



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:** April 6, 2023  
**TIME:** 6:30 p.m.  
**LOCATION:** Municipal Building Council Chambers, 136 N. Monroe Street

### COMMITTEE REGULARLY SCHEDULED MEETING

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES – March 2, 2023
3. CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
4. PROJECT OVERSIGHT & UPDATES
5. UNFINISHED BUSINESS
  - i) 2023-02 Parking Restrictions§350-7 – Adding Additional Reserved Parking Spots in Municipal Lot – 3 more for a total of 16. Prohibiting Parking vehicles on un-paved areas. Prohibiting Parking Semi's in private driveways in residential areas.
6. NEW BUSINESS
  - a. Cemetery Sign at City Cemetery – M. Giese
  - b. Streets the City Maintains vs Streets the County/State Maintain. Informational
  - c. § 324-6 Snow and Ice Removal. Discussion regarding mailboxes
  - d. § 219-5 Safe & Sanitary Maintenance of Property - Dirt/Rocks/Debris Across Roads and Sidewalks in the City
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
- 8.

Jeanne Ritter  
Clerk/Deputy Treasurer

Committee Members: Weihert, Petts and A. Kuhl

posted, e-mailed & distributed: 03/31/2023

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 2, 2023**  
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 6:30 pm. Committee members present: A. Kuhl & Weihert. Absent: Petts. Others in attendance: Alderperson C. Kuhl; Utility Supervisor B. Sorenson DPW Yerges; Clerk Ritter. C. Mertes and Maureen Giese.
2. APPROVAL OF MEETING MINUTES – February 2, 2023 [A. Kuhl/Weihert] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT Maureen Giese spoke on Cemetery signs.
4. PROJECT OVERSIGHT & UPDATES – Yerges spoke on Waterloo Road. Going to bid. Bid opening will be April 7, 2023.
5. UNFINISHED BUSINESS
6. NEW BUSINESS
  - a. 2023-03 Ordinance §350-6 Vehicles and Traffic – A. Including McKay was as a designated route. B. including contracted Garbage Trucks and Municipal Trucks. Semi operation/parking on side streets. Motion to recommend to Council. Send to attorney for approval first. [A.Kuhl/Weihert] VOICE VOTE: Motion carried.
  - b. 2023-04 Parking on Non-Paved areas §350-7 – wording to contain No parking vehicles, semis, trailers, motor home except on a hard surface. Parking is allowed in the side and rear yards on a hard surface with a minimum setback of 2 ½ feet from the side and rear lot lines. Per DPW recommendation Motion[A. Kuhl/Weihert] to recommend to council.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. –
8. ADJOURNMENT [A.Kuhl and Weihert] VOICE VOTE: Motion carried. 6:50 pm

Jeanne Ritter  
Clerk/Deputy Treasurer

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**§ 350-7 Parking restrictions.  
[Amended by Ord. No. 88-2]**

A. Stopping, standing and parking regulated. Pursuant to § 349.13, Wis. Stats., the authority to regulate the stopping, standing and parking of vehicles is delegated to the Chief of Police, subject to control of the Council. The Chief, with the cooperation of the Director of Public Works, is hereby authorized to designate and sign streets, or portions thereof, where the stopping, standing or parking of vehicles is prohibited at all times or during certain designated hours.

(1) No parking vehicles, trailers, motor homes, etc. on front lawns except on a hard surface (asphalt, concrete, brick or concrete pavers).

