



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: April 1, 2021
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street (in-person or remote)

REMOTE ACCESS DETAILS

Join Zoom Meeting: <https://us02web.zoom.us/j/85176367645?pwd=NWUyOC9WOXYwRnJ6WmN2dm1pZlJYUT09>
Meeting ID: 851 7636 7645 Passcode: 920960

Dial-in by Phone
+1 312 626 6799 US (Chicago)
Meeting ID: 851 7636 7645 Passcode: 920960

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES – Unapproved Minutes
3. CITIZEN INPUT / PUBLIC COMMENT
4. PROJECT OVERSIGHT & UPDATES
 - i. Assessor's 2020-2021 Property Revaluation
 - ii. Project Treyburn Residential Development
 - iii. 203 East Madison Street
 - iv. Adams Street Reconstruction
5. UNFINISHED BUSINESS
 - a. Contemplated Waste Treatment Plan Updates – Funding, Timing And Effect On Municipal Projects
6. NEW BUSINESS
 - a. Public Works Department Purchase Of Skid Steer Equipment, Amount Not To Exceed \$17,900, Recommending 2021 Budget Amendment To The City Council
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar
8. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*** Also, on Council Agenda. See Council materials for documentation.

Committee Members: Petts, Schoenwetter and Rhynes

posted, e-mailed & distributed: 03/26/2021.

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: March 4, 2021

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

1. CALL TO ORDER AND ROLL CALL. Committee members present: Petts, Schoenwetter and Rhynes. Absent: none. Others attending: Utility Superintendent Barry Sorenson; Assistant Public Works Director Chris Hauptli; Mitch Leisses of Kunkel Engineering Group; Allen Sunstrom with Associated Appraisals; Alder Kuhl; Ryan Rostad; Mayor Quimby and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES – Unapproved Minutes. MOTION: Moved by Schoenwetter, 2nd by Rhynes to approve the December 3, 2020 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. E-waste Disposal Service Review, Badgerland Disposal Reply To Service Questions. DISCUSSION: Petts said questions were answered, and no additional action was necessary. No action taken with item to be dropped from agenda.
 - b. Review Of Herbicide, Pesticide & Insecticide Use. DISCUSSION: Chris Hauptli and Barry Sorenson commented indicating, Roundup was less expensive than alternatives; and it was safe when in contact with the ground. Petts recalled interest in not spraying near the river. Schoenwetter said staff should be directed to only post areas for the herbicide's specified time period, and no longer. He added a 3-ft wand was used to apply, keeping herbicide near the ground. Rhynes said he wanted to address citizen concerns and have staff do everything they can to prevent spray from going into the water, adding even calf-high spraying can lead to herbicide drift. Schoenwetter and Petts asked the Clerk/Treasurer to follow-up with Valerie Deegan, who has previously raised herbicide concerns. MOTION: Moved by Rhynes, seconded by Schoenwetter to table indefinitely
6. NEW BUSINESS
 - a. Project Oversight
 - i. Assessor's 2020-2021 Property Revaluation / Update. DISCUSSION: Assessor Allen Sunstrom addressed why a revaluation was needed, saying assessment ratios were not in compliance with state requirements. Waterloo was at 75%, meaning he predicted an average 25% jump in property values. He suggested communities conduct revaluations every 7-12 years. He said 2020 had 53 valid sales, a good amount from which to build a revaluation model. He said questionnaires would be mailed in three weeks, or thereabouts. He said field staff would visit properties communicating with property owners if they made themselves available to field staff. Hansen said he would share a video on the revaluation process. Petts asked if an insert in the Utility Bill would be possible. Sunstrom said multiple communities do utility bill inserts, adding it was a great idea. Sorenson said he would have to check as his mailing process had changed. No action taken.
 - ii. 203 East Madison Street / Update. DISCUSSION. Leisses said he was asked by Gabe Haberkorn to complete a cost estimate. He said part of the Adams Street bid process (see Res. #2021-06 bid items 41-54) included an alternate which included site fill; a 10-foot wide concrete sidewalk; asphalt with 12 parking stalls; and a stormwater management component. No action taken.
 - iii. Resolution #2021-06 Awarding A Contract For 2021 Street And Utility Improvements Adams Street Reconstruction. DISCUSSION: Chief Benisch asked if Fire Department parking lots were included? Leisses said yes. Leisses said five bids were opened on 2/26/2021. Bidding included the Adams Street reconstruct; 203 East Madison St (see above); and resurfacing of two Fire Department parking lots. Schoenwetter and the Mayor noted a spreadsheet error, saying the resolution was correct. MOTION: Moved by Schoenwetter, seconded by Rhynes to recommend Council approval. VOICE VOTE: Motion carried.
 - iv. Public Works Department Infrastructure Concern: Pierce Street At Railroad Avenue. DISCUSSION: Leisses said the asphalt alligator cracking was due to age. He said he would meet with the Public Works Director to devise a plan. He said it may be possible to allocate unused asphalt quantities from the Adams Street project. Petts said to keep

