



CITY HALL 109 NORTH MAIN STREET · HARTFORD, WI 53027

AGENDA
CITY OF HARTFORD UTILITY COMMITTEE
CITY HALL COUNCIL CHAMBERS

Monday, March 5, 2018

6:00 pm

This is a regularly scheduled meeting of the Utility Committee 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.

- 1) Call to Order
- 2) Public Comment Period
- 3) Update on electric service interruptions and water main breaks
- 4) Update on customer-side lead water service laterals
- 5) Discussion and consideration of purchasing 15,000 feet of 500 MCM 28kV primary underground cable from RESCO at a cost not to exceed \$69,900 (Executive Summary attached)
- 6) Discussion and consideration of approving the City of Hartford Sewer Lateral Replacement Fund Policy to start a program for residents to repair their broken private sewer laterals, reducing inflow and infiltration in the City's collection system by offering assistance with sewer lateral replacement costs (Executive Summary attached)
- 7) Adjournment

"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."

"Members of the Common Council may attend the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993) such attendance may be considered a meeting of the Common Council. This notice is given so that members of the Common Council may attend the meeting without violating the open meeting law."

EXECUTIVE SUMMARY

TITLE: Request to Purchase Primary Underground Cable

BACKGROUND: The approved 2018 Capital Improvement Program identifies the North Bookend Project on State Street as a project that will require the purchase of underground primary cable. This project includes removing all overhead conductors and replacing them with underground cables along State Street between Budd Street and First Street.

To complete this project, approximately 15,000 feet of 500 MCM, 28kV primary underground cable will be purchased. A majority of the cable will be used on the project. Any remaining footage will be placed into inventory and will also be used on future projects. This cable was competitively bid through WPPI's joint purchasing program and RESCO was awarded the cable contract for 2018.

FISCAL IMPACT: \$69,900 to be derived from Hartford user fees under reference number 380-17-325

RECOMMENDATION: To purchase 15,000 feet of 500 MCM 28kV primary underground cable from RESCO at a cost not to exceed \$69,900.00

PREPARED BY:


BRIAN RHODES
UTILITY DIRECTOR

2-26-18
DATE

REVIEWED BY:


DAWN TIMM
FINANCE DIRECTOR

2-27-18
DATE

APPROVED BY:


STEVE VOLKERT
CITY ADMINISTRATOR

2-27-18
DATE

Routing: Utility Committee

EXECUTIVE SUMMARY

TITLE: City of Hartford Sewer Lateral Replacement Reimbursement Program.

BACKGROUND: The City of Hartford Sewer Utility has been proactive and successful over the past six years in eliminating sources of clear water infiltration in the City's 93 miles of sanitary sewer collection system. This is done by televising, repairing and replacing leaking sections of pipes, manholes and pump stations. However, there are an additional 132 miles of residential, commercial and industrial sewer laterals. These underground pipes connect a residence or business to the sewer main line. Infiltration studies conducted by municipal utilities in Wisconsin and the nation have established that 40 to 75 percent of clear water infiltration comes from private sewer laterals. Infiltration uses up very valuable plant and collection system capacity and increases overall treatment costs. In Hartford, as in most cities in Wisconsin and in the United States, maintenance of sewer laterals is the responsibility of property owners. It is estimated that over 40 percent of the City laterals (properties 1960 or older) are most likely to have vitrified clay pipe (VCP). Clay sewer laterals are made of fragile pipe material that easily cracks or breaks, providing entry points for infiltration and creating other issues that eventually will lead to lateral failure. Broken clay pipe, tree roots, and any other blockage causing material, end up in the City street mains when cleared, creating a problem and major issue of concern for the collection system and treatment plant. Deteriorating laterals can be replaced with PVC pipes that have a life expectancy of 75 years or more. The cost for replacing a lateral can range from \$6000 to \$12,000.

The City is looking at a voluntary incentive based approach to encourage and help property owners and the City address this issue. The property owner would be reimbursed thirty percent of the entire replacement cost up to \$3,500.00. The City will require that to be eligible for reimbursement, the **entire sewer lateral must be replaced**, both within the public right-of-way and on private property. The application for reimbursement must be approved by the City of Hartford City Council Utilities Committee and would include copies of itemized invoices for the completed lateral replacement work. The City will reserve the right to limit the number of applications approved each year based on available funds in the budget.

FISCAL IMPACT: \$35,000.00 from the Sewer Utility 2018 budget Account No. 595.370.536020.53846 on an annual basis.

