

A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, NOVEMBER 22, 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

A) Offices for Spring Election.

B) Petition for direct annexation by unanimous consent for 4.257 acres along STH 60 of the Town of Rubicon.

6) APPEARANCES/CITIZENS COMMENTS

A) Introduction of Nicholas Skelton and Mitchell Kraemer by Chief of Police Groves, along with the administration of the oath of office by City Clerk Hetzel.

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) 2017 BUDGET HEARING

- 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:

a) Resolution No. 3466 – A resolution adopting the necessary funds for the Year 2017 and establishing the general property tax. (Executive Summary attached)

b) Resolution No. 3467 – A resolution adopting the school budget and authorizing and directing the City Clerk to spread same upon the tax roll of the City of Hartford. (Executive Summary attached)

9) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

- 1) Discussion and consideration of approving the following licenses: **(bartender)** Taylor Mangan, Miranda Melka, Johanne Ruch.
- 2) Discussion and consideration of approving budgetary adjustments to the 2016 Annual Budget. (Executive Summary attached)
- 3) Discussion and consideration of approving the write-off of delinquent personal property taxes. (Executive Summary attached)
- 4) Discussion and consideration of carry-forward of 2016 unexpended General Fund Project Funds. (Executive Summary attached)

B) PUBLIC WORKS

- 1) None.

C) UTILITY

- 1) None

10) RESOLUTIONS

- A) Resolution No. 3468 – A resolution approving a certified survey map for a property located in the City of Hartford. *2714 East Sumner Street* (Executive Summary attached)

11) ORDINANCES

A) FIRST READING

- 1) None

B) SECOND READING

- 1) None

12) CITY ADMINISTRATOR'S REPORT

- A) Discussion and consideration of approving a contract amendment with Vandewalle and Associates for a Downtown Planning Implementation Contract including TID #10 work at a price not to exceed \$80,000. (Executive Summary attached)

- B) Third quarter 2016 financial report.

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

UNANAMOUS CONSENT AGENDA
CITY OF HARTFORD
NOVEMBER 22, 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 October 11, 2016, October 25, 2016, and November 1, 2016.
- 2) Authorizing City officials to enter into annual farm land leases at the Hartford Municipal Airport with Gerald Uebele, for a 13.21 acre parcel at \$13.21 per year; James Borlen, for a 26.05 acre parcel at \$26.05 per year; Richard Rohde, for a 25 acre parcel at \$3,375 per year; and Daniel Meier, for a 38.8 acre parcel at \$5,238 per year. (Executive Summary attached).
- 3) Authorizing City officials to accept the lease assignment for the remaining term of the City's hangar land lease with Angeles Sitzes, for Hangar Lot No. 5 and enter into an airport hangar land lease at the Hartford Municipal Airport with Angeles Sitzes, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years. (Executive Summary attached)
- 4) Authorizing City officials to enter into an airport hangar land lease at the Hartford Municipal Airport for Lot No. 17 with Amy Biondich, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .10 cents per square foot, subject to rate reviews every five years; for Lot No. 32C with Phil Larsson, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years; for Lot No. 49 with Dennis Biondich, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07cents per square foot, subject to rate reviews every five years; for Lot No. 51 with Glenn Paringer, for a period of twenty years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years. (Executive Summary attached)

- 5) Authorizing appropriate City officials to transfer the Hangar Land Lease for Hangar No. 41 at the Hartford Municipal Airport from John D Lee to Jim and Tina Lockbaum, Oconomowoc. (Executive Summary attached)
- 6) Authorizing appropriate City officials to purchase the Nice Rink kit at a total cost not to exceed \$4,658.53 from Nice Rink, Genoa City, WI. (Executive Summary attached)
- 7) Authorizing appropriate City officials to purchase a 2017 John Deere 1550 series mower from Mid-State Equipment, Jackson, for a total price not to exceed \$18,641.75. (Executive Summary attached)

**CITY OF HARTFORD
COMMON COUNCIL
October 11, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, October 11, 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

Boy Scout Troop 741 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 Hegy that the following items on the unanimous consent agenda are approved by the Common Council:

1. The Common Council minutes of September 27, 2016.
2. The purchase of one 750 KVA 3-phase pad mount transformer from RESCO at a cost not to exceed \$17,354. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel provided information for City of Hartford early voting for the November 8th general election. The Mid-Moraine dinner meeting on October 26th will be hosted by the City of Hartford. Any elected official attending should contact the Clerk's office. Trick or Treat in the City of Hartford is Saturday, October 29, from 5-7 p.m.

APPEARANCES / CITIZENS COMMENTS

There were no appearances / citizens comments.

ALDERMANIC REQUESTS

Alderpersons Wintringer and Meyer both commended the Hartford police department and Hartford fire/rescue for all their quick actions searching for a missing 10 year old Hartford boy. The citizens who also helped in the search were thanked. Alderperson Randolph thanked Fire/Rescue Chief Stephans for their open house and tour. Alderperson Hegy reported that the Mid-Moraine Legislative Committee will be meeting October 12th at the Jackson Village Hall at 7 p.m. Alderperson Rusniak encouraged elected officials to attend the Mid-Moraine meeting Hartford is hosting.

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

MOTION by Alderperson Jewell, and seconded by Alderperson Randolph approving the following licenses: (bartender) Bart Jones, Tiffany Tyner. MOTION CARRIED UNANIMOUSLY.

OTHER COMMITTEE AND LIAISON REPORTS

Plan Commission

The proposed Development Agreement between Premier Birch Crossing LLC and the City of Hartford for the Birch Crossings Apartment Development is mostly standard language. City Planner Drew reviewed the unique issues associated with this development, and responded to questions.

MOTION by Alderperson Randolph, and seconded by Alderperson Meyer approving a Developer’s Agreement between Premier Birch Crossing, LLC and the City of Hartford for the Birch Crossings Apartment Development. MOTION CARRIED UNANIMOUSLY.

Airport Committee

SEWRPC’s recommended Alternate 11 appears to have the most potential as a possible STH 60 Northern Reliever Route. Alternate 11 is routed along the west side of the airport property and is consistent with the proposed runway realignment and extension project. In order to accommodate the ultimate extension of the runway further west to 5,000 feet as included in the airport’s master plan, the alignment for Alternate 11 would need to be shifted about a quarter-mile west. It is being recommended by the Airport Committee that the desired route include a path that allows for a runway protection zone for an expanded 4,000 foot runway to the west. Staff responded to alderperson questions relating to this item.

MOTION by Alderperson Rusniak, and seconded by Alderperson Hegy approving that in the preliminary engineering study being conducted for the Hwy 60 Northern Reliever Route, that the desired route include a path that allows for a runway protection zone for an expanded 4,000 foot runway to the west. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3461

**A RESOLUTION ACCEPTING IMPROVEMENTS
IN AUTUMN RIDGE ESTATES SUBDIVISION**

COMMON COUNCIL (10/11/2016)

MOTION by Alderperson Wintringer, and seconded by Alderperson Meyer for the adoption of proposed Resolution 3461. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3462

A RESOLUTION CREATING TAX INCREMENTAL
DISTRICT #10, ESTABLISHING ITS BOUNDARIES
AND APPROVING THE PROJECT PLAN

The proposed boundaries of TID #10 includes approximately 8.45 total non-wetland acres of older commercial and residential uses. The District is proposed to be designated as in need of rehabilitation or conservation work, which provides a lifespan of up to 27 years and a 22 year spending period. The Project Plan establishes the need for the District, lists proposed public improvements, provides an estimated time schedule for completion of priority projects, and their estimated costs. City Planner Drew and representatives from Vandewalle & Associates provided information for proposed Tax Incremental District #10, and responded to questions.

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer for the adoption of proposed Resolution 3462. MOTION CARRIED UNANIMOUSLY.

Resolution No. 3463

A RESOLUTION APPROVING A CERTIFIED SURVEY MAP
FOR A PROPERTY LOCATED IN THE CITY OF HARTFORD
(Part of the Southeast ¼ of the Southeast ¼ of Section 18)

The proposed certified survey map is for Lots 1 and 2 of a parcel located in the southeast quarter of Section 18 at the current terminus of Liberty Avenue for Birch Crossing. Lot 1 is 5.25 acres and Lot 2 is 9.39 acres.

MOTION by Alderperson Meyer, and seconded by Alderperson Carroll for the adoption of proposed Resolution 3463. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

City Administrator Volkert provided information on the proposed 2017 City of Hartford Operational and Utility budgets, and responded to questions. Parks & Recreation Director Hermann provided projected 2017 revenues for the new Veterans Memorial Aquatics Center. The proposed budget document will be published as required for a public hearing at the November 22nd Common Council meeting.

MOTION by Alderperson Mixon, and seconded by Alderperson Kohler approving the amendments to the proposed 2017 City of Hartford Operational and Utility budgets and order to publish. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (10/11/2016)

MAYOR'S REPORT

MOTION by Alderperson Wintringer, and seconded by Alderperson Mixon approving election official for 2016-2017. MOTION CARRIED UNANIMOUSLY.

Mayor Michalak noted that a young man serving on the USS Hartford Submarine sent him a USS Hartford coin and hat. He thanked the young man, and all those who are serving from Hartford.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 8:38 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCOCT11.16
Compiled by Pat Borlen, Deputy Clerk

**CITY OF HARTFORD
COMMON COUNCIL
October 25, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, October 25, 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.

COMMUNICATIONS

City Clerk Lori Hetzel provided information for City of Hartford early voting for the November 8th general election. She reported that Trick or Treat will be on Saturday October 29th from 5-7 p.m. A reminder that the November 8th Common Council meeting has been moved to November 1st.

APPEARANCES / CITIZENS COMMENTS

A Public Health Educator from the Washington Ozaukee Public Health Department appeared and provided information on Well Washington a program to make Washington County the healthiest place to live, work, and play.

ALDERMANIC REQUESTS

Aldersperson Wintringer asked everyone to be safe and careful when out trick or treating. Aldersperson Mixon mentioned some activities taking place in the downtown. Aldersperson Hegy provided information from the recent Mid-Moraine Legislative Committee meeting. Aldersperson Kohler requested that when raking leaves into the street to not cover the storm drains.

RESOLUTIONS

Resolution No. 3464

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

COMMON COUNCIL (10/25/2016)

MOTION by Alderperson Kohler, and seconded by Alderperson Randolph for the adoption of proposed Resolution 3464. MOTION CARRIED UNANIMOUSLY.

MAYOR'S REPORT

Mayor Michalak provided information on Washington County Board activities.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCOCT25.16
Compiled by Pat Borlen, Deputy Clerk

**CITY OF HARTFORD
COMMON COUNCIL
November 1, 2016**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, November 1, 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 Hegy, and seconded by Alderperson Randolph that the following items on the unanimous consent agenda are approved by the Common Council:

1. Authorizing City officials to enter into a contract with Custom Manufacturing, Inc., Clinton, for the Bernd Park Footbridge Construction project, at an estimated amount of \$47,700.
2. Suspension of the downtown parking regulations for the upcoming holidays from Monday, November 7, 2016 through Monday, January 2, 2017. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Lori Hetzel provided information for City of Hartford early voting for the November 8th general election.

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer to cancel the second Common Council meeting in December 2016. MOTION CARRIED UNANIMOUSLY.

APPEARANCES / CITIZENS COMMENTS

There were no appearances / citizens comments.

ALDERMANIC REQUESTS

Alderperson Mixon noted that the Christmas parade will be November 12th.

COMMON COUNCIL (11/1/2016)

STANDING COMMITTEE REPORTS

Finance & Personnel Committee

The City has voted their support for a Highway 60 Northern Reliever Route to improve traffic flow through the City and to the Industrial Parks. Washington County is now asking the City of Hartford to pay for a study on the economic and fiscal impact of the proposed Highway 60 Northern Reliever Route in Washington County, in the amount of \$17,500.

Mayor Michalak provided information on the County's request, and responded to questions. Some alderpersons felt that there should be a contingency attached asking that the cost of the study be reimbursed if the reliever route is built. Alderperson Kohler spoke against providing funds for the study, suggesting that maybe the businesses in the industrial parks should pay for the cost of this study. Several alderpersons felt that the City should pay for the study to show good faith for the reliever route.

MOTION by Alderperson Randolph, and seconded by Alderperson Rusniak approving the transfer of \$17,500 from the general fund balance account to pay for the county's study on the economic impact of State Highway 60 northern reliever route in Washington County.

MOTION by Alderperson Hegy amending the motion that if and when the reliever route is built the \$17,500 will be the City's contribution. The motion died for lack of a second.

On the main motion: ROLL CALL: "Ayes" 8 (Alderpersons Hegy, Jewell, Wintringer, Mixon, Carroll, Rusniak, Meyer, Randolph) "Nays" 1 (Alderperson Kohler). MOTION CARRIED.

RESOLUTIONS

Resolution 3465

**A RESOLUTION ACCEPTING IMPROVEMENTS IN
SCHWENDIMANN HILLS SUBDIVISION**

MOTION by Alderperson Mixon, and seconded by Alderperson Meyer for the adoption of proposed Resolution 3465. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

City Administrator Volkert provided information on the 2017 budget and the official publication notice for the proposed budget.

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer approving the updated 2017 budget for publication. MOTION CARRIED UNANIMOUSLY.

COMMON COUNCIL (11/1/2016)

MAYOR'S REPORT

Mayor Michalak noted that the budget hearing for Washington County will be November 3rd at 7 p.m.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Randolph for adjournment at 7:57 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCNOV1.16
Compiled by Pat Borlen, Deputy Clerk

EXECUTIVE SUMMARY

TITLE: 2017 Farm Land Lease Renewals at Hartford Municipal Airport.

BACKGROUND: Farm land leases surrounding the main runway and grass strip located at the Hartford Municipal Airport are due for renewal on January 1, 2017. The City has been renewing the farm land leases for a one-year terms over the past few years. Two of the attached leases are for only \$1.00/acre because they are connected to neighboring farms and are part of an agreement which expires at the end of 2017. The remaining 63 tillable acres (13.5 with 3" height limitations) were put out for public bid four years ago and the results came in with a tie at \$135/acre. The two individuals splitting the airport farmland agreed to rent the land at the \$135/acre for another one year term as outlined in the attached Farm Land Leases. The annual leases can be extended for additional years if mutually agreed between the parties. Proposed future airport improvements including runway extension/realignment could determine the City's ability to renew the farm land leases in the future.

Gerald Uebele would continue his farm land lease to include **13.21** acres of non-tillable farmland at \$1/acre for a total annual rental of **\$13.21**. This land is connected to the Uebele farm.

James Borlen would continue his farm land lease to include **26.05** acres of farmland at \$1/acre for a total annual rental of **\$26.05**. This land cannot be accessed by anyone other than Mr. Borlen.

Richard Rohde who was one of the individuals with a high bid of \$135/acre was renting this land for the past two years and has agreed to extend his lease for the **25 acres** of tillable farmland for a yearly rental of **\$3,375.00**.

Daniel Meier who was the other individual with a high bid of \$135/acre has agreed to extend his lease for the **38.8 acres** of tillable farmland, with a portion subject to height limitations, for a total yearly rental of **\$5,238.00**.

FISCAL IMPACT: Farm land rental fee revenues of **\$8,652.26** for four (4) separate Farm Land Leases for 2017 under the Airport Revenue Fund Account No. 535.350.480100.48890.

RECOMMENDATION: Appropriate City officials are authorized to enter into annual farm land leases at the Hartford Municipal Airport with Gerald Uebele, 7236 Arthur Road, Hartford, Wisconsin, for a 13.21 acre parcel at **\$13.21** per year; James Borlen, 4255 Hwy. K, Hartford, Wisconsin, for a 26.05 acre parcel at **\$26.05** per year; Richard Rohde, 7000 Arthur Road, Hartford, Wisconsin, for a 25 acre parcel at **\$3,375.00** per year; and Daniel Meier, W1226 Paine Road, Rubicon, Wisconsin, for a 38.8 acre parcel at **\$5,238.00** per year.

