

**A G E N D A**  
**CITY OF HARTFORD COMMON COUNCIL**  
**CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, JANUARY 14, 2020**  
**7:00 P. M.**

**1) CALL TO ORDER**

This is a regularly scheduled meeting of the Common Council of the City of Hartford. Prior to this meeting, notice was given to the public by posting an agenda on the City Office Meeting Board, Library Bulletin Board, and Police Bulletin Board. In addition, the Daily News (the official City newspaper) was given notice of this meeting and an agenda was placed in their City Office mailbox at least 24 hours ago.

**2) PLEDGE OF ALLEGIANCE**

**3) ROLL CALL**

**4) UNANIMOUS CONSENT AGENDA**

A) The Common Council minutes of December 10, 2019.

B) Authorizing appropriate City Officials to enter into an agreement with Lakeside International Trucks for the purchase of a new 2020 International Dump Truck and an agreement with Burke Truck and Equipment for a Patrol Truck package, for a combined cost of \$182,949.81

**5) COMMUNICATIONS**

A) Mid-Moraine meeting Wednesday January 22.

B) Update on Spring Election.

**6) APPEARANCES/CITIZENS COMMENTS**

A) Transient Merchant License for Samuel O'Reilly – Sidex Corp of WI.

**7) MAYOR'S REPORT**

**8) 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.

**9) PUBLIC HEARINGS**

**A) Recommendation to approve a**

- 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: - Resolution No. 3554– A final resolution for the levying and collecting of special assessments under Section 66.0703, WI Statutes, for the installation of Sanitary Sewer extending to portions of State Hwy 83 and Lee

Road located in the City of Hartford and Town of Hartford, Washington County, Wisconsin. (Executive Summary attached)

**B) Recommendation to approve a**

- 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: - Resolution No. 3556 – A final resolution for the levying and collecting of special assessments under Section 66.0703, WI Statutes, for the July 2018 – June 2019 weights & measures inspections performed by the State of Wisconsin Department of Agriculture, Trade & Consumer Protection, and pursuant to Municipal Code Section 32.08. (Executive Summary attached))

**10) STANDING COMMITTEE REPORTS**

**A) FINANCE & PERSONNEL**

- 1) Discussion and consideration of approving the following bartender's license: Wendy Kuntz, Caitlyn Perez

**B) PUBLIC WORKS**

**C) UTILITY**

**11) OTHER COMMITTEES AND BOARDS**

**A) JACK RUSSELL MEMORIAL LIBRARY BOARD**

- 1) Discussion and consideration of approving a contract with Milbach Construction, Services, Kaukauna, to complete the Jack Russell Memorial Library Wood Restoration Project for a total cost not to exceed \$83,715. (Executive Summary attached)

**12) RESOLUTIONS AND POSSIBLE ACTION THERON**

- A) Resolution No. 3555 – A resolution regarding Downtown Lights.

B) Resolution No. 3557 – A resolution approving a Distribution Easement (Gas) on City of Hartford land at the southeast corner of North Wacker Drive and West Wisconsin Street. (Executive Summary attached)

**13) ORDINANCES**

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

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

**14) CITY ADMINISTRATOR'S REPORT**

- A) Discussion and consideration of authoring appropriate City officials to enter into a contract with Kruczek Construction, Inc., Green Bay, for the 2020 Sanitary Sewer Extension – 1 (Lee Road and Hwy 83) project with an estimated bid amount of \$295,000. (Executive Summary attached)

B) Discussion and consideration of authoring appropriate City officials to enter into a contract with Soper Grading and Excavating, LLC, Oshkosh, for the North Wacker Drive Bridge Watermain Relay (West Sumner Street to West Wisconsin Street) in the estimated bid amount of \$265,100. (Executive Summary attached)

**15) 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  
December 10, 2019**

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, December 10, 2019, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

The Mayor and all Alderpersons were present.

**UNANIMOUS CONSENT AGENDA**

MOTION by Alderperson Hegy, and seconded by Alderperson Turchi approving the following unanimous consent agenda items.

- A) The Common Council minutes of November 26, 2019.
- B) Authorizing appropriate City officials to enter into a contract with Wondra Construction, Inc., Iron Ridge, for the N Wacker Drive Reconstruction Project (West State Street to Abbott Avenue) in the estimated bid amount of \$635,000.
- C) Authorizing appropriate City officials to enter into an agreement with L&T Painting, Inc., to overcoat the exterior, repaint the interior and make all necessary improvements to the 300,000 gallon water tower located on Monroe Avenue, for a cost not to exceed \$194,450.
- D) Authorizing the purchase of 15,000 feet of 1/0 28kV primary underground cable from RESCO at a cost not to exceed \$37,650.
- E) Accepting the proposal from Drydon Equipment for the purchase of a Hayward Gordon 10-inch screw-centrifugal sludge pump at a cost not to exceed \$36,750. MOTION CARRIED UNANIMOUSLY.

**COMMUNICATIONS**

City Clerk Lori Hetzel provided information on the alderperson offices up for reelection in 2020. First District Incumbent Jeff Turchi has taken out and filed nomination papers. Second District Incumbent Dennis Hegy has taken out nomination papers. Third District Incumbent Barry Wintringer has filed papers for non-candidacy. Nomination papers are available in the City Clerk's office.

**APPEARANCES/CITIZENS COMMENTS**

There were no appearances/citizens comments.

## **COMMON COUNCIL (12/10/2019)**

### **MAYOR'S REPORT**

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer approving the appointment of election officials for years 2020 and 2021. MOTION CARRIED UNANIMOUSLY.

This being the holiday season, Mayor Michalak asked that we continue to pray for the country during these tumultuous partisan times. The Mayor extended Christmas greetings.

### **ALDERMANIC REQUESTS**

Several alderpersons extended Christmas greetings. Alderperson Wintringer made some comments relating to his tenure as alderperson, and encouraged someone from the third district to run for the alderperson seat. Alderperson Mixon mentioned downtown midnight madness on December 13<sup>th</sup> from 6:00 p.m. to midnight. Alderperson Garza thanked Alderperson Wintringer for his service to the City as alderperson.

### **STANDING COMMITTEES**

#### **Finance & Personnel Committee**

MOTION by Alderperson Wintringer, and seconded by Alderperson Turchi approving the carry-forward of 2019 unexpended general fund project funds in the amount of \$31,000. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Hegy adopting the Hartford City Taxi Title VI Plan dated December 10, 2019. MOTION CARRIED UNANIMOUSLY.

### **RESOLUTIONS**

#### **Resolution No. 3552**

#### **A PRELIMINARY RESOLUTION FOR THE LEVYING OF SPECIAL ASSESSMENTS UNDER SECTION 66.0703, WIS. STATUTES, FOR THE INSTALLATION OF SANITARY SEWER EXTENDING TO PORTIONS OF STATE HWY 83 AND LEE ROAD IN THE TOWN OF HARTFORD**

Staff provided information on the sanitary sewer extension to portions of State Hwy 83 and Lee Road in the Town of Hartford, which was re-bid, and responded to questions. This sanitary sewer extension will benefit 15 properties. The total estimated cost for the project is \$310,500 with a cost per property of \$20,700, which is a slight increase from the first time it was bid. Special assessments will only be collected after a property chooses to connect to the new sewer. Alderperson Turchi noted that he does not support the option of offering a City rebate to those properties connecting within the first three years.

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll for the adoption of proposed Resolution 3552. MOTION CARRIED. (Alderperson Fulop voted "nay")

**COMMON COUNCIL (12/10/2019)**

Resolution No. 3553

**A PRELIMINARY RESOLUTION FOR THE LEVYING OF SPECIAL ASSESSMENTS UNDER SECTION 66.0703, WIS. STATUTES, FOR THE INSTALLATION OF SANITARY SEWER EXTENDING THROUGHOUT HILLCREST ESTATES SUBDIVISION WHICH INCLUDES HILLCREST DRIVE AND A PORTION OF LEE ROAD ADJACENT TO HILLCREST ESTATES SUBDIVISION**

Staff provided information on the sanitary sewer extension throughout Hillcrest Estates Subdivision which includes Hillcrest Drive and a portion of Lee Road adjacent to Hillcrest Estates Subdivision, which was re-bid, and responded to questions. This sanitary sewer extension will benefit 55 properties. The total estimated cost for the project is \$609,500 with a cost per property of \$11,100, which is lower than the first time it was bid and considered reasonable for a sewer special assessment. Special assessments will only be collected after a property chooses to connect to the new sewer.

MOTION by Alderperson Rusniak, and seconded by Alderperson Carroll for the adoption of proposed Resolution 3553. MOTION CARRIED. (Alderperson Fulop voted "nay")

**CITY ADMINISTRATOR'S REPORT**

A representative with Vandewalle & Associates provided information on a mixed-use redevelopment plan for Hartford Plaza, 1201-1275 Bell Avenue, which includes both residential and commercial, based on a growing market and existing development standards. Tom Hostad, Executive Director of the HADC, also commented on the redevelopment plan, noting that the HADC highly endorsed the plan. It was noted that all development proposals and users, including those retaining some or all structures, will be considered. This is just one potential layout for the site that meets the needs and goals of the community. Staff responded to questions relating to the plan.

MOTION by Alderperson Fulop, and seconded by Alderperson Wintringer endorsing a proposed redevelopment plan for Hartford Plaza. MOTION CARRIED UNANIMOUSLY.

**ADJOURNMENT**

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

Respectfully submitted,  
Lori Hetzel, City Clerk

LH:pb  
CCDEC10.19  
Compiled by Pat Borlen, Deputy Clerk

## EXECUTIVE SUMMARY

**TITLE:** Purchase of a 2020 International Dump Truck for the Public Works Department out of the 2020 Capital Improvement Program Budget.

**BACKGROUND:** The proposed 2020 Capital Improvement Budget contains \$185,000.00 for the purchase of a dump truck for the Public Works Department with an allowance for selling the 1996 International Truck it is replacing. The request for proposals for the purchase of the new 2020 International Dump Truck with plow and wing for delivery in 2020 is to be paid from the 2020 Capital Improvement Program budget.

Two International vendors were mailed Request for Proposals to obtain written proposals for the purchase of a 2020 International Dump Truck Chassis and separate proposals for Accessory Equipment for the truck which includes a 6-yard stainless steel dump body, 9-foot wing plow with A-arm lift system, two 65 gallon tanks, (one on each side) with an electric controlled pre-wet system, and dump and under coating and rust proofing (See attached specifications).

The City of Hartford received proposals from two International Dealerships as follows for the Truck Chassis:

- |    |   |   |                     |
|----|---|---|---------------------|
| 1. | <b>Lakeside International Trucks</b><br>6510 Aurora Rd, West Bend, WI | - | <u>\$ 97,636.00</u> |
| 2. | DeBache Truck's Diesel<br>535 Fanta Reed Place, LaCrosse, WI          | - | \$ 99,876.00        |

Add-On Accessory Equipment as follows (from Burke Truck & Equipment):

- |    |   |   |                     |
|----|---|---|---------------------|
| 1. | <b>Lakeside International Trucks</b><br>6510 Aurora Rd, West Bend, WI | - | <u>\$ 86,613.81</u> |
| 2. | DeBache Truck's Diesel<br>535 Fanta Reed Place, LaCrosse, WI          | - | \$ 86,613.81        |

**Total Proposal including Truck and Accessory Equipment:**

- |    |  |   |                     |
|----|--|---|---------------------|
| 1. | <b>Lakeside International Trucks</b><br>Aurora Rd, West Bend, WI | - | <u>\$182,949.81</u> |
| 2. | DeBache Truck's Diesel<br>535 Fanta Reed Place, LaCrosse, WI     | - | \$185,189.81        |

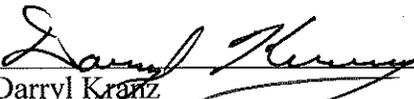
The lowest proposal was from Lakeside International Truck, West Bend, WI. The City's last seven trucks were purchased from this company and the sales and service staff have always been outstanding.

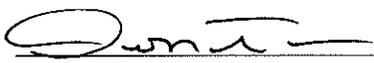
If the City would pay one half of the cost for the Add-On Accessory Equipment (Dump Body, Plow & Wing) up front when ordered in January 2020, Burke Truck & Equipment will grant a \$1,299.19 discount.

The City of Hartford uses their dump trucks for approximately 20 plus years. A new truck must meet all City specifications because it must withstand the necessary activities performed by the Street Department including snow plowing with a limited amount of maintenance requirements. Purchasing a lesser-quality dump truck would only increase maintenance costs and the frequency in which we would need to purchase another new truck in the future.

**FISCAL IMPACT:** \$182,949.81 from the budgeted \$185,000.00 proposed in the 2020 Capital Improvement Program, Reference No. 301-17-431, including an estimated \$5,000.00 disposal cost for the 1996 International Truck. When the new International Truck is delivered we place the 1996 International Dump Truck on to the Wisconsin Surplus Action. Resale value on trucks from 1996 bring \$4,500.00 to \$5,500.00.

