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BRIEF OVERVIEW

Former Police Chief Jack Algiers often referred to New London as the "Garden Spot of the Midwest". New London is located at the confluence of the Embarrass and Wolf Rivers and was once the junction point of two major railroads. During the 1930's it was a major ski destination having one of the few ski jumps in Wisconsin. New London now lies near three major State highways and is a short three hours from Chicago, four hours from St. Paul, with easy access to the State's major vacation areas, Door County, the Waupaca Chain O' Lakes, Wisconsin Dells and Minocqua/Woodruff.

New London embraces 7,300 citizens, has 16 parks, 51 miles of streets and is five and one half square miles in area.

Want to see this electronically?
Visit www.newlondonwi.org -- the City of New London Web Site.

The information in this printed document does not include time sensitive data like names of alderpersons, commissioners, or department heads. It also does not cover community matters not directly related to local government – like a list of festivals or landlords. This type of information can be found on our Web Site.

Much of the information found in this Guide is contained on our Web Site in a more visual, colorful form.

At www.newlondonwi.org you will find --

- * Information on the Community Cupboard, Energy Assistance and Fair housing;
- * Driver's Examiners contact information;
- * A list of all local schools;
- * A schedule of meetings, committees, boards & commissions, meeting agendas and minutes;
- * Health Care information;
- * Information about the New London Historical Society, Soccer Club, churches, tourism, campgrounds, Mosquito Hill, fishing guides, and the theatrical troupe;
- * Temporary housing information – motels and apartments;
- * Also to be found there is:
 - Local economic and demographics data
 - Economic Development Assistance
- * Current City Data
 - Lists of contact information for City Officials
 - Current committee assignments
 - Reservation information on City Parks and Recreation Programs
 - Descriptions of City Parks and the Trail System
 - Employment opportunities and application forms
 - Street, trail and zoning maps

ORGANIZATION OF CITY GOVERNMENT

New London was chartered in 1877 (founded in 1851) under a Mayor-Council form of government. Since 1988 it has had a City Administrator.

The **Mayor** oversees the **Council** and is elected in even years to a two-year term. The Council is composed of 10 Alderpersons elected to staggered two-year terms; five alderpersons are up for election each year. The City is divided into 5 Aldermanic Districts of equal population. Two Alderpersons serve each District. The Mayor and Council establish City policies and create the ordinances contained in the Municipal Code. The appointed **City Administrator** oversees the day-to-day operations of most City departments, and is the key person in Economic Development matters. Council Committees monitor the various departments, keeping up on citizens' concerns and reporting to the Council on policy issues and recommending contracts, grants and other innovations.

The **Clerk Treasurer's** Office handles the City's business functions such as collecting money, paying bills, maintaining records, investing funds and administering elections.

The **Department of Public Works** maintains the streets, alleys, parking lots, takes care of trees bordering these streets, wastewater, storm water, flood control, weed control and leaf & brush pickup.

The **Parks & Recreation Department** handles the Parks, Recreation Programs, Swimming Pool, Exercise Room, New London Access Cable-TV, the Senior Disabled Van & Senior Center and Building & Grounds maintenance.

Property Assessment is a contractual service. **Building Inspection** is a stand-alone department.

Separate Commissions control other functions.

The **Library & Museum Board** oversees the Public Library and Museum.

The **Cemetery Commission** oversees Floral Hill Cemetery and the **Utility Commission** oversees the Water and Electric Utility.

In addition to these, there are a number of Citizen Boards and Commissions, which engage in other functions. The Board of Review hears property assessment objections. The Board of Appeals hears requests for variances from land use regulations. The Plan Commission grants Conditional Land Use permits and oversees the City's Comprehensive Plan. The Housing Authority oversees low income Housing Assistance Funds and operates a low-income apartment building.

Parks & Recreation Committee regulates “**New London Access**” Cable TV, our government access Channel. The committee shall also act as the **Municipal Tree Board** and is responsible for oversight of all urban and field forestry operations within the city limits as well as facility maintenance operations for most municipal buildings.

The **Revolving Loan Fund Review Board** monitors loan requests for our Economic Development business loans. The **Tourism Commission** is responsible for use of the Room Tax money to promote area tourism.

For a list of current members of any or all of these bodies, or information on how to serve on one, please contact the City Clerk’s office at 982-8500 – Option 2.

SERVICES FOR NEW RESIDENTS

- **BUILDING CONSTRUCTION – PERMITS** - The City regulate all aspects of construction, both residential and commercial, within its boundary. To determine if your project requires a Building Permit, contact the Building Inspector at (920) 250-5612.

- **DIGGERS HOTLINE** – Know what's below. Call or click before you dig.
Wisconsin's One-call center: 811 or (800) 242-8511
Emergency only: (262) 432-7910 or (877) 500-9592

State law states that all projects that disrupt the surface require a locate request be filed with Diggers Hotline. No matter how large or small the project or how deep you're digging, underground lines pose a threat to your safety. Diggers Hotline works with the utilities to identify these costly lines and give you a roadmap to digging safely. Call or click three working days before digging and have your lines marked so you can dig freely and safely.

- **GARBAGE PICK-UP** – In an effort to keep property taxes down, the City government long ago decided to let the private sector handle refuse removal services for all classes of property – residential, commercial and industrial. Graichen Sanitation at 982-4116 currently provides this service for our City. All residents are required to contract directly with a garbage hauler to have their garbage removed on a regular basis. It is the responsibility of the property owner to make sure that all exterior property areas shall be maintained in a clean and sanitary condition free from any accumulation of rubbish, garbage or debris. It shall be the responsibility of the owner to provide garbage pickup for all rental properties.

- **GAS COMPANY – WE ENERGIES** is the gas company that serves the New London area. For connection, metering, billing and other matters, call them at (800) 242-9137.

- **MAIL DELIVERY** – In most cases, if your neighborhood is served by sidewalk you will have door-to-door mail delivery to your mailbox. If not, you will have to place a rural delivery type mailbox on your property near the street. The Post Office has information on where to place your mailbox. Call them at 982-2811.

- **NEIGHBORHOOD COVENANTS** - Zoning regulates citywide land use; however, some subdivisions are also bound by restrictive covenants, which further limit things that may be done to a property. Covenants commonly restrict types of plantings, size and location of buildings, colors chosen, noise, etc. Your realtor should inform you of such covenants before you buy. Your subdivision association will have copies of the covenants you are bound by. When in doubt, contact the Building Inspector. He will know if covenants apply to your property and how to obtain a copy.

- **PHONE BOOKS/TELEPHONE SERVICE** - Local telephone service and access to long distance service via an actual telephone line is provided by AT&T and Charter Communications. New London phone books are available at City Hall. Local and area wide phone books are distributed annually (for free) by each company.

- **SCHOOL DISTRICT** - New London Public Schools Administration Office: 901 W. Washington Street [920] 982-8530

The School District of New London is located in East Central Wisconsin on the border of Waupaca and Outagamie counties. It covers 144 square miles in three counties with an approximate population of 18,000 and a tax base of just over one billion dollars.

The School District of New London is a Unified District which serves approximately 2500 students. It is comprised of a white (90%), Hispanic (7%) and other (3%) student population. Bilingual programs are offered at Lincoln Elementary School, Parkview Elementary School, Intermediate/Middle School, and the High School.

As well as our public school system, New London also has several parochial schools: Most Precious Blood Catholic School, 120 W. Washington Street [920] 982-2134
Emanuel Lutheran School, 200 E. Quincy Street [920] 982-5444

- **STREET ADDRESS** – Your street address is assigned by the Building Inspector. If you have new construction call 920-250-5612 to obtain your proper street number.

- **WATER – SEWER – ELECTRIC** - New London Utilities, 400 East North Water Street (982-8516), a subdivision of the City, operates the water system, water towers and is responsible for water quality. New London Utilities also operates the electric distribution system, resulting in low cost, and reliable electric power to your home or business. The Sewerage System (Wastewater Treatment Plant and Sewer Mains) is a division of the Department of Public Works. Sewerage costs are billed on your Water – Sewer – Electric bill, which comes from New London Utilities. **Sign up for these services at the Utility Office, in person, located at 400 E. N. Water Street from 8 a.m. to 4:30 p.m.** You can also contact New London Utilities at our website: www/newlondonutilities.org. If you are doing new construction, the City Building Inspector (920-250-5612) will assist your builder in properly connecting to water and sewer mains and the electric grid.

