



136 North Monroe Street  
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**PUBLIC NOTICE OF A COMMITTEE MEETING  
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

**\*\*\* Amended 6/4/2018 4:50 PM \*\*\***

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:** June 7, 2018  
**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 3, 2018
3. PUBLIC COMMENTS
4. 2018 PROJECT/PROGRAM STATUS UPDATES [informational]
  - a. 2018 Clerk/Treasurer Project Updates
5. UNFINISHED BUSINESS
  - a. Follow-up Review Of Public Stormwater Management Pertaining To 464 South Jefferson Street And The Adjacent Public Right-Of-Way
6. NEW BUSINESS
  - a. 2019 Road Construction Project
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Road Maintenance Agreements With Adjacent Townships
  - b. Annual Committee Calendar
8. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

\*\*\* Also on Council Agenda. See Council materials for documentation.

Committee Members: Springer, Ziaja and Stinnett

Printed, Posted, E-mailed and Distributed: 06/04/2018

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 3, 2018**

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Ziaja and Stinnett. Absent: none. Others attending: Mayor Thompson; Mitch Leisses of Kunkel Engineering Group; Public Works employees Chris Hauptli & Travis Schaller; Ron Griffin, Paula & Dave Lenius; Deputy Clerk/Treasurer Kawula; Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: 12/7/2017, 1/4/2018, 3/1/2018 & 4/5/2018. MOTION: Moved by Ziaja, seconded by Springer to approve all minutes but the 12/7/2017 minutes. VOICE VOTE: Motion carried with Stinnett not yet having arrived.
3. PUBLIC COMMENTS. None.
4. 2018 PROJECT/PROGRAM STATUS UPDATES [informational]
  - a. 2018 Clerk/Treasurer Project Updates. Hansen gave a verbal update saying Mill/Cleveland work would start after July 4<sup>th</sup> and Commercial Avenue work had started. No action taken.
5. UNFINISHED BUSINESS
  - a. Follow-up Review Of Public Stormwater Management Pertaining To 464 South Jefferson Street And The Adjacent Public Right-Of-Way. Leisses referenced an April 2<sup>nd</sup> email describing right-of-way work to partially remedy surface stormwater flowing near 464 South Jackson Street. He offered one estimate of \$7,500 from Krause Construction. Leisses said he met with the property owner and described a municipal partial remedy whereby surface water would be directed south on Jefferson, north of the intersection with Peschel with surface water being directed to existing basins (basins may be lowered) near the Waldo and Hedges properties. Ron Griffin called for a local company to do the work. Dave Lenius said he was meeting with a firm to resurface the entry drive to his property and is considering sloping the drive in such a way as to minimize water flow to his accessory building. Springer asked, where does the money come to pay for the work? He asked for additional bid figures. Leisses said he would get two additional quotes before the next meeting (June 7<sup>th</sup>). No action taken.
6. NEW BUSINESS
  - a. Promoting DPW Employee Travis Schaller From DPW Worker 1 Position (Probationary) To DPW Worker 3. DISCUSSION: It was noted that there is no DPW Worker 2 position exists. MOTION: Moved by Stinnett, seconded by Ziaja to promote Travis Schaller to DPW Worker 1. VOICE VOTE: Motion carried.
  - b. Requesting 2019 Capital Item Requests. DISCUSSION: Hansen asked to have Department Head submit capital items earlier. Springer said Department Heads should submit needs not wants. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Road Maintenance Agreements With Adjacent Townships. Noted.
  - b. Annual Committee Calendar. Noted
8. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Ziaja to adjourn. The time was approximately 6:15 pm. Motion carried.



Attest:  
Mo Hansen  
Clerk/Treasurer

## Waterloo 2018 Project Tracking

Sorted by Oversight Entity

3/28/2018 11:01 AM

by Clerk/Treas.