**RECOMMENDATION:** Appropriate City Officials are authorized to enter into an agreement with Lakeside International Trucks, 6510 Aurora Rd, West Bend, WI for the purchase of a new **2020 International Dump Truck** for a cost of \$97,636.00. And to enter into an agreement with Burke Truck and Equipment for a Patrol Truck package (6 yard stainless steel dump body and plow wing) for a cost of \$86,613.00. A 1 ½% discount of \$1,299.19 will be received from Burke Truck and Equipment if one-half is paid upfront at the time the truck is ordered in January of 2020. Total cost, including discount, not to exceed **\$182,949.81**.

PREPARED BY:  1-3-20  
Darryl Kranz  
Director of Public Works Date

REVIEWED BY:  1/6/2020  
Dawn Timm  
Finance Director/Treasurer Date

APPROVED BY:  1/6/2020  
Steve Volkert  
City Administrator Date

ROUTING: Common Council - January 14, 2020

**CITY OF HARTFORD**  
**REQUEST FOR PROPOSALS**

The City of Hartford is requesting proposals for a 2020 International Truck according to the following specifications: *(SEE ATTACHED DETAILED SPECIFICATIONS)*

ENGINE, DIESEL: Commins L9 350

TRANSMISSION: Allison 3000 RDS

PAINT COLOR: Red

**TOTAL PROPOSAL – 2020 International Truck:**  
(7400 SFA 4x2)

\$ 97,636.<sup>00</sup>

\*\*\*\*\*

The City of Hartford is also requesting proposals for the following Accessory Equipment from Burke Truck & Equipment which will be added to the 2020 truck at a later date in 2020: *(SEE ATTACHED DETAILED SPECIFICATIONS)*

- Hi-Way Equipment 6-yard Stainless Steel XT-3 multi-purpose Dump Body
- Burke Road Tamer 2000 11-ft plow with Power Reversing Twin Trip (Red)
- Burke DKJ Snow Patrol 9-ft wing with A-Arm Lift System (Red)
- Cab and chassis under coated and rust proofed
- Two 65 Gallon Tanks, one on each side of Dump Body (Electric Controlled Pre-Wet System)

**TOTAL PROPOSAL w/Truck Accessory Equipment:**

\$ 85313.<sup>81</sup>

**SUMMARY OF PROPOSAL:**

PROPOSAL for TRUCK

\*  
\$ 97,636.<sup>00</sup>

PROPOSAL for BURKE ACCESSORY EQUIPMENT

\$ 85313.<sup>81</sup>

**TOTAL FOR BOTH**

\$ 182,949.<sup>81</sup>

SUBMITTED BY: LAKESIDE INTERNATIONAL TRUCKS

(Company Name)

6510 AURORA RD. WEST BEND, WI 53090

(Address)

262-305-6440 CELL 262-629-4600 offic

(Telephone Number)

\* CHASSIS PAYMENT IS DUE WHEN THE CHASSIS IS DELEVERED TO BURKE TRUCK.

CITY OF HARTFORD  
REQUEST FOR PROPOSALS

The City of Hartford is requesting proposals for a 2020 International Truck according to the following specifications: (SEE ATTACHED DETAILED SPECIFICATIONS)

ENGINE, DIESEL: Commins L9 350

TRANSMISSION: Allison 3000 RDS

PAINT COLOR: Red

**TOTAL PROPOSAL** - 2020 International Truck: \$ 99,876.<sup>00</sup>  
(7400 SFA 4x2)

\*\*\*\*\*

The City of Hartford is also requesting proposals for the following Accessory Equipment from Burke Truck & Equipment which will be added to the 2020 truck at a later date in 2020: (SEE ATTACHED DETAILED SPECIFICATIONS)

- Hi-Way Equipment 6-yard Stainless Steel XT-3 multi-purpose Dump Body
- Burke Road Tamer 2000 11-ft plow with Power Reversing Twin Trip (Red)
- Burke DKJ Snow Patrol 7-ft wing with A-Arm Lift System (Red)
- Cab and chassis under coated and rust proofed
- Two 65 Gallon Tanks, one on each side of Dump Body (Electric Controlled Pre-Wet System)

**TOTAL PROPOSAL w/Truck Accessory Equipment:** \$ 85,313.<sup>81</sup>

SUMMARY OF PROPOSAL:

PROPOSAL for TRUCK \$ 99,876.<sup>00</sup>

PROPOSAL for BURKE ACESSORY EQUIPMENT 85,313.<sup>81</sup>

**TOTAL FOR BOTH** \$ 185,189.<sup>81</sup>

SUBMITTED BY: DeBauche Truck & Diesel  
(Company Name)

535 FANTA REED PLACE LACROSSE, WI. 54603  
(Address)

608-780-0728  
(Telephone Number)

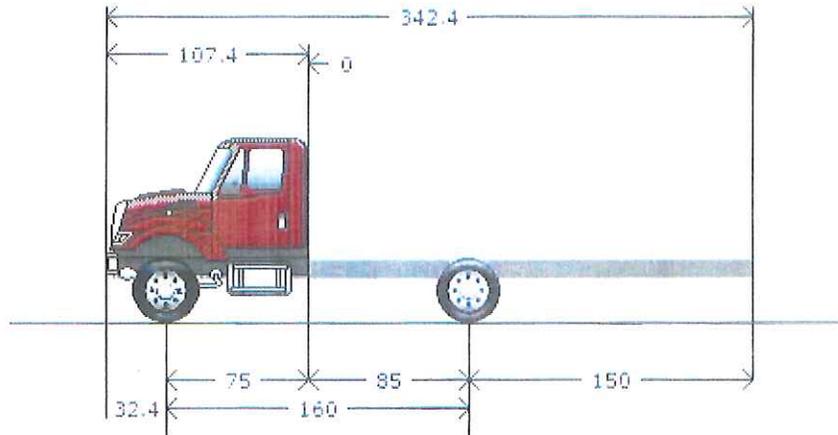
DAN SCHWABENBAUER 12-26-2019

# INTERNATIONAL®

## Prepared For:

CITY OF HARTFORD  
DARYL KRANZ  
109 NORTH MAIN  
HARTFORD, WI 53027-  
(262)673 - 8260

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



### Model Profile 2020 HV507 SFA (HV507)

<b>AXLE CONFIG:</b>	4X2
<b>MISSION:</b>	Requested GVWR: 43000. Calc. GVWR: 41000
<b>DIMENSION:</b>	Wheelbase: 160.00, CA: 85.00, Axle to Frame: 150.00
<b>ENGINE, DIESEL:</b>	{Cummins L9 350} EPA 2017, 350HP @ 2000 RPM, 1000 lb-ft Torque @ 1400 RPM, 2200 RPM Governed Speed, 350 Peak HP (Max)
<b>TRANSMISSION, AUTOMATIC:</b>	{Allison 3000 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
<b>CLUTCH:</b>	Omit Item (Clutch & Control)
<b>AXLE, FRONT NON-DRIVING:</b>	{Meritor MFS-18-133A} Wide Track, I-Beam Type, 18,000-lb Capacity
<b>AXLE, REAR, SINGLE:</b>	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, 200 Wheel Ends Gear Ratio: 6.14
<b>CAB:</b>	Conventional, Day Cab
<b>TIRE, FRONT:</b>	(2) 315/80R22.5 Load Range L HAU 3 WT (CONTINENTAL), 480 rev/mile, 68 MPH, All-Position
<b>TIRE, REAR:</b>	(4) 11R22.5 Load Range G HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
<b>SUSPENSION, REAR, AIR, SINGLE:</b>	{Hendrickson PRIMAAX EX} 23,000-lb Capacity, 9.0" Ride Height, with Shock Absorbers
<b>PAINT:</b>	Cab schematic 100WK Location 1: 2303, Red (Std) Chassis schematic N/A

# **BURKE TRUCK & EQUIPMENT, INC.**

**5337 REINER RD., MADISON, WISCONSIN 53718**

**888-249-9788 / 608-249-9788 / FAX: 608-837-7530**

**Email: [sales@burketruck.com](mailto:sales@burketruck.com) / Web: [www.burketruck.com](http://www.burketruck.com)**

[Prepared for the City of Hartford](#)



## **2020 Multi-purpose Patrol Truck Package**

### **Accessory Equipment Summary**

- HI-Way Equipment 6-yard stainless steel XT-3 multi purpose dump body
- Burke Road Tamer 2000 11-ft plow with power reversing twin trip.
- Burke DKJ Snow Patrol 10-ft wing with A-Arm lift system.
- Burke Cable Controls
- Burke sealed electrical system.
- Cab and chassis under coated and rust proofed

**Burke Truck & Equipment, Inc. detailed spec list**

City of Hartford  
109 North Main Street  
Hartford, Wisconsin 53027

Attn: Darryl Kranz

Subject: Truck Equipment

Dear Mr. Kranz

Thank you for the opportunity to quote you on the equipment listed in this specification. If there are any questions or changes that need to be addressed, please feel free to contact me. All prices are valid for the Village of Slinger for 60 days.

Total equipment package as specified..... \$86,613.00

Burke Truck & Equipment is pleased to offer the City of a 1 ½% discount on the equipment package, if they choose to pay one half of the package price at the time of order, with the balance due after delivery of the completed unit. (see below)

Total package price (without options).....	\$86,613.00
First half payment.....	\$43,306.50
1 ½% discount.....	\$1,299.19
Second half payment.....	\$42,007.31
Total package price after discount.....	\$85,313.81

Sincerely

Jeff Smith  
Burke Truck & Equipment Inc.

**MID-MORaine MUNICIPAL ASSOCIATION DINNER MEETING**  
**WEDNESDAY, JANUARY 22, 2020**

**Host Community: City of Hartford**

**Location:** Schauer Arts Center  
147 N. Rural St.  
Hartford, WI 53027  
Phone Number – 262-670-0560

**Speaker:** Our Speaker will be Mr. Curt Witynski, Deputy Director, at the League of Wisconsin Municipalities. Mr. Witynski will fill us in on what is happening in Madison and how it is working with the new Governor. He is very knowledgeable about current legislation affecting our communities.

**Dinner:** Buffet Dinner from MJ's including Marinated Chicken Breast, Tender Beef Tips & Gravy, Mashed Potatoes, Parsley Baby Red Potatoes, California Blend Veggies, Green Bean Casserole, an Assortment of Desserts and Coffee.

**Cost:** \$23.00

**Schedule:** Social Hour: 6:00 – 6:30 p.m.  
Dinner: 6:30 p.m.  
Speaker: 7:30 p.m.

**Please forward reservations and payments to:**  
**Debbie Kurtz**  
**N169W23075 Wilshire Dr.**  
**Jackson, WI 53037**  
**(262) 305-2252**  
**Reservation Deadline: Thursday, January 16, 2020**

**Cc: Area Legislators**  
Curt Witynski

## EXECUTIVE SUMMARY

*Resolution No. 3554*

**TITLE:** A Final Resolution for the levying and collecting of special assessments under Section 66.0703 Wisconsin Statutes for the installation of sanitary sewer extending to portions of State Hwy. 83 and Lee Road located in Sections 28 and 33, T10N, R18E, City of Hartford and Town of Hartford, Washington County, Wisconsin.

**BACKGROUND:** After receiving requests from several Town of Hartford property owners for sanitary sewer service in this area, the Common Council of the City of Hartford directed staff to begin planning for sanitary sewer installation on Lee Road east of Hwy. 83 and on Hwy. 83 north of Lee Road to serve all properties as listed in Exhibit "A", located in Sections 28 & 33, T10N, R18E, City of Hartford and Town of Hartford, Washington County, Wisconsin.

The Preliminary Resolution for this work was adopted by the Common Council in Resolution No. 3552 on December 10, 2019. The costs to extend the sanitary sewer to the locations listed have been divided equally among the 14 properties with the potential to be served by this sanitary sewer in the future. The total estimated cost for the installation, design, and inspection of the sanitary sewer is \$310,000.00. The attached Exhibit "A" shows the breakdown of costs for the 14 properties with the potential to be served by this sewer being located in the Town of Hartford having their assessment deferred until connection in the future.

The Common Council approved the preliminary resolution for this project at its December 10, 2019 meeting. The Common Council has already discussed and approved the previous 4 steps of this project, including the expense of funds to design the project. The only decision left to be made by the Common Council is how to divide the costs for the sewer extension. With the current bid for construction, the design costs, and the estimated construction inspection costs, the proposed special assessment for the sewer installation is \$22,142.86 per property. The cost of the sewer installation for this area is higher due to several factors:

1. About half of this work is within WisDOT right-of-way and the DOT has extra requirements for traffic control and backfill material within their right-of-way.
2. In order to extend the sewer as far north as possible along Hwy. 83 and serve as many properties as possible, the proposed sewer is around 20' deep near the intersection of Hwy. 83 and Lee Road.
3. There are also overhead utility lines to work around in the area of the deep sewer.

Due to the higher costs, the Common Council previously presented and discussed an option to bring the cost within a more reasonable range and encourage property owners to connect to the new sewer sooner. This option would provide a savings of \$9,600.00 per property for those connecting within the first year, \$4,800.00 per property for those connecting in the second year, and \$2,400.00 per property for those connecting in the third year. If any property owners take advantage of the incentive in the first year, the cost per property is then close to the cost per property of the neighboring project. Anticipating 3 properties connecting in the first year and possibly 1 property each in the second and third year, the cost to the Wastewater Utility for this option is estimated to be \$36,000.00.

