



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:** Thursday, February 2, 2017  
**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: December 1, 2016
3. PUBLIC COMMENTS
4. NEW BUSINESS
  - a. Sanitary Sewer Collection System Cleaning
  - b. Future Of Monarch Butterfly, From Alderperson Quimby
  - c. DPW Four-day Work Week – Review
  - d. Waterloo Chamber Of Commerce Activity With Downtown Planter Pits (informational only)
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Sale Of Mosquito Fogger, Generator And Orange Sanitary Sewer Hose
  - b. Review of 4-day DPW work week
6. ADJOURNMENT

*Mo Hansen*

Mo Hansen  
Clerk/Treasurer  
Committee Members: Springer, Ziaja and Stinnett

Printed, Posted, E-mailed and Distributed: 01/30/2017

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: December 1, 2016**

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:30 p.m. Committee members present: Ziaja, Springer and Stinnett. Absent: none. Others attending: Mayor Thompson; Gary Yerges; Barry Sorenson and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: November 3, 2016. Moved by Ziaja, seconded by Stinnett to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. FUNDING SUMMARY UPDATE. Noted.
5. 2016-2017 PROJECT SUMMARY UPDATE. Noted.
6. UNFINISHED BUSINESS
  - a. Considering A Municipal Lead Water Service Removal Program
    - i. Ordinance #2016-04 Creating Private Lead Water Service Lateral Replacement Requirements. MOTION: Moved by Ziaja, seconded by Stinnett to recommend Council adoption of the ordinance as presented. VOICE VOTE: Motion carried.
    - ii. Resolution #2016-61 Authorizing A Municipally Administered Private Lead Water Service Removal Program. MOTION: Moved by Stinnett, seconded by Ziaja to recommend to Council adoption of the resolution as presented. VOICE VOTE: Motion carried.
  - b. Ordinance #2016-05 An Ordinance Creating Exceptions For Public Work Department And Waterloo Utilities Equipment And Vehicles From Chapter §278 Loud And Unnecessary Noise. MOTION: Moved by Stinnett, seconded by Ziaja to table forever the ordinance. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Sale Of Mosquito Fogger, Generator And Orange Sanitary Sewer Hose. Noted.
  - b. Review of 4-day DPW work week. Noted.
8. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Ziaja to adjourn. The time was approximately 6:50 pm. Motion carried.



Attest:

Mo Hansen, Clerk/Treasurer

## Mo Hansen

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**From:** Mo Hansen <cityhall@waterloowi.us>  
**Sent:** Wednesday, January 04, 2017 11:25 AM  
**To:** City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)  
**Cc:** Barry Sorenson (bsorenson@wppienergy.org); 'dpw@waterloowi.us'; 'Gabe Haberkorn'  
**Subject:** Barry Sorenson's update from 1/3/2017 Utility Commission meeting

Bob,

From Barry after the 1/3/2017 Utility Commission meeting with additional background:

1. TOPIC: SEWER CONVEYANCE SYSTEM ONE DEPARTMENT, TREATMENT PLANT ANOTHER DEPARTMENT. The Commissioners want more information on this topic, and want Council participation in identifying a way forward on this topic. My follow-up will be to draft an outline memo for the Public Works & Property Committee and the Utility Commission. Many of the memo points are below.

### Background.

For a number of months Barry and I have been talking about practical ways to maintain the sanitary conveyance system in a cost effective manner. Gary Yerges has been asking for a DPW person for some time to accomplish more. Barry Sorenson is indicating that Commissioners are not keen on: hiring a new full-time utility person for sewers; having the whole conveyance system simply transferred to the ratepayers; but rather they are interested in reviewing a plan that has full buy-in and support from DPW staff and elected officials.

We've been reporting on CMOM documents, that a low percentage of sewer line cleaning has been occurring yearly. Deferred maintenance may lead to costly fixes later. The basis by which we deny citizen sewer back-up claims is based upon demonstrating that we clean sanitary pipes on a recurring, routine basis.

For a number of years, the Utility has set aside dollars in a segregated fund to address sewer inflow and infiltration problems. This is primarily used for targeted sewer expenses during road reconstruction. The Commissioners have indicated that this money may be used more broadly to address other sewer conveyance system maintenance/repair needs. 2016 examples of this: Ratepayer funds commonly referred to as Inflow & Infiltration (I & I) dollars paid for a contractor to clean a small portion of the system (Adams Street and adjacent). I & I dollars paid for sanitary sewer pipe repairs in Firemen's Park.

