

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, OCTOBER 25, 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) None.

5) COMMUNICATIONS

A) Absentee voting in the City of Hartford.

B) Trick or Treat, Saturday October 29th, 5 pm to 7 pm.

6) APPEARANCES/CITIZENS COMMENTS

A) Amanda Wisth from the Washington Ozaukee Public Health Department.

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) None.

B) PUBLIC WORKS

1) None.

C) UTILITY

1) None

9) OTHER COMMITTEE AND LIAISON REPORTS

A) None.

10) RESOLUTIONS AND POSSIBLE ACTION THEREON

A) Resolution No. 3464 – A preliminary resolution for levying weights and measures assessments for the period July 2015 – June 2016. (Executive Summary attached)

11) ORDINANCES

A) FIRST READING AND POSSIBLE ACTION

1) None

B) SECOND READING AND POSSIBLE ACTION

1) None

12) CITY ADMINISTRATOR'S REPORT

A) None.

13) MAYOR'S REPORT

A) Washington County Board update.

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

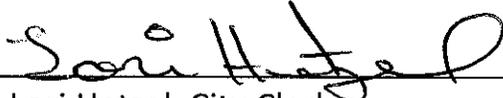
EXECUTIVE SUMMARY
Resolution No. 3464

Title: A PRELIMINARY RESOLUTION FOR LEVYING WEIGHTS AND MEASURES ASSESSMENTS FOR THE PERIOD JULY 2015 – JUNE 2016

Background: The annual budget calls for the assessment of costs associated with State-mandated inspections performed by the Department of Agriculture, Trade & Consumer Protection. This resolution allows the City, at a future date, to collect assessments for weights and measures inspections performed for the period July 2015 – June 2016.

Fiscal Impact: The City will collect no money as part of the preliminary resolution, but costs estimated at \$4,800 yearly can be collected with the adoption of the final resolution.

Recommendation: Adoption of the preliminary resolution levying weights and measures assessments for the period July 2015 – June 2016.

PREPARED BY:  DATE: 10/18/16
Lori Hetzel, City Clerk

REVIEWED BY:  DATE: 10/19/2016
Dawn Timm, Finance Director

 DATE: 10/19/16
Ian Prust, City Attorney

APPROVED BY: _____ DATE: _____
Steve Volkert, City Administrator

ROUTING: Common Council – 10/25/2016

Resolution No. 3464

A PRELIMINARY RESOLUTION FOR THE LEVYING OF SPECIAL
ASSESSMENTS UNDER SECTION 66.0703, WIS. STATS., FOR
WEIGHTS & MEASURES INSPECTIONS PERFORMED BY THE STATE
OF WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND
CONSUMER PROTECTION FOR THE PERIOD JULY, 2015 – JUNE, 2016

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

- 1) The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments for weights and measures inspection costs, at:

Advanced Auto Parts, 1219 East Sumner Street
Aldi, Inc., 1589 East Sumner Street
Autozone Stores, Inc., 1268 East Sumner Street
Dhillon Mobil, 743 East Sumner Street
Fox Brothers Piggly Wiggly, 1566 East Sumner Street
Hartford Grand Avenue Clothes, 748 Grand Avenue
Hilldale Liquor, 1536 East Sumner Street
K-Mart, 1275 Bell Avenue
Kwik Trip, Inc., 1411 East Sumner Street
Lone Oak Laundry, 11 Lone Oak Lane
MJ's Market & Catering, 427 West Sumner Street
NAPA Auto Parts, 1225 Bell Avenue
Pack N Ship N More, 1366 East Sumner Street
Petro Q Mart, 1502 East Sumner Street
Sherwin-Williams Paint Store, 1171 East Sumner Street
Stop-N-Go #276, 806 Grand Avenue
United Cooperative, 7280 Highway 60 West
Walgreens Drug Store, 1400 East Sumner Street
Wal-Mart, 1200 Thiel Street
West Side Mart, 529 West Sumner Street

- 2) It is the determination of the Common Council that weights and measures inspections shall be made under the police powers and that the amount assessed against each property for said inspection assessment costs shall be based on actual costs as provided by the Wisconsin Department of Agriculture, Trade and Consumer Protection for the licensed operations/properties listed above.
- 3) The assessment against any parcel shall be paid in one sum installment, following a public hearing on the proposed assessment.