The benefits to this option include:

1. Hopefully encourage more property owners to connect to the new sewer sooner rather than later.

2. If more owners choose to connect to the sewer sooner, the installation costs will be paid back sooner, reducing the Utility's holding cost.
3. Having more users connected to the sewer, would reduce the amount of time Utility personnel spend cleaning the lines. With more users on the line, increased flows help keep the line free of debris.

The detriments to this option include:

1. The Utility is estimated to cover approximately \$32,625.00 of the installation cost without recovering these costs. This number could be higher if more property owners choose to connect early.

The final resolution will levy the special assessments as a deferred special assessment for the future connection to the sanitary sewer. The special assessments will not be collected until a property owner chooses to connect to the sanitary sewer. When a property connects to the sewer, the final resolution allows up to a five year payment plan.

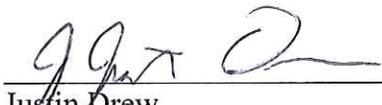
**FISCAL IMPACT:** The Wastewater Utility will pay for the installation of the sanitary sewer with an estimated cost of **\$310,000.00** to be a deferred special assessment until future connection to the sanitary sewer.

**RECOMMENDATION:** Adoption of Resolution No. 3554, a Final Resolution for the Levying and Collecting of Special Assessments under Section 66.0703 Wisconsin Statutes, for the installation of *sanitary sewer* extending to portions of State Hwy. 83 and Lee Road located in Sections 28 and 33, T10N, R18E, City of Hartford and Town of Hartford, Washington County, Wisconsin with a recommendation from the Council on how the costs should be divided and assessed to the properties.

PREPARED BY: Jason W. Schall 1-8-20  
Jason W. Schall Date  
City Engineer

REVIEWED BY: Dave Piquett 1-8-2020  
Dave Piquett Date  
Plant and Collection Systems Director

REVIEWED BY: Ian Prust 1-8-2020  
Ian Prust Date  
City Attorney

REVIEWED BY:   
Justin Drew  
City Planner

1/8/20  
Date

REVIEWED BY:   
Dawn Timm  
Finance Director/Treasurer

1/8/2020  
Date

APPROVED BY:   
Steve Volkert  
City Administrator

1/8/20  
Date

ROUTING: Common Council - January 14, 2020

**RESOLUTION NO. 3554**

A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING OF SPECIAL ASSESSMENTS UNDER SECTION 66.0703 WISCONSIN STATUTES FOR THE INSTALLATION OF SANITARY SEWER EXTENDING TO PORTIONS OF STATE HWY. 83 AND LEE ROAD LOCATED IN SECTIONS 28 & 33, T10N, R18E, CITY OF HARTFORD AND TOWN OF HARTFORD, WASHINGTON COUNTY, WISCONSIN

WHEREAS, a public hearing was held by the Common Council on *January 14, 2020* in the Common Council Chambers at City Hall relative to levying and collecting special assessments from owners of properties for the installation of sanitary sewer extending to portions of State Hwy. 83 and Lee Road as listed in Exhibit A and located in Sections 28 & 33 T10N, R18E, City of Hartford, and Town of Hartford, Washington County, Wisconsin.

WHEREAS, the preliminary resolution for this project was adopted by the Common Council as **Resolution No. 3552** on December 10, 2019.

WHEREAS, fourteen properties, as listed in Exhibit A, are located in the Town of Hartford. The properties located outside of the City of Hartford will be placed as deferred special assessments and collected only as they are connected to the City of Hartford sanitary sewer and/or annexed to the City of Hartford in the future.

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

1) That the attached Report of the City Engineer dated *December 23, 2019*, marked as **Exhibit "B"** pertaining to the installation of sanitary sewer extending to portions of State Hwy. 83 and Lee Road serving homes along said roadways and as listed in Exhibit "A", is hereby adopted and approved.

2) That construction will be completed during the 2020 construction season and approved costs are estimated using the bid costs for the 2020 Sanitary Sewer Extension – 1 (Lee Road and S.T.H. 83), the proposed construction inspection costs, and the final design engineering costs.

3) That payment for the improvements be made by assessing the cost to the properties benefited as identified on the attached **Exhibit "A"**.

4) That the assessments shown on the report represent an exercise of the police power, have been determined on a reasonable basis and are hereby confirmed.

5) That the assessments for the installation of sanitary sewer may be objected to as provided by statute by an interested property owner.

6) The Finance Director is hereby directed to invoice the property owners (only if connected to the sanitary sewer) on or before *January 1, 2021*, the entire amount as identified on the attached schedule to be due and payable as follows:

i) 100% within thirty (30) days of the date of the invoice; or

ii) Under a special assessment payment plan, one-fifth (1/5<sup>th</sup>) of the invoice within thirty (30) days of the date of the invoice and the balance payable in four (4) equal annual payments due *September 1, 2022, September 1, 2023, September 1, 2024, September 1, 2025* together with interest calculated on the outstanding balance at the rate of 4.0% annually, that rate being the City's borrowing rate, plus 1%.

7) Failure to render payment in accordance with these terms shall result in the entire amount outstanding, including interest, being placed upon the tax roll with interest at the rate of 1% per month, and a penalty of 1/2% per month, until payment is made.

8) The municipal clerk shall publish this resolution as a Class 1 notice under Chapter 985 Wisconsin Statutes in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefited property to every property owner whose name appears on the special assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Signed:

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Timothy C. Michalak, Mayor

Introduced: January 14, 2020

Adopted:

Attest: \_\_\_\_\_  
Lori Hetzel, City Clerk

**EXHIBIT A**  
**TOWN OF HARTFORD**  
**STATE HWY. 83 AND LEE ROAD**

No.	Tax Key No. Address	Property Description	Owner Mailing Address	Share of Cost
1	<b>T6-0717-00D</b> <b>2945 State Hwy 83 S</b>	CSM 2076 Doc 824143 Sec 28-10-18	Perry L. Hahn 2945 State Hwy 83 S Hartford, WI 53027	\$22,142.86
2	<b>T6-0718-00F</b> <b>2940 State Hwy 83 S</b>	V1275 P274 Doc 1392791 Sec 28-10-18	Carol A. Dittiro 2948 State Hwy 83 S Hartford, WI 53027	\$22,142.86
3	<b>T6-0718-00G</b> <b>2938 State Hwy 83 S</b>	Hwy V1270 P381 Doc 1274254 Sec 28-10-18	Steven Kratz 2938 State Hwy 83 S Hartford, WI 53027	\$22,142.86
4	<b>T6-0718-00H</b> <b>2932 State Hwy 83 S</b>	Hwy V1250 P133 Soc 1427187 Sec 28-10-18	Frank Properties I LLC 2932 State Hwy 83 S Hartford, WI 53027	\$22,142.86
5	<b>T6-0718-00L</b> <b>2920 State Hwy 83 S</b>	V605 P71 Doc 1426805+1431385 Sec 28-10-18	Linda & Werner Dörner 2920 State Hwy 83 S Hartford, WI 53027	\$22,142.86
6	<b>T6-0718-00L</b> <b>6816 Lee Road</b>	V605 P71 Doc 1426805+1431385 Sec 28-10-18	Linda & Werner Dörner 6816 Lee Road Hartford, WI 53027	\$22,142.86
7	<b>T6-0718-00N</b> <b>6810 Lee Road</b>	Doc 1443853 Sec 28-10-18	Joseph Popelier 6810 Lee Road Hartford, WI 53027	\$22,142.86
8	<b>T6-0718-00P</b> <b>6804 Lee Road</b>	Doc 1452147 Sec 28-10-18	Bradford Hrobsky 6804 Lee Road Hartford, WI 53027	\$22,142.86
9	<b>T6-0718-00Q</b> <b>6792 Lee Road</b>	Doc 1412503 Sec 28-10-18	Brianna & Brien Lee 6792 Lee Road Hartford, WI 53027	\$22,142.86
10	<b>T6-0819-00A</b> <b>2896 State Hwy 83 S</b>	V593 P605 Doc 1138140+1138141 Sec 33-10-18	Diane G. Kwitek 2896 State Hwy 83 Hartford, WI 53027	\$22,142.86

No.	Tax Key No. Address	Property Description	Owner Mailing Address	Share of Cost
11	<b>T6-0819-001</b> <b>6809 Lee Road</b>	Lot 1 Overlook Meadows V626 P350 Sec 33-10-18	Donald J. Horen 6809 Lee Road Hartford, WI 53027	\$22,142.86
12	<b>T6-0819-002</b> <b>6805 Lee Road</b>	Lot 2 Overlook Meadows Doc 1440514 Sec 33-10-18	Cathleen Gorn 6805 Lee Road Hartford, WI 53027	\$22,142.86
13	<b>T6-0819-003</b> <b>2897 Meadow Lane</b>	Lot 3 Overlook Meadows V1783 P90+DOC 1167076 Sec 33-10-18	Deborah & Darryl Scheuers 2897 Meadow Lane Hartford, WI 53027	\$22,142.86
14	<b>T6-0819-018</b> <b>2896 Meadow Lane</b>	Lot 18 Overlook Meadows V592 P171 Sec 33-10-18	Raymond R. Kratz 2896 Meadow Lane Hartford, WI 53027	\$22,142.86
			<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>14</b>
			<b>TOTAL COSTS</b>	<b>\$310,000.04</b>

Excel/ProjectCosts/SpecialAssessments - Exhibit A/State Hwy 83 & Lee Road-Town of Hartford 2020

**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 SANITARY SEWER EXTENDING TO PORTIONS OF STATE HWY. 83 AND LEE ROAD, LOCATED IN THE NW ¼ OF SECTION 33, AND THE SW ¼ OF SECTION 28, T10N, R18E, TOWN OF HARTFORD, WASHINGTON COUNTY, WISCONSIN

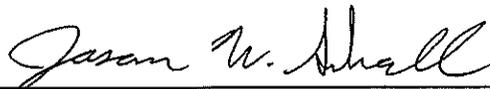
The sanitary sewer to be installed on Lee Road from approximately 150' east of Meadow Lane to State Hwy. 83 and on State Hwy. 83 from Lee Road to approximately 550' north, located in the NW ¼ of Section 33 and SW ¼ of Section 28, T10N, R18E, is proposed to be installed during the 2020 construction season to serve the properties located on Lee Road and State Hwy. 83 as listed on **Exhibit A**.

The preliminary resolution for this project was adopted by the Common Council in Resolution No. 3552 on December 10, 2019. These properties are being assessed on a per unit basis. The costs to extend the sanitary sewer along Lee Road and State Hwy. 83 will be divided equally among the 14 properties with the potential to be served by this sanitary sewer. The costs to install this sanitary sewer have been estimated based on the low bid cost for the 2020 Sanitary Sewer Extension – 1 (Lee Road and S.T.H. 83). The total estimated cost for the installation, design, and inspection of 1,300 L.F. of sanitary sewer is **\$310,000.00**.

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 City borrowing costs. Based on the latest City of Hartford borrowing, the City Finance Director indicated that the interest rate for this project would be 4% (the City's borrowing rate, plus 1%).

I have personally reviewed the properties listed in this report, and find they will benefit by the construction of these sanitary sewer improvements. The assessment costs are reasonable and the property will be assessed by the unit assessment method. The properties are in need of City of Hartford sanitary sewer when the septic systems fail. Final plans and specifications are on file at the City Engineer's Office at City Hall, Hartford, Wisconsin.

Dated this 23<sup>rd</sup> day of December, 2019.



Jason W. Schall, P.E.  
City Engineer, City of Hartford

## CITY OF HARTFORD NOTICE OF PUBLIC HEARING

**PLEASE TAKE NOTICE** that a PUBLIC HEARING will be held on *January 14, 2020 at 7:00 p.m.* or thereafter in the Common Council Chambers at the lower level of City Hall, 109 North Main Street, Hartford, Wisconsin, by the Common Council of the City of Hartford, regarding final special assessments under Section 66.0703 Wisconsin Statutes for the installation of *sanitary sewer extending to portions of State Hwy. 83 and Lee Road in the Town of Hartford*, potentially serving 14 homes along State Hwy. 83 and Lee Road, located in the NW ¼ of Section 33 and the SW ¼ of Section 28, T10N, R18E, Town of Hartford, Washington County, Wisconsin. The Preliminary Special Assessment Resolution for this project was adopted in Resolution No. 3552 by the Common Council on December 10, 2019.

The City Engineer's Report on the special assessments for the installation of *sanitary sewer* is available for viewing in the City Clerk's office in City Hall between the hours of 7:30 a.m. and 4:30 p.m. Monday – Friday by appointment.

The purpose of said Public Hearing is to hear those persons who wish to comment for or against the final special assessments for the installation of *sanitary sewer extending to portions of State Hwy. 83 and Lee Road* in the NW ¼ of Section 33 and the SW ¼ Section 28, T10N, R18E, Town of Hartford, Washington County, Wisconsin.

Dated this 27<sup>th</sup> day of December, 2019.

Lori Hetzel  
City Clerk  
City of Hartford

**EXECUTIVE SUMMARY**

**Resolution No.** 3556

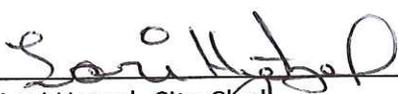
**Title:** WEIGHTS & MEASURES FINAL SPECIAL ASSESSMENTS FOR THE PERIOD JULY 2018-JUNE 2019

**Background:** The City of Hartford contracts with the Wisconsin Department of Agriculture, Trade & Consumer Protection to provide mandated inspections of businesses which operate weights & measures devices. This service cost the City \$4,800 annually. The annual budget calls for the assessment of costs associated with these State-mandated inspections.