RECOMMENDATION: Staff recommends approval of the City of Hartford Sewer Lateral Replacement Fund Policy and the adoption of Resolution No. _____ for the purpose of starting a program for residents to repair their broken private sewer laterals and thereby reducing inflow and infiltration into the City's collection system by offering assistance with their sewer lateral replacement costs.

PREPARED BY: David Piquett 02/28/2018
Dave Piquett Date
Plant and Collection Systems Director

PREPARED BY: Jason W. Schall 2-28-18
Jason Schall Date
City Engineer

REVIEWED BY: Dawn Timm 2-28-18
Dawn Timm Date
Finance Director/Treasurer

APPROVED BY: _____
Steve Volkert Date
City Administrator

ROUTING: Utility Committee - March 5, 2018
Common Council - March 13, 2018

RESOLUTION NO. _____

CITY OF HARTFORD SEWER LATERAL REPLACEMENT FUND POLICY

WHEREAS, the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, is interested in creating a Sewer Lateral Replacement Fund Policy for the purpose of implementing measures to establish a voluntary incentive based approach encouraging property owners to replace deteriorating private sewer laterals in order to reduce inflow and infiltration into the City's collection system.

WHEREAS, Infiltration studies conducted by municipal utilities in Wisconsin and the nation have established that 40-75% of clear water infiltration comes from private sewer laterals;

WHEREAS, it's estimated that over 40% of the City of Hartford's laterals (1960 or older) are likely to have vitrified clay pipe (VCP) which is fragile pipe material that easily cracks or breaks. Broken clay pipe provides entry points for infiltration that eventually will lead to lateral failure causing major issues of concern for the collection system and treatment plant;

WHEREAS, the City of Hartford Sewer Lateral Replacement Fund Policy adopted under this Resolution would help an eligible property owner applicant by reimbursing sewer lateral replacement costs up to 30%, or a maximum of \$3,500.00, whichever is less;

WHEREAS, each year there will be budgeted an amount of \$35,000.00 for the Sewer Lateral Replacement Fund;

THEREFORE, BE IT RESOLVED, that the City of Hartford hereby **APPROVE** the attached City of Hartford Sewer Lateral Replacement Fund Policy and **AUTHORIZE** the Sewer Utility Director to act on behalf of the City of Hartford to implement the policy by:

Approving eligible applicants who submit invoices from their contractors showing actual costs paid to replace private sewer laterals which have deteriorated;

Submitting reimbursement claims, along with necessary supporting documentation, to the Finance Department for payment to the approved applicant within the approved \$35,000.00 budget;

Take necessary action to undertake, direct and complete the approved program.

BE IT FURTHER RESOLVED that the City of Hartford shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this program.

Signed:

Timothy C. Michalak, Mayor

INTRODUCED: March 13, 2018

ADOPTED:

ATTEST: _____
Lori Hetzel, City Clerk

WASTEWATER/Sewer Lateral Replacement Program/Resolution

**Application for Reimbursement From the
City Of Hartford Sewer Lateral Replacement Fund**

The owner of a property receiving sewer service through any lateral connection is responsible for all costs associated with cleaning and maintaining the sewer lateral within the public right-of-way and throughout the premises served. The property owner is also responsible for all cost associated with repair or replacement of the sewer lateral outside the main sewer.

The property owner may make application to the City of Hartford for reimbursement for costs associated with the replacement of the sanitary sewer lateral. All applications for reimbursement must be approved by the City of Hartford Utilities Committee and the amount of reimbursement is limited by the sewer lateral replacement fund policies as adopted by the City of Hartford Common Council.

Attached is a copy of the City of Hartford Sewer Lateral Replacement Fund Policy.

City of Hartford Sewer Lateral Replacement Fund Policy

As per Resolution # _____, adopted by the City of Hartford Common Council on _____, a Sewer Lateral Replacement Fund has been established to help reimburse property owners for a portion of the cost associated with the replacement of sewer laterals within the City.

The property owner is responsible for contracting for all services required to replace the sewer lateral. All cost associated with the sewer lateral replacement would legally be the responsibility of the property owner and all invoices should be sent to the property owner. The property owner or their contractor is also responsible for any costs associated with obtaining all required permits.

In order to receive reimbursement, a property owner must complete an application explaining why the sewer lateral needs to be replaced. The maximum total reimbursement available will be 30% or \$3,500.00, whichever is less, for replacement of the entire lateral per property owner. The application must be approved by a majority vote of the City Council's Utilities Committee before any funds are released to the property owner. Each year there will be a budget of \$35,000.00 for this sewer lateral replacement program. In the event funds are remaining in this account at the end of the year, those funds will be carried forward and added to the next budget year of \$35,000.00. In the event all funds are used in any budget year, property owners can still apply for the reimbursement and will be included in the next budget year.

