A G E N D A
CITY OF HARTFORD COMMON COUNCIL
ORGANIZATIONAL MEETING
VIRTUAL MEETING YOUTUBE LIVE
TUESDAY, APRIL 21, 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 front door of City Hall, the Back door of City Hall, and the front door of the Jack Russell Memorial Library. In addition, the Daily News (the official City newspaper) was given notice of this meeting along with the agenda at least 24 hours ago.

2) **PLEDGE OF ALLEGIANCE**

3) **ROLL CALL**

4) **OATH OF OFFICE:**

A) Alderpersons Turchi, Hegy, and Sikora.

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

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

a) Plan Commission – Mayor Timothy Michalak, Chairperson; Aldermanic Representative Joe Kohler; Citizen Members Ralph Kuepper and Scott Henke

b) Airport Committee – Mayor Timothy Michalak, Citizen Members David Wolbrink and Steven Krog

c) Board of Review – Citizen Member Robert Jewell

d) Business Improvement District – Aldermanic Representative Wayne Rusniak; Citizen Members Jason Wix, Diane Mayer, Angela Eisenhut, Jennifer Einwalter, and Tina Savage

e) Common School District Advisory Committee – Doug Carroll, Alderperson Liaison

f) Community Development Authority – Dennis Hegy and Tony Garza, Aldermanic Representatives; Citizen Members Joshua Smith and Aaron Roemer

g) Joint Planning Committee – Mayor Timothy Michalak, Aldermanic Representative Dennis Hegy

h) Library Board – Kyle Sikora, Aldermanic Representative, Citizen Members Shari Purman and Dr Mark Smits

i) Mid-Moraine Legislative Committee – Dennis Hegy, Aldermanic Liaison; Mayor Timothy Michalak, Alternate

j) Outreach on Aging – Mayor Timothy Michalak Liaison

k) Parks and Recreation Commission – Joe Kohler Aldermanic Representative, Citizen Members Karin Buhle and Mark Kohnhorst

l) Police and Fire Commission – Alderperson/Liaison Rachel Mixon

m) Sex Offender Residency Board – Citizen Member Scott Moore

n) Tourism Commission – Mayor Timothy Michalak, Administrator Steve Volkert, County Supervisor Jim Burg, Citizen Members Tina Savage and Scott Henke

o) Zoning Board of Appeals – Citizen Members Todd Bultman and Alternate Josh Smith

p) Standing Committee Finance & Personnel
Chairperson Wayne Rusniak
Vice-Chairperson Joe Kohler
Alderperson Kyle Sikora
Alderperson Joe Fulop
Alternate Alderperson Dennis Hegy

q) Standing Committee Public Works
Chairperson Rachel Mixon
Vice-Chairperson Dennis Hegy
Alderperson Tony Garza
Alderperson Doug Carroll
Alternate Alderperson Joe Fulop

r) Standing Committee Utility
Chairperson Jeff Turchi
Vice-Chairperson Dennis Hegy
Alderperson Doug Carroll
Alderperson Kyle Sikora
Alternate Alderperson Rachel Mixon

7) UNANIMOUS CONSENT AGENDA

A) The Common Council minutes of March 10th and 24th.

B) Approving the purchase of a new 2020 GMC 3500 LCF dump truck from Ewald Automotive Group including the trade-in of the 2005 GMC dump truck, for a total purchase price of $39,044. (Executive Summary attached)

8) COMMUNICATIONS

9) APPEARANCES/CITIZENS COMMENTS

10) MAYOR'S REPORT

A) Washington County Board update.

11) ALDERMANIC REQUESTS

A) Any alderperson wishing to identify any pertinent information may do so; no action may be taken unless specifically identified on the agenda.

12) STANDING COMMITTEE REPORTS

A) FINANCE & PERSONNEL

1) Discussion and consideration of denying a personal injury claim from Dennis Marthler. (Executive Summary attached)

2) Discussion and consideration of denying a personal injury claim from Kelsent Campos. (Executive Summary attached)

B) PUBLIC WORKS

C) UTILITY

13) RESOLUTIONS AND POSSIBLE ACTION THERON

14) ORDINANCES AND POSSIBLE ACTION THERON

A) FIRST READING

B) SECOND READING

15) CITY ADMINISTRATOR'S REPORT

16) CLOSED SESSION

A) The Common Council to move into closed session under § 19.85 (1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" relative to litigation regarding special assessments. The Common Council to reconvene in open session for adjournment only.