B. Parking on certain streets prohibited. Unless specifically otherwise provided, no person shall park a vehicle at any time upon the following streets or portions thereof:

- (1) On both sides of South Jackson Street, from its intersection with West Madison Street south to its intersection with Polk Street.
- (2) On the east side of Harrison Street, from its intersection with West Madison Street south to its intersection with Taylor Street.
- (3) On the south side of West Madison Street, from its intersection with South Jackson Street west 144 feet.
- (4) On both sides of STH 19, from its intersection from the west line of Central Avenue extended northerly across STH 19 to its intersection with the east line of Grove Street extended northerly through STH 19. **[Added by Ord. No. 91-4]**
- (5) On the south side of West Porter Street, from Monroe Street to Minnetonka Way. **[Added by Ord. No. 93-7]**
- (6) On both sides of West Madison Street, from Canal Road to Minnetonka Way. **[Added by Ord. No. 95-10]**
- (7) On the north side of Knowlton Street, from its intersection with South Monroe Street west to its intersection with McKay Way. **[Added by Ord. No. 1-01; amended by Ord. No. 02-6; 4-5-2012 by Ord. No. 2012-02]**
- (8) On the north side of McKay Way, from its intersection with STH 19 east to Knowlton Street. **[Added by Ord. No. 1-01; amended by Ord. No. 02-6; 4-5-2012 by Ord. No. 2012-02]**
- (9) On the East side of Minnetonka Way, from its intersection with East Indian Hills Drive to 175 feet north of West Madison Street between the hours of 4:00 p.m. and 7:00 p.m., except Saturdays, Sundays and holidays. **[Added 8-4-2005 by Ord. No. 2005-2]**
- (10) On the south side of East Madison Street, from its intersection with Adams Street to 105 feet west of Adams Street. **[Added 1-3-2008 by Ord. No. 2008-01]**
- (11) On the west side of South Jackson Street, from its intersection with Polk Street south to its intersection with Knowlton Street. **[Added 7-16-2009 by Ord. No. 2009-13]**
- (12) On the west side of South Washington Street, from a point 200 feet north of Leschinger Street south to its intersection with Knowlton Street. **[Added 11-5-2009 by Ord. No. 2009-16]**

- (13) On the south side of Franklin Street, from its intersection with Edison Street east to its intersection with North Monroe Street. **[Added 6-6-2013 by Ord. No. 2013-02]**
  - (14) On the south side of Taylor Street, from its intersection with Harrison Street to 142 feet east of Harrison Street. **[Added 11-7-2013 by Ord. No. 2013-04]**
  - (15) On the east side of Lexington Way, south from its intersection with Derby Lane, 422 feet to 436 feet. **[Added 6-18-2015 by Ord. No. 2015-04]**
  - (16) On the west side of North Monroe Street 40 feet north of Anna Street and 172 feet south of Henry Street. **[Added 9-17-2020 by Ord. No. 2020-09]**
- C. Limited time four-hour parking at all times. Unless specifically otherwise provided, no person shall park a vehicle for any longer than four hours upon the following streets or portions thereof: **[Added 8-19-2021 by Ord. No. 2021-01B]**
- (1) The south side of Knowlton Street, from its intersection with Van Buren Street west to its intersection with McKay Way.
- D. Limited time parking at all times. Unless specifically otherwise provided, no person shall park a vehicle for any longer than two hours upon the following streets or portions thereof:
- (1) On the west side of Harrison Street, from its intersection with West Madison Street south to its intersection with Taylor Street.
  - (2) On the south side of West Madison Street, from its intersection with Harrison Street east 238 feet.
  - (3) On the south side of McKay Way, from its intersection with Knowlton Street west to a point 258 feet east of STH 19. **[Added 4-5-2012 by Ord. No. 2012-02]**
- E. Limited time parking during certain hours. Unless specifically otherwise provided, between the hours of 8:00 a.m. and 5:00 p.m., except on Sundays and legal holidays, no person shall park a vehicle for any longer than two hours upon the following streets or portions thereof:
- (1) On the south side of East Madison Street, from its intersection with South Monroe Street easterly to its intersection with South Washington Street, except the first parking stall east of South Monroe Street which shall have a fifteen-minute time limit. **[Amended 6-16-2011 by Ord. No. 2011-03]**
  - (2) On the north side of East Madison Street, from its intersection with North Monroe Street easterly to its intersection with Mill Street.
  - (3) On both sides of South Monroe Street, from its intersection with East and West Madison Streets southerly to Taylor Street.
  - (4) On North Monroe Street, from its intersection with East and West Madison Streets northerly to and including 176 North Monroe Street.
  - (5) On West Madison Street, from its intersection with North and South Monroe Streets westerly to North and South Jackson Streets.
- F. Parking in parking lots regulated. No person shall park any vehicle in any public parking lot for more than 24 hours without the permission of the Police Department or by permit as hereinafter set forth. **[Amended by Ord. No. 93-1]**
- (1) Unlimited parking by permit shall be permitted on a monthly basis in ~~13~~ 16 individually assigned stalls

