



136 North Monroe Street
Waterloo, WI 53594-1198
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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: June 4, 2020
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street -- in-person or optional remote participation available by phone or device

REMOTE ACCESS DETAILS

1. Participate By Device:

Meeting link: <https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=mcd8721e5d0dca6e1acb91edaaf72ebb4>
Meeting number: 146 451 1762
Password: 0604PubWorks (06047829 from phones)
Host key: 841373

2. Participate By Phone:

1-844-531-0958 United States of America Toll Free
Access code: 146 451 1762
Password: 0604PubWorks (06047829 from phones)

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES:
3. CITIZEN INPUT / PUBLIC COMMENT
4. 2019-2020 PROJECT/PROGRAM UPDATES
5. UNFINISHED BUSINESS
 - a. Mayor's Tree Policy Research Relating To Tree Removal In Public Right-Of-Way And Private Access To Wood
 - b. Policy Review – Removal Of Sidewalk Snow On Dead-end Street
6. NEW BUSINESS
 - a. Start 2020 Budget Process
 - b. Paving A Segment Of Schultz Street
 - c. Tour Of Municipal Facilities
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar
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: 06/02/2020

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: May 7, 2020

1. CALL TO ORDER AND ROLL CALL. Committee Chair Petts called the regular meeting to order at 6:05 p.m. meeting remotely. Committee members present: Petts, Schoenwetter and Rhynes. Absent: none. Others attending: Public Works Director Chad Yerges; Mayor Quimby; Tim Thomas and Clerk/Treasurer Hansen.
2. APPROVAL OF UNAPPROVED MEETING MINUTES. DISCUSSION: Meeting minutes for March 5, April 2 (no quorum) and April 16 presented. MOTION: Moved by Schoenwetter, seconded by Rhynes to approve the March and April meetings minutes noting there was no quorum for April 2nd. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. 2019-2020 PROJECT/PROGRAM UPDATES (VERBAL). DISCUSSION: Yerges said Rood Avenue was close to completion with concrete curing and asphalt as a next step. He said the Treyburn Project (Bluegrass Trail) is also progressing well with more fill needed. He said DPW has worked on ball diamond and streets. Yerges said he had no major project for Fall. In reply to a Schoenwetter question, he said the tractor has not yet been acquired.
5. NEW BUSINESS
 - a. Mayor's Tree Policy Research Relating To Tree Removal In Public Right-Of-Way And Private Access To Wood. DISCUSSION: Petts reviewed the items in the packet. Her comments included Page 5 permit to DPW; page six re-word like Lake Mills. She referenced no designated container 35 gallons or less. Schoenwetter preferred the Lake Mills text noted as 636-2. No action taken. Schoenwetter asked if the form needed approval. The Mayor indicated a form approval was not required. By consensus the committee asked the Clerk/Treasurer to draft an ordinance for final Committee consideration. Hansen and Yerges commented on weather dependent curbside services with Yerges saying he could outline general beginning and end dates, but that unknown variable of snow removal was a priority. Petts suggested leaving the service description generalized.
 - b. Policy Review – Removal Of Sidewalk Snow On Dead-end Street. DISCUSSION: Yerges said Derby and Lexington was the location of a most recent complaint. Schoenwetter said the northern portion of Bluegrass at Goehl should be removed from exemption as it would be a through street. Yerges said a second list of exemptions including the Hawthorn and Stone area and other areas existed. Petts asked for all to be combined and updated in a single resolution. Yerges was not aware of other complaints. No action taken.
 - c. Identify Grant Application Opportunities / Follow-up. DISCUSSION: Hansen said the two Department of Transportation grants applied for were not awarded. He said a September application date was the submittal time for another round of competitive lead service line replacement grants. He said award notices for the round would be in late 2020 or 2021.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Future Committee Calendar Items. Petts asked that scheduling a facility tour be placed June Committee agenda.
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 Road / Utility Out-Year Project Plan