17) ADJOURNMENT

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

CITY OF HARTFORD
COMMON COUNCIL
March 10, 2020

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, March 10, 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.

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 February 25, 2020.
B) Authorizing appropriate City officials to purchase three 2020 Ford Police Interceptor SUV's from Ewald Automotive Group, for a combined price not to exceed $113,288.50. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Clerk Hetzel noted that the next Mid-Moraine dinner meeting will be March 25th in West Bend. Any elected official attending should let her office know by March 19th.

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer moving the second Common Council meeting in April from the fourth Tuesday in April to the third Tuesday in April. MOTION CARRIED UNANIMOUSLY.

APPEARANCES/CITIZENS COMMENTS

Police Chief MacFarlan introduced new Police Officer Michael Zens to the Common Council. City Clerk Lori Hetzel administered the Oath of Officer to Officer Zens.

There were no other appearances / citizens comments.

MAYOR'S REPORT

MOTION by Alderperson Wintringer, and seconded by Alderperson Turchi approving the appointments of Gary Nickolie, John Killoren, Carol Zentner, and Carol Orth as Election Officials for years 2020 and 2021. MOTION CARRIED UNANIMOUSLY.

ALDERMANIC REQUESTS

Several alderpersons welcomed Officer Zens. Alderperson Wintringer noted that several area communities are lifting their winter parking restrictions early, however the City of Hartford has not noting that it can still snow in May. Alderperson Hegy noted that the Mid-Moraine Legislative Committee will meet the evening of March 11th at the Jackson Village Hall.

STANDING COMMITTEES

Finance & Personnel Committee

MOTION by Alderperson Wintringer, and seconded by Alderperson Turchi approving the following licenses: (Cigarette and Tobacco) A & B Mart, LLC; (Weights & Measures) A & B Mart, LLC, for 743 East Sumner Street. MOTION CARRIED.

The 2020 CIP includes $30,000 for the repainting of the Veterans Memorial Aquatic Center main and lazy river pool vessels. The work additionally includes repairs to expansion joints as are deemed as necessary in the two pool vessels. The bid requested a base bid amount for the painting and up to 100 lineal feet of joint repairs. Additionally, the bid was to provide a cost per lineal foot of any joint repairs that may be necessary and can best be determined following the cleansing of the vessels prior to painting. Two bids were received. The low bid is from Sutterlin Restorations and is over the approved budget by $18,750. This shortfall as well as any additional joint repair work expense would be taken from the Veterans Memorial Aquatic Center project fund 496.

MOTION by Alderperson Kohler, and seconded by Alderperson Mixon approving Sutterlin Restorations, Janesville, to complete the Veterans Memorial Aquatic Center pool vessel painting project as specified at a total base bid cost not to exceed $48,750 with an additional cost of $25 per lineal foot for joint repair with the funding for the costs as noted. MOTION CARRIED UNANIMOUSLY.

Utility Committee

The City of Hartford's main interceptor sanitary sewer line is scheduled to be lined in 2021 as part of the CIP. The interceptor sewer runs from near N Wacker Drive all the way to the treatment plant on Liberty Avenue. Most of the interceptor is located within easements on private property. Request for Proposals were sent to two consultant engineering firms for engineering services for the evaluation of the interceptor sewer. The proposals were received and reviewed at the 2/3/2020 Utility Committee meeting. Staff had recommended the proposal

from Short, Elliott, Hendrickson (SEH) in the amount of $11,080 at that time. After discussion, the Utility Committee requested staff to contact Ruekert Mielke who submitted the lowest cost proposal at $6,125 to clarify their proposal and verify their proposal included everything the City detailed in the RFP. After meeting with Ruekert Mielke, staff is comfortable with their proposal and that it will address all the requirements included in the RFP. SEH did modify its original proposal to match that of Ruekert Mielke.

MOTION by Alderperson Turchi, and seconded by Alderperson Carroll authorizing appropriate City Officials to accept the engineering proposal from Ruekert Mielke for the Evaluation of the Wastewater Utility Interceptor Sewer at a cost not to exceed $6,125. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3565

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
$4,700,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020A

The issuance and sale of $4,700,000 General Obligation Promissory Notes, Series 2020A, is for the cost of projects listed in the 2020 and 2021 Capital Improvement Plan. Jeff Belongia, the City's Financial Consultant, provided information on the proposed general obligation promissory notes, and responded to questions.

