



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
E-Mail: cityhall@waterloowi.us
Website: www.waterloowi.us

**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, October 2, 2014

TIME: 6:30 p.m.

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

1. Call to Order and Roll Call
2. Approval of Meeting Minutes
September 4, 2014
3. Citizen Input
4. Project Status Reports:
 - a. 2014 Sidewalk Repairs
 - b. Railroad Avenue Reconstruction Update
5. Unfinished Business
 - a. Review of Proposed Modifications to Snow & Ice Ordinance, Draft #5
6. New Business
 - a. Sussek Machine Company, 805 Pierce Street
Application for driveway permit on Railroad Ave - 55 feet in width at street edge
(36 feet allowed in an industrial area)
 - b. 2015 Sidewalk Repairs
 - c. 2014 Fee schedule changes for 2015
7. Future Agenda Items and Announcements
8. Adjournment

Lois A.M. Baird

Lois A.M. Baird
Interim Clerk/Treasurer

Committee Members: Springer, Ziaja and Stinnett

Printed, Posted, E-mailed and Distributed: September 30, 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
September 4, 2014**

1. **Roll Call And Call To Order.** Alderperson Springer called the meeting to order at 6:30 p.m. Committee members present – Springer, Ziaja and Stinnett. Absent – none. Others present – Mayor Thompson, Mitch Leisses and Clerk/Treasurer Hansen.
2. **Approval Of Previously Unapproved Meeting Minutes: August 7, 2014. Motion:** Moved by Stinnett, seconded by Ziaja to approve the August 7, 2014 meeting minutes as presented. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **Project Status Reports:**
 - a. **2014 Sidewalk Repairs, Schedule Update. Discussion:** Leisses reported that the work was more than a few weeks out. He was working with the Public Works Director to extend out the contract. No action taken.
 - b. **Railroad Avenue Reconstruction Update. Discussion:** Leisses reported that sewer and water were connected and that the project is under budget. No action taken.
5. **Unfinished Business**
 - a. **Review Of Proposed Modifications To Snow & Ice Ordinance, Draft #4. Discussion:** Hansen noted that “parkway” should be changed to “tree lawn.” Springer said “Determined by the Public Works Director” should be added. This item was to be returned back for further review. No action taken.
6. **New Business**
 - a. **Railroad Avenue Reconstruction - Approval Of Change Order Creating Municipally Rented Parking On The South End Of Railroad Avenue. Discussion:** Leisses was instructed to include the work as an extension of underused base contract amounts rather than doing a change order. No action taken.
 - b. **2015 Capital Project Planning. Discussion:** Leisses presented several estimates. Mayor Thompson asked if Clean Water Fund grants could be applied for? Leisses noted that an ITA could be submitted. No action taken.
7. **Future Agenda Items And Announcements.** None.
8. **Adjournment. Motion:** Moved by Stinnett, seconded by Springer to adjourn. **Voice vote:** Motion carried. Time was approximately 6:51 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

ORDINANCE #2014-03 – DRAFT #5
(Revised after the September
Public Works & Property Committee 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 as determined by Public Works Director, 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~~ tree lawn 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.



RECEIVED
SEP 11 2014
CITY OF WATERLOO

136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

Rec'd
9/11/2014
\$75.00
Receipt
#30677

APPLICATION FOR DRIVEWAY/CULVERT

DATE OF APPLICATION: 9-9-14

FEE: \$75.00

LOCATION OF PROPERTY: 805 PIERCE ST.

APPLICANT: CHRIS ALLEN

OWNER OF PROPERTY: SUSSEX MACHINE COMPANY

LEGAL DESCRIPTION OF PROPERTY: Lot 1,2,3,4-S B1K 7, Lots 1-2, B1K 8
Roads Addition

NEW DRIVEWAY APPROACH/CULVERT REQUESTED: DRIVEWAY WIDTH INCREASE

EXISTING DRIVEWAY APPROACH/CULVERT TO BE RELOCATED: NO

DRIVEWAY APPROACH/CULVERT IN: RESIDENTIAL AREA: _____
COMMERCIAL/INDUSTRIAL AREA: X

PROPOSED DRIVE APPROACH WIDTH AT STREET SIDE OF SIDEWALK: 55 FEET.
(MAXIMUM WIDTH 24 FT. IN RESIDENTIAL AREA - 36 FT. IN COMMERCIAL/INDUSTRIAL AREA)