- the item on the agenda. No action taken.
- b. Identify Grant Application Opportunities. Petts referenced the materials noting two grants in the works for 203 East Madison Street.
 - c. Contemplated Waste Treatment Plant Updates And Taxpayer vs. Ratepayer Funding.
DISCUSSION: The Mayor inquired as to why the item was on the agenda. Rhynes said he requested it. He wanted to know if or how road projects would be affected by the Treatment Plant update. Sorenson said more information would be available in a couple of weeks when additional funding information was available. The Mayor said the Utility would televise Hendricks Street. Petts asked for the matter to be kept on the agenda. No action taken.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Committee Calendar. Noted.

8. ADJOURNMENT. MOTION: Moved by Schoenwetter, 2nd by Rhynes to adjourn. Motion carried. Time: 6:48 pm.



Attest:

Mo Hansen

Clerk/Treasurer

Mo Hansen

From: Allen S <allens.apraz@gmail.com>
Sent: Wednesday, March 24, 2021 1:43 PM
To: Mo Hansen
Subject: Re: Waterloo / any reval updates for 4/1 committee meeting?

Five field staffers are scheduled to begin inspections on May 17th. The letters of introduction and questionnaires will be mailed out the first week of May.

Allen

On Tue, Mar 23, 2021 at 7:59 AM Mo Hansen <mhansen@waterloowi.us> wrote:

Allen,

If you have updates, I can route them via email as part of the meeting materials.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

Mo Hansen

From: Allen S <allens.apraz@gmail.com>
Sent: Friday, March 26, 2021 8:13 AM
To: Mo Hansen
Subject: Letters to be mailed prior to revaluation
Attachments: 20210326081446575.pdf

Hi Mo:

I have attached below the field staff ID letter, the trespassing law, vehicle information, and our reval intro letter for your review.

Have a great weekend

Allen

Municipal Letterhead

Current Date

Dear Property Owner:

This letter serves to introduce Zack Janz, an employee of Associated Appraisal Consultants, Inc. The City of Waterloo has retained this firm for the purpose of reappraisal of all taxable real estate within the city.

The purpose of the review is to make sure that all properties are valued for taxable purposes on a fair and equitable basis. In order to accomplish this, the appraisers must have ample opportunity to make a thorough examination of each property, which includes an exterior inspection as well as exterior measurements and photos. Therefore, the city solicits your fullest cooperation.

All courtesies and considerations shown the appraisers will be greatly appreciated.

Thank you for ensuring a successful revaluation program.

Sincerely,

Officials Name

Title

City of Waterloo

NOTICE OF PROPERTY ASSESSMENT AND REVALUATION

January 1, 2021

Revaluation: The municipality is required to keep properties in compliance of full value at least once in every 5-year period. The municipality is conducting a revaluation for the 2021 assessment roll. As such, we will be periodically conducting inspections on properties until such time that we have completed our assessment roll.

