



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: May 1, 2025
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 – April 3, 2025
- 4) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 5) PROJECT OVERSIGHT & UPDATES
- 6) UNFINISHED BUSINESS
- 7) NEW BUSINESS
 - a) Public Works Job Description – Parks and Seasonal for Comparison
 - b) Resolution 2025-24 Rescinding Resolution 2025-08 due to Highway 19 Start Date Change
 - c) Resolution 2025-25 CORRE INC Proposal -Bridge Rehab
 - d) Future Street and Sidewalk Work
- 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: 04/25/2025

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 3, 2025
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: DPW Supervisor Yerges; Alderperson C.Kuhl; Clerk Ritter and WLOO Cable.
2. APPROVAL OF MEETING MINUTES – March 6, 2025 [Haseleu/A. Kuhl] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT - none
4. PROJECT OVERSIGHT & UPDATES
5. UNFINISHED BUSINESS
 - a. 2025-06 New Ordinance 285-8.5 Regulation of Natural Lawns
6. NEW BUSINESS
 - a. Resolution 2025-18 Accepting a Bid from Dorner Inc. for Hendricks Street Reconstruction and DPW Parking Lot Motion to send to Finance[Haseleu/A.Kuhl] VOICE VOTE: Motion carried.
 - b. Resolution 2025-19 Accepting 225 Sidewalk and Mill & Overlay Bid from Kartechner Motion [A.Kuhl/J. Haseleu] Recommend to Council. VOICE VOTE: Motion carried
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
8. ADJOURNMENT [A. Kuhl/J. Haseleu] VOICE VOTE: Motion carried. 6:46pm

Jeanne Ritter
Clerk/Deputy Treasurer

Department of Public Works Director Position Description

Class Title: DPW Director
Department: Department of Public Works
Location: 211 Hendricks Street
Updated: March 2025

GENERAL PURPOSE

Perform a variety of supervisory duties as a hands-on, in the field supervisor managing the Department of Public Works operations. Perform skilled and semi-skilled work for the operation and maintenance of streets, public right-of-way and municipal properties.

SUPERVISION RECEIVED

Work under the direction of the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Provide direct supervision to Public Works staff; assigns, directs, and evaluates their performance. Make effective recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate and direct work activities and schedule Public Works staff to maintain streets, storm water infrastructure, department equipment, non-parks municipal grounds, forestry and to assist the Parks Director with maintenance of municipal parks as requested and achievable -- given other Public Work Department responsibilities. In-field activities including, but not limited to:

1. Street repair and maintenance including traffic signage & striping
2. Street cleaning
3. Snow and ice control
4. Collection & disposal of tree and brush material
5. Storm sewer maintenance & repair
6. Weed control
7. Minor building maintenance not including electrical or plumbing
8. Turf management
9. Municipal cemetery maintenance
10. Special event traffic control barricades
11. Maintain holiday decorations
12. Assist Police Dept. with stray animals & wildlife

Select, train, motivate and evaluate Public Works personnel; provide and coordinate staff training: work with employees to correct deficiencies; implement discipline and terminations procedures. Meet with staff to identify and resolve problems.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Provide staff assistance to the mayor on operational studies and investigations; recommend modifications to programs, policies and procedures.

Work in partnership with the City Engineer to review all public project development plans to ensure adequate infrastructure including street curb cuts, drainage facilities and stormwater management.

Produce required regulatory reports and ensured compliance with regulatory requirements, laws, codes and enforcement actions. Inspect City facilities to ensure ADA and safety compliance.

Attend various community and intergovernmental meetings as City representatives to obtain/share information, explain policies and goals, and gain cooperation and support.

Assure all work is carried out within budget; monitor revenues and expenditures to ensure sound fiscal control and maximum cost-efficiency; prepare annual department budget requests.

Create and adhere to a department vehicle maintenance schedule.

Perform related duties as required.

REQUIRED KNOWLEDGE SKILLS & ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of public facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies including cross training within department's job classifications.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of the Public Works Department,
- Provide assistance to the Parks Department where needed.
- Oversee, direct, and coordinate staff including seasonal employees.
- Select, supervise, train, and evaluate staff.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long- and short-term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.

SPECIAL REQUIREMENTS

You must possess a Class A Commercial Driver's License or the ability to acquire one within 6 months after hire.