MOTION by Alderperson Wintringer, and seconded by Alderperson Mixon for the adoption of proposed Resolution 3565. MOTION CARRIED UNANIMOUSLY.

CITY ADMINISTRATOR'S REPORT

Greg James, the developer of the Conservancy located at 1329-1345 South Wilson Avenue has submitted a request to have the driveway dedicated as a Private Street rather than a driveway so that he can give the condo units Conservancy Court addresses rather than South Wilson Avenue addresses in order to eliminate confusion and delivery issues. Section 7.24 of the Municipal Code lists a set of criteria that must be met in order to create a private street. City Planner Drew provided information on the relevant code sections. The Common Council needs to determine that it is in the best interest of the City to create a private street. Staff strongly believes that it is not in the best interest of the City to allow this private driveway to be dedicated as a private street. If approved, this action would set a precedent that would likely result in numerous other existing developments petitioning to have their private driveways reclassified as private streets, resulting in dozens of new streets and potential confusion for emergency services. The Plan Commission reviewed the request but did not make a recommendation. The Common Council reviewed the request, with staff responding to questions.

MOTION by Alderperson Rusniak, and seconded by Alderperson Wintringer denying the request to have a private driveway dedicated as a Private Street for the Conservancy located at 1329-1345 South Wilson Avenue. MOTION CARRIED UNANIMOUSLY.

City Administrator Volkert read a letter from the WDNR relating to their compliance inspection of the Hartford Wastewater Treatment Plant. They noted that the plant is well operated and in good condition and one of the best operated wastewater treatment plants in Southeast Wisconsin. Director Dave Piquett and his staff were congratulated for the excellent report.

CLOSED SESSION

MOTION by Alderperson Hegy, and seconded by Alderperson Mixon to move into closed session under § 19.85 (1(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" relative to the City Administrator's performance review; the Common Council to reconvene in open session for adjournment only. ROLL CALL: "Ayes" 9 "Nays" 0. MOTION CARRIED UNANIMOUSLY.

RECONVENE IN OPEN SESSION

MOTION by Alderperson Wintringer, and seconded by Alderperson Mixon to reconvene in open session at 9:00 p.m. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOTION by Alderperson Wintringer, and seconded by Alderperson Mixon for adjournment at 9:00 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCMAR10.20
Compiled by Pat Borlen, Deputy Clerk

CITY OF HARTFORD
COMMON COUNCIL
March 24, 2020

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin, met for its regularly scheduled meeting on Tuesday, March 24, 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 Turchi, who was absent and excused.

UNANIMOUS CONSENT AGENDA

MOTION by Alderperson Hegy, and seconded by Alderperson Wintringer authorizing appropriate City officials to enter into one-year Farm Land Leases at the Hartford Municipal Airport with Larry Schmidt, James Borlen and Richard Rohde. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

City Administrator Volkert noted that the voting location for the Second District for the April 7th election will be in the Common Council Chambers at City Hall. The Jack Russell Memorial Library and the Hartford Recreation Center will be open as normal for voting.

APPEARANCES/CITIZENS COMMENTS

There were no appearances/citizens comments.

MAYOR'S REPORT

Mayor Michalak noted that the City is keeping up-to-date relating to the Covid-19 pandemic. Any questions should be directed to the City Administrator as he has the most updated information.

ALDERMANIC REQUESTS

Alderperson Wintringer noted that it was a pleasure for him to represent the Third District the past nine years, and thanked everyone he has worked with. Several alderpersons thanked Alderperson Wintringer for his service to the City, and wished him well. Alderperson Hegy

reported on the recent Mid-Moraine Legislative Committee meeting. Alderperson Carroll reminded candidates for office that political signs are to be kept out of the public right-of-way

PUBLIC HEARING "A"

Levying Special Assessments for Installation of Sidewalks

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

The City of Hartford has been working to improve the sidewalk network throughout the City. This has been accomplished through the annual Sidewalk Program which requires defective sidewalk to be replaced. As part of the program, the City has also tried to close any gaps in the sidewalk network as part of this program. As the Engineering Department was inspecting sidewalk for the 2020 Sidewalk Program, several areas of missing sidewalk were observed including Evergreen Drive (E Monroe to the south), Morgan Drive (Jefferson Avenue to the north end), and Arthur Avenue (E Monroe Avenue to the north end). The City will collect approximately $20,562.40 for the installation of sidewalk as a special assessment from property owners along these streets. It was suggested that the sidewalk installation could perhaps be delayed a year due to the current uncertainty with the Covid-19 emergency.