- 4) The City Clerk is directed to prepare a report consisting of:
 - a) A schedule of affected parties, the same being licensed to operate weights and measures devices.
 - b) A statement of the entire cost of the work.
 - c) A schedule of the proposed assessments against each parcel.
 - d) A statement that the property against which the assessments are proposed has been inspected and is, or will be, benefited.
- 5) When the report is completed, the City Clerk shall file a copy of the report for public inspection.
- 6) The City Clerk shall cause notice to be given at least twenty (20) days prior to the hearing giving general description of the licenses to be assessed, the time and place in which the City Clerk's Report may be inspected and the time and place of the public hearing and the matter contained in the preliminary resolution and the reports. This notice shall be published as a Class 1 notice and a copy shall be mailed at least 10 days before the hearing to every interested party.
- 7) The hearing shall be held in the Common Council Chambers, 109 North Main Street, on a date to be determined by the Common Council and in accordance with Section 66.0703, Wisconsin Statutes.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: October 25, 2016

ADOPTED: October 25, 2016

ATTEST: _____
Lori Hetzel, City Clerk

MISCELLANEOUS

COMMITTEE

REPORTS

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – September 14, 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, Laurie Hilger, Mark Chappel, Shari Purman, Gary Morgenstern, Eugene O'Brien, Marilee Fuss, Assistant Director Cary Perzan and Director Jennifer Einwalter. Dr. Mark Smits was absent.

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 August 10, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for August 2016.
3. Approval of the monthly bills for August 2016.
4. Approval of the Jack Russell Memorial Library Usage and Services Report for August 2016.
5. Approval of the Youth Services report for August 2016.

A motion was made by Mr. Morgenstern and seconded by Ms. Hilger 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

There wasn't any correspondence to report for today's meeting.

OLD BUSINESS

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

Director Einwalter reported that the merger is moving ahead. Three names have been chosen for the new name of the combined system and voting is being conducted on the choices with a decision to be announced by the end of October. MWFLS property and finances are being distributed. Director Einwalter and Assistant Director Perzan will be in Horicon September 15 to work on mapping of Hartford items for Polaris. Director Einwalter received confirmation that RFID will require extra set-up to operate in the new system. West Bend will be a hub for delivery service to libraries. A location has not yet been announced.

Director Einwalter reported that there will not be an increase to Washington County funding for 2017 and with adjacent county payments for cross-system borrowing increasing aid there will be a \$20,000 cut to Hartford. Director Einwalter also stated that based on 2015 circulation figures there will be an increase in Dodge County funding for 2017.

Friends of the Library Update.

Ms. Hilger reported the Friends will be hosting their first program this fall "Honey Bees: The Heartbeat of the Earth" on Wednesday, September 21 at 7 PM. The next program will be "Great Lakes Ghosts" on Wednesday, October 26. Director Einwalter stated that the Friend's presented a check for \$3,000 for their contribution to the new sound system in the Community Room.

Update on Mike Gelhausen's Lawsuit

President Purman stated that Ian Prust, City Attorney and former Library Director, Michael Gelhausen had a pre-trial meeting in August. She reported the outcome of the meeting is that the lawsuit against the City of Hartford and the Library has been dismissed.

2017 Budget

Director Einwalter reviewed the Library's 2017 budget with the Board including the goals and objectives including working with Mr. Bruce Smith from WILS to create a strategic plan to help identify future library services and the changing use of the library. The merger with ESLS will require staff training and the public will also need to transition to the new system. She stated the Library's mission statement needs updating as well. There will be no State funding for 2017 which is a loss in revenue of \$3,390. The Common Council will officially adopt the budget in November.

