

**A G E N D A**  
**CITY OF HARTFORD COMMON COUNCIL**  
**CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, APRIL 16, 2024**  
**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 second floor, City Office Meeting Board lower level, and the Library Bulletin Board. In addition, the Daily News (the official City newspaper) was given notice and agenda of this meeting at least 24 hours ago.

**2) PLEDGE OF ALLEGIANCE**

**3) ROLL CALL**

**4) OATH OF OFFICE**

A) Alderpersons Kohler, Kirley and Garza.

**5) NOMINATION AND ELECTION OF COUNCIL PRESIDENT**

**6) MAYOR'S APPOINTMENTS TO BOARDS, COMMISSIONS & COMMITTEES**

A) Plan Commission – Mayor Timothy Michalak, Chairperson, Joe Kohler Aldermanic Representative, Tony Andereck, Scott Roethke, Citizen Members, Alternates Robert Jewell and Dean Kirley.

B) Airport Committee – Mayor Timothy Michalak

C) Board of Review – Dean Kirley Aldermanic Representative, Joe Fulop alternate, Chad Waldvogel, Tony Andereck and Terrence Perfect Citizen Members

D) Business Improvement District – Wayne Rusniak Aldermanic Representative, Vanessa Taylir, Timothy Purman, Leddy Luebke, Gerald Schnorenberg

E) Community Development Authority – Joe Kohler Chairperson, Tony Garza Aldermanic Representative, Timothy Purman, Citizen Members

F) Joint Planning Committee – Mayor Timothy Michalak, Jeff Turchi Aldermanic Representative, Jacob Kohler, Citizen Member

G) Library Board – Tina Savage, Aldermanic Representative, Terry Allen Brown, Craig Westfall and Jamie Wolman, Citizen Members

H) Mid-Moraine Legislative Committee – Dennis Hegy, City Liaison, Dennis Regan

I) Outreach on Aging – Mayor Timothy Michalak Liaison, Dennis Regan Aldermanic Liaison

J) Parks and Recreation Commission – Joe Kohler Aldermanic Representative, Kenneth Mikulec and Scott Helms, Citizen Members.

K) Police and Fire Commission – Dean Kirley Alderperson/Liaison, Rod Lehl Citizen Member

L) Tourism Commission – Mayor Timothy Michalak – Elected Official, Administrator Steve Volkert – City Staff, Tina Savage – WI Hospitality Representative, James Burg – County Board Supervisor and Kate Carroll – Business Community Representative

M) Zoning Board of Appeals –Micki Hoffman and Kevin Volm, Citizen Members

N) Standing Committee Finance & Personnel

Chairperson Wayne Rusniak

Vice-Chairperson Joe Kohler

Alderperson Justin Webb

Alderperson Joe Fulop

Alternate Alderperson Dennis Regan

O) Standing Committee Public Works

Chairperson Joe Fulop

Vice-Chairperson Tony Garza

Alderperson Tina Savage

Alderperson Dean Kirley

Alternate Alderperson Justin Webb

P) Standing Committee Utility

Chairperson Jeff Turchi

Vice-Chairperson Dennis Regan

Alderperson Dean Kirley

Alderperson Justin Webb

Alternate Alderperson Joe Fulop

**7) UNANIMOUS CONSENT AGENDA**

A) The Common Council minutes of April 9, 2024.

**8) COMMUNICATIONS**

**9) APPEARANCES/CITIZENS COMMENTS**

**10) MAYOR'S REPORT**

A) Recognition of outgoing Alderperson Doug Carroll.

B) National Arbor Day Proclamation.

C) Proclamation proclaiming May 3, 2024 as "Paul Stephans Day".

**11) 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.

**12) PUBLIC HEARINGS**

A) Petition for Direct Annexation by Unanimous Consent submitted by Floyd R. Berggren Limited Partnership for approximately 22.5902 acres located north of Town of Hartford's Town Hall (3360 C.T.H. K) and south of Hartford Centre Condominium (1589-1595 E Sumner Street). (Executive Summary attached).

- 1) Opening of Hearing
- 2) Reading of Notice
- 3) Explanation of hearing by staff person
- 4) Appearances for
- 5) Appearances against
- 6) Discussion by Council
- 7) Closing of Hearing
- 8) Action: - Ordinance No. 1482 – An Ordinance annexing territory to the City of Hartford, Wisconsin consisting of three (3) parcels; Parcel 1 (Tax Key: T6-048500F), Parcel 2 (Tax Key: T6-0485) and Parcel 3 (Tax Key: T6-0486).

**13) STANDING COMMITTEE REPORTS**

**A) FINANCE & PERSONNEL**

- 1) Discussion and consideration of appointing Anthony Burgard as Fire & Rescue Chief and Emergency Management Director effective May 3, 2024 at 4:00 p.m.
- 2) Discussion and consideration of adjusting the payment of elected officials to semi-annually. (Executive Summary attached).
- 3) Discussion and consideration of approving an Intergovernmental Agreement for Building Inspection Services with the Village of Jackson. (Executive Summary attached).

**B) PUBLIC WORKS**

**C) UTILITY**

**14) RESOLUTIONS AND POSSIBLE ACTION THERON**

A) Resolution No. 3674 - A Preliminary Resolution for the levying of Special Assessments under Section 66.0703 Wis. Statutes for the installation of sidewalk along S. Teri Lane, Zuern Drive and Lake View Drive, in Lake View Acres, 1st addition subdivision and 2001, 2003, 2007 Lake View Drive, and 2008 Zuern Drive, and 40 S. Teri Lane, located in NW ¼ of section 23 and the NE ¼ of section 22, T10N, R18E, City of Hartford, Washington County, Wisconsin. (Executive Summary attached).

**15) ORDINANCES**

**A) FIRST READING AND POSSIBLE ACTION THERON**

- 1) Ordinance No. 1483 - An Ordinance amending Chapter 23.04 (1) of the Hartford Municipal Code relating to garbage collection. (Executive Summary attached).

**B) SECOND READING AND POSSIBLE ACTION THERON**

**16) CITY ADMINISTRATOR'S REPORT**

A) Discussion and consideration of denying the personal injury claim for the Estate of Jalen Thomas Proft. (Executive Summary attached).

## 17) ADJOURNMENT

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

**CITY OF HARTFORD  
COMMON COUNCIL  
April 9, 2024**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, April 9, 2024 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

**UNANIMOUS CONSENT AGENDA**

MOTION by Alderperson Rusniak, seconded by Alderperson Turchi approving the following items:

1. The Common Council minutes of March 26, 2024.
  2. Recommendation to approve Hartford Pro Painting LLC, Hartford, WI to paint seal the exterior walls of the Rec Center gymnasium for a fee not to exceed \$10,250.00.
  3. Recommendation to approve Independence Painting LLC, Jackson, WI for painting the Signicast leisure and therapy pool walls along with sound panels at a fee not to exceed \$15,750.00.
  4. Discussion and consideration of accepting the low bids from Horsch and Miller (interior) and Wolff Underground (exterior) to replace the sewer lateral at the Fire Station. The combined amount of \$32,936 is the first phase of this 2024 approved capital project
- MOTION CARRIED UNANIMOUSLY.

**COMMUNICATIONS**

City Clerk Shanna Kreilkamp reminded the Common Council of the April 16<sup>th</sup> Common Council organizational meeting.

**APPEARANCES/CITIZEN COMMENTS**

Jeralyn Kranz, 326 Novak St, wanted to thank the Public Works Committee on their approval in the owner-occupied Hartford Square Condo garbage pickup effective January 1, 2025.

**MAYOR'S REPORT**

Mayor Michalak read the proclamation recognizing the Rotary Club of Hartford as well as reminding everyone to go to the Hartford Library this week for National Library Week.

**ALDERMANIC REQUESTS**

Alderperson Carroll clarified Jeralyn Kranz's concerns with his statement at the last Public Works Committee meeting.

Alderperson Regan gave an update on the Mid-Moraine meeting that was held on March 26<sup>th</sup>, 2024.

Alderperson Webb would like to remind everyone of the Centennial Park Grand Opening on May 3<sup>rd</sup>, 2024.

**STANDING COMMITTEE REPORTS**

**Finance & Personnel**

Discussion and consideration to authorize the appropriate City Officials to increase patrol staff from 27 to 28 sworn staff, and to fill the anticipated vacant Patrol Officer position on or after April 1, 2024, subject to all pre-hire conditions.

- a. Police Chief MacFarlan explained that there is money in the budget to increase the patrol staff from 27 to 28. Chief MacFarlan also explained that 3 years ago one Officer went off shift to work with the County wide multi-jurisdictional drug unit.

MOTION by Alderperson Webb, seconded by Alderperson Garza authorizing the appropriate City Officials to increase patrol staff from 27 to 28 sworn staff, and to fill the anticipated vacant Patrol Officer position on or after April 1, 2024, subject to all pre-hire conditions.

MOTION CARRIED UNANIMOUSLY.

#### **Public Works**

Discussion and consideration of authorizing appropriate City Officials to change the Municipal Code Chapter 23, Section 23.04 to read that the City of Hartford will pick up all owner occupied four-family units, who have their own Tax Key number to be part of the garbage pickup services provided by the City of Hartford beginning on January 1, 2025.

a. Public Works Director Daryl Kranz informed the Common Council that this service will be budgeted effective January 1, 2025.

MOTION by Alderperson Carroll, seconded by Alderperson Fulop authorizing appropriate City Officials to change the Municipal Code Chapter 23, Section 23.04 to read that the City of Hartford will pick up all owner occupied four-family units, who have their own Tax Key number to be part of the garbage pickup services provided by the City of Hartford beginning on January 1, 2025.

MOTION CARRIED UNANIMOUSLY.

#### **RESOLUTIONS AND POSSIBLE ACTION THERON**

1. Resolution No. 3670 - A Resolution authorizing the issuance and sale of \$5,265,000 General Obligation Promissory Notes, Series 2024A.

a. Jeff Belongia explained the General Obligation Promissory Notes and stated the interest cost should be around 3.20%. He also stated that the City will generate a net premium of \$359,241.00

MOTION by Alderperson Turchi, seconded by Alderperson Savage for the adoption of proposed Resolution No. 3670.

MOTION CARRIED UNANIMOUSLY.

2. Resolution No. 3672 - A Resolution to accept funds from the Washington County Municipal Radio Grant Program.

a. Police Chief MacFarlan stated that he was researching ways to upgrade the Cities security and in his research found the best solution would be a mobile radio. He was able to find a grant and get the radio funded by the Washington County Municipal Radio Grant Program.

MOTION by Alderperson Fulop seconded by Alderperson Regan for the adoption of proposed Resolution No. 3672.

MOTION CARRIED UNANIMOUSLY.

3. Resolution No. 3673 – A Resolution authorizing the sale of 60.59 acres of land, tax key numbers 36-1801-003-004 & 36-1804-002-015, to WLC, LLC.

a. Mayor Michalak informed the Council that the above sale was approved by the Planning Committee on Monday April 8, 2024. The location of the land is in one of the City's Industrial Parks and will be used mainly for Multi-Family Housing. It was also mentioned that this is just the first step in the process.

MOTION by Alderperson Turchi, seconded by Alderperson Savage for the proposed Resolution No. 3673.

MOTION CARRIED UNANIMOUSLY.

#### **CITY ADMINISTRATOR'S REPORT**

1. Discussion and consideration of authorizing appropriate City Officials to reallocate funds totaling \$49,500 for the Signicast Indoor Pool stair tower replacement in order to complete removal of the concrete stair tower and construction of a new metal-based stair tower.

a. Park and Rec Director Randy Wojtasiak stated that \$75,000 was budgeted in the CIP for 2024. Only one Bid came back from A & N Construction in Hartford for a cost of \$135,000.

Motion by Alderperson Turchi, seconded by Alderperson Fulop authorizing appropriate City Officials to reallocate funds totaling \$49,500 for the Signicast Indoor Pool stair tower replacement in order to complete removal of the concrete stair tower and construction of a new metal-based stair tower.