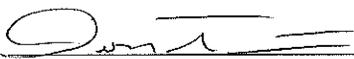
PREPARED BY:


Darryl Kranz

Airport Manager & Director of Public Works

Nov 9 2016
DATE

REVIEWED BY:


Dawn Timm

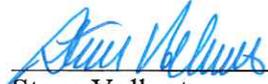
Finance Director/Treasurer

11/7/16
DATE

REVIEWED BY: 

Ian Prust
City Attorney

11-7-16
DATE

APPROVED BY: 

Steve Volkert
City Administrator

11-8-16
DATE

ROUTING: Common Council - November 22, 2016

DANIEL MEIER

18.3 Acres
Unrestricted

3.5 Acres
Restricted

7 Acres
Unrestricted

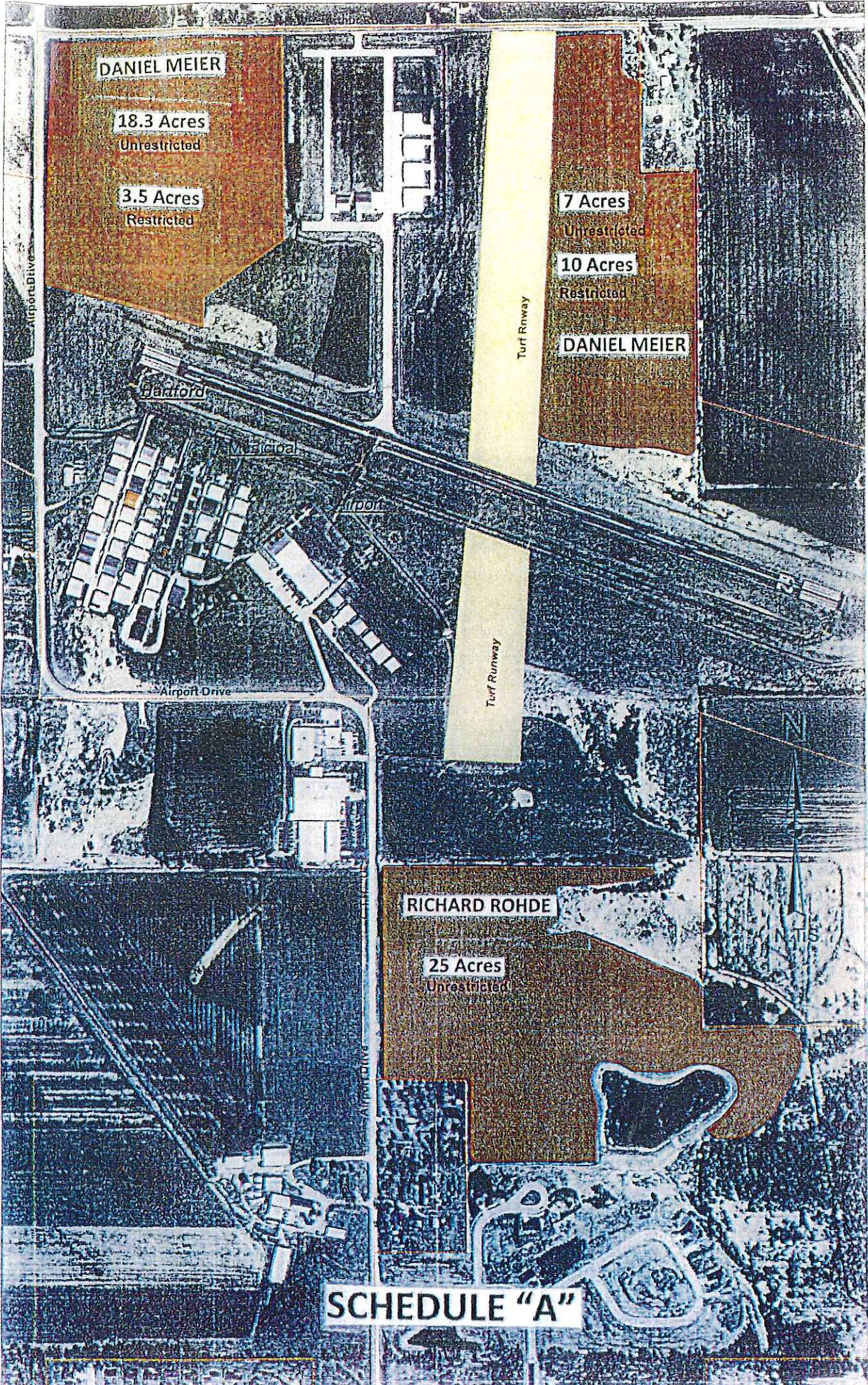
10 Acres
Restricted

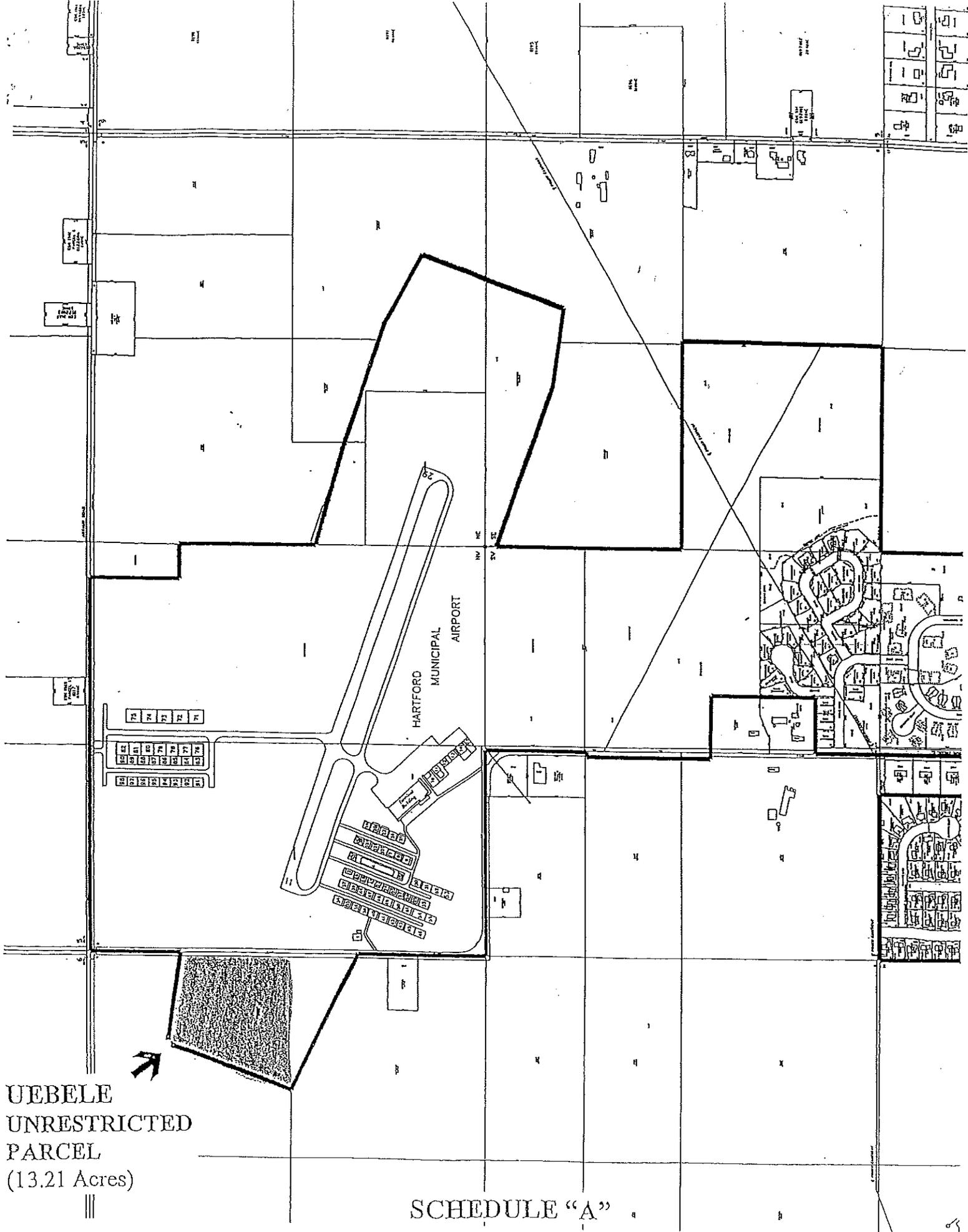
DANIEL MEIER

RICHARD ROHDE

25 Acres
Unrestricted

SCHEDULE "A"





UEBELE
UNRESTRICTED
PARCEL
(13.21 Acres)

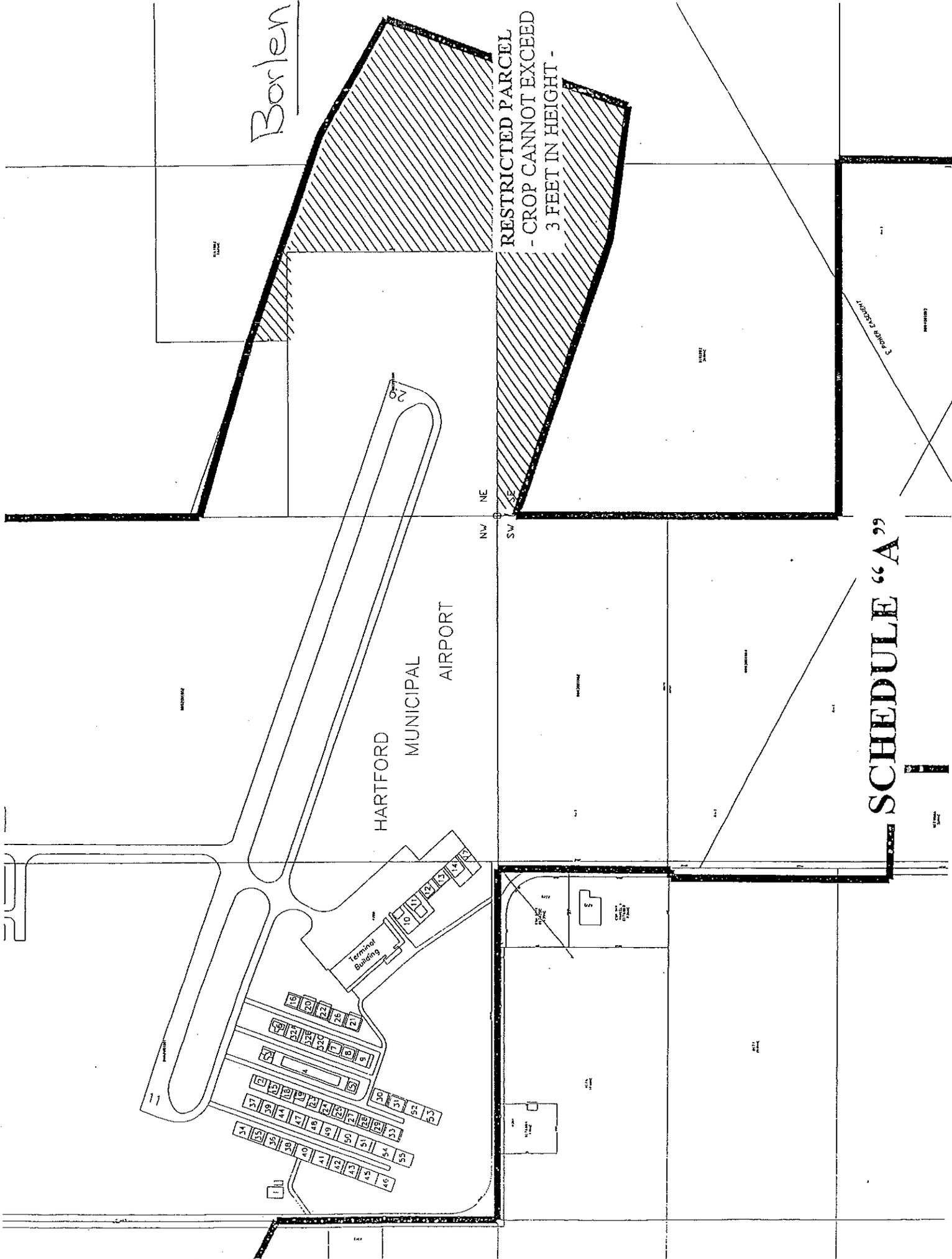
SCHEDULE "A"

Barlen

RESTRICTED PARCEL
- CROP CANNOT EXCEED
3 FEET IN HEIGHT -

HARTFORD MUNICIPAL AIRPORT

SCHEDULE "A"



EXECUTIVE SUMMARY

TITLE: Renewal of Airport Hangar Land Leases for another twenty year term Include Hangar Lots # 5, 17, 32C, 49 and 51 at the Hartford Municipal Airport.

BACKGROUND: The twenty-year Hangar Land Leases for the following hangar lots at the Hartford Municipal Airport will expire on December 31, 2016. The new renewal term for each of these hangar leases would be for another twenty (20) year term as has been the practice in the past. The rate for four of the renewed leases will remain at the current seven (.07) cents per square foot for the first five years until the next rate review date. Seven cents per square foot is the average rate currently charged at surrounding airports. One lease is at ten (.10) cents per square foot because it is located in the main terminal area. The five (5) land leases in need of renewal are listed below:

Hangar	Owner	Address	Term	Sq. Ft.	Rate	Amount
5	Angeles Sitzes	8239 N. 38 th Street Brown Deer, WI 53209	1997-2016	2,236.00	0.07	\$ 156.52
17	Amy Biondich	N2768 County Road P Rubicon, WI 53078	1997-2016	2,600.00	0.10	\$ 260.00
32C	Phil J. Larsson	6851 Pheasant Run Road Hartford, WI 53027	1997-2016	3,042.00	0.07	\$ 212.94
49	Dennis Biondich	N2768 County Road P Rubicon, WI 53078	1997-2016	3,744.00	0.07	\$ 262.08
51	Glenn Paringer	967 Quinlan Drive, Unit D Pewaukee, WI 53072	1997-2016	3,744.00	0.07	\$ 262.08

The new land leases for these hangar lots have been drafted to include language previously approved by the City Attorney and Common Council for the leases in the northerly developed area with the exception of clauses pertaining to the City providing snow removal services within two feet of hangar door and the requirement to have the hangar construction completed within eighteen months of the execution of the lease.

Hangar Lease No. 5 is being renewed by Angeles Sitzes, the widow of Richard Sitzes who held the previous lease, because she is the owner of the hangar building on the lot. The Common Council will need to approve her Acceptance of Assignment of Lease for the remaining 2016 term of that Hangar Land Lease. In the future when she finds a buyer for the hangar building, that lease will then be transferred to the new owner.

FISCAL IMPACT: There are no changes in the rental rate per square foot for each hangar lot.

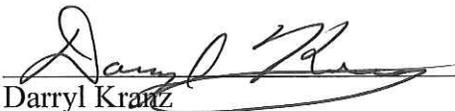
RECOMMENDATION: Authorizing appropriate City officials to accept the lease assignment for the remaining term of the City's Hangar Land Lease with Angeles Sitzes, widow of Richard W. Sitzes for Hangar Lot No. 5 and authorizing appropriate City officials to enter into an Airport Hangar Land Lease for **Lot No. 5** at the Hartford Municipal Airport with Angeles Sitzes, 8239 N. 38th Street, Brown Deer, WI 53209, for a period of twenty (20) years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years.

RECOMMENDATION: Authorizing appropriate City officials to enter into an Airport Hangar Land Lease for **Lot No. 17** at the Hartford Municipal Airport with Amy Biondich, N2768 County Road P, Rubicon, WI 53078, for a period of twenty (20) years from January 1, 2017 through December 31, 2036 at the rate of .10 cents per square foot, subject to rate reviews every five years.

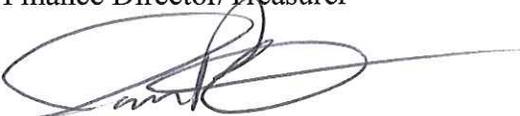
RECOMMENDATION: Authorizing appropriate City officials to enter into an Airport Hangar Land Lease for **Lot No. 32C** at the Hartford Municipal Airport with Phil J. Larsson, 6851 Pheasant Run Road, Hartford, WI 53027, for a period of twenty (20) years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years.

RECOMMENDATION: Authorizing appropriate City officials to enter into an Airport Hangar Land Lease for **Lot No. 49** at the Hartford Municipal Airport with Dennis Biondich, N2768 County Road P, Rubicon, Rubicon, WI 53078, for a period of twenty (20) years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years.

RECOMMENDATION: Authorizing appropriate City officials to enter into an Airport Hangar Land Lease for **Lot No. 51** at the Hartford Municipal Airport with Glenn Paringer, 967 Quinlan Drive, Unit D, Pewaukee, WI 53072, for a period of twenty (20) years from January 1, 2017 through December 31, 2036 at the rate of .07 cents per square foot, subject to rate reviews every five years.

PREPARED BY:  11-3-16
Darryl Krantz
Director of Public Works & Airport Manager Date

REVIEWED BY:  11-7-16
Dawn Timm
Finance Director/Treasurer Date

REVIEWED BY:  11-7-16
Ian Prust
City Attorney Date

APPROVED BY:  11-8-16
Steve Volkert
City Administrator Date

ROUTING: Common Council - November 22, 2016

Exhibit "A"

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TAXILANE CHARLE

90	82
89	81
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86	78
85	77
84	76
83	76

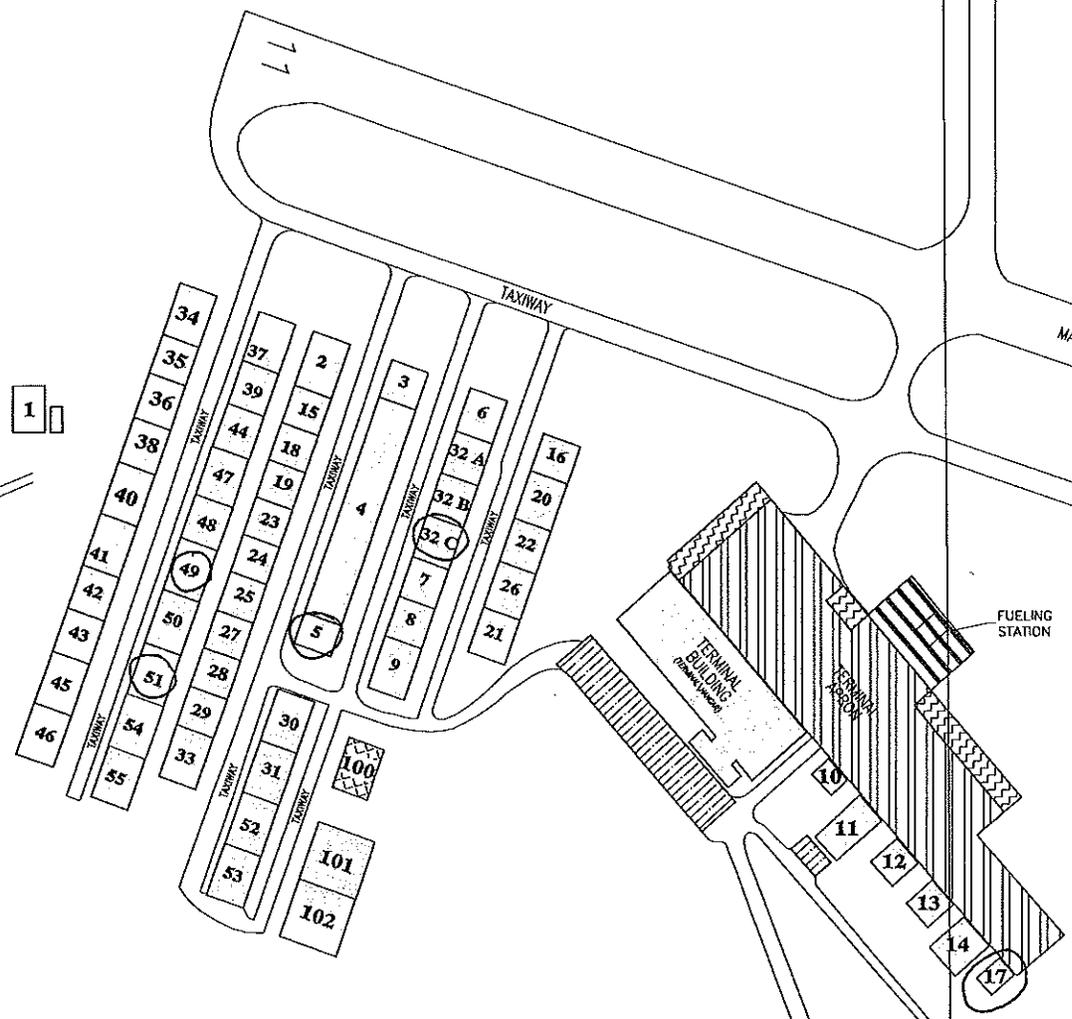
TAXILANE BRAVO

99
75
74
73
72
71

COUNTY TRUNK HIGHWAY U

COUNTY TRUNK HIGHWAY U

COUNTY TRUNK HIGHWAY U



CITY OF HARTFORD
ACCEPTANCE OF ASSIGNMENT OF LEASE

ANGELES SITZES, widow of RICHARD W. SITZES, Lessee, (See attached Death Certificate) accepts the remaining term of Hangar Land Lease No. 5 between the City of Hartford, Wisconsin, Lessor, and Richard W. Sitzes, 8239 N 38th Street, Brown Deer 53209, Wisconsin, Lessee, dated April 3, 1997 and terminating on December 31, 2016; said Lease being for the use of real estate owned by the Lessor and described as follows:

HANGAR NO. 5: A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at Monument "B" on said Hartford Municipal Airport; thence North 70° 30' West, 172 feet; thence South 19° 30' West, 347 feet to the beginning of this description; thence continuing South 19° 30' West, 43 feet; thence North 70° 30' West, 52 feet; thence North 19° 30' East, 43 feet; thence South 70° 30' East, 52 feet to the point of beginning.

