

AGENDA
CITY OF HARTFORD
PUBLIC WORKS COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, MARCH 24, 2020
6:30 P.M.

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of amending the Sidewalk Repair/Replacement Policy for the City of Hartford. (Memorandum attached)
5. Review of the 2019 Annual Report under MS4 General Permit No. WI-S050075-3 (Report attached)
6. Review of on-street parking around Hartford Union High School. (Memorandum attached)
7. 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."

"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: Amending the Sidewalk Repair/Replacement Policy for the City of Hartford.

BACKGROUND: The City of Hartford Sidewalk Repair/Replacement Policy was last updated in October, 2019 with some minor changes. In response to some of the comments at the recent public hearing for new sidewalk installation, staff has been asked to review the payment options available for required sidewalk installation/repair.

The current sidewalk policy has two payment options for required sidewalk repairs. The first option is all costs less than \$1,000.00 are required to be paid within 30 days of being invoiced. The second option is all costs exceeding \$1,000.00 can be paid in five equal annual installments by signing a "Sidewalk Replacement Installment Payment Plan" form.

A request was made to offer a third payment option for any costs in excess of \$5,000.00. The third option being proposed would allow property owners with costs in excess of \$5,000.00 to pay in ten equal annual installments by signing a "Sidewalk Replacement Installment Payment Plan" form. The second option for payment would then be modified to include those costs greater than \$1,000.00 and less than \$5,000.00.

All payment plan options would still include interest payments on outstanding balances at the City's borrowing rate at that time, plus 1%. If a property owner fails to pay an annual installment payment on time, the entire amount outstanding, including interest, would be placed upon the tax roll.

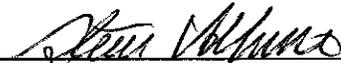
A copy of the Sidewalk Repair/Replacement Policy with the proposed amendments is attached for review.

FISCAL IMPACT: Any additional costs to the City for the extended payment options, should be covered by the interest charged for the payment plans.

RECOMMENDATION: Staff recommends amending the Sidewalk Repair/Replacement Policy to incorporate the changes mentioned above.

PREPARED BY: Jason W. Schall 3-19-2020
Jason W. Schall DATE
City Engineer

REVIEWED BY: Dawn Timm 3/19/2020
Dawn Timm DATE
Finance Director/Treasurer

APPROVED BY: 
Steve Volkert
City Administrator

3-19-20
DATE

ROUTING: Public Works -- March 24, 2020

Executive Summary Engineering/Sidewalk Program/Sidewalk Policy Update 2020

CITY OF HARTFORD

SIDEWALK REPAIR/REPLACEMENT POLICY

Purpose: To provide a plan for a safe and efficient public sidewalk network throughout the City. To provide a method to identify hazardous public sidewalk conditions and to report those to the responsible person to ensure repairs are completed.

Responsibility: Wisconsin State Statutes (Section 66.0907) and Hartford Municipal Code (Section 7.04) require that the city sidewalk system be maintained in a safe condition and that the cost of any repairs or replacement be paid by the abutting property owner. It shall be the responsibility of the Engineering Department of the City of Hartford to oversee and manage this program.

Annual Inspection: Annually the City will identify a district within the city limits containing public sidewalks to be inspected.

Criteria for Sidewalk Replacement: The criteria for marking sidewalk squares is based on evidence of deterioration and potential safety hazards due to concrete being cracked, tilted, raised, chipped, or displaced. The deterioration of the sidewalk can be from a number of factors including but not limited to age, freeze/thaw cycles, tree roots, and utility trenches under the sidewalk. The City will mark defective sidewalks selected for repair or replacement with pink paint, photos will be taken, and the City will send a notice to the abutting property owner. The following criteria will be used to determine which sidewalks will need to be replaced:

1. The sidewalk, at a crack or joint, is vertically displaced by $\frac{3}{4}$ " or more.
2. There is a crack equal to or greater than $\frac{1}{4}$ " in width.
3. There are multiple cracks within a sidewalk square.
4. Sidewalk contains a hole or depression of three inches or more in diameter and $\frac{1}{4}$ " or more in depth.
5. Irregular line or grade that may be a safety hazard.
6. Horizontal separation of $\frac{3}{4}$ " or greater between adjacent slabs.
7. Spalling or deterioration of the surface resulting in a depression greater than $\frac{1}{4}$ " in depth or covering more than 50% of a sidewalk square.
8. The sidewalk has a temporary repair. (Temporary repairs include: crack fillers, wedges of any material, other surface treatments, and the use of asphalt in place of concrete).
9. Other issues the City Engineer determines to be safety hazards for pedestrians.