MOTION CARRIED UNANIMOUSLY.

2. Discussion and consideration of accepting the quote from A&N Contracting, LLC for \$124,500 for the

replacement of the stairway leading to the slide in the Signicast Indoor Aquatic Center.

Motion by Alderperson Turchi, seconded by Alderperson Webb accepting the quote from A&N Contracting, LLC for \$124,500 for the replacement of the stairway leading to the slide in the Signicast Indoor Aquatic Center.

MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

MOTION by Alderperson Savage, seconded by Alderperson Webb for adjournment at 7:47 p.m.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Shanna Kreilkamp, City Clerk

CCAPR9.24



City of  
**HARTFORD**  
WI

CITY HALL 109 NORTH MAIN STREET · HARTFORD, WI 53027

**PROCLAMATION**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**WHEREAS**, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community, and

**WHEREAS**, trees are a source of joy and spiritual renewal, and

**WHEREAS**, the City of Hartford has been recognized as a Tree City USA and Tree Line USA by the National Arbor Day Foundation and desires to continue its tree-planting ways, and

**WHEREAS**, the City of Hartford will hold the 2024 Arbor Day City Tree Planting on April 26<sup>th</sup>.

**NOW, THEREFORE**, I, Timothy C Michalak, Mayor of the City of Hartford, do hereby recognize Friday, April 26, 2024 as: **ARBOR DAY** in the City of Hartford.

And for the City of Hartford, I urge all citizens to continue throughout the year, efforts to care for our trees and woodlands and to support our city's community forestry program as well as urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Dated this 16<sup>th</sup> day of April, 2024

Signed:

\_\_\_\_\_  
Timothy C. Michalak, Mayor



**Executive Summary**  
**Ordinance No. 1482**

**TITLE:** Petition for Direct Annexation by Unanimous Consent submitted by Floyd R. Berggren Limited Partnership (Floyd R. Berggren, registered agent) for approximately 22.5902 acres located north of Town of Hartford's Townhall (3360 C.T.H. K) and south of Hartford Centre Condominium (1589-1595 E. Sumner Street).

**BACKGROUND:**

The petitioned area consists of three (3) parcels; Parcel 1 (Tax Key: T6-048500F), Parcel 2 (Tax Key: T6-0485), and Parcel 3 (Tax Key: T6-0486). The three (3) parcels total 22.5902 acres, and are located within the Town of Hartford. The property owner, Floyd R. Berggren Limited Partnership, is looking to sell the property to Matter Development Group, LLC (Aaron Matter, registered agent).

Matter Development Group, LLC is proposing to develop a portion of the property into a Senior Living Community. Matter Development Group, LLC has developed similar communities in Pewaukee (The Westerly), Mequon (Lumia), Elkhart Lake (The Bay and The Landing), and Oconomowoc (Evin).

The parcels are comprised of what is colloquially known as the "Guelig Pit." These three (3) will require the creation of an Environmental Tax Increment District (TID), to remediate any environmental issues associated with the "Guelig Pit."

**ANALYSIS:**

Configuration: The petitioned area, as legally described, is contiguous to the City of Hartford on the north side.

Petition Accuracy: The petition and legal description do not appear to have any discrepancies.

Status of Public Improvements: Sewer, water, and electric services are available to the petitioned area.

Valuation Impact: Parcel 1 (Tax Key: T6-048500F) had an assessed value of \$32,000 in 2023. Parcel 2 (Tax Key: T6-0485) had an assessed value of \$208,700 in 2023. While Parcel 3 (Tax Key: T6-0486) had an assessed value of \$248,800 in 2023. Pursuant to State Statutes, the City would be required to pay the Town of Hartford's Town taxes on these three (3) parcels for five (5) years (approximately \$789.95 per year).

Need: The proposed annexation would allow for the creation of an Environmental TID and development of the property.

School Service Impact: The proposed annexation and subsequent senior living community would have no impact on the school district.

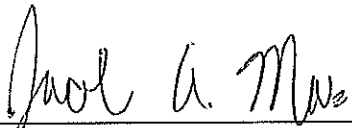
Other Service Costs: Due to proximity to the proposed Fire Department satellite station, the annexation would have minimal impact on Protective Services (police, fire, EMS).

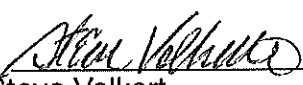
Consistency of Land Use and Zoning: The City of Hartford Comprehensive Plan's future land use map depicts the future land use of the three (3) parcels as Commercial. The annexation and proposed development are consistent with the Comprehensive Plan.

As per the Code, annexed areas are assigned temporary zoning. If no specific zoning is requested, A-1 Agriculture zoning is assigned. Floyd R. Berggren Limited Partnership and Matter Development Group, LLC has requested MXD, Mixed Use District. The proposed zoning is consistent with the Comprehensive Plan.

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

**STAFF RECOMMENDATION:** Staff recommends **APPROVAL** of the petition for Direct Annexation by Unanimous Consent submitted by the Floyd R. Berggren Limited Partnership for approximately **22.5902 acres of Tax Parcels T6-048500F, T6-0485 & T6-0486** located north of Town of Hartford's Townhall (3360 C.T.H. K) and south of Hartford Centre Condominium (1589-1595 E. Sumner Street).

Prepared By:   
\_\_\_\_\_  
Jacob Maas, CFM  
City Planner/Director of Community Development  
Date

Approved By:   
\_\_\_\_\_  
Steve Volkert  
City Administrator  
Date 4-4-24

ROUTING: PLAN COMMISSION April 8, 2024  
COMMON COUNCIL April 16, 2024

Ordinance No. 1482

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF HARTFORD, WISCONSIN  
The petitioned area consists of three (3) parcels; Parcel 1 (Tax Key: T6-048500F), Parcel 2 (Tax Key: T6-0485), and Parcel 3 (Tax Key: T6-0486).

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

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

Annexation Legal Description

Tax Key Numbers T6-048500F, T6-0485 & T6-0486

All that part of the Northeast 1/4 of the Southwest 1/4 of Section 22, Town 10 North, Range 18 East, in the Town of Hartford, Washington County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the South 1/4 Corner of said Section 22; Thence North 00°20'10" West and along the East line of the said Southwest 1/4 Section, 1319.705 feet to the place of beginning of lands hereinafter described;

Thence South 88°51'58" West and along the South line of the said Northeast 1/4 of the said Southwest 1/4 Section, 1018.61 feet to a point; Thence North 00°22'16" West and along the East line of Certified Survey Map No. 7218 and Unplatted Lands, 1059.06 feet to a point on the South line of Unplatted Lands; Thence North 88°49'55" East and along the South line of said Unplatted Lands and Lot 1 of Certified Survey Map No. 3423, 203.62 feet to a point; Thence South 01°10'05" East and along the West line of Unplatted Lands, 70.00 feet to a point; Thence North 88°49'55" East and along the South line of said Unplatted Lands, 175.45 feet to a point; Thence North 01°10'05" West and along the East line of said Unplatted Lands, 5.00 feet to a point; Thence North 88°49'55" East and along the South line of Certified Survey Map No. 3142, 243.99 feet to a point on the West line of "Hartford Centre Condominium"; Thence South 01°09'38" East and along said West line of said "Hartford Centre Condominium", 105.05 feet to a point; Thence North 88°49'33" East and along the South line of said "Hartford Centre Condominium", 393.75 feet to a point on the said East line of the said Southwest 1/4 Section; Thence South 00°20'10" East and along the said East line of the said Southwest 1/4 Section, 889.65 feet to the point of beginning of this description.

Said Parcel contains 984,027 Square Feet (or 22.5902 Acres) of land, more or less.

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

**SECTION 3: ZONING CLASSIFICATION.** The parcel of land shall be given a temporary zoning classification of MXD – Mixed Use District

**SECTION 4: ALDERMANIC DISTRICT DESIGNATION.** The territory described in Section 1 of this Ordinance is hereby made part of the 3rd Aldermanic District of the City of Hartford, subject to the rules, ordinances and regulations of the City governing aldermanic districts.

**SECTION 5: WARD DESIGNATION.** Ward 16 is hereby amended to encompass the territory described in Section 1 of this Ordinance.

**SECTION 6: SUPERVISORY DISTRICT DESIGNATION.** The territory described in Section 1 of this Ordinance is hereby made a part of the 9th Supervisory District.

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

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

Signed:

\_\_\_\_\_  
Timothy C. Michalak, Mayor

INTRODUCED: April 16, 2024  
ADOPTED:

ATTEST: \_\_\_\_\_  
Shanna Kreilkamp, City Clerk

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

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 *Timothy C. Michalak, Mayor and Shanna Kreilkamp, City Clerk*, to me known to be the person(s) who executed the foregoing instrument and to me known to be such *Mayor and City Clerk* of said foregoing instrument as such officers, pursuant to authority granted by the City of Hartford Common Council on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Julie L. Hanrahan, Notary Public

Washington County, Wisconsin  
My Commission Expires \_\_\_\_\_

*Drafted by:* Jacob Maas, CFM, City Planner/Director of Community Development

Daily News:  
March 29, 2024  
April 5, 2024  
20 Notices Sent

## NOTICE OF PUBLIC HEARING COMMON COUNCIL

PLEASE TAKE NOTICE that a PUBLIC HEARING will be held at 7:00 p.m. or thereafter on April 16, 2024 in the Common Council Chambers at the lower level of City Hall, 109 N. Main Street, by the City of Hartford Common Council to consider the following:

A petition to annex property to the City of Hartford. The petitioned area consists of Tax Key Numbers: T6\_04850F, T6\_0485 and T6\_0486 and is described as follows:

### Annexation Legal Description

Tax Keys: T6\_04850F, T6\_0485 and T6\_0486

All that part of the Northeast 1/4 of the Southwest 1/4 of Section 22, Town 10 North, Range 18 East, in the Town of Hartford, Washington County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the South 1/4 Corner of said Section 22; Thence North 00°20'10" West and along the East line of the said Southwest 1/4 Section, 1319.705 feet to the place of beginning of lands hereinafter described;

Thence South 88°51'58" West and along the South line of the said Northeast 1/4 of the said Southwest 1/4 Section, 1018.61 feet to a point; Thence North 00°22'16" West and along the East line of Certified Survey Map No. 7218 and Unplatted Lands, 1059.06 feet to a point on the South line of Unplatted Lands; Thence North 88°49'55" East and along the South line of said Unplatted Lands and Lot 1 of Certified Survey Map No. 3423, 203.62 feet to a point; Thence South 01°10'05" East and along the West line of Unplatted Lands, 70.00 feet to a point; Thence North 88°49'55" East and along the South line of said Unplatted Lands, 175.45 feet to a point; Thence North 01°10'05" West and along the East line of said Unplatted Lands, 5.00 feet to a point; Thence North 88°49'55" East and along the South line of Certified Survey Map No. 3142, 243.99 feet to a point on the West line of "Hartford Centre Condominium"; Thence South 01°09'38" East and along said West line of said "Hartford Centre Condominium", 105.05 feet to a point; Thence North 88°49'33" East and along the South line of said "Hartford Centre Condominium", 393.75 feet to a point on the said East line of the said Southwest 1/4 Section; Thence South 00°20'10" East and along the said East line of the said Southwest 1/4 Section, 889.65 feet to the point of beginning of this description.

Said Parcel contains 984,027 Square Feet (or 22.5902 Acres) of land, more or less.

Rezoning the petitioned area to MXD, Mixed Use Zoning District will be heard as well as an amendment of the Official Map.

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

A map and legal description of the parcel can be viewed at the Department of Planning and Zoning by appointment, 109 N. Main Street, Monday – Friday between the hours of 7:30 a.m. and 4:30 p.m. (262-673-8272).

Dated this 29th day of March, 2024.