TOOLS & EQUIPMENT USED

Heavy machinery for necessary work, phone system, personal computer including word processing and spreadsheet software, copy machine, postage machine, fax machine, calculator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed 50% in a standard office setting and 50% outdoor area. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Public Works Director position, and I certify that I can perform these functions.

Employee Signature

Date

Parks Coordinator Position Description

Class Title: Parks Coordinator
Department: Parks Department
Location: 136 N. Monroe Street
Updated: March 2025

GENERAL PURPOSE

Manages, plans, and implements activities and programs which serve the social, educational, wellness and service needs of citizens in Waterloo, WI. The Coordinator promotes and maintains working relationships with local agencies to render assistance to and promote for citizens. This position plans, assigns, supervises, reviews, and evaluates work for the Park Department employees.

SUPERVISION RECEIVED

Works under supervision of the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Directly supervises Seasonal Employees, Event Bartenders, and Park Department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the Parks Department offering multiple programs and services for citizens during weekdays, evenings, and weekends, and provides facilities available for community activities.
2. Develop a recommended budget for the Parks Department and administer the budget after approval, including monitoring and approving expenditures.
3. Maintains accurate records and files and prepares monthly and special reports.
4. Plans, assigns, train, supervise, and review the work of staff and volunteers.
5. Creates and implements large City events.
6. The Park Coordinator administers office and program purchases for the Park Department.
7. Administers Park Department newsletters, fliers, and brochures to market and promote the department. Provides updates for Parks on the website and social media websites.
8. Coordinates, facilitates, and encourages participation in Park programs and events.
9. The Park Coordinator works with Waterloo Business Association, Friends of Firemen's Park, and other organizations and businesses in Waterloo to promote Park and community events.
10. The Park Coordinator implements fundraising efforts to sponsor community events.
11. Compiles equipment inventory and replaces equipment as needed.
12. Advertise programming and special events for the department.
13. Works closely with the Waterloo Youth Sports Organization, Waterloo School District, and other organizations and maintains yearly contracts with organizations and collects field use fees.
14. Works closely with Public Works regarding park and facility maintenance and on all department rental facilities.
15. Attends bi-monthly Parks Commission meetings, department head meetings, and other meetings as requested and appropriate to the position.
16. The Park Coordinator represents the department and the City of Waterloo in contact with a variety of public and private groups and individuals.
17. Attends educational offerings, such as conferences and workshops and maintains all certifications.
18. Maintains Park facility calendars and website.
19. Assists the updating and maintenance of the Park Open Space Plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of park facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of the Parks Department,
- Provide aid to the Public Works Department where needed.
- Oversee, direct, and coordinate staff including seasonal and custodial employees.
- Select, supervise, train, and evaluate staff.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long- and short-term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Oversee preparation of clear and concise administrative and financial reports.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.
- Working knowledge of computers and Microsoft Programs.

SPECIAL REQUIREMENTS

Maintain and keep up to date with current State of Wisconsin laws and regulations when pertaining to Alcohol and Raffle sales.

TOOLS AND EQUIPMENT USED

Heavy machinery for necessary work on park space and facilities, phone system, personal computer including word processing and spreadsheet software, copy machine, postage machine, fax machine, calculator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Parks Coordinator position, and I certify that I can perform these functions.

Employee Signature

Date



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JOB DESCRIPTION: SEASONAL PARK LABORER

JOB TITLE: Park Worker 2

Job Time Frame: 7 AM – 11 AM, Monday through Friday, mid-April through mid-October

Time Frame can be change due to weather and other related items with approval from Supervisor

DEPARTMENT: Department of Public Work & Waterloo Parks Department

ORGANIZATIONAL RELATIONSHIPS:

1. Report to: Direct Supervisor - DPW Director and/or Secondary Supervisor - Parks Coordinator
2. Other: Has contact with other City of Waterloo Employees and General Public

JOB SUMMARY:

General job function is to perform maintenance operations, including operating machinery and performing maintenance tasks efficiently and effectively. To help maintain Waterloo Parks for the City of Waterloo. Must arrive at work on time and maintain a regular and reliable level of attendance. Laborer may work unattended as needed or may act as a lead worker in charge of other seasonal employees as directed.

