



136 North Monroe Street
Waterloo, WI 53594-1198
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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: Thursday, June 2, 2016
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: May 5, 2016
3. PUBLIC COMMENT
4. FUNDING UPDATES
 - a. DNR Stewardship Grant Application For 203 East Madison Street , Submitted
5. PROJECT UPDATES
 - a. 2016 Capital Projects Status Tracking
6. UNFINISHED BUSINESS
 - a. Town Of Portland Reply - Written Township Agreements For Roadway Maintenance And Snow Removal
7. UNFINISHED BUSINESS
 - a. Seeking DNR Grant Funding To Remove Lead Water Services To Waterloo Properties
 - b. Review Of 2017 West Porter Street Construction And Design
8. NEW BUSINESS
 - a. Public Right-Of-Way Stormwater Management, 264 Jefferson Street
9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
10. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Committee Members: Springer, Ziaja and Stinnett

Printed, Posted, E-mailed and Distributed: 05/26/2016

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 5, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer and Stinnett. Absent: Ziaja. Others attending: Public Works Deputy Jeff Robbins, Utility Superintendent Barry Sorenson, Mitch Leisses of Kunkel Engineering, Ron Griffin (a portion), Tim Thomas (a portion), Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: April 7, 2016. MOTION: Moved by Stinnett, seconded by Springer to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. ## An email from Maureen Giese regarding the length of weeds on private residential land adjacent to her property on McKay Way was distributed. No action taken.
4. FUNDING UPDATES. Noted. No action taken.
 - a. Canal Road, MSID, Awarded
 - b. DNR Stewardship Grant Application For 203 East Madison Street , Submitted (Resolution On Council Agenda)
5. PROJECT UPDATES
 - a. 2016 Capital Projects Status Tracking. DISCUSSION: The list was reviewed. No action taken.
6. UNFINISHED BUSINESS
 - a. Future E-Waste Recycling Service Provided At Waterloo Water & Light. DISCUSSION: Springer suggested providing the service for another six months as-is. Sorenson said if nothing is done the service would stop next month. How an additional charge for e-waste might be charged was discussed by Springer and Sorenson. Stinnett questioned the need for a \$1 increase when the Clerk/Treasurer had calculated \$0.25 for the cost of pick-up. Sorenson said \$1 was needed to cover other costs incurred by the Utility to provide the service. MOTION: Moved by Springer, seconded by Stinnett -- under protest -- to add \$1.00 per month to the utility bill with the new revenue going to the Utility to continue the drop off e-waste service at Waterloo Water & Light. VOICE VOTE: Motion carried.
 - b. Written Township Agreements For Roadway Maintenance And Snow Removal. DISCUSSION: Hansen said he would follow-up on prior communications to the towns. No action taken.
7. NEW BUSINESS
 - a. Seeking DNR Grant Funding To Remove Lead Water Services To Waterloo Properties. DISCUSSION: Hansen said new competitive grant funding was announced by the DNR. He said a program would need to be developed in order to best qualify for funding. Sorenson said phosphorous is currently put in the water to minimized lead in the water. He didn't have a count for the number of homes with lead services. He said some lead pipe removal would be from the curb stop to the house. Others would be from the water main to the house. MOTION: Moved by Springer, seconded by Stinnett to direct Mitch Leisses and Barry Sorenson to develop a program outline which would help a future state grant application. VOICE VOTE: Motion carried.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
9. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Springer to adjourn. The time was approximately 6:30 pm. Motion carried.



Attest:

Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO
2016 Capital Project Status Tracking
(Sorted By Oversight Entity)