Shanna Kreilkamp, City Clerk  
City of Hartford

FLOYD BERGGREN REV LIV TRUST  
PO BOX 462  
PLYMOUTH,WI,53073-0462

MICHAEL BLAESER  
6289 E STATE HWY 60  
HARTFORD,WI,53027-

T HARTFORD WI LLC  
16600 DALLAS PARKWAY STE 300  
DALLAS,TX,75248-

SUMNER STREET PLAZA  
W4136 RAASCHS HILL RD  
HORICON,WI,53032-0000

JUNE RIESS  
3300 LAKE DR  
HARTFORD,WI,53027-

YOGI LLC  
1539 E SUMNER ST  
HARTFORD,WI,53027-0000

FLOYD BERGGREN LTD PTNRSH  
PO BOX 462  
PLYMOUTH,WI,53073-

TGAAA LLC  
1571 PRAIRIE LN  
HUBERTUS,WI,53033-

KENA ARCHER  
3460 CTY HWY K  
HARTFORD,WI,53027-

JKB OFFICES LLC  
2855 GLASSGO DR  
HARTFORD,WI,53027-0000

MICHAEL BLAESER  
6289 STATE HWY 60  
HARTFORD,WI,53027-

SR HARTFORD INVESTMENTS INC  
11491 E MAPLEWOOD AVE  
ENGLEWOOD,CO,80111-

TOWN OF HARTFORD  
3360 CTY HWY K  
HARTFORD,WI,53027-0000

HENRY CARRERA  
N61W23198 SILVER SPRING DR  
SUSSEX,WI,53089-0000

FREDRICK PADDON LIVING TRUST  
5847 PARK LN  
HARTFORD,WI,53027-0000

1595 SUMNER LLC  
7228 S 27TH ST  
OAK CREEK,WI,53154-

SHAYNE JOHNSON  
3442 CTY HWY K  
HARTFORD,WI,53027-0000

ELIZABETH ALGIERS  
1471 E SUMNER ST  
HARTFORD,WI,53027-0000

LLF I LLC  
1571 E SUMNER ST  
HARTFORD,WI,53027-0000

HARTAMERI LLC  
N8468 PINE RD  
BEAVER DAM,WI,53916-



TONY EVERS  
GOVERNOR  
KATHY BLUMENFELD  
SECRETARY  
Municipal Boundary Review  
PO Box 1645, Madison WI 53701  
Voice (608) 264-6102 Fax (608) 264-6104  
Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
Web: <http://doa.wi.gov/municipalboundaryreview>

April 02, 2024

PETITION FILE NO. 14653

SHANNA KREILKAMP, CLERK  
CITY OF HARTFORD  
109 N MAIN ST  
HARTFORD, WI 53027-1521

REBECCA SCHUSTER, CLERK  
TOWN OF HARTFORD  
3360 COUNTY ROAD K  
HARTFORD, WI 53027-9370

Subject: FLOYD R BERGGREN LTD PARTNERSHIP ANNEXATION

The proposed annexation submitted to our office on March 11, 2024, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Hartford, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14653 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to [mds@wi.gov](mailto:mds@wi.gov) or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

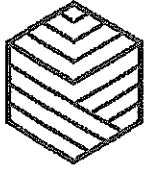
The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2727>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner





**MATTER**  
DEVELOPMENT

Matter Development  
Wayne Rappold, Partner  
2675 N Mayfair Rd, Suite 200  
Wauwatosa, WI 53226  
Tel +1 414 333 7707  
wayne@matterdevelops.com

*Via Email to skreilkamp@hartford.wi.gov*

March 7, 2024

Common Council  
City of Hartford  
c/o Shanna Kreilkamp, City Clerk  
109 N. Main Street  
Hartford, WI 53027

**Re: Direct Annexation Request by Unanimous Approval for Approximately 23.01 acres at the SEQ of Highways 60 & K**

Dear Esteemed Members of the Common Council:

Please accept this letter which updates the legal description in the previously submitted letter on December 15, 2023 for the formal application for the annexation of the properties as outlined below from the Town of Hartford into the City of Hartford. A summary of this annexation petition is as follows:

<b>1. Property</b>	Approximately 23.01 acres at the SEQ of Highways 60 & K, Town of Hartford, WI; Tax Key Numbers T6 0485, T6 048500F, and T6 046 as outlined in the attached Exhibit A – Depiction of Property (the “Property”).
<b>2. Legal Description</b>	All that part of the Northeast 1/4 of the Southwest 1/4 of Section 22, Town 10 North, Range 18 East, in the Town of Hartford, Washington County, Wisconsin, now being more particularly bounded and described as follows:  Commencing at the South 1/4 Corner of said Section 22; Thence North 00°20’10” West and along the East line of the said Southwest 1/4 Section, 1319.705 feet to the place of beginning of lands hereinafter described;  Thence South 88°51’58” West and along the South line of the said Northeast 1/4 of the said Southwest 1/4 Section, 1018.61 feet to a point; Thence North 00°22’16” West and along the East line of Certified Survey Map No. 7218 and Unplatted Lands, 1059.06 feet to a point on the South line of Unplatted Lands; Thence North 88°49’55” East and along the South line of said Unplatted Lands and Lot 1 of Certified Survey Map No. 3423, 203.62 feet to a point; Thence South 01°10’05” East and along the West line of Unplatted Lands, 70.00 feet to a point; Thence North 88°49’55” East and along

	<p>the South line of said Unplatted Lands, 175.45 feet to a point; Thence North 01°10'05" West and along the East line of said Unplatted Lands, 5.00 feet to a point; Thence North 88°49'55" East and along the South line of Certified Survey Map No. 3142, 243.99 feet to a point on the West line of "Hartford Centre Condominium"; Thence South 01°09'38" East and along said West line of said "Hartford Centre Condominium", 105.05 feet to a point; Thence North 88°49'33" East and along the South line of said "Hartford Centre Condominium", 393.75 feet to a point on the said East line of the said Southwest 1/4 Section; Thence South 00°20'10" East and along the said East line of the said Southwest 1/4 Section, 889.65 feet to the point of beginning of this description.</p>
3. Depiction of Property	<p>Attached are two illustrations of the Property, including:</p> <ul style="list-style-type: none"> <li>a) Depiction of Property (Exhibit A) – Aerial photograph of the property showing the approximate</li> <li>b) Survey of Property – Please note the buildings identified on the survey have since been demolished. There are no existing structures on the property.</li> </ul>
4. Existing & Proposed Uses	<p>The Property is currently fallow land. It was formerly a sand and gravel operation and was subsequently used as a disposal site for construction debris. While a conceptual layout and uses is still being determined, Matter Development's intention is to develop the property for a mix of senior housing and multifamily buildings.</p>
5. Existing Zoning	<p>The Property is currently zoned Commercial by the Town of Hartford</p>
6. Dwelling Units	<p>There are no dwelling units existing on the Property</p>
7. Petitioner	<p>The Property is currently owned by the Floyd R Berggren Limited Partnership ("Property Owner"), and Matter has an accepted offer to purchase the Property. The Property Owner has authorized Matter to have the Property annexed into the City of Hartford, a letter evidencing such authorization is attached to this petition.</p>

We are excited about the opportunity to work with the City of Hartford to advance development plans following the annexation of the Property. Please let me know if you, or any members of the Common Council, have any questions or require additional information.

Sincerely,




Floyd R Berggren Ltd. Partnership  
P.O. Box 462  
Plymouth, WI 53073

December 18, 2023

City of Hartford Common Council  
c/o Shanna Kreilkamp, City Clerk  
109 N. Main Street  
Hartford, WI 53027

**Re: Petition for Annexation of approximately 23.01 acres at the SEQ of Highways 60 & K,  
Town of Hartford, Washington County, Wisconsin; Tax Key Numbers T60485, T6048500F,  
and T6046**

Dear Ms. Kreilkamp:

As Trustee and Authorized Representative of Floyd R Berggren Ltd. Partnership, owner of the three vacant parcels identified above, we hereby authorize Matter X, LLC to annex the properties into the City of Hartford on our behalf. Matter has an accepted offer to purchase the properties and desires to advance plans to develop the properties, which they also have authorization to do.

Sincerely,

FLOYD R BERGGREN LTD. PARTNERSHIP

DocuSigned by:  
Steve Witkowski  
7FA26A3DFCF1436...

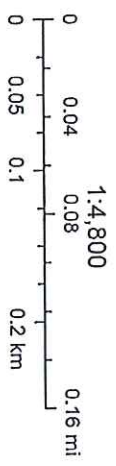
Steve Witkowski, Trustee  
switkowski010@gmail.com

# Annexation Parcels



4/3/2024, 2:33:16 PM

- Current Parcel
- Road Centerline STH, CTH
- State Highway
- County Highway
- Address Point
- Lot Number
- Certified Survey Number
- Condominium Name
- Subdivision Name
- Leader Lines
- Parcel Taxkey & Acreage
- P.L.S.S. Boundary
- P.L.S.S. Section
- P.L.S.S. Quarter
- Lot
- Certified Survey Map
- Condominium
- Assessor Plat
- Cemetery Plat
- Subdivision
- Right-of-Way
- Municipality
- Local Road Labels
- Named Private Drive
- P.L.S.S. Monument
- Landmark