PRIMARY DUTIES:

- Performs maintenance of City Park facilities, such as manual mowing, digging, filling, clearing brush and debris, seeding, fertilizing, etc.
- Field Assignment may include ball field maintenance and field striping.
- Ability to work alone maintaining and policing all activities at the park facilities.
- Ability to perform mowing operations with wide area, zero turn rotary, or push mowing equipment.
- Ability to distribute infield materials mechanically or manually on baseball infields & playing surface.
- Participates in the operation of heavy and/or light equipment, push mowers, edger, field maintenance equipment, paint striping machines, topdressing applicators, etc.
- Participates in performing proper preventative maintenance on equipment and machinery.
- Performs maintenance in a safe manner and attends scheduled safety meetings.
- Must maintain a regular and reliable level of attendance.

OTHER DUTIES:

1. **MACHINERY & EQUIPMENT:** Be able to operate and maintain all city equipment. Maintenance includes checking all fluids and filters. Also perform maintenance away from the shop area.
2. **REFUSE COLLECTION:** Pick up grass and leaves, garden debris, lumber, primarily hand work with heavy lifting. 50 pounds or more on occasion.
3. **TREE AND BRUSH:** To confidently trim or remove trees from the ground or an elevated position from the public lands. Use of the power pruner and chain saws and can maintain the chains and do field repairs on equipment.
4. **BASEBALL/SOFTBALL FIELD:** Daily grooming & maintenance of baseball and softball fields using equipment for specified fields such as Gators, groomers, proper drags, field rakes, and nail drags. The proper lining of infields for specific sports along with foul lines and out of play lines.



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5. BATHROOM FACILITIES: Open and close outdoor bathroom facilities with daily inspection of facilities. Reporting any needs or concerns to the Parks Coordinator. Weekend rotation for opening of outdoor bathroom facilities.
6. GARBAGE: Daily garbage pickup and removal. Includes outdoor bathroom facilities, dog park and all Firemen's Park grounds.
7. OUTFIELD PORTABLE FENCE: Setup and take down of portable outfield fence in Spring and Fall. Set up and take down portable fence as needed during the season for and not limited to inclement weather or special events.
8. WEED CONTROL: Spraying herbicides, using pump sprayer on fence lines and ball diamonds.
9. BUILDING MAINTENANCE AND CLEANING: Perform minor repairs to Waterloo Park buildings as needed. Such as and not limited to painting, window washing, power washing, water sealing, and sweeping.
10. OTHER DUTIES BUT NOT LIMITED TO:
 - a. General building maintenance (exterior and interior)
 - b. Tree and shrub trimming
 - c. Lawn mowing and string trimming
 - d. Set up barricades for special events
 - e. Hanging of decorations for different events or holidays
 - f. Perform other duties as required

REQUIREMENTS AND FUNCTIONS:

11. EDUCATION REQUIRED: High School diploma or equivalent.
12. EXPERIENCE REQUIRED: Ability to operate equipment and mechanical ability.
13. QUALIFICATIONS: Ability to work with minimal supervision and must have an effective relationship with fellow employees and public.
14. ESSENTIAL FUNCTION: Ability to lift 50-80 pounds, lift brush and branches into Gators, must be able to work in hot or cold weather and wear proper clothing. Occasionally exposed to high levels of noise, dust, fumes, and chemicals. Ability to drive a garden tractor with a mower, string trimmer, leaf blower, and operate a push mower.

I acknowledge that I have read and understand the above job description and duties in its entirety and can perform all the stated requirements.

Employee Signature

Date

Employee (Print Name)

Phone #

DPW Director Signature

Parks Coordinator Signature



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JOB DESCRIPTION: SEASONAL PARK LABORER

JOB TITLE: Park Worker 4

Job Time Frame: 7 AM – 1 PM, Monday through Friday, mid-May through mid-September

Time Frame can be change due to weather and other related items with approval from Supervisor

DEPARTMENT: Department of Public Work & Waterloo Parks Department

ORGANIZATIONAL RELATIONSHIPS:

1. Report to: Direct Supervisor - Parks Coordinator and/or Secondary Supervisor - DPW Director
2. Other: Has contact with other City of Waterloo Employees and General Public

JOB SUMMARY:

General job function is to perform maintenance operations, including operating machinery and performing maintenance tasks efficiently and effectively. To help maintain Waterloo Parks for the City of Waterloo. Must arrive at work on time and maintain a regular and reliable level of attendance. Laborer may work unattended as needed or may act as a lead worker in charge of other seasonal employees as directed.

