136 North Monroe Street, Waterloo, Wisconsin 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 herby given to the public and to the news media, that the following meeting will be held.

COMMITTEE: **Public Works & Property Committee**

DATE: **Thursday, March 7, 2013** **TIME: 6:30 p.m.**

LOCATION: **Council Chambers of the Municipal Building, 136 N. Monroe Street**

1. **Roll Call And Call To Order**
2. **Approval Of Previously Unapproved Meeting Minutes**
3. **Citizen Input**
4. **Unfinished Business**
   a. **Community Development Block Grant EAP Project – Project Update**
5. **New Business**
   a. **2013 Action On Defective Sidewalks**
   b. **Waterloo Water & Light – Sanitary Sewer Funding And City Capital Projects Fund, Report Of Finance Committee Communication To Utility Superintendent**
6. **Future Agenda Items And Announcements**
7. **Adjourn**

Mo Hansen
Clerk/Treasurer

*** See Council Packet

Committee Members: Abell, Springer and Ziaja Printed, Posted, E-mailed and Distributed: March 4, 2013

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 COMMITTEE MINUTES
COUNCIL CHAMBERS
September 6, 2012

1. **Roll Call And Call To Order.** Alderperson Abell called the meeting to order at 6:30 p.m. Committee members present – Abell and Ziaja. Absent – Springer. Others present – Mayor Thompson, Deputy Public Works Director Robbins and Clerk/Treasurer Hansen.

2. **Approval Of Meeting Minutes: August 2, 2012. Motion:** Moved by Ziaja, seconded by Abell to approve the August 2, 2012 meeting minutes as presented. **Voice Vote:** Motion carried.

3. **Citizen Input.** None.

4. **Communications To Committee**
   a. **Community Development Block Grant EAP Project – Project Update.** Noted.

5. **New Business**
   a. **2013-2017 Street & Utility Plan – Review Of Options. Discussion:** Capital improvement plan documents dated August 31, 2012 were presented. It was noted that Franklin Street was the highest priority street as ranked by the Public Works Director. **Motion:** Moved by Ziaja, seconded by Abell to ask that the Finance Committee consider funding for project S-30 (Annual Street Construction – 5 Year Plan) at its September meeting. **Voice Vote:** Motion carried.

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

7. **Adjourn. Motion:** Moved by Ziaja, seconded by Abell to adjourn. **Voice Vote:** Motion carried. The approximate time was 6:45 p.m.

Attest: MO Hansen

Morton Hansen
Clerk\Treasurer

CITY OF WATERLOO PUBLIC WORKS COMMITTEE MINUTES
COUNCIL CHAMBERS
October 4, 2012

Note: no audio recording was created for this meeting.

1. **Roll Call And Call To Order.** Alderperson Abell called the meeting to order at 6:30 p.m. Committee members present – Abell, Springer and Ziaja. Absent – none. Others present – Mayor Thompson and Clerk/Treasurer Hansen.

2. **Approval Of Meeting Minutes: September 6, 2012. Motion:** Moved by Ziaja, seconded by Abell to table approval of the meeting minutes. **Voice Vote:** Motion carried.

3. **Citizen Input.** None.

4. **Communications To Committee**
   a. **Community Development Block Grant EAP Project – Project Update. Discussion:** Hansen briefed the committee on cost overruns for the South Monroe Street project and additional unanticipated expenses for the demolition of the former pickle factory at 720 West Madison Street. No action taken.

5. **New Business.** No action.

6. **Future Agenda Items And Announcements.** No action.

7. **Adjourn. Motion:** Moved by Springer, seconded by Ziaja to adjourn. **Voice Vote:** Motion carried. The approximate time was 6:45 p.m.

Attest: Mo Hansen

Morton Hansen
Clerk\Treasurer

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

1. **Roll Call And Call To Order.** Alderperson Abell called the meeting to order at 6:30 p.m. Committee members present – Abell, Springer and Ziaja. Absent – none. Others present – Mayor Thompson, Public Works Deputy Director Jeff Robbins and Clerk/Treasurer Hansen.

2. **Approval Of Unapproved Meeting Minutes. Motion:** Moved by Springer, seconded by Abell to table approval of the meeting minutes. **Voice Vote:** Motion carried.

3. **Citizen Input.** None.