- **ZONING** - Zoning refers to land use regulations, which restrict certain types of land use to certain areas of the City. Some areas are restricted to (zoned) manufacturing, others commercial. There are a number of residential zones: Parts of the City are zoned for single-family houses, others allow single family and duplexes, while others allow apartment buildings of various densities [4-Plexes, 16-Plexes, etc]. To determine what type of use is allowed on the property you are considering buying, or on your present property, contact the Building Inspector at 920-250-5612.

SERVICES TO YOUR PROPERTY

- **BIKES, SKATES, SKATE BOARDS** - Bikes must be licensed; licensing is free at the Police Department. Small children may ride their bikes on the sidewalk. Older children and adults should ride on the street with the flow of traffic (not against it). Bicyclists are reminded that they are to obey all traffic laws – just like cars. Wear your helmets!

Skates and skateboards should be used on the sidewalks or at designated parks. (There is a Skate Board Park located on Montgomery Street). Skateboards and skates are not to be used on major through streets - Pearl, Shawano, Wolf River Avenue, Mill, Beacon Avenue, Jennings, Oshkosh, Pershing Road, Wyman, Division, Beckert or Werner Allen.

Sidewalks and parks in the downtown area, basically between Beacon Avenue and Waupaca Streets, are also off limits to skateboards and skates.

- **BOATING & FISHING RAFTS** - Boat registration forms are available in the lobby of the Police Department.

Boat Launching Permits for the ramps at Riverside Park are sold at the Park for daily use or an annual permit is sold at the Bait Shop located at the Park or at the Parks & Recreation Office. The fee collected goes to maintaining the facility.

Fishing Rafts and annual docks are allowed on the Wolf River between April and October. Permits are required and certain construction and marking requirements must be met. Remember, if you don't own the property, written permission is required from the property owner. Contact the Parks & Recreation Department for current fees and regulations.

The Wolf River and Embarrass River are prone to high water and flooding. The official flood level is approximately 9 feet. In reality flooding, when water actually is on North Water Street, and the areas behind the Municipal Building are closed, is about 12 feet. The News Media announce "flood" at 9 feet. Remain calm. Call the Public Works Department. The City provides sand bags and shelter, if needed. The last flood was in 1979. When high water occurs, generally when the river hits the 7 foot mark, there is a no wake period announced and river traffic is closely regulated. During periods of high water, the wake from boats causes excessive property damage to homes and property abutting the river. The wake is caused not only by boat speed but by the way it is driven through the water. If you must be out on the river during this period, be aware of the waves your craft is causing, and also be aware that during high water a lot of debris is floating down the river at a pretty good clip. If this strikes you, you could be thrown from your boat and your boat could be severely damaged.

- ELECTIONS, ELECTED OFFICIALS & VOTER REGISTRATION –

The Mayor, City Attorney, and ten Alderpersons are the local officials elected by the voters every two years. The Municipal Judge is elected every four years.

In addition, New London voters elect school board members, county supervisors, county executives, judges, state senators, assembly representatives, and U. S. senators and house representatives.

If you are interested in running for a local office please contact the City Clerk's office. They can explain the nomination process, give you district maps and advise you on the campaign finance laws. Nomination papers may be circulated from December 1st to the 1st Tuesday of January of the year the term of office expires. The Mayor, City Attorney, Municipal Judge and five alderpersons are elected every even numbered year. The remaining five alderpersons are elected odd years.

There are 4 elections scheduled each even year. The 3rd Tuesday of February, 1st Tuesday of April, 2nd Tuesday of August and 1st Tuesday following the first Monday of November. In odd years, the February and April elections are scheduled. The February election is primarily to narrow down the election choices to two candidates for non-partisan offices. The April election selects the non-partisan officers from a choice of two. August elections are to narrow the choice of parties candidates. November selects the partisan office holders.

New London has five polling places correlated to the five alderpersonic districts. There are two alderpersons representing each district. One alderperson from each district is elected every year for a two-year term. The alderperson represents your interests on the City Council and will assist you with community concerns. They welcome your phone calls; to find out which alderperson represents you, call the City Clerk's office.

Voter registration is easy. At any time you may come to the City Clerk's Office and register to vote. Bring with you your Wisconsin Driver's License or a State I.D. Card with your current address. If you don't have one of these items, call us and we will help you find an acceptable alternative type of identification. You may also register at the polling places. Call the City Clerk's office before you go vote to find out where you vote, and to make sure you will bring the proper I.D.

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 10 *consecutive days before the election*. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

- **HOME IMPROVEMENTS** – You need a building permit for the construction, resurfacing of sidewalks and driveways. You need a permit for remodeling, installation of central air conditioning, new construction, swimming pools, fences, storage sheds, etc. In all cases, call the Building Inspector at 920-250-5612 and ask about your project and what will be required. Building Permits ensure that you meet fire and other safety codes. Permits are fairly inexpensive and are certainly cheaper than being told you must tear down what you just constructed. The Building Inspector will work with you to help you accomplish your home improvement needs in a safe and affordable manner.

- **HOME OCCUPATIONS** - Most people have hobbies and occasionally you will create some items that people desire and sell a few to friends or neighbors. In so far as this is a hobby and occasional, it is permitted in a residential area. [Be aware that some tools and equipment may generate electrical interference, which affects other people's TV, radio, telephone or cable reception. This constitutes a nuisance under our ordinances and must be addressed. There is usually a simple fix to this problem. If you are experiencing interference of this type, contact the Building Inspector.]

Home Occupations, that are intended to be a source of income and that will cause people to come to your home to frequently pick up or deliver materials, or to receive services, require a home occupation permit. The home occupation permit process notifies your neighbors of what you intend to do, and gives them a chance to learn more about it and raise concerns at a public meeting. For more information on home occupations, contact the Building Inspector.

- **HOUSING REHABILITATION PROGRAM** - The City from time to time is awarded Federal money to assist low and moderate-income persons in buying a home, or making the home they own more energy efficient and safer. The City has an ongoing program to assist persons to install better heating, plumbing, siding, roofing, and insulation or to remove lead paint or asbestos. To find out if you qualify, and about the details of the program (usually an interest free second mortgage is involved, to be paid only when the house is sold) contact the City's Housing Coordinator at (715) 752-4620.

- **JUNK APPLICANCES** - The City does not pick up junk appliances, furniture or anything else other than yard waste. Your regular garbage hauler does not pick up these types of items either. You must arrange for a special pick up of these items from your garbage hauler. There are private contractors who will from time to time pick up accent appliances and scrap metal. Consult the local media for advertisements, your garbage hauler or the yellow pages for names of area contractors.

- **LAWN CARE STANDARDS** - Residents are required to maintain a safe and nuisance free lawn. Lawns must not exceed one foot in height; certain noxious weeds (Canada Thistle, Leafing Spurge and Field Bindweed, Quack Grass, Sow Thistle, Ragweed, Poison Ivy, Poison Oak and Golden Rod) are not to be found at all. Standing water, debris fields, etc., which can harbor vermin or promote the growth of mosquitoes are to be eliminated. Persons harboring such hazards will be given notice and afforded a brief

period of time to clean up the area. The Street Superintendent is responsible for lawn care standards enforcement. The Street Superintendent may be reached at 982-8503.

- LEAF AND BRUSH PICKUP - The Department of Public Works picks up yard waste (leaves, grass clippings, pieces trimmed from small trees, bushes or shrubs) in April and October of each year. Watch the local newspaper, City Website and Facebook page for the official notice. Leaves are picked up via a vacuum suction device. Leaves should be raked into a heap along the street adjacent to your property. Do not rake the leaves into the street as this may clog the storm sewers and result in flooding. Brush should be bundled. Bundles should not exceed 4 feet in length, be more than 2 feet in diameter and should weigh less than 45 lbs.

In addition to this semi-annual curbside service, you may bring lawn debris to the Wastewater Treatment Plant on West Wolf River Avenue. The yard waste drop off site is open May-November, weekdays from 7 a.m. to 2:30 p.m. and on Saturday mornings from 7 a.m. to 11 a.m.

- PROPERTY VALUATIONS - On your tax bill you will notice property assessment appears as Land and Improvements which equals the Total Assessment. Your taxes are calculated on your total assessment. The assessment is a value assigned by the City Assessor so similar houses throughout the City have similar values. When the overall values fall out of compliance with the WI Dept. of Revenue requirements a revaluation is required. A revaluation means that a representative of the Assessor's Office will physically visit and reevaluate all properties. The City had their last revaluation in 2006.