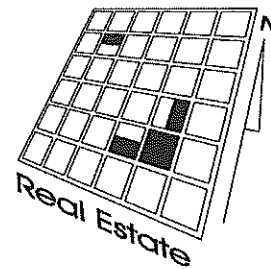
Notice of Assessor's Authority to Enter Land:

The trespass law in Wisconsin entitles the assessor to enter a property once during an assessment cycle unless the property owner has notified the assessor in advance to deny entry. Additional visits may be authorized by the property owner. Assessors are restricted to the following conditions when entering property:

- 1) The reason for the entry must be to make an assessment on behalf of the state or a political subdivision.
- 2) The entry must be on a weekday during daylight hours, or at another time as agreed upon with the property owner.
- 3) The assessor's visit must not be more than one hour.
- 4) The assessor must not open doors, enter through open doors, or look into windows of structures.
- 5) If the property owner or occupant is not present, the assessor must leave a notice on the principal building providing the owner with information on how to contact them.
- 6) The assessor may not enter the premises if they have received a notice from the property owner or occupant denying them entry.
- 7) The assessor must leave if the property owner or occupant asks them to leave.

In 2009, Wisconsin Act 68 was enacted to amend Section 70.05(5)(b) Wis. Stats. and to create Section 70.05 (4m), 895, 488, 943.13 (4m)(d) and 943.15(1m) of the statutes; relating to: partially exempting an assessor and an assessor's staff from liability for trespassing, creating immunity from civil liability, and changing the notice requirements relating to the revaluation of property by an assessor. Copies of the applicable statutes can be obtained at public depositories throughout the State of Wisconsin, and from the State of Wisconsin Legislative Reference Bureau website (www.legis.state.wi.us/rsb/stats.html)

Associated Appraisal Consultants, Inc.



Highland Wine Company
Attn: Jonathan Bordeaux
2323 Brown Bottle Rd
Suite 210
Greenville, WI 54942

REQUEST TO VIEW PROPERTY NOTICE

Dear Property Owner,

March 26, 2021

Associated Appraisal Consultants, Inc. is the appointed assessor for the City of Waterloo and has been contracted to complete a revaluation of all taxable property for the 2021 assessment year. The revaluation will establish new assessed values in an equitable fashion for all properties in the municipality as of the effective statutory date of January 1, 2021.

Throughout the process of the revaluation, public health and safety is our number one concern. While Associated Appraisal's assessors will be viewing properties from the **exterior only**, they will be following certain procedures to make sure CDC recommendations and imposed state restrictions are being followed due to the current COVID-19 virus outbreak.

The assessors will begin working in your neighborhood within the next several weeks. All staff members from Associated Appraisal will carry a letter of introduction from the City of Waterloo, a photo ID, and drive a red company vehicle displaying the Associated Appraisal logo and contact information. When the assessor arrives at your property, they will knock on your door, step back at least six feet from the door, and will communicate with you at that distance. If you are not home or not comfortable answering questions at the door, the assessor will leave a tag with instructions on how to contact our office. After a tag is left, they will carry on to measure the exterior of the buildings, take exterior photos, and be on their way. If you own rental property in the City, please inform your tenants that we will be visiting that property in the near future, so we can have their full cooperation for this review.

In order to make an accurate assessment, it is necessary for Associated Appraisal to conduct an exterior inspection of all residences, apartments, and businesses in the City. It will not be necessary to inspect the interior of any buildings unless there is new construction or a building permit has been taken out for a remodel of the interior of your property. Due to COVID-19 this interior information can be shared from the door or over the phone with one of our assessment technicians.