There were no appearances for the special assessments. A representative for Parkview Apartment Homes appeared against the special assessment for the proposed sidewalk on Arthur Avenue. In his opinion, the sidewalk would not be a benefit as it will not connect to anything. The trees that were planted would be lost. He noted that a one year delay would be helpful. Alderperson Rusniak concurred with a one year delay. Alderpersons Hegy and Kohler spoke in favor of moving ahead at this time as bids could be much higher in a year. Staff responded to questions relating to the sidewalk. It was noted that the sidewalk could be installed this construction season with the special assessments beginning in 2021. There being no further discussion, Mayor Michalak declared the public hearing closed.

Resolution No. 3566

A FINAL RESOLUTION FOR THE LEVYING AND COLLECTING
OF SPECIAL ASSESSMENTS UNDER SECTION 66.0703
WISCONSIN STATUTES FOR THE INSTALLATION OF SIDEWALK
ON EVERGREEN DRIVE (ADDRESS-303 E MONROE AVENUE, 827
AND 841 GRAND AVENUE), ON MORGAN DRIVE (150 JEFFERSON
AVENUE, AND ON ARTHUR AVENUE (753 AND 761 ARTHUR
AVENUE) LOCATED IN SECTION 28, T10N, R18E, CITY
OF HARTFORD, WASHINGTON COUNTY, WISCONSIN

MOTION by Alderperson Kohler, and seconded by Alderperson Mixon to move forward with the sidewalk installation in 2020, with the special assessments to begin in 2021. MOTION CARRIED UNANIMOUSLY.

MOTION by Alderperson Mixon, and seconded by Alderperson Hegy for the adoption of proposed Resolution 3566 as amended. MOTION CARRIED UNANIMOUSLY.

RESOLUTIONS

Resolution No. 3567

A RESOLUTION TEMPORARILY AMENDING THE RULES OF
PROCEDURE OF THE COMMON COUNCIL OF THE CITY OF HARTFORD

MOTION by Alderperson Mixon, and seconded by Alderperson Wintringer for the adoption of proposed Resolution 3567. MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
CCMAR24.20
Compiled by Pat Borlen, Deputy Clerk

Executive Summary

Title: Recommendation for the purchase of a new 2020 One Ton Dump Truck for Parks and Cemetery Operations

Background: The 2020 Capital Improvement Program includes an approved budget of $45,800 to replace the 2005 GMC One Ton dump truck. The total net budget approved includes consideration for trading in the 2005 GMC. The one ton dump truck is used daily in the operations of Cemeteries and Parks. The vehicle specifications and size consider a range of work being done as well as the site locations and conditions to do project work. The City obtained a proposal from Ewald Automotive Group who was awarded the bid under the State of Wisconsin Bid process. The new truck is a 2020 Chevrolet 3500 LCF Gas, 2WD, Regular Cab with a 10' Crysteel Dump Body. The City requested a trade-in amount for the 2005 GMC in addition for consideration.

Ewald Automotive Group	Base Vehicle Complete	$45,044
Hartford, WI	Trade-in 2005 GMC	($6,000)
	Net Total Cost with Trade-in	**$39,044**

The new vehicle from Ewald Automotive Group is staff's recommendation and is $6,756 under the approved budget.

Fiscal Impact: The 2020 Cemetery Capital Improvement program budget has a net approved amount of $45,800 in account number 424.424.574773.59501 for the replacement truck.

Staff Recommendation: Staff recommends the purchase of a new 2020 GMC 3500 LCF dump truck from Ewald Automotive Group including the trade-in of the 2005 GMC dump truck for a total purchase price of $39,044.

Prepared by: Mike Hermann, Parks and Recreation Director — Date: 4/13/20

Reviewed by: Brian Wirth, Grounds and Building Maintenance Supervisor — Date: 4-13-2020

Dawn Timm, Finance Director — Date: 4/13/2020

Approved by: Steve Volkert, City Administrator — Date: 4/13/2020

Routing: City Council 4/21/20

EXECUTIVE SUMMARY

Title: Personal Injury Insurance Claim Submitted by Dennis Marthler

Background: On October 12, 2019 Dennis Marthaler at Washington Heights, 525 North Main Street, slipped and fell due to frost on the ground while taking his dog outside. Mr. Marthaler submitted a Notice of Claim and has been submitting medical bills. However, his claim is incomplete as he did not filled out the total dollar amount for damages he is claiming.

