CITY OF NEW LONDON **TUESDAY, SEPTEMBER 14, 2021**
COMMON COUNCIL MEETING **7 P.M. COUNCIL CHAMBERS**

AGENDA

I. Call to Order, Pledge of Allegiance, Roll Call
II. Adoption of Agenda
III. Approval of August 10, 2021 (Common Council Meeting) & September 8, 2021 (Committee of the Whole) minutes
IV. Authorization to pay bills in the amount of $985,864.43
V. Public Comment
VI. STANDING & SPECIAL COMMITTEES
    A. Board of Public Works
        1. Minutes – 9/7/2021
        2. Consider awarding the Sanitary Sewer Lining repairs contract to Speedy Clean in the amount of $23,260
        3. Ordinance adjusting Sewer Rate Fees at the Wastewater Treatment Facility one dollar from $5.00 to $6.00 monthly for metered users [1st]
        4. Accept the American Asphalt of Wisconsin Asphalt Patching contract in the amount of $53,628
        5. Agreement with WE Energies to install gas main service along Frederick Farm Ln in the amount of $6,295
    B. Finance & Personnel
        1. Minutes – 9/8/2021
        2. Resolution designating public depository and authorizing withdrawal of city monies
        3. Consider contract with PC & Cell Solutions for another 2 years
        4. Approve of the Working Conditions Agreement with the New London Police Association
        5. Authorize adjustment of hours of operation hours of selected City services
        6. End temporary job description change of Human Resources/Payroll Coordinator reporting to City Administrator
        7. Approval of License List
    C. Parks & Recreation
        1. Minutes – 9/7/2021
        2. Approve proposed 2022 Fee Policy & Schedule
    D. Plan Commission
        1. Minutes – 8/26/2021
        2. Resolution re-approving TID Project Plan No. 5 (erroneously numbered TID No. 3)
    E. Economic Development Committee
        1. Minutes –8/31/2021
        2. Consider expanding the boundaries of eligible properties for the Downtown Façade/Building Improvement Grant program as provided on the presented map
        3. Consider backdating of Façade/Building Improvement grants to any qualified improvements that occurred as of January 1st, 2021 in the new updated

boundaries
4. Approve a $5,000 donation request to Habitat for Humanity for the upcoming Rock the Block Event
5. WCEDC Monthly Report – September 2021

F. Minutes and Reports distributed:
1. Housing Authority – 8/30/2021
2. Library & Museum minutes – 8/9/2021 and Library & Museum Directors' Reports
3. Police & Fire Commission – 8/16/2021
4. Utility 08/03/2021 & 08/17/2021
5. Joint Review Board: Tax Incremental District No. 4 & 5 – 08/25/2021
6. Cemetery Commission minutes –08/31/2021
7. Building Inspector – August 2021 Report

VII. Reports of Officers on Recent Events & Announcements to the Public:
A. Mayor
1. Proclamation recognizing the 20th anniversary of the September 11 attacks
2. Proclamation recognizing the ultimate sacrifice of the Barber Brothers
3. Proclamation proclaiming September as Chamber of Commerce Month
4. Fair Housing Proclamation

B. City Administrator
C. Utility Manager
D. Chief of Police
E. Interim Director of Public Works
F. Director of Parks and Recreation
G. Fire Chief
H. Other Comments

VIII. Closed session per the following statutory exemptions: 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

X. Reconvene into Open Session

XI. Other Statements or Action from Closed Session, if any

XII. Adjournment

It is the City's intent to provide equal opportunity for everyone to attend every public meeting scheduled. Contact ADA Coordinator Chad Hoerth by telephone through (Relay Wisconsin by dialing 711) – or 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961. Persons with special needs who require assistance (larger print, Braille readers, interpreter amplifiers, etc.) must notify the City 48 hours prior to the meeting.

COMMON COUNCIL COMMITTEE OF THE WHOLE
Wednesday, September 8, 2021
Council Chambers, City Hall

A Committee of the Whole open meeting of the City of New London Common Council was convened by Mayor Mark Herter on Wednesday, September 8, 2021 at 5:30 p.m. in the Council Chambers of the Municipal Building. After the Pledge of Allegiance, roll was taken.

PRESIDING: Mayor Mark Herter

MEMBERS PRESENT: Besaw, Faucher, Zaug, Barrington, Dorsey, D. Herter, Billie Olson, Bernie Ritchie, and Timothy Roberts

ALSO PRESENT: City Administrator Chad Hoerth, Finance Director Judy Radke, City Clerk Nicole Lemke, Library Director Ann Hunt, Museum Director Christine Cross

Library and Museum Board members and representatives: Steve Hart, Chris Bermann, Betty Roberts, Bill Flease, Connie Zolkoske, Ginny Schlais.

ORGANIZATIONAL MATTERS:

AGENDA:

Dorsey/Zaug to approve the agenda as presented. *Carried 9-0*

PRESENTATION & DISCUSSION REGARDING FUNDING FOR THE LIBRARY ANNEX PROJECT:

Herter recognized Radke to provide financial information for the Committee of the Whole regarding the library's funding request. Radke stated she had prepared information for two choices:

1- City financing the request of $750,000 for the library annex project at $250,000 each year in 2022/2023/2024
2- Referendum

Radke noted the alternative of referendum (page 3 of agenda packet) was just an example because, if the Library went to referendum, they would have the choice of how the referendum would look.

Radke went through the document included in agenda packet (page 2) outlining how the project could be financed in the years 2022/2023/2024. Radke highlighted page 4 of the agenda packet showing the money the City was spending on roads for the next 6 years and the funding sources. Radke noted Wheel Tax was not included as that revenue would be used for smaller projects. Radke noted nothing is being taken away from maintenance which is budgeted as part of Capital Projects. Radke felt the City could afford to bond in 2024 as the City is not at capacity and that the City was doing its due diligence in regards to road projects.

Zaug asked what the best avenue to fund the project was, and Radke stated the plan she laid out could fund the $750,000 without raising taxes. Radke stated the library project was another way to gain people, an economic development tool. Radke said it was the Committee's choice to fund or ask the library to go to referendum.

Roberts said there were a "lot of questions", particularly in the funding for Year 2023 as the TID Money and State Grant Opportunity are not guaranteed funding sources. Roberts said it should go to referendum to "give the City a voice" whether people wanted it or not.

Return to Agenda

Mayor Herter stated there were a lot of questions initially, and that the plans started out differently. He said he had spent a lot of time with the Finance Director, Finance Chair and with Hoerth. Mayor Herter said he had listened to constituents about streets and counted 11 roads to be done and referenced the patching contract coming to Council. Mayor Herter said Radke had laid out an opportunity to do this without raising taxes. Mayor Herter said he fully supported the library project for the growth of the City.

Dorsey stated as the Chair of Finance and Economic Development Committees that this was something the City needs to do, and that it will only help the City. Besaw stated if the City can keep taxes down and that constituents can see that road work is being done, than he supports it.

Faucher thanked Radke for coming up with a plan and for her fiduciary management. Faucher expressed his agreement with Dorsey, Besaw and Mayor Herter. Faucher highlighted the list of donors and the money raised (pages 11 & 12 of agenda packet). Faucher said those donations were a statement from constituents. Faucher said the "time is now" and that he didn't want to see any further delays. Faucher said a referendum was not wise and that the City should make the 3-year commitment and contributors would fall in line.

Dorsey/Zaug made a motion to finance the library annex project as presented.

Roberts stated that Radke was "wonderful salesman, but this is $750,000!" Roberts voiced concern in using bonding and paying interest to finance the project. Roberts said the project was essentially an annex of conference rooms. Roberts said constituents think this is being paid for by donors and was concerned "our grandkids will have to put on a new roof". Roberts stated the ongoing budget was unknown and undervalued. Roberts said it was a "big risk". Roberts said he doesn't see a need and that a referendum would show if the idea was supported or not.

A vote was then taken and the motion carried 8-1 (Roberts against).

There being no other business Dorsey/Zaug moved to adjourn. *Carried 9-0*. The meeting adjourned at 6:09 pm.

_____

Nicole Lemke, City Clerk
September 8, 2021

Return to Agenda

COMMON COUNCIL MEETING
Tuesday, August 10, 2021

A regular and open meeting of the City of New London Common Council was convened on Tuesday, August 10, 2021 at 7:00 p.m. in the Council Chambers of the Municipal Building. After the Pledge of Allegiance, roll was called. Presiding: Mayor Mark Herter.

Members Present: Robert Besaw, John Faucher, Fred Zaug, Michael Barrington, David Dorsey, Dennis Herter, Billie Olson, Steve Groat, Bernie Ritchie, Timothy Roberts.

Officers Present: Attorney Luaders, City Administrator Chad Hoerth, Police Chief Schlueter, Fire Chief Wilfuer, City Clerk Nicole Lemke, Director of Parks and Recreation Ginger Arndt, Interim Director of Public Services Luke Hammons, Utilities Manager Jay Bessette, Interim Aquatic Manager Morgan Gorges, Finance Director Judy Radke (left at 7:24pm).

VISITORS: Ingrid and Randy Retzlaff (developers of property at 815 W. Beckert), Sr. Municipal Advisor Philip Cosson of Ehlers (arrived at 7:04pm and left at 7:24pm).

AGENDA: Barrington/Dorsey to approve the Agenda as presented. *Carried 10-0*

MINUTES: Zaug/ D. Herter to approve the Council minutes of the July 13, 2021 meeting as written. *Carried 10-0*

BILLS: Dorsey / Zaug to authorize the payment of invoices in the amount of $1,186,789.63. *Carried 10-0*

PUBLIC COMMENT: None.

STANDING & SPECIAL COMMITTEES:

BOARD OF PUBLIC WORKS –
1. No report – no August meeting

FINANCE & PERSONNEL -
1. Minutes of the – August 4, 2021 meeting were read by Dorsey.
2. Dorsey/ D. Herter to approve License List. *Carried 10-0*
   A complete listing of the individual licenses are printed at the end of these minutes.
3. Dorsey/Faucher to approve "Working Foreman – Parks Division" Job Description
4. Dorsey/Barrington to approve "Working Foreman – Streets Division" Job Description
5. Dorsey/ D. Herter to approve Developer's Agreement with Raningrid LLC and Ingrid, LLC

PARKS & RECREATION –
1. Minutes of the August 3, 2021 meeting were read by Besaw.

PLAN COMMISSION –
1. Meeting minutes of the July 22, 2021 were read by Besaw.
2. Besaw/Dorsey to pass Resolution # 1419. *Carried 10-0*

Return to Agenda

RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 3,
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES
CITY OF NEW LONDON, WISCONSIN

RESOLUTION NO. 1419

WHEREAS, the City of New London (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 3 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the District promotes the orderly development of the City;
k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Waupaca County, the New London School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on July 22, 2021 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

Return to Agenda

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New London that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 3, City of New London", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2021.

3. The Common Council finds and declares that:

(a) Not less than 50% by area of the real property within the District is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).

(b) Based upon the finding stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.

(c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

(d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

(e) That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.

(f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

(g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

(g) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District

(h) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

4. The Project Plan for "Tax Incremental District No. 3 & 4, City of New London" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2021, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

Return to Agenda

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 10th day of August, 2021.

_____

Mayor – Mark Herter

_____

City Clerk – Nicole Lemke

3. Besaw/Faucher to pass Resolution # 1420. *Carried 10-0*

RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 4, APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES CITY OF NEW LONDON, WISCONSIN

RESOLUTION NO. 1420

WHEREAS, the City of New London (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 4 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the District promotes the orderly development of the City;

Return to Agenda

k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Waupaca County, the New London School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on July 22, 2021 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New London that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 4, City of New London", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2021.

3. The Common Council finds and declares that:

(a) Not less than 50% by area of the real property within the District is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).

(b) Based upon the finding stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.

(c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

(d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

(e) That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.

(f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

Return to Agenda

(g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

(g) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District.

(h) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

4. The Project Plan for "Tax Incremental District No. 3 & 4, City of New London" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2021, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 10th day of August, 2021.

_____

Mayor – Mark Herter

_____

City Clerk – Nicole Lemke

ECONOMIC DEVELOPMENT COMMITTEE -

1. Minutes of the July 27, 2021 meeting were read by Dorsey
2. WCEDC Monthly Report – July 2021

REPORTS & MINUTES DISTRIBUTED:

1. Housing Authority – 07/26/2021
2. Library & Museum minutes – 07/19/2021 and Library & Museum Directors' Reports
3. Police & Fire Commission – 07/19/2021
4. Utility 07/06/2021 & 07/20/2021
5. Joint Review Board: Tax Incremental District No. 3 & 4 – 7/22/2021
6. Capital Equipment and Projects – 8/4/2021
7. Tourism Commission – 07-15-2021
8. Cemetery Commission minutes – 06/29/2021
9. Building Inspector – July 2021 Report

Return to Agenda

REPORT OF OFFICERS on recent events and announcements to the Public:
Mayor Herter stated that the National Night Out Event held on Tuesday, August 4th was successful. He reminded the public he holds office hours on Tuesday evenings from 5:30-7pm or by appointment.

City Administrator Chad Hoerth informed the public of two business grants available: façade improvement $2,000 matching grants through the City and $10,000 grants to businesses moving into vacant commercial spaces. Hoerth stated that even though the $10,000 grant through WEDC is called the *Main Street Bounceback Grant*, businesses do not necessarily have to be in the downtown area. Hoerth reminded the public of the upcoming Rock the Block event through Habitat for Humanity. Information to register is volunteer is available on Habitat's website: https://foxcitieshabitat.volunteerhub.com. Hoerth stated those interested in the open position for the Video & Marketing Producer should apply online and that the deadline has been extended until August 22.

Utilities Manager Jay Bessette stated there was problem with utility bills for July. The computer did not adjust the PCAC charge on the utility bills due to the rate increase. Corrections will appear on customers' next bills. The Utilities will be assisting the Rock the Block campaign by providing some LED lightbulb replacements. Municipal Well replaced a shaft on Well #5, and the vibration has improved considerably. The Electric department had two outages on July 16th as a result of a faulted piece of URD on Cardinal St. Electric crews had another outage on 7-24-21 at Spring St. and decided to replace the transformer and continue to look for the cause. Electric crews conducted infrared inspections. No outages reported on 7-28-21 despite the storms. Bessette attended the 5yr. business plan meeting for WPPI in Kaukauna in July. There was an industrial circuit trip on 8-1-21 because of a broken cutout at Amcor that feeds the office. The crews replaced all the cutouts as well as re-terminated the terminator. On August 9 transformer #8 at the Werner sub had an alarm. The relay operating the LTC was not working properly. Bessette recognized Melissa Schultz for 18 years of service and Vance Peters for 9 years.

Police Chief Schlueter said the department will be holding a Citizens' Law Enforcement Academy. For the first Academy the Police Department will be inviting City Officials, Police and Fire Commissioners and some city department heads. The academy gives citizen participants an "inside look" into the important work that our police officers and staff do on a daily basis. After the initial Academy, the police department hopes to hold the Academies twice a year. Brant Gosh will be sworn in at 10am on August 24th, and his first day of work will be Friday, August 27th.

Director of Public Services Luke Hammons stated the Werner Allen project is coming along nicely. Paving will start next week weather permitting. Hammons reminded residents to find alternate routes during the construction specifically during the paving time. Hammons has noticed a considerable amount of brush and yard waste along the curb lines in town and reminded residents that the Street Department picks up brush two times a year in the spring and fall (October 2021). Residents also have the option to haul their brush to the collection site just south of the Waste Water Treatment Plant. Please enter off of Wolf River Ave because of the construction on Werner Allen. The gate hours for the North Gate are Monday thru Friday 7am to 7pm.

Return to Agenda

Director of Parks and Recreation Ginger Arndt said the department is editing and finalizing the Fall Winter Activity Guide. The Aquatic and Fitness Center is hosting theme swims for $2. Staff will be participating in the Volunteer New London event at the Chamber on Friday, August 13th.

Fire Chief Wilfuer recognized Don Conat for 43 years of service and David Stiebs for 12 years.

At 7:40 p.m. Barrington/Dorsey to move to closed session per 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Carried 10-0*

At 8:32 p.m. there being no other business Barrington/Ritchie moved to adjourn. *Carried 10-0.*

_____

Nicole Lemke, City Clerk
August 10, 2021

APPLICATION FOR LICENSE - AUGUST 2021

Class "A"
SG Petroleums LLC dba New London Travel Plaza at 1280 N. Shawano St., Agent: Sudhansh Goel

"Class B"
Fraser Holdings LLC dba C & R Waterfront at 408 W. N. Water St., Agent: Sean Fraser

Solicitor's License
Eric Floyd Young of Bear Creek BBQ, LLC

Bartender's License
Marissa Schumaker, no location specified
Angelica Larson, Bree's Inn / Cruz Inn
Patricia Van Ark, Riverside Mini Mart
Michael Clauson, Jeanne Rose Sports Bar
Adam Selk, New London Lanes/Hilby's

Return to Agenda

CITY OF NEW LONDON
COUNCIL APPROVAL LIST
FOR THE MONTH ENDED AUGUST 31, 2021

ASSESSOR - INSPECTOR		
CHARTER COMMUNICATIONS	July 2021 charges	$28.66
KUNKEL ENGINEERING GROUP	services for July 2021	$5,398.34
KWIK TRIP INC	July 2021 gas - ch	$37.47
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
VERIZON WIRELESS	phone charges	$41.23
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$333.32
TOTAL		$5,841.47
BUILDING AND GROUNDS		
ALSCO	uniform cleaning - b & g	$102.48
CARDMEMBER SERVICE	garage storage utility hooks	$10.80
COMPLETE OFFICE OF WISCONSIN	housekeeping supplies	$347.84
COMPLETE OFFICE OF WISCONSIN	toilet paper	$82.71
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$76.26
GRAICHEN DISPOSAL & RECYCLING LLC	July container service	$110.00
GRAINGER PARTS OPERATION	safety signs	$41.06
GRAINGER PARTS OPERATION	exit sign combo	$84.58
KWIK TRIP INC	July 2021 gas - b & g	$210.41
NEW LONDON BUILDING SUPPLY	Masonry blades/cutting wheels	$11.98
NEW LONDON BUILDING SUPPLY	V notch trowel	$1.49
NEW LONDON BUILDING SUPPLY	misc. hardware, masonry bit	$18.19
NEW LONDON BUILDING SUPPLY	screws	$13.99
NEW LONDON UTILITIES	July 2021 charges	$284.41
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$9.80
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$6.16
US CELLULAR	July 2021 charges	$27.00
VALLEY PEST CONTROL INC	August pest control - garage	$9.60
VALLEY PEST CONTROL INC	July pest control - garage	$9.60
VALLEY PEST CONTROL INC	June pest control - garage	$9.60
VERIZON WIRELESS	phone charges	$0.98
WE ENERGIES	July 2021 charges	$13.57
WEA TRUST	HEALTH INSURANCE BILLING	$4,794.81
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$788.76
TOTAL		$7,066.08
CABLE 3		
CHARTER COMMUNICATIONS	July 2021 charges	$21.00
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	($56.14)
WEA TRUST	WEA TRUST	($3,671.84)
TOTAL		($3,706.98)
CAPITAL EQUIPMENT		
CARDMEMBER SERVICE	mounting brackets for radio project	$60.22
NIELSON COMMUNICATIONS INC	repair portable radios	$245.35
NIELSON COMMUNICATIONS INC	radio repair	$638.07
NIELSON COMMUNICATIONS INC	install 2 new radios	$612.50
NIELSON COMMUNICATIONS INC	update radio programming	$687.50
TOTAL		$2,243.64

Return to Agenda

CAPITAL MAINTENANCE		
AUTOMOTIVE SUPPLY CO.	toggle switch	$4.23
AUTOMOTIVE SUPPLY CO.	fuel water separator filter	$47.45
AUTOMOTIVE SUPPLY CO.	air filter	$22.73
AUTOMOTIVE SUPPLY CO.	hydraulic coupler	$9.42
BROADWAY AUTOMOTIVE	window handle/plate/spring	$87.39
BROADWAY AUTOMOTIVE	steering tie rod end/nuts/pin	$41.05
CARDMEMBER SERVICE	Zoom/siren batteries/strobe lights/cable ties	$233.11
CDW GOVERNMENT INC	5 new computers for PD	$4,375.80
CDW GOVERNMENT INC	Smartnet license renewal	$719.00
FACTORY MOTOR PARTS	returned water pump kit	($51.51)
FACTORY MOTOR PARTS	water pump kit, fan clutch	$120.22
FACTORY MOTOR PARTS	oil filters	$49.08
FAE	fire truck repairs	$335.18
FRICK FORD MERCURY INC	vehicle repairs - PD	$1,102.21
GRAINGER PARTS OPERATION	mini snap switch	$14.40
MACQUEEN EQUIPMENT, LLC	air spring assembly	$85.99
MONROE TRUCK EQUIPMENT INC	bend back snow plow moldboard	$435.00
O'REILLY AUTO PARTS	core return credit	($10.00)
O'REILLY AUTO PARTS	returned thermostat kit/coolant hoses	($80.80)
O'REILLY AUTO PARTS	oil/fuel/air/hydraulic filters	$35.06
O'REILLY AUTO PARTS	air & oil filters	$144.05
O'REILLY AUTO PARTS	battery, core charge	$126.82
O'REILLY AUTO PARTS	thermostat kit, coolant hoses	$80.80
O'REILLY AUTO PARTS	oil & fuel filters	$58.80
O'REILLY AUTO PARTS	air filter, cabin filter	$89.30
PC & CELL SOLUTIONS, LLC	display cables	$53.98
POMPS TIRE SERVICE INC	Volvo loader repairs	$165.34
POMPS TIRE SERVICE INC	lawn mower tire	$28.71
POMPS TIRE SERVICE INC	tire repair	$25.44
REINDERS INC.	support arm/hardware/latch assembly	$271.69
REINDERS INC.	relay power	$39.42
REINDERS INC.	replace flasher/tail light	$207.40
RIESTERER & SCHNELL INC	V-Belt	$89.30
RIVERSIDE TOOL AND CARBIDE INC	sharpen lawn mower blades	$121.00
SERVICE MOTOR CO.	hydraulic cylinder core credit	($100.00)
SERVICE MOTOR CO.	hydraulic cylinder/core/o-rings	$872.30
SERVICE MOTOR CO.	steering drag link assembly	$205.32
SERVICE POWER & SPORTS LLC	motors/handle/motor housings	$287.95
SPIEGELBERG IMPLEMENT INC	cover plate, screws	$41.45
SPIEGELBERG IMPLEMENT INC	air/oil/fuel filters, oil	$314.75
TAKE 5 OIL CHANGE #0485	oil change - PD	$56.78
TAKE 5 OIL CHANGE #0485	oil change - PD	$56.78
TAKE 5 OIL CHANGE #0485	oil change - PD	$56.78
U.S. VENTURE, INC.	oil sample test - Sr. Van #342	$20.00
U.S. VENTURE, INC.	oil sample test - truck #212	$20.00
TOTAL		$10,909.17
CAPITAL PROJECTS		
ARCHAEOLOGICAL RESEARCH, INC.	archaeological investigation - N. Water St.	$2,426.70
ARCHAEOLOGICAL RESEARCH, INC.	archaeological investigation - Pearl St.	$2,426.70
AYRES ASSOCIATES INC	Newton Blackmour Trail design	$39,094.20
INDUSTRIAL ROOFING SERVICES INC	replace CH roof engineering - council	$546.00
INDUSTRIAL ROOFING SERVICES INC	replace CH roof engineering - offices	$3,749.20
INDUSTRIAL ROOFING SERVICES INC	replace CH roof engineering - fire bay	$2,984.80
MCMAHON ENGINEERS ARCHITECTS	N. Water Street design	$3,517.10

Return to Agenda

MCMAHON ENGINEERS ARCHITECTS	Pearl Street design - 30% plan	$7,143.60
MCMAHON ENGINEERS ARCHITECTS	Werner Allen St. resurfacing	$15,508.95
NORTHEAST ASPHALT, INC.	Werner-Allen street repaving	$194,117.49
WEINERT ROOFING	CH roof replacement - council	$1,093.38
WEINERT ROOFING	CH roof replacement - offices	$7,507.88
WEINERT ROOFING	CH roof replacement - fire bay	$5,977.14
TOTAL		$286,093.14
CAPITAL PROJECTS/WH TAX		
NORTHEAST ASPHALT, INC.	Shawano St. work	$22,426.48
TOTAL		$22,426.48
CELEBRATIONS		
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$4.08
TOTAL		$4.08
CEMETERY		
CHARTER COMMUNICATIONS	July 2021 charges	$28.66
NEW LONDON UTILITIES	July 2021 charges	$52.35
TONY'S CEMETERY SERVICE	painting of all water spickets	$190.00
TONY'S CEMETERY SERVICE	August Floral Hill services	$7,000.00
VERIZON WIRELESS	phone charges	$41.23
WE ENERGIES	July 2021 charges	$10.23
TOTAL		$7,322.47
CITY ADMINISTRATOR		
CHARTER COMMUNICATIONS	July 2021 charges	$28.66
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$80.19
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
VERIZON WIRELESS	phone charges	$46.23
WEA TRUST	HEALTH INSURANCE BILLING	$1,835.92
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$466.44
TOTAL		$2,459.89
CITY ATTORNEY		
GUNTA LAW OFFICES, S.C.	services for June 2021	$630.00
VON BRIESEN & ROPER S.C	services for July 2021	$3,628.50
VON BRIESEN & ROPER S.C	services for July 2021	$413.00
TOTAL		$4,671.50
CITY GARAGE		
AMERICAN RED CROSS	CPR/AED/first aid review	$256.00
AUTOMOTIVE SUPPLY CO.	blade fuse	$1.74
AUTOMOTIVE SUPPLY CO.	surface conditioning discs	$32.09
CAPITAL ONE	detergent, dryer sheets	$21.65
CARDMEMBER SERVICE	walk behind saw/page protectors/utility hooks	$108.50
CHARTER COMMUNICATIONS	July 2021 charges	$75.82
CINTAS CORPORATION #443	towel refill, service charge	$35.00
CINTAS CORPORATION #443	towel refill, service charge	$35.00
COMPLETE OFFICE OF WISCONSIN	grease remover hand cleaner	$75.18
COMPLETE OFFICE OF WISCONSIN	face masks	$24.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$5.01

Return to Agenda

GRAICHEN DISPOSAL & RECYCLING LLC	July container service	$66.00
LAWSON PRODUCTS INC	misc. hardware, heat shrink	$265.70
LAWSON PRODUCTS INC	mini & ATO fuses	$110.51
LAWSON PRODUCTS INC	screws	$15.57
LAWSON PRODUCTS INC	hex nuts	$44.45
NEW LONDON UTILITIES	July 2021 charges	$711.03
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$10.89
US CELLULAR	July 2021 charges	$0.66
VALLEY PEST CONTROL INC	August pest control - garage	$24.00
VALLEY PEST CONTROL INC	July pest control - garage	$24.00
VALLEY PEST CONTROL INC	June pest control - garage	$24.00
VERIZON WIRELESS	phone charges	$46.23
WAUPACA CNTY PROCESSING & TRANSFER FACILITY	solid waste disposal	$576.00
WE ENERGIES	July 2021 charges	$33.95
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$139.72
TOTAL		$2,762.70