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OTHER DUTIES:

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13. QUALIFICATIONS: Ability to work with minimal supervision and must have an effective relationship with fellow employees and public.
14. ESSENTIAL FUNCTION: Ability to lift 50-80 pounds, lift brush and branches into Gators, must be able to work in hot or cold weather and wear proper clothing. Occasionally exposed to high levels of noise, dust, fumes, and chemicals. Ability to drive a garden tractor with a mower, string trimmer, leaf blower, and operate a push mower.

I acknowledge that I have read and understand the above job description and duties in its entirety and can perform all the stated requirements.

Employee Signature

Date

Employee (Print Name)

Phone #

DPW Director Signature

Parks Coordinator Signature



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Resolution 2025-24

A Resolution Rescinding the Approval of Town & Country as Engineer for State Highway 19 Project in 2031.

WHEREAS, by Resolution 2025-08 adopted on February 6, 2025 City Council approved Town & Country as the Engineer for State Hwy 19 Project in 2031; and

WHEREAS, the City Council now desires to rescind Resolution 2025-08 as the date of this project has been moved out to 2033;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Waterloo, WI:

1. The Resolution 2025-08 adopted on February 6, 2025 is hereby rescinded and shall be of no further force or effect.
2. That all authority and direction granted is hereby rescinded and revoked.
3. That this Resolution shall take effect on the date of its adoption and shall not be retroactive.

ADOPTED this 1st day of May, 2025 by the City Council of the City of Waterloo, WI.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer



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Resolution No. 2025-25

A Resolution Accepting CORRE INC Proposal for Bridge Rehabilitation for Fireman's Park Pedestrian Bridge

Whereas, the Department of Public Works and CORRE have identified the need for: Repair of spalled concrete at the north abutment, near the west bearing pad, replacement of the superstructure floor beams adjacent to each abutment, and replacement of the galvanized Stay-in-Place forms adjacent to each abutment; and

Whereas, the Department of Public Works received a proposal from CORREINC for Design Services for \$4,900.00 and Bid Letting Preparation \$5,200.00; and

Whereas, the DPW recommends the approval of the CORRE INC proposal. For a proposal total of \$10,100.00;

Now, therefore, be it resolved that the CORRE Inc proposal has been accepted for the Design and Bid Letting Preparation. The amount of \$10,100.00 will be funded by _____ .

Passed and adopted by the City of Waterloo on this 1st

day of May 2025

City of Waterloo

Signed: _____
Jenifer Quimby
Mayor

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

April 11, 2025

Mr. Chad Yerges
DPW Director
City of Waterloo
211 Hendricks Street
Waterloo, WI 53594



Proposal for Bridge Rehabilitation Fireman's Park Pedestrian Bridge

Dear Mr. Yerges:

CORRE, Inc. (CORRE) is pleased to present this proposal to the City of Waterloo for the rehabilitation of one of the two pedestrian bridges located at Fireman's Park. CORRE is a leader in providing full-service engineering services for projects throughout Wisconsin. Our commitment to quality, responsiveness, and technical excellence drives every project, regardless of size.

PROJECT DESCRIPTION

It is our understanding that the west pedestrian structure, located near the Park Avenue entrance, is in need of several repairs based on the 2024 inspection.

SCOPE OF SERVICES

The work under this contract shall consist of the following:

Design Services (\$4,900.00)

- 1) Preparation of plans (2 sheets anticipated) to address the following recommended repairs:
 - Repair of spalled concrete at the north abutment, near the west bearing pad
 - Replacement of the superstructure floor beams adjacent to each abutment
 - Replacement of the galvanized Stay-in-Place forms adjacent to each abutment
- 2) Coordination with client as needed.

Bid Letting Preparation (\$5,200.00)

- Prepare all digital bidding documents and facilitate advertising the project on behalf of the City, including opening of the bids
- Answer questions that may arise from contractors during the bidding process

BASIS OF PAYMENT

Compensation to perform the scope of services noted above will be performed for a Lump Sum fee of \$10,100.00.

AUTHORIZATION

The Scope of Work, Schedule, and Compensation stated in this proposal are valid for a period of one (1) month from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by CORRE.