On November 26, 2019 the Common Council passed Resolution No. 3551 providing for the levying of special assessments for weights & measures inspections under Wisconsin Statutes 66.0703. The report of the City Clerk for the assessments is attached to the final Resolution.

**Fiscal Impact:** The City will collect \$4,800 in special assessments for this mandated service.

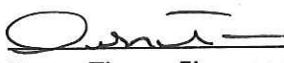
**Recommendation:** Approval of the final resolution levying and collecting special assessments for weights & measures inspections for the period July 2018-June 2019.

PREPARED BY:   
Lori Hetzel, City Clerk

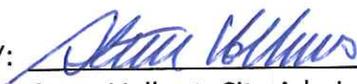
DATE: 1/2/2020

REVIEWED BY:   
Ian Prust, City Attorney

DATE: 1/1/2020

  
Dawn Timm, Finance Director

DATE: 1/2/2020

APPROVED BY:   
Steve Volkert, City Administrator

DATE: 1/3/2020

A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING OF  
SPECIAL ASSESSMENTS UNDER SECTION 66.0703, WIS. STATS.,  
FOR THE JULY 2018-JUNE 2019 WEIGHTS & MEASURES  
INSPECTIONS PERFORMED BY THE STATE OF WISCONSIN  
DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER  
PROTECTION, AND PURSUANT TO MUNICIPAL CODE SECTION 32.08

**WHEREAS**, the Preliminary Resolution for this assessment was adopted by the Common Council as Resolution No. 3551 on November 26, 2019, and

**WHEREAS**, a public hearing was held by the Common Council on January 14, 2020 relative to the levying and collecting of special assessments for the weights & measures inspections performed by the State of Wisconsin Department of Agriculture, Trade & Consumer Protection, and pursuant to Municipal Code Section 32.08.

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

1. That the Report of the City Clerk pertaining to weights & measures inspections is hereby adopted and approved, and included herein as Attachment "A".
2. That the inspections have been completed and costs are final.
3. That payment for the inspections is made by assessing the cost to the business benefited as identified in the attached Report of the City Clerk.
4. That the assessments shown on the report represent an exercise of the police power, have been determined on a reasonable basis, and are hereby confirmed.
5. That the assessments for weights & measures inspections may be objected to, as provided by Statute.
6. The Finance Director is hereby directed to invoice the businesses in the City of Hartford on or before January 24, 2020 the entire amount as identified on attached Exhibit "B" to be due and payable in one lump sum payment.
7. Failure to render payment in accordance with these terms shall result in the entire amount outstanding being placed upon the tax roll with interest at a rate of 1½% per month until payment is made.
8. The City Clerk shall publish this Resolution as a Class 1 notice under Chapter 985 Stats., and mail a copy of this Resolution and a Statement of the Final Assessment to each affected weights & measures licensee.

Signed:

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

INTRODUCED: January 14, 2020

ADOPTED: January 14, 2020

ATTEST:

\_\_\_\_\_  
Lori Hetzel, City Clerk

**Attachment "A"**

**Report of the City Clerk for  
July 2018-June 2019  
Weights & Measures Inspections**

A report has been provided by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection for contracted services associated with the City's Weights & Measures Inspection Program for inspections performed at:

- Aldi, Inc., 1589 East Sumner Street
- Dhillon Mobil, 743 East Sumner Street
- Douglas Jeweler, Inc., 30 North Main Street
- Fox Brothers Piggly Wiggly, 1566 East Sumner Street
- Hartford Shell, 45 South Main Street
- Kwik Trip #655, Inc., 1411 East Sumner Street
- MJ's Market & Catering, 427 West Sumner Street
- Pack N Ship N More, 1366 East Sumner Street
- Petro Q Mart, 1502 East Sumner Street
- Ponderosa Steakhouse, 1285 East Sumner Street
- Rapid Mart, 2712 East Sumner Street
- Stop-N-Go #276, 806 Grand Avenue
- United Cooperative, 1112 West Sumner Street
- Wal-Mart #5463, 1220 Thiel Street
- West Side Mart, 529 West Sumner Street

A total of 226 liquid measure devices, 78 point of sale systems, and 1 heavy capacity scale inspections were performed during the period July 2018-June 2019.

The preliminary special assessment Resolution for this project is Resolution No. 3551, adopted by the Common Council November 26, 2019. The cost of the weights & measures inspection services provided by the State of Wisconsin was \$4,800 for the period July 2018-June 2019.

The cost per device inspected has been determined and can be found attached to this report as Exhibit "A". This is based upon the number of inspections and time allocated.

A summary of businesses licensed to operate weights & measures devices, the number and type of inspections performed for each licensee, and the fee to be levied to each licensee is attached to this report as Exhibit "B".

In accordance with Municipal Code Chapter 32 and Common Council Resolution No. 3551, the assessment to each licensee shall be payable in one lump sum installment following a public hearing. All affected businesses have been notified of the proposed special assessments by mail.

Dated this 14<sup>th</sup> day of January 2020.

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Lori Hetzel, City Clerk



**EXHIBIT "B"**

<b>JULY 2018-JUNE 2019 WEIGHTS &amp; MEASURES SPECIAL ASSESSMENTS</b>						
<b>BUSINESS/ADDRESS</b>	<b>LIQUID MEASURING INSPECTIONS \$14.40/INSPECTION</b>	<b>POINT OF SALE INSPECTIONS \$19.20/INSPECTION</b>	<b>HEAVY SCALE INSPECTIONS \$48.00/INSPECTION</b>	<b>SUB-TOTAL</b>	<b>SALES TAX 5.6%</b>	<b>TOTAL</b>
Aldi, Inc. 1589 East Sumner Street	0 \$0.00	6 \$115.20	0 \$0.00	6 \$115.20	\$6.45	\$121.65
Dhillon Mobil 743 East Sumner Street	25 \$360.00	0 \$0.00	0 \$0.00	25 \$360.00	\$20.16	\$380.16
Douglas Jeweler, Inc. 30 North Main Street	0 \$0.00	1 \$19.20	0 \$0.00	1 \$19.20	\$1.08	\$20.28
Fox Brothers Piggly Wiggly 1566 East Sumner Street	0 \$0.00	14 \$268.80	0 \$0.00	14 \$268.80	\$15.05	\$283.85
Hartford Shell 45 South Main Street	24 \$345.60	0 \$0.00	0 \$0.00	24 \$345.60	\$19.35	\$364.95
Kwik Trip, Inc. 1411 East Sumner Street	68 \$979.20	0 \$0.00	0 \$0.00	68 \$979.20	\$54.83	\$1,034.03
MJ's Market & Catering 427 West Sumner Street	0 \$0.00	8 \$153.60	0 \$0.00	8 \$153.60	\$8.60	\$162.20
Pack N Ship N More 1366 East Sumner Street	0 \$0.00	1 \$19.20	0 \$0.00	1 \$19.20	\$1.08	\$20.28
Petro Q Mart 1502 East Sumner Street	21 \$302.40	0 \$0.00	0 \$0.00	21 \$302.40	\$16.93	\$319.33
Ponderosa Steakhouse 1285 East Sumner Street	0 \$0.00	1 \$19.20	0 \$0.00	1 \$19.20	\$1.08	\$20.28
Rapid Mart 2712 East Sumner Streey	29 \$417.60	0 \$0.00	0 \$0.00	29 \$417.60	\$23.39	\$440.99
Stop-N-Go #276 806 Grand Avenue	16 \$230.40	0 \$0.00	0 \$0.00	16 \$230.40	\$12.90	\$243.30
United Cooperative 1112 West Sumner Street	9 \$129.60	5 \$96.00	1 \$48.00	15 \$273.60	\$15.32	\$288.92
Walmart Super Center 1200 Thiel Street	0 \$0.00	42 \$806.40	0 \$0.00	42 \$806.40	\$45.16	\$851.56
West Side Mart 529 West Sumner Street	34 \$489.60	0 \$0.00	0 \$0.00	34 \$489.60	\$27.42	\$517.02
<b>TOTAL</b>	<b>226 \$3,254.40</b>	<b>78 \$1,497.60</b>	<b>1 \$48.00</b>	<b>305 \$4,800.00</b>	<b>\$268.80</b>	<b>\$5,068.80</b>



**Wisconsin Department of Agriculture,  
Trade and Consumer Protection**  
Weights and Measures Contract Work Report  
**Hartford Contract**

From: 7/1/2018 To: 6/30/2019		Inspection Date	Lot Size	Inspection Type	Sample Size	Result	Correct / Incorrect
13422014	ALDI INC. 1589 E SUMNER ST HARTFORD, WI 53027	1/15/2019	20		20	Audit	
		1/15/2019	20		20	Audit	
		1/15/2019	10		10	Audit	
		1/15/2019	10		10	Audit	
		1/15/2019	20	Cereals	20	Audit	
		1/15/2019	17	Cheese	12	Fail	
		1/15/2019	40	Cheese	40	Audit	
		1/15/2019	12	Coffee / Tea	12	Audit	
		1/15/2019	30	Cookies / Crackers	30	Audit	
		1/15/2019	30	Cookies / Crackers	30	Audit	
		1/15/2019	12	Fish / Seafood	12	Audit	
		1/15/2019	10	Flour / Grain Mill Produ	10	Audit	
		1/15/2019	12	Fruits	12	Audit	
		1/15/2019	12	Ice Cream	12	Audit	
		1/15/2019	12	Sugar	12	Audit	
		1/15/2019	20	Vegetables	20	Audit	
		1/15/2019	12	Vegetables	12	Audit	
1/15/2019		Scanner Test	50	Pass	50	0	
1/15/2019		Scale	4	Correct			
2/5/2019	Written Warning: Wis. Adm. Code ATCP 90.04(1) Declaration of Net Quantity ; Wis. Stat. Chapter § 98.26(1) (c) Misrepresentation of Quantity ; Sent to: ALDI Inc 1200 N. Kirk Road Batavia, IL 60510						
3699	DHILLON MOBIL 743 E SUMNER ST HARTFORD, WI 53027	10/17/2018		Liquid Measuring Device	3	REJECTED 30 days	
		10/17/2018		Liquid Measuring Device	5	Not Tested	
		10/17/2018		Liquid Measuring Device	16	Correct	
		12/6/2018		Liquid Measuring Device	4	Correct	
		12/7/2018		Liquid Measuring Device	2	Correct	
13421014	DOUGLAS JEWELER, INC. 30 N MAIN ST HARTFORD, WI 53027	2/19/2019		Scale	1	Action Pending	



**Wisconsin Department of Agriculture,  
Trade and Consumer Protection**  
Weights and Measures Contract Work Report  
**Hartford Contract**

From:	To:	Inspection Date	Lot Size	Inspection Type	Sample Size	Result	Correct / Incorrect
12825	FOX BROTHER'S PIGGLY WIGGLY 1566 E SUMNER ST HARTFORD, WI 53027	11/27/2018	5		5	Audit	
		11/27/2018	7	Animal Feeds / Pet Food	7	Audit	
		11/27/2018	12	Animal Feeds / Pet Food	12	Audit	
		11/27/2018	6	Animal Feeds / Pet Food	6	Audit	
		11/27/2018	5	Animal Feeds / Pet Food	5	Audit	
		11/27/2018	6	Animal Feeds / Pet Food	6	Audit	
		11/27/2018	6	Animal Feeds / Pet Food	6	Audit	
		1/10/2019		Scale	10	Correct	
		1/10/2019		Scale	2	Action Pending	
		1/10/2019	15	Cake / Doughnuts / Pies	15	Audit	
		1/10/2019	20	Cake / Doughnuts / Pies	20	Audit	
		1/10/2019	25	Cheese	25	Audit	
		1/10/2019	20	Cookies / Crackers	20	Audit	
		1/10/2019	20	Cookies / Crackers	20	Audit	
		1/10/2019	12	Deli Items	12	Audit	
		1/10/2019	12	Deli Items	12	Audit	
		1/10/2019	20	Fish / Seafood	20	Audit	
		1/10/2019	40	Fresh Meat	40	Audit	
		1/10/2019	20	Fruits	20	Audit	
		1/10/2019	20	Fruits	20	Audit	
1/10/2019	20	Nuts	20	Audit			
1/10/2019	24	Nuts	24	Audit			
1/10/2019	12	Produce	12	Audit			
3656	HARTFORD SHELL 45 S MAIN ST HARTFORD, WI 53027	10/18/2018		Liquid Measuring Device	24	Correct	
3667	KWIK TRIP #655, INC. 1411 E SUMNER ST HARTFORD, WI 53027	10/3/2018		Liquid Measuring Device	2	Not Tested	
		10/3/2018		Liquid Measuring Device	68	Correct	
10030512	MJ'S MARKET & CATERING 427 W SUMNER ST HARTFORD, WI 53027	2/5/2019		Scale	8	Correct	
10452407	PACK N SHIP N MORE 1366 E SUMNER ST HARTFORD, WI 53027	2/5/2019		Scale	1	Correct	
3677	PETRO QUICK MART 1502 E SUMNER ST HARTFORD, WI 53027	9/26/2018		Liquid Measuring Device	1	REJECTED 30 days	
		9/26/2018		Liquid Measuring Device	18	Correct	
		9/26/2018		Liquid Measuring Device	1	Action Pending	
		10/2/2018		Liquid Measuring Device	1	Correct	
25092618	PONDEROSA STEAKHOUSE 1285 E SUMNER ST HARTFORD, WI 53027	9/26/2018	12	Fresh Poultry	12	Fail	



