

AGENDA
CITY OF HARTFORD
PUBLIC WORKS COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, OCTOBER 25, 2016
6:30 P.M.

1. Roll call.
2. Public comment period.
3. 2016 Construction schedule. (Memorandum attached)
4. Proposed 2017 Construction projects. (Memorandum attached)
5. Snow and ice removal on city sidewalk policy. (Memorandum attached)
6. Discussion and consideration of adopting a resolution accepting improvements for the final layer of asphalt in the Schwendimann Hills Subdivision. (Executive Summary 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."

MEMORANDUM

To: Public Works Committee
From: Jason W. Schall, City Engineer
Date: 10/19/2016
Re: 2016 Construction Update



The 2016 Construction Schedule includes a number of projects throughout the City of Hartford. Following is an update on the progress of the major projects for 2016:

- STH 83 (S. Main Street, Branch Street, & Grand Avenue) – This project is being completed by the Wisconsin DOT. The project includes the complete reconstruction of the roadway and storm sewer from Sumner Street (Hwy. 60) to just south of E. Monroe Ave. There is also some sanitary sewer and water main that was replaced with this project. The contractor is currently finishing the last phase of the project. The project is scheduled to be complete by November 1st.
- Wheelock Avenue Reconstruction – This project has been completed.
- Sealcoating and Thin Asphalt Resurfacing of various streets throughout the City. Both of these projects have been completed.
- Veteran’s Memorial Aquatic Center – The project has been completed.
- Sidewalk Repair/Replacement Program – This project has been completed.
- S. Wilson Avenue Pond – This project includes the construction of a new storm water pond located along the west side of S. Wilson Avenue just south of E. Loos Street. The contractor began construction on October 20th. The project should take about 4 to 5 weeks to complete.
- Rotary Park Footbridge – This project has been completed.
- Bernd Park Footbridge – This bridge will be installed over the Rubicon River at Bernd Park to be utilized as part of the Rubicon River Parkway. Bids will be received October 25th for this project.

MEMORANDUM

To: Public Works Committee
From: Jason W. Schall, City Engineer 
Date: 10/18/2016
Re: Proposed 2017 Construction Projects

The proposed 2017 Construction Schedule includes a number of projects throughout the City of Hartford. Following is a list of the major projects for 2017:

- High Street Reconstruction and Center Street Sanitary Sewer -- This project will include the complete reconstruction of High St. from N. Main St. to W. State St. including the sanitary sewer, storm sewer, curb & gutter, and sidewalk. There will be a few water main repairs as well. Also, about 300 feet of sanitary sewer will be replaced on Center St. with this project.
- E. Lincoln Avenue Reconstruction – This project will include the complete reconstruction of E. Lincoln Ave. from S. Main St. to Grand Ave. including the sanitary sewer, water main, storm sewer, curb & gutter, and sidewalk.
- E. Monroe Avenue Reconstruction – This project will include the complete replacement of pavement on E. Monroe Ave. from S. Main St. to Evergreen Dr. in conjunction with water main replacement. The project will also include repairs to the storm sewer system, curb & gutter, and sidewalk.
- N. Wacker Drive Water Main Replacement – This project will include the replacement of the water main along N. Wacker Dr. from just south of the Rubicon River to just north of W. Wisconsin St. This will include boring a new water main under the river.
- Sealcoating and Thin Asphalt Resurfacing of various streets throughout the City.
- Sidewalk Repair/Replacement Program – This project will include the inspection of sidewalks, notifying property owners of defects, and the repair of those defects. Inspection of the sidewalks has begun and should be completed by mid-November.
- Traffic Signal Updates – This project will include upgrades to the traffic signals at the intersection of Sumner Street (Hwy. 60) and Main Street (Hwy 83). The upgrades will include cameras for detection and updated pedestrian signals and push buttons.

MEMORANDUM

DATE: October 18, 2016
TO: Public Works Committee
FROM: Darryl Kranz, Director of Public Works
RE: **Snow & Ice Removal on City Sidewalk Policy**



Currently the City of Hartford does not have a written policy on snow & ice removal on City sidewalk. In an effort to more effectively give notice to residents who fail to remove snow and ice from their sidewalks, a door hangar was drafted and reviewed by the City Attorney which gives notice of their responsibilities. The City Attorney made the recommendation that the City may benefit from establishing a written policy with a procedure to properly inform the public of responsibilities in keeping the City sidewalks clear.

The attached "Snow & Ice Removal on City Sidewalk Policy" was developed with the assistance of the City Attorney. This policy could be posted on the City's website to give the public a better understanding of their responsibilities during snow events and also mailed out with a utility billing.