# Wetlands & Surface Water



0.1 0 0.06 0.1 Miles

NAD\_1983\_HARN\_Wisconsin\_TM

1 : 3,960

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>



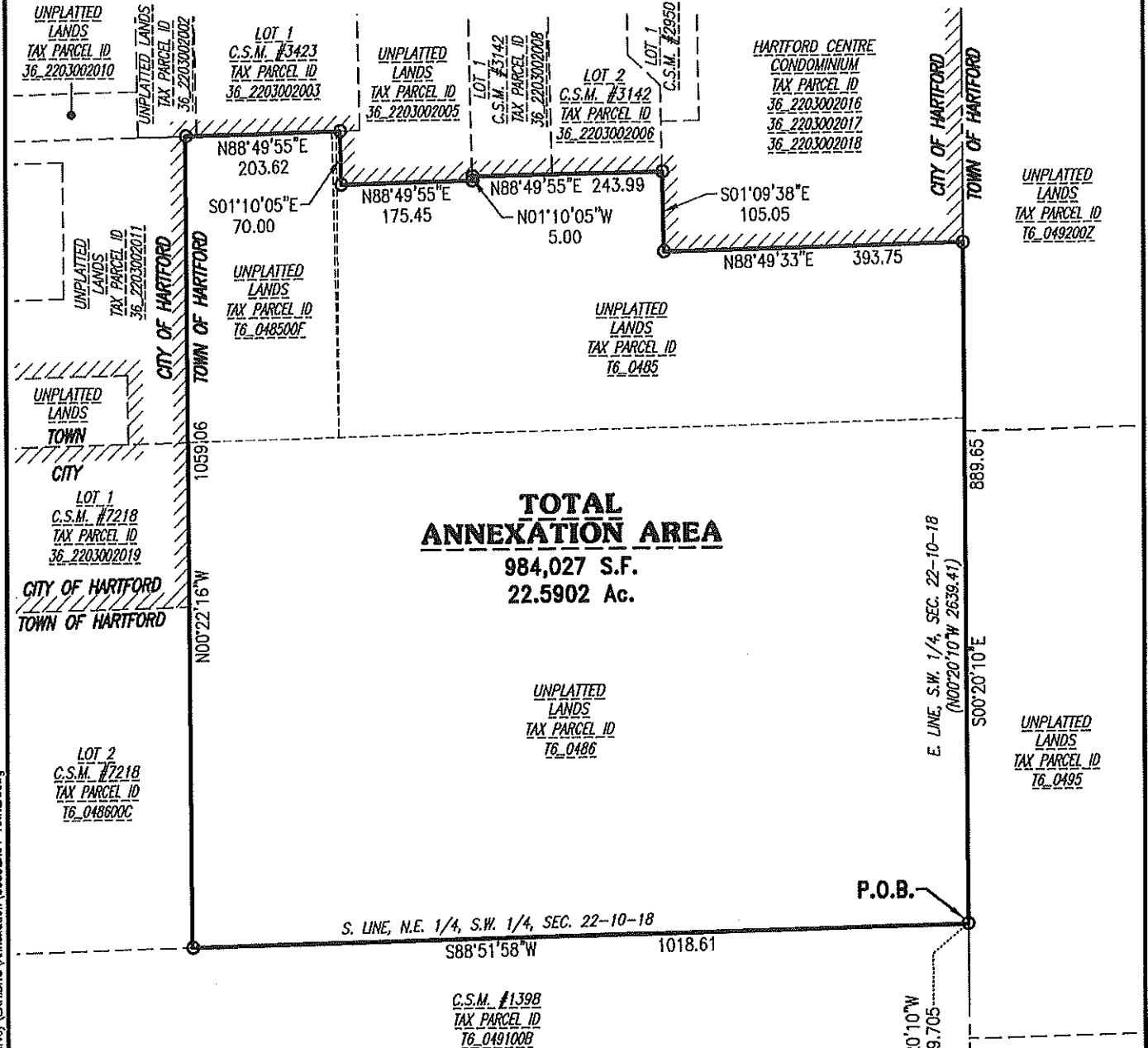
## Legend

- Lake Class Areas
- Riverine/ditch Class Areas
- Wetland Class Areas
- Wetland Class Points
- Dammed pond
- Excavated pond
- Filled/draind wetland
- Wetland too small to delineate
- Filled excavated pond
- Filled Points
- Wetland Class Areas
- Filled Areas
- Lake Class Areas
- Riverine/ditch Class Areas
- Wetland Class Areas
- Wetland Class Points
- Dammed pond
- Excavated pond
- Filled/draind wetland
- Wetland too small to delineate
- Filled excavated pond
- Filled Points
- Wetland Class Areas
- Filled Areas
- Wetland Identifications and Confirmations
- Municipality
- State Boundaries
- County Boundaries
- Major Roads
- Interstate Highway
- State Highway
- US Highway
- County and Local Roads

© 2011 DNR

## Notes

# ANNEXATION EXHIBIT "A"



## TOTAL ANNEXATION AREA

984,027 S.F.  
22.5902 Ac.

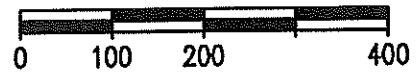
X:\2024\24-11-1213 Hartford Senior Living for Matter Dev\Drawings\Survey\EXHIBITS\Annexation\885DEX01-ANNEX.dwg



4100 N. Calhoun Road  
Suite 300  
Brookfield, WI 53045  
Phone: (262) 790-1480



SCALE: 1" = 200'



DATE: 3/7/24

THIS EXHIBIT WAS PREPARED BY GRADY L. GOSSER, P.L.S. (S-2972)

# ANNEXATION EXHIBIT "B"

## LEGAL DESCRIPTION:

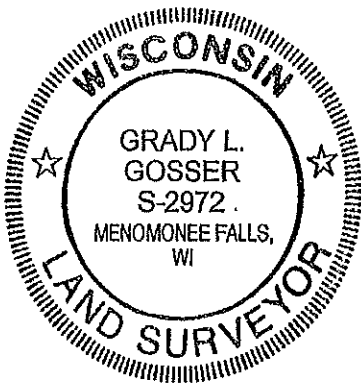
All that part of the Northeast 1/4 of the Southwest 1/4 of Section 22, Town 10 North, Range 18 East, in the Town of Hartford, Washington County, Wisconsin, now being more particularly bounded and described as follows:

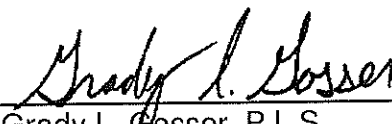
Commencing at the South 1/4 Corner of said Section 22; Thence North 00°20'10" West and along the East line of the said Southwest 1/4 Section, 1319.705 feet to the place of beginning of lands hereinafter described;

Thence South 88°51'58" West and along the South line of the said Northeast 1/4 of the said Southwest 1/4 Section, 1018.61 feet to a point; Thence North 00°22'16" West and along the East line of Certified Survey Map No. 7218 and Unplatted Lands, 1059.06 feet to a point on the South line of Unplatted Lands; Thence North 88°49'55" East and along the South line of said Unplatted Lands and Lot 1 of Certified Survey Map No. 3423, 203.62 feet to a point; Thence South 01°10'05" East and along the West line of Unplatted Lands, 70.00 feet to a point; Thence North 88°49'55" East and along the South line of said Unplatted Lands, 175.45 feet to a point; Thence North 01°10'05" West and along the East line of said Unplatted Lands, 5.00 feet to a point; Thence North 88°49'55" East and along the South line of Certified Survey Map No. 3142, 243.99 feet to a point on the West line of "Hartford Centre Condominium"; Thence South 01°09'38" East and along said West line of said "Hartford Centre Condominium", 105.05 feet to a point; Thence North 88°49'33" East and along the South line of said "Hartford Centre Condominium", 393.75 feet to a point on the said East line of the said Southwest 1/4 Section; Thence South 00°20'10" East and along the said East line of the said Southwest 1/4 Section, 889.65 feet to the point of beginning of this description.

Said Parcel contains 984,027 Square Feet (or 22.5902 Acres) of land, more or less.

Date: 3/7/24



  
Grady L. Gosser, P.L.S.  
Professional Land Surveyor S-2972  
**TRIO ENGINEERING, LLC**  
4100 N. Calhoun Road, Suite 300  
Brookfield, WI 53045  
Phone: (262)790-1480

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

Project Name: Project Name To Be Determined

Project Location (Address or Legal Description): Southeast Quadrant Hwy 60 and Hwy K

Tax Key Number: T6 0485, T6 048500F, and T6 046

Applicant Name: Matter Development

Address: 11220 W Burleigh St, Suite 102

City: Wauwatosa State: WI Zip: 53222

Daytime Phone: 414-333-7707 Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Office Use Only			Subtotal
<i>Account Number 100.604.444100.44410 (#76)</i>			
*Master Plan Amendment	\$515.00	#lots n/a	_____
*****			
<i>Account Number 100.604.440000.48890</i>			
*Special Plan Commission Meeting	\$400.00	n/a	_____
*****			
<i>Account Number 100.601.461400.46142 (#77)</i>			
*Conceptual Certified Survey Map	\$150.00	n/a	_____
*Certified Survey Map	\$250.00	n/a	_____
*Final Plat	\$500.00 +	_____	_____
	\$20.00/lot		_____
*Final Plat Re-App	\$400.00	n/a	_____
*Preliminary Plat	\$600.00 +	_____	_____
	\$20.00/lot		_____
*Preliminary Plat Re-App	\$400.00	n/a	_____
*****			
<i>Account Number 100.604.440000.44420 (#78)</i>			
*Annexations	\$700 + \$100.00/acre	_____	_____
	(\$1500.00 max)		_____
*Conceptual Plat, under 10 acres	\$400.00	_____	_____
*Conceptual Plat, 10 acres and over	\$500.00	_____	_____
*Planned Unit Development	\$400.00	_____	_____
*Condominium Plat	\$200.00	_____	_____
*****			
<b>EXTRATERRITORIAL:</b>			
<i>Account Number 100.604.440000.44420 (#78)</i>			
Certified Survey Map	\$200	n/a	_____
Preliminary Plat	\$400 +	_____	_____
	12.00/lot		_____
Final Plat	\$400 +	_____	_____
	\$10.00/lot		_____
Processing Fee: 100.125.461100.46112	\$15.00	_____	_____
Technology Fee: 100.240.440000.44250	\$5.00	_____	_____
Date Received:		Total Paid:	_____



**EXECUTIVE SUMMARY**

**Title:** Recommendation to approve the semi-annual payment of Elected Officials.

**Background:** Alderperson Turchi has requested that Elected Officials get paid semi-annually as opposed to every other week like the City has done in the past.

**Fiscal Impact:** The City will save money on envelopes and paper as well as staff time since checks will be printed and handed out twice a year as opposed to bi-weekly.

**Recommendation:** Staff recommends approval for Elected Officials to get paid semi-annually.

PREPARED BY: Shanna Kreilkamp DATE: 4/4/24  
Shanna Kreilkamp, City Clerk

APPROVED BY: Steve Volkert DATE: 4-4-24  
Steve Volkert, City Administrator

ROUTING: Finance & Personnel – 4/9/24  
Common Council – 4/16/24

## Executive Summary

**Title:** Intergovernmental Agreement for Building Inspection Services with the Village of Jackson

**Background:** This City of Hartford currently has one (1) full-time building inspector on staff within the City's Planning & Inspection Department. However, due to the workload, the City realized that an additional part-time building inspector was needed. In October of 2020, the City of Hartford posted a part-time building inspector position within the City's Planning & Inspection Department. Currently this position posting is still open. Due to the dearth of qualified applicants, the City of Hartford's Planning & Inspection Department hired out General Engineering Consulting for part-time inspection needs.

In August of 2023, General Engineering Consulting notified the City's Planning & Inspection Department that effective September 30, 2023, General Engineering Consulting would no longer provide part-time inspection services for the City of Hartford. Upon notification, the City's Planning & Inspection Department set out to develop an intergovernmental agreement with a surrounding municipality to contract out part-time building inspection services.

In February of 2024, the Common Council approved the City of Hartford to contract with the City of West Bend for Building Inspection Services. However, this was a short-term solution until the City could move forward with an agreement (and hiring of staff) with a community that is also seeking to expand building inspection services. The Village of Jackson is looking to hire a part-time inspector to handle the Village's increased building inspection workload. However, while the workload has increased at the Village, the need is not great enough to offer hours desirable enough to attract a candidate. The City of Hartford, having a need for a long-term solution to additional inspection needs, can provide additional inspection service hours for a candidate.

Under the agreement the City of Hartford would receive, on average, 10 hours per week of building inspection services from this agreement.

- Costs
  - FY2024
    - \$23,287.27 (May – December)
    - \$2,587.47 per month
- Time
  - 10 hours per week
- Budget line item:
  - 100.240.524630.56198
  - This contract service was budgeted for in FY2024

**Recommendation:** Staff recommends **APPROVAL** of the Intergovernmental Agreement for Building Inspection Services between the Village of Jackson and City of Hartford.

Prepared By: \_\_\_\_\_

Jacob Maas, CFM

\_\_\_\_\_ Date

City Planner/Director of Community Development

Approved By: Steve Volkert 4-9-24  
Steve Volkert, Date  
City Administrator

ROUTING: FINANCE & PERSONNEL COMMITTEE 04/09/2024  
COMMON COUNCIL 04/16/2024

INSPECTION	2024 Proposed Budget (52 week)	2024 Budget May-Dec (32 week)	DIFFERENCE	% CHANGE
(INSERT ACCT)	75,000.00	46,500.00		
BUILDING INSPECTOR WAGE	5,737.50	3,557.25		
(INSERT ACCT)	14,100.00	8,742.00		
SOCIAL SECURITY/MEDICARE	5,175.00	400.00		
(INSERT ACCT)	420.00	260.40		
HEALTH INSURANCE		0.00		
PENSION		0.00		
(INSERT ACCT)				
DUES, CERTIFICATIONS, TRAINING				
(INSERT ACCT)				
CELL PHONE				
TOTAL INSPECTION	100,832.50	62,516.15		

SUBTRACT  
 TOTAL PROPOSED BUDGET 100,832.50  
 TOTAL TO BE PAID BETWEEN 2 COMMUNITIES 100,832.50

Expenses  
 Admin Fee 6.5% 3,277.06  
 Community Total 66,549.45  
 Jackson - 65% 80hrs/mo 34,283.05  
 Hartford - 34% 40hrs/mo 3,130.01  
 TOTAL 100,832.50

hourly equivalent with health 78.25  
 hourly equivalent w/o health 62.54

\*Actual monthly bill will include hourly rate for hours inspected + pro rata share of training and health expenses if applicable that month.

