



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  
**DATE:** August 4, 2022  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street (in-person or remote)

Join Zoom Meeting: <https://us02web.zoom.us/j/82771949913?pwd=V2FQNzk4SnlJR0dPN1pMS3c2UWh3Zz09>  
Meeting ID: 827 7194 9913 Passcode: 860828  
Dial by phone: +1 312 626 6799 US (Chicago)

### COMMITTEE REGULARLY SCHEDULED MEETING

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES – July 7, 2022
3. CITIZEN INPUT / PUBLIC COMMENT
4. PROJECT OVERSIGHT & UPDATES
  - a. WisDOT Funding Submittals
5. UNFINISHED BUSINESS
  - a. Ordinance 2022-11 Amending Culvert Policy
  - b. Ordinance 2022-12 Amending Weed Notice Ordinance Review
6. NEW BUSINESS
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
8. ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Committee Members: Weihert, Petts and A. Kuhl

posted, e-mailed & distributed: 07/29/2022

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: July 7, 2022**

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. Petts called the meeting to order at 6:04 pm. Committee members present: A. Kuhl & Petts. Absent: Weihert. Others in attendance Mayor Quimby; Utilities Superintendent Barry Sorenson; DPW Yerges; Alder-at-large C. Kuhl; Treasurer Tschanz; Clerk Ritter.
2. APPROVAL OF MEETING MINUTES – June 2, 2022 [A. Kuhl/Petts] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT none.
4. PROJECT OVERSIGHT & UPDATES
  - a. WisDOT Funding Submittals- no updates.
5. UNFINISHED BUSINESS
6. NEW BUSINESS
  - a. 2011 Ford F550 – repairs will be made. \$1995 will come out of truck repair budget
  - b. Skag Cheetah mower – damaged in accident on park stairs. Insurance will pay \$4700. Crank shaft is bent on the motor. Problem is getting a motor currently. They have been backordered since last fall. Unable to find another Cheetah. Turf Tiger is available at Mid-State. Turf Tiger are cooled differently and should last longer. Chad has one reserved until Monday. Chad will look for quotes on other items Friday. Finance ok'd spending up to \$19,500 for a new mower.
  - c. Culvert Policy – Ordinance 184-4 C Yerges is looking for guidance on who pays for culverts when they need to be replaced. Ritter will look into our policy compared to surroundings areas. Will speak with Yerges to update and bring back to August 4<sup>th</sup> meeting. Motion to update and bring back to council. [A. Kuhl/Petts] VOICE VOTE: Motion carried. Motion to rescind previous Motion [A. Kuhl/Petts] VOICE VOTE: Motion Carried. New motion to get Ritter and Davison to get information. They will work with Yerges and bring back to the August 4<sup>th</sup> Public Works meeting for approval or changes. [A. Kuhl/Petts] VOICE VOTE: Motion carried.
  - d. Weed Notice Ordinance review – Mayor would like to see a different procedure something more like snow removal notices. Length or grass, weeds, fines for not managing lawns. DNR has a permit for prairie grasses. Ritter and Yerges to examine other weed ordinances and bring something back to next Public Works meeting August 4, 2022. [Kuhl/Petts] VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
8. ADJOURNMENT [A. Kuhl/Petts] VOICE VOTE: Motion carried. 6:38 pm

Jeanne Ritter  
Clerk/Deputy Treasurer

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

**§ 184-4 Specifications for culvert construction.**

- A. Size and location. All culverts placed on, in or along the highways, streets or alleys of the City, either under private driveways leading from the public highways to private property or otherwise, shall be of sufficient size and constructed in such manner and of such materials as to provide means for the flow of water naturally accumulating or flowing along the ditches on such highways, streets or alleys. Such culvert shall not be less than 24 inches in diameter on state trunk highways and 18 inches in diameter on other streets and shall be of sufficient length to prevent injury to persons or property in the use of the highways and the entrance to and exit from the highways over and across such culverts. The Director of Public Works may determine the size of the culvert required. Any culvert hereafter installed in the City shall have apron end walls of the same material as the culvert pipe.
- B. Conditions for building. No building permit for the lot or parcel shall be issued by the Building Inspector until he is satisfied that the culvert has been placed, that sufficient gravel has been placed thereon to afford ingress and egress, and that the culvert end walls are in place.
- C. Existing culverts. The Director of Public Works may investigate and approve or disapprove the various existing culverts or other drainpipes placed in the highways, streets or alleys in the City. The Director may require culvert end walls to be placed on existing culvert installations where he determines it to be in the best interest of the City and the abutting property owners. The Director may also require the owner of an abutting property to remove, or cause to be removed or replaced with adequate facilities, any culverts or drainpipes which do not conform to the requirements as provided herein when, in his judgment, it is necessary to do so, either for the orderly construction, maintenance or repair of any such highway, street or alley or in providing for a proper drainage system thereon. **Replacing or repairing culverts shall be done at the expense of the property owner.**

