



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
www.waterloowi.us

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**PUBLIC NOTICE OF A COMMITTEE MEETING  
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public & news media, that the following meeting will be held:

**COMMITTEE:** PUBLIC WORKS & PROPERTY COMMITTEE  
**DATE:** June 6, 2019  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: April 4, 2019
3. CITIZEN INPUT / PUBLIC COMMENT
4. 2019 PROJECT/PROGRAM LISTING & UPDATES
5. UNFINISHED BUSINESS
  - a. Road Street Deterioration Update & Repair Estimate
6. NEW BUSINESS
  - a. Central Avenue Storm Sewer Deterioration Update & Repair Estimate
  - b. Road Maintenance Agreements With Adjacent Townships, Update From Public Works Director
  - c. Considering The Elimination Of Curbside Grass Clipping Service And Other Yard Debris Through The Summer
  - d. Considering An Annual Committee Calendar
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

\*\*\* Also on Council Agenda. See Council materials for documentation.

Committee Members: Petts, Schoenwetter and Rhynes posted, e-mailed & distributed: 5/31/2019

PLEASE NOTE: IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE MEETING(S) TO GATHER INFORMATION. NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY OTHER THAN THAT SPECIFICALLY NOTICED. ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST SUCH SERVICES PLEASE CONTACT THE CLERK'S OFFICE AT THE ABOVE LOCATION.

## Mo Hansen

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**From:** DPW <dpw@waterloowi.us>  
**Sent:** Thursday, March 28, 2019 7:07 AM  
**To:** 'Mo Hansen'  
**Subject:** FW: Rood Ave Cost Estimate  
**Attachments:** Rood Avenue Cost Estimate.pdf

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**From:** Leisses, Mitchell [mailto:mleisses@geo-logic.com]  
**Sent:** Monday, March 25, 2019 9:42 AM  
**To:** DPW <dpw@waterloowi.us>; Barry Sorenson <bsorenson@wppienergy.org>  
**Subject:** Rood Ave Cost Estimate

Chad and Barry,  
Attached is the cost estimate for Rood Avenue as we discussed. Please let me know if you have any questions.

Thanks!

**Mitchell Leisses**  
Office/Project Manager

**Kunkel Engineering Group**  
**a Geo-Logic Company**  
1115 South Main Street  
West Bend, WI 53095  
Office: (920)356-9447 | Direct: (920)210-6330  
[mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com) or [mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)

[www.kunkelengineering.com](http://www.kunkelengineering.com) | [www.geo-logic.com](http://www.geo-logic.com)

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**Waterloo 2019 Project Tracking**

Sorted by Oversight Entity

5/31/2019 10:01 AM

by Clerk/Treas.

