



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 **UPDATED**
DATE: March 6, 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 – February 6, 2025
- 4) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 5) PROJECT OVERSIGHT & UPDATES
- 6) UNFINISHED BUSINESS
 - a) 2025-04 Ordinance §350-7 Parking Restrictions – Taylor Street Parking Lot
 - b) New Ordinance regarding Natural Lawns
 - c) Parking on Lawns Discussion
- 7) NEW BUSINESS
 - a) Chip & Seal
 - b) Connection Fee for Waterloo Sewer
 - c) Resolution 2025-13 Three DPW Garage Door Openers and 12 Transmitters
- 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: 03/03/2025

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: February 6, 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 6:32 pm. Committee members present: A. Kuhl, Haseleu & Weihert. Absent: none Others in attendance: Mayor Quimby; DPW Supervisor Yerges; Water & Light Superintendent Sorenson; Treasurer Nelson and WLOO Cable.
2. APPROVAL OF MEETING MINUTES – January 6, 2025 [J. Haseleu/A. Kuhl] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT - none
4. PROJECT OVERSIGHT & UPDATES
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. Taylor Street Parking Lot-review ordinance and deferred until the next meeting.
 - b. Natural Lawns- research permit fee schedule and application deferred until the next meeting.
 - c. Parking on Lawns-check ordinances, deferred until the next meeting.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
8. ADJOURNMENT [A. Kuhl/J. Haseleu] VOICE VOTE: Motion carried. 7:00 pm

Jeanne Ritter
Clerk/Deputy Treasurer



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ORDINANCE #2025-04

An Ordinance Amending Section §350-7 Parking Restrictions

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

Section 1: §350-7

F. (1) Unlimited parking by permit shall be permitted on a monthly basis as determined by Public Works and the Police Department for individually assigned stalls behind the Municipal Building on North Monroe Street and ~~five~~ individually assigned stalls located on the east end of the Taylor Street parking lot which is located immediately west of 211 South Monroe Street. The applicant must be a resident in the downtown business district. Stalls are available for vehicle parking only. No trailers or recreational vehicles. The permit shall be issued as stated in the City of Waterloo Fee Schedule.² Applications shall be obtained, completed and paid for at the office of the City Clerk-Treasurer. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02; 12-2-2021 by Ord. No. 2021-09; 8-17-2023 by Ord. No. 2023-02]**

H. Winter parking regulations. No person shall park ~~in~~ on any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except **for the Taylor Street Parking lot, that will remain 24 hours year round or** by permit as set forth in Subsection F above or as hereinafter set forth: **[Amended by Ord. No. 93-1]**

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided by law.

Acted on and adopted at a result meeting of the Common Council on March 6, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

- A. "Natural landscape management plan" as used in this article shall mean a written plan relating to the management and maintenance of a landscape which meets the following requirements:
- (1) Proposed natural landscape is being requested.
 - (2) A statement of intent and purpose for the landscape.
 - (3) A detailed description of the types of plants and plant succession involved.
 - (4) Specific management and maintenance techniques to be employed.
 - (5) Proposed landscaping is to be confined to property owned by the applicant according to current City Assessor's records.
 - (6) Natural landscaping on any City-owned property within any street right-of-way is strictly prohibited. This shall include the property between the sidewalk and street and not less than 10 feet adjacent to the street where there is no sidewalk.
 - (7) Natural landscapes shall not be permitted within three feet of the abutting property unless waived in writing by the abutting property owner on the side or sides affected. Such waiver shall be affixed to the landscape management plan.
 - (8) The property owner shall submit to the **Public Works Director** a drawing, plot plan and/or survey which will show the location of the natural landscape area on the applicant's property.
 - (9) In addition to those identified in Chapter 261, Nuisances, the following noxious grasses or weeds will not be allowed in a natural landscape area:

Common Name(s)	Latin Name(s)
Buckthorn	Rhamnus Cathartica Rhamnus Frangula
Burdock (Yellowdock)	Artium Lappa
Field Bindweed (Wild Morning Glory)	Convolvulus Arvensis
Garlic Mustard	Alliaria Petiolata
Goatsbeard (Oyster Plant, Salsify)	Tragopogon Porrifolius
Leafy Spurge	Euphorbia Esula
Marijuana	Cannabis Sativa
Nettle	Urtica Dioica
Oxeye Daisy	Chrysanthemum Leucanthemu
Pigweed (Lambs Quarters)	Chenopodium Album
Pigweed (Amaranth)	Amaranthus Retroflexus

Common Name(s)

Latin Name(s)

Poison Ivy	Rhus Radicans
Purple Loosestrife	Lythrum Salicaria
Quackgrass	Bromus Brizaeformis
Ragweed (Common)	Ambrosia Artemisifolia
Ragweed (Great)	Ambrosia Trifida
Spotted Knapweed	Centaurea Maculosa
Thistle Bull	Cirsium Vulgare
Thistle Canada	Cirsium Arbense
Thistle Musk or Nodding	Carduus Nutans
Thistle Star (Caltrops)	Centaurea Calicitrappa
Thistle Sow (Field)	Sonchus Arvensis
Thistle Sow (Common)	Sonchus Oleraceus
Thistle Sow (Spiny Leaved)	Sonchus Asper
Sweet Clover (Yellow)	Melilotus Officinalis
Sweet Clover (White)	Melilotus Alba
Yellow Mustard (Yellow Rocket Winter Cress)	Barbarea Vulgaris
Japanese Bamboo	
Wild Mustard	

- B. Property owners who currently have natural landscapes must file for a permit and submit a plan as to be covered by this article.
- C. Natural landscapes may constitute a fire or safety hazard, due to weather conditions or other conditions. The ~~Street-Department~~ Public Works Weed Commissioner may order natural landscapes cut due to such conditions. As a condition of receiving approval of the natural landscape permit, the property owner shall be required to cut the natural landscape within three days upon receiving a written letter from the City of Waterloo's Weed Commissioner.

