



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: June 1, 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 – May 4, 2023
- 3) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 4) PROJECT OVERSIGHT & UPDATES
- 5) UNFINISHED BUSINESS
 - a) Policy on Mailbox Damage.
- 6) NEW BUSINESS
 - a) Jefferson County Road Aid Program ending in 2024. Waterloo currently has \$52,768.02 available.
 - b) City of Waterloo 2023 Pavement Micro Surfacing Program
 - c) Pedestrian Signs Quote
 - d) Updating Application for Street/Sidewalk Excavations and Openings and Affidavit of Compliance – Attorney has reviewed.
- 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: 05/25/2023

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: May 4, 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, Petts & Weihert. Absent: none Others in attendance: Alderperson C. Kuhl; Utility Supervisor B. Sorenson DPW Yerges; Clerk Ritter.
2. APPROVAL OF MEETING MINUTES – April 6, 2023 [A. Kuhl/Petts] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT - none
4. PROJECT OVERSIGHT & UPDATES – none
5. UNFINISHED BUSINESS
 - a. 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. No action.
 - b. §219-5 Safe & Sanitary Maintenance of Property – Dirt/Rocks/Debris across Roads and Sidewalks in the City. Yerges to find examples to bring to committee.No action.
 - c. 324-6 Snow and Ice Removal. Discussion regarding mailbox. No action
6. NEW BUSINESS
 - a. Capital Plan Roads – Update regarding road maintenance schedule.
 - b. USIC Pricing Proposal for marking Public Works diggers hotline request. Motion to approve [Petts/A.Kuhl] Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. –
8. :ADJOURNMENT [A.Kuhl/Pettsl] VOICE VOTE: Motion carried. 6:59 pm

Jeanne Ritter
Clerk/Deputy Treasurer

The City will consider claims for repairs to mailboxes damaged as a result of being struck by City equipment performing work in the right-of-way (snow plowing, leaf collection, street sweeping, etc.). Claimants should contact Jefferson County for mailbox damage that may have resulted from County activities. Basketball hoops, irrigation systems, pet containment systems, fences, planted areas, and other private improvements within the City right-of-way are not permitted, and the City will not be liable for damage to them under any circumstances.

The City will reimburse the costs for repair or replacement of mailboxes and/or posts that have been directly hit by City equipment, and which were installed and maintained in conformance with U.S. postal

specifications for minimum height and setback from the curb. The City will not pay claims for mailboxes or posts that were improperly installed or maintained, or that were damaged due to their inability to withstand the force of snow and ice coming off of a plow blade.

If a property owner believes their mailbox was directly hit by City equipment, they should report the damage within 7 days by calling Waterloo City Hall at 920-478-3025. Reported information should include:

- Claimant name and address, and mailbox property address if different
- Date and time of damage (if known)
- Witnesses (if any)
- Receipts of expenses for repairs. If repairs cannot be made due to frost conditions, the Claimant should still report the damage within 7 days, but should then wait to make a submittal for reimbursement until the repairs have been made.

The Public Works Department will review the damaged mailbox and contact the Claimant with a determination of eligibility for reimbursement. The Director of Public Works or designated representative is authorized to use reasonable discretion in resolving disputes involving unusual circumstances.

Claimants are responsible for repairs such that the mailbox design and placement are in conformance with U.S. Postal Service standards. The USPS notes that:

- Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles.
- The supporting post is to be approved by the local post office. Though the postal service is silent on post materials, certain installations at the road edge may be considered by the City to be a safety hazard (generally massive or non-breakaway installations), and the City may order their removal. The Federal Highway Administration recommends a post no larger than 4"x4" wood or 2" diameter steel or aluminum pipe, buried no more than 24".
- The local postmaster may approve a curbside mailbox constructed by a customer who does not want to use an approved manufactured box. The custom-built box must generally meet the same standards as approved manufactured boxes for flag, size, strength, and quality of construction.
- The local post office has the final say in mailbox placement. Their former guidelines were:
 - 42" – 45" vertical height from the road surface to the bottom of mailbox.
 - 6" – 8" setback distance from the face of curb or edge of road shoulder to the front of mailbox. When open, the mailbox door should not extend past the face of curb or edge of road shoulder.



