

**CITY OF WATERLOO PUBLIC WORKS COMMITTEE MINUTES
COUNCIL CHAMBERS
March 1, 2012**

1. **Roll Call And Call To Order.** Mayor Thompson called the meeting to order at 6:00 p.m. Committee members present – Sievert and Abel. Absent – none with one vacancy. Others present – Mayor Thompson, Public Works Director Gary Yerges, Laura Cotting, Bill Springer, Police Chief Thomas, Joe DeYoung of MSA Engineering, Matt Leisses and Don Neitzel of Kunkel Engineering, Brett Biber of Snyder & Associates, Matt Ziaja, Ron Griffin, Tama Griffin, Parker Dow and Clerk/Treasurer Hansen.
2. **Approval Of Meeting Minutes: February 16, 2012 Special Meeting Minutes and Closed Session Minutes.**
Motion: Moved by Sievert, seconded by Abell to approve the February 16, 2012 open and closed session meeting minutes. **Voice Vote:** Motion carried.
3. **Citizen Input.** None.
4. **Communications And Miscellaneous Business**
 - a. **Community Development Block Grant-EAP Project / Budget Update.** Noted.
 - b. **Five-Year Capital Improvement Plan / Review.** Noted.
 - c. **East Madison Street Trees / DPW Proposal To Remove Existing Trees.** **Discussion:** Yerges called for the removal of trees along portions of East Madison Street from Kwik Trip east. Alderperson Ziaja said he very much supports maintaining trees, that he examined the trees in question and that he supports the removal. Yerges said he could contact property owners and offer a replacement tree for the front yard rather than the tree lawn. **By Consensus:** Sievert and Abell agreed with the removal of the trees.
5. **Unfinished Business**
 - a. **Resolution #2012-06 Awarding A Contract For On-going Engineering Services.** **Discussion:** Sievert said Kunkel and Town & Country were 1 and 2 of the four firms interviewed. Abell said he preferred Kunkel. **Motion:** Moved by Sievert, seconded by Abell to recommend to Council that Kunkel Engineering received the contract for engineering services. **Voice Vote:** Motion carried.
6. **New Business**
 - a. **CDBG-EAP Project / Revised Engineering Contract With SAA Design Group.** **Discussion:** Hansen said a revised contract was before the committee because the project scope of work had changed. **Motion:** Moved by Sievert, seconded by Abell to recommend to Council that the contract as submitted be approved. **Voice Vote:** Motion carried.
 - b. **Wayfinding Signs.** **Discussion:** Chief Thomas said a total of three signs were proposed to be acquired and erected to serve as wayfinding signs. He described placement locations. **By Consensus:** At the suggestion of the Mayor, Sievert and Abell directed the Chief to confer with the Public Works Director on the topic.
 - c. **Wisconsin Department Of Transportation Proposed 2016 Highway 19 Road Surface Improvements & Municipal Response.** **Discussion:** Hansen informed the Committee that the Wisconsin Department of Transportation would be forwarding an intergovernmental agreement for joint City-State agreement on reconstructing portions of STH 19 within the City. No action taken.
 - d. **Street Sign Updates – “Henricks” and “Hendricks”** **Discussion:** Alderperson Cotting said several property owners on the street would like to see the newly erected street sign changed from “Henricks” to “Hendricks.” She said Jefferson County Land Information staff said the parcel number and legal description were key, not the street name spelling. Hansen outlined a report from a title company on the topic. Sievert added that if a street name is referenced in the legal abstract it is important. Tama Griffin said she had a business, was using the “D” spelling and had been inconvenienced by the change without notice. Several examples of potential customer misunderstandings were given. Sievert said she was uncomfortable changing it back. Abell said do what the property owners want. **By Consensus:** Sievert and Abell suggested that the neighbors bring back a petition demonstrating the interest of the property owners one way or another on the topic of the sign spelling.
 - e. **Public Works Department Summer Work Hours (April 15 To October 31).** **Discussion:** Yerges asked permission to test operating his department with four ten-hour work days rather than five eight-hour work days. **By Consensus:** Sievert and Abell agreed to the test.

- f. **Resolution #2012-05 Directing the City To Commence With The Statutory Process Creating A Tax Incremental District #3. Discussion:** Alderperson Cotting suggested that portions of Firemen's Park and portions of Henricks Street be added into the proposed district. Mayor Thompson questioned the legality of adding parks into an industrial tax incremental finance district. Ron Griffin asked about the impact on his parcel. Hansen replied that individual property tax bills would not be affected and revenue would be segregated for district projects. Mayor Thompson noted that the resolution represented the start of a process involving public hearings and other approvals. **Motion:** Moved by Sievert, seconded by Abell to recommend Council adoption of Resolution #2012-05 as presented. **Voice Vote:** Motion carried.

7. **Future Agenda Items And Announcements.** None.

8. **Adjourn. Motion:** Moved by Sievert, seconded by Abell to adjourn. **Voice Vote:** Motion carried. The approximate time was 7:05 p.m.

Attest:

Morton Hansen
Clerk\Treasurer