



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: December 3, 2020
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/89469415868?pwd=U2RnQkhPMDJMWEZ3SkhYRVRUb0Zwdz09>
Meeting ID: 894 6941 5868
Passcode: 333241

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 894 6941 5868
Passcode: 333241

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES – Unapproved minutes
3. CITIZEN INPUT / PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. Ordinance #2020-06 Amending Municipal Code Chapters 332 Trees and 317 Solid Waste As They Relate To The Disposal Of Wood And Trees
5. NEW BUSINESS
 - a. E-waste Disposal Service Review
 - b. Adams Street Design Review With Kunkel Engineering Staff And Oversight Of Bid Process For 2021 Adams Street Road Reconstruction
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar
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: 11/25/2020

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: October 1, 2020

1. CALL TO ORDER AND ROLL CALL. Committee Chair Petts called the regular meeting to order at 6:00 p.m. meeting remotely. Committee members present Petts, Schoenwetter and Rhynes. Absent: none. Others attending: Public Works Director Chad Yerges; Michael Lange with Badgerland Disposal; Ryan Rostad; Barry Sorenson and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES – September 3, 2020. MOTION: Moved by Schoenwetter, seconded by Rhynes to approve the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Review Of Herbicide, Pesticide & Insecticide Use. DISCUSSION: Rhynes noted that the committee asked that the item be revisited in January. No action taken.
5. NEW BUSINESS
 - a. Hiring of Ryan Rostad As A Public Works Department Employee With The Start Date Of October 12th – Recommendation To City Council. DISCUSSION: Yerges said five applications were received and three had commercial driver’s license. He said Rostad lived in Columbus and was roughly the same age as the other employees. After being welcomed by Petts, Rostad said this was his dream job, having followed the Public Works Department staff around in Columbus as a young boy. Responding to a Rhynes question, Yerges said Rostad would start as a 1-year probationary position. Schoenwetter said he trusted Yerges’ judgement. MOTION: Moved by Schoenwetter, seconded by Rhynes to recommend to the City Council the hiring of Ryan Rostad as a Public Works Department employee.
 - b. Evaluating The Municipal Solid Waste Management System; Trash-Recycling Service Performance & Contract. DISCUSSION: Hansen noted fewer citizen service calls since the change of providers. Michael Lange also said the call quantity has been low. Petts said the December/January transition went well. Schoenwetter noted a service delay of 4 weeks or more in picking up bulk items in his neighborhood, causing him to call Badgerland himself. Hansen said residents on Portland Road had reported full totes blowing over and sought an earlier pick-up time. Schoenwetter thanked Badgerland for the removal of spoiled meat after a freezer failure. No Action Taken.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar.
 - i. Petts asked for a copy of the Forestry Plan for the next meeting.
 - ii. Schoenwetter asked for an email of the completed tree ordinance the Clerk/Treasurer has yet to finish drafting.
 - b. Yerges said the future Jefferson Street project may need to be phased due to high cost.
 - c. November - Oversight Of Bid Process For Future Year Capital Purchases & Contract Services - 2021 Adams Street Road Reconstruction
7. ADJOURNMENT. MOTION: Moved by Schoenwetter, seconded by Rhynes to adjourn. The time was approximately 6:25 pm. Motion carried



Attest:
Mo Hansen
Clerk/Treasurer

Ordinance #2020-06
Amending Chapter 332 Trees and Chapter 317 Solid Waste As They
Relate To The Disposal Of Wood And Trees

[presented in redline form for Committee and Council consideration]

CHAPTER 332 TREES IS AMENDED AS SHOWN IN RED.

[HISTORY: Adopted by the Common Council of the City of Waterloo 10-19-1987 by Ord. No. 87-6 as §§ 8.14 and 8.20 of the 1987 Code. Amendments noted where applicable.]

**§ 332-1 Committee responsible for trees.
[Amended 2-15-2007 by Ord. No. 2007-03]**

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.