**Wisconsin Department of Agriculture,  
Trade and Consumer Protection**  
Weights and Measures Contract Work Report  
**Hartford Contract**

From: 7/1/2018 To: 6/30/2019		Inspection Date	Lot Size	Inspection Type	Sample Size	Result	Correct / Incorrect
3654	RAPID MART 2712 E SUMNER ST HARTFORD, WI 53027	9/19/2018		Liquid Measuring Device	28	Correct	
		10/24/2018		Liquified Petroleum	1	Correct	
3692	STOP-N-GO #276 806 GRAND AVE HARTFORD, WI 53027	9/4/2018		Liquid Measuring Device	3	Not Tested	
		9/4/2018		Liquid Measuring Device	15	Correct	
		9/4/2018		Liquid Measuring Device	1	Correct	
5724	UNITED COOPERATIVE 7280 HIGHWAY 60 HARTFORD, WI 53027	9/27/2018		Liquid Measuring Device	5	Correct	
		9/27/2018		Liquid Measuring Device	3	Action Pending	
		10/24/2018		Liquified Petroleum	1	Correct	
		10/30/2018		Grain Moisture Meter	1	Correct	
		10/30/2018		Scale	1	Correct	
		11/27/2018	12	Animal Feeds / Pet Food	12	Audit	
		11/27/2018	6	Animal Feeds / Pet Food	6	Audit	
		11/27/2018	4	Animal Feeds / Pet Food	4	Audit	
		11/27/2018	4	Animal Feeds / Pet Food	4	Audit	
		11/27/2018	3	Animal Feeds / Pet Food	3	Audit	
		11/27/2018	7	Animal Feeds / Pet Food	7	Audit	
	2/5/2019		Medium Capacity Scale	1	Correct		
	2/5/2019		Scale	1	Correct		
	5/7/2019		Heavy Capacity Scale	1	REJECTED 7 days		



**Wisconsin Department of Agriculture,  
Trade and Consumer Protection**  
Weights and Measures Contract Work Report

**Hartford Contract**

From: 7/1/2018 To: 6/30/2019		Inspection Date	Lot Size	Inspection Type	Sample Size	Result	Correct / Incorrect
10421108	WAL-MART #5463 1220 THIEL ST HARTFORD, WI 53027	7/24/2018		Scanner Test	50	Fail	47 3
		7/25/2018		Scanner Test	1	Pass	1 0
		1/8/2019		Scale	35	Correct	
		1/8/2019		Scale	1	REJECTED 7 days	
		1/16/2019	8	Bread	8	Audit	
		1/16/2019	8	Cereals	8	Audit	
		1/16/2019	12	Cheese	12	Audit	
		1/16/2019	10	Chocolate / Cocoa Produc	10	Audit	
		1/16/2019	10	Coffee / Tea	10	Audit	
		1/16/2019	8	Cookies / Crackers	8	Audit	
		1/16/2019	7	Cookies / Crackers	7	Audit	
		1/16/2019	20	Deli Items	20	Audit	
		1/16/2019	6	Eggs	6	Audit	
		1/16/2019	10	Fish / Seafood	10	Audit	
		1/16/2019	4	Flour / Grain Mill Produ	4	Audit	
		1/16/2019	18	Fresh Meat	18	Audit	
		1/16/2019	11	Fresh Poultry	11	Audit	
		1/16/2019	5	Fruits	5	Audit	
		1/16/2019	7	Household Chemicals	7	Audit	
		1/16/2019	7	Noodles	7	Audit	
		1/16/2019	10	Nuts	10	Audit	
		1/16/2019	8	Processed Meat	8	Audit	
		1/16/2019	11	Produce	11	Audit	
		1/16/2019	7	Smoked Meat	7	Audit	
		1/16/2019	6	Sugar	6	Audit	
		1/16/2019	8	Vegetables	8	Audit	
		1/16/2019		Scanner Test	50	Fail	47 3
		1/16/2019		Scanner Test	50	Pass	50 0
		1/16/2019	40	Fish / Seafood	40	Audit	
		3704	WEST SIDE MART 529 W SUMNER ST HARTFORD, WI 53027	9/18/2018		Liquid Measuring Device	34

**CITY OF HARTFORD  
NOTICE OF PUBLIC HEARING  
Assessments for Weights and  
Measures Inspections**

**PLEASE TAKE NOTICE** that a **Public Hearing** will be held at 7:00 p.m. or thereafter on Tuesday, **January 14, 2020**, in the Common Council Chambers of Hartford City Hall, 109 North Main Street, by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, regarding final special assessments under Section 66.0703, Wisconsin Statutes, for weights and measures inspections for the period July 2018 – June 2019 performed at Aldi, Inc., 1589 East Sumner Street, Dhillon Mobil, 743 East Sumner Street, Douglas Jeweler, 30 North Main Street, Fox Brother's Piggly Wiggly, 1566 East Sumner Street Hartford Shell, 45 South Main Street, Kwik Trip, Inc., 1411 East Sumner Street, MJ's Market & Catering, 427 West Sumner Street, Pack N Ship N More, 1366 East Sumner Street, Petro Q Mart, 1502 East Sumner Street, Ponderosa Steakhouse, 1285 East Sumner Street, Rapid Mart, 2712 East Sumner Street, Stop-N-Go #276, 806 Grand Avenue, United Cooperative, 1112 West Sumner Street, Wal-mart #5463, 1200 Thiel Street, and West Side Mart, 529 West Sumner Street.

The City Clerk's Report on the special assessments is available for viewing in the City Clerk's Office on the second floor of City Hall, 109 North Main Street, between the hours of 7:30 a.m. and 4:30 p.m. Monday-Friday.

The purpose of said public hearing is to hear those persons who wish to comment for or against the final special assessments for weights and measures inspections for the period July 2018 – June 2019.

Dated this 17<sup>th</sup> day of December 2019.

Lori Hetzel, City Clerk  
City of Hartford

## Executive Summary

**Title:** Recommendation to approve contract to complete the wood restoration project for the Jack Russel Memorial Library

**Background:** The 2020 Library budget included \$80,000 for the exterior wood restoration project at the Jack Russel Memorial Library. The approved budget amount was based upon initial quotes that maintenance staff had obtained from contractors late in 2018. In November of 2019 the project was put out for public bidding and three bids were received as follows.

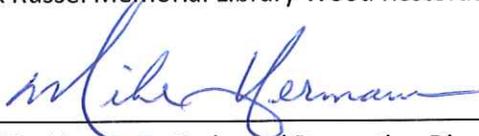
Milbach Construction Services Kaukauna, WI.	\$83,715
Thomas A. Mason Co. Milwaukee, WI.	\$95,421
Service Painting Corporation Milwaukee, WI.	\$147,000

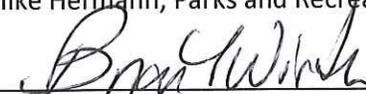
All contractors that submitted bids were on site to review the scope of the project and discuss the project with Grounds and Buildings Maintenance Supervisor, Brian Wirth. The specification section of the bid is attached as it concerns the required work and materials. The low bid is from Milbach Construction Services, Kaukauna, Wisconsin. Brian has since followed up with reviewing past projects completed by Milbach Construction and feels they are qualified to complete the scope of work. Milbach has indicated that their performance in this work will consist of site supervision and labor provided and completed by Milbach Construction crews as well as subcontractors to complete the work. The second lowest bid is from Thomas A. Mason Company which was the contractor that had initially completed the wood staining work at the time of construction in 2012. Based on all information staff is recommending the low bid from Milbach Construction Services.

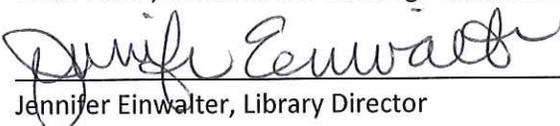
In discussing the bids with Library Director Jennifer Einwalter and noting that the lowest bid was above the approved budget she indicated that the Library reserve fund has an adequate fund balance that could cover the budgeted shortfall. Staff does not feel that rebidding this project will result in a lower bid amount. The timing of this project bid late in 2019 was expected to provide the most competitive bidding. The project work is to begin in April of 2020 and completed no later than June 15, 2020.

**Fiscal Impact:** The Library budget is funding the entire cost of the wood restoration project as identified in the approved CIP project # 690-19-018. The low bid is from Milbach Construction for an amount of \$83,715 and leaves a shortfall of \$3,715. The shortfall from the approved budget is proposed to be approved from the Library Reserve Fund account.

**Staff Recommendation:** Staff recommends approval of Milbach Construction Services, Kaukauna, WI. to complete the Jack Russel Memorial Library Wood Restoration Project for a total cost not to exceed \$83,715.

Prepared by:  1/8/20  
Mike Hermann, Parks and Recreation Director Date

Reviewed by:  1-8-2020  
Brian Wirth, Grounds and Buildings Maintenance Supervisor Date

 1-8-2020  
Jennifer Einwalter, Library Director Date

 1/8/2020  
Dawn Timm, Finance Director Date

Approved by:  1/8/2020  
Steve Volkert, City Administrator Date

Routing: Library Board 1/8/20  
City Council 1/14/20

## SECTION 4:00

### SPECIFICATIONS AND DRAWINGS

CITY OF HARTFORD JACK RUSSELL MEMORIAL LIBRARY WOOD RESTORATION PROJECT  
HARTFORD, WISCONSIN  
NOVEMBER 2019

1. *The contractor is to repair and finish all exterior wood surfaces at the Jack Russell Memorial Library.*
2. *The contractor is to restore and finish the wood rafter tails, columns, fascia, soffit, decorative wood columns, supports and wood pergolas. The specific work for these wood surfaces includes:*
  - a. *Pressure wash all surfaces to be finished.*
  - b. *Sand all wood surfaces to remove loose coating/power sand rotted rafter tail ends.*
  - c. *Patch and repair wood using wood filler. Abatron Liquid Wood or Wood Epoxy or equivalent.*
  - d. *Spot stain bare areas to blend with existing stain. All colors to match.*
  - e. *Apply two coats of Cabot's Satin Spar Urethane.*

Note: When working over grass areas with lifts, plywood is to be used under the lift tires. Damages to the landscape will be the contractor's responsibility for repair.
3. *The contractor is to refinish the front and rear wooden handrails.*
  - a. *Strip handrail of existing coating.*
  - b. *Re-stain handrail*
  - c. *Apply three coats (3) of Cabot's Satin Spar Urethane. Sand between coats. All colors to match.*
4. *The contractor is to refinish the front and rear deck floors.*
  - a. *Apply mold/mildew solution.*
  - b. *Power wash and clean.*
  - c. *Power sand decks.*
  - d. *Apply three (3) coats of Cabot Solid deck stain. All colors to match.*
5. *Measurements and quantities. It is the contractor's responsibility to measure and determine the total square footage/lineal feet of wood surfaces and the product quantities necessary to complete the specified work.*
6. *Approvals*

Contractor is responsible for and must obtain all permits as required local, state in the performance of work as previously described.

#### Timeline/Completion

1. Start date: Work may begin after April 1, 2020. All work must be completed by June 15, 2020.
2. Work schedule/hours: The contractor hours for completing work are Monday – Saturday 6:00 am to 6:00 pm

## **Warranty**

Contractor to provide verification of the products manufacturer warranty for the project. The project submitted and identified as the Jack Russell Memorial Library following the completion of the work. Owner is to be issued a copy of the Cabot stains and finishes five year warranty referencing the dates of coverage.

Contractor workmanship includes the proper removal of loose coatings, patch/repair of wood and wood sanding prior to finish work. Contractor workmanship is to include a 1-year warranty beginning at the time when the owner accepts and approves completion of project work.

**Specifications: Included are drawings for reference of the building exterior.**

Note: Contractors are encouraged to contact Brian Wirth, Grounds and Buildings Maintenance Supervisor to arrange a site walk through and confirm all work areas prior to submission of bid.