I would recommend approval of the Snow & Ice Removal on City Sidewalk Policy. If you have any questions regarding this matter, please contact my office at 673-8225.

DK:sr

SNOW & ICE REMOVAL ON CITY SIDEWALK POLICY

City code makes it the responsibility of the owner, occupant or person in charge of any building or lot to remove snow and ice from the abutting public sidewalk within 12 daylight hours after the snow or ice event is over. Daylight hours are defined as 7 a.m. to 5 p.m.

Keeping the sidewalks clear of snow and ice is not only a courtesy to other people in neighborhoods for walking, but will prevent a significant hazard to the public. Any ice that has formed on the sidewalk must be treated to prevent the area from becoming dangerous. People should be sure to clear the entire width of the sidewalk.

Failure to maintain the sidewalk within this 12-hour timeframe may result in the Street Department clearing your sidewalk, in which case the City will bill the owner (cost of labor, equipment usage and administrative fees). The minimum charge per event is \$78.00. In addition, you may receive a citation for failing to clear your sidewalk. The first offense citation is \$218.50.

If you wish to report a problem, please contact Public Works Department at 673-8225.

Sidewalk Snow and Ice Removal Procedure:

1. Twelve (12) daylight hours after termination of any snow storm the City will begin identifying properties that have not cleared the sidewalk. A door hanger is placed on properties advising that they are in violation of Municipal Code Section 7.11 and they have 24 hours to clear the snow and/or ice from the City sidewalk.
2. Twenty-four (24) hours later City crews remove any snow or ice not removed by owner/occupant. Administrative Assistant for the Public Works Department prepares a Request for Invoice, which is a minimum \$78.00 fee, and submits it to the Finance Department for billing, and potential assessment as a special tax on the property tax bill.
3. In the discretion of the Director of Public Works, a list of violators who did not remove snow/ice will be given to Police Department for issuance of a citation. The Police Department will handle the issuance of a citation and tracking for chronic nuisance.
4. A photo shall be taken of the snow/ice covered sidewalk before City crews remove the snow/ice. This photo must show the property/house number. Photos are given to the Police Department at the time the list of violators is given to them.

EXECUTIVE SUMMARY

Resolution No. _____

TITLE: A Resolution Accepting Improvements in the Schwendimann Hills Subdivision for the Final Layer of Asphalt.

BACKGROUND: Improvements in the Schwendimann Hills Subdivision were previously accepted by the Common Council on December 11, 2007 under Resolution No. 3183 excepting the final layer of asphalt. During the summer of 2016 the final layer of asphalt has now been placed on the streets in the Schwendimann Hills Subdivision. There is a two-year guarantee by the developer for the subdivision work covered in this resolution. This development is also covered by the terms of a Developer's Agreement for the subdivision. The City has been responsible for snowplowing since 2007 and will now be responsible for the street maintenance.

FISCAL IMPACT: There is no fiscal impact since the Wisconsin Department of Transportation General Transportation Aid rate per mile has already been calculated for local transportation aid for this subdivision.

RECOMMENDATION: Adoption of a Common Council Resolution accepting improvements for the final layer of asphalt in the *Schwendimann Hills Subdivision*.

PREPARED BY: Jason W. Schall 10-17-16
Jason W. Schall
City Engineer
Date

REVIEWED BY: Darryl Kranz 10-17-16
Darryl Kranz
Director of Public Works
Date

REVIEWED BY: Dawn Timm 10/18/16
Dawn Timm
Finance Director/Treasurer
Date

APPROVED BY: _____
Steve Volkert
City Administrator
Date

ROUTING: Public Works - October 25, 2016
Common Council - November 1, 2016

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING IMPROVEMENTS IN
SCHWENDIMANN HILLS SUBDIVISION**

BE IT RESOLVED by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, that the final layer of asphalt pavement improvements installed in Schwendimann Hills Subdivision during the summer of 2016 are hereby approved. Resolution No. 3183, dated December 11, 2007, previously accepted sanitary sewer, water main, storm sewer, curb and gutter, and the first layer of asphalt pavement improvements in the Schwendimann Hills Subdivision.

