



136 N. MONROE STREET, WATERLOO, WI 53594
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CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, June 5, 2014
7:00 p.m.

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF MEETING MINUTES: May 15, 2014**
3. **CITIZEN INPUT**
4. **COMMUNICATIONS TO THE COUNCIL**
 - a. **Mayoral Appointment Of A Dog Park Committee**
5. **COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS**
 - a. **Public Works & Property Committee: Resolution #2014-26 Preliminary Resolution Declaring Intent To Exercise Special Assessment Powers Under Section 66.0703, Stats. Regarding 2014 Sidewalk Improvements**
6. **UNFINISHED BUSINESS**
 - a. **Application For A Class "B" Beer License, Manuel Ayala Lira, Individual (Ayala's Market), 112 East Madison Street For 5/16/2014 – 06/30/2014**
7. **NEW BUSINESS**
 - a. **Resolution #2014-27 2014-2016 Firemen's Park Operations And Management Agreement**
 - b. **Annual Mobile Home Park Licenses (2)**
 - c. **Temporary Sign Permit, Waterloo Antique Mall, Corner of South Jefferson Street and East Madison Street**
 - d. **Temporary Sign Permit, Waterloo Farmers Market In The Park, Multiple Locations**
 - e. **Class A & B Beer and Liquor License Applications For The License Period From 7/1/2014 – 6/30/2015**
 - f. **Cigarette License Applications For the License Period From 7/1/2014 – 6/30/2015**
 - g. **Resolution #2014-28 Petition For County Highway Aid**
8. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
9. **ADJOURNMENT**

Morton Hansen
Clerk/Treasurer

Posted and Emailed: June 2, 2014

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.

Minutes of Municipal Committees, Commissions and Boards Attached

- Plan Commission – September 24, 2013, November 20, 2013 (Public Hearing and Commission meeting), March 25, 2014, April 22, 2014 (2 Public Hearings and Commission meeting),
- Community Development Committee – January 16, 2014, February 20, 2014, March 20, 2014, April 16, 2014, April 17, 2014
- CATV Regulatory Board – April 16, 2014 (corrected), May 14, 2014
- Karl Junginger Memorial Library Board of Trustees – May 20, 2014

**CITY OF WATERLOO COUNCIL MINUTES
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, May 15, 2014**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson called the meeting to order at approximately 7:00 p.m. Alderpersons present – Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Absent – none. Others present – Police Chief Sorenson, Diane Graff of the Courier, Tammy Krueger of the Watertown Daily Times, a videographer, Tama Griffin, Herb Lenius, Kelli Mountford, Kevin Pickering, two unidentified individuals and Clerk/Treasurer Hansen.
2. **APPROVAL OF MEETING MINUTES: May 1, 2014. Motion:** Moved by Quimby, seconded by Griffin to approve the May 1, 2014 meeting minutes as presented. **Voice vote:** Motion carried with Thomas noted as abstaining.
3. **CITIZEN INPUT.** # Herb Lenius commented about the lack of activity in the subdivision along McKay Way.
4. **COMMUNICATIONS TO THE COUNCIL**
 - a. **Grant Application Notices**
 - i. **21st Century Community Learning Center Grant, Department Of Public Instruction – Not Awarded.** Noted.
 - ii. **Youker Park Wildflower And Edible Perennial Mini-Grant, UW-Madison Center For Integrated Agricultural Studies – \$1,500 Awarded.** Noted.
 - iii. **Wisconsin Environmental Education Board Grant For Waterloo Regional Trailhead – Not Awarded.** Noted.
 - b. **Public Notices (1) Class “B” Beer License Filed, Ayala’s Market, 112 E. Madison Street, For 5/16/2014 – 06/30/2014; (2) Class A and Class B Beer License Applications Filed For 7/1/2014 – 6/30/2015; (3) Notice to Cut Noxious Weeds.** Noted.
 - c. **State Financial Report Form C On File.** Noted.
 - d. **Tax Incremental Districts 1-4, Compiled Financial Statements.** Noted.
5. **CONSENT AGENDA ITEMS. Motion:** Moved by Quimby, seconded by Springer to approve all the consent agenda items. **Voice vote:** Motion carried.
 - a. **Reports Of City Officials & Contract Service Providers**
 - i. **Waterloo Active Fire Department For April 2014**
 - ii. **Building Inspector - Building, Plumbing, And Electrical Permits For April 2014**
 - iii. **Public Works Director Gary Yerges For April 2014**
 - iv. **Police Chief Denis Sorenson For April 2014**
 - v. **Library Director Kelli Mountford For April 2014**
 - vi. **Waterloo Water & Light Commission – 5/1/2014**
 - vii. **Watertown Humane Society For April 2014**
6. **COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS**
 - a. **Finance, Insurance & Personnel Committee: Reports Of The Clerk/Treasurer**
 - i. **Payroll For April - \$54,061.32. Motion:** Moved by Springer, seconded by Quimby to approved payroll in the stated amount. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: none. Motion carried.
 - ii. **Pay Vouchers – April 18, 2014 Through May 15, 2014. Motion:** Moved by Springer, seconded by Quimby to approve pay vouchers as listed and presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: none. Motion carried.
 - iii. **Treasurer’s Report & Budget Reports For April, 2014. Motion:** Moved by Springer, seconded by Quimby to approve the reports as listed and presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: none. Motion carried.
 - iv. **Finance, Insurance & Personnel Committee: Resolution #2014-25 Resolution #2014-04 Granting Approval For An Exception To An Agreement In Place With The Firemen’s Park Trustees (Waterloo Honorary Fire Department) To Expend \$10,385.18 From The Trustees Of The Waterloo Fire Department Agency Fund 820 (Shoe Factory Building Fund) To Purchase Mowing Equipment. Motion:** Moved by Springer, seconded by Quimby to approve