CITY OF GREEN BAY

Neighborhood Parking

For the City of Green Bay, the protection and continuous improvement of its neighborhoods are top priority. Parking and zoning ordinances play a significant role in keeping our neighborhoods a place to call home.

If you're a landlord or property manager looking for additional monitoring of the parking lot(s) at your facility, we can help! Fill out the application, submit it to the Parking Division at gbparking@greenbaywi.gov and we will start monitoring it for you. [/DocumentCenter/View/4638](#)

City Ordinances

The City parking and zoning ordinances establish acceptable standards to protect the appearance and safety of residential neighborhoods that benefit homeowners, other residents and visitors. Violation of these ordinances degrades the appearance and residential feel of our neighborhoods, which in turn, discourages homeowners from maintaining and reinvesting in their homes.

City ordinances state that there shall be:

- No parking vehicles, trailers, motor homes, etc except on a hard surface (asphalt, concrete, brick, concrete pavers or pre-existing gravel driveways, which are maintained and free of ruts, potholes and not expanded in area). Parking is allowed in the side and rear yards on a hard surface, with a minimum setback of 2 1/2 feet from the side and rear lot lines (there is no parking setback requirement for rear yards backing up to an alley).
- No parking across the sidewalk. State of Wisconsin statute 346.52 (1)(d) states: "No person may stop or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, in any of the following places: On sidewalk or sidewalk area, except when parking on the sidewalk or sidewalk area is clearly indicated by official traffic signs or markers or parking meters."
- No parking overnight on the street. Parking is prohibited between the hours of 3 a.m. and 5 a.m. year-round in the City of Green Bay.

- No parking of inoperable or unlicensed vehicles in driveways, yards or along alleys. Parking of inoperable vehicles and/or vehicles without a license plate with a current sticker is prohibited on residential lots unless the vehicle is kept inside a garage. All vehicles, boats, campers, etc., should be properly licensed if stored outside.

Contact the Building Inspection Division at 920-448-3300 for questions relating to private property vehicle parking, driveway location and widening regulations.

Citations

Residents are reminded that the City has and will continue to enforce its parking ordinances. Failure to comply with the ordinances may result in costly citations. More importantly, compliance with the ordinances will help to maintain safe and desirable neighborhoods.

PARK RAPIDS, MN

71.08 PROHIBITING PARKING AREAS IN FRONT YARDS IN RESIDENTIAL ZONES.

(A) The construction, operation or maintaining a parking area, either paved or unpaved, in the front yard of any lot is prohibited in any area zoned for residential use. For the purpose of this section, front yard shall mean and include that area between the sidewalk, or street line in the event there is no sidewalk, and the front line of the principal building, extending in both directions to the side lot lines.

(B) Use of that portion of a vacant lot within 30 feet of the sidewalk lines for parking in an area zoned for residential use is prohibited.

(C) Driveways in any area zoned for residential use shall not exceed 25% of the width at the front or side lot line. Where more than 1 driveway is desired or required, they shall be at least 70 feet apart.

(D) **The front part of any lot shall not be used for the parking of an automobile, truck, trailer, tractor, recreational vehicle, camper, travel trailer, camper top, tent, wagon, boat, boat trailer, storage area or motor home.**

(E) No person, being the owner or having control of any building, shall violate or fail to conform to any provision of this section, or fail to obey any lawful order of an officer charged with its enforcement. Each and every day on which any person continues to violate the

provisions of this section, after having been notified of the violation, shall constitute a separate offense. This conviction shall not relieve any person from thereafter complying with the provisions of this section, and shall be sufficient cause to refuse further building or land use permits to the offender until a time as the orders have been complied with.

CITY OF WAUSAU

Vehicles:

- Parking of vehicles on the grass in the City is not allowed—vehicles must be parked on established driveway/parking areas that are hard-surfaced (on blacktop, concrete, or brick or grass pavers that are approved by the City). Adding more parking area on residential properties using gravel is not allowed.
- Vehicles that are inoperative, abandoned, unregistered or unlicensed, or in any state of major disassembly, disrepair or dismantlement are not allowed on residential properties.
- Working on vehicles on residential properties is not permitted.

ALTOONA, WI

10.21.040 Residential Yard Parking Regulations. The parking of any vehicle upon a residential lot shall be in compliance with the following standards: A. The parking of any vehicle within the front yard or (street) side yard shall be on an improved surface driveway or parking pad. The remainder of the front yard setback, and the street side yard setback on any corner lot, shall not be considered a part of the permitted parking area and shall be landscaped. Provided, however, it is recognized those gravel parking areas not greater than twelve (12) feet in width existing prior to approval of this ordinance are hereby grandfathered in and shall not be subject to this requirement provided this area is maintained free from erosion or tracking of materials into the public right-of-way. (Part Ord 5D-18, 2018). B. No parking pad shall be allowed in the front yard setback or street side yard setback established for the district except: (a) one additional parking pad up to ten feet (10') wide may be added directly abutting a single width or double width driveway leading to an approved parking area provided the parking pad shall not be located in front of a home. C. Parking is prohibited within street terraces, sidewalks, driveway approach and aprons, or any other off-street areas located within a public right-of-way not explicitly designated for parking by the Director of Public Works. (Part Ord 5D-18, 2018).