The Liability Claims Adjuster from CVMIC believes the City of Hartford did not cause any unsafe condition, nor allow one to persist as it would be impossible to remove frost from any grassy area behind the complex.

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

Fiscal Impact: Unknown at this time

Recommendation: That the personal injury claim for Dennis Marthler be denied.

PREPARED BY: Julie Hanrahan — DATE: 4-6-2020
Julie Hanrahan, Administrative Assistant

REVIEWED BY: Lori Hetzel — DATE: 4/6/20
Lori Hetzel, City Clerk

Ian Prust — DATE: 3-16-2020
Ian Prust, City Attorney

Deena Brooks — DATE: 4/6/20
Deena Brooks, Washington Heights Director

APPROVED BY: Steve Volkert — DATE: 4/6/20
Steve Volkert, City Administrator

ROUTING: Finance & Personnel Committee: April 14, 2020
Common Council: April 28, 2020

Julie Hanrahan

From: Allison C. De Franze <acd@cvmic.com>
Sent: Wednesday, March 11, 2020 2:44 PM
To: Julie Hanrahan
Subject: Marthaler v City of Hartford

Hi Julie,

I am in receipt of the above claim that has been filed against the City of Hartford by Dennis Marthler. As you are aware, the City is self-insured for this loss and should the City decide to settle this matter, any settlement would come from City funds.

Based on the information that I have received, it is my understanding that the claimant slipped and fell on October 12, 2019 , due to frost on the ground.

The City had no prior notice of any dangerous condition. The City did not cause any unsafe condition, nor allow one to persist. Based on this, it is my opinion that the city is meeting the standard of reasonable care, which is the standard that municipalities are held to.

In addition, it is my opinion that the City would be immune from liability under Wis. Stat. 893.80 (4), which provides immunity for discretionary actions by municipalities. It is my opinion that when and how often a municipalities inspects and maintains their sidewalks is a discretionary decision, for which the City would have immunity based on the above statute.

As such, it would be my recommendation that this claim be denied.

Should you have questions or wish to discuss this further, please feel free to contact me.

Cities and Villages
MUTUAL INSURANCE COMPANY

9898 W. Bluemound Road
Wauwatosa, WI 53226

Allison C. De Franze
Liability Claims Adjuster
tel: (414) 831-5989
office: (262) 784-5666 (ext 189)
email: acd@cvmic.com
web: cvmic.com
fax: (262) 784-5599

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City of Hartford

HARTFORD WISCONSIN

CITY HALL - 109 NORTH MAIN STREET · HARTFORD, WI 53027-1591

NOTICE OF CLAIM

Claimant Name: DENNIS L. MARTHALER

Date of Accident: 10/12/2019

Address: 525 N MAIN STREET APT 112

Time: 6:00

Phone: 262-353-0865
(Home) (Work)

Location: HILL BEHIND APARTMENT BUILDING

Type of Claim:
_____ Auto Damage on City Street
_____ Sewer Backup
_____ Other _____
_X_ Personal Injury
_____ Property Damage

Weather Conditions (Clear/Rainy/Icy/Slippery/Snowy, etc.): SLIPPERY HEAVY FROST

It is imperative that you list (for auto damages) the street, and if it is the north, south, east, or west corner. Draw a diagram on the back of this form, showing location.

Was a contractor working in this area? _____

Was a Police Report taken? No

If so, it must be attached to this claim.

Was any medical attention given? YES

If so, list physician's name: DR. SINGHAL

What City Department, if any, did you contact? _____

Who did you speak with? _____

Were there witnesses? NO

If yes, give name(s): _____

CIRCUMSTANCES OF CLAIM

I FELL ON MY BACK WHEN I TOOK MY DOG OUT TO GO POTTY

(If additional space is needed, please use reverse side)

PLEASE TURN IN COPIES OF ANY BILLS, ESTIMATES, ACCIDENT REPORTS, ETC. FOR OUR INFORMATION.