Discussion of Possible Strategic Planning in 2017

Director Einwalter reported Mr. Bruce Smith, from WILS was the facilitator for the merger between MWFLS and ESLS. Director Einwalter would like to utilize his expertise to help develop a three year strategic plan for the Library including community

conversations and downtown BID information. A small committee would be formed that would be in charge of the project. The estimated cost to hire Mr. Smith would be between \$6,000 to \$8,000 depending on depth of his involvement. The project could begin in February of 2017. Director Einwalter will provide more information at the October meeting.

Sirsi/Dynix to Polaris Migration Schedule

Director Einwalter and Youth Librarian Perzan will attend data mapping sessions in Horicon on Thursday, September 15 and Friday, September 16. The spreadsheets for the data mapping are due back to the project manager on Friday, September 30. The test extraction takes place on Monday, October 3. From October 17 to the 21 data mapping for the test load will take place. On Thursday, October 13 and Friday, October 14 Director Einwalter and Ms. Schmirler will be in Horicon for training on the Polaris system. On Thursday, November 3 there will be two live webinars for training. On Wednesday, November 9 there will be a live two hour webinar on reports. November 7 to 11 the test data will be available on the training server. Director Einwalter stated Saturday, November 26 will be the last day that Hartford will send materials to other libraries for trio holds. Thursday, December 8 will be last day to catalog materials and once the Library closes, the final data extraction will take place. On Friday, December 9 through Wednesday, December 14 the libraries will be offline for the final data load. She also stated during this time new or replacement library cards cannot be issued, holds cannot be placed, bills cannot be paid, holds cannot be trapped, materials cannot be checked in, items cannot be set to lost or damaged for payment and the catalog cannot be searched. Thursday, December 15 is the go-live date on Polaris. Director Einwalter requested closing the Library on Thursday, December 15 until Friday at 1 PM to allow the staff to get comfortable with the new system and get everything checked in. The extra time on Friday would allow time for staff training on various other programs such as Overdrive, scanning to a flash drive and attaching to an email, Badgerlink and other tech skills. She stated this is a fluid schedule and may be changed. Mr. Wintringer suggested adding a notice to the City's utility bill mailings regarding the days and times the Library will be closed. Ms. Fuss suggested having an ad in the Booster. Director Einwalter stated it will also be posted on social media and the website.

Ms. Fuss made the motion to close the Library on Thursday, December 14 until 1 PM Friday, December 15 with go-live for the public on the new system at 1 PM. It was seconded by Ms. Hilger. President Purman asked if there was any more discussion. Mr. Chappel questioned the need for the whole Library to be closed and that allowing access to the Internet computers could be an option. Ms. Hilger and Director Einwalter stated that this would be a distraction to the staff. Director Einwalter stated a movie is scheduled for the Community Room on Thursday evening and Friday afternoon at 12:30 but the gate will be drawn across and there will be no public access to the Library. No further discussion occurred and the motion was carried with all in attendance voting yea.

Update to Code of Conduct Policy

Director Einwalter stated that due to the change made to the Library's Conceal/Carry policy in August, the Library's Code of Conduct policy needs to be revised. In the revised draft, bullet point five has been changed to; entering with openly visible firearms, knives or other dangerous weapons, with the exception of those carried by authorized law enforcement agents and concealed carry permit holders.

Ms. Hilger made the motion to approve the change to the Library's Conceal/Carry policy's fifth bullet point as stated. It was seconded by Mr. Chappel. Ms. Hilger, Mr. Chappel, Ms. Purman, Mr. Morgenstern and Ms. Fuss voted yea. Mr. O'Brien voted nay. Motion passed.

Assistant Director/Youth Services Job Description Proposed Updates

Director Einwalter revised the Assistant Director/Youth Services Job Description. She stated it is balanced between administrative and youth services. She stated Specific Position Responsibilities and the Skills, Knowledge and Abilities sections were expanded to be more current. The Education and Experience section was also revised. Mr. O'Brien questioned the exhaustive list of Skills, Knowledge and Abilities. Ms. Perzan responded that the items listed are common to other libraries' job descriptions for a similar position.

Ms. Fuss made the motion to approve the new job description for Assistant Director/Youth Services position. It was seconded by Mr. O'Brien and passed.