Fair Market Value is a calculation the State makes every January on what properties are selling for in the area. This gives you an idea of what your house might be worth should you put it on the market. This number will change up or down every year.

If you think the assessed value or the fair market value of your home is incorrect you should contact the Assessor and discuss this with him. There are many variables to review when assessing a property. Every situation is specific to each parcel. Unfortunately, the Assessor cannot lower your assessed value just because you think it is too high. You will need to provide documentation showing the need for a change. This can be in the form of a current appraisal or closing documents indicating a purchase price substantially lower than the current assessed value.

The Assessor reviews all assessment changes after the first of the year until approximately the end of April. Upon the completion of Open Book and Board of Review, the books are closed for the year and no assessment changes may be made until next year.

- RECYCLING - The entire City of New London is under contract with Outagamie County for recycling services. There is a curb side pickup bi-weekly on Wednesdays or Fridays.

The City of New London has provided 95 gallon recycling containers to all residential households. Place all recycling in the bin and put at the curbside no more than 24 hours before your recycling day. All paper, glass, aluminum, plastic and tin can be co-mingled. **DO NOT USE THE RECYCLING BIN FOR GARBAGE.** Shredded paper should be placed in a brown paper bag and stapled and placed in the cart. The recycling bins are the property of the household and stays with the property. If your recycling bin becomes damaged, please call the City's Public Works Office (982-8503) and they will see that it is either repaired or replaced.

Commonly asked questions:

Can I place my recyclables in plastic bags? NO, DO NOT place recyclables in plastic bags or put bags-of-bags in your cart. For information on local grocery and retail stores that accept shopping bags and other stretch film plastic for recycling, go to RecyclingMoreOutagamie.org.

What should I do if my recycling does not fit in my cart? All recyclables must fit inside the cart with the lid closed. If you have more recyclables than will fit, you should:

*Save them for your next collection day. *Ask a neighbor if they have extra room in their cart for your recyclables. *Bring extra recyclables to the county's drop-off site located at 1419 Holland Road in Appleton.

How do I set my cart out on Collection Day? Place your cart curbside before 6 a.m. the day of collection, with the *cart's handle facing your house and the lid opening toward the street*. Make sure there is at least four feet between the recycling and trash carts and any other objects such as a parked car or mailbox. Note, if your cart was set out late, you must wait until your next scheduled pickup.

What if there is snow bank? In the case of snow, if your cart will not fit in your driveway opening, then you will need to clear an opening in the snow bank where the cart can be properly placed. Carts cannot be placed on top of the snow bank or in the road. Improperly placed carts will not be collected.

What if I have a very long driveway? How do I get my cart to the road? Outagamie County Recycling has a limited supply of cart pullers for residents with long, gravel driveways. Call Outagamie County Recycling for more information @ (920) 968-5721.

What if my cart is damaged or needs repairs? If your cart is damaged or in need of repair as a result of normal wear and tear (e.g. broken lid, wheel, cracked cart, etc.), call the City's Public Works Office (920) 982-8503.

Check out Outagamie County's *RecycleMoreOutagamie.org* to find more information on recycling and disposal questions and options; or call (920) 968-5721.

For *collection questions or issues* call Inland Service directly at 920-759-0501.

Waupaca and Outagamie County offer recycling sites where you can bring in things considered to be hazardous wastes such as batteries, oil, computers, tires and oil based paint. Special "clean sweep days" are advertised in the local newspaper. Recycling items that are set out curbside becomes the property of Outagamie County. It is illegal to take items from another person's property, which has been set out for recycling, and sell them to aluminum scrap dealers, etc.

- **SANITARY SEWER BACKUPS** - Every homeowner should understand that the sanitary sewer system is free flowing, via gravity, and wastewater flows from your house via the sewer lateral to the sewer main, to the Wastewater Treatment Plant. Sewerage is treated at the Plant to remove known pollutants, and the effluent discharged into the Wolf River. Clogged pipes or pipe breakage can cause backups. These backups could enter your house, usually spilling into the basement. To avoid this, it is recommended that you clean your sewer lateral regularly and install a backflow preventer. The backflow preventer should be installed by a licensed plumber and tested annually. Sewer backups caused by blockage in your sewer lateral are your responsibility. The homeowner is responsible for the sewer lateral from the house to the point where it connects to the City's sewer main. Blockage to the main will be addressed by the City. You need to be aware of the history of sewer blockage and backups to your property. Some areas, because of a low location or proximity to certain types of businesses may experience frequent backups. Plan accordingly. If such is the case, store things several inches off the floor, and avoid the use of carpeting or paneling in such areas. City insurance does not cover sewer backups.

- **SIDEWALKS** – You are responsible for shoveling the walk in front of your property in the winter and removing accumulated ice. State law requires that the City do these things, if you do not. Charges for such services are billed to you and placed on your property taxes, if unpaid. It is cheaper for you to hire this work done, than to ignore it and wait for a complaint to be made and the City to follow through. The Department of Public Works will have a list of persons you may call to hire this work done.

Sidewalks are inspected every eight years. The City is currently doing an aggressive sidewalk repair/replacement program. Sidewalks are considered defective if cracked, raised or the surface has crumbled. Sidewalks are to be kept clear. Do not park cars across them, trees and shrubs shall not obstruct free passage, do not allow toys or lawn debris to accumulate on them. Advise the Department of Public Works at 982-8503 if you encounter an obstructed sidewalk or to report a sidewalk in poor condition.

- **SNOW PLOWING** - The Department of Public Works maintains a fleet of snow removal equipment and sufficient manpower to clear all City streets and alleys within 48 hours of a snowfall of one foot or less. More severe snow, blizzards, ice storms, etc.

will require more time. Streets are plowed on a priority basis, with the main thoroughfare and school bus routes being done first. Parking lots, alleys and clearing heavy accumulations at intersections (which obscure vision) are done last. As a homeowner you are responsible for clearing the snow from your driveway and sidewalk within 24 hours of the snowfall.

To facilitate snow removal, parking is prohibited on all City streets from 2 a.m. to 6 a.m. from November 1st through March 31st. This ban is in effect whether it has snowed or not. In years of heavy snow, it is difficult to see oncoming traffic at intersections; motorists should be extra cautious under these conditions. Following a snowplow too closely is also hazardous. Snow plows shoot a salt/sand mixture behind them to assist in snow melt and create better traction. This will damage the finish on your car. Also, winds will blow fine snow behind the vehicle making visibility low. To avoid either of these it is best to stay back at least 100 feet from a working snow plow.

- **STORM CLEANUP** - In the event of a severe storm, the City will pick up brush, tree limbs, etc. Cut these into manageable sized pieces and leave on the terrace area by (not in) the street.

- **STORM WATER RUN OFF** - The City storm sewer system is built to handle historically normal rainfall. Storm sewers flow into the river. During high water or river flooding, the river water will flow back through the storm sewer onto the streets.

If your household storm water system flows directly into the storm sewers you need to make sure that in the case of high water or floods you don't end up with a basement full of water. During heavy rains, the amount of water flowing into the system may exceed the capacity of the system to handle it. In this case, the streets will temporarily flood. The system is designed to do this. If your property is located adjacent to a storm sewer catch basin, you may want to inspect the grate periodically to see that it is not blocked by brush, leaves or other debris. This will ensure its most efficient operation.

Property owners should be mindful of the flow of storm water from their eaves and paved surfaces. Water should flow through your property onto the street or drainage ditch. It is not allowed for water flowing from your property to flood the property of your neighbors. You should also be aware that sump pump water flowing in the winter will freeze on the streets or sidewalks it crosses. Please consider this and do not create a hazard to other persons by the poor location of sump pump discharge hoses.

- **STREET MAINTENANCE** - Pot holes, trench dips, debris, etc.; if you notice any of these, report them to the Department of Public Works at 982-8503. Streets are resurfaced based on a system that rates all streets by condition and traffic flow. These are then prioritized and the street is then tended to as a part of each year's program. Street repair is very expensive and we do what we can with the money available each year.