CITY HALL

NEW LONDON UTILITIES	July 2021 charges	$1,883.39
STERLING WATER-CHAIN OF LAKES, LLC	mineral water - ch	$49.99
VALLEY PEST CONTROL INC	August pest control - city hall	$35.00
VALLEY PEST CONTROL INC	July pest control - city hall	$35.00
VALLEY PEST CONTROL INC	June pest control - city hall	$35.00
WE ENERGIES	July 2021 charges	$64.17
TOTAL		$2,102.55

CLERK TREASURER

CHARTER COMMUNICATIONS	July 2021 charges	$67.79
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$168.66
DIAMOND BUSINESS GRAPHICS	general fund receipt books	$358.15
MULTI MEDIA CHANNELS, LLC	Fraser Holdings license application	$11.62
MULTI MEDIA CHANNELS, LLC	JRB public hearing TID 3 & 4	$400.00
MULTI MEDIA CHANNELS, LLC	June 8th council minutes	$602.81
MULTI MEDIA CHANNELS, LLC	Ordinance 1404 - stop signs	$35.02
MULTI MEDIA CHANNELS, LLC	Ordinance 1405 - license refunds	$32.18
MULTI MEDIA CHANNELS, LLC	Ordinance 1406 - comp plan	$65.24
MULTI MEDIA CHANNELS, LLC	Ordinance 1407- rezoning	$25.55
MULTI MEDIA CHANNELS, LLC	Ordinance 1408 - comp plan	$65.24
MULTI MEDIA CHANNELS, LLC	Ordinance 1409 - rezoning	$43.46
MULTI MEDIA CHANNELS, LLC	SG Petroleums LLC license app.	$11.62
MULTI MEDIA CHANNELS, LLC	video producer ads	$446.25
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$52.92
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$3.87
VILLAGE OF SISTER BAY	MTAW training meeting - Radke	$10.00
WEA TRUST	HEALTH INSURANCE BILLING	$3,142.48
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$1,143.78
TOTAL		$6,686.64

COUNCIL

AMADOR, APRIL	park/rec committee attendance	$30.00
BAKER, KELLY	park/rec committee attendance	$30.00
NEW LONDON CHAMBER OF COMMERCE	chamber bucks purchase	$70.00
TOTAL		$130.00

Return to Agenda

DIRECTOR OF PUBLIC WORKS		
CHARTER COMMUNICATIONS	July 2021 charges	$28.66
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$141.54
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$1.63
VERIZON WIRELESS	phone charges	$38.01
WEA TRUST	HEALTH INSURANCE BILLING	$2,753.88
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$449.22
TOTAL		$3,415.39
ECONOMIC DEVELOPMENT		
BISHOP, BILL	econ dev committee attendance	$30.00
CARDMEMBER SERVICE	Monnit monthly data plan	$10.00
GRAEF	CSM creation - Riverfront	$1,875.00
KOPITZKE, APRIL	econ dev committee attendance	$30.00
SCHOOL DISTRICT OF NEW LONDON	school app annual fee	$525.00
THOMPSON, HANS	econ dev committee attendance	$30.00
US CELLULAR	July 2021 charges	$6.99
TOTAL		$2,506.99
ENGINEERING		
MCMAHON ENGINEERS ARCHITECTS	GIS mapping support	$851.90
TOTAL		$851.90
FIRE DEPARTMENT		
CHARTER COMMUNICATIONS	July 2021 charges	$75.40
EAGLE ENGRAVING, INC.	ID tags	$14.60
JEFFERSON FIRE & SAFETY	name patch/letters	$173.52
JEFFERSON FIRE & SAFETY	gloves, boots	$408.98
KWIK TRIP INC	July 2021 gas - fire	$191.97
MABAS DIVISION 142 WAUPACA COUNTY	2021 membership dues	$100.00
O'REILLY AUTO PARTS	dry towels	$28.47
US CELLULAR	July 2021 charges	$1.50
VERIZON WIRELESS	phone charges	$122.25
WSESI	book for training	$114.00
TOTAL		$1,230.69
INSURANCE		
CARDMEMBER SERVICE	notary renewal - Radke	$20.00
DEMMING-NOEL AGENCY INC	4 year notary public bond	$30.00
TOTAL		$50.00
INTERDEPARTMENTAL SERVCS		
BEAR GRAPHICS, INC.	envelopes	100.03
CAPITAL ONE	office supplies	$8.62
CARDMEMBER SERVICE	name plates/calendars/cards/office supplies	$109.85
CHARTER COMMUNICATIONS	July 2021 charges	$507.14
MBM LEASING	copier charges	$167.87
PC & CELL SOLUTIONS, LLC	August consultant charges	$3,987.53
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$1.42
US CELLULAR	July 2021 charges	$7.88
VERIZON WIRELESS	phone charges	$122.25

Return to Agenda

WEA TRUST	HEALTH INSURANCE BILLING	$1,835.92
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$292.68
TOTAL		$7,143.64

LIBRARY

AMAZON	AV, books, supplies	$806.59
BAKER & TAYLOR	books	$479.24
BLACKSTONE PUBLISHING	AV	$253.72
CAPITAL ONE	program supplies	$31.98
CARDMEMBER SERVICE	AED pads	$67.00
CHARTER COMMUNICATIONS	July 2021 charges	$62.15
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$76.26
DEMCO	tape, easels, slips, laminate	$571.37
DEMCO	tape, frames	$261.24
HOFFMAN HEATING & COOLING, INC.	capacitor	$43.80
INGRAM LIBRARY SERVICES	books	$1,156.53
KELLER, INC.	new library engineer services	$13,200.00
MBM LEASING	copier overage charges	$1.73
MIDWEST TAPE, LLC	digital media services	$862.46
NEW LONDON UTILITIES	July 2021 charges	$1,225.26
PACE CORPORATION	sprinkler inspection/testing/repairs	$336.00
QUILL CORPORATION	copy paper	$312.84
READER SERVICE	books	$18.72
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$8.33
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$8.74
STERLING WATER-CHAIN OF LAKES, LLC	mineral water - library	$51.40
SUBSCRIPTION DEPARTMENT	renew Press Star subscription	$54.00
U.S. BANK EQUIPMENT FINANCE	copy machine contract payment	$180.76
US CELLULAR	July 2021 charges	$8.69
VALLEY PEST CONTROL INC	August pest control - library	$55.00
VALLEY PEST CONTROL INC	July pest control - library	$55.00
VALLEY PEST CONTROL INC	June pest control - library	$55.00
WE ENERGIES	July 2021 charges	$10.23
WEA TRUST	HEALTH INSURANCE BILLING	$4,978.40
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$1,200.25
TOTAL		$26,432.69

MAYOR

CHARTER COMMUNICATIONS	July 2021 charges	$7.50
VERIZON WIRELESS	phone charges	$41.23
TOTAL		$48.73

MUNICIPAL COURT

JUEDS, JAMES	subbing in for judge, mileage	$230.80
TOTAL		$230.80

MUSEUM

CARDMEMBER SERVICE	office/program supplies, mtg. registration	$407.35
CHARTER COMMUNICATIONS	July 2021 charges	$35.32
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$76.27
NEW LONDON BUILDING SUPPLY	cedar boards	$40.56
NEW LONDON BUILDING SUPPLY	LED bulbs, adhesive	$20.77
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$1.25

Return to Agenda

WE ENERGIES	July 2021 charges	$28.92
WEA TRUST	HEALTH INSURANCE BILLING	$1,835.92
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$345.86
TOTAL		$2,794.67

PARK

ALSCO	uniform cleaning - parks	$76.08
AMERICAN RED CROSS	CPR/AED/first aid review	$288.00
CAPITAL ONE	sprinkler, shut off valve	$20.86
CARDMEMBER SERVICE	fields drag brooms/hooks/assist tools/bags	$776.07
CHARTER COMMUNICATIONS	July 2021 charges	$100.81
CURNS CRANE SERVICE, LLC	crane rental for gazebo	$350.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$20.22
GRAICHEN DISPOSAL & RECYCLING LLC	July container service	$589.00
GRAINGER PARTS OPERATION	air gun extension	$55.37
GRAINGER PARTS OPERATION	drain gun kit	$398.45
KWIK TRIP INC	July 2021 gas - parks	$1,391.16
LEE RECREATION, LLC	playground equipment repairs	$568.00
LEE RECREATION, LLC	Franklin Park equipment repair	$1,016.67
MASTER ELECTRICAL SERVICES	hooked up grinder pump in pit	$75.50
MCC INC.	stone	$132.75
MENARDS	drill bits, concrete sealer	$85.29
NEW LONDON BUILDING SUPPLY	cable ties	$17.98
NEW LONDON BUILDING SUPPLY	hardware/adhesive/spray/hooks	$25.04
NEW LONDON BUILDING SUPPLY	paint	$979.80
NEW LONDON BUILDING SUPPLY	flapper tank ball	$4.59
NEW LONDON BUILDING SUPPLY	concrete mix	$11.98
NEW LONDON BUILDING SUPPLY	hardware, lumber	$28.97
NEW LONDON BUILDING SUPPLY	wire connectors	$5.58
NEW LONDON BUILDING SUPPLY	weed & grass killer spray	$22.99
NEW LONDON BUILDING SUPPLY	anchor adhesive, masonry bit	$99.96
NEW LONDON BUILDING SUPPLY	nuts, bolts, misc. hardware	$22.71
NEW LONDON UTILITIES	July 2021 charges	$2,421.12
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$7.35
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$4.31
TRACTOR SUPPLY CREDIT PLAN	paint brushes	$22.48
US CELLULAR	July 2021 charges	$4.56
VALLEY PEST CONTROL INC	August pest control - garage	$14.40
VALLEY PEST CONTROL INC	July pest control - garage	$14.40
VALLEY PEST CONTROL INC	June pest control - garage	$14.40
WAUPACA CNTY TREASURER	diesel fuel	$647.76
WAUPACA CNTY TREASURER	diesel fuel	$646.84
WE ENERGIES	July 2021 charges	$40.83
WEA TRUST	HEALTH INSURANCE BILLING	$653.28
WI DEPT OF JUSTICE	background check	$7.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$933.75
TOTAL		$12,596.31

POLICE

BOSQUEZ, ASHLEY	reimburse for National Night Out supplies	$30.93
CAPITAL ONE	National Night Out supplies, binder	$41.34
CARDMEMBER SERVICE	citation paper, entrance mats, name tags, supplies, drug test pouches, training	$1,496.75
CELLEBRITE USA, INC.	UFED touch ultimate renewal	$4,300.00
CHARTER COMMUNICATIONS	July 2021 charges	$282.64
CHARTER COMMUNICATIONS	phone charges - PD	$45.58

Return to Agenda

DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$1,218.79
GORDON FLESCH CO., INC	copier charges	$28.65
HOFFMAN HEATING & COOLING, INC.	air filters	$117.00
KWIK TRIP INC	July 2021 gas - police	$2,417.03
LANGUAGE LINE SERVICES	over the phone interpretation	$7.92
NEW LONDON BUILDING SUPPLY	clear light bulb	$3.49
NEW LONDON BUILDING SUPPLY	shimming tool	$18.99
NEW LONDON UTILITIES	July 2021 charges	$1,935.75
PC & CELL SOLUTIONS, LLC	phone case	$34.99
PC & CELL SOLUTIONS, LLC	hard drive	$89.99
PC & CELL SOLUTIONS, LLC	replacement access point	$99.99
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$44.10
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$16.44
THE PRINT SHOP	aqua tech labels for folders	$30.00
THE PSYCHOLOGY CENTER, SC	pre employment evaluation	$450.00
TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	person searches for August	$75.00
VERIZON WIRELESS	phone charges - PD	$814.55
VIEVU, LLC	clip lock kits/spring clips	$210.00
WE ENERGIES	July 2021 charges	$420.67
WEA TRUST	HEALTH INSURANCE BILLING	$22,684.32
WEA TRUST	WEA TRUST	($3,671.84)
WI ASSOC FOR IDENTIFICATION	WAI membership dues	$20.00
WI DEPT OF TRANSPORTATION	conference registration	$60.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$541.60
WI RETIREMENT SYSTEM	RETIREMENT POLICE SWORN	$10,962.82
WOLF RIVER VET CLINIC INC	boarding felines & canines	$800.00
WOS OPTICAL	safety eyewear - J. Wilson	$141.86
TOTAL		$45,769.35

POLICE UNIFORMS

RUCKDASHEL, EARL	reimburse for SRO shirts	$173.88
STREICHERS	belt - B. Gosh	$39.99
STREICHERS	holster - B. Gosh	$99.99
THE UNIFORM SHOPPE	metal name plate - Martin	$15.95
THE UNIFORM SHOPPE	collar brass	$49.90
THE UNIFORM SHOPPE	uniform items - B. Gosh	$676.50
THE UNIFORM SHOPPE	uniform items - B. Gosh	$451.75
TOTAL		$1,507.96

PRINCIPAL

WPPI ENERGY	monthly loan payment	$569.19
TOTAL		$569.19

RECREATION

BADGER SPORTING GOODS CO, INC	basketballs & volleyballs	$484.00
C & B RENT-ALL, INC	balloons	$21.80
CARDMEMBER SERVICE	Workshop, supplies, dodgeball set, bag, Timber Rattlers seats/lunches, ice packs	$865.78
CHARTER COMMUNICATIONS	July 2021 charges	$48.82
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$103.39
FESTIVAL FOODS	cooking class supplies	$11.77
FESTIVAL FOODS	camp hatten supplies	$53.43
LAMBRECHT, MICHELLE	reimburse for prizes	$124.00
MULTI MEDIA CHANNELS, LLC	fireworks 2021 thank you ad	$465.00
NEW LONDON BUILDING SUPPLY	U fence posts	$11.98

Return to Agenda

NEW LONDON CHAMBER OF COMMERCE	non-profit exhibitor	$10.00
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
SAM'S CLUB/SYNCHRONY BANK	Camp Hatten supplies	$12.27
SAM'S CLUB/SYNCHRONY BANK	National Night Out supplies	$150.80
SAM'S CLUB/SYNCHRONY BANK	program supplies	$207.17
US CELLULAR	July 2021 charges	$6.50
VERIZON WIRELESS	phone charges	$91.78
WEA TRUST	HEALTH INSURANCE BILLING	$1,571.24
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$513.63
TOTAL		$4,755.81

REFUSE COLLECTION

DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$22.53
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$142.15
TOTAL		$164.68

SANITARY MAINTENANCE

DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$32.80
MCMAHON ENGINEERS ARCHITECTS	Werner Allen sanitary sewer	$10,770.90
NEW LONDON UTILITIES	July 2021 charges	$658.60
NORTHEAST ASPHALT, INC.	Werner-Allen sanitary sewer	$73,847.19
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$193.87
TOTAL		$85,503.36

SENIOR BUS SERVICE

CHARTER COMMUNICATIONS	July 2021 charges	$31.76
KWIK TRIP INC	July 2021 gas - buses	$420.96
US CELLULAR	July 2021 charges	$9.10
WEA TRUST	HEALTH INSURANCE BILLING	$183.59
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$11.15
TOTAL		$656.56

SEWAGE PLANT

ALSCO	uniform cleaning - wwtp	$172.94
AT&T	August 2021 charges - wwtp	$206.74
BADGER LAB & ENG CO, INC	ammonia samples	$48.00
BADGER LAB & ENG CO, INC	E. coli samples	$200.00
CAPITAL ONE	lab supplies, dehumidifier	$440.34
CHARTER COMMUNICATIONS	July 2021 charges	$98.81
CRANE ENGINEERING SALES INC	change oil on 2 lift stations	$1,311.00
GRAICHEN DISPOSAL & RECYCLING LLC	July container service	$223.00
HANADEL, LANE	reimburse for driver's license upgrade	$15.30
KEMIRA WATER SOLUTIONS, INC	ferric chloride solution	$7,619.64
KNUTZEN CROP CONSULTING INC	soil samples	$72.00
KWIK TRIP INC	July 2021 gas - wwtp	$171.76
NEW LONDON BUILDING SUPPLY	door for sample hut	$499.00
NEW LONDON UTILITIES	July 2021 charges	$997.83
NEW LONDON UTILITIES	July 2021 large power billing	$6,609.68
NEW LONDON UTILITIES	June - August metering charges	$28,800.00
NORTH CENTRAL LABORATORIES	misc. lab supplies	$799.02
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$7.35
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$0.46
US CELLULAR	July 2021 charges	$1.68
VALLEY PEST CONTROL INC	August pest control - wwtp	$30.00

VALLEY PEST CONTROL INC	July pest control - wwtp	$30.00
VALLEY PEST CONTROL INC	June pest control - wwtp	$30.00
VERIZON WIRELESS	phone charges	$112.32
WE ENERGIES	July 2021 charges	$1,492.18
WEA TRUST	HEALTH INSURANCE BILLING	$2,489.20
WI LAKE & POND RESOURCE LLC	pond weed/nutrient management	$772.50
WI LIFTING SPECIALISTS INC.	2021 lifting equipment inspections	$617.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$900.08
ZORO TOOLS, INC	flashlight for sewer truck	$261.45
ZORO TOOLS, INC	paper towels, wall heater	$309.57
ZORO TOOLS, INC	walking measuring wheel	$119.41
ZORO TOOLS, INC	hardware	$26.52
ZORO TOOLS, INC	SCADA back-up batteries	$141.62
TOTAL		$55,626.40
SIDEWALKS		
CARDMEMBER SERVICE	concrete placer tools	$110.48
TOTAL		$110.48
STAND-BY		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$3.25
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$48.24
TOTAL		$51.49
STORM SEWERS		
FERGUSON WATERWORKS	pipes for storm sewer repair	$151.20
FERGUSON WATERWORKS	manhole riser	$238.59
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$47.43
TOTAL		$437.22
STREET CLEANING		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$3.25
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$17.66
TOTAL		$20.91
STREET DEPT FRINGE BENEFT		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$19.10
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$14.70
WEA TRUST	WEA TRUST	$7,996.96
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$207.89
TOTAL		$8,238.65
STREET MACHINERY		
ALSCO	uniform cleaning - streets	$167.44
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$60.06
FACTORY MOTOR PARTS	oil	$56.28
KWIK TRIP INC	July 2021 gas - pw	$1,757.81
O'REILLY AUTO PARTS	oil	$47.94
SERVICE POWER & SPORTS LLC	bar & chain oil, engine oil	$140.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$279.12
TOTAL		$2,508.65

Return to Agenda

STREET REPAIR & CONST.		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$69.91
MCC INC.	paving asphalt	$150.48
MID-STATE ASPHALT LLC	blacktop patch on N. Shawano St	$2,200.00
WAUPACA CNTY TREASURER	patching mix	$105.02
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$282.19
TOTAL		$2,807.60
STREET SIGNS & MARKINGS		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$3.82
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$7.86
TOTAL		$11.68
STREET SUPERVISION		
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	$0.99
TOTAL		$3.44
STREET TREE MAINTENANCE		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	$32.52
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$115.66
TOTAL		$148.18
SWIMMING POOL		
AMERICAN RED CROSS	lifeguarding review	$280.00
C & B RENT-ALL, INC	dunk tank rental	$135.00
CAPITAL ONE	program/dept./1st aid supplies	$390.95
CARDMEMBER SERVICE	dish network, AED pads, scissors	$189.82
CARRICO AQUATIC RESOURCES, INC	Stenner acid pump	$386.00
CARRICO AQUATIC RESOURCES, INC	Pulsar infinity tabs	$274.00
CARRICO AQUATIC RESOURCES, INC	water testing tablets/vials	$102.85
CHARTER COMMUNICATIONS	July 2021 charges	$90.43
COMPLETE OFFICE OF WISCONSIN	hand, hair, & body cleaner	$82.78
DIRECT FITNESS SOLUTIONS LLC	equipment repair	$155.00
GRAINGER PARTS OPERATION	metal air filters	$435.05
NEW LONDON BUILDING SUPPLY	split key ring	$1.89
NEW LONDON UTILITIES	July 2021 charges	$4,976.77
RECREATION SUPPLY COMPANY	rope hooks & clamps	$175.44
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	$2.45
SAM'S CLUB/SYNCHRONY BANK	program/dept. supplies	$221.67
TECC SECURITY SYSTEMS INC	monitor station/virtual keypad	$636.00
VALLEY PEST CONTROL INC	August pest control - pool	$47.00
VALLEY PEST CONTROL INC	July pest control - pool	$47.00
WAUSAU CHEMICAL CORP	chemicals	$886.05
WE ENERGIES	July 2021 charges	$617.32
WI DEPT OF JUSTICE	background check	$7.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	$182.00
WPRA	Fall Workshop - M. Gorges	$125.00
TOTAL		$10,447.47

Return to Agenda

TID DISTRICT 4		
QUARLES & BRADY LLP	services for Retzlaff project	$8,679.50
WAUPACA CNTY REGISTER OF DEEDS	fee for correction instrument	$30.00
WAUPACA CNTY REGISTER OF DEEDS	memorandum of development agreement	$30.00
TOTAL		$8,739.50
TRAFFIC CTL & STREET LTG		
NEW LONDON UTILITIES	July 2021 charges	$6,710.89
TOTAL		$6,710.89
WASHINGTON CENTER		
CAPITAL ONE	program supplies	$53.29
CARDMEMBER SERVICE	pediatric AED pads	$108.00
CHARTER COMMUNICATIONS	July 2021 charges	$31.76
FESTIVAL FOODS	program supplies	$43.40
HOFFMAN HEATING & COOLING, INC.	no cooling call, replaced belt	$185.00
HOFFMAN HEATING & COOLING, INC.	air filters	$274.20
NEW LONDON UTILITIES	July 2021 charges	$746.65
VALLEY PEST CONTROL INC	August pest control - sr. center	$30.00
VALLEY PEST CONTROL INC	July pest control - sr. center	$30.00
VALLEY PEST CONTROL INC	June pest control - sr. center	$30.00
WE ENERGIES	July 2021 charges	$30.27
TOTAL		$1,562.57
WASHINGTON CENTER GYM		
CARDMEMBER SERVICE	weights, kettlebell, pediatric AED pads	$291.94
CHARTER COMMUNICATIONS	July 2021 charges	$31.76
GRAINGER PARTS OPERATION	fire extinguisher/safety signs	$116.91
NEW LONDON BUILDING SUPPLY	ready-mixed concrete patch	$8.69
NEW LONDON BUILDING SUPPLY	cement patch	$8.99
NEW LONDON UTILITIES	July 2021 charges	$589.79
US CELLULAR	July 2021 charges	$0.50
WE ENERGIES	July 2021 charges	$12.03
TOTAL		$1,060.61
WORKERS' COMPENSATION		
CITIES & VILLAGES MUTUAL INS	2021 workers comp premium - 4th qtr.	$37,397.00
TOTAL		$37,397.00
OVERALL TOTAL		$689,124.29

Return to Agenda

FUND TOTALS

GENERAL FUND	$217,013.41
DEBT SERVICES FUND	$569.19
CAPITAL PROJECTS FUND	$321,672.43
WWTP FUND	$141,129.76
TID 4 FUND	$8,739.50
SUBTOTAL	$689,124.29
GROSS PAYROLL	$296,740.14
****GRAND TOTAL	$985,864.43

TOTAL HEALTH INSURANCE	$49,412.24
TOTAL RETIREMENT	$20,551.21

Return to Agenda

CITY OF NEW LONDON
BOARD OF PUBLIC WORKS MEETING MINUTES
Tuesday, September 7, 2021

Members Present: Mike Barrington, Fred Zaug, Dennis Herter, Dave Dorsey, Bernie Ritchie Jr.,

Excused Members: None

Council Members: Mayor Herter, John Faucher, Bob Besaw, Billie Olson, Steve Groat, Tim Roberts

Others Present: Chad Hoerth; City Administrator
Luke Hammons; Interim Public Works Director
Ben Greuel; WWTF Chief Operator
Ginger Arndt; Parks & Recreation Director
Adam Prill
Shirley Sternberg

Barrington called the meeting to order at 4:30 p.m.; Motion by Barrington/Zaug to approve the agenda as presented. *Motion carried by all*

Public comment relevant to items on agenda: Shirley Sternberg offered suggestions in favor of streets projects relating to item 9 on the approved agenda. Shirley voiced concern about the potential for narrower road widths with the downtown reconstruction project.

Wastewater Treatment Facility Update: There were no questions on the WWTF monthly reports.

Approve proposal from Speedy Clean in the amount of $23,260 for Sanitary Sewer Lining: Greuel explained that some clear water infiltration into the sanitary system was found under Industrial Loop Road. To eliminate the high costs of repairing the concrete roadway and digging up the sanitary sewer, Speedy Clean will repair the sanitary sewer by lining the bad parts of the system gaining access through the manholes.

> Motion by Zaug/D. Herter to award the Sanitary Sewer Lining repairs contract to Speedy Clean in the amount of $23,260. *Motion carried by all.*

Consider for purchase replacement Wastewater Treatment Facility pumps in the amount of $4,946: During preventative maintenance on the Return Activated Sludge (RAS) pumps sever deterioration and performance decrease of the metal housing around the mechanical seals and impeller was determined. This is due to corrosive chemical used to precipitate phosphates out of the water. Greuel suggests purchasing new RAS pumps with epoxy coating in the amount of $4,946 per pump using monies from the current budget. These pumps have a 6-8 month lead time so they will need to be ordered as soon as possible to have during the most vulnerable spring high flow time.

Recommend to council an ordinance adjusting Sewer Rate Fees: A draft ordinance was presented increasing the monthly sewer user rate charge from $5.00 to $6.00 per month for metered users. The increase was proposed to bring the monthly charge in line with neighboring communities but is still below fixed fee averages of communities close to the size of the City of New London.

> *Zaug/Ritchie Jr. moved to approve an ordinance adjusting Sewer Rate Fees at the Wastewater Treatment Facility one dollar from $5.00 to $6.00 monthly for metered users. Motion carried by all.*

Review of proposed Public Works and WWTF 2022 Budgets: Luke Hammons presented the departments 2022 Draft Budget. There were no changes suggested at this time.

Return to Agenda

Review bids for Annual Asphalt Patching Contract: A bid tabulation for Asphalt Patching was presented to the Board. Two bids were submitted with American Asphalt of Wisconsin providing the lowest overall bid of $53,628 for the project.