After Adoption of 2020 Budget

Year	Location	Description	Funding	Non-Utility Municipal Share Estimate
2020	Rood Avenue		road repair dollars used to pay for 2019 project	\$309,485
2020	Bluegrass Trail (Treyburn Farms Project)		road repair dollars used to pay for 2019 project	\$740,988
2021	Adams Street	Reconstruct using Railroad Ave as design template	Special Assessment?	Oct 2018 est. \$393,936
2022	Jefferson Street	Full reconstruct	Special Assessments?	to be determined
2022	Tentative - Hendricks (pending grant award)	Full reconstruct	Special Assessments?	to be determined
2023	Tentative - Waterloo Road	Road Resurfacing S Monroe Street to Sunset View Ln		to be determined
2024	Tentative - Minnehaha Lane & Riverside Drive	Minnehaha Ln: Minnetonka to Indian Hills Drive Riverside Dr: Streator Ln to W Dickenson St		to be determined
2025	Tentative - Van Buren Street	Reconstruct: W Polk Street to Knowlton ST	Special Assessments?	to be determined

project go-ahead approved as part of 2020 budget
project go-ahead as part of adoption of Resolution 2018-46

City of Waterloo, Wisconsin

Capital Improvement Plan

2020 thru 2024

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Public Works								
Stump Gringer 400009	400009	n/a	7,000					7,000
Equipment carry over reserve, DPW 400010	400010	3	50,000	50,000	50,000	50,000	50,000	250,000
Rood Avenue Reconstruct 400011	400011	3	309,485					309,485
Treyburn Farms	400013	n/a	753,445					753,445
Asphalt Resurfacing (multiple)	400014	3		10,000				10,000
DPW Tire Replacement	400015	3	9,500					9,500
Bobcat Lease Payments - Public Works Dept.	dpw-02	2	15,000					15,000
Adams St Reconstruct	dpw-04	1		577,784				577,784
2022 Rd Project (Hendricks in 2020 w/ grant)	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			1,144,430	637,784	700,000	700,000	700,000	3,882,214
GRAND TOTAL			1,144,430	637,784	700,000	700,000	700,000	3,882,214

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works
Contact Public Works Director
Type Equipment
Useful Life
Category Vehicles
Priority 3 Important
Status Active

Project # 400010
Project Name Equipment carry over reserve, DPW 400010

Total Project Cost: \$250,000

Description

To set money aside to purchase high dollar pieces of equipment.

Justification

Make it easier to pay for the high dollar equipment. Reserving and applying dollars for current or future year DPW equipment and vehicle purchases. Dollars reserved in Capital Fund 400

Expenditures	2021	2022	2023	2024	2025	Total
Other	50,000	50,000	50,000	50,000		200,000
Total	50,000	50,000	50,000	50,000		200,000

Funding Sources	2021	2022	2023	2024	2025	Total
Property Taxes	50,000	50,000	50,000	50,000		200,000
Total	50,000	50,000	50,000	50,000		200,000

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$753,445

Project #	400013
Project Name	Treyburn Farms

Description

Public right-of-way infrastructure for build out of 19 parcel residential subdivision

Justification

Spur new home constructino

Funding Sources	2021	2022	2023	2024	2025	Total
Sale of Residential Lots	155,000	155,000	155,000	116,250		581,250
Total	155,000	155,000	155,000	116,250		581,250

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works
Contact Public Works Director
Type Maintenance
Useful Life
Category Other
Priority 3 Important
Status Active

Project # 400014
Project Name Asphalt Resurfacing (multiple)

Total Project Cost: \$10,000

Description
 Resurfacing of various parking lots & paths (additional anticipated)

Justification

Expenditures	2021	2022	2023	2024	2025	Total
Other	10,000					10,000
Total	10,000					10,000

Funding Sources	2021	2022	2023	2024	2025	Total
Property Taxes	10,000					10,000
Total	10,000					10,000