behind the Municipal Building on North Monroe Street and five individually assigned stalls located on the east end of the Taylor Street Parking Lot which is located immediately west of 211 South Monroe Street. **Applicant must be a resident in the downtown business district. Stalls are available for vehicle parking only. No trailers or recreational vehicles.** The permit shall be issued as stated in the City of Waterloo Fee Schedule. Applications shall be obtained, completed and paid for at the office of the City Clerk-Treasurer. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02; 12-2-2021 by Ord. No. 2021-09]**

- (2) (Reserved)
  - (3) Reserved parking stalls shall be designated by signs installed at the direction of the Police Department, and the Police Department shall be authorized to tow any nonpermitted vehicles, the cost of towing to be paid by the operator/owner in addition to the forfeiture for parking violation.
  - (4) Permit holders are responsible for complying with rules set forth by the Department of Public Works. Failure to comply shall result in revocation of a parking permit. **[Amended by Ord. No. 5-00]**
  - (5) The permit must be displayed as required on the permit whenever a vehicle is parked in the reserved parking space. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.
- G. All-night parking on certain streets regulated. No person, except a licensed physician on an emergency call, shall park a vehicle between 3:00 a.m. and 5:00 a.m. on any day on the following streets or parking lots: **[Amended by Ord. No. 93-1; Ord. No. 93-2]**
- (1) On Monroe Street, from the railway track north to and including 176 Monroe Street.
  - (2) On Madison Street, from Mill Street to Jackson Street.
  - (3) In the municipal parking lot on North Monroe Street adjacent to the Municipal Building, except by permit as set forth in Subsection **F** above. **[Amended 3-15-2007 by Ord. No. 2007-06]**
- H. Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection **F** above or as hereinafter set forth: **[Amended by Ord. No. 93-1]**
- (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1.
  - (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
  - (3) Permit applications are to be obtained, completed, submitted and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Department of Public Works Director or their designee for consideration. If denied applicant may appeal to the City Council.
  - (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.
- I. Truck parking regulations.
- (1) No person shall, at any time, park, stop or leave standing, whether attended or unattended, any trailer or semitrailer, whether or not attached or connected to a truck tractor or road tractor, on any street **or**

property in any district zoned residential.

