

CITY OF NEW LONDON  
MINUTES OF BOARD OF PUBLIC WORKS MEETING  
Monday, December 3, 2018 @ 4:30 p.m.

Members Present: Mike, Barrington, Dennis Herter, Bob Besaw, Ron Steinhorst

Members Absent: Lori Dean

Council Members: Mayor Gary Henke, Tom O'Connell, Fred Zaug,

Others Present: Kent Hager; City Administrator  
Chad Hoerth; Director of Public Services  
Michelle Lambrecht; Administrative Assistant  
Ben Greuel; WWTP Chief Operator  
Scott Bellile; New London Press Star  
Eric Lynne; Donohue & Associates

Barrington called the meeting to order at 4:30 p.m.; Motion by Steinhorst seconded by Besaw to approve the agenda.

Wastewater Treatment Plant Update: There were no questions or concerns on the WWTP monthly reports.

Review proposed WWTP digester and waste receiving station upgrades and authorize staff to advertise construction bid notice: Eric Lynne from Donohue & Associates presented details on the proposed digester and waste receiving station upgrades. This project is anticipated to be between \$4.2 and \$4.8 million. The waste receiving station portion would be added as an alternate bid as to allow the city to drop that part of the project if bids come in higher than expected. Bids would be opened in January with construction starting in the spring of 2019. Substantial completion is expected to occur by December 31<sup>st</sup>, 2019 with the final completion sometime in June of 2020.

Besaw moved, seconded by Herter to authorize staff to proceed with a bid advertisement for the proposed digester and waste receiving station upgrades. *Motion carried by all.*

Discuss assessments from the 2017 Starlight Drive construction project: In 2017 the city extended sanitary sewer and water services to properties along Starlight Drive. The assessment process was completed earlier that year with an engineer's report stating that the cost of sanitary laterals would be charged at \$35.00 per linear foot; however, the actual cost of the project came out to \$53.41 per linear foot. If the city charges \$35.00 per linear foot, the city would potentially recover an amount of \$15,330; charging the true cost of \$53.41 per linear foot could bring in \$23,397, a difference of \$8,067. Hoerth recommended that the Board consider amending this assessment so that the actual cost of \$53.41 per linear foot could be charged for the improvements.

Steinhorst moved, seconded by Besaw to authorize staff to begin the process to amend the assessment cost for the 2017 Starlight Drive reconstruction project to \$53.41 per linear foot. *Motion carried by all.*

Discussion about private sump pumps discharging into the street: Hoerth shared that in the last few weeks staff have been spending some time contacting owners who have private sump pumps which are discharging water into the street. These are causing icy conditions. About 20 notices were sent to property owners informing them they were in violation of the ordinance. Hoerth noted that some of these properties have their sump pump discharge pipes installed underground and drilled into the curb, unfortunately this is not an easy solution this time of year to resolve; staff are monitoring these situations and working with these property owners in minimizing any hazards. *No motion made on this item.*

Director's Memo:

On November 4<sup>th</sup> Glen Besaw completed 31 years of service with the city.

Other matters and next month's agenda items:

None identified

Barrington called to adjourn at 5:25 p.m.; Motion by Steinhorst to adjourn the meeting at 5:25 p.m., second by Besaw. *Motion carried by all.*

Chad Hoerth  
Director of Public Services

# **AGENDA**

Unless specifically noticed otherwise, this meeting and all other meetings of this body are open to the public. Proper notice has been posted and given to the media in accordance with Wisconsin Statutes so that citizens may be aware of the time, place and purpose of the meeting.

## **MEETING NOTICE**

### **BOARD OF PUBLIC WORKS**

**Monday, December 3<sup>rd</sup>, 2018**

**4:30 p.m.**

**Council Chamber, New London Municipal Building**

1. Call meeting to order, Adopt Agenda
2. Director's Memo
3. Wastewater Treatment Plant Updates
4. Review proposed WWTP digester and waste receiving station upgrades and authorize staff to advertise construction bid notice
5. Discuss assessments from the 2017 Starlight Drive construction project
6. Discussion about private sump pumps discharging into the street
7. Other Matters & Updates
8. Next Month Agenda Items
9. Adjournment