Signed:

Timothy C. Michalak, Mayor

Introduced: November 1, 2016

Adopted:

Attest: _____
Lori Hetzel, City Clerk

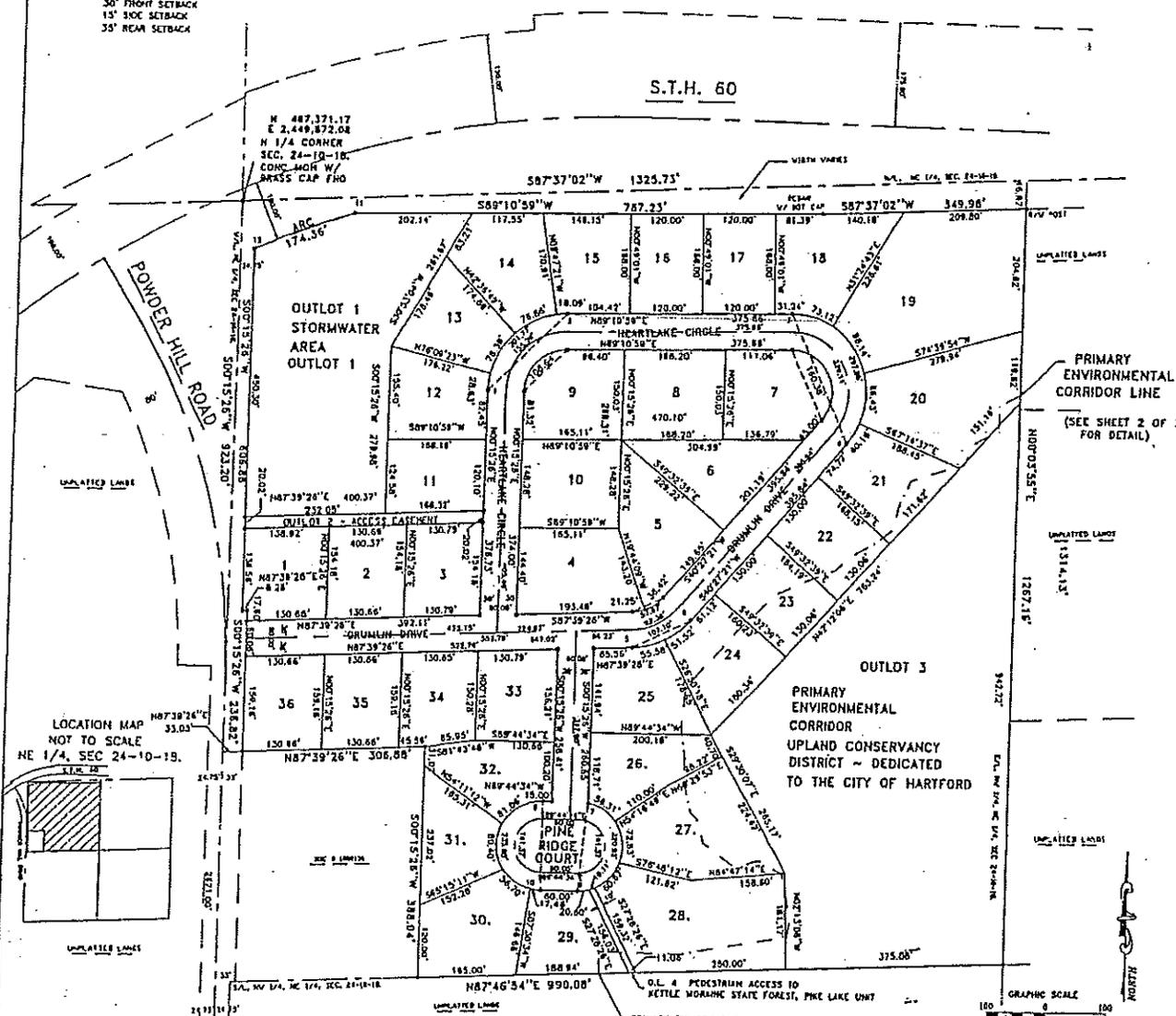
Record
OCT. 21, 2005 AT 01:04:00PM
JAMES A. HUNN
REC'D W. CO. CLERK
WASHINGTON COUNTY, WIS.
Fee Amount: \$25.00

SCHWENDIMANN HILLS

LOT 1 AND PART OF LOT 2 AND PART OF LOT 3 OF CERTIFIED SURVEY MAP NO. 3048,
VOLUME 17, DOCUMENT NO. 511120, TOGETHER WITH LANDS LOCATED IN PART OF
THE NW 1/4 OF THE NE 1/4 OF SECTION 24, T10N, R18E, CITY OF HARTFORD,
WASHINGTON COUNTY, WISCONSIN.

ZONING - RS 2 SINGLE FAMILY 70,000 SF MAX
30' FRONT SETBACK
15' SIDE SETBACK
35' REAR SETBACK

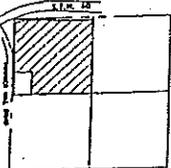
S.T.H. 60



PRIMARY ENVIRONMENTAL CORRIDOR LINE
(SEE SHEET 2 OF 3 FOR DETAIL)

OUTLET 3
PRIMARY ENVIRONMENTAL CORRIDOR
UPLAND CONSERVANCY DISTRICT - DEDICATED TO THE CITY OF HARTFORD

LOCATION MAP NOT TO SCALE
NE 1/4, SEC 24-10-15.



