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**PUBLIC NOTICE OF A COMMITTEE MEETING  
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public & news media, that the following meeting will be held:

**COMMITTEE:** PUBLIC WORKS & PROPERTY COMMITTEE  
**DATE:** February 6, 2020  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: January 16, 2020
3. CITIZEN INPUT / PUBLIC COMMENT
4. 2019-2020 PROJECT/PROGRAM LISTING & UPDATES
  - a. Christmas Decorations Have Been Ordered
5. NEW BUSINESS
  - a. Library Building Patio Entrance Snow Removal
  - b. Bid Process Oversight – 2020 Street & Utility Contract Award Recommendations \*\*\*
    - i. Rood Avenue Reconstruction
    - ii. Bluegrass Trail New Street & Utility Construction (Project: Treyburn Farms)
  - c. Notify Mayor Of Reappointment Interest
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Review Of Future Committee Calendar Items
7. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

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

Committee Members: Petts, Schoenwetter and Rhynes posted, e-mailed & distributed: 01/29/2020

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: January 16, 2020**

**PUBLIC HEARING: CONTEMPLATED SALE OF MUNICIPAL LAND FOR THE PURPOSE OF CREATING PRIVATE VEHICLE PARKING, 186 & 198 SCHULTZ STREET**

1. CALL TO ORDER. Alder Petts called the public hearing to order at 6:00 p.m. in the Council Chambers. Committee members present: Petts, Schoenwetter and Rhynes. Absent: none. Others attending: Lee Columbus; Brandon Columbus; Alders Griffin & Kuhl; Mayor Quimby; Public Works Director Chad Yerges; and Clerk/Treasurer Hansen.
2. PUBLIC COMMENT.
  - a. ## Petts summarized Community Development discussions on the matter, saying the CDA was in favor. She read Lewandowski's email reply stating tentative approval. ## Lee and Brandon Columbus outlined the proposal. Brandon said landscaping near the shoreline might be appropriate; they were not concerned about the parking lots proximity to the river's edge. ## After comments from Yerges, it was determined that only 186 Schultz would be included in the offer to purchase. ## Lee Columbus said the use would be posted as private parking, no improvements would take place for at least one-year, and he approved of a revised sale price of \$3,800. Rhynes cautioned against parking too close to the river. Rhynes said the area would not become a hang-out spot for youth, as other locations also existed nearby and were not a problem. In response to the Schoenwetter question about vehicle headlights shining on residential properties and the possible need for a vegetative or visual barrier, Lee Columbus said it could be addressed if it was identified as a problem, but he believed the site elevation was such that it would not be a problem. Brandon Columbus agreed, they were not concerned about the parking lot proximity to the river's edge. Yerges said 85% of the parcel drains to the south and the retention basin. Responding to the Schoenwetter question, Yerges described existing public street lighting on Schultz.
  - b. CLOSE OF PUBLIC HEARING. Petts closed the public hearing at approximately 6:30 p.m.

**REGULARLY SCHEDULED COMMITTEE MEETING**

1. CALL TO ORDER AND ROLL CALL. Alder Petts called the regular meeting to order at 6:31 p.m. in the Council Chambers. Committee members present: Petts, Schoenwetter and Rhynes. Absent: none. Others attending: Lee Columbus; Brandon Columbus; Alders Griffin & Kuhl; Mayor Quimby; Public Works Director Chad Yerges; and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: December 5, 2019. MOTION: Moved by Rhynes, seconded by Schoenwetter to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. 2019-2020 PROJECT/PROGRAM LISTING & UPDATES. No report presented.
5. UNFINISHED BUSINESS
  - a. Lee Columbus Offer To Purchase 186 & 198 Schultz Street Outline (Parcels 290-0813-0822-032 & 290-0813-0822-104) MOTION: Moved by Schoenwetter, seconded by Rhynes to recommend to the City Council sale of parcel 290-0813-0822-032 in the amount of \$3,800.
6. NEW BUSINESS
  - a. Selling The Old Christmas Decorations. DISCUSSION: The Mayor described the current decorations as heavy, old, aged and not energy efficient. She outlined a plan to purchase new decorations. Yerges recommended selling the existing on Wisconsin Surplus. Petts and others suggested offering a wreath to the Holley family, which made a donation at the time of their purchase; and to offer a wreath to the Historical Society. MOTION: Moved by Schoenwetter, seconded by Rhynes to authorize the sale of the old Christmas decorations as recommended by staff adding, one is to be offered to the Holley family & Historical Society. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Committee Calendar Items
8. ADJOURNMENT. MOTION: Moved by Schoenwetter, seconded by Rhynes to adjourn. The time was

approximately 6:50 pm. Motion carried

A handwritten signature in black ink that reads "Mo Hansen". The signature is written in a cursive style with a large initial "M".

Attest:

Mo Hansen

Clerk/Treasurer

## City of Waterloo Public Works & Property Committee Annual Calendar

- Meeting night: 1<sup>st</sup> 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
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)
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]