



136 North Monroe Street
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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: February 2, 2023
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street (in-person or remote)

Join Zoom Meeting <https://us02web.zoom.us/j/82307963166?pwd=TUpIUHRMS3d0VDg3RERqOGRXTVIwZz09>
 Meeting ID: 823 0796 3166 Passcode: 827882
 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 – January 5, 2023
3. CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
4. PROJECT OVERSIGHT & UPDATES
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. Winter Parking Ordinance
 - b. 15 Minute Parking for one stall on E. Madison
 - c. Dead or Hazardous Trees on Private Property
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
8. ADJOURNMENT

Jeanne Ritter
 Clerk/Deputy Treasurer

Committee Members: Weihert, Petts and A. Kuhl

posted, e-mailed & distributed: 01/26/2023

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: January 5, 2023

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

COMMITTEE REGULARLY SCHEDULED MEETING

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL. Weihert called the meeting to order at 6:30 pm. Committee members present: Petts, A. Kuhl & Weihert. Absent: none. Others in attendance: Mayor Quimby; Alderperson Tim Thomas; Alderperson C. Kuhl; Alderperson Ron Griffin; Alderperson S. Cummings; Treasurer Nelson; Fire Chief Benish; Police Chief D. Sorenson; Utility Supervisor B. Sorenson DPW Yerges; Clerk Ritter.
2. APPROVAL OF MEETING MINUTES – December 1, 2022 [Petts/A. Kuhl] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT none
4. PROJECT OVERSIGHT & UPDATES – Chad talked to Mitch Leisses regarding Waterloo Road and 2023 plans for slurry.
5. UNFINISHED BUSINESS
 - a. Dead or Hazardous Trees on Private Property. Send to Attorney for approval then on to City Council. Would like Code §1-4 updated with information from State Bond Book. Motion [A. Kuhl/Petts] VOICE VOTE: Motion carried.
6. NEW BUSINESS
 - a. Hendricks Street Project – Update project to be completed in 2025. Utilities are ok with City proceeding with 2024 if that is what they choose. It will not conflict with new sewer plant.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
8. ADJOURNMENT [A.Kuhl and Petts] VOICE VOTE: Motion carried. 6:58 pm

Jeanne Ritter
Clerk/Deputy Treasurer

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 332-1 Committee responsible for trees.

[Amended 2-15-2007 by Ord. No. 2007-03]

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.

§ 332-2 Tree trimming; wood disposal.

[Amended 2-15-2007 by Ord. No. 2007-03]

- A. Trees standing in and upon any public street or place, or upon any lot or land adjacent thereto, and having branches projecting into the public street or place shall, under the supervision of the Committee, be kept trimmed by the owner or owners or occupants of the property on or in front of which such trees are growing so that the lowest branches projecting over the public street or alley will provide a clearance of not less than 14 feet and over all other places not less than nine feet from the ground. This provision shall not apply to newly planted trees, provided that they do not interfere with persons upon the public street or place or obstruct the light of any streetlight. Any tree or trees not trimmed, as herein provided, shall be deemed hazardous.
- B. Wood disposal. Any wood from trees growing on City property, including tree lawns, which are designated by the City Forester to be cut and removed, shall be the property of the City and shall be disposed of appropriately or stacked and stored for the purpose of resale to the highest bidder. [Added 12-17-2020 by Ord. No. 2020-06]

§ 332-3 Tree planting.

- A. Permit required. No trees, except the types recommended by the Committee, shall be planted in or upon any public street or place. Trees shall be planted only after a written permit has been received from the Committee, which permit shall state the name of the applicant, his address, the property on which the trees are to be planted, and the type to be planted. The trees shall be planted in such manner that they shall be equidistant between the curb line and the sidewalk. The distance between the trees shall not be less than 35 feet.
- B. Trees on newly opened streets. On newly opened streets, the Tree Committee shall have the authority to designate the types of trees and the manner in which they shall be planted and such other shrubs and bushes as the Committee shall approve.
- C. Trees planted in the public right-of-way shall be planted no closer than 40 feet to the nearest intersection or 10 feet to any driveway opening, buried cable or other utility. No permit will be issued if the tree lawn, defined as the public right-of-way between a public street and a public sidewalk, is less than six feet wide. Similarly, no permit will be issued for the planting of a tree beneath utility lines. [Added 2-20-2014 by Ord. No. 2014-02]

§ 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]

§ 332-5 Trespass on private land.

~~This chapter shall not give the Tree Committee authority to trespass on private land without the consent of the owner.~~

§ 332-5 Violations and penalties.

The penalty for violation of any provision of this chapter shall be a penalty as provided in Chapter 1, § 1-4 of this Code. A separate offense shall be deemed committed on each day on which a violation of this chapter occurs or continues.

§332-7 Dead, diseased or hazardous trees on private property.

The City Forester or his/her designee has the authority to enter onto private property whereon there is located a tree, shrub, plant or plant part that is suspected to be public nuisance. Upon the discovery of any destructive or communicable disease, pestilence or hazardous condition which endangers the growth or health of trees, or threatens to spread disease or infestation, the City Forester shall at once cause written notice to be served upon the owner of the property upon which such diseased or infested nuisance is situated, and the notice shall require such property owner to: 1) submit to the City of Waterloo an agreement with a tree removal company to eradicate, remove or otherwise control such condition within 30 days of specified notice 2) have dead, diseased or hazardous tree removed within 90 days of submitted bid to the City 3) if steps 1 and 2 are not followed above within the set timeline see §332-6 Violations and penalties.

Proposed alternative language for the above:

§ 332-6 Dead, diseased, or hazardous trees and shrubs on private property.

- A. **Public Nuisance Declared.** Any tree, shrub or part thereof which is dead, hazardous to person or property, diseased, or infested with insects or pests so to threaten the health of other trees or shrubs in the City, constitutes a public nuisance. Diseases or

infestations declared to be a public nuisance include, but are not limited to: Dutch elm disease, oak wilt, long-horned beetle, and emerald ash borer.

- B. Public Nuisance Prohibited. No person shall permit any public nuisance as defined in § 332-6 A of this Chapter to remain in or upon any property owned by that person within the City.
- C. The City Forester or their designee is authorized to enter private property on which there is a tree, shrub, or part thereof suspected of being a public nuisance to examine the same.
- D. Upon determining a tree or shrub located on private property is dead, hazardous, diseased, or infested, the City Forester shall send written notice of the public nuisance to the property owner and person(s) in possession of the property. The notice shall provide the property owner with 30 days from receipt of the notice to submit to the City a contract with a tree removal company for the removal of the public nuisance.
- E. If the public nuisance is not removed within 90 days of the receipt of notice, the property owner is subject to the violations and penalties articulated in § 332-5.

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

- Meeting night: 1st 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 2023 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)