- (2) No person shall park, stop or leave standing, with the engine running, any unattended truck tractor or road tractor on any street or property in any district zoned residential.
- J. Parking in alleys regulated. All parking in alleys is prohibited, except in alleys in the business district for the purpose of loading or unloading freight. The business district is defined as East and West Madison Street from Mill Street to South Jackson Street, and North and South Monroe Street from 176 North Monroe Street south to the river. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- K. Parking in driveways prohibited. No person shall park or leave standing any motor vehicle in any private driveway without the permission of the owner or lessee of the property upon which such driveway is located, whether or not such driveway is posted to prohibit parking.
- L. Street maintenance or temporary snow removal. Whenever it is necessary to clear or repair a City street or any part thereof, the Department of Public Works shall post such streets or parts thereof with appropriate signs prohibiting parking. Such signs shall be erected at least two hours prior to the time that street maintenance work is to be commenced. No person shall park a motor vehicle in violation of such signs. **[Amended 9-20-2007 by Ord. No. 2007-18; 4-17-2008 by Ord. No. 2008-06]**
- M. Parking reserved for City employees. **[Amended by Ord. No. 90-6; Ord. No. 4-00]**
  - (1) No person, except City employees, shall park in any parking stall designated by signs stating "City Employees Only" in the Municipal Building parking lot between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday, exclusive of holidays.
  - (2) No person, except police personnel, shall park in any parking stall designated by signs stating "Police Parking Only" in the municipal parking lot at any time.
- N. Temporary parking restrictions for special events. Pursuant to the provisions of § 349.13, Wis. Stats., the Chief of Police is authorized to direct that temporary "No Parking" signs be erected by the Department of Public Works during parades, festivals and other authorized events that require the regulating of vehicle stopping, standing or parking on City roadways. The temporary regulation shall be limited to the time the event exists or is likely to exist. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- O. Designated parking spaces. The Chief of Police, with the cooperation of the Director of Public Works, shall cause lines or markings to be painted upon the curb and/or upon the street or parking lot surface for the purpose of designating a parking space. It shall be unlawful to park any vehicle across any line or marking or to park a vehicle in such position that the same shall not be entirely within the area designated by such lines or markings.
- P. Removal of chalk marks prohibited. In order to monitor the continuous length of time that a vehicle is parked in a parking space or zone subject to parking time restrictions, it is necessary that the Police Department place a chalk mark or other mark on one or more tires of parked vehicles. It shall be unlawful to remove, erase or alter, or attempt to remove, erase or alter, any chalk mark or other mark of any kind placed upon any tire of a vehicle parked in any parking zone or space subject to parking time restrictions.
- Q. Legal holidays designated. For purposes of enforcement of parking restrictions in the City, the following days shall be defined as legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; provided, however, that in the event any of said days falls on a Sunday, the following Monday shall be deemed to be the legal holiday.

[https://www.channel3000.com/news/local-news/city-of-madison-will-reimburse-homeowners-for-mailboxes-damaged-by-snowplows/article\\_b7520cfd-6910-53c3-a03d-f11f11636087.html](https://www.channel3000.com/news/local-news/city-of-madison-will-reimburse-homeowners-for-mailboxes-damaged-by-snowplows/article_b7520cfd-6910-53c3-a03d-f11f11636087.html)

## City of Madison will reimburse homeowners for mailboxes damaged by snowplows

By Site staff  
Mar 16, 2019



The city of Madison will reimburse homeowners up to \$75 for mailboxes damaged by snowplows.

Record snowfall this winter led the snowplows to be dispatched a lot this winter, and some may have hit mailboxes while keeping the roads clear. City residents can be reimbursed for repairs or replacement if they believe a city snowplow driver caused damage to their mailbox.

"We never want it to happen at all," Bryan Johnson, Madison Streets Division, said. "It's really just an unfortunate byproduct of plowing those streets as wide as possible to make them safe for all roadway users."

To qualify for reimbursement, homeowners must report the damaged mailbox to the city and meet two criteria: one, the mailbox must be found to have been damaged by a city snowplow driver; and, two, it must meet the United States Postal Service mailbox installation regulations.