> M. Herter/Zaug moved that council accept the American Asphalt of Wisconsin Asphalt Patching contract in the amount of $52,628. *Motion carried by all.*

Discussion on street/sidewalk typical widths for the 2024 Downtown Reconstruction Projects: The Board discussed the street/sidewalk widths relating to the 2024 Downtown Reconstruction Projects. This item will be brought to the next Board of Public Works meeting. *No motion was made on this item.*

Approve Agreement with WE Energies to install gas main service along Frederick Farm Ln: Invoice from WE Energies was reviewed to install gas main service along Frederick Farm Ln. The cost of the project will be $6,295. Additional charges may be applied if WE Energies should encounter any unusual conditions and/or delays.

> D. Herter/Roberts moved that council accept an Agreement with WE Energies to install gas main service along Frederick Farm Ln in the amount of $6,295. *Motion carried by all.*

Director's Report: None presented

Future Agenda/Other items:
WWTF tour for new Alderpersons
2024 Downtown Reconstruction Projects on street/sidewalk widths

Discuss/Confirm next meeting date:
The next Board of Public Works meeting will be held on October 4, 2021 at 4:30 p.m.

There being no further business a motion was made by Zaug/Dorsey to adjourn the meeting at 6:10 p.m. *Motion carried by all.*

Chad Hoerth, City Administrator

Return to Agenda

SPEEDY CLEAN DRAIN & SEWER

1380 Earl St
Menasha, WI 54952
920-734-4707

Quote

Date	Estimate
6/30/2021	745

Name / Address	Service Point
City of New London Dept. of Public Works 215 N. Shawano St. New London, WI 54961	

Description
Please use this for individual pricing allowing you to pick the package that best fits your needs: (See special package pricing listed below)
Install CIPP repairs in 18" sanitary main; repair sizes between 18"X2' and 18"X4' - segment being repaired will determine length. Work includes: * Prep pipe - jet flush and vacuum debris * Install up to 9 spot repairs in 18" pipe * Post televise repairs Pricing is as follows: 1 - 3 repairs --- $2,450.00 each 4 - 7 repairs ---$2,150.00 each 8 - 12 repairs --- $1,850.00 each Using this formula, there are 9 spot repairs listed - total cost would be $16,650.00

Signature

Return to Agenda

SPEEDY CLEAN DRAIN & SEWER

1380 Earl St
Menasha, WI 54952
920-734-4707

Quote

Date	Estimate
6/30/2021	745

Name / Address	Service Point
City of New London Dept. of Public Works 215 N. Shawano St. New London, WI 54961	

Description
Install special Tee,Wye main/lateral repairs (Tyger) in 18" main. Work includes: * Prep pipe - jet flush and vacuum debris * Deploy Schwalm cutter to install repair * Post televise repair We have 2 Tyger repairs listed - cost is $3,250.00 each - total cost would be $6,500.00
Grouting Manholes is $305.00 per hour - with travel, set-up and grouting expect approximately 4 hours plus the cost of grout - total cost $1,220.00 Cost of grout is $60.00 per tube - generally use 1-4 tubes per manhole
MH 1570 - MH 1569 - Use of Schwalm cutter to remove intruding lateral is $305.00 per hour - round trip charge is approximately 4 hours for a total cost of $1,220.00

Signature

Return to Agenda

SPEEDY CLEAN
DRAIN & SEWER

1380 Earl St
Menasha, WI 54952
920-734-4707

Quote

Date	Estimate
6/30/2021	745

Name / Address	Service Point
City of New London Dept. of Public Works 215 N. Shawano St. New London, WI 54961	

Description
TOTAL PACKAGE PRICE is everything listed in individual pricing combined into a package and done when everything is on site reducing the need for multiple set-ups and travel. Package includes: 9 spot repairs (18"X2' or 18"X4') --- $16,650.00 2 Tyger Repairs 18"X lateral size -- $ 6,000.00 2 manhole grouts --- $ 305.00 1 Schwalm cut Intruding lateral --- $ 305.00 TOTAL: --- $23,260.00 The only hidden cost is the cost of grout because that is an unknown until the manhole grouting is completed - cost for grout is $60.00 per tube - normally 1-4 tubes per manhole.
Tax Exempt

Please notify Speedy Clean within 30 days if the quotation is accepted and the above prices will be honored.

Cured in place Pipe (CIPP) repairs come with a 5 year warranty on parts and installaiton.

If prevailing wages apply - this quote will be adjusted accordingly.

Due to the unique nature of the tasks and the unknown pipe conditions, completion of the work may not be possible. Speedy Clean will make every reasonable effort to perform the work described.

Signature _____

Return to Agenda

AN ORDINANCE SETTING SEWER USER CHARGE RATES

Ordinance No. _____

PURPOSE: The purpose of this ordinance is to change the base monthly fixed charge rate from $5.00 to $6.00 per month

The Common Council of the City of New London, Outagamie and Waupaca Counties, Wisconsin do ordain as follows:

Section 1: That §13.12(4)(a) shall be amended to read as follows:

(a) The Base monthly fixed charge for all users shall be $6.00

Section 2. This ordinance takes effect January 1, 2022.

By:_____
Mark Herter, Mayor

Attest:_____
Nicole Lemke, City Clerk

First Reading: September 14, 2021

Second Reading: October 12, 2021

Published: October 21, 2021

Return to Agenda

BID TABULATION

CITY OF NEW LONDON
2021 Asphalt Patching Program
Contract No. N0009-09-21-00593
Bid Date / Time: September 2, 2021 @ 10:00 AM
Project Manager: Brad Werner, P.E.

Engineer: McMAHON ASSOCIATES, INC.
1445 McMahon Drive
PO Box 1025
Neenah, WI 54956 / 54957-1025

AMERICAN ASPHALT OF WISCONSIN
DIV. OF MATHY CONSTRUCTION CO.
832 STH 153
PO Box 98
Mosinee, WI 54455-0098

NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
1.	1	L.S.	Mobilization and Bonding	$3,500.00	$3,500.00	$11,760.00	$11,760.00
2.	1,600	S.Y.	Remove and Fine Grade Asphalt Patch Area	$7.54	$12,064.00	$9.90	$15,840.00
3.	1,600	S.Y.	1-1/2 Inch 4 LT 58-28S Asphalt Binder	$10.44	$16,704.00	$11.50	$18,400.00
4.	1,600	S.Y.	1-1/2 Inch 4 LT 58-28S Asphalt Surface	$10.85	$17,360.00	$11.50	$18,400.00
5.	100	C.Y.	Excavation Below Subgrade (EBS)	$30.00	$3,000.00	$68.10	$6,810.00
6.	50	TON	Base Course	$20.00	$1,000.00	$24.50	$1,225.00
			TOTAL (Items 1. through 6., Inclusive)		**$53,628.00**		**$72,435.00**

Bid Security	5% Bid Bond	5% Bid Bond
Addendum Acknowledgement	Yes - #1	Yes - #1

We Energies
800 S. Lynndale Dr.
Appleton, WI 54914
Phone 800-972-8856
www.we-energies.com

8/26/21

City of New London
215 N. Shawano St.
New London, WI 54961

Subject: Invoice for Gas main extension on Fredrick Farm Ln. New London, WI

Dear Chad Hoeth:

Thank you for your application for natural gas facilities. Please review the following information.

Cost details:

- The cost for this project will be $6,295.00. Additional charges may apply if we encounter unusual conditions, delays in your construction schedule or other changes that you request.
- The cost has been reduced by $10,187.00 as credit for 1 meter(s) being set at the time of installation.
- Additional charges will apply if installation is requested Dec. 1 through March 31.
- Installation cost must be paid in advance of construction.
- This cost is valid for 90 days provided this letter and enclosed drawing are signed and returned with payment, the site is ready, and all other requirements are met.

Payment remittance:
Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.

- Personal check
- Online at www.we-energies.com/payconstructionbill
- Phone at 855-570-0998

Refund details:

- Refunds are available for up to five years after the main installation and will not exceed the amount of the original cost.
- Refunds in the amount of $Unknown may be made for each residential space heating customer connected to this main.
- Refund amounts for multifamily and commercial customers will be individually calculated based on their estimated average annual consumption.

Facility location:

- To avoid damage to underground facilities, you are responsible for locating and marking (with stakes, spray paint or flags) any buried obstructions and private underground facilities like lighting, septic systems, wells, sprinkler systems, etc.
- It is very important that you mark these facilities as We Energies and/or its agents are not responsible for damage to your facilities that are not properly marked before our work begins.
- If you are unable to locate and mark your privately owned buried facilities, you can hire a contractor to do it for you.
- For your safety, we will coordinate with Diggers Hotline to have technicians visit the site to locate underground utilities (such as natural gas, electric, phone, cable, sewer and water). The technicians will mark the facilities with flags and spray paint that will fade after a few weeks.

Construction:
Please consider this information when developing your project timeline:

- Once all job requirements are met, allow us a minimum three week lead time for scheduling the installation of natural gas facilities.

Return to Agenda

- To ensure minimal disturbance to your site, it is best to install our facilities prior to road base, paving, topsoil, and erosion control, but after the installation of sewer, water and right-of-way subgrading.
- The site must be within four inches of final grade and we must be made aware of any changes that have been made since we received preliminary, approved plats.

Surface restoration:

- Surface restoration in the public right-of-way, for main installed beyond your project limits, will be completed according to municipal guidelines.
- Restoration within your development will include backfilling and compacting using existing soil.

As a reminder, you need to sign and return a copy of this letter and enclosed drawing along with your payment, if paying by check. If you have any questions, please call me. I look forward to working with you to make your project a success.

Sincerely,

Mark Kofnetka
Residential Energy Services Consultant
T:920-380-3549
F:920-380-3507

Work Request #: 4680677

☐ I certify the grade was confirmed by a surveying/engineering firm and lot corner stakes are installed.

Estimated date site will be ready for natural gas: _____

Accepted by: _____

Title: ____ _____ Date: _____

P.S. For more information on the application and construction process for new developments, visit www.we-energies.com/contractors/builderdeveloper.

Enclosures

Return to Agenda

ELEC WR

GAS WR **WI4680677**

CITY / TOWN / VILLAGE: C/ NEW LONDON

CUST/PROJ NAME: CITY OF NEW LONDON

PROJECT LOCATION: FREDERICK FARMS LN

(INTERSECTION OF ORVILLE DR AND FREDERICK FARMS LN)

WORK DESCRIPTION: 4" PE GAS MAIN EXTENSION FOR BUSINESS PARK.

PREPARED BY: CODY JACOBSON

E-MAIL: CODY.JACOBSON@WE-ENERGIES.COM

OFFICE #: 920-380-3565 CELL #: 920-450-1170

PAGER #: IO #: MEU23208652

PROJECT ID: WI4680677 CGS #:

DATE PREPARED: 8/12/21 DATE REVISED:

COMMON INFORMATION

STAKING REQUIREMENTS:

[X] SURVEYOR [ ] STAKED

[ ] DESIGNER [ ] NOT NEEDED

MAIN / SERVICE IN EASEMENT:

[ ] YES [X] NO

RESTORE PRIVATE PROPERTY: [ ] WE ENERGIES [X] CUSTOMER

WORK IS APPROX 35 FT, DIRECTION E OF CL OF

ORVILLE DR NEAREST CROSS STREET *(ALSO FOR GAS SERVICE TEE)*

ELECTRIC INFORMATION

OPER MAP #: FEEDER/LINE #:

CATV JOINT USE #: TEL JOINT USE #:

PROPOSED GAS SERVICE INFORMATION

MTR SIZE: MTR TYPE: PRES:

SERV PIPE SIZE: MATERIAL:

MTR LOC: FT. OF CORNER

CONSTRUCTION TYPE:

[ ] EFV

[ ] RELIGHT

[ ] CURB VLV

[ ] TIE IN PIPING

RAILROAD PERMITTING/FLAGGING REQUIRED [ ] YES [X] NO **RR NAME**

CORROSION CONTACT: JOHN HOOPER **PHONE #:** 414-221-4871

CRITICAL SAFETY RULES - GO:

1. Confined space procedures
2. Excavation and shoring
3. Live gas emergency procedures
4. Lock out - Tag out
5. Seat belts
6. Securing parked vehicles

JOB INFO:

SECTION / TOWN / RANGE: NE1/4 SEC 31, T23N, R15E
SITE VISIT COMPLETED BY: CODY JACOBSON
JOB OWNER: MARK KOFNETKA 920-380-3549

MAIN CONTACTS:

- [ ] CONTRACTOR/BUILDER:
- [ ] PLUMBER/HVAC:
- [ ] ELECTRICIAN:
- [X] CUSTOMER: CHAD HOERTH 920-982-8503

CONTINGENCIES & COMMENTS:

DIGGERS HOTLINE REQUIRED

WE ENERGIES WILL COMPLETE LAWN REPAIR ON:

[X] ROAD ROW [ ] NEIGHBORING PROPERTY
[ ] NONE [ ] CUSTOMER PROPERTY

WE ENERGIES WILL HAUL SPOIL FROM:

[ ] ROAD ROW [ ] NEIGHBORING PROPERTY
[X] NONE [ ] CUSTOMER PROPERTY

CUSTOMER IS REQUIRED TO LOCATE ALL PRIVATE UNDERGROUND FACILITIES PRIOR TO INSTALLATION
WE ENERGIES IS NOT RESPONSIBLE FOR ROOT DAMAGE

CONSTRUCTION REMARKS

* INSTALL 1,005' OF 4" PE GAS MAIN.

* BORING REQUIRED.

CUSTOMER'S SIGNATURE OF APPROVAL DATE

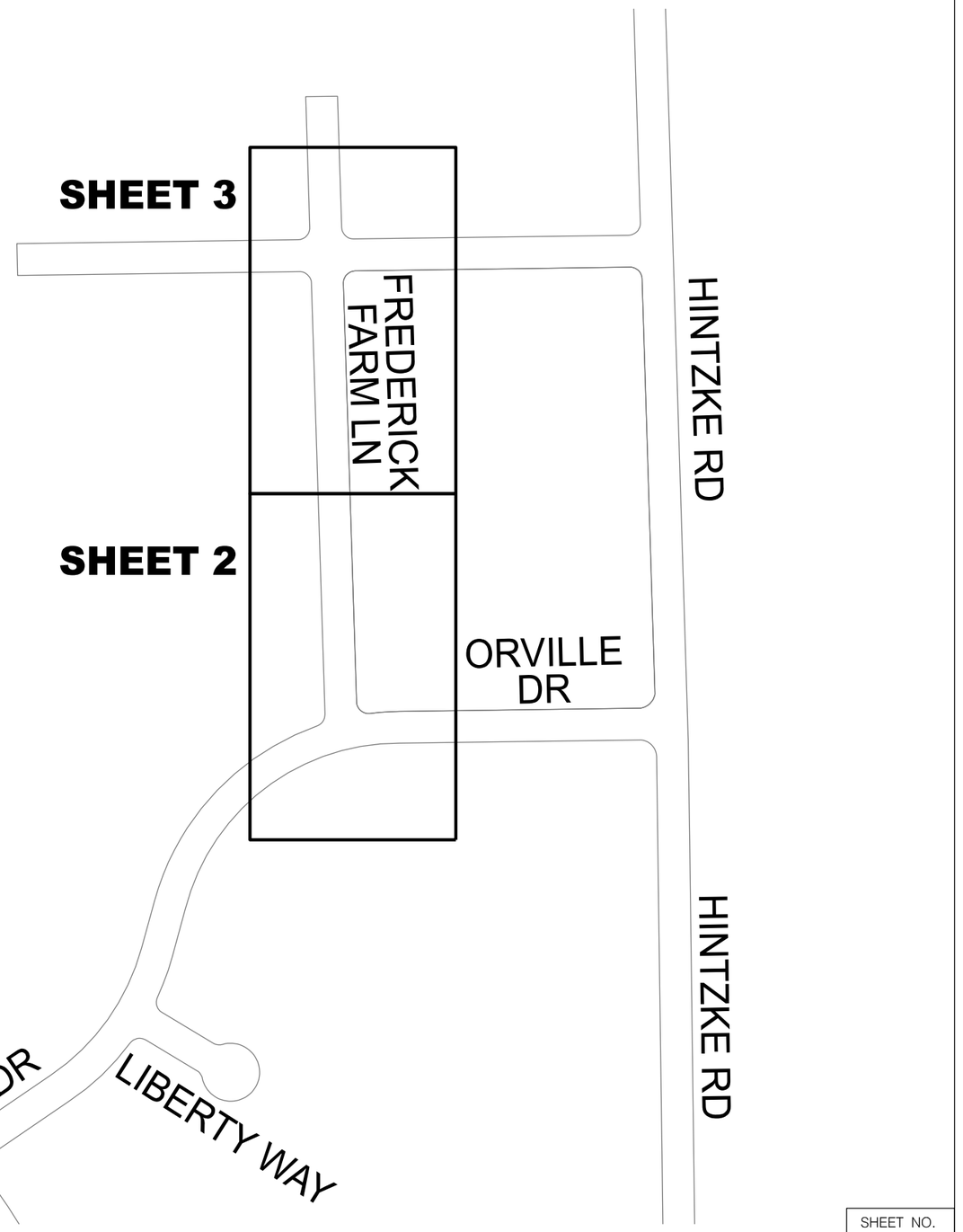
CONSTRUCTION NOTES:

- INSTALL ALL MAIN AT STANDARD DEPTH (30") UNLESS NOTED ON SKETCH

TOTAL 4" PE INSTALLED: 1,005'
MAIN TRENCHED: 925'
MAIN BORED: 80'

EROSION NOTES:

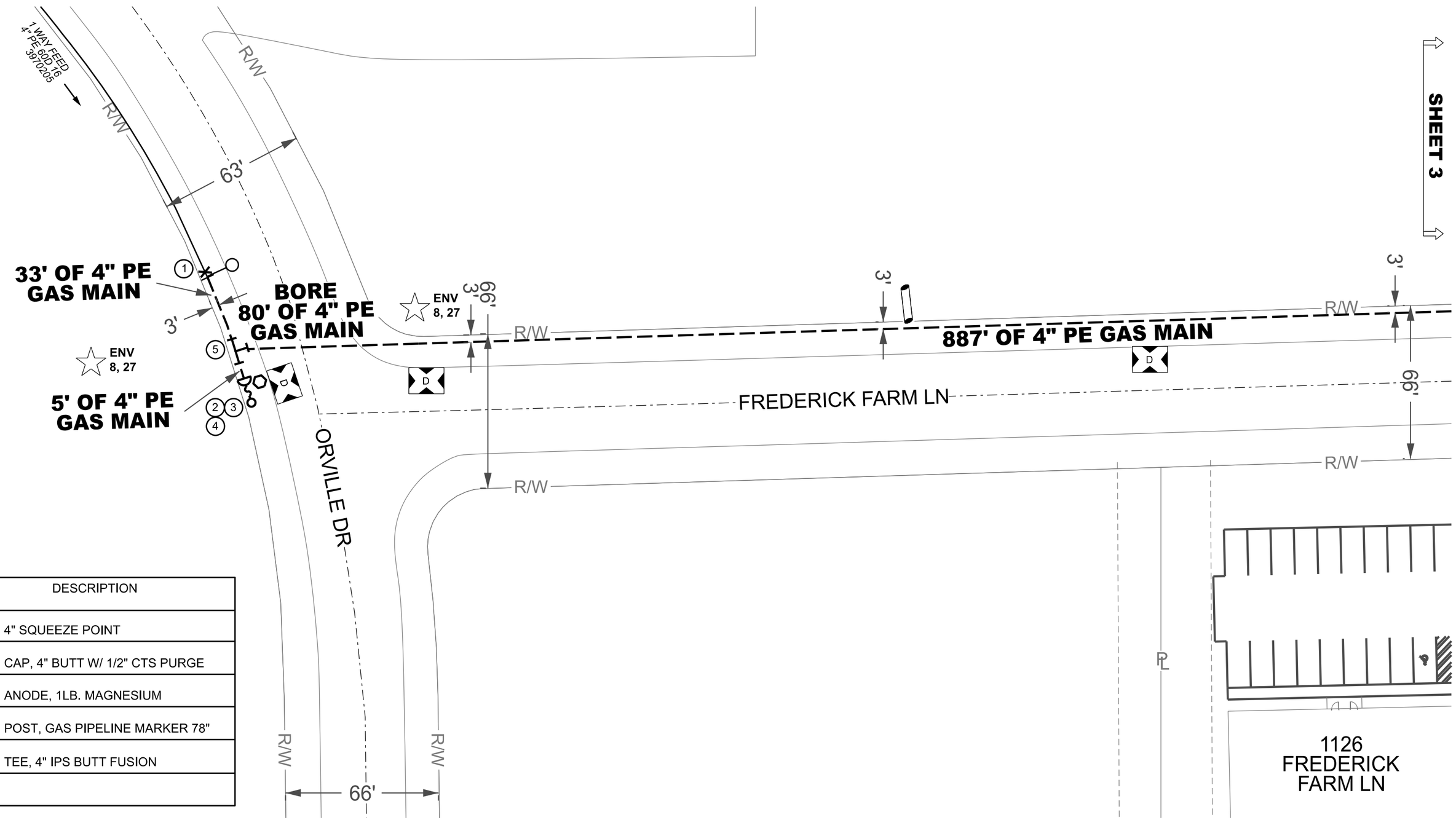
- IF DISTURBANCE OCCURS WITHIN ROAD RIGHT-OF-WAY, FINAL STABILIZATION SHALL BE PERMANENT SEED AND PROPERLY ANCHORED MULCH.



Return to Agenda

ELEC WR

GAS WR WI4680677



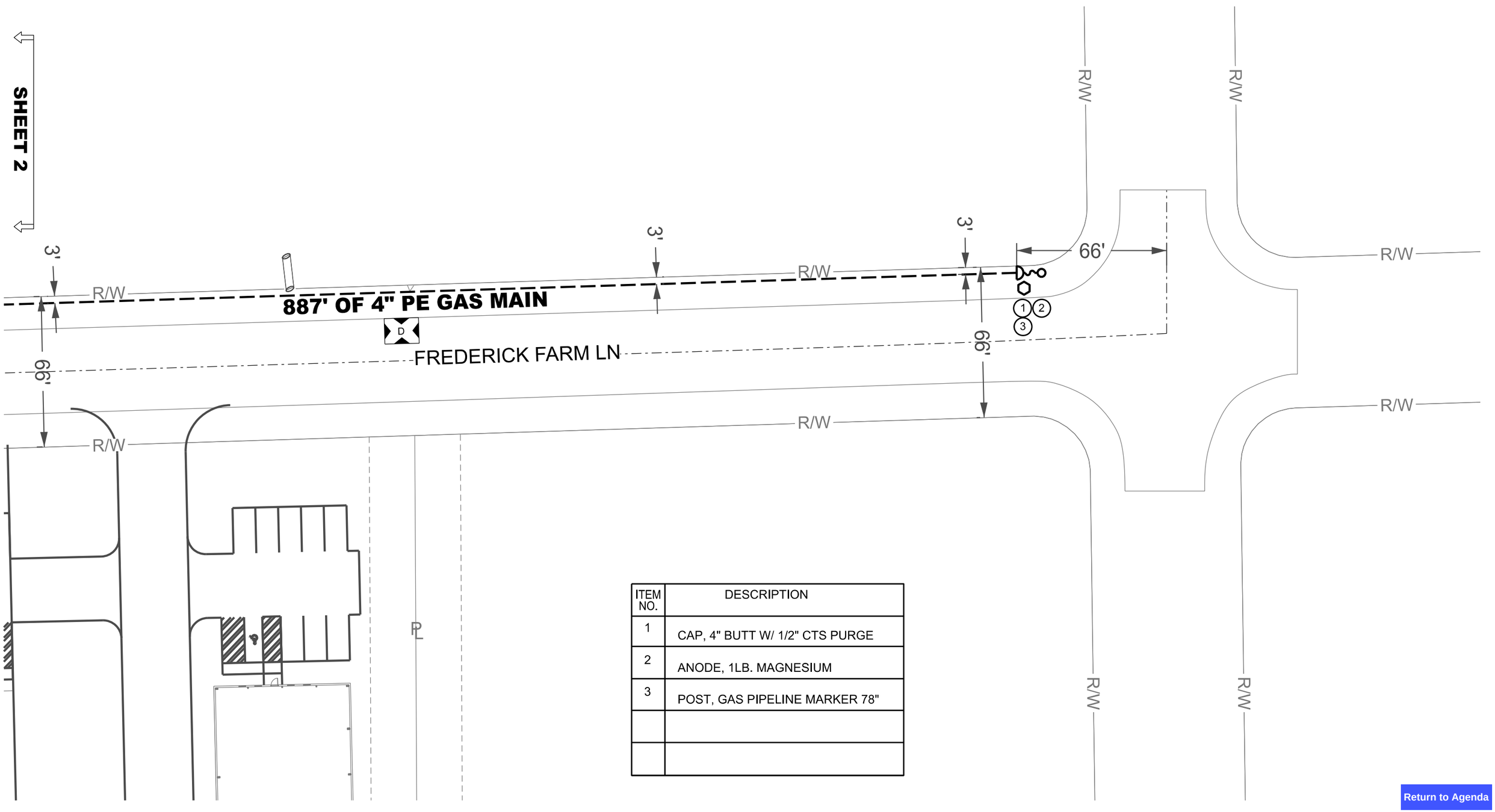
ITEM NO.	DESCRIPTION
1	4" SQUEEZE POINT
2	CAP, 4" BUTT W/ 1/2" CTS PURGE
3	ANODE, 1LB. MAGNESIUM
4	POST, GAS PIPELINE MARKER 78"
5	TEE, 4" IPS BUTT FUSION

SHEET NO.
2 OF 3

8/17/2021 12:28:14 PM U:\Data\@Work Management\Fox Valley\WIGO2\@WIGO2 4680000 – 4699999\4680677\WI4680677.dgn

ELEC WR

GAS WR WI4680677



ITEM NO.	DESCRIPTION
1	CAP, 4" BUTT W/ 1/2" CTS PURGE
2	ANODE, 1LB. MAGNESIUM
3	POST, GAS PIPELINE MARKER 78"

Return to Agenda

SHEET NO. 3 OF 3

8/17/2021 12:28:14 PM U:\Data\@Work Management\Fox Valley\WIGO2\@WIGO2 4680000 – 4699999\4680677\WI4680677.dgn

WE ENERGIES - GAS OPERATIONS

NOTES:

Existing facilities should be field verified prior to excavation.
Utility information shown are from plans and have not been field verified.
Maintain 12" min vertical clearance at crossing of existing electrical facilities.
Maintain 6" min vertical clearance at crossing of other existing facilities.
Maintain 18" min vertical clearance at crossing of existing storm sewer pipes.
Maintain 5' clearance from storm sewer inlets.
Staking of route or ROW by surveyor required prior to construction.
Clearances shown are min distances – reference permit for specific clearance requirements.
Additional information on excavation, backfilling & clearances can be found in the Gas CRS 201.
Restore all pavement, ROW, sidewalks, and customer's private property.

