



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: November 6, 2025
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street

- 1) PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES – October 2, 2025
- 3) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 4) PROJECT OVERSIGHT & UPDATES
- 5) UNFINISHED BUSINESS
 - a) Resolution 2025-51 On Call Hours for DPW Employees
 - b) Natural Lawn Application and Fee Approval of \$50.00. Ordinance approved. Looking to approve application and fee.
- 6) NEW BUSINESS
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
- 8) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Committee Members: Weihert, Haseleu, and A. Kuhl

posted, e-mailed & distributed: 10/31/2025

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: October 2, 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 6:33 pm. Committee members present: A. Kuhl, Haseleu and Weihert. Absent: none Others in attendance: DPW Supervisor Yerges; Alderperson C. Kuhl; Mayor Quimby; Clerk Ritter; DPW Rostad; DPW Hauptli; DPW Schaller and WLOO Cable. The PLEDGE OF ALLEGIANCE was recited.
2. APPROVAL OF MEETING MINUTES – September 4, 2025 [A. Kuhl/Haseleu] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT
4. PROJECT OVERSIGHT & UPDATES
5. UNFINISHED BUSINESS - none
6. NEW BUSINESS
 - a. On call Hours for DPW Employees. Reinstate 8 hrs. @ 1 ½ times pay 52 weeks a year. Edit handbook. Send to Finance, Public Works then to the Council. Motion [A. Kuhl/Haseleu] VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
8. ADJOURNMENT [A. Kuhl/Haseleu] VOICE VOTE: Motion carried. 7:01 pm

Jeanne Ritter
Clerk/Deputy Treasurer



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

Resolution 2025-51

A Resolution Amending the On-Call Policy for DPW

WHEREAS, the City and the Department of Public Works see a need to update the current DPW On- Call Policy;
and

WHEREAS, it has been recommended that the DPW has a year round On-Call Policy with defined pay and hours;
and

WHEREAS, the new policy is attached to this resolution .

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waterloo, WI, does hereby approve the changes to City of Waterloo Employee Handbook 6.2 completed on November 6, 2025.

ADOPTED this 6th day of November 2025, by the City Council of the City of Waterloo, WI.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer

Appendix: C Overtime Compensation

6.2 Overtime Compensation

Department of Public Works Employees:

Overtime work performed on Sunday and/or holidays shall be paid at two (2) times the regular rate.

Employees on call for a weekend shall receive ~~(4)~~(8) hours at ~~straight time pay for each day on call one and one-half (1 ½) pay beginning at end of shift of work week until start of beginning shift Monday~~, plus time and one-half (1 ½) pay for actual time spent on the job, with a minimum of two (2) hours. ~~This will be a 52 week employee rotation.~~

Employees on call for a holiday receive four (4) hours pay at ~~straight time one and one-half pay(1 ½)~~, plus double time pay for actual time spent on the job, with a minimum of two (2) hours. ~~On call scheduling begins with the Memorial Day holiday and ends with the Labor Day holiday.~~ Holidays are defined in appendix D. On call employees are required to respond to work as soon as possible but no later than ~~thirty forty five (30 45)~~ minutes.

Call In Pay: Any employee who is called in for work at a time other than when he or she is scheduled shall be compensated a minimum of two (2) hours at the overtime rate of one and one-half (1 ½) times the regular rate for work performed Monday through Saturday, and two (2) times the regular rate for work performed on Sunday and/or holidays. Call-in pay shall start when an employee arrives at the shop, or at the work site, whichever comes first.



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

City of Waterloo, Wisconsin

Natural Lawn Permit Application

(Pursuant to City Ordinance § 261-8.5 – Regulation of Natural Lawns)

Applicant Information

Name of Property Owner(s): _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Property Information

Site Address: _____
Parcel Number (if known): _____
Zoning District: _____
Lot Size: _____ sq. ft.
Total Area Proposed for Natural Lawn: _____ sq. ft.

Natural Lawn Management Plan

(Attach additional pages or plans if necessary)

1. **Purpose / Intent of Natural Lawn:**
(Explain your goals—native habitat restoration, reduced mowing, pollinator support, etc.)

2. **Description of Vegetation:**
(List grasses, wildflowers, and native plants you intend to establish. Include seed mixes or sources.)

3. **Maintenance and Management Practices:**
(Describe weed control, mowing schedule, reseeding, and seasonal maintenance.)

4. **Plan for Establishment:**

(Describe site preparation, planting schedule, and how you'll ensure establishment of native species.)

5. **Map or Drawing:**

(Attach a site map showing property boundaries, buildings, streets, sidewalks, and proposed natural lawn areas. Indicate setback distances from sidewalks, streets, and property lines.)

6. **Neighbor Buffer / Setback Compliance:**

- No natural lawn within **3 ft** of an abutting property **unless written waiver attached**.
- No natural lawn within **10 ft of a street** if there is no sidewalk (or within City right-of-way).

☐ I have read and agree to comply with the above setback and waiver requirements.

Neighbor Waivers (if applicable)

Neighbor Name Address Signature Date

Applicant Certification

I hereby certify that the information provided in this application and attachments is true and complete. I agree to maintain the natural lawn in accordance with the approved management plan and City Ordinance § 261-8.5, and to allow City inspection upon reasonable notice. I understand that failure to maintain the area as approved may result in revocation of this permit and enforcement action.