If any property or automobile damage is involved, please furnish two estimates with this claim. Return to: City Clerk's Office, City of Hartford, 109 North Main Street, Hartford, WI 53027.

CLAIM

Note: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.

The undersigned hereby makes a claim against the City of Hartford in the dollar amount of $_____ arising out of the circumstances described above. (To process this claim, it is necessary to support in detail the money damages being sought.)

CLAIMANT SIGNATURE: Dennis L Marthaler

Date: 2/11/2020

EXECUTIVE SUMMARY

Title: Personal Injury Insurance Claim Submitted by Kelsent Campos

Background: On November 19, 2019 the daughter of Kelsent Campos, 470 Whistle Drive, touched the marker on the fire hydrant, causing fiberglass to go into her hand. Mr. Campos submitted a Notice of Claim listing $400 in medical bills.

Director of Utilities Brian Rhodes states that these hydrant markers are designed and installed for the purpose of identifying the location of each fire hydrant and to direct emergency personnel to that specific location. These markers are the standard in most communities. Fire hydrants and markers should only be accessed by trained City of Hartford staff and emergency personnel.

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

Fiscal Impact: $400

Recommendation: That the personal injury claim for Kelsent Campos be denied.

PREPARED BY: Julie Hanrahan — DATE: 4-6-2020
Julie Hanrahan, Administrative Assistant

REVIEWED BY: Lori Hetzel — DATE: 4/6/20
Lori Hetzel, City Clerk

DATE: 3-16-2020
Ian Prust, City Attorney

DATE: 4/6/2020
Brian Rhodes, Director of Utilities

APPROVED BY: Steve Volkert — DATE: 4/6/2020
Steve Volkert, City Administrator

ROUTING: Finance & Personnel Committee: April 14, 2020
Common Council: April 28, 2020

Julie Hanrahan

From: Allison C. De Franze <acd@cvmic.com>
Sent: Wednesday, March 11, 2020 3:17 PM
To: Julie Hanrahan
Subject: Sophia Campos v City of Hartford

Hi Julie,

I am in receipt of the claim that has been filed by Sophia Campos against the City of Hartford, in the amount of $400.00. As you are aware, the City of Hartford is self-insured for this loss, and should the City decide to settle this matter, the settlement would come from City funds.

In reviewing your attached documentation, I note that it appears that the City is meeting the standard of reasonable care, which is the standard that municipalities are held to, as there was no knowledge of present danger or of any dangerous condition. The fact that the City decided to use these markers is a discretionary decision, and therefore immunity under WI statute 893.80(4) would apply.

Additionally, the caregiver can be found liable for failure to properly supervise a child under the age of seven years old.

Based on all of the above, we would recommend denial of this claim.

Thank you,

Cities and Villages
MUTUAL INSURANCE COMPANY

9898 W. Bluemound Road
Wauwatosa, WI 53226

Allison C. De Franze
Liability Claims Adjuster
tel: (414) 831-5989
office: (262) 784-5666 (ext 189)
email: acd@cvmic.com
web: cvmic.com
fax: (262) 784-5599

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City of Hartford

HARTFORD WISCONSIN

CITY HALL · 109 NORTH MAIN STREET · HARTFORD, WI 53027-1591

NOTICE OF CLAIM

Claimant Name: Sophia Campos Date of Accident: 11/19/19 to 11/20/19

Address: 470 Whistle Dr Apt 8 Hartford Wi 53027 Time: 8:45 pm

Phone: cell (262) 707-9307 Location: out side garage

(Home) (Work)

Type of Claim: ____ Auto Damage on City Street X Personal Injury

____ Sewer Backup ____ Property Damage

____ Other ____

Weather Conditions (Clear/Rainy/Icy/Slippery/Snowy, etc.): fiberglass in the left hand

It is imperative that you list (for auto damages) the street, and if it is the north, south, east, or west corner. Draw a diagram on the back of this form, showing location.

Was a contractor working in this area? NO

Was a Police Report taken? NO If so, it must be attached to this claim.

Was any medical attention given? Yes If so, list physician's name: in Aurora Emergency Room

What City Department, if any, did you contact? The fire commander Paul in Hartford

Who did you speak with? Paul

Were there witnesses? Sophia Mom Yes If yes, give name(s): Natalya Campos

CIRCUMSTANCES OF CLAIM

My daughter (5 years old) was playing in the yard and touched the antenna they fire hydrants have and her hand had about 100 o more spines of fiberglass

(If additional space is needed, please use reverse side)

PLEASE TURN IN COPIES OF ANY BILLS, ESTIMATES, ACCIDENT REPORTS, ETC. FOR OUR INFORMATION.