CONVENTIONAL SYMBOLS

M - Outside Meterset	- Regulation Pit	- Full Open Tee	- Valve Pit
M - Inside Meterset	- Insulator	- 45° Elbow	R - Regulation Station
- Valve (Boxed)	- Bottom/Side/Half Line Stopper Fitting	- 90° Elbow	FT - Farm Tap
- Valve (Buried)	- Save-A-Valve	- Depth Change Elbow	B - Blow Down
- Transition Fitting	- No Blow/Punch/HVTT/MVTT/EF Tee	- Marker Post	P - Pressure Monitoring Device
- Reducer	- Anode	- Multi Wire Test Stand	RI - Riser Used for Corrosion Reads
- Support Clamp or Squeeze Point	- Cap with Anode	- Single Wire Test Stand	T - Test Stand
- Coupling	- Cap	- Main Jump Symbol	REC - Rectifier
- End of Main	- Retirement Symbol	- River Weight	- Pressure Point

EROSION CONTROL LEGEND

ENV 8, 27	APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION
A/B/C/D	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
DW	APPROXIMATE DEWATERING BASIN LOCATION
	SURFACE WATER FLOW

WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

General

1. If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

2. If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
3. Erosion Control BMR's shall meet or exceed the approved WDNR Storm Watter Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
4. Inspect installed erosion control BMP's at least one time per week and after ½" rain events: repair as necessary.
5. When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

6. Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

7. If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
   a. Any quantity of oil is spilled into surface water;
   b. Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
   c. Any oil spill containing greater than 500 ppm PCB;
   d. Five gallons or more of oil spilled to the ground;
   e. Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes 8 through 27 apply as noted at specific points within each work request:

Dewatering

8. Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

Wetlands

9. As much as practicable, the majorityof the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
10. All work shall be conducted to minimize soil disturance. No rutting will be allowed within the wetlands.
11. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
12. Excavated soils cannot be stockpiled in wetlands.
13. All excess spoils shall be removed from wetlands and placed in a suitable upland location.
14. Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
15. Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Waterways

16. No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
17. No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
18. Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Threatened and Endangered Speces

19. Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
20. In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
21. Exclusion fencing must be installed at the work area prior to March 15.
22. A qualified biologist must be present when conducting work at this location.

Invasive Species

23. State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of Way Best Management Practices should be followed: (http://council.wisconsinforestry.org/invasives/transportation/).

Cultural and Historical Resources, cont.

24. The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
25. If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
26. A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

27. A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
    a. Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
    b. Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.

Return to Agenda

Meeting Minutes
Finance & Personnel Committee
Wednesday – September 8th, 2021 – 4:30 p.m. - Council Chambers

Members present: Dorsey (Chair), Faucher (Vice Chair), Barrington, Roberts and Besaw.

Also present: Mayor Mark Herter, Ald. Fred Zaug, Ald. Billie Olsen, Ald. Bernie Ritchie (arriving at 4:33pm), Ald. Dennis Herter. (10 voting)

City Administrator Chad Hoerth, Finance Director Judy Radke, City Clerk Nicole Lemke, City Mapping/Electronic Media Specialist Missy Kempen, City Building Inspector/Zoning David Vincent, Library Director Ann Hunt, Museum Director Christine Cross (arriving at 4:34pm), and Police Chief Jeff Schlueter.

Library and Museum Board members and representatives: Betty Roberts, Connie Zolkoske, Ginny Schlais, Steve Hart, Chris Bermann and Bill Flease (arriving at 4:44pm).

1. The meeting was called to order by Chairman Dave Dorsey at 4:30pm. Motion made by Barrington and seconded by Besaw to approve the agenda. *Carried 10 -0*

2. Chairman Dorsey called on City Mapping/Electronic Media Specialist Missy Kempen who highlighted the memo she penned regarding the City's IT Support Contract. Kempen stated the current contract with PC & Cell Solutions expires in August of 2022 and she needs to include these costs in her budget. Kempen stated when it went to RFP in the past PC & Cell Solutions was significantly lower and that she would like to see the City continue to use a local vendor. Kempen stated that PC & Cell had increased the fees for rush orders. Motion made by Besaw and seconded by Roberts to recommend to Council renewing contract with PC & Cell Solutions for another 2 years. *Carried 10 -0*

3. Chairman Dorsey called on City Administrator Chad Hoerth who discussed the Working Conditions Agreement between the City of New London and the New London Police Association for the Committee's consideration. Hoerth highlighted some changes from the prior agreement that were made to mimic other City employees: having New Year's Eve as a holiday rather than Good Friday and changes to the HSA. Hoerth said the residency requirement radius increased from 15 miles to 20 miles. Chief Schlueter stated this was helpful for recruitment and that cell phones have increased response time. Hoerth pointed out Section 20.2 of the agreement was a change from the previous agreement because officers with 2+ years full-time law enforcement experience would be "up-fronted" sick time and at a pay level above new hires without experience. The previous agreement only afforded the sick time and pay step for those with 5+ years. Hoerth stated, in general, changes were minimal. Besaw asked if the Police and Fire Commission were ok with the agreement. Schlueter explained that the PFC was not involved in negotiations, but they discussed items like the residency radius with them. Motion made by Faucher and seconded by Besaw to recommend to Council approving the Working Conditions Agreement with the New London Police Association as presented. *Carried 10 -0*

4. Hoerth asked the Committee to consider a proposal to adjust operation hours of selected services as outlined in the memo in the agenda packet. Hoerth stated this proposal was a way to recruit and retain employees. Hoerth stated other communities are modifying their hours and pointed to a CVMIC survey of municipal service hours included in the agenda packet. Hoerth stated Fridays are slow and that he had staff document contact with residents on Friday. He did explore the idea of staying open late, but that was not attractive to staff. Hours by appointment would be an option. Proposed hours of operation would be Monday – Thursday: 7:30am – 4:30pm and Fridays: 7:30am-11:30am. Barrington asked if staff would still be taking notes for evening meetings. Hoerth replied that staff would still be here for nightly meetings. Besaw stated it was a great idea as long as there was coverage. Dorsey noted many communities just have

Return to Agenda

these modified hours in the summer, had that been considered? Mayor Herter & Hoerth explained the proposal was as such for consistency sake. Hoerth said it could be re-visited in 4 months. Zaug voiced his concerns about residents paying taxes. Hoerth and Radke said this would not change the fact that we would continue to provide "expanded hours" for special situations like during tax collection. Radke said with COVID citizens were modifying how they pay. She stated City Hall is not getting many residents in person on Fridays. Taxes have been set up to pay electronically for 25 cents. Faucher reported that when Hortonville modified hours it was well-received by contractors, employees and citizens with very little pushback except some initially on social media. Faucher said for Hortonville the recruitment benefits outweighed any pushback. Roberts asked if the employees would still be working 40 hours a week. Hoerth said numbers of hours that staff works remains the same. Hoerth explained staff would take half-hour lunches versus the full hour lunch breaks they have to take with the current schedule. Motion made by Besaw and seconded by Barrington to recommend to Council to adjust hours of operation as presented. *Carried 10 -0*

5. Motion by Besaw and seconded by Roberts to recommend to Council temporary job description change of Human Resources/Payroll Coordinator reporting to City Administrator. *Carried 10 -0*

6. Radke explained in detail the proposed resolution designating public depositories and authorizing withdrawals. Radke stated the resolution was the same as passed on April 20, 2021 but now included City Clerk Nicole Lemke who was reaching the end of her probationary period. Barrington questioned the use of facsimile signatures (stamps), and Radke explained original signatures are used whenever possible and stamps only in extenuating circumstances. Motion made by Besaw and seconded by Faucher to recommend to Council resolution designating public depositories and authorizing withdrawals. *Carried 10 -0*

7. Radke confirmed with the Committee that Budget Hearing would be held Wednesday, October 13th at 4:30 and Capital Projects meeting to be held on November 3rd immediately following the Finance meeting.

8. Finance Director Radke reviewed the Monthly financial reports.

9. Finance Directors Report was discussed.

10. There being no public comment or further business, a motion was made by Barrington and seconded by Besaw to adjourn at 5:20 p.m. *Carried 10-0*

11. The next regularly scheduled finance committee meeting will be held in the Council Chambers on October 6th at 4:30 p.m.

Respectfully Submitted,
Nicole Lemke, City Clerk

Return to Agenda

RESOLUTION DESIGNATING PUBLIC DEPOSITORY
AND AUTHORIZING WITHDRAWAL OF CITY MONIES

RESOLUTION NO. _____

RESOLVED, that the following banking institutions:

First State Bank of New London, WI; Associated Bank, New London, WI; Edward Jones & Company; Wolf River Community Bank; Community First Credit Union; Fox Communities Credit Union; B.C. Ziegler & Company; UBS Financial Services; Morgan Stanley; RBC Dain Rauscher; and the Local Government Investment Pool of the State Treasurer, qualified as public depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated, until further action, as public depositories for all public monies coming into the possession of the City of New London, Waupaca and Outagamie Counties, Wisconsin and any of its legal subsidiaries such as Floral Hill Cemetery, and the New London Utilities, etc. excepting the New London Housing Authority which has complete custody of its own funds; and

That withdrawal or disbursement from a demand deposit from any one of the above named depositories shall be by order check, as provided in §66.042 of the Wisconsin Statutes; that in accordance therewith all order checks shall be signed by the following persons: Judy M. Radke, Treasurer or Nicole Lemke, Clerk and countered signed by Mark Herter, Mayor or, Robert Besaw President of the Common Council, and shall be so honored.

The withdrawal or disbursement upon such demand deposits may also be made through electronic fund transfer and automated clearinghouse methods in accordance with §66.0603(lm). The withdrawal or disbursement of City funds held in any of the above named depositories in a demand deposit or time deposit to any other demand or time deposit in the same or other authorized depository may be accomplished by order check, electronic fund transfer or automated clearinghouse method by the Clerk or Treasurer, insofar as such demand or time deposit is under the sole authority and control of the City of New London, and its legal subsidiaries.

It is further resolved, that in lieu of their personal signatures, the facsimile signatures, which have been adopted by: Judy M. Radke, Treasurer; Nicole Lemke, Clerk; Mark Herter, Mayor; may be affixed on such order checks, that any one of the above named depositories shall be fully warranted and protected in making payment on any order check bearing such facsimile not withstanding that the same may have been placed therein without the authority of the designated person or persons.

Return to Agenda

In addition, the Council authorizes the Clerk and Treasurer to invest public monies at any of the above named public depositories, within the limits established by law acting to the best of their ability to ensure the safety of these funds, in compliance with the City Financial Policy adopted February 13, 2007, as amended. A certified copy of this resolution shall be delivered to each of above named depositories, and said depositories may rely on this resolution until changed by lawful resolution and certified copy of such resolution has been given to the cashier of the respective above named depositories.

Adopted this 14th day of September, 2021

BY:_____
Mark Herter, Mayor

ATTEST:_____
Nicole Lemke, City Clerk

Return to Agenda

To: Finance and Personnel

From: Missy Kempen, Mapping/Electronic Media

Date: September 2, 2021

Subject: IT Support Contract

As of August of 2022 our current contract with PC & Cell Solutions LLC will expire. The last time we went out for an RFP for IT consulting services was in 2014. At that time we had 3 replies to the RFP. One was local, one from Shawano and the other from Little Chute.

Our previous provider sold blocks of hours and the contract was for 416 hours (time worked plus travel time) at $37,500 per year. Since that time I did drop the amount of money in the consultant account to $31,000. The current contractor has not charged that amount in a year. However, I did not want to have a system failure and need to find the funds to cover the fees.

I spoke with Mr. Gowdy, PC & Cell Solutions owner; to see, should the Finance Committee agree to renew his contract instead of going out for an RFP, what the fees would be. We will still be receiving a 15% discount over their normal pricing. He has increased the fees for Remote Support slightly from $55.25/hr to $63.75/hr and also added RUSH computer service. RUSH computer service would be if something was dropped off say at 4pm and was needed right away in the morning. All other fees remained the same as the previous contract.

PC & Cell Solutions:

Normal Support:	$84.15/hr (typically $99)
After Hour Support:	$99/hr (minimum of 1hr) + $60 after hour travel charge
Remote Support:	$63.75/hr (typically $75; minimum of 15 minutes)
RUSH service	$30 (additional)

A calculation of the normal IT Consultation dollars spent from September 1, 2020 – August 30, 2021 was $22,369. This is under the $37,500 we spent with our previous provider.

It would be my recommendation to renew a contract with PC & Cell Solutions for another 2 years.

Return to Agenda

PC & Cell Solutions

301 W North Water St
New London, WI 54961

Phone: (920) 250-5700
Fax: (920) 250-5701
www.pcncell.net service@pcncell.net

Missy Kempen
Mapping/Electronic Media Specialist
215 N. Shawano St.
New London, WI 54961

Greetings Ms. Kempen:

PC & Cell Solutions has had the honor and privilege of providing the City of New London with IT consulting services for going on 8 years now. Should the City of New London want for PC & Cell Solutions to continue providing quality service we are offering the same Onsite and After hour rates, while the remote support rate has increased a little. These rates and terms are detailed on the second page.

We look forward to continuing service for the City of New London. If you should want additional details about this proposal or would like for me to attend the council meeting regarding this renewal, please let me know.

[redacted]

Keith Gowdy
PC & Cell Solutions

Return to Agenda

PC & Cell Solutions is pleased to present this quote for services:

All rates are quoted at 15% off of the store's normal rates.

Non-profit/government customers receive 10% off the standard rate, whilst the City of New London received an additional 5% off the standard rate.

After hour rate does not receive 15% discount, and has a travel charge.

Support Costs

- **Normal support:** **$84.15 / hr**
  (minimum ½ hour billing) no travel charge

- **After Hour Support:** **$99 / hr**
  (minimum 1 hour billing) + a $60 after hour travel charge
  (After hours is 6:30 pm to 8:30 am Mon-Fri and all weekend)

- **Remote support services:** **$63.75 / hr**
  (minimum of 15 minutes)

- **RUSH computer service:** **$30 additional**
  (Rush service is in-house computer service that's required to be done overnight. IE pickup afternoon and done by next morning.)

Return to Agenda

Working Conditions Agreement

between the

City of New London

and the

New London Police Association

January 1, **2022** - December 31, **2024**

New London Police Department
Original – August 9, 2021
Reopener -- August 1, 2024

Return to Agenda

Index

Article 1 - Purpose of Agreement	2
Article 2 - Vested Right of Management	2
Article 3 - Recognition and Unit of Representation	3
Article 4 - Hours and Shifts	3
Article 5 - Holidays	4
Article 6 - Overtime	4
Article 7 - Contribution to the Wisconsin Retirement Fund	5
Article 8 - Vacations	5
Article 9 – Personal Days	7
Article 10 - Clothing Allowance	7
Article 11 - Night Shift Premium	7
Article 12 - Afternoon Shift Premium	8
Article 13 - O.I.C. Pay	8
Article 14 - Insurance Benefits	8
Article 15 - Amendment to this Agreement	9
Article 16 - Savings Clause	9
Article 17 - Sick Leave	9
Article 18 - Funeral Leave	10
Article 19 - Grievance Procedure	10
Article 20 - Salary Schedule	12
Article 21 - Professional Improvement Program	13
Article 22 - Drug Testing	13
Article 23 - Longevity Pay	13
Article 24 - Fitness Test	13
Article 25 - Fair Share Agreement	14
Article 26 - Residency	14
Article 27 – Veterans and Memorial Day	15
Article 28 - Term of Agreement	15
Signatures	15
Appendix “A” - Annual Police Salaries	16
Appendix “B” - Professional Improvement Program	17
Appendix “C” - Drug Testing Program	19
Appendix “D” – Initial Uniform	25
Side Letter of Agreement – 2022 - 2024 Working Conditions Agreement	26

Return to Agenda

Article 1 - PURPOSE OF THE AGREEMENT

1.1 It is the purpose and intent of the parties hereto that this agreement shall promote and improve working conditions between the City of New London and the New London Police Association and to set forth herein rates of pay, hours of work and other terms and conditions of employment to be observed by the parties hereto.

1.2 The City agrees that there shall be no discrimination by the City against any employee covered by this Agreement because of his membership or activities in the Association, nor will the City interfere with the right of such employees to become members of the Association.

Article 2 - VESTED RIGHT OF MANAGEMENT

2.1 Except as herein otherwise provided, the right to employ, to promote, to transfer, discipline and discharge employees and the management of the property and equipment of the City of New London is reserved by and shall be vested exclusively in the Common Council of the City of New London through its duly appointed Police and Fire Commission and through the duly appointed Chief of Police through authority vested in him by the Common Council and the Police and Fire Commission shall have the right to exercise full control and discipline in the proper conduct of the Police and Fire Commission Operations.

2.2 The Common Council, through its Police and Fire Commission and Police Chief, shall have the sole right to contract for any work it chooses so long as no bargaining unit employee loses regular hours as a result of such subcontracting, and direct its employees to perform such work wherever located in its jurisdiction. This will be subject only to the restrictions imposed by this agreement, Chapter III of the Wisconsin Statutes, and the Common Council.

2.3 The Police and Fire Commission shall have the exclusive right to determine the hours of employment to make changes in details of employment of the various employees from time to time as it deems necessary for the efficient operation of the Police Department, subject again to the restrictions imposed by this agreement, and the Association and the

Return to Agenda

members agree to cooperate with the Board and/or its representatives in all respects to promote the efficient operation of the Police Department.

2.4 The Association recognizes the City's rights under Wisconsin Collective Bargaining Laws to establish and/or revise performance standards or norms notwithstanding the existence of prior performance levels, norms, or standards. Such standards, developed by usual work measurement procedures may be used to determine acceptable performance levels, prepare work schedules and to measure the performance of each employee or group of employees the Association may assert to by the City and/or the Wisconsin Employment Relations Commission during the terms of this agreement. The City will give the Association prior notice of the establishment and/or revision of performance of norms hereunder.

Article 3 - RECOGNITION AND UNIT OF REPRESENTATION

3.1 The City of New London recognizes the New London Police Association as the exclusive collective bargaining representative for the purpose of conferences and negotiations with the City of New London, or its lawfully authorized representatives, on question of wages, hours and conditions of employment, for the unit of representation consisting of all employees of the City of New London employed in the Police Department, excluding supervisors and confidential secretary.

Article 4 - HOURS AND SHIFTS

4.1 The current City's practice concerning employee's shifts are herein incorporated. The hours of employment shall be based upon a workweek of six (6) days on duty, three (3) days off duty. The total annual hours worked shall equal 2,027 hours. Shifts will begin and end on the hour. A tentative work schedule for the calendar year will be posted by January 1st of that year.

Return to Agenda

Article 5 - HOLIDAYS

5.1 The following ten (10) days will be designated Holidays for the purpose of this agreement:

New Year's Day	Christmas Eve Day	Presidents Day
New Year's Eve	Labor Day (observed)	Friday after Thanksgiving
Fourth of July	Thanksgiving	Memorial Day (observed)
	Christmas Day	

5.2 All employees who work the above-designated holidays will be paid two (2) days pay in addition to their regular salary. Those employees who do not work on the above-designated holidays will receive one (1) day's pay in addition to their regular salary.

Article 6 – OVERTIME

6.1 All time worked in excess of eight (8) hours on the Department schedule, including schooling and Departmental meetings, shall be compensated at the rate of time and one-half (1-1/2).

In addition to the above overtime provisions, officers who are required to attend training sessions shall be entitled to the greater of three (3) hours at straight time or time and one half for actual hours spent in the training session, whichever is greater. Training sessions shall include weapons qualifications.

6.2 Officers shall be entitled to the greater of three (3) hours of straight time or time and one half for actual hours spent for any court time, required meetings with the City or District Attorney or special assignments by order of the Chief of Police or supervising officer, including, but not limited to: Parades, prisoners transfers, alcohol/mental transfers, stake-out, or other surveillance.

6.3 If officers use their personal vehicles for departmental reasons, such officer shall be reimbursed-the prevailing- mileage rate of the City. Personal vehicle use must be required before reimbursement is allowed for mileage. Those officers attending trials, training outside the city, or other legal proceedings between the hours of 11:30 a.m. and 12:30 p.m. for the noon meal and overnight stays for the breakfast and evening meals shall be reimbursed the actual cost of their breakfast $10.00, noon meal $12.00, evening

Return to Agenda

meal $15.00, or additional amounts may be approved by the Chief of Police.

6.4 **Call-In Time:** Officers shall be compensated two (2) hours at the employee's straight time rate of pay in addition to time and one-half (1-1/2) for actual time worked when called in outside of their regularly scheduled shift. "Call-in time" shall be defined as time worked in response to an order or request with less than four (4) hours' notice.

6.5 Officers may exchange shifts or days off with other officers. Such changes must be submitted for approval on Departmental forms.

6.6 **Overtime Call-In:** All available Patrol overtime shall be posted thirty (30) calendar days in advance if possible. Patrol overtime will be offered to all available off-duty patrol officers first; if the overtime is not filled at that time, the overtime will be offered as a split shift to those bargaining unit employees working the off-going shift and calling in the on-coming shift; if overtime is still unfilled the Employer may offer it to supervisory personnel.

6.7 **Cancellation of Court Appearances.** An officer shall receive a minimum of three (3) hours pay at the officer's straight time rate for cancellation of court appearances on the day of the scheduled court appearance.

Article 7 - CONTRIBUTION TO THE WISCONSIN RETIREMENT FUND

7.1 All bargaining unit members shall be responsible for paying the employees' contribution to the WRS in the same manner as General Municipal Employees as defined under Acts 10 and 32. The City shall pay the remaining amount of the employee's contribution toward the Wisconsin Retirement Fund as defined by the appropriate Wisconsin Statute.

Article 8 - VACATIONS

8.1 Vacations shall be granted officers in accordance with the following schedule:

Vacation Earned	Period of Service Required
2 work weeks	after 6 months of service
3 work weeks	after 6 years of service
4 work weeks	after 12 years of service
5 work weeks	after 18 years of service
6 work weeks	after 25 years of service

Return to Agenda

8.2 Generally, no more than two (2) officers will be granted vacation at the same time. However, more than two (2) officers may be granted vacation at the same time as long as it does not create a need to fill a shift on overtime. Officers may appeal to the Chief of Police for special exceptions to this provision. All vacations granted are with pay to the officers. Employees may take vacation in increments of three (3) days or six (6) days in duration.

8.3 In case of termination of reasons other than discharge for cause, the employee will be paid his accrued and unused vacations. The vacations shall accrue at the rate of 1/12 of the vacation above provided per month.

8.4 Officers may take up to 6 days of vacation in single-day increments, subject to the following conditions:

a. No more than 2/3 of these vacation days can be taken on a Friday or Saturday, unless approved by the Chief (2 of 3 days, or 4 of 6 days)

b. A maximum of 3 days accrued vacation may be carried over into the following calendar year with written notice to the Chief of Police and the City Human Resource Manager. These vacation days carried into the following calendar year **must be used no later than March 31** of that new calendar year, and remain subject to the prior year's 2/3 rule, as above.

c. Single-day vacation requests must be made at least 30 days in advance. The Chief of Police may approve a vacation day less than 30 days in advance on a case by case basis. No past practice will be used to evaluate the Chief's discretion to approve/deny the vacation day when done less than 30 days in advance.

d. Vacation requests may be denied if two or more officers are already scheduled (in the schedule book) to be off or away on the requested day for any combination of:
   - Vacation
   - Personal day
   - Sick leave
   - Family Medical Leave
   - Training
   - Administrative Leave
   - Injury (workers' comp)

8.5 Note: Change-scheduling guidelines to show that comp time requests cannot be made more than 30 days in advance of requested time off.

Return to Agenda

8.6 **Grievance Resolution:** Vacation/Fill officers will continue to be assigned to a regular 6/3 rotation. They will not have their day off rotation changed unless one of the following conditions are present:

a. There are less than 11 non-supervisory officers currently employed at NLPD
b. An officer is on a scheduled leave of 45 days or more

8.7 **Conversion of Compensatory Time to Vacation:** Effective for vacation to be taken beginning in 2009, each employee shall be allowed to convert up to thirty-three (33) hours of compensatory time to vacation in September preceding the year the vacation is to be taken. The conversion option shall be exercised before vacation picking takes place. The hours being converted will be deducted from the employee's account at the time the conversion is opted for.

Article 9 – PERSONAL DAYS

9.1 Employees shall be allowed to take one (1) personal day off per year. Requests for a personal day off will be on a first-come, first-served basis; however, if multiple requests are received on the same calendar day, requests will be granted based on seniority. All requests for a personal day off must be made at least 21 days in advance of the requested day off.

Article 10 - CLOTHING ALLOWANCE

10.1 Each officer shall be paid on or before January 31st his/her annual clothing allowance of Six Hundred Dollars ($600) per year. The initial uniform will be provided by the City as outlined in Appendix E.

Article 11 - NIGHT SHIFT PREMIUM

11.1 Officers designated to work the hours of 10:00 PM to 6:00 AM shall receive an additional seventy-five cents (75¢) per hour for each of the hours worked.

Return to Agenda

Article 12 - AFTERNOON SHIFT PREMIUM

12.1 Officers designated to work the hours of 2:00 p.m. to 10:00 p.m. shall receive an additional forty cents (40¢) per hour for each of the hours worked.

Article 13 - O.I.C. PAY

13.1 Officer-In-Charge (O.I.C.) benefit will be paid at the rate of fifty cents (50¢) per hour (Sergeant shall receive 13¢ per hour) under the following conditions:

1. Applies only when a supervisor is not on duty in the City.
2. Patrol Officer on duty with the highest rank shall be entitled to O.I.C. pay. If two or more officers with equal highest rank are on duty together, the officer with the greatest seniority on the department shall be entitled to O.I.C. pay.
3. O.I.C. pay will be documented in one-half (1/2) hour increments and paid accordingly.
4. OIC duty of less than one-half (1/2) hour will not be compensated.

Article 14 - INSURANCE BENEFITS

The City will pay up to 96% toward the cost of the premiums for eligible full-time officers participating in the health insurance plan. The city will fund the HSA at the rate of $2000/family and $1000/single. The city agreed to pay 50% of the premiums for dental plan that was presented to eligible full time offers.

14.1 The City shall pay up to 96% toward the cost of premiums for eligible full-time officers participating in the health insurance plan.

14.2 **Mandatory Health Risk Assessment** for all employees and their covered spouses; an annual physical would fulfill the requirement; failure to fulfill obligations results in the employer funding the HSA/HRA at 50% rather than 60%.

14.3 **Health Insurance Opt Out Provision:** Employees shall be allowed the option to opt out of the health insurance coverage provided by the City of New London provided that the employee is eligible to participate in an insurance program through his/her spouse. Employees who opt out of the City's insurance coverage for shall receive $3,800 family/$1,900 single per year in lieu of such coverage.

Return to Agenda

Article 15 - AMENDMENT TO THIS AGREEMENT

15.1 This agreement is subject to amendment, to alteration, or addition only by subsequent mutual agreement between and executed by the City and the Association.