Expenses  
 Admin Fee 6.5% 2,031.77  
 Community Total 41,260.66  
 Jackson - 65% 80hrs/mo 21,255.49  
 Hartford - 34% 40hrs/mo 2,587.47  
 TOTAL 62,516.15

hourly equivalent with health 64.69  
 hourly equivalent w/o health 55.64

2024 ETF HEALTH PLAN - If employee requests health plan participation

50% SINGLE ANNUAL	\$ 5,730.00
50% FAMILY ANNUAL	\$ 14,100.00

Certification Costs - dependent upon hired employee's current certs.  
 UDC Construction Cert. \$40.00  
 UDC Plumbing Cert. \$40.00  
 UDC HVAC Cert. \$40.00  
 UDC Electric Cert. \$40.00  
 Commercial Building & HVAC Cert. \$40.00

Employee Name	Wage Figures		Benefit Figures						
	2024 Wage \$/hour	2024 Cost Based on 1,500 hours per year	Medicare 1.45%	Social Security 6.2%	WRS (13.8%) 6.90% Emp. Contribution	Total Cost without WRS	Hourly Rate without WRS	Total Cost with WRS	Hourly Rate with WRS
Asst. Inspector	\$ 40.00	\$ 60,000.00	\$ 870.00	\$ 3,720.00	\$ 4,140.00	\$ 64,590.00	\$ 58.72	\$ 68,730.00	\$ 62.48
Asst. Inspector	\$ 45.00	\$ 67,500.00	\$ 978.75	\$ 4,185.00	\$ 4,657.50	\$ 72,663.75	\$ 66.06	\$ 77,321.25	\$ 70.29
Asst. Inspector	\$ 50.00	\$ 75,000.00	\$ 1,087.50	\$ 4,650.00	\$ 5,175.00	\$ 80,737.50	\$ 73.40	\$ 85,912.50	\$ 78.10

## INTERGOVERNMENTAL AGREEMENT FOR BUILDING INSPECTION SERVICES

Between the Village of Jackson and City of Hartford

This agreement (“Agreement”) is made by and between the Village of Jackson (**Village**), a municipal corporation located in the County of Washington; and the City of Hartford (**City**), a municipal corporation located in the Counties of Dodge and Washington. The purpose of this agreement is for the City to contract with the Village for the provision of building inspection services on a flat rate basis within the Village and City to ensure compliance with applicable State and local building codes and ordinances.

**WHEREAS**, the Village and City (the “Contracting Municipalities”) are in need of building inspection services to inspect buildings for building code compliance; and

**WHEREAS**, the Village of Jackson employs State certified inspectors for general construction, electrical, plumbing, HVAC, and commercial inspections; and

**WHEREAS**, the Village and City, pursuant to Wisconsin State Statute 66.0301 (2) have the authority to enter into cooperative intergovernmental agreements; and

**NOW, THEREFORE**, the Village of Jackson and City of Hartford in consideration of the mutual promises hereinafter set forth, do promise and agree as follows:

**1. Parties**

Parties to this Agreement are the Village of Jackson, a Wisconsin municipal corporation with its principal offices located at N168W19851 Main Street, Jackson, WI 53037 and the City of Hartford with its principal offices located at 109 N. Main Street, Hartford, WI 53027 (individually a “Municipality” or collectively the “Municipalities”).

**2. Authority.**

The Municipalities are authorized by law to enter into this Intergovernmental Agreement pursuant to Sec. 66.0301, Wis. Stats., which specifically allows intergovernmental cooperation between municipalities.

**3. Purpose**

The purpose of this Agreement is to provide shared, part-time building inspection services to the Contracting Municipalities to inspect buildings and provide those general municipal inspection services set forth in Section 4, below.

**4. Services**

The Village hereby agrees to hire a part-time Building Inspector to provide the City with residential and commercial building, plumbing, electrical and HVAC inspection services on a flat-rate basis and to provide the following services:

- a. Review applications for building permits and building plans submitted, and issue commercial and residential building, plumbing, electrical, and HVAC and any related permits in compliance with the ordinances of the City and the State of Wisconsin Uniform Dwelling Code.

- b. Perform all general inspections from footings to final occupancy as required by the ordinances of the City, State Regulations, and permit requirements. Inspections normally will be performed Monday through Friday, excluding weekends and holidays. Reasonable efforts will be made to complete inspections within 1 business day of a request.
- c. Issue orders to correct building code violations on a non-exclusive basis.
- d. Maintain computer records of building permit applications and permits issued, including such items as date applied, date issued, permit number, type, contractor, owner, property address, permit fees, and other monies collected, utilizing the infrastructure provided by the City.
- e. Provide information to builders, owners and residents of the City regarding the Building Codes and Ordinances either by phone, e-mail or through appointment.
- f. Attend meetings upon special request of an Administrator of the City.
- g. Appear in any court of law- including municipal and Circuit courts- as requested by the City to provide testimony with respect to code enforcement and ordinance violations.
- h. Perform the City's responsibilities under the State of Wisconsin Uniform Dwelling Code.
- i. All services shall be performed consistent with applicable state statutes and respective municipal ordinances. If applicable, certified agent status services will be provided.
- j. The Municipalities acknowledge that this agreement represents an independent contract relationship and that in no event shall the part-time Building Inspector performing services by the Village of Jackson under this agreement be considered an employee of the City of Hartford.
- k. The Municipalities acknowledge that the hours of service provided to the Contracting Municipalities shall be approximately as set forth in Exhibit A and that each community may utilize said service hours above in the manner most appropriate or necessary for their community.
- l. The Municipalities understand that vacations, trainings, and other leave situations may temporarily reduce the available hours worked in any particular week, but the Village will manage said situations to ensure continued service provision to all of the parties remains to meet Statutory timelines for inspection services, to ensure quality customer service, and these non-service times shall be as evenly divided based on need amongst the two parties. The Municipalities further agree that the hours may be adjusted by the Municipalities if necessary

for certain projects with advanced communication and such adjustments shall be tracked for appropriate compensation adjustment at the end of the year.

- m. The Village shall ensure the part-time Inspector providing inspection services have all necessary licenses and maintain said licenses during the contract. All costs for said licenses and maintaining said licenses are included in the costs determined in Section 9.

## **5. Reports/Records**

During the term of this agreement, the Village of Jackson part-time Building Inspector shall:

- a. Maintain separate files at each Municipality, in the format directed, of all applications and permits, containing the information specified in Section 1.d. above.
- b. Provide a report that shows time spent on work for each respective Municipality, and also that shows time spent off work due to vacation, holidays, sick leave or other paid absence (such paid time off referred to herein as "Paid Time Off"). This report shall be given to each community weekly or as otherwise requested by each Municipality. The report shall include current daily and weekly totals for the current work, and also year-to-date totals.
- c. Provide reports, documents, and files relating to building inspection as may be requested from time to time by the City.
- d. Answer/respond to requests for public records made pursuant to Chapter 19 of the Wisconsin Statutes as outlined in Exhibit B.
- e. Either Municipality may have inspection records produced in performance of this agreement or portions of said records maintained by the respective municipality and not the Village of Jackson at the discretion of said municipality.
- f. The Village of Jackson part-time Building Inspector shall require all permit fee payments and other payments to be made pursuant to the Code of each respective Municipality, to be made by the applicant directly to the respective municipality. If, despite this requirement, any payments are received by the Village of Jackson that are due to the City, the Village of Jackson part-time Building Inspector shall contact the Administrator for the City, as applicable, seeking guidance as to what to do with the payment that was received in error, and the Village of Jackson part-time Building Inspector shall comply with the directions received in that regard, on a case-by-case basis.

## **6. Items Provided by the Village of Jackson.**

The Village of Jackson shall provide the following related to the performance of this agreement:

- a. A direct phone line for building inspection services performed for the City pursuant to this Agreement.
- b. All necessary secretarial support for maintaining files while in the possession of the Village of Jackson.
- c. All code books, technical manuals and inspection equipment.
- d. A certified and licensed Building Inspector to perform described services as set forth in this Agreement.

**7. Items provided by the City.**

- a. Prior to the issuance of a building permit by the Village's part-time Building Inspector, the Village's part-time Building Inspector shall e-mail the official designated by the City, to seek confirmation of fee compliance and zoning compliance. No permit shall be issued until the Village of Jackson part-time Building Inspector receives notification of fee compliance including water and sewer connection fees as well as zoning requirements compliance including conditional use permit requirements for a particular building permit application.
- b. The City shall provide required application forms, State Seals, house numbers and any required special office supplies or documents needed to process and file permits for their respective municipality.
- c. The City shall maintain its delegated community status with the State of Wisconsin Department of Safety and Professional Services.
- d. The City shall provide legal advice/support for any legal issues arising from the performance of duties by the Jackson part-time building inspector under this agreement, including, but not limited to, code enforcement actions, raze orders, special charge claims, open records requests, and other building inspection issues for their respective municipality.

**8. Provision of Inspection Vehicles**

- a. The Village of Jackson shall provide a properly registered vehicle for one 1/2 equivalent building inspector.
- b. The City of Hartford shall provide one properly registered vehicle for use by one 1/4 equivalent building inspector, which vehicle shall be housed in the City of Hartford. The City of Hartford shall be solely responsible for the expense for this vehicle.
- c. The Parties acknowledge that it may be necessary to provide mileage reimbursement if the vehicles described above are not available for use. Mileage shall be an expense reimbursed by the Contracting Municipalities under Section 9, below.



## **9. Payment to the Village of Jackson for Services Rendered Through this Agreement**

- a. **Budget.** Prior to the execution of this contract, and thereafter no later than October 31 of each year of this agreement, the Village of Jackson shall draft an annual budget for expenses related to total part-time Inspections Services. The total budgeted expenses shall be as described in Exhibit B, which is incorporated herein by reference. After this total expense is calculated, an additional administrative fee of 6.5% of the total Inspections expense budget shall be added, to be shared on a pro-rata basis as described in Exhibit A. The initial annual budget shall be used as a baseline and shall be attached as Exhibit B of this agreement. Exhibit B shall also depict the hourly rate to be applied to compensation adjustment as described in subsection (c) below. In no case shall the Inspections expense budget exceed an increase of 5% from any one year to the next, without approval by each community prior to October 31.
- b. **Time of Payment.** The compensation due to the Village of Jackson shall be paid on the 1<sup>st</sup> day of each month and be calculated by the combined hourly rate multiplied by the hours worked by the employee the previous month.
- c. **Annual Compensation Adjustment.** It is intended that the communities will approximately share the hours of .75 full-time equivalent Building Inspectors (30 hours/week) with 20 hours per week going to Jackson and 10 hours per week spent in Hartford, on average.
- d. In the event that either of the parties anticipate that they will utilize more hours than the Equal Share, the parties shall meet to discuss the anticipated deviation and, if needed, the deviation may be addressed by addendum to this Agreement.

## **10. Term of Agreement**

The term of this agreement shall commence April     , 2024, and shall continue through December 31, 2024.

The agreement shall then automatically renew through December 31 of the following year, and for every year thereafter, unless 180 days written notice has been given in accordance with Section 11 of this agreement.

## **11. Termination of Agreement**

This agreement may be terminated without cause by any Municipality upon 180 days written notice to the other Municipality. This agreement may also be terminated by any non-breaching Municipality at any time, upon substantial breach committed by any other Municipality. All such notices shall be by certified mail or personally delivered as follows:

City of Hartford Clerk  
City of Hartford  
109 N. Main St.

Village of Jackson Clerk  
Village of Jackson  
N168W19851 Main Street,

A non-breaching Municipality shall not be responsible for Liquidated Damages as described in Section 12 of this agreement.

**12. Termination Liquidated Damages**

If any Municipality chooses to terminate this agreement prior to expiration of this agreement on December 31, 2024, the terminating Municipality agrees to bear the full costs for any subsequent expenses related to unemployment insurance claims, involuntary severance pay or any related legal fees associated with employment termination directly related to termination of this agreement. Additionally, the terminating Municipality also agrees to pay the full costs for any penalties related to the termination of lease of capital equipment associated with this agreement, specifically cell phones and vehicles.