CITY OF APPLETON, WI

Sec. 19-91. Parking in front and side yard in residential district; parking on terraces. (a)

Purpose. The purpose of this section is to clearly define acceptable areas for parking vehicles within the front yard or side yard, as defined in Chapter 23, of private properties in order to address off-street parking issues and maintain the acceptable appearance of City neighborhoods. (b) Residential driveway. Residential driveway means that area leading directly from the street to a garage, carport, or rear yard parking area. (c) Front yard. No person shall park or store any motor vehicle, or recreational vehicle of 26 feet or less, i.e., a “camping trailer”, “fifth-wheel trailer”, “motor home” or “recreational vehicle” as those terms are defined by §340.01, Stats., as well as boat trailers and boats, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the front yard of any residential district except upon a residential driveway and shall be subject to temporary recreational vehicle parking restrictions set forth in §19-92. No recreational vehicle or boat greater than 26 feet in length may be parked or stored in the front yard of any residential district. Any vehicle parked in the front yard, shall be parked within the driveway area in such a manner as to maintain all wheels on the driveway surface, and shall neither obstruct the sidewalk nor extend onto the driveway apron. All driveways on one- (1-) and two- (2-) family residential properties, as well as those properties with three (3) dwelling units, shall be paved with concrete, asphalt, brick or a similar hard surface within one (1) year of construction. Carriage style driveways with a minimum of 2-foot wide strips paved with concrete, asphalt or brick and maintained grass medians in accordance with Sec. 12- 59(c)(3) are permitted. Those existing

driveways on one- (1-) and two- (2-) family properties, as well as those properties with three (3) dwelling units, that are not currently paved as described for new driveways shall be so paved within one (1) year of notice of non-compliance. (Ord 84-15, §1, 10-27-15) (d) Side yard. No person shall park or store any motor vehicle, "camping trailer", "fifth-wheel trailer", "motor home" or "recreational vehicle" as those terms are defined by §340.01, Stats., as well as boat trailers and trailered boats, pick-up camper tops, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the side yard of any residential district unless the side yard parking area is no greater than twelve (12) feet wide and extends no farther than the rear plane of the principal structure on the property. Side yard parking areas are required to be hard surfaced and subject to the requirements of this section, including the requirement for a permit for the installation of said hard surface. (e) Permits. The Inspections Supervisor shall issue a driveway extension permit or a side yard parking pad permit upon the filing of a proper application, which shall be on a form furnished by the Director and shall describe the nature of the work, material to be used, measurements, plans and/or specifications of the proposed extension as well as such other information as may be required for inspection. Permits shall be issued prior to the start of the work. Fees for this permit shall be kept on file with the City Clerk. (f) Extensions to the driveway surface, beyond the area previously described in section (d), are permissible provided all of the following apply: (1) The property owner has obtained appropriate driveway extension permit; and, (2) Both the extension and driveway are paved as provided in sec. (d) above; and, (3) The extension is no greater than twelve (12) feet wide; and, (4) The paved area is no

longer than the length of the driveway, extending from the edge of the City's right-of-way to a carport, rear yard parking area or garage. For the purpose of creating a parking pad, the paved area may extend along the side of the principal structure on the property and may extend to the rear plane of said structure; and, (5) Whenever practicable, the extension shall be located on the side of the driveway such that it extends toward the nearest side lot line. When such a configuration is not possible, the property owner may install an extension no greater than four (4) feet into the greater front yard. Any extension into the greater front yard of the property that is more than four (4) feet wide shall require approval from the Municipal Services Committee. (6) This section shall not apply toward paved circular driveways. (7) The paved area shall meet any other requirements of the Municipal Code including, but not limited to, zoning requirements and the Driveway Installation Policy. TRAFFIC AND VEHICLES Supp. #93 1245 (g) Appeals to the requirements of this section shall be filed with the Inspections Supervisor and heard by the Municipal Services Committee. In hearing and deciding appeals, the Committee shall have the power to grant relief from the terms of this section only where there are unusual and practical difficulties or undue hardships due to an irregular shape of the lot, topographical, or other conditions present, as contrasted with merely granting an advantage or convenience. Decisions of the Committee shall be consistent with the purpose and intent of this section. (h) Relief granted by the Municipal Services Committee, pursuant to (g) above, shall run with the land. (Ord 85-15, §1, 10-27-15) (i) Penalty. (1) First offense parking forfeiture. Any person to whom a ticket has been issued for a violation of this section shall incur a

forfeiture of forty-five dollars (\$45.00), which may be satisfied by paying twenty dollars (\$20.00) within fifteen (15) days of the date of the ticket. The procedures in Sec. 19-90(i), (k), and (l) apply to first offenses of this section. (2) Second and subsequent violations of this section. Any person who violates any provision of this section more than one time in a twelve (12) month period shall be subject to a penalty as provided in Sec. 1-16 of the Municipal Code. (Code 1965, §10.04(2); Ord 179-02, §1, 8-27-02, Ord 16-05, §1, 2-22-05; Ord 126-06, §1, 10-10-06; Ord 156-10, §1, 10-26-10; Ord 157-10, §1, 10-26-10; Ord 159-10, §1, 11-9-10, Ord 144-11, §1, 6-7-11; Ord 102-20, §1, 9-2-20)