After the review process is complete and current assessed values are determined, a Notice of Assessment will be mailed to all property owners in the City. Property owners will then have the opportunity to discuss their assessed values with an assessor during the Open Book session. If the property owner is not satisfied with their assessed value after the Open Book session, they will have the opportunity to appeal the assessment to the Board of Review. The Notice of Assessment will contain the Open Book and Board of Review dates. Property assessment and appeal information is available from the Wisconsin Department of Revenue at: <http://www.revenue.wi.gov/pubs/slf/pb060.pdf>.

Associated Appraisal and the City of Waterloo appreciate your cooperation. We have included property owner rights and a list of common assessment questions on the back side of this notice for your review. Should you have any additional questions, please call (920) 749-1995 to speak with one of our knowledgeable assessors.

Thank you for your help in creating a successful 2021 Revaluation Program.

Sincerely,

Associated Appraisal Consultants, Inc.

PROPERTY OWNER RIGHTS

Section 70.32 of the Wisconsin Statutes states, the value of real property should be based on "actual view." If an assessor is not allowed access to view a property, the assessment value is based on "the best information that the assessor can practicably obtain ..." This means an assessor must estimate the value of property using the information they have available to them.

To ensure receiving a complete and accurate valuation, it benefits the homeowner to allow the assessor access to view the residence. For the purposes of valuation if access is denied, the assessor will then base the valuation on the next best information available.

Section 70.05(4n) of the Wisconsin statutes requires the following notice:

You have the right to refuse entry into your residence pursuant to section 70.05(4m) of the Wisconsin statutes. Entry to view your property is prohibited unless voluntarily authorized by you. Pursuant to section 70.05(4m) of the Wisconsin statutes, you have the right to refuse a visual inspection of your residence and your refusal to allow an inspection of your residence will not be used as the sole reason for increasing your property tax assessment. Refusing entry to your residence also does not prohibit you from objecting to your assessment pursuant to section 70.47(7) of the Wisconsin statutes.

COMMON ASSESSMENT QUESTIONS

Some of my neighbors have told me the only reason for the reassessment is to raise taxes. Is this true?

No, a reassessment has no impact on the total amount of taxes collected. However, it may change your property's percentage share of total taxes collected to increase, decrease or, have a minimal effect.

How does the assessor value property?

Wisconsin law requires that property assessments be based on Fair Market Value. Estimating the market value of your property is a matter of determining the price a typical buyer would pay for it in its present condition. Some factors the assessor considers are: what similar properties are selling for; what it would cost to replace your property; the rent it may earn; and any other factors that affect value. It is important to remember that the assessor does not create assessed value, but rather interprets what is happening in the market place through real estate sales.

What can I do to ensure a fair and reasonable assessed value for my property?

Even with the best of care and intentions, mistakes are possible. Inform the assessor of any problems that might affect market value. There will be an opportunity to discuss your assessment with the assessor at the Open Book. Should you feel your assessment is in error, please send any documentation that supports your opinion of value to the assessor via our email: info.apraz@gmail.com or our company website: www.apraz.com. Property owners will be notified if there is a change to their assessment, when the project is completed. If the discussion with the assessor does not resolve your concerns, a Board of Review will be held where you can again present sales or other market value evidence that shows the assessment to be in error.

Do all assessments change at the same rate?

No, not necessarily. There are differences between individual properties and between neighborhoods. In one area, the sales may indicate a substantial increase in value in a given year. Yet in another neighborhood for example, there may be no change in value, or even a decrease in property values. Different types of properties within the same neighborhood may also show different value changes. For example, one-story houses may be more in demand than two-story houses, or vice versa. Older homes in the same area may be rising in value more slowly than newer homes. Perhaps the older style homes that have been traditionally selling low are now selling much higher. There are numerous factors to be considered in each property, which will cause the values to differ. Some of the factors which can affect value are: location, condition, size, quality, number of baths, number of bedrooms, basement finish, garages, overall condition as well as many others.

What is the bottom line?