## City of Hartford: December 10, 2019 Bid Opening

BID TABULATION -				
<b>City Of Hartford - Jack Russell Memorial Library Wood Restoration Project</b>				
			Jack Russell Memorial Library Wood Restoration Project	<b>TOTAL BID</b>
EST. QUANTITIES			1	
			L.S.	
CONTRACTOR	RANK			
<b>Milbach Construction Services</b>				
2651 Northridge Drive	1		\$83,715.00	
Kaukauna, WI 54130			\$ 83,715.00	<b>\$ 83,715.00</b>
<b>Thomas A. Mason Co.</b>				
PO Box 511490	2		\$95,421.00	
Milwaukee, WI 53203			\$ 95,421.00	<b>\$ 95,421.00</b>
<b>Service Painting Corporation</b>				
2727 Mill Road	3		\$147,000.00	
Milwaukee, WI 53209			\$ 147,000.00	<b>\$ 147,000.00</b>

**Resolution No. 3555**

**CITY OF HARTFORD  
WASHINGTON COUNTY, WISCONSIN**

**RESOLUTION REGARDING DOWNTOWN LIGHTS**

**WHEREAS**, the City of Hartford Business Improvement District successfully raised money for the establishment of the Downtown Lights, and

**WHEREAS**, the City of Hartford Business Improvement District has established a fund for ongoing maintenance of the Downtown Lights, and

**WHEREAS**, most of the members of the Business Improvement District entered into leases with the City of Hartford for the placement of lights on their building and the leases specified that maintenance responsibilities would be the responsibility of the Business Improvement District, and

**WHEREAS**, the City can request that the BID authorize future funds for maintenance or additions to the current list of buildings with lights, and

**WHEREAS**, the City recognizes the value brought by the Downtown Lights to the City of Hartford and as the lease holder has agreed to assume ongoing maintenance responsibilities of the Downtown Lights.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City of Hartford shall, in its sole discretion, assume the management and maintenance responsibilities for the Downtown Lights, and the Business Improvement District shall have no ongoing obligation for the management and maintenance of the Downtown Lights.

Dated this 14<sup>th</sup> day of January, 2020.

Signed:

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

ATTEST:

\_\_\_\_\_  
Lori Hetzel, City Clerk

**EXECUTIVE SUMMARY**  
**RESOLUTION NO. 3557**

**TITLE:** Wisconsin Gas, LLC Request for a Distribution Easement at the Southeast Corner of N. Wacker Drive and W. Wisconsin Street.

**BACKGROUND:** The City of Hartford received a request for a Distribution Easement from Wisconsin Gas, LLC, (We Energies) to install underground utility facilities at the southeast corner of N. Wacker Drive and W. Wisconsin Street on City owned property. As a result of the N. Wacker Drive bridge replacement, We Energies will need to relocate a section of gas main. The easement area is located at the southeast corner of N. Wacker Drive and W. Wisconsin Street on a parcel owned by the City of Hartford. We Energies will provide a permanent easement area which will be attached to the Distribution Easement as Exhibit A and will include a 20 foot by 20 foot easement area over lands owned by the City as part of the Northwest ¼ of Section 20, Township 10 North, Range 18 East in the City of Hartford.

**FISCAL IMPACT:** There is no cost involved for the easement on this property.

**RECOMMENDATION:** Appropriate City officials are authorized to execute the Wisconsin Gas, LLC Distribution Easement for underground utility facilities at the southeast corner of N. Wacker Drive and W. Wisconsin Street within a 20-foot by 20-foot easement area.

PREPARED BY: Jason W. Schall 1-8-20  
Jason W. Schall Date  
City Engineer

REVIEWED BY: Darryl Kranz 1-8-20  
Darryl Kranz Date  
Director of Public Works

REVIEWED BY: Ian Prust 1-8-2020  
Ian Prust Date  
City Attorney

APPROVED BY: Steve Volkert 1-8-2020  
Steve Volkert Date  
City Administrator

ROUTING: Common Council - January 14, 2020

**RESOLUTION NO. 3557**

**A RESOLUTION APPROVING A DISTRIBUTION EASEMENT (GAS) ON CITY OF HARTFORD LAND AT SOUTHEAST CORNER OF N. WACKER DRIVE AND W. WISCONSIN STREET**

**WHEREAS**, Wisconsin Gas, LLC has requested a Distribution Easement to install underground utility facilities at the southeast corner of N. Wacker Drive and W. Wisconsin Street on City of Hartford owned property, and

**WHEREAS**, We Energies, Gas Division, will provide a permanent easement area which will be attached to the Distribution Easement as Exhibit A showing the 20-foot by 20-foot easement area over lands owned by the City as part of the Northwest  $\frac{1}{4}$  of Section 20, Township 10 North, Range 18 East, in the City of Hartford, and

**WHEREAS**, it is in the public interest to grant this request.

**BE IT RESOLVED** by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, that the Mayor and Clerk are authorized to execute the Distribution Easement attached hereto on behalf of the City of Hartford.

Signed:

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

Introduced: January 14, 2020  
Adopted: January 14, 2020

Attest: \_\_\_\_\_  
Lori Hetzel, City Clerk

**DISTRIBUTION EASEMENT  
GAS**

Document Number

WR NO. **4431905** IO NO. **MRO47501589**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF HARTFORD**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN GAS LLC, a Wisconsin limited liability company doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as the Northerly 20 feet of the Westerly 20 feet being a part of Grantor's land located in the **Northeast 1/4 of Section 20, Township 10 North, Range 18 East** in the City of Hartford, Washington County, Wisconsin.

RETURN TO:  
We Energies  
PROPERTY RIGHTS & INFORMATION GROUP  
231 W. MICHIGAN STREET, ROOM P129  
PO BOX 2046  
MILWAUKEE, WI 53201-2046

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

36-2001009003  
(Parcel Identification Number)

**Grantor:**

**CITY OF HARTFORD**

By \_\_\_\_\_

(Print name and title): \_\_\_\_\_

By \_\_\_\_\_

(Print name and title): \_\_\_\_\_

Personally came before me in \_\_\_\_\_ County, Wisconsin on \_\_\_\_\_, 2019,  
the above named \_\_\_\_\_, the \_\_\_\_\_  
and \_\_\_\_\_, the \_\_\_\_\_  
of the CITY OF HARTFORD, for the municipal corporation, by its authority, and pursuant to Resolution File  
No. \_\_\_\_\_ adopted by its \_\_\_\_\_ on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public Signature, State of Wisconsin

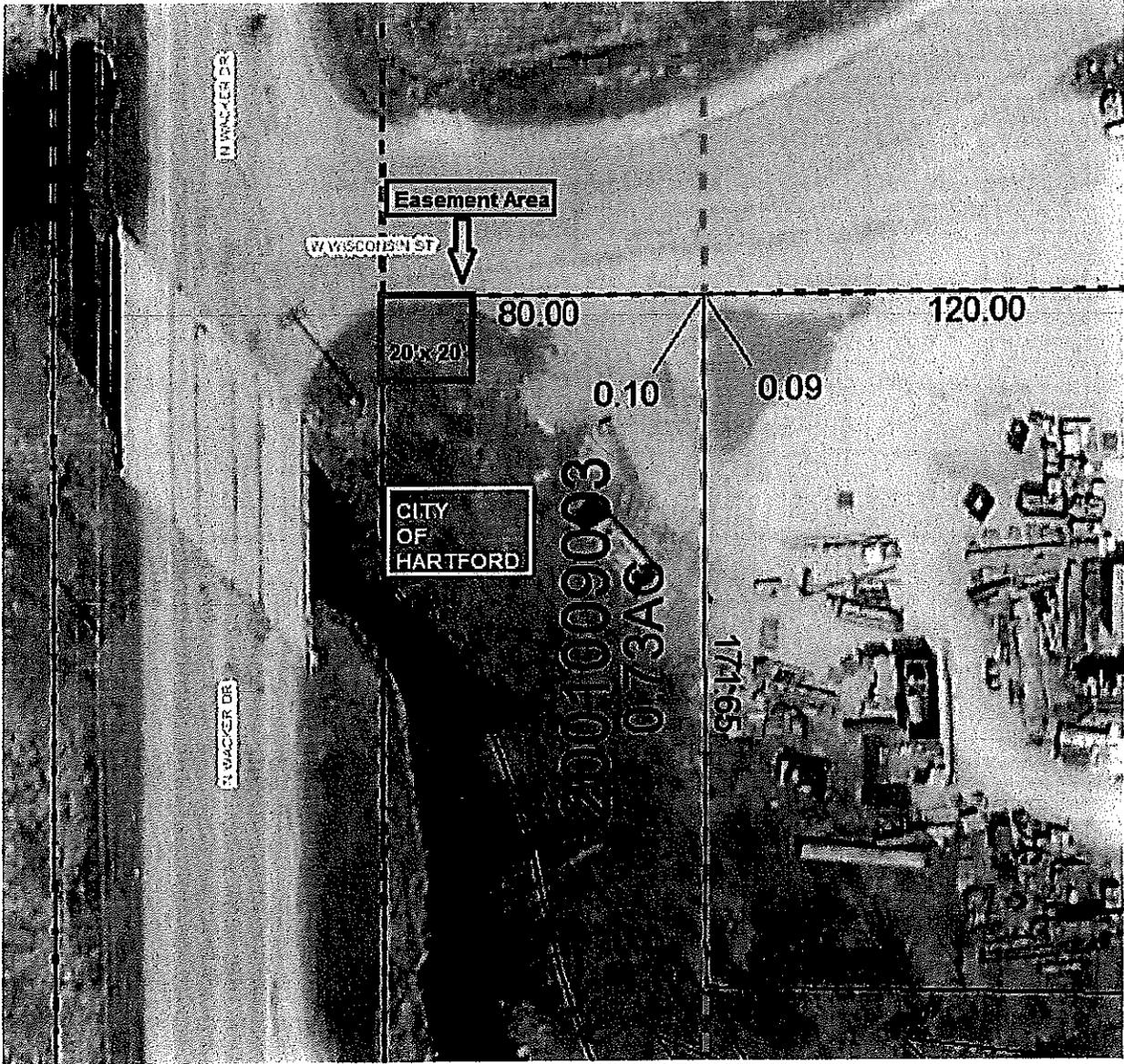
\_\_\_\_\_  
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires \_\_\_\_\_

This instrument was drafted by Arendt.Michele on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.

# OVERVIEW



## EXECUTIVE SUMMARY

**TITLE: 2020 Sanitary Sewer Extension – 1 (Lee Road and S.T.H. 83) Bid of December 3, 2019.**

**BACKGROUND:** The Common Council approved the Preliminary Resolution for the extension of sanitary sewer into the Town of Hartford at its meeting on January 8, 2019. The resolution was for extending sanitary sewer along Lee Road east of Hwy. 83 and along Hwy. 83 north of Lee Road. The Preliminary Resolution began the process for the sanitary sewer special assessments. After receiving bids in March, 2019, the Common Council rejected the bids but wanted to continue moving forward with the sewer extension by rebidding the project late in 2019. Bids for the installation of the sanitary sewer extension were received on December 3, 2019. The Common Council approved a second Preliminary Resolution for the extension of the sanitary sewer at its meeting on December 10, 2019.

The scope of the project includes approximately 1,300 LF of 8” P.V.C. sanitary sewer main installation, 6 manholes, all necessary restoration work, and other related miscellaneous construction. This project was included in the 2019 Wastewater Utility CIP with a budget of \$208,200.00.

The Bids received were as follows:

1. Kruczek Construction, Inc., Green Bay	-	\$295,000.00
2. Heartland Construction, Inc., Slinger	-	\$379,575.00
3. Globe Contractors, Inc., Pewaukee	-	\$386,725.00
4. Wood Sewer & Excavating, Inc., New London	-	\$393,000.00
5. Dorner, Inc., Luxemburg	-	\$417,876.00
6. UPI, New Berlin	-	\$422,163.00
7. PTS Contractors, Green Bay	-	\$470,985.00
8. Advance Construction, Inc., Green Bay	-	\$496,787.50
9. Wondra Construction Inc., Iron Ridge	-	\$625,462.50

The low bidder, Kruczek Construction, Inc., Green Bay, Wisconsin, has not previously completed work for the City of Hartford. Kruczek Construction has been in business since 1977 and has extensive experience with underground construction projects. References for Kruczek Construction have been checked and the company appears to have performed well on previous projects.

**FISCAL IMPACT: \$295,000.00** from the Sewer Utility under Account No. 595.370.536279.59301. All costs to be deferred special assessments and collected in the future as properties choose to connect to the sanitary sewer.

**RECOMMENDATION:** Authorizing appropriate City officials to enter into a contract with Kruczek Construction, Inc., 3636 Kewaunee Road, Green Bay, Wisconsin 54311, for the 2020 Sanitary Sewer Extension – 1 (Lee Road and S.T.H. 83) project with an estimated bid amount of **\$295,000.00**.