**Mike Barrington, Chairman  
Board of Public Works**

*Agenda items are listed so as to accurately describe the actions or issue being considered instead of simply the document listing title or the parties to a contract. This is done as such titles or a list of parties to a contract conveys insufficient information to the public on whether a topic or project they are interested in is being considered. It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the American with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, Braille, readers, interpreters, amplifiers, transcript) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc., or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA Co-Coordinator Paul Hanlon or Chad Hoerth by telephone through: (Relay Wisconsin) – or 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961.*

# Memorandum

**To:** Board of Public Works

**From:** Chad Hoerth, Director of Public Services

**Date:** 11-28-18

**Re:** December 3<sup>rd</sup>, 2018 Board of Public Works Meeting

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- Wastewater Treatment Plant Update – Ben’s report is included in your packet.
- Review proposed WWTP digester and waste receiving station upgrades and authorize staff to advertise construction bid notice – Eric Lynne from Donohue & Associates, Inc. will be present at the meeting to provide details on the proposed digester and waste receiving station upgrade. The project at this point is anticipated to be anywhere between \$4.2 and \$4.8 million. At the meeting we’ll be asking the Board for a blessing to proceed with the bid advertisement.
  - *Possible/Recommended Motion: I make a motion that the staff proceeds with a bid advertisement for proposed digester and waste receiving station upgrades.*
- Discuss assessments from the 2017 Starlight Drive construction project- In 2017 the city completed a project to extend sanitary and water service to properties along Starlight Drive. In early 2017 Jeff Bodoh completed the process to exercise assessment powers to charge property owners along this street for sanitary sewer laterals. It took me some time to figure out what happen with this project as there were several changes that occurred during construction and unknown to me was how to assess for improvements to properties in the Town of Mukwa. After getting as much information as I could earlier in the year, I contacted the League of Wisconsin Municipalities for some legal advice on assessments (as some of this was new to me). Unfortunately it took about 3 months to hear back from the League attorneys (they apologized and stated that they had some staff openings so current staff/attorneys were back logged). Below were some of my questions and their answers:

Q1: Our previous Public Works Director completed the assessment procedure to charge assessments for sanitary laterals, but did not include any information for sanitary mains or water laterals. If we want to assess for the sanitary main or water laterals can we go through that assessment process now that the project is complete?

A1: In the League’s opinion it is “difficult” and not recommended to file the required assessment resolutions and notices after the project is complete if you didn’t provide any notice of intention to assess for that aspect of the project before it started. State statue does not specify that you must complete the assessment process before construction, however there is case law in which a municipality has lost the case trying to complete the assessment process after the construction was complete.

Note for Q1: Since an assessment notice was not published before construction began, based on case law we cannot assess these properties for any of the sewer main or water laterals. As a side note, our municipal ordinances conflict in regards to assessing for sanitary mains. In one section it states that the city will not assess for sanitary mains and in another section it says the city will assess for the cost of any new requested sanitary main extension. Something we'll need to clean up in the future. I'm not sure of the council's intention was to charge property owners for the cost of the sanitary main for this project, but regardless at this point, we cannot.

Q2: Can we send an assessment bill to properties that were given sanitary lateral stubs to properties outside the city limits (in this situation, sanitary and water lateral stubs were placed to the property lines of all properties that were along this new main, including those properties which were in the Town of Mukwa).

A2: We could send assessment bills to properties outside the city limits IF that governmental body completed the assessment process (preliminary resolution, public hearing & final resolution) before the project began.

Note for Q2: In this situation the Town of Mukwa did not complete the process or provide notice of any assessments for this project. Since the assessment process was not completed the city cannot send assessment bills to those properties. However, the League attorney did state that the city can charge a "hook up fee" equal to the amount of the assessment. So in the future if any one of the Mukwa properties would like to hook up for sanitary sewer service, they would have to first annex into the city and pay a "hook up fee" charge that was equal to what the sanitary lateral assessment charge would be.

Q3: The original engineers report and assessment resolutions stated that the cost of the sanitary lateral would be charged at \$35.00 per linear. However the actual cost of the project came out to \$53.41 per linear foot. Can we charge the property owner \$53.41 per linear foot?

A3: Yes and No. The city cannot charge an assessment cost more than the cost that was prepared in the filed engineers report for the project. However, state statute does allow municipalities to amend an assessment process if the cost was substantially different than anticipated.