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**§ 261-8 Weed control.**

- A. Noxious weeds and rank growth prohibited. No owner or occupant of any lot or parcel shall allow such property to become overgrown with any weeds or grass so as to constitute a public nuisance, as defined in § **261-3H** of this chapter. **In order to prevent such growth and pollination, every property owner shall mow or cause to be mowed upon his/her property all weeds and grass twelve inches in height.**
- B. Notification. The Mayor shall annually, on or before May 15, publish a Class 2 notice, under Ch. 985, Wis. Stats., that every person is required by law to destroy all noxious weeds and other rank growth of vegetation, as defined in § **261-3H** of this chapter, on land in the City which he owns, occupies or controls.
- C. Enforcement. If a property owner fails to control the growth of such weeds or rank growth of vegetation on **her/his** property, the Weed Commissioner shall serve upon **her/him** a notice, **either by door hanger or by mail**, as to this fact. If such owner fails to abate this nuisance within five days after service of the notice, the Weed Commissioner shall take action to abate such public nuisance.
- D. Costs. If the City causes a nuisance to be removed as provided in Subsection **C** above, the actual cost thereof, together with an administrative fee equal to 10% of the actual cost, shall be charged to the property owner. **Repeat offenders within a given season shall be charged and enhanced penalty consisting of two times the standard charge.** If such charges are not paid by November 15 of the year in which they are billed, such charges, together with an additional administrative fee for collection equal to 10% of the total of such charges and fees, shall be extended on the next succeeding tax roll as a tax charged against the property affected and collected in the same manner as are other taxes, pursuant to § 66.0517, Wis. Stats.

City of Jefferson, WI  
Monday, June 20, 2022

## Chapter 219. Property Maintenance

### Article II. Natural Landscape Management

[Adopted 2-1-2005 by Ord. No. 1-05]

#### § 219-8. General provisions.

"Natural landscape" as used in this article shall include common species of grass and wildflowers native to Wisconsin and/or ornamental plantings, which are designed and purposely cultivated to exceed eight inches in height. Specifically excluded in natural landscapes are the noxious grasses and weeds identified in this article and in Chapter 197, Nuisances, § 197-6F of this Code. The growth of natural landscapes in excess of eight inches in height shall be prohibited within the City, unless a natural landscape management plan is approved and a permit is issued by the City as set forth in this article.

#### § 219-9. Natural landscape management plan.

- 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 Plan Commission 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 197, Nuisances, § 197-6F of this Code, the following noxious grasses or weeds will not be allowed in a natural landscape area:

**Common Name(s)**

Buckthorn

**Latin Name(s)**

Rhamnus Cathartica

<b>Common Name(s)</b>	<b>Latin Name(s)</b>
Burdock (Yellowdock)	Rhamnus Frangula
Field Bindweed (Wild Morning Glory)	Artium Lappa
Garlic Mustard	Convolvulus Arvensis
Goatsbeard (Oyster Plant, Salsify)	Alliaria Petiolata
Leafy Spurge	Tragopogon Porrifolius
Marijuana	Euphorbia Esula
Nettle	Cannabis Sativa
Oxeye Daisy	Urtica Dioica
Pigweed (Lambs Quarters)	Chrysanthemum Leucanthemu
Pigweed (Amaranth)	Chenopodium Album
Poison Ivy	Amaranthus Retroflexus
Purple Loosestrife	Rhus Radicans
Quackgrass	Lythrum Salicaria
Ragweed (Common)	Bromus Brizaeformis
Ragweed (Great)	Ambrosia Artemisifolia
Spotted Knapweed	Ambrosia Trifida
Thistle Bull	Centaurea Maculosa
Thistle Canada	Cirsium Vulgare
Thistle Musk or Nodding	Cirsium Arvense
Thistle Star (Caltrops)	Carduus Nutans
Thistle Sow (Field)	Centaurea Calicitraba
Thistle Sow (Common)	Sonchus Arvensis
Thistle Sow (Spiny Leaved)	Sonchus Oleraceus
Sweet Clover (Yellow)	Sonchus Asper
Sweet Clover (White)	Melilotus Officinalis
Yellow Mustard (Yellow Rocket Winter Cress)	Melilotus Alba
Japanese Bamboo	Barbarea Vulgaris
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 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 Jefferson's Weed Commissioner.

