



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
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 & news media, that the following meeting will be held:

**COMMITTEE:** PUBLIC WORKS & PROPERTY COMMITTEE  
**DATE:** June 3, 2021  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street (in-person or remote)

\*\*\* Agenda Updated 6/1/2021 8:47 AM \*\*\*

### REMOTE ACCESS DETAILS

Join Zoom Meeting: <https://us02web.zoom.us/j/81016839038?pwd=aU1CZGZobzRHTDU4YXF2RER5V0R5QT09>

Meeting ID: 810 1683 9038 Passcode: 471562

### Dial-by Phone

+1 312 626 6799 US (Chicago)

Meeting ID: 810 1683 9038 Passcode: 471562

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES – May 6, 2021 Meeting Minutes
3. CITIZEN INPUT / PUBLIC COMMENT
4. PROJECT OVERSIGHT & UPDATES
  - i. Assessor's 2020-2021 Property Revaluation
  - ii. Project Treyburn Residential Development
  - iii. 203 East Madison Street
  - iv. Adams Street Reconstruction
5. UNFINISHED BUSINESS
  - a. Ordinance #2021-05 Amending Chapter 340 Of The Municipal Code Requiring Sanitary Sewer Backflow Preventers For New Residential Construction \*\*\*
6. NEW BUSINESS
  - a. Brush Placed Behind Curb By 6:00 AM
  - b. Mayor's 2022 Budget Start Date
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Committee Calendar
8. ADJOURNMENT

Mo Hansen,  
Clerk/Treasurer

\*\*\* Also, on Council Agenda. See Council materials for documentation.

Committee Members: Petts, Schoenwetter and Rhynes

posted, e-mailed & distributed: 05/28/2021; updated 6/01/2021

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 & PROPERTY COMMITTEE MEETING MINUTES: May 6, 2021**

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER AND ROLL CALL. Committee members present: Petts and Schoenwetter. Absent: Rhynes. Others attending: Alder Weihert (not yet confirmed); Utility Superintendent Sorenson; Public Works Director Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES. MOTION: [Schoenwetter/Petts] to approve the April 1, 2021 minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. PROJECT OVERSIGHT & UPDATES.
  - a. Assessor's 2020-2021 Property Revaluation. DISCUSSION: Forwarding Allen Sunstrom notes, Hansen said Associated Appraisal staff would be in Waterloo on May 24<sup>th</sup> for three weeks. A Board of Review meeting was scheduled.
  - b. Project Treyburn Residential Development. DISCUSSION: Hansen said Lot # 2 marketing was occurring.
  - c. 203 East Madison Street. DISCUSSION: Yerges said July site grading was scheduled. He said the project did not include an RFP for the trail work with future grant covering rip-rap and trail.
  - d. Adams Street Reconstruction. DISCUSSION: Yerges said a pre-construction meeting was scheduled. Project mobilization would begin in two weeks.
5. UNFINISHED BUSINESS
  - a. Contemplated Waste Treatment Plan Updates – Funding, Timing And Effect On Municipal Projects. DISCUSSION: Sorenson said the Mayor signed-off on an USDA loan/grant application. He said business owners had been briefed and the \$21 million project was being done for users, including the business owners. Future items on this topic were noted. No action taken.
    - i. Town & Country Engineer Ben Heidemann To Make City Council Presentation – May 20
    - ii. Waterloo Utilities' Public Hearing – June 10, 6:00 pm
6. NEW BUSINESS
  - a. Amending The Municipal Code To Require Sanitary Sewer Backflow Preventers For New Residential Construction. DISCUSSION: Yerges and Sorenson spoke in favor of an ordinance. Yerges submitted example text from the Village of Allouez. Sorenson suggested writing a model ordinance. He said an incentive could be paid by the City to reduce cost. Schoenwetter and Petts asked for a draft ordinance in a week. MOTION: [Schoenwetter/Petts] tabling the matter until June with an ordinance on both the Committee and Council agendas at that time. VOICE VOTE: Motion carried.
  - b. Weed Control And Review Of Journal Of Applied Ecology Research Article -- Roundup Causes High Levels Of Mortality Following Contact Exposure In Bumble Bees. DISCUSSION: Referencing study details, Petts called for a ban on the use of Round-up. She referenced her outreach to UW-Extension staff. She said Weedol could be a substitute. Yerges asked if it was available in the U.S. After an online search, Hansen said yes. Petts called for a Weedol trial.
  - c. Public Works Director's Spring Facility Inspection Report. DISCUSSION: Yerges said the Council Chambers wall had been patched and repainted; he referenced filter replacement; indicated he would get onto roofs at the Waterloo Regional Trailhead and elsewhere; mentioned water softener servicing and the downsizing of 1" water services to reduce sewer charges. Schoenwetter asked if citywide service provider contracts for plumbing and similar was in place. Hansen said no, a coordinated approach does not exist.
  - d. Review/Realignment Of Progress Measures Tying Back To Comprehensive Plan. No action.
  - e. 2021 Municipal Facility Tour. Note.
7. FUTURE AGENDA ITEMS, COMMITTEE CALENDAR AND ANNOUNCEMENTS. Noted.
8. ADJOURNMENT. MOTION: [Schoenwetter/Petts] to adjourn. Motion carried. Time: 6:48 pm.