CENTER OF SEC. 24-10-18,
CDMC MON W/
BRASS CAP FND
N 484,750.59
E 2,448,880.31

BEARINGS REFERENCED TO THE WEST LINE OF THE NE 1/4 OF SECTION 24-10-18, WHICH BEARS S00°15'24"W, ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM SOUTH ZONE OF THE NAD 83. CONVERSION OF THE MEASUREMENTS SHOWN TO CURVE LENGTHS CAN BE MADE BY MULTIPLYING BY A CORRECTION FACTOR OF 0.99999993.

DISTANCES, LENGTHS AND WIDTHS ARE COMPUTED AND MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
DISTANCES SHOWN ALONG CURVES ARE ARC LENGTHS.
O DENOTES CONCRETE MONUMENT WITH BRASS CAP, FOUND
* DENOTES 1-1/4" O.D. X 18" REBAR, WEIGHING 4.30 LBS./LIN. FT., SET
ALL OTHER LOT AND OUTLET CORNERS MARKED BY 1.00" O.D. X 18" IRON PIPES, WEIGHING 9.13 LBS./LIN. FT.
NO DRIVEWAY ACCESS TO POWDER HILL ROAD ON S.T.H. 60.
ALL WATER, SANITARY SEWER, STORM SEWER AND UTILITY EASEMENTS DEDICATED TO THE CITY OF HARTFORD

DEED RESTRICTION - PRIMARY ENVIRONMENTAL CORRIDOR AS MARKED BY SEWER AND LOCATED MARCH 24, 2005, LANDS LYING WITHIN DESIGNATED PRIMARY ENVIRONMENTAL CORRIDORS SHALL BE PRESERVED AND PROTECTED BY PROMINENT GRADING, FILLING, AND EXCAVATION; THE ERECTION OF BUILDINGS; THE REMOVAL OR DESTRUCTION OF ANY VEGETATIVE COVERS EXCEPT DEAD AND DROEGED VEGETATION AND NOxious WEEDS AS DETERMINED BY THE LOCAL MUNICIPALITY; THE INTRODUCTION OF PLANTS NOT INDIGENOUS TO THE EXISTING ENVIRONMENT OF THE PRESERVATION AREA, AND GRAZING BY DOMESTICATED ANIMALS

DEPARTMENT OF TRANSPORTATION NOTES
"All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular access from or across to any highway lying within the right-of-way of S.T.H. 60, if it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 238.285, Stats., and shall be enforceable by the department or its agents. Any access shall be obtained only by special exception. Any access allowed by special exception shall be confirmed and granted only through the highway planning process and as provided in s. 238.285, Stats.
The improvements or structures are placed within the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in section 238.285, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its agents. Contact the Wisconsin DOT for more information. Transportation or its agents. Contact the Wisconsin DOT for more information. The phone number may be obtained by contacting the County Highway Department."
"The lots of this land division may experience noise of levels exceeding the levels in s. 238.285, Stats., s. 238.285, Stats. These levels are based on federal standards. The Department of Transportation is not responsible for issuing noise from existing state trunk highways or connecting highways, in the absence of any legislation by the department in the Highway's through-lane issues."

SEE SHEET 2 OF 3 FOR EASEMENT DETAILS AND SETBACK LINES.

There are no objections to this plat with respect to s. 238.18, 238.16, 238.20 and 238.31 (1) and (2), Wis. Stats., as provided by s. 238.12, Wis. Stats.
Certified October 18, 2005
James A. Hunn
Department of Administration



REVISED THIS 17TH DAY OF SEPTEMBER, 2005

THIS INSTRUMENT DRAFTED BY JAMES HUNN

SHEET 1 OF 3

Map Book Site Page 20

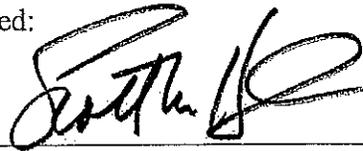
COPY

RESOLUTION NO. 3183

**A RESOLUTION ACCEPTING IMPROVEMENTS IN
SCHWENDIMANN HILLS SUBDIVISION**

BE IT RESOLVED by the Common Council of the City of Hartford, Washington/Dodge Counties, Wisconsin, that the improvements installed in **Schwendimann Hills Subdivision**, including sanitary sewer, water main, storm sewer, curb and gutter, and the first layer of asphalt pavement, are hereby approved.

Signed:



Scott M. Henke, Mayor

Introduced: December 11, 2007

Adopted: December 11, 2007

Attest:



Lori Hetzel, City Clerk

Resolution/AcceptingImprovements/SchwendimannHills