

CITY OF NEW LONDON
MINUTES OF BOARD OF PUBLIC WORKS MEETING
Monday April 1, 2019 @ 4:30 p.m.

Members Present: Mike Barrington, Dennis Herter, Lori Dean, Bob Besaw (entered @ 4:38), Ron Steinhorst

Members Absent:

Council Members: Mayor Gary Henke, John Faucher, Tom O'Connell, Dave Morack, Fred Zaug

Others Present: Kent Hager; City Administrator
Chad Hoerth; Director of Public Services
Michelle Lambrecht; Administrative Assistant
Ben Greuel; WWTP Chief Operator
Scott Bellile; New London Press Star
Brad Werner; Engineer for McMahon Associates, Inc.

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

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

Authorize McMahon Associates, Inc. to provide Wetland Delineation Services within the limits of disturbance of the Klatt Road Utility Extension Project for a cost of \$2,400: Hoerth explained that after McMahon's survey of the Klatt Road project it was determined that the nearby wetlands are very close and encroaching into the right of way and project zone. The DNR will require the city to delineate the wetland boundaries for the DNR utility extension permit.

Herter moved, seconded by Zaug to approve the proposed agreement with McMahon Associates, Inc. in the amount of \$2,400 to perform Wetland Delineation services within the limits of disturbance of the Klatt Road Utility Extension Project. *Motion carried by all.*

Review bid tab and consider awarding a construction contract for the Klatt Road Utility Extension Project: The committee reviewed the bid tab for the Klatt Road Utility extension project. Bid results came in higher than anticipated. Brad Werner from McMahon Associates stated that many of their bids this year are coming in 20-30% more than last year's costs. The advertisement asked for a bid to trench in the new utilities as well as an alternate to directional bore the new pipes. The bid results did not show favorable options to directional bore the new utilities. After talking with the contractors, Werner found that the poor soil conditions and high water table in the area created too many challenges to bore the sanitary sewer pipe at the grade required for the project. Since the city can hold the bids for 60 days, Hoerth and Werner suggested waiting on awarding a contract until the wetland delineation service can be performed so better information can be used to determine the exact path and cost of the new utilities. *No motion was made on this item.*

Review bid tab and consider awarding a construction contract for the Cedar Street/Northridge Drive Improvement Project and the Industrial Loop Road/High Street Rail Road Crossing Improvement Project:

Bid results for these projects came in a bit higher than expected as well. Because of that Hoerth recommended holding off on this contract award so he can pull out the utility costs and make sure the city has enough wheel tax revenue to fund the street improvement parts for these projects. The award recommendation will be added to next month's Board of Public Works Meeting for consideration. *No motion was made on this item.*

Review proposal tab and consider awarding a contract to Hoffman Cemetery Services LLC for the 2019 Grass and Vegetation Cutting Services: The city received two proposals for grass and vegetation services. Hoffman Cemetery Services, LLC. had the lower bid and was the same contractor who was awarded the contract in 2018. Hoerth recommended awarding the contract to Hoffman Cemetery Services.

Zaug moved, seconded by Dean to award a contract with Hoffman Cemetery Services, LLC. for 2019 Grass and Vegetation Cutting Services in the amount of \$38.00 per hour for cutting services. *Motion carried by all.*

Director's Memo: None identified

Other matters and Next month's agenda items: None identified

There being no further business a motion was made by Herter and seconded by Besaw to adjourn the meeting at 5:10 p.m. *Motion carried by all.*

Chad Hoerth; Director of Public Services

AGENDA

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

MEETING NOTICE

BOARD OF PUBLIC WORKS

Monday, April 1st, 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. Authorize McMahan Associates, Inc. to provide Wetland Delineation Services within the limits of disturbance of the Klatt Road Utility extension project for a cost of \$2,400
5. Review Bid Tab and consider awarding a construction contract for the Klatt Road utility extension project
6. Review Bid Tab and consider awarding a construction contract for the Cedar Street/North Ridge Drive Improvement Project and the Industrial Loop Road/High Street Rail Road Crossing Improvement Project
7. Consider awarding a contract to Hoffman Cemetery Services, LLC for 2019 Grass and Vegetation Cutting Services
8. Other Matters & Updates
9. Next Month Agenda Items
10. Adjournment