These criteria are to be used as a guideline for determining which sidewalks need to be repaired or replaced. The sidewalk inspector shall use his/her own judgement when assessing whether a defect is severe enough to warrant repair or replacement.

Citizen Notifications: If the City receives notification from a concerned citizen of a sidewalk that might be in need of repair, it will be documented and inspected within 5 days. If the sidewalk is in need of repair, notice will be sent to the property owner.

Property Owner Notification: The City Engineer will generate letters to the affected property owners which will set forth the elements of the defective sidewalk and the options available to the property owner. They will be given 20 days to repair the defective sidewalk during the construction season. If property owner fails to repair or replace defective sidewalk, the City may cause such work to be done at the expense of the owner.

Minor Repairs: If the cost of repairs of any sidewalk in front of any lot does not exceed the sum of \$100.00, the City Engineer may if required by Council, immediately repair such sidewalk without notice or letting the work by contract, and charge the cost thereof to the owner.

Allowed Repairs: Property owners receiving notification of defective sidewalk shall repair or replace the sidewalk according to the following criteria:

1. For most defects, the sidewalk shall be replaced with new concrete according to City specifications.
2. If the only defect is a vertical displacement due to settlement or heaving, the sidewalk square may be adjusted by mudjacking, horizontal saw cutting, or adding gravel under the square to raise it. (A square with a crack that is also vertically displaced shall be completely replaced).
3. Temporary repairs will not be accepted unless previously approved by the City Engineer. The City Engineer will only approve temporary repairs under special circumstances. Temporary repairs approved by the City Engineer will only be allowed for up to 1 year.

Costs: Property owners of defective public sidewalks will have the option of replacing the sidewalk according to City specifications at their expense within 20 days of written notice (after obtaining a permit from the City of Hartford which includes inspection prior to pouring the concrete by the City Engineering Department). If the property owner does not replace the designated sidewalk within 20 calendar days of notice, the City will replace the sidewalks through their contractor and the costs of the sidewalk replacement, where performed by or through the City of Hartford, shall be billed to the property owner.

Replacement costs are based on unit prices bid by the City's contractor which includes removal and disposal of old concrete, topsoil and grass seeding along the replacement walk. A standard sidewalk is four inches thick. If a sidewalk is replaced at driveway locations, the sidewalk must be a minimum of six inches thick. Restoration of the area will take place as soon as possible after contractors have poured the new sidewalks. It

will be the property owner's responsibility to water and maintain the new seeding after the project has been completed.

Property owners will be given an estimate of the replacement cost if the work is done by the City's contractor when they receive the notice of defective sidewalk.

Payment: Sidewalk installation, repair and/or replacement costs totaling \$1,000.00 or less shall be paid in full within 30 days of being invoiced. Sidewalk installation, repair, and/or replacement costs ~~exceeding \$1,000.00~~ greater than \$1,000.00 and less than \$5,000.00 can be paid in installments by signing a "Sidewalk Replacement Installment Payment Plan" form which consents to the levying of special assessments against property owners under Wisconsin Statutes, Section 66.0703(7)(b), and waives all special assessment notices and hearings as required by Wisconsin Statutes, Section 66.703; the principal being collected in five equal annual installments together with interest calculated on the outstanding balance at the City's borrowing rate at that time, plus 1%. Sidewalk installation, repair, and/or replacement costs of \$5,000.00 or greater can be paid in installments by signing a "Sidewalk Replacement Installment Payment Plan" form which consents to the levying of special assessments against property owners under Wisconsin Statutes, Section 66.0703(7)(b), and waives all special assessment notices and hearings as required by Wisconsin Statutes, Section 66.703; the principal being collected in ten equal annual installments together with interest calculated on the outstanding balance at the City's borrowing rate at that time, plus 1%.