Oversight	Project	Description	Type	Lead(s)	Status	Next Action	Notes
Community Development Authority	<b>333 Portland Rd Demolition</b>	Removal of blighted buildings preparing for future reuse of property	Econ. Dev. TID#3	Clerk/Treas.	Seeking state funding; preparing demo RFP	Submit WEDC Site Assessment application	drafting demo bid docs for distribution
Community Development Authority	<b>203 E Madison St (phase 4)</b>	Complete site work per CDA adopted concept plan	Econ. Dev. TID#2	Clerk/Treas.	Seeking funding for parking area and other items	Submit grant application to DNR or WisDOT	last action 11/2017
Council	<b>333 West Madison Street</b>	Hawthorn & Stone build-out of assisted living facility	Econ. Dev. TID#2	Clerk/Treas.	Attorney action with developer	Follow-up with attorney	Project financial OK, no developer communication on work timeline
Council	<b>Commercial Ave Extension</b>	extend road 345 ft north for AB E Discovery access per agreement	Econ. Dev. TID#3	Kunkel Engineering Group; Chad & Barry	Ready for constructino	April 9th site mobilization	The WisDOT funding is not in-hand.
Council	<b>Online ordinance update</b>	2018 update of digital and printed ordiances	Administrative	Clerk/Treas.	To be scheduled	Time in include max number of ordinance changes	
Park Comm	<b>Repair Sanitary Sewer line leaks in Firemen's Park</b>	2016 repairs did not remedy inflow of water to lift station at river	Parks	Parks Director & DPW Director	Funding source not known	ID funding source	
Public Works & Property Comm	<b>2018 Pavement Micro Surfacing Program</b>	Peschel, S. Monroe, Polk Streets with Pierce Street recommended as alternate	Road & Utility improve Capital Fund	DPW Director	Contract docs signed	DPW Director schedules work	
Public Works & Property Comm	<b>Cleveland / Mill</b>	full reconstruct of Mill & Cleveland	Road & Utility improve Capital Fund	Kunkel Engineering Group; Chad & Barry	Pre-construction meeting upcoming	Neighbor communications; begin construction	
Public Works & Property Comm	<b>DNR Private Lead Service Line Program</b>	Operate program to assist private home owners to remove lead water pipes	Public Health	Clerk/Treas. & Utility Super	weekly process of applications	Mail communication to homes yet to apply	More public lead sections than previously known to CT, coordination with Utility for public lead sections required
Public Works & Property Comm	<b>Lease Bobcat</b>	Budget amendment #1 shifted this to 3-year lease to own rather than buy	Equipment	DPW Director	Completed		
Public Works & Property Comm	<b>STH 19 Reconstruct</b>	Spring review of rework items and incomplete items	Road & Utility improve TID#1	DPW Director	date TBD	Send items of concerns list to State	Don't know when state will be in town; Barry has sizable electric repairs to do
Public Works & Property Comm	<b>Street name sign replacement</b>	replacing faded street name signs under warranty	Road & Utility improve Capital Fund	DPW Director	Signs received	sign installation	
Utility Comm	<b>Electric work add-on from STH 19 project</b>	Final electric line work in coordination with contractor	Electric Utility	Utility Super	unknown	Barry to schedule	

## Mo Hansen

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**From:** Mo Hansen <cityhall@waterloowi.us>  
**Sent:** Monday, February 05, 2018 10:53 AM  
**To:** mleisses@kunkelengineering.com  
**Cc:** bspringr@charter.net; Angie Stinnett; Ziaja, Matt; dpw@waterloowi.us  
**Subject:** On-going citizen stormwater complaint / 454 S. Jefferson Street

Mitch,

Dave Lenius has asked that a storm water matter at 454 South Jefferson Street be addressed again by the Public Works & Property Committee. Can you pull your files on this storm water matter and forward what was proposed for the private property owner to Dave?

Dave Lenius ([dlenius@degolierprinting.com](mailto:dlenius@degolierprinting.com); 608-514-4830 ) met with the Public Works and Property Committee several years ago asking for a remedy to stormwater flowing from Jefferson Street down the driveway at 454 South Jefferson Street. At that time you shot grades and met on site describing grading on private property as a remedy.

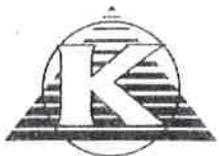
Today by phone he said no private grading had been done. He said water flowing directly from the street hasn't been addressed; stormwater basins south of the driveway installed on the Waldo and Hedges (formerly Yohn) properties when Lloyd Ratcliff originally brought the matter to the City more than a decade ago are not remedying the situation. He again seeks a municipal remedy for water flowing from the public right-of-way down his driveway.