Jefferson County Highway Department

1425 S. Wisconsin Drive

Jefferson, WI 53549

920-674-7265 920-674-7289 fax

William T. Kern

Highway Commissioner

May 8, 2023

**Lana Nelson, City Clerk
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594**

Dear Lana,

This letter is in regards to the Jefferson County Road Aid and Bridge Aid Programs. The Highway Department has determined it will end both of these programs with the 2024 budget. With extended challenges in funding programs, the Highway Department needs to consider all programs for reductions and efficiencies. This has become a bigger challenge with the inflationary cost increases over the last few years, and may lead the Highway Department in the direction of additional reductions in our own road construction and maintenance programs.

We appreciate all the local government agencies in Jefferson County and our ability to work on joint projects together to help provide efficient government service, but it also means we need to look at all the programs we provide and try to provide the most important services based on funding availability. There has been a recent shift in more funding to the Local Road Improvement Program along with additional funds in the Supplemental Program, so we would like to continue to assist our local government agencies to obtain larger portions of funding from these state programs. I think working together we can maximize our funding gains by spending more time trying to obtain funding through these programs

With the end of the County Road Aid Program, any remaining funds your agency has in the program will be retained in the program. The funds remaining in the program will need to be used by December 31, 2024, this will give you 2023 and 2024 to use the funds on a project. Please contact the Highway Department if there are any issues with using the funds by the sunset date.

As always, we are available to consult with you regarding any projects that you may be considering using the Road Aid money for, and we can work with you regarding our schedule to help complete the projects in the next two years. We have enclosed a spreadsheet showing all the current balances in the County Road Aid account.

If there are any questions regarding this or other matters related to our department, please contact me or another member of our staff at 920-674-7265.

Sincerely,

JEFFERSON COUNTY HIGHWAY DEPARTMENT

A handwritten signature in black ink, appearing to read "William T. Kern".

**William T. Kern
Highway Commissioner**

MUNICIPALITY	TOTAL IN FUND
TOWNS	
Aztalan	\$ -
Cold Spring	\$ -
Concord	\$ 39,376.08
Farmington	\$ 10,926.00
Hebron	\$ 3,079.33
Ixonia	\$ 28,508.00
Jefferson	\$ 9,464.00
Koshkonong	\$ -
Lake Mills	\$ 7,550.00
Milford	\$ -
Oakland	\$ 36,649.65
Palmyra	\$ 23,796.76
Sullivan	\$ 40,100.00
Sumner	\$ 5,060.00
Waterloo	\$ -
Watertown	\$ 12,136.00
VILLAGES	
J.Creek	\$ 4,244.00
Palmyra	\$ 64,000.00
Sullivan	\$ 8,000.00
CITIES	
Fort Atkinson	\$ 49,982.26
Jefferson	\$ 55,128.02
Lake Mills	\$ 6,708.00
Waterloo	\$ 52,768.02
Watertown	\$ 14,762.00
	\$ 472,238.12

City of Waterloo, Wisconsin
PRELIMINARY COST ESTIMATE
2023 Pavement Micro Surfacing Program



May 9, 2023

Placement of bituminous pavement crack sealant. Placement of micro surface finish course.

Canal Road from STH 19 to Cherry Lane	\$51,015.00
Porter Street from Indian Hills Drive to Lum Avenue	\$7,250.00
Mill Street from East Madison Street to Termini	\$6,250.00
Cleveland Street from Mill Street to Hendricks Street	\$5,250.00
Edison Street from Porter Street to Termini	\$6,250.00
Franklin Street from STH 89 to Edison Street	\$2,500.00
Total Estimated Construction Cost	\$78,515.00