Residents share in the costs of these repairs in two ways; as a part of your annual property tax payment and through special assessments. Generally, you will be assessed for a portion of the cost of the curb & gutter and sanitary laterals that lie in front of your property. In some cases, you may also share in the cost of the road surface as well. If there is planned construction in front of your home you will receive a notice that the project is being proposed and that you will be specially assessed for part of it. There will be a public hearing over the assessment, to which you will be invited. It is usually best, if you receive such notice, to call the Public Works Department and ask about the project. They will describe it, explain why it is being done, give you an idea of when it will occur and be able to give you an estimate of the costs.

Prior to actual construction, residents will be notified by the contractor of the work schedule so that you can plan on parking your vehicles elsewhere and know when your property may be without water or sewer services.

- **TAXATION - ASSESSMENT - The Budget.** The City operates on an annual Budget where it allocates its resources to the various services it offers. The annual Budget process begins in August and concludes in November, when the Budget is officially adopted. It is at this time the City tax levy is set. This levy is combined with tax levies from the County, School District, State and Fox Valley Technical College. This determines your property taxes, which are based on your property assessment, less various credits.

- **Tax bills** - Tax bills are issued approximately the second week of December. Full payment or partial is due January 31st, with the second payment due July 31st. We do not accept Credit Cards for payment of your taxes, only Cash or Check. Payments made by check, in December or January, should be made out to the City of New London and can be mailed to 215 N. Shawano Street, New London, WI 54961; or may be paid in person at the City Clerk's Office, the First State Bank, or First Merit Bank. Payments after January 31 should be made out to the Waupaca or Outagamie County Treasurer and mailed to the County address on the tax bill. The City Clerk's office cannot accept tax payments after January 31 of each year! The counties will not accept payment before January 31. In addition to property taxes, your tax bill may contain unpaid special assessments, special charges or delinquent water or sewer bills. Special assessments are charges for work done affecting your property for which you have to pay a share. This would be for pavement, curb & gutter, and sanitary laterals. Special charges are services the City provided to your property – weed cutting, snow removal, demolition, garbage clean up, etc. Water and sewer bills not paid to the New London Utility, become liens on your property, which the Utility has a right to collect on your property tax bill. If you have any questions on your property taxes, call the City Treasurer's office at 982-8500 (option 2).

- **TORNADO WARNING** - The City of New London does have Tornado / Severe Weather Sirens. Our siren system is operated at the New London Police Department and also through the Outagamie County Emergency Management. The sirens are mainly for warning citizens outside of buildings. The City's tornado sirens are tested

each Saturday at noon. If you hear this, except of course during the weekly test, take shelter. Under exceptional circumstances, the sirens may be activated when the extreme weather conditions may produce tornados even though the National Weather Service has not issued a Tornado Warning.

We recommend that each household and business obtain a NOAA weather radio which will automatically activate and warn citizens of hazardous weather conditions.

- TRAFFIC SIGNS - We patrol the streets regularly looking for missing signs, signs obscured by vandalism, wear, or obstruction by branches. However, there are ones we miss and you see. Help us out, call the Public Works Department and report any signs that need attention. Traffic conditions change with the times. Where for decades no sign was needed, now due to increased traffic or a change in people's driving habits new signage might be required. We see these as we travel through the City, but we are not able to be aware of all signage needs. So, if in your neighborhood you think new signage is needed, talk to your Alderperson, and they will see that your concern is addressed. Be aware that the solution may be in enforcement or through changing the traffic patterns, rather than signage. Your situation will be considered as it affects traffic throughout the City. "Children at Play" signs are now considered bad public policy. Persons driving through residential areas should assume that at any moment they will encounter children darting into the streets. Research shows that "Children at Play" signs seem to encourage kids to be in the street and actually cause more accidents.

- WATER QUALITY - Water quality is the responsibility of the New London Utilities. City water quality has consistently exceeded State and Federal Standards. New London Utilities fluoridates its water. If you have questions concerning water quality, please contact the Utility office at 928-8516.

- YARD/RUMMAGE SALES - No permit is required for occasional yard sales. The local newspaper coordinates two city-wide yard sales each year. Yard sales are expected to be infrequent and of less than a weeks duration. You may not conduct a continuous yard sale.

- GENERAL INFORMATION ABOUT CONTACTING YOUR CITY GOVERNMENT –

Any emergency	–	Call 911
Non-emergency Police:		982-8505
Non-emergency Fire:		982-8507
General Government:		982-8500 option 2
City Clerk, Treasurer		982-8500 option 2
Assessor		982-8500 option 2
Building Inspector:		920-250-5612
Public Works:		982-8503
Parks & Recreation:		982-8521
New London Access Cable TV:		982-8537
New London Aquatics & Fitness Center:		982-8524

Organization of the City of New London: The City is chartered under a Mayor/Council form of government. The Council has appointed a City Administrator to oversee operations not under the jurisdiction of separate commissions. An organizational chart and directory of Commissions and Boards is available from the City Clerk's office. Officers of the City are as follows: (as of April 2015)

- Kent Hager, City Administrator
- Earl Luaders, City Attorney
- Steve Thompson, Utility General Manager
- Jeff Schlueter, Chief of Police
- Mark Wilfuer, Fire Chief
- Susan Tennie, City Clerk
- Judy Radke, Treasurer/Finance Director
- Jeff Bodoh, Director of Public Works
- Chad Hoerth, Director of Parks & Recreation / Bldg & Grounds / NL Access
- Paul Hanlon, Building Inspector / Zoning Administrator
- Don Goodreau, Streets/Parks Superintendent
- Ben Greuel, Waste Water Treatment Plant Superintendent
- Randy Zehms, Cemetery Superintendent
- Ann Hunt, Library Director
- Christine Cross, Museum Director

MEETINGS OF THE COUNCIL, COMMITTEES OR BOARDS:

All meetings are open to the public. Under rare circumstances when a personnel or legal matter is being discussed, part of the meeting may be closed to the public. The meeting notice will always state this.

Meeting minutes and agendas are public and are on our Web Site at www.newlondonwi.org. A lot of other information is also to be found there, check it out! Meeting notices are also posted in the Shiocton Street entrance to the Municipal Building and at the Public Library.

MEETING SCHEDULES

	<u>Customary Meeting Place & Time</u>	
COMMON COUNCIL		
Second Tuesday of Month	Council Chambers	7 p.m.
BOARD OF PUBLIC WORKS		
First Monday of Month	Council Chambers	4:30 p.m.
FINANCE & PERSONNEL		
First Wednesday of Month	Council Chambers	4 p.m.
PARKS & RECREATION		
First Tuesday of Month	Council Chambers	5:30 p.m.

ECONOMIC DEVELOPMENT Last Tuesday of Month	Council Chambers	4:30 p.m.
CEMETERY COMMISSION Meetings as needed	Conference Room	10 a.m.
LIBRARY & MUSUEM BOARD Third Monday of Month	Library Meeting Room	5 p.m.
PLAN COMMISSION Fourth Thursday of Month	Conference Room	5 p.m.
POLICE & FIRE COMMISSION Third Monday of Month	Police Station	6 p.m.
UTILITY COMMISSION First and Third Tuesdays	Utility Office	4 p.m.
HOUSING AUTHORITY Third Monday of Month	Franklin Park Apts. Community Room	3 p.m.

**- NAVIGATING THE CITY VOICE MAIL SYSTEM –
To talk to a person - 982-8500 - Push Option 2**

To talk to the:

Mayor	982-8500 ext. 103
City Administrator	982-8500 ext. 113
City Clerk	982-8500 ext. 101
Treasurer/Finance Director	982-8500 ext. 102
Building Inspector/Zoning Administrator	920-250-5612
Fire Inspector (non-emergency)	982-8507
Assessor / Assessment info & requests	982-8500 option 2
DMV information only	Push Option 4

Other misc. information which leads to: - Push Option 6
 Non-emergency Police
 Public Works Department
 Parks / Recreation / New London Access Cable TV

Some documents may be quite large and will therefore, take some time to copy. If you wish the document mailed, we will do so but then you must provide us with an address. To assist you better we will ask you about what you want and why you want it, as to provide you with what you are actually looking for. You do not have to answer these questions.

In some cases, your request for a document may infringe on the privacy rights of other persons. In this case we are required to balance the need to know vs. the rights of others. This process requires time and in some cases notification to the other party that the information may or will be released and thus an opportunity for them to seek court action barring the release of this information. Should your request involve such matters you will be advised of the process and the progress of your request.

Assessment Information: As a service we will survey the various records and produce for you a report which includes assessment information, such as assessment and fair market value, the assessment ratio, lot size, zoning and special assessment information. The fee for this service is \$25.