Applicant Signature: _____ **Date:** _____

Office Use Only

Application Received By: _____

Date Received: _____

Fee Paid: \$_____ (per City Fee Schedule)

Permit Approved By: _____

Date Approved: _____

Permit Number: _____

Comments / Conditions: _____

Submit completed application, management plan, and required fee to:

City of Waterloo – Clerk/Treasurer's Office

136 North Monroe Street, Waterloo, WI 53594

(920) 478-3025 cityhall@waterloowi.us

§ 261-8.1. Regulation of natural lawns. [Added 4-3-2025 by Ord. No. 2025-06]

- A. Natural lawns defined. "Natural lawn," as used in this section, shall include common species of grass and wildflowers native to North America which are designed and purposely cultivated to exceed eight inches in height from the ground. Specifically excluded in natural lawns are the noxious grasses and weeds identified in this chapter. The growth of a natural lawn in excess of eight inches in height from the ground surface shall be prohibited within the City corporate limits unless a natural lawn management plan is approved and a permit is issued by the City as set forth in this section. Natural lawns shall not contain litter or debris and shall not harbor undesirable wildlife.
- B. "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. Any subsequent property owner who abuts an approved natural lawn may revoke the waiver, thereby requiring the owner of the natural lawn to remove the natural lawn within 30 days.
 - (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

Common Name(s)	Latin Name(s)
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
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 calicitraba
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	

- C. Property owners who currently have natural landscapes must file an application for a permit on forms provided by the City Clerk, pay the application fee set forth in the City fee schedule and submit a plan as to be covered by this article.
- D. Natural landscapes may constitute a fire or safety hazard, due to weather conditions or other conditions. The 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.

- E. Natural lawns shall not be removed through the process of burning unless stated and approved as one of the management and maintenance techniques in the lawn management plan. The Fire Chief shall review all requests to burn natural lawns and shall determine if circumstances are correct and all applicable requirements have been fulfilled to ensure public safety. Burning of natural lawns shall be strictly prohibited unless a written permit to burn is issued by the Fire Chief. The Fire Chief shall establish a written list of requirements for considering each request to burn natural lawns, thereby ensuring the public safety. In addition, the property owner requesting permission to burn the natural lawn shall produce evidence of property damage and liability insurance identifying the City as a third-party insured. A minimum amount of acceptable insurance shall be \$300,000.
- F. Revocation of an approved natural lawn permit. The Weed Commissioner shall have the authority to revoke an approved natural lawn permit if the owner fails to maintain the natural lawn or comply with the provisions set forth in this section. Notice of intent to revoke an approved natural lawn permit shall be appealable to the Common Council. All applications for appeal shall be submitted within 15 calendar days of receipt of the written notice of intent to revoke the approved natural lawn management plan. Failure to file an application for appeal within the 15 calendar days shall result in the revoking of the natural lawn management plan permit. All written applications for appeal filed within the fifteen-calendar-day requirement shall be reviewed by the Common Council in an open meeting. The decision rendered by the Common Council shall be final and binding.
- G. Public nuisance defined; abatement after notice.
 - (1) The growth of a natural lawn, as defined in this section, shall be considered a public nuisance unless a natural lawn management plan has been filed and approved and a permit is issued by the City as set forth in this section. Violators shall be served with a notice of public nuisance by certified mail to the last- known mailing address of the property owner.
 - (2) If the person so served with a notice of public nuisance violation does not abate the nuisance within 10 days, the enforcement officer may proceed to abate such nuisance, keeping an account of the expense of the abatement, and such expense shall be charged to and paid by such property owner. Notice of the bill for abatement of the public nuisance shall be mailed to the owner of the premises and shall be payable within 10 calendar days from receipt thereof. Within 60 days after such costs and expenses are incurred and remain unpaid, the City Clerk shall enter those charges onto the tax roll as a special tax as provided by state statute.
 - (3) The failure of the City Clerk to record such claim or to mail such notice or the failure of the owner to receive such notice shall not affect the right to place the City expense on the tax rolls for unpaid bills for abating the public nuisance as provided for in this section.
- H. Penalty.

- (1) Any person, firm or corporation which does not abate the nuisance within the required time period or who otherwise violates the provisions of this section shall be subject to the general penalty found in § 1-4 of the Code.
- (2) In addition to any penalties herein provided, the City may issue stop-work orders upon owners of lots where work is unfinished under a previously issued building permit for any violation of this section.

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
☐ Oversight of bid process for future year capital purchases & contract services
FEBRUARY
☐ Notify Mayor of reappointment interest
MARCH
☐ Identify grant application opportunities
APRIL
☐ Mayoral Committee appointments
MAY
☐ Review and realign Progress Measures as needed tying back to Comprehensive Plan
☐ Update annual calendar
☐ Tour of municipal facilities
☐ Public Works Director's Spring facility inspection report (added at Mayor's request)
JUNE
☐ Mayor's Budget start date.
JULY
☐ Traditional beginning of budget consideration with budget memo to department heads.
☐ § 53-14 Recommending updated multi-year capital improvement plan to Finance, Insurance & Personnel Committee
☐ Review DPW future year budget submittal
- Operational budget
▪ Programs & Services provided.
- Capital Budget
▪ Street surface maintenance program
▪ Street/Utility reconstruction plan
AUGUST
☐ 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
☐ Review of municipal facility needs (multi-year)
OCTOBER
☐ Evaluating the municipal solid waste management system; trash-recycling service performance & contract
☐ Oversight of bid process for future year capital purchases & contract services
☐ Review of municipal facility needs (multi-year)
☐ Public Works Director's Fall facility inspection report (added at Mayor's request)
NOVEMBER
☐ Oversight of bid process for future year capital purchases & contract services
☐ Review of municipal facility needs (multi-year)
☐ Review of City Forestry Plan
DECEMBER
☐ Oversight of bid process for future year capital purchases & contract services
☐ Impact fee needs assessment update based on prior months review.
☐ Review of municipal facility needs (multi-year)