Signatures of an authorized representative of the Client and CORRE shall convert this proposal to an agreement between the two parties, and receipt of one signed copy shall be considered authorization to

proceed with the work described in the Scope of Services. Additional services may be added at the client's request through a written contract amendment.

We appreciate this opportunity to provide these services and look forward to working with you on this project!

Sincerely,



Eric Price, P.E.
Director of Structural Services
608.826.6146
eprice@correinc.com



Andrew Leden
Project Manager
262.403.0360
aleden@correinc.com

Accepted by: **City of Waterloo**

Signature _____

Name _____

Title _____

Date _____

Approved by: **CORRE, Inc.**

Signature _____

Name _____

Title _____

Date _____

CORRE, INC.

General Terms and Conditions for Professional Services

- I. Scope of Services
 - A. CORRE, Inc. (CORRE) will begin services upon written authorization to proceed. Receipt of a signed contract (the "Contract"), which shall be incorporated herein by reference, is considered written authorization. If the terms or conditions of this agreement conflict with those in the Contract or any other agreement, this agreement shall control.
 - B. **City of Waterloo** (the "Client") agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.
- II. Invoicing and Payment
 - A. CORRE will bill the Client upon completion of the inspection reports each year, according to the payment method set forth in the Contract, with net payment due within thirty (30) days of the date of the invoice. The quoted fee will control unless amended.
 - B. Past due balances shall be subject to an interest charge of 1.5% per month.
 - C. CORRE may, after giving seven (7) days' written notice, suspend service under any agreement until the Client has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices. Quoted fees or rates do not include any applicable state and local sales or use taxes, gross receipts taxes, or value-added taxes. Any taxes shall be the responsibility of the Client to pay.
- III. Changes to Project Scope and Fees
 - A. This agreement, upon execution by both parties, may be amended only by written instrument signed by both parties.
 - B. This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof shall be effective unless agreed to in writing duly executed by the waiving party.
 - C. The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the scope. CORRE will inform the Client in writing of such situations so that changes in this agreement may be made as required.
 - D. If the Client requests significant modifications or changes in the scope of the project, the time of performance of CORRE 's services and the fees shall be adjusted before CORRE undertakes the additional work

IV. Applicable Law

- A. This agreement shall be governed by the laws of the State of Wisconsin, and venue for any action concerning this Agreement shall be in Trempealeau County, Wisconsin. The parties shall at all times comply with all federal, state, and local laws, ordinances, and regulations in effect during the period of this agreement.

V. Insurance

- A. CORRE will maintain insurance coverage for worker's compensation, general liability, automobile liability, aviation liability, and professional liability. CORRE will provide information as to specific limits upon written request.
- B. If the Client requires coverage or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the Client.

VI. Indemnification for Delays

- A. The Client shall be liable for and shall indemnify, hold harmless, and defend CORRE for all costs and damages incurred by CORRE for delays caused solely by the Client's interference with CORRE's ability to provide services, including, but not limited to:
- B. Client's failure to provide specified facilities or information; or
- C. Client's actions or inactions causing, in whole or in part, CORRE's services to be extended for more than sixty (60) days.
- D. If delays are caused by unpredictable occurrences outside Client's control, including but not limited to terrorism, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency, then the costs for services and schedule commitments shall be equitably adjusted before CORRE resumes its services.

VII. Indemnification for Costs

- A. CORRE intends to serve as the Client's professional representative for those services as defined in this agreement and to provide advice and consultation to the Client as a professional.
- B. Any opinions of probable project costs, reviews and observations, and other decisions made by CORRE for the Client are rendered on the basis of experience and qualifications and represent the professional judgment of CORRE. However, CORRE cannot and does not guarantee that proposals, bids, or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

VIII. Liability Limitations

- A. The liability of CORRE to the Client for any indemnity commitments or for any damages arising in any way out of performance of this agreement is subject to the statute of limitations assigned in the State of Wisconsin.
- B. CORRE agrees to protect, indemnify, defend and hold harmless the Client and its officers, directors, and employees from and against any and all costs, claims, demands, damages, losses and liabilities (including attorney's fees and costs) arising from or in any way related to the sole negligence of CORRE and its officers, directors and employees.

