

# **AGENDA**

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

## **MEETING NOTICE**

### **BOARD OF PUBLIC WORKS**

**Tuesday, September 3<sup>rd</sup>, 2019**

**4:30 p.m.**

**Council Chamber, New London Municipal Building**

1. Call meeting to order, Adopt Agenda
2. Director's Memo
3. Wastewater Treatment Plant Updates
4. Presentation on ATV/UTV routes in the City of New London by the Northeast & Central Wisconsin ATV-UTV Association.
5. Review and discussion of the draft 2020 Public Works / Parks & Recreation / Facilities budgets\*
6. Discuss and act on the 2020 Part Time/Seasonal Wage Schedule\*
7. Director's Report
8. Next Month Agenda Items
9. Adjournment

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

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

*\*Joint meeting/discussion with the Parks & Recreation Committee*

# Memorandum

**To:** Board of Public Works

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

**Date:** 8-29-19

**Re:** September 3<sup>rd</sup>, 2019 Board of Public Works Meeting

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- Presentation on ATV/UTV routes in the City of New London by the Northeast & Central Wisconsin ATV-UTV Association- We've had a request by Jim Hoffman and the Northeast & Central Wisconsin ATV-UTV Association to address the board and provide a presentation to the committee about ATV routes within the City of New London. Gene Goode, President of the Association will provide the presentation.
- Review and discussion of the draft 2020 Public Works / Parks & Recreation / Facilities budgets- At this point in the meeting the Parks and Recreation Committee will convene for a joint Board of Public Works/Parks and Recreation Committee meeting to review a presentation I will give on the draft 2020 department budgets.
- Discuss and act on the 2020 Part Time/Seasonal Wage Schedule - Included in your packet is the draft 2020 Part Time/Seasonal Wage Schedule. For the most part in the past this schedule has been a listing for Parks and Recreation Employees, however I added street laborers to this schedule so we can have some consistency between seasonal Park and Street laborer wages.

## Directors Report:

- Years of Service Report:
  - Michelle Lambrecht completed 2 years on August 14th
- Cedar Street and North Ridge Drive Projects- Cedar and Northridge have been milled, pulverized and graded. Concrete work is to hopefully being in the next week. Unfortunately (or fortunately depending on how you look at it) the grading

contractor damaged several water valve boxes in the project zone. NL Utilities had to dig a few up to make the repairs and found that several bolts (non stainless steel bolts) on the valve boxes were majorly deteriorated. They decided at that point to change out all of these bolts in the project zone. The good thing to this is that they found this out now so that in a year or two if these bolts broke they were not digging up a new asphalt surface. The bad part about this is that digging up these valve boxes at this point can compromise the road base even if they use a compactor. I'm considering at this time to only install the binder layer this year, allow these disturbed areas to go through a winter freeze/thaw cycle, then install the top layer next year to allow settling of the disturbed material if it occurs. The positive is that it's going to reduce the chances of installing the top mat and having it settle, the negative is that we'll have one winter of just a binder layer which the crew will need to be careful when snow plowing as the curb edge will be above the lower asphalt layer.

- Klatt Road- all of the utility extensions have been run, the next step is for asphalt replacement. Our plan was just to patch in the asphalt that was removed due to the construction process. We heard thru the grapevine that the Town of Mukwa was showing some interest in working together on the project, so we negotiated a deal with them to partner up and cost share repaving the entire width of the road in the project zone. This will by far create a better product than just patching in the road. Timing on this is still to be determined as the Town has plans to repave Pine Ridge Drive this fall (Pine Ridge Drive intersects Klatt road in the middle of the project zone). The Town has suggested to allow Pine Ridge Drive to be resurfaced first, rather than resurfacing Klatt first and have all the heavy truck traffic drive on a new surface on Klatt to get to Pine Ridge Drive. I'm working with the township to determine that timeline.
- Sink holes (Oshkosh & behind State Farm insurance)- The river is low enough that we are looking at making these repairs. Immel has been hired to make these repairs as in the end we felt they were larger jobs than we could handle efficiently. Purchase order has been filed, insurance paperwork has also been received and Immel has filed Diggers Hotline locates. We expect the work to be done in the next week.