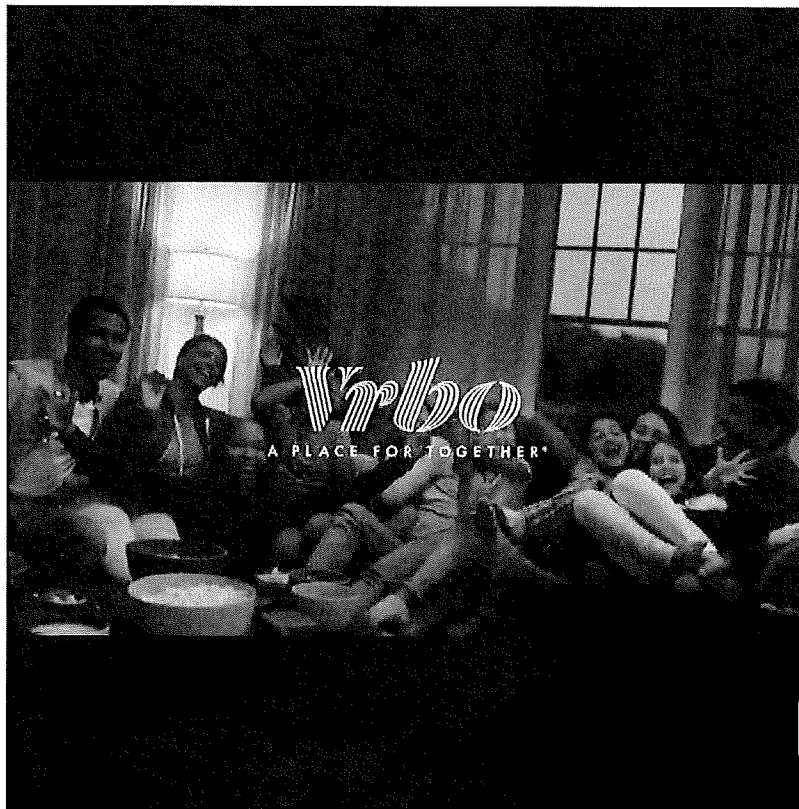
Mailboxes must be 6 to 8 inches back from the curb and between 41 and 45 inches from the ground, per USPS regulations.

Homeowners who report damaged mailboxes will be informed via mail of the city's reimbursement decision after inspection and should keep all related receipts. Read the full replacement policy here.

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**Department of Public Works (/Department-of-Public-Works)**

[Seasonal Weight Restrictions \(/seasonal-weight-restrictions\)](#)

[Lake and Dam Management \(/lake-level-order-level-order\)](#)

[Curbside Garbage and Recycling Collection \(/Curbside-Garbage-and-Recycling-Collection\)](#)

[Downtown Lakefront \(/downtown-lakefront-\)](#)

[Invasive Weeds \(/invasive-weeds\)](#)

[Recycling Center \(/recycling-center\)](#)

[Seasonal DPW Services \(/seasonal-dpw-services\)](#)

[Snow Plow Information \(/snow-plow-information\)](#)

[Static Water Pressure \(/static-water-pressure\)](#)

[Water Main Flushing \(/new-page-9\)](#)

## Snow Plow Information

The Village of Pewaukee only assumes responsibility for mailboxes damaged by *direct contact with plow equipment*.

The operator is often aware of such contact and will document the incident for follow-up. If the snow load (the load of the snow rolling off of the plow) causes the damage, the Village will not assume responsibility for the damage.

## Snow Plowing Discharge

It is illegal to place any snow back into the street, regardless of whether or not it came from your driveway apron, the street, or elsewhere in the right-of-way such as the sidewalk.

Please click [here \(/Data/Sites/38/media/for-residents/dpw/driveway-plowing-recommendations.pdf\)](#) to view the driveway plowing recommendations.

[Public Works Department snow discharge notice. \(/Data/Sites/38/media/for-residents/dpw/snow-discharge-notice.pdf\)](#)

- Property Owners are required to remove snow and ice from sidewalks and public pedestrian ways within 24 hours after snowfall or occurrence causing formation of snow and ice.
- If snow and ice is not removed within 24 hours the Village Board may order its agents to effect such removal and impose a special charge against the owner of the property abutting on such sidewalk or pedestrian way.
- Such special charges shall not be payable in installments. If not paid within 60 days after receipt of a bill, such delinquent special charges shall become a lien as provided in Wis. Stats. 66.60(15).
- No person shall deposit, place or cause any snow or ice to be deposited on any public sidewalk, street or right-of-way in the Village, except hand shoveling within two feet of the curb.

