



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
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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, May 4, 2017
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: April 6, 2017
3. PUBLIC COMMENTS
4. UNFINISHED BUSINESS
 - a. Sanitary Sewer Conveyance System Cleaning And Memo Of Understanding
 - b. Updating The 2016 Road Construction Capital Plan
5. NEW BUSINESS
 - a. Committee Recommendation, Public Works Director Per §85-3 Appointed Officials
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of 2018 Road Improvement Design & Preliminary Estimate, Mills Street & Cleveland Street
7. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

Committee Members: Springer, Ziaja and Stinnett

Printed, Posted, E-mailed and Distributed: 04/29/2017

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: April 6, 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 regular and closed session and March 2, 2017. MOTION: Moved by Ziaja, seconded by Stinnett to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. UNFINISHED BUSINESS
 - a. Sanitary Sewer Collection System Cleaning. DISCUSSION: Thompson and Springer commented that the Utility Commission should move forward in order to get to a final written understanding. No action taken.
5. NEW BUSINESS
 - a. Approval For Salt Purchase For Early Fill. MOTION: Moved by Springer, seconded by Stinnett to recommend to Council the purchased of \$7,000 worth of road salt to ensure a supply for 2017 taking it from other DPW line items. VOICE VOTE: Motion carried.
 - b. Updating the 2016 Road Construction Capital Plan. DISCUSSION: The consensus was to proceed with Mill Street & Cleveland according to the adopted plan.
 - c. Recommendation To Hire Travis James Schaller To Fill A Vacant DPW Worker I Position. MOTION: Moved by Ziaja, seconded by Stinnett to recommend to Council the hiring of Travis Schaller to fill a DPW Worker I vacancy created due to the Mayor's appointment of Chad Yerges as Interim Public Works Director. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Ziaja, seconded by Stinnett to adjourn. The time was approximately 6:48 pm. Motion carried.



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) and Cleveland St	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

Mo Hansen

From: Bill <bspringr@charter.net>
Sent: Thursday, April 20, 2017 11:00 AM
To: 'Mo Hansen'
Subject: RE: Public Works Director position

At the next Public Works committee I was going to recommend to council and Mayor to appoint Chad as the new DPW Director starting with the May 8th pay period. Matt you may recall in our meeting that Jeff did not want the position and both he and Gary felt that Chad was ready for the position.

Bill

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Thursday, April 20, 2017 9:40 AM
To: 'Matt'
Cc: dpw@waterloowi.us; 'Angie Stinnett'; Bob Thompson Traveling; bspringr@charter.net; 'City of Waterloo, Mayor'; Jeanette Petts; jeni@highenergydj.com; 'Ron Griffin'; thomastr2000@yahoo.com; 'Waterloo Clerk/Treas Office'
Subject: RE: Public Works Director position

Matt,

Thanks for your questions about the Public Works Director and other DPW positions. I'm including the Mayor & City Council & Mayor here also to communication uniformly to all.

APPOINTING AND BACKGROUND ABOUT THE PUBLIC WORK DIRECTOR POSITION.

The municipal ordinances say:

§ 85-3 Appointed Officials

Position: Public Works Director

Appointed By: Mayor, confirmation by Council, upon recommendation of the Board of Public Works (*i.e. the Public Works Committee*)

§ 85-4 General provisions relating to City officials.

D. Probationary period. All appointed City officials and employees shall be subject to a six-month probationary period, beginning with the first day of their employment, during which period they may be removed or terminated without cause by a two-thirds majority of the members of the appointing authority.

E. Removal from office. All City officials, except the Police Chief and the Utility Superintendent, may be removed from office for cause by a three-fourths majority of the members-elect of the Council.

§ 85-7 F Director of Public Works. The Director of Public Works shall have powers and duties as follows:

(1) The Director shall be subject to the direction of the Council, the Mayor and the Board of Public Works and shall be responsible for the administration and supervision of all maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs, traffic control devices, storm sewers, culverts and drainage facilities, and all machinery, equipment and property used in any activity under the Director's control. He shall be available in an advisory and supervisory capacity to all departments of the City upon request.

(2) The Director shall have charge of such public services as the refuse collection and disposal, snow and ice removal, street cleaning and flushing and such other activities as may be assigned to him, from time to time, by the Council.

THE INTERIM POSITION. Gary Yerges' last working day was April 12th. He is using up vacation time between now and his official last day before retirement. Mayor Thompson appointed Chad Yerges as Interim Director effective April 13th. The Council confirmed the interim appointment on April 6th.

POSTING/HIRING A DPW WORKER 1. On March 2 the Public Works Committee met in closed session to discuss the Public Works Department staffing. The Committee voted to direct the posting of a DPW Worker 1 position. A public posting occurred, five interviews were conducted and on April 6th, the Committee voted to recommend to Council the hiring of Travis Schaller as a DPW Worker 1.

HIRING A DPW DIRECTOR. It is for the Public Works Committee to determine how it will make a recommendation to the Mayor.

Mo Hansen
Clerk/Treasurer
City of Waterloo
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From: Matt [<mailto:matt.ziaja@gmail.com>]
Sent: Wednesday, April 19, 2017 7:21 PM
To: City Hall <cityhall@waterloowi.us>
Subject: RE: Public Works Director

Thank you, do we have plans to fill the Interim Director position?

Matt

On Apr 19, 2017 5:02 PM, "Mo Hansen" <cityhall@waterloowi.us> wrote:

None at this point.

The appointment of the Director is a Mayoral appointment based upon the recommendation of the Public Works Committee. The only Committee action to date has been to direct the posting for a DPW Worker 1 position.

-Mo

From: Matt [<mailto:matt.ziaja@gmail.com>]
Sent: Wednesday, April 19, 2017 4:47 PM
To: City Hall <cityhall@waterloowi.us>
Subject: Public Works Director