the resolution as stated. **Roll call vote:** Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: none with Ziaja abstaining. Motion carried.

7. NEW BUSINESS


- a. **Application For A Class "B" Beer License, Manuel Ayala Lira, Individual (Ayala's Market), 112 East Madison Street For 5/16/2014 – 06/30/2014.** **Discussion:** Thompson described the intent as having a beer bar at 112 East Madison Street. In reply to a Springer question, Hansen said that there is nothing legally preventing a grocery from having this type of license. Ziaja said he would like to have them attend the next meeting to address questions. **Motion:** Moved by Ziaja, seconded by Reynolds to table consideration until the next meeting for the applicants to address questions. Ziaja asked for a friendly amendment to the motion to simply have further communication with the applicant. Reynolds accepted the friendly amendment. **Voice vote:** Motion carried with the Mayor noting two voting against.
- b. **Authorizing The Promotion Of Police Sergeant Randie Lange To The Position Of Lieutenant.** **Discussion:** Chief Sorenson said Lange is 20 year plus member of the Department and that having a 2nd in command to address administrative matters was of value. Sorenson said the change would not affect the budget. He said a probationary period of one-year would apply. **Motion:** Moved by Springer, seconded by Quimby to approve the promotion of Police Sergeant Lange to the position of Lieutenant. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: none. Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Ziaja announced a River Alliance clean-up event.
- b. Ziaja mentioned discounts to Waterloo residents at a Columbus golf course.

9. **ADJOURNMENT.** **Motion:** Moved by Springer, seconded by Quimby to adjourn. The time was approximately 7:20 p.m.

Attest:


Morton Hansen, Clerk/Treasurer



136 N. MONROE STREET, WATERLOO, WI 53594
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RESOLUTION #2014-26

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703, STATS. RE: 2014 SIDEWALK IMPROVEMENTS

RESOLVED, by the Common Council of the City of Waterloo (the City) located in Jefferson County, Wisconsin, and having offices located at 136 North Monroe Street, Waterloo, Wisconsin 53594 as follows:

1. The Council hereby declares its intention to exercise its police powers under Section 60.77(5)(f) and 66.0703, Stats., to levy special assessments upon properties located in the City of Waterloo, Jefferson County, Wisconsin, the description of which properties is set forth in the 2014 Sidewalk Improvements Special Assessment Engineer's Report dated April 24, 2014, for special benefits conferred upon such properties by construction and associated facilities, and all of the necessary public improvements and appurtenances thereto. The properties subject to the intended special assessments are also described in the 2014 Sidewalk Improvements Special Assessment Engineer's Report and any proposed assessment district shall not exceed the boundaries of the described properties.
2. The public improvements for which this special assessment shall be levied, shall consist of sidewalk repair and replacement.
3. The special assessments for the aforesaid public improvements shall include, but are not limited to, construction costs, legal fees, engineering fees, financing fees, acquisition of property or easement costs, and any other costs allowed by Section 66.0703(5) Stats.
4. The total amount assessed against the properties described above shall not exceed 100% of the total costs as set forth in paragraph 3 above.
5. The assessment against any properties described above may be paid in cash or in annual installments, together with interest thereon, the number of which installments shall be determined by Council resolution.
6. The City staff and City engineer have prepared and are submitting to the Council a report in conformity with Section 66.0703(5) Stats. consisting of:
 - (a) Preliminary plans and specifications for the public improvements described herein.
 - (b) An estimate of the entire cost of the proposed work of public improvements.

- (c) A schedule of the proposed assessments relative to the properties described above.
- (d) A statement that the properties against which the assessments are proposed are benefited.

7. The completed report by the City Engineer has been on file with the City Clerk/Treasurer for public inspection as provided for by law.

8. Upon receiving the above referenced report, the Clerk/Treasurer has caused notice to be given, stating the nature of the proposed improvements, the general boundary lines of any proposed assessment district (including a map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in this Preliminary Resolution and the aforesaid engineer's report. This notice has been published as a Class 1 notice and a copy has been mailed at least ten days before the public hearing, to every interested party.

9. A hearing has been held at the City of Waterloo Council Chambers located at 136 North Monroe Street, Waterloo at a time set by the Clerk/Treasurer in accordance with Section 66.0703(7), Stats.

Passed and adopted this 5th day of June, 2014.

CITY OF WATERLOO

By: _____
Name: Robert H. Thompson
Title: Mayor

Attest: _____
Name: Morton J. Hansen
Title: Clerk/Treasurer

SPONSOR(S) – Public Works Committee

FISCAL NOTE – Inter-fund borrowing would cover the expenses until such time as assessment dollars full reimburse the fund.

REVISED 06/02/2014
Two property owner updates

City of Waterloo,
Jefferson County, Wisconsin

**2014 Sidewalk Improvements
Special Assessment Engineer's Report**



This report prepared by:

Basil Orechwa

Basil Orechwa
Civil Engineer

April 24, 2014

Prepared By:

KUNKEL ENGINEERING GROUP, LLC
107 Parallel Street
Beaver Dam, WI 53916
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Appendix B – SCHEDULE OF SPECIAL ASSESSMENTS

Appendix C – PROPOSED PROJECT PLAN, DETAIL, and Specifications

1.0 Introduction

Purpose

It is the goal of the City of Waterloo to ultimately have sidewalks on all city streets for the benefit of health, safety, and welfare of its constituents. Furthermore the City of Waterloo hereby adopts by reference Wis. Stat. §66.0907. In addition, the City of Waterloo has adopted a sidewalk maintenance program in complying with safe sidewalks throughout the City.

Procedure

In order to sustain and improve safety within the City of Waterloo, the City has established a systematic inspection of all sidewalks. As part of the maintenance program, an inspection procedure has been set in place to insure all City sidewalks are inspected every four (4) years. Inspection of the City of Waterloo's sidewalks follows a rotation system starting with the northeast ¼, northwest ¼, southwest ¼, and southeast ¼ of the City. Sidewalk inspections shall occur sooner when the City of Waterloo becomes aware of a hazard involving a sidewalk as a result of an accident, a citizen complaint or a Police report.

When the City of Waterloo becomes aware of a hazardous sidewalk, the Director of Public Works shall investigate, document existing conditions and cause abatement of the hazardous sidewalk if needed.

The replacement cost for any sidewalk that the City determines problematic is 100% the responsibility of the adjoining property owner.

Standards For Repairs/Replacement by Inspection

Sidewalks are determined to be problematic based on several criteria. The sidewalk inspector will look for any evidence of deterioration and defect that may cause a safety hazard due to displaced joints, heaving caused by tree roots, cracked panels, and significant pop-outs or spalling of the surface.