Said area described containing 2,236 square feet.

This Assignment is made without recourse. Assignee accepts all terms and conditions of the remaining Lease term and agrees to be bound thereby.

Dated this _____ day of November, 2016.

Angeles Sitzes, Widow of Richard W. Sitzes

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this _____ day of November, 2016, the above named *Angeles Sitzes*, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Washington Co., WI
My commission: _____

THIS ACCEPTANCE OF ASSIGNMENT WAS APPROVED by Common Council Action on November 22, 2016.

By: _____
Timothy C. Michalak, Mayor
CITY OF HARTFORD

By: _____
Lori Hetzel, City Clerk
CITY OF HARTFORD

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this _____ day of November, 2016 the above-named *Timothy C. Michalak, Mayor of the City of Hartford*, and *Lori Hetzel, City Clerk of the City of Hartford*, to me known to be such persons and officers who executed the foregoing Lease and acknowledged that they executed the same as officers of said City of Hartford, by its authority.

Notary Public, Washington County, WI
My Commission Expires: _____

CITY OF HARTFORD
HANGAR LAND LEASE - NO. 5

THIS AGREEMENT made and entered into this _____ day of _____, 2016, by and between the **CITY OF HARTFORD**, a municipal corporation, existing by and under the authority of the laws of the State of Wisconsin, hereinafter referred to as the “**Lessor**” and **ANGELES SITZES, 8239 N. 38th Street, Brown Deer, WI 53209**, hereinafter referred to as the “**Lessee**”.

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport in the City of Hartford, Wisconsin, known as the Hartford Municipal Airport-Miles Field hereinafter “the Airport”, and Lessor desires to lease to Lessee a certain parcel of land on the airport, hereinafter more fully described, **for the purpose of aircraft storage**, together with the right to use and enjoy individually and in common with others the facilities of the Airport; and

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft in a hangar and shall conduct only such aircraft maintenance on aircraft owned by Lessee or sub-lessees.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from Lessor, and Lessor does hereby grant, demise and lease unto Lessee, the following described premises, rights hereinafter “the Property” upon the following terms and conditions:

1. **HANGAR NO. 5 PROPERTY DESCRIPTION:**

A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at Monument “B” on said Hartford Municipal Airport; thence North 70° 30’ West, 172 feet; thence South 19° 30’ West, 347 feet to the beginning of this description; thence continuing South 19° 30’ West, 43 feet; thence North 70° 30’ West, 52 feet; thence North 19° 30’ East, 43 feet; thence South 70° 30’ East, 52 feet to the point of beginning.

Said area described containing 2,236 square feet.

2) **HANGAR CONSTRUCTION / IMPROVEMENT APPROVALS REQUIRED:** All new construction or modifications to existing structures on the Property must have the plans and specifications for such building approved by the City of Hartford Building Inspection Department in accordance with the International Building Code. All building plans shall be in conformance with State, County, and City of Hartford laws and ordinances and shall conform to the current Airport Layout Plan approved for the Hartford Municipal Airport. The plans and specifications submitted for approval shall indicate the type of building construction planned and shall include an architectural view of all four sides of the building. The submittal must bear the seal of a Professional Engineer or Architect, Registered in the State of Wisconsin, thereby

certifying that the structural design of the building meets all the requirements of the current Wisconsin Commercial Building Code, International Building Code and the City of Hartford Municipal Code.

3) **TERM:** The term of this Lease shall be for a period of *twenty (20) years* commencing on **January 1, 2017** and expiring on **December 31, 2036**. In the event Lessee desire to renew this Lease, Lessee shall give the Hartford Airport Manager as a representative of the Lessor, written notice thereof at least six (6) months prior to the expiration of the term of this Lease.

4) **RENT:** The Lessee agrees to pay to the Lessor for the use of the premises, rights, and easements herein described, a yearly rental of **seven (\$.07)** cents per square foot for the land leased, which contains a total of *3,042 square feet*, for a total annual charge of **\$156.52** payable thirty days after receipt of the invoice for 2017, and after the 1st of January in each subsequent year. It is understood and agreed that the rental rate specified shall be subject to re-examination and readjustment by the Lessor at the end of each five-year period of this Lease.

5) **NON-EXCLUSIVE USE/Common Areas:** The Lessees shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements; the right to install, operate, maintain and store, subject to the approval of the Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe hangaring of the Lessee's aircraft; the right of ingress to and egress from the Property, which shall also extend to the Lessee's employees, guests and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft. It is important to note that all vehicles entering or exiting the hangar area north of Runway 11/29 shall use the Arthur Road entrance. No vehicles are allowed to cross Runway 11/29.

6) **LAWs AND REGULATIONS:** The Lessees agree to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the airport. The City of Hartford Covenants for Hangar Development as they may be amended from time to time are incorporated herein.

8) **INDEMNIFICATION:** Lessees shall defend, indemnify and hold City harmless against all expenses, liabilities, and claims of every kind, including claims for environmental contamination and including reasonable attorney's fees, by or on behalf of any person or entity arising out of failure by Lessees to perform any of the provisions of this Lease; any injury or damage happening on or about the premises arising out of Lessee's use of the premises; or any lien or security interest filed against any part or all of the premises.

9) **INSURANCE:** The Lessee agrees that they will deposit with the Lessor a **policy of comprehensive liability insurance**. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of *\$1,000,000.00* for the injury or death of one person in any one accident; and in the amount of *\$1,000,000.00* for the injury or death of more than one person in any one accident; and in the amount of *\$1,000,000.00* for damage to property of others for any one accident. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the lease, unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

10) **MAINTENANCE OF BUILDINGS:** The Lessee will maintain the structures occupied by them and the surrounding land premises in good order and make such repairs as are necessary, including lawn maintenance and weed control. In the event of fire or any other casualty to structures owned by the Lessee, the Lessee shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within **120 days** of the date the damage occurred. Upon petition by the Lessee, the Lessor may grant an extension of time if it appears such extension is warranted.

11) **MAINTENANCE OF PUBLIC AREAS:** The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport, together with the right to direct and control all activities of the Lessee, their guests, patrons and sub-lessees in this regard.

12) **RIGHT OF ENTRY:** Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

13) **LEASE TRANSFER/ASSIGNMENT:** The Lessee may not, at any time during the time of this lease, assign or transfer this agreement or any interest contained without the express written consent of the Lessor, such consent not to be unreasonably withheld.

14) **TITLE TO IMPROVEMENTS:** Title to the building erected by the Lessee shall remain with the Lessee and shall be transferable. Upon termination of this lease, the Lessee may, at the option of the Lessor, remove the building, equipment and property, and restore the leased property to its original condition. Any transfer of title shall require the written approval of Lessor after Common Council approval, which shall not be unreasonably withheld.

15) **TAXES & PAYMENTS:** The Lessee shall pay all utility bills, taxes and assessments that may be levied against the personal property of the Lessee or the building which they may erect on lands leased exclusively to them when they are due. Failure to pay taxes, assessments or utility bills constitutes default.

16) **DEFAULT:** The Lessee shall be deemed in default upon:

- a) Failure to pay land rent within 30 days after due date.
- b) The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement.
- c) The commencement of a proceeding for dissolution or for the appointment of a receiver.
- d) The making of an assignment for the benefit of creditors.
- e) Violation of any restrictions in this lease, or failure to keep any of its covenants after written notice to cease such violation and failure to correct such violation within sixty (60) days.

Default by the Lessee shall authorize the Lessor, at its option and without legal proceedings, to declare this lease void, cancel the same, and re-enter and take possession of the premises.

17) **STORAGE OF FLAMMABLE LIQUIDS:** Storage of fuels or flammable liquids inside the hangar is permitted only if approved by Lessor. Under no circumstances shall Lessee store or allow storage below the ground of any inflammable liquids or petroleum product.

18) **SIGNS:** The Lessee agrees that no signs or advertising matter may be erected without the written consent of the Lessor.

19) **HEIGHT RESTRICTIONS:** The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against obstruction, together with the right to prevent the Lessee from erecting or permitting to be erected any building or other structure on the airport which, in the sole opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

20) **NON-DISCRIMINATION:** Lessee in the use of the airport for themselves, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with land that (a) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to, discrimination in the use of said facilities, (b) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination, (c) that the premises shall be used in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, non-discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Acts of 1964, and as said Regulations may be amended. In the event of Lessee's breach of any of the above-non-discrimination covenants, the Lessor shall have the right to re-enter said land and facilities thereon and terminate this Lease, all the above described lands shall thereupon revert to and vest in and become the absolute property of the Lessor and its assigns. In the event of such termination, Lessees retain the option to remove the building or buildings if of any value

21) **AIRPORT DEVELOPMENT:** The Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance. If the development of the airport requires the relocation of the Lessees, the Lessor agrees to provide a compatible location and agrees to relocate all buildings or provide similar facilities for the Lessee at no cost to the Lessee.

22) **EMERGENCY:** During the time of war or national emergency, the Lessor shall have the right to Lease the landing area or any part thereof to the United State's Government for military or naval use, and if any such Lease is executed, provisions of this instrument, insofar as they are inconsistent with the provisions of the Lease to the Government, shall be suspended.

23) **SUBORDINATION CLAUSE:** This lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the airport. Furthermore, this lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin.

24) **ARBITRATION:** Any controversy or claim arising out of or relating to this Lease or any alleged breach thereof, which cannot be settled between the parties, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the dispute rendered by the arbitrator(s) shall be final and binding on the parties.

25) **BINDING EFFECT:** All the covenants, stipulations and provisions in this agreement shall extend and bind the legal representatives, successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this _____ day of _____, 2016.

CITY OF HARTFORD, LESSOR

By: _____
Timothy C. Michalak, Mayor

By: _____
Lori Hetzel, City Clerk

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this _____ day of _____, 2016 the above-named *Timothy C. Michalak, Mayor of the City of Hartford*, and *Lori Hetzel, City Clerk of the City of Hartford*, to me known to be such persons and officers who executed the foregoing Lease and acknowledged that they executed the same as officers of said City of Hartford, by its authority.

(Type Name)
Notary Public, Washington County, WI
My Commission Expires: _____

ANGELES SITZES, LESSEE

By: _____
Angeles Sitzes, Lessee

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this _____ day of _____, 2016, *Angeles Sitzes*,
Lessee, to me known to be the person who executed the foregoing Lease.

(Type Name)
Notary Public, Washington County, WI
My Commission Expires: _____

COPY

CITY OF HARTFORD
HANGAR LAND LEASE - NO. 17

THIS AGREEMENT made and entered into this _____ day of _____, 2016, by and between the **CITY OF HARTFORD**, a municipal corporation, existing by and under the authority of the laws of the State of Wisconsin, hereinafter referred to as the “**Lessor**” and **AMY BIONDICH, N2768 County Road P, Rubicon, WI 53078**, hereinafter referred to as the “**Lessee**”.

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport in the City of Hartford, Wisconsin, known as the Hartford Municipal Airport-Miles Field hereinafter “the Airport”, and Lessor desires to lease to Lessee a certain parcel of land on the airport, hereinafter more fully described, **for the purpose of aircraft storage**, together with the right to use and enjoy individually and in common with others the facilities of the Airport; and

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft in a hangar and shall conduct only such aircraft maintenance on aircraft owned by Lessee or sub-lessees.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from Lessor, and Lessor does hereby grant, demise and lease unto Lessee, the following described premises, rights hereinafter “the Property” upon the following terms and conditions:

1. **HANGAR NO. 17 PROPERTY DESCRIPTION:**

A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at Monument “B”, thence South 40° 30’ East, 931 feet to the point of beginning; thence South 49° 30’ West, 50 feet; thence South 40° 30’ West, 52 feet; thence North 49° 30’ West, 50 feet; thence North 40° 30’ West, 52 feet to the point of beginning.

Said area described containing 2,600 square feet.

2) **HANGAR CONSTRUCTION / IMPROVEMENT APPROVALS REQUIRED:** All new construction or modifications to existing structures on the Property must have the plans and specifications for such building approved by the City of Hartford Building Inspection Department in accordance with the International Building Code. All building plans shall be in conformance with State, County, and City of Hartford laws and ordinances and shall conform to the current Airport Layout Plan approved for the Hartford Municipal Airport. The plans and specifications submitted for approval shall indicate the type of building construction planned and shall include an architectural view of all four sides of the building. The submittal must bear the seal of a Professional Engineer or Architect, Registered in the State of Wisconsin, thereby certifying that the structural design of the building meets all the requirements of the current

CITY OF HARTFORD
HANGAR LAND LEASE - NO. 32C

COPY

THIS AGREEMENT made and entered into this _____ day of _____, 2016, by and between the **CITY OF HARTFORD**, a municipal corporation, existing by and under the authority of the laws of the State of Wisconsin, hereinafter referred to as the “**Lessor**” and **PHIL J. LARSSON, 6851 Pheasant Run Road, Hartford, WI 53027**, hereinafter referred to as the “**Lessee**”.

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport in the City of Hartford, Wisconsin, known as the Hartford Municipal Airport-Miles Field hereinafter “the Airport”, and Lessor desires to lease to Lessee a certain parcel of land on the airport, hereinafter more fully described, **for the purpose of aircraft storage**, together with the right to use and enjoy individually and in common with others the facilities of the Airport; and

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft in a hangar and shall conduct only such aircraft maintenance on aircraft owned by Lessee or sub-lessees.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from Lessor, and Lessor does hereby grant, demise and lease unto Lessee, the following described premises, rights hereinafter “the Property” upon the following terms and conditions:

1. **HANGAR NO. 32C PROPERTY DESCRIPTION:**

A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at the Northwest corner of said Section 8, thence South, along the West line of the NW ¼ of said Section 8, 1135.2 feet to the centerline of the airport “clear zone”; thence South 70° 30’ East, along said “clear zone” centerline, 230.2 feet to the Easterly line of said “clear zone”; thence South 19° 30’ West, along said Easterly line and its extension, 335.0 feet to the “Building Restriction Line” and Monument “A”, a 1” diameter iron pipe; thence South 70° 30’ East, along said “Building Restriction Line”, 760.1 feet to Monument “B”, a 1” diameter iron pipe; thence North 70° 30’ West, 60 feet; thence South 19° 30’ West, 168.5 feet to the point of beginning; thence continue North 70° 30’ West, 52 feet; thence South 19° 30’ West, 58.5 feet; thence South 70° 30’ East, 52 feet; thence North 19° 30’ East, 58.5 feet to the point of beginning.

Said area described containing 3,042 square feet.

2) **HANGAR CONSTRUCTION / IMPROVEMENT APPROVALS REQUIRED:** All new construction or modifications to existing structures on the Property must have the plans and specifications for such building approved by the City of Hartford Building Inspection

CITY OF HARTFORD
HANGAR LAND LEASE - NO. 49

COPY

THIS AGREEMENT made and entered into this _____ day of _____, 2016, by and between the **CITY OF HARTFORD**, a municipal corporation, existing by and under the authority of the laws of the State of Wisconsin, hereinafter referred to as the “**Lessor**” and **DENNIS BIONDICH, N2768 County Road P, Rubicon, WI 53078**, hereinafter referred to as the “**Lessee**”.