Article 16 - SAVINGS CLAUSE

16.1 If any article or section of this agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this agreement and addenda shall be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of attempting to arrive at a mutually satisfactory replacement for such article or section.

Article 17 - SICK LEAVE

17.1 All officers will be granted sick leave with pay at the rate of one (1) working day for each full month of service. Sick leave shall have no maximum days of accruement.

17.2 Upon retirement under the Wisconsin Retirement fund or Termination of employment under honorable conditions after fifteen (15) years of service, the employee shall receive compensation for all unused, accumulated sick leave by using one of the following methods:

1. A lump sum cash payment equaling the unused sick leave shall be paid to the employees.
2. The above means of payment shall not be greater than one hundred and twenty (120) days of pay, plus one-fourth (1/4) of any remaining accrued sick leave, at the attained rate of pay per hour. Employees that have accumulated time in excess of one hundred fifty (150) days shall receive one-half (1/2) of any remaining accrued sick leave, at the attained rate of pay per hour.
3. All officers hired after 01/01/2015, the above means of payment shall not be greater than one hundred and twenty (120) days of pay, plus one-fourth (1/4) of any remaining accrued sick leave, at the attained rate of pay per hour.

17.3 In case of death of the employee, full payment shall be made to the employee's estate. The employee's estate shall receive said payment by using one of the above methods.

Return to Agenda

17.4 All sick leaves will be subject to administration by the Chief of Police. An officer may use sick leave for any of the following reasons:

1. His own injury or illness.
2. Injury or illness of any member of his immediate family.
3. His own dental care

17.5 Time off for injuries in the course of an officer's employment for which Workman's Compensation is paid shall not be charged against the officer's sick leave. In order to be granted sick leave with pay, an officer must:

1. Report promptly to the officer in charge the reason for his absence.
2. Keep the officer in charge informed of his condition if his absence is more than three (3) consecutive working days.
3. Permit the City to make a medical examination or visit in the event the absence is more than three (3) consecutive working days.

17.6 An employee shall receive an additional sixteen (16) hours of pay if he/she uses three (3) or less days of sick leave in an entire calendar year.

Article 18 - FUNERAL LEAVE

18.1 If an officer experiences a death within the family, he/she shall be entitled to take up to the following specified days off of work without said days being charged against the officer's accumulated sick leave:

- Six (6) days for the death of a current spouse or child by birth or adoption, or stepchild, or any other person who is dependent upon the employee.
- Three (3) days for the death of a father, mother, sister, brother, grandparents, mother-in-law, or father-in-law.
- One (1) day for the death of a brother-in-law/sister-in-law; or any other special circumstance approved by the Chief of Police.
- An employee may use up to three (3) sick days per year to augment available funeral leave with approval of the Chief of Police.

Article 19 - GRIEVANCE PROCEDURE

19.1 A grievance is defined as any dispute or misunderstanding relating to employment between the employee, or the Association, and the employer that are contract related.

Return to Agenda

Both the Association and the City of New London recognize that grievances and complaints should be settled promptly and at the earliest possible stages.

19.2 Initiation: The grievance process must be initiated within ten (10) workdays of the incident, or within ten (10) work days from when the employee knew or should have known of the incident. "Work days" are defined as Monday through Friday and excludes holidays.

Step 1:

A. The grievance shall be presented in writing to the Police Chief. If the Police Chief is unavailable during the established time period for grievance initiation, the grievance shall be presented to the Assistant Chief. The written grievance shall include a statement of facts of the dispute, the alleged articles claimed violated, the issue and the remedy sought. B. Within five (5) work days of receiving the grievance in writing, the Chief shall hold an informal meeting with the aggrieved employee, and the Association representative. The Chief may also include a supervisor and/or the City Administrator in the meeting. If this meeting does not resolve the matter to the satisfaction of the parties, either party may cause the grievance to proceed to the next step.

Step 2:

A. Within five (5) work days of the informal meeting, either party may present the grievance in writing to the Personnel Committee.

B. Within five (5) work days of receiving the grievance, the Personnel Committee shall set up an informal meeting with all parties involved. The decision of the Personnel Committee shall be reduced to writing, and copies distributed to all parties within seven (7) workdays of this informal meeting. If the grievance is not resolved to the satisfaction of all parties, either party may cause the grievance to proceed to the next step.

Step 3: If the grievance is not settled under the provisions of Step 2, above, within five (5) work days of receipt of the reply from the Personnel Committee, the aggrieved party shall request the Wisconsin Employment Relations Commission to assign an arbitrator from its staff. A copy of the letter requesting arbitration shall be sent to the Personnel Committee.

Return to Agenda

The decision of the arbitrator shall be final and binding on the parties. However, the arbitrator(s) shall not modify, delete, subtract, add to, or alter the agreement.

19.3 Expenses for the arbitrator's services and proceedings shall be borne equally by the employer and the Association. However, each party shall be responsible for compensating its own representative and witnesses. If either party desires verbatim record of the proceedings, it may cause such a record and make copies available without charge to the arbitrator.

19.4 The Association may appoint representatives of the Association and shall inform the City of names of the individuals so appointed, and of any changes thereafter made in such appointments. The City shall allow the representatives the necessary time to process grievances during the course of the duty day.

Article 20 - SALARY SCHEDULE

20.1 See Appendix A attached hereto and made part of this agreement.

20.2 If an officer with 2 or more years of full-time law enforcement experience is hired by the New London Police Department, the Police and Fire Commission may start the new officer at a pay step above the starting pay (excluding the Sergeant's pay level). The new officer will continue to follow the pay increases each year thereafter (officer will stay at the pay step established by the PFC until they complete the years of service for the next step). The new officer will not receive any seniority or extra vacations. Upon lateral hire, the officer will be fronted 2 years of sick time (192 hours). The officer will start accumulating more sick time after 2 years of full-time service is completed.

20.3 Officers (Patrol Officer I, II and III) assigned to the duty of Police School Liaison Officer and Detective will receive the salary one (1) step above their current salary level (example: Patrol III would receive Sergeant pay). Officers that have the rank of Sergeant and assigned to the duty of School Resource Officer or Detective will not go up a step on the salary schedule but will receive Sergeant OIC pay while assigned to the duty. When Officers are no longer assigned to the duty of School Resource Officer or Detective they

Return to Agenda

will revert back to their original salary.

Article 21- PROFESSIONAL IMPROVEMENT PROGRAM

21.1 The Professional Improvement Program as set forth in Appendix B (attached) is incorporated herein by reference. It shall be effective for the period of this agreement.

Article 22 - DRUG TESTING

22.1 The Drug Testing Program as set forth in the attached Appendix D is incorporated herein by reference and made part of this agreement.

Article 23 - LONGEVITY PAY

23.1 There will be a bonus delineated "Longevity Pay" to each employee who has been employed by the City, based on the following criteria:

- Longevity pay to begin after 5-year anniversary at department.
- Longevity to be paid out at the rate of $100 for each full year of service.
- Longevity pay will be issued on a separate check on or before January 31st for the anniversary date reached during the past year.

Article 24 – Fitness Pay

24.1 There will be a bonus delineated "Fitness Pay" to each employee who opts to take and successfully pass the physical fitness test.

- The fitness test will be offered 2 times a year at the discretion of the Chief of Police. The Chief of Police will give 1 month notice as to when the testing date will be.
- The test will be designed/approved by the Chief of Police and will be based on standardized testing (example: Cooper Testing Standards)
- Employees will not receive any extra compensation for taking the test (example: call in pay, overtime, meeting pay, etc.)
- Fitness test pay will be issued on a separate check.
- Fitness Pay will be paid at the rate of $125 for successful completion of each fitness test. ($250 yearly for successful completion of both test)

Return to Agenda

Article 25 - FAIR SHARE AGREEMENT

25.1 Effective June 27, 2018, the United Supreme Court held that public sector employers and unions can't contractually require "fair share" payments to be automatically deducted from paychecks of non-consenting employees represented by the union. The City will provide a waiver to the employee to have the dues deducted from their checks. Once the waiver is signed it will be in effect until the employee revokes that waiver.

Effective January 1, 2001, the employer agrees that it will deduct the Fair Share Dues from the monthly paycheck of all employees in the Bargaining Unit, as certified by the Association as the amount uniformly required by all its members and pay said amount to the treasurer of the Association on or before the end of the month in which the deduction is made.

25.2 Changes in the amount of dues to be deducted shall be certified by the Association thirty (30) days before the effective date of the change. As to new employees, such deduction shall be made from the second paycheck of the month following the first six (6) months of employment.

25.3 The Association will provide the list of all employees from whom such deductions are made each year with the remittance to the Association.

25.4 It is further agreed that the Association, as the exclusive representative of all employees in the bargaining, will represent all such employees, Association and non-Association members fairly and equally. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees who apply, consistent with the Association Constitution and By-Laws. No employee shall be denied Association membership because of race, color, creed or sex. The employer shall be saved harmless in case of any legal controversy pertaining to this article.

Article 26 - RESIDENCY

26.1 All Police Department employees shall reside within twenty (20) mile radius of jurisdictional boundaries of the City of New London.

Return to Agenda

Article 27 – VETERANS AND MEMORIAL DAY

27.1 The City will make reasonable attempts to grant veterans the day off on Memorial Day, per §45.08, Wis. Stats. When a veteran is required to work on Memorial Day, he/she will be granted an equal amount of time off. This time off will be banked in the employee's compensatory bank and may be taken off at a later date as approved by the department or may be paid out.

*If the officer is allowed to take the day off but chooses to work, they will not be granted another day off or given the comp time to take another day off.

Article 28 - TERM OF AGREEMENT

28.1 This agreement shall become effective January 1, 2022 and remain in full force and effect to and including December 31, 2024. Either party can make a written request to open negotiations for a successor agreement no later than August 1, of the year of expiration.

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of _____, 2021.

CITY OF NEW LONDON

_____

By: Mark Herter, Mayor

_____

By: Nichole Lemke, City Clerk

NEW LONDON POLICE ASSOCIATION

_____

By: Chase Schroeder, Association President

_____

By: Jeremy Mulroy, Bargaining Committee

[redacted]

_____

By: Benjamin M. Barth, LAW Representative

Return to Agenda

APPENDIX A
2022-2024
ANNUAL POLICE SALARIES

All officers hired prior to 06/30/2021 will follow this schedule

Patrolman Positions	Wages as of 12/31/2021	Effective 1/1/2022 2.5 %	Effective 1/1/2023 2% Minimum	Effective 01/01/2024 2% Minimum
Starting	$55,980	$57,380	$58,528	$59,699
After 1 Year	$58,776	$60,245	$61,450	$62,679
After 2 Years	$61,716	$63,259	$64,524	$65,814
Patrol Officer II/After 3 years	$64,805	$66,425	$67,754	$69,097
Patrol Officer III/After 4 years	$68,042	$69,743	$71,138	$72,561
Sergeant	$69,404	$71,139	$72,562	$74,013

All officers hired after 06/30/2021 will follow this schedule

Patrolman Positions	Wages as of 12/31/2021	Effective 1/1/2022 2.5 %	Effective 1/1/2023 2% Minimum	Effective 01/01/2024 2% Minimum
Starting	$55,980	$57,380	$58,528	$59,699
After 1 Year	$58,776	$60,245	$61,450	$62,679
After 3 Years	$61,716	$63,259	$64,524	$65,814
Patrol Officer II/After 5 years	$64,805	$66,425	$67,754	$69,097
Patrol Officer III/After 7 years	$68,042	$69,743	$71,138	$72,561
Sergeant	$69,404	$71,139	$72,562	$74,013

NOTE: Salaries include school pay when applicable.

In 2023 and 2024, the City of New London agrees to a minimum of a 2% pay increase. If the New London General Municipal Employees receive a pay increase higher than 2%, the New London Police Union will receive the same pay increase percentage.

Return to Agenda

APPENDIX B

PROFESSIONAL IMPROVEMENT PROGRAM

This Appendix shall be known as the Professional Improvement Program and Department Schooling Initiative. Its purpose is to provide officers with an opportunity to pursue job-related classes, seminars, and schooling both on and off duty. The intent is to increase officer's professional abilities. This Appendix shall be divided into two articles. One article shall cover situations in which the Department and its administration initiates education. The other article shall cover situations in which an officer desires to educate himself on his own time.

ARTICLE 1: Professional Improvement Program

A. Effective 1/1/89, the $480 educational and experience pay shall be integrated into the salary schedule wherever it has not already been done.

B. Officers who wish to attend a job-related school, seminar, or class at their own initiative on their own time shall be reimbursed expenses when the conditions below have been met, and in accordance with Section C.
   1. The course has been approved by the Chief of Police prior to the student's enrollment.
   2. The academic institution has been approved by the Chief of Police
   3. The officer has successfully passed the course of study and presents a copy of the final grade or attendance certificate.
   4. The officer presents a copy of the tuition and receipts for the textbook(s).

C. Reimbursement for tuition and/or textbooks shall be made according to the following schedule:
   1. A - 100% of costs
   2. B - 100% of costs
   3. C - 100% of costs
   4. D - 0% of costs
   5. E - 0% of costs

D. Officers attending school under this section shall not be reimbursed for anything other than those items listed in Section C.

ARTICLE 2: Department Schooling Initiative

A. Officers attending any School, class, or seminar at the request of the Department shall be compensated at time and one-half for:
   1. In - Service training for those days on which an officer is not scheduled to work.
   2. Any other school which lasts no more than 16 hours (2 work days).

B. Officers attending any long-term schooling (3 days or more) shall have their work schedules adjusted so that they have the same average number of days off to which they would be entitled if they were working. Officers attending school under this section shall not be entitled overtime for school days in which their class or necessary academic requirements

Return to Agenda

exceed eight hours in a day.

C. Officers attending school under this section shall have the following paid to them for successful completion of the school:
    1. Necessary mileage expenses at the City's current rate.
    2. Necessary meals and lodging expenses when accompanied by receipts. Time away must be greater than three (3) hours, and meal reimbursement periods shall be designated as 11:30 a.m. to 12:30 p.m., and 5:30 p.m. to 6:30 p.m.
    3. Tuition, textbooks, and other necessary academic expenses shall be paid directly by the City prior to schooling whenever possible.

Return to Agenda

APPENDIX C

DRUG TESTING PROGRAM

I. PURPOSE

The purpose of this policy is to provide all sworn employees with notice of the provisions of the department drug-testing program.

II. DISCUSSION

It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable employee drug-testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of the employee drug testing. Police officers themselves have a right to expect that their fellow employees do not jeopardize the lives of other law enforcement officers during critical incidents. It is not uncommon for officers to respond to calls which are potentially dangerous. Each officer responding to a call places his life in the hands of all other officers at the scene. It is paramount then, that the mental and physical condition of all officers not be impaired by the use of controlled substances or other forms of drug abuse. The public has a right to expect that those who are sworn to protect them are, at all times, both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus job performance. The public has a right to expect those in a position of high public trust to obey the laws they have sworn to uphold.

When law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore, in order to ensure the integrity of the department and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug testing program to detect prohibited drug use by sworn employees.

III. DEFINITIONS

1. *Sworn Employee* - Those employees who have been formally vested with full law enforcement powers and authority.

Return to Agenda

2. *Drug Test* - The compulsory production and submission of urine by an employee, in accordance with departmental procedures, for chemical analysis to detect prohibited drug usage.
3. *Probable Cause* - Probable Cause must be based on specific, objective facts, and any rationally derived inference from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off duty. Simple accusation by a member of the public in and of itself does not constitute probable cause.
4. *Probationary Employee* - For the purpose of this policy only, a probationary employee shall be considered to be any person who is conditionally employed with the department as a law enforcement officer.

IV PROCEDURES

A. Prohibited Activity

The following rules shall apply to all applicants, probationary and sworn employees, while on and off duty:

1. No employee shall illegally possess any controlled substance.
2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
    1. Employees shall notify the Chief of Police when required to use prescription medicine that they have been informed has the potential to impair job performance. The employee shall advise their supervisor of the known side effects of such medication, as well as the prescribed period of use.
    2. Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
    3. Any employee, having a reasonable basis to believe that another employee is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to his supervisor.

B. Applicant Drug Testing

1. Applicants for the position of sworn law enforcement officer shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
2. Applicants shall be disqualified from further consideration for employment under the following circumstances:
   Refusal to submit to a required drug test; or
3. A confirmed positive drug test indicating drug use prohibited by this policy.

Return to Agenda

C. Probationary Employee Drug Testing

1. All probationary employees shall be required, as a condition of employment, to participate in unannounced drug tests prior to the completion of the probationary period. The frequency and timing of such testing shall be determined by the Chief of Police.

2.

D. Employee Drug Testing

Sworn officers will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use as provided below:

1. The Chief of Police may order an employee to take a drug test upon documented probable cause that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the employee prior to the actual test.
2. A drug test will be administered as part of all promotional procedures. Transfer from one division to another in the same rank is also covered.
3. Members of the following units, as a condition of their assignments to the units, shall be subject to random drug testing no more than two times in a calendar year.
   a. Emergency Response Unit
   b. Metropolitan Drug Enforcement Unit
   c. Officers assigned drug investigations on a regular basis

   Any member, who refuses to submit to this form of testing for judgment, fitness, and readiness for duty, shall be immediately removed from their special assignments.
4. Any sworn officer of this department who is directly involved in a serious police incident defined by the following cases:
   a Discharge of a firearm at a human being or a vehicle in which human beings are contained.
   b Police vehicle auto accident in which injury is sustained by any involved officer or citizen.

   Shall be required by the Chief of Police to participate in a drug screening test immediately following the event, or as soon as the tactical situation allows. A directly involved officer is the officer who actually discharges his weapon in case #a, and is the driver of the police vehicle in case #b.
5. Any officer, who in the carrying on of his police duties, ingests, either directly or indirectly, any drug or narcotic substance, is required to document, as soon as possible thereafter, such contact. Documentation should occur in writing explaining all circumstances, and the employee's supervisor should be notified as soon as possible. Drug tests will be administered and no disciplinary action will be taken if the tests are positive under the following conditions.

Return to Agenda

6. The officer was in physical danger if he did not ingest the drug or narcotic substance.
    b. Nothing in this policy shall be construed as granting permission for police officers and/or narcotics agents to ingest any illegal drug, marijuana, narcotic substance, or controlled substance under any circumstance except as cited in 5a.

E. Drug Testing Procedures

1. The testing procedures and safeguards provided in this policy to ensure the integrity of department drug testing shall be adhered to by any personnel administering drug tests.
2. Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before they enter the testing area. This shall consist of picture ID of Driver's License.
3. A pre-test interview shall be conducted by testing personnel with each employee in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.
4. The bathroom facility of the testing area shall be private and secure.
    2. Authorized testing personnel shall search the facility before an employee enters it to produce a urine sample, and document that it is free of any foreign substances.
    3. Testing personnel of the same sex as the employee shall observe production of the urine sample.
5. Where the employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug test report form. The employee shall be permitted no more than eight hours to give a sample; during which time he shall remain in the testing area. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test.
6. Employees shall have the right to request that their urine sample be split and stored in case of legal disputes. The urine samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall remain at the facility in frozen storage for one year. This sample shall be made available to the employee or his attorney should the original sample result in a legal dispute or the chain of custody be broken.
7. Specimen samples shall be sealed in the presence of the participants, labeled, and checked against the identity of the employee to ensure the results match the tested specimen.
8. Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel.

F. Drug Testing Methodology

1. The testing or processing phase shall consist of a two-step procedure:

Return to Agenda

a. Initial screening test
b. Confirmation test

2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending". Notification of test results to the Chief of Police shall be held until the confirmation test results are obtained.
3. A specimen testing positive will undergo an additional confirmation test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.
4. The drug screening tests selected shall be capable of identifying marijuana, cocaine and every major drug of abuse including heroin, amphetamines and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collection procedures.
5. Concentration of a drug at or above the following levels shall be considered a positive test result when using a FPIA immuno-assay drug screening test.

Amphetamines	500 NG/1
Barbiturates	500 NG/1
Cocaine	300 NG/1
Opiates	300 NG/1
THC	100 NG/1
PCP	25 NG/1
Benzodiazepines	200 NG/1
Methadon	25 NG/1

Concentrations of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory GC/MS tests on a urine specimen that tested positive using a technologically different initial screening method:

Marijuana metabolite	15*
Cocaine metabolite	150**
Opiates:	
Morphine	300***
Codeine	300***
Phencyclidine	25
Amphetamines:	
Amphetamine	500
Methamphetamine	500

* Delta-9 tetrahydrocannabinol - 9 - carboxylic acid

** Benzoylecgonine

*** 25 NG/ml if immunoassay - specific for free morphine

6. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documenting chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis.

Return to Agenda

7. Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. If the employee requests such, a copy of the letter will be placed in the employee's personnel file.
8. Any employee who breaches the confidentiality of testing information shall be subject to discipline.

Return to Agenda

Appendix D
Initial Uniform

City Owns and Provides:	City Purchases; Employee Owns
Handgun	Trousers (3)
Ammo	Short Sleeve Shirts (3)
Magazines	Long Sleeve Shirts (3)
Magazine Pouches	Underbelt (1)
Holster	Duty Belt (1)
Baton	Rain Coat (1)
Baton Holder	Winter Coat (1)
O. C.	Whistle Chain (1)
O. C. Holder	Name Tags (2)
Handcuffs (1 set)	Tie (1)
Handcuff Case	
Glove Case	
Radio	
Radio Charger	
Shirt Badge (2)	
Collar Insignia	
Building Keys	
Squad Keys	

Other: Vest (1)

Return to Agenda

Letter Agreement

to the

2022-2024 Working Conditions Agreement

between the

City of New London and the New London Police Association

Purpose and Intent

The City of New London and the New London Police Association agree that patrol schedules affect the health, morale, safety, productivity, and efficiency of police officers. We seek a patrol schedule that has the most positive effect on each of these measures. To that end, we commit to a one-year trial of a new schedule. The new schedule will be based on a work-week of five (5) eleven-hour work days, followed by five calendar days off.

It is the intent of both parties to cause as little change as possible to all existing contractual agreements, grievance resolutions, and work rules. There is no intent to increase or decrease the rights or benefits of members of the association, management or the City.

Patrol Officers (SROs/Investigators excluded) will work a 5-day-on/5-day-off shift schedule, beginning January 1, 2005. Each shift will be 11 hours in duration. Starting times will be 6a, 8a, 10a, 5p, 7p, and 9p in each of the two day off groups.

Officers will each forfeit one week of vacation, and will subsequently be given 20 hours of compensatory time at the beginning of the year. This will give the officers an approximate annual work hour total of 2027, the same as was worked under the 6-3 schedule.

Fair Labor Standards Act Compliance

Officers will be allowed to switch shifts and/or days with other officers as long as no officer would be scheduled to begin a shift within 8 hours of the scheduled end of their prior shift.

Generally, officers may not work more than 8 days in a row. Requests to work 9 or 10 days in a row can be granted by the Chief on a case-by-case basis.

For FLSA purposes, the accounting period will be every 20 days, starting on January 3, 2005. Officers may not work more than 11 days (121 hours) in a 20 day cycle (excluding overtime). Officers may trade shifts with each other within these guidelines. Any traded shift that would put an officer's work hours above 121 hours in a 20-day work cycle must be paid at the overtime rate (time-and-one-half from other officer's comp bank).

Return to Agenda

Vacation Fill

The 10a shifts are designated as vacation fill shifts, and the officers assigned to those shifts are subject to working other shifts and days as they are under the 2004/2005 contract language and grievance resolutions. The two Vacation Fill officers will be assigned to the 10 a.m. shift primarily, but are subject to being moved to any other starting time, provided such movement allows for at least 8 hours rest between shifts. The City desires to minimize these shift moves as much as reasonably possible.

If the 5/5 schedule is discontinued, the patrol schedule will revert to the 6/3 schedule, with 3 vacation fill officers.

Holidays

Paid holidays will be as detailed in the 2017-2018 contract. Holiday Off will be a maximum of 8 hours paid. Holiday Worked will be paid double the actual hours worked on the holiday. Any combination of Holiday Worked and Holiday Off time will not total more than 8 hours (but Holiday worked time alone can exceed this).

Vacations

To work a 5/5 schedule, officers each agree to forfeit one week of vacation. In return, each officer will be given 20 hours of compensatory time at the beginning of the year. Officer may use this comp time for paid leave under current comp time rules. These combined actions are intended to equalize actual scheduled work hours between the 6/3 and the 5/5 schedules.

A week of vacation will be valued at 55 hours. If the 5/5 schedule is abandoned in a future year, the value of a week of vacation will revert to 50 hours, unless contract language is changed to supersede.

Personal Days

Officers will continue to have one Personal Day per year. The value of the Personal Day will be 11 hours. If the 5/5 schedule is abandoned in a future year, the value of a Personal Day will revert to 8 hours, unless contract language is changed to supersede.

Shift Premiums

Shift premium will continue to be paid per contract language.

Return to Agenda

Sick Leave

Officer will continue to accrue sick leave at the rate of 8 hours per month. A day off for sick leave will have a value of 11 hours (or however much of the shift was missed).

Filling absences created by sick leave usage will be based on hours needed, and will not necessarily be a full 11-hour block.

The sick leave incentive program will continue to have a 16-hour benefit realized for officers who use 24 hours or less of sick leave in a calendar year.

Funeral Leave

Contract language will govern the use of funeral leave. A day of funeral leave will have a value of 11 hours. If the 5/5 schedule is abandoned in a future year, the value of a Funeral Leave Day will revert to 8 hours, unless contract language is changed to supersede.

Wages

Base wage will remain the same as in contract. Base hours for determining hourly/overtime pay rate remains at 2027.

Training

Training days plus travel time will be considered part of the shift if the officer is on duty that day. If the total of training time plus travel time exceeds 11 hours, the excess will be paid at the overtime rate. If the duty day of training time plus travel time is less than 11 hours, the officer may do one of the following:

- Perform necessary work at the station/on patrol
- Use comp time to leave early (except that for half days of training the department can order the time to be worked)

Officers attending training that lasts two or more days may have their work schedules adjusted in a manner that does not change their total annual number of days off. These changes will not implicate overtime or call-in pay unless the actual duty day extends beyond 11 hours.

Return to Agenda

Continuity of Investigations

Each shift officer will be partnered with the officer of the same shift in the opposite day off group for purposes of investigative follow-up during days off. It is understood that using the 5/5 schedule should have no negative impact on the integrity or continuity of criminal and ordinance investigations.

PSL/Investigator schedule

The Police School Liaison and Investigator's schedule will not change as a result of this side-letter agreement.

Outside Employment

Officers may continue to work jobs outside the department within the guidelines of department rules. Officers working the 5/5 schedule may not work more than 4 hours of outside employment on a day they are working an 11 hour shift for the city. Work hours for outside employment are not restricted on off-duty days, so long as the officer does not become fatigued or otherwise unable to properly and safely complete their duties for the city.