As an alternative, a copy of the special assessment card, and parts of the assessment folder can be made. If we make copies for you, we will not interpret the information on these documents. Tax information may be obtained from the County Treasurer, and a Zoning map may be purchased. The County, as a cost savings measure, does not provide the City with copies of the tax bills.

RECORDS UNDER THE JURISDICTION OF	AVAILBLE FROM	LOCATION – TIME
Documents relating to the Board of Appeals, Board of Review, Common Council, Committees of the Common Council, Cable Commission, Cemetery Commission, general correspondence, financial records, contracts, elections, property assessment, cemetery lots & burials, Planning	City Clerk	Municipal Building 215 N. Shawano Street Weekdays 8 a.m. - 4:30 p.m.
Police & Fire Commission, police and arrest records	Chief of Police	Police Dept. 700 Shiocton Street
Building Construction, Moving, Plumbing, Electrical, Razing, Occupancy Permits, Zoning	Building Inspector	Municipal Building 215 N. Shawano Street 8 a.m. - 4:30 p.m.
Fire Department Records	Fire Chief	Contact City Clerk

Housing Authority	Executive Secretary	Franklin Park Apts. 505 Division Street Weekdays 9 a.m. – 12 noon
Library & Museum	Director of Library Services	Public Library 406 S. Pearl Street Weekdays 9 a.m. – 5 p.m.
Utility Commission, records relating to the water and electric utility, its business operations and customers	Utility Manager	Utility Office 400 E. N. Water Street Weekdays 8 a.m. – 4:30 p.m.

- **VOLUNTEER UNITS** - We are always looking for persons interested in serving on Boards and Commissions, as Poll Workers, and volunteers to assist in many of our activities at the Senior Center, Library and Museum, etc. For more information, contact the Clerk Clerk's office.

SERVICES TO YOU AND YOUR FAMILY

- **BUILDING INSPECTOR/ZONING ADMINISTRATOR** - (920) 250-5612
Office Hrs. are 8:00 am – 4:30 pm Monday - Friday / Appointments are not necessary, but are recommended

Building Permits: Building permits are required anytime you are constructing a new building or making structural changes to an existing building. Also when replacing siding, windows, heating, central air conditioning, electrical wiring or plumbing. Permits are also required when installing or replacing signs. Permit applications may be picked up at the New London Municipal Building or they are available on the website at www.newlondonwi.org

Complaints: The Building Inspector also handles complaints that involve rental properties, junk, garbage and storm water run-off. When calling to make a complaint make sure you provide the address of the property, your name and phone number where you can be reached, and the landlord name if the property is a rental.

Zoning: The City of New London has zoning for every property. Before starting a residential business or home occupation, you will need to contact the Building Inspector to make sure that your property allows such activity. In cases where a "Conditional Use" is required, the Building Inspector will assist you with that process. See also Areas of Concern to New Residents above.

- **BUSINESS CONTINUATION ASSISTANCE** - If you have an ongoing business and are struggling to keep it afloat, there are local and state programs that may offer you some assistance. Contact the City Administrator for further information at 982-8500 ext. 113.

- **BUSINESS LICENSES** - There are a number of things to be considered when locating the site of your business, and there are local and state agencies which may regulate aspects of your business. Be sure to consult the Building Inspector early in your business planning process. Businesses must be located in the proper zone. Businesses selling food or alcohol require special licenses and inspections. There are also licenses required for pinball machines, pool tables and other amusement devices. Garbage haulers, mobile home parks and certain occupations also require licenses.

- **BUSINESS REGULATIONS** - Business Startup Assistance: If you have a good idea for a new business, but don't know how to implement it, or have attempted to start up a business and are having trouble jumping through all the required hoops – help is available. Contact the City Administrator at 982-8500 ext 113. He will advise you on business start up programs, assist with financing, and guide you through the regulations.

- **CHAMBER OF COMMERCE** - 420 N. Shawano Street

The New London Area Chamber of Commerce promotes the spirit of business, tourism and community prosperity. It is in partnership with local municipalities and supports the area as a growing region – promoting a higher quality of life through economic growth and civic participation. The Chamber organizes community events like Women's Wellness Day, the Chamber Beer Tasting Event, Fall Family Fest, the annual Awards Banquet, and the Holiday of Wonder Celebration complete with a Parade and Santa Land. Your Chamber is an action agency designed to meet businesses needs. They provide extensive educational opportunities for area businesses in efforts to strengthen the economy in the region and act as a source for relocation packets and general business information. They also meet community needs by providing travel and tourist information for New London and surrounding areas; assist visiting guests in finding lodging, dining and fun things to do and see. The Chamber can be reached at (920) 982-5822 or by visiting www.newlondonchamber.com

- **CHILD LABOR** - Work Permits are required for all children 14 to 18 years of age. A work permit is required for each job that the child has until the age of 18. Work permits are issued at the High School or at the City Clerk's office.

You will need: A statement from the prospective employer that the child will be hired and what they will be doing; written permission of a parent or guardian; Copy of a Birth Certificate, Baptismal Record, valid Driver's License or Identification Card issued by the Wisconsin DOT; Social Security *Card*; \$10 and the child must be present to sign the permit. Certain jobs cannot be performed by a child until they reach certain ages. Most employers are aware of these things, if in doubt, call the City Clerk's office. Also, work hours during the school year are now limited by law.

- **CONCEALED CARRY LAW** - In 2011 the State of Wisconsin was the 49th State to pass the concealed carry law that allows citizens who receive a license from the State of Wisconsin to carry concealed weapons. For more information on this law please look at the State Wisconsin Department of Justice website. <http://www.doj.state.wi.us/>

WHO CAN GET A LICENSE?

Person 21 years of age or older
Not prohibited under state or federal law from possessing a firearm.
Not prohibited from possessing a weapon as a bail restriction.
Wisconsin resident.
Submit application.
Submit proof of firearms training
Pay required fees.
In certain circumstances a circuit court judge may issue an emergency license that is valid for 30 days.

TYPE OF WEAPONS ALLOWED WITH LICENSE

Handguns
Electric Weapons
Knife but not a switchblade
Billy club

RESTRICTED LOCATIONS

Police stations, sheriff's offices, state patrol stations, or offices of Department of Justice, Prisons, jails, houses of correction, or secured correctional facilities
The Sand Ridge Secure Treatment Center, the Wisconsin Resource Center, any secured portion of a mental health institution, including the Maximum Security Facility at the Mendota Mental Health Institute
County, state, or federal courthouses
Municipal courtrooms if court is in session
Beyond airport security checkpoints
Anywhere when under the influence of an intoxicant
On the job, if prohibited by your employer

When "no weapon" signs are posted or you are told weapons are prohibited:

In businesses
On private property or land
In state or local government buildings
At special events
In public or private university or college buildings

Schools

- Felony to carry firearm on school grounds, unless:
 - School-approved program
 - On-duty law enforcement officer or state commission warden

 - Unloaded, encased, and with permission of school to cross grounds to access hunting land
 - Unloaded, in a case, and out-of-reach in vehicle

- Legal hunting in school forest with permission of school
- Misdemeanor to carry within 1,000 feet of school grounds without a CCW license, unless:
 - One of the above exceptions applies; or
 - On private property not part of school grounds

- DISABLED & SENIOR TRANSPORTATION SERVICES -

The City operates a bus, which provides rides, on weekdays only, between 9 a.m. and 4 p.m. to persons over 60 years of age or who are disabled. The bus has a wheel chair lift. Rides may be arranged by calling 982-8523. Rides are scheduled with priority going to nutrition and medical needs. The 10:30 a.m. – 12:45 p.m. period is focused on getting people to and from the Senior Center for the meal program. It is the policy to schedule your appointments at least 24 hours in advance. A \$3 donation for the round trip ride is appreciated.

- DOG PARK – New London Jaycees Dog Park – 740 River Road

The 3 acre New London Jaycees Dog Park has two fenced in areas for the purpose of leisurely exercising your dog. There is a small dog area for dogs 25 pounds or less and a large fenced area that is suitable for dogs over 25 pounds.

There are places to dispose of pet waste; owners are responsible for bringing their own plastic clean up bags. You will also need to bring your own fresh drinking water for you and your pet.

The facility is supported and maintained with the help of the Friends of the Dog Park group. Future plans include the development of a trail that will connect the dog park with downtown New London and the upcoming Newton Blackmour State Trail.

