

AGENDA  
CITY OF HARTFORD  
PUBLIC WORKS COMMITTEE  
CITY HALL COUNCIL CHAMBERS  
TUESDAY, NOVEMBER 22, 2016  
6:30 P.M.

1. Roll call.
2. Public comment period.
3. Washington County MS4 public education and outreach. (Memorandum attached)
4. Approval of an order requiring that any sidewalk which is unsafe, defective, or insufficient be repaired or replaced at the locations listed on the attached 2017 Sidewalk Program Address List and authorizing appropriate City officials to execute the order. (Executive Summary attached)
5. Discussion and consideration of an ordinance amending Section 42.04 , Fees, Recycling, of the Hartford Municipal Code relating to the fee for TV"s & Computer Monitors at the Recycling Center. (Executive Summary attached)
6. 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: 11/17/2016  
Re: Washington County MS4 Education and Outreach

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Municipalities within Washington County have been required to have a Municipal Separate Storm Sewer System (MS4) permit under NR 216 of the Wisconsin Administrative Code. The MS4 permits require municipalities to reduce polluted storm water runoff by implementing storm water management programs. These programs cover a wide variety of activities and usually contain requirements for the following:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollution Control
- Post-Construction Storm Water Management
- Pollution Prevention Practices
- Storm Sewer System Maps
- Impaired Waters

The City of Hartford is currently covered by an MS4 permit and has been submitting annual reports to the DNR for many years detailing the City's storm water management programs and compliance with all of the various requirements.

With the additional municipalities in Washington County now being required to have MS4 permit coverage, Washington County has begun coordinating meetings with representatives from these municipalities to discuss the public education and outreach requirements of the permit. The meetings are intended to discuss each municipality's public education and outreach programs and how the municipalities may be able to work together to meet the permit requirements. Some of the items discussed include the following:

- Develop an inventory of current education and outreach efforts
- Identify strengths in the current programs
- Identify weaknesses or gaps in the programs
- Discuss how the municipalities could work together in their efforts and provide potential efficiencies or cost savings
- Develop a list of contacts/support organizations and resources/materials to assist with the education and outreach efforts
- Update municipality websites with any new information

While the City of Hartford has been in compliance with the requirements of the permit up to this point, it is becoming increasingly likely the DNR will increase the scope of the public education and outreach requirements of the permit. Keeping that in mind, working together with the other municipalities in the County and beyond will greatly assist in meeting the requirements of the MS4 permit. As these meetings continue, I will continue to provide updates on any progress made.

## **EXECUTIVE SUMMARY**

**TITLE:** Order to Repair or Replace Defective Sidewalk as part of the 2017 City Sidewalk Repair/Replacement Program.

**BACKGROUND:** According to Wisconsin State Statutes and the Hartford Municipal Code, the city sidewalk system shall be maintained in a safe condition and the cost of any repairs or replacement are to be paid by the abutting property owner. Also by State Statute and City Code, the Board of Public Works may Order any sidewalk which is unsafe, defective, or insufficient to be repaired or replaced.

At the Public Works Committee meeting in September 2016, the Committee was informed that the Engineering Department would be conducting inspections for defective sidewalk on the following streets:

- Grand Avenue – E. Sumner Street to Branch Street (STH 83)
- Teddy Avenue – Church Street to E Loos Street
- South Street – E Sumner Street to Branch Street (STH 83)
- Church Street – Branch Street to Grand Avenue
- E Loos Street – S Main Street to Grand Avenue
- E Rogers Street – S Main Street to cul-de-sac
- E Washington Avenue – S Main Street to Branch Street (STH 83)

The sidewalk on the above streets have now been inspected and the attached list shows the addresses of properties with defective sidewalk. It is necessary to obtain approval from the Public Works Committee to send notices to these property owners under Order of the Committee requiring homeowners to repair the defective sidewalk. Letters will be sent out to property owners along with a Cost Estimate asking property owners to decide if they want the City's contractor to complete the replacement or if they will hire a private contractor. We then would have an estimated amount of square footage of sidewalk replacement needed to be completed when preparing the 2017 Sidewalk Replacement Program Bid in February.