Project Began	_Oversight	Project	Description	Type	Lead(s)	Status	Next Action	Notes
2015	Community Development Authority	203 E Madison St (phase 4)	Complete site work per CDA adopted concept plan	Econ. Dev. TID#2	Mayor	(1) Fence not installed; (2) Mayor in dialogue with path property owners	ID Phase 4 funding	Spring installation of fencing and gravel by DPW
2016	Community Development Authority	333 Portland Rd Demolition	Removal of blighted buildings preparing for future reuse of property	Econ. Dev. TID#3	Clerk/Treas.	Testing taking place	Wetland delineation & geotechnical analysis; marketing site	RFP generating leads, but no direct service providers
2013	Council	333 West Madison Street	Hawthorn & Stone build-out of assisted living facility	Econ. Dev. TID#2	Clerk/Treas.	waiting on developer financing	Monitor	Council action reduced fee in lieu of taxes amount for 2019 and 2020
2017	Council	Commercial Ave Extension	extend road 345 ft north for AB E Discovery access per agreement	Econ. Dev. TID#3	Kunkel Eng. Group; Chad & Barry	Near completion	Parcel off pond for future city maintenance	
2017	Council	Ordinance update	2019 update of digital and printed ordinances	Administrative	Clerk/Treas.	2019 Update Completed		
2018	Park Comm	Repair Firemen's Park Sanitary Sewer line leaks	2016 repairs did not remedy inflow of water to lift station at river	Parks	Parks Director & DPW Director	Completed		Waterloo Utilities committed 25k to project; Trustees
2018	Public Works & Property Comm	2019 Edison/Franklin Reconstruct	Full street and utility reconstruction	Road & Utility improve Capital Fund	Kunkel Engineering Group; Chad & Barry	75% complete	Kunkel staff providing weekly updates posted and sent via email to construction zone	On schedule, no change orders to contract
2017	Public Works & Property Comm	2018 Cleveland / Mill Reconstruct	full reconstruct of Mill & Cleveland	Road & Utility improve Capital Fund	Kunkel Eng.; Chad & Barry	Punch list & a property owner drain tile remain	final close out	
2016	Public Works & Property Comm	DNR Private Lead Service Line Program	Operate program to assist private home owners to remove lead water pipes	Public Health	Clerk/Treas. & Utility Super	Entering last 6-9 months of project	Final year outreach needs to increase to gain high % compliance	Coordination with Utility for public lead sections required
2017	Public Works & Property Comm	Lease Bobcat	Budget amendment #1 shifted this to 3-year lease to own rather than buy	Equipment	DPW Director	Year 2 lease payment to be made		2019 -- \$15,000
2017	Public Works & Property Comm	Replace 2004 Patrol truck	Purchase replacement truck	Equipment	DPW Director	Approved for 2019 expenditure	Waiting on receipt of vehicle	2019 -- \$130,000
2019	Public Works & Property Comm	Multi-building LED light optimization	LED lighting upgrades for 873 fixtures using grant & Focus on Energy incentive	Facility Update	Clerk/Treas.	Email updates from Jim Olson e3lighting	Waiting on state/fed final grant OK and vendor to install fixtures	2019 -- grant=\$50,000 and muni share = 26,033

City of Waterloo, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**Rood Avenue Reconstruction**

March 22, 2019



Reconstruction of Rood Avenue from STH 19/East Madison Street to Pierce Street. To include replacement of sanitary sewer mains, structures and laterals; replacement of water mains, structures and services; replacement of storm sewer mains, structures, laterals and drain tie behind the curb and gutter; replacement of curb and gutter, sidewalk, driveway approaches, curb ramps; placement of road base and asphalt pavement; restoration of disturbed areas.

**Estimated Sanitary Sewer Quantities**

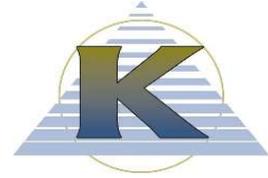
Quantity	Unit	Item	Unit Cost	Item Cost
500	LF	Sanitary Sewer Main, 8-Inch PVC	\$58.00	\$29,000.00
400	LF	Sanitary Sewer Lateral, 6-Inch PVC	\$60.00	\$24,000.00
3	EA	Sanitary Sewer Manhole	\$4,000.00	\$12,000.00
900	LF	Granular Backfill, Sanitary Sewer	\$14.00	\$12,600.00
0.33	LS	Erosion Control	\$5,000.00	\$1,650.00
0.33	LS	Traffic Control and Access	\$5,000.00	\$1,650.00
Engineering and Contingencies				\$11,326.00
<b>Total Sanitary Sewer Construction Cost</b>				<b>\$92,226.00</b>

**Estimated Water Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
500	LF	Water Main, 8-Inch DI	\$74.00	\$37,000.00
2	EA	Gate Valve and Box, 8-Inch	\$1,900.00	\$3,800.00
1	EA	Hydrant Assembly and Lead	\$5,500.00	\$5,500.00
400	LF	Water Service Pipe, 1-Inch Copper	\$55.00	\$22,000.00
3	EA	Connect to Existing Water Main	\$2,000.00	\$6,000.00
900	LF	Granular Backfill, Water Main	\$12.00	\$10,800.00
0.33	LS	Erosion Control	\$5,000.00	\$1,650.00
0.33	LS	Traffic Control and Access	\$5,000.00	\$1,650.00
Engineering and Contingencies				\$12,376.00
<b>Total Water Construction Cost</b>				<b>\$100,776.00</b>