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

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

Memorandum

To: Board of Public Works
From: Chad Hoerth, Director of Public Services
Date: 3-27-19
Re: April 1st, 2019 Board of Public Works Meeting

- Wastewater Treatment Plant Update – Ben’s report is included in your packet
- Authorize McMahon Associates, Inc. to provide Wetland Delineation Services within the limits of disturbance of the Klatt Road Utility extension project for a cost of \$2,400- Initially when McMahon quoted design work for the Klatt Road Utility project, the DNR maps they reviewed showed nearby wetlands that were close, but outside our intended project zone. Once McMahon did the survey and design work for the project the actual wetlands were closer than anticipated and appear to be encroaching the road right of way. For the DNR utility extension permit the DNR will want to know exactly where the wetland boundary is in relation to our project and we’ll need to show that we are trying to minimize the disturbance of these wetlands. This agreement would be to have a WDNR Wetland Assured Delineator complete this work (which McMahon has on staff).

Potential/recommended motion: I make a motion that council approves the proposed agreement with McMahon Associates Inc. in the amount of \$2,400 to perform wetland delineation services for the Klatt Road Utility extension project.

- Review Bid Tab and consider awarding a construction contract for the Klatt Road utility extension project- The Bid opening for the Klatt Road utility extension project was held on Thursday, March 28th at 2:00pm. We had 4 bids received. Our engineer is working on reviewing and making sure the bids are filled out correctly. I will either send the bid tab in an email before the meeting or bring the results to the meeting.

Potential/recommended motion: I make a motion that council considers awarding the Klatt Road utility extension project to _____ in the amount of \$_____.

- Review Bid Tab and consider awarding a construction contract for the Cedar Street/North Ridge Drive Improvement Project and the Industrial Loop Road/High Street Rail Road Crossing Improvement Project - We are currently accepting bids for the Cedar/North Ridge and Rail Road projects with a bid opening scheduled for Monday April 1st at 10:00am. Barring no issues, I’ll be emailing out the bid tab for this project in a separate email before the Board meeting (or again bring those results to the meeting).

Potential/recommended motion: I make a motion that council considers awarding the Cedar Street/North Ridge Drive Improvement Project and the Industrial Loop Road/High Street Rail Road Crossing Improvement Projects to _____ in the amount of \$ _____.

- Review proposal tab and consider awarding a contract to Hoffman Cemetery Services LLC for 2019 Grass and Vegetation Cutting Services- We received two proposals for grass and vegetation cuttings services in 2019. The lower of the two proposals came from Hoffman Cemetery Services, LLC with a cost of \$38.00 per hour for cutting services. This is the same contractor who was awarded the contract last year. I'm recommending awarding the 2019 contract to Hoffman Cemetery Services for 2019 as well.

Potential/recommended motion: I make a motion that council awards a contract with Hoffman Cemetery Services, LLC for 2019 Grass and Vegetation cutting services.

Other Matters & Updates

- No work anniversaries to report on for the month of March.
- High water was something we kept an eye on in the past few weeks. We have/had flooded streets in several locations including Burton Road on the east side of Pfeifer Park, in the 5th ward in the intersections by North Shawano Street/ Lyons Street, as well as Shiocton Street/West Street. Sandbags were made available to the public and the local youth wrestling club stopped by a few weeks ago and made up 4 pallets of sandbags for the public to use. The river crested at an elevation of 10.12' on the gauge (elevation of 757.93') on Thursday, March 21st. According to a historic crest table on the weather.gov website, this would be the 8th highest crest since this record was kept (at least since 1922). River and ground water infiltration was also bad in the 5th ward area where we had calls from individuals experiencing sanitary sewer issues. Ben and I pulled up a few manhole covers on Shiocton Street and North Water Street and noted there was 5-6 feet of water in the manholes where normally you can almost see the bottom of the manhole.
- We've interviewed 3 individuals for our Part Time Administrative Assistant position, we're working on background and reference checks now and should narrow down our top candidate in the next week.
- On Tuesday, March 26th I attended a DPW roundtable seminar at CVMIC. It was a good opportunity to ask questions to other departments and make new contacts in the Public Works field. On Tuesday, April 2nd and Wednesday April 3rd I'll be out of the office attending a training titled: "Municipal Engineering Fundamentals for Non-Engineers". I can get 50% of the cost of this class refunded from the APWA (American Public Works Association).