- Algoma and Beacon outfall- with the river down I've been trying to get an update with Parker Excavating Inc to get a timeline on these two outfall replacements. Hopefully I've have an update by the meeting.
- FEMA paperwork- the past month has been still very busy with storm clean up issues and FEMA paperwork. The state did qualify for FEMA funding and I just learned there is a training session on Tuesday, September 10<sup>th</sup> on how we need to proceed.
- Paser Rating- It's time for our semi-annual Paser rating. For those who are not aware of this process, the state requires municipalities to rate all their roads every even numbered year. We plan on doing these inspections in October.

# September 3<sup>rd</sup> 2019 Board of Public Works Meeting

## Wastewater Notes

Well, it is that time of year again. I have attached the budget with this write-up. Fortunately the proposed budget is less than the 2019 budget. I will outline a couple of the areas that needed to be increased and what I would like to get done in 2020 with our capital expenditures. The 150-53302 budget is for the wastewater treatment facility and lift stations.

**Ferric Chloride:** This chemical is added to reduce the phosphorus in our effluent to the river. We currently receive ferric chloride from Kemira as they are the cheapest available. They notified me that the cost of their product is going to increase to \$772.00 per dry ton. This will average an additional \$1,200 per truckload. To be on the safe side I have added another \$20,000 to the chemical budget because we do not know if the DNR will be changing the phosphorus limit in 2020.

**Sludge Disposal:** Due to the recent wet springs and autumns the amount of sludge that remains in the sludge storage tank has increased. If the weather ever cooperates with us we will try to clean out the solids remaining. I have added an additional \$10,000 which equates to 400,000 gallons of additional sludge removed.

For Capital Equipment Expenditures I have the following that we would like to do: Please keep in mind that most suppliers can only quote the cost in 60 day increments. Trade disputes could affect the costs in 2020.

**Plant Emergency Bypass Valve:** The valve will be 33 years old in 2020 and the shaft seals are worn and are allowing water to get into the oil reservoir. A total replacement will be \$12,000

**Landscaping:** With the digester project and other repairs over the years around the plant a lot of settling has happened and we would like to get some black dirt in and reseed most of the lawn. A redo the stone by the office and some other miscellaneous areas will need to be completed as well. \$20,000

**Lift Station Control / telemetry upgrade:** Replacement of the lift station communications telemetry and SCADA processor to handle the larger amount of information being processed by newer updated equipment. \$40,000.

**Lift Station #6:** This lift station is 29 years old and the pumps are original. The wires to the motors are bloated with moisture and will fail soon. The pumps during this time will be converted from 240V delta to 208V which will help the Utilities as well. \$14,000.

**Lift Station #7:** This lift station is 22 years old and the pumps are original. During the early years of Wohlt Cheese highly corrosive chemicals were sent into the system and wore away at the protective coating of the pump and softened the plastic coatings on the wires. \$15,000.

**RAS Pumps:** With the additional waste we are anticipating from the new high strength receiving station we may have to change out the volute and impeller assemblies on the RAS pumps to increase their pumping capacity. We really won't know until the digester project is complete and we experience a few months of tank use. The price is a "Worst Case Scenario" situation and may not be needed. \$7,000.

The Sanitary Sewer Budget (150-53301) is the sewer main and lateral infrastructure in the City under the streets. You may notice that there are a couple more line items than in the past.

Line 150-53301-219: These are funds for sewer foaming. The older sections of the City need to be foamed every 2-3 years to prevent tree roots from penetrating the old clay tile pipes. The older sections have been chopped into thirds and we are thinking that \$10,000 in foaming per year will take care of the issues until lines can be replaced or lined.

Line 150-53302-251: is for electronic maintenance. These funds will keep the GIS system up to date and take care of work orders for the sewer back-ups and maintenance.

I will be happy to answer any questions you have regarding the budget numbers.