PREPARED BY: Jason W. Schall 1-8-20  
Jason W. Schall  
City Engineer Date

REVIEWED BY: Dave Piquett 1-8-2020  
Dave Piquett  
Plant and Collection Systems Director Date

REVIEWED BY: Justin Drew 1/8/20  
Justin Drew  
City Planner Date

REVIEWED BY: Dawn Timm 1/8/2020  
Dawn Timm  
Finance Director/Treasurer Date

APPROVED BY: Steve Volkert 1/8/2020  
Steve Volkert  
City Administrator Date

ROUTING: Common Council - January 14, 2020

CONTRACTOR		ITEM	DESCRIPTION	UNIT	EST. QUANTITIES	EST. PRICE	TOTAL
Kruzak Construction 3535 Kewanee Road Green Bay, WI 54311	FRANK	1	Traffic Control	L.S.	1	\$5,000.00	\$5,000.00
		2	Erosion Control	L.S.	1	\$5,000.00	\$5,000.00
		3	6" P.V.C. Sanitary Sewer Installation	L.F.	1300	\$100.00	\$130,000.00
		4	6" P.V.C. Sanitary Sewer Laterals	L.F.	150	\$100.00	\$15,000.00
		5	Sanitary Sewer Manholes (4' dia.)	Each	6	\$4,700.00	\$28,200.00
		6	Utility Structure Adjustment	L.S.	1	\$1,400.00	\$1,400.00
		7	4" Concrete Sidewalk Remove and Replace	S.F.	25	\$75.00	\$1,875.00
		8	6" Concrete Sidewalk & Driveway Remove and Replace	S.F.	1250	\$13.00	\$16,250.00
		9	30" Type "D" Concrete Curb & Gutter Remove and Replace	L.F.	25	\$21.00	\$525.00
		10	Asphalt Concrete (Binder & Surface)	S.Y.	500	\$30.00	\$15,000.00
		11	Asphalt Driveway Repairs	S.F.	250	\$8.25	\$2,062.50
		12	Topsoil, Seed, Fertilize and Hydromulch	S.Y.	1500	\$7.50	\$11,250.00
		13	Restoration Watering	Gal	50	\$2,000.00	\$100,000.00
		14	Rock Excavation	C.Y.	100	\$50.00	\$5,000.00
Globe Contractors, Inc. 150 W23076 Baker Road Pewaukee, WI 53072-0450	FRANK	1	Traffic Control	L.S.	1	\$34,500.00	\$34,500.00
		2	Erosion Control	L.S.	1	\$3,500.00	\$3,500.00
		3	6" P.V.C. Sanitary Sewer Installation	L.F.	1300	\$186.00	\$241,800.00
		4	6" P.V.C. Sanitary Sewer Laterals	L.F.	150	\$175.00	\$26,250.00
		5	Sanitary Sewer Manholes (4' dia.)	Each	6	\$3,500.00	\$21,000.00
		6	Utility Structure Adjustment	L.S.	1	\$3,000.00	\$3,000.00
		7	4" Concrete Sidewalk Remove and Replace	S.F.	25	\$12.00	\$300.00
		8	6" Concrete Sidewalk & Driveway Remove and Replace	S.F.	1250	\$12.50	\$15,625.00
		9	30" Type "D" Concrete Curb & Gutter Remove and Replace	L.F.	25	\$70.00	\$1,750.00
		10	Asphalt Concrete (Binder & Surface)	S.Y.	500	\$56.00	\$28,000.00
		11	Asphalt Driveway Repairs	S.F.	250	\$5.00	\$1,250.00
		12	Topsoil, Seed, Fertilize and Hydromulch	S.Y.	1500	\$7.50	\$11,250.00
		13	Restoration Watering	Gal	50	\$2,000.00	\$100,000.00
		14	Rock Excavation	C.Y.	100	\$40.00	\$4,000.00
Wood Sewer & Excavating Inc. E2238 County Hwy X New London, WI 54961-7820	FRANK	1	Traffic Control	L.S.	1	\$10,000.00	\$10,000.00
		2	Erosion Control	L.S.	1	\$2,000.00	\$2,000.00
		3	6" P.V.C. Sanitary Sewer Installation	L.F.	1300	\$200.00	\$260,000.00
		4	6" P.V.C. Sanitary Sewer Laterals	L.F.	150	\$140.00	\$21,000.00
		5	Sanitary Sewer Manholes (4' dia.)	Each	6	\$3,600.00	\$21,600.00
		6	Utility Structure Adjustment	L.S.	1	\$3,000.00	\$3,000.00
		7	4" Concrete Sidewalk Remove and Replace	S.F.	25	\$15.00	\$375.00
		8	6" Concrete Sidewalk & Driveway Remove and Replace	S.F.	1250	\$16.00	\$20,000.00
		9	30" Type "D" Concrete Curb & Gutter Remove and Replace	L.F.	25	\$40.00	\$1,000.00
		10	Asphalt Concrete (Binder & Surface)	S.Y.	500	\$50.00	\$25,000.00
		11	Asphalt Driveway Repairs	S.F.	250	\$15.00	\$3,750.00
		12	Topsoil, Seed, Fertilize and Hydromulch	S.Y.	1500	\$8.00	\$12,000.00
		13	Restoration Watering	Gal	50	\$2,000.00	\$100,000.00
		14	Rock Excavation	C.Y.	100	\$35.00	\$3,500.00
Dorner, Inc. P.O. Box 129 Luxemburg, WI 54217-0129	FRANK	1	Traffic Control	L.S.	1	\$10,815.00	\$10,815.00
		2	Erosion Control	L.S.	1	\$2,083.00	\$2,083.00
		3	6" P.V.C. Sanitary Sewer Installation	L.F.	1300	\$208.00	\$270,400.00
		4	6" P.V.C. Sanitary Sewer Laterals	L.F.	150	\$175.00	\$26,250.00
		5	Sanitary Sewer Manholes (4' dia.)	Each	6	\$3,557.00	\$21,342.00
		6	Utility Structure Adjustment	L.S.	1	\$4,786.00	\$4,786.00
		7	4" Concrete Sidewalk Remove and Replace	S.F.	25	\$11.00	\$275.00
		8	6" Concrete Sidewalk & Driveway Remove and Replace	S.F.	1250	\$11.00	\$13,750.00
		9	30" Type "D" Concrete Curb & Gutter Remove and Replace	L.F.	25	\$67.00	\$1,675.00
		10	Asphalt Concrete (Binder & Surface)	S.Y.	500	\$88.00	\$44,000.00
		11	Asphalt Driveway Repairs	S.F.	250	\$10.00	\$2,500.00
		12	Topsoil, Seed, Fertilize and Hydromulch	S.Y.	1500	\$7.00	\$10,500.00
		13	Restoration Watering	Gal	50	\$1,750.00	\$87,500.00
		14	Rock Excavation	C.Y.	100	\$227.00	\$22,700.00

ESTI QUANTITIES		TOTAL BID
<b>BID TABULATION -</b>		
<b>2020 Sanitary Sewer Extension - 1 (Lee Road &amp; STH 83)</b>		
	ITEM	
<b>CONTRACTOR</b>		
<b>RANK</b>		
Kruczak Construction		
3636 Kewaunee Road	1	\$ 295,000.00
Green Bay, WI 54311		
<b>Heartland Construction, Inc.</b>		
393 Hartford Road	2	\$ 379,575.00
Slinger, WI 53086		
<b>Globe Contractors, Inc.</b>		
NSU WZ3076 Baker Road	3	\$ 398,725.00
Pewaukee, WI 53072-0450		
<b>Wood Saver &amp; Excavating Inc.</b>		
E9238 County Hwy X	4	\$ 393,000.00
New London, WI 54961-7820		
<b>Dorner, Inc.</b>		
P O Box 129	5	
Luxemburg, WI 54217-0129		\$ 417,876.00

## EXECUTIVE SUMMARY

**TITLE:** N. Wacker Drive Bridge Watermain Relay (W. Sumner Street to W. Wisconsin Street) Bid of December 12, 2019.

**BACKGROUND:** The N. Wacker Drive Bridge Watermain Relay (W. Sumner Street to W. Wisconsin Street) bid includes the reconstruction of approximately 365 feet of 12" PVC water main, asphalt patching, landscape restoration, and other related miscellaneous construction. This will include replacing the water main under the Rubicon River at the N. Wacker Drive Bridge. This water main was originally planned for replacement in 2017 due to a water main leak. The leak was able to be isolated since that time with no loss of water or service to Utility customers. With the N. Wacker Bridge reconstruction scheduled for 2020, the water main design was done in conjunction with the bridge design in order to avoid any conflicts with the new bridge. This delayed the construction of this water main replacement until now.

The Bids received were as follows:

- |   |   |              |
|---|---|--------------|
| 1. Soper Grading & Excavating, LLC, Oshkosh | - | \$265,100.00 |
| 2. Advance Construction, Inc., Green Bay    | - | \$306,453.00 |

The low bidder, Soper Grading and Excavating, LLC, of Oshkosh, Wisconsin has not previously completed work for the City of Hartford. Soper Grading & Excavating, LLC is a new company as of 2019. The company's personnel have all been in the industry for a number of years. The VP of Operations for Soper has worked on a previous City project as a superintendent with another company. He performed well on that project and worked well with City personnel. References for Soper Grading & Excavating, LLC have been checked and the company appears to have performed well on previous projects.

The budget for this work is \$250,000.00. The low bid is slightly higher than the proposed budget. The river crossing is the main reason for the higher bid prices. Due to the soils at the site, the new water main needs to be open cut through the river. The additional permitting requirements for this work and relatively small quantity of work caused the bids to come in higher than anticipated.

**FISCAL IMPACT:** \$250,000.00 from the \$250,000.00 budgeted for the N. Wacker Drive Bridge Watermain Relay project under Account No. 532.001.187100.18700 and the remaining \$15,100.00 from the Water Utility retained earnings.

**RECOMMENDATION:** Authorizing appropriate City officials to enter into a contract with Soper Grading and Excavating, LLC, 139 E. Packer Avenue, Oshkosh, WI 54901, for the N. Wacker Drive Bridge Watermain Relay (W. Sumner Street to W. Wisconsin Street) in the estimated bid amount of \$265,100.00.

PREPARED BY:



Jason W. Schall  
City Engineer

1-6-20  
Date

REVIEWED BY: Brian Rhodes 1/7/2020  
Brian Rhodes  
Director of Utilities  
Date

REVIEWED BY: Dawn Timm 1/7/2020  
Dawn Timm  
Finance Director/Treasurer  
Date

APPROVED BY: Steve Volkert 1/7/20  
Steve Volkert  
City Administrator  
Date

ROUTING: Common Council - January 14, 2020

Bids/2020//N. Wacker Drive Bridge Watermain Relay Executive Summary



**MISCELLANEOUS**

**COMMITTEE**

**REPORTS**

**FINANCE & PERSONNEL COMMITTEE**  
**December 10, 2019**

PRESENT: Chairperson Rusniak, Members Wintringer, Fulop, Kohler

ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, Finance Director Timm, Parks & Recreation Director Hermann

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

Roll Call – All members of the Committee were present.

Public Comment Period – None.

Carry-Forward – The Engineering Department is requesting three carry-forward projects from 2019 into 2020, in the total amount of \$29,500. They include \$6,500 for the Sidewalk for the Mill Street Parking Lot, \$17,000 for Asphalt Patching, and \$6,000 for the Emerald Ash Borer Project. The Administration Department is requesting a carry-forward of \$1,500 for the ICMA Conference in 2020.

MOTION by Alderperson Kohler, and seconded by Alderperson Fulop recommend approving the carry-forward of 2019 unexpended general fund project funds in the amount of \$31,000. MOTION CARRIED.

City Taxi Title VI Plan – The City of Hartford is a recipient of federal transportation funds for the Hartford City Taxi service and therefore the City must adopt a Title VI Plan and update the plan every three years. The plan and forms must meet FTA regulations. The City does not have an adopted Title VI plan in place that would meet all the required information that the FTA requires in a plan. The plan is specific for the Hartford City Taxi service. Director of Parks & Recreation Hermann provided information on the Title VI Plan, and responded to questions.

MOTION by Alderperson Wintringer, and seconded by Alderperson Kohler recommend adoption of the Hartford City Taxi Title VI Plan dated December 10, 2019. MOTION CARRIED.

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

Respectfully submitted,  
Lori Hetzel, City Clerk

LH:pb

FPDEC10.19

Compiled by Pat Borlen, Deputy Clerk

PLAN COMMISSION  
City of Hartford  
December 9, 2019

PRESENT: Chairperson Timothy C. Michalak, Vice-Chairperson Dennis Regan, Members Tom Stapleton, Tony Anderek, Scott Henke and Ralph Kuepper; Alderperson Liaison Barry Wintringer

ALSO PRESENT: City Planner Justin Drew

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

Minutes – Chairperson Michalak requested review of the minutes of November 11. Motion by Regan, second by Kuepper to approve minutes of November 11. Motion carried.

Appearances – Chairperson Michalak invited appearances. There were no appearances.

Discussion and Consideration of a Wall Sign in the Business Improvement District: Main Street Café, 48 N. Main Street

Executive Summary Review:

Vicente Flores has submitted an application for a wall sign at 48 N. Main Street, the location of his new restaurant. A sign above the main entrance door measuring 24 square feet was approved September 9, 2019. The current sign is proposed to be placed in the back of the building, facing Mill Street and utilizing a signbox already in place. It measures 4 feet by 6.5 feet, or 26 square feet. Together the signs remain within the allowable signage area for this location. The sign is composed of nylon and will fit within the box using clamps. The sign is similar in color and style to the sign in the front of the building, and all aspects of the installation appear to meet code requirements for size, placement, and color. Planning Staff recommended approval.

Plan Commission Discussion, Wall Sign, Main Street Café, 48 N. Main Street:

Mr. Drew reviewed the executive summary. Chairperson Michalak requested comments. There were no comments. Motion by Kuepper, second by Wintringer to approved wall sign. Motion carried. Chairperson Michalak complimented the new business for its food and service.