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works
Contact Public Works Director
Type Improvement
Useful Life 25 years
Category Street Reconstruction
Priority 1 Critical
Status Active

Project # dpw-04
Project Name Adams St Reconstruct

Total Project Cost: \$577,784

Description
 Moved from 2020 to 2021 (11/2018) Reconstruct street, sidewalk & utilities for Adams Street (Leschinger north to STH 89)

Justification
 Part of project sequence adopted July 2017 and then revised

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance	577,784					577,784
Total	577,784					577,784

Funding Sources	2021	2022	2023	2024	2025	Total
Property Taxes	305,041					305,041
State Aid - Transportation	227,743					227,743
Wheel Tax	45,000					45,000
Total	577,784					577,784

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works
Contact Public Works Director
Type Improvement
Useful Life 25 years
Category Street Reconstruction
Priority 1 Critical
Status Active

Project # dpw-05
Project Name 2022 Rd Project (Hendricks in 2020 w/ grant)

Total Project Cost: \$650,000

Description

Moved out one year (11/2018) Reconstruct street, sidewalk & utilities for Street to be determined

Justification

Part of project sequence adopted July 2017

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance		650,000				650,000
Total		650,000				650,000

Funding Sources	2021	2022	2023	2024	2025	Total
Property Taxes		377,257				377,257
State Aid - Transportation		227,743				227,743
Wheel Tax		45,000				45,000
Total		650,000				650,000

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works
Contact Public Works Director
Type Improvement
Useful Life 25 years
Category Street Reconstruction
Priority 1 Critical
Status Active

Project # dpw-06
Project Name 2023 Road Project TBD

Total Project Cost: \$650,000

Description
 Reconstruct street, sidewalk & utilities for Street to be determined

Justification
 Part of project sequence adopted July 2017

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance			650,000			650,000
Total			650,000			650,000

Funding Sources	2021	2022	2023	2024	2025	Total
Property Taxes			377,257			377,257
State Aid - Transportation			227,743			227,743
Wheel Tax			45,000			45,000
Total			650,000			650,000

Capital Improvement Plan
City of Waterloo, Wisconsin

2021 *thru* 2025

Department Public Works
Contact Public Works Director
Type Improvement
Useful Life 25 years
Category Street Reconstruction
Priority 1 Critical
Status Active

Project # dpw-07
Project Name 2024 Road Project TBD

Total Project Cost: \$650,000

Description
 Moved out one year (11/2018)
 Reconstruct street, sidewalk & utilities for Street to be determined

Justification
 Part of project sequence adopted July 2017

Expenditures	2021	2022	2023	2024	2025	Total
Construction/Maintenance				650,000		650,000
Total				650,000		650,000

Funding Sources	2021	2022	2023	2024	2025	Total
Property Taxes				332,257		332,257
State Aid - Transportation				227,743		227,743
Wheel Tax				90,000		90,000
Total				650,000		650,000

Waterloo DPW
130 E Madison
Waterloo Wi



E Madison St

89

130 E Madison St

S Monroe St

Meade St

R & R Asphalt

Google Earth



P.O. Box 13456
Wauwatosa, WI 53213-0456

MADISON
(608) 221-8680
Fax: (414) 476-9132

MILWAUKEE
(414) 476-9130
Fax: (414) 476-9132

RACINE
(262) 633-1105
Fax: (414) 476-9132

WI Building Contractor Registration #: 1105248

Name: Chad Yerges
Company: City of Waterloo

Phone: (920) 478-3025
Fax Number:
E-mail: dpw@waterloowi.us

Date: June 2, 2020

Address: 136 N. Monroe Street
City: Waterloo, WI 53594

Job Name: Alley
Job Location: 130 E. Madison Street, Waterloo
Job Phone: Cell:

We hereby submit specifications and estimates for:

Remove and Replace Asphalt Alley:

Excavate and dispose of existing asphalt driveway with minimal areas of concrete.