- On Tuesday, April 23rd Waupaca County will be holding their annual Utility Conference. The meeting starts at 1:00pm. As of this time I plan on attending, if anyone else wants to attend please let me know.
- I received a visit from Bill Crowe who is the Commander for Post 263. He wanted to bounce an idea he had in that he wanted to hold a contest between the local schools. The concept right now is to have a contest to paint a patriotic theme on the front of our snow plow blades. I've included some examples below. Then have the opportunity where the public can vote on the best design. The winning design (or designs) would be shown in the Holiday of Wonder Christmas parade. We'll work with the commander on his concept.



April 1st 2019 Board of Public Works

Wastewater Notes

The warm weather on March 14th led to substantial melting on the roadways and in yards. The flow to the plant peaked to roughly 3.4 million gallons that day. At that point the river was below 5 feet where we normally see additional clear water intrusion. I suspect that the extra 2.4 million gallons came from sump pumps, groundwater infiltration and from manholes. During the melt I went throughout the City and observed many open pick holes in manhole lids that were allowing the flooded streets to drain into the sanitary sewer. The flow receded slightly until the river started rising. At peak river height the flows to the treatment plant reached 3.9 million gallons.

The Fifth Ward sewer system is again backed up due to the infiltration of the river through leaking laterals. Last year during our televising of the streets between the river and the railroad tracks we noticed 120 leaking sewer laterals. I am currently receiving proposals for 2019 televising of the sewers. Included in that proposal is to launch a camera into 30 of the laterals to check their condition. The budget was approved for \$20,000 in televising this year and the couple proposals that have come in so far are under \$7,000. Thanks to a competitive televising market the costs are much lower than I anticipated. This will leave us with more money to televise later in the year if more streets are slated for repair in 2020.

I was approached by GLK Foods in Bear Creek again to possibly take some of their lagoon water until the fields dry up enough for them to land apply. Seeing that our flows have gone down and we were not affected by their dumping last year I am going to allow them to dispose of their wastewater again and generate some revenue for the utility.

The SCADA system which runs the majority of the treatment plant was starting to fail and was replaced last week. It was budgeted in the Capitol Expenditures portion of the budget for 2019 and the transition went smoothly.

August Winter was given the Notice to Proceed on the digester project. It doesn't look like too much is going to happen until summer due to lead times on the specialized equipment that is needed for the upgrade.

Jim, our new employee, is getting a hang of the daily tasks and we are getting him involved in the normal maintenance procedures. In April I will show him the procedures for the laboratory. May 1st he starts taking his DNR exams.

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	6996	1148	83	661	73	33.3	3.0
April							
May							
June							
July							
Aug							
Sept							
Oct							
Nov							
Dec							
Ave	8584	1090	90	690	66	33.8	3.0
Max	11121	1148	103	732	73	34.9	3.3
Min	6996	1033	83	661	57	33.2	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	2.0459	192	2682	164	2180	4.2	56.3
April							
May							
June							
July							
Aug							
Sept							
Oct							
Nov							
Dec							
Ave	1.3069	216	2098	203	1914	4.9	46.3
Max	2.0459	249	2682	227	2180	5.7	56.3
Min	0.8486	192	1800	164	1572	4.2	41.1

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	2.1281	4	82	7	167	0.5	10.8
April							
May							
June							
July							
Aug							
Sept							
Oct							
Nov							
Dec							
Ave	1.4203	2	36	5	80	0.3	5.0
Max	2.1281	4	82	7	167	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 ³	ft ³	gal	
Jan	0.11	11,746	87	40	46	754	
Feb	0.17	10,200	86	40	47	546	
Mar	0.32	3,003	68	33	43	662	
April							
May							
June							
July							
Aug							
Sept							
Oct							
Nov							
Dec							
Ave	0.20	8,316	80	38	45	654	
Max	0.32	11,746	87	40	47	754	0
Min	0.11	3,003	68	33	43	546	0