The Public Works & Property Committee next meets March 1 @ 6 pm. Dave Lenius indicated he does not have all the information from your prior municipal actions. Can you contact him and supply him with the previous information, in advance of the meeting? Dave indicated that lawn grading is not a complete solution, and water flowing from the street surface to the driveway needs to be addressed

*Mo Hansen*  
Clerk/Treasurer  
City of Waterloo  
office: 920.478.3025  
[CityHall@Waterloowi.us](mailto:CityHall@Waterloowi.us)

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**KUNKEL**  
engineering  
group

107 Parallel Street  
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PROJECT: WATER LOO

DESCRIPTION: DRAINAGE ISSUE

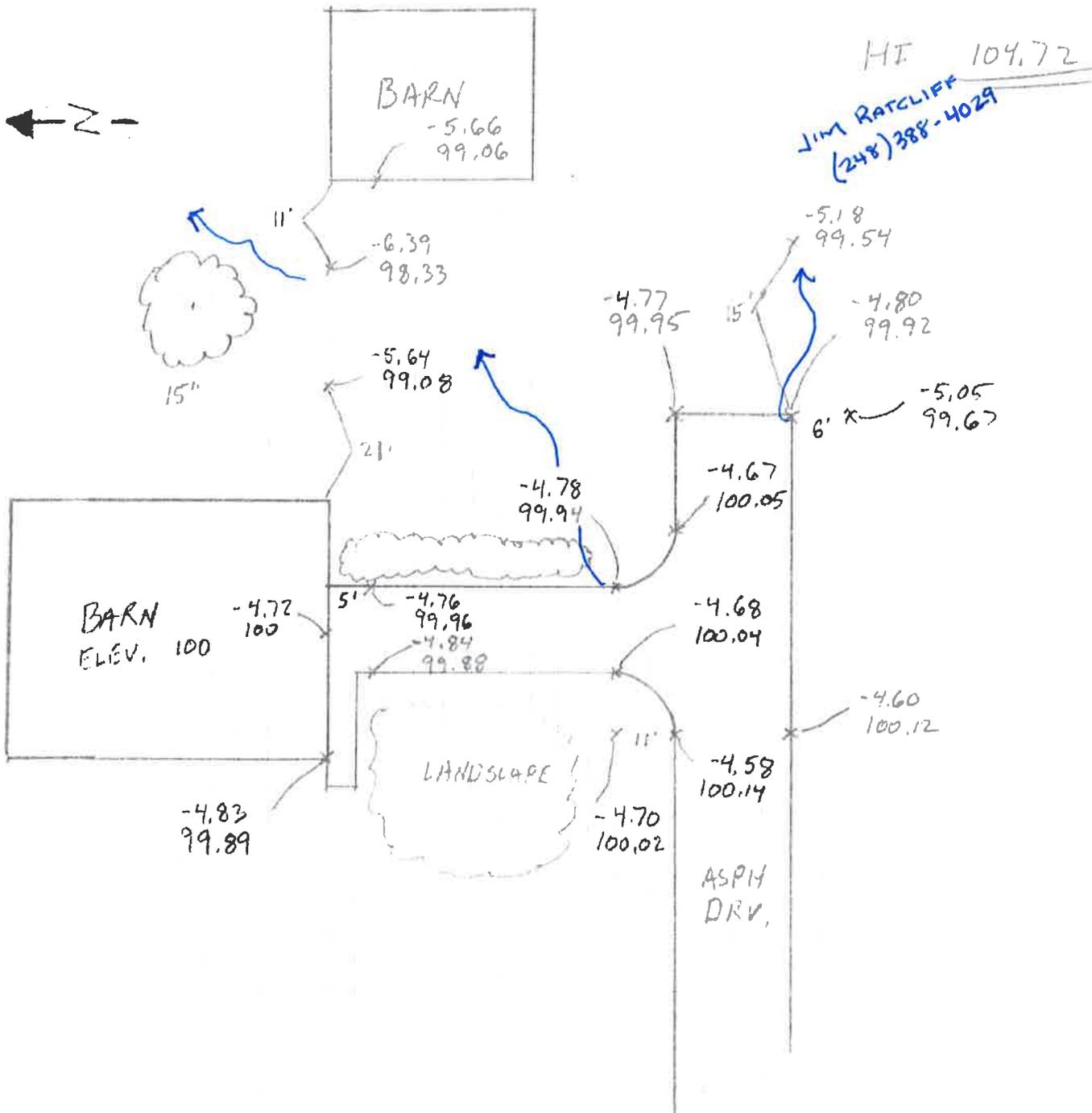
DATE: \_\_\_\_\_

JOB NO.: \_\_\_\_\_

SHEET \_\_\_\_\_ of \_\_\_\_\_

CALC. BY: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_



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