If any Municipality chooses not to extend this agreement beyond December 31, 2024, the Municipalities agree to equally share any and all expenses.

**13. Assignment**

This agreement shall not be assigned to any other party without the written consent of the Municipalities.

**14. Insurance**

The Village of Jackson shall maintain public liability insurance coverage and worker's compensation coverage for Jackson inspectors performing work under this Agreement.

**15. Hold Harmless, Indemnification, and Release**

In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, each party hereto shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon any other party hereto, or their officers, agents, employees and independent contractors, growing out of acts or omissions of the indemnifying party its officers, agents, employees and independent contractors, in the performance of this agreement on behalf of the indemnifying party. Each party's obligations under this section shall apply only to the extent of that party's fault, negligence, or intentional conduct.

Nothing herein shall be interpreted to waive or abrogate limitations on bringing claims, limitations of liability and other defenses established by Wisconsin Statutes Section 893.80 and other State laws.

**16. Governing Law**

This agreement and all questions arising in connection herewith shall be governed by the laws of the State of Wisconsin.

**17. Legal Drafting**

This agreement is a result of negotiation among the parties, and was draft by the parties directly, and shall not be interpreted against any party due to their involvement in drafting the agreement.

**18. Entire Agreement**

This agreement contains the entire agreement between the parties regarding this matter. This agreement may be modified only by an agreement to this agreement which is authorized by the Village of Jackson Board of Trustees, and the Common Council of the City of Hartford.

The parties have executed this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Village of Jackson  
A Municipal Corporation

City of Hartford  
A Municipal Corporation

BY: \_\_\_\_\_  
Village of Jackson President

BY: \_\_\_\_\_  
City of Hartford Mayor

ATTEST:

ATTEST:

BY: \_\_\_\_\_  
Village of Jackson Clerk

BY: \_\_\_\_\_  
City of Hartford Clerk

### Exhibit A

Municipality	Average Hours Provided Per Week	Pro Rata Share of Non-Wage Expenses
Village of Jackson	20 hours	66%
City of Hartford	10 hours	34%

## **EXECUTIVE SUMMARY**

### **Resolution No. 3674**

**TITLE:** A Preliminary Resolution for The Levying of Special Assessments under Section 66.0703 Wis. Statutes for the Installation of Sidewalk on Certain Properties along S. Teri Lane, Zuern Drive, and Lake View Drive.

**BACKGROUND:** On January 23, 2024, the City of Hartford approved Resolution No. 3662 which awarded a construction contract for Lakeview Acres, which included a sidewalk connection from E. Sumner Street to Zuern Drive, installation of sidewalk along S. Teri Lane, Zuern Drive, and Lake View Drive, stormwater improvements, curb & gutter, and asphalt pavement restoration. The funding for the installation of sidewalk included \$80,400 of funding through Special Assessments.

The City previously adopted a Final Resolution levying special assessments for sidewalk installation in 2020, however, many of the property owners in this area filed an action contesting the special assessments. The City reached a settlement with many of the property owners, which required that any future assessment for sidewalk could not exceed the rate of the 2020 special assessment. The City also cancelled the pending special assessments for the twelve litigating property owners with whom the City did not reach a settlement, which ended the litigation. The list of the cancelled assessments is attached as Exhibit A. This Preliminary Resolution addresses the twelve property owners with cancelled special assessments.

The basis for the previous litigation was the lack of a connection between the neighborhood and E. Sumner Street. The contract awarded by Resolution No. 3662 resolves this issue by installing a connecting sidewalk from E. Sumner Street to Zuern Drive.

The City has calculated that the cost of installation for the sidewalk plus a pro-rata share of mobilization expenses exceeds the estimated cost per linear foot from 2020. Because special assessments must be uniform, the City is utilizing the original cost estimates per linear foot from 2020 to calculate the special assessments.

If approved, a public hearing on the Final Resolution levying assessments will be held on May 28, 2024 and the Final Resolution would be presented to Council for approval after the public hearing.

**FISCAL IMPACT:** The City will collect no money as part of the preliminary resolution, but costs would be incurred with the adoption of the final resolution after the sidewalk is installed by the City's contractor and will then be special assessed to each owner of the adjacent property. The estimated cost of this work is around \$31,500.

**RECOMMENDATION:** Adoption of Preliminary Resolution 3674 for the levying of special assessments under Section 66.0703 Wisconsin Statutes for the installation of sidewalk on certain properties along S. Teri Lane, Zuern Drive, and Lake View Drive as described in Exhibit A.

PREPARED BY:



Ian Prust  
City Attorney

4-9-2024

DATE

REVIEWED BY:



Joseph DeYoung  
Acting City Engineer

4-12-24

DATE

REVIEWED BY:



Darryl Kranz  
Director of Public Works

4-10-24

DATE

REVIEWED BY:



Jeralyn Multhaupt  
Finance Director/Treasurer

4/10/2024

DATE

APPROVED BY:



Steve Volkert  
City Administrator

4-10-24

DATE

ROUTING: Common Council - April 15, 2024

## RESOLUTION NO. 3674

A PRELIMINARY RESOLUTION FOR THE LEVYING OF SPECIAL ASSESSMENTS UNDER SECTION 66.0703 WIS. STATUTES FOR THE INSTALLATION OF SIDEWALK FOR THE INSTALLATION OF SIDEWALK ALONG S. TERI LANE, ZUERN DRIVE AND LAKE VIEW DRIVE, IN LAKE VIEW ACRES, 1ST ADDITION SUBDIVISION AND 2001, 2003, 2007 LAKE VIEW DRIVE, AND 2008 ZUERN DRIVE, AND 40 S. TERI LANE, LOCATED IN NW ¼ OF SECTION 23 AND THE NE ¼ OF SECTION 22, T10N, R18E, CITY OF HARTFORD, WASHINGTON COUNTY, WISCONSIN

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

- 1) The Common Council declares its intention to exercise its police power under Section 66.0703 Wisconsin Statutes to levy special assessments for the installation of sidewalk on S. Teri Lane, Zuern Drive, and Lake View Drive.
- 2) It is the determination of the Common Council that said municipal work shall be made under the police power and that the amount assessed against each property shall be based upon street frontage.
- 3) The property involved, which is to be assessed by street frontage, is located on *Teri Lane, Zuern Drive, and Lake View Drive*. The assessment against any parcel may be paid in one sum or installments, the number of which shall be determined following a public hearing on the proposed assessment.
- 4) The City Engineer is directed to prepare a report consisting of:
  - a) Final plans and specifications of the improvements.
  - b) A statement of the entire cost of the work as estimated.
  - c) A schedule of the proposed assessments against each parcel.
  - d) A statement that the property against which the assessments are proposed has been inspected and is or will be benefited setting forth the basis of the benefit.
- 5) When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
- 6) The City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general description of the property to be assessed, the time and place in which the Engineer's Report may be inspected, and the time and place of the public hearing and the matter contained in the preliminary resolution and the reports. This notice shall be published as a Class I notice and a copy shall be mailed at least 10 days before the hearing to every interested party. The hearing shall commence not less than 10 nor more than 40 days after publication.
- 7) The hearing shall be held in the Common Council Chambers, Room L01, 109 North Main Street, on Tuesday, May 28, 2024 and in accordance with Section 66.0703 (7) Wisconsin Statutes.

Signed:

\_\_\_\_\_  
Timothy C. Michalak, Mayor

Introduced: April 16, 2024  
Adopted:

Attest: \_\_\_\_\_  
Shanna Kreilkamp, City Clerk

## EXHIBIT "B"

### ENGINEER'S REPORT

A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING OF SPECIAL ASSESSMENTS UNDER SECTION 66.0703 WISCONSIN STATUTES FOR THE INSTALLATION OF SIDEWALK ALONG S. TERI LANE, ZUERN DRIVE AND LAKE VIEW DRIVE, IN LAKE VIEW ACRES, 1<sup>ST</sup> ADDITION SUBDIVISION AND 2001, 2003, 2007 LAKE VIEW DRIVE, AND 2008 ZUERN DRIVE, AND 40 S. TERI LANE, LOCATED IN NW ¼ OF SECTION 23 AND THE NE ¼ OF SECTION 22, T10N, R18E, CITY OF HARTFORD, WASHINGTON COUNTY, WISCONSIN


Sidewalk will be installed along S. Teri Lane, Zuern Drive and Lake View Drive in Lake View Acres, 1<sup>st</sup> Addition Subdivision and at 2001, 2003, 2007 Lake View Drive, and 2008 Zuern Drive, and 40 S. Teri Lane, located in the NW ¼ of Section 23 and the NE ¼ of Section 22, T10N, R18E, during the 2024 construction season to serve 12 properties as listed on **Exhibit A**.

The preliminary resolution for this project was adopted by the Common Council in Resolution No. 3674 on April 16, 2024. These properties are being assessed on a per front footage basis. The costs to install this sidewalk have been estimated based on the low bid cost from the contract approved via Resolution No. 3662 which awarded a construction contract for Lakeview Acres, which included a sidewalk connection from E. Sumner Street to Zuern Drive, installation of sidewalk along S. Teri Lane, Zuern Drive, and Lake View Drive, stormwater improvements, curb & gutter, and asphalt pavement restoration. The total estimated cost for the installation of 700 L.F. of sidewalk is **\$31,545.70**.

The Final Resolution will have an option for the property owners to pay for the sanitary sewer installation in one lump sum or installments. The number of installments will be approved as part of the Final Resolution following the public hearing. The typical 5-year payment plan will be proposed with interest being paid each year at 1% over the City most recent borrowing costs.

I have personally reviewed the property listed in this report, and find the properties will benefit by the construction of these sidewalk improvements. The assessment costs are reasonable and the property is assessed by the front foot assessment method. The sidewalk installation is in accordance with the City of Hartford's Ordinance, the costs for the other properties receiving sidewalk under Common Council Resolution 3561, and the bid documents for the project approved by Common Council Resolution No. 3662, bid documents and cost estimates are on file at the City Engineer's Office at City Hall, Hartford, Wisconsin.

Dated this \_\_\_ day of April, 2024.