It will be the property owners' responsibility to complete the required sidewalk repairs or replacement and to pay the associated costs. If any property owner fails to complete the sidewalk repairs or replacement as ordered, the City's contractor will complete the sidewalk replacement at the City's request and the City will bill the property owner for the actual costs. Safe Step, LLC will perform all saw cutting/shaving repairs. Both contracts will be approved later this winter at a Common Council meeting. Property Owners do not have the option of doing the saw cutting repairs themselves. In previous years, the saw cut work completed by property owners renting their own equipment proved to leave the sidewalk defective in many cases.

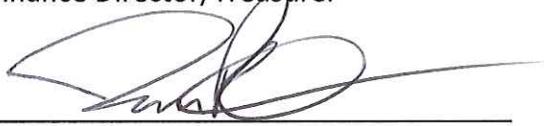
**FISCAL IMPACT:** Final cost is unknown until the total square feet of sidewalk is determined after the deadline when property owners must decide if they are doing the work themselves or if the City's Contractor will do the work. There is \$129,000.00 included in the 2017 CIP Budget for the sidewalk program.

**RECOMMENDATION:** Approval of an ORDER of the Public Works Committee requiring that any sidewalk which is unsafe, defective, or insufficient be repaired or replaced at the locations listed on the attached 2017 Sidewalk Program Address List and authorizing appropriate city officials to execute the Order.

PREPARED BY:  11-15-16  
Jason W. Schall  
City Engineer  
DATE

REVIEWED BY:  11-15-16  
Darryl Kranz  
Director of Public Works  
DATE

REVIEWED BY:  11-15-16  
Dawn Timm  
Finance Director/Treasurer  
DATE

REVIEWED BY:  11-16-16  
Ian Prust  
City Attorney  
DATE

APPROVED BY:  11-16-16  
Steve Volkert  
City Administrator  
DATE

ROUTING: Public Works Committee - November 22, 2017

# **ORDER**

## **OF THE PUBLIC WORKS COMMITTEE**

### **2017 REPAIRS OR REPLACEMENT OF SIDEWALK**

In order to promote the public safety and welfare and pursuant to Wisconsin Statute Section 66.0907 and Section 7.04 of the Municipal Code of the City of Hartford, Wisconsin, the Public Works Committee of the City of Hartford, Washington County, Wisconsin, hereby ORDERS:

1. Damaged sidewalk, as designated by the City Engineer, shall be removed and replaced abutting the attached list of parcels of land.
2. The owner of the parcel shall cause the sidewalk to be removed and replaced abutting said premises in accordance with the plans and specifications of the City, which are on file with the City Engineer, 109 North Main Street, Hartford, Wisconsin, after service of a copy of this Order and before June 1, 2017.
3. If the owner fails to comply within the time specified, the City Engineer shall cause the sidewalk construction to be done by contract let consistent with Wisconsin Statutes, Section 62.15.
4. The cost of removing and replacing said sidewalks, if incurred by the City, shall be charged to each lot or parcel of land as a special tax to be collected in all respects like any other tax upon real estate.
5. Responsibility for the cost of the removal and repair of sidewalk shall be in accordance with the provisions of Section 7.04 of the Hartford Municipal Code.
6. The City Engineer shall serve a copy of this Order on the owner by one of the methods specified in Section 66.0907(3) (c), Statutes.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Rachel Mixon, Chairman

