A G E N D A
CITY OF HARTFORD COMMON COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 8, 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 second floor, City Office Meeting Board basement, and the Library Bulletin Board. In addition, the Daily News (the official City newspaper) was given notice and agenda of this meeting at least 24 hours ago.

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) UNANIMOUS CONSENT AGENDA

A) The Common Council minutes of August 25, 2020.

5) COMMUNICATIONS

6) APPEARANCES/CITIZENS COMMENTS

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) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

B) PUBLIC WORKS

C) UTILITY

10) RESOLUTIONS AND POSSIBLE ACTION THERON

A) Resolution No. 3577 – A resolution levying special assessments for unpaid Hartford Utility accounts, Business Improvement District assessments, and assessments for special services on the 2020 tax roll. (Executive Summary attached)

11) ORDINANCES

A) FIRST READING AND POSSIBLE ACTION THERON

Ordinance 1425 - An ordinance amending Chapter 340, Schedule E – No Parking Zones. (Executive Summary attached)

B) SECOND READING AND POSSIBLE ACTION THERON

12) CITY ADMINISTRATOR'S REPORT

A) Discussion and consideration of authorizing appropriate City officials to increase the Municipal Recycling Service Rate charged on monthly utility bills from $7.00 per month to $7.35 per month beginning on January 1, 2021. (Executive Summary attached)

13) 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
August 25, 2020

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, August 25, 2020, 7:00 p.m., in the Common Council Chambers of Hartford City Hall, 109 North Main Street, Mayor Timothy Michalak presiding.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

The Mayor and all Alderpersons were present except Alderperson Fulop, who was excused.

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Hegy, and seconded by Alderperson Carroll approving the Common Council minutes of July 28 and August 4, 2020. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

There was no communications.

APPEARANCES/CITIZENS COMMENTS

Emily Zwaagstra, 483 Boyd Lane, representing Western Hills West Homeowners Association, noted that the residents have a lot of concerns with the truck route that goes through the subdivision on Wacker Drive, especially with all the children that play in the area, ride their bikes, and walk to school. She presented a letter outlining their concerns noting that she hopes it can be discussed at a future meeting.

MAYOR'S REPORT

Mayor Michalak had nothing to report.

ALDERMANIC REQUESTS

Alderperson Hegy noted that discussion on the 2021-2025 CIP budget will be commencing and stated the importance of keeping all equipment updated. Alderperson Rusniak announced that the Business Improvement District will be pledging $30,000 to the Centennial Park Improvement Project. Alderperson Garza cautioned drivers to watch out for kids on bicycles.

PUBLIC HEARING "A"
Rezoning for 2 lots on Stonecrop Drive

Mayor Michalak declared the public hearing open. The notice of public hearing as published in the 8/7/2020 and 8/14/2020 Daily News, and as sent to affected property owners, was read by City Clerk Lori Hetzel.

Hillcrest Stonecrop LLC has requested the rezoning, from Rd-2 Two-Family Residential to Rs-4 Single-Family Residential, of the land described as Lots 1 and 2 on the proposed certified survey map subject to recording of said certified survey map. The properties meet size requirements for Rs-4 zoning. City staff believes that a deadline of December 31, 2020 for recording of the certified survey map is reasonable and recommends same as a condition of approval.

A representative with Hillcrest Stonecrop LLC spoke in support of the rezoning, noting that their intent is to start construction of a home on one of the lots right away. There were no appearances against the proposed rezoning. There being no discussion by the Common Council, Mayor Michalak declared the public hearing closed.

Ordinance No. 1423

AN ORDINANCE AMENDING THE ZONING
MAP, A PART OF ORDINANCE 278

MOTION by Alderperson Hegy, and seconded by Alderperson Kohler to suspend the rules for immediate consideration of proposed Ordinance 1423. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Sikora for the adoption of proposed Ordinance 1423. MOTION CARRIED UNANIMOUSLY.

ORDINANCES
(First Reading)

Ordinance No. 1424

AN ORDINANCE AMENDING SECTION 8.12 OF THE MUNICIPAL
CODE REGARDING HOURS OF OPERATION FOR CITY PARKS

The proposed amendment would allow the Park and Recreation Commission to make specific adjustments to park hours as they make rules and regulations for governance and control activities/programming of the park areas. The proposed change was approved by the City Attorney.

MOTION by Alderperson Carroll, and seconded by Alderperson Turchi to suspend the rules for immediate consideration of proposed Ordinance 1424. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Turchi, and seconded by Alderperson Kohler for the adoption of proposed Ordinance 1424. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

MOTION by Alderperson Mixon, and seconded by Alderperson Hegy approving the ADA Compliance Manual. MOTION CARRIED UNANIMOUSLY.