The following criteria are used for inspection of City sidewalks, and shall warrant repair/replacement if:

- The sidewalk is raised or dropped more than ½ inch, measured within approximately 1 inch of the adjacent surface.
- The sidewalk contains a crack more than 1 inch wide, measured ½ inch below pavement surface.
- The sidewalk surface has spalled or deteriorated in an area more than 4 inches squared, measured ½ inch below pavement surface, or more than 2 inches square measured 1 inch below pavement surface.
- A corner is missing more than 3 inches square.
- 4 or more random cracks in a sidewalk section.
- The sidewalk is a safety hazard for the general pedestrian and disabled user.

2.0 Special Assessment

A Special Assessment is a fee collected by the City for improvements or services the City provides that benefit abutting properties. Special assessments are used to finance many different types of local improvements. This section of the report will discuss what project costs are assessable, which costs are not, how the assessments were determined and how the abutting properties are benefited.

Assessable Project Costs

The following lists are the assessable project costs for the 2014 Sidewalk Improvements Project:

Assessable Project Costs:

- Existing Sidewalk Removals
- Sidewalk Base Course Material
- New Sidewalk Installation
- Restoration

Assessment Determination

The assessment procedure was developed by the City of Waterloo in accordance with §66.0703 and §66.0701 of the Wisconsin Statutes and is detailed within the City of Waterloo Code of Ordinances.

In accordance with §66.0907 of the Wisconsin Statutes, the Board of Public Works may order property owners to repair or remove and replace any sidewalk which is deemed unsafe, defective, or insufficient. The repair or replacement of sidewalk can be undertaken in one of the following manners:

- Work can be performed by a hired contractor under the City's sidewalk contract.
- Work can be performed by a hired contractor under contract with the property owner (in accordance with the City requirements).
- Work can be performed by the property owner (in accordance with the City requirements).

Sidewalk replacement or repairs on corner lots or double frontage lots are assessed in the following manners:

- Should the property owner complete the repairs or replacement on their own or the property owners hire their own contractor, the property owner will be responsible for all cost associated with the work.
- Should the property owner choose to have the City's hired contractor complete the repairs or replacement of the sidewalk, the cost associated with the work will be split equally between the property owner and the City.

Should a property owner decide to complete the repair or replacement of sidewalk in a manner other than by a hired contractor under the City's sidewalk contract, the said work shall be completed within 20 days after being served with the notice and in accordance with the City requirements. If said work is not completed within 20 day time period, the Board of Public Works shall repair or replace the sidewalk and the Clerk-Treasurer shall enter the total cost on the tax roll as a special tax against the parcel of land.

If the total cost of the repair or replacement of any sidewalk in front of any parcel of land does not exceed \$100, the Board of Public Works or the Director of Public Works may immediately repair such sidewalk, without notice or letting the work by contract, and shall charge the cost of such repair to the owner of the parcel of land as provided in §66.0907, Wisconsin Statutes.

Property Benefit

The properties on the special assessment are benefited by improved drainage, aesthetics, comfort, safety, and increased property value as a result of the sidewalk repairs to be done as part of the 2014 Sidewalk Improvements Project.

3.0 Project Cost Summary

The project cost summary is a breakdown of the items included in the preliminary project assessment. The preliminary project assessment can be found in Appendix B. The final construction quantities may vary, due to underlying or unforeseen issues in sidewalk, base course, or sub-grade, from the quantities contained in the preliminary project assessment. It is possible that for any given parcel a variation in quantity could be more or less than what is being proposed in the preliminary project assessment, which in turn would affect the final assessment cost accordingly.

Total Assessable Costs Include:

- Existing Sidewalk Removals
- Sidewalk Base Course Material
- New Sidewalk Installation
- Restoration

Residential – Estimate Total Cost	\$94,012.88
City Owned Property – Total Estimate Cost	\$4,890.00
Total Estimated Project Costs:	\$ 98,902.88
Total Estimated Assessable Cost:	\$75,111.94

(*Note - Breakdown of cost by parcel is contained in Appendix B)

APPENDIX A
MAP OF PROPERTIES TO BE ASSESSED