Attest: Mo Hansen, Clerk/Treasurer



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
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**ORDINANCE #2021-05**  
**Amending Chapter 340 and 283-16 Of The Municipal Code Requiring Sanitary Sewer Backflow Preventers For New Construction**

The City Council of the City of Waterloo, Jefferson County, Wisconsin do ordain as follows:

**SECTION I:** Chapter 340 Article II Sewer Utility is hereby amended as shown in red and blue below.

Article II  
Sewer Utility

**§ 340-10 Management.**

The Waterloo Sewer Utility shall be managed by the Waterloo Sewer Commission under the general direction of the Council.

**§ 340-11 Definitions.**

As used in this article, the following terms shall have the meaning indicated:

**APPROVING AUTHORITY**

The Commission or its duly authorized deputy, agent or representative.

**BIOCHEMICAL OXYGEN DEMAND (BOD)**

The quantity of oxygen utilized in the biochemical oxidation of organic matter in five days at 20° C., expressed as milligrams per liter. Quantitative determination of BOD shall be made in accordance with procedures set forth in Standard Methods.

**BACKWATER**

The unwanted reverse flow of liquids, solids or gases.

**BACKWATER VALVE**

A device designed to automatically prevent the reverse flow of wastewater in a drain system. Usually referred to as a palmer valve designed to protect the entire house drain system.

**BASEMENT**

That portion of a dwelling below the first floor or ground floor with its entire floor below grade.

**BUILDING DRAIN**

That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer.

**BUILDING SEWER**

The extension from the building drain to the public sewer or other place of disposal, also called "house connection" or "lateral." Except as provided in this article, building sewers shall not be subject to the jurisdiction of the City and the City shall not be responsible for the construction and/or maintenance of such sewers.

## **CATEGORY A**

Those sanitary sewer users who discharge normal domestic strength wastewater with concentrations of BOD no greater than 250 mg/l, suspended solids no greater than 250 mg/l, nitrogen no greater than 35 mg/l, and phosphorous no greater than seven mg/l.

## **CATEGORY B**

Those sanitary sewer users who discharge wastewater with concentrations in excess of 250 mg/l of BOD, 250 mg/l suspended solids, 35 mg/l nitrogen and seven mg/l phosphorous. Users whose wastewater exceeds the concentration for any one of these parameters shall be in Category B.

## **CHECK VALVE**

A device designed to automatically prevent the reverse flow of wastewater for a single fixture or drain.

## **CHLORINE REQUIREMENT**

The amount of chlorine, in milligrams per liter, which must be added to sewage to produce a specified residual chlorine content in accordance with procedures set forth in Standard Methods.

## **COMPATIBLE POLLUTANT**

Biochemical oxygen demand, suspended solids, pH or fecal coliform bacteria plus additional pollutants identified in the NPDES permit for the publicly owned treatment works receiving the pollutants if such works were designed to treat such additional pollutants and in part do remove such pollutants to a substantial degree.