Expiration

This side-letter agreement is recognized as language to allow an experimental schedule to be tried on a one-year-at-a-time basis, beginning January 1, 2019. All decisions to extend the trial period beyond the last period must be approved by the City of New London and by 2/3 of the Association (9 of 13, or 8 of 12 voting in favor of continuance).

If the 5/5 schedule is not continued beyond a year, officers will sign up for next year's patrol shifts and days off, starting with a blank template, according to seniority.

If the 5/5 schedule is continued into future years, officers will sign up for each year's patrol shifts by seniority. If an officer wants to change to a different available shift, he or she will remain in their existing day off group unless the shift has already been filled for that day off group by a senior officer.

Return to Agenda

Resolution of Complications

For issues or complications that have not been foreseen and addressed adequately by this side-letter agreement, the association will select two representatives to meet with the Chief and/or his designee. This group must come to agreement to resolve those issues that are specifically related to the application of the 5/5 schedule and are not addressed in any other contract or side-letter language.

This does not alter the grievance procedure detailed in contract.

Chief of Police	Date	NLPD Association President	Date

Return to Agenda

CITY OF NEW LONDON

Memorandum

TO: Finance & Personnel Committee
FROM: Chad Hoerth, City Administrator
RE: Consideration for adjusting operation hours of selected city services
DATE: 9-3-2021

I'm requesting the Finance & Personnel Committee to consider a proposal to adjust operation hours, at this time primarily for the Municipal Building. I was approached by an employee to consider shifting the Municipal Building hours and reduce open hours on Friday afternoons as phone and counter traffic is very slow during that time. We also found out that other municipalities are implementing the same practice. I have to admit, at first I was a bit apprehensive on the idea. Interestingly enough, the next day I heard a business employment recruitment commercial on the radio advertising that same benefit…off on Friday afternoons. At that point it reinforced to me the idea that we need to consider this to be competitive with other business and municipalities. We all know the challenges we're facing with employment recruitment and retention right now, and if we don't focus on that, we will struggle with attracting and retaining a quality workforce. We don't sell "widgets", our number one "product" is "service" to the taxpayers of New London and we need to retain a quality workforce to have a quality product.

In starting this evaluation, I wanted to ensure that whatever we propose is fair and includes other divisions across the city. My evaluation did not include operations at the Library, Police Dept or New London Utilities as they are governed by their own Boards and Commissions, however, I did provide this information to those departments so they knew what we were considering.

We asked staff for their input. Staff at the Municipal Building were very excited about the potential change and felt this was a great benefit for employment recruitment. The majority of staff at the Municipal Garage did not want to adjust their work hours at this time. Some staff hours for management at the pool could change, however the facility hours would not change based on this proposal (as part-time staff are scheduled based on open hours of the facility).

We would not be "reinventing the wheel" with this proposal. Enclosed with my memo is a survey CVMIC sponsored with other member municipalities. As you can see a fair amount of those surveyed shift additional hours during the work week to close on Friday afternoons.

With that input I am proposing the following:

Modify the Municipal Building hours as follows:

Monday – Thursday: 7:30am – 4:30pm (9 hour shifts) *Current hours are 8:00am - 4:30pm*
Fridays: 7:30am-11:30am (4 hour shift) *Current hours are 8:00am - 4:30pm*

This modification would allow staff to work four- 9 hour shifts plus a Friday 4 hour shift to work a 40 hour work week. This opens the building 30 minutes earlier to allow people to come into the office if they need to work at 8:00am. We did talk about and scrutinize the option in staying open later one day a week. I'll be honest, and not surprisingly, staff in general were not excited about that option as many things are going on in the evenings. I also received one comment that "I may not have taken a job here if I had to work late one day a week each week". However, we did recognize and discussed that even opening up 30 minutes earlier may not work for everyone and we want to be available to our residents. So as a compromise we talked about being available for appointments for those who can't come at 7:30am, can't stop in during their lunch hour or come in by 4:30pm. We have a fair number of meetings throughout the month where staff are around on various evenings, so we can set appointments during those times where we can be available and know when someone would be around to provide assistance. This of course would not lessen the fact that we continue to provide and promote services that do not require coming into the building. Many of our "counter" services at the Municipal Building can be done over the phone, via email or even online (including paying your taxes), so as technology progresses there will be less and less people coming to our counter for in-person transactions. We also have a drop box available 24-hours a day.

If we modify our normal hours, this would not change the fact that we would continue to provide "expanded hours" for special situations like during tax collection, we would just schedule staff accordingly for that need.

We also discussed how this would work for sick time, vacation and holiday pay. My proposal would not change the amount of sick time or vacation hours staff would accrue each year. For example, staff accrue 1 day (8 hours) of sick time each month. If a staff member is sick on a Monday, then they would have to use 9 hours of sick, if someone is sick on a Friday, they would use 4 hours of sick.

For any week that we have a holiday, staff would work the old 8 hour shifts during the week (for example for the 4th of July, staff would work four 8 hour shifts that week (building hours would not change, we would just stagger staff that week accordingly). The reason for that is to keep it simple in that if a holiday is on a Monday, then we're not awarding 9 hours of holiday pay vs. awarding 4 hours if the holiday was on a Friday. We'll keep it simple and each holiday would still only provide 8 hours of "holiday pay".

I've also made it crystal clear that I do not want this proposal to create additional overtime. If that becomes an issue, then we need to look at reversing hours back.

I'm proposing to start the new hours as of October 4th, 2021 to provide us some time to advertise the new hours. I would also say we evaluate this at committee level every 4 months for a year to see if it's working or a major disruption to the service we provide. At any time if it's determined an issue we look at going back to Monday- Friday 8:00am – 4:30pm.

Since the majority of the municipal garage employees wanted to keep their current work schedule we would not look at modifying their work hours at this time.

Return to Agenda

Summer Hours Survey for Administrative Staff

Municipality	Population	Summer Hours	Year-Round Hours
Village of Allouez	13,882	Summer Hours Run April through October: Monday-Thursday: 7:00am – 4:30pm Friday: 7:00am – 11:00am	
City of Anitgo	7,780		Monday – Thursday: 7:30am – 4:30 pm Friday: 7:30am – 12:00pm
Appleton			M-F 8-4:30
Town of Buchanan			Mon-Thur 7-4:00 Fri 7-11:00
City of Clintonville	4,384	Monday – Thursday: 7:00am – 4:30pm Friday: Closed	
Town of Darien	1,704	Summer Hours Run May 1 – September 30: Monday – Thursday: 7:00am – 4:00pm Friday: 7:00am – 11:00am	
Village of Deerfield	2,538		Monday – Thursday: 7:30am – 4:30 pm Friday: 7:30am – 12:00pm
Town of Eagle	6,856		Monday – Thursday: 9:00am – 4:00pm Friday: 9:00am – 12:00pm
Fox Crossing			M-F 8-4:30
Village of Fox Point	6,650		Monday – Thursday: 8:00am – 4:00pm Friday: 8:00am – 12:00pm
Town of Grafton		Summer Hours Run June 1 through September 30: Monday – Thursday: 8:00am – 4:30pm Friday: Closed	
Town of Grand Chute			Mon-Thur 7-4:30 Fri 7-11:00
Village of Greenville			Mon-Thur 7-4:30 Fri 8-12:00

Return to Agenda

Village of Hammond	2,033	Summer Hours Run April through October: Monday – Thursday: 7:00am – 4:30pm Friday: 7:00am – 12:00pm	
Harrison			M-F 7:30-3:30
Menasha			M-F 8-4:00
Town of Merton	3,672		Monday – Thursday: 8:00am – 4:00pm Friday: 8:00am – 3:00pm
City of Milton	5,573		Monday – Thursday: 8:00 am – 4:30 pm Friday: 8:00am – 12:00pm
Village of Mt. Horeb	7,449		Monday – Thursday: 7:30am – 4:30 pm Friday: 7:30am – 12:00pm
Neenah			M-R 7:30 – 4:30 F 7:30-4:00
Town of Oakland	3,100		Monday – Thursday: 8:30am – 4:00pm Friday: 9:00am – 12:00pm
Town of Ottawa	3,921	Summer Hours Run May through August Monday – Thursday: 8:00am – 4:00pm Friday: 8:00am – 1:00pm	
Sherwood			M-F 8:30-4:30
Town of Star Prairie	732		Monday – Thursday: 9:00am – 5:00pm Friday: Closed
City of Waunakee	13,730		Monday – Thursday: 7:00am – 4:15pm Friday: 7:00am – 12:00pm
Village of Wales	2,581		Monday – Thursday: 7:30am – 3:00pm Friday: 7:30am – 12:00pm
Village of Wrightstown	3,086		Mon, Wed 8-4:30 Tue 8-6:00 Fri 8-12:00

Return to Agenda

City of Dodgeville – (pop. 4,681) Added some flexibility to their personnel handbook. City Hall was still open though. This is what it says regarding Summer Hours

Workweek: During the period beginning the first Monday of June, up to and including the last Friday before Labor Day, all full-time City Hall staff employees may choose to work an adjusted work day schedule (i.e. four ten-hour days with one day off; four nine-hour days and one ½ day) with approval by the City Clerk and compliance with labor standards. Regular City Hall hours must be maintained with adequate staff.

Return to Agenda

CITY OF NEW LONDON

Memorandum

TO: Finance & Personnel Committee
FROM: Chad Hoerth, City Administrator
RE: Ending temporary job description change of Human Resources/Payroll Coordinator reporting to City Administrator
DATE: 9-3-2021

In March of 2020, the City Council approved a motion to temporarily change the job description of the Human Resources/Payroll Coordinator setting the position to report directly to the City Administrator. Referring back to the video from that meeting, the council cited the need to run it with an Emergency Declaration in response to the Covid-19 pandemic. Over the past year I think we've done a decent job managing the challenges around Covid-19. With that said I do not feel it necessary to continue this reporting structure and ask the committee and council to end the temporary job description reporting assignment. The Human Resources/Payroll Coordinator position would revert back to reporting directly to the Finance Director.

215 N. Shawano Street ● New London, WI 54961
Phone: (920) 982-8500 ● Fax: (920) 982-8665 ● www.newlondonwi.org

Return to Agenda

APPLICATION FOR LICENSE

Solicitor's License

Jon Dietzen of Jon Dietzen Ice LLC – Kona Ice
Samantha Murray of DND SmokeShack

Bartender's License

Teresa Rapp, Cruz Inn
Miranda Meyer, Riverside Mini Mart
Debra Hughes, Copper Shot -> Dragon's Den
Kaitlyn Owen, C & R Waterfront
Julie Pyke, Copper Shot ->Dragon's Den
Courtney Fuss, Jeanne Rose
Aurora Pagel, Walgreens
Brittany Burns, Riverside Mini Mart

Temporary Class "B" / "Class B" Retailer License

New London Lions Club, Wheels on Water St.

Garbage Disposal Hauler License

GFL Environmental

Combination 'Class A'

Change to License # NL-21-14 for WALMART STORE #1471 at 1717 N. Shawano Street for legal description to be "1 room, 1 story building approx. 51,985 SQ. FT. including stalls and/or canopy locations in parking lot specifically designated for online grocery pickup." and change of Agent

Return to Agenda

PARKS & RECREATION COMMITTEE MINUTES

Tuesday, September 7, 2021
Immediately following adjournment of the Board of Public Works

Committee Members Present: Bob Besaw, John Faucher, Bernie Ritchie Jr., Fred Zaug, Rachel Schuler, Steve Groat, Kelly Baker (via Zoom)

Excused Members: None

Council Members Present: Mayor Herter, Mike Barrington, Dave Dorsey, Tim Roberts, Dennis Herter

Other Present: Chad Hoerth, City Administrator
Ginger Arndt, Director of Parks & Recreation
Luke Hammons, Interim Public Works Director

Besaw called the meeting to order at 6:20 p.m. Zaug/Faucher moved to approve the agenda. *Motion carried by all.*

Public comment relevant to items on agenda: None presented.

2022 Budget: Arndt presented the Department's Draft 2022 Budget. There were no changes suggested at this time. *No motion was made on this item.*

2022 Proposed Fee Schedule and Boat Launch Fees: The committee reviewed a draft of the 2022 Parks & Recreation Fee Schedule and Boat Launch Fees. Changes to Boat Launch Fees and the addition of Senior Rates for Aquacise Classes and Memberships were proposed from last year's fee schedule. Arndt noted pending changes to the Boat Launch Fees schedule Ordinance 9.126 will need to be revised and will be brought to next committee meeting for approval.

> Zaug/Faucher moved that council accepts the Department of Parks & Recreation proposed 2022 Fee Schedule and Boat Launch Fees. *Motion carried by all.*

Director's Report/Memo: The Director's memo was included in the agenda packet and reviewed by the committee.
Years of Service:

- Morgan Gorges (Recreation Supervisor) will complete 3 years of service on September 4th
- Mike Fredin (Senior Transit Driver) will complete 12 years of service on September 21st
- Patrick Guyette (Parks Caretaker) will complete 7 years of service on September 22nd

Chairman's Report: Besaw noted that he appreciated the Staff and Arndt and Hammons hard work on the Budget and continuing to do a great job making the department transitions as smooth as possible.

Committee Member's Report: None presented

Future Agenda Items:

- Parks Tour – October Agenda
- Updates to Special Event's Permits, to include Food Truck information
- Outagamie CORP Plan Update: Mountain Bike Park, Loren Dieck-Outagamie Parks Division Director – October Agenda
- Capital Budget
- Ordinance to adjust Boat Launch Fee

Discuss/Confirm next month meeting date:

- Tuesday, October 5, 2021 at 4:45 p.m.

There being no further discussion Ritchie/Faucher moved to adjourn at 6:50 p.m. *Motion carried by all.*

Ginger Arndt, Director of Parks & Recreation

Return to Agenda

DEPARTMENT OF PARKS & RECREATION
CITY OF NEW LONDON

Parks & Recreation Office
215 N. Shawano Street
New London, WI 54961
920.982.8521
Fax: 920.982.8665

Aquatic & Fitness Center
815 W. Washington Street
New London, WI 54961
920.9828524

Senior Center & Transit
600 W. Washington Street
New London, WI 54961
Center: 920.982.8522
Transit: 920.982.8523

Municipal Garage
915 W. Wolf River Ave
New London, WI 54961
920.982.8510

2022 Fee Policy & Schedule

Parks & Recreation Committee Approval Date: 9/7/21
City Council Approval Date: 9/14/21
Effective Date: 1/2/22

I. PURPOSE OF POLICY
   a. To establish guidelines in proposing, approving and administering fees for the Parks & Recreation Department.
   b. To provide safe, educational, and affordable year-round services for the entire community and charge fees to participants for meeting cost recovery goals.

II. DEFINITIONS
   a. Youth: Ages 17 & Under
   b. Adult: Ages 18 – 59
   c. Senior: Ages 60 and Older
   d. Family: All persons currently residing at the same address, who are directly related or are foster children, are considered a family for fee purposes.
   e. Resident: Any person who lives within the corporate city limits of New London. Persons, who own property in New London, but live outside the corporate city limits of New London are considered non-resident.
   f. Non-Resident: Any person who lives outside the corporate city limits of New London.

III. COST RECOVERY
   a. Youth instructional, sports programs & bus trips, as a whole within three (3) years from the start of that program, shall recover at least 50% of the direct operating costs of those programs.
   b. Adult instructional and sports programs, as a whole within three (3) years from the start of that program, will recover at least 100% of the direct operating costs of those programs.
   c. Senior programs, as a whole within three (3) years from the start of that program, will recover at least 50% of the direct operating costs of those programs.
   d. Special needs programs, as a whole within three (3) years from the start of that program, will recover at least 50% of the direct operating costs of those programs.
   e. Adult Fitness Sessions
      i. Session will need to have 8 persons registered to run session
      ii. Old Land Exercise (10x punch passes) passes will have a 1 years expiration date, the Director can extend this expiration date on a case by case basis.

Return to Agenda

iii. Session fees are based on a 7 week session with 7 hours of class time (1 hour per week). Sessions that meet twice a week will double the rate, sessions that meet for only ½ hour a week will cut the rate in half.

IV. FEES

a. All multi-day youth/adult programs will factor an additional $15.00 for non-resident costs.
b. Single-day programs which have an advance registration (i.e. bus trips) will factor an additional $5.00 for non-resident costs.
c. Single-day events which have a registration the day of the event will not have a non-resident cost (i.e. Family Fun Run).
d. Adult sport programs will have an additional $5.00 fee for non-residents (for each non-resident player) and the fees shall cover 100% of the direct operating cost of the program.
e. Any registrations for recreational programs accepted after the advertised registration deadline for that program will incur a $5.00 late processing fee per program, late registrations after the deadline for swimming lessons will incur a $10.00 late processing fee.
f. Non-Resident Aquatics & Fitness Center membership fees will have an approximate 40-50% increase over the resident fee.
g. Non-Resident exercise class fees will have an approximate 40-50% increase over the resident fee.
h. New program/services can begin at any time of the year; when this occurs the Park and Recreation Director will create fees based on the anticipated costs to get the program/service started. The Park and Rec Committee will review the new program at the next budget cycle and adjust the fees as necessary.
i. Non-Resident Discount – Non-resident households as defined above are eligible for the same resident rate in that calendar year if the non-resident household pays an annual fee of $90.00.
j. Recreation Program Fees- See Schedule A
k. Aquatic Program Fees- See Schedule B
l. Aquatic & Fitness Facility Fees- See Schedule C
m. Senior Program Fees- See Schedule D
n. Senior Transit Fees- See Schedule E
o. Washington Center Fees- See Schedule F
p. Park Facility & Equipment Fees- See Schedule G

V. REFUNDS

a. A full refund will be credited/issued to the participant for any program cancelled by the Parks & Recreation Department.
b. A full refund will be credited/issued to the participant for any program that has a time, date or location change by the Parks & Recreation Department and the participant is unable to attend because of the change.
c. A full refund will be credited/issued to the participant for any multi-day program if the participant cancels before the class begins. A $5.00 charge will be given for refunds if the participant cancels after the first day of class.

Return to Agenda

No refunds will be credited/issued for a multi-day program after the second class begins.

d. A full refund will be issued for adult team leagues if the team cancels out of the league before the league begins or within one week from the first game of play. No refunds will be issued after one week from the first game of play.
e. A full refund will be credited/issued to the participant for any one-day program if the participant cancels up to the day before the event. Refunds will generally not be issued the day of the event or after the event has passed.
f. Refunds will generally not be issued for Parks or the Washington Center after the first of the year for a rental scheduled in that calendar year.
g. Refunds will generally not be issued for Aquatic or Fitness facility/membership fees.
h. In extraordinary circumstances, the Director of Parks & Recreation can approve full or partial refunds for any fees charged by the department.

Schedule A- Recreation Program Fees

Youth Programs	Resident Fee	Non-Resident Fee
ARC Babysitter's Course	$ 45.00	$ 50.00
Youth Fishing Day	$ 12.00	$ 17.00
Contracted Program (owner set's rate)	25% per participant	25% per participant + $15.00 per participant
General Youth Program (Hr Rate)	$2.75 per hour	$4.50 per hour
Children's Garden	$ 26.00	$ 41.00

Private Sport Lessons	Resident Fee	Non-Resident Fee
Per Hour Fee	$ 35.00	$ 50.00

Adult Sport Programs	Team Fee	Non-Resident Per Player Fee
Softball	$ 320.00	$ 5.00
Volleyball	$ 110.00	$ 5.00

Return to Agenda

Basketball- Officiated	$	295.00	$	5.00
Basketball- Un-officiated	$	110.00	$	5.00
Fall Soccer	$	310.00	$	5.00

Adult Programs	Resident Fee	Non-Resident Fee	Senior Discount
Personal Training (1-9 sessions)	$27.00/hour	$32.00/hour	50% discount rounded up to nearest quarter
Personal Training (10+ sessions)	$22.00/hour	$27.00/hour	
Buddy Training (1-9 sessions)	$16.00/hour/person	$18.50/hour/person	
Buddy Training (10+ sessions)	$13.50/hour/person	$16.00/hour/person	
Adult Fitness Sessions (7 week class)	24.50	$ 36.50	
Adult Fitness Drop In Fee	$ 4.50	$ 5.75	

**All exercise passes have a 1 year expiration date*

Camp Hatten-	Resident	Non-Resident
Full Week	$145/wk	$165/wk
Full Week Additional Sibling	$125/wk	$145/wk
Daily Fee (1-4 days)	$33/day	$37/day
½ Day AM (1-5 days)	$18.50/day	$20.50/day
½ Day PM (1-5 days)	$18.50/day	$20.50/day

(Fee is set by Daily fee, ½ day rate is half of the daily fee + $2.00. Full week fee is daily fee X 5 subtract $20.00. Full week Additional Sibling has $20.00 discount over full week fee.)

Bus Trip Fees- Due to the uncertainty of the ticket cost and bus charges the department will create the fees based on the recovery rate percentages and fee charges referenced in this document.

Schedule B- Aquatic Program Fees

Program	Resident Fee	Non-Resident Fee
General Swimming Lessons (Child & Adult)	$30.00	$45.00
Aquacise Drop In Classes (per class)	$ 3.50	$ 4.75
Aquacise Drop In Classes (per class) Senior Rate	$3.00	$4.25
Aquacise Drop in Classes (10 pack)	$ 31.50	$ 42.75
Aquacise Drop In Classes (10 pack) Senior Rate	$27.50	$38.75
Aquacise Session Classes (7 week class)	$25.00	$37.00
Aquacise Session Classes (7 week class)	$21.00	$33.00
Lifeguarding (Regular)/W.S.I.*	$150.00	$165.00
Lifeguarding (Blended Learning)/W.S.I.*	$115.00	$130.00
Junior Lifeguarding*	$40.00	$60.00

**All exercise passes have a 1 year expiration date*

** Prospective pool employees willing to sign an agreeement to work 200 hours in their first year will have their lifeguarding or WSI fees waived.*

Return to Agenda

PRIVATE LESSONS	Resident Fee	Non-Resident Fee
Child 1 will be charged	$54.00	$69.00
Child 2 will be charged	$44.00	$59.00
Child 3 will be charged	$34.00	$49.00

** NOTE: Discounted rates for private lessons are ONLY given when 1-3 children are taught by the same teacher at the same time.*

Schedule C- Aquatic & Fitness Facility Fees

General Facility Fee *Includes Pool, Splash Pad, Fitness Room & Sauna*			
Resident	**Daily**		**Monthly**
Youth (age 4-17)	$	3.00	$24.00
Adult (age 18-59	$	3.50	$28.00
Senior (age 60+)	$	3.00	$24.00
Family		N/A	$42.00
Non-Resident Fee	**Daily**		**Monthly**
Youth (age 4-17)	$	4.00	$32.00
Adult (age 18-59)	$	4.50	$36.00
Senior (age 60+)	$	4.00	$32.00
Family		N/A	$54.00

Note: Monthly rates are 8.0 X daily rate, family monthly rate is 1.5x adult monthly rate
Children under the age of 4 will be not be charged admission

Fitness Room Only *Includes Fitness Room & Sauna*			
Resident Fee	**Daily**		**Monthly**
Youth (age 16&17 only)	$	2.25	$18.00
Adult (age 18-59)	$	2.75	$22.00
Senior (age 60+)	$	2.25	$18.00
Family		N/A	$33.00
Non-Resident Fee	**Daily**		**Monthly**
Youth (age 16&17 only)	$	3.25	$26.00
Adult (age 18-59)	$	3.75	$30.00
Senior (age 60+)	$	3.25	$26.00
Family		N/A	$45.00

Note: Monthly rates are 8.0 X daily rate, family monthly rate is 1.5x adult monthly rate

Pool Rental *Hourly Rate*					
Number of People	**Resident**		**Non-Resident**		**Non-Profit**
1-50	$	42.00	$	57.00	$29.00
51-100	$	52.00	$	67.00	$39.00

Return to Agenda

101-150	$ 62.00	$ 77.00	$49.00
151-200	$ 72.00	$ 87.00	$59.00
201-250	$ 82.00	$ 97.00	$69.00

AQUATIC SPECIALS

$2.00 Entry for special swim events (Beach Party, Water Carnival, Early Releases, Easter Egg Hunt, Haunted Swim, etc.)

Private Bulk Group User Fees Option for Open Swim- for groups of 10 indiviudals or more (ie. a birthday party group) each individual will be charged $2.00 per person.

Not for Profit Group Rates (during public or adult swims only)-
Resident Not-for-Profit Group= $32.00 Annual Fee, then $1.00 per participant per entry
Non-Resident Not-for-Profit Group = $47.00 Annual Fee, then $1.00 per participant per entry

Corporate Discounts – Corporation Set-up Fee=$100.00 Annual Fee, each participant then gets $5.00 off their individual or family membership.

Summer Membership Deal (Memorial Day – Labor Day: *20% discount over regular monthly rates*)
Youth Pass = Resident $58.00/ Non-Resident $77.00
Family Pass = Resident $100.00 / Non-Resident $130.00

NEAT SWIM CLUB - $10.00 per hour

Caregivers – Caregivers who strictly enter the facility to assist someone with a disability will not be charged an entrance fee.

Schedule D- Senior Program Fees

Transitioned into established adult fitness rates

Schedule E- Senior Transit Fees

As of this time the Senior Transit Bus runs on a donation basis only.

Schedule F- Washington Center Fees

Private Groups

Room	Rate
Gymnasium	$27.00/hour
Community Center	$17.00/hour
Activity Room	$12.00/hour

Non-Profit Groups

Room	Rate
Gymnasium	$12.00/hour

Return to Agenda

Community Center	$12.00/hour
Activity Room	$12.00/hour

Schedule G- Park Facility & Equipment Fees

Park Shelters/Areas

Facility	Rate
Hatten #2	$73.00/day
Hatten #3	$73.00/day
Pfeifer	$58.00/day
Riverside	$58.00/day
Kunkel	$58.00/day
Racetrack Field or other open space	$79.00/day
Hatten Stadium (private events)	$104.00/day
Non-Profit Group Shelter Rental- Weekday	$30.00/day
Non-Profit Group Shelter Rental- Weekend	50% of regular rate

Park Shelters can be booked 1 year in advance and are generally open from May 15th through October 1st.

