



136 North Monroe Street
Waterloo, WI 53594-1198
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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: September 7, 2023
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chambers, 136 N. Monroe Street

- 1) COMMITTEE REGULARLY SCHEDULED MEETING
- 2) PLEDGE OF ALLEGIANCE, CALL TO ORDER AND ROLL CALL
- 3) APPROVAL OF MEETING MINUTES – August 3, 2023
- 4) CITIZEN INPUT / PUBLIC COMMENT (3 minutes per individual)
- 5) PROJECT OVERSIGHT & UPDATES
- 6) UNFINISHED BUSINESS
- 7) NEW BUSINESS
 - a) Street Opening Application
 - b) Storm drainage ditch on 413 E Madison St.
 - c) 5-year plan-city streets and roads.
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS -- Committee Calendar
- 9) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Committee Members: Weihert, Haseleu and A. Kuhl

posted, e-mailed & distributed: 08/28/2023

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: August 3, 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, Haseleu & Weihert. Absent: none Others in attendance: Mayor Quimby; Alderperson Kuhl; Alderperson Thomas; DPW Yerges; Clerk Ritter, J. Haseleu, Jacob Rogers, Korbin Rogers and Shawn Salisbury.
2. APPROVAL OF MEETING MINUTES – July 6, 2023 [A.Kuhl/Weihert] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT – Regarding ordinance 350-07 – Semi parking
4. PROJECT OVERSIGHT & UPDATES – none
5. UNFINISHED BUSINESS
6. NEW BUSINES
 - a) Bonnell Titan Leaf Pro Plus Purchase – Funding from surplus of chipping, road maintenance. Motion[A.Kuhl/Haseleu] VOICE VOTE: Motion carried.
 - b) Employee Retention and Potential New Hire Wage – discussion during Budget
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. –
8. ADJOURNMENT [A. Kuhl/Haseleu] VOICE VOTE: Motion carried. 6:46 pm

Jeanne Ritter
Clerk/Deputy Treasurer



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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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ASPHALT

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1. Length of Patch

- 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)

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

- o Street width of 0–24 feet: Patch entire street width
- o Street width of 25–37 feet: Patch one half the street width (curb to centerline of roadway).
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.
- o Street width 38 feet and up: Patch width of entire lane for each lane which was disturbed by the excavation.
 - § 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).
 - § If the lane is a bike lane and adjacent to a parking lane, include the parking lane.
 - § 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

- o Street width 0–19 feet: Patch entire street width.
- o Street width 20 feet and up: Patch width of entire lane for each lane which was disturbed by the excavation.
 - 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).
 - If the lane is a bike lane and adjacent to a parking lane, include the parking lane.
 - If the lane is a bike lane and not adjacent to a parking lane, include the adjacent travel lane.

CONCRETE

- 1. Concrete patches will be sized to existing joints with a minimum length of 10' and a minimum width of the existing lane.
- 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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Permit Contacts: **ADD NAME/PHONE/EMAIL FOR APPROPRIATE CONTACT PERSONNEL**

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
ID Programs & Services provided.
- Capital Budget
ID Street surface maintenance program
ID Street/Utility reconstruction plan
AUGUST
<input type="checkbox"/> PASER review (Pavement Surface Evaluation & Rating) – 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)