### Overview.

(A) The Utility (ratepayers) has *some* I & I funding built into its current sewer rates for the conveyance system. (B) The General Fund (taxpayers) has levy limits based upon an annual calculation of net new construction tied to commercial, industrial and residential growth. (C) Gary's requests for staffing over time have gone unfilled. (D) Conveyance system maintenance, which has been deferred over time, informs us as to how good, or how bad, the conveyance system is. (E) Gary and Jeff have the best sense of sewer conveyance system condition. It is an unknown to others, including primary the Utility Commissioners.

### Going Forward.

Barry and I are trying to point towards a way forward:

Idea #1. Free up DPW staff time to annually clean a portion of the sewer conveyance system using the Vactor Truck. The Utility pays a sum of money back to the DPW equal to hours for part-time DPW summer lawn mowing (at \$10 per hour), a rate lower than the wage+fringe rate for Jeff, Chad or Chris. NOTE: Setting aside \$\$ for a future Vactor Truck replacement is really the sizable cost item here over time. Waterloo's Vactor Truck is convenient to have, but idle the vast majority of the time.

Idea #2. Contract out for the cleaning services similar to Marshall and other communities our size. This idea means we continue to use the Vactor Truck, for spot items, but don't plan for its future replacement (estimate cost new: \$250,000). Perhaps we sell it to fund some service contract. Marshall is going out to bid in early 2017. We tested this concept in 2016. The rate for a one-time service was high according to Mitch Leisses. Companies bidding on this type of work are looking for multi-year contracts to spread capital costs out over time.

Idea #3. A hybrid of combination of 1 & 2.

Why status quo?

City Attorney Tim Fenner notes that other communities don't segment responsibility for the conveyance system and the treatment plant to two different departments, and two funding sources, like Waterloo does. Are the reasons for this still valid in 2017? The decision was made decades ago. Are taxpayers and ratepayers still served best by the current structure?

For the treatment plant to effectively manage phosphorus levels and other effluent components, it is beneficial to minimize the total gallons of groundwater the treatment plant treats.

2. CLIFF BUTZINE RESIGNS FROM UTILITY COMMISSION EFFECTIVE 2/7/2017.

3. AFTER SEWER REPAIRS IN FIREMEN'S PARK, MORE FOLLOW-UP WORK NEEDED. Barry reported and Gabe confirmed that after the Fall sanitary pipe repairs, water still flows from Firemen's Park pipes, to the lift station and to the treatment plant. Gabe said Jeff Robbins has investigated and thinks it is ground water. Eliminating groundwater flowing to the treatment plant means expensive lift station pumps have longer lives, and we aren't needlessly spending dollars treating endless gallons of groundwater flowing to the treatment plant.

*Mo Hansen*

Clerk/Treasurer

City of Waterloo

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Mo

Barry and I had another talk about the sanitary sewer collection system, we both agree that selling the vactor truck would be a mistake. that truck has too many other functions that it can be used for. I.E. storm sewer system and catch basin cleaning, water main breaks, hydro excavation for sign post & alike, cleaning & maintaining the sewage treatment plant ect.

Contracting out the cleaning service may have some advantages and disadvantages

Advantages

1. It will free up both departments, leaving them to do other tasks.
2. It will give the city a starting point for the CMM report: identifying problem areas within the collection system, manhole inspection ect.
3. Contracting service with "Marshall" to minimize the per foot unit price.

Disadvantages

1. Not reporting or addressing problem areas within the system
2. Prior contacting of people to be effected of the days cleaning
3. Reporting of effected or lateral backups because of cleaning. ect.

Barry and I both agree that the cleaning of the collection system should stay in house.

WE PROPOSE: The utility will reimburse the public works staff for approximately 3 weeks of cleaning the collection system, at a rate of  $\$378$  per day hourly and benefits "Approx.  $\$27.00$  per hour per man, with that; a report of problem areas and manhole inspection." manhole inspection will include but not limited too, location, cover type, manhole type brick or precast, step deterioration. ect.

The 3 week time period for cleaning the system comes to approx.  $\$5,600$ . " $\$378$  per day"

"We payed 2 park employees less than  $\$5,000$ . ea last season."

