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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 hereby given to the public & news media, that the following meeting will be held:

**COMMITTEE:** PUBLIC WORKS & PROPERTY COMMITTEE  
**DATE:** May 5, 2022  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street (in-person or remote)

Join Zoom Meeting: <https://us02web.zoom.us/j/88354434232?pwd=RGh6bkREZG1uREc5NDRSZEdiL0RjZz09>  
Meeting ID: 883 5443 4232 Passcode: 962772  
Dial by phone +1 312 626 6799 US (Chicago)

### COMMITTEE REGULARLY SCHEDULED MEETING

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES – April 7, 2022
3. CITIZEN INPUT / PUBLIC COMMENT
4. PROJECT OVERSIGHT & UPDATES
  - a. WisDOT Funding Submittals
  - b. Jefferson/Polk/Leschinger Street Reconstruction
    - i. Sidewalk discussion on the end of Jefferson St/ Peschel St
5. UNFINISHED BUSINESS
  - a. Improving Street Lighting At Intersection Of Madison and Monroe Street
  - b. Riverside/Minnehaha and Van Buren Estimates
6. NEW BUSINESS
  - a. Public Works Director's Spring Facility Inspection Report
  - b. Discussion of City of Waterloo Road/Utility Out-Year Project Plan Funding sources.
  - c. Trash and Recycling Discussion
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
  - a. Restarting An Annual Sidewalk Repair Program (March 2022)
  - b. City Forestry Plan (May 2022)
  - c. Update annual calendar.
  - d. Tour of municipal facilities
8. ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Committee Members: Weihert, Petts and A. Kuhl

posted, e-mailed & distributed: 05/03/2022

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: April 7, 2022**

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

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL Committee Chair Petts called the meeting to order at 6:00 pm.. Committee members present: Petts, Weihert & Cummings. Absent: none. Others attending: Utility Superintendent Barry Sorenson; Parks Director Haberkorn; Public Works Director Yerges and Deputy Clerk/Treasurer Tschanz; Jeanne Ritter, Gary Krueger, Deb Krueger, and James Reynolds.
2. APPROVAL OF MEETING MINUTES – February 3, 2022. MOTION: [Weihert/Cummings] to approve the minutes as presented. VOICE VOTE: Motion carried. Petts abstained
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. PROJECT OVERSIGHT & UPDATES
  - a. WisDOT Funding Submittals. Tschanz L-rip \$450,000. for 2024Hendricks Street. 2023 L-Rip Waterloo Road did receive a notice we received money.
  - b. Jefferson/Polk/Leschinger Street Reconstruction. Yerges gave update. So far going as planned. One house with lead still on Jefferson to be completed.
5. UNFINISHED BUSINESS
  - a. Coordinating Private Well Regulation As A Waterloo Utilities Water Fund Matter. Mayor updated that current way we are handling wells works as is should stay at the City not the Utilities.
  - b. Improving Street Lighting At Intersection Of Madison and Monroe Street. DISCUSSION: This is located on a state Hwy. Instruct Mitch to move forward with checking into it with DOT. [Weihert/Cummings] VOICE VOTE: Motion carried.
  - c. Crack Filling and Road Sealing Going forward the City should budget \$80,000 for this yearly. MOTION made to add line item to the budget to cover crack filling and road sealing yearly. [Weihert/Cummings] VOICE VOTE: Motion carried.
6. NEW BUSINESS
  - a. Small Cell Proposal from SMJ International/US Cellular Utility Superintendent Sorenson discussed where polls would go. Node 14 (Goehl/Lum) will have the pole changed to be a sturdier pole. Motion to accept the proposal. [Cummings/Weihert] VOICE VOTE: Motion carried.
  - b. Discussion Regarding Riverside Dr, Minnehaha Ln and VanBuren St Current Road Conditions. Public Works Director Yerges shared the condition of these roads. The curb and gutter is still in good shape. We need to take the utilities into consideration also. Van Buren is slated for 2025 at this time, that would also be a complete reconstruct. Motion to have City Engineer bid Riverside and Minnehaha. Bid should be broken out into 3 parts regarding overlay. [Weihert/Cummings] VOICE VOTE: Motion carried.
  - c. Discussion of City of Waterloo Road/Utility Out-Year Project Plan Funding sources. The Mayor would like to see this document cleaned up. Leave dates as is. Take out funding source and leave as TBD. Move to update document funding source on document as staff sees fit. Leave current dates and roads alone. Motion [Weihert/Cummings] VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar. Noted.
  - a. Restarting An Annual Sidewalk Repair Program (March 2022) This will be looked into May.
  - b. City Forestry Plan (May 2022) Chad to work with McKay Nursery on wholesale cost for trees to plant in city. Petts would like to see this on the website. Chad will develop a plan. Link from Park page to DPW page on website. Recommended trees to be added also.
8. ADJOURNMENT. MOTION: [Weihert/Cummings] to adjourn. Motion carried. Time: 6:55 pm.

Attest: Mike Tschanz, Deputy Clerk/Treasurer



City of Waterloo Public Works & Property Committee  
Annual Calendar (rev. 7/30/2021)

- 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 [NOTE: Updated by KEG in odd-years]
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]