Canal Road Estimated Quantities

Quantity	Unit	Item	Unit Cost	Item Cost
5,000	LB	Crack Sealing	\$2.00	\$10,000.00
11,000	SY	Chip Seal	\$2.75	\$30,250.00
1,100	LF	Epoxy Pavement Markings, 4-Inch	\$1.25	\$1,375.00
80	LF	Epoxy Pavement Markings, 8-Inch	\$8.00	\$640.00
25	LF	Epoxy Pavement Markings, 12-Inch	\$10.00	\$250.00
24	EA	Epoxy Pavement Markings, Symbol	\$250.00	\$6,000.00
1	LS	Traffic Control and Access	\$2,500.00	\$2,500.00
Total Estimated Construction Cost				\$51,015.00

Porter Street Estimated Quantities

Quantity	Unit	Item	Unit Cost	Item Cost
3,500	LB	Crack Sealing	\$2.00	\$7,000.00
1	LS	Traffic Control and Access	\$250.00	\$250.00
Total Estimated Construction Cost				\$7,250.00

Mill Street Estimated Quantities

Quantity	Unit	Item	Unit Cost	Item Cost
3,000	LB	Crack Sealing	\$2.00	\$6,000.00
1	LS	Traffic Control and Access	\$250.00	\$250.00
Total Estimated Construction Cost				\$6,250.00

Cleveland Street Estimated Quantities

Quantity	Unit	Item	Unit Cost	Item Cost
2,500	LB	Crack Sealing	\$2.00	\$5,000.00
1	LS	Traffic Control and Access	\$250.00	\$250.00
Total Estimated Construction Cost				\$5,250.00

City of Waterloo, Wisconsin
PRELIMINARY COST ESTIMATE
2023 Pavement Micro Surfacing Program



May 9, 2023

Placement of bituminous pavement crack sealant. Placement of micro surface finish course.

Edison Street Estimated Quantities

Quantity	Unit	Item	Unit Cost	Item Cost
3,000	LB	Crack Sealing	\$2.00	\$6,000.00
1	LS	Traffic Control and Access	\$250.00	\$250.00
Total Estimated Construction Cost				\$6,250.00

Franklin Street Estimated Quantities

Quantity	Unit	Item	Unit Cost	Item Cost
1,000	LB	Crack Sealing	\$2.00	\$2,000.00
1	LS	Erosion Control	\$250.00	\$250.00
1	LS	Traffic Control and Access	\$250.00	\$250.00
Total Estimated Construction Cost				\$2,500.00

Sarah Davison

From: Chad Yerges
Sent: Monday, May 15, 2023 9:09 AM
To: Tim Thomas; Jeni Quimby; Jeanne Ritter; Charles Kuhl; Rich Weihert; Denis Sorenson
Subject: FW: signs

Chad Yerges
City of Waterloo – DPW Director
211 Hendricks Street
Waterloo, WI 53594

(920) 478-3025

From: Mark Lange <mark@langeenterprises.com>
Sent: Monday, May 15, 2023 8:58 AM
To: Chad Yerges <dpw@waterloowi.us>
Subject: RE: signs

Hi Chad,

Yes I do carry a line that gets mounted to either a post you have, or I can supply our Square Telespar with a base/anchor plate and upright.

Product

Description

30SW11-2DMW



30" Pedestrian Sign (W11-2)

Diamond Grade Sheeting

Solar - 15 Watt Panel

6V Battery Pack

Eight White or Yellow LEDs

Wireless Communication Push Button Activated (comes w
Mounting Hardware (Pole Not Included)

You can upgrade the standard button to the following:

Push Button Options

Deluxe Push Button - Standard Button with frame and
9" x 12" R10-25 Sign

Confirmation Button - Polara Bulldog 3

LED Flashes on button and has audible "Dee-Dah" feedback
ADA Compliant

Deluxe Confirmation Button - Polara Bulldog 3

LED Flashes on button and has audible "Dee-Dah" feedback
ADA Compliant, Comes with Frame, 9" x 12" R10-25 Sign