The  $\$5,600$ . will be used to supplement the department by way of mowing lawns.

On the reverse side: The utility will handle all book work and CMOM reports

The Waterloo utility DOES NOT want to take the collection system over untill a time deemed fit

by both departments, There will be a learning period for the waste water employees and perhaps utility employees. I would feel confident after a 4 year probation period, that the utility employees should have an idea how the vactor truck works, how to set up different locations, lateral backups ect.

" THE 4 year comes from  $\frac{1}{4}$  of town per year.

Barry Comments: My primary concern is this \$5,600 fix is a temporary fix. Long term (after 4 years) we would be looking at \$50,000 (full time employee.)

- ② Sewer employees do lab work all morning and if we have a backup both would need to go setting.
- ③ # of manholes that need replacing Per year to keep up.
- ④ GREASE CONTROL INSPECTIONS (frequency)

CITY OF WATERLOO  
 SANITARY SEWER COLLECTION SYSTEM  
 CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE PLAN

**STEP 4 – Operation and Maintenance Activities**

A comprehensive Collection System Operation and Maintenance Program (O&M) includes:  
 mainline + manholes + lift stations + private laterals  
 Collection system O&M is the essential element of a CMOM Program. Just like your car, it will eventually fail to perform without regular maintenance and repairs.  
 What O&M tasks should you be doing: Studies have shown that optimizing collection system performance depends on specific maintenance tasks and frequencies. You should summarize and review your maintenance activities each year.

**Does your Collection System Annual Maintenance Program include the following activities?  
 Check those items you have done in the last twelve months.**

		Year	Percent
<input checked="" type="checkbox"/> Cleaning	What percent of system last year?	_____	> 1%
<input type="checkbox"/> Root Removal	What percent of system last year?	_____	0
<input type="checkbox"/> Flow Monitoring	What percent of system last year?	_____	0
<input checked="" type="checkbox"/> Sewer Line Televising	What percent of system last year?	_____	12%
		Park 1,290	
		W Madison 4,576	
<input checked="" type="checkbox"/> Manhole Inspections	What percent of system last year?	_____	7.4%
		Park 32	
		W Madison 10	
<input checked="" type="checkbox"/> Manhole Rehabilitation	What percent of system last year?	_____	6%
<input type="checkbox"/> Mainline Rehabilitation	What percent of system last year?	_____	0
	As needed based on inspections.		
<input type="checkbox"/> Private Sewer Inspections	What percent of system last year?	_____	0
<input type="checkbox"/> Private Sewer I/I Removal	What percent of system last year?	_____	0
<input checked="" type="checkbox"/> Lift Station O&M	What percent of system last year?	_____	replaced several pumps

Since every collection system is unique, work to find out which maintenance activities and frequencies will give you the best value of the O&M dollar spent. Recommended references are found in Wisconsin CMOM Page 25.

# THE FUTURE OF MONARCH BUTTERFLY POPULATIONS ARE IN QUESTION DUE TO NATIONWIDE DECLINE - THE WISCONSIN WILDLIFE FEDERATION URGES MUNICIPAL LEADERS TO TAKE ACTION

By: Leah McSherry, Assistant to the Executive Director, Wisconsin Wildlife Federation

Monarch butterfly populations have declined by 90 percent across North America in the past 20 years. Reasons for the species's decline include loss of habitat, incompatible landscaping practices during peak breeding season, township ordinances eliminating the planting of milkweed, and the presence of native milkweed species on noxious weed lists. The eradication of milkweed directly impacts monarch populations since milkweed play a critical role in their life cycle: females lay their eggs on the plant, the larvae that emerge from the eggs then utilize the milkweed exclusively during development and metamorphosis. To help increase numbers of monarch butterflies and secure the future of the species, the Wisconsin Wildlife Federation (WWF) is urging all municipal leaders to review the noxious weed list for their area to ensure that native species of milkweed are not listed. The species of milkweed that are native to Wisconsin are:

- Butterfly weed (*Asclepias tuberosa*)
- Clasping milkweed (*Asclepias amplexicaulis*)
- Common milkweed (*Asclepias syriaca*)
- Green comet milkweed (*Asclepias viridiflora*)
- Mead's milkweed (*Asclepias meadii*)
- Oval-leaf milkweed (*Asclepias ovalifolia*)
- Poke milkweed (*Asclepias exaltata*)
- Prairie milkweed (*Asclepias sullivantii*)
- Purple milkweed (*Asclepias purpurascens*)
- Showy milkweed (*Asclepias speciosa*)
- Sidecluster milkweed (*Asclepias lanuginosa*)
- Swamp milkweed (*Asclepias incarnata*)
- Tall green milkweed (*Asclepias hirtella*)
- Whorled milkweed (*Asclepias verticillata*)

The WWF also encourages municipal leaders to ensure that there are not any restrictions for planting native species of milkweed and to increase their presence in landscaping practices.