**§ 332-2 Tree trimming.
[Amended 2-15-2007 by Ord. No. 2007-03]**

Trees standing in and upon any public street or place, or upon any lot or land adjacent thereto, and having branches projecting into the public street or place shall, under the supervision of the Committee, be kept trimmed by the owner or owners or occupants of the property on or in front of which such trees are growing so that the lowest branches projecting over the public street or alley will provide a clearance of not less than 14 feet and over all other places not less than nine feet from the ground. This provision shall not apply to newly planted trees, provided that they do not interfere with persons upon the public street or place or obstruct the light of any streetlight. Any tree or trees not trimmed, as herein provided, shall be deemed hazardous.

Wood disposal. Any wood from trees growing on City property, including tree lawns, which are designated by the City Forester to be cut and removed, shall be the property of the City and shall be disposed of appropriately or stacked and stored for the purpose of resale to the highest bidder.

§ 332-3 Tree planting.

- A. Permit required. No trees, except the types recommended by the Committee, shall be planted in or upon any public street or place. Trees shall be planted only after a written permit has been received from the Committee, which permit shall state the name of the applicant, his address, the property on which the trees are to be planted, and the type to be planted. The trees shall be planted in such manner that they shall be equidistant between the curblines and the sidewalk. The distance between the trees shall not be less than 35 feet.
- B. Trees on newly opened streets. On newly opened streets, the Tree Committee shall have the authority to designate the types of trees and the manner in which they shall be planted and such other shrubs and

bushes as the Committee shall approve.

- C. Trees planted in the public right-of-way shall be planted no closer than 40 feet to the nearest intersection or 10 feet to any driveway opening, buried cable or other utility. No permit will be issued if the tree lawn, defined as the public right-of-way between a public street and a public sidewalk, is less than six feet wide. Similarly, no permit will be issued for the planting of a tree beneath utility lines. **[Added 2-20-2014 by Ord. No. 2014-02]**

§ 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]**

§ 332-5 Trespass on private land.

This chapter shall not give the Tree Committee authority to trespass on private land without the consent of the owner.

§ 332-6 Violations and penalties.

The penalty for violation of any provision of this chapter shall be a penalty as provided in Chapter 1, § 1-4 of this Code. A separate offense shall be deemed committed on each day on which a violation of this chapter occurs or continues.

CHAPTER 317 SOLID WASTE IS AMENDED AS SHOWN IN RED.

Chapter 317 Solid Waste
(§ 317-22)

§ 317-22 Management of lead-acid batteries, major appliances, waste oil, grease, waste tires and yard waste.

Persons enrolled in the City-provided program shall dispose of these items as follows:

- A. Lead-acid batteries shall be placed at curbside, separated from solid waste, for collection by the City's contractor. Car, truck and other automotive batteries only shall be accepted. Battery casings must be unbroken.
- B. Major appliances shall be placed at curbside, separated from solid waste, for collection by the City's contractor. Appliances shall be upright and empty and doors removed from refrigerators and freezers. Residents must make arrangements with the City's contractor for collection of all appliances. Those not

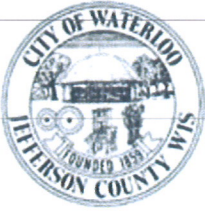
enrolled in the City-provided program must arrange for private collections through a qualified scrap metal hauler.