  
\_\_\_\_\_  
Joseph DeYoung, P.E.  
Interim City Engineer, City of Hartford



**EXHIBIT A**  
**CANCELLING CERTAIN SPECIAL ASSESSMENTS PREVIOUSLY**  
**APPROVED**

**LAKE VIEW ACRES, 1ST ADDITION SUBDIVISION  
AND 2001, 2003, & 2007 LAKE VIEW DRIVE  
and 40 S. TERI LANE**

No.	Tax Key No. Address	Property Description	Owner Mailing Address	Front Footage L.F.	Cost
1	36-2302-004-001 31 S. Teri Lane	LOT 40 Lake View Acres First Addition DOC 1367008 SW-NW, Sect. 23, T10N, R18E	Kathy Ragland & Patrick Staggs 31 S. Teri Lane Hartford, WI 53027	31	\$835.55
2	36-2302-003-009 63 S. Teri Lane	LOT 2 CSM 4440, DOC 1105477 SW-NW, Sect. 23, T10N, R18E	Randolf Metzger 63 S. Teri Lane Hartford, WI 53027	267	\$7,222.35
3	36-2302-003-001 2022 Lake View Drive	LOT 23 Lake View Acres First Addition SW-NW, Sect. 23, T10N, R18E	Eric and Lisa Vondervellen 2022 Lake View Drive Hartford, WWI 53027	166 - 4" thick 24 - 6" thick	\$5,222.30
4	36-2302-002-006 2041 Lake View Drive	LOT 20 Lake View Acres First Addition DOC 1447343 SW-NW, Sect. 23, T10N, R18E	Edward A. Hall and Hope Wascher 2041 Lake View Drive Hartford, WI 53027	64	\$1,731.20
5	36-2302-003-004 2054 Lake View Drive	LOT 26 Lake View Acres First Addition DOC 1125543 SW-NW, Sect. 23, T10N, R18E	Melwin and Ruth Kegel 2054 Lake View Drive Hartford, WI 53027	63 - 4" thick 18 - 6" thick	\$2,253.15
6	36-2302-002-004 2063 Lake View Drive	LOT 18 Lake View Acres First Addition DOC 1048996 SW-NW, Sect. 23, T10N, R18E	Angela R. Porchetta 2063 Lake View Drive Hartford, WI 53027	65	\$1,758.25
7	36-2302-003-005 2066 Lake View Drive	LOT 27 Lake View Acres First Addition DOC 1435843 SW-NW, Sect. 23, T10N, R18E	Steve and Emily Benson 2066 Lake View Drive Hartford, WI 53027	62	\$1,677.10
8	36-2302-002-003 2075 Lake View Drive	LOT 17 Lake View Acres First Addition V574 P621+V1604 P162 SW-NW, Sect. 23, T10N, R18E	Lori M. Cook 2075 Lake View Drive Hartford, WI 53027	66 - 4" thick 18 - 6" thick	\$2,334.30
9	36-2302-004-004 2090 Zuern Drive	LOT 37 Lake View Acres First Addition DOC 1367857 SW-NW, Sect. 23, T10N, R18E	Jeffrey L. Nelson 2090 Zuern Drive Hartford, WI 53027	69	\$1,866.45

No.	Tax Key No. Address	Property Description	Owner Mailing Address	Front Footage L.F.	Cost
10	36-2302-003-010 2091 Zuern Drive	LOT 1, CSM 4440 DOC 1112176 SW-NW, Sect. 23, T10N, R18E	David A. Reed, Jr. 2091 Zuern Drive Hartford, WI 53027	89 - 4" thick 13 - 6" thick	\$2,803.95
11	36-2302-004-003 2104 Zuern Drive	LOT 38 Lake View Acres First Addition DOC 1495372 SW-NW, Sect. 23, T10N, R18E	Amanda Snyder & Kyle Wallenfang 2104 Zuern Drive Hartford, WI 53027	69	\$1,866.45
12	36-2302-004-002 2112 Zuern Drive	LOT 39 Lake View Acres First Addition DOC 1451019 + 1531630 SW-NW, Sect. 23, T10N, R18E	Gregory & Catherine Schwehr 2112 Zuern Drive Hartford, WI 53027	73	\$1,974.65
			<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>12</b>	
			<b>FRONT FOOTAGE L.F.</b>	<b>700</b>	
			<b>TOTAL COSTS</b>		<b>\$31,545.70</b>

Excel/ProjectCosts/SpecialAssessments - Exhibit A/Lake View Acres, 1st Addition - Cancellation of Installation of Sidewalk 2021

**City of Hart**

**BID TABULATION -**

**2024 Lakeview Acres Sidewalk Program**

ITEM	1	2	3	4	5	6	7
	Mobilization	Traffic Control	Erosion Control	Pavement, Curb and Gutter, Driveway and Sidewalk Demolition	Excavation and Fill	2" Asphalt Milling	Dense Graded Base Course, 1 1/4"
EST. QUANTITIES	1	1	1	1	1	1500	685
	L.S.	L.S.	L.S.	L.S.	L.S.	S.Y.	TON

CONTRACTOR	RANK	1	2	3	4	5	6	7
All-Ways Contractors, Inc. P.O. Box 798 Elm Grove, WI 53122	1	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 21,525.00	\$ 55,496.00	\$ 3.15	\$ 39.00
		\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 21,525.00	\$ 55,496.00	\$ 4,725.00	\$ 26,715.00

**ford: December 21, 2023 Bid Opening**

**BID TABULATION -**

**2024 Lakeview Acres Sidewalk Program**

ITEM	8	9	10	11	12	13	14
	Asphalt Concrete LT-58- 28 S (9.5mm) 175	Asphalt Concrete LT-58- 28 S (19.0mm) 15	30" Concrete Curb and Gutter 800	Concrete Driveway, 6 Inch 280	Concrete Sidewalk, 4 Inch 16500	Detectable Warning Field Yellow, Cast Iron 12	Topsoil, Seed, Fertilize and Mulch 1500
EST. QUANTITIES	TON	TON	L.F.	S.Y.	S.F.	EA	S.Y.
<b>CONTRACTOR</b>	<b>RANK</b>						
<b>All-Ways Contractors, Inc.</b>	<b>1</b>						
P.O. Box 798	\$ 117.23	\$ 130.00	\$ 27.53	\$ 64.88	\$ 5.15	\$ 300.00	\$ 66.95
Elm Grove, WI 53122	\$ 20,515.25	\$ 1,950.00	\$ 22,024.00	\$ 18,166.40	\$ 84,975.00	\$ 3,600.00	\$ 10,425.00

BID TABULATION -											
2024 Lakeview Acres Sidewalk Program											
ITEM	15	16	17	18	19	TOTAL BID					
EST. QUANTITIES	320	3	5	10	10	EA	EA	C.Y.	EA	EA	
CONTRACTOR	All-Ways Contractors, Inc.										
RANK	1										
Storm Sewer Pipe, Reinforced Concrete, Class 3, 12"	L.F.	Storm Manhole, 4' Diameter	Catch Basin, 2'x3'	Excavation Below Subgrade	Relocate Landscape Items	\$ 48,768.00	\$ 11,235.00	\$ 17,450.00	\$ 650.00	\$ 10,000.00	\$ 367,519.65
P.O. Box 798	\$ 152.40	\$ 3,745.00	\$ 3,490.00	\$ 65.00	\$ 1,000.00						
Elm Grove, WI 53122	\$ 48,768.00	\$ 11,235.00	\$ 17,450.00	\$ 650.00	\$ 10,000.00	\$	\$	\$	\$	\$	\$

## EXECUTIVE SUMMARY

### **CHANGING POLICY ON PICKING UP GARBAGE FOR 4-FAMILY OWNER OCCUPIED UNITS**

**BACKGROUND:** The Hartford Square II Condominium Association has requested City Council to review their current ordinance and consider providing weekly trash collection services to Four-Family privately owned dwellings. Currently the City provides garbage pick-up to Single Family and up to Three-Family dwellings. Below is Chapter 23 of the municipal code regarding this request:

#### **23.04 REQUIREMENTS FOR PICKUP SERVICES PROVIDED BY THE CITY OF HARTFORD. Regular Garbage Pickup**

1) Availability of Collection. Garbage and non-recyclable solid waste collection shall be available to the occupants of all single-family and 2-to-3-unit multi-family residences within the City but shall not be available to four-family and multiple-family dwellings of 5 or more units, commercial and industrial establishments, or operations. All owners of multiple dwelling buildings of 4 or more living units in one building shall provide a container or containers (screened in accordance with Article 2, Section 6 of Chapter 17 of this Code) for the private disposal of garbage. (AMENDED 7/11/00--ORDINANCE NO. E-438; CHAPTER 23 (Solid Waste Recycling) 23-4 AMENDED 5/13/03--ORDINANCE NO. E-529; AMENDED 3/28/06—ORDINANCE NO. 1102; AMENDED 6/8/10—ORDINANCE NO. 1241)

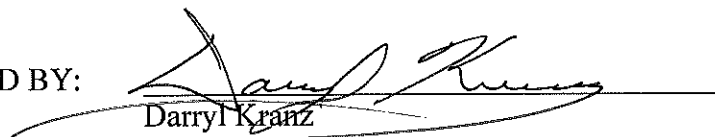
The City currently has 58 Four-Family units. There are 36 Four-Family units that are owner occupied units which have their own Tax Key number. The other 22 units are rental properties.

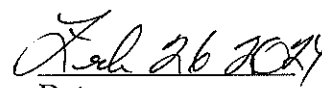
**FISCAL IMPACT:** If we had budgeted for all 36 Four-Family units for the 2024 budget it would have cost the City an additional \$14,446.08. Breakdown below:

36 X 4 units = 144 units  
144 units X \$8.36 (monthly garbage pickup fee) = \$1,203.84  
\$1,203.84 X 12 (months) = \$14,446.08

**RECOMMENDATION:** Authorizing appropriate City officials to change the municipal code Chapter 23, section 23.04 to read that the City of Hartford will pick up all owner occupied four-family units, who have their own Tax Key number, to be part of the garbage pickup services provided by the City of Hartford beginning on **January 1, 2025**.

PREPARED BY:

  
Darryl Kranz  
Director of Public Works

  
Date

REVIEWED BY: Jeralyn Multhauf  
Jeralyn Multhauf  
Finance Director/Treasurer

2/26/2024  
Date

APPROVED BY: Steve Volkert  
Steve Volkert  
City Administrator

2/26/24  
Date

ROUTING: Public Works Committee - March 26, 2024  
Common Council - April 9, 2024

Executive Summary/Four-Family Units Added to Garbage Pickup

## ORDINANCE NO. 1483

### AN ORDINANCE AMENDING CHAPTER 23.04 (1) OF THE HARTFORD MUNICIPAL CODE RELATING TO GARBAGE COLLECTION

WHEREAS the City of Hartford wishes to expand garbage collection to apply to 4-family units with separate tax identification numbers.

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

SECTION 1: That Section 23.04 (1) of the City of Hartford Municipal Code is amended as follows:

1) Availability of Collection.

- a) Garbage and non-recyclable solid waste collection shall be available to the following properties:
  - all single-family and 2- to 3-unit multi-family residences within the City; and
  - any 4-unit multi-family dwelling where each unit is a separate property tax parcel and where the garbage collection container is placed on a City owned and maintained street.
- b) Garbage collection shall not be available to the following properties:
  - 4-unit multi-family dwellings with separate property tax parcels where the garbage collection container is placed on a private road;
  - four-family dwellings which are a single property tax parcel;
  - multiple-family dwellings of 5 or more units, and
  - commercial and industrial establishments or operations.
- c) Any property for which the City provides garbage and non-recyclable solid waste collection shall use containers in compliance with Section 23.04(6) and with the requirements of the City's collection provider.
- d) All owners for which the City does not provide garbage and non-recyclable solid waste collection shall provide a container or containers for the private disposal of garbage and such containers shall be properly screened in accordance with the applicable requirements of the Municipal Code, including, but not limited to Chapter 17, Article III, Section 5.

SECTION 2: That this ordinance shall be in full force and effect after publication as provided by law.

Signed:

---

Timothy C. Michalak, Mayor



INTRODUCED:  
ADOPTED:

ATTEST:

\_\_\_\_\_  
Shanna Kreilkamp, City Clerk

**EXECUTIVE SUMMARY**

**Title:** Personal Injury Insurance Claim Submitted by the Estate of Jalen Thomas Proft

**Background:** On August 15, 2021 the Hartford Police Department arrested Jalen Proft and then transported him to the Washington County Jail. The claim alleges a dangerous prisoner was placed in the cell next to Mr. Proft, resulting in an eventual attack against Mr. Proft, a vicious beating that led to his death.

According to the claim, the estate of Mr. Proft is seeking punitive damages for failing to properly supervise Mr. Proft during his jail stay.

It is the recommendation of the City's Insurance Review Committee, as well as CVMIC Representative Allison De Franze, that this claim be denied.

