



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: October 5, 2023
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street

- 1) COMMITTEE REGULARLY SCHEDULED MEETING
- 2) PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL
- 3) APPROVAL OF MEETING MINUTES – September 7, 2023
- 4) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 5) PROJECT OVERSIGHT & UPDATES
- 6) UNFINISHED BUSINESS
- 7) NEW BUSINESS
 - a) Resolution 2023- 26 Seasonal Hours for DPW and City Hall
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
- 9) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Committee Members: Weihert, Haseleu and A. Kuhl

posted, e-mailed & distributed: 09/29/2023

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: September 7, 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: A. Kuhl, Haseleu & Weihert. Absent: none Others in attendance: Mayor Quimby; Alderperson C.Kuhl; Alderperson Thomas; DPW Yerges; Clerk Ritter; Utility Supervisor Sorenson; DPW Hauptli and Mr. & Mrs. Peck.
2. APPROVAL OF MEETING MINUTES – August 3, 2023 [A.Kuhl/Haseleu] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT
4. PROJECT OVERSIGHT & UPDATES – none
5. UNFINISHED BUSINESS
6. NEW BUSINES
 - a. Street Opening Application Tabled [A. Kuhl/Haseleu] VOICE VOTE: Motion carried.
 - b. Storm drainage ditch on 413 E Madison St. – Discussion only
 - c. 5-year plan-city streets and roads. Motion [A.Kuhl/Haseleu] VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. –
8. ADJOURNMENT [A. Kuhl/Haseleu] VOICE VOTE: Motion carried. 6:57 pm

Jeanne Ritter
Clerk/Deputy Treasurer



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RESOLUTION #2023-26
Seasonal Hours for DPW and City Hall

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

WHEREAS, the City Council recommends seasonal hours for the Department of Public Works and City Hall starting the first full week of May and running through the third week in October each year.

WHEREAS, the DPW will work 4 -10 hour days (Monday – Thursday) and City Hall will close at noon on Friday's.

THEREFORE BE IT RESOLVED, the City of Waterloo Common Council approves seasonal hours as stated above.

PASSED AND ADOPTED this ____ day of _____ 2023.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, Clerk

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
ID Programs & Services provided.
- Capital Budget
ID Street surface maintenance program
ID Street/Utility reconstruction plan
AUGUST
<input type="checkbox"/> PASER review (Pavement Surface Evaluation & Rating) – 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)