

**CITY OF NEW LONDON  
COMMON COUNCIL MEETING**

**TUESDAY, FEBRUARY 20, 2024  
7 P.M. COUNCIL CHAMBERS**

**AGENDA**

- I. Call to Order, Pledge of Allegiance, Roll Call
- II. Adoption of Agenda
- III. Approval of JANUARY 16, 2023 Common Council Meeting Minutes
- IV. Authorization to pay bills in the amount of \$ 1,182,707.63
- V. Public Comment
- VI. STANDING & SPECIAL COMMITTEES
  - A. BOARD OF PUBLIC WORKS
    1. Minutes –2/5/2024 meeting
    2. Consider / approval of Parking Policy
    3. Consider / approval of ordinance modifying parking limits to designated streets and city properties [1<sup>ST</sup> reading]
    4. Consider / approval of updated Winter Road and Sidewalk Maintenance Policy
    5. Consider / approval of agreement with McMahon for engineering services - House & Allcan Rd
  - B. FINANCE & PERSONNEL
    1. Minutes —2/7/2024 meeting
    2. Consider / Approval of monthly License List
    3. Consider / Approval of resolution assigning fund balance for year-end 12/31/2023
    4. Consider / Approval of resolution amending 12/31/2023 budget
  - C. CAPITAL EQUIPMENT & PROJECTS MEETING
    1. Minutes —2/7/2024 meeting
    2. Consider / Approval of Barricades and Small Equipment for the Public Works Department, estimated cost \$11,350
    3. Consider / Approval of an additional \$13,519 for increase in price for the 2023 Chevy Silverado Garbage Truck, total estimated cost \$47,519, \$34,000 budgeted in 2023
    4. Consider / Approval of Engineering for the Newton Blackmour Trail Bridge, est. cost \$50,640
    5. Consider / Approval of the Development of Overflow Parking and Pier at Old St Garage Site, including River Trail Resurfacing using the Assigned Boat Launch Funds, pending at least a 50% grant. The estimated cost of the project is \$427,000 and Park and Recreation Director Ginger Sowle will apply for WDNR funding. The Assigned Fund Balance may go into the negative and be paid back with the boat launch fees over time.
    6. Consider / Approval of (2) Bleacher Upgrades at Pfeifer Project, estimated cost of \$20,000
    7. Consider / approval of the Pfeifer Park Ball Diamond Renovations, estimated cost of \$7,000
    8. Consider / approval of an additional \$25,000 for the Zoning Ordinance Rewrite, total estimated cost \$75,000, \$50,000 budgeted in 2023
    9. Consider / approval of the Stump Grinding at the Cemetery, estimated cost \$6,000
  - D. PARKS & RECREATION
    1. Minutes –2/6/2024 meeting
    2. Consider/approval of lease agreement amendment with St. Joseph Residence, Inc.
    3. Consider/approval of Waupaca Co. Emergency Mngmt land use easement agreement

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E. PLAN COMMISSION

1. Minutes –1/25/2023 meeting
2. Consider/approval of an agreement with Vandewalle to assist in the revision of the city's Zoning Code and Zoning map in the amount of \$75,000

F. ECONOMIC DEVELOPMENT COMMITTEE

1. MINUTES – 1/30/2024 & 2/7/2024
2. Consider/approval of Guidelines for land sales in the North East Business Center
3. Consider/approval to renew the Downtown Building Façade Improvement Grant Program for 2024 with an initial program amount of \$40,000 financed by the Economic Development assigned fund balance
4. Consider/approval of repairs to the city's billboard on Hwy 45 in the amount of \$2,400 to be financed by the Economic Development assigned fund balance

VII. Minutes and Reports distributed:

- A. Library & Museum minutes – 1/15/24 and Library & Museum Directors' Reports
- B. Police & Fire Commission – 1/15/24
- C. Utility – 01/3/24 & 1/16/2024
- D. Building Inspector –January 2024 Report

VIII. Reports of Officers on Recent Events & Announcements to the Public:

- A. Mayor - Appointment of Kim Chonos to Housing Authority Board (subject to confirmation by the Council)
- B. City Administrator
- C. Chief of Police
- D. Director of Public Works
- E. Director of Parks and Recreation
- F. Fire Department
- G. Utility Manager

IX. Adjournment

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## COMMON COUNCIL MEETING

Tuesday, January 16, 2024

A regular and open meeting of the City of New London Common Council was convened on January 16, 2024 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, Michael Barrington, Bernie Ritchie, BaLynda Croy, Charlene Magolski, John Hass, David Dorsey, Timothy Roberts.

Members Absent: Dennis Herter

Officers Present: City Administrator Chad Hoerth, City Clerk Nicole Ryerson, City Attorney Keith Steckbauer, Director of Public Works Robert Garske, Parks and Recreation Director Ginger Sowle, Utilities Manager Jason Bessette, and Police Chief Schlueter.

