0%
Dodge County- Non-Residents		2,190	1,894	16.0%
All other Municipalities		253	1,099	-77.0%
Checkout by Type of Material				
Adult		9,259	9,527	-3.00%
Children		10,016	10,058	-40.0%
Young Adult		1,105	1,092	2.0%
Busiest Days				
<p>August 2016 Mon. 8/22 - 2,053 ckouts Mon. 8/1 - 1,032 ckouts Tues. 8/2 - 979 ckouts</p>		<p>August 2015 Mon. 8/3 - 1,176 ckouts Wed. 8/5 - 1,072 ckouts Mon. 8/10 - 1,010 ckouts</p>		
Busiest Hours				
<p>August 2016 11am-Noon 2,695 ckouts 1pm-2pm - 2,231 ckouts 10am-11am-2,126 ckouts</p>		<p>August 2015 11am-Noon 2,651 ckouts Noon-1pm 2,406 ckouts 10am-11am 2,382 ckouts</p>		
Items requested thru the Trio Catalog				
Requested by Hartford Customers (month)		2,389	2,621	-9.0%
Requested by trio members (month)		2,521	2,850	-12.0%
Other Library Services Information				
Total Items Checked in		19,523	19,373	77.0%
Number of new cards issued		93	82	13.0%
Public Computer Logins		1,506	1,552	-3.0%
Reference Questions		1,730	-	-
World Vital Records Database Logins		15	10	50.0%
Pronunicator Logins		17	-	-
AtoZ Databases		11	-	-
Overdue Notifications				
Notices mailed via USPS		290	292	-0.7%
Notices sent via Email		180	-	-
Email Reminder Notice Sent		1,283	-	-
Certified Letters Sent via USPS		5	-	-
Sent to Police for Collection		1	-	-
Overdrive				
E-Book & E-Audio Downloads		1,620	1,499	8%
New Items Added to the Collection				
Total for the month		717	1,132	-37.0%
Adult		438	705	-38.0%
Children		218	331	-34.0%
Young Adult		61	96	-36.0%
Volunteer Hours		161.5	133.75	20.0%
Meeting Room Usage		215	148	45.0%
	Library Events	City Event	Friends Event	General Public
Community Room	12	1		7
Conference Room				22
Study Room 208			1	62
Study Room 209			4	48
Study Room 210			6	58
Total for Each Room	12	1	11	191

Monthly Department Report
Planning/Building Inspection
August 2016

Planning:

Plan Commission, August 8:

Sign Review: Furnish Traders, 31 N. Main Street (approved)

Site Plan Reviews:

Goeman's Rapid Mart Car Wash, 2712 E. Sumner Street (approved)

Conditional Use Permit Public Hearing, Planned Unit Development, Riverview Commons (approved)

Violation Letters:

Property Maintenance: 4

Courtesy Notices: 0

Housing: 0

Precitation: 0

Zoning: 0

Citations: 0

Scanning Project, Building Plans & Documentation, Storage:

21 boxes of 93 have been scanned and electronically stored.

Scanning Project, Commercial Plans:

2008 commercial plans are in the process of being scanned and electronically stored, and placed in GIS mapping.

Building Inspection:

Permits Issued: 112

Permits Issued YTD: 907

Violation Letters: 0

Courtesy Notices: 0

MONTHLY DEPARTMENT REPORT AUGUST 2016

DEPARTMENT: HARTFORD POLICE DEPARTMENT

1.) MONTHLY STATISTICAL DATA

ACTIVITY MEASURE	2016	% OF	2016	% OF	2015	2015	3 YR AVG/	% OF	3 YR AVG/	% OF
		2015	YTD TOTAL	2015		YTD TOTAL	MONTH	AVG MON	YTD TOTAL	AVG YTD
CALLS FOR SERVICE (AUGUST)	568	78%	4721	108%	725	4364	660	86%	4660	101%
COMPLAINTS FILED (AUGUST)	218	80%	1890	106%	271	1778	248	88%	1987	95%
WRITTEN WARNINGS (JULY)	139	92%	1130	94%	151	1205	156	89%	1073	105%
TRAFFIC CITATIONS (JULY)	99	91%	802	73%	109	1095	109	91%	1196	67%
MUNICIPAL CITATIONS (JULY)	38	119%	361	110%	32	328	37	103%	319	113%
FIELD INTERVIEW CARDS (JULY)	4	400%	16	89%	1	18	2	200%	16	100%
ADULT ARRESTS (UCR DATA) (JULY)	51	116%	408	102%	44	401	43	119%	357	114%
JUVENILE ARRESTS (UCR DATA) (JULY)	7	58%	225	98%	12	230	8	88%	218	103%
SQUAD FLEET MILEAGE	AUGUST	% OF	2016	% OF	AUGUST	2015	3 YR AVG/	% OF	3 YR AVG/	% OF
	2016	2015	YTD TOTAL	2015	2015	YTD TOTAL	MONTH	AVG MON	YTD TOTAL	AVG YTD
SQUAD 1 (PATROL)	1403	58%	17377	114%	2427	15191	2124	66%	12809	136%
SQUAD 2 (PATROL)	2566	267%	15907	93%	961	17048	2201	117%	16326	97%
SQUAD 3 (PATROL)	2312	73%	16463	93%	3183	17769	2199	105%	14290	115%
SQUAD 4 (PATROL)	1699	66%	16737	74%	2568	22716	2784	61%	18975	88%
SQUAD 5 (PATROL)	2238	167%	14820	132%	1340	11259	1527	147%	12359	120%
SQUAD 6 (ADMIN/POLICE AIDES)	391	88%	446	100%	446	446	N/A	N/A	N/A	N/A
SQUAD 7 (PATROL/SPECIAL PURPOSE)	1043	228%	6825	105%	457	6481	195	535%	2670	256%
SQUAD 8 (ADMIN)	704	69%	7734	99%	1023	7803	873	81%	6509	119%
SQUAD 9 (PATROL/K-9)	785	95%	7692	134%	823	5755	1002	78%	9105	84%
TOTAL SQUAD MILEAGE	13141	99%	104001	100%	13228	104468	12905	102%	93043	112%
AVERAGE SQUAD MILEAGE	1460	99%	11556	100%	1470	11608	1613	91%	10338	112%

2.) CHIEF'S ACTIVITIES

- ◆ Attended and presented at the regularly scheduled meeting of the Police and Fire Commission.
- ◆ Attended contract negotiations with police officers' union.
- ◆ Joined Lieutenant MacFarlan to host the first session of the 2016 Citizens Police Academy.

3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ Operational cutover from the previous Rescuestar Enhanced 911 system to the new Vesta Next Generation Enhanced 911 system. A special "Thank You!" to Administrative Lieutenant MacFarlan for his work on this project.
- ◆ Third joint scenario-based training between the Hartford Police Department and the Hartford Fire Department was conducted.
- ◆ National Night Out was held in Scherger Hall.
- ◆ Professional Civilian Peer Review Panel interviews with applicants for patrol officer and communications officers were conducted.

4.) ANTICIPATED PROJECTS/TASKS/ACTIVITIES

- ◆ Staff will begin monitoring local schools as the school year begins.