**Fiscal Impact:** \$1,500,000

**Recommendation:** That the personal injury claim for the Estate of Jalen Thomas Proft be denied.

PREPARED BY: Julie Hanrahan DATE: 4/10/2024  
Julie Hanrahan, Administrative Assistant

REVIEWED BY: Shanna Kreilkamp DATE: 4/10/2024  
Shanna Kreilkamp, City Clerk

Ian Prust DATE: 4-9-2024  
Ian Prust, City Attorney

Scott MacFarlan DATE: 4/10/2024  
Scott MacFarlan, Chief of Police

APPROVED BY: Steve Volkert DATE: 4-9-24  
Steve Volkert, City Administrator

ROUTING: Common Council: April 16, 2024

**NOTICE OF CLAIM TO:  
ATTN: CITY CLERK  
CITY OF HARTFORD  
109 N. MAIN STREET  
HARTFORD, WISCONSIN 53027**  
(Pursuant to Wisconsin Statute § 893.80)

**Claimant Name:**

Estate of Jalen Thomas Proft

**Claimant Address:**

The Estate of Jalen Thomas Proft  
C/O Atty. Gary R. George  
PO Box 1605  
Milwaukee, WI 53201

**Claimant Phone Number:**

414-397-8050 (Atty. Gary R. George)

**Date and Time of Events Giving Rise to Claim:**

August 15 - August 21, 2021

**Location of Events Giving Rise to Claim:**

833 Wheelock Ave., Hartford WI 53027, Washington County  
Washington County Jail, 500 Rolfs Ave., West Bend, WI 53095

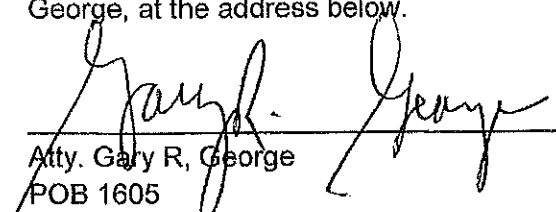
**State of the Circumstances of the Event Giving Rise to the Claim:** The Hartford police arrested the decedent Jalen Proft on August 15, 2021 at approximately 5 o'clock in the morning. As stated in the notice of the injury previously submitted, this arrest appeared to be without justification and based on race. Mr. Proft was transported to the Washington County Jail by the Hartford Police Department and he was placed in a cell in an area that did not have security camera coverage, a defect in the design. A seriously dangerous prisoner was placed in the cell next to his. The result was an eventual attack by the other jail prisoner against Mr. Proft, a vicious beating that led to injury, severe pain and suffering over a period of time and eventual death. The Sheriff's Department failed to protect Mr. Proft while he was in their restrictive custody and the Sheriff's Department either knew or should have known that the man who attacked Mr. Proft was dangerous. By putting him in that cell and failing to properly supervise him the county is responsible for Mr. Proft's injuries and his death.

If this matter proceeds to trial, the Estate of Jalen Proft will seek punitive damages and any other relief permitted under law.

**Relief Sought:** Payment of \$1,500,000.00

Notice of Injury was sent on December 10, 2021.

Notice of disallowance, as required under § 893.80(1g). Wis. Stat. may be sent to Atty. Gary R. George, at the address below.

  
\_\_\_\_\_  
Atty. Gary R. George  
POB 1605  
Milwaukee, WI 53201  
(414) 397-8050  
garyrgeorgelawoffices@gmail.com

  
\_\_\_\_\_  
Date

**CERTIFIED MAIL**

From:

*Atty Frank George*

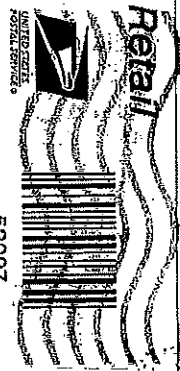
*POB 1605*

*Indian WI*

*53201*

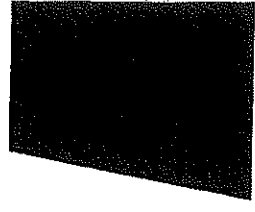


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RDC 99

53027



**Ready Post**

Document Mailer

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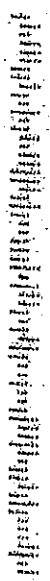
To:

*City of Hartford*

*109 Main St.*

*Hartford, WI 53027*

*Attn: City Clerk*



**MISCELLANEOUS**

**COMMITTEE**

**REPORTS**

## FINANCE & PERSONNEL COMMITTEE

April 9, 2024

6:00pm

PRESENT: Chairperson Rusniak, Members Fulop, Regan, and Savage

ALSO PRESENT: City Administrator Steve Volkert, Fire Chief Paul Stephans, Police Chief Scott MacFarlan, City Planner Jacob Maas, and Park and Rec Director Randy Wojtasiak

Call to Order – Chairperson Rusniak called the meeting to order at 6:00 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Roll Call – All members were present except

Public Comment Period – None.

Discussion and consideration of appointing Anthony Burgard as Fire & Rescue Chief and Emergency Management Director Effective May 3, 2024 at 4:00 p. m.– City Administrator Steve Volkert stated that this appointing of Anthony Burgard coincides with the retirement of current Fire Chief Paul Stephans.

Chairperson Rusniak asked if there were any questions or comments and there were none.

MOTION by Alderperson Fulop, seconded by Alderperson Savage to approve the appointment of Anthony Burgard as Fire & Rescue Chief and Emergency Management Director Effective May 3, 2024 at 4:00 p.m.

MOTION CARRIED UNANIMOUSLY.

Discussion and consideration of adjusting the payment of elected officials to semi-annually.– City Administrator Volkert informed the Committee that Alderperson Turchi requested that the Council gets payment semi-annually instead of every other week.

Chairperson Rusniak asked if there were any questions or comments and Alderperson Regan asked what the savings would be if this change went through and he was informed that there would be a cost savings with envelopes and paper, along with employee time.

MOTION by Alderperson Fulop, seconded by Alderperson Savage to approve the adjusting of payment of elected officials to semi-annually.

MOTION CARRIED UNANIMOUSLY

Discussion and consideration of adopting a resolution to accept grant funds from the Washington County Municipal Radio Program.– Police Chief Scott MacFarlan stated that he researched ways to improve the Cities security and, in his research, found the best solution would be a mobile radio. He was able to find a grant and get the radio funded by the Washington County Municipal Radio Grant Program. At this time the cost would be \$3265.22.

Chairperson Rusniak asked if there were any questions or comments and Alderperson Fulop asked if a portion of the grant money could be used elsewhere and Chief MacFarlan informed him that no it was for the radio only.

MOTION by Alderperson Regan, seconded by Alderperson Fulop to approve the adopting of resolution to accept grant funds from Washington County Municipal Radio Program.

MOTION CARRIED UNANIMOUSLY

Discussion and consideration to authorize the appropriate City Officials to increase patrol staff from 27 to 28 sworn staff, and to fill the anticipated vacant Patrol Officer position on or after April 1, 2024, subject to all pre-hire conditions.– Police Chief MacFarlan explained that there is money in the budget in increase the patrol staff from 27 to 28. Chief MacFarlan also explained about 3 years ago one Officer went off shift to work with the County wide multi-jurisdictional drug unit which has been very successful.

Chairperson Rusniak asked if there were any questions or comments and Alderperson Fulop asked why we lost an Officer to the drug unit and Chief MacFarland explained why that was a priority of his to make sure the City of Hartford had an Officer in the Washington County Drug Unit.

MOTION by Alderperson Fulop, seconded by Alderperson Savage to approve the appropriate City Officials to increase patrol staff from 27 to 28 sworn staff, and to fill the anticipated vacant Patrol Officer position on or after April 1, 2024, subject to all pre-hire conditions.

MOTION CARRIED UNANIMOUSLY

Discussion and consideration of approving an Intergovernmental Agreement for Building Inspection Services with the Village of Jackson.– City Administrator Volkert reminded the Committee that the City of West Bend is temporarily assisting the City with Building Inspections until the City finds a replacement. City Planner Jacob Maas stated that this position has been budgeted in the 2024 budget he also noted that the City of Jackson had the same need for a Building Inspector and it would be beneficial for the City and Jackson to work in the Intergovernmental Agreement for a new Building Inspector. Chairperson Rusniak asked if there were any questions or comments and there was none

MOTION by Alderperson Regan, seconded by Alderperson Savage to approve the Intergovernmental Agreement for Building Inspection Services with the Village of Jackson.

MOTION CARRIED UNANIMOUSLY

Discussion and consideration of authorizing appropriate City Officials to reallocate funds totaling \$49,500 for the Signicast Indoor Pool stair tower replacement in order to complete removal of the concrete stair tower and construction of a new metal-based stair tower.– Park and Rec Director Randy Wojtasiak let the Committee know that this project was budgeted for \$75,000 and only received one bid from A & N Contracting for a total of \$135,000. It was asked why there was only one Bid received and Park and Rec Director Wojtasiak informed the committee that the work needed to be done in August and with the time and work involved it was hard to find another company due to the busy construction season.

MOTION by Alderperson Regan, seconded by Alderperson Savage to approve the appropriate City Officials to reallocate funds totaling \$49,500 for the Signicast Indoor Pool stair tower replacement in order to complete removal of the concrete stair tower and construction of a new metal-based stair tower.

MOTION CARRIED UNANIMOUSLY

Discussion and consideration of authorizing appropriate City Officials to reallocate funds totaling \$49,500 for the Signicast Indoor Pool stair tower replacement in order to complete removal of the concrete stair tower and construction of a new metal-based stair tower.– Park and Rec Director Randy Wojtasiak let the Committee know that this project was budgeted for \$75,000 and only received one bid from A & N Contracting for a total of \$135,000. It was asked why there was only one Bid received and Park and Rec Director Wojtasiak informed the committee that the work needed to be done in August and with the time and work involved it was hard to find another company due to the busy construction season.

MOTION by Alderperson Regan, seconded by Alderperson Savage to approve the appropriate City Officials to reallocate funds totaling \$49,500 for the Signicast Indoor Pool stair tower replacement in order to complete removal of the concrete stair tower and construction of a new metal-based stair tower.

MOTION CARRIED UNANIMOUSLY

Discussion and consideration of accepting the low bids from Horsch and Miller (interior) and Wolff Underground (exterior) to replace the sewer lateral at the Fire Station. The combined amount of \$32,936 is the first phase of this 2024 approved capital project.– Fire Chief Paul Stephans told the Committee that this project is the 1<sup>st</sup> stage. He stated that the sewer lateral has failed in numerous spots. Fire Chief Stephans stated he received a couple quotes for the exterior and one quote for the interior work. He recommends Horsch and Miller to do the interior work and Wolff underground to complete the exterior work.

MOTION by Alderperson Regan, seconded by Alderperson Savage to approve the low bids from Horsch and Miller (interior) and Wolff Underground (exterior) to replace the sewer lateral at the Fire Station. Not to exceed the combined amount of \$32,936.

MOTION CARRIED UNANIMOUSLY

Adjournment – MOTION by Alderperson Regan, seconded by Alderperson Fulop for adjournment at 6:30 p.m.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Shanna Kreilkamp, City Clerk

FPAPR9.24



**FOR**

**INFORMATIONAL**

**PURPOSES**

**ONLY**



**HARTFORD FIRE AND RESCUE DEPARTMENT**

Paul J. Stephans  
806 Fairview Drive  
Hartford, WI 53027

April 10, 2024

Timothy C. Michalak  
Mayor  
City of Hartford  
109 N. Main Street  
Hartford, WI 53027

Dear Mayor Michalak and Members of the Common Council,

I would like to formally announce my intent to retire as the fire chief for the City of Hartford Fire and Rescue Department effective May 3, 2024. Please accept my deepest gratitude to you all. I thank you from the bottom of my heart for the confidence you have had in me and the support that you have provided for myself and this department. It has been my honor and privilege to serve as your chief. May peace and God be with you all.

Sincerely,

Paul J. Stephans  
Fire Chief  
Hartford Fire and Rescue Department

**CITY OF HARTFORD  
MONTHLY TREASURER'S REPORT  
MARCH 2024**

**City Bank And Investment Accounts**

Bank Accounts:

Forte Bank

Concentration Account	Acct# 12555901	Average Monthly Balance	\$ 1,366,140
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First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance	\$ 84,709
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Investments:

Local Government Investment Pool		Current Balance	\$ 14,184,689
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Charles Schwab		Current Balance	\$ 18,836,821
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Certificates of Deposit At Local Banks		Current Balance	\$ 4,500,000
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Respectfully submitted,



Jeralyn Multhauf  
Finance Director/Treasurer