\_\_\_\_\_  
Lori Hetzel, City Clerk

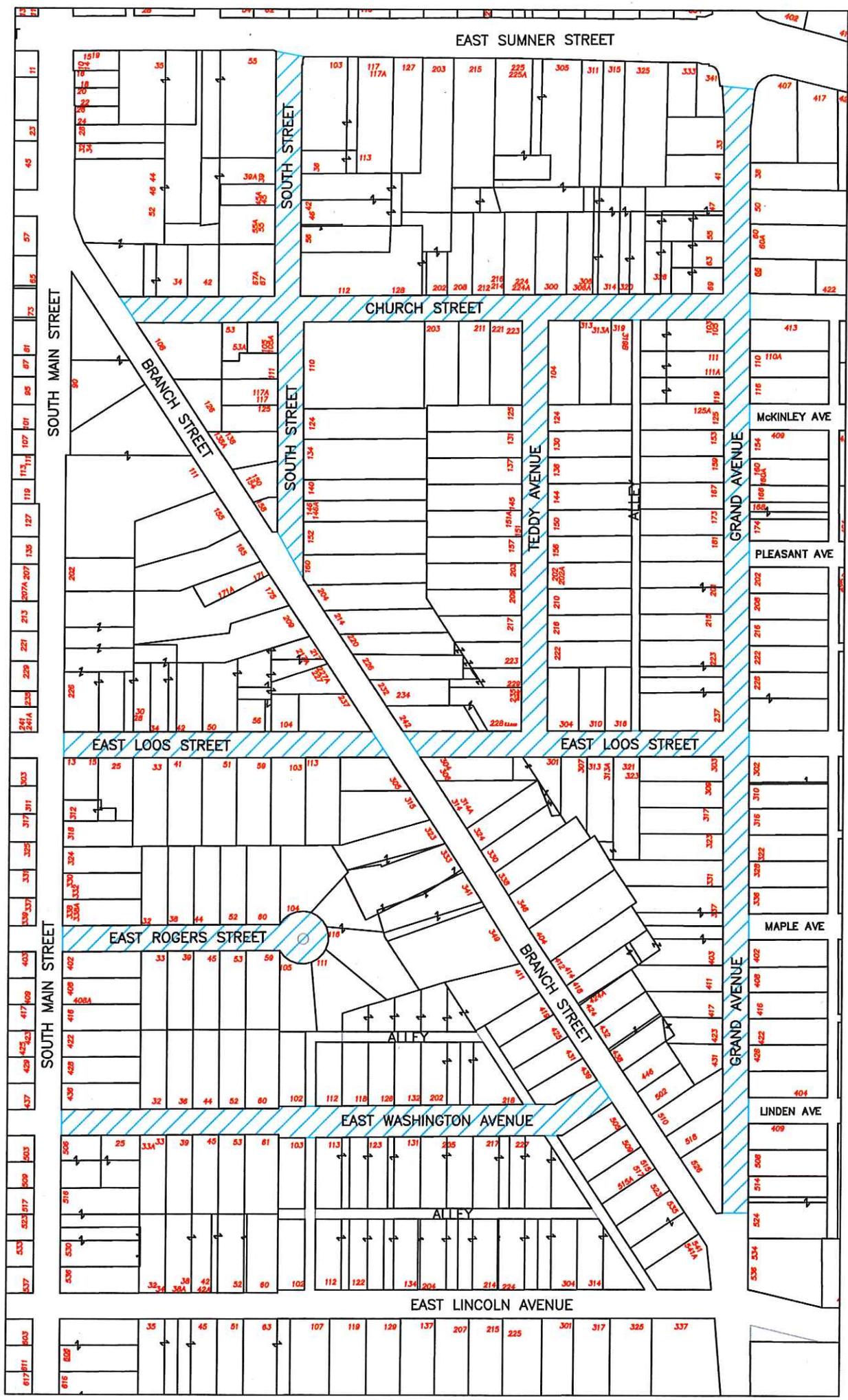
# 2017 Sidewalk Program Address List

Address	Street
108	Branch St
150-154	Branch St
158	Branch St
237	Branch St
242	Branch St
439	Branch St
505	Branch St
526	Branch St
34	Church St
53	Church St
112	Church St
203	Church St
221-223	Church St
224	Church St
300	Church St
319	Church St
413	Church St
13-15	E. Loos St
28-30	E. Loos St
33	E. Loos St
41	E. Loos St
51	E. Loos St
228	E. Loos St
301	E. Loos St
304	E. Loos St
310	E. Loos St
316	E. Loos St
321-323	E. Loos St
32	E. Rogers St
53	E. Rogers St
116	E. Rogers St
55	E. Sumner St
103	E. Sumner St
407	E. Sumner St
32	E. Washington Ave
33	E. Washington Ave
39	E. Washington Ave
45	E. Washington Ave
52	E. Washington Ave
60	E. Washington Ave
61	E. Washington Ave
102	E. Washington Ave
103	E. Washington Ave
112	E. Washington Ave