Cross reference(s) - Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

- **Sec. 115-395. - Front yard and corner lot parking restrictions.**

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(a)

It shall be unlawful to park any automobile, truck, motorcycle, boat, trailer or other motor vehicle of any kind in the front yard of premises in a Single Family Residence District, residence district, multiple dwelling district, low density multiple dwelling district and the special multiple dwelling district. On corner lots, this restriction also shall apply to the space between the side street line and the side building line. For the purpose of this subsection, surfaced access driveways and existing paved parking areas adjacent and contiguous to the main driveway as of March 17, 2001 are exempt from the restrictions of this subsection for that portion in the front yard area or side yard area of corner lots.

(b)

For parcels located along a State, Federal, or four-lane arterial street where no alley access is present, an area no larger than 48 inches wide and 18 feet long and located parallel, adjacent and contiguous to the main existing driveway, but not to include the egress and public right-of-way (boulevard), may be installed. All proposed additional vehicle parking areas must be reviewed by the Heritage Preservation Commission before a permit is issued by the Fire Department - Division of Fire Prevention and Building Safety. To maintain the aesthetics of the front yard, and mitigate additional stormwater runoff, the surface of the additional parking area shall be constructed with permeable materials or techniques that allow grass growth. Brick pavers that do not allow grass growth, but allow stormwater infiltration, may also be used. Permeable paving includes a base course that allows for the movement of water and air around the paving materials for precipitation and stormwater to infiltrate through to the soil below. A City of La Crosse building permit is required as defined in [section 103-34](#) which shall be set at the same rate as a flat permit fee in [section 103-34](#).

(Code 1980, § 15.04(K); Ord. No. [4911](#), § I(attch.), 1-14-2016)

Sec. 67-13. - Motor vehicles, mobile vehicle and watercraft not allowed.

- (a) A nuisance is hereby declared to exist when a person, firm, or corporation keeps, stores, places or allows to remain, licensed or unlicensed motor vehicles, mobile vehicles, or watercraft in an inoperative condition, motor vehicles, mobile vehicles or watercraft unfit for further use, or automobile or motor vehicle parts, mobile vehicle parts or watercraft parts, on any parcel of land, street or alley, within the corporate limits of the City of Brillion unless it is in connection with an automotive or watercraft sales, or repair, or a wrecker service enterprise located in a properly zoned area. Each motor vehicle or motor vehicle part or mobile vehicle or mobile vehicle parts or watercraft or watercraft part involved shall constitute a separate offense.
- (b) "Motor vehicle, mobile vehicle or watercraft in an inoperative condition" means and includes any style or type of motor vehicle, mobile vehicle or watercraft used or useful for the conveyance of persons or property which is unable to move under its own power due to defective or missing parts and which has remained in such condition for a period in excess of ten consecutive days.
- (c) "Motor vehicle, mobile vehicle or watercraft unfit for further use" means and includes any style or type of motor vehicle, mobile vehicle or watercraft used for the conveyance of persons or property which is in a dangerous condition, has defective or missing parts, or is in such a condition generally as to be unfit for further use as a conveyance. Any such motor vehicle, mobile vehicle or watercraft shall not remain on any premises for a period not in excess of ten days. Said ten-day period may be extended by order of the city administrator upon the written recommendation of the police chief.
- (d) "Motor vehicle parts, mobile vehicle parts and watercraft parts" shall mean and include any portion or parts of any motor vehicle, mobile vehicle or watercraft detached from the motor vehicle, mobile vehicle or watercraft as a whole. Any such motor vehicle parts or mobile vehicle parts or watercraft parts shall not remain on any premises for a period not in excess of ten days. Said ten-day period may be extended by order of the city administrator upon the written recommendation of the police chief.

(Ord. No. OR10-05, § II, 4-26-2010)

Sec. 67-15. - Notice of violation.

- (a) Where a violation of any provision of this chapter is found to exist, the city through its building inspector, police chief or fire chief, as applicable, shall cause a written notice of such violation to be served upon the owner, manager, occupant or other person responsible for the correction thereof. The notice of violation shall specify the violation and shall provide not more than 30 days to correct or abate the violation. When the violation involves a motor vehicle, mobile vehicle or watercraft, the violation shall be corrected or abated within 72 hours. The notice of violation shall state that, if the violation is not corrected or abated within the time allowed, the city or its appointed representatives may enter upon the premises and perform the correction or abatement, may impound a motor vehicle, mobile vehicle or watercraft found to be a nuisance, and charge the cost thereof to the person named in the final order.
- (b) Notice of violation shall be deemed properly served if mailed by certified mail to the current address, as recorded with the city administrator, department of motor vehicles or department of natural resources, as the case may be, as to the owner, and the property address as to the occupant.
- (c) When the violation involves a motor vehicle, mobile vehicle, watercraft or any motorized type of transportation, a copy of the notice of violation shall also be conspicuously affixed to the motor vehicle, mobile vehicle or watercraft if the surrounding facts and circumstances make it practicable to do so.
- (d) In the absence of appeal, as provided below, the completion of a notice of violation and a failure to comply shall constitute a final order as to administrative proceedings.

(Ord. No. OR10-05, § II, 4-26-2010)

Sec. 67-16. - Appeal.