2 – 30x30 units as described above: \$2,598.40ea

-upgrade to deluxe button: \$239.00 per sign

-upgrade to confirmation button: \$308.75 per sign

-upgrade to deluxe confirmation button: \$546.00 per sign

24x30 LED/Solar flashing Speed Limit Sign

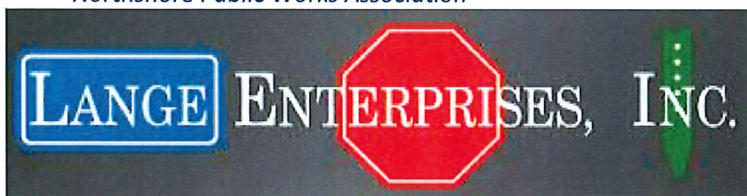
2 – 24x30: \$1,781.00ea

Mounting Posts: Square Telespar (3' - 2 1/4" base with anchor and 12' – 2" upright): \$97.60ea

Thank you,

Mark Lange

MIGS: *Wisconsin Towns Association
Wisconsin County Highway Association
Waukesha County Public Works Association
Northshore Public Works Association*



Quality Products and Services Since 1953!
1131 W 2nd St – Oconomowoc, WI 53066 - 800-242-3126
www.LangeEnterprises.com

From: Chad Yerges [<mailto:dpw@waterloowi.us>]
Sent: Monday, May 15, 2023 6:43 AM
To: Mark Lange
Cc: Tim Thomas
Subject: signs

Mark
I need a price quote on a set of cross walk flasher signs that are push button activated and a price quote on a set of solar powered speed signs.
Thanks

Chad Yerges
City of Waterloo – DPW Director
211 Hendricks Street
Waterloo, WI 53594

(920) 478-3025



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

APPLICATION FOR STREET/SIDEWALK EXCAVATIONS AND OPENINGS

(Review and Action by Director of Public Works or City Clerk/Treasurer)

Number: _____ Date Filed: _____ Fee Paid: _____

Name and Address of Applicant: _____

Telephone: _____

Location(s) Where Street/Sidewalk Excavations and Openings Shall be Made: _____

Purpose of Permit _____

Applicant Shall Provide a Sketch Designating the Trench Location(s):

GENERAL REQUIREMENTS:

1. Applicant must deposit with the City Clerk/Treasurer, a cash escrow deposit, or a corporate surety bond, approved by the City Attorney, in the amount of \$10,000, to fund all costs, damages, and or repairs incurred by the City pertaining to the work provided under this permit. conditioned that he will save the City of Waterloo harmless and shall refill and repave such opening, and maintain such opening for one year. Such bond shall remain in force and shall be executed for one year, except on such expiration; it shall remain in force as to all penalties, claims and demands that may have occurred prior to such expiration.
2. Applicant must submit to the City Clerk/Treasurer, a Certificate of Insurance evidencing that the applicant, and all subcontractors, has in force and will maintain during the term of this permit, public liability insurance of not less than \$500,000 for any one person, and \$50,000 for property damage.
3. Every opening shall have proper barricades and barricade lights.
4. No trench shall be excavated more than 300 feet in advance of pipe neither laying nor left unfilled more than 450 feet where pipe has been installed.
5. Permittee shall restore all disturbed street/sidewalk areas to their original, or better, condition as soon as possible. The permitted shall notify the Director of Public Works or the City Clerk/Treasurer when street/sidewalk restoration work has been completed. In the event caving of the trench occurs within one year after completion of the project, the permitted shall be responsible for restoring the street/sidewalk.
6. It is the responsibility of the applicant to secure all other necessary permits from all appropriate federal, state and local agencies, including those required by the Wisconsin Department of Transportation for excavation on State Trunk Highway right-of-way.
- 6.7. The Applicant shall perform all work in accordance with the below stated Right-of-Way Permit Conditions and Provisions.

The applicant hereby agrees that the permit for work covered by the subject permit does not constitute any liability on the part of the City of Waterloo, any official or employee thereof for any damages to anyone injured or for any property damage during the progress of work covered by the permit.