IX. Liability for Other Materials

- A. CORRE and the Client agree that the ultimate liability for mold or mildew, already existing in the Client's structures and for the actual, alleged, or threatened discharge, dispersal, release, or escape of pollutants, mycotoxins, spores, smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants, or pollutants into or upon land, buildings, the atmosphere, or a body of water shall remain with Client; and the

responsibility and/or liability for any of the foregoing and for the ownership and maintenance of any toxic, hazardous, or asbestos materials relating to the project shall remain with the Client, whether paid or not paid by the Client. The liability for mold or mildew existing in materials or parts that CORRE acquires shall remain with CORRE, and CORRE shall be responsible for the actual, alleged, or threatened discharge, dispersal, release, or escape of pollutants, mycotoxins, spores, smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants, or pollutants into or upon land, buildings, the atmosphere, or a body of water; and the responsibility and/or liability for any of the foregoing and for the ownership and maintenance of any toxic, hazardous, or asbestos materials relating to the project.

X. Disclaimers

- A. CORRE will provide services in accordance with ordinary generally accepted professional practices. CORRE disclaims all warranties and guarantees, express or implied.
- B. The parties agree that this is a contract for professional services and is not subject to any Uniform Commercial Code.
- C. Similarly, CORRE will not accept those terms and conditions offered by the Client in its purchase order, requisition, notice of authorization to proceed, or any other contractual document except as set forth herein or expressly agreed to in writing. Written acknowledgment of receipt or the actual performance of services subsequent to receipt of such other contractual document is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

XI. Confidential Information

- A. "Confidential Information" refers to any data or information relating to CORRE, whether business or personal, which could reasonably be considered private or proprietary and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to CORRE. Confidential Information includes, but is not limited to, ideas, specifications, techniques, models, data, programs, documentation, processes, know-how, and financial and technical information.
- B. Client shall not, during the term of this agreement and after the termination of this agreement for a period of two (2) years, disclose any Confidential Information to any person or entity, or use any Confidential Information for the benefit of Client or any other person or entity, except with the prior written consent of CORRE or as required by law.

XII. Termination

- A. Termination of this agreement by the Client or CORRE shall be effective upon seven (7) days' written notice to the other party. The written notice shall include the reasons and details for termination.
- B. CORRE will prepare a final invoice showing all charges incurred through the date of termination; payment is due as stated in paragraph 2.
- C. If the Client breaches the Contract or any other agreements entered into between CORRE and the Client, or if the Client fails to comply with terms, conditions, or specifications of the Contract or other agreements, CORRE may, upon seven (7) days' written notice, suspend services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such breach to the reasonable satisfaction of CORRE.

XIII. Severability

- A. In the event that any provision of this Agreement is held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

XIV. Files and Data

- A. Data and image files, both electronic and hard copy (hereinafter "files") are part of CORRE's instruments of service and shall not be used for any purpose other than this project. Any reuse of files or services pertaining to this project or any other project shall be at Client's sole risk and without liability or legal exposure to CORRE.
- B. CORRE makes no representation as to compatibility of electronic files with Client's hardware or software. Differences may exist between these electronic files and corresponding hard-copy documents. CORRE makes no representation regarding the accuracy or completeness of the electronic files provided. In the event that a conflict arises between the signed or sealed hard-copy documents prepared by CORRE and the electronic files, the signed or sealed hard-copy documents shall govern.
- C. Because information presented on the electronic files can be modified, unintentionally or otherwise, CORRE reserves the right to remove all indicia of ownership and/or involvement from each electronic display.
- D. Under no circumstances shall delivery of the electronic files for reuse be deemed a sale by CORRE, and CORRE makes no warranties, either express or implied, of merchantability or fitness for any particular purpose. In no event shall CORRE be liable for any loss of profit, delayed damages, or any consequential damages as a result of reuse or changes to files or any data therein. To the fullest extent permitted by law, Client shall indemnify, hold harmless, and defend CORRE, its employees, and its agents harmless against all damages, liability, or costs, including reasonable attorneys' fees, arising out of or resulting from Client's reuse of files or data.