Discussion of Hiring Process for Assistant Director/Youth Services Librarian Position

Director Einwalter presented a draft proposal for advertising the Assistant Director/Youth Services Librarian position. She stated the ad will be placed in the Wisconsin Library Google community, Wisconsin Library Association job posting site, the Library's Facebook Page, the local Booster and the City's Website. She suggested that once the applications are received and processed, President Purman and she will review them. She suggested perhaps a small committee could be formed to interview potential candidates and then the full Board would make the selection. Ms. Perzan suggested that during the interview process each candidate should give a short book talk.

Library Director Comments.

- Assistant Director Perzan thanked the Board for their support of her and for the opportunity of working at the Library since March of 2012. The Board thanked her for her efforts and wished her well as she moves to Madison.
- On Saturday, October 1 the Library will be hosting "Star Wars Reads Day Celebration".
- The Library will hold a community farewell for Ms. Perzan.

- On August 15 the flagpole with the Wisconsin flag was hit by a vehicle and broken. Mike Hermann, head of the Parks and Recreation Department is working on removing the existing section and replacing it. Rewiring will also need to be done.
- The plans for the \$10,000 Park Foundation donation include a Lego table for the Children's area, installing a bubbler upstairs, refinish or replace the weathered railings on the patio and upper decks, finish installing the railing across the patio and reupholstering the "wiggly" piece of furniture in the Youth area.
- Alderperson Wintringer and his family have volunteered to redo the landscaping along the sidewalk on the east side of the building.
- An area family will be donating a plaque to the Library listing the winners of the "Battle of the Books".
- An area needs to be selected to recognize donations that have been made to the Library.
- Crafts for Grownups will be held on Thursday evening, September 22.
- The Library will be holding a pumpkin carving contest Monday afternoon, October 31

CLOSED SESSION

Entertain a possible motion to adjourn into closed session pursuant to WI State Statute 19.85(1)(c) – "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". (Appointment of Interim Youth Services Librarian).

Ms. Hilger made the motion for the Library Board to go into closed session at 5:20 PM. It was seconded by Mr. Chappel. A roll call vote was taken; Ms. Hilger – yea, Mr. Chappel – yea, Ms. Purman – yea, Mr. Morgenstern – yea, Mr. O'Brien – yea and Ms. Fuss – yea. Motion passed unanimously.

RECONVENE IN OPEN SESSION AND TAKE POSSIBLE ACTION ON CLOSED SESSION ITEM

The Board came back into open session at 5:55 PM.

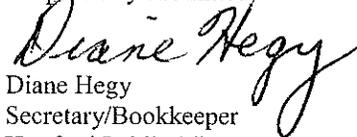
UPCOMING MEETING DATES

Regular Meeting – October 12, 2016 – Common Council Chambers – 4:00 PM.

ADJOURNMENT

Ms. Fuss made the motion to adjourn this meeting of the Library Board at 5:56 PM. The motion was seconded by Ms. Hilger and passed.

Respectfully submitted,



Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

DH/MINUTES

Jack Russell Memorial Library
Monthly Library Usage and Services Report

HC

September	2016	2015	% Change
Number of days open	24	24	0%
Checkout by Municipality			
Number of items checked out - Month	17,529	15,648	12.0%
Number of items checked out Year to Date	170,323	170,928	-0.04%
Checkouts - City of Hartford	8,740	8,235	6.1%
City of Hartford - Aldermanic District #1	3,062	2,845	7.6%
City of Hartford - Aldermanic District #2	2,526	2,329	8.5%
City of Hartford - Aldermanic District #3	3,152	3,061	3.0%
Washington County-Residents	1,525	1,271	20.0%
Washington County - Non-Residents	4,626	3,800	22.0%
Dodge County-Residents	845	845	0.0%
Dodge County- Non-Residents	1,471	1,160	27.0%
All other Municipalities	322	337	-4.5%
Checkout by Type of Material			
Adult	8,785	7,735	14.00%
Children	8,052	7,173	12.0%
Young Adult	1,092	740	-6.5%