VISITORS: Melissa Mulroy Shamrock Club of New Dublin (left at 7:07pm)

AGENDA: Besaw/ Barrington to approve the Agenda as presented.  
*Carried 9-0*

MINUTES: Faucher / Hass to approve the 12/19/2023 Common Council Minutes as written. *Carried 9-0*

BILLS: Dorsey / Faucher authorize the payment of invoices in the amount of \$ 1,095,001.66. *Carried 9-0*

SPECIAL REQUEST:  
Melissa Mulroy, representing the Shamrock Club of New Dublin, asked for the traditional renaming of the City from New London to New Dublin for St. Patrick's Week. Barrington/Roberts to change City's name to New Dublin for the week of March 11<sup>th</sup>. *Carried 9-0*

PUBLIC COMMENT:  
None.

### STANDING & SPECIAL COMMITTEES:

#### BOARD OF PUBLIC WORKS –

1. Minutes of the 1/2/2024 meeting were read by Hass.
2. Hass / Ritchie to approve agreement with City of Omro for wastewater services. *Carried 9- 0.*
3. Hass / Magolski to approve agreement with McMahon for professional services for Oshkosh Street: Street & Utility Reconstruction. *Carried 9-0*

#### FINANCE & PERSONNEL -

1. Minutes – No January meeting
2. Dorsey / Barrington to approve monthly License List. *Carried 9-0.* A complete listing of the individual licenses is printed at the end of these minutes.

#### PARKS & RECREATION –

1. Minutes of the 1/2/2024 meeting were read by Besaw.
2. Besaw / Dorsey to approve the agreement with Waupaca County for the meal site. *Carried 9-0.*

#### PLAN COMMISSION –

3. Minutes of the 12/14/2023 meeting were read by Ritchie.

ECONOMIC DEVELOPMENT COMMITTEE –

1. Minutes – No December meeting

REPORTS & MINUTES DISTRIBUTED:

1. Library & Museum minutes – 12/18/2023 and Library & Museum Directors' Reports
2. Police & Fire Commission –12/18/2023
3. Utility – 12/5/23 & 12/19/23
4. Building Inspector –December 2023 Report
5. Housing Authority – 12/18/2023

**REPORT OF OFFICERS on recent events and announcements to the Public:**

**Mayor Herter** had no report.

**City Administrator Chad Hoerth** discussed Zoning code rewrite and stated the City will be interviewing firms to assist in the process on Thursday, January 18<sup>th</sup>. The timeline for completion was all of 2024.

**Police Chief Schlueter** recognized service anniversaries for the police Department:  
Ben Keach - 1 year

**Director of Public Works Robert Garske** thanked the Public Works and Parks & Recreation staff for their efforts in snow removal for the past week's snow event.

**Parks and Recreation Director Ginger Sowle** highlighted the upcoming Daddy Daughter Dance on February 17 at the Washington Center. She said the sled hill was open and said residents should watch the Facebook page for information on the ice rink due to weather. Sowle said the Senior Center would be showing old time movies 12:30-2:30p.

**Ritchie** recognized service anniversaries for the Fire Department:

Bernie Rithchie – 39 years  
Greg Stilen - 34 years  
Ryan Ritchie -12 years  
Matt Bennett – 7 years  
Ryan Popke - 1 year  
Justine Wempe - 1 year

**Utilities Manager Jay Bessette** said crews were trimming trees and changing meters. New London Utilities be inserting polyphosphates in the water on February 5<sup>th</sup>. He recognized service anniversaries:

Andy Chandler - 13 years

**City Clerk Nicole Ryerson** told residents there would not be a February primary as there were no races with enough candidates to require one. The next election will be April 2<sup>nd</sup> – Spring Election & Presidential Preference Primary.

At 7:23 p.m. there being no other business Roberts / Hass moved to adjourn.  
*Carried 9-0.*

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Nicole Ryerson, City Clerk  
January 16, 2024

**APPLICATION FOR LICENSE**  
**January 2024**

**BARTENDER'S LICENSE:**

GISELLE HANDSCHKE	WOLF RIVER PUB
SHAWN GOCKE	ULTIMATE SPORTS COMPLEX

**AMUSEMENT DEVICES:**

SPG GROUPS, LLC AGENT: SUYASH GOEL (12) DEVICES	310 W. N. WATER STREET
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CITY OF NEW LONDON  
COUNCIL APPROVAL LIST  
FOR THE MONTH ENDED JANUARY 31, 2024