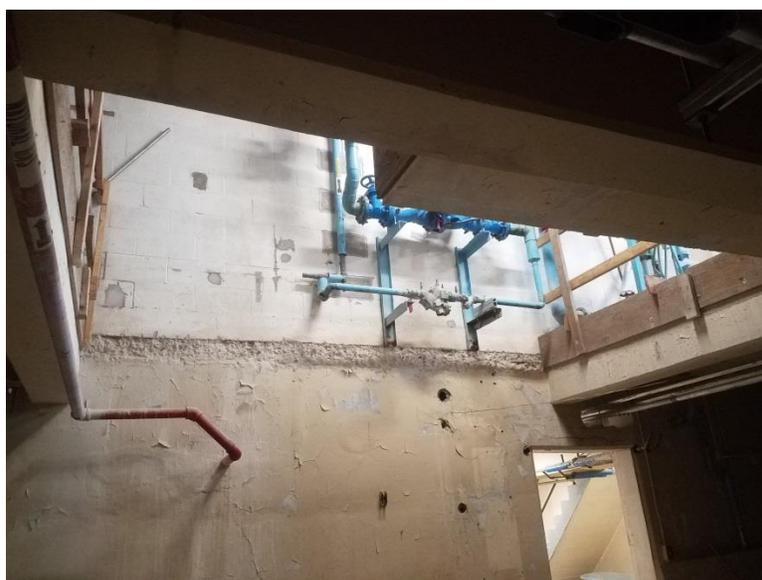
The digester rehabilitation has hit a couple snags and may move the timeline for completion back. The heat exchanger that was awarded with the bid was too long to fit in the designated area. The manufacturer has been working on redesigning the piping to make it fit into the space allocated. As of this writing there have not been any accepted drawings. The linear motion mixers delivery has been pushed back a month and a half. Lastly the paint contractor had misinterpreted the drawings and specs for the coatings on the digester cover. Fortunately that means we got a really good coating on the side skirt of the cover, unfortunately the color is white and we wanted blue. They will have to sand the cover to rough up the surface and apply the blue paint. This will not be a change order and we will not have to pay for the additional paint due to the fact the painting contractor failed to communicate with August Winter or us.

The empty digester has been sandblasted and cleaned to the bare concrete. There are some cracks that will need to be injected and other foreign materials removed before the epoxy coating can be applied to the concrete walls.

The new high strength receiving tank passed it's inspection and the hole can be backfilled. When backfilling is complete the new screen will be installed and walls can be erected.



Concrete work is almost finished. The floor has been removed where the new stairway will be installed. The drains have been replaced and the floor in the boiler room can be re-poured.





Green Bay Pipe will be in town for a few weeks to televise roughly three miles of sewer main and 80 laterals to get information for future street projects and to find water infiltration.

Wohlt Cheese							
Month	Flow	BOD		TSS		Phos.	
	gals	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	11121	1033	103	677	66	34.9	3.3
Feb	7636	1088	86	732	57	33.2	2.6
Mar	7742	1284	125	675	75	33.0	3.0
April	13017	1331	151	940	102	34.2	3.8
May	13074	1046	116	803	86	31.3	3.4
June	12597	1212	124	1361	119	35.9	3.6
July	13268	1111	136	746	88	26.3	3.1
Aug	12515	1055	119	777	86	27.4	3.0
Sept							
Oct							
Nov							
Dec							
Ave	11371	1145	120	839	85	32.0	3.2
Max	13268	1331	151	1361	119	35.9	3.8
Min	7636	1033	86	675	57	26.3	2.6

Influent							
Month	Flow	BOD		TSS		Phos.	
	mgd	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	1.0264	208	1800	227	1991	4.7	41.6
Feb	0.8486	249	1813	217	1572	5.7	41.1
Mar	2.0985	174	2605	151	2081	3.9	53.9
April	2.3697	117	2223	152	2876	3.4	64.0
May	1.8861	168	2731	213	3449	3.9	63.1
June	1.4323	165	2006	213	2681	4.6	55.0
July	1.1764	210	2028	264	2560	5.5	53.0
Aug	0.8946	224	1741	339	2686	5.3	40.9
Sept							
Oct							
Nov							
Dec							
Ave	1.4666	189	2118	222	2487	4.6	51.6
Max	2.3697	249	2731	339	3449	5.7	64.0
Min	0.8486	117	1741	151	1572	3.4	40.9