## § 219-10. Landscape Committee.

The Mayor, subject to the approval of the Common Council, shall appoint a Landscape Committee consisting of three persons who have expertise in the area of natural landscapes. The initial Committee members shall be appointed for one-, two- and three-year terms respectively, and thereafter all Committee persons shall be selected to serve for a three-year term.

## § 219-11. Application for permit.

Property owners interested in applying for a natural landscape permit shall submit a natural landscape management plan to the Street Department, attention Weed Commissioner. All plans received will be reviewed by the Weed Commissioner and the Landscape Committee for permit approval. The property owner will be notified in writing by the City of Jefferson of approval or denial. If no notification is received within 45 days of the property owner's initial submittal, the plans shall be deemed approved. The plan, permit and letter of notification will remain on file at the Street Department Weed Commissioner's office for future reference.

## § 219-12. Appeal.

The property owner may appeal a decision to deny or revoke the natural landscape permit request to the Board of Zoning Appeals at an open meeting. All applications for appeal shall be submitted within 15 calendar days of the notice of denial of the natural landscape management plan. The decision rendered by the Board of Zoning Appeals shall be final and binding.

## § 219-13. Enforcement.

Enforcement will be upon written complaint by at least one adjoining owner and filed with the Jefferson Weed Commissioner. Upon receipt of a written complaint, the permitted property will be inspected by the Landscape Committee. If permitted property is determined to be in violation of this article, the property owner shall be notified by the Landscape Committee and City of Jefferson Weed Commissioner by written notice to correct specific violations within 15 days upon receipt of letter. If the property owner does not correct the violations described in the written notice, the City of Jefferson shall order the property mowed and property owner will be billed, at the current rate for every hour worked, and the permit shall be revoked. In addition, the property owner may be subject to a penalty as provided in Chapter 1, Article I of this Code.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

## Sec. 42-106. - Regulation of natural lawns.

- (a) *Natural lawns defined.* "Natural lawn", as used in this section, shall include common species of grass and wild flowers 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 section 46-3(6). 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 parks, recreation, forestry and health committee as set forth in this section. Natural lawns shall not contain litter or debris and shall not harbor undesirable wildlife.
- (b) *Natural lawn management plan defined.*
- (1) "Natural lawn management plan", as used in this section, shall mean a written plan relating to the management and maintenance of a lawn which contains a legal description of lawn upon which the planted grass will exceed eight inches in length, a statement of intent and purpose for the lawn, a detailed description of the vegetational types, plants and plant succession involved; and the specific management and maintenance techniques to be employed.
  - (2) Property owners who wish to plant and cultivate a natural lawn must submit their written plan and related information on the form provided by the city. "Property owner" shall be defined to include the legal titleholder and/or the beneficial owner of any such lot according to most current city records. Natural lawn management plans shall only indicate the planting and cultivating of natural lawns on property legally owned by the property owner. Applicants are strictly prohibited from developing a natural lawn on any city-owned property including street right-of-way. This shall include, also at a minimum, a strip not less than three feet behind public sidewalk, if one exists, whether the area is under public or private ownership. In addition, natural lawn shall not be permitted within ten feet of the abutting property owner's property unless waived in writing by the abutting property owner on the side so affected. Such waiver to be affixed to the lawn management plan.
  - (3) 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 that is located in the ten-foot section abutting the neighboring property owner. Such revocation shall be put in writing and presented to the parks and recreation director by the subsequent abutting property owner. Upon receiving the written request to revoke the original waiver, the city shall contact the owner of the approved natural lawn and direct the owner to remove the natural lawn located in the ten-foot section abutting the neighboring property owner. The city shall revise the approved natural lawn management permit accordingly. The owner of the approved natural lawn shall be required to remove the ten-foot section abutting the neighboring property owner within 20 days of receipt of the written notification from the city



provided the notification is received sometime between May 1 and November 1. Property owners who receive notification from the city between November 2 and April 30 shall be required to remove the ten-foot section abutting the neighboring property owner no later than May 20 following receipt of the notification.