City of Waterloo, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**Rood Avenue Reconstruction**

March 22, 2019



Reconstruction of Rood Avenue from STH 19/East Madison Street to Pierce Street. To include replacement of sanitary sewer mains, structures and laterals; replacement of water mains, structures and services; replacement of storm sewer mains, structures, laterals and drain tie behind the curb and gutter; replacement of curb and gutter, sidewalk, driveway approaches, curb ramps; placement of road base and asphalt pavement; restoration of disturbed areas.

**Estimated Storm Sewer and Roadway Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
500	LF	Storm Sewer Main and Leads, 24-Inch RCP	\$75.00	\$37,500.00
100	LF	Storm Sewer Main and Leads, 12-Inch RCP	\$60.00	\$6,000.00
5	EA	Storm Sewer Manhole	\$3,200.00	\$16,000.00
6	EA	Storm Sewer Catch Basin	\$2,000.00	\$12,000.00
1,000	LF	Storm Sewer Drain Tile, 4-Inch HDPE	\$6.00	\$6,000.00
600	LF	Granular Backfill, Storm Sewer	\$10.00	\$6,000.00
1,100	LF	Concrete Curb and Gutter, 30-Inch	\$14.00	\$15,400.00
3,000	SF	Concrete Driveway Approach 6-Inch	\$7.00	\$21,000.00
6,500	SF	Concrete Sidewalk, 4-Inch	\$6.00	\$39,000.00
16	EA	Detectable Warning Field	\$300.00	\$4,800.00
1	LS	Unclassified Excavation	\$25,000.00	\$25,000.00
200	CY	Undercutting and Base Course Material	\$25.00	\$5,000.00
500	TN	Aggregate Subbase Dense, 3-Inch	\$15.00	\$7,500.00
500	TN	Aggregate Base Dense, 1-1/4-Inch	\$15.00	\$7,500.00
450	SY	Geotextile Fabric	\$3.00	\$1,350.00
450	TN	Hot Mix Asphalt Pavement	\$80.00	\$36,000.00
1,000	SY	Topsoil, Seed, Fertilizer and Mulch	\$8.00	\$8,000.00
0.33	LS	Erosion Control	\$5,000.00	\$1,650.00
0.33	LS	Traffic Control and Access	\$5,000.00	\$1,650.00
Engineering and Contingencies				\$36,029.00
<b>Total Storm Sewer and Roadway Construction Cost</b>				<b>\$293,379.00</b>

**Summary of Cost**

Estimated Construction Cost	\$426,650.00
Engineering and Contingencies	\$59,731.00
<b>Total Estimated Project Cost</b>	<b>\$486,381.00</b>

Rood Street Condition – 3/20/2019



Central Avenue Storm Photos --May 22, 2019  
Public Works Director Chad Yerges



## Agreement Re: Road Maintenance

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the City of Waterloo, a municipal corporation (herein the "City"); and the Town of Portland, a body politic (herein the "Town").

WITNESSETH:

WHEREAS, the following roads described herein are partially located within the Town and City and are hereinafter referred to as the "City-Town Border Roads;" and

WHEREAS, the Town desires to retain the services of the City to perform certain maintenance of the City-Town Border Roads on its behalf and the City likewise desires to retain the services of the Town to perform certain maintenance of the City-Town Border Roads on its behalf; and

WHEREAS, the City and Town are willing to provide such services upon the terms and conditions set forth herein.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, as well as other good and valuable consideration moving from each party to the other, it is hereby agreed as follows:

1. Recitals. The recitals hereto are hereby incorporated by reference.
2. Description of Roads for Which the City will be providing maintenance service. See Exhibit 1.
3. Description of Roads for Which the Town will be providing maintenance service. See Exhibit 1.
4. Scope of Services and Addition of Roads. During the term of this Agreement, the City and Town agree to perform snow/ice removal services, more particularly described on Exhibit 2 attached hereto and incorporated herein (the "Services"). The City shall perform the Services in the same manner and to the same extent as it performs such Services on public roads located within its geographic boundaries, as they may exist from time to time. Likewise the Town shall perform the Services in the same manner and to the same extent as it performs such Services on public roads located within its geographic boundaries.