Address	Street
118	E. Washington Ave
123	E. Washington Ave
126	E. Washington Ave
205	E. Washington Ave
218	E. Washington Ave
33	Grand Ave
41	Grand Ave
47	Grand Ave
60	Grand Ave
69	Grand Ave
105	Grand Ave
110	Grand Ave
111	Grand Ave
116	Grand Ave
119	Grand Ave
154	Grand Ave
159	Grand Ave
160	Grand Ave
166	Grand Ave
167	Grand Ave
168	Grand Ave
174	Grand Ave
181	Grand Ave
201	Grand Ave
202	Grand Ave
208	Grand Ave
215	Grand Ave
216	Grand Ave
222	Grand Ave
237	Grand Ave
302	Grand Ave
303	Grand Ave
309	Grand Ave
310	Grand Ave
316	Grand Ave
317	Grand Ave
322	Grand Ave
323	Grand Ave
328	Grand Ave
336	Grand Ave
337	Grand Ave
402	Grand Ave
403	Grand Ave
408	Grand Ave

Address	Street
411	Grand Ave
417	Grand Ave
423	Grand Ave
431	Grand Ave
508	Grand Ave
404	Linden Ave
1004-1046	Riverbend Dr
226	S. Main St
338	S. Main St
402	S. Main St
436	S. Main St
506	S. Main St
39	South St
42	South St
45	South St
56	South St
67	South St
110	South St
124	South St
125	South St
134	South St
140	South St
146	South St
104	Teddy Ave
124	Teddy Ave
125	Teddy Ave
136	Teddy Ave
137	Teddy Ave
144	Teddy Ave
150	Teddy Ave
151	Teddy Ave
157	Teddy Ave
202	Teddy Ave
210	Teddy Ave
216	Teddy Ave
217	Teddy Ave
223	Teddy Ave
229	Teddy Ave

2017  
SIDEWALK  
PROGRAM  
STREETS MAP



# EXECUTIVE SUMMARY

Ordinance No. \_\_\_\_\_

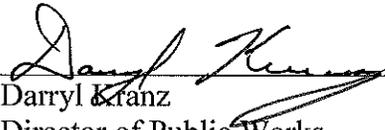
**TITLE:** Recycling Fee for Disposal of TVs and Computer Monitors under Chapter 42.

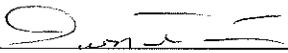
**BACKGROUND:** At the beginning of 2015 the City of Hartford's Public Works Department designated a drop-off opportunity for the disposal of old TVs and computer monitors at the Recycling Center. Currently the City's contractor removes these items from the City Garage at the cost of \$20.00 per TV/Monitor. As of January 1, 2017 the price for the City's contractor to pick up all types of TVs will increase to \$25.00 each. It will no longer just apply to Tube TVs.

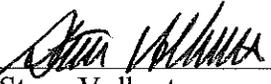
The attached Ordinance amends the language to reflect the new pricing as of January 1, 2017. This is a service to the community, therefore, the City does not make a profit between what is charged to citizens and what the contractor charges the City.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Adoption of proposed Ordinance Amending Section 42.04, FEES, RECYCLING of the *Hartford Municipal Code* relating to the fee for TV's & Computer Monitors at the Recycling Center.

PREPARED BY:  11-10-16  
Darryl Kranz  
Director of Public Works  
Date

REVIEWED BY:  11-10-16  
Dawn Timm  
Finance Director/Treasurer  
Date

APPROVED BY:  11-10-16  
Steve Volkert  
City Administrator  
Date

ROUTING: Public Works Committee - November 22, 2016  
Common Council - December 13, 2016

**Ordinance No. \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 42.04 OF THE  
HARTFORD MUNICIPAL CODE RELATING TO  
FEES FOR EXCESSIVE GARBAGE**

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

SECTION 1: That there is hereby amended Section 42.04, of the *Hartford Municipal Code* as follows:

42.04 FEES. The fees, in addition to a nonrefundable processing fee if applicable, for licenses, permits and services are as follows:

RECYCLING

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Curbside Pickup:	N/A	\$ 6.12/month
95 & 65 Gallon Carts (with wheels & cover carts stay with home – owned by garbage and recycling contractor (if lost or stolen, fee is billed directly to homeowner by contractor)	N/A	Paid to Contractor
Tires	23.04	
City residents		\$ 5.00/tire
Commercial businesses		\$10.00/tire
<b>Tube-TV's &amp; Computer Monitors</b>	<b>23.04 (8)</b>	<b>\$20.00/TV</b>
<b>(Both Curbside &amp; Drop-off at Recycling Center)</b>		<b>\$25.00</b>

SECTION 2: That said amendment to Section 42.04 of the Hartford Municipal Code shall be in effect after the passage and publication of this Ordinance as provided by law.