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport in the City of Hartford, Wisconsin, known as the Hartford Municipal Airport-Miles Field hereinafter “the Airport”, and Lessor desires to lease to Lessee a certain parcel of land on the airport, hereinafter more fully described, **for the purpose of aircraft storage**, together with the right to use and enjoy individually and in common with others the facilities of the Airport; and

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft in a hangar and shall conduct only such aircraft maintenance on aircraft owned by Lessee or sub-lessees.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from Lessor, and Lessor does hereby grant, demise and lease unto Lessee, the following described premises, rights hereinafter “the Property” upon the following terms and conditions:

1. **HANGAR NO. 49 PROPERTY DESCRIPTION:**

A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at the Northwest corner of said Section 8, thence South, along the West line of the NW ¼ of said Section 8, 1135.2 feet to the centerline of the airport “clear zone”; thence S 70° 30’ East, along said “clear zone” centerline, 230.2 feet to the Easterly line of said “clear zone” thence S 19° 30’ West, along said Easterly line and its extension 335.0 feet to the “Building Restriction Line” and Monument “A”, a 1” diameter iron pipe; thence South 70° 30’ East along said “Building Restriction Line”, 347 feet; thence South 19° 30’ West, 305 feet to the point of beginning of this description; thence South 19° 30’ West, 72 feet; thence South 70° 30’ East, 52 feet; thence North 19° 30’ East, 72 feet; thence North 70° 30’ West, 52 feet to the point of beginning.

Said area described containing 3,744 square feet.

2) **HANGAR CONSTRUCTION / IMPROVEMENT APPROVALS REQUIRED:** All new construction or modifications to existing structures on the Property must have the plans and specifications for such building approved by the City of Hartford Building Inspection Department in accordance with the International Building Code. All building plans shall be in

COPY

CITY OF HARTFORD
HANGAR LAND LEASE - NO. 51

THIS AGREEMENT made and entered into this _____ day of _____, 2016, by and between the CITY OF HARTFORD, a municipal corporation, existing by and under the authority of the laws of the State of Wisconsin, hereinafter referred to as the "Lessor" and GLENN PARINGER, 967 Quinlan Drive, Unit D, Pewaukee, WI 53072, hereinafter referred to as the "Lessee".

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport in the City of Hartford, Wisconsin, known as the Hartford Municipal Airport-Miles Field hereinafter "the Airport", and Lessor desires to lease to Lessee a certain parcel of land on the airport, hereinafter more fully described, for the purpose of aircraft storage, together with the right to use and enjoy individually and in common with others the facilities of the Airport; and

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft in a hangar and shall conduct only such aircraft maintenance on aircraft owned by Lessee or sub-lessees.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby lease from Lessor, and Lessor does hereby grant, demise and lease unto Lessee, the following described premises, rights hereinafter "the Property" upon the following terms and conditions:

1. HANGAR NO. 51 PROPERTY DESCRIPTION:

A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at the Northwest corner of said Section 8, thence South, along the West line of the NW ¼ of said Section 8, 1135.2 feet to the centerline of the airport "clear zone"; thence S 70° 30' East, along said "clear zone" centerline, 230.2 feet to the Easterly line of said "clear zone" thence S 19° 30' West, along said Easterly line and its extension 335.0 feet to the "Building Restriction Line" and Monument "A", a 1" diameter iron pipe; thence South 70° 30' East along said "Building Restriction Line", 347 feet; thence South 19° 30' West, 451 feet to the point of beginning of this description; thence South 19° 30' West, 72 feet; thence South 70° 30' East, 52 feet; thence North 19° 30' East, 72 feet; thence North 70° 30' West, 52 feet, to the point of beginning.

Said area described containing 3,744 square feet.

2) HANGAR CONSTRUCTION / IMPROVEMENT APPROVALS REQUIRED: All new construction or modifications to existing structures on the Property must have the plans and specifications for such building approved by the City of Hartford Building Inspection Department in accordance with the International Building Code. All building plans shall be in

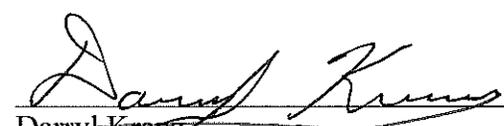
EXECUTIVE SUMMARY

TITLE: **Transfer of Hangar Land Lease No. 41 at the Hartford Municipal Airport owned by John D. Lee to Jim Lockbaum and Tina Lockbaum.**

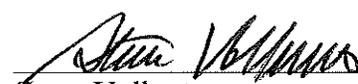
BACKGROUND: John D. Lee is the owner of Hangar Land Lease No. 41 at the Hartford Municipal Airport and has sold his interest in the hangar building to Jim Lockbaum and Tina Lockbaum. The City routinely approves the transfer of airport hangar land leases upon the sale of the hangar building. It is necessary for the Common Council to now formally take action on the transfer of Hangar Land Lease No. 41 and authorize city officials to sign the Assignment of Lease approving this transfer.

FISCAL IMPACT: No change in the fiscal status with this hangar land lease transfer.

RECOMMENDATION: Authorizing appropriate City officials to transfer the Hangar Land Lease for **Hangar No. 41** at the Hartford Municipal Airport from John D. Lee to Jim Lockbaum and Tina Lockbaum, husband and wife, N64 W34200 Bayview Road, Oconomowoc, WI 53066.

PREPARED BY:  Nov 10 2016
Darryl Kranz Date
Airport Manager & Director of Public Works

REVIEWED BY:  11-14-16
Ian Prust Date
City Attorney

APPROVED BY:  11-15-16
Steve Volkert Date
City Administrator

ROUTING: Common Council - November 22, 2016

11-7-16

(Date)

Mr. Darryl Kranz, Airport Manager
CITY OF HARTFORD
109 N. Main Street
Hartford, WI 53027

RE: **Transfer of Hangar Land Lease No. 41**
Hartford Municipal Airport

Dear Mr. Kranz:

Under the terms contained in the Hangar Land Lease I currently hold with the City of Hartford for Lot No. 41, any transfer of the lease and building title to another party requires the written consent of the City. I am hereby submitting this letter along with the attached Bill of Sale for the building located on Hangar No. 41 as my request for the City of Hartford to grant the transfer to:

Jim & Tina Lockbaum
N64W34206 Bayview RD
Oconomowoc WI 53066

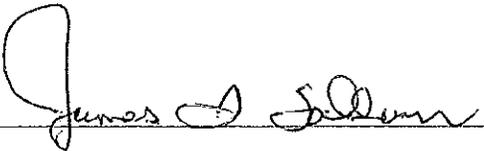
(Name, Address & Phone Number of new Lessee)

Jim & Tina Lockbaum
N64 W34206 Bayview Road
Oconomowoc WI 53066-5109

After Common Council approval of the transfer, please submit the City's written consent to me and we will execute an Assignment of Lease as provided by the City of Hartford.

Thank you for your consideration in this matter. If you have any additional questions, please contact me at (952) 237-9136.

Sincerely,


James J. Johnson

Enclosure

BILL OF SALE

On this date 11/07/2016

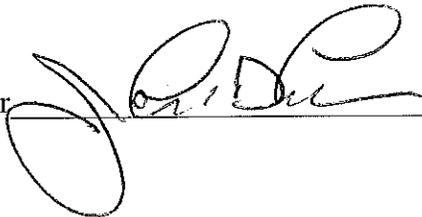
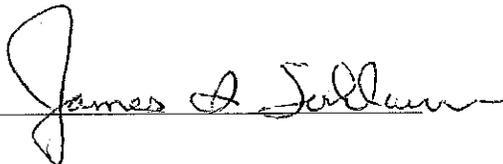
John Lee hereby sells, transfers and conveys to Jim Lockbaum . The personal property known as "Hangar 41" for one dollar and other valuable consideration.

Seller warrants and represents that Seller owns said personal property free and clear of all liens and encumbrances and that Seller has good right to sell the same

However the above warranty applies only to the title. Seller makes no warranty or representation as to quality, condition or fitness for use, nor any other warranty or representation beyond that set forth from above.

Buyer acknowledges receipt of a copy of the Hangar Land Lease Agreement between the seller and the city of Hartford, and a copy of the previous year notice of tax assessment of personal property.

Buyer accepts responsibility for all future rent, taxes, and utility bills and agrees to execute the Assignment of Lease after Common Council approval of the transfer of this hangar lease.

Seller  Buyer 

CITY OF HARTFORD
ASSIGNMENT OF LEASE – HANGAR NO. 41

JOHN D. LEE, Assignor, for a valuation consideration, assigns to JIM LOCKBAUM and TINA LOCKBAUM, husband and wife, Assignee, Hangar Land Lease No. 41 between the City of Hartford, Wisconsin, Lessor, and John D. Lee, Lessee, dated September 25, 2014 and terminating on December 31, 2034; said Lease being for the use of real estate owned by the Lessor and described as follows:

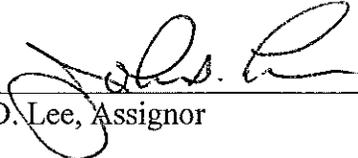
A part of Hartford Municipal Airport lands, said lands being located in the SW ¼ of the NW ¼ of Section 8, T10N, R18E, City of Hartford, Washington County, Wisconsin, more particularly described as follows:

Commencing at the Northwest corner of said Section 8, thence South, along the West line of the NW ¼ of said Section 8, 1135.2 feet to the centerline of the airport "clear zone"; thence South 70° 30' East, along said "clear zone" centerline, 230.2 feet to the Easterly line of said "clear zone"; thence South 19° 30' West, along said Easterly line and its extension, 335.0 feet to the "Building Restriction Line" and Monument "A", a 1" diameter iron pipe; thence South 70° 30' East, along said "Building Restriction Line", 235 feet; thence South 19° 30' West, 316 feet to the point of beginning of this description; thence continue South 19° 30' West, 72 feet; thence South 70° 30' East, 52 feet; thence North 19° 30' East, 72 feet; thence North 70° 30' West, 52 feet to the point of beginning.

Said area described containing 3,744 square feet.

This Assignment is made without recourse. Assignee accepts all terms and conditions of the Lease and agrees to be bound thereby.

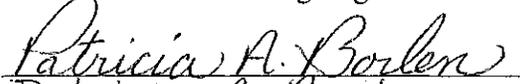
Dated this 15th day of November, 2016.



John D. Lee, Assignor

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this 15th day of November, 2016, the above named *John D. Lee, Assignor*, to me known to be the person who executed the foregoing instrument and acknowledged the same.



Patricia A. Borlen
Notary Public, Washington Co., WI
My commission expires: 1/31/2020

ACCEPTED BY:

Jim Lockbaum, Assignee
N64 W34206 Bayview Road
Oconomowoc, WI 53066-5109

Tina Lockbaum, Assignee
N64 W34206 Bayview Road
Oconomowoc, WI 53066-5109

STATE OF WISCONSIN)
) ss.
WASHINGTON COUNTY)

Personally came before me this _____ day of _____, 2016, the above named JIM LOCKBAUM and TINA LOCKBAUM, husband and wife, *Assignees* to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Washington Co., WI
My commission expires: _____

THIS ASSIGNMENT WAS APPROVED by Common Council Action on November 22, 2016.

By: _____
Timothy C. Michalak, Mayor
CITY OF HARTFORD

By: _____
Lori Hetzel, City Clerk
CITY OF HARTFORD

STATE OF WISCONSIN)
) SS.
WASHINGTON COUNTY)

Personally came before me this _____ day of _____, 2016 the above-named *Timothy C. Michalak, Mayor of the City of Hartford, and Lori Hetzel, City Clerk of the City of Hartford*, to me known to be such persons and officers who executed the foregoing Lease Assignment and acknowledged that they executed the same as officers of said City of Hartford, by its authority.

Notary Public, Washington County, WI
My commission expires: _____

Exhibit "A"

COUNTY TRUNK HIGHWAY U

COUNTY TRUNK HIGHWAY U

COUNTY TRUNK HIGHWAY U

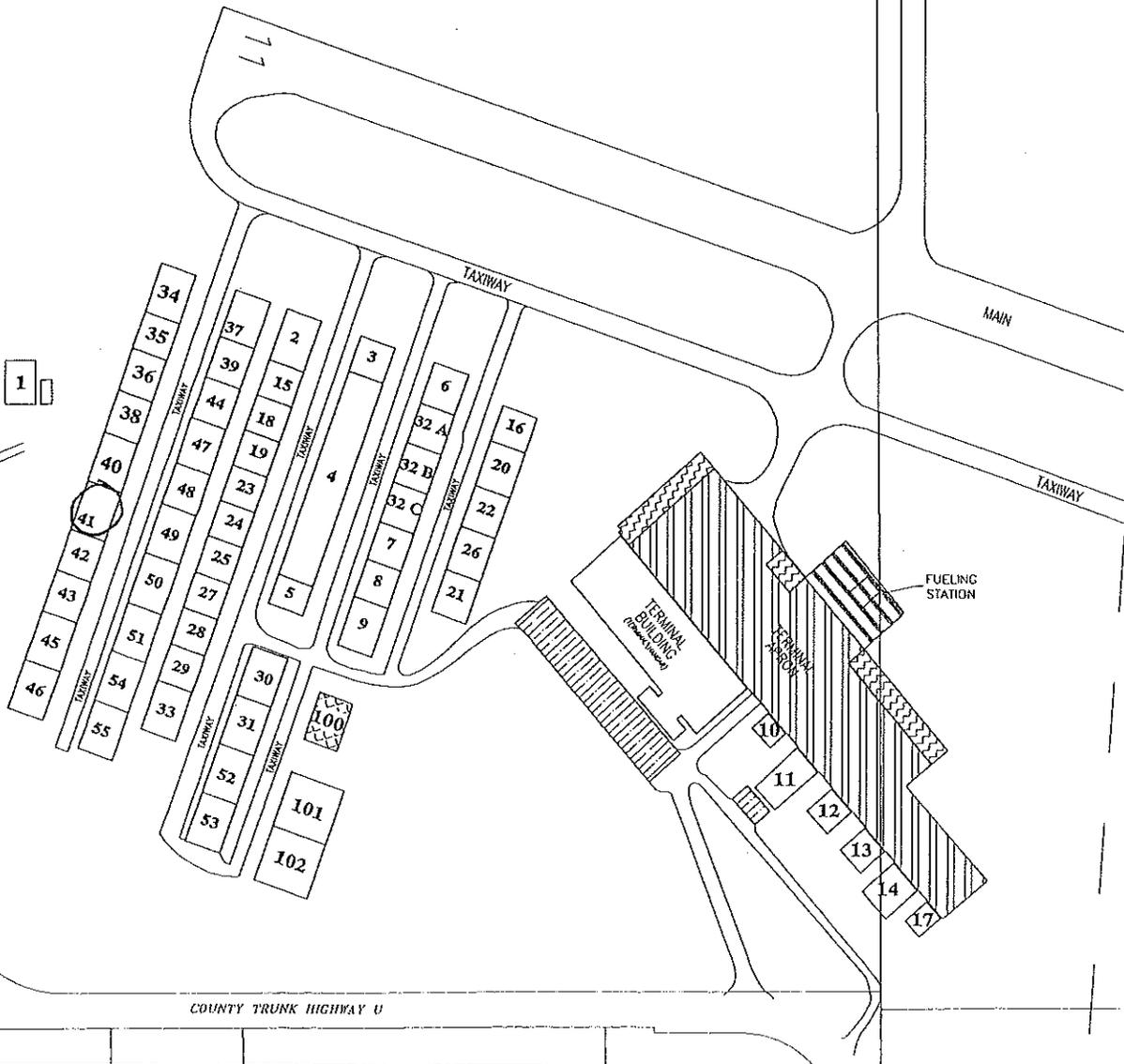
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- 97
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TAXILANE CHARLIE

- | | |
|----|----|
| 90 | 82 |
| 89 | 81 |
| 88 | 80 |
| 87 | 79 |
| 86 | 78 |
| 85 | 77 |
| 84 | 76 |
| 83 | 76 |

TAXILANE BRAVO

- 99
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Executive Summary

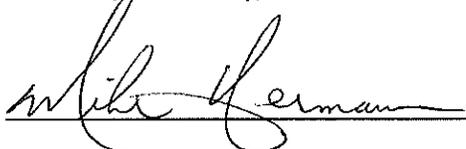
Title: Approval for the purchase of a portable ice skating rink kit

Background: The 2016 capital budget includes \$12,000 in funding for the purchase of a portable ice skating rink kit(s). The ice rink kit will include a liner, brackets, wall boards, kick plates, resurfacer, bumper caps, liner patch kit and installation DVD. The Park and Recreation Commission and staff recently discussed park area locations and agreed to the placement of one and perhaps two portable ice skating rinks at Willowbrook Park. The other sites discussed and considered included West Side Park and Independence Park. The 2016 approved budget amount of \$12,000 considered the acquisition of either one large sized rink kit or two smaller sized rink kits. In recent discussion of site options and skating activities with the Park and Recreation Commission it was preferred that staff make plans to acquire two smaller rink kits verses one larger sized kit. In staffs review of Willowbrook Park we have determined that a rink size of 48' x 92' will fit into one of the open areas discussed by the Park and Recreation Commission. At Willowbrook Park a second rink could be added in the future however that rink size would be approximately 32' x 64'. Staff is proposing that a single rink kit be acquired at this time. Staff will be requesting that the balance of the approved budget funds be carried forward to the 2017 budget for the consideration to purchase a second rink kit. As part of the site planning for the rinks location staff is also considering the rink lighting plans and options. At Willowbrook Park this includes the use of four nearby flood lights that are located on the park shelter for the volleyball court and/or adding new lights on the park shelter as necessary to adequately light the rink area. If additional lighting is necessary from the shelter staff expects that it would include the use of an extended height light pole/ fixture that is directed toward the ice rink area. Another consideration for lighting is the installation of a new 30' to 40' pole and flood light fixture near the rinks planned location(s). The cost for light fixtures and installation remain to be determined and would be within the total project budget.

The preferred rink kit is manufactured by Nice Rink, Genoa City, WI. A quote was obtained from the manufacturer for a 48' x 92' sized rink kit. The total cost of the kit is \$4,658.53.

Fiscal Impact: The cost of the rink kit (48' x 92') is \$4,658.53 and within the approved budget of \$12,000. Parks account 100.550.552100.59401.

Staff Recommendation: Staff recommends the purchase of the Nice Rink kit at a total cost not to exceed \$4,658.53 from Nice Rink, Genoa City, Wisconsin.