XV. Miscellaneous Provisions

- A. This agreement shall not be construed as imposing upon or providing to CORRE the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.
- B. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereof.
- C. This agreement does not create any benefits for any third party. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.
- D. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

City Parking Lots & Paths - Paser Years, Last Repair - Current Repair

Item	Dept	Location	P '19	P '25	Prior	Repair Year	Notes	\$
Parking Lot	City	City Hall/PD & Sidewalks	4	10	2001	2024	Completed 2024, added Planters	\$351,963
Parking Lot	City	203 E Madison Street	n/a	9	2021		New Parking Lot only, Path still needed	\$54,930
Parking Lot	City	S. Monroe W. side (11-052)	4	3	2011		After flood	
Parking Lot	City	S. Monroe E. side (11-051)	6	5	2000		2000 Beyond	
Parking Lot	DPW	South, Front 211 Hendricks	6		2009/20	2025	Crack/surface seal & line (5yrs)	\$1,200
Parking Lot	DPW	North, Back side	4		2009	2025	Sink holes, only 2" asphalt, full repair	\$103,125
Apron	Fire	900 Industrial	4	8	1999	2018/2021	Replaced in 2 sections concrete	
Parking Lot	Fire	West side	5	7	1999	2021	Alternate with Adams Street	\$27,250
Parking Lot	Fire	East side	4	7		2021	"	\$35,060
Parking Lot	Library	Parking Lot & New Walk Path	5	9	1994	2023	Completed 2023 (City PD \$75k)	\$165,857
Parking Lot	Park	Hendricks Ice Rink/Camping	4		?		check w/Gabe, plans post WWTF '25	
Parking Lot	Park	McKay Way Trailhead (2012)	6	7	2020	2025	Crack/Clean Surface Seal & Line every 5yrs 2020 \$1,680	\$2,500
Parking Lot	Park	Concession Stand/Carousel	n/a	n/a		2026	Crurent gravel, need Paved	
Road	Park	Hendricks Street to Bridge	5	4	1992	2025	Hendricks - complete to bridge only '25	
Road	Park	East end (need inside park)	4	3	?			
Road	Park	West end (in/out lanes)	4	3	?			
Path	City	E. Madison 203 to Mill-Need	n/a	n/a	n/a		Applied TAP Grant 2023, 2024 & 2025	
Path	City	S. Monroe Bike path	5	5	2000		2000 Beyond, entire area bad shape	
Path	City	H&S River Walk	8	7	2016			
Path	City	Minnetonka/Crestview	5	5	2002			
Path	Park	Park Road to Boorman	5	3	2007		By B-diamond & Baseball field	
Path	Park	Park Road to Bridge/Industrial	7	7	2008		By C-diamond	
Path	Park	Ped Bridge to Mill Street	5	5	2007		*Bridge needs repairs, inspected 2024	
03/17/24 jq	03/30/25 jq	Paser 2025 - update needed				Chad 4/21/25		

Roof Location	Size Sq/Ft	Grade	Repair Fall 19	Replace	Timeline	Year	Spring/Fall
City Hall - Sec 1	11,450	D	\$2,355.00	\$90,873	2-3 yrs	2021	\$250/\$250
City Hall - Sec 2	410	C	\$150.00	\$3,480	5-7 yrs	2023	
City Hall - Sec 3	1,793	C	\$1,555.00	\$11,968	5-7 yrs	2023	
Total			\$4,060.00	\$106,321			

Sec 1 = PD to council chamber & up to front office

Sec 2 = Back entrance arean

Sec 3 = Back entrance down hall & offiecs to Gabes office

Fire Dept	15,507	B	Recoat 1-3yrs	\$93,043	10+	2029+	\$250/\$250
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*coating should last 1-3 years

Public Works - Sec 1	8,141	A		\$56,987	10+ yrs	2029+	\$250/\$250
Public Works - Sec 2	3,096	B	\$75.00	<u><i>n/a</i></u>	8-10 yrs	2027+	
Public Works - Sec 3	<i>(due)</i>						
Total			\$75.00	\$56,987			

Sec 1 = large vehicle building

Sec 2 = Office Cleveland street

Sec 3 = Back shed, needs downspouts North side too, drainage

Traihead	*Need inspected						\$250/\$250
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<u>2019</u>	Contingency or roof fund	<u>\$4,135.00</u>	
City Hall 2021		\$90,873	
City Hall 2023	<i>Are these separate or replace all at same time?</i>	\$15,448	
2027-2029	<i>Need DPW buidlings & Trailhead</i>	<u>?</u>	

Annual	\$2,000
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City of Waterloo Road / Utility Out-Year Project Plan