Assessments are required by state law and are mandatory. The real issue is whether your property is assessed at the statutory required market value. Look at your final assessment after the revaluation. If it appears to be an accurate value when compared to sales of similar property, then it probably is a fair assessment. If, in your opinion, it does not reflect the market value of your property when compared to sales of similar properties, you should talk to our assessment staff. We may be able to provide information or take further actions to resolve your concerns.

Status Report Project Name: Treyburn Farms 03/28/2021

Description:

Residential development of final phase of Bluegrass Trail. Purchase, design, subdivision public infrastructure installation, marketing and sale of 19 residential lots. Final phase of Treyburn Farms Subdivision.

Status:

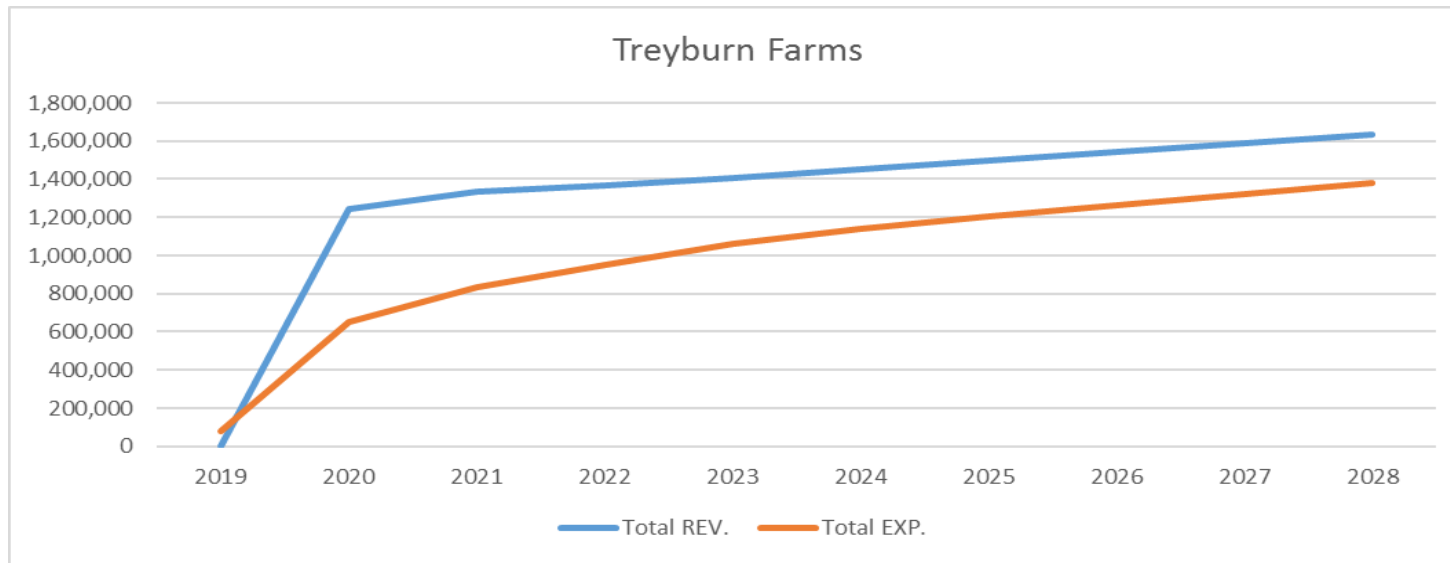
Improvements completed. Municipal sales completed for 17 of 19 lots.