- (a) Within 14 days of the date of receipt of a notice of violation, the person may request a hearing before the plan commission by filing a written request with the building inspector or city administrator. The appeal shall be heard at a meeting by the plan commission not more than 30 days after receipt of the appeal request. The plan commission may sustain, modify, or dismiss, in whole or in part, any action required to correct or abate the violation set forth in the notice of violation and shall issue an order incorporating its determinations, and such order shall be a final order as to these administrative proceedings.
- (b) The plan commission shall consider the following in determining appropriate action to be taken, to-wit:

- (1) That the modification of the original notice of violation of the applicable enforcing official shall not, in any material way, alter the standards of this chapter and shall not affect detrimentally the health or safety of occupants, or the health, safety, or welfare of the occupants or owners of adjacent premises or of the immediate neighborhood; and
- (2) That strict enforcement would constitute an undue and unnecessary hardship on the owner, manager, or resident by reason of compelling an expenditure for repair of the premises which would be substantially disproportionate to any benefit to the health, safety, or welfare of the community that might be derived therefrom.

(Ord. No. OR10-05, § II, 4-26-2010)

Sec. 67-17. - City right of abatement.

In the event a violation is not corrected or abated as required by a final order, the City of Brillion by its appointed representatives shall have the right to enter upon the premises and make the correction or abatement and recover the actual cost thereof, plus 15 percent for inspections and administrative fees, from the owner and/or other person named in the final order.

(Ord. No. OR10-05, § II, 4-26-2010)

Sec. 67-18. - Abatement procedure for other than motor vehicle or watercraft nuisance.

- (a) Upon information that a final order has not been complied with, the applicable enforcing official may cause written notice to be served on the owner, lessee, manager, or occupant of the premises giving notice that the City of Brillion will enter the premises five days thereafter to make correction or abatement.
- (b) After the passage of five days with the continued failure to abate or correct, the applicable enforcing officer shall take all action necessary to make such correction or abatement.

(Ord. No. OR10-05, § II, 4-26-2010)

Sec. 67-19. - Abatement procedure for motor vehicle or watercraft nuisance.

- (a) Upon information that a final order involving a motor vehicle, mobile vehicle or watercraft has not been complied with, a police officer is authorized to remove or direct the removal of said motor vehicle, mobile vehicle or watercraft for purposes of impounding the said motor vehicle, mobile vehicle or watercraft.
- (b) Whenever a police officer impounds a motor vehicle, mobile vehicle or watercraft, as authorized herein, and the officer knows or is able to ascertain from the registration records in or on the motor vehicle, mobile vehicle or watercraft, the name and address of the owner thereof, the officer shall, in a timely manner, give or cause to be given notice in writing to the owner of the fact of such impoundment and the reasons therefore and of the place to which the motor vehicle, mobile vehicle or watercraft has been removed.
- (c) Whenever a police officer impounds a motor vehicle, mobile vehicle or watercraft under this section and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give the notice to the owner as provided above, the officer shall cause a search of the records of the department of motor vehicles or the department of natural resources to be made within three days of the removal to ascertain the name of the owner. Notice by certified mail, with return receipt requested, shall be sent to the owner of the motor vehicle, mobile vehicle or watercraft at his or her last known address within three days after the results of the search are received. The officer shall mail to the department of motor vehicles or the department of natural resources and file with the proprietor of any place where the motor vehicle, mobile vehicle or watercraft may be stored, a copy of the notice. The notice shall include a complete description of the motor vehicle, mobile vehicle or watercraft, the date and time of the removal, the place from which removed, the reason for removal, and the name and the place where the motor vehicle, mobile vehicle or watercraft is stored.
- (d) If such impounded motor vehicle, mobile vehicle or watercraft is claimed by the owner, the person in possession of such motor vehicle, mobile vehicle or watercraft shall be entitled to charge a reasonable fee for handling and storage. Failure by the owner to claim such motor vehicle, mobile vehicle or watercraft within 30 days of removal shall be deemed an abandonment of such motor vehicle, mobile vehicle or watercraft and at the end of such time such person in possession of such motor vehicle, mobile vehicle or watercraft may dispose of such motor vehicle, mobile vehicle or watercraft in accordance with any applicable statute.

(Ord. No. OR10-05, § II, 4-26-2010)

Sec. 67-21. - Penalties.

Penalty for violation of this article shall be as provided in section 1-17.

(Ord. No. OR10-05, § II, 4-26-2010)

MEMORANDUM

Date: October 1, 2024

To: Waterloo Utility Commission

From: Ben Heidemann, P.E. and Lisa Twarog, P.E., Town & Country Engineering

Subject: WWTP Upgrade Connection Fees

Background

The City of Waterloo is undergoing a major Wastewater Treatment Plant (WWTP) upgrade and is looking to establish a Connection Fee to fairly distribute costs for the project between existing and future users. This memo lays out the methodology for how the Connection Fee was calculated.

The sections below describe how the number of EUs for the Connection Fee calculation were found. A spreadsheet showing the calculations is also attached at the end of this memo.