Yellow highlight= recent update

ID#	PROJECT	TYPE	LEAD	OVERSIGHT	PROJ STATUS	2016 BUDGET	2016 ACTUAL	BUDGET STATUS	NOTES
1	CATV OUTLAY	EQUIP	Burgos	CableBD	Collecting Estimates			2016	analog-to-digital equip
2	CAPITAL PROJ - LIBRARY	PURCHASE	Mounford	LibBoard	Not Started	10,000		2016	Furniture & equip
3	575 W MADISON PED BRIDGE REMOVE	RAZE	KUNKEL	ParksComm	Not Started	75,000		2016	est. only
4	INSTALL 333 W MADISON PATH OUTLOT #1	CONSTRUCT	KUNKEL	ParksComm	Engineering Started	150,000		2016	est. only ; use impact fees for new and Idle Site industrial grant
5	PARKS BASKETBALL CT	CONSTRUCT	KUNKEL	ParksComm	Concept	15,000		??	est. only; contingent up donation amt.
5	FIREMEN'S PARK - ENTRY MASONRY REPAIRS	REPAIR	Haberkor	ParksComm	Not Started	<10,000		2016 or 2017	est. only; contingent up donation amt.
6	720 WEST MADISON ST	PHASE 3, RIVER BED SAFETY	Hansen	ParksComm	Engineering @ 15%				Kunkel Eng. Applying for multiple DNR permits
7	SQUAD CAR PURCHASE	PURCHASE	Sorenson	PubSafety	Not Started	36,000	0	2016	
8	SPEC FUND SQUAD	RESERVE EXPENSE	Sorenson	PubSafety	Not Started	30,500			
9	FD CAPITAL OUTLAY	?	Butzine	PubSafety	Not Started	20,000	0	2016	??
10	CAPITAL PROJ - STREET CONST	ROAD RESURFACE	Yerges	PubWorks	Not Started	157,089	0	2016	slag seal:Milw, Lum, Anna, Lexington, Bradford
11	STREET TREES	PURCHASE	Yerges	PubWorks	Partial	40% done	0	2016	\$420 of trees purchased
12	SIDEWALKS	INSTALL NEW	KUNKEL	PubWorks	Estimate Completed	11,000	0	TRANSF TO TID #4	use impact fees for new
13	SIDEWALKS - SPEC ASSESS	INSTALL NEW	KUNKEL	PubWorks	Estimate Completed	50,000	0	2016	Special Assessment process to be completed
14	PLASMA CUTTER	PURCHASE	Yerges	PubWorks	Not Started	3,000	0	2016	
15	POWER WASHER	PURCHASE	Yerges	PubWorks	Closed	8,073	8,073	2016	done
16	HD PICK-UP TRUCK	PURCHASE	Yerges	PubWorks	Not Started	33,927	0	2016	
17	STH 19 IMPROVE	ENG	KUNKEL	PubWorks	Engineering Near 90%	15,000	0	TRANSF TO TID #2	Engineering expense in 2016
18	SLIP LINING	REPAIR	Yerges	PubWorks	Not Started	28,515		2016	Adams Street confirm w/ GY
19	MUNI BLDG PHONES	PURCHASE	Hansen	PubWorks	Not Started	0		NEED TO ADD	one estimate received ->
20	MUNI BLDG ROOF	REPAIR	Hansen	PubWorks	Estimate In-Hand	0		NEED TO ADD	est. \$750 from savings
21	333 PORTLAND RD	CONDEMN PROPERTY	Hansen	PubWorks	In progress			NEED TO ADD	INSPECTION COMPLETED; Transmittal to property owner
22	DPW COLD STORAGE	CONSTRUCTION	Yerges	PubWorks	5% complete			2016	Contract signed, work scheduled
23	CANAL RD	ROAD RESURFACE	Yerges	PubWorks	Engineering Design	402,000		2016	Design work in progress; WisDOT @ 50% funding

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 and ice removal services. Each party 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 activities are the responsibility of the respective governing bodies, and are not 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, 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. Neither party shall compensate the other for the services described herein, maintenance of roadways 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: _____

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: _____

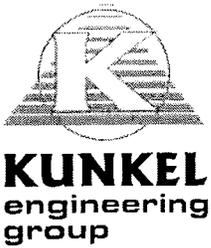
Title: _____

EXHIBIT 1 – DESCRIPTION OF ROADS

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

RESPONSIBILITY OF:	CITY-TOWN BORDER ROAD DESCRIPTION	ESTIMATED LENGTH (ft.)
City of Waterloo	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