## **EASEMENT**

An acquired legal right for the specific use of land owned by others.

## **FLOATABLE OIL**

Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

## **GARBAGE**

The residue from the preparation, cooking and dispensing of food and from the handling, storage and sale of food products and produce.

## **GROUND GARBAGE**

The residue from the preparation, cooking and dispensing of food that has been shredded to such degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than 1/2 inch in any dimension.

## **INCOMPATIBLE POLLUTANTS**

Wastewater with pollutants that will adversely affect the wastewater treatment facilities or disrupt

the quality of wastewater treatment if discharged to the wastewater treatment facilities.

## **INDUSTRIAL WASTE**

Any trade or process waste as distinct from segregated domestic wastes or wastes from sanitary conveniences.

## **NATURAL OUTLET**

Any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, lake or other body of surface water or groundwaters.

## **NITROGEN**

Kjeldahl nitrogen which is the sum of organic nitrogen and ammonia nitrogen.

## **NORMAL DOMESTIC STRENGTH WASTEWATER**

Wastewater with concentrations of BOD no greater than 250 mg/1, suspended solids no greater than 250 mg/1, nitrogen no greater than 35 mg/1 and phosphorous no greater than seven mg/1.

**[Amended by Ord. No. 98-4]**

## **pH**

The logarithm of the reciprocal of the hydrogen-ion concentration. Neutral water, for example, has a pH value of seven and a hydrogen concentration of  $10^{-7}$

## **PHOSPHORUS (P)**

Total phosphorus in wastewater which may be present in any of three principal forms, orthophosphates, polyphosphates and organic phosphates. Quantitative determination of total phosphorus shall be made in accordance with procedures set forth in Standard Methods.

## **PUBLIC SEWER**

Any publicly owned sewer, storm drain, sanitary sewer or combined sewer.

## **REPLACEMENT COSTS**

Expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the wastewater treatment facility to maintain the capacity and performance for which such facilities were designed and constructed. Operation and maintenance costs include replacement costs.

## **SANITARY SEWAGE**

A combination of water-carried wastes from residences, business buildings, institutions and industrial plants, other than industrial wastes from such plants, together with such groundwater, surface water and stormwater as may be present.

## **SANITARY SEWER**

A sewer that carries sanitary and industrial water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with minor quantities of groundwater, stormwater and surface water that are not admitted intentionally.

**SEWAGE**

The spent water of a community. The preferred term is "wastewater."

**SEWER**

A pipe or conduit that carries wastewater or drainage water.

**SEWER SERVICE CHARGE**

A charge levied on users of the wastewater treatment facilities for payment of operation and maintenance expenses, debt service costs and other expenses or obligations of said facilities.

**SLUG**

Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty-four-hour concentration of flows during normal operation and shall adversely affect the system and/or performance of the wastewater treatment works.

**STANDARD METHODS**

The examination and analytical procedures set forth in the most recent edition of Standard Methods for the Examination of Water, Sewage and Industrial Wastes, published jointly by the American Public Health Association, the American Water Works Association and the Federation of Sewage and Industrial Wastes Associations.

**STORM DRAIN**

Sometimes termed "storm sewer," a drain or sewer for conveying water, groundwater, subsurface water or unpolluted water from any source.

**SUSPENDED SOLIDS (SS)**

Solids that either float on the surface of, or are in suspension in, water, wastewater or other liquid and that are removable by laboratory filtering as prescribed in Standard Methods and are referred to as "nonfilterable residue."

**UNPOLLUTED WATER**

Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities provided.

**WASTEWATER**

The spent water of a community. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

**WASTEWATER COLLECTION SYSTEM**

The structures and equipment required to collect and carry wastewater.

**WASTEWATER TREATMENT FACILITY**

An arrangement of devices and structures for the storage, treatment, recycling and reclamation of wastewater, liquid industrial wastes and sludge. These systems include interceptor sewers, outfall sewers, wastewater collection systems, individual systems, pumping, power and other equipment and

their appurtenances; any works that are an integral part of the treatment process or are used for ultimate disposal of residues from such treatment; or any other method or system for preventing, abating, reducing, storing, treating, separating or disposing of municipal or industrial wastes.

