



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

**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 and to the news media, that the following meeting will be held.

**COMMITTEE:** Public Works & Property Committee

**DATE:** Thursday, July 3, 2014

**TIME:** 6:00 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: May 1, 2014 and June 5, 2014 (No Quorum, Public Hearing Only)
3. Citizen Input
4. Project Status Reports:
  - a. 2014 Sidewalk Repairs, Schedule Update
  - b. Railroad Avenue Reconstruction
5. Unfinished Business
  - a. Review Of Proposed Modifications To Snow & Ice Ordinance, Draft #3
6. New Business
  - a. Resolution #2014-31 Awarding A Tree Removal Contract, Recommendation To Council \*\*\*
7. Future Agenda Items And Announcements
8. Adjournment

*Mo Ha*

Mo Hansen, Clerk/Treasurer

\*\*\* See Council Packet

Committee Members: Springer, Ziaja and Stinnett

Printed, Posted, E-mailed and Distributed: June 26, 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.

**CITY OF WATERLOO PUBLIC WORKS COMMITTEE MINUTES  
COUNCIL CHAMBERS  
June 5, 2014  
PUBLIC HEARING ONLY DUE TO THE LACK OF A QUORUM**

1. **Roll Call And Call To Order.** Alderperson Springer called the meeting to order at 6:00 p.m. Committee members present – Springer. Absent – Stinnett and Ziaja. Others present – Teresa Ulam, Nick Webster, Mary Ann Harter, Maureen Giese, Joe Archie, Gary Yerges, Jeff Robbins, Tim Thomas, Mitch Leisses of Kunkel Engineering and Clerk/Treasurer Hansen.
2. **Approval Of Previously Unapproved Meeting Minutes: May 1, 2014.** No action due to the lack of a quorum.
3. **Citizen Input.** No action due to the lack of a quorum.

4. **New Business**

- a. **Public Hearing – Preliminary Consideration Of Special Assessments For Sidewalk Improvements Identified In The Engineer’s Report. Discussion:** Noting that a quorum was not present, the Committee Chair held a public hearing. # Teresa Ulam, 436 West Taylor Street, questioned why the work to be performed by a privately hired contractor had to be done by July 15<sup>th</sup>. The Public Works Director said that latitude would be granted and those notifying the City of the hiring of a private contractor would have more time than July 15<sup>th</sup> to complete the work. An approximate date of August 20 was given a revised date for completion. # Maureen Giese asked if pebbled patches could be used. Yerges replied no. In reply to a Giese question, Hansen described the bidding process and the special assessment process. # Nick Webster, 422 Taylor Street, questioned the 20 day period for notification of use of a private vendor. Hansen said the length of time was taken from state statutes. # Joe Archie, 408 Jackson Street asked DPW to check back to confirm the marked spots. # Mary Ann Harter, 304 West Polk, said the cement was up on the walk due to prior installation problems and she should not be responsible. She said her walk was ground two years ago. She said nothing on her walk was broken. # Maureen Giese called for a short paragraph in the newspaper.

Mitch Leisses noted that the figures were only estimates; that final figures would come out after the work was completed and that citizens would be informed further about project details.

5. **Future Agenda Items And Announcements**

- a. **Review Of Proposed Modifications To Snow & Ice Ordinance.** No action due to the lack of a quorum.

6. **Adjournment.** Alderperson Springer called the public hearing to a close at approximately 6:45 p.m.

Attest:

Mo Hansen, Clerk/Treasurer

**CITY OF WATERLOO PUBLIC WORKS COMMITTEE MINUTES  
COUNCIL CHAMBERS  
May 1, 2014**

1. **Roll Call And Call To Order.** Alderperson Springer called the meeting to order at 6:00 p.m. Committee members present – Stinnett and Springer. Absent – Ziaja. Others present – Raynelle Butzine representing Waterloo United Methodist Church, Mitch Leisses of Kunkel Engineering and Clerk/Treasurer Hansen.
2. **Approval Of Previously Unapproved Meeting Minutes: March 6, 2014 and April 3, 2014.** **Motion:** Moved by Springer, seconded by Stinnett to approve the March 6, 2014 and April 3, 2014 meeting minutes. **Voice Vote:** Motion carried.
3. **Citizen Input.** None.
4. **Project Status Reports:**
  - a. **720 West Madison Street – Soil/Groundwater Closure Request.** **Discussion:** Hansen reported that he had no new information and was waiting for DNR action. No action taken.
  - b. **2014 Sidewalk Repairs -- Update & Schedule.** **Discussion:** Hansen submitted an updated schedule. Leisses submitted an Engineer's report of sidewalks to be improved. Hansen summarized a special assessment process noting that preliminary and final resolutions were required prior. **Motion:** Moved by Springer, seconded by Stinnett to recommend to Council approval of a preliminary resolution. **Voice vote:** Motion carried.
  - c. **2014 Railroad Avenue Reconstruction**
    - i. **Local Roads Improvement Program – Award of \$16,259.57.** **Discussion:** Award dollars noted.
5. **New Business**
  - a. **STH 19 Project 3050-02-02 Committee Decision Points From DOT 2/18/14 Planning Meeting.** **Motion:** Moved by Stinnett, seconded by Springer to approve the document as presented. **Voice vote:** Motion carried.
  - b. **Review Of Proposed Modifications To Snow & Ice Ordinance.** **Discussion:** Hansen noted that the re-draft was from prior to the issuance of invoices which brought about complaints. Thompson called for enhancing penalties for repeat offenders, suggesting \$200 per season. Stinnett said outreach such as calls and the like had taken place. Springer said to remove the citation part. Stinnett agreed. Hansen noted that the Public Works Department was not set up to send out citations. Springer modified his suggested change. He described it as the removal the DPW billing invoice task and directing the Police Department to issue citations with no option for warnings. Hansen said he would come back with a draft given what was discussed. No action taken.
6. **Future Agenda Items And Announcements**
  - a. **Consideration Of Special Assessment For Sidewalk Improvements – Step #2.** Noted.
7. **Adjournment.** **Motion:** Moved by Ziaja, seconded by Stinnett to adjourn. **Motion carried.** The time was approximately 6:58 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO  
 2014 SIDEWALK IMPROVEMENTS  
 SPECIAL ASSESSMENT PROCESS  
 SCHEDULE AS OF: 6/26/2014