Effluent							
Month	Flow	BOD		TSS		Phos.	
	mgd	mg/L	lbs	mg/L	lbs	mg/L	lbs
Jan	1.1674	2	21	4	38	0.3	2.7
Feb	0.9654	1	5	4	36	0.2	1.7
Mar	2.1674	5	115	8	174	0.5	10.8
April	2.3688	6	128	11	223	0.5	9.0
May	1.9608	3	46	6	106	0.3	5.6
June	1.5293	5	68	15	227	0.5	6.9
July	1.3246	4	42	7	73	0.4	4.3
Aug	1.0501	1	35	5	49	0.3	2.5
Sept							
Oct							
Nov							
Dec							
Ave	1.5667	3	57	7	116	0.4	5.4
Max	2.3688	6	128	15	227	0.5	10.8
Min	0.9654	1	5	4	36	0.2	1.7
Limit:		25		30		1.0	

Utility							
Month	Rain	Super-natent	Ferric	Methane	Natural Gas	Water	Electricity
	in.	gal	gal	ft <sup>3</sup>	ft <sup>3</sup>	gal	
Jan	0.11	11,746	87	40	46	754	
Feb	0.17	10,200	86	40	47	546	
Mar	0.32	2,519	65	35	41	659	
April	0.31		108	64	23	769	
May	0.37		77	56	21	1,006	
June	0.31	15,968	92	22	28	1,294	
July	0.39	11,241	88		25	1,272	
Aug	0.21	19,113	81		17	1,615	
Sept							
Oct							
Nov							
Dec							
Ave	0.27	11,798	86	43	31	989	
Max	0.39	19,113	108	64	47	1,615	0
Min	0.11	2,519	65	22	17	546	0

Hauled Waste		
Month	Holding	Septic
	Total gals	Total gals
Jan	757,050	63,250
Feb	647,350	79,150
Mar	1,053,600	120,750
April	1,031,740	239,700
May	1,218,830	553,350
June	939,415	510,200
July	1,016,485	427,650
Aug	767,920	409,750
Sept		
Oct		
Nov		
Dec		
Total:	7,432,390	2,403,800
\$/gal	0.00875	0.02000
Total:	\$65,033.41	\$48,076.00

Mercury		
Quarterly	Inf	Eff
	ug/L	ug/L
Jan	407.00	0.73
Feb		
Mar		
April	52.30	0.82
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec	407.00	0.82
Max		
Min	52.30	0.73
Limit:		1.30

Ammonia	
Month	mg/L
Jan	<.14
Feb	0.76
Mar	3.7
April	6.3
May	12
June	8.3
July	5.3
Aug	0.15
Sept	
Oct	
Nov	
Dec	

Whole Effluent Toxicity
Pass

Fecal Coliform	
Month	
May	25
June	96
July	53
Aug	16
Sept	
Limit	400



# DEPARTMENT OF PARKS & RECREATION DEPARTMENT OF PUBLIC WORKS CITY OF NEW LONDON

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

## 2020 Part Time/Seasonal Staff Wage Schedule- DRAFT

Public Works Office  
215 N. Shawano Street  
New London, WI 54961  
920.982.8503  
Fax: 920.982.8665

Aquatic & Fitness Center  
815 W. Washington Street  
New London, WI 54961  
920.982.8524

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

New London Access  
215 N. Shawano Street  
New London, WI 54961  
920.982.8537

Municipal Garage  
915 W. Wolf River Ave  
New London, WI 54961  
920.982.8504

<b>RECREATION DEPARTMENT:</b>	<b>STARTING WAGE:</b>
Program Instructor (R09, R15, R31)	\$8.70
Special Events Worker (R31)	\$8.70
Private Lesson Program Instructor (R17, R41)	\$20.00
Camp Hatten Counselor (R33)	\$8.70
Camp Hatten Head Counselor (R35)	\$11.05
Camp Hatten Supervisor (R19)	\$13.05
Program Instructor Ignite (R13)	\$9.50
Private Program Instructor Ignite (R39)	\$20.00
Gym Supervisor (R03)	\$7.65
Scorekeeper/Line Judge (R23)	\$7.65
Umpire/Referee	
1-3 Years (R25)	\$13.00
3+ Years (R25)	\$14.00
ASA or WIAA Certified (R25)	\$18.00
Supervising Umpire/Referee (R27)	\$18.25
Certified Supervising Umpire/Referee (R27)	\$20.00
Annual Raise (applied January 1 <sup>st</sup> ) Must have worked for a minimum of 2 months to be eligible for the annual rate (if starting a new job duty/wage, must have worked 2 months for that job wage to receive annual raise)	\$0.50