## **WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT**

A document issued by the state which establishes effluent limitations and monitoring requirements for the municipal wastewater treatment facility.

§ 340-12 to § 340-17 No changes.

### **§ 340-18 Sewer construction, and connections and backflow prevention.**

- A. Work authorized. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb the sanitary sewer or appurtenances thereof without first obtaining a written permit from the approving authority.
- B. Cost of sewer connection. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the person making the connection.
- C. Use of old building sewers. Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the approving authority, to meet all requirements for this article.
- D. Materials and methods of construction. The size, slope, alignment and materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the requirements of the City's Building and Plumbing Codes or other applicable rules and regulations of the City. In the absence of Code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 shall apply.
- E. Building sewer grade. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
- F. Stormwater and groundwater drains. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which is connected directly or indirectly to a sanitary sewer. All existing downspouts or groundwater drains, etc., connected directly or indirectly to a sanitary sewer shall be disconnected within 60 days of the date of an official written notice from the approving authority.
- G. Conformance to plumbing codes. The connection of the building sewer into the sanitary sewer shall conform to the requirements of the Building and Plumbing Codes or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the approving authority before installation.
- H. Inspection connection. The person making a connection to a public sewer shall notify the approving authority when the building sewer is ready for inspection and connection to the public sewer. The connection shall be inspected and approved by the approving authority.
- I. Barricades; restoration. All excavations for the building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks,

parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the approving authority.

- J. Backwater valve. Basement floor drains in all new construction, and at such time as existing private sewer lines are repaired or replaced, shall be protected with a backwater valve or with sanitary sump with pumping equipment in accordance with § SPS 382.30(10), Wis. Adm. Code. Backwater valves, when fully open, shall have a capacity not less than that of the pipes in which installed and shall be located so as to be readily accessible for cleaning.
- K. Basement fixtures except lavatories, sinks and automatic washer drains with standpipes of 30 inches or more above basement floor level shall be protected by an approved type automatic backwater valve. If fixtures excepted from the requirement for an automatic backwater valve are subject to backwater, a backwater valve of the check valve type shall be installed.
- L. The Sewer Utility shall conduct a routine inspection program to identify buildings and residences that are properly protected and to require those buildings and residences that do not have adequate backwater protection to install said devices.

§ 340-19 to § 340-22 No changes.

**SECTION II:** Chapter 383-16 Cross-connections is hereby amended as shown in red below.

§ 283-16 **Cross-connections and backflow prevention.**  
See Chapter 340, Utilities, of this Code.

**SECTION III:** This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

**BY ORDER OF THE CITY COUNCIL OF THE CITY OF  
WATERLOO**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_

Date Adopted: \_\_\_\_\_

Date Published: \_\_\_\_\_

FISCAL EFFECT: None.



# CITY OF JEFFERSON WI.

## **BRUSH PICKUP BRUSH PLACED BEHIND CURB BY 6:00 AM ON:**

April – November 1<sup>ST</sup> Monday of the Month

January Collection of holiday trees will be made on the first three Mondays of January as crew time and weather permit, if not snow covered or frozen to the ground

Note: If Monday is a holiday, place brush behind curb within street right-of-way by 6:00 am on Tuesday morning

### **CURBSIDE BRUSH COLLECTION REQUIREMENTS**

- Brush shall be placed in an orderly manner, uniformly stacked, behind the curb within the street right-of-way with all cut ends facing the street or parallel with the street facing the direction of traffic.
- Public Works crews will pick up one brush pile per address per scheduled collection period.
- Limbs shall not exceed six inches in diameter or be greater than 10 feet in length. Overall brush pile dimensions are not to exceed four feet by four feet by 10 feet (six cubic yards).
- Brush piles that are not uniformly stacked or piles that are tangled will not be collected
- Please stack brush in a location where it is accessible to Public Works crews, does not impede vision of motorists, or block pedestrian walkways. Please avoid stacking it close to fire hydrants and sign posts.