Ordinance No. 1420 amending Chapter 340, Schedule E, No Parking Zones, was approved at the June 23, 2020 Common Council meeting. It established no parking areas in the vicinity of the high school. After re-review of some state statutes by City staff relating to parking on public roads near a school, it was requested that Ordinance 1420 be brought back to the Common Council for possible reconsideration.

MOTION by Alderperson Garza, and seconded by Turchi to reconsider Ordinance 1420. ROLL CALL: "Ayes" 5 (Alderpersons Garza, Sikora, Mixon, Kohler, Turchi) "Nays" 3 (Alderpersons Hegy, Rusniak, Carroll). MOTION CARRIED.

City Attorney Ian Prust summarized the state statutes in question, and responded to questions. There was a discussion, and some suggestions were mentioned for no parking areas.

MOTION by Alderperson Kohler, and seconded by Alderperson Garza to amend Ordinance 1420 for consideration at the September 8th Common Council meeting for no parking on the south side of Monroe Avenue on the school building side of the street. "Ayes" 5 (Alderpersons Garza, Sikora, Mixon, Kohler, Turchi) "Nays" 3 (Alderpersons Hegy, Rusniak, Carroll). MOTION CARRIED.

ADJOURNMENT

MOTION by Alderperson Mixon, and seconded by Alderperson Turchi for adjournment at 7:52 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCAUG25.20
Compiled by Pat Borlen, Deputy Clerk

EXECUTIVE SUMMARY

Resolution No. 3577

Title: A RESOLUTION LEVYING SPECIAL ASSESSMENTS FOR UNPAID HARTFORD UTILITY ACCOUNTS, BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS, AND ASSESSMENTS FOR SPECIAL SERVICES ON THE 2020 TAX ROLL

Background: This is the annual resolution placing unpaid utilities, unpaid BID assessments, and unpaid service invoices upon the property tax roll. This action is authorized under Wisconsin Statutes 66.0703, 66.0809, and 66.1109. This action allows the Finance Department to notify property owners of these unpaid items and of the City's intention to recover its costs through the property tax system. This action provides an appropriate grace period during which payments will be accepted, thereby preventing placement upon the tax roll.

Fiscal Impact: Approval of the resolution will result in the transfer of all applicable charges to the General Fund for collection and will facilitate collection of these debts.

Recommendation: Approval of proposed resolution.

PREPARED BY: Lori Hetzel, City Clerk DATE: 09/02/20

APPROVED BY: Steve Volkert, City Administrator DATE: 09/02/20

ROUTING: Common Council 09/08/20

Resolution No. 3577

A RESOLUTION LEVYING SPECIAL ASSESSMENTS FOR UNPAID HARTFORD UTILITY ACCOUNTS, BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS, AND ASSESSMENTS FOR SPECIAL SERVICES ON THE 2020 TAX ROLL

WHEREAS, under the provisions of Wisconsin Statutes 66.0703, 66.0809 and 66.1109, charges for current services rendered, unpaid utilities, and expenditures incurred in operating the business improvement district may be imposed as a special assessment if not paid by the governing body upon the property benefited; and

WHEREAS, under the provisions of Wisconsin Statutes 66.0703 and 66.1109 and Resolution 3573 (dated 6/23/20) BID special assessments were levied; and

WHEREAS, certain municipal services were provided to specific properties in which accounts remain unpaid; and

WHEREAS, certain utility services were provided to specific property and have not been paid; and

WHEREAS, the charges are on file in the Treasurer's office and represent bills for services performed for utilities provided or special assessments for which outstanding accounts receivable for the period of October 2019 to October 1, 2020 exist.

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

1) For services rendered to particular parcels of land for which payment has not been received properties so served shall be assessed and the same shall be liens against the real estate until paid.
2) For properties which have received utility services and which outstanding balances remain, the same shall be liens against the real estate until paid.
3) For any BID special assessments which have been billed and have not been paid, same shall be liens against the real estate until paid.
4) The Finance Director is hereby directed to send a copy of this Resolution to the appropriate property owner along with the amount owed as shown prior to October 15, 2020 with the account to be due and payable in 30 days.
5) If the amount due and payable is not received by November 15, 2020, such amount plus interest and fees, shall be placed on the tax roll as a special assessment or charge against the property shown.

Signed:

_____
Timothy C Michalak, Mayor

INTRODUCED: September 08, 2020

ADOPTED: September 08, 2020

ATTEST: _____
Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

TITLE: An Ordinance Amending Chapter 340, Schedule E—No Parking Zones of the Hartford Municipal Code.

