



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

**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: July 11, 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, May 2, 2019 (cancelled) & June 6, 2019
3. CITIZEN INPUT / PUBLIC COMMENT
4. 2019 PROJECT/PROGRAM LISTING & UPDATES
5. NEW BUSINESS
 - a. Video Presentation And Discussion Of Water Issues At 215 Hendricks Street - Mark Hurley, Hurley Storage LLC
 - b. Considering An Annual Committee Calendar
 - c. Discussion: 2020 – 2024 Capital Needs & Project Needs
 - i. [Note: A Pavement Surface Evaluation & Rating (PASER) presentation will be given by Mitch Leisses of Kunkel Engineer Group at the 7 pm Council meeting]
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

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

Committee Members: Petts, Schoenwetter and Rhynes

posted, e-mailed & distributed: 7/03/2019

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.

CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE
MEETING MINUTES: April 4, 2019

1. CALL TO ORDER AND ROLL CALL. Mayor Thompson called the meeting to order at 6:30 p.m. in the Council Chambers. Committee members present: Stinnett and Osborn. Absent: none with one vacancy. Others attending: Mayor Thompson; Jason Schoenwetter; Raynelle Butzine; Public Works Director Chad Yerges; Utility Superintendent Barry Sorenson and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: March 7, 2019 (open & closed session). MOTION: Moved by Stinnett, seconded by Osborn to approve the meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS
4. 2019 PROJECT/PROGRAM UPDATES. Noted.
5. NEW BUSINESS
 - a. Rood Street Deterioration Update & Repair Estimate. Noted no action taken.
 - b. Consideration Of Removal Of Park Ash Tree. MOTION: Moved by Stinnett, seconded by Osborn to direct the Public Works Director to publicize RFP for removal of a tall ash tree near the large score board in Firemens Park which the Director described as a hazard. VOICE
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Road Maintenance Agreements With Adjacent Townships. Noted.
7. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Osborn to adjourn. The time was approximately 6:38 pm. Motion carried



Attest:
Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE
MEETING MINUTES: June 6, 2019

1. CALL TO ORDER AND ROLL CALL. Alder Petts called the meeting to order at 6:00 p.m. in the Council Chambers. Committee members present: Schoenwetter and Rhynes. Absent: none. Others attending: Mayor Quimby; Assistant Public Works Director Jeff Robbins; Public Works Director Chad Yerges; Alder Kuhl; Kurt Keech; Utility Superintendent Barry Sorenson and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: April 4, 2019. MOTION: Moved by Schoenwetter, seconded by Rhynes to table approval of the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. 2019 PROJECT/PROGRAM LISTING & UPDATES. Yerges indicated repairs near 203 East Madison Street adjacent to the bridge were also completed. No action taken.
5. UNFINISHED BUSINESS
 - a. Rood Street Deterioration Update & Repair Estimate. DISCUSSION: An estimate of \$386,381 was provided. Yerges described the need. The general consensus was to wait until budget time. MOTION: Moved by Schoenwetter, seconded by Rhynes to table consideration until a later time. VOICE VOTE: Motion carried
6. NEW BUSINESS
 - a. Central Avenue Storm Sewer Deterioration Update & Repair Estimate. DISCUSSION: Yerges said one quote had been submitted for \$9,780 from Forest Landscaping. Funding was identified from the Emergency Contingency line item. The need was deemed an emergency. MOTION: Moved by Schoenwetter, seconded by Rhynes to recommend to Council awarding the repair work to Forest Landscaping for \$9,780. VOICE VOTE: Motion carried.
 - b. Road Maintenance Agreements With Adjacent Townships, Update From Public Works Director. DISCUSSION: Yerges review document language. MOTION: Moved by Schoenwetter, seconded by Rhynes to recommend to Council acceptance of the agreement as presented. VOICE VOTE: Motion carried.
 - c. Considering The Elimination Of Curbside Grass Clipping Service And Other Yard Debris Through The Summer. DISCUSSION: Yerges said he would like to phase out the service by August. It was noted the Director has the authority to determine service levels. Means of communicating the service change were discussed. No action taken.
 - d. Considering An Annual Committee Calendar. DISCUSSION: Petts asked Yerges to review the calendar. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT. MOTION: Moved by Schoenwetter, seconded by Rhynes to adjourn. The time was approximately 6:50 pm. Motion carried