It is noted that all other road maintenance tasks including but not limited to: replacement and maintenance of road signs, road repair and similar tasks are the responsibility of the respective governing bodies, and will be subject to this agreement.

5. Term of Agreement. The term of this Agreement shall commence upon its execution hereof by both parties, and shall continue indefinitely thereafter and unless and until terminated in the manner provided for herein. This Agreement shall terminate upon the expiration of thirty (30) days prior written notice of termination from one party to

the other, in the event the termination is without cause. In the event a party desires to terminate this agreement with cause, then in such event, the written notice shall be given by the terminating party to the defaulting party, specifying the nature of the particular default. The defaulting party shall then have a period, not to exceed ten (10) days, within which to cure the default. Notwithstanding the foregoing, in the event the default is one of a monetary nature, then the notice of default and opportunity to cure shall be shortened to a three (3) day period.

6. Compensation. ~~For and in consideration of the Services described herein, the Town shall compensate the City in the amount zero dollars (\$0.00) with the understanding that the Town agrees to maintain road segments as described herein.~~ **Neither party shall compensate the other for the maintenance of roadway services as noted on Exhibit 1.**
7. Indemnification. Each party hereto agrees to indemnify, save and hold harmless the other from and against any and all claims, suits, demands or causes of action, arising out of, directly or indirectly, any act or omission of the indemnifying party, which may cause injury or damage to any person or persons or property, whomsoever or whatsoever. The parties intend that the indemnification be mutual in all respects.
8. Binding Effect. This Agreement is binding on the successors and assigns of the parties hereto.
9. Notice. Any notice or offer or demand required to be sent hereunder shall be sent by registered United States mail, return receipt requested, addressed to the respective parties at:

City: City of Waterloo  
Attn: Clerk  
135 North Monroe Street  
Waterloo, WI 53594-1198

Town: **Town of Portland**  
**Nancy L. Thompson, Clerk**  
**N120 Hickory Lane**  
**Waterloo, WI 53594**

10. Construction. This Agreement has been executed in the State of Wisconsin and shall be construed and enforced in accordance with the laws of that state.
11. Intergovernmental Cooperation. This Agreement is intended to constitute an "Intergovernmental Cooperation Agreement" as defined in section 66.0301, Wis. Stat.

In Witness Whereof, the parties hereto have executed this Agreement the day and year just written above at Waterloo, Wisconsin.

CITY OF WATERLOO

By: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Attest: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

TOWN OF PORTLAND

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**EXHIBIT 1 - DESCRIPTION OF ROADS**

**1. Description of roads for which the City and Town will provide snow/ice removal services.**

<b>RESPONSIBILITY OF:</b>	<b>CITY-TOWN BORDER ROAD DESCRIPTION</b>	<b>ESTIMATED LENGTH (ft.)</b>
Town of Portland	The road commencing at the intersection of STH 89 and Clarkson Road west to the intersection of the north-south municipal boundary and Clarkson Road*	4,000

\* City of Waterloo will supply all other road maintenance services including, but not limited to, mowing, replacement and maintenance of road signs and pavement, and similar tasks.

<b>RESPONSIBILITY OF:</b>	<b>CITY-TOWN BORDER ROAD DESCRIPTION</b>	<b>ESTIMATED LENGTH (ft.)</b>
City of Waterloo	The road commencing at the intersection of STH 89 and Clarkson Road east to the intersection of STH 19 and Clarkson Road*	3,500

\* Town of Portland will supply all other road maintenance services including, but not limited to, mowing, replacement and maintenance of road signs and pavement, and similar tasks.