If any property or automobile damage is involved, please furnish two estimates with this claim. Return to: City Clerk's Office, City of Hartford, 109 North Main Street, Hartford, WI 53027.

CLAIM

Note: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.

The undersigned hereby makes a claim against the City of Hartford in the dollar amount of $ 400 arising out of the circumstances described above. (To process this claim, it is necessary to support in detail the money damages being sought.)

CLAIMANT SIGNATURE: Kelsey C Date: 2/2/2020

MISCELLANEOUS

COMMITTEE

REPORTS

FINANCE & PERSONNEL COMMITTEE
March 10, 2020

PRESENT: Chairperson Rusniak, Members Wintringer, Fulop, Kohler
ALSO PRESENT: City Administrator Volkert, City Clerk Hetzel, Parks and 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.

Licenses – MOTION by Alderperson Kohler, and seconded by Alderperson Fulop recommend approving the following licenses: (Cigarette and Tobacco) A & B Mart, LLC; (Weights & Measures) A & B Mart, LLC. MOTION CARRIED.

VMAC Pool Vessel Painting – The 2020 CIP includes $30,000 for the repainting of the Veterans Memorial Aquatic Center main and lazy river pool vessels. The work additionally includes repairs to expansion joints as are deemed as necessary in the two pool vessels. The bid requested a base bid amount for the painting and up to 100 lineal feet of joint repairs. Additionally, the bid was to provide a cost per lineal foot of any joint repairs that may be necessary and can best be determined following the cleansing of the vessels prior to painting. Two bids were received. The low bid is from Sutterlin Restorations and is over the approved budget by $18,750. This shortfall as well as any additional joint repair work expense would be taken from the Veterans Memorial Aquatic Center project fund 496. Parks & Recreation Director Hermann provided information on the painting project, and responded to questions.

MOTION by Alderperson Kohler, and seconded by Alderperson Fulop recommending approval of Sutterlin Restorations, Janesville, to complete the Veterans Memorial Aquatic Center pool vessel painting project as specified at a total base bid cost not to exceed $48,750 with an additional cost of $25 per lineal foot for joint repair with the funding for the costs as noted. MOTION CARRIED.

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

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
FPMAR10.20
Compiled by Pat Borlen, Deputy Clerk

UTILITY COMMITTEE
March 2, 2020

PRESENT: Chairperson Turchi, Members Kohler, Hegy, Carroll
ALSO PRESENT: Director of Utilities Rhodes, City Engineer Schall, Plant and Collections Systems Director Piquett

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

Public Comment Period – None.

Electric Service Interruptions and Water Main Breaks – Director of Utilities Rhodes provided information on electric service interruptions and water main breaks.

Engineering for Wastewater Utility Interceptor Sewer – The City of Hartford's main interceptor sanitary sewer line is scheduled to be lined in 2021 as part of the CIP. The interceptor sewer runs from near N Wacker Drive all the way to the treatment plant on Liberty Avenue. Most of the interceptor is located within easements on private property. There are several sections of the interceptor sewer that are of concern to staff. Before proceeding with the lining of the interceptor sewer, staff would like to evaluate these sections of concern to make sure there are no long term issues with the interceptor sewer. Request for Proposals were sent to two consultant engineering firms for engineering services for the evaluation of the interceptor sewer. The proposals were received and reviewed at the 2/3/2020 Utility Committee meeting. Staff had recommended the proposal from Short, Elliott, Hendrickson (SEH) in the amount of $11,080 at that time. After discussion, the Utility Committee requested staff to contact Ruekert Mielke who submitted the lowest cost proposal at $6,125 to clarify their proposal and verify their proposal included everything the City detailed in the RFP. After meeting with Ruekert Mielke, staff is comfortable with their proposal and that it will address all the requirements included in the RFP.