Community Garden Fee

Plots	Resident	Non-Resident
1st Plot	$15.00	$20.00
Each additional plot	$5.00 each	$5.00 each

Boat Launch

~~Daily Rate: $5.00~~

~~Annual Rate:~~

~~Number of Boats~~	~~Resident~~	~~Non-Resident~~
~~1~~	~~$20.00~~	~~$30.00~~
~~2~~	~~$30.00~~	~~$40.00~~
~~3~~	~~$40.00~~	~~$50.00~~

~~*If changed, Boat Launch fees will need to be updated in Ordinance 9.162.~~

Daily Pass: $5.00

Annual Pass:

Number of Vehicles	Resident	Non-Resident
1	$20.00	$30.00
2	$30.00	$40.00
3	$40.00	$50.00

*** will need to be updated in Ordinance 9.162**

Return to Agenda

River Raft Permit

Annual Rate: $10.00 Per Raft

**If changed, River Raft Fees will need to be updated in Ordiance 9.16*

Equipment Rentals

Equipment	Resident	Non-Resident
Picnic Tables (Daily Rate)	$10.00	$15.00

Return to Agenda

Current Boat Launch Rates:
Daily Rate: $5.00
Annual Rate:

Number of Boats	Resident	Non-Resident
1	$20.00	$30.00
2	$30.00	$40.00
3	$40.00	$50.00

**If changed, Boat Launch fees will need to be updated in Ordinance 9.162*

Proposed Boat Launch Rates and policy:
A daily or annual pass is required for any boat or motorized watercraft that is parking in the designated boat launch parking areas. (We will need to post designated areas.) Annual Pass stickers must be placed in the driver's side lower corner of the windshield, daily pass receipts must be placed inside on driver's side dash. Sticker for additional vehicle is available for the below fees. You must provide receipt for initial vehicle and proof of ownership of both vehicles to purchase additional stickers at the discounted price.

Daily Pass: $5.00

Annual Pass:

Number of Vehicles	Resident	Non-Resident
1	$20.00	$30.00
2	$30.00	$40.00
3	$30.00	$50.00

**Suggestion to try this for a year, if we find that it is losing additional generated revenue due to missed additional trailer revenue we can then raise the fees to compensate for that lost revenue.

History of Annual Boat Launch Permits with 2 or more boats

2018	6
2019	3
2020	12
2021 as of 8/21	1

Return to Agenda

City of New London
Planning Commission Minutes
Thursday August 26, 2021

Roll Call

Those in attendance were Chairman Bob Besaw, Jason Bessette, Dona Gabert, Mayor Mark Herter (via zoom), and Susie Steingraber, Brandi Buss (arrived at approximately 05:08 p.m.). Jamie Walbruck requested an excused absence.

Others in attendance: City Administrator Chad Hoerth, Building Inspector/Zoning Administrator David Vincent, and Dave Dorsey

The meeting was called to order by Chairman Besaw at 5:00pm.

A motion was made Gabert to "Adopt the Agenda" and seconded by Steingraber, carried by all.

A motion to accept the minutes from the July 22, 2021 meeting was made by Gabert and seconded by Steingraber, carried by all.

Dave Vincent provided some site plan documentation for the Retzlaff project but determined a more extensive site plan would need to be provided to allow the commission to make a determination to approve the site plan for the project.

Motion made by Steingraber and seconded by Gabert to pass a resolution re-approving TID Project Plan No. 5 (erroneously numbered TID No. 3 when Planning Commission passed resolution approving its Project Plan on July 22, 2021).

At the request of the Planning Commission chair, an overview was provided by Dave Vincent to pursue possible alternatives to our nuisance/zoning ordinance for dealing with blight, junk, grass, unsafe structures, etc. Dave Vincent is to provide a copy of the 2015 International Property Maintenance Code to parties on the commission and other interested parties from the city. The goal is to provide information for discussion and to potentially adopt the I.P.M.C. with amendments as an additional tool to provide for a broader approach to promote beautification and to provide minimum housing & property standards for the City of New London.

A review of future agenda items was discussed. The next Planning Commission meeting is scheduled for Wednesday, September 15, 2021 at 04:30 p.m.

A motion was made to adjourn by Gabert, seconded by Steingraber, carried by all. Meeting adjourned by Chairman Besaw at 05:42 p.m.

Respectively submitted by David Vincent-Zoning Administrator

Return to Agenda

RESOLUTION CHANGING TAX INCREMENTAL DISTRICT NO. 5,
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES
CITY OF NEW LONDON, WISCONSIN

RESOLUTION NO. _____

WHEREAS, the City of New London (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 5 (the "District") was previously approved as Tax Incremental District No. 3 and is being re-approved by the City as Tax Incremental District No. 5 and

WHEREAS, Tax Incremental District No. 5 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the District promotes the orderly development of the City;
k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Waupaca County, the New London School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on July 22, 2021 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

Return to Agenda

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New London that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 5, City of New London", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2021.

3. The Common Council finds and declares that:

   (a) Not less than 50% by area of the real property within the District is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).

   (b) Based upon the finding stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.

   (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

   (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

   (e) That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.

   (f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

   (g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

   (g) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District

   (h) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

4. The Project Plan for "Tax Incremental District No. 5, City of New London" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2021, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this ____14th_____ day of _____September_____, 2021.

_____
Mark Herter, Mayor

_____
Nicole Lemke, City Clerk

Return to Agenda

EXHIBIT A -

LEGAL BOUNDARY DESCRIPTION
OR
MAP OF
TAX INCREMENTAL DISTRICT NO. 5
CITY OF NEW LONDON

[INCLUDED WITHIN PROJECT PLAN]

Return to Agenda

EXHIBIT B -

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

Return to Agenda

New London Economic Development Committee Minutes

Tuesday, August 31st, 2021

Members present: Chairman Dorsey, Bishop, Faucher, Kopitzke, Lathrop, Olson, Wolf, Zaug

Absent: Thompson

Others present: Mayor Mark Herter, Tim Roberts, Bob Besaw, City Administrator Chad Hoerth, Mike Barrington, Andy Van Remortel, Adam Prill, Jeff Mikorski

1. The meeting was called to order by Chairman Dorsey at 4:30pm. Zaug/Kopitzke approved the agenda. Carried by all.

2. The July 27th, 2021 minutes were reviewed and approved by Bishop/Faucher. Carried by all.

3. Hoerth introduced Jeff Mikorski who is the Waupaca County Economic Development Corporation Executive Director. Mr. Mikorski provided a quick background of his past experiences and current initiatives the WCEDC is working on, including pushing out information on new grants available to Waupaca County businesses.

4. Andy Van Remortel, from Spectrum Reach, provided a presentation on digital marketing that his company can offer the City to promote services and encourage residential growth. Spectrum Reach would use Google services to push paid advertisements to individuals who meet specific criteria. This is similar to targeted ads one would see on websites based on past web search history. The New London School District is testing this service to increase student enrollment. The committee will ask representatives from the school district to a future meeting to see how they feel their marketing campaign is going before making a decision on a city campaign.

5. Hoerth asked the committee to consider two changes to the existing downtown Façade/Building Improvement Grant program. First was to consider expanding the eligible properties in the downtown district and second was to allow backdating of grants to any qualified improvements that occurred as of January 1st, 2021. The committee consider pros and cons to both changes.

   Motion by Kopitzke seconded by Zaug to expand the boundaries of eligible properties for the Downtown Façade/Building Improvement Grant program as provided on the presented map. Motion carried by all

   Motion by Faucher seconded by Wolf to allow backdating of grants to any qualified improvements that occurred as of January 1st, 2021 in the new updated boundaries. This would only be for those projects that occurred in 2021. Motion carried 11-1, Roberts voting no.

6. Hoerth provided information on the proposed 2022 Economic Development Budget. No changes were proposed for 2022. Bishop suggested looking into the status of the Hwy 54 billboard to determine when the billboard should be changed.

Return to Agenda

7. A letter from Habitat from Humanity was reviewed requesting a $5,000 donation to the upcoming Rock the Block event. The donation would be financed within the current Economic Development budget.

   Motion by Faucher, seconded by Zaug to approve the $5,000 request to Habitat for Humanity for the upcoming Rock the Block event. Motion carried by all.

8. Chamber Director's Business Report:
   a. Kopitzke updated the committee on several new grants available to New London businesses including a $10,000 grant for a business moving into an existing vacant spaces.
   b. Cornerstone Insurance Services, LLC will have a ribbon cutting at their new location at 421 S Pearl Street on September 15th at 11:00am.
   c. Wolf provided an update on the retail leasing survey she is working on to get a better understanding of retail leasing costs in New London.

9. City Administrator's Report:
   a. Hoerth reported on the progress of the downtown reconstruction project planned for 2024 and that the Board of Public Works will be discussing the possibility of modifying the roadway width in the downtown district. The purpose would be to consider providing more sidewalk space for additional pedestrian amenities.
   b. East Central Wisconsin Regional Planning Commission (ECWRPC) is offering Technical Assistance labeled as an "Economic Resilience Toolkit" for businesses. Hoerth is looking into this grant to see if it would help businesses with the future downtown reconstruction project.
   c. 23 applications have been received for the open Video and Marketing Producer position, staff have begun the process of evaluating and ranking the candidates.

10. The committee reviewed speakers and agenda items for future meetings.

11. Public Input: None

12. The next committee meeting is scheduled for Tuesday, September 28th, 2021 at 4:30pm.

13. Zaug/Faucher moved to adjourn at 5:56 pm. Carried by all.

Chad Hoerth
City Administrator

Return to Agenda

CITY OF NEW LONDON
~ Building Improvement Grant Program ~
Downtown, North Water Street and Pearl Street
$2,000 Maximum Grant Funding
As Amended
~~April, 2013~~
August 2021

INTRODUCTION

The Building Improvement Grant Program has been established by the City of New London and may be utilized alone, in conjunction with the Waupaca County Economic Development Corporation, Retail Revolving Loan Fund Program or with any other private financing.

PURPOSE/MISSION

- To improve the business climate in downtown New London.
- To improve the front and rear façades and building conditions of existing businesses along North Water Street and Pearl Street in downtown New London.
- To enhance the quality of life in the New London Area.
- To encourage the development and maintenance of the buildings on North Water Street and Pearl Street.

BUILDING IMPROVEMENT PROGRAM

Property owners and businesses ~~along North Water Street and Pearl Street~~ in downtown New London are eligible for up to $2,000.00 in matching grant funds for exterior facade improvements made to their building. As a matching grant program, the City will reimburse the property owner for up to 50% of the expense, up to a maximum of $2,000 ($2,000 grant funds matched by $2,000 private funds). The City reserves the right under this program to exceed the maximum grant amount of $2,000 on a case-by-case basis. Grants may be awarded to eligible applicants on a first-come-first-serve basis while funds are available. ~~At this time (4/2013), approximately $25,000 is available.~~ Applicants are eligible for only one grant award within a five (5) year time frame unless otherwise approved by the City of New London.

ELIGIBLE APPLICANTS

The Business Improvement Grant Program is available to any New London property owner lying in the downtown business district as indicated on the included eligibility map. ~~on either the north side and south side of North Water Street between McKinley Street on the west going east to the County line. Businesses on both the east side and west side of Pearl Street are eligible from Waupaca Street on the north to Beacon Avenue on the south.~~ The program is also available to tenants of such buildings given the property owners written consent.

ELIGIBLE ACTIVITIES

- Exterior Façade renovations
- Signage
- Awnings
- Code Enforcement
- Structural Exterior Repair
- Exterior Building Infrastructure (e.g. plumbing, electrical, roofing, cabling, etc.)
- Exterior Lighting
- Leasehold Improvements (requires consent of property owner)

PROCESS

Return to Agenda

a. Applications are distributed and collected by the City on a first-come/first-serve basis:

City of New London City Administrator's Office
215 Shawano Street, New London WI 54961

b. Completed applications are reviewed by the City Administrator who has complete discretion over the program. The Finance and Personnel Committee may be asked by the City Administrator for clarification of matters regarding implementation of the program at his discretion.
c. The City will attempt to provide notification of approval/denial to the applicant within 30 (30) days of application. Note that the project must be approved prior to any of the work taking place. FOR 2021 ONLY: The city will allow backdating of grants for qualified improvement projects that occurred after 1/1/2021.
d. Appropriate documentation, such as invoices, must be submitted to the City for fund reimbursement upon completion of the project. Note that all projects must be completed within ninety (90) days of grant approval unless otherwise approved by the City.

APPLICATIONS

a. Letter of Intent, addressed to the City of New London, which should briefly outline the scope, size, intention, timeline and objective of the project in question.
b. Completed Building Improvement Grant Program application form (attached)
c. Completed Release of Information Letter (attached)

DESIGN GUIDELINES

All applicants shall utilize the design standards set forth below as guidelines for designing improvements to buildings located in the City of New London downtown area.

1. PURPOSE & INTENT

It is the general intent of the City to renovate, preserve and maintain properties in the City of New London through a process of design review in order to:

- Encourage urban design excellence
- Integrate urban design and preservation of New London's heritage into the process of redevelopment.
- Enhance the character of the New London business community.
- Improve the appearance of the downtown City properties.

2. APPLICABILITY

- *Context*: The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
- *Harmony*: The facility uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
- *Compatibility*: The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions.
- *Building Design*: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
- *Facades*: Facades should exhibit rhythms similar to those found in adjacent structures.
- *Colors*: Color selection of exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and fluorescent tones are discouraged.
- *Awnings*: If provided, they should be designed as an integral component of the building façade.
- *Signage*: Placement of signs shall not unduly obscure or interfere with sight lines to other properties. Signs should comply with City regulations, be architecturally compatible and contribute to the character of the area through the incorporation of tasteful presentations.
- *Historic preservation*: Preservation of unique historic or architectural landmarks is encouraged.

Return to Agenda

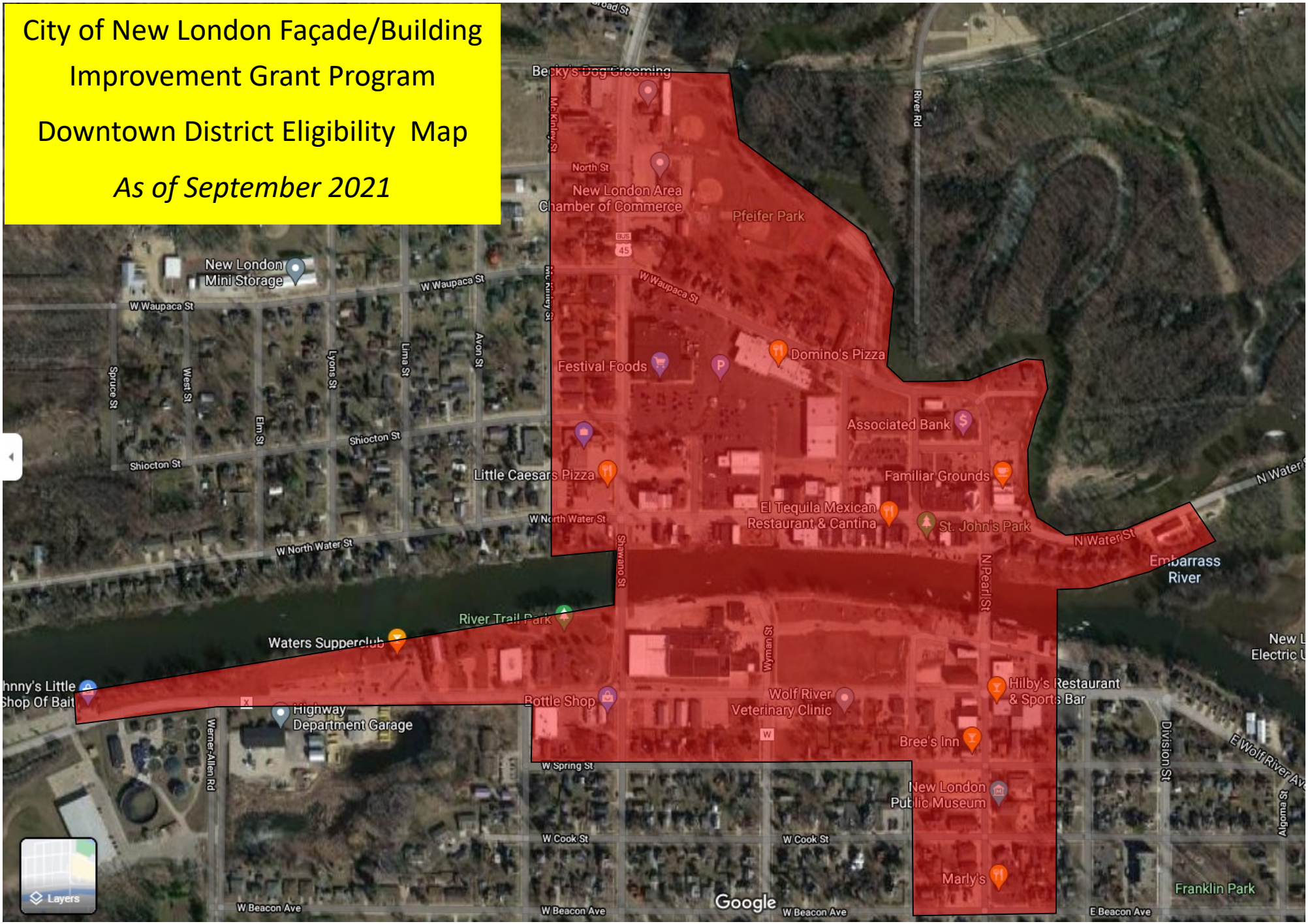
Note: All improvements, including signage, awnings, and lighting, must comply with all zoning and building code requirements of the City of New London. Contact the City Building Inspector at 920-982-8500, ext. 112 for assistance.

Return to Agenda

City of New London Façade/Building Improvement Grant Program

Downtown District Eligibility Map

As of September 2021



City of New London
~ Building Improvement Grant Program – Application ~

Applications missing any materials will be returned for completion.

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: _____

_____

Total Project Cost: $_____ Total Grant Request: $_____
(50% of the Total, $2,000 Maximum Grant)

Required attachments:

☐ Letter of Intent, addressed to the City, which should briefly outline the scope, size, intention, timeline and objective of the project in question.

☐ Release of Information Letter (attached)

☐ Current photo(s) of property

☐ Project plan(s) drawn to ¼-inch scale. I fully understand how this plan relates to my building and the work I am proposing to do and I will be in compliance with the design guidelines for the City of New London Building Improvement Grant Program and City Zoning regulations.

☐ Example Paint color(s) or material sample(s), if applicable

Submit application form and attachments to:

City of New London City Administrator's Office
215 Shawano Street, New London WI 54961

To be completed by City staff only:
Date application received: _____
Application reviewed for completeness by _____ (initials). Date: _____

Return to Agenda

City of New London
~ Building Improvement Grant Program - Release of Information Letter ~

Date:_____

To: City of New London City Administrator's Office
215 Shawano Street, New London, WI 54961

To Whom It May Concern:

I hereby authorize the City of New London to share all application materials with City Council members who may be reviewing my application. I acknowledge that information provided to the City may be released upon request in compliance with open record laws.

Signed,

Name (print): _____

Signature: _____

Date: _____

Return to Agenda

Greater Fox Cities Area Habitat for Humanity®

Strengthening Community. One neighborhood at a time.

ROCK THE BLOCK

TO DATE:

15 NEIGHBORHOODS

- Fox Cities Neighborhoods: Appleton (3), Menasha (4), Neenah (3), Kaukauna (1), Kimberly (1)
- City-Wide Rock the Blocks: Little Chute, Brillion, Waupaca (1)

474 PROJECTS
320 HOMES REPAIR
11 PROPERTIES REHABILITED
19 HOMES BUILT
19,547 RESIDENTS IMPACTED
23,995 VOLUNTEER HOURS

NEW LONDON
SEPTEMBER 16-18, 2020

3 Days
30+ Projects*
100+ Volunteers
400K Dollars Needed

Projects include:

- 20-30 residential and community improvement projects (Short term)
- 5-6 Major critical home repairs (Long term)
- 2 New homes or blighted property rehabs turned into affordable homeownership opportunities (Long term)

LONG TERM IMPACT

- Safer homes
- Safer neighborhood
- Increase in home equity
- Increase in community pride
- Increase in homeownership rates

HOW IT WORKS

Rock the Block brings community partners, neighbors, and supporters together to improve communities and impact families.

- In collaboration with city/community leaders, identify neighborhoods based on homeownership rates, median income of residents, and quality of existing housing stock
- Connect with 90% of residents in neighborhood
- Identify exterior repair needs (siding, doors, windows, roof, landscaping, concrete, etc.) up to $7,500
- Homeowners pay a 10% down payment. 0% interest deferred loan on balance due when the home is no longer their primary residence.
- Identify additional opportunities for homeowners to participate in Habitat's Almost Home, Home Repair, or Homebuyer programs.

ROCK THE BLOCK IN
NEW LONDON

Greater Fox Cities Area Habitat for Humanity®

POPULATION

3,126
Households

6,783
Residents

INCOME

$61,688
Survival Budget for a Family of 4

$48,379
Median Household Income

10.87%
Poverty Rate

HOUSING

$133,300
Median Home Value

42 Years
Home Age

$680
Monthy Rent

ROCK THE BLOCK

August 26th, 2021

Greetings,

This letter is to request a $5,000 commitment from the City of New London to support the Rock the Block campaign and contribute to the overall fundraising goal for long-term neighborhood revitalization.

Thank you to the City of New London for partnering with us as we embark on this upcoming Rock the Block event in New London, September 16th-18th. Our Rock the Block event works in a targeted area to improve and beautify the homes and community resources. Providing income eligible homeowners an affordable way to address needed exterior repairs is where the majority of our projects come from.

In New London we'll be completing thirty-three projects, twenty of which are residential properties. These repairs range from roofing, gutters, siding, windows, and porch replacements to painting, landscaping, and door replacements to name a few. The extent of repair varies between project owners, but the impact will continue beyond our scheduled events days where we work alongside volunteers on many of the community-based projects.

The investment by the City of New London to show support for this program is an important aspect of partnering in communities. The City of New London has already shown great support by partnering on community projects, waiving permitting fees, and addressing debris cleanup following the event days. This is greatly appreciated and adds value. The $5,000 will be applied towards the overall fundraising goal, but more importantly- it shows the commitment of the City of New London in supporting the work of neighborhood revitalization.

Families are making the needed improvements to their homes. Neighbors are encouraged by the improvements they are seeing. Community is coming together to celebrate and show pride in their City. We continue our commitment in New London through our Home Repair Program, providing critical interior and exterior repairs, as well as through our HomeBuyer program building new homes or rehabilitating a blighted property. We thank you in advance and appreciate your support. Please reach out with any questions.

In Partnership,

Habitat team

Return to Agenda

Waupaca County Economic Development Corporation

To: Mayors, Village Presidents, City Councils & Village Boards
From: Jeff Mikorski, WCEDC Executive Director
Re: Monthly Report for September 2021

The 2020 Census data is starting to be revealed and we can begin to see how Waupaca County has changed over the last ten years. It is also necessary to look at the adjacent counties and how they fared in the last ten years. Image 1. shows the percentage change in population for Waupaca County and surrounding counties. The largest regional increase in populations were in Brown and Outagamie County with a 8.4% (20,733) and a 7.9% (14,010) increase respectively.

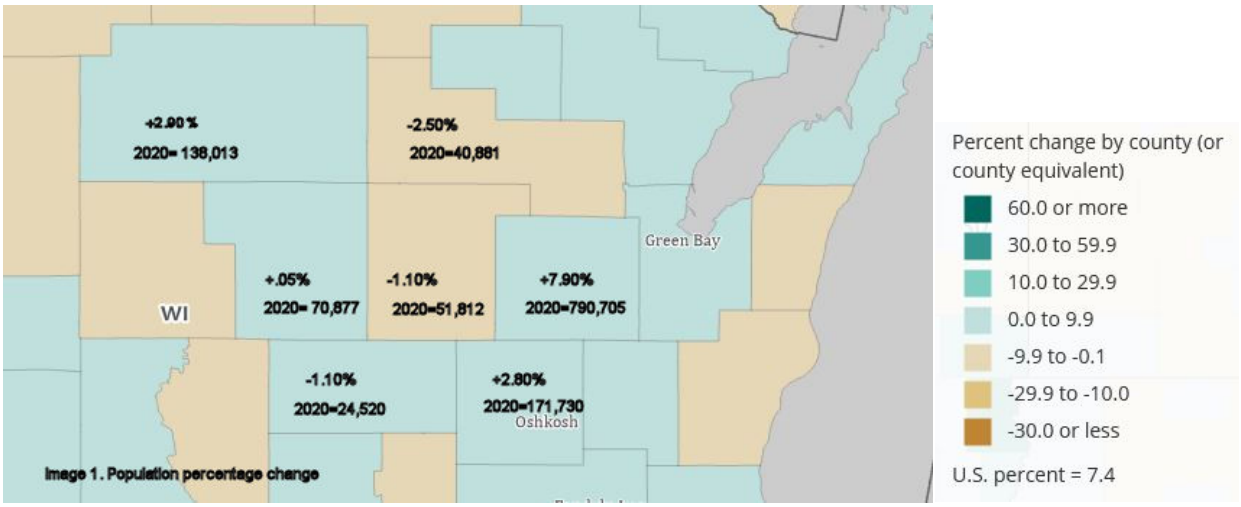


Image 1. Population percentage change

Waupaca County lost 1.1% population or 598 residents from the 2010 census. Shawano County was the only other adjacent county to lose population over the last ten years, losing 2.5% of population or 1,068 residents. The remaining adjacent counties of Marathon increased by 2.9% (3,950 residents), Winnebago increased by 2.8% (4,736 residents), Portage increased by 0.5% (358 residents), and Waushara increased slightly by 0.1% (24 residents).

Within Waupaca County, members of WCEDC including the City of Waupaca increased by 213 residents to 6,282, Manawa increased by 70 residents to 1,441, New London increased by 53 to 7,348, Marion increased by 50 to 1,310, Clintonville increased by 32 to 4,591, and Fremont increased by 10 to 689. The remaining members of WCEDC including the City of Weyauwega decreased by 104 to 1,796 and Iola decreased by 52 to 1,249.

Municipality	2010	2020	Pop. Change	% Change
New London	7,295	7,348	53	+ .73
Waupaca	6,069	6,282	213	+3.51
Clintonville	4,559	4,591	32	+ .70
Weyauwega	1,900	1,796	-104	-5.47
Manawa	1,371	1,441	70	+5.11
Marion	1,260	1,310	50	+3.97
Fremont	679	689	10	+1.47

P.O. Box 52 – New London, Wisconsin 54961 – WCEDC.ORG
Cell: (920) 982-1582 – Email: wcedc@charter.net

Return to Agenda

Waupaca County Economic Development Corporation

Two additional indicators to which we need to pay attention are population 18 years and over and housing occupancy rates. As seen in Image 2, Waupaca County does not have the highest rate of population 18 and over, but Waupaca County has a higher rate (79.8%) than four adjacent counties. In other words, there are only 20.2 percent of the county below 18 years of age.
In the 2020 Census, Waushara County showed the highest rate at 81.8 percent of the population that is 18 and over, followed by Portage with a rate of 80.3 percent, Waupaca County with 79.8 percent, Winnebago County with 79.3 percent, Shawano County with 78.7 percent, Marathon County with 77.4 percent, and Outagamie County with 76.7 percent. To maintain a viable workforce into the future, it will be important to find ways to retain or attract the number of young families into the County.