ACTIONS	DATE
Public Works Comm. recommends Council adoption of preliminary resolution:	May 1, 2014
Council adopts preliminary resolution:	May 15, 2014
Engineer's Report filed with the Clerk/Treasurer	Completed April 24, 2014
Publish Class 1 Notice 10 days before Public Hearing:	Completed May 22, 2014
Mail Notice to every interested property owner at least 10 days before Public Hearing:	Completed June 22, 2014
Public Hearing before Public Works Committee not less than 10 day nor more than 40 days after Public Notice:	Held June 5, 2014
Council approves Preliminary Special Assessment Resolution	Adopted June 19, 2014
Awarded contract - tree removal	July 3, 2014 or later
Awarded contract - sidewalk repairs	August 7, 2014 or later
Follow up communication with affected property owners:	August 8, 2014 or later
Engineer's Final Report filed with the Clerk/Treasurer	Upon Completion of Repairs
Publish Class 1 Notice 10 days before Public Hearing:	Upon Completion of Repairs
Mail Notice to every interested property owner at least 10 days before Public Hearing:	Upon Completion of Repairs
Public Hearing before Public Works Committee not less than 10 day nor more than 40 days after Public Notice:	Upon Completion of Repairs
Council approves Preliminary Special Assessment Resolution	Upon Completion of Repairs
Tenative completion of contract work	September 25, 2014

ORDINANCE #2014-03 – DRAFT #3  
(with draft revisions from March 6, 2014 staff meeting)

AMENDING CHAPTER 324 STREETS AND SIDEWALKS OF THE MUNICIPAL  
CODE RELATING TO SNOW AND ICE REMOVAL FROM SIDEWALKS AND A  
THE PROCESS FOR REMOVAL BY THE CITY IF NOT CLEARED

New Text – New language

Struck Text – ~~Deleted Text is shown as struck~~

**Chapter 324. STREETS AND SIDEWALKS**

**§ 324-6. Snow and ice removal.**

A. Required. The owner, occupant or person in charge of every building, lot or part of a lot within the City abutting upon a public sidewalk shall remove all snow and ice from said sidewalk within 24 hours from the time the snow ceases to fall. When ice is formed on the sidewalk so that it cannot be removed, it shall be kept sprinkled with ashes, salt, sand or like material. The entire sidewalk from edge-to-edge must be made safe for passage by a means described above.

**[Amended 9-18-2008 by Ord. No. 2008-13]**

B. Removal of snow from roofs. The owner, occupant or person having charge of any building within the City abutting upon or near any public street or place that snow or ice may fall from the roof thereof into or upon such street or place, or upon the sidewalk thereof, shall cause all snow and ice to be removed from such roof within 24 hours after the snow or ice has ceased falling or forming, or provide suitable guards so that the ice or snow shall not be discharged upon the sidewalk.

C. Deposit on streets prohibited. No person shall deposit or cause to be deposited any snow or ice upon any sidewalk, alley, parkway, public place or street in the City; provided, however, that snow or ice removed from the sidewalk in front of or abutting any premises or the premises which abut such sidewalk may be deposited on the parkway and, in the event there is no parkway on the street fronting such premises prior to snow or ice being plowed, windrowed and removed from the street by the City.

D. Removal by City. If snow or ice is not removed from sidewalks or sprinkled, as required by Subsection A above, or snow is not removed from roofs, as required by Subsection B above, or if snow or ice is deposited on any sidewalk, alley, parkway, public place or street in the City in violation of Subsection C above, the City may remove or cause to be removed all such snow or ice, and the person in charge of the premises from which the snow or ice was removed and so deposited shall be charged for the City cost of such removal. City cost The charge will consist of a Public Works Department charge bill for time spent at the task with a minimum charge of one-hour per visit as specified in the Municipal Fee Schedule. Repeat offenders within any given snow season shall be charged an enhanced penalty consisting of two times the standard charge. If not paid within 30 days, such charge shall be placed on the tax roll, pursuant to § 66.0627, Wis. Stats. ~~The Public Works Director, or the Director's designee, will first identify sidewalk hazards noting the location. A list will be presented to the Police Department. The Police Department will visit the property and issue a warning or citation after which the list will be redirected to o the Public Works Department for shoveling, sanding or salting.~~

Procedure – Removal by City:

(1) The Public Works Director, or the Director's designee, will identify violations noting the

location no sooner than 24 hours from the time the snow ceases to fall.

(2) The Public Works Director, or the Director's designee will present to the Police Department a list of locations identified as being in violation. The Police Department will issue a warning or citation which may result in penalties, pursuant to Section 1-4 of the municipal code, above beyond the charge by the Public Works Department for the removal of snow and or ice.

(3) Removal of snow or ice by the Public Works Director or the Director's designee may commence upon identification of a violation.