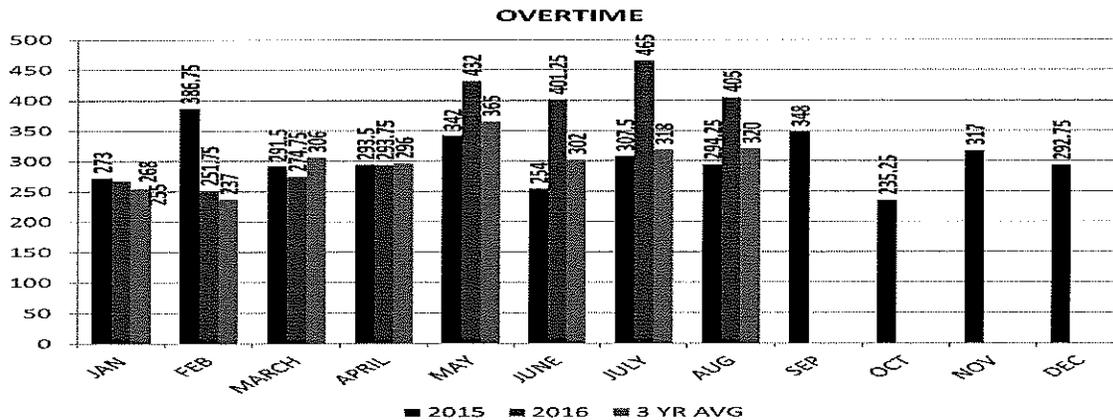
5.) TRAINING

- ◆ Sergeant Cummings attended the monthly SWAT team training with the Washington County Sheriff's Department
- ◆ Officers Dorn and Cash completed required K-9 certification training
- ◆ Monthly MILO Training – Patrol Staff
- ◆ Isolation Drill (Rifle Use) – Patrol/Investigative Staff
- ◆ Remaining staff completed Fully Integrated Active Shooter Training

Scenarios (Schubert's Hartford Theater) – Fassbender, Krick, Zywicki, Janzen, Cummings, Deibert, Jagusch, Albea, Engebretsen, Rudd

- ◆ New Wisconsin Crash Form Training (WCTC) – Sergeants Hayes, Cummings, Zywicki, and Officer Deckert
- ◆ FBI DIVRT (FBI St. Francis) – Detective Thickens
- ◆ Vesta Locate Admin Training – Communications Officers Snyder and Walters
- ◆ Vesta Locate User Training – Communications Officers Neu, Rudd, and Jossart
- ◆ Wisconsin Crime Alert Transition Training (Online) – Lt. MacFarlan
- ◆ FEMA IS 100.b (Intro to ICS Online) – Communications Officers Snyder and Jossart
- ◆ FEMA IS 144 (Telecommunication Emergency Response Task Force Online) – Administrative Assistant Moratz, and Communications Officers Walters, Snyder, Jossart, and Neu
- ◆ FEMA IS 200.b (ICS for Single Resources & Initial Action Incident Online) – Communications Officers Snyder and Jossart
- ◆ FEMA IS 700.a (NIMS Introduction Online) – Communications Officers Snyder and Jossart
- ◆ FEMA IS 800.b (National Response Framework, An Introduction Online) – Communications Officers Snyder and Jossart
- ◆ EMD Illuminations Injuries Involving Weapons - Communications Officer Snyder
- ◆ EMD Illuminations Injuries Caused by Animals & Sea Creatures – Communications Officers Neu and Snyder
- ◆ EMD Illuminations Falls – Communications Officers Jossart, Neu, Walters, and Snyder
- ◆ ACADIS Update Training – Lt. Lehl

6.) OVERTIME



(Note: We remained functionally short of our authorized staffing levels in August.)

Respectfully Submitted,

David A. Groves

Chief of Police

STREET DEPARTMENT MONTHLY REPORT - August 2016

Advanced Disposal Services/Curbside Solid Waste Pickup:		Past Aug. Solid Waste
367.31 Tons of solid waste for August 2016 (301.98 tons - July 2016)		2013 - 248.86 tons
		2014 - 275.83 tons
		2015 - 293.27 tons

Advanced Disposal Services/Curbside Recycling Pickup:		
Paper & Cardboard AND Commingles (Glass, Plastic & Cans) RECYCLING CART.....	114.86 Tons (90.28 Tons - Aug. 2015)	

1. Normal department projects required to be accomplished during the month of AUGUST		
- Pick up and chip brush curbside (1st full week)	- Patch and asphalt streets as needed	
- Repair & maintain equipment	- Sweep city streets per schedule	
- Cut grass along streets & at airport	- Pick up excessive garbage on Fridays	
- Repair & replace street signs as needed	- Inspect & Repair Catch Basins per schedule	