## EXHIBIT 2 - SCOPE OF SERVICES

- 1. Snow plowing provided in a timely manner for the benefit of all roadway travelers with an emphasis on passable roadways for emergency responders during major snow and ice weather events.**

May 31, 2019  
 DRAFT  
 comments appreciated

City of Waterloo Public Works & Property Committee  
 Annual Calendar  
 (revised: mm/dd/yyyy)

- Meeting night: 1<sup>st</sup> Thursday of month at 6:00 pm
- Monthly recurring: (1) review of Capital Projects; (2) monitor defined Progress Measures

JANUARY
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
FEBRUARY
<input type="checkbox"/> Notify Mayor of reappointment interest
MARCH
<input type="checkbox"/> Identify grant application opportunities
APRIL
<input type="checkbox"/> Mayoral Committee appointments
MAY
<input type="checkbox"/> Review and realign Progress Measures as needed tying back to Comprehensive Plan
<input type="checkbox"/> Update annual calendar
<input type="checkbox"/> Tour of municipal facilities
JUNE
<input type="checkbox"/> Mayor's 2020 Budget start date.
JULY
<input type="checkbox"/> Traditional beginning of budget consideration with budget memo to department heads.
<input type="checkbox"/> § 53-14 Recommending updated multi-year capital improvement plan to Finance, Insurance & Personnel Committee
<input type="checkbox"/> Review DPW future year budget submittal
- Operational budget
<input checked="" type="checkbox"/> Programs & Services provided
- Capital Budget
<input checked="" type="checkbox"/> Street surface maintenance program
<input checked="" type="checkbox"/> Street/Utility reconstruction plan
AUGUST
<input type="checkbox"/> PASER review ( <u>P</u> avement <u>S</u> urface <u>E</u> valuation & <u>R</u> ating) – A 1-10 rating system for road pavement condition using visual inspection to evaluate pavement surface conditions
SEPTEMBER
<input type="checkbox"/> Review of municipal facility needs (multi-year)
OCTOBER
<input type="checkbox"/> Evaluating the municipal solid waste management system; trash-recycling service performance & contract
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
<input type="checkbox"/> Review of municipal facility needs (multi-year)
NOVEMBER
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
<input type="checkbox"/> Review of municipal facility needs (multi-year)
<input type="checkbox"/> Review of City Forestry Plan
DECEMBER
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
<input type="checkbox"/> Impact fee needs assessment update based on prior months review
<input type="checkbox"/> Review of municipal facility needs (multi-year)

## NOTES FROM MUNICIPAL CODE

### § 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

### § 332-1 Committee responsible for trees.

The Public Works and Property Committee shall, subject to the supervision and control of the Council, and except as herein provided, have jurisdiction and direction over all trees planted and growing in and upon City-owned property; that part of every street, the grade of which has been established, lying between the lot line and the curb; and trees on any property which may in any way have effect upon public property and upon the public welfare of the City, and for the planting, care, maintenance, protection and removal thereof. The Committee may make such rules and regulations as it may deem advisable for carrying out the purpose of this chapter.

### § 332-4 Removal of trees and stumps; replacement of trees.

A. All dead, hazardous and infected trees in the public right-of-way will be removed by the City at the expense of the City. All other trees in the public right-of-way shall be removed at the expense of the owner of the abutting property. If trees are removed by the owner of the abutting property, he shall cause all stumps to be removed and the area cleaned of all branches, leaves and other debris. If such is not done in a manner satisfactory to the Tree Committee, the Committee may order the Director of Public Works to do so and may charge the expense to the abutting property, pursuant to § 66.0627, Wis. Stats.

B. If a tree is removed from a tree lawn less than six feet wide, a tree will be provided by the City at 50% of the municipal cost to property owners and will be planted on the property owner's front lawn, providing that the Public Works Director determines that the property has sufficient front yard space to accommodate a tree. All municipally provided trees shall become the full responsibility of the property owner.

[Added 2-20-2014 by Ord. No. 2014-02]