Updated 04/24/25

YEAR	STREET IMPROVEMENT	DESCRIPTION	UTILITIES UPDATE	FUNDING /NOTES	Parking Lots	Paths	Sidewalks	Est/Bid Less Utilities	Notes
2025	Hendricks St, Access To 333 Portland Rd, Res 2025-18	Full Reconstruct (lowering sewer) \$2,624,231 Total	Yes	DOT-LRIP-S Grant funding up to \$450,000 & Loan	DPW \$103,125		Both sides to Bishop Circle, West only side to bridge	\$1,206,950 (TBD) + \$106,538 Eng	Paser Year \$1K
2025	Indian Hills, Res 2025-19	M&O - 2024 storm damage	No	Loan with Hendricks			East Spring/ Lum \$60,347. South Henry/E Madison \$40,836	\$149,465	
2025	Multiple Roads, Res 2025-14	Seal Coating	No	W. Clarkson, Adams, Rood, E Polk, Bluegrass, Trailhead (seal/stripe \$2,500)				\$77,960 & \$2,500	
2026	N. Van Buren (1975)	Mill & Overlay, Full Reconstruct 5-10 yrs	No	No Borrowing		203 E Madison to Mill		Need Qte for M&O	Temp until full recon.
2026	Multiple Roads	Seal Coating	No	Jefferson, Leschinger \$31,210, Paths	Park Concession \$72,600	TBD		\$80,000 Budget RDs	
TBD	N. Van Buren & 1-Block Taylor connection	Full Reconstruct VB (all 3 blocks & Taylor)	1933 W&S \$495,853	2 blks: deadend M&O w/drain for building & future walkbridge? Middle blk Storm & San 1 sidewalk?)			Reconstruct 1-side Van Buren, Taylor 2-side & 1-side middle block	\$678,392 Kunkle 05/03/24	5-10 yrs Full Recon.
2027	S. Van Buren (1980) Full length W Polk/Knowlton	Full Reconstruct, Milwaukee possible slip-line only	W&S 1922-1930 \$831,292	Full Reconstruct Kunkle				\$1,312,795 Kunkle 5/9/24	Paser Year \$1K
2027	Multiple Roads	Seal Coating - if needed	No	Streets - TBD				\$80,000 Budget RDs	
2028	Hwy 89 (Washington to City Limits)	Full Reconstruct	Yes	DOT & City funds			Replace both sides	DOT Est \$953,440	1st debt dropoff
2029	Maple Dr (Water Main Loop & sewer lowered) & Hickory	Full Reconstruct & connect to Hwy 19	Yes \$768,603, no Lift, Looping required	Need Sub layout for Utility 2025. Est for existing roads, need to loop w/Hwy 19			Add 1-side full length ?	\$614,053 Kunkle 5/9/24	2nd debt drop. Paser Yr \$1K
2030	Review all roads & TBD Annually w/Paser reports								3rd debt dropoff
2031	?								
2032	?								2032 & 2037 last debt
2033	Hwy 19 (Kwik Trip to Portland)	Full Reconstruct, Storm Sewer & Sidewalk	Yes	DOT & City funds, Design needs confirming			Confirm East side or both	DOT Est \$2,343,800	Paser Year \$1K
TBD	Outlot #2 Indian Hill South	Driveway: curb, gutter, parking	Storm only				1 side?		1996 Soccer Field
TBD	W. Riverside & Minnehaha	Full Reconstruct (M&O 2022)	Yes						
NE	Henry St	M&O possibility	1977 S&W Televiser, may slip-line						
NE	Anna	M&O possibility							
SW	Jackson St	Full Reconstruct or M&O? (S&W 1990's)	Yes	1-Block Milwaukee?					
SW	Milwaukee Ave 4-blocks	Full Reconstruct (San '50's & Watr '31)	Yes	Plan blocks w/all streets S. Van Buren, Jackson & Harrison & S. Monroe?					
SW	Knowlton	M&O?							
NW	Crestview, Streater, N Riverside, Indian Hills	N Riverside Full reconstruct. Any M&O?					Review all		
NE&SE	Peirce, Gregor, Grove	Needs?	Grove 1929						

Sidewalk needs:

Quadrants: NE/NW-SE/SW

DOT Firm

Current Firm Project

09/17/24 Chad/Barry/Tim

04/14/25 Chad, Barry, Lana, Charlie

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 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
▪ Programs & Services provided.
- Capital Budget
▪ Street surface maintenance program
▪ 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)