Prepared by: 
Mike Hermann, Parks and Recreation Director

11/14/16
Date

Approved by: 
Steve Volkert, City Administrator

11/15/16
Date

Routing: City Council 11/22/16

Executive Summary

Title: Approval of parks commercial riding mower purchase

Background: The 2016 Parks Division budget included funding for the purchase of a new riding commercial mower to replace the 1998 Toro commercial mower. The proposal request included a new current production year riding mower (24 hp), 60-62 inch out front rear discharge deck, slow moving sign, warning beacon, extra set of blades, spare filter set, mulch blades/deck kit. The mower is used in maintenance for park properties and cemetery grounds. Three manufacturer models were considered for the replacement including Toro Groundsmaster 3280, John Deere 1550 series and Jacobson Turfcat. The following bids were received.

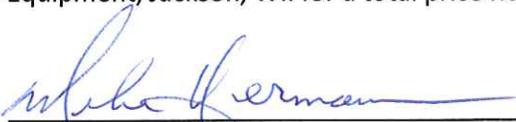
Horst Distributing Chilton, WI.	2016 New Jacobson Turfcat	\$19,743.00
Reinders Elm Grove, WI.	2016 Toro Groundsmaster 3280-D	\$22,841.42
	2015 Toro Groundsmaster 3280-D Demo (50 hours)	\$21,043.42
Mids-State Equipment Jackson, WI.	2017 John Deere 1550 Series	\$18,641.75
Proven Power Oconomowoc, WI.	2016 John Deere 1550 Series	\$20,404.79

In review of the proposals staff is recommending the low bid is from Mid-state Equipment for the 2017 John Deere 1550 series mower at a price of \$18,641.75. This price includes a \$300 upgrade to the deluxe seat.

Fiscal Impact: The 2016 budget includes \$21,100 in the Parks Capital Fund account number 100.501.552100.59501 for the mower purchase. The recommended low bid for purchase is under the approved budget.

Staff Recommendation: Staff recommends the purchase of the 2017 John Deere 1550 series mower from Mid-State Equipment, Jackson, WI. for a total price not to exceed \$18,641.75.

Prepared by:



Mike Hermann, Parks and Recreation Director

Date

11/4/16

Approved by:



Steve Volkert, City Administrator

Date

11/7/16

Routing:

Park and Recreation Commission
City Council

11/9/16

11/22/16

**NOTICE OF SPRING ELECTION
CITY OF HARTFORD
April 4, 2017**

NOTICE IS HEREBY GIVEN that at an election to be held in the City of Hartford, on Tuesday, April 4, 2017, the following officers are to be elected to succeed the present incumbents listed. The term for Alderpersons begins on Tuesday, April 18, 2017.

<u>Office</u>	<u>Incumbent</u>	<u>Term</u>
Aldersperson, District One	Robert Jewell	1 year
Aldersperson, District One	Randy Meyer	3 years
Aldersperson, District Two	Dennis Hegy	3 years
Aldersperson, District Three	Barry Wintringer	3 years

Information concerning aldermanic district boundaries may be obtained from the City Clerk, 109 N Main St., Hartford, WI 53027.

NOTICE IS FURTHER GIVEN that the first day to circulate nomination papers is Thursday, December 1, 2016, and the final day for filing nomination papers is 5:00 p.m. on Tuesday, January 3, 2017, in the office of the City Clerk. Nomination papers are available in the City Clerk's office.

NOTICE IS FURTHER GIVEN that if a primary election is necessary, the primary will be held on Tuesday, February 21, 2017.

Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the division of Motor Vehicles.

Given under my hand and seal at City Hall in the City of Hartford this 22nd day of November, 2016.

Lori Hetzel,
City Clerk
City of Hartford

PUBLIC NOTICE

NOTICE is hereby given that on Tuesday, November 22nd 2016, at 7:00 p.m., in the Council Chambers of the City Hall located at 109 N. Main St., the Common Council of the City of Hartford will hold the Public Hearing on the Proposed 2017 Budget. The proposed budget in detail is available for inspection at the clerk's office from 8:00 a.m. to 4:30 p.m. Monday through Friday. The following is a summary of the proposed 2017 budget.

Lori Hetzel, City Clerk

2017 BUDGET PROPOSAL

		2015	2016	2017	
GENERAL FUND		BUDGET	BUDGET	PROPOSED	% CHANGE
REVENUES					
	Taxes: General Property Taxes	3,821,153	3,733,682	3,749,836	0.43%
	Other Taxes	1,957,371	2,009,411	2,019,980	0.53%
	Intergovernmental Revenue	1,661,247	1,631,740	1,616,651	-0.92%
	Licenses and Permits	317,200	222,442	275,899	24.03%
	Fines, Forfeitures & Penalties	180,276	194,900	184,900	-5.13%
	Public Charges for Serv.	659,958	776,568	955,931	23.10%
	Intergov. Chgs. for Serv.	347,923	353,964	358,661	1.33%
	Special Assessments	86,885	102,300	100,300	-1.96%
	Misc. Revenue	227,597	209,605	208,275	-0.63%
	Transfer from Budget Reserve	0	201,102	1,161,543	477.59%
	Transfers from Other Funds	349,566	771,594	442,497	-42.65%
	Interfund Revenue	12,220	11,510	11,210	-2.61%
	Total Revenues	9,621,396	10,218,818	11,085,683	8.48%
EXPENDITURES					
	General Government	755,695	808,346	823,075	1.82%
	Public Safety	4,192,671	4,595,133	4,908,692	6.82%
	Public Works & Engineering	2,629,806	2,819,092	2,571,198	-8.79%
	Public Services	99,982	119,179	122,171	2.51%
	Public Parks & Recreation	707,139	918,002	957,312	4.28%
	Engineering	344,672	318,504	311,277	-2.27%
	Misc. Other Expenses	796,559	640,562	1,391,958	117.30%
	Total Expenditures	9,526,524	10,218,818	11,085,683	8.48%
	Beginning Fund Balance	7,132,696	7,553,716	7,316,762	
	Gen. Fund Balance Applied (-)/Added (+)	421,020	236,954	1,213,543	
	Ending Fund Balance	7,553,716	7,316,762	6,103,219	
	Previous Yrs. Total Expenditures	10,153,954	9,526,524	10,218,818	
	Gen. Fund Bal as % of Expend.	74.39%	76.80%	59.73%	
Taxing Fund					
	General Fund	3,821,153	3,733,682	3,749,836	0.43%
	Debt Service Fund	2,359,000	2,407,021	2,969,293	23.36%
	Library Fund	606,500	616,400	643,805	4.45%
	Transportation Fund	26,791	26,397	62,329	136.12%
	Total City Tax Levy/wo TID	6,813,444	6,783,500	7,425,263	9.46%
	Washington County Tax Rate	6.27	6.26	6.38	
	Dodge County Tax Rate	6.16	6.34	6.55	
	% Difference vs Previous Year-Wash Co.		-0.09%	2.0%	

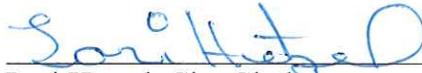
EXECUTIVE SUMMARY
Resolution No. 3466

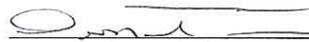
Title: A RESOLUTION ADOPTING THE NECESSARY FUNDS FOR FISCAL YEAR 2017 AND ESTABLISHING THE GENERAL PROPERTY TAX

Background: A preliminary hearing regarding the City of Hartford's 2017 Annual Budget was held on October 11th, resulting in a proposed tax levy of \$7,425,263 upon all taxable property within the City of Hartford for the uses and purposes set forth in the 2017 budget.

Fiscal Impact: Approval of the 2017 Annual Budget will result in a total property tax levy of \$7,425,263 and a property tax rate of \$6.3831 per \$1,000 of assessed valuation for Washington County properties and \$6.5474 per \$1,000 of assessed valuation for Dodge County properties.

Recommendation: That Resolution No. 3466 be approved.

PREPARED BY:  DATE: 
Lori Hetzel, City Clerk

REVIEWED BY:  DATE: 11-16-16
Dawn Timm, Finance Director/Treasurer

APPROVED BY:  DATE: 11-16-16
Steve Volkert, City Administrator

ROUTING: Common Council – 11/22/16

RESOLUTION NUMBER 3466

A RESOLUTION ADOPTING THE NECESSARY FUNDS FOR FISCAL
YEAR 2017 AND ESTABLISHING THE GENERAL PROPERTY TAX

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

1. There is hereby appropriated out of the receipts of the City of Hartford for the year 2017 including monies received from tax levies and user fees for the purposes herein stated in accordance with the attached budget summaries for the following fund areas:

A) General Fund

B) Special Revenue Funds

Housing Rehabilitation Loan Fund
Business Revitalization Loan Fund
Tax Incremental District #5 Fund
Transportation Fund
Jack Russell Memorial Library
Hartford Recreation Center
Business Improvement District

C) Debt Service Fund

D) Capital Project Funds

Parkway Fund
Parks Project Fund
Capital Projects Funds
Tax Incremental Districts Projects
Veterans Memorial Aquatics Center

E) Enterprise Funds

Cable Television Fund
Hartford Municipal Airport
Hartford Community Development Authority
Harthaven
Washington Heights
Housing Action, Inc.
Hartford Water Utility
Hartford Electric
Hartford Sewer Utility
Emergency Medical Services

F) Internal Service Funds
Health Insurance Fund
Risk Management Fund
Information Systems Fund

2. There is hereby levied a tax of \$7,425,263 upon all taxable property within the City of Hartford as returned by the Assessor in the year 2016 for the uses and purposes set forth in said budget.
3. The City Clerk is hereby authorized and directed to spread said tax upon the current tax roll of the City of Hartford.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: November 22, 2016

ADOPTED: November 22, 2016

ATTEST:

Lori Hetzel, City Clerk

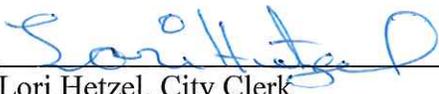
EXECUTIVE SUMMARY
Resolution No. 3467

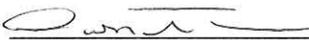
Title: A RESOLUTION ADOPTING THE SCHOOL BUDGET AND AUTHORIZING AND DIRECTING THE CITY CLERK TO SPREAD SAME UPON THE TAX ROLL OF THE CITY OF HARTFORD

Background: Each year the different school entities submit their respective tax levy to be placed on the tax roll of the City of Hartford. Tax levy certifications have been received from the following school districts: Hartford Union High School, Hartford Joint School District #1, Slinger School District, Herman-Neosho-Rubicon School District, and Moraine Park Technical College. Accordingly, the amounts as outlined in Resolution No. 3467 are to be hereby levied against all taxable property within the City.

Fiscal Impact: To levy a tax of \$12,294,000.81 upon all taxable property within the City of Hartford in accordance with tax levy certifications as submitted by the various school districts.

Recommendation: That Resolution No. 3467 be approved.

PREPARED BY:  DATE: 11/16/16
Lori Hetzel, City Clerk

REVIEWED BY:  DATE: 11-16-16
Dawn Timm, Finance Director/Treasurer

APPROVED BY:  DATE: 11-16-16
Steve Volkert, City Administrator

ROUTING: Common Council – 11/22/16

Resolution No. 3467

A RESOLUTION ADOPTING THE SCHOOL
BUDGET AND AUTHORIZING AND DIRECTING
THE CITY CLERK TO SPREAD SAME UPON THE
TAX ROLL OF THE CITY OF HARTFORD

BE IT RESOLVED by the Common Council of the City of Hartford, Washington & Dodge Counties, Wisconsin, that the tax levy reports of the Hartford Union High School, Hartford Joint School District #1, Slinger School District, Herman-Neosho-Rubicon School District, and Moraine Park Technical College having been presented to the Council and the same be and hereby are received and approved by the Common Council.

BE IT FURTHER RESOLVED that the following amounts be and they are hereby levied against all the taxable property within the City of Hartford as returned by the Assessor of said City for school purposes.

Hartford Union High School (WC)	\$3,935,006.00
Hartford Union High School (DC)	175,386.00
Hartford Joint School District #1 (WC)	6,908,143.00
Hartford Joint School District #1 (DC)	152,470.00
Slinger School District (WC)	201,028.79
Herman-Neosho-Rubicon School District (DC)	151,750.00
Moraine Park Technical College (WC)	737,996.63
Moraine Park Technical College (DC)	<u>32,220.39</u>
	\$12,294,000.81

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to spread said taxes upon the current roll of the City of Hartford.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: November 22 2016

ADOPTED: November 22, 2016

ATTEST:

Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

TITLE

2016 BUDGET ALTERATION EXCESS EXPENDITURES OVER APPROPRIATIONS

BACKGROUND

Each year as part of the audit process and according to GAAP (Generally Accepted Accounting Principles) any excess expenditures over appropriations in the City's governmental funds must be disclosed even if revenues within these funds are sufficient to cover the excess expenditures. This process is done prior to year-end and again after all final audit entries are completed. The differences listed below occur for a variety of reasons common to the budget process.

When reviewing the attached list, you will notice the Debt Service Funds, Capital Improvement Funds, Park Project Funds, and TIF Project Funds are grouped together and looked at as a whole not individually, therefore, any excess expenditures within an individual fund are not considered or reported.

In 2016, total expenditures in the following funds exceeded budgeted expenditures:

Fund 255 - DOD Rehab 2 Loan Fund \$2,182.43

This shortfall was the result of a small percentage of salaried time being charged against this fund for work performed and the write-off of an uncollectible loan due to foreclosure. The City did receive a portion of the amount owed. This overage will be covered by fund balance.

Funds 476-480 - TIF Project Funds \$8,169.10

The TIF Project Funds as a whole had a shortfall of \$8,169.10. This was due in part to the check valve project in TIF #7 and will be funded by future tax increments.

FISCAL IMPACT

None. The entries proposed are budgetary, not actual. All the discretionary transactions which underlie these entries were approved by prior Common Council action.

RECOMMENDATION

Approval of the above-referenced adjustments to the 2016 Annual Budget.

Prepared By:


Dawn Timm, Finance Director/Treasurer

10/24/16
Date

Approved By:


Steve Volkert, City Administrator

10-24-16
Date

Finance Committee: November 1, 2016
Common Council: November 22, 2016

EXCESS EXPENDITURES OVER APPROPRIATIONS

10/21/2016

Fund		Budget	Actual	Difference
100	General Fund	\$10,300,986.00	\$7,895,665.87	\$2,405,320.13
210	Recreation Center Fund	\$733,629.00	\$524,803.28	\$208,825.72
255	DOD Rehab 2 Loan Fund	\$35.00	\$2,217.43	(\$2,182.43)
256	DOD Revit 2 Loan Fund	\$400.00	\$0.00	\$400.00
269	Library Fund	\$906,528.00	\$678,310.77	\$228,217.23
275	TIF #5	\$681,220.00	\$674,675.10	\$6,544.90
276	Transportation Fund	\$228,224.00	\$179,538.47	\$48,685.53
314	2006 GO Refunding Bonds	\$0.00	\$4,986.50	(\$4,986.50)
315	2008 GO Promissory Notes	\$521,838.00	\$521,837.50	\$0.50
317	2010 GO Promissory Notes	\$344,685.00	\$344,673.32	\$11.68
318	2010 GO Refunding Bonds	\$570,025.00	\$19,255.17	\$550,769.83
320	2012 GO Refunding Bonds	\$193,500.00	\$122,048.47	\$71,451.53
321	2012 GO Promissory Notes	\$345,188.00	\$324,093.75	\$21,094.25
322	2012 G.O. Refunding Notes	\$262,125.00	\$5,911.60	\$256,213.40
323	2014 GO Promissory Notes	\$542,750.00	\$542,656.00	\$94.00
324	2015 G.O. NAN's	\$7,118,125.00	\$7,118,125.00	\$0.00
325	2015 G.O. Refunding Bonds	\$928,396.00	\$925,273.63	\$3,122.37
326	2016 G.O. Refunding Bonds	\$7,000,000.00	\$7,153,531.15	(\$153,531.15)
327	2016 G.O. Promissory Notes	\$0.00	\$0.00	\$0.00
378	2007 Taxable GO Refunding	\$121,110.00	\$121,362.45	(\$252.45)
379	Debt Retirement Sinking Fund	\$1,735,045.00	\$1,440,584.70	\$294,460.30
300's	Total Debt Service	\$19,682,787.00	\$18,644,339.24	\$1,038,447.76
420	2016-17 Capital Projects	\$1,287,349.00	\$1,057,222.75	\$230,126.25
493	City Hall Project	\$0.00	\$305,326.34	(\$305,326.34)
496	Veterans Pool	\$4,863,740.00	\$3,671,701.99	\$1,192,038.01
420,493 496	Total Capital Improvements	\$6,151,089.00	\$5,034,251.08	\$1,116,837.92
450	Rubicon River Parkway	\$0.00	\$0.00	\$0.00
455	Parks Project	\$55,000.00	\$6,237.31	\$48,762.69
450,455	Total Parks	\$55,000.00	\$6,237.31	\$48,762.69
476	TIF #6 Project	\$11,615.00	\$1,705.72	\$9,909.28
477	TIF #7 Project	\$165,071.00	\$182,738.80	(\$17,667.80)
478	TIF #8 Project	\$53,033.00	\$54,116.15	(\$1,083.15)
479	TIF #9 Project	\$5,000.00	\$4,327.43	\$672.57
480	TIF #10 Project	\$0.00	\$179.10	(\$179.10)
476,477 478,479 480	Total TIF Projects	\$234,719.00	\$242,888.10	(\$8,169.10)

EXECUTIVE SUMMARY

TITLE

WRITE-OFF OF DELINQUENT PERSONAL PROPERTY TAXES

BACKGROUND

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

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

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

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

The attached list includes uncollectible personal property taxes for the year 2015 in full. The names of the debtors are available upon request by contacting the Finance Department.