4. **Communications To Committee**
   a. **Community Development Block Grant EAP Project – Project Update. Discussion:** Hansen briefed the committee on cost overruns for the South Monroe Street project and additional unanticipated expenses for the demolition of the former pickle factory at 720 West Madison Street. It was noted that a request for additional funds had been submitted to the state agency assisting with project funding. It was suggested that the project be stretched out until such time as the state can allocated additional dollars to the project. No action taken.

5. **New Business.** No action.

6. **Future Agenda Items And Announcements.** No action.

7. **Adjourn. Motion:** Moved by Springer, seconded by Abell to adjourn. **Voice Vote:** Motion carried. The approximate time was 6:45 p.m.

Attest: MH Hansen

Morton Hansen
Clerk\Treasurer

PUBLIC WORKS AND PROPERTY COMMITTEE MEETING MINUTES
DECEMBER 6, 2012

No meeting held due to lack of agenda items.

Attest:

Morton J. Hansen
Clerk/Treasurer

CITY OF WATERLOO PUBLIC WORKS COMMITTEE MINUTES
COUNCIL CHAMBERS
January 3, 2013

1. **Roll Call And Call To Order.** Alderperson Abell called the meeting to order at 6:30 p.m. Committee members present – Abell and Springer. Absent – Ziaja. Others present – Mayor Thompson, Public Works Director Gary Yerges and Clerk/Treasurer Hansen.

2. **Approval Of Unapproved Meeting Minutes. Motion:** Moved by Springer, seconded by Abell to table approval of the meeting minutes. **Voice Vote:** Motion carried.

3. **Citizen Input.** ## Springer brought to the attention of the Public Works Director an oak tree on private property on Hiawatha Trail that was not safe. Yerges said he would talk with the property owner.

4. **Communications To Committee**
   a. **Community Development Block Grant EAP Project – Project Update. Discussion:** Hansen briefed the committee on the initial reporting of non-petroleum contaminants found at one specific location on the 720 West Madison Street site. It was noted that a request for additional funds had been submitted to the state agency assisting with project funding. Hansen said the Petroleum Environmental Cleanup Fund Award (or PECFA program) would not cover non-petroleum clean-up costs. He said it was unlikely that Community Development Block Grant dollars would cover site clean-up. It was suggested that the project be stretched out until such time as the state can allocated additional dollars to the project. No action taken.
   b. **Notification Of Reduction In Services – Municipal Brush Chipping. Discussion:** Yerges said he had contacted the Village of Marshall and was moving forward with a plan similar to Marshall's reducing the number winter months in which chipping would take place to meet a 2012 budget reduction relating to chipping. No action taken.

5. **New Business.** No action.

6. **Future Agenda Items And Announcements.** No action.

7. **Adjourn. Motion:** Moved by Springer, seconded by Abell to adjourn. **Voice Vote:** Motion carried. The approximate time was 6:42 p.m.

Attest: MH

Morton Hansen
Clerk\Treasurer

PUBLIC WORKS AND PROPERTY COMMITTEE MEETING MINUTES
FEBRUARY 7, 2013

No meeting held due to lack of a quorum.

Attest:

Morton J. Hansen
Clerk/Treasurer

City of Waterloo

Morton Hansen
Clerk/Treasurer
136 North Monroe Street
Waterloo, WI 53594
Email: cityhall@waterloowi.us

Phone: 920.478.3025
Fax: 920.478.2021

TO: MAYOR & COUNCIL

FROM: CLERK/TREASURER

SUBJECT: 720 WEST MADISON STREET SITE INVESTIGATION AND SEPARATION OF PETROLEUM AND CHLORINATED SOLVENT INVESTIGATION COSTS PLAN

DATE: FEBRUARY 4, 2013

720 WEST MADISON STREET SITE INVESTIGATION AND SEPARATION OF PETROLEUM AND CHLORINATED SOLVENT INVESTIGATION COSTS PLAN

Please note that this site investigation has been segmented into two parts consisting of Petroleum and Non-Petroleum.

Brian Wipper of Midwest Engineering Services is reporting that the State Department of Safety & Professional Services will not have any dollars to pay for petroleum claims through the Petroleum Environmental Cleanup Fund Award (PECFA) program until June of 2013.

He advises the following:

1) Continue with February sampling to maintain the quarterly regiment for reporting purposes. His firm is the agent for the petroleum investigation through the PECFA. They will submit and wait for reimbursement.

