



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, April 6, 2017  
**TIME:** 6:30 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street

\*\*\* AGENDA REVISED 4/5/2017 4:57 PM \*\*\*

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: February 2, 2017 regular and closed session and March 2, 2017
3. PUBLIC COMMENTS
4. UNFINISHED BUSINESS
  - a. Sanitary Sewer Collection System Cleaning
5. NEW BUSINESS
  - a. Approval for Salt Purchase for Early Fill
  - b. Updating the 2016 Road Construction Capital Plan
  - c. Recommendation To Hire Travis James Schaller To Fill A Vacant DPW Worker I Position
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

*Mo Hansen*

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

Printed, Posted, E-mailed and Distributed: 03/31/2017

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: February 2, 2017**

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Ziaja, Springer and Stinnett. Absent: none. Others attending: Mayor Thompson; Public Works Director Gary Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: December 1, 2016. MOTION: Moved by Ziaja, seconded by Stinnett to approve the minutes as presented noting no meeting was held in January. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. NEW BUSINESS
  - a. Sanitary Sewer Collection System Cleaning. DISCUSSION: The need for cleaning the sanitary sewer system was noted. Yerges outline a concept of training up Utility staff and being reimbursed by the Sanitary Utility Fund for cleaning the system in exchange for a sum of money to be used to hire seasonal employees to mow lawns. Hansen was directed to draft a one page document to continue the discussion between the Committee and the Utility Commission.
  - b. Future Of Monarch Butterfly, From Alderperson Quimby. DISCUSSION: Stinnett said the Parks Commission would take up the matter. No action taken.
  - c. DPW Four-day Work Week. DISCUSSION: 2016 complaints of early DPW vehicle noise were noted. The Committee looked at a variety of options and heard from the Director. Springer recommended no noise between 6 – 7 a.m. MOTION: Moved by Stinnett, seconded by Ziaja to permit the continuation of the four ten-hour shifts during the summertime at the discretion of the Director. VOICE VOTE: Motion carried unanimously.
  - d. Waterloo Chamber Of Commerce Activity With Downtown Planter Pits (informational only). Noted. DISCUSSION: It was noted that Yerges had given an OK for the Chamber to plant in pits, with the condition that material be removed in fall for ease of snow removal. No action taken.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Sale Of Mosquito Fogger, Generator And Orange Sanitary Sewer Hose. Noted.
6. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Ziaja to adjourn. The time was approximately 6:50 pm. Motion carried.



Attest:

Mo Hansen, Clerk/Treasurer

**CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE**  
**OPEN SESSION MINUTES - MEETING MINUTES: March 2, 2017**

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; Public Works Director Gary Yerges; Assistant Director Jeff Robbins; Chad Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: February 2, 2017 (January 5, 2017 – cancelled). MOTION: Moved by Ziaja, seconded by Stinnett to table meeting minute approval. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. UNFINISHED BUSINESS
  - a. Sanitary Sewer Collection System Cleaning. DISCUSSION: Hansen presented a handout with notes on initial Utility Commission reaction to a draft understanding. He said Alderperson and newly appointed Utility Commission Tim Thomas could play a vital role in the process. No action taken.
5. NEW BUSINESS
  - a. To Discuss The Status of Public Works Department Staffing. MOTION: Moved by Stinnett, seconded by Ziaja to convene in closed session per Wis. Stat. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” VOICE VOTE: Motion carried, Upon completion of the closed session the committee reconvened into open session.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Sale Of Mosquito Fogger, Generator And Orange Sanitary Sewer Hose. Noted.
  - b. Updating the 2016 Road Construction Capital Plan (attached for future reference). Noted.
7. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Ziaja to adjourn. The time was approximately 6:50 pm. Motion carried.

*Mo Hansen*

Attest:

Mo Hansen

Clerk/Treasurer



Feb. feedback from Barry Sorenson:  
"some elements OK, others not."  
No draft revision supplied after Utility Commission review.