(c) *Application process.*

- (1) Property owners interested in applying for permission to establish a natural lawn shall obtain and complete an application form available from the city. The completed application shall include a natural lawn management plan. Upon submitting a completed application, a \$50.00 nonrefundable filing fee will be assessed by the city. Upon receiving payment, copies of the completed application shall be mailed by the city to each of the owners of record, as listed in the office of the city assessor, who are owners of the property situated wholly or in part within 300 feet of the boundaries of the properties for which the application is made. If within 15 calendar days of mailing the copies of the complete application to the neighboring property owners, the parks and recreation director receives written objections from 51 percent or more of the neighboring property owners, the parks and recreation director shall immediately deny the application. Neighboring property owners shall be defined as all those property owners who are located within 300 feet of the proposed natural lawn site.
- (2) If the property owner's application is in full compliance with the natural lawn management plan requirements and less than 51 percent of the neighboring property owners provide written objections, the parks and recreation director shall issue permission to install a natural lawn.

(d) *Application for appeal.* The property owner may appeal the parks and recreation director's decision to deny the natural lawn permit request to the parks, recreation, forestry and health committee at an open meeting. All applications for appeal shall be submitted within 15 calendar days of the notice of denial of the natural lawn management plan. The decision rendered by the parks, recreation, forestry and health committee shall be final and binding.

(e) *Safety precautions for natural grass areas.*

- (1) When in the opinion of the fire chief, the presence of a natural lawn may constitute a fire or safety hazard, due to weather and/or other conditions the fire chief may order the cutting of natural lawns to a safe condition. As a condition of receiving approval of the natural lawn permit the property owner shall be required to cut the natural lawn within the three days upon receiving written direction from the fire chief.
- (2) 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 insure 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 insuring 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 party insured. A minimum amount of acceptable insurance shall be \$300,000.00.

- (f) *Revocation of an approved natural lawn management plan permit.* The parks and recreation director upon recommendation of the mayor, shall have the authority to revoke an approved natural lawn management plan permit if the owner fails to maintain the natural lawn or comply with the provisions set forth in the approved natural lawn management plan permit or any requirements set forth in this section. Notice of intent to revoke an approved natural lawn management plan permit shall be appealable to the parks, recreation, forestry and health committee. 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 15 calendar days shall result in the revoking of the natural lawn management plan permit. All written applications for appeal filed within the 15 calendar day requirement shall be reviewed by the parks, recreation, forestry and health committee in an open meeting. The parks, recreation, forestry and health committee shall make a recommendation to the common council. 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 ten 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 ten calendar days from receipt thereof. Within 60 days after such costs and expenses are incurred and remain unpaid, the parks and recreation director shall enter those charges onto the tax roll as a special tax as provided by state statute.
  - (3) The failure of the parks and recreation director 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 section 42-1.
- (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.

(Ord. No. 45-2005, § I, 1-16-2005; Ord. No. 38-2006, § I, 6-5-2006)

*City of Watertown, WI  
Tuesday, August 2, 2022*

## Chapter 356. Landscaping

### Article I. Natural Landscape Permit

#### § 356-4. Application for natural landscape permit.

[Amended by Ord. No. 05-29]

Property owners interested in applying for a natural landscape permit shall submit a natural landscape management plan to the Street Department, attention Weed Commissioner. All plans received will be reviewed by the Weed Commissioner and the Public Works Commission for permit approval. The property owner will be notified in writing by the City of Watertown of approval or denial. If no notification is received within 45 days of the property owner's initial submittal, the plans shall be deemed approved. The plan, permit and letter of notification will remain on file at the Street Department, Weed Commissioner's office for future reference.