Note for Q3: Since the city originally provided notification that sanitary lateral assessments would be charged for this project, the city can amend the original assessment. A class 1 notice has to be advertised, a public hearing held and final resolution adopted to amend the original assessment resolution. If we charge \$35.00 per linear foot we potentially would recover an amount of \$15,330. The true cost to install the sanitary laterals at \$53.41 per linear foot would bring in \$23,397, a difference of \$8,067. In this case I would recommend that the Board of Public Works/City Council consider amending this assessment so that the true cost of the assessment can be charged to the property owners (keeping in mind that 7 out of the 12 properties that were provided sanitary lateral stubs are in the Town of Mukwa, and there is no guarantee that they will ever hook up. Also out of the remaining 5 city properties, only one property has hooked up at this time).

If the committee agrees with amending the assessment cost for sanitary sewers on Starlight Drive I'll work on the procedure for this and add it to the council agenda in the next few months (it will

take a few months as we need to notify the property owners, advertise a class 1 notice and hold a public meeting on the matter.)

- *Possible/Recommended Motion: I make a motion that city staff begins the process to amend the sanitary sewer lateral assessment cost to \$53.41 per linear foot for the 2017 Starlight Drive reconstruction project.*
  
- Discussion about private sump pumps discharging into the street- We've been spending a fair amount of time in the past few weeks in regards to private sump pumps that are discharging into the street and icing up. Some have been due to people complaining about their neighbors icing up their driveways. I think the issue has been compounded this fall with the higher water table and the earlier cold weather. Don notified about 20 different residents that they were in violation of the ordinance as they were creating a hazard. Obviously we've been getting phone calls from people questioning what they need to do or explaining hardships as some of these properties have their sump pump discharges hard piped underground and into the curb. In those situations it's not a simple fix, especially at this time of year. We've been trying to work with everyone who has contacted us and evaluate their situation. At this point I've relaxed on the properties a bit which are hard piped into the curb and pose less of a problem as the ice stays in the curb line. Those properties who have been building up ice into the street we've been taking a harder stance in that they cannot continue to cause the hazard.

#### Update on current and upcoming projects

- Division Street- The bulk of the Division Street project is done for the year. The contractor could not get the Algoma or the Beacon Ave outfalls replaced earlier this summer but was planning on doing them after Thanksgiving. I requested that they wait until the summer of 2019 because if they opened the streets at the end of November there was little chance of laying down quality asphalt in the areas of the street they would need to open. More than likely they would have had to close them up with gravel or cold patch which would create a mess for plowing this winter. I preferred that we waited until they could asphalt patch the streets properly next summer.
  
- Lift station #2 replacement –Ben reported on the progress of this project in his report.
  
- Other than that we've been preparing for the snow season

#### Other Matters & Updates/Director's Report

- Years of Service Report:
  - On November 4<sup>th</sup>, Glen Besaw completed 31 years of service with the city.

## December 3rd 2018 Board of Public Works Meeting

### Wastewater Notes

On Wednesday 11-28-18 the new pumps, control panel and telemetry were installed at Lift Station #2. Except for a few things on the punch list the project is complete.

Tonight Eric Lynne from Donohue will be discussing with you the digester project design, bidding schedule and answer any questions you may have regarding the rehabilitation of the digester complex at the treatment facility.

Chad and I are working on getting televising information to McMahon for the Northridge / Cedar St. repaving project.

Wohlt Cheese							
Month	Flow	BOD		TSS		Phos.	
	gals	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	11545	987	118	502	59	34.0	4.1
Feb	8550	1060	93	654	56	37.8	3.4
Mar	9932	1272	102	997	70	41.3	3.3
April	11711	1151	109	929	79	40.2	3.8
May	15100	1267	168	1316	145	42.8	5.7
June	15353	1245	158	774	99	36.7	4.9
July	12313	975	98	587	57	33.8	3.2
Aug	10216	752	71	460	42	25.2	2.2
Sept	8657	1096	86	779	52	36.1	2.7
Oct	10468	1070	97	609	55	32.9	2.8
Nov	11044	1160	113	657	63	33.2	3.1
Dec							
Ave	11354	1094	110	751	71	35.8	3.6
Max	15353	1272	168	1316	145	42.8	5.7
Min	8550	752	71	460	42	25.2	2.2