DRIVEWAY APPROACH TO BE: CONCRETE: X ASPHALT: _____ GRAVEL: _____

PROPOSED CULVERT: DIAMETER: 0 INCH LENGTH: 0 FEET

MATERIAL: _____
(MAXIMUM DIAMETER 24 INCH ON STH AND 18 INCH ON OTHER STREETS)

PROPOSED WORK COMPLETION DATE: 9-16-14

DATE: 9-9-14

[Signature]
SIGNATURE OF APPLICANT

PLEASE ATTACH COPY OF PLAT MAP INDICATING LOCATION OF DRIVEWAY

IMPORTANT NOTE: ALL DRIVEWAYS WHICH AFFORD ACCESS TO EXISTING STATE TRUNK HIGHWAYS
MUST BE APPROVED BY THE WISCONSIN DEPARTMENT OF TRANSPORTATION, 2101 WRIGHT STREET,
MADISON, WI 53704-2583. TELEPHONE (608-246-7906)

-----DO NOT WRITE BELOW THIS LINE-----

PERMIT #: _____

DATE ISSUED: _____

FEE PAID: 9/11/2014

CLERK/TREASURER _____

AMOUNT PAID: 75.00

RECEIPT NO: 30677

34-012

34

807
66'

834

118.25'
847
73.25'

(S06-046)
78.5'

STH 89



LAURALN (PRIVATE)

RAILROAD AVE

ST

PIERCE ST

(PART OF 290-0613-0821-004)

RN RR

OL 25

21-034

100

City Hall

From: City Hall [cityhall@waterloowi.us]
Sent: Tuesday, September 09, 2014 11:43 AM
To: bspringr@charter.net; Ziaja, Matt; Angie Stinnett
Cc: dpw@waterloowi.us; 'cityhall@waterloowi.us'; mleisses@kunkelengineering.com
Subject: COMMENT REQUESTED -- Railroad Avenue / request for an oversized driveway apron

Public Works & Property Committee Members:

Sussek Machine Corporation is seeking permission for a 55 foot apron for its loading dock to minimize the traffic concerns related to backing into its dock on the north end of its property.

This is greater than the 36 feet in the plan. Chris Feller has said he would pay for the difference. If concrete is poured in the next several days would the Public Works Committee (a.k.a. "Board of Public Works") look favorably on approving a request after-the-pouring?

FROM THE MUNICIPAL CODE

184-3 Specifications for driveway aprons

Width. No driveway shall exceed 24 feet in width at the outer or street edge of the sidewalk in residential areas and 36 feet in industrial and commercial areas unless approved by the Board of Public Works.

Mo Hansen

Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594-1198

email - cityhall@waterloowi.us

website - <http://www.waterloowi.us>

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COMMUNITY

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

RESOLUTION #2013-62

REVISING THE CITY OF WATERLOO FEE SCHEDULE

WHEREAS, Section §100-8, Fee Schedule permits the Council by resolution to amend from time to time the City of Waterloo Fee Schedule;

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Common Council of the City of Waterloo that the Common Council adopts a City of Waterloo Fee Schedule as listed below.

CITY OF WATERLOO FEE SCHEDULE

GENERAL ADMINISTRATION

| <u>Description</u> | <u>Fee</u> |
|--|--|
| Audio or video – Police Dept. records request | \$3 per CD or tape |
| Audio or data – Clerk/Treas. Office records request | \$3 per CD or available media |
| Audio or video – Cable TV Station - Governmental | \$3 per CD or available media |
| Audio or video – Cable TV Station – Non-Governmental | \$10 per CD or available media |
| Bicycle registration | \$5 for period bicycle is owned by registrant or family member |
| Faxing | \$5 |
| Hearing Officer for grievance process | ½ of the total expense |
| Municipal ordinance book | \$145 |
| Municipal parking lot annual permit | \$120 |
| Poll Book Reports | \$15 per order plus \$0.25 per page |
| Photocopies | \$0.25 per page |
| Returned check | \$30 per occurrence |
| Rummage & garage sale | \$10 (if four or more sales occur in one-year) |
| Special assessment letter | \$25 per lot |
| Special meeting charge | \$200 per meeting |
| Winter street parking permit | \$50 (November 15 to April 1) |
| Website Sponsoring - Basic Service | \$36 per year |
| Website Sponsoring - Features Enabled Service | \$120 per year |
| Website Sponsoring - Full Service | \$360 per year |