MEMORANDUM

DATE: March 17, 2020

TO: Public Works Committee

FROM: Jason W. Schall, City Engineer 

SUBJECT: **2019 Annual Report under MS4 General Permit No. WI-S050075-3**
(Permit Reissued May 1, 2019)

The City of Hartford is required to submit an Annual Report under MS4 General Permit No. WI-S050075-3 to the Wisconsin Department of Natural Resources by March 31st of each year for the purpose of reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System. The DNR reissued WPDES (Wisconsin Pollutant Discharge Elimination System) MS4 General Permit WI-S050075-3 on May 1, 2019 which expires on April 30, 2024. The City's current permit was first issued in 2006. The City has reapplied for continued coverage under the DNR's general permit. The updated permit does have additional requirements that take effect for the annual reporting due on March 31, 2021. The new requirements include greater public participation, electronic reporting, and more clear and specific requirements with measurable goals for the various aspects of the permit.

This year's Annual Report under MS4 General Permit will outline the storm water activities, programs, policies and ordinances followed by the City of Hartford in order to maintain compliance of six minimum measures required under the permit as follows:

1. **Public Education and Outreach:** Clean Ways for Waterways website and video in cooperation with Washington County. This education and outreach information is linked on the city's website for the public on how they can help through household practices – washing cars, pet waste, reuse of leaves and grass clippings, etc. There are educational handouts available by the bulletin board in the hallway next to the Engineering Department. The City's website is also host to numerous educational pollution prevention techniques.
2. **Public Involvement and Participation:** The City's membership in the Rock River Coalition promotes pollution prevention participation in various activities each year and is also linked on the City's website. A Pollution Concern Hotline is set up on the website for the public to report possible pollution/illicit discharge issues which Staff will investigate. Local school groups and Scouts participate in the annual river bank cleanup activities, Arbor Day and Rotary Club annual plantings as well as the Garden Club's efforts in the downtown area with plantings each year involve public participation.
3. **Illicit Discharge Detection and Elimination:** In 2018 City staff completed **87 field inspections** of Outfalls in District 2 which were documented on reports with a photo and description of their current condition; **90 field inspections** of Outfalls along the Rubicon River Bank, and **206 field inspection** of Outfalls larger than 24" were also completed with the same documentation. No illegal connections were found. The Public Works Dept. Staff cleaned/repared many Outfalls during 2019.

4. **Construction Site Pollutant Control:** The City's Municipal Code Chapter 20 Erosion Control and Storm Water Management Ordinance provides an effective administering authority for the enforcement as does the Construction Site Inspection and Enforcement Procedure previously developed by the City. The Building Inspection Department completed Erosion Control Inspections on all permitted construction sites with 47 written and verbal notices given and 6 stop work orders to bring erosion prevention and sediment control plans into compliance. The Engineering Department monitors and inspects construction sites greater than one acre after rain event of more than one-half inch.
5. **Post Construction Storm Water Management:** The City's Municipal Code Chapter 20 Erosion Control and Stormwater Management Ordinance provides an effective administering authority for enforcement as does the Construction Site Inspection and Enforcement Procedure the City developed. All 101 storm water ponds in the City were inspected and documented while assessing maintenance requirements. Eleven (9) of the 101 ponds are owned and maintained by the City. The Storm Water System Map is updated each year to include any added or deleted structures.
6. **Pollution Prevention:** Additional storm water pipe was installed in 2019 on the Martin Drive and Morgan Drive project to improve drainage. The Public Works Department completed street sweeping, fall leaf pickup, curbside brush chipping and catch basin cleaning and repairs according to the City's policy. A Public Works Yard Storm Water Pollution Prevention Plan (SWPPP) is in place with Quarterly Site Inspections being completed. An Airport SWPPP will be completed in 2020.
7. **Storm Water Quality Management:** The revised Storm Water Quality Management SLAMM analysis dated August 2014 indicates a 22% Total Suspended Solids (TSS) reduction in the City of Hartford. This analysis updated by the City's Engineering Consultant GRAEF Engineering showed approximately the same result as the original analysis for TSS reduction completed in 2008. The analysis included recommendations to achieve additional TSS removal above and beyond what was calculated by increasing the frequency of street sweeping throughout the city, particularly in areas of dense development; converting existing dry detention facilities to wet detention basins; and providing BMPs such as bio devices and wet detention areas in specific areas of the City. This analysis will need to be completed again in 2020 to ensure the City is meeting all requirements of the updated general permit.
8. **Storm System Mapping:** The storm sewer system map shows all ponds, outfalls, catch basins and manholes and is updated each year to include any new installations and any missing structures that have been found. These maps are distributed to the Public Works Department, Wastewater Treatment Department and Engineering Department for use throughout the year.