- C. Waste oil shall be placed at curbside and separated from solid waste. Common engine oil only shall be accepted. No antifreeze or hazardous material shall be accepted. The waste oil must be in leakproof, nonbreakable containers of one-gallon maximum size.
- D. Cooking grease from residential properties enrolled in the program shall be placed at the curbside in a sealed container in a solid or liquid form. Alternately, grease in liquid form can be disposed of after being absorbed into wood shavings, cat litter or a similar absorbing compound and presented for pickup in a sealed container.
- E. Waste tires from automobiles and light trucks, separated from the rim, shall be placed at the curbside and separated from solid waste for collection by the City's contractor.
- F. Disposal of yard wastes.
 - (1) No yard wastes shall be disposed of through regular City refuse collection.
 - (2) It shall be the responsibility of every City resident and property owner to take steps to dispose of their accumulated yard wastes through on-site use, ~~recycling~~ composting or through other lawful means. The City shall provide a yard waste drop-off location designated by the Public Works Director for the purposes of recycling and composting. Grass clippings, leaves, and leafy materials may be transported to the yard waste disposal site by City residents and deposited in the designated areas. ~~Clean brush and woody vegetation may not be taken to the drop-off site.~~ Branches, branch clippings and brush may be transported to the yard waste disposal point by City residents and deposited in the designated area. ~~Broken concrete materials, rocks, and blacktop materials, not to exceed one cubic yard in aggregate, may be transported by City residents and deposited in the designated area.~~ The drop-off location shall be open to use by the public during hours established by the Public Works Director.
 - (3) The Director of Public Works is authorized to conduct special curbside collections of yard wastes at such times of the year as determined by the Director of Public Works.
 - (4) Only items which are readily compostable shall be placed into areas designated for yard wastes as defined herein.
 - (5) Waste tires from automobiles and light trucks, separated from the rim, shall be placed at the curbside and separated from solid waste for collection by the City's contractor.

Public Works & Property Committee Meeting Packet Notes

Ordinance 2020-06 Notes from June Committee meeting.

- Mayor's notes: Lake Mills text on "Wood Disposal" added to 332-2.
- Lake Mills text on Disposal of yard wastes incorporated into 317-22.
- Mayor's revisions to Notice Of Tree Removal In Public Right-Of-Way Letter is provided along with , but not part of ordinance, only informational.



136 North Monroe Street, Waterloo. Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

Date: _____

Location: _____

Dear Resident and/or Property Owner:

RE: NOTICE OF TREE REMOVAL IN PUBLIC RIGHT-OF-WAY

Please accept this letter as notice that the marked tree (or trees) in the city tree border will be cut down for one of the following reasons:

- The tree has died
- The tree has been deemed hazardous for safety and/or property protection reasons and contains dead or falling branches
- The tree is raising the sidewalk causing a public hazard
- The tree is situated such that it may cause a utility line hazard
- A request has been received from the property owner to remove the tree

There is no charge to the property owner for this tree removal. The Public Works Department will chip any part of the tree 6" and under and will cut larger portions in 6-8' lengths. The stump will be ground down and the area cleaned of debris.

If you are interested in any of this wood, please contact the DPW at dpw@waterloowi.us or call city hall 920-478-3025 to make arrangements. The wood will not be allowed to stay in the public right-of-way.

**Thank you for your cooperation.
-- Waterloo Public Works Department --**



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Waterloo, WI 53594
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www.waterloowi.us

APPLICATION/PERMIT FOR TREE PLANTING/REMOVAL ON CITY OWNED PROPERTY

(Review and Action by Department of Public Works)

Number: _____ Date Filed: _____ No Fee

Name and Address of Applicant: _____

Telephone: _____

Location of Applicant's Property: _____

Legal Description of Property: _____

Tree(s) to be Planted/Removed on: _____

Number, Type and Size of Tree(s) to be Planted: _____

Number, Type and Size of Tree(s) to be Removed: _____

Reason(s) for Tree Removal: _____

Date: _____, 20 _____

Signature of Applicant

-----DO NOT WRITE BELOW THIS LINE-----

PERMIT #: _____ DATE ISSUED: _____ NO FEE REQUIRED

Date: _____, 20 _____

Public Works Director Signature

04/30/2020

Mo Hansen

From: Mo Hansen
Sent: Friday, October 02, 2020 8:30 AM
To: Petts Jeanette (alder4-5@waterloowi.us); Eric Rhynes; Jason Schoenwetter (alder1@waterloowi.us)
Cc: Chad Yerges; Barry Sorenson; Jeni Quimby
Subject: Public Works & Property Committee follow-up / e-waste service re-evaluation


Alders Petts, Schoenwetter and Rhynes:

An item not reviewed last night by the Committee during its visit with Michael Lange of Badgerland was the collection of e-waste. At the time of entering into the Badgerland contract, it was said that e-waste services would be re-evaluated at a later time.