BACKGROUND: Hartford Union High School officials had contacted the City to discuss on-street parking in the vicinity of the High School property. The High School was in the process of evaluating and redesigning traffic flow on the property. As part of that discussion, school officials also looked at traffic flow on the streets adjacent to the High School and had requested "No Parking" on W. Monroe Avenue and Cedar Street adjacent to the high school. After a review of the area around the High School, staff had also proposed some additional "No Parking" areas to the Public Works Committee at its March meeting. The areas proposed by staff included the west side of Summit Street from W. Monroe Avenue to Harrison Street to help with snow plowing and an area along the east side of Cedar Street north of W. Monroe Avenue to improve the left turn lane. The ordinance was approved by Common Council on June 23rd.

After Council approval, it was determined the State Statute had been misinterpreted regarding parking adjacent to school properties. As a result of the misinterpretation, the Council has requested to re-consider the "No Parking" areas. At the August 25th Common Council meeting, Council voted to re-consider the "No Parking" ordinance amendment approved at the June 23rd meeting. After further discussion, the Common Council voted to bring the ordinance back for amendment. The intention is to amend the "No Parking" ordinance to revert back to the original conditions before the June 23rd approval. Two exceptions to this are the south side of W. Monroe Avenue from Cedar Street to the school driveway entrance located just west of Summit Street and the west side of Summit from W. Monroe Avenue to Harrison Street.

Staff still recommends "No Parking" along the east side of Cedar Street from W. Monroe Avenue to a point 160' north. This would allow a full left turn lane to be installed for southbound traffic on Cedar Street. Also, after observing traffic during the first week of school, the Police Department noticed the parking along the north side of W. Monroe Avenue does still cause congestion. As vehicles wait to enter the parking lot, there is no room for westbound traffic to get around due to the parked vehicles. Restricting parking along the north side of W. Monroe would allow traffic to pass and alleviate the congestion.

The ordinance is attached amending Chapter 340, Schedule E – No Parking Zones. These changes will require additional "No Parking" signage to be installed along the streets.

FISCAL IMPACT: The approximate cost of the new signage is $750.00.

RECOMMENDATION: Staff recommends the ordinance amending Chapter 340, Schedule E – No Parking Zones of the Hartford Municipal Code.

PREPARED BY: Jason W. Schall — 9-4-2020
Jason W. Schall
City Engineer
DATE

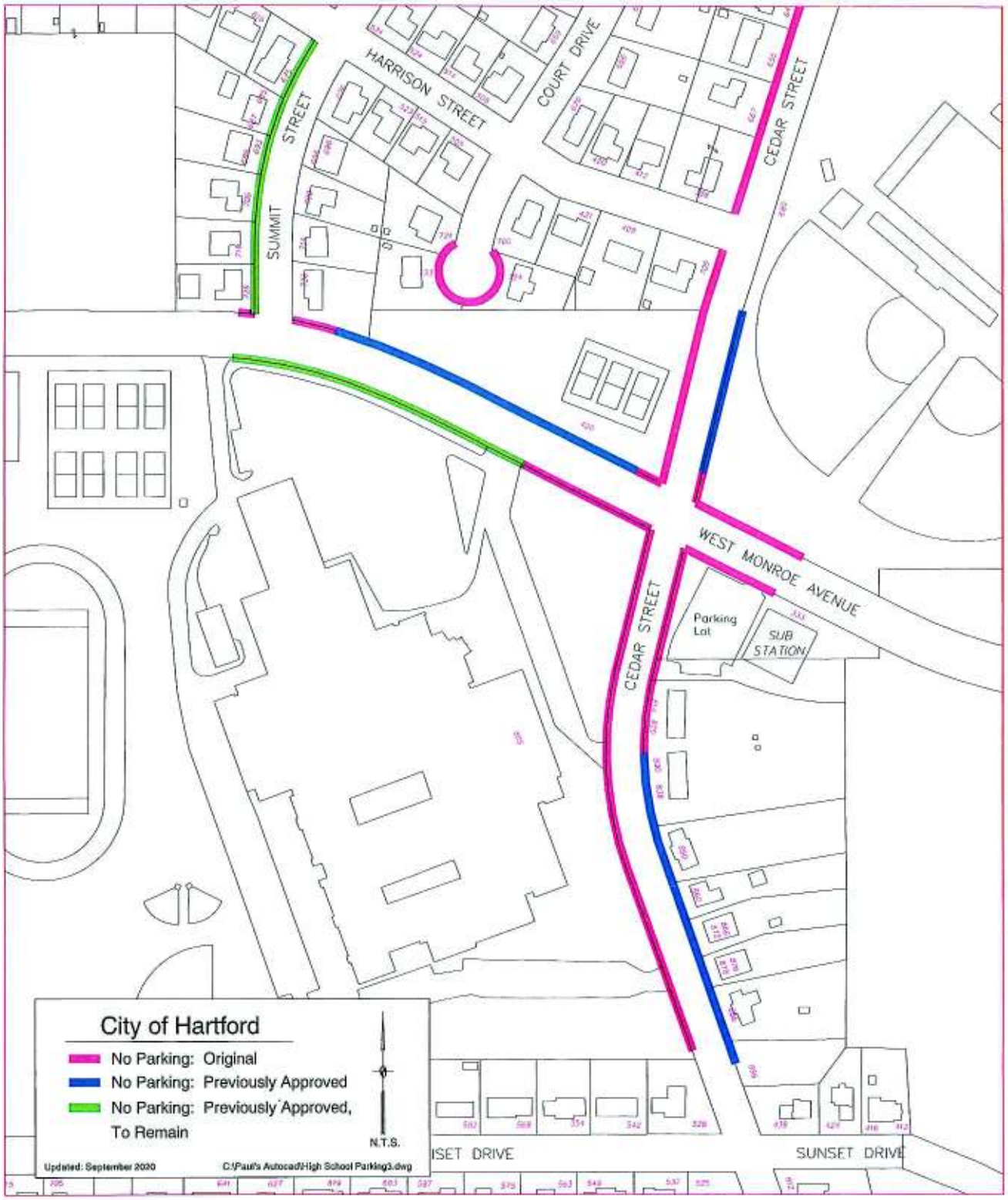
REVIEWED BY: Darryl Kranz — 9-4-2020
Darryl Kranz
Public Works Director
DATE