Assumptions

1. The total cost of the treatment plant upgrade was divided between Flow, BOD, TSS, TKN, and Phosphorus based on the treatment purpose of each piece of equipment. This results in 43% of the plant upgrade occurring for flow/TKN treatment, 19% for BOD, 11% for TSS, and 27% for phosphorus (breakdown attached).
2. Typical Equivalent User (EU) discharge quantities, based on historical data, are 108 gpd, 0.2 lbs/day of BOD, 0.2 lbs/day of TSS, and 0.01 lbs/day of Phosphorus (backup data attached).
3. Based on the 2020 Census, the population of Waterloo was 3,492 with 1,491 occupied housing units for a total of 2.34 capita per housing unit.
4. A connection fee is calculated by breaking users into 3 categories: Current EUs, Future EUs, and Septage EUs.
5. The Connection Fee calculation only includes the costs for Phase 1 of the WWTP upgrade.

Current Population

1. The City serves **73 EUs** in the Portland Sanitary District. This population is not expected to grow.
2. Based on sewer meter data for the City, there were **1,647 EUs** in 2023, not including AbE or Van Holten's which are Significant Users. Of these 1,647 EUs, 29.5 were Industrial EUs, 237.5 were Commercial EUs, and 117 were Public Authority EUs.

The EUs for AbE and Van Holten's were calculated by finding the Significant Discharger Equivalents for all discharge constituents. This was done by taking the ADL for each constituent from the industry's Industrial Agreement and dividing by the typical value for an EU (Item 2 in Assumptions) to calculate the Significant Discharger Equivalents. The Significant Discharger Equivalent for each constituent is then multiplied by the percentage of upgrade costs associated to it (Item 1 in Assumptions) to determine the number of EUs. The EUs for each constituent is summed to get the total EUs. Using this method, **AbE is equivalent to 937 users and Van**

Holten's is equal to 474 users.

The total number of EUs based on 2023 data is 3,131.

Van Holten's Example Calculation

Van Holten's Flow ADL:	70,000 gpd
Flow per EU:	108 gpd/EU
Significant Discharger Equivalents:	$70,000/108 = 650$ EUs
Flow Equivalent Users:	$650 * 43\% = \mathbf{279 \text{ EUs}}$

Van Holten's BOD ADL:	146 lbs/day
BOD per EU:	0.2 lbs/EU
Significant Discharger Equivalents:	$146/0.2 = 650$ EUs
BOD Equivalent Users:	$650 * 19\% = \mathbf{123 \text{ EUs}}$

Van Holten's TSS ADL:	146 lbs/day
TSS per EU:	0.2 lbs/EU
Significant Discharger Equivalents:	$146/0.2 = 650$ EUs
TSS Equivalent Users:	$650 * 11\% = \mathbf{72 \text{ EUs}}$

Van Holten's Phos ADL:	0 lbs/day
Phos per EU:	0.01 lbs/EU
Significant Discharger Equivalents:	0 EUs
Phos Equivalent Users:	$0 * 27\% = \mathbf{0 \text{ EUs}}$

Total: 474 EUs

Future Population

1. The 2040 projected City population is 3,685, an increase of 54 people over the 2023 DOA estimated population of 3,631. Dividing this increase by 2.34 (capita per housing units from Item 3 in Background) results in **23 Future EUs**.

The EUs for future commercial/industrial discharges were calculated by finding the Significant Discharger Equivalents for all discharge constituents. This is done by taking the allocated discharge for each constituent and dividing by the typical value for an EU (Item 2 in Assumptions) to calculate the Significant Discharger Equivalents. The Significant Discharger Equivalent for each constituent is then multiplied by the percentage of upgrade costs associated to it (Item 1 in Assumptions) to determine the number of EUs. The EUs for each constituent is summed to get the total EUs. Refer to the Van Holten's Example Calculation. Using this method, **the future commercial/industrial discharges are equal to 373 users.**

The total number of Future EUs is 396.

Septage

The septage EUs are calculated in the same fashion as the EUs for future commercial/industrial discharges. Using this method, **the total number of Septage Future EUs is 1,306.**

Connection Fee Calculation

Table 1 below summarizes the number of EUs calculated in the previous sections.

	Existing EUs	Future EUs	Septage EUs
Number of EUs	3,131	396	1,306
% of Total EUs	65%	8%	27%

To calculate a Connection Fee, the project costs need to be divided amongst Existing EUs, Future EUs, and Septage EUs. The total project cost associated with USDA Rural Development funding is \$21,262,136. 8% of this value is \$1,742,375 which comes out to be \$4,999 per Future EU. The total project cost associated with CWF funding is \$7,594,814 of which 8% is \$622,375 or \$1,571 per Future EU. **The total Connection Fee is the sum of these 2 values: \$5,971 per EU.** Note that this is the final Connection Fee after 25 years; a schedule showing the Connection Fee every year is attached.

Connection Fee Calculation for New Industries

It is anticipated that the connection fee for new industries in the City will be calculated according to the methodology described above. However, this is subject to change depending on any industrial permits or agreements that are executed.