2. Special or specific projects/tasks/activities accomplished during the month of AUGUST:		
- Joint seal streets prior to seal coating	- Paint striping on streets	
- Trimmed tree branches over streets	- Retaining Wall reconstruction - S Wilson Ave.	
- Assist with detours for construction project	- Attend STH 83 Progress Meetings with State	
- Repair & rebuild catch basins as time permits	- Assist STH 83 Project Managers when needed	
- Cut weeds along roadside & vacant lots	- Assist Advanced Disposal Service with complaints	
- Attend Airport meeting in Madison re. RFP for consultant selection	- Meet with consultant re. Airport Runway Design	
- Review storm water drainage issues w/City Engineer	- Meet with Symbiont re. EAB software development	
	- Prepare 2017 Budget for Streets & Airport	

3. Specific project/task/activities expected to be initiated or accomplished during month of SEPTEMBER:		
- Maintenance of all City equipment	- Crack fill and asphalt streets where needed	
- Topsoil & landscape as needed	- Work with City Engineer on complaints	
- Assist contractors with construction projects	- Replace or straighten street signs	
- Inspect & repair catch basins	- Continue trimming branches over streets	

4. Training/Staff Development activities occurring during the month of AUGUST: None

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
8/1/2016	Repair equipment	0.20	
8/5/2016	Complete brush chipping for the day	0.10	
8/12/2016	Respond to storm water drainage issues - heavy rain	4.00	
8/13/2016	Repair pothole on E Monroe after heavy rain	2.00	
8/16/2016	Start tar kettle early	1.00	
8/23/2016	Crack Filling - early start & work through lunch	2.00	
8/26/2016	Assist WisDOT - open Main Street	1.20	
	TOTALS	10.50	
<i>August 2015 Overtime Comparison Totals</i>		<i>16.80</i>	
Excel/MonthlyReport/2016/August			

HARTFORD CITY TAXI TRANSPORTATION REPORT

MONTH/YEAR: July 2016

TOTAL PASSENGERS: 1507 **TOTAL MONTHLY REVENUE: \$4,859.25**

PASSENGER INFORMATION

Senior: City: 477/6wc
 Out of Town: 1

Handicap: City: 172/17wc
 Out of Town: 0

Children: City: 13
 Out of Town: 0

Regulars: City: 803
 Out of Town: 18

Waits (Total Minutes): 300

Package Pickups: 6

Taxi Trips: 1380

Shared Rides: 557

Wheelchair Trips: 23

HOURS INFORMATION

Loaded Hours/Minutes: 197.7

Deadhead Hours/Minutes: 255.6

TOTAL HOURS/MINUTES: 453.3

FARE INFORMATION

Base Fares: \$4,657.25

Out of Town Fares: \$27.50

Wait Chgs: \$75.00

Package Pickup Chgs: \$36.00

No Show/COA Chgs: \$63.50

Taxi Tickets Sold: \$1,484.00

of Sheets sold: 61

of Taxi Tickets collected: 388

MILEAGE INFORMATION

Loaded City Miles: 3222.4

Loaded Out of Town Miles: 8.9

Deadhead Miles: 1087.2

TOTAL MILES: 4318.5

TOTAL FUEL USED: 316.136

FLEET INFORMATION

Unit #1 - 2014 Dodge Caravan
Unit #5 - 2010 Dodge Caravan
Unit #7 - 2007 Chevy Uplander
Unit #9 - 2011 Dodge Caravan

MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES COVERING THE MONTH OF: AUGUST 2016

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. Circuit 11 Reconductor
2. State St. Rebuild
3. Hwy 83 Reconstruction
4. Disinfection Byproducts Sampling

UPCOMING ACTIVITIES

1. Line Extension – Oriole Ponds
2. Line Extension – Autumn Ridge
3. Exercise Valves
4. Install New VFD & Meter – Well #11

TRAINING SESSIONS

1. WI Rural Water Expo

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	7.5
Electric Reconnect – Hartford	2.0
Electric Reconnect – Slinger	8.0
Education	5.8
Maintenance of Pumping Plant	11.7
Maintenance of Water Meters	1.3
Maintenance of Mains	2.0
Water Service Leak – 22 N. Main St.	30.3
Water Main Break – 730 S. Main St.	4.7
Hydrant Hit by Vehicle – 620 Cedar St.	2.0
Well Run – Weekends	<u>16.0</u>
TOTAL	91.3