To read the entire snow and ice removal code see [Sec. 78.118](#)

[https://library.municode.com/wi/pewaukee/codes/code\\_of\\_ordinances?nodeId=PTIIMUCO\\_CH78STSIOTPUPL\\_ARTIICORERE\\_S78.118SNICRE](https://library.municode.com/wi/pewaukee/codes/code_of_ordinances?nodeId=PTIIMUCO_CH78STSIOTPUPL_ARTIICORERE_S78.118SNICRE)) of the Village Ordinances.

## FAQ - Snow Plows and Mailboxes

What should I do if my mailbox was damaged by a DPW snowplow?

What happens if it is determined that the damage was caused by direct contact with the plow?

What can I do assist the DPW and Postal Service to avoid damaging my mailbox?

Where can I view the Village of Pewaukee mailbox policy?

Is it illegal to move snow into the street?



262-691-5664 ([Home](#))

For after hours emergencies, call Waukesha County Dispatch at 262-446-5070.

## HOURS OF SERVICE

Monday	8 a.m. - 4:30 p.m.
Tuesday	8 a.m. - 4:30 p.m.
Wednesday	8 a.m. - 4:30 p.m.
Thursday	8 a.m. - 4:30 p.m.
Friday	8 a.m. - 4:30 p.m.
Saturday	Closed
Sunday	Closed

# Mailbox Policy

## Who to Contact if Your Property is Damaged by a Snowplow

If the mailbox is damaged due to snow plowing, and not actual physical contact with a County snowplow, the mailbox replacement and costs are the responsibility of the property owner. During snow removal operations it is necessary for the operator of the plow to move fast enough to allow the snow to roll off the barrel of the plow. As a result, in times of heavy snow there may be damage to mailboxes. It is the Highway Department's policy that we do not replace or repair mailboxes damaged by the force of snow. Before calling, it may be helpful to review the following to determine if the Highway Department may be responsible for the property damage.

### Responsible

The County may be responsible for the following:

- If it is shown that a piece of County snow removal equipment has caused damage by actual physical contact with a mailbox, the Highway Department will repair or replace the damaged mailbox.
- If a replacement mailbox is needed, the Highway Department will provide and install a standard, conventional mailbox and/or support.
- If it is shown that a piece of County snow removal equipment has caused damage by actual physical contact with a fence or other structure, the Highway Department will review the incident on a case-by-case basis to determine what, if any, responsibility that the Highway Department has to repair the damage. Property owners are reminded that the Highway Department will not be responsible for damage, even if caused by actual physical contact, that occurs to structures that have been improperly located within the public right-of-way.

### Not Responsible

The County is not responsible for the following:

- Damage that is caused to a mailbox, or other properly located structures outside the public right-of-way, as a result of plowed snow or the force of snow being discharged by County snow removal equipment.
- Damage that is caused to any fences, headwalls, trees, shrubs, plantings, and other structures that are improperly located within the public right-of-way.
- Damage that is caused to lawns or for the deposition of gravel in road ditches. If there are extenuating circumstances, these situations may be reviewed at the County's discretion on a case-by-case basis. Any vegetation damage sustained due to de-icing products used on the roadway will not be treated or repaired by the County.

- Damage to abandoned vehicles that have been left on the County Highway. If the Highway Department personnel come upon an abandoned vehicle, they will contact the Sheriff's Department to request the vehicle to be removed at the owner's expense. If a vehicle is blocking one or more lanes halting snow and ice control operations, the Highway Department has the authority to move the vehicle by whatever means are necessary to reopen the roadway. Any damage incurred in such a move shall be the owner's responsibility.

### **Additional Information**

If it is determined that the mailbox was damaged by actual physical contact by a County snowplow then the mailbox will be replaced by the Highway Department. You should contact the Sawyer County Highway Department at 715-634-2691.