WATERLOO CONNECTION FEE CALCULATION

Phase 1 Projections, Annual Average Loadings

Assumptions

Population of 3,685

Cost Allocation Based on Equivalent Users

Estimated Populations

2020 [Census population]	3492
2023 [DOA estimated population]	3631
2040 [City selected future population projection]	3685

Residential Population [2020 Census]	3492
Number Occupied Housing Units [2020 Census]	1491
Average Capita/Housing Unit	2.34

Future Population Increase (people) 54

Calculated Future Residential Users 23

Industrial Equivalents

Parameter	Flow	BOD	TSS	TKN	Phos
Allocation %	39%	19%	11%	4%	27%

2023 Industrial Equivalent Users	29.5	
2023 Commercial Equivalent Users	237.5	
2023 Public Authority Equivalent Users	117	
AbE ADL flow	9900 gpd	
Flow per EU	108 gpd/eu	
Significant Discharger Equivalents (Flow)	92	
Current Equivalent Users		40
AbE ADL BOD	428 lbs/day	
BOD per EU	0.2 lbs/eu	
Significant Discharger Equivalents (BOD)	1905	
Current Equivalent Users		362
AbE ADL TSS	216 lbs/day	
TSS per EU	0.2 lbs/eu	
Significant Discharger Equivalents (TSS)	962	
Current Equivalent Users		106
AbE ADL Phos	10 lbs/day	
Phos per EU	0.01 lbs/eu	
Significant Discharger Equivalents (Phos)	1590	
Current Equivalent Users		429
Van Holten's ADL flow	70000 gpd	
Flow per EU	108 gpd/eu	
Significant Discharger Equivalents (Flow)	650	
Current Equivalent Users		279

Van Holten's ADL BOD	146 lbs/day	
BOD per EU	0.2 lbs/eu	
Significant Discharger Equivalents (BOD)	650	
Current Equivalent Users		123
Van Holten's ADL TSS	146 lbs/day	
TSS per EU	0.2 lbs/eu	
Significant Discharger Equivalents (TSS)	650	
Current Equivalent Users		71
Van Holten's ADL Phos	0 lbs/day	
Phos per EU	0.01 lbs/eu	
Significant Discharger Equivalents (Phos)	0	
Current Equivalent Users		0

Design future commercial/industrial flow	30100 gpd	
Flow per EU	108 gpd/eu	
Significant Discharger Equivalents (Flow)	279	
Future commercial/industrial Equivalent Users		120
Design future commercial/industrial BOD	190 lbs	
BOD per EU	0.2 lbs/eu	
Significant Discharger Equivalents (BOD)	846	
Future commercial/industrial Equivalent Users		161
Design future commercial/industrial TSS	192 lbs	
TSS per EU	0.2 lbs/ey	
Significant Discharger Equivalents (TSS)	855	
Future commercial/industrial Equivalent Users		94
Design future commercial/industrial Phos	9 lbs	
Phos per EU	0.01 lbs/eu	
Significant Discharger Equivalents (Phos)	1415	
Future commercial/industrial Equivalent Users		382

Additional Contributors

Portland Sanitary District

		73
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Septage & Holding Tank

Design future holding tank flow	15000 gpd	
Flow per EU	108 gpd/eu	
Significant Discharger Equivalents (Flow)	139	
Future Equivalent Users		60

Design future holding tank BOD	188 lbs	
BOD per EU	0.2 lbs/eu	
Significant Discharger Equivalents (BOD)	837	
Future Equivalent Users		159

Design future holding tank TSS	125 lbs	
TSS per EU	0.2 lbs/eu	
Significant Discharger Equivalents (TSS)	556	
Future Equivalent Users		61

Design future holding tank Phos	2 lbs	
Phos per EU	0.01 lbs/eu	
Significant Discharger Equivalents (Phos)	334	
<i>Future Equivalent Users</i>		90
Design future septage flow	5000 gpd	
Flow per septage EU	108 gpd/eu	
Significant Discharger Equivalents (Flow)	46	
<i>Future Equivalent Users</i>		20
<i>Design future septage BOD</i>	313 lbs	
BOD per EU	0.2 lbs/eu	
Significant Discharger Equivalents (BOD)	1393	
<i>Future Equivalent Users</i>		265
<i>Design future septage TSS</i>	417 lbs	
TSS per EU	0.2 lbs/eu	
Significant Discharger Equivalents (TSS)	1856	
<i>Future Equivalent Users</i>		204
Design future septage Phos	10 lbs	
Phos per EU	0.01 lbs/eu	
Significant Discharger Equivalents (Phos)	1654	
<i>Future Equivalent Users</i>		446

Estimated number future users	396
2023 total equivalent users	+ 3131
Septage & Hauled Waste equivalent users	1306
Estimated total Design equivalent users	4833

Connection Fee Calculation

		<u>Existing</u>	<u>Future</u>	Septage
Number of Equivalent Users		3131	396	1306
Percentage Allocation Based on Equivalent Users		65%	8%	27%
RD Project Costs with interest	\$ 21,262,136	\$ 13,775,966	\$ 1,742,375	\$ 5,743,794.70
CWF Project Costs with Interest	\$7,594,814	\$4,920,761	\$622,375	\$2,051,678
÷ Estimated Number of Future Equivalent Meters			396	
RD Connection Fee Base Rate with Interest:	\$ 4,399	per equivalent user		
CWF Connection Fee Base Rate with Interest:	\$ 1,571	per equivalent user		
	\$ 5,971			

City of Waterloo Sewer Connection Fee Summary

Year	Connection Fee per EU
2026	\$1,724
2027	\$1,882
2028	\$2,042
2029	\$2,204
2030	\$2,368
2031	\$2,534
2032	\$2,701
2033	\$2,871
2034	\$3,042
2035	\$3,216
2036	\$3,392
2037	\$3,570
2038	\$3,750
2039	\$3,932
2040	\$4,117
2041	\$4,304
2042	\$4,494
2043	\$4,686
2044	\$4,881
2045	\$5,078
2046	\$5,225
2047	\$5,368
2048	\$5,517
2049	\$5,666
2050	\$5,817
2051	\$5,971