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**DRAFT\*\*\* SANITARY SEWER CONVEYANCE SYSTEM\*\*\* DRAFT**  
**MAINTENANCE, & MANAGEMENT AGREEMENT**

Below is a written understanding between the Mayor on behalf of the City Council; the Utility Commission President on behalf of the Utility Commission; the Utility Superintendent and the Public Works Director. The agreement relates to the Waterloo Sanitary Sewer Conveyance System. This understanding is based upon conversations at the staff level, the Utility Commission and the Public Works & Property Committee.

**MAINTENANCE.**

The Utility will reimburse the General Fund for Department of Public Works staff time (calculated at a wages & benefits rate of \$32.46 per man-hour) to clean 25% of the sewer conveyance system cleaning each year, beginning in 2017. The total 2017 reimbursement is estimated to be approximately \$5,600. Public Works Department staff will provide a report of problem areas and manhole inspection identifying: location, cover type, manhole type, step deterioration and other details. This arrangement will be evaluated annually in September in advance of the next annual budget. The initial expectation is for four-years of DPW service with one-quarter of the system being cleaned each year.

The reimbursement dollars will be allocated to the Public Works Department budget allowing for the hiring of temporary employees to assist with lawn mowing or other non-sanitary sewer maintenance tasks as determined by the Public Works Director.

**MANAGEMENT.**

Waterloo operates one of the only sanitary sewer systems in the state where one department is responsible for the Treatment Plant and all moving parts of the Conveyance System and another department is responsible for the non-moving parts of the Conveyance System. The reason for this separation is not known. From a system-wide reporting standpoint; a financial standpoint and an accountability standpoint -- the separation leads to added complexity.

Understanding that the Waterloo Utilities may not want full management responsibilities for the non-moving parts of the Conveyance System until a full sharing and understanding of sewer maintenance duties are known, effective in 2017 Waterloo Utilities is responsible for non-maintenance responsibilities as outlined here:

- Annual system-wide CMOM reporting and other state & federal reporting.
- Capital assets tracked by the Sewer Utility so a single uniform asset listing is depreciated in a uniform manner.
- Continuation of the current practice of the Sewer Utility Fund reimbursing the Capital Fund for sewer improvements as part of road reconstruction and similar projects.
- Playing an active role in annually updating the multi-year municipal Street & Utility Improvement prioritization list.

**SUMMARY.**

This agreement acknowledges the Maintenance solution may be a short-term solution. All parties agree to keep an open mind on future staffing requirements, and to look for effective solutions in the ratepayer's & taxpayer's best interest.

----- Mayor Robert Thompson	----- Utility Commission Chair	----- Public Works Director	----- Utility Superintendent
Date: _____	Date: _____	Date: _____	Date: _____



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**TO:** MAYOR AND CITY COUNCIL  
**FROM:** MO HANSEN, CLERK/TREASURER  
**SUBJECT:** CITY OF WATERLOO ROAD CONSTRUCTION CAPITAL PLAN – WORKING PROJECT LIST  
**DATE:** ORIGINAL JANUARY 8, 2016 (UPDATED 4/18/2016)

After review by multiple committees and commissions, pursuant to City of Waterloo Municipal Code §53-14 Capital Improvement Program Policy, I am submitting the following multi-year road and utility repair and reconstruction working project list for your approval.

YEAR	LOCATION	ROADWAY IMPROVEMENT TYPE	OTHER INFRASTRUCTURE	NOTES	ESTIMATE
2016	Canal Rd (STH 19 to municipal line)	Road Resurface	None	Contingent upon intergov funding	\$410,000
2017	STH 19 (eastern most bridge west to rail bridge)	Reconstruct	sewer, water, lighting, streetscape	estimate doesn't include utility	\$590,000
2017	W Porter St (STH 89 west to Minnetonka)	Reconstruct	sewer, water, lighting, streetscape	estimate doesn't include utility; School considering sidewalk	\$750,000
2018	Mill St (STH 89 north to terminus)	Reconstruct	sewer, water, lighting, streetscape	special assess for sidewalk; estimate doesn't include utility	\$550,000
2019	Adams St (Leschinger St north to STH 89)	Reconstruct	sewer, water, lighting, streetscape	special assess for sidewalk; estimate doesn't include utility	\$650,000
2020	Edison Street (W. Dickinson to Porter)	Reconstruct	sewer, water, lighting, streetscape	no sidewalk; estimate doesn't include utility	\$268,000