REVIEWED BY: _____ 9-4-2020
Scott MacFarlan DATE
Police Chief

REVIEWED BY: _____ _____
Ian Prust DATE
City Attorney

APPROVED BY: _____ 9-3-2020
Steve Volkert DATE
City Administrator

ROUTING: Common Council - September 8, 2020


City of Hartford
No Parking: Original
No Parking: Previously Approved
No Parking: Previously Approved, To Remain
N.T.S.
Updated: September 2020
C:\Paul's Autocad\High School Parking3.dwg
HARRISON STREET
COURT DRIVE
SUMMIT STREET
CEDAR STREET
WEST MONROE AVENUE
Parking Lot
SUB STATION
SUNSET DRIVE

ORDINANCE NO. 1425

AN ORDINANCE AMENDING CHAPTER 340, SCHEDULE E – NO PARKING ZONES

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

SECTION 1: Section 340, Schedule E, of the *Hartford Municipal Code* is amended designating No Parking Zones :

- W. Monroe Avenue, south side, from Cedar Street to a point 800 feet west (from 7:30 a.m. to 4:30 p.m. on school days).
- W. Monroe Avenue, north side, from Cedar Street to ~~Summit Avenue~~ 50 feet west of Cedar Street (from 7:30 a.m. to 4:30 p.m. on school days).
- Cedar Street, east side, from W. Monroe Avenue to a point ~~950 feet~~ 370 feet south of W. Monroe Avenue (from 7:30 a.m. to 4:30 p.m. on school days).
- Cedar Street, east side, from the north line of W. Monroe Avenue to a point ~~355~~ 55 feet north.
- Summit Street, west side, from W. Monroe Avenue to Harrison Street. (from 7:30 a.m. to 4:30 p.m. on school days).

SECTION 2: This Ordinance shall be in full force and effect from and after passage and publication of this Ordinance as provided by law.

Signed:

_____
Timothy C. Michalak, Mayor

INTRODUCED: September 8, 2020

ADOPTED:

ATTEST: _____
Lori Hetzel, City Clerk

EXECUTIVE SUMMARY

TITLE: Increase Municipal Recycling Service Rate Charged on Monthly Utility Bills Effective January 1, 2021 to compensate for increased Recycling Center Operation Hours, Consumer Price Index Increase under Contract, and Increased Volume of Monthly Brush Pickup Curbside by DPW.

BACKGROUND: The City of Hartford operates a curbside recycling program as well as a central recycling collection center located behind the Department of Public Works garage. The Recycling Center is currently open on Thursday evenings from 5:00 pm to 7:00 pm and Saturday morning from 9:00 am to 12:00 noon. Due to the increased volume of residents using the drop-off center and the overwhelming public request for more hours, we are suggesting to increase the Recycling Center operation hours to include Tuesday evenings also from 5:00 pm to 7:00 pm between April 1st and November 30th.