2) Continue with the non-petroleum portion of the site investigation which is not covered by the state program. He is recommending continuing with February sampling and adding four soil borings, three of which will be converted into monitoring wells. The estimated cost for this work billed at usual and customary rates based upon the PECFA schedule of rates is between $5,000 and $10,000.

<u>The municipal decision point is to authorize TID #1 funds to pay for non-petroleum site investigations costs.</u>

Expenses related to this work are eligible to be paid for out of TID #1 funds, as demolition and site preparation are already part of an approved project plan for TID #1.

The state funding partner for the demolition project at 720 West Madison Street has alerted us that environmental clean-up related to site preparation is not eligible for reimbursement through the awarded CDBG-EAP grant.

midwest engineering services, inc.

geotechnical • environmental • materials engineers

608 N. Stanton Street
Ripon, WI 54971-1182
920-745-2200
FAX 920-745-2222
www.midwesteng.com

December 6, 2012

Mr. Mo Hansen
Clerk Treasurer
136 North Monroe Street
Waterloo, Wisconsin 53594-1198

SUBJECT: PECFA Deductible
Yelk Demolition Site
720 West Madison Street
Waterloo, Wisconsin
MES Project No.12-21020
WDNR BRRTS #03-28-558919

Dear Mr. Hansen:

At your request MES has prepared this letter regarding payment of the $10,000 PECFA deductible. MES has previously forwarded invoices 21020A ($8220.90) and 21020B ($1653.40). These invoices total $9874.30, and payment has been received by MES from the City of Waterloo. An additional invoice 21020C ($2147.50) will be sent on December 6, 2012. Therefore, please forward a check to MES in the amount of $125.70 to complete payment of the PECFA deductible. MES will seek reimbursement for the remainder this invoice and future PECFA invoices through PECFA claims submitted to the Wisconsin Department of Safety and Professional Services as acting agent on this project. If you have any questions, or wish to discuss any part of this correspondence, please feel free to contact MES.

Respectfully Submitted,

MIDWEST ENGINEERING SERVICES, INC.

Brian Youngwirth
Hydrogeologist

ATTACHMENTS

invoice

midwest engineering services, inc.
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SITE INVESTIGATION UPDATE AND SEPARATION OF PETROLEUM AND CHLORINATED SOLVENT INVESTIGATION COSTS PLAN

Yelk Demolition Site

720 West Madison Street

Waterloo, Wisconsin

Prepared for

Mr. Mo Hansen
Clerk Treasurer
136 North Monroe Street
Waterloo, Wisconsin 53594-1198

January 8, 2013

MES Project No. 12-21020-2

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INTRODUCTION

General

This report summarizes the initial investigation activities performed at the Yelk Demolition Site at 720 West Madison Street in Waterloo, Wisconsin. The investigation is related to releases from former gasoline and diesel USTs on the property. However, it should be noted that chlorinated compounds were detected within groundwater at one of the monitoring wells during the investigation activities. Therefore, this report also includes a plan for separating costs associated with the petroleum and chlorinated portions of the future investigative activities. The work was performed at the request of Mr. Mo Hansen, the clerk treasurer, for the City of Waterloo, the current owner of the property.

Purpose

The purpose of the activities was to evaluate the extent of petroleum affected soil and to test for the presence of petroleum compounds within groundwater, subsequent to the removal of a former 1,000-gallon diesel tank and a former 1,000-gallon gasoline tank. The tanks were utilized during the operation of a pickle factory formerly located on the property.

Scope

The scope of services included the advancement of nine soil borings, four of which were converted to groundwater monitoring wells; collection of soil and groundwater samples; field and laboratory testing of selected soil and groundwater samples; and an analysis of the data obtained. The investigation was initially structured to specifically address the presence of constituents reportedly associated with the former USTs. Subsequent to the detection of chlorinated compounds within groundwater, the investigation was also structured to test for the presence of chlorinated compounds. Therefore, groundwater samples were submitted for laboratory analysis for the presence of volatile organic compounds (VOCSs). An all-inclusive search for hazardous substances across the site was not requested or performed.

Authorization

Authorization to perform this work was in the form of an acceptance copy of MES proposal No. 12-2194, dated July 17, 2012. The general conditions for the performance of the work were referenced in the proposal. This report has been prepared on behalf of, and exclusively for the use of the City of Waterloo. The information contained in this report may not be relied upon by any other parties without the written consent of MES, and acceptance by such parties of MES' General Conditions.