RESPONSIBILITY OF:	CITY-TOWN BORDER ROAD DESCRIPTION	ESTIMATED LENGTH (ft.)
Town of Portland	The road commencing at the intersection of STH 89 and Clarkson Road east to the intersection of STH 19 and Clarkson Road	3,500



107 Parallel Street
 Beaver Dam, WI 53916
 (920) 356-9447
 fax: (920) 356-9454
 kunkelengineering.com

City of Waterloo, Wisconsin
PRELIMINARY ESTIMATE OF COST
West Porter Street Improvements
 March 31, 2016

From North Monroe Street to Minnetonka Way

- Utilities: Install 8 inch sanitary sewer and 8 inch water main.
 Replace sanitary laterals and water services within right-of-way.
- Street: Complete reconstruction of existing roadway.
 Install curb and gutter at 34 foot back-to-back where not previously installed.
 Spot repair of 4 foot concrete sidewalk.
- Notes: Field work and utility data collection required for a more accurate cost estimate.
 Preliminary cost estimate does NOT include lighting costs.

Estimated Quantities for Sanitary Sewer

Quantity	Unit	Item	Unit Cost	Item Cost
1500	LF	8 Inch PVC Sanitary Sewer Main	\$52.00	\$78,000
7	EA	Precast San Sewer Manhole	\$3,200.00	\$22,400
600	LF	4 Inch PVC Sewer Service Lateral	\$40.00	\$24,000
2100	LF	Granular Backfill, San Sewer	\$15.00	\$31,500
0.5	LS	Traffic Control and Access	\$3,500.00	\$1,750
0.5	LS	Erosion Control, Project	\$5,000.00	\$2,500
			Estimated Construction Cost	\$160,150
			Engineering & Contingencies	\$19,218
			Total Estimated Sanitary Cost	\$179,368

Estimated Quantities for Water Main

Quantity	Unit	Item	Unit Cost	Item Cost
1500	LF	8 Inch PVC Water Main	\$60.00	\$90,000
8	EA	8 Inch Gate Valve and Box	\$2,100.00	\$16,800
3	EA	Hydrant w/Aux Valve and 6 Inch PVC Lead	\$5,500.00	\$16,500
600	LF	1 Inch Copper Water Service	\$55.00	\$33,000
10	EA	Connect to Existing Water Main	\$1,800.00	\$18,000
2100	LF	Granular Backfill, Water Main	\$14.00	\$29,400
0.5	LS	Traffic Control and Access	\$3,500.00	\$1,750
0.5	LS	Erosion Control, Project	\$5,000.00	\$2,500
			Estimated Construction Cost	\$207,950
			Engineering & Contingencies	\$24,954
			Total Estimated Water Cost	\$232,904

Estimated Quantities for Roadway Improvements

Quantity	Unit	Item	Unit Cost	Item Cost
150	LF	12 Inch RCP Storm Sewer Lead	\$55.00	\$8,250
60	LF	24 Inch RCP Storm Sewer Main	\$65.00	\$3,900
4	EA	Precast Storm Sewer Catch Basin	\$1,700.00	\$6,800
2	EA	Precast Storm Sewer Manhole	\$2,500.00	\$5,000
210	LF	Granular Backfill, Storm Sewer	\$10.00	\$2,100
1	LS	Unclassified Excavation		\$50,000
2200	LF	30 Inch Concrete Curb and Gutter	\$12.00	\$26,400
600	SF	Concrete Sidewalk, 4 Inch Depth	\$8.50	\$5,100
1000	SF	Concrete Sidewalk, 6 Inch Depth	\$10.00	\$10,000
900	CY	EBS and Sub-Base Course	\$28.00	\$25,200
5800	SY	Sub-Base Course, 8 Inch Depth	\$4.00	\$23,200
5800	SY	Base Aggregate Dense 3/4 Inch, 4 Inch Depth	\$3.25	\$18,850
1000	TN	Asphalt Pavement, 4 Inch Depth	\$65.00	\$65,000
1800	SY	Topsoil, Seed and Mulch	\$6.50	\$11,700
			Estimated Construction Cost	\$261,500
			Engineering & Contingencies	\$31,380
			Total Estimated Roadway Project Cost	\$292,880
			Total Roadway and Utility Construction Cost	\$629,600
			Engineering & Contingencies	\$75,552
			Total Estimated Cost	\$705,152

Mo Hansen

From: Brian Henning <HenningB@waterloo.k12.wi.us>
Sent: Tuesday, May 17, 2016 10:41 AM
To: cityhall@waterloowi.us
Subject: RE: West Porter Street - off-street parking? traffic calming measures?