<b>AQUATIC &amp; FITNESS CENTER:</b>	<b>STARTING WAGE:</b>
Base Wage Level 1 -Working without WSI or LG certification (base/general Pool labor) (AQ02, AQ03, AQ09, AQ11, AQ27)	\$8.70
Base Wage Level 2 -Gaining & working with valid LG certification (AQ01, AQ02, AQ03, AQ09, AQ27)	\$0.30 wage increase
Base Wage Level 3 -Working with valid LG certification and 3 years of LG experience (applied immediately with new hires or January 1 <sup>st</sup> after 3 full years of service with current employees) (AQ01, AQ02, AQ03, AQ09, AQ27)	+\$0.50 wage increase
Teaching swimming lessons with valid WSI certification (only when teaching swimming lessons) (AQ05)	+\$0.40 wage increase
Head Guard (only when working that position) (AQ07)	+\$1.00 over LG Wage
Opening Shift Differential (5:30am-8:00am Monday – Friday) (AQ25)	+\$1.00 over LG Wage
Add Open Shift Head Lifeguard (AQ23)	+\$2.00 over LG Wage
Teach Private Swim Lessons (when teaching private lessons)(AQ04,AQ06)	+\$1.00 over Base or WSI Wage
W.S.I. & Lifeguard Trainer Instructor (AQ10)	\$11.00
Annual Raise (Applied to Base Wage and/or Aquacise rate - applied January 1 <sup>st</sup> - Must have worked for a minimum of 2 months to be eligible for the annual rate	\$0.50
Pool employees working over 500 hours per year will receive \$50/year bathing suit/ swim equipment allowance (includes swim wear clothing, goggles, swim floatation aids, or water type shoes; items must be justified and used to aid the employee in their job duties, items in question will be determined by the Parks and Recreation Director)	
<b>PARKS/ FACILITIES/STREETS:</b>	<b>STARTING WAGE:</b>
Seasonal Laborers (P04, FC04, Various "S" codes)	\$11.00
Annual Raise for Seasonal Laborers (applied January 1 <sup>st</sup> ) Must have worked for a minimum of 2 months to be eligible for the annual rate	\$0.50
Part Time Facilities Laborer (year round) (FC09)	<del>\$11.00</del> \$12.00
Part Time Lawnmower (year round) (P06)	\$12.00
Part Time Gardner (year round) (P04)	\$14.00
Annual Raise for Part Time Laborers (applied January 1 <sup>st</sup> )	Will be evaluated with full time staff wage increases
<b>EXERCISE INSTRUCTORS (all divisions)</b>	<b>STARTING WAGE:</b>
Training/In-services (R07, FT11, FT12,FT13, FT14, SC07)	\$9.00
Base Level 1-Teaching (Fitness Instructor, Aquacise, Senior Exercise, etc.) (R05, AQ08, SC05, FT01, FT02, FT03)	\$13.00
Certified Personal Trainer (R37, FT04)	\$20.00
Base Level 2- Teaching with 3+ years of experience (R05, AQ08, SC05, FT01, FT02, FT03)	+\$0.50
Teaching with current Accreditation/Certification (R05, AQ08, SC05, FT01, FT02, FT03)	+\$1.00 over Base wage
Annual Raise (applied January 1st) Must have worked for a minimum of 2 months to be eligible for the annual rate	\$.50
<b>TRANSIT DRIVERS:</b>	<b>STARTING WAGE:</b>
Transit Driver (SC02)	\$13.50
Annual Raise (applied January 1 <sup>st</sup> )	Will be evaluated with full time staff wage increases