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

**§ 324-6 Snow and ice removal.**

**[Amended 9-12-2008 by Ord. No. 2008-13; 2-20-2014 by Ord. No. 2014-03; 11-6-2014 by Ord. No. 2014-10; 2-1-2018 by Ord. No. 2018-01]**

- A. Required. The owner, occupant or person in charge of every building, lot or part of a lot within the City abutting upon a public sidewalk shall remove all snow and ice from said sidewalk within 24 hours from the time the snow ceases to fall. When ice is formed on the sidewalk so that it cannot be removed, it shall be kept sprinkled with ashes, salt, sand or like material. The entire sidewalk from edge to edge must be made safe for passage by a means described above.
- B. Removal of snow from roofs. The owner, occupant or person having charge of any building within the City abutting upon or near any public street or place that snow or ice may fall from the roof thereof into or upon such street or place, or upon the sidewalk thereof, shall cause all snow and ice to be removed from such roof within 24 hours after the snow or ice has ceased falling or forming, as determined by the Public Works Director, or provide suitable guards so that the ice or snow shall not be discharged upon the sidewalk.
- C. Deposit on streets prohibited. No person shall deposit or cause to be deposited any snow or ice upon any sidewalk, alley, tree lawn, public place or street in the City; provided, however, that snow or ice removed from the sidewalk in front of or abutting any premises or the premises which abut such sidewalk may be deposited on the tree lawn and, in the event there is no tree lawn, on the street fronting such premises prior to snow or ice being plowed, windrowed and removed from the street by the City.
- D. Removal by City. If snow or ice is not removed from sidewalks or sprinkled, as required by Subsection **A**, one warning per property parcel per snow season will be given for the failure to clear sidewalks; or if snow is not removed from roofs, as required by Subsection **B** above, or if snow or ice is deposited on any sidewalk, alley, tree lawn, public place or street in the City in violation of Subsection **C** above, then the City may remove or cause to be removed all such snow or ice, and the person in charge of the premises from which the snow or ice was removed and so deposited shall be charged. The charge will consist of a Public Works Department charge for time spent at the task, with a minimum charge of one hour per visit, as specified in the Municipal Fee Schedule. Repeat offenders within any given snow season shall be charged an enhanced penalty consisting of two times the standard charge. If not paid within 30 days, such charge shall be placed on the tax roll, pursuant to § 66.0627, Wis. Stats.

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**§ 219-5 Safe and sanitary maintenance of property.**

- A. Purpose. The purpose of this section is to recognize the private and public benefits resulting from the safe, sanitary, and attractive maintenance of residential buildings, yards, or vacant areas. Attractive and well-maintained property will enhance the neighborhood and City and provide a suitable environment for increasing physical and monetary values.
- B. Maintenance requirements. Every owner or operator shall improve and maintain all property under his control to comply with the following minimum requirements:
- (1) Drainage. All courts, yards, or other areas on the premises shall be property graded to divert water away from the building. Adjacent ground surface shall be sloped away from the structure with a grading of at least 1/2 inch per foot for a minimum of five feet where possible or by other means such as eaves, troughs and downspout extensions.
  - (2) Weeds. All exterior property areas shall be kept free from noxious weeds as required by this Code of Ordinances and the Wisconsin Statutes. Where required weed and grass cutting is not performed by the property owner, the Weed Commissioner shall perform said weed cutting and process the charge therefor as a special charge against the benefited property.
  - (3) Debris. All exterior property areas shall be properly maintained in a clean and sanitary condition free from debris, rubbish or garbage, physical hazards, rodent harborage and infestation, and animal feces. All animal feces shall be removed within 24 hours.
  - (4) Fences, walks, parking areas. Fences, other minor construction, walks, driveways, parking areas, and similar paved areas shall be properly maintained in a safe, sanitary and substantial condition. Approved walks shall provide convenient all-weather access to buildings.
  - (5) Exterior surfaces. Exterior surfaces of buildings and structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking, or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. All paint or other preservative shall be applied in a workmanlike fashion.
  - (6) Yard areas. Yard areas of real estate shall not be permitted to deteriorate or remain in a condition that is not in accord with the following: Yard areas shall be kept in a clean and sanitary condition, free from any accumulation of combustible or noncombustible materials, debris, or refuse. Yards shall not be used to store appliances, furnaces, hot water heaters, water softeners, or building material not used within 10 days, or any unsightly bulk items. Landscaping, plantings and other decorative surface treatments, including common species of grass, shall be installed if necessary and maintained to present an attractive appearance in all court and yard areas. Lawns shall be maintained to a height in compliance with City ordinances. Plantings shall be maintained as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways and shall be maintained so as to enhance the appearance and value of the property on which located, and thereby the appearance and value of the neighborhood and City. The City, after due notice to the property owner, will cause to be cut or trimmed nonconforming areas and place said cost as a special charge due against the property.
  - (7) General requirements.
    - (a) Every interior floor, wall, and ceiling, including door and window assemblies, shall be kept clean and in good repair, and shall be capable of affording privacy. Any hazardous sagging or bulging shall be

