



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:** September 1, 2022  
**TIME:** 6:30 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street (in-person or remote)

Join Zoom Meeting: <https://us02web.zoom.us/j/89148401130?pwd=ZWFNR01BRzBRZE1URGpSd0t6Y053UT09>  
Meeting ID: 891 4840 1130 Passcode: 686058  
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 – August 4, 2022
3. CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
4. PROJECT OVERSIGHT & UPDATES
  - a. WisDOT Funding Submittals
5. UNFINISHED BUSINESS
6. NEW BUSINESS
  - a. Waterloo Cemetery Signage referred by CDA
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: 08/26/2022

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: August 4, 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. Weihert called the meeting to order at 6:22 pm. Committee members present: A. Kuhl & Weihert. Absent: Petts. Others in attendance: Utilities Superintendent Barry Sorenson; DPW Yerges; Treasurer Tschanz; Clerk Ritter.
2. APPROVAL OF MEETING MINUTES – July 7, 2022 [A. Kuhl/Weihert] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT none
4. PROJECT OVERSIGHT & UPDATES
  - a. WisDOT Funding Submittals- no updates.
5. UNFINISHED BUSINESS
  - a. Ordinance 2022-11 Amending Culvert Policy Motion to make changes [A. Kuhl/Weihert] VOICE VOTE: Motion carried.
  - b. Ordinance 2022-12 Amending Weed Notice Ordinance Review [A. Kuhl/Weihert] VOICE VOTE: Motion carried.
6. NEW BUSINESS- none
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS – Riverside and Minehaha/Jefferson St 95% complete. Soft spots were dug out. Change order coming for Riverside looking like \$35,000.
8. ADJOURNMENT [A. Kuhl/Weihert] VOICE VOTE: Motion carried. 6:35 pm

Jeanne Ritter  
Clerk/Deputy Treasurer

WATERLOO CITY  
CEMETERY

ESTABLISHED 1865 AS  
THE FIRST VILLAGE  
CEMETERY

THIS LAND WAS SOLD TO  
THE VILLAGE BY EARLY  
SETTLER JAMES L.  
THOMPSON

## **Waterloo City Cemetery**

**Est 1865 the first Village Cemetery**

**This triangular three acre land was sold to the Village by the**

**James L. Thompson family, early settlers of the area**

City of Waterloo Public Works & Property Committee  
Annual Calendar (rev. 7/30/2021)

- 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
<input type="checkbox"/> Public Works Director's Spring facility inspection report (added at Mayor's request)
JUNE
<input type="checkbox"/> Mayor's 2023 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 [NOTE: Updated by KEG in odd-years]
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]