» Hours & Location

The dog park is open 6 a.m. to 9 p.m. daily year - round. It is located at 740 River Rd. in New London.

From the intersection of N. Shawano St. and Hwy. 54 proceed east on Hwy. 54 (W. Fairview Drive) and turn right before the Hwy. 45 underpass onto River Rd. The dog park is just a short drive from multiple New London lodging facilities.

» Dog Park Rules

- Never leave your dog unattended
- Children must be supervised closely
- No food in Dog Park
- Use of park is at your own risk
- Dogs must be removed at first sign of aggression
- All dogs must be current on vaccinations
- Do not bring dogs that are in heat

Owners must clean up after their dogs
Dogs and owners creating a problem must leave upon request

Questions can be directed to the New London Parks and Recreation Department at (920) 982-8521.

- DOOR-TO-DOOR SALES AND SOLICIATION - Sales persons selling door to door to residences are required to have a Solicitor's License. This license indicates that the salesperson is registered to do business in the City, is bonded and we have follow up information in the event of a complaint. It does not mean that the service or product has been approved or tested by the City. As always, be very careful in making a purchasing decision. The Solicitor's License cost \$35/person. Applicants have to have a background check and be approved by the City Council.

Solicitors: Persons going door to door to promote their religion, their political party, candidates seeking signers for nomination papers, persons seeking signers for a petition, or seeking donations, do not need a solicitor's license. Parties seeking a donation are required to register with the City Clerk before visiting your home. The City and its departments (Police, Fire, etc.) do not authorize anyone to solicit for them, or on their behalf. Other than through the United Way, we do not receive funds from any organizations; beware of misrepresentors at your door or on the phone.

- DRIVERS LICENSING & STATE INDENTITY CARDS - are issued by the Wisconsin Department of Motor Vehicles. They have daily office hours in Appleton and Oshkosh and Monday and Wednesday office hours in Waupaca. Call (800) 924-3570 for further information.

- ENERGY/FUEL ASSISTANCE – Wisconsin's Division of Energy Services oversees the Wisconsin Home Energy Assistance Program (WHEAP). This includes the federally-funded Low Income Home Energy Assistance Program (LIHEAP) and the Public Benefits Energy Assistance Program. WHEAP provides financial assistance to help eligible households pay a portion of their heating and electric energy costs. Eligible households may receive a benefit payment once per heating season (October 1 through May 15), and crisis assistance funds and help for non-operating furnaces and heating systems may also be available. The amount of the benefit payment depends on household size, income level, and energy costs. These programs are run through Waupaca (800) 922-2383 and Outagamie (920) 832-5168 Energy Assistance offices. In order to qualify for this benefit program, you must be a resident of the state of Wisconsin, your household must meet the income eligibility requirements for the program year, your household must have an energy burden, and your household must meet other non-financial eligibility criteria.

- FLORAL HILL CEMETERY - Floral Hill Cemetery, which is owned and operated by the City, is located at 1210 W. Beckert Road. The Cemetery Superintendent can be reached at [920] 982-8518. He is responsible for the grounds, burials and sale of Cemetery lots. Call him for further information.

- **FOOD AID** - Food Stamps are issued through Waupaca or Outagamie Counties Department of Human Services. The City operates a Food Pantry (called the Community Cupboard), which distributes without charge emergency groceries. The Community Cupboard also conducts a Christmas Program for families in reduced circumstances. The Community Cupboard is open Wednesdays 9 a.m. to 12 noon, and is located at the Washington Center. To find out more about the Christmas Program, call the Cupboard Director at 982-8522.

For all other needs, or to find out about a variety of programs, etc., contact:

Waupaca County Dept. of Human Services: (715) 258-6300

Outagamie County Dept. of Human Services: (920) 832-5161

- **GENEALOGY** - The Public Museum (982-8520) is able to assist on genealogy research for information on former New London residents. The City Clerk's office has digitized burial records for Floral Hill Cemetery. This information is also available on the City Web Site. (Be aware there are many small cemeteries in the surrounding area where your ancestors may have been interned). The Clerk's office also has property records going back to the 1870's. These are not digitized and are organized by legal descriptions of the parcel.

- **GRILLS / USE & RESTRICTIONS** - Under the National Fire Code, other than one and two family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhang portion, or within 10 feet of any structure. The code also prohibits these devices from being stored on a balcony at such dwelling.

- **JOB SERVICE** - Waupaca Area Job Center – (715) 258-8832. Fox Cities Workforce Development Center – (920) 997-3272.

- **LIQUOR AND BARTENDERS LICENSES** - You need a license to sell alcohol. These licenses are limited and highly regulated. Contact the City Clerk's office to discuss this if you plan on starting a business which involves the sale of alcohol.

Non-profit agencies also need a license to sell alcohol at their events. If your group is planning on doing this, contact the City Clerk's office at the time you are planning your event. Bartenders must have a "Beverage Operator License". These are issued on a fiscal year basis July through June. Persons possessing a beverage operator license are required to take a "Responsible Beverage Servers Course" available from Fox Valley Technical College or online websites. For further information, contact the City Clerk's office.

- **"NEW LONDON ACCESS" CABLE TELEVISION** - The Parks & Recreation Department operates the city-owned government access cable television station. The station provides city residents with a unique source of entertainment and information on local issues and events. To put information on "New London Access", call 982-8537, or look for information at www.newlondonwi.org. New London Access also broadcasts live online via the city's website as well as posts locally produced videos on YouTube.com which can be viewed at a later date.

- NEW LONDON AQUATICS & FITNESS CENTER - A shining star in the community, the pool and weight room enhances the City's Parks & Recreation programs even more. This indoor facility is open year-round and offers educational and fitness-based classes, drop-in swim times, and programs as well as an opportunity to relax and rejuvenate. The 25-yard/25-meter L-Shaped pool features a diving well and 2 water slides. Additionally, a whirlpool spa is available to adults for therapeutic relief and relaxation. An essential pieces of the pool programming are the water exercise classes and swimming lessons. Lessons are run in cycles throughout the year with age-appropriate classes for infants and preschoolers and a variety of skill-based levels for older youth. Aquacise classes are held in the shallow and deep water and are open to men and women. An outdoor splash pad is available during the summer months on days warmer than 70°. A schedule of classes, adult, public, and lap swim times is available at the facility or online via the Parks Department website.

The fitness center located inside the pool facility is open for use throughout the day. Cardio equipment for use includes two stationary bikes (one upright/one recumbent), three treadmills, three ellipticals, a Stairmaster. Kettle bells, free weights, medicine balls, a pec dec, and universal equipment make up the variety of strength-training equipment. Balance balls and mats are also available for use.

The facility also boasts dry saunas in each locker room. Entrance fees are determined based on the users' residential address, age, and facility use. Month-long and summer passes are also available. Facility hours are typically Monday through Thursday, 6 am – 9 pm, Friday 6 am – 5 pm, and Saturday 7 am – 7 pm. Extended hours, including Sundays, are available in the summer months.

- NEW LONDON FIRE DEPARTMENT - The New London Fire Department is a "Paid On Call" department consisting of 30 members. All members of the New London Fire Department have received a minimum of Firefighter II training through the Fox Valley Technical College. All members have received CPR and AED (automatic external defibrillator) training.

Along with the City of New London, portions of the towns of Caledonia, Lebanon, Liberty, Maple Creek and Mukwa are also provided with fire protection. The total fire protection area consists of approximately 94.5 square miles with a permanent population of about 16,000 people. The New London Fire Department averages about 110 calls per year.

Equipment consists of 3 pumpers, 1 – 105' aerial platform truck, 2 tankers, 2 brush trucks, a Command Vehicle, an 18-foot rescue boat and 1 heavy rescue truck with the "Jaws of Life", air bags, and cold water and ice rescue equipment.

Emergency Telephone – 911 Non-Emergency Telephone – (920) 982-8507

- NEW LONDON POLICE DEPARTMENT – In recent years many police departments have touted a “community policing” philosophy. If community policing means valuing and working in partnership with residents to identify, understand, and resolve community safety issues, then we certainly fit the term. That intimate cooperation with citizens has long been our way of doing business. You are always encouraged to work with us to make this city a safer place. Our mission is to help people in New London be safe and feel safe. Our vision is for New London to become the ***“Safest City in Wisconsin.”***

The New London Police Department serves residents of the city 24 hours per day, with at least 2 officers always on duty. A dispatch position is staffed during all hours except 12 a.m. to 8 a.m. During those hours phone calls to our department are routed to the Waupaca Sheriff’s Department. All 911 calls go directly to the Sheriff’s Dispatch center. For all emergencies dial 911 immediately. For non-emergency requests for service, you can reach us at 982-8505. If you have a unique issue that cannot be resolved through dispatch, feel free to call the Chief of Police at 982-8505. Our Police Department, located directly behind City Hall, is staffed by 17 sworn officers (including a School Liaison Officer), two full-time dispatchers and four part-time dispatchers.