The City also provides monthly curbside pickup of brush and due to the Emerald Ash Borer disease, the City continues to see a large increase in the volume of brush placed out for curbside pickup over the past five years. During the summer months the City has two crews out chipping brush curbside instead of just one. The 2021 Capital Improvement Program includes a new Brush Chipper to replace the 1990 Vermeer Chipper. These additional efforts to keep the community clean have caused our costs to increase.

Currently Advanced Disposal picks up recyclables at 4,687 recycling stops every other week and as of January 1, 2021 the total will be approximately 4,700. Next year (2021) is the final year of a 10-year contract with Advanced Disposal Services. With the built in escalator in our contract and additional stops, the cost to pick up recycling is going up 3.5%.

FISCAL IMPACT: Due to the continued cost increases for the last several years from Advanced Disposal of approximately 2.5% each year, the increased operation hours at the Recycling Center, and due to the continued large amount of curbside brush pickup labor hours by city crews, it is my recommendation that the City's recycling service rate be increased by **$0.35 cents** on monthly utility bills each month to reflect these cost increases and maintain this pay-for-service option beginning January 1, 2021.

RECOMMENDATION: Authorizing appropriate City officials to increase the Municipal Recycling Service Rate charged on monthly utility bills from $7.00 per month to $7.35 per month beginning on **January 1, 2021**.

PREPARED BY: Darryl Kranz
Director of Public Works

Sept 3 2020
Date

REVIEWED BY: _____ 9-2-2020
Dawn Timm
Finance Director/Treasurer
Date

APPROVED BY: _____ 9-2-2020
Steve Volkert
City Administrator
Date

ROUTING: Finance Committee - 9/8/2020
Common Council - 9/8/2020

Executive Summary/RecyclingServiceRateIncrease2021

MISCELLANEOUS

COMMITTEE

REPORTS

PUBLIC WORKS COMMITTEE
August 25, 2020

PRESENT: Chairperson Mixon, Members Hegy, Carroll, Garza
ALSO PRESENT: City Administrator Volkert, City Engineer Schall, Director of Public Works Kranz

Call to Order – Chairperson Mixon called the meeting to order at 6:30 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.

2020 Construction Project Update – City Engineer Schall gave an update on the 2020 construction projects, and responded to questions.

Review of Streets 2021-2025 CIP – The City Engineer and Director of Public Works reviewed the proposed 2021-2025 Capital Improvement Projects for Streets, and responded to questions.

Adjournment – MOTION by Alderperson Carroll, and seconded by Alderperson Garza for adjournment at 6:57 p.m. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
PWAUG25.20
Compiled by Pat Borlen, Deputy Clerk

STREET DEPARTMENT MONTHLY REPORT

August 2020

A2

Curbside Solid Waste Pickup:			
	Tons of solid waste ►	**343.62**	
392.34	◄ *Tons of solid waste last month*		
Curbside Recycling Pickup:			
	Paper & Cardboard AND Commingles in		
	(Glass, Plastic, Cans) RECYCLING CART ►	**107.08**	
107.60	◄ *Tons of recyclables last year*		

1. Special or specific projects/tasks/activities accomplished during this month:

	Maintenance of all City equipment	Brush Chipping curbside
	Crack Fill/Joint Seal streets	Paint striping on streets, crosswalks, and parking lots
	Cleaned/Rebuilt/Repaired Catch Basins and Outfalls	Trimmed Trees throughout the City
	Cut grass along streets & at airport	Reviewed storm water drainage issues with City Engineer
	Picked up Excessive Garbage on Fridays	Monitored Airport Construction
	Resolved Recycling & Garbage complaints	Repaired & Replaced Street Signs as needed
	Delivered & repaired Recycling & Garbage Carts	Assisted Police Dept. with street closures
	Patched and asphalted streets as needed	Assisted contractor with Sidewalk Repair/Replace Program
	EAB infected Tree Removal/planted replacement trees	Lawn & weed cutting of properties in violation of City Ord.
	Sweep city streets per schedule	Assist contractors with construction projects

2. Training/Staff Development activities occurring during the month:	**Date**
n/a	

OVERTIME

DATE	PURPOSE FOR OVERTIME	TIME AND ONE HALF
8/15/2020	Close Street to Assist PD	2.00
8/17/2020	Make Repairs on PD squad	2.00
8/18/2020	Come in Early to Start Tar Kettle	1.00
8/31/2020	Clean up Street after Car Accident	1.00
	MONTHLY TOTAL►	**6.00**
	Previous year's Overtime Total ►	*10.00*

Excel/MonthlyReport/2019/August