Milestone Dates

| Goal/Objective Description | Start (Plan) | End (Plan) | Duration (Days) | Status | Progress | Notes |
|---|-----------------|------------|--------------------|---------------|----------|---|
| Install Public Improvements | 11/15/19 | 07/01/20 | 229 | Done | 100% | |
| Market 19 residential parcels | 03/01/20 | 07/15/20 | 136 | Done | 100% | |
| 2020 -- Sell 5 residential parcels (Goal: 5) | 03/01/20 | 12/31/20 | 305 | Exceeded Goal | 100% | Actual sold: 16 |
| 2021 -- Sell remaining residential parcels (Goal 2) | 01/01/21 | 12/31/21 | 364 | In Progress | 0% | 1 sale pending (#69); final lot status unclear (#2) |

Sources / Uses of Funds (Projected Figures in Italics [gray])

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025-2028 | Total | Notes |
|-----------------------------|---------|-----------|---------|---------|---------|---------|-----------|-----------|---|
| SOURCES (Rev) | | | | | | | | | |
| SUBDIVISION LOT SALES | 0 | 570,750 | 92,620 | 0 | 0 | 0 | 0 | 663,370 | |
| DEBT PROCEEDS | 0 | 673,690 | 0 | 0 | 0 | 0 | 0 | 673,690 | |
| ESTIMATED PROPERTY TAX GAIN | 0 | 0 | 0 | 28,693 | 40,648 | 45,430 | 181,722 | 296,494 | Average home value: 236,154 |
| TOTAL SOURCES | 0 | 1,244,440 | 92,620 | 28,693 | 40,648 | 45,430 | 181,722 | 1,633,554 | |
| | | | | | | | | | |
| USES (Exp) | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025-2028 | Total | |
| DEBT SERVICE | 0 | 0 | 161,799 | 112,710 | 112,068 | 82,025 | 238,480 | 707,082 | 58% of debt service for Rood/Treyburn debt issuance |
| RETAINAGES PAYABLE | 0 | 0 | 22,827 | 0 | 0 | 0 | 0 | 22,827 | |
| LEGIS SUPPORT PR & PUB | 0 | 1,943 | 0 | 0 | 0 | 0 | 0 | 1,943 | |
| ATTORNEY ATTORNEY FEES | 4,410 | 2,058 | 0 | 0 | 0 | 0 | 0 | 6,468 | |
| ENG & ADMIN PROF FEES | 1,900 | 25,104 | 0 | 0 | 0 | 0 | 0 | 27,004 | |
| CAPITAL PROJ STREET CONST | 0 | 532,343 | 0 | 0 | 0 | 0 | 0 | 532,343 | |
| CAPITAL PROJ TREYBURN | 70,053 | 13,324 | 0 | 0 | 0 | 0 | 0 | 83,377 | |
| TOTAL USES | 76,363 | 574,770 | 184,625 | 112,710 | 112,068 | 82,025 | 238,480 | 1,381,042 | |
| | | | | | | | | | |
| SOURCES LESS USES | -76,363 | 669,670 | -92,005 | -84,017 | -71,420 | -36,594 | -56,758 | 252,512 | |



Additional comments:

(a) Current & prior year data from accounting system as of report creation date.

(b) Out-year tax gain is estimated based on parcel sales, builder provided home values and current 2021 mil rate (municipal rate)

(c) 2020 debt issuance not pre-payable

Mo Hansen

From: Mo Hansen
Sent: Monday, March 22, 2021 11:24 AM
To: City of Waterloo, Mayor; Eric Rhynes; Jason Schoenwetter (alder1@waterloowi.us); Kuhl Charles (alderatlargea@waterloowi.us); Petts Jeanette (alder4-5@waterloowi.us); Rich Weihert (richweihert1911@gmail.com); Ron Griffin (griffinrepair@gmail.com); Stinnett Angie (alderatlargeb@waterloowi.us); Thomas Tim (alder3@waterloowi.us)
Cc: Mike Tschanz (mtschanz@waterloowi.us); Chad Yerges
Subject: FW: Skid lift

Mayor & City Council,

FYI Below is an email thread with Public Works Director Chad Yerges. Chad is requesting to amend the 2021 budget to purchase \$17,900 worth of skid steer attachments. He has requested for this item to go before the Public Works & Property Committee at its April 1st meeting.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