September 2016	September 2015
Wed. 9/28 - 1,024 ckouts	Tues. 9/8 - 1,039 ckouts
Tues. 9/6 - 998 ckouts	Fri. 9/30 - 823 ckouts
Mon. 9/19 - 922 ckouts	Tues. 9/22 - 770 ckouts

September 2016	September 2015
4pm-5pm - 2,167 ckouts	11am-Noon - 1,781 ckouts
11am-Noon - 2,024 ckouts	3pm-4pm - 1,554 ckouts
5pm-6pm - 1,721 ckouts	4pm-5pm - 1,541 ckouts

Items requested thru the Trio Catalog	2016	2015	% Change
Requested by Hartford Customers (month)	2,349	2,010	17.0%
Requested by trio members (month)	2,685	2,457	9.0%

Other Library Services Information	2016	2015	% Change
Total Items Checked in	14,631	14,414	2.0%
Number of new cards issued	82	62	32.0%
Public Computer Logins	1,071	1,187	-10.0%
Reference Questions	545	-	-
World Vital Records Database Logins	3	4	33.0%
Pronunicator Logins	47	60	-22.0%
AtoZ Databases	8	-	-

Overdue Notifications	2016	2015	% Change
Notices mailed via USPS	214	-	-
Notices sent via Email	169	-	-
Email Reminder Notice Sent	1,086	-	-
Certified Letters Sent via USPS	0	-	-
Sent to Police for Collection	1	-	-

Overdrive	2016	2015	% Change
E-Book & E-Audio Downloads	1,438	1,364	5%

New Items Added to the Collection	2016	2015	% Change
Total for the month	1092	814	34.0%
Adult	481	608	-21.0%
Children	527	173	204.0%
Young Adult	84	33	155.0%

Volunteer Hours	2016	2015	% Change
	137	121.25	13.0%

Meeting Room Usage	2016	2015	% Change	
	179	162	10.0%	
	Library Events	City Event	Friends Event	General Public
Community Room	9		3	7
Conference Room				10
Study Room 208			11	37
Study Room 209				48
Study Room 210			4	50
Total for Each Room	9		18	152

MONTHLY STATISTICS – September 2016

Let's go LEGO! 09/06/16:
8 children + 2 adults = 10 (Theme: School Days)

Saturday Family Movie - Angry Birds
(09/10/16) - 4

Preschool Storytime:
09/27/16 = 10 kids + 5 adults = 15
09/28/16 = 7 kids + 4 adults = 11

Toddler Time:
09/29/16: 23 kids + 15 adults = 38

Parachute Play:
09/26/16: 5 kids + 5 adults = 10

Read to Arthur:
09/10/16 = 9
09/24/16 = 11

Movies for Grown-ups
09/03/15 - Everest - 14
09/04/15 - Everest - 19
09/18/15 - Cake - 14

Proctor:
09/9/16 - Jessica L. - 1 exam
09/23/16 - Jessica L. - 1 exam

Friends Program Bees: 70 people

Fall Crafts for Grown-ups: 24 people

FOR

INFORMATIONAL

PURPOSES

ONLY

CITY OF HARTFORD
MONTHLY TREASURER'S REPORT
SEPTEMBER 2016

City Bank And Investment Accounts

Bank Accounts:

First National Bank

Concentration Account	Acct# 12555901	Average Monthly Balance \$874,045
-----------------------	----------------	-----------------------------------

First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance \$392,203
--------------------------	----------------	-----------------------------------

Landmark Credit Union

DOD Comm Revit Loan Fund Acct	Acct# 0131028243	Average Monthly Balance \$513,018
-------------------------------	------------------	-----------------------------------

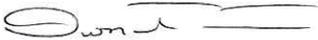
Investments:

Local Government Investment Pool	Current Balance \$9,418,288.63
----------------------------------	--------------------------------

Dana Investment Services (U.S. Government Agency Investments)	Current Balance \$10,920,816.17
---	---------------------------------

Certificates of Deposit At Local Banks	Current Balance \$7,000,000
--	-----------------------------

Respectfully submitted,



Dawn Timm
Finance Director/Treasurer