Attest:
Mo Hansen
Clerk/Treasurer

Waterloo 2019 Project Tracking

Sorted by Oversight Entity

7/3/2019 1:11 PM

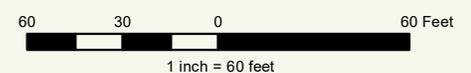
by Clerk/Treas.

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; ID appraiser	Spring installation of fencing and gravel by DPW; sidewalk repaired by Rennack
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	Completed with exception of punch list	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	Completed	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	Seek time extension for program 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	Vendor confirming fixture list meets buy-American requirement	2019 -- grant=\$50,000 and muni share = 26,033

Aerial - 215 Hendricks Street



- Municipal Boundaries
- Road Right of Ways
- Streams and Ditches
- Parcel Lines**
- Section Lines
- Property Boundary
- Surface Water
- Old Lot/Meander Lines
- Map Hooks
- Rail Right of Ways
- Tax Parcels



May 31, 2019
 DRAFT
 comments appreciated

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

- Meeting night: 1st 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]

City of Waterloo, Wisconsin
Capital Improvement Plan
 2020 thru 2025

PROJECTS BY DEPARTMENT

Department	#	Priority	2020	2021	2022	2023	2024	2025	Total
Assessor									
Citywide Property Full Revaluation	as-02	n/a		44,000					44,000
Assessor Total				44,000					44,000
Clerk/Treasurer									
Computer Server Update	cl-4	3	6,000						6,000
Clerk/Treasurer Total			6,000						6,000
Emergency Government									
Emergency Govt Sirens Capital Reserve Contribution	EMG - 02	n/a	1,000	1,000	1,000	1,000			4,000
Emergency Government Total			1,000	1,000	1,000	1,000			4,000
Fire									
Resurface Parking Lot - Fire Department	f-10	3	45,000						45,000
Fire Department - Heat/Air	f-11	n/a	40,000						40,000
Fire Department - Grass Truck	f-12	3		100,000					100,000
Fire Department - Over Head Doors	f-13	n/a		30,000					30,000
Fire Department - Roof	f-14	n/a			120,000				120,000
Ambulance Replacement	f-15	n/a						250,000	250,000
Fire Total			85,000	130,000	120,000			250,000	585,000
Library									
Library Parking Lot Resurfacing	Lib-01	2	120,000						120,000
Library Total			120,000						120,000

Department	#	Priority	2020	2021	2022	2023	2024	2025	Total
Parks									
Baseball Field Resurfacing - Firemen's Park	p-6	3	75,000						75,000
Parks Total			75,000						75,000
Police									
Contribution To Squad Car Reserve Fund	PD-02	4	30,000	30,000	30,000				90,000
Mobile Data Computers	PD-7	n/a		12,000					12,000
Police Total			30,000	42,000	30,000				102,000
Public Works									
Micro Seal Street Resurfacing	229	3	40,000						40,000
Bobcat Lease Payments - Public Works Dept.	dpw-02	2	15,000						15,000
Adams St Reconstruct	dpw-04	1		577,784					577,784
2022 Road Project TBD	dpw-05	1			650,000				650,000
2023 Road Project TBD	dpw-06	1				650,000			650,000
2024 Road Project TBD	dpw-07	1					650,000		650,000
Public Works Total			55,000	577,784	650,000	650,000	650,000		2,582,784
GRAND TOTAL			372,000	794,784	801,000	651,000	650,000	250,000	3,518,784