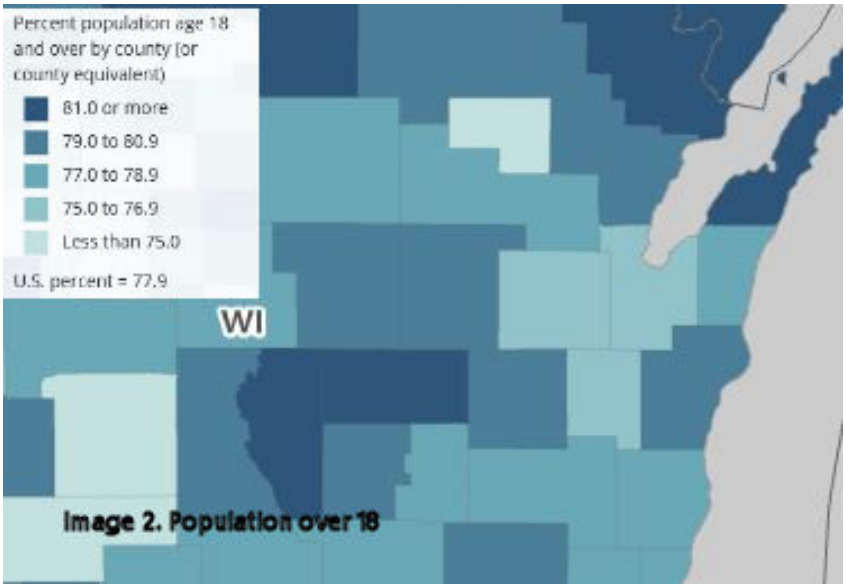


Image 2. Population over 18

Image 3. Housing Occupany Rates

Image 3. shows the 2020 Census housing occupancy rates for the counties. The majority of the region is showing a need for housing units based on the high occupancy rates (over 90%). Waupaca County as a whole, has a housing unit occupancy rate of 86.2%. Three adjacent counties are higher including Outagamie County with 96.3%, Winnebago County with 94.0%, and Portage with 93.5%. Whereas, two counties including Shawano is lower with 84.2%, and Waushara is lowest at 69.2%.

The need to continue to explore ways to increase housing units and recycle or renovate aging units that may fall off the occupiable list of units is important. Within Waupaca County, you will see the growth Census Tracts that include Waupaca, New London, and Clintonville all have over 90% housing unit occupancy rates. Where populations are growing, new housing supply cannot satisfy demand, which will stifle growth, increase housing costs, and reduce the capacity for expanding a work force needed to retain current businesses and reduce the ability to attract additional business growth.
As additional Census 2020 figures and details surface, I will keep WCEDC members up to date. Please contact me if you have questions regarding this information.

P.O. Box 52 – New London, Wisconsin 54961 – WCEDC.ORG
Cell: (920) 982-1582 – Email: wcedc@charter.net

Return to Agenda

Housing Authority of the City of New London
Regular Meeting **August 30, 2021** at Franklin Park Apartments.

Call to Order: A. Herminath Board Chair, called the meeting to order at 3:32PM

Members Present: *C Handrich, ,, A Herminath*, and by phone L. Shaw
Members Absent: P. Franzmeier, *H Opperman.*
Executive Director Present: L. Marker.
Others Present:

Approval of Agenda: Motion by C. Handrich, Second by L. Shaw, All voting aye, and motion carried.

Approval of Minutes: Motion by A. Herminath, Second by C. Handrich.
Approval of the Meeting Minutes for July26, 2021 all voting aye, and motion carried.

Resident Concerns- NONE.

Statement of accounts, approval of payment of bills: July, 2021 the approval of bills paid for 7/01/2021-07/31/2021Check#22565-22591 including 3 online payments total $40007.52, 0-voided check , capital fund check $0.00, 0.00 total, Section 8 checks#24914-24942= $24838.00Total, section 8 a/p check #16112-16113Total $362.60 Motion by A. Herminath, second by L. Shaw, All voting aye, and motion carried.

Correspondence: Shelter, Fresh Air, Rad, FPA 50th Anniversary (on Hold Due to Covid 19), Budget, and Misc.

Old Business: None

.

New Business:

A. Resolution. 124-08302021 Section 8 Housing Choice Program Utility Allowances Update Adopted 2021
Motion by C. Handrich, second by L. Shaw, All voting aye, and motion carried.

B. Resolution. 125-08302021 Passbook Rate
Motion by A. Herminath, second by C. Handrich, All voting aye, and motion carried.

C. Resolution. 126-08302021 Parking Lot Seal Coating
Motion by C. Handrich, second by L. Shaw, All voting aye, and motion carried

Capital Fund: 2021 $110,421.00

Management Agent's Report: FPA 100% occupancy FPA. Section 8 Voucher: 64 vouchers 1 leased, 1searching vouchers, $24160.00 total vouchers funded for 06/01/2021.

Adjournment: 3:50 PM Motion by C. Handrich, Second by L. Shaw, all voting aye, and motion Carried.

Respectfully Submitted:

_____

Laura Marker Date
Executive Director

Approved by:

_____

A. Herminath Date
Board Commissioner

Next Meetings Scheduled: Next scheduled meetings are on Mondays at 3:30 P.M., 10/25/2021, 11/29/2021 and 12/20/2020.

Return to Agenda

New London Library and Museum
Board of Directors Regular Meeting- August 9, 2021

President Ginny Schlais called the regular meeting to order at 5 p.m. Present: Chris Bermann, Betty Roberts, Bill Flease, Mary Dickrell, Steve Hart, Carrie LaBair, Library Director Ann Hunt, Museum Director - Christine Cross.

Others Present: None.

Secretary's Report
Motion was made by Bermann/Dickrell to accept the minutes of the July 19, 2021, meeting. Motion carried.

Financial Reports
Motion made by LaBair/Bermann to approve the August financial reports for the New London Public Library bills amounting to $16,509.42 and the New London Public Museum bills amounting to $413.13. Library income for the month of August is $368.35. Museum income for the month of August is $354.37. Motion carried.

Museum Director's Report
See attached report.

Library Director's Report
See attached report.

Unfinished Business Discussion/Action

1. Annex Progress: Ann presented the estimated budget for both the old and new buildings to the Finance and Personnel Committee on August 4, 2021. A Capital Budget meeting followed; Ann presented the Fundraising Committee's request for $750,000 over a three year period for the new building. A vote will be held on the new budget and the request on September 8, 2021, at the Finance and Personnel Committee meeting with a Capital Budget meeting to follow.
2. Fundraising Update: The Fundraising Committee continues to look for financial support. We are hoping to get more of the local businesses involved.

New Business Discussion/Action

1. Budget Committee: The budgets are due on September 10, 2021. Ginny, Chris, and Steve will meet on August 25th to review the budgets before they are sent to the city.
2. FNLPM Grant Application: Motion to approve a grant in the amount of $1,148.36 from the Friends of the New London Public Museum to build a cabinet for the silver fox mount donated by the Jim Rice family by Bermann/Dickrell. Motion carried.
3. General Conservation Assessment: Christine explained that the museum is eligible for matching funds to have the collection evaluated for ways to improve its care. Christine would ask the Friends of the New London Public Museum to provide the additional funds needed. Motion to approve the application for the General Conservation Assessment by Bermann/Hart. Motion carried.
4. Sunday Hours Library: Motion by Hart/Bermann to approve eliminating Sunday hours going forward. Motion carried.
5. Trustee Essential #6: Discussion was held on how to evaluate the director of the library/museum.

Return to Agenda

Public Comment

None.

Adjourn

Motion by LaBair/Bermann to adjourn. Motion carried. Meeting adjourned at 6:01 p.m.

Respectfully submitted,

Betty Roberts

Return to Agenda

Library Director's Report
August, 2021

Jun21 Attend: 2,796 YTD: 10,419	Jun20 Attend: 1,135 YTD: 13,706
Jun21 Circ: 5,650 YTD: 27,439	Jun20 Circ: 3,982 YTD: 28,649
Wireless Statistics: 361	YTD 2,393
Computer Use 182	YTD 741
Hoopla audio 103 YTD 765	Hoopla ebooks 67 YTD 441
E-audio 394 YTD 1,862	E-books 437 YTD 2,456

Annex budget
I presented the budget to the Personnel and Finance committee on August 4. They seemed very receptive to the numbers. They will need to approve through the regular budget process in October.

I also presented our request of $250,000 a year for three years for a total of $750,000. There will be a committee of the whole meeting on September 8 to further discuss and vote on that proposal.

Summer Food Program
The summer food program will be ending on August 6 with the closing of summer school. We had an average of about 15 children daily. Hopefully, next year we can include it in the summer brochure so we get more publicity.

Programs
We will be continuing our programming into August, as the take and make kits were a success and we see a need for them with the children.

We are trying to prepare for fall programming, but with the rise of Covid cases it is difficult to know if we will be in person or not. Early in fall we can hold the programs outside, but that will be difficult as it gets colder.

Respectfully submitted,

AnnHunt

Ann Hunt, Director

Return to Agenda

New London Public Museum
Monthly report for the Aug 9, 2021 Board Meeting
July 2021 Attendance: 356

Adults: 146
Teens: 25
Children: 158
Researchers: 4
Tours: 23

The purpose of the New London Public Museum is to preserve and promote our community's natural, native and historical culture for the benefit of the public.

Programs

- Games on the Green will be on Thursday, August 12 from 10-11am, weather permitting. This free event will feature giant bubbles, games, and more.
- Wendy continues to work on updates to the Curiosity Corner. The "Your Environment" corner will hopefully open September through March 2022. She has purchased most of the supplies she needs.

Collection

- Christine will present information about the General Conservation Assessment offered by the Foundation for Advancement in Conservation and the Institute of Museum and Library Services

Administration

- A budget committee is needed to review the Museum's 2022 budget request
- Christine will be attending and doing a short presentation at the Wisconsin Trust for Historic Preservation's workshop at Taliesin in Spring Green, WI Sept. 17-18

FNLPM

- Christine will be submitting a grant application for a custom built cabinet for the recent donation of a Silver Fox with habitat display.

Respectfully submitted by:

Christine Cross	Alice Gilman
Director	Assistant Director

Return to Agenda

Police & Fire Commission
700 Shiocton Street
New London, WI 54961-1160

Monday August 16th, 2021

Commission Present: Travis Kloehn (Pres), Tom Schmude (Sec) (excused), Doug Noel (excused), Corey Knepfel (zoom), April Kopitzke
Police Chief: Jeffrey Schlueter
Fire Chief: Mark Wilfuer
Others Present:

Meeting called to order at 5:30 PM by Kloehn .

- Adoption of Agenda – Kopitzke 2nd Kloehn – carried 3-0

- Public Comment: None

- Motion to approve prior minutes from 7/19/21 with one change (correction on David Stiebs' anniversary should be 12 years): Kopitzke, 2nd Kloehn Carried 3-0

- The Commission recognizes service anniversaries.

Fire Department:	Brandon Wittig	9 years
	Cale Wilfuer	5 years
	Tyler Guyette	5 years
Police Department:	Ashley Bosquez	14 years
	Steve Elloitt	3 years

- Report of the Fire Department by Chief Mark Wilfuer

  - Motion to approve the bills as presented for July in the amount of: $984.91 : Kopitzke , 2nd Knepfel ; Carried 3-0

  - Budget as of July 31st, 50.90% reviewed.

  - Discuss Fire Department Equipment/Technology
    - Chief Wilfuer reported that they are in the process of getting all of the new portable radios programmed.

  - Fire runs and service calls reviewed

  - Staffing and Training reviewed
    Two firefighter start Firefighter I training last week
    The fire department is still 1 short

Return to Agenda

Police & Fire Commission
700 Shiocton Street
New London, WI 54961-1160

Monday August 16th, 2021

- Discuss Chief hours
  Chief Wilfuer reported that he worked 21 hours in the month of July. These hours are in addition to fire calls.

- Monthly attendance report reviewed.

- Fire Inspection Note.
  No new info

  Chief Wilfuer was dismissed at 5:37 PM

➢ Report of the Police Department by Chief Schlueter

- Motion to move to closed session per WI SS 19.85(1)c to consider/discuss employment for the part-time SRO by Kloehn, 2nd by Kopitzke Carried 3-0

- Motion to move to open session and take action on the above matter by Knepfel, 2nd by Kloehn Carried 3-0

  Motion to approve Chief Schlueter to move forward with the hiring process of a part-time School Resource Officer to replace Officer Algiers and to make an offer of employment to the top candidate once selected by Chief Schlueter. By Kopitzke, 2nd by Kloehn Carried 3-0

- Motion to approve bills for July in the amount of $58,303.49 and $65.95 by Kopitzke, 2nd Knepfel: Carried 3-0:
  Chief Schlueter reported that the $4,130.00 for Callyo will be shared with the Waupaca County Sheriff's Department and Waupaca PD. Chief Schlueter invoiced both of them $1,376

- Budget as of July 31st was reviewed. Currently 56.48%
  Chief Schlueter reported that the budget looks to be on track for the year..

- Chief Schlueter presented the 2022 preliminary budget to the PFC as the budget will have to be turned in to Finance Director Radke before the next PFC meeting. At the September PFC meeting the budget will get the final approval from the PFC. Chief Schlueter reported that he is still waiting on some final quotes for insurance to finalize the budget. Chief Schlueter will present the Capital Project Budget at the September meeting.

Return to Agenda

Police & Fire Commission
700 Shiocton Street
New London, WI 54961-1160

Monday August 16th, 2021

- Chief Schlueter spoke to the PFC about the current camera system in the PD being about 15 years old. He showed an estimate from PC & Cell Solutions to replace the camera system. The estimate is $10,995. Chief Schlueter said he believed at this time that the 2021 budget could cover this added expense.

  Motion to approve Chief Schlueter to over spend in budget line item 101.52102.205 to install a new camera system. This project should not exceed $13,000. By Kopitzke, 2nd Kloehn : Carried 3-0

- Crime and activity report reviewed.
  - Incident count for July was 474 calls for service.

- Current staffing and training update.
  Chief Schlueter reported that Brant Gosh will be sworn in on Tuesday August 23rd at 10am and be starting his 1st shift on Friday August 27th.

  1 officer is still out on FMLA and we hope to have him back by the middle of September.

- Update on current activities/investigations
  Chief Schlueter reported that the PD is working on putting together a Citizen's Academy for this Fall.

  Chief Schlueter gave an update on the contract negotiations with the Police Association. It appears that it is completed and will go in front of Personnel and Finance and City Council in September.

- Update on Current Projects:
  None

➢ Chief Schlueter was dismissed at 6:05PM.

Meeting was adjourned at 6:05 PM.
Respectfully submitted,
Chief Jeff Schlueter

Return to Agenda

MINUTES OF UTILITY COMMISSION MEETING

Aug. 3, 2021

The regular meeting of the New London Utility Commission was called to order at 8:00 A.M. by President Steingraber at the Utility Offices at 400 East North Water Street, New London WI.

Members present were Steingraber, Schmidt, Barrington, Coppersmith, St. Marie, Bessette. Also in attendance Lisa Miotke and Mike Peters from WPPI.

The agenda was amended to include managers update and approve Dixon bid for planning and design for upgrades to the water towers required by the DNR. It was moved by Steingraber and seconded by Schmidt that the amended agenda be adopted. Motion carried.

It was moved by Coppersmith and seconded by Schmidt to approve the minutes of the July 20, 2021 meeting after correction of date of next meeting to Aug. 3, 2021. Motion carried.

It was moved by St. Marie and seconded by Coppersmith to approve vouchers 48359 through 48403 in the amount of $137,861.90 as listed to be paid. Motion carried.

It was moved by Steingraber and seconded by Schmidt to approve bid for $4,000 for Dixon Engineering to design and plan upgrades to the water towers required by the DNR.

Mike Peters gave a presentation to the commission “Shining through: Your Utility & Joint Action”.

The Manager updated the commission on two outages one on 7-24-21 on 214 Spring St. and another on 8-1-2021 at Amcor entrance 5 affecting Industrial circuit. The cause was a broken cutout.

The Commission reviewed some of the solar customers’ bills.

The Manager showed infrared picture of a heated connection on an underground transformer and discussed the remedy.

The Manager updated the commission on continuing work by Electric and Water crews.

The next meeting will be on Aug. 17, 2021 8:00 A.M. at the Utility Offices.

It was moved by Barrington and seconded by Coppersmith that the meeting be adjourned. Motion carried.

Mike Barrington, Secretary

Return to Agenda

MINUTES OF UTILITY COMMISSION MEETING

Aug. 17, 2021

The regular meeting of the New London Utility Commission was called to order at 8:00 A.M. by President Steingraber at the Utility Offices at 400 East North Water Street, New London WI.

Members present were Steingraber, Schmidt, Barrington, Coppersmith, St. Marie, and Bessette.

The agenda was amended to include approve Dixon bid for annual water tower inspections. It was moved by St. Marie and seconded by Schmidt that the amended agenda be adopted. Motion carried.

It was moved by Steingraber and seconded by Coppersmith to approve the minutes of the Aug. 3, 2021 meeting. Motion carried.

It was moved by Barrington and seconded by Schmidt to approve vouchers 48404 through 48441 in the amount of $1,734,314.10 as listed to be paid. Motion carried.

It was moved by Steingraber and seconded by Schmidt to approve General Manager attend APPA conference in October. Motion carried.

It was moved by St. Marie and seconded by Coppersmith to approve Dixon bid for annual water tower inspections not to exceed $5,000.

The Manager talked about outages on 8-10 at 317 Lyons St. a bad connector and on 8-14 at the trailer Ct. a customer breaker.

The Manager updated the Commission on topics talked about at the MEUW Conference.

The Manager updated the commission on continuing work by Electric and Water crews.

The next meeting will be on Sept. 7, 2021 8:00 A.M. at the Utility Offices.

It was moved by Coppersmith and seconded by Steingraber that the meeting be adjourned. Motion carried.

Mike Barrington Secretary

Return to Agenda

Meeting Minutes of the
JOINT REVIEW BOARD
TAX INCREMENTAL DISTRICTS NO. 4 & 5
Wednesday, August 25, 2021– 1:00 PM
Council Chambers – New London Municipal Building
located at 215 N. Shawano Street

The Joint TIF Review Board for Districts No. 4 & 5 creations was called to Order on August 25, 2021 by Radke at 1:02P. after all members were confirmed present in person or via Zoom.

Review Board members present were:
Judy Radke - Finance Director at City of New London, Dave Morack Waupaca County Supervisor, Amy Van Straten CFO Fox Valley Technical College (via Zoom), Christie Dorsey – Citizen Member (via Zoom), and Scott Bleck - District Administrator New London School District.

Other present were:
Philip Cosson – Ehlers Public Finance Advisors(via Zoom), City of New London: Nicole Lemke - City Clerk, Chad Hoerth – City Administrator (via Zoom).

Motion from Morack, second by Bleck to approve minutes of the July 22, 2021 organizational meeting as written. *Carried 5-0*

Cosson explained the TIF District that they had been referring to as TIF District "# 3" has to be renamed because it was discovered there had been a TID District #3 in the past, and it had to be renamed to TID "#5". The Project Plan has not changed. The Developer's Agreement is still in process, and the creation of the district is delayed.

Cosson stated there had been no comment against the Project Plan for TID #4 and there was support from the Planning Commission and the Common Council. Cosson stated there were only "minor modifications" and highlighted the incremental valuation had changed after a conversation with the assessor and the developer (pg. 3 of Project Plan). He said the valuation was a conservative estimate and that the expenditures had increased for work on Beckert & Oshkosh. Cosson highlighted the legal opinion (pg. 38 of Project Plan) and explained that the legal opinion only addressed if the plan was compliant with Wisconsin Statute 66.1105. He stated it is not an opinion on the merits of the Project Plan.

Radke asked if there were any questions, and there were none.

Motion from Morack, second by C. Dorsey to approve the resolution adopted by the New London Common Council creating Tax Increment District No. 4 (the "District"). *Carried 5-0*.

There being no other business, motion from Bleck, second by Morack to adjourn. *Carried 5-0.* Meeting was adjourned at 1:11pm.

Respectfully submitted,

Nicole Lemke, City Clerk

Return to Agenda

MEETING MINUTES

CEMETERY COMMISSION

Floral Hill Cemetery

August 31, 2021 at 4:45 p.m.

MEMBERS PRESENT: Rob Way and Laurie Shaw

OTHERS PRESENT: Craig Hoffman, Tracy Hoffman, Jamie Walbruck and Missy Kempen

MEMBERS ABSENT: Brian Strey

1. **Call to Order** – The meeting was called to order at 4:50 p.m.
2. **Roll Call** – Quorum present
3. **Approve Agenda**
    a. **Motion** by Way / Shaw to approve agenda as presented, motion unanimously carried
4. **Public Comment**
    a. None
5. **New Business**
    a. 2022 Budget
        i. **Motion** by Way / Shaw to approve budget as presented, motion unanimously carried. Shaw to get to Judy Radke by budget deadline of 9/10/2021
    b. Buy back of sold graves – 2 graves were "sold back" to the cemetery, all paperwork complete
    c. Monument Placement – discussion of Nass / Bellille concrete bench, if approved it would need to be installed by monument company, families are not allowed to install concrete pad and place it. Further research to be done into concrete materials. No above grounds monuments are allowed at this time
6. **Future Agenda Items – none**
7. **Next Meeting Date – September 21, 2021 at 4:45 p.m. at the New London City Hall**
8. **Adjournment – Motion to adjourn by Shaw seconded by Wey, unanimously carried**

Return to Agenda

City of New London
Building Inspector Report
August 2021

BUILDING PERMITS ISSUED:	
RESIDENTIAL	26
COMMERCIAL	22
MANUFACTURING	0
MONTHLY TOTAL	48

BUILDING PERMITS / YEAR TO DATE:		
RESIDENTIAL		159
COMMERCIAL		54
MANUFACTURING		0
TOTAL		213

CONSTRUCTION VALUES:	
RESIDENTIAL	$ 201,692.00
COMMERCIAL	$ 353,430.00
MAUFACTURING	$ -
CONST. TOTAL	$ 555,122.00

CONSTRUCTION VALUES / YEAR TO DATE:		
RESIDENTIAL		$ 2,255,265.71
COMMERCIAL		$ 2,821,881.00
MANUFACTURING		$ -
TOTAL		$ 5,077,146.19

BUILDING PERMIT INCOME:	
RESIDENTIAL	$ 2,125.62
COMMERCIAL	$ 3,268.20
MANUFACTURING	$ -
INCOME TOTALS	$ 5,393.82

BUILDING PERMIT INCOME / YEAR TO DATE:		
RESIDENTIAL		$ 22,603.25
COMMERCIAL		$ 16,230.10
MANUFACTURING		$ -
TOTAL		$ 38,833.35

PROCLAMATION

Recognizing the 20th anniversary of the September 11, 2001 terrorist attacks

WHEREAS, September 11th is a solemn day of remembrance across the United States; and

WHEREAS, on the 20th anniversary we honor the Americans who were lost, who were injured and who saved lives that day; and

WHEREAS, we recognize the heroism of our nation's first responders; and

WHEREAS, we reflect on the unwavering spirit of the American people;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Mark Herter, Mayor of the City of New London hereby

(1) Support and encourage the members of the Common Council and residents of the City of New London to honor the victims of 9-11; and

(2) Offer our deepest condolences to the families, friends and loved ones of the innocent victims of the September 11, 2001 terrorist attacks; and

(3) Honor the heroic service, actions and sacrifices of first responders, law enforcement personnel, State and local officials, and volunteers who aided the innocent victims and in doing so risked and often gave their own lives; and

(4) Recognize the valiant service, actions and sacrifices of United States personnel, including members of the United States Armed Forces, United States intelligence agencies, the United States diplomatic service, homeland security and law enforcement personnel and their families, who have given so much to support the cause of freedom and defend the security of the United States.

Given under my hand and seal this
19th day of August, 2021

[redacted]

Mark Herter, Mayor

PROCLAMATION

Recognizing the ultimate sacrifice of the Barber Brothers

WHEREAS, New London brothers Navy Fireman 1st Class Malcolm J. Barber, Navy Fireman 1st Class Leroy K. Barber, and Navy Fireman 2nd Class Randolph H. Barber were among 429 crewman killed on December 7, 1941 when Japanese aircraft attacked the USS Oklahoma at Pearl Harbor; and

WHEREAS, the Barber Brothers were recorded missing in action and presumed deceased until June 10, 2021 when the brothers' remains were identified; and

WHEREAS, the Barber Brothers have been memorialized at *Most Precious Blood Cemetery* in New London, and now --nearly 80 years since after their untimely deaths -- they will be returned home to be buried with their family and are now getting the funeral with military honors they earned;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Mark Herter, Mayor of the City of New London hereby

(1) Support and encourage the members of the Common Council and residents of the City of New London to honor the sacrifice of the Barber Brothers and other veterans that have paid the ultimate price; and

(2) Offer our deepest condolences to the surviving family members; and

(3) Remind the public, 'It's never too late to say thank you'. We can continue to show gratitude to the Barber brothers and all veterans by keeping their memories and their stories alive for future generations.

Given under my hand and seal this
27th day of August, 2021

_____

Mark Herter, Mayor

PROCLAMATION

WHEREAS, the New London Area Chamber of Commerce is committed to workforce development, economic growth and community connection; and

WHEREAS, the City of New London by "Reflecting the Pride" of all our community has to offer recognizes how fortunate we are to have an active and engaging Chamber of Commerce; and

WHEREAS, New London Area Chamber of Commerce and their members work tirelessly to host community events such as Wheels on Water Street and Fall Fest; and

WHEREAS, this month communities around the state join us in commending local chambers of commerce across the state of Wisconsin;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Mark Herter, Mayor of the City of New London, do hereby proclaim September 2021 as

CHAMBER OF COMMERCE MONTH

throughout the City of New London.

Given under my hand and seal this
7th day of September, 2021

_____

Mark Herter, Mayor

FAIR HOUSING PROCLAMATION

The City of New London prohibits the discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services based on the following protected classes:

Race
Color
Sex
National Origin/Ancestry
Religion
Disability/Handicap
Familial Status
Age
Marital Status
Lawful Source of Income
Sexual Orientation
Status as a victim of domestic abuse, sexual assault, or stalking

to comply with the Federal Fair Housing Act and the Wisconsin Open Housing Law by ensuring equal opportunity in housing for all persons.

These fair housing policies were adopted by the City of New London through Ordinance No. 839 on December 4, 1990. Within available resources, the City will assist all persons who feel they have been discriminated against in seeking equity under federal and state laws by filing a complaint with the Wisconsin Department of Workforce Development Equal Rights Division or the U.S. Department of Housing and Urban Development.

Fair housing flyers were posted to help people become aware of their respective responsibilities and rights concerning equal opportunity in housing.

Given under my hand and seal this
14th day of September, 2021

_____

Mark Herter, Mayor

Return to Agenda