SITE FEATURES AND BACKGROUND

Site Features

The subject site is currently a vacant lot at 720 West Madison Street in Waterloo, Wisconsin. The location is shown on the Site location Map in Figure 1. The USTs were northwest of the former building, near West Madison Street. Topography within the immediate vicinity of the subject site is relatively level, sloping toward the south/southwest toward the Maunesha River, which is the approximate southern boundary of the subject site. The river is approximately 140 feet south of the former USTs. Figure 2 is a Site Plan showing the location of the former building, the former USTs, and the river on the property.

Background

It is understood that a 1,000-gallon diesel UST was removed from the site on May 8, 2012, and that a 1,000-gallon leaded gasoline UST was removed on May 14, 2012, by others. Two samples were collected from beneath each UST during the removal activities. The results of testing on the samples indicated the presence of petroleum volatile organic compounds (PVOCs), naphthalene, diesel range organics (DRO), and gasoline range organics (GRO) at concentrations well above their respective NR 720 RCLs, where established. Laboratory analytical results from the site assessment activities are included in Appendix C and are summarized on Table 1, in Appendix B. The WDNR was subsequently notified of a release on May 8, 2012. The WDNR issued at responsible party letter, dated June 18, 2012. MES was retained to perform the site investigation for the release, and also completed the necessary procedure through the WDSPS to act as agent on this project. The initial site investigation activities are described herein.

FIELD ACTIVITIES AND PROCEDURES

Scope Summary

The field and laboratory data utilized in the analysis and evaluation contained herein were obtained by advancing nine soil borings (B-1 to B-9), four of which were converted to monitoring wells MW-1 to MW-4. Samples were collected from the borings by driving a 24-inch spilt spoon into the soils. The borings were advanced to depths of 7 to 13.5 feet bgs. Each of the collected soil samples from the borings was screened in the field with a PID.

Selected companion soil samples obtained from each boring were submitted for laboratory analysis for the presence of various parameters including PVOCs, GRO, DRO, naphthalene, and lead. Groundwater samples collected from the monitoring wells were submitted for laboratory analysis for the presence of volatile organic compounds (VOCs) and lead during each sampling round due to the presence of trichloroethene during the initial sampling round.

Volatile Vapor Emission Screening

Soil samples collected during the performance of the borings were screened for volatile organic vapor emissions in the field with a Thermo Environmental Model 580B PID. The PID is an electronic instrument that measures the relative concentration of volatile organic vapor emissions in the headspace of a container. The response of the instrument is dependent upon volatility, temperature, and the ionization potential of the compounds measured. The meter serves as one tool in selecting samples for analytical testing and estimating zones of more highly affected soil, as it only gives a relative indication of the presence of volatile vapor emissions. However, the PID cannot quantify concentrations of individual compounds.

The PID was calibrated in the field using span gas. Prior to the field PID screening, soil samples were placed and sealed within a clean ziplock bag, and permitted to equilibrate to at least 70 degrees Fahrenheit for a period of about 30 minutes, based upon the ambient outdoor temperature. Subsequently, the screening was performed by inserting the probe through the bag and measuring the headspace.

Soil Sample Collection Procedures

The companion soil samples for chemical analyses were selected from the borings based upon location, depth, geology, and PID results. Soil samples for chemical analysis were generally collected from the borings at depths ranging from 3 to 9 feet below ground surface.

The samples submitted for laboratory analysis for the presence of PVOC, DRO, GRO, and naphthalene were measured in the field with a syringe and approximately 10 to 25 grams of soil were transferred into a clean, laboratory prepared jar. Approximately 10 milliliters of methanol was added to the samples collected for laboratory analysis for the presence of PVOCs, GRO, and naphthalene. The samples submitted for laboratory analysis for the presence of lead were placed into laboratory prepared glass, amber jars until no head space remained within the container. The samples were placed on ice, and chain of custody procedures were initiated. The samples were then submitted to Pace Analytical in Green Bay, Wisconsin, for laboratory analysis.