Hauled Waste		
Month	Holding	Septic
	Total gals	Total gals
Jan	757,050	63,250
Feb	647,350	79,150
Mar	927,200	108,000
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Total:	2,331,600	250,400
\$/gal	0.00875	0.02000
Total:	\$20,401.50	\$5,008.00

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

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

Whole Effluent Toxicity
Pass

Fecal Coliform	
Month	
May	
June	
July	
Aug	
Sept	
Limit	400

AGREEMENT
For PROFESSIONAL SERVICES

City of New London
Attn: Chad Hoerth, Public Services Director
215 N. Shawano Street
New London, WI 54961

Date: March 19, 2019

McM. No. N0009-9-19-00114.10

PROJECT DESCRIPTION:

Provide Wetland Delineation Services within the limits of disturbance of the Klatt Road Sanitary and Water Main Extension. The project is located within the right-of-way of Klatt Road, City of New London, Waupaca County, Wisconsin.

SCOPE OF SERVICES:

McMahon Associates, Inc. agrees to provide the following Scope Of Services for this project:

- Delineate wetlands within the limits of disturbance of the Klatt Road Sanitary and Water Main Extension Project.
- Services to be completed by a Wisconsin Department of Natural Resources (DNR) Wetland Assured Delineator.
- Conduct fieldwork to complete a wetland delineation in accordance with the Wisconsin DNR and Army Corps of Engineers' (Corps) guidelines, 1987 Corps of Engineers Wetland Delineation Manual and Regional Supplement to the Corps of Engineers Wetland Delineation Manual: North Central and Northeast Region, January 2012, and mark same.
- Survey the wetland boundary and test pits with a GPS.
- Complete a report that will include the methods, results, and map showing the extent of wetlands and submit to the Owner.

SPECIAL TERMS: (Refer Also To General Terms & Conditions - Attached)

The City of New London agrees that the Project Description, Scope Of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

COMPENSATION: (Does Not Include Permit Or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope Of Services described above for the following compensation:

- Wetland Delineation | Time & Expense \$2,400

COMPLETION SCHEDULE:

McMahon Associates, Inc. agrees to complete this project as follows:

- The Wetland Delineation fieldwork and report will be completed and submitted to the Owner by May 17, 2019.

ACCEPTANCE:

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and
McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.

CITY OF NEW LONDON
Outagamie County, Wisconsin

By:

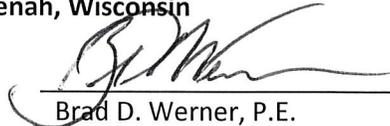
(Authorized Signature)

Title:

Date:

McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

By:



Brad D. Werner, P.E.

Title:

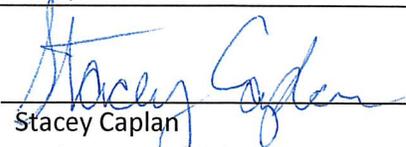
Associate / Senior Project Engineer

Date:

March 19, 2019

Project

Manager:



Stacey Caplan
Environmental Scientist

Please Return One Copy For Our Records

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956
Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025
PH 920-751-4200 ▪ FX 920-751-4284 ▪ WWW.MCMGRP.COM



CITY OF NEW LONDON- PROPOSAL TABULATION

215 N. Shawano Street New London, WI 54961

2019 Grass & Vegetation Cutting Services
Proposals Close Friday March 22, 2019 at 10:00 a.m.

Bidder	Hoffman Cemetery Services LLC (DBA) Tony's Cemetery Service	Bob & Dave's Lawn & Landscape Maintenance			
Bidder Address	500 Oak St New London, WI 54961	Kaukauna, WI 54130			
CUTTING of Grass/Vegetation					
Vacant Parcel (per hr)	\$ 38.00	\$ 56.00			
Parcel w/Structure (per hr)	\$ 38.00	\$ 56.00			
All Parcels (per hr) greater than 10,000 sq. ft.	\$ 38.00	\$ 56.00			
HAND LABOR					
Level 1 = up to one man hr	\$ 38.00	\$ 56.00			
Level 2 = greater than one, less/equal to two man hrs	\$ 38.00	\$ 56.00			
Level 3 = greater than two, less/equal to three man hrs	\$ 38.00	\$ 56.00			