From: Chad Yerges <dpw@waterloowi.us>
Sent: Monday, March 22, 2021 10:01 AM
To: Mo Hansen <mhansen@waterloowi.us>
Subject: RE: Skid lift

Sounds good

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

(920) 478-3025

From: Mo Hansen <mhansen@waterloowi.us>
Sent: Monday, March 22, 2021 9:40 AM
To: Chad Yerges <dpw@waterloowi.us>
Cc: Mike Tschanz <mtschanz@waterloowi.us>
Subject: RE: Skid lift

Chad,

Here is a description of a draft budget amendment. Please confirm it is what you are looking for, for this 2021 Capital Fund purchase.

- Fund 400 previously reserved dollars are applied to fund the purchase in an amount not to exceed \$17,900.
- The corresponding expenditure is recorded in Capital Project DPW Equipment in an amount not to exceed \$17,900. (400-57-5701-818 "Capital Proj DPW Equipment")
- Previously reserved funds are reduced by the purchase amount. (400-32601 "Road Vehicle Fund")

Your Road Vehicle Fund (400-32601) beginning at 1/1/2021

- \$9,734.36 was carried over from the prior year.
- \$50,000 has been assigned for DPW capital purchases as called out in 2021 budget.
- Previously planned and approved DPW equipment purchases from the 2021 budget are \$0.00
- After this purchase, the total assigned dollars are \$59,734.36 minus (not to exceed) \$17,900, a new balance of \$41,834.36

Chad,

Please confirm the budget amendment described is what you are looking for from the Capital Fund for this 2021 purchase.

1. Revenue: 400-49-4935-000 "Designated Fund Applied" increased to \$17,900.
2. Expenditure: 400-57-5701-818 "Capital Proj DPW Equipment increased to \$17,900
3. Liability: 400-32601 "Road Vehicle Fund" decreased by \$17,900 (the net balance of this reserve, or assigned liability line item goes does, as does the overall fund balance of the Capital Fund)

From: Chad Yerges <dpw@waterloowi.us>

Sent: Monday, March 22, 2021 7:15 AM

To: Mo Hansen <mhansen@waterloowi.us>

Subject: RE: Skid lift

Mo

The funding will come out of the road vehicle account for the skid lift.

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

(920) 478-3025

From: Mo Hansen <mhansen@waterloowi.us>

Sent: Friday, March 19, 2021 9:03 AM

To: Chad Yerges <dpw@waterloowi.us>

Cc: Mike Tschanz <mtschanz@waterloowi.us>

Subject: RE: Skid lift

Chad,

Yes. Item on agenda.

After reviewing the items you sent regarding the 2021 budget for your department, I did not see a submittal regarding the skid steer and 17k. Can we discuss in advance of the 4/1 meeting, so we can be on the same page, that would be great. I'm assuming this is a budget amendment adding the 17k for 2021.

I have this, below from your 2-17-2021 2022 capital submittal.

| Equipment | Model | Purchased | S/N | Rotation Years | Rotate Out | Annual expense needs | Need |
|--|---------|-----------|------------------|-------------------|---------------|----------------------|----------|
| Bobcat, Loader | 595 | 2017 | | 10 | 2027 | | |
| Chipper, Wood, Bandit | XP200 | 2008 | | 15 | 2023 | | |
| Gator, JD | | 2011 | | 15 | 2026 | | |
| Gator, JD | | 2008 | | 15 | 2023 | | |
| Scag Mowers | | 2017 | | 5 | 2022 | | |
| Sweeper, Street Elgin | Pelican | 2006 | | 20 | 2025 | | |
| Tractor, JD | 2555 | 1991 | | 33 | 2024 | | |
| Tractor, JD End Loader | 544K | 2011 | | 15 | 2026 | | |
| Tractor, JD Utility | 1025R | 2020 | | 10 | 2030 | | |
| Tractor, JD Garden | X750 | 2013 | | 8 | 2021 | | |
| Tractor, JD Garden | X750-1 | 2013 | | 8 | 2021 | | |
| Truck, Dump Freightliner | #2 | 2020 | | 10 | 2030 | | |
| Truck, Dump Freightliner | #5 | 2018 | | 10 | 2028 | | |
| Truck, Dump Freightliner | #7 | 2015 | | 10 | 2025 | | |
| Truck, Dump International | #1 | 2010 | | 10 | 2021 | | |
| Truck, Ford F-550 | #6 | 2011 | | 10 | 2024 | | |
| Vac Truck 3 (Transferred to Utilities) | | | | | | | |
| Truck, Pickup Chevy | #4 | 2017 | | 10 | 2027 | | |
| Wacker Roller | | ? | | ? | 2025 | | |
| Futru Bobcat attachments | | | Grapple Bucket | | | | \$2,000 |
| | | | Skid lift | | | | \$17,000 |
| | | | Auger attachment | | | | \$3,000 |