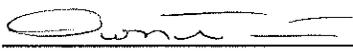
FISCAL IMPACT

The total write-offs equal \$684.89 of which a portion will ultimately be the City's share of the loss. Losses in excess of budgeted amounts are covered by undesignated fund balance in the General Fund.

RECOMMENDATION

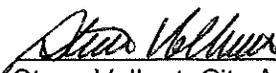
Write-off of uncollectible personal property taxes for the year 2015, per the attached list.

Prepared By:


Dawn Timm, Finance Director/Treasurer

10/21/16
Date

Authorized By:


Steve Volkert, City Administrator

10/29/16
Date

Scheduled:

Finance and Personnel 11-01-16
Common Council 11-22-16

Delinquent 2015 Personal Property Taxes

<u>Tax Key #</u>	<u>Amount</u>
PD 127	1.84
PF 125 900	56.47
PM 175	12.75
PP 040 001	453.55
PT 110	80.14
PU 043	80.14
	684.89

EXECUTIVE SUMMARY

TITLE

CARRY-FORWARD OF 2016 UNEXPENDED GENERAL FUND PROJECT FUNDS

BACKGROUND

Each year in preparation for our annual audit, we find a few General Fund projects which are incomplete at the end of the fiscal year. These projects are reviewed and those requiring reallocation in the subsequent fiscal year are presented to the Common Council for carry-forward approval. At the end of 2016 there were three such projects..

The three projects being requested for carry-forward approval from 2016 into 2017 are all in the Street Department. The New Veterans Memorial Aquatic Center Pool construction and the State Highway 83 reconstruction both had an impact on the completion of these projects.

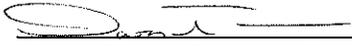
Asphalting for \$25,000 and street repairs for \$15,000 were not able to be completed due to the extra hours required on the above mentioned construction projects. The Emerald Ash Borer Tree Replacement Project was also impacted since time ran out to replace many of the trees that had been removed. A carry-forward of \$15,000 is being requested for this project.

FISCAL IMPACT

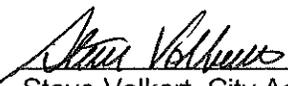
The total not to exceed \$55,000 is a designation of General Fund Balance at the end of 2016. The General Fund currently has an unassigned fund balance of approximately \$7.5 million. These amounts would then be added to the 2017 Budget for the projects indicated.

RECOMMENDATION

Carry-forward of \$55,000 for the projects listed above.

Prepared By: 
Dawn Timm, Finance Director/Treasurer

10/27/16
Date

Approved By: 
Steve Volkert, City Administrator

10/27/16
Date

Finance Committee: November 1, 2016
Common Council: November 22, 2016

Executive Summary
Resolution No. 3468

Title: Review of the Certified Survey Map for 2712 East Sumner Street

Background: The Plan Commission approved the site plan for the Goeman's Rapid Mart Car Wash in August, 2016. The Goemans have decided to create a new lot where the car wash sits and have it run as a separate entity by Larry Goeman's son. Car washes are allowed as a permitted standalone use in the B-5 Highway Business District.

The certified survey map (CSM) consists of two lots. Lot 1 (Goeman's Rapid Mart) of the proposed CSM measures 78,926 square feet (1.81 acres); Lot 2 (the Car Wash) measures 54,720 square feet (1.26 acres).

B-5 zoning requires a minimum area of 20,000 square feet, a width of not less than 100 feet at the building setback line, and a lot coverage of no more than 30%. Both lots easily meet the minimum area requirement and width requirement (Lot 1 is 212 feet wide, Lot 2 is 150 feet wide), and lot coverage requirement (Lot 1 is 11.4%, Lot 2 is 8.0%).

An ingress / egress easement allowing for a shared driveway has been recorded as a separate document.

Recommendation: The Planning Staff recommends approval of the Certified Survey Map for 2712 East Sumner Street.

Prepared By: Justin Drew 11/17/16
Justin Drew, Date
City Planner

Reviewed By: Jason Schall 11-17-16
Jason Schall Date
City Engineer

Reviewed By: Lori Hetzel 11/17/16
Lori Hetzel Date
City Clerk

Approved By: _____ Date
Steven Volkert,
City Administrator

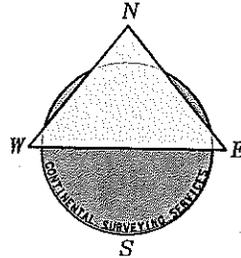
ROUTING: Plan Commission 11/21/16
Common Council 11/22/16

Certified Survey Map

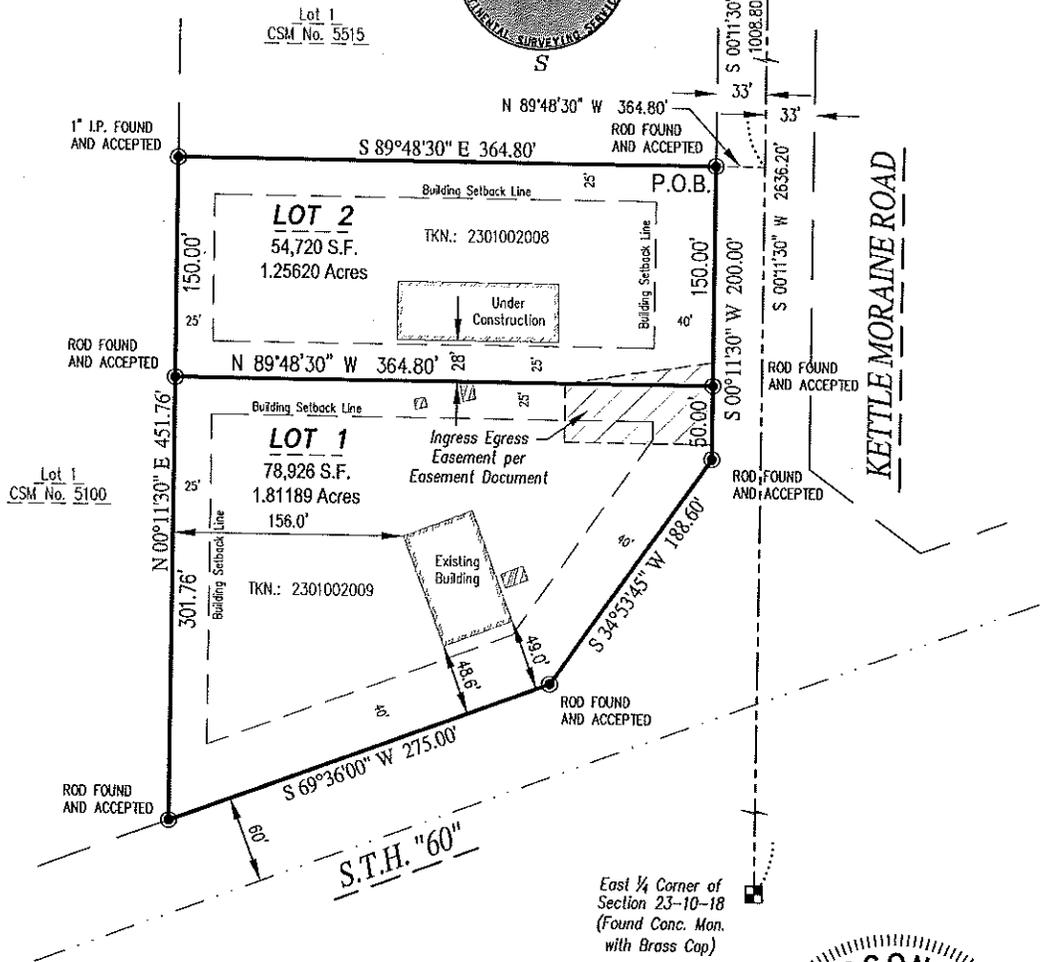
A Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast 1/4 of the Northeast 1/4 of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin.



SCALE:
1"=100'



Northeast Corner of Section 23-10-18 (Found Conc. Mon. with Brass Cap)



East 1/4 Corner of Section 23-10-18 (Found Conc. Mon. with Brass Cap)

CONTINENTAL SURVEYING SERVICES LLC

Registered Land Surveyors, Surveying Since 1987

Focusing on You!

Main Office:

2059 Hwy 175, Suite "A"
Richfield Wl. 53076

Phone: (262) 389-9200

Alt Phone: (262) 628-1409

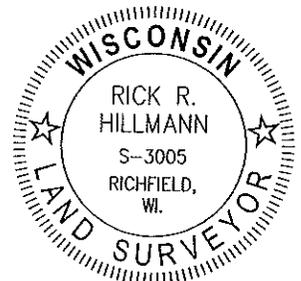
Milwaukee Office: (414) 425-2060

Website: www.ccssurveys.com

Email: survey@ccssurveys.com

OWNER'S
Rapid Mart of Hartford Inc. &
C. Goeman Properties IV, LLC

TKN.: 2301002008 and
TKN.: 2301002009



NOTE: All bearings are referenced to the East Line of the Northeast 1/4 of Section 23, Township 10 North, Range 18 East that bears S 00°11'30" W.

This instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this 16th day of November, 2016
Sheet 1 of 6



Certified Survey Map

A Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I Rick R. Hillmann, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin bounded and described as follows;

Commencing at the Northeast Corner of said Section, thence South $00^{\circ}11'30''$ West on and along the East Line of said $\frac{1}{4}$ Section, 1008.80 feet to a point; thence North $89^{\circ}48'30''$ West, 33.00 feet to a point on the West Line of Kettle Moraine Road said point is also the Point of Beginning of lands hereinafter described;

Thence South $00^{\circ}11'30''$ West on and along said West Line, 200.00 feet to a point; thence South $34^{\circ}53'45''$ West on and along said West Line, 188.60 feet to a point on the Northerly Line of Highway 60; thence South $69^{\circ}36'00''$ West on and along said Northerly line, 275.00 feet to a point; thence North $00^{\circ}11'30''$ East, 451.76 feet to a point; thence South $89^{\circ}48'30''$ East 364.80 feet to the place of beginning of this description.

The gross area of said parcel contains 133,646 Square feet or 3.06809 Acres of land more or less.

That I have made such survey, land division and map by the direction of Rapid Mart of Hartford Inc. & C. Goeman Properties IV, LLC, owners of said land. That such map is a correct representation of all exterior boundaries of land surveyed and land division made thereof. That I have fully complied with the provision of chapter 236 of the Wisconsin Statutes and the Platting ordinance of the City of Hartford in surveying, dividing and mapping same.

Dated this _____ day of _____, 20_____.

Rick R. Hillmann PLS
Professional Land Surveyor S-3005

**CONTINENTAL
SURVEYING
SERVICES LLC**



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Richfield Wl. 53076

Phone: (262) 389-9200

Alt Phone: (262) 628-1409

Milwaukee Office: (414) 425-2060

Website: www.csssurveys.com

Email: survey@csssurveys.com



NOTE: All bearings are referenced to the East Line of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East that bears S $00^{\circ}11'30''$ W.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this 16th day of November, 2016 Sheet 2 of 6



Certified Survey Map _____

A Redivision of Lot 1 of Certified Survey Map No.: 3186, being a part of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East, Located in the City of Hartford, Washington County, Wisconsin.

CONSENT OF CORPORATE MORTGAGE:

Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, consents to the surveying, dividing, and mapping of the land described on this Certified Survey Map, and does hereby consent to the above Corporate Owners Certificate of Rapid Mart of Hartford Inc.

In Witness of, Bank, has caused these presents to be signed by {First Name _____ Last Name _____}, its {Title _____}, and {First Name _____ Last Name _____} its {Title _____} in the {Select One (1) City, Village or Town} of {City _____}, Wisconsin, this _____ day of _____, 20_____.

In the presence of:
Bank

{Print - First Name Last Name} {Title}

{Signature}

{Print - First Name Last Name} {Title}

{Signature}

STATE OF WISCONSIN)

)ss.

County of _____)

Personally came before me this _____ day of _____, 20_____, {First Name _____ Last Name _____} {Title _____} and {First Name _____ Last Name _____} {Title _____} of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be the {Title _____ and Title _____ respectively} of the corporation, and acknowledged that they, he, or she executed the foregoing instrument and acknowledged the same.

Print Name _____

Notary Public, _____ County, WI.

My Commission Expires: _____

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Email: survey@csssurveys.com



NOTE: All bearings are referenced to the East Line of the Northeast $\frac{1}{4}$ of Section 23, Township 10 North, Range 18 East that bears S 00°11'30" W.

This Instrument was drafted by Rick R. Hillmann, a Professional Land Surveyor, S-3005 on this 16th day of November, 2016 Sheet 5 of 6



Executive Summary

Title: Modification of an Agreement – Downtown Planning Implementation Contract

Background: In February, the Common Council approved a contract with Vandewalle and Associates to help the City and its partners (the Downtown Project Management Team) begin implementation of the Hartford Downtown Opportunity Analysis and Downtown Redevelopment Plan. The Downtown Redevelopment Plan was created by Vandewalle and Associates and is a comprehensive study of how to build off the Downtown’s locational, architectural, and historical strengths to encourage catalytic development and redevelopment, strengthen local businesses, and build a more vibrant and sustainable downtown.

Per the existing contract, Vandewalle and Associates provides input and expertise on preparing and executing strategies to expand existing businesses and recruit new businesses. They also access their network of developer relationships to generate interest in potential downtown projects. In addition, they are assisting the City to prepare public improvement plans and cost estimates, assist in identifying and securing additional funding sources, and prepare marketing materials. Finally, the existing contract called for limited guidance on a potential Tax Incremental Finance District and development agreements.

As Staff began work on TID #10, it became clear that the complexities of a rehabilitation / conservation TID differed from the industrial TID’s Staff had previously created. Combined with the tight timeline to create the TID and a busy spring and summer for development, Staff asked Vandewalle and Associates to create most of TID #10. This work came to \$20,000. The existing Contract is based on a budget of \$60,000 for 2016. The HADC, the BID and the Chamber have set aside \$15,000 for 2016 for implementation services.

However, the TID work puts Vandewalle and Associates up to the \$60,000 contract with two months to go in 2016. The Downtown Project Management Team is at a delicate stage with regards to numerous developments and grant possibilities, and not having Vandewalle’s assistance for the remainder of 2016 would hinder our progress. As a result, Staff is requesting a modification to the existing contract to incorporate the TID #10 expenses (\$20,000). All of the TID expenses are eligible for reimbursement by TID #10.

Fiscal Impact: The approved Capital Improvement Project Budget for 2016 is \$500,000. The proposal is within the budget.

Recommendation Staff recommends approval of the contract amendment with Vandewalle and Associates for a Downtown Planning Implementation Contract including TID #10 work at a price not to exceed \$80,000.

Prepared By: Justin Drew 11/16/16
Justin Drew, Date
City Planner

Reviewed By: Dawn Timm 11/16/16
Dawn Timm, Date
Finance Director

Approved By: Steve Volkert 11/16/16
Steve Volkert, Date
City Administrator

ROUTING: COMMON COUNCIL 11/22/2016

Memorandum

To: City Council
CC:
From: Steve Volkert, City Administrator
Date: 11/2/2016
Re: Third Quarter General Fund Results

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

The City was at 80.98% for total General Fund Revenues at the end of the current year third quarter. This is higher than the two prior year percentages which ranged from 73% - 75%. The total General Fund expenses for the current year third quarter was 72.36%. This percentage is slightly higher than the prior two year's percentage which ranged from 69% to 70% but well within the range.

Each Department Head is made aware of any overages in expenses or shortfalls in revenues that makes the Finance Administrator take notice. We will be reviewing all other explanations.

City of Hartford
Third Quarter Comparisons By Year

General Fund Revenues:

	2016	2015	2014
Overall Percentage of Revenues Collected	80.98%	75.27%	73.51%
Third Quarter Total Revenues	\$8,341,277.00	\$7,701,008.14	\$7,638,696.65
Total Budget	\$10,300,786.00	\$10,230,602.00	\$10,391,023.58
Difference Between Years	\$640,268.86	\$62,311.49	

General Fund Expenses:

	2016	2015	2014
Overall Percentage of Expenses Used	72.36%	70.18%	69.42%
Third Quarter Total Expenses	\$7,453,367.00	\$7,161,311.20	\$7,213,793.40
Total Budget	\$10,300,986.00	\$10,203,727.00	\$10,391,023.58
Difference Between Years	\$292,055.80	-\$52,482.20	\$1,980,651.01

MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE
October 11, 2016

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

Call to Order – Chairperson Rusniak called the meeting to order at 6:50 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Licenses – MOTION by Alderperson Jewell, and seconded by Alderperson Meyer recommending to the Common Council the following licenses: (bartender) Bart Jones, Tiffany Tyner. MOTION CARRIED.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
FPOCT11.16
Compiled by Pat Borlen, Deputy Clerk

FINANCE & PERSONNEL COMMITTEE
November 1, 2016

PRESENT: Chairperson Rusniak, Members Wintringer, Meyer

ABSENT & EXCUSED: Member Jewell

ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, Finance Director Timm

Call to Order – Chairperson Rusniak called the meeting to order at 6:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Budgetary Adjustments – Each year any excess expenditure over appropriations in the City's governmental funds must be disclosed even if revenues within these funds are sufficient to cover the excess expenditures. In 2016, total expenditures in the following funds exceeded budgeted expenditures: Fund 255, DOD Rehab 2 Loan Fund, \$2,182.43 and Fund 476-477, TIF Project funds, \$8,169.10.

MOTION by Alderperson Meyer, and seconded by Alderperson Wintringer recommending to the Common Council approving the adjustments to the 2016 annual budget. MOTION CARRIED.

Write-off of Delinquent Personal Property Taxes - Each year, as part of the year-end process, any personal property taxes that remain unpaid are proposed to be written off. This action does not dismiss the unpaid tax, but recognizes the diminishing likelihood that the amount will be collected in full. The City will continue its efforts to collect the delinquent personal property taxes before charging them back to a taxation jurisdiction. Failure to collect on any business still in operation where the unpaid amount exceeds \$500 will be turned over to the City Attorney for processing. The total write-offs equal \$684.89 of which a portion will ultimately be the City's share of the loss. Losses in excess of budgeted amounts are covered by undesignated fund balance in the General Fund.