# City of Waterloo Public Works & Property Committee

## Annual Calendar (rev. 1/1/2021)

- ☐ **Meeting night: 1<sup>st</sup> Thursday of month at 6:00 pm**
- ☐ **Monthly recurring: (1) review of Capital Projects; (2) monitor defined Progress Measures**

JANUARY
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
FEBRUARY
<input type="checkbox"/> Notify Mayor of reappointment interest
MARCH
<input type="checkbox"/> Identify grant application opportunities
APRIL
<input type="checkbox"/> Mayoral Committee appointments
MAY
<input type="checkbox"/> Review and realign Progress Measures as needed tying back to Comprehensive Plan
<input type="checkbox"/> Update annual calendar
<input type="checkbox"/> Tour of municipal facilities
<input type="checkbox"/> Public Works Director's Spring facility inspection report (added at Mayor's request)
JUNE
<input type="checkbox"/> Mayor's 2020 Budget start date.
JULY
<input type="checkbox"/> Traditional beginning of budget consideration with budget memo to department heads.
<input type="checkbox"/> § 53-14 Recommending updated multi-year capital improvement plan to Finance, Insurance & Personnel Committee
<input type="checkbox"/> Review DPW future year budget submittal
- Operational budget
<input checked="" type="checkbox"/> Programs & Services provided
- Capital Budget
<input checked="" type="checkbox"/> Street surface maintenance program
<input checked="" type="checkbox"/> Street/Utility reconstruction plan
AUGUST
<input type="checkbox"/> PASER review ( <u>P</u> avement <u>S</u> urface <u>E</u> valuation & <u>R</u> ating) – A 1-10 rating system for road pavement condition using visual inspection to evaluate pavement surface conditions
SEPTEMBER
<input type="checkbox"/> Review of municipal facility needs (multi-year)
OCTOBER
<input type="checkbox"/> Evaluating the municipal solid waste management system; trash-recycling service performance & contract
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
<input type="checkbox"/> Review of municipal facility needs (multi-year)
<input type="checkbox"/> Public Works Director's Fall facility inspection report (added at Mayor's request)
NOVEMBER
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
<input type="checkbox"/> Review of municipal facility needs (multi-year)
<input type="checkbox"/> Review of City Forestry Plan
DECEMBER
<input type="checkbox"/> Oversight of bid process for future year capital purchases & contract services
<input type="checkbox"/> Impact fee needs assessment update based on prior months review
<input type="checkbox"/> Review of municipal facility needs (multi-year)

## NOTES FROM MUNICIPAL CODE

### § 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

### § 332-1 Committee responsible for trees.

The Public Works and Property Committee shall, subject to the supervision and control of the Council, and except as herein provided, have jurisdiction and direction over all trees planted and growing in and upon City-owned property; that part of every street, the grade of which has been established, lying between the lot line and the curb; and trees on any property which may in any way have effect upon public property and upon the public welfare of the City, and for the planting, care, maintenance, protection and removal thereof. The Committee may make such rules and regulations as it may deem advisable for carrying out the purpose of this chapter.

### § 332-4 Removal of trees and stumps; replacement of trees.

A. All dead, hazardous and infected trees in the public right-of-way will be removed by the City at the expense of the City. All other trees in the public right-of-way shall be removed at the expense of the owner of the abutting property. If trees are removed by the owner of the abutting property, he shall cause all stumps to be removed and the area cleaned of all branches, leaves and other debris. If such is not done in a manner satisfactory to the Tree Committee, the Committee may order the Director of Public Works to do so and may charge the expense to the abutting property, pursuant to § 66.0627, Wis. Stats.

B. If a tree is removed from a tree lawn less than six feet wide, a tree will be provided by the City at 50% of the municipal cost to property owners and will be planted on the property owner's front lawn, providing that the Public Works Director determines that the property has sufficient front yard space to accommodate a tree. All municipally provided trees shall become the full responsibility of the property owner.

[Added 2-20-2014 by Ord. No. 2014-02]