After meeting with Ruekert Mielke, staff contacted SEH to explain the situation and what happened at the Utility Committee meeting. SEH had some internal discussions and have now submitted a letter explaining their position and offering an amendment to their original proposal adjusting their scope and fee, matching that of Ruekert Mielke. Staff is comfortable with the amended scope and fee submitted by SEH and that it will address all the requirements included in the RFP. With the amendment submitted by SEH, both proposals are now basically identical in scope and fee. City Engineer Schall and Plant and Collections Systems Director Piquett provided information on SEH's new proposal, and responded to questions. Alderperson Turchi noted that he would like to see a recommendation from staff rather than having the Committee make the decision. It was noted that both firms have completed previous projects for the City and have a good working relationship with the City of Hartford.

MOTION by Alderperson Carroll, and seconded by Alderperson Hegy recommend authorizing appropriate City Officials to accept the engineering proposal from Ruekert Mielke for the

Evaluation of the Wastewater Utility Interceptor Sewer at a cost not to exceed $6,125. MOTION CARRIED. (Alderperson Turchi voted no)

Lateral Assistance for Hillcrest Sanitary Sewer Extension – The Common Council approved the sanitary sewer extensions into the Town of Hartford in January 2020. As part of the approval, the costs for the sewer extension will be special assessed to the property owners. After the public hearing for the special assessments and the discussion by the Common Council, the Council requested to discuss assisting property owners with the lateral installations. More specifically, this pertains to the portion of the laterals within road right-of-way. The Utility Committee began discussing the lateral assistance at its February 2020 meeting. The Committee requested additional information for two possible options to consider as part of this discussion. The first option is to provide assistance to those properties required to cross the roadway in order to install a new sanitary sewer lateral. The second option is to provide assistance to all properties for the portion of the lateral within the road right-of-way.

The first option will affect 19 properties with an estimated cost per property ranging from $3,918 to $14,600. The total cost of lateral installation and roadway repair is estimated at $315,315. The second option will affect all 69 properties with an estimated cost per property ranging from $660 to $14,600. The total cost of lateral installation and roadway repair is estimated at $355,645. The current sanitary lateral program for properties within the City has an allotted budget of $35,000 per year. It is difficult to estimate how many connections to the new sewer would be made per year. If this program is approved, there is no money budgeted for these lateral connections in 2020. If the Utility Committee would like to proceed with this program, a policy and procedure should be established for these lateral connections for review by the Committee with a recommendation to the Common Council. City Engineer Schall and Plant and Collections Systems Director Piquett provided information on a lateral assistance program, and responded to questions. Alderperson Turchi noted that he was only looking at possible costs and if it could be absorbed into the existing grant program. He does not want to add additional costs.

MOTION by Alderperson Turchi, and seconded by Alderperson Carroll directing staff to look at the existing program to see if the lateral assistance will fit into that program. MOTION CARRIED.

Adjournment – MOTION by Alderperson Kohler, and seconded by Alderperson Hegy for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
UTILMAR2.20
Compiled by Pat Borlen, Deputy Clerk

PUBLIC WORKS COMMITTEE
March 24, 2020

PRESENT: Chairperson Mixon, Members Hegy, Carroll, Garza
ALSO PRESENT: City Administrator Volkert, City Engineer Schall

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.

Sidewalk Repair/Replacement Policy Amendment – The 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. A request was made to offer a third payment option for any costs in excess of $5,000 to pay in 10 equal annual installments. All payment plan options would still include interest payments on outstanding balances at the City's borrowing rate at that time, plus 1%. City Engineer reviewed the proposed amendments, and responded to questions.

MOTION by Alderperson Carroll, and seconded by Alderperson Hegy approving the amendments to the Sidewalk Repair/Replacement Policy relating to the payment options for required sidewalk repairs. MOTION CARRIED.

MS4 General Permit – City Engineer Schall provided information on the 2019 annual report under MS4 General Permit, and responded to questions. The report outlines the storm water activities, programs, policies and ordinances followed by the City of Hartford in order to maintain compliance with six minimum measures required under the permit.

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 street 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. There are areas of no parking along portions of Cedar Street, W Monroe Avenue, and Court Drive. The high school is requesting the City to consider additional areas of no parking be added on W Monroe Avenue and Cedar Street. 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 and the east side of Cedar Street from W Monroe Avenue to Harrison Street. 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 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. City Engineer Schall reviewed the proposal, and responded to questions. After review, it was the consensus of the Committee to move forward with the proposed parking restrictions for final review by the Committee before a recommendation is made to the Common Council.

Adjournment – MOTION by Alderperson Carroll, and seconded by Alderperson Garza for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb
PWMAR24.20
Compiled by Pat Borlen, Deputy Clerk