MOTION by Alderperson Wintringer, and seconded by Alderperson Meyer recommending to the Common Council approving the write-off of uncollectible personal property taxes for the year 2015 in the amount of \$684.89. MOTION CARRIED.

Carry-Forward of 2016 Unexpended General Fund Project Funds – There are three general fund projects being requested for carry-forward from 2016 into 2017, all in the Street Department. Asphaltting for \$25,000, street repairs for \$15,000, and \$15,000 for Emerald Ash Borer tree replacement.

MOTION by Alderperson Meyer, and seconded by Alderperson Wintringer recommending to the Common Council the carry-forward of 2016 unexpended General Fund Project funds in the amount of \$55,000. MOTION CARRIED.

Study on Economic Impact of Northern Reliever Route – The City has voted their support for a Highway 60 Northern Reliever Route to improve traffic flow through the City and to the Industrial Parks. Washington County obtained the services of SEWRPC to update a 2005 reliever route study and identify an alternative route to those chosen originally in 2005. SEWRPC reported back to Washington County of an alternative route. The City approved to share the cost of a preliminary engineering study with Washington County on the impact of this alternative route up to \$50,000. The County received the bids on the preliminary engineering study which came in at \$42,565 which would make the City’s portion \$21,283. Citing the SEWRPC study on route alternatives, the county next looked at having UW-Whitewater conduct a study on the economic and fiscal impact of the proposed route on the County. The County is now asking the City of Hartford to pay for a study on the economic and fiscal impact of the proposed Highway 60 Northern Reliever Route in Washington County, in the amount of \$17,500. The \$17,500 would be pulled from the same account as the \$21,283, bringing the City’s contribution to \$38,783. City Administrator Volkert responded to questions relating to the County’s request.

MOTION by Alderperson Meyer, and seconded by Alderperson Wintringer recommending to the Common Council approving the transfer of \$17,500 from the general fund balance account to pay for the County’s study on the economic impact of State Highway 60 northern reliever route in Washington County. MOTION CARRIED.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
FPNOV1.16
Compiled by Pat Borlen, Deputy Clerk

JACK RUSSELL MEMORIAL LIBRARY BOARD

REGULAR MEETING – OCTOBER 12, 2016

This regularly scheduled meeting of the Jack Russell Memorial Library Board was called to order by Vice-President Fuss at 4:02 PM in the Common Council Chambers. Those present were: Ms. Laurie Hilger, Dr. Mark Smits, Mr. Gary Morgenstern, Mr. Eugene O'Brien, Ms. Marilee Fuss and Director Jennifer Einwalter. President Shari Purman, Alderperson Barry Wintringer and Mr. Mark Chappel were 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 September 14, 2016 meeting.
2. Approval of the Bookkeeper's report comparing budgeted versus actual numbers for September 2016.
3. Approval of the monthly bills for September 2016.
4. Approval of the Jack Russell Memorial Library Usage and Services Report for September 2016.
5. Approval of the Youth Services report for September 2016.

A motion was made by Mr. Morgenstern and seconded by Mr. O'Brien 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

1. Cary Perzan's Resignation Letter
2. Letter to Jessica Kuderer outlining the Interim Youth Services Librarian Position
3. Thank you email from UW-Oshkosh for use of the Community Room
4. Thank you letter to Washington County Farm Bureau Cooperative

OLD BUSINESS

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

Director Einwalter reported that the new library system will be named Monarch and will consist of Dodge, Washington, Sheboygan and Ozaukee Counties. The new merged system will be announced at WLA. Director Einwalter also reported that MWFLS and ESLS continue to work on the migration and that catalog training for Hartford will be held at the Library on Monday, October 24.

Director Einwalter stated that there wasn't anything new to report for Washington County.

Friends of the Library Update.

Ms. Hilger reported the Friends held their Executive Committee meeting October 11 and discussed their strategic plan and new programs for 2017. She also stated that the Wednesday, October 26 program will be "Great Lakes Ghosts" and the Wednesday, November 9 program will be "Churchill: Man of the Century".

2017 Budget

Director Einwalter reported the Common Council reviewed the 2017 budget at their meeting October 11. She also reported the City Administrator has added \$27,000 for salary and fringe benefit increases to the 2017 budget and this will include \$13,000 for a family insurance plan for the maintenance person. The Common Council will officially adopt the budget in November.

Discussion of Possible Strategic Planning in 2017

Director Einwalter has contacted Mr. Bruce Smith, WILS regarding putting together a proposal for strategic planning for the Library. Director Einwalter would like to begin this process in early 2017 and form a small committee to work on the project and utilize public surveys to gather information. She stated that Mr. Smith has worked with other libraries on their strategic planning. She also stated it would be an investment in the Library's future; funding is available in the Trust Fund.

Mr. O'Brien made the motion to enter into an agreement with Mr. Bruce Smith from WILS to develop a strategic plan not to exceed \$8,340. It was seconded by Ms. Hilger. Ms. Hilger stated there are many pros for having a neutral person be involved. The motion carried.

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

Director Einwalter stated that the Assistant Director/Youth Services Librarian Position has been posted to the Wisconsin job posting site, UW Madison and UW Milwaukee Library Schools, the Library's Facebook Page, the local Booster, the City's Website

and the Wisconsin Library Google Community which has had 33 views as of October 8. The deadline is Friday, October 28 at 5:30 PM. Director Einwalter and President Purman will go through the applications received and make selections for interviews on candidates that qualify. Director Einwalter suggested forming a committee and doing a couple of rounds of interviews and then have the full Board make the final selection. Anyone interested in being on the committee should contact Director Einwalter. Dr. Smitts stated that he does not feel the need to a part of the hiring process and that since the person hired will be working for Director Einwalter, he trusts her judgement.

NEW BUSINESS

Discussion of Park Foundation Grant Application

Director Einwalter reviewed the list of projects with costs that could be covered by the \$10,000 Park Foundation Grant. Director Einwalter stated that the Park family especially want to enhance the Children's area. Director Einwalter has suggested purchasing a Discovery two bin Lego table and a Discovery two bin train table. Also on the list, are finishing the railing on the outdoor terrace, installing a bubbler on the second level, replacing the damaged standing information display units and reupholstering the "yellow wiggle" unit in Children's that the stitching has let go and purchase a book press for repairing books.

Ms. Hilger made the motion to approve the six blue highlighted items from the Library's wish list utilizing the Park Foundation's \$10,000 grant to fund these projects. It was seconded by Ms. Fuss and passed unanimously.

Privacy of Library Records and Library Use Policy

Director Einwalter reviewed a draft policy on the privacy of the Library's records and for Library use. The policy outlines standard legal requirements, staff rules, handling of requests by a custodian parent or guardian and handling of court orders that all Wisconsin libraries must follow.

Mr. O'Brien made the motion to approve the Jack Russell Memorial Library Privacy of Library Records and Library Use Policy as presented by Director Einwalter. It was seconded by Ms. Hilger and passed unanimously.

Review of Trustee Essential One – The Trustee Job Description

Director Einwalter and President Purman have discussed reviewing the Wisconsin Public Library Trustees handbook with the Board. Director Einwalter went over chapter one "The Trustee Job Description" at today's meeting stating that most of this chapter is basic information on the qualifications and activities of a public library trustee. There were no questions from the Board.

Library Director Comments.

- The wireless access points have been installed and are gathering data. Since installation on September 30 well over 700 uses have been recorded with 47 on Sunday, October 2 when the Library was not even open. The wireless signal is very strong and may need tweaking.
- Jordan Electric will install the wiring for the new sound and video system in the Community Room on November 21 and 22.
- The History Room is requesting blinds for their two large windows utilizing part of the \$5,000 donation from the Madison Community Foundation currently in the Library's Trust Fund. Director Einwalter researched options with Total Glass and Paint of Hartford and the estimated cost with installation is \$2,500. Mr. O'Brien made a motion to approve \$2,500 for blinds for two windows in the History Room with the money to come from the Trust Fund. The motion was seconded by Ms. Fuss and passed.
- The computerized scanner for microfilm is over ten years old and needs to be replaced. A local company, e-Image Data Corporation has offered to donate a new microfilm scanner valued at \$5,000. The Library will need to supply a new computer to work with the scanner.
- The issue with updating the Library's informational TV screens has been resolved with no additional cost.
- Milwaukee Public Library has granted their patrons forgiveness for fines and for outstanding materials until October 9. Director Einwalter will investigate options for the Library.
- The picture of Director Einwalter receiving the Friend's \$3,000 was in the Booster.

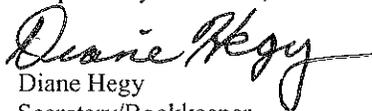
UPCOMING MEETING DATES

Regular Meeting – November 9, 2016 – Common Council Chambers – 4:00 PM.

ADJOURNMENT

Mr. Morgenstern made the motion to adjourn this meeting of the Library Board at 4:54 PM. The motion was seconded by Ms. Hilger and passed.

Respectfully submitted,



Diane Hegy
Secretary/Bookkeeper
Hartford Public Library

PUBLIC WORKS COMMITTEE

October 25, 2016

PRESENT: Chairperson Mixon, Members Randolph, Hegy, Carroll

ALSO PRESENT: City Administrator Volkert, City Engineer Schall, Director of Public Works Kranz

Chairperson Mixon called the meeting to order at 6:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members of the Committee were present.

Public Comment Period – None.

2016 Construction Schedule – City Engineer Schall provided an update on the progress of the major construction projects for 2016, and responded to questions.

Proposed 2017 Construction Projects – City Engineer Schall provided information on the major construction projects for 2017, and responded to questions.

Snow and Ice Removal on City Sidewalk Policy – The City of Hartford does not currently have a written policy on snow and ice removal on City sidewalk. Director of Public Works Kranz noted that a Snow and Ice Removal on City Sidewalk Policy was developed with the assistance of the City Attorney to properly inform the public of responsibilities in keeping the City sidewalks clear. DPW Kranz provided information on the policy, and responded to questions.

Accepting Improvements in Schwendimann Hills Subdivision – Improvements in the Schwendimann Hills Subdivision were previously accepted by the Common Council in 2007, with the exception of the final layer of asphalt. The final layer of asphalt has now been placed on the streets in the subdivision.

MOTION by Alderperson Carroll, and seconded by Alderperson Hegy recommending to the Common Council a Resolution accepting improvements for the final layer of asphalt in the Schwendimann Hills Subdivision. MOTION CARRIED.

Adjournment – MOTION by Alderperson Randolph, and seconded by Alderperson Carroll for adjournment at 6:53 p.m. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

PWOCT25.16

Compiled by Pat Borlen, Deputy Clerk

UTILITY COMMITTEE
October 3, 2016

PRESENT: Chairperson Meyer, Members Kohler, Hegy

ABSENT & EXCUSED: Member Carroll

ALSO PRESENT: Utility Director Rhodes, Sewer Utility Director Piquett

Call to Order – Chairperson Meyer called the meeting to order at 5:30 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Public Comment Period – None.

Electric Service Interruptions and Water Main Breaks – Utility Director Rhodes mentioned the water main breaks. Mr. Rhodes responded to questions relating to one of the water breaks. There were no electric interruptions to report.

Pad Mount Transformer Purchase – The Village of Slinger has identified a project which requires a 750 KVA 3-phase pad mount transformer. All transformers were competitively bid through WPPI's joint purchasing program and RESCO was awarded the 3-phase pad mount transformer contract.

MOTION by Alderperson Kohler, and seconded by Alderperson Hegy recommending to the Common Council the purchase of one 750 KVA 3-phase pad mount transformer from RESCO at a cost not to exceed \$17,354. MOTION CARRIED.

WPDES Permit – Sewer Utility Director Piquett provided an update on the application for the reissuance of the City of Hartford's WPDES permit. The current permit will expire June 30, 2017. Additional updates on the process will be forthcoming as appropriate.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

UTILOCT3.16

Compiled by Pat Borlen, Deputy Clerk

FOR

INFORMATIONAL

PURPOSES

ONLY

CITY OF HARTFORD
MONTHLY TREASURER'S REPORT
OCTOBER 2016

City Bank And Investment Accounts

Bank Accounts:

First National Bank

Concentration Account	Acct# 12555901	Average Monthly Balance \$860,333
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First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance \$393,147
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Landmark Credit Union

DOD Comm Revit Loan Fund Acct	Acct# 0131028243	Average Monthly Balance \$516,240
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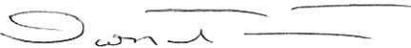
Investments:

Local Government Investment Pool	Current Balance \$8,555,314
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Dana Investment Services (U.S. Government Agency Investments)	Current Balance \$10,931,652
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Certificates of Deposit At Local Banks	Current Balance \$7,000,000
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Respectfully submitted,



Dawn Timm
Finance Director/Treasurer

Jack Russell Memorial Library
Monthly Library Usage and Services Report

October	2016	2015	% Change
Number of days open	26	27	
Checkout by Municipality			
Number of items checked out - Month	18,604	17,158	8.4%
Number of items checked out Year to Date	188,927	188,086	0.5%
Checkouts - City of Hartford	9,703	8,420	15.0%
City of Hartford - Aldermanic District #1	3,708	3,130	18.0%
City of Hartford - Aldermanic District #2	2,752	2,672	3.0%
City of Hartford - Aldermanic District #3	3,243	2,618	24.0%
Washington County-Residents	1,675	1,651	1.5%
Washington County - Non-Residents	4,404	4,528	-3.0%
Dodge County-Residents	797	802	-0.62%
Dodge County- Non-Residents	1,719	1,532	12.0%
All other Municipalities	306	225	36.0%
Checkout by Type of Material			
Adult	8,410	8,255	1.9%
Children	9,485	8,246	15.0%
Young Adult	709	657	8.0%
Busiest Days			
October 2016		October 2015	
Wed. Oct. 5	938 ckouts	Tues. Oct 20	893 ckouts
Tues. Oct. 18	903 ckouts	Thurs. Oc 29	822 ckouts
Mon. Oct. 31	901 ckouts	Wed. Oct 7	778 ckouts
Busiest Hours			
October 2016		October 2015	
11am-Noon	2,344 ckouts	11am-Noon	2,339 ckouts
4pm-5pm	1,946 ckouts	5pm-6pm	1,742 ckouts
1pm-2pm	1,776 ckouts	10am-11am	1,716 ckouts
Items requested thru the Trio Catalog			
Requested by Hartford Customers (month)	2,082	2,180	-4.5%
Requested by trio members (month)	2,673	2,529	6.0%
Other Library Services Information			
Total Items Checked in	15,560	14,690	6.0%
Number of new cards issued	71	55	29.0%
Public Computer Logins	1,147	1,181	-3.0%
Wifi logins (started tracking October 1, 2016)	2,661	-	-
Reference Questions	579	-	-
World Vital Records Database Logins	7	7	0.0%
Pronunicator Logins	19	66	-71.0%
AtoZ Databases	5	-	-
Overdue Notifications			
Notices mailed via USPS	229	251	-9.0%
Notices sent via Email	162	80	102.0%
Email Reminder Notice Sent	1,235	2,148	-43.0%
Certified Letters Sent via USPS	5	15	-67.0%
Sent to Police for Collection	0	7	-
Overdrive			
E-Book & E-Audio Downloads	1,400	1,470	-5.0%
New Items Added to the Collection			
Total for the month	674	1,004	-33.0%
Adult	513	607	-15.0%
Children	127	321	-60.0%
Young Adult	34	76	-55.0%
Volunteer Hours	175.5	137.00	28.0%
Meeting Room Usage	215	182	18.0%

	Library Events	City Event	Friends Event	General Public
Community Room	27		1	17
Conference Room			1	17
Study Room 208			9	37
Study Room 209			2	51
Study Room 210			11	42
Total for Each Room	27		24	164

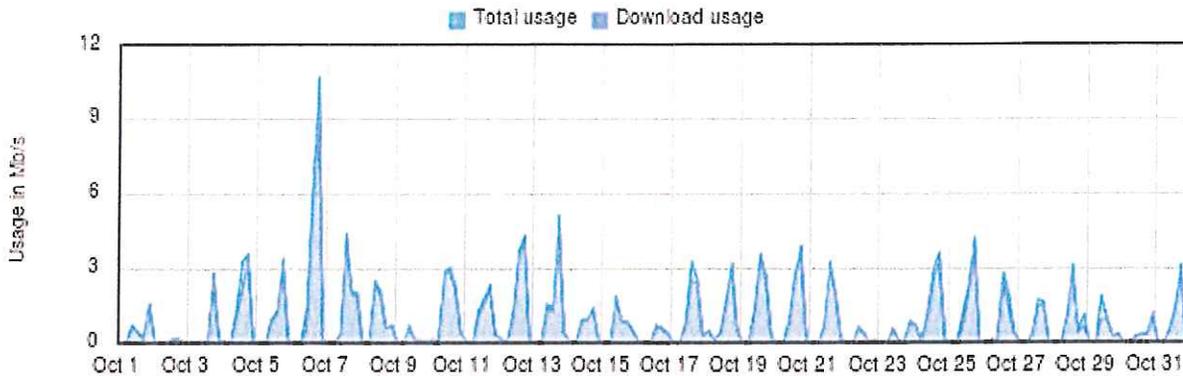
City of Hartford

Summary report for network 'Library Wireless' | October 2016



- **Distinct clients:** 923 (Daily average: 87)
- **Data transferred:** Total: 311.37 GB (↓ 279.31 GB ↑ 32.05 GB)

Usage



Top APs by usage

Name	Model	Usage ▼	# Clients
1 Reference Desk	MR42	116.89 GB	497
2 Conference Room	MR42	46.03 GB	457
3 Community Room	MR42	46.02 GB	547
4 Youth Area	MR42	40.92 GB	373
5 Children's Area	MR42	35.24 GB	409
6 Office	MR42	26.27 GB	378

