



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: **Thursday, June 15, 2017**
TIME: **5:45 p.m. – 6:15 p.m.**
LOCATION: **Municipal Building Council Chambers, 136 N. Monroe Street**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: May 4, 2017 & June 1, 2017 (no quorum)
3. PUBLIC COMMENTS
4. UNFINISHED BUSINESS
 - a. Updating The 2016-2020 Road/Utility Construction Capital Plan
5. NEW BUSINESS
 - a. Revising The Award Options For The Private Lead Service Replacement Program ***
 - b. Public Works Director Job Description, Draft (requested by Finance, Insurance & Personnel Committee)
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: 06/8/2017

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: May 4, 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; Interim Public Works Director Chad Yerges; Assistant Director Jeff Robbins; Mike Kawula and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: April 6, 2017. MOTION: Moved by Stinnett, seconded by Ziaja to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. UNFINISHED BUSINESS
 - a. Sanitary Sewer Conveyance System Cleaning And Memo Of Understanding. MOTION: Moved by Stinnett, seconded by Ziaja to recommend Council approval. VOICE VOTE: Motion carried.
 - b. Updating The 2016 Road Construction Capital Plan. DISCUSSION: Springer said he would like to meet with Barry regarding consideration. No action taken.
5. NEW BUSINESS
 - a. Committee Recommendation, Public Works Director Per §85-3 Appointed Officials. DISCUSSION: Springer said the Committee has OKed the posting of a Worker 1 position to fill Chad's position. Stinnett said she was not comfortable in recommending Chad Yerges because she had no information about him and did not know him. Stinnett said the position was never opened up to other candidates. Ziaja called for posting the position or holding an interview with Chad Yerges. Ziaja said he would like to see candidates. Stinnett said the process was not being done correctly and that the nephew being hired to replace the uncle looks shady. Springer said Jeff Robbins didn't want the position. Jeff Robbins said Chad Yerges was brought in to learn the job from the bottom up. Robbins added that Chad had been groomed for three years or so to take the job. He said Chad Yerges picked things up quickly. Mayor Thompson took exception to the reference of Chad Yerges being the nephew of Gary Yerges. In response to a Springer question, Ziaja said the job should be posted. Stinnett said she could not recommend Chad Yerges to fill the position held by Gary Yerges. MOTION: Moved by Springer, seconded by Ziaja to refer the matter to the Finance, Insurance & Personnel Committee. ROLL CALL VOTE: Ayes: Ziaja, Springer. Noes: Stinnett. Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of 2018 Road Improvement Design & Preliminary Estimate, Mills Street & Cleveland Street. Noted.
7. ADJOURNMENT. MOTION: Moved by Ziaja, seconded by Stinnett to adjourn. The time was approximately 6:51 pm. Motion carried.



Attest:
Mo Hansen
Clerk/Treasurer



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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) Franklin north to Dickinson	Reconstruct	sewer, water, lighting, streetscape	no sidewalk; estimate doesn't include utility	\$268,000



5/26/2017 Clerk/Treas. recommendation: Replace Options 1-4 with : "Grant pays 75% of contracted costs with a cap of \$2,300"

Why? (a) Goal is program participation. (b) We have a more accurate count of lead services (131) than when program first proposed (more estimated then). (c) All private owners pay a share. (d) The total award is larger than the current \$950. (e) Feedback indicated the loan concept was unappealing.

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APPLICATION FOR LEAD WATER SERVICE LINE REPLACEMENT

Date: _____

Application #
(completed by municipal staff)

Owner: _____ hereby makes application for consideration of replacement of the privately owned lead water service line at the following location:

Address: _____ Phone Number: _____

Email address: _____

WATER SERVICE INFORMATION

Size of proposed private lateral (if different than existing): _____

Type of material for new service line: Copper: _____ Plastic: _____ Other: _____

Current Building Use: Residential (1 or 2 Family): _____ Day Care: _____ School: _____

FUNDING

Select one of four funding assistance options:

[NOTE: If municipal funding assistance is not desired. Simply proceed with your project, no application is needed. Plumber is required to have work inspected by the municipal building inspector.]

___ OPTION #1 (FACILITIES) As no licensed day care facilities or K-12 Schools have lead water services this option has been withdrawn.

___ OPTION #2 (GRANT ONLY) – Properties with a dwelling unit are eligible for a grant not to exceed the cost of replacement or \$950, whichever is less.

___ OPTION #3 (GRANT/LOAN) -- Properties with a dwelling unit are eligible for a combination grant and 0% interest loan with total municipal contribution not to exceed the cost of replacement or \$2,200, whichever is less. By selecting this option applicant hereby agrees to repay full loan amount in three years or less in accordance with the loan repayment schedule presented by the city. Interest penalties will apply for late payment. Annual unpaid amounts to be placed on the property tax bill. All repaid loan amounts will be dedicated to future lead service replacements.

EXAMPLE: OPTION #3 LOAN REPAYMENT SCHEDULE

	GRANT	LOAN	GRANT / LOAN FOR PROJECT	LOAN PAYMENT
Year 1	\$950	\$1,250	\$2,200	\$416.66
Year 2				\$416.67
Year 3				\$416.67
Total	\$950	\$1,250	\$2,200	\$1,250

___ OPTION #4 (GRANT WITH YOUNG CHILD) – Properties with a dwelling with one or more child age six or less are eligible for a grant not to exceed the cost of replacement or \$2,000, whichever is less.