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

From: Chad Yerges <dpw@waterloowi.us>

Sent: Friday, March 19, 2021 7:20 AM

To: Mo Hansen <mhansen@waterloowi.us>

Cc: Tim Thomas <alder3@waterloowi.us>; Charles Kuhl <alderatlargea@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>; Jeanette Petts <alder4-5@waterloowi.us>

Subject: Skid lift

Mo

Can we put this on the next public works agenda for a new purchase. The unit is price \$17,900

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

(920) 478-3025

City of Waterloo Public Works & Property Committee Annual Calendar

- ☐ **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 2020 Budget start date. |
| JULY |
| <input type="checkbox"/> Traditional beginning of budget consideration with budget memo to department heads. |
| <input type="checkbox"/> § 53-14 Recommending updated multi-year capital improvement plan to Finance, Insurance & Personnel Committee |
| <input type="checkbox"/> Review DPW future year budget submittal |
| - Operational budget |
| <input checked="" type="checkbox"/> Programs & Services provided |
| - Capital Budget |
| <input checked="" type="checkbox"/> Street surface maintenance program |
| <input checked="" type="checkbox"/> Street/Utility reconstruction plan |
| AUGUST |
| <input type="checkbox"/> PASER review (<u>P</u> avement <u>S</u> urface <u>E</u> valuation & <u>R</u> ating) – A 1-10 rating system for road pavement condition using visual inspection to evaluate pavement surface conditions |
| 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) |

NOTES FROM MUNICIPAL CODE

§ 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

§ 332-1 Committee responsible for trees.

The Public Works and Property Committee shall, subject to the supervision and control of the Council, and except as herein provided, have jurisdiction and direction over all trees planted and growing in and upon City-owned property; that part of every street, the grade of which has been established, lying between the lot line and the curb; and trees on any property which may in any way have effect upon public property and upon the public welfare of the City, and for the planting, care, maintenance, protection and removal thereof. The Committee may make such rules and regulations as it may deem advisable for carrying out the purpose of this chapter.

§ 332-4 Removal of trees and stumps; replacement of trees.

A. All dead, hazardous and infected trees in the public right-of-way will be removed by the City at the expense of the City. All other trees in the public right-of-way shall be removed at the expense of the owner of the abutting property. If trees are removed by the owner of the abutting property, he shall cause all stumps to be removed and the area cleaned of all branches, leaves and other debris. If such is not done in a manner satisfactory to the Tree Committee, the Committee may order the Director of Public Works to do so and may charge the expense to the abutting property, pursuant to § 66.0627, Wis. Stats.

B. If a tree is removed from a tree lawn less than six feet wide, a tree will be provided by the City at 50% of the municipal cost to property owners and will be planted on the property owner's front lawn, providing that the Public Works Director determines that the property has sufficient front yard space to accommodate a tree. All municipally provided trees shall become the full responsibility of the property owner.

[Added 2-20-2014 by Ord. No. 2014-02]