Discussion and Consideration of a Site Plan Review: Trade Tech Addition, 2231 Constitution Avenue

Executive Summary Review:

Brzozowski Brothers, LLC proposes an 18,012 square foot addition to the main building at 2231 Constitution Avenue. Trade Tech is a full service machine shop including CNC machining, large machining, welding, fabricating and project management. They are surrounded by industrial properties to the north, south and east and Town of Rubicon land to the west. The proposed addition would be erected south of the original building, which was approved in 2006 and completed in 2007. The proposed addition would be setback 98 feet from the south border of the property, 218 feet from the west property line (Goodland Road), and 162 feet from the east property line and meets all setback requirements (45-foot street yard, 25 foot side yard, 25 foot rear yard) of the M-4 district. The height of the proposed addition is 26.75 feet above grade, which meets the 45-foot maximum height allowed in the M-4 District. The addition would increase lot coverage to 23.6% of the property, below the 50% maximum lot coverage allowed by Code. The property is in Zone B of the Wellhead Protection Overlay District, which has a maximum allowable

impervious surface of 60%. After the addition and additional asphalt paving on the southeast side of the building, impervious surface would be 51.9% of the site. The addition would be composed of gray insulated metal panels. Five large garage doors and three man doors would be located on each exposed side of the addition. It would include a new shop bay, two new bathrooms, and a new welding and fabrication area. Given the location of the structure behind the existing building, Staff believes the metal siding is appropriate and meets Code requirements. Stormwater on this property drains to a regional pond and the addition will not materially impact the capacity and function of the pond. Water and electric service will be extended from the existing building to the addition. Given the location of the addition behind the existing building, and the presence of existing mature landscaping along Goodland Road, no additional landscaping or lighting is proposed or required. Planning Staff recommended approval.

Plan Commission Discussion, Trade Tech Addition:

Mr. Drew reviewed the Executive Summary. Chairperson Michalak requested comments. There were no comments. Motion by Henke, second by Wintringer to approved the site plan for the Trade Tech addition. Motion carried.

Planner's Report: 2020 Plan Commission Calendar

Chairperson Michalak requested comments from Mr. Drew regarding the two columns listing submittal deadlines. Mr. Drew explained that the calendar deadlines differed depending on requirements for the differing items, due to things like public hearing requirements. Mr. Drew further noted that annexations do not include deadlines due to the many factors that make up an annexation. Mr. Drew also noted that December might require a change in the Plan Commission date due to the Common Council only having one meeting in December. In 2020, the Common Council meeting date in December falls prior to the Plan Commission meeting date. No vote required.

Meeting adjourned by call of Chair at 5:38 p.m.

Respectfully submitted,  
Justin Drew, City Planner

Compiled by Char Smelter, Planning Secretary

**FOR**  
**INFORMATIONAL**  
**PURPOSES**  
**ONLY**

CITY OF HARTFORD  
MONTHLY TREASURER'S REPORT  
DECEMBER 2019

**City Bank And Investment Accounts**

Bank Accounts:

*First National Bank*

Concentration Account                      Acct# 12555901                      Average Monthly Balance \$8,747,290

*First Bank Financial Centre*

DOD Rehab Loan Fund Acct                      Acct# 55001017                      Average Monthly Balance \$432,123

*Landmark Credit Union*

DOD Comm Revit Loan Fund Acct                      Acct# 0131028243                      Average Monthly Balance \$661,168

Investments:

Local Government Investment Pool                      Current Balance \$9,430,112

Charles Schwab                      Current Balance \$15,659,406

Certificates of Deposit At Local Banks                      Current Balance \$4,500,000

Municipal Investment Sweep Account (First Bank Financial Centre)                      Current Balance \$2,500,000

Respectfully submitted,



Dawn Timm  
Finance Director/Treasurer

CITY OF HARTFORD  
MONTHLY TREASURER'S REPORT  
NOVEMBER 2019

**City Bank And Investment Accounts**

Bank Accounts:

First National Bank

Concentration Account	Acct# 12555901	Average Monthly Balance \$1,255,691
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First Bank Financial Centre

DOD Rehab Loan Fund Acct	Acct# 55001017	Average Monthly Balance \$431,394
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Landmark Credit Union

DOD Comm Revit Loan Fund Acct	Acct# 0131028243	Average Monthly Balance \$658,284
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Investments:

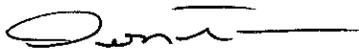
Local Government Investment Pool	Current Balance \$4,221,948
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Charles Schwab	Current Balance \$15,615,355
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Certificates of Deposit At Local Banks	Current Balance \$4,500,000
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Municipal Investment Sweep Account (First Bank Financial Centre)	Current Balance \$2,500,000
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Respectfully submitted,



Dawn Timm  
Finance Director/Treasurer

# MONTHLY DEPARTMENT REPORT DECEMBER 2019

DEPARTMENT: HARTFORD POLICE DEPARTMENT

## 1.) MONTHLY STATISTICAL DATA

ACTIVITY MEASURE	2019	% OF 2018	2019 YTD TOTAL	% OF 2018	NOVEMBER 2018	2018 YTD TOTAL
CALLS FOR SERVICE (DECEMBER)	1488	55%	19155	179%	2696	10703
COMPLAINTS FILED (DECEMBER)	192	100%	2284	93%	192	2452
WRITTEN WARNINGS (NOVEMBER)	263	141%	2430	106%	186	2282
TRAFFIC CITATIONS (NOVEMBER)	122	107%	1327	82%	114	1626
MUNICIPAL CITATIONS (NOVEMBER)	28	88%	371	88%	32	423
FIELD INTERVIEW CARDS (NOVEMBER)	0	N/A	19	83%	1	23
ADULT ARRESTS (UCR DATA) (NOVEMBER)	21	75%	544	100%	28	544
JUVENILE ARRESTS (UCR DATA) (NOVEMBER)	11	73%	274	100%	15	274
SQUAD FLEET MILEAGE	NOVEMBER 2019	% OF 2018	2019 YTD TOTAL	% OF 2018	NOVEMBER 2018	2018 YTD TOTAL
SQUAD 1 (PATROL)	0	0%	25618	99%	2372	25900
SQUAD 2 (PATROL)	2476	96%	29418	112%	2583	26382
SQUAD 3 (PATROL)	2389	114%	24855	92%	2092	27083
SQUAD 4 (PATROL)	2508	93%	26527	127%	2688	20843
SQUAD 5 (PATROL)	1961	540%	11101	66%	363	16923
SQUAD 6 (ADMIN/POLICE AIDES)	177	23%	7742	77%	774	10018
SQUAD 7 (PATROL/SPECIAL PURPOSE)	468	75%	4769	53%	624	8970
SQUAD 8 (ADMIN)	582	66%	8804	73%	879	12031
SQUAD 9 (PATROL/K-9)	1313	111%	10374	100%	1178	10388
SQUAD 10 (ADMIN/PSLO)	48	N/A	29153	N/A	N/A	N/A
TOTAL SQUAD MILEAGE	11922	88%	178361	113%	13553	158538
AVERAGE SQUAD MILEAGE	1192	79%	17836	101%	1506	17615

## 2.) CHIEF'S ACTIVITIES

- ◆ On December 12, HPD received a \$25,617.56 check from the Hartford Citizens Police Academy Alumni Association for the department's Police K-9 Program
- ◆ Attended two Police and Fire Commission meetings
- ◆ Announced my retirement effective February 10, 2020.



## 3.) ACCOMPLISHED PROJECTS/TASKS/ACTIVITIES

- ◆ HPD's 2019 Shop with a Cop was held at the Hartford Walmart. Officers helped children shop for a total of 96 people this year!
- ◆ Communications Officer hiring process was completed. Communications Officer Michelle Robertson began her tour of duty on December 16, 2019
- ◆ Chief Groves appeared with City Administrator Volkert on WTKM Radio's Open Mic Program
- ◆ Preparations continued for the 2020 Hartford Police Mini-Academy
- ◆ Officers Dorn and Cash received a generous donation of the proceeds from the 2019 Kettle Moraine Lions Pet Parade.



4.) **ANTICIPATED PROJECTS/TASKS/ACTIVITIES**

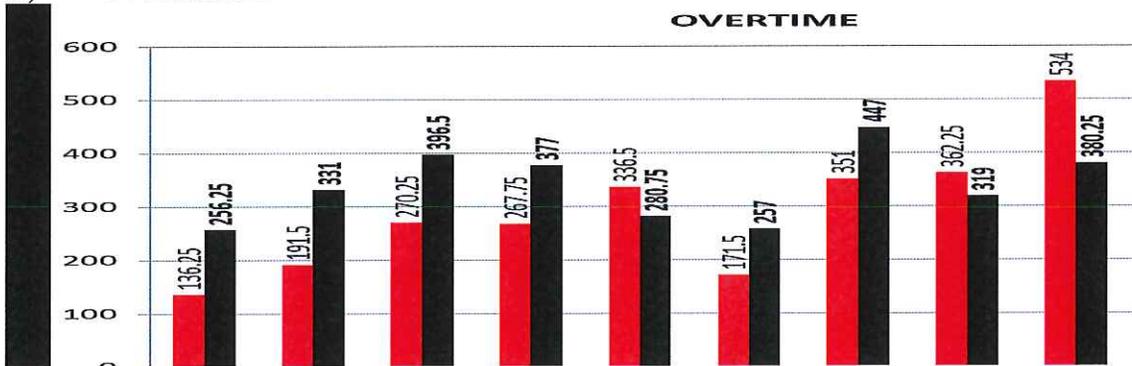
- ◆ The Police and Fire Commission will coordinate a selection process to appoint the next chief of the Hartford Police Department
- ◆ Officer Eric Strunsee returned home in December and presented the department with a commemorative plaque from his military deployment. He will return to duty on January 6<sup>th</sup>. Officer Strunsee will rejoin the WCTC Police Academy on March 30 to complete his basic law enforcement certification training on May 8, 2020.



5.) **TRAINING**

- ◆ Officers Dorn and Cash completed required K-9 certification training
- ◆ Department drone pilots completed monthly training
- ◆ Department MILO Training (Suicidal Woman 2/Officer Down 1/Bulletproof Subject A) – Patrol/Investigative Staff
- ◆ Department Isolation Exercises (Pressure Points) - Patrol/Investigative Staff
- ◆ Communications Officers Shaw, Snyder, Neu, and Walters completed EMD Illuminations Training “Psychiatric Problems”
- ◆ General Orders Review – Department Staff

6.) **OVERTIME**



Respectfully Submitted,  
*David A. Groves*  
 Chief of Police



# Advanced Disposal Services CITY OF HARTFORD Monthly Recycling Report JANUARY 1 TO DECEMBER 31 2019

Commodity Breakdown	January	February	March	April	May	June	July	August	September	October	November	December	Total To Date
	Newspaper	36.88	35.52	32.45	32.68	33.31	34.27	43.98	42.52	31.47	32.71	34.15	41.08
Glass	36.41	35.07	32.04	32.26	32.88	33.84	43.42	41.98	31.08	32.30	33.72	40.56	425.5641
Cans (Aluminum)	1.12	1.08	0.99	0.99	1.01	1.04	1.34	1.29	0.96	0.99	1.04	1.25	13.09428
Cans (Steel and Bi-Metal)	7.00	6.74	6.16	6.20	6.32	6.51	8.35	8.07	5.98	6.21	6.48	7.80	81.83925
Corrugated Cardboard	5.93	5.71	5.22	5.25	5.35	5.51	7.07	6.84	5.06	5.26	5.49	6.60	69.29057
Plastic	3.03	2.92	2.67	2.69	2.74	2.82	3.62	3.50	2.59	2.69	2.81	3.38	35.46368
Magazines	2.99	2.88	2.63	2.65	2.70	2.78	3.56	3.44	2.55	2.65	2.77	3.33	34.91808
<b>Total Recycling Tons</b>	<b>93.36</b>	<b>89.92</b>	<b>82.15</b>	<b>82.73</b>	<b>84.32</b>	<b>86.77</b>	<b>111.34</b>	<b>107.64</b>	<b>79.68</b>	<b>82.82</b>	<b>86.46</b>	<b>104.00</b>	<b>1081.19</b>
<b>Total Trash Tons</b>	<b>276.92</b>	<b>276.70</b>	<b>272.36</b>	<b>338.64</b>	<b>391.91</b>	<b>344.87</b>	<b>383.26</b>	<b>356.26</b>	<b>342.34</b>	<b>369.98</b>	<b>305.65</b>	<b>320.81</b>	<b>3979.70</b>

# ELECTRIC & WATER MONTHLY DEPARTMENT REPORT

December, 2019

## REGULAR MONTHLY ACTIVITIES

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

## SPECIAL MONTHLY ACTIVITIES

1. Line Extension – Conservancy Condos
2. Reconductor – Willow Lane
3. Large Water Meter Testing
4. Lead Services Sequential Sampling

## UPCOMING ACTIVITIES

1. Rebuild Electric – Sunset Drive
2. Rebuild Electric – Harrison Street
3. Cross Connection Inspections
4. Paint Well 10

## TRAINING SESSIONS

1. Confined Space Entry
2. MEUW Safety Manual

## OVERTIME

<u>PURPOSE FOR OVERTIME</u>	<u>HOURS</u>
Maintenance of Transformer	2.0
Meter Read	0.5
Line Extension – Conservancy Condos	1.5
Charge to CDM Tool	8.0
Replace Faulty Switchgears – Slinger	36.3
Trouble Calls – Slinger	3.0
Education	0.9
Maintenance of Pumping Plant	2.6
Maintenance of Water Service	0.4
Maintenance of Water Main	0.3
Maintenance of Water Meter	1.5
Well Run – Weekends & Holiday	22.0
<b>TOTAL</b>	<b>79.0</b>