Supply up to 10 ton of ¾” crushed aggregate to secure the base and attain the finish grade.

Finish grade and compact base stone.

Construct a 2-course 4” compacted thickness hot mix asphalt pavement consisting of 2 ½” 4LT binder course material and 1 ½” 4LT surface course material.

\$9,824.00

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: (Payment to be made as follows:)

Terms: Total Due Upon Completion

Dollars ()

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. Any increase in cost of materials will result in an increase in the contract price. These price increases will be charged as extras over and above the estimate. Poblocki Paving Corp. will notify owner of such increased costs when they occur, and will provide to owner copies of the invoices or other documentation evidencing such increased costs upon request. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman’s Compensation Insurance.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER’S LAND MAY HAVE LIEN RIGHTS ON OWNER’S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER’S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

A \$25.00 service fee, plus 1-1/2% of the outstanding balance will be charged on all accounts past 30 days, and will continue to be added each consecutive month until entire balance and accumulated service fees, plus interest are paid in full (unless otherwise noted). In the event it becomes necessary for Poblocki Paving Corp. to institute collection proceedings, all costs incurred by Poblocki Paving Corp., including reasonable and actual attorney’s fees, shall be paid by the property owner or owner’s agency and shall be added to the amount as described above.

Upon contract acceptance, if cancellation notice is not received in writing prior to 3 days after date of acceptance, Poblocki Paving Corp. assumes that the owner or owner’s agent accepts the work herein described and the terms and conditions of sale contained. Any withdrawal of this contract could result in a partial billing to reimburse Poblocki Paving Corp. and/or its sub-contractors for planning, preparation, and materials already ordered or installed on the job site.

One mobilization is included to each job site. “One trip to site by the paving crew” unless 2 or more trips are noted.

All permits are property owner’s responsibility (unless Poblocki Paving Corp. has specified they will be responsible).

Poblocki Paving Corp. is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or owner’s agent agrees to indemnify and hold harmless Poblocki Paving Corp. from any and all claims, liabilities, costs and expenses whatsoever arising from the above.

This contract does not contemplate the encountering of underlying concrete, wood, paving fabric or other unsuitable materials or unusual conditions during excavation, unless noted on proposal. Should these conditions be encountered, the property owner may be charged for the extra work incurred.

Poblocki Paving Corp. is not responsible for damage to landscaping as a result of project preparation, execution or completion. Poblocki Paving Corp. is also not responsible for changes needed in landscaping to insure the proper continuation of drainage flow from project area. It is the property owner’s responsibility to back fill edges of paved areas.

Poblocki Paving Corp. is not responsible for low spots in asphalt of less than 1/2 inch.

Poblocki Paving Corp. is not responsible for concrete breakage due to normal construction equipment traffic.

Soil conditions such as the presence of clay and sand, as well as, temperature and moisture content may result in cracking, therefore it is impossible to guarantee against cracking. The property owner understands this risk is inherent in this kind of work.

Grading: The grading we perform may not prevent unwanted water from accumulating on your property. We do not warrant (expresses or implied) that our grading work will prevent, eliminate or reduce unwanted on site water accumulation or flowage on your property. However, we do warrant that our grading will meet applicable industry standards as to percentage grade requirements.

Non-payment of total invoiced amount in full upon completion, or terms as noted, voids any and all guarantees/warranties.

Should a dispute arise between the parties concerning this contract or the rights and duties of either party, Poblocki Paving Corp. may elect, at its sole discretion, to have the dispute settled by arbitration held in accordance with the Construction Industry Rules of the American Arbitration Association in effect at the time Poblocki makes the election for arbitration. Poblocki must make the election to arbitrate no later than 60 days after the proper service of a summons.

Acceptance of Proposal

Note: This proposal is void if not accepted within **15** days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature:



Robert Opie

Signature:

Date of Acceptance:

City of Waterloo Public Works & Property Committee Annual Calendar

- 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]