Waterloo Light & Utility
Debt Summary

Description	Maturity	Loan Length	2021	Allocation Percentages							Allocation of Costs						
				Dem.	Vol.	BOD	TSS	NH ₃	P	CC	Dem.	Vol.	BOD	TSS	NH ₃	P	CC
2012B Sewer	11/1/2022		\$ -	50%	50%	0%	0%	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013A Sewer	11/1/2022		\$ -	50%	50%	0%	0%	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CWF 4682-02 (screw press)	5/1/2032		\$ -	0%	85%	9%	6%	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RD	5/1/2045	25	\$ 851,071	0%	39%	19%	11%	4%	27%	0%	\$ -	\$ 335,765	\$ 160,274	\$ 91,093	\$ 29,959	\$ 233,980	\$ -
10% Coverage			\$ 59,850	0%	39%	19%	11%	4%	27%	0%	\$ -	\$ 23,612	\$ 11,271	\$ 6,406	\$ 2,107	\$ 16,454	\$ -
CWF	5/1/2045		\$ 400,169	0%	39%	19%	11%	4%	27%	0%	\$ -	\$ 157,875	\$ 75,360	\$ 42,832	\$ 14,086	\$ 110,016	\$ -
Additional	10/1/2044		\$ -								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total			\$ 1,311,090								\$ - 0%	\$ 517,252 39%	\$ 246,905 19%	\$ 140,331 11%	\$ 46,152 4%	\$ 360,450 27%	\$ - 0%

Billed Sewer Flow Summary

Daily Flows from Annual User Rate Summary

Year	Max Month Residential Flow (GPCD)
2014	49
2015	47
2016	45
2017	48
2018	43
2019	43
Average	46

Equivalent User Discharges

Flow: $46 \text{ gpcd} * 2.34 \text{ (average capita per housing unit)} = 108 \text{ gpd}$

BOD: $(108/1,000,000) * 8.34 * 250 \text{ mg/L} = 0.2 \text{ lbs/day}$

TSS: $(108/1,000,000) * 8.34 * 250 \text{ mg/L} = 0.2 \text{ lbs/day}$

Phos: $(108/1,000,000) * 8.34 * 7 \text{ mg/L} = 0.2 \text{ lbs/day}$

Where the domestic strength of BOD and TSS is assumed to be 250 mg/L and the domestic strength of phosphorus is assumed to be 7 mg/L

With the major Wastewater Treatment Plant (WWTP) upgrade the Utility Commission voted on February 5, 2025 to recommend the below update to the Sewer Connection fee. Significant Discharger connection fee will be calculated by using significant discharge equivalents.

City of Waterloo Sewer Connection Fee Summary

Year	Connection Fee per EU
2026	\$1,724
2027	\$1,882
2028	\$2,042
2029	\$2,204
2030	\$2,368
2031	\$2,534
2032	\$2,701
2033	\$2,871
2034	\$3,042
2035	\$3,216
2036	\$3,392
2037	\$3,570
2038	\$3,750
2039	\$3,932
2040	\$4,117
2041	\$4,304
2042	\$4,494
2043	\$4,686
2044	\$4,881
2045	\$5,078
2046	\$5,225
2047	\$5,368
2048	\$5,517
2049	\$5,666
2050	\$5,817
2051	\$5,971



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

Resolution 2025-13

A Resolution Accepting the Quote from Peak Garage Doors for a Replacement Garage Door Opener for the Department of Public Works.

Whereas, the Department of Public Works in the City of Waterloo requires a replacement of 3 garage door openers; and

Whereas, Peak Garage Doors, Marshall, WI has provided a quote for the purchase of three Liftmaster T50 1 L5-14' for \$1825.00 each with 12 three button transmitters ; and;

Whereas, the Department of Public Works will use their budget line item Garage & Shed Repairs to purchase garage door opener; and

Whereas, the total for 3 garage door openers and 12 transmitters would be \$5,965.00.

Now, therefore, be it resolved by the City Council of Waterloo, that:

1. The Department of Public Works is authorized to proceed with the purchase of 3 Liftmaster T50 1 L5-14' and 12 transmitters.
2. This resolution shall take effect immediately upon adoption.

Introduced and passed by the City Council of Waterloo on this 6th day of March , 2025.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer

garage & shed repairs



Salesperson	Job
Boyd Olbert	Operator Replacement

To:
City of Waterloo
Public Works
211 Hendricks St
Waterloo WI 53594

Date: 2/19/2025

Description

We are pleased to present the following for your review and consideration.

1-LIFTMASTER T50 1 L5 -14'

- ½ H.P. 115V 1Phase operator
- Continuous Heavy Duty Motor
- Photo eyes to reverse
- 1-3 Button Open, Close, Stop wall control
- Take down and removal of existing operator.....\$1825.00

3-Button Transmitters \$45.00 each

Exterior Keypad \$75.00

ALL PRICES INCLUDE MATERIAL, TAX, and LABOR F.O.B. JOBSITE

Quotation prepared by: _____

Openings are to be prepared by others in accordance with our specifications. The above price does not include glass, glazing, painting or wiring from electric operator, unless included in above proposal. Above proposal is made for prompt acceptance. Prices subject to review after 15 days. Agreements are contingent upon accidents or other conditions beyond our control. We carry manufacturers contracts, and employers liability and workman's compensation insurance. We reserve the right to add finance charges to past due accounts.

To accept this quotation, sign here and return: _____

Thank you for your business!

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)