The Police and Fire Commission, a group made up of five local residents, oversees the Police Department. The Commission meets the third Monday of each month at 6 p.m. at the police department. To help you make a smooth transition to our community, we offer the following information about police services and enforcement activities.

SERVICES:

Bicycle Licensing: We offer free licenses for your bicycles. With a license on your bike, it is much easier to determine the owner in case the bike is ever stolen or found abandoned. To get a license, simply bring your bike to the police station. Bicycle licenses are required by ordinance.

COURT: The New London – Weyauwega Joint Municipal Court is a multi – jurisdictional municipal court serving the cities of New London and Weyauwega. The court has exclusive jurisdiction and provides a neutral forum for hearing ordinance and civil traffic cases, where the penalty includes forfeiture. The court hears both adult and juvenile cases. The court's decorum and procedures are dictated by Wisconsin State Statutes, the State Supreme Court rules, and a Code of Judicial Conduct.

The court office is located within the New London City Hall building at 215 N. Shawano St. The phone number is (920) 982-8508.

Crimestoppers: A local Crimestoppers unit remains active to encourage citizens to report crime. Tipsters can earn cash rewards for turning in violators anonymously. Our local Crimestoppers number is 1-888-258-9955.

Lock-out Service: If you find yourself in the unfortunate position of being locked outside of your car while your keys are inside, we can help. Our officers have equipment that helps us unlock most cars. There is a \$10 charge for this service; and we ask that you sign a waiver form for any damages that may occur during the unlocking procedure.

Vacation Checks: Our department offers to check on your home while you are gone on vacation. Officers will drive by and occasionally do checks on foot during the time you are away. To request this free service, simply call us in advance.

Weather Warnings: Each Saturday at noon our emergency siren system is tested. The siren system is intended to warn people who are outdoors of approaching weather hazards.

ENFORCEMENT:

Curfew: We have a tiered curfew for two age groups. Children 13 and younger have a curfew of 10 p.m. every day. Children 14-17 have a curfew of 11 p.m. on weekdays and midnight on Friday and Saturday nights. A child may be out of the house after these hours as long as they are at an approved, supervised activity (such as a youth group activity or a job). However, it is a curfew violation to be out after hours driving or riding in a vehicle in a circuitous manner (cruising).

Ordinance Enforcement: Every city has a comprehensive book of ordinances that control unsafe and nuisance behavior, and ours is no exception.

Some of the miscellaneous acts that are prohibited by ordinance include:

- > Campfires (cooking fires are permitted)
- > Hunting/Shooting (includes bb, pellet, and paintball guns and archery)
- > Leaving junk visible in the yard
- > Having an unlicensed or inoperable vehicle in view
- > Owning an unlicensed dog or cat (licenses available at City Hall)
- > Allowing an animal to run at large
- > Remaining in any city park after 9 p.m.
- > Leaving garbage/recycling at curb for more than a day
- > Parking a vehicle on any street for more than 24 hours
- > Leaving keys in an unattended vehicle on road or public lot
- > Operating a skateboard on any roadway
- > Operating a skateboard on a downtown sidewalk (the area bounded by Pearl Street, Shawano Street, Waupaca Street, and Beacon Street)

Parking Enforcement: To facilitate snow removal, the City of New London bans overnight parking from 2 a.m. to 6 a.m. This restriction is in effect from November 1st through March 31st. Additionally, the Mayor's office may issue a parking emergency when snowstorms are present or pending. All on-street parking is forbidden during the emergency.

Parking in the downtown area is restricted to a 2-hour limit in most places. At schools, parking or stopping for pick-up and drop-off of students is strictly controlled. Be alert to the signs.

Traffic Enforcement: Our officers issue approximately 1,000 citations each year for traffic and ordinance violations. To avoid traffic citations, be aware of speed limits. If you see no speed limit posted on a street, the default limit is 25 mph. Stop signs are directives, not suggestions. Please come to a complete stop where indicated, and be aware that there are several "right turn no stop" locations in town. Additionally, there are a number of uncontrolled intersections in town; many of these are on Waupaca Street or Nassau Street. At an uncontrolled intersection, watch for approaching traffic and yield to traffic approaching from the right.

Truancy: We work closely with the school district to keep our kids in school. Students who are truant will be issued citations. Follow us on Facebook @

<https://www.facebook.com/pages/New-London-Police-Department/140266156076390>

- NEW LONDON PUBLIC LIBRARY - 406 S. Pearl Street (920) 982-8519

The library was built in 1917 with funds from philanthropist and industrialist Andrew Carnegie. By 1986, the growth of the library's collection led to a major building project that linked the library and museum buildings. The library expanded into the upstairs of the building, and the museum relocated to the lower level.

Today the library is a member of the Outagamie Waupaca Library System, sharing resources throughout 10 counties and 47 libraries.

The New London Public Library has so much to offer to children, adults, and families. The Next Chapter, a book discussion group, meets at 6:30 p.m. on the fourth Monday of the month. Members discuss fiction, non-fiction, and classic selections.

Informational and educational programs are offered on the second Monday of the month at 6:00 p.m. A variety of topics and interests are covered, from technology to home arts. On the second Thursday of the month, you are invited to "Take a Break to Make...". Past programs included, homemade cleaning products, cake decorating, making fish lures, and making rag rugs. These are two great ways to expand knowledge and skills while having fun.

The Knitting Circle is a group of knitters who come together to work on their projects and share their expertise. The group meets at 7 p.m. on the second and fourth Tuesday of the month.

Books on Wheels is a program of book delivery to the homebound. Call the library to sign up. A volunteer will deliver items of your choice to your home at the beginning of each month.

Children and families enjoy a story time program three times a week (Tuesday at 6:15, Wednesday at 9:15, and Thursday at 10) and a Babygarten program once a week

(Wednesday at 11). The Wednesday story time program is held during the summer but not during the school year. Both the story time and Babygarten programs allow for children to socialize with other children and listen to books being read. Story time also allows children to make crafts and sing songs.

A Summer Reading Program takes place in June and July each year. Children have a chance to earn prizes for the reading that they do. Every Thursday there is an activity planned or a performer at the Library.

- NEW LONDON PUBLIC MUSEUM – 406 S. Pearl Street (920) 982-8520

The New London Public Museum is one of only five public museums in Wisconsin. Founded by naturalist and newspaperman Charles F. Carr in 1917, the original museum collection included natural history specimens, Native American and archeological artifacts. Carr's dream was to create a museum "to teach the children the wonders of the big outdoors."

Today New London Public Museum preserves with more than 8,000 objects of natural history, archeology, local and military history, art and world cultures. New London Public Museum is a dynamic place to "discover something new" through exhibits, events and special programs. The museum also provides research opportunities through archival collections such as city directories, plat maps, photographs and numerous other resources. Our Research Center is open by appointment and provides resources for those wishing to learn more about the history of the area.

The New London Public Museum is in the lower level of the New London Public Library at 406 S. Pearl Street. The museum is handicap accessible. Admission is free. Museum hours are Monday through Friday 10 am to 5 pm and Saturday 10 am to 1 pm. (The Museum is not open on Saturdays from Memorial Day to Labor Day.)

The museum's web page is www.newlondonwi.org/museum.htm and includes information about exhibits, programs and the Friends of New London Public Museum group. Call (920) 982-8520 for more information. Don't forget to join the museum's fan club on Facebook to stay up to date with new exhibits, events and programs! We invite you to come and discover something new!

- PARKS & RECREATION –

New London is abundant with Parks and has an exciting Recreation program! The dedicated employees of the New London Parks & Recreation Department strive to provide the best maintained facilities throughout their 16 parks as well as offer exciting and diverse year-round recreation programs. If you need any information or have questions about the Parks & Recreation Programs, call the New London Parks & Recreation Department at 982-8521, or stop by the Parks & Recreation office located in the Municipal Building at 215 North Shawano Street.