PROGRAM DETAILS

- Awarded dollars are available on a first-come-first-serve basis. When funding is exhausted, a waiting list will be maintained and future funding will be drawn from loan repayments. All work must be finalized by June 1, 2020. No exceptions.
- An approved application serves as a contract between the property owner and the City of Waterloo. To meet the terms of this contract, the property owner must present an executed contract with a municipally pre-approved contractor indicating that work will be completed in a timely fashion. Property owner and plumber must sign and present the “Essential Addendum” provided as part of this program.
- This program is a reimbursement program. An itemized invoice marked as “paid in full” by the Plumber shall be included with a reimbursement request by the property owner. The City of Waterloo agrees to reimburse the property owner the lesser of the approved funding option; or the contract amount, within 30 days after the City receives notification that the work has been inspected and approved by the municipal Building Inspector and payment has been made in full to the plumber.
- The City of Waterloo reserves the right to modify this program as it deems in the best interest of Waterloo residents.

Submittal of this application with at least one replacement cost quote from a pre-qualified plumbers/contractors is required to be eligible application approval. The undersigned owner or authorized agents thereof, offers the above information and agrees to abide by the program rules.

Owner/Authorized Agent Signature

Owner/Authorized Agent Address

Application must be submitted with a minimum of one quote from prequalified plumbers or contractors.

Lead Service Line confirmed by Utility Staff: Yes _____ No: _____
Plumbing Estimates obtained: Yes _____ No: _____ Date: _____
Permit Application Approved: Yes: _____ No: _____
Approved by: _____ Date of Approval: _____
Conditions: _____
(completed by municipal staff)

TITLE: Public Works Department Director
DEPARTMENT: Public Works
LOCATION: Public Works Department, 211 Hendricks Street
DATE: Approved: _____

GENERAL PURPOSE

Perform a variety of supervisory duties as a hands-on, in the field supervisor managing the Department of Public Works operations. Perform skilled and semi-skilled work for the operation and maintenance of streets, public right-of-way and municipal properties.

SUPERVISION RECEIVED

Work under the direction of the Mayor.

SUPERVISION EXERCISED

Provide direct supervision to Public Works staff; assigning and evaluating staff performance. Make recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate and direct work activities and schedule Public Works staff to maintain streets, storm water infrastructure, sanitary sewer conveyance system, department equipment, non-parks municipal grounds, forestry and to assist the Parks Director with maintenance of municipal parks as requested and achievable -- given other Public Work Department responsibilities.

In-field activities including, but not limited to:

1. Street repair and maintenance including traffic signage & striping
2. Street cleaning
3. Snow and ice control
4. Collection & disposal of tree and brush material
5. Storm sewer maintenance & repair
6. Sanitary sewer cleaning, maintenance & repair
7. Weed control
8. Minor building maintenance not including electrical or plumbing
9. Turf management
10. Municipal cemetery maintenance
11. Special event traffic control barricades
12. Maintain holiday decorations
13. Assist Police Dept. with stray animals & wildlife

Select, train, motivate and evaluate Public Works personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and terminations procedures. Meet with staff to identify and resolve problems.

Respond to and resolve difficult and sensitive citizen inquires and complaints.

Provide staff assistance to the Mayor on operational studies, investigations; recommend modifications to programs, policies and procedures.

Work in partnership with the City Engineer to review all public project development plans to ensure adequate infrastructure including street curb cuts, drainage facilities and stormwater management.

Produce required regulatory reports and ensure compliance with regulatory requirements, laws, codes and enforcement actions. Inspect City facilities to ensure ADA and safety compliance.

Attend various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.

Assure all work is carried out within budget; monitor revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepare annual department budget request.

Create and adhere to a department vehicle maintenance schedule.

Perform related duties as required.

REQUIRED KNOWLEDGE SKILLS & ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal).
- Considerable knowledge of the practices, procedures, materials and equipment utilized in the repair and maintenance of public facilities and infrastructure.
- Ability to direct, evaluate and train staff and train and/or correct deficiencies including cross training within job classifications.
- Participate in the development and administration of long and short term departmental goal and procedures including preparing and administering budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and act to achieve department goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations. Ensure compliance with department safety rules and regulations including training per Federal (OSHA) and State regulations.
- Communicate clearly and concisely, both orally and in writing.
- Originate, process and complete specifications for bids and requests for proposals for department work functions.
- Ability to establish and maintain effective positive working relationships and communicate effectively with other city employees, the city council and the public, demonstrating tact and diplomacy with the public.
- Class B CDL minimum.
- Ability to lift 50 to 80 pounds, move 90 to 120 pound manhole covers.

TOOLS & EQUIPMENT USED

Computer, including word processing spreadsheet and database software, calculator and phone along with all tools and equipment at the disposal of department staff to carry out the above duties.

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Public Works Director position and I certify that I can perform these functions.

Employee Signature

Date