Butterfly weed and swamp milkweed have wide ranges and are commonly available within the nursery trade and may be easily implemented into landscapes. There are many resources available to help with the planting process, such as the Xerces Society for Invertebrate Conservation's publication titled *Pollinator Plants of the Central United States – Native Milkweeds*.

The publication provides an excellent overview of how to prepare a site for milkweed planting and which species would be most suitable for your area. Visit [xerces.org](http://xerces.org) to view the publication and other helpful resources.



*Monarch butterfly and swamp milkweed, one of the most common and widely accessible species of native milkweed in Wisconsin that can be used in landscaping to increase monarch prevalence*

In addition to ensuring native species of milkweed are not present on the noxious weed list for your area, confirming that planting of native species is not prohibited and revising landscaping practices to incorporate native milkweed, the WWF also encourages municipal leaders to learn more about the Mayor's Monarch Pledge, a program initiated by the National Wildlife Federation to provide resources to municipal leaders to educate citizens about the decline of monarch butterfly populations and to make their city more monarch friendly.

In response to the nationwide decline of monarch butterflies, the National Wildlife Federation (NWF) initiated the Mayor's Monarch Pledge. As a state affiliate of the NWF, the Wisconsin Wildlife Federation is helping to spread the word about the program. The four steps of the Mayor's Monarch Pledge are as follows:

## MAYOR'S MONARCH PLEDGE

1. **TAKE THE PLEDGE:** The first step of many tasks is oftentimes the hardest. Thankfully, the first step of taking the

THE FUTURE OF MONARCH BUTTERFLY POPULATIONS (CONTINUED)

Mayor’s Monarch Pledge is effortless. Simply visit [nwf.org/mayorsmonarchpledge](http://nwf.org/mayorsmonarchpledge) and click “take the pledge online!”

2. **SPECIFY YOUR ACTIONS:** After taking the pledge, NWF will contact you to help pinpoint actions your community can take within the year to benefit monarchs. The actions chosen will then be entered through an online survey form. Mayors who take eight or more actions will receive special recognition and become a member of the Mayor’s Monarch Pledge Leadership Circle.
3. **TAKE ACTION:** Once the pledge has been taken and you have selected the actions your community will be implementing, NWF will provide numerous resources to help determine the best way to reach your goals.
4. **REPORT PROGRESS:** Quarterly, NWF will ask that you report progress made in your pledge. The reporting process is very simple and will serve as data to display the national effort of helping monarch populations and public awareness.

As a municipal leader, you can make a substantial difference in the future of monarch butterfly populations by making the changes outlined by the Wisconsin Wildlife Federation in addition to participating in the Mayor’s Monarch Pledge.



**About the Author**

Leah McSherry started her work with the Wisconsin Wildlife Federation (WWF) in 2013 when she assisted with the launch of the Conservation Leadership Corps, a program with the mission to provide training to high school and college students in conservation leadership, policy development, and communication. After graduating from the University of Wisconsin-Stevens Point with degrees in Wildlife Ecology & Biology, she relocated to Colorado where she continued to work in the nonprofit field. She has since moved back to Wisconsin and currently serves as WWF’s Assistant to the Executive Director.



*There are currently 189 city leaders who have taken the Mayor’s Monarch Pledge in the US and Canada, four of whom are from Wisconsin.*



**LEARN MORE ABOUT THE WISCONSIN WILDLIFE FEDERATION**

The Wisconsin Wildlife Federation is a nonprofit organization with the mission to conserve Wisconsin’s wildlife, natural resources, and outdoor sporting heritage through conservation education and advocating for strong conservation policies on state and national levels. Visit the Wisconsin Wildlife Federation’s website at [wiwf.org](http://wiwf.org) to learn more.



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**Heidel House, Green Lake | August 23-25**