- RECREATION PROGRAMS – Adults have a wide choice of organized sports, instructional programs and special events in which to participate.

Volleyball leagues are conducted in the fall and winter. Softball leagues run from late spring through summer. Men's and women's basketball leagues run in the winter. Special events and instructional programs include enrichment activities, fitness and fun. New London is well known for its summer youth recreation programs.

Non-residents come from as far away as the Fox Valley to enroll their children in exciting programs that include art and painting, tennis, soccer, volleyball, dance classes and theatrical productions just to name a few. The summer Activity Guide is available in mid April. Programs begin in mid-June and are conducted at a variety of locations throughout the City. These classes fill up quickly! Call the Parks & Recreation office in the spring for the summer schedule and information on how to register. Look for the Fall/Winter Recreation Activity Guides for year-round class listings. [A number of youth programs are also offered throughout the fall and winter months.]

Family Programs & Special Events: The Parks and Recreation Department offers fun-filled activities for the whole family to participate in. Families can take field trips to Bay Beach and to see the Wisconsin Timber Rattlers and the Milwaukee Brewers. The Water Carnival, Under Water Easter Egg Hunt, and New London Kid's Day in August are a few of the family-based special events offered.

NEW LONDON PARK INFORMATION

The City of New London maintains 16 park sites that encompass a combined area of 281.6 acres. This system offers a wide variety of passive and active recreational opportunities as well as ample service facilities to support them.

NEW LONDON PARK FACILITIES	Acres	Public Restrooms	Shelter	Picnic Tables	Woods/Nature	Shade	Open Space	Playground	Softball/Baseball	Basketball Courts	Volleyball Courts	Tennis Courts	Horseshoe Pits	Disc Golf Course	Ice Rinks	Sledding Hill	X-Country Ski	Flower Garden	Boat Launch	Boat Docking	Off-street Parking	SnowmobileDrop	Walk/Bike Trails	Handicap	Shoreline Fishing	Fishing Piers	Dog Park
New London Nature Area (800 Partridge Drive)	94.0				X	X																					
St. John's Park (122 N. Water Street)	0.4			X																	X						
River Trail Park (205 S. Shawano Street)	1.8			X		X												X					X	X	X		
Pfeifer Park (509 Burton Road)	9.4	S	X	X		X	X	X	3	X		2L									X		X	X	X		
Mini Park (521 N. Water Street)	0.2					X												X						X			
Taft Park (400 N. Water Street)	0.4			X		X	X													X	X			X	X		
Abraham Park (1801 S. Pearl Street)	3.3	S		X		X	X	X	1	X		2															
Bernegger River Walk (103 S. Pearl Street)	1.1																				X	X		X	X	X	
Memorial Park (800 Montgomery Street)	13.0	S	X	X		X	X	X	2		2L							X			X			X	X		
Old Settlers Park (815 W. Washington St)	5.5	X					X														X						
Riverside Park (1215 W Wolf River Avenue)	5.0	X	X	X		X	X								XL	XL			X	X	X		X	X	X		
Hatten Park (801 Werner-Allen Blvd)	120.	S	X	X	X	X	X	2	3	X	2	4	XL	X			X	X			X	X	X	X	X		
Old City Hall Square (100 W. N. Water Street)	0.2																	X			X			X			
Franklin Park (500 Division Street)	1.3	S		X	X	X	X	X										X					X	X			
Krostue Park (411 Elm Street)	23.0			X	X		X	X	X												X						
NL Jaycees Dog Park (740 River Road)	3.0																				X						X

- PET REGULATIONS - Dogs are to be licensed. No more than three dogs are allowed at a residence within the City. Dogs must have their rabies shots before being licensed. Please bring the rabies documentation to the Clerk's office when purchasing a license.

Cats: Cats are restricted to two per residence. Cats must be licensed and must have rabies shots. Cat licenses are issued on a calendar year basis. Cats are not allowed to run at large in the City. Cat licenses are available at the City Clerk's office.

The fee for Dog & Cat licenses are \$10, \$5 if they are spayed or neutered.

Please note that the penalties for unlicensed cats and dogs are significantly higher than the costs of licensing the animals and making sure they have their proper shots.

Kennels: Dog Kennels are permitted only in restricted zones.

The keeping of livestock, poultry, etc. are allowed only in agriculture zones.

Others pets: Generally there are no licensing requirements for other pets or regulations. Dangerous, noisy and vicious animals are prohibited. If you have questions, contact the Building Inspector at (920) 250-5612.

- SCALES & SCANNERS - All scales and scanners used for commercial purposes are tested annually by the City Sealer of Weights and Measurers. You will notice the seal of the Sealer on gas pumps and scales around town. If you think your device isn't working properly, or if you suspect you are getting less than you paid for (in terms of measured volume or weight), contact the Sealer at (920) 832-6429. The City of New London contracts with the City of Appleton for these services.

- SENIOR SERVICES – SENIOR CENTER - The New London Senior Center, located at 600 W. Washington Street, is open to all persons age 60 and over. It is a multi-purpose center with a wide variety of activities. A nutrition program is offered Monday through Friday. Meals are also available for the homebound elderly. All meals are on a donation basis and are served at 11:30. A meal reservation is required one day in advance by calling 982-8522.

The Center also provides recreational and educational opportunities. The seniors participate in dart ball leagues as well as movies, card parties, dances and bingo, plus occasional classes in crafts.

The Center is also a source of information for Medicare, Homestead Tax Credit, Tax Preparation, Fuel Assistance and other programs offered through the County. A Benefit Advocate is available at the Center every other month. Various health screens are held throughout the year. Exercise equipment consisting of a Treadmill and Exercise Bike are available to our seniors.

The Senior Center is open Monday through Friday from 10 a.m. until 4 p.m. Volunteers are always welcome.

- **SPECIAL EVENTS** - Are you looking at holding an event on city property and inviting the public? If so your event may need a Special Events Permit. Per city policy, a special event is "*any activity which occurs outside on public property, or which occurs on private property where the purpose is to attract the general public, within the City of New London, that affects or differs from the ordinary usual purpose of parks, public streets, places of public assembly, right-of-ways, sidewalks, traffic, etc. and/or generates considerable public participation. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the city department that maintains jurisdiction over the proposed venue.*" If you or your non-profit organization is interested in holding a special event in the city, please contact the New London Parks and Recreation office to obtain a Special Events Application. Please note that applications need to be submitted no later than 45 days before your event.

CALENDAR

JANUARY:

- * Nomination papers for city offices due the 1st Tuesday.
- * Full or 1st half property tax payments due by January 31st.
- * Last Week – Absentee ballots available for Spring Primary.
- * Renew Dog and Cat licenses.

FEBRUARY:

- * Spring Primary Election – 3rd Tuesday
- * Women's Wellness Day

MARCH:

- * Second Week: Absentee ballots available for Spring Election
- * St. Patrick's Parade and Irish Fest
- * Annual Boat Launch passes available
- * Register Fishing Rafts

APRIL:

- * Spring Election held 1st Tuesday
- * License/Permit renewals mailed out
- * Overnight Parking ban ends April 1st
- * Summer Parks & Recreation Activity Guide is available
- * Community Awards Banquet

APRIL CONTINUED:

- * Big Whopper Weekend
- * Arbor Day Celebration – Last Friday in April
- * Watch for annual Spring Brush Pickup notice in the newspapers

MAY:

- * 15TH – License/Permit applications due back to City Clerk
- * City Wide Rummage Day

JUNE:

- * License/Permit renewals issued

JULY:

- * 31st – Second half property taxes due to County Treasurer

AUGUST:

- * 1st Monday of the Month – Shelter reservations open for next year.
- * New London Kids Day: First Friday of August
- * 2nd Tuesday (even years): General Election Primary
- * City Wide Rummage Day

SEPTEMBER:

- * Wheels on Water Street Car & Cycle Event
- * Cheese & Sausage Fall Family Fest

OCTOBER:

- * 2nd Week (even years): General Election Absentee Ballots available
- * Watch for annual Fall Brush Pickup notice in the newspapers
- * Hatten Haunted Trail

NOVEMBER:

- * November 1st: Winter parking ban begins
- * Even years: 1st Tuesday following 1st Monday – General Election
- * City Budget adopted

DECEMBER:

- * Holiday of Wonder Celebration
- * Nomination Papers may be circulated for local offices
- * 2nd Week: Tax bills mailed to property owners
- * Renew Dog and Cat licenses

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