



136 North Monroe Street  
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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:** December 5, 2019  
**TIME:** 6:30 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: November 21, 2019 & August 1, 2019 (September & October meetings cancelled)
3. CITIZEN INPUT / PUBLIC COMMENT
4. 2019-2020 PROJECT/PROGRAM LISTING & UPDATES
5. NEW BUSINESS (items from calendar)
  - a. Recommendation To Authorize The Publication Of 2020 Road Project Bids
    - i. Treyburn Farms -- Bluegrass Trail New Construction
    - ii. Rood Avenue -- Road and Infrastructure Improvements
  - b. Review And Adoption Of The 2020 Calendar
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. January Public Hearing - Lee Columbus Offer To Purchase Outline (Parcels 290-0813-0822-032 & 290-0813-0822-104)
  - b. Committee Calendar Items
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: 11/27/2019

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: August 1, 2019**

1. CALL TO ORDER AND ROLL CALL. Alder Rhynes called the meeting to order at 6:30 p.m. in the Council Chambers. Committee members present: Schoenwetter and Rhynes. Absent: Petts. Others attending: Alder Kuhl; Fire Chief Benisch; Vern Butzine; Mayor Quimby; Public Works Director Chad Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: July 11, 2019. MOTION: Moved by Schoenwetter, seconded by Rhynes to approve minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. 2019 PROJECT/PROGRAM LISTING & UPDATES. Noted.
5. NEW BUSINESS
  - a. Considering An Annual Committee Calendar. By consensus the item was tabled due to Petts' absence.
  - b. Discussion: 2020 – 2024 Capital Needs & Project Needs. Yerges provided an over view of Rood Avenue improvements and Bluegrass Trail new construction in the Treyburn Farm subdivision. No action taken.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Schoenwetter, seconded by Rhynes to adjourn. The time was approximately 6:45 pm. Motion carried



Attest:  
Mo Hansen  
Clerk/Treasurer

**CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE**  
**MEETING MINUTES: November 21, 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: Petts, Schoenwetter and Rhynes. Absent: none. Others attending: Lee Columbus; Brandon Columbus; Paul Lessila of R & R Insurance; Mayor Quimby; Public Works Director Chad Yerges; Alder Kuhl; Chris Hauptli and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: August 1, 2019 (September, October & November 7th meetings cancelled). MOTION: Moved by Schoenwetter, seconded by Rhynes to table minutes approval. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. 2019-2020 PROJECT/PROGRAM LISTING & UPDATES
  - a. 203 East Madison Street Fence Project. Noted.
  - b. Treyburn Farms Residential Development. Noted.
5. NEW BUSINESS
  - a. Lee Columbus Offer To Purchase Outline (Parcels 290-0813-0822-032 & 290-0813-0822-104). DISCUSSION: Petts asked the general question, does the City want to sell the land. Schoenwetter asked for Columbus to think about options for making public parking available too. Hansen said the following modifications were acceptable to Columbus: (a) a \$3,800 purchase price; (b) segmenting off from the transaction the stormwater infrastructure at the south end of the area; and (c) dropping the idea of the DPW providing gravel. MOTION: Move by Rhynes, seconded by Schoenwetter to invite the Community Development Authority to participate in the recommendation and to schedule and hold a January public hearing informing the adjacent property owners by mail. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. December review of Rood Avenue and Bluegrass Trail public improvements before going out for bid.
  - b. Calendar items.
  - c. Public hearing.
7. ADJOURNMENT. MOTION: Moved by Schoenwetter, seconded by Rhynes to adjourn. The time was approximately 6:50 pm. Motion carried



Attest:  
Mo Hansen  
Clerk/Treasurer

**City of Waterloo**  
**2020 Capital Project Tracking**

Sorted by Oversight Entity

11/25/2019 3:51 PM

**Current Year**  
**Budgeted**

by Clerk/Treas.