BUILDING INSPECTION

| <u>Description</u> | <u>Fee</u> |
|--|--|
| A. Residential – 1 & 2 family | |
| - New structures and additions | \$.20 per sq. ft. all floor areas, \$75 minimum |
| - Erosion control | New \$100, Addition \$50 |
| - Remodel | \$10 per thousand of valuation, \$75 minimum |
| - Accessory structure | \$.20 per sq. ft. all floor area, \$80, minimum |
| - Temporary occupancy permit | \$100 |
| - Other | \$45 minimum |
| B. Commercial | |
| - New structures and additions | \$.20 per sq. ft. all areas, \$150 minimum |
| - Erosion control | \$350 for first acre then, \$150 per acre or portion thereof |
| - Remodel | \$10 per thousand of valuation, \$75 minimum |
| - Occupancy | \$60 per unit |

| | |
|--|--|
| - Temporary occupancy | \$60 per unit |
| - Change of use permit | \$60 per unit |
| - Other | \$45 minimum |
| C. Agricultural buildings (unheated) | |
| - New buildings | \$.08 per sq. ft. all floor areas |
| - Remodel | \$10 per thousand of valuation, \$45 minimum |
| - Other | \$45 minimum |
| D. Miscellaneous | |
| - Plumbing | As listed on permit application |
| - Electrical | As listed on permit application |
| - HVAC | As listed on permit application |
| - Pools | \$80 |
| - Special inspections | Hourly rate with minimum of 1 hour (\$45/hour) |
| - Start construction of footings & foundation | Residential \$100, Commercial \$150 |
| - Razing fee | \$100 for first 2000 sq. ft. of floor area, \$50 per 1000 sq. ft. of floor area thereafter |
| - State seal | \$41 |
| - Minimum permit fee | \$45 |
| - Re-inspection fee | \$45 each |
| - Failure to call for inspection | \$45 each |
| - Work started before permit is issued | Fees double |
| - Moving of building | \$20 +\$1.50 per 1000 cubic feet |
| E. Impact Fees and Connection Charges (issued at time of occupancy) | |
| - Sanitary Sewer Connection | <u>\$853.97</u> per Equivalent Residential Unit |

Impact Fee (2012 rate for calendar year 2013)

| | |
|------------------------------------|---------------------------------------|
| - Park & Recreation Impact Fee | \$344 per Residential Equivalent Unit |
| - Public Works Impact Fee | \$497 per Residential Equivalent Unit |
| - Sanitary Sewer System Impact Fee | \$803 per Residential Equivalent Unit |
| - Storm Water Impact Fee | \$226 per Residential Equivalent Unit |
| - Water Impact Fee | \$734 per Residential Equivalent Unit |
| Total Impact Fee Per REU | \$2,604 |

*update
4/19/2014
see memo*

| | |
|--|------------------|
| F. Water Booster Station / Water Hook-up | |
| - Treyburn Farms 1 st Addition Lots 17-25, 68 and 76-83 | \$866 per lot |
| - Waterloo Assessment District No. 1 | \$866.94 per lot |

EMERGENCY SERVICES

| <u>Description</u> | <u>Fee</u> |
|---|---|
| False alarm fee (occurring within a continuous 12 month period) | 1st: no fee, 2nd: \$100.00, 3rd: \$200.00 |

LICENSES

| <u>Description</u> | <u>Fee</u> |
|--|---|
| Cigarette license | \$100 per year |
| Carnival, circus or concert | \$50 per event |
| Dance license, annual | \$30 |
| Dog license | |
| Unaltered male/female | \$15 per year |
| Spayed/neutered | \$11 per year |
| Additional fee if licensed after April 1 | \$10 |
| Kennel license | \$30 per year |
| Boarding fee | \$15 per day |
| Cat and Dog intake fee | \$25 first occurrence per year, \$50 thereafter |

| | |
|--|-------------------------------------|
| Liquor license | |
| Class "A" malt beverage | \$500 per year |
| "Class A" liquor | \$500 per year |
| Class "B" malt beverage | \$100 per year |
| "Class B" liquor | \$500 per year |
| Temporary Class "B" (Picnic License) | \$10 per event |
| Reserve "Class B" liquor | \$10,000 |
| "Class C" wine | \$100 per year |
| Wholesalers fermented malt beverage | \$25 per year |
| Transfer of license to another premise | \$10 per year |
| Agent Appointment | \$10 |
| Class A & B Liquor License Publication Fee | \$10 per year |
| Operator's license | |
| New | \$60 (expires odd year) |
| Renewal | \$30 (expires odd year) |
| Provisional | \$15 for 60 days |
| Temporary | \$15 for 14 days |
| Soda water license | \$5 per year |
| Transient merchant license | \$20 |
| Mobile home park operation | \$2 for each space, minimum of \$25 |
| Junk dealers | \$25 per year |