Mo,

I wanted to let you know that I am working on getting our Building and Grounds committee together so I can get you some answers on these items.

Thank you,

Brian
>>> "Mo Hansen" <cityhall@waterloowi.us> 5/12/2016 10:45 AM >>>
Brian,

Thanks for the reply. Understanding most everything comes down to cost. What about the following?

1. BIDDING. We bid all work, public right-of-way and parking lot together under one bid document after the District reviews a preliminary estimated provided by the City's Engineer, Kunkel Engineering. With District sign-off on parking lot specifications the whole project is bid with the parking lot a stand-alone cost, an alternate bid item. The District then further signs off on: "go, no go" for construction after bids are opened. (NOTE: Potential complexity if the low parking lot alternate bid and the low street project bid are different contractors...) The District pays the final contractor invoice for the lot installation (may be less or more than bid amount; depending upon District driven change orders, etc.).
2. BUDGETING. We have different budget cycles. The City would be responsible for paying the contractor in-full upon receipt of invoices. District payment for the parking lot could be spread over time to perhaps hit two or more District budgets. We would want a simple agreement in place if payments would fall outside of the 2017 calendar year.
3. FUTURE MAINTENANCE/UPKEEP. The Department of Public Works doesn't want maintenance responsibilities and upkeep. It is District property. We can take advantage of the economy of scale achieved by combining Porter with parking, but long-term it is your property. A sign-off on the bid spec means it is built to your specs, not ours.

Thoughts? If 1-3 are doable, a next step might be having Mitch Leisses with Kunkel Engineering do a preliminary estimate.

An additional thought... a four-way intersection at Porter & Bradford with direct access north to parking might accommodate a stop sign, which, in turn, may achieve slower vehicle speeds.

-Mo

From: Brian Henning [mailto:HenningB@waterloo.k12.wi.us]
Sent: Thursday, May 12, 2016 9:50 AM
To: mleisses@kunkelengineering.com; kmountford@waterloo.lib.wi.us; cityhall@waterloowi.us; rrlange@waterloowi.us
Cc: Parks@waterloowi.us
Subject: Re: West Porter Street - off-street parking? traffic calming measures?

Mo,

At first glance I believe the School District would be open to the concept of adding some additional parking. I would have some questions related to who would be responsible for the cost of installation and then maintenance and upkeep etc. This would also need to be reviewed and then approved by our school board before official consideration could be given.

Thank you

Brian C. Henning
District Administrator
Waterloo School District

>>> "Mo Hansen" <cityhall@waterloowi.us> 5/11/2016 12:05 PM >>>
Brian, Mitch, Randie, Kelli and Gary:
(CC Mayor & City Council)

I am forwarding multiple comments for your consideration. Also see attached.

- Learning that Porter Street is on the 2017 list for improvements, DPW Deputy Jeff Robbins, Jerry Schneider and Parks Coordinator Gabe Haberkorn have all recently spoken affirmatively to the need for more parking at or near West Porter Street to serve either the library, the playground, the asphalt basketball area or the grass athletic field area. Resident Jerry Schneider spoke at length today about the need for off-street parking, citing personal experience of several vehicle/pedestrian close calls. I have drawn a crude concept sketch after visiting with him.
- Two Porter Street residents also recently called for speed bumps to reduce traffic speeds on West Porter Street.

Can we take advantage of the scheduled road/utility reconstruction to design traffic calming measures and/or perhaps consider off-street parking? Your input is very much appreciated. I know Gary has responded negatively to the concept of speed bumps, but perhaps other traffic calming design elements can be beneficial.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

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A



Submitted by
Dave Lenivis

B



C



A



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