Date: _____ 20____

Signature of Applicant

Street/Sidewalk Opening Application

RIGHT-OF-WAY PERMIT CONDITIONS AND PROVISIONS

1. The owner or representatives shall notify the Public Works Department a minimum of 48 hours prior to beginning any work within the public right-of-way. See contacts listed below.
2. The CONTRACTOR shall notify all residents who will have work in their terrace with a door hanger or letter explaining what work will be done a minimum of 48 hours prior to beginning work.
3. Permit expires sixty (60) days after issuance. Permit renewal is required past 60 days, and a new permit fee will apply. A Final Inspection Request needs to be submitted prior to permit closing date.
4. All openings shall be enclosed with barriers, and approved flashers for night use, and all necessary precautions shall be taken to prevent accidents.
5. To indemnify and hold harmless the City of Waterloo, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
6. Curb shall be protected by a 4x4 wood stock when mounting the curb and gutter. Gravel, stone, or soil curb ramping is prohibited.
7. Excavation or work within the City right-of-way prior to the issuance of this permit will result in the doubling of permit fees. All excavations in City right-of-ways must be pre-marked.
8. All open terrace trenches shall be filled with compacted granular material in 12" lifts, maximum. Top 6" shall be compacted topsoil.
9. Newly seeded areas shall be finished with an erosion control blanket. No loose straw will be allowed.
10. Clearance requirements for design of utility installations:

	Horizontal Clearance	Vertical Clearance
<u>Sanitary Sewer (mains, laterals and structures)</u>	<u>3 feet</u>	<u>2 feet</u>
<u>Storm Sewer (mains, laterals and structures)</u>	<u>3 feet</u>	<u>2 feet</u>
<u>Traffic Engineering (conduit and structures)</u>	<u>3 feet</u>	<u>2 feet</u>
<u>Water Utility (mains, valves, services, and hydrants)</u>	<u>3 feet</u>	<u>2 feet</u>

11. All open cut pavement shall be properly saw cut, and all trenches shall be backfilled with 1 inch clear stone to within 16" from the top, 12" of ¾" gravel with fines and compacted, and 4" of asphalt.
12. Pavement patches shall be 2½" binder course and 1½" asphaltic surface course. Cold mix (temporary) shall be replaced by June 1.
13. All open trenches, if not paved, shall be steel plated at the end of each work day.
14. The contractor is responsible for all necessary signs, flagmen, and lights required according to the Manual on Uniform Traffic Control Devices.
15. No road closing will be permitted without the permission of the Director of Public Works. Detour routes are to be approved by the department before permission is granted. All barricades and detour signs shall be furnished and maintained by the Applicant.
16. Any trenching, tunneling, or excavating shall be performed in accordance with requirements of OSHA and the Wisconsin Department of Safety and Professional Services, and any applicable local regulations.
17. The Applicant shall guarantee the asphalt, backfilling and compaction for two (2) years. If settlement or failure occurs, repairs shall be made at the Applicant's expense.
18. Right-of-way surfaces shall be cleaned before the end of each day's work.
19. Contractors will be held responsible for any damage done to City streets as a result of their work within the City right of way. Repairs to damaged streets will be at the Contractor's expense.
20. No excavation in streets, alleys or other public ways when ground is frozen.

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- 21. For events using public streets: any lines or markings on city streets must be made with sidewalk chalk; paint is not allowed. Stakes may not be driven into streets or sidewalks. Portable toilets, cones, and temporary signs may be placed in the right of way during event. The City of Monona does not supply barricades for private events.
- 22. Final inspection is required within 60 days. All permits must have final inspection once all work is completed.

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ROAD PATCHING REQUIREMENTS. ROADS MUST BE PATCHED PER THE FOLLOWING REQUIREMENTS:

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1. Length of Patch

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- Minimum 50 feet long (mill and overlay) for collector and local streets
- Minimum of 15 feet beyond the excavation
- Where multiple patches are created and the separation between them is less than 100 feet, the patches shall be combined into a single patch.
- The patches may be adjusted in the field by the director or right-of-way inspector to meet special conditions such as previous paving or patching limits.
- When patches disrupt pavement markings, markings must be refreshed with the original material (epoxy if epoxy, water-based if water-based).

2. Width of Patch (all dimensions are curb face to face)

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• All Streets (except divided or one-way roadways)

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o Street width of 0–24 feet: Patch entire street width

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o Street width of 25–37 feet: Patch one half the street width (curb to centerline of roadway).