Site Investigation Field Activities

Nine soil borings, designated B-1 to B-9, were advanced to depths ranging from about 7 to 13.5 feet bgs on August 22, 2012 with a truck-mounted drill rig. Soil borings B-1, B-2, B-5, and B-7 were converted to monitoring wells designated MW-1 to MW-4. The soil boring and monitoring well locations are shown on Figure 3, in Appendix A. Representative samples were collected at continuous intervals through the completion depth of the soil borings, which ranged from 7 to 13.5 feet bgs. All soil samples were visually classified in general accordance with the Unified Soil Classification System (ASTM D-2488-75). Soil borings not converted to

monitoring wells were abandoned with bentonite. Soil borings logs and abandonment forms are included within Appendix D.

The monitoring well construction consisted of a 10-foot section of 2-inch diameter, machine slotted PVC screen placed at or near the bottom of the borehole. This was surrounded by a properly graded granular filter medium in the annular space, with unslotted riser pipe extending from the screened section to about 3 inches below the ground surface. A bentonite seal of approximately 2 feet was placed above the granular filter medium. The remaining annular space was filled to the ground surface with bentonite chips. Flush mounted protective covers were used to protect the wells. Monitoring well construction forms are included within Appendix E.

GROUNDWATER MONITORING ACTIVITIES

Well Development

Monitoring wells MW-1 to MW-4 were developed on August 24, 2012. The monitoring wells were developed by alternately surging and purging with a plastic bailer. The well development and other pertinent details are shown on Well Development Forms (Form 4400-113B), included in Appendix E.

Groundwater Sampling

Groundwater samples were collected from monitoring wells MW-1, MW-2, MW-3, and MW-4 on August 30, 2012 and November 20, 2012. The samples were collected utilizing a separate, single-use, disposable polyethylene bailer, and transferred into appropriate laboratory containers. The samples submitted for laboratory analysis for the presence of VOCs were placed in laboratory prepared 40-milliliter vials containing Hydrochloric Acid preservative. The samples submitted for laboratory analysis for the presence of lead were field filtered and placed in laboratory prepared 250-ml plastic bottles containing nitric acid preservative. The sample containers were placed on ice and standard chain-of-custody procedures were initiated. The groundwater samples from the monitoring wells were submitted to Pace Analytical of Green Bay, Wisconsin.

Groundwater Well Elevations

Groundwater level measurements were performed at each of the monitoring wells prior to development and sampling. The measurements are shown in the Groundwater Observations section of this report.

DESCRIPTION OF SUBSURFACE CONDITIONS

General

A description of the observed subsurface conditions during the soil boring activities follows this section. It must be recognized that the soil descriptions are considered representative of the specific location observed, and that variations may occur between and beyond the boring locations. A summary of the major soil profile components is described in the following paragraph.

Soil Conditions

At the time of the exploration, the surface of the site consisted of primarily brown and dark brown silty sand or sandy silt with varying amounts of gravel or concrete debris, which was designated as fill or possible fill. A discernible surface topsoil layer was not observed at the borings. The fill and possible fill extended to depths ranging from about 1 to 5 feet bgs. The fill was underlain by approximately 6 inches of buried topsoil at B-2 and B-6. The buried topsoil at B-2 and B-6, and the fill or possible fill materials at the remaining borings were underlain primarily by natural dark brown and light brown sandy silt or silty sand with varying amounts of gravel.

A strong gasoline odor was observed within the soil samples collected from B-1. A slight petroleum odor was observed within the samples collected from soil borings B-3, B-4, B-6, and B-8. Additionally, an unusual petroleum odor was observed within the soil samples collected below the approximate groundwater level at soil borings B-4, B-5, and possibly B-8. Volatile organic vapors were detected with the PID within the samples collected from B-1, B-3, B-4, B-6, and B-8 at concentrations of 51 instrument units (IU) to 555 IU. No petroleum odors, other unusual odors, or volatile organic vapors were observed within the remaining samples collected. The results of the volatile organic vapor screening within the samples collected from the soil borings are provided on the logs provided in Appendix D.

The foregoing discussion of soil conditions on this site presents a generalized soil profile as encountered at the boring locations. A more detailed description and supporting data for each test location is available on the individual boring logs located in Appendix D.

Groundwater Observations

Water level measurements were obtained on August 22, 2012, August 24, 2012, August 30, 2012, and November 20, 2012. Depth to water at the site ranged from 4.04 feet below top of casing (TOC) at MW-4 on November 20, 2012 to 5.94 feet below TOC at MW-2 on August 30, 2012. Groundwater level measurements are summarized on Table 3, Appendix B. Based on the two first rounds of groundwater sampling, groundwater flow appears to be toward the