

**CITY OF NEW LONDON**  
**MINUTES OF BOARD OF PUBLIC WORKS MEETING**  
**TUESDAY, SEPTEMBER 2, 2008**

Members Present: Chairman Arien Herminath, Mike Barrington, Bill Kopitzke, Dave Morack and Tom O'Connell

Others Present: Gary Henke, Mayor  
Kent Hager, City Administrator  
Carol Radtke, Director  
Jeff Bodoh, Dept. Engineer  
Louie Dresen, W.W.T.P. Supt.  
Rick Hottenstine, Street Division Mechanic  
Dan Neely, Street / Park Superintendent  
John Romberg, 1st District Alderperson  
Lori Dean, 3rd District Alderperrson  
Dennis Herter, 5th District Alderperson  
Lee Rousseau

The meeting was called to order by Chairman Herminath at 4:30 P.M. The order of the agenda items was changed to accomodate the Street Division Mechanic. Motion by O'Connell/ Kopitzke to approve the agenda. All voting aye. Motion carried.

1. Review Mechanic's Monthly Maintenance Logs. Copies of these logs were provided to better familiarize the Board with the responsibilities of our Street Division Mechanic. They questioned if maintenance logs were computerized, individual vehicle reports, purchasing of parts, out-sourcing work and possible need for part time assistance. They recommended the mechanic check into purchasing diagnostic equipment to assist him in the maintenance of our equipment.

2. Update on the Wastewater "Headworks" Project. Louis Dresen, W.W.T.P. Supt. reported that the progress on the "Headworks" since last month's meeting is as follows: contractors have completed sewer work, building construction, installed electrical panels, placed asphalt pavement and landscaped. September 16th there will be start up of some of the new components, testing and training for staff. The official start-up date is set for October 6th. The project is moving along very well.

Louie also provided an update on the mercury investigation, showing a chart of the spike of mercury in 2007 that has returned to normal. DNR suggested we continue to report mercury on a quarterly basis for the future.

3. Wastewater Supt. Report on Saputo Cheese Situation. Louie reported that he contacted 3 vendors to give Saputo cost estimates to change their flow meter. The change could result in a substantial amount of money (\$18,000 or more) which may be the reason Saputo is taking more time to correct the problem. Louie thinks they should reconsider his original suggestion to install an above-ground hatch opening on their existing flow meter system for easier access, plus do better cleaning and maintenance on the flow meter lines to prevent buildup. The Board questioned how current billings are being determined, due to these flow meter issues. City Administrator Hager will check on the billing process with

Clerk-Treasurer Villiesse. Then follow up with the manager of Saputo Cheese with the comments from this meeting to see if they can find a timely resolution to this problem.

4. Update on the Wyman Street Reconstruction Project. Director Radtke informed the Board that contractors will be completing the sidewalk installations by the end of the week. Next week, Waupaca Co. Hwy. crews will be prepping the road service to place an asphalt binder coat to the end of the project at Cameron St. and begin the landscaping between the sidewalk and curb. Another progress meeting will be held on Sept. 3rd. Anticipated completion for this project is mid to late October.

5. Update on the Wolf River Ave. / Shawano St. Intersection Project. Director Radtke advised that New London Utilities finished moving some water lines. Waupaca Co. Hwy. Dept. will be finishing up the storm sewer construction, excavating and placing road stone. Jim Fischer, Inc. is scheduled to install new curb and gutter next week. The projected completion date looks to be mid to late October.

6. Recommend Ordinance Change for Sanitary Sewer Laterals. At last month's meeting the Board approved a Waiver of Special Assessments for Sanitary Laterals. This allows a property owner to sign for replacement of a bad sanitary sewer lateral and waive the Public Hearing requirement. There is also an ordinance change required. The Board reviewed a memo providing an example of an ordinance that we could adopt where the private sanitary sewer lateral does not meet current codes.

Motion by Morack / Kopitzke to recommend that the City Clerk use this example to revise our city ordinance requiring repairs or replacement of a non-conforming private sanitary sewer service lateral. 4 voting aye. O'Connell voting nay. Motion carried.

7. Adopt Ordinance Amending Sanitary Sewer Main Special Assessments. Last year the Board proposed to increase the sewer user fees to pay for the extremely high costs related to sanitary sewer main reconstruction and eliminate special assessments to the individual property owners. The Sewer User Fees have been implemented. This amended ordinance is the final step to eliminate the special assessments for sewer mains.

Motion by Kopitzke / O'Connell to recommend the Common Council approve the Ordinance amending Sanitary Sewer Special Assessments. All voting aye. Motion carried.

8. Discuss Future Sidewalk Policy Changes. There was a request for the Board to consider eliminating the current sidewalk special assessments. These assessments often hinder the city from extending any sidewalk. It was noted that these costs are often a hardship to the abutting property owners; they pay for sidewalk plus have to maintain them. Their concept is that everyone in the community uses these public sidewalks, therefore, everyone should pay for them.

Motion by Barrington / Kopitzke to recommend a change to the city ordinance to eliminate the current sidewalk assessment policy. All voting aye. Motion carried.

9. Consider and Formulate A New Sidewalk Program. At last month's meeting the Board requested money be budgeted in 2009 for sidewalks; proposed to start in the

downtown. A memo was provided to the Board for points to consider for a more long-term future sidewalk program. The Chairman suggested using these ideas as a starting point and having quarterly reviews to develop a plan.

10. Soil Borings for City Property for Future Development. There have been several sites recommended for possible future city expansion. One of those sites is the current city yard southwest of the wastewater plant. It was suggested that we get some soil borings to determine whether or not this would be a buildable site. Bodoh received a proposal to perform these services for \$2,900.00.

Motion by Morack / Kopitzke to approve requesting proposals from at least 3 firms and contracting with the lowest bidder to perform soil borings by the city yard. 4 voting aye. O'Connell voting nay. Motion carried.

11. Discuss Snow Removal Policies. There was a recommendation at the April 2008 Board meeting to readdress the city's snow removal policy at our September meeting. A copy of the city's Snow Removal Policy was provided to all of the members for their review. There were questions and answers related to emergency procedures, snow removal by fire hydrants, use of city personnel, etc. which provided the information the Board members were seeking.

12. Monthly Reports of the Director and Engineer.

13. Other Matters, if any. There is a storm sewer culvert needing repairs and some road patching to check on.

Motion by O'Connell / Morack to adjourn the meeting at 6:15 P.M. All voting aye. Motion carried.