Influent							
Month	Flow	BOD		TSS		Phos.	
	mgd	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	0.7465	347	2183	327	2063	7.9	49.9
Feb	0.8093	280	1873	375	2626	7.5	48.9
Mar	0.8345	297	2086	262	1846	6.5	46.0
April	1.7261	204	2461	271	3402	5.9	78.9
May	2.1915	242	3999	470	7651	7.7	144.3
June	1.1762	269	2721	364	3663	5.6	57.5
July	0.9111	349	2650	488	3703	8.4	63.5
Aug	0.9198	289	2244	398	3159	7.0	56.4
Sept	1.2289	215	2236	333	3469	5.0	52.8
Oct	1.5487	166	2103	231	3094	4.1	52.4
Nov	1.1056	177	1746	233	2257	4.5	43.0
Dec							
Ave	1.1998	258	2391	341	3358	6.4	63.1
Max	2.1915	349	3999	488	7651	8.4	144.3
Min	0.7465	166	1746	231	1846	4.1	43.0

Effluent							
Month	Flow	BOD		TSS		Phos.	
	mgd	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	0.7827	3	19	4	28	0.4	2.5
Feb	0.8445	3	23	5	35	0.4	3.0
Mar	0.8600	3	22	4	29	0.2	1.5
April	1.6771	5	68	6	96	0.4	5.7
May	2.1257	8	154	9	193	0.5	10.6
June	1.2355	3	30	4	47	0.2	2.5
July	0.9474	3	26	4	28	0.2	1.5
Aug	0.9805	1	13	3	30	0.2	1.4
Sept	1.3109	1	11	6	85	0.3	4.2
Oct	1.6649	1	8	4	54	0.3	4.1
Nov	1.2840	0	2	2	27	0.3	3.0
Dec							
Ave	1.2466	3	34	5	59	0.3	3.6
Max	2.1257	8	154	9	193	0.5	10.6
Min	0.7827	0	2	2	27	0.2	1.4
Limit:		25		30		1.0	

Utility							
Month	Rain	Super- natent	Ferric	Methane	Natural	Water	Electricity
	in.	gal	gal	ft <sup>3</sup>	ft <sup>3</sup>	gal	
Jan	0.08	6,991	64	40	44	756	
Feb	0.66	4,567	63	49	40	682	
Mar	0.16	0	94	52	32	867	
April	0.48	8,389	84	45	34	934	
May	0.36	19,959	106	72	10	1,975	
June	0.70	9,398	95	61	12	7,286	
July	0.40	20,595	119	56	14	1,383	
Aug	0.60	12,475	118	53	10	801	
Sept	0.48	8,824	95	60	8	904	
Oct	0.36	15,298	82	68	12	939	
Nov	0.16	0	74	74	22	700	
Dec							
Ave	0.40	9,682	90	57	22	1,566	
Max	0.70	20,595	119	74	44	7,286	0
Min	0.08	0	63	40	8	682	0



Hauled Waste		
Month	Holding	Septic
	Total gals	Total gals
Jan	697,200	111,400
Feb	627,100	74,200
Mar	897,850	77,550
April	752,800	122,650
May	943,490	484,650
June	787,720	505,625
July	816,265	473,900
Aug	639,520	443,400
Sept	797,415	385,600
Oct	981,430	405,700
Nov	640,390	198,650
Dec		
Total:	8,581,180	3,283,325
\$/gal	0.00825	0.02000
Total:	\$70,794.74	\$65,666.50

Mercury		
Quarterly	Inf	Eff
	ug/L	ug/L
Jan	37.10	0.85
Feb		
Mar		
April	87.00	0.35
May		
June		
July	466.00	0.58
Aug		
Sept		
Oct	67.10	0.65
Nov		
Dec		
Max	466.00	0.85
Min	37.10	0.35
Limit:		1.30

Ammonia	
Month	mg/L
Jan	0.54
Feb	2.4
Mar	1.4
April	11
May	12
June	0.7
July	0.15
Aug	<0.14
Sept	12
Oct	<0.14
Nov	0.14
Dec	

Whole Effluent Toxicity
Pass

Fecal Coliform	
Month	
May	54
June	63
July	22
Aug	13
Sept	116
Limit	400