

**CITY OF HARTFORD
COMMON COUNCIL
June 27, 2023**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, June 27, 2023 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 Rusniak, seconded by Alderperson Carroll, approving the following item:

1. The Common Council minutes of June 13, 2023.

MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

1. Discussion and consideration of approving transient merchant licenses for Aptive Environmental LLC.
 - a. Bridger Allman appeared to explain that Aptive Environmental will be offering pest control services to the Hartford community.

PUBLIC HEARINGS

Assessments for Hartford Business Improvement District

Mayor Michalak declared the public hearing open at 7:05 p.m. The notice was read by City Clerk Shanna Kreilkamp. The notice was published in the Daily News on June 17, 2023 and 62 notices were mailed.

City Administrator Steve Volkert explained that this is an annual occurrence where the BID presents the opportunity for those affected businesses to speak before approving the special assessment that will fund the BID Operating Plan.

There were no appearances for.

There were no appearances against.

There being no further remarks or discussion, Mayor Michalak declared the public hearing closed at 7:12 p.m.

MOTION by Alderperson Carroll, seconded by Alderperson Garza for the adoption of proposed Resolution No. 3649 – A final resolution for the levying and collecting of Business Improvement District (“BID”) Special Assessments.

MOTION CARRIED UNANIMOUSLY.

STANDING COMMITTEE REPORTS

Finance & Personnel

1. Discussion and consideration of approving Class A, Class B and Class C Fermented Malt Beverage and Intoxicating Liquor licenses for the period of July 1, 2023 through June 30, 2024.
 - a. City Clerk Kreilkamp confirmed that this is another annual occurrence and there were no issues with any of the applications.
 - b. Alderperson Rusniak did point out that Alderperson Savage will be abstaining from the vote for the Hartford Hotel Group and Alderperson Regan will be abstaining from the vote for the Hartford Historic Preservation Foundation.

MOTION by Alderperson Turchi, seconded by Alderperson Fulop approving Class A, Class B and Class C Fermented Malt Beverage and Intoxicating Liquor licenses for the period of July 1, 2023 through June 30, 2024.

MOTION CARRIED with the two Alderpersons abstaining.

2. Discussion and consideration of approving cigarette and tobacco and weights and measures licenses for the period of July 1, 2023 through June 30, 2024.

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- a. Again, City Clerk Kreilkamp confirmed this is another annual occurrence and there were no issues with any of the applications.

MOTION by Alderperson Turchi, seconded by Savage approving cigarette and tobacco and weights and measures licenses for the period of July 1, 2023 through June 30, 2024.

MOTION CARRIED UNANIMOUSLY.

Public Works

1. Discussion and consideration of authorizing the appropriate City officials to bid out a Wheel Loader with a Pusher Blade at a total cost not to exceed \$263,000.00. Will be brought back to Council if the cost exceeds \$263,000.00.

- a. Public Works Director Darryl Kranz explained that because dump trucks are becoming increasingly difficult to obtain, he would like to use the money budgeted for one dump truck to purchase a Wheel Loader with a Pusher Blade. The cost of both pieces of equipment is very similar, and the Wheel Loader is a very versatile machine that will be put to good use.

MOTION by Alderperson Fulop, seconded by Alderperson Kohler authorizing the appropriate City officials to bid out a Wheel Loader with a Pusher Blade at a total cost not to exceed \$263,000.00.

MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS AND POSSIBLE ACTION THEREON

1. Resolution No. 3645 – A resolution in Support of Washington County Sharing 20% of the Sales Tax Revenues Annually and Equitably with Municipalities.
 - a. City Administrator Steve Volkert read the resolution for the council. He further explained that the shared Sales Tax Revenues would be shared equitably amongst municipalities in the county and those funds would help offset the cost of road maintenance and construction.
 - b. Alderperson Garza asked if the funds were specifically only for road maintenance and construction. Administrator Volkert confirmed that in regard to the resolution, the funds are for road maintenance and construction. Alderperson Garza wanted clarification because the wording was a bit different in the executive summary.

MOTION by Alderperson Fulop, seconded by Alderperson Savage for the adoption of proposed Resolution No. 3645.

MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

1. First Quarter 2023 General Fund results.
 - a. Administrator Volkert explained that the city was at 21.37% of the total General Fund Revenues, which is about 6% lower than the average of the prior 5 years. The largest area of lower revenues is general property taxes, which means that more people paid their property tax at the end of 2022. The total General Fund Expenses is at 21%, which is about 2% lower than the average of the prior 5 years. These numbers are evaluated monthly, and each department head is made aware.
2. Discussion and consideration of adopting the "Property Maintenance Enforcement Procedure Policy".
 - a. City Attorney Ian Prust explained that this policy was developed to set expectations for what property maintenance goals are for the city, and to provide protection for everyone all around. It will provide transparency to residents on City code enforcement procedures.
 - b. Mayor Michalak asked how the policy will be disbursed to the public. Mr. Prust suggested that the policy will be provided to residents when they submit property maintenance complaints. Then they will be able to allow city staff to follow the procedure set forth by council. Mayor Michalak then suggested a more readily accessible version so that residents could point out to their neighbors what the procedure is for property maintenance, instead of waiting for someone to complain and then providing the procedure. Mr. Prust cautioned against having neighbors appoint themselves as property maintenance enforcers, and there were discussions about the code requiring two citizen complaints before action is taken by the city. Mayor Michalak was more interested in making the rules more easily accessible to citizens, and Mr. Prust explained that the code is readily available through the city's website. Mr. Prust then pointed out that there are some complexities involved with property maintenance that are not easily explained in

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- a bullet-point publication, but there are some publications available for more frequently asked questions or issues.
- c. Mr. Prust further explained that this is an advisory policy, so that duty and liability is not created by this policy.
 - d. Alderperson Fulop asked what problem this policy would be solving, as there are ordinances that deal with all of the issues in the policy, and if there is enough of an issue with this to justify the necessity of the policy. Mr. Prust explained that the ordinances specify what a violation is and what the city can charge for enforcement and what the city can do when a violation occurs. The ordinances do not set out how fast the city has to act and what the goals of enforcement are. The policy provides a procedural element that says what the city follows when there is a violation.
 - e. Alderperson Webb pointed out that within the advisory policy, Section 9, there needs to be a correction regarding the wording of “The Department shall inspect...”, so that it remains advisory in nature. Alderperson Regan also suggested changing the wording in the use of “Outlook Calendar”, if this policy is intended for extended use, in case that program is no longer available. Mr. Prust explained that the calendar program would be arbitrary and not necessary to bring back to Council if it needed to be changed.
 - f. Alderperson Fulop asked for explanation of the 2-complaint guidance in section 2, asking when an Alderperson brings a resident complaint, if the city waits for a second complaint about the same issue before investigating. Mr. Prust explained that the city always has the ability to act on their own volition, but typically, when a resident complaint is escalated to involving the Alderperson, that complaint gets put on track to be investigated. The 2-complaint guidance is mostly designed for those residents who bring in their laundry list of complaints on their own. Alderperson Fulop also asked about the charge for subsequent inspections following an order to correct and how specific the order to correct will be. Mr. Prust explained that the order to correct will be very specific as to the violation and what needs to be done to correct it. There will also be discretion from the inspector as to correction deadlines and inspection dates.

MOTION by Alderperson Savage, seconded by Alderperson Webb for the adoption of the Property Maintenance Enforcement Procedure Policy.

MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Fulop, seconded by Alderperson Savage for adjournment at 7:48 p.m.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Shanna Kreilkamp, City Clerk

CCJUN27.23