Following approval of the application by the Utilities Committee, the Finance Director is authorized to release funds. The property owner must provide photocopies of itemized invoices, along with a Lien Waiver, for all work completed before funds can be released. Costs in excess of the maximum total reimbursement amount of \$3,500.00 are the responsibility of the property owner.

The sewer lateral need not be obstructed for the property owner to apply for reimbursement from the Sewer Lateral Replacement Fund. Property owners who are aware that their sewer lateral is in poor condition, or who believe that failure is imminent may apply before the work is actually scheduled.

The City Of Hartford reserves the right to refuse reimbursement if it can be determined that blockage of the sewer lateral resulted directly from negligence of any persons other than City of Hartford employees or their designees. "Negligence" includes but is not limited to a failure blockage caused by foreign objects or items improperly flushed down a toilet, or damage to the sewer lateral caused by excavation or the improper use of chemicals or equipment. Failures or blockages that result from normal age-related deterioration of the pipe and the resulting infiltration of soil or tree roots are eligible for reimbursement.

The City of Hartford requires that to be eligible for reimbursement, the Entire Sewer Lateral must be replaced both within the public right-of-way, and on private property. A City designee (either the City Engineer or Sewer Utility Director) may authorize reimbursement if either

determines, upon inspection or review, that total replacement of the sewer lateral is not warranted. A written report detailing how such a determination was reached shall be completed by the City designee, and shall be attached to the application prior to reimbursement

The City of Hartford reserves the right to limit the number of applications approved each year based on the funds available.

APPLICATION FOR REIMBURSEMENT

State of Wisconsin)

County of Washington) SS.

Personally appeared before me _____
(Name of property owner/applicant)

Who first upon being duly sworn states as follows:

1. I am the property owner of the property located at _____
City of Hartford, Wisconsin.

2. My mailing address is _____

3. My home telephone number is _____

4. The sewer lateral services the property described in paragraph 1 above needs to be replaced for the following reasons:

(Attach additional pages if more space is required)

5. The following is the work that either has been done or must be done to replace the sewer lateral which serves the property described in paragraph 1 above.

(Attach additional pages if more space is required.)

6. I have engaged the following licensed contractor to perform the services of replacement of the sewer lateral for the premises:

7. The address and telephone number of such contractor is:

Address: _____

Telephone number: _____

Eligibility for reimbursement for replacement of sewer laterals is in accordance with the following schedule:

1. Complete replacement of sewer lateral ----- **30% of Total Cost up to \$3,500.00**
2. I understand and agree that the maximum amount available will be approved by the City Council Utilities Committee subject to disbursement of funds based upon my providing to the City Finance Director itemized billings of all costs incurred as a result of the replacement of the sewer lateral.
3. All checks for disbursement of funds for the replacement of the sewer lateral shall be made payable to the property owner/applicant.
4. Prior to the issuance of such checks, the City shall receive a lien waiver from the contractor, waiving any claim or lien of any type as relates to materials, equipment, work or services provided for the replacement of such sewer lateral.
5. I also understand and agree that:
 - a. The City of Hartford reserves the right to refuse reimbursement if it can be determined that blockage of the sewer lateral resulted directly from negligence of any persons other than employees of the City of Hartford or their designees. "Negligence" includes but is not limited to failure or blockage caused by foreign objects or materials being improperly flushed down a toilet, or damage to the sewer lateral caused by excavation or the improper use of chemicals or equipment. Failures or blockages that result from normal age-related deterioration of the pipe or the resulting infiltration of soil and or tree roots are eligible for reimbursement.
 - b. The City of Hartford requires that to be eligible for reimbursement, the entire sewer lateral must be replaced both within the public right-of-way, and on private property. A City designee (either the City Engineer or Sewer Utility Director) may authorize reimbursement if either determines, upon inspection or review that total replacement of the sewer lateral is not warranted. A written report detailing how such a determination was reached shall be completed by the City designee, and shall be attached to this Application prior to reimbursement.
6. This application for reimbursement must be approved by the City of Hartford City Council Utilities Committee. The City reserves the right to limit the number of applications approved each year based on funds available. Property owners must provide photocopies of all itemized bills associated with sewer lateral replacement, in addition, all work must be completed and approved by the City, prior to reimbursement. Reimbursement by the City of Hartford will not exceed \$3500.00.

7. I have received a copy of the City of Hartford Sewer Lateral Replacement Policy and agree to the terms and conditions set forth in this application.

Date: _____

(Signature of property owners)

Notary Public

My Commission Expires: _____

(Signature of property owners)