Signed:

\_\_\_\_\_  
Timothy C. Michalak, Mayor

INTRODUCED: November 22, 2016

ADOPTED:

ATTEST:

\_\_\_\_\_  
Lori Hetzel, City Clerk

- Chapter 42 -

**POLICE**

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Accident Report	N/A	\$ 0.30 single page 0.50 duplexpage
Alarm Permit	5.10 (3)(b)	\$ 15.00
Alarm System Malfunctions	5.10 (8)(a)	\$ 100.00 (+2)
Bicycle License		
New	37.01 (3)	\$ 4.00 one-time
Replacement	37.01 (6)	\$ 3.00
Stolen	37.01 (6)	\$ 2.00
Dog (keeping)	26.03	\$ 4.00/day
Fingerprinting	N/A	\$ 5.00 resident \$ 10.00 non-resident
Junked Vehicle Storage	22.05 (4)	\$ 11.00/day plus towing
Legal Documents	N/A	\$ 0.30 single page 0.50duplex page
Malicious Fire Alarms	N/A	Court sets fee
Parking Violation		
4-hour limit	N/A	\$ 20.00
Pawnbroker/Secondhand Dealer Reporting Failure	32.09 (3)b)3.	\$ 10.00/day
Preliminary Breath Test	N/A	\$ 15.00
Record Check	N/A	\$ 7.00
Warrant Service	42.04 (1)	\$ 35.00

**RECYCLING**

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Curbside Pickup	N/A	\$ 6.12/month
95 & 65 Gallon Carts (with wheels and cover)	N/A	Paid to Contractor
Carts stay with home – owned by garbage and recycling contractor (if lost or stolen, fee is billed directly to homeowner by contractor)		
Tires	23.04	
City residents		\$ 5.00/tire
Commercial businesses		10.00/tire
Tube TVs/Monitors	N/A	\$ 20.00
(Both curbside and drop-off at Recycling Center)		

**TAXI**

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Senior/Disabled Fares, Passengers with Taxi Ticket	N/A	\$ 3.00
Passengers without Taxi Card/Ticket, Out of City Fares	N/A	3.25
Special Trip One Passenger	N/A	46.00
Wait Charges Per Minute	N/A	0.25
Package Pickup/Delivery Per Trip	N/A	5.50
Taxi Tickets/Cards (8 tickets/sheet)	N/A	24.00

**Sue Roethle**

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**From:** Darryl Kranz  
**Sent:** Thursday, August 18, 2016 12:41 PM  
**To:** Sue Roethle  
**Subject:** Fwd: Legacy Recycling 2017 pricing

Sent from my U.S. Cellular® Smartphone

A blue watermark consisting of a small square icon with the letter 'C' inside, followed by the word 'COPY' in a large, outlined, sans-serif font.

----- Original message -----

**From:** Jason Matrise <[ewaste@legacy-recycling.com](mailto:ewaste@legacy-recycling.com)>  
**Date:** 8/18/16 11:45 AM (GMT-06:00)  
**To:** Darryl Kranz <[dkranz@ci.hartford.wi.us](mailto:dkranz@ci.hartford.wi.us)>  
**Subject:** Legacy Recycling 2017 pricing

Hi Darryl,

I figured having something in writing might be the best. The updated pricing for the 2017 season will be as follows:

CRT monitors: \$10.00 each

All TV's: \$25.00 each

Projection TV's, console TV's, bare tubes, and broken TV's: \$40.00

Everything else is free to recycle and pickup is free as well

**Best Regards,**

**Jason**

*Ewaste Compliance Specialist, Legacy Recycling*

**(262) 930-4228 | [Web](#) | [Request Pick-Up](#)**



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**RECYCLING**

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