LAND USE AND SUBDIVISION

| <u>Description</u> | <u>Fee</u> |
|---|---|
| Conditional use application | \$285 |
| Design review | \$.02 per sq. ft. of the disturbed area |
| Driveway & culvert cuts | \$75 |
| Erosion & sediment control plan permit fee | \$200 |
| Final plat review | \$100 + \$4 per lot |
| Final plat review, reapplication | \$50 + \$1 per lot |
| Land use rezoning | \$285 |
| Minor subdivision review/certified survey map submittal | \$50 |
| Preliminary plat review | \$475 + \$4 per lot |
| Preliminary plat review, reapplication | \$100 + \$2 per lot |
| Street opening/sidewalks | \$30 |
| Sign permit | \$10 minimum, \$50 maximum with \$1 for each sq. ft. over 10 |
| Variance application | \$285 |
| Zoning map and others provided by City Engineer | \$10 |

PUBLIC WORKS DEPARTMENT

| <u>Description</u> | <u>Fee</u> |
|---|-----------------------------------|
| Residential & commercial trash disposal | \$12.00 per month |
| End loader with operator | \$95 per hour, 1-hour minimum |
| Truck or pick-up with operator | \$85 per hour, 1-hour minimum |
| Truck-wood chipper with two operators | \$125 per hour, 1-hour minimum |
| Tractor-mower with operator | \$75 per hour, 1-hour minimum |
| Riding lawn mower with operator | \$75 per hour, 1-hour minimum |
| Truck-snow plow and/or sander with operator | \$85 per hour, 1-hour minimum |
| Tractor/snow blower/blade with operator | \$75 per hour, 1-hour minimum |
| Snow shoveling and/or salting | \$95 per hour, 1-hour minimum |
| Street sweeper with operator | \$95 per hour, 1-hour minimum |
| Chain saw with operator | \$95 per hour, 1-hour minimum |
| Vactor sewer cleaning truck with operator | \$150 per hour, 1-hour minimum |
| Regular Hours Mon. – Fri. 7a.m. – 3:30p.m. | |
| Vactor sewer cleaning truck with operator | \$200 per hour, non-regular hours |
| Welder with operator | \$95 per hour, 1-hour minimum |

Paint marker with operator
Public works labor

\$65 per hour, 1-hour minimum plus material
\$65 per hour, 1-hour minimum

WATER AND SEWER

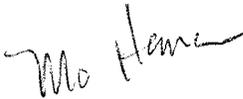
| <u>Description</u> | <u>Fee</u> |
|--|--|
| Private Well Operation | |
| Initial | \$450 <u>5 year permit (expires June 30, 2014)</u> |
| Renewal | <u>\$175 5 year permit (expires June 30, 2014)</u> |
| Renewal Late Fee | \$50 |
| Well abandonment | No Fee |
| Sewer Service Charge Unit Costs (effective January 15, 2013) | |
| Fixed charge per month | <u>\$8.30</u> |
| Volume charge per 1,000 gallons | <u>\$6.49</u> |
| BOD surcharge per pound over 250 mg/l | <u>\$0.54</u> |
| SS surcharge per pound over 250 mg/l | <u>\$0.25</u> |
| Nitrogen surcharge per pound over 35 mg/l | <u>\$0.84</u> |
| Phosphorous surcharge per pound over 7 m/gl | <u>\$13.42</u> |
| Category A Service Charge | |
| Fixed monthly charge | <u>\$8.30</u> |
| Volume charge per 1,000 gallons | <u>\$6.49</u> |
| Category B Service Charge | |
| Fixed monthly charge | <u>\$8.30</u> |
| Volume charge per 1,000 gallons | <u>\$6.49</u> |
| Surcharge: | |
| - BOD per pound greater than 250 mg/l | <u>\$0.54</u> |
| - Suspended solids greater than 250 mg/l | <u>\$0.25</u> |
| - Nitrogen greater than 35 mg/l | <u>\$0.84</u> |
| - Phosphorous greater than 7 mg/l | <u>\$13.42</u> |
| Portland Sanitary District Sewer Users | |
| Fixed monthly charge | <u>\$8.30</u> |
| Volume charge per 1,000 gallons | <u>\$6.49</u> |

Adopted this 19th day of December 2013.

CITY OF WATERLOO

Signed: 
Robert H. Thompson, Mayor

Attest:



Morton J. Hansen, Clerk/Treasurer

AMENDMENT

Text deleted = ~~strikethrough~~

Text added = underline

SPONSOR(S) – Clerk/Treasurer