2,661
total logins

Top AP models by per-device usage

Model	# APs	Usage	Avg usage per AP ▼
MR42	6	311.37 GB	51.89 GB

Top SSID usage by usage

SSID	Encryption	# Clients	% Clients	Usage	% Usage
JRLGuest	WPA2	918	99.1%	310.43 GB	99.7%
Staff_JRL	WPA2	6	0.6%	938.3 MB	0.3%
Voice_JRL	WPA2	2	0.2%	20.6 MB	<0.1%

926 unique devices

Top applications by usage

4	Android	317	34.3%	56.54 GB	18.2%
5	Windows 7/Vista	124	13.4%	25.72 GB	8.3%
6	Windows 8	22	2.4%	11.62 GB	3.7%
7	Other	33	3.6%	1010.1 MB	0.3%
8	Chrome OS	6	0.7%	751.5 MB	0.2%
9	Nexus	4	0.4%	351.3 MB	0.1%
10	OEMed wireless router	1	0.1%	30.1 MB	<0.1%

Top client device manufacturers by usage

	Manufacturer	# Clients ▼	% Clients	Usage	% Usage
1	Apple	390	42.3%	155.56 GB	50.0%
2	Intel	96	10.4%	63.02 GB	20.2%
3	Hon Hai/Foxconn	69	7.5%	17.83 GB	5.7%
4	Murata Manufacturing	83	9.0%	15.41 GB	4.9%
5	Samsung	61	6.6%	14.55 GB	4.7%
6	Lite-On	25	2.7%	13.44 GB	4.3%
7	Samsung(THAILAND)	54	5.9%	12.93 GB	4.2%
8	zte	13	1.4%	4.41 GB	1.4%
9	LG Electronics (Mobile...	50	5.4%	4.15 GB	1.3%
10	Private	16	1.7%	2.52 GB	0.8%

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MONTHLY STATISTICS – October 2016

Let's go LEGO! 10/04/16: 21 attendees
(Theme: Halloween)

Saturday Family Movie – Ratchet and Clank
(10/17/15) – 0

Friday Family Movie-The Jungle Book
(10/28/16)- 10

Downtown Trick-or-Treating (10/29/16): 100
Halloween Craft: 50 kids
(110 people total)

Read to Arthur
10/08/16 = 13 kids
10/22/16 = 7 kids

Toddler Time:
10/06/16 = 19 kids + 9 adults = 28
10/13/16 = 17 kids + 9 adults = 16
10/20/16 = 16 kids + 9 adults = 15
10/27/16 = 24 kids + 13 adults = 37

Parachute Play:
10/10/16 -5 kids + 4 adults = 9
10/24/16 - 7 kids + 5 adults = 12

Preschool Storytime:
10/04/16 = 11 kids + 5 adults = 16
10/05/16 = 6 kids + 3 adults = 9
10/10/16 = 9 kids + 7 adults = 16
10/11/16 = 17 kids + 12 adults = 29
10/18/16 = 20 kids + 10 adults = 30
10/19/16 = 12 kids + 6 adults = 18
10/25/16 = 12 kids + 7 adults = 19
10/26/16 = 5 kids + 5 adults = 10

Star Wars Reads Day Celebration (10/01/16): 90 attendees

Fancy Nancy Masquerade Party (10/22/16): 39 kids + 30 adults = 69

Halloween After School Craft (10/26/16): 45 attendees

Friends of the Library Ghosts of the Great Lakes Program (10/26/16): 95 attendees

Community Pumpkin Carving (10/31/16): 24 attendees

After School Program with Rec. Center:

10/05/16: 22 kids

10/12/16: 23 kids

10/19/16: 6 kids

10/26/16: 21 kids

3rd Grade (Lincoln) Library Field Trips:

10/10/16: 21 kids + 1 adult = 22

10/13/16: 48 kids + 6 adults = 54

10/14/16: 23 kids + 2 adults = 25

Movies for Grown-ups:

10/06/16 - Son of Saul - 7

10/07/16 - Son of Saul - 8

10/20/16 - Embrace of the Serpent - 4

10/21/16 - Embrace of the Serpent - 6

Proctoring:

Jessica L. - 1 exam (10/21/16)

Monthly Department Report
Planning/Building Inspection
October 2016

Planning:

Plan Commission, October 10:

- Conditional Use Permit, 220 Union Street (approved)
- Site Plan Review, Grand Avenue Dental Care, 1163 Grand Avenue (approved)
- Certified Survey Map, Birch Crossing (recommended approval)

Violation Letters:

- Property Maintenance: 0
- Courtesy Notices: 0
- Housing: 0
- Precipitation: 0
- Zoning: 1
- 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: 77

Permits Issued YTD: 1105

Violation Letters: 0

Courtesy Notices: 0

MONTHLY DEPARTMENT REPORT OCTOBER 2016

DEPARTMENT: HARTFORD POLICE DEPARTMENT

1.) MONTHLY STATISTICAL DATA

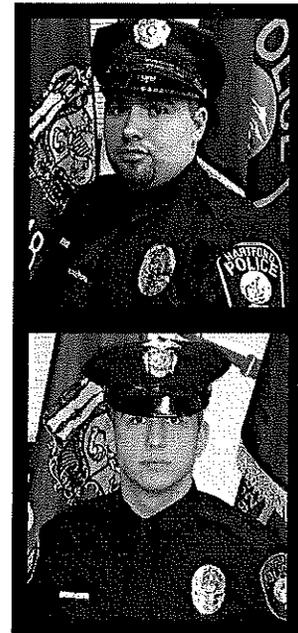
ACTIVITY MEASURE	% OF		% OF		2015		3 YR AVG/	% OF		% OF	
	2016	2015	YTD TOTAL	2015	2015	YTD TOTAL	MONTH	AVG MON	YTD TOTAL	AVG YTD	
CALLS FOR SERVICE (OCTOBER)	570	100%	5878	106%	572	5528	571	100%	5598	105%	
COMPLAINTS FILED (OCTOBER)	230	87%	2338	103%	263	2268	260	88%	2387	98%	
WRITTEN WARNINGS (SEPTEMBER)	148	117%	1388	93%	127	1492	135	110%	1434	97%	
TRAFFIC CITATIONS (SEPTEMBER)	103	106%	1015	78%	97	1297	126	82%	1490	68%	
MUNICIPAL CITATIONS (SEPTEMBER)	27	71%	426	103%	38	414	29	93%	410	104%	
FIELD INTERVIEW CARDS (SEPTEMBER)	3	200%	24	100%	3	24	2	150%	20	120%	
ADULT ARRESTS (UCR DATA) (SEPTEMBER)	25	76%	474	100%	33	474	26	96%	448	106%	
JUVENILE ARRESTS (UCR DATA) (SEPTEMBER)	10	45%	251	90%	22	280	12	83%	252	100%	
SQUAD FLEET MILEAGE	OCTOBER	% OF	2016	% OF	OCTOBER	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)	1540	92%	19943	106%	1679	18878	1409	109%	18847	106%	
SQUAD 2 (PATROL)	2360	96%	20281	96%	2461	21142	2300	103%	21931	92%	
SQUAD 3 (PATROL)	3018	134%	21815	96%	2250	22737	1793	168%	13522	161%	
SQUAD 4 (PATROL)	2977	138%	22322	81%	2157	27528	2388	125%	26470	84%	
SQUAD 5 (PATROL)	2075	110%	18638	130%	1886	14334	1951	106%	17503	106%	
SQUAD 6 (ADMIN/POLICE AIDES)	933	N/A	1927	N/A	571	1678	N/A	N/A	N/A	N/A	
SQUAD 7 (PATROL/SPECIAL PURPOSE)	511	32%	7814	86%	1584	9084	1002	51%	6730	116%	
SQUAD 8 (ADMIN)	817	67%	10317	100%	1221	10329	1205	68%	9691	106%	
SQUAD 9 (PATROL/K-9)	836	N/A	9591	N/A	1086	7353	1604	52%	13271	72%	
TOTAL SQUAD MILEAGE	15067	101%	132648	100%	14895	133063	13652	110%	127965	104%	
AVERAGE SQUAD MILEAGE	1674	101%	14739	100%	1655	14785	1707	98%	15996	92%	

2.) CHIEF'S ACTIVITIES

- ◆ Attended and presented at the regularly scheduled meeting of the Police and Fire Commission.
- ◆ Attended the monthly meeting of the Washington County Chief's Association.
- ◆ Attended the Love>Hate Workshop to put an end to violence against women hosted by Dr. Buck Blodgett in West Bend.

3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ Department personnel conducted an auction for the vehicles in the Police Impound Yard.
- ◆ Department personnel continued planning for the 2016 Shop with a Cop program.
- ◆ Sergeant Michael Cummings was promoted to the rank of Operations Lieutenant effective March 4, 2017.
- ◆ Police Officer Jesse Deckert was promoted to the rank of Sergeant effective January 1, 2017.
- ◆ Police Officer Nick Skelton began his tour of duty at the Hartford Police Department on October 3, 2016.
- ◆ Part-time Communications Officer Nicole Robinson began her tour of duty with the Hartford Police Department on October 17, 2016.
- ◆ Police Aide and former Hartford Police Explorer Post 991 Captain began his tour of duty as a Police Officer on October 20, 2016.
- ◆ Current Police Aide Amanda Nukkari was promoted to the rank of Police Officer to attend the Wisconsin Law Enforcement Training Academy at W.C.T.C. on January 1, 2017.
- ◆ Hartford police officers completed their annual firearms qualification requirements and Emergency



Vehicle Operations Course training in October.

- ◆ Police Aide Amanada Naukkari manned the lobby for the downtown Trick or Treat event.

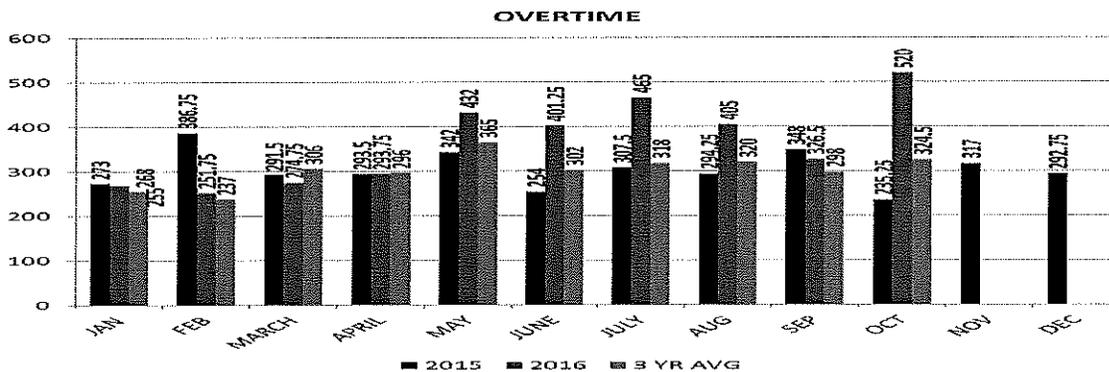
4.) ANTICIPATED PROJECTS/TASKS/ACTIVITIES

- ◆ Communications officer recruitment process will be completed.
- ◆ The Hartford Police Department's Honor Guard will participate in the annual Christmas Parade.

5.) TRAINING

- ◆ Sergeant Cummings attended his final monthly SWAT team training with the Washington County Sheriff's Department
- ◆ Officers Dorn and Cash completed required K-9 certification training
- ◆ Officer Dorn attended the Wisconsin Law Enforcement Canine Handlers Association Annual Conference in Wausau
- ◆ Sworn staff completed monthly MILO training
- ◆ Officer Krick attended Firearms Instructor Training at Fox Valley Technical College
- ◆ Detectives Thickens and Engebretsen attended Cell Phone Mapping and Analysis training in Oak Creek
- ◆ Officer Krick attended a Unified Tactical Instructor update at F.V.T.C.
- ◆ EMD Illuminations on-line training Involving Multi-Disciplinary Response - Communications Officers Walters and Jossart
- ◆ EMD Illuminations on-line training involving Asthma – Communications Officer Neu
- ◆ Property Clerk Eggert attended Property Room Management training in Kenosha.
- ◆ Sworn staff completed In-Service Weapons Training/Yearly LESB Handgun Qualification
- ◆ Sworn staff completed LESB Biennial Pursuit Training
- ◆ Officers Deckert, Conrad, and Whipple attended Crisis Intervention Team Training in Port Washington
- ◆ Officer Deibert attended Autism, Risk, and Safety Management at F.V.T.C.
- ◆ Sergeant Cummings attended WILEAG Assessor and Advanced Assessor Training at CVMIC in Brookfield

6.) OVERTIME



(Note: In October we remained functionally short of our authorized staffing levels in both the Patrol and Communications Divisions. We anticipate that as staffing continues to stabilize, overtime will follow suit.)

Respectfully Submitted,

David A. Groves

Chief of Police

STREET DEPARTMENT MONTHLY REPORT - October 2016

Advanced Disposal Services/Curbside Solid Waste Pickup:		Past Oct. Solid Waste
305.34 Tons of solid waste for October 2016		2013 - 318.40 tons
(324.28 tons - Sept. 2016)		2014 - 289.50 tons
		2015 - 305.34 tons

Advanced Disposal Services/Curbside Recycling Pickup:		
Paper & Cardboard AND Commingles		
(Glass, Plastic & Cans) RECYCLING CART.....	89.08 Tons (114.05 Tons - Oct. 2015)	

1. Normal department projects required to be accomplished EACH month:		
- 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 OCTOBER:		
- Crackfill streets	- Paint striping on streets	
- Trimmed tree branches over streets	- Asphalt after water main breaks	
- Assist Contractor on Hilt Bldg. Renovation	- Start Picking up Leaves Curbside	
- Repair & Clean Outfalls as time permits	- Finalize 2017 Garbage & Recycling Brochure	
- Cut weeds along roadside & vacant lots	- Resolve Recycling & Garbage Complaints	
- Replace diseased street trees	- Preconstruction meetings for S Wilson Ave Storm Pond	
- Attend weekly State project meetings-STH 83	- Work with Mead & Hunt on Airport Real Estate Acquisition	
- Attend TAPCO Open House	- Work on Based Aircraft Survey	

3. Specific protects/tasks/activities expected to be initiated or accomplished during NOVEMBER:		
- Maintenance of all City equipment	- Crack fill and asphalt streets where needed	
- Topsoil & landscape as needed	- Assist with S Wilson Ave Pond project when needed	
- Prepare trucks for snow plowing	- Pick up leaves curbside	
- Inspect & Repair Catch Basins	- Continue trimming branches over streets	
- Assist contractors with construction projects	- Assist Water Dept. with Water Break on W Wisconsin	

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

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF	
10/1/2016	Set up/Take Down barricades & Garbage pickup for Autumn Fest Downtown	8.00	
10/5/2016	Start early to get Tar Kettle heated	1.00	
10/21/2016	Sweep Downtown	2.00	
10/22/2016	Residency Check at Recycling Center	3.00	
10/29/2016	Work Recycling Center	3.30	
TOTALS		17.30	
<i>October 2015 Overtime Comparison Totals</i>		<i>16.50</i>	
Excel/MonthlyReport/2016/October			

HARTFORD CITY TAXI TRANSPORTATION REPORT

MONTH/YEAR: September 2016

TOTAL PASSENGERS: 1551 **TOTAL MONTHLY REVENUE:** \$4,919.25

PASSENGER INFORMATION

Senior: City: 569/14wc
Out of Town: 4

Handicap: City: 171/8wc
Out of Town: 0

Children: City: 16
Out of Town: 0

Regulars: City: 749
Out of Town: 20

Waits (Total Minutes): 255

Package Pickups: 1

Taxi Trips: 1454

Shared Rides: 710

Wheelchair Trips: 22

HOURS INFORMATION

Loaded Hours/Minutes: 243.3

Deadhead Hours/Minutes: 261.9

TOTAL HOURS/MINUTES: 505.2

FARE INFORMATION

Base Fares: \$4,769.75

Out of Town Fares: \$58.75

Wait Chgs: \$63.75

Package Pickup Chgs: \$6.00

No Show/COA Chgs: \$21.00

Taxi Tickets Sold: \$1,166.00

of Sheets sold: 48

of Taxi Tickets collected: 370

MILEAGE INFORMATION

Loaded City Miles: 3493.4

Loaded Out of Town Miles: 30.1

Deadhead Miles: 914.9

TOTAL MILES: 4438.4

TOTAL FUEL USED: 313.903

FLEET INFORMATION

Unit #1 - 2014 Dodge Caravan

Unit #4 - 2015 Dodge Caravan

Unit #7 - 2007 Chevy Uplander

Unit #9 - 2011 Dodge Caravan

MONTHLY DEPARTMENT REPORT

DEPARTMENT: UTILITIES COVERING THE MONTH OF: OCTOBER 2016

REGULAR MONTHLY ACTIVITIES

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

SPECIAL MONTHLY ACTIVITIES

1. Line Extension – Oriole Ponds
2. Substation Testing
3. Water Leak – S. Wacker Dr.
4. Installed New Soft Start – 500K Booster Station

UPCOMING ACTIVITIES

1. Line Extension – Autumn Ridge
2. Line Extension – Hartford Square
3. Install Water Main – Birch Crossing
4. Close Well Houses for Winter

TRAINING SESSIONS

1. New Mass Unit Manager Program
2. Trimble GPS Data Collecting

OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Lines	5.0
Maintenance of Stop & Go Signals	2.0
Electric Reconnects – Hartford	14.0
Electric Reconnects – Slinger	2.0
Pole Hit by Vehicle – W. State St.	4.0
Trouble Call – Slinger	1.2
Maintenance of Pumping Plant	9.6
Maintenance of Water Meters	2.5
Education	1.6
Water Main Break – Lone Oak Lane	36.9
Well Run – Weekends & Holiday	<u>20.0</u>
TOTAL	98.8