Project Began	Oversight	Project	Description	Type	Lead(s)	Status	Amount	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, CDA & Clerk/Treas.	(1) Fence not installed; (2) Mayor in dialogue with path property owners	?	ID Phase 4 funding; negotiate purchase of private land	Spring installation of fencing and gravel by DPW; sidewalk repaired by Rennack
2013	Council	333 West Madison Street	Hawthorn & Stone build-out of assisted living facility	Econ. Dev. TID#2	Mayor & Clerk/Treas.	under construction	?	Facilitate developer interest	Council action reduced fee in lieu of taxes amount for 2019 and 2020
2020	Library Bd	Library 3 A/C units	Replace existing	Equipment	Library Director	approved in 2020 budget	\$15,000	Library Bd to award work	
2020	Library Bd	Library Carpet	Replace existing	Repairs	Fire Chief	Bids Received	\$10,000	Council awards work to contractor	
2020	Library Bd	Library Computers	Replace existing	Repairs	Library Director	approved in 2020 budget	\$4,000	Library Bd to award work	
2020	Library Bd	Library RFID	Install RFID system	new system	Library Director	approved in 2020 budget	\$25,000	Library Bd to award work	
2020	Library Bd	Library Water Heater	Replace existing	Equipment	Library Director	approved in 2020 budget	\$3,000	Library Bd to award work	
2020	Parks Commission	Firemens Park Baseball Field Renovation	Repair existing	Repairs	Park Director	approved in 2020 budget	\$40,000	Bids for City Council to award work	
2020	Parks Commission	Firemens Park Masonry Repairs Entrance	Repair existing	Repairs	Park Director	approved in 2020 budget	\$30,000	Bids for City Council to award work	
2020	Parks Commission	Firemens Park Sewer Work	Replace/repair existing	Repairs	Park Director	approved in 2020 budget	\$75,000	Bids for City Council to award work	
2020	Parks Commission	Firemens Park Sewer Work	Replace/repair existing	Repairs	Park Director	approved in 2020 budget	\$75,000	Bids for City Council to award work	
2020	Public Safety & Health Comm	Fire Department Heat/Air	Upgrade department heating & cooling system	Repairs	Fire Chief	Bids Received	\$33,000	Council awards work to contractor	
2020	Public Safety & Health Comm	Police Squad Replacement	Replace existing	Vehicle	Police Chief	approved in 2020 budget	\$35,000	Bids for City Council to award work	
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	Considering modifying grant program to stretch dollars	\$0	develop strategy to gain high compliance	Coordination with Utility for public lead sections required; turning off water service is lead compliance tool
2017	Public Works & Property Comm	Lease Bobcat	2018 Budget amendment #1 shifted this to 3-year lease to own rather than buy	Equipment	DPW Director	Year 3 lease payment to be made	\$15,000	2020 budget DPW director buying replacement tires	2018 & 2019 each \$15,000
2020	Public Works & Property Comm	Purchase Stump Grinder	new item	Equipment	Public Works Director	approved in 2020 budget	\$7,000	Bids for City Council to award work	

**City of Waterloo**  
**2020 Capital Project Tracking**

Sorted by Oversight Entity

11/25/2019 3:51 PM

by Clerk/Treas.

**Current Year  
Budgeted**

<b>Project Began</b>	<b>_Oversight</b>	<b>Project</b>	<b>Description</b>	<b>Type</b>	<b>Lead(s)</b>	<b>Status</b>	<b>Amount</b>	<b>Next Action</b>	<b>Notes</b>
2019	Public Works & Property Comm	Rood Avenue Reconstruction	Road reconstruction	Repairs	DPW Director	Kunkel Eng. with design & estimate	\$309,485	Council awards work to contractor	
2019	Public Works & Property Comm	Treyburn Farms Final Phase	Municipal ownership, marketing and sale of 19 platted residential parcels with municipal expense for all public improvements	New Subdivision	Mayor & Clerk/Treas.	City has title to property; parcels listed on MLS	\$753,445	Market to builders; construct road	One letter of interest in one lot

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]