The Rubicon River is considered an "impaired waterbody" with the DNR and has been listed since 2014 with water quality use restrictions using *Total Phosphorous* as the pollutant (Rubicon River, ID #11555, WBIC #856500). In July 2011 a Total Maximum Daily Loads (TMDL) plan was developed by the DNR assigning the maximum amount of a pollutant a waterbody can receive and still meet water quality standards for the Rock River Basin which includes the Rubicon River. Currently, the City is meeting all requirements of the Rock River Basin TMDL.

A Long-Term Management Plan & Strategy for the next five years based on the current Capital Improvement Program budget will be included with annual report. The Wisconsin Department of Natural Resources (WDNR) has revised Chapter NR 151, Wis. Adm. Code, and was prohibited from enforcing the 40% TSS performance standard by 2013. All structural best management

practices in place on July 1, 2011 must be maintained to the maximum extent practicable. The City's Storm Water Ordinance should be continually reviewed to ensure it is in compliance of any permit revisions regarding construction site pollutant control and post-construction storm water management.

The 2019 Annual Report is required to be posted on the City of Hartford website where citizens can review and comment on the report and is also available at the City Engineer's Office and the Jack Russell Memorial Library. The report will also be reviewed with staff and public officials as part of the permit's compliance requirements. If anyone has any questions or comments concerning the annual storm water report, please contact my office at 673-8263.

Memos-Engineering/Public Works Committee/2020 Public Works Committee

MEMORANDUM

To: Public Works Committee
From: Jason W. Schall, City Engineer 
Date: 3/19/2020
Re: On-Street Parking Around Hartford Union High School

Hartford Union High School officials contacted the City to discuss on-street parking in the vicinity of the High School property. The High School is in the process of evaluating and redesigning traffic flow on the property. As part of that discussion, they are also looking at traffic flow on the streets adjacent to the High School.

The Engineering Department did a review of existing parking ordinances and signage around the high school property. The information has been displayed on the attached map. There are areas of no parking along portions of Cedar Street, W. Monroe Avenue, and Court Drive (shown in green). The High School is requesting the City to consider additional areas of no parking be added on W. Monroe Avenue and Cedar Street (shown in orange). These additional areas included the north and south sides of W. Monroe Avenue from Cedar Street to Summit Street and the east side of Cedar Street from the existing no parking area south to the school's southern driveway entrance.

Other areas staff would like to consider for "No Parking" include one side of Summit Street from W. Monroe Avenue to Harrison Street (shown in blue) and the east side Cedar Street from W. Monroe Avenue to Harrison Street (shown in orange). Staff would like parking restricted on one side of Summit Street during school hours to help with snow plowing operations. Summit Street can become quite narrow during the winter months. Removing parking along the east side of Cedar Street would allow for an actual left turn lane for south bound traffic at the intersection of W. Monroe Avenue and Cedar Street.

Staff is requesting direction from the Committee on whether to move forward with any of these new parking restrictions. Any ordinance amendments and additions would then come back to the Committee for a final review before a recommendation is made to the Common Council.