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Note: Right-of-way inspector may adjust paving limit to correspond with a painted centerline in situations where the painted center line is not in the center of the street.

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o Street width 38 feet and up: Patch width of entire lane for each lane which was disturbed by the excavation.

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§ If the lane is adjacent to a bike lane, include the bike lane (except when there is a parking lane between the bike lane and the curb).

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§ If the lane is a bike lane and adjacent to a parking lane, include the parking lane.

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§ If the lane is a bike lane and not adjacent to a parking lane, include the adjacent travel lane.

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• Divided Roadways and One-Way Streets

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o Street width 0–19 feet: Patch entire street width.

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o Street width 20 feet and up: Patch width of entire lane for each lane which was disturbed by the excavation.

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If the lane is adjacent to a bike lane, include the bike lane (except when there is a parking lane between the bike lane and the curb).

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If the lane is a bike lane and adjacent to a parking lane, include the parking lane.

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If the lane is a bike lane and not adjacent to a parking lane, include the adjacent travel lane.

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CONCRETE

1. Concrete patches will be sized to existing joints with a minimum length of 10' and a minimum width of the existing lane.

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2. Concrete patches shall be nine (9) inches in thickness of high early strength concrete, doweled and tied with #8 epoxy coated bars 2 ft. on center.

3. Edges of trench or excavation shall be chip-free, or additional saw cutting may be required to include replacing additional panels.

4. The patches may be adjusted in the field by the director or right-of-way inspector to meet special conditions.

5. When patches disrupt pavement markings, markings must be refreshed with the original material (epoxy if epoxy, waterbased if water-based).

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MSG_EN_FONT_STYLE_NAME_BY_ROLE_TEXT|1, Indent: First line: 0.31", Space After: 2 pt, Tab stops: Not at 0.64"

Permit Contacts: ADD NAME/PHONE/EMAIL FOR APPROPRIATE CONTACT PERSONNEL

AFFIDAVIT OF COMPLIANCE

STATE OF _____) (County and State where notarized)

) ss.

COUNTY OF _____)

(individual's name)

_____ (“Affiant”), being first duly sworn on oath, as a contractor or subcontractor on a project that requires work on municipal property or within a municipal controlled public right of way swears, under oath and penalty of perjury, as follows:

1. _____ Affiant’s permanent place of business is located at _____ .

2. Affiant is authorized or registered to transact business in the state by the Department of Financial Institutions in compliance with Wis. Stat. chs. 178, 179, 180, 181, or 183.

3. Neither the Affiant, nor or agent, partner, employee or officer of the Affiant, is debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.

4. Affiant has a written substance abuse prevention program meeting the requirements of Wis. Stat. § 103.503. As required by Wis. Stat. § 103.503, all employees are subject to drug and alcohol testing before commencing work on the project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the project. A true and correct copy of the written substance abuse prevention program is attached hereto.

5. Affiant represents and warrants that all employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.

6. Affiant possesses all applicable professional and trade licenses required for performing the project.

7. Affiant has, and diligently maintains, a written safety program and its employees have adequate training to perform the project.

8. Affiant is familiar with, and agrees to follow, Wisconsin’s one call requirements, Wis. Stat. § 182.0175, for the project.

9. Affiant was not placed in OSHA’s severe violator enforcement program in the previous two years.

10. The person signing below has the authority to sign on behalf of, and bind, the Affiant.

11. Affiant understands that failing to submit the required affidavit, or providing incorrect, false, or misleading information, shall automatically disqualify the Affiant from performing work on municipal property or within a municipal controlled public right of way.

12. The undersigned has personal knowledge of the above information and is authorized on behalf of the Affiant to execute this affidavit **and acknowledges any false representation made in this affidavit may subject the Affiant and the undersigned to the penalties set forth in section 946.32 of the Wisconsin Statutes.**

Name: _____

Title: _____

Subscribed and sworn to before me
this ____ day of _____, 20 ____.

Notary Public, State of _____
My Commission:

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

- 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
<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)