properly repaired to a level or plumb position. All surfaces shall be free from serious cracking, irregularities, and peeling paint. A waterproof and hard surface shall be provided in spaces subject to moisture. All surface repairs shall be completed to closely match the existing surface color and texture. Floor surfacing shall provide ease of maintenance and durability appropriate for the use of the room.

- (b) Every foundation, exterior wall, and floor and roof shall be reasonably weather tight, watertight and rodentproof and shall be kept in proper repair and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired to a level or plumb position. All chimneys and breaching shall be so constructed and maintained so as to insure that it safely and properly removes the products of combustion from the building.
- (c) Every gap allowing the accumulation of dirt or other objectionable matter in bathing, toilet, or food preparation areas shall be tightly sealed with an impervious and cleanable material.
- (8) Stairs. Every inside and outside stair, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in proper condition and repair and shall present an attractive appearance. All interior and exterior stairs and steps and every appurtenance thereto shall comply with the requirements specified in §§ ILHR 21.04 or 51.16, 51.161, 51.162 and 51.164, Wis. Adm. Code, as dictated by the type of occupancy in the building.
- (9) Plumbing fixtures. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good working condition, free from defects, leaks, and obstructions.
- (10) Bathrooms. Every water closet compartment floor surface and bathroom floor surface shall be properly constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.
- (11) Supplied facilities.
  - (a) Every supplied facility, piece of equipment, or utility shall be so constructed, installed, and maintained so that it will function in a proper working condition.
  - (b) The owner of any dwelling or apartment in which a cooking stove and/or refrigerator are furnished for the use of the tenants as part of a rental agreement shall keep such cooking stove and/or refrigerator in good mechanical working condition.
  - (c) It shall be the responsibility of the tenant to maintain supplied facilities in a clean and sanitary condition when contained within the tenant's dwelling unit.
- (12) Equipment removal restricted. No owner, operator, or occupant shall cause any service, facility, equipment, or utility which is required under this chapter to be removed from or shut off from or discontinued for any occupied dwelling, dwelling unit, or lodging room let or occupied by him, except for such temporary interruption as may be necessary while actual repairs are in process, or during temporary emergencies when discontinuance of service is approved by an authorized inspector.
- (13) Abandoned fuel oil tanks. Abandoned fuel oil tanks shall be removed from the building.
- (14) Removal of debris.
  - (a) No person shall dispose of rocks, trees, stumps, waste building material, or other debris from land development, building construction, street grading, or installation of underground utilities upon the surface of any land in the City, except at approved disposal sites.
  - (b) No landowner shall allow an accumulation of rocks, trees, stumps, waste building material or other

debris from land development, building construction, street grading, or installation of underground utilities upon the surface of his land for a period of more than 10 days.

- (c) All vacant lands within the City shall be leveled off to permit the mowing of weeds as outlined within this Code. This includes the removal of stones, bottles, wires and other debris that will interfere with mowing operations.
- (d) All lands in the City shall be kept free of weeds and maintained so there is no detrimental influence to the public health, safety, comfort or general welfare of the immediate neighborhood or community.



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)