CURRENT SERVICES.

Since the advent of the Badgerland contract, the service of disposing of e-waste has been provided in two ways:

1. Badgerland Curbside Service. Those receiving trash/recycling service under the municipal contract may call Badgerland and schedule curbside pick-up of all e-waste at no additional cost.
 - a. This service is part of the existing municipal contract. Service recipients pay \$150 per year (\$12.50/month) which is collected via a Garbage Service charge on the utility bill. These funds are routed to the City to pay for all Badgerland contract expenses.
2. Drop-off Service. Those same property owners may deliver e-waste to the Waterloo Utilities office during its business hours.
 - a. At the previous direction of the City Council (pre-Badgerland) Waterloo Utilities began collecting and retaining \$12 annually from 100% of its accounts through the utility bill as an E-Waste Charge. These funds are retained by Waterloo Utilities. They do not fund Badgerland trash and recycling services.
 - b. This morning Joy Bisco reported 1,224 Waterloo Utility accounts. Annualizing her count creates an estimated \$14,688 collected from taxpayers for this alternate e-waste disposal service. Accounts are charged monthly whether they use the drop-off service or not.



575 Commercial Avenue, Waterloo, WI 53594
(920) 478-2260 www.waterlooutilities.com


STATEMENT

Customer: WATERLOO ACTIVE FIRE DEPT
Account Number: 40360-15
Service Address: 900 INDUSTRIAL LN
Statement Date: 9/8/2020
Service Period: 7/31/2020 - 8/31/2020
Bill Type: REGULAR

STATEMENT ACTIVITY	RATE	USAGE	CHARGES
PREVIOUS BALANCE			\$983.06
PAYMENT 08/28/2020			-\$983.06
BALANCE FORWARD			\$0.00
ELECTRIC SERVICE:			
Customer Charge			\$19.00
Energy Charge GS-1-3	0.1067	5680	\$606.06
Power Cost Adjustment Clause	-0.0011		-\$6.25
Commitment to Community Charge			\$2.26
Total Electric Charges			\$621.07
WATER SERVICE:			
Customer Charge			\$36.00
Usage Charge Per 1,000 Gallons BK1 4.6000		3900	\$17.94
Public Fire Protection Charge			\$98.00
Total Water Charges			\$151.94
SEWER SERVICE:			
Customer Charge			\$16.81
Usage Charge Per 1,000 Gallons	6.7100	3900	\$26.17
Total Sewer Charges			\$42.98
GARBAGE SERVICE:			
E-WASTE SERVICE:			
E-Waste Charge			\$1.00
CURRENT CHARGES			\$816.99
TOTAL AMOUNT DUE			\$816.99

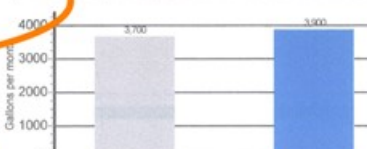
Department Approval: _____ Date: _____
Clerk/Treasurer Approval: Jm. H. 9-11-20
Vendor Number: _____
Acct Dist: 5223-221 \$621.07 E
Acct Dist: 100-535360-292 \$1.00 G
Acct Dist: 5227-223 \$194.92 W

Electric Usage Comparison



Year	kWh per month
Last Year	6,400
This Year	5,680

Water Usage Comparison



Year	Gallons per month
Last Year	3,700
This Year	3,900

RECEIVED
SEP 11 2020
CITY OF WATERLOO

c.

QUESTIONS?

Q: Does Waterloo need both curbside and drop-off e-waste disposal services?

Q: What is a cost effective service arrangement for taxpayers?

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

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§ 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.

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