AMBULANCE SERVICE		
GOLD CROSS AMBULANCE SERVICE, INC.	1st qtr. ambulance subsidy	\$24,644.25
TOTAL		\$24,644.25
ASSESSOR - INSPECTOR		
ELAN FINANCIAL SERVICES	WSFIA & ICC memberships, office supplies	\$337.59
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$2.45
SERVI GROUP, INC.	assessment contract services - 4th qtr.	\$4,950.00
WI DEPT OF REVENUE	mfg. prop assess fee - Waupaca	\$54.27
WI DEPT OF REVENUE	mfg. prop assess fee - Outagamie	\$2,621.07
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$409.44
TOTAL		\$8,374.82
BUILDING AND GROUNDS		
ALSCO	uniform cleaning - b & g	\$136.35
BRIGHTLY SOFTWARE, INC.	software fees	\$3,310.98
COMMUNITY FIRST CU HSA	HSA contribution	\$2,000.00
COMPLETE OFFICE OF WISCONSIN	wipes/tp/towels/trash bags/cleaners	\$1,094.12
COMPLETE OFFICE OF WISCONSIN	deodorizers	\$26.61
COMPLETE OFFICE OF WISCONSIN	centerpull towel & tp dispensers	\$592.47
COMPLETE OFFICE OF WISCONSIN	centerpull towel dispensers	\$90.00
COMPLETE OFFICE OF WISCONSIN	wipes/towels/cleaners/trash bags/salt	\$710.28
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$210.92
ELAN FINANCIAL SERVICES	batteries, grinder, blades, grinding wheels	\$343.94
FIRST STATE BANK HSA	HSA contribution	\$2,000.00
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$1,000.00
GREEN BAY PRESSURE SYSTEMS, LLC	equip. preventative maintenance	\$47.80
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$6,412.15
NEW LONDON BUILDING SUPPLY	hex keys, misc. hardware	\$12.18
PREMIER COMMUNITY BANK HSA	HSA contribution	\$3,000.00
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$9.80
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$11.21
VALLEY PEST CONTROL INC	Jan. pest control - garage	\$10.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$1,091.12
TOTAL		\$22,109.93
CABLE 3		
COMMUNITY FIRST CU HSA	HSA contribution	\$1,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$38.89
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$702.66
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$248.72
WISCONSIN COMMUNITY MEDIA	WCM Station membership renewal	\$275.00
TOTAL		\$2,265.27
CAPITAL EQUIPMENT		
FLOCK GROUP INC	license plate reader cameras	\$4,856.16
TOTAL		\$4,856.16

CAPITAL MAINTENANCE

ARING EQUIPMENT CO., INC.	fuel, oil, & air filters	\$331.34
ARING EQUIPMENT CO., INC.	safety & primary air filters	\$108.82
ARING EQUIPMENT CO., INC.	hydraulic coupler	\$122.23
BERGSTROM	air filters	\$67.41
BRAUER SUPPLY & EQUIPMENT	plow curb guards	\$783.85
BUMPER TO BUMPER/DBA	fuel caps	\$12.58
BUMPER TO BUMPER/DBA	filters/hoses/clamps/motor treatment	\$60.34
BUMPER TO BUMPER/DBA	fuel tubing	\$5.99
CASPERS TRUCK EQUIPMENT	chrome motor cover	\$62.11
ELAN FINANCIAL SERVICES	tires for truck #314, back-up hard drives	\$2,003.92
FRICK FORD MERCURY INC	oil change/rotate tires - PD	\$72.96
GRAYS INC.	snowplow blades	\$2,440.00
HIGHWAY TRUCK PARTS	FD ladder truck maintenance	\$806.03
HIGHWAY TRUCK PARTS	FD truck maintenance	\$572.88
INTERSTATE BATTERY OF GREEN BAY	battery for truck #203	\$137.95
MACQUEEN EQUIPMENT, LLC	sweeper weldment tow bracket	\$270.16
MACQUEEN EQUIPMENT, LLC	sweeper tow bar assy., hardware	\$655.05
MID-STATE TIRE & REPAIR LLC	tire repair, TPMS sensor - PD	\$96.79
MID-STATE TIRE & REPAIR LLC	replace brake pads & rotors - PD	\$1,152.88
MID-STATE TIRE & REPAIR LLC	oil change - PD	\$61.37
MONROE TRUCK EQUIPMENT INC	bent pins	\$38.04
MONROE TRUCK EQUIPMENT INC	plow blades, bolt kit	\$629.91
MONROE TRUCK EQUIPMENT INC	push arm assy. for wing - #220	\$1,151.23
MONROE TRUCK EQUIPMENT INC	cutting edges, bolt kit	\$564.13
NAPA AUTO PARTS	LED mini bulbs	\$20.00
NAPA AUTO PARTS	salt terminator engine flush	\$46.47
NAPA AUTO PARTS	oil dry	\$29.58
NEW LONDON BUILDING SUPPLY	nuts, bolts, misc. hardware	\$21.95
OPG-3, INC.	laserfiche plan renewal	\$1,392.60
O'REILLY AUTO PARTS	wiper blades	\$40.78
O'REILLY AUTO PARTS	headlight bulbs	\$50.60
O'REILLY AUTO PARTS	oil filters, air filters	\$70.00
O'REILLY AUTO PARTS	lubricating oil, filters	\$49.98
PACKER CITY INTL TRUCKS INC	replace brake chamber on #225	\$222.89
PC & CELL SOLUTIONS, LLC	printer for museum	\$539.00
PC & CELL SOLUTIONS, LLC	laptop battery	\$35.00
PLACH	squad accident repairs	\$5,707.04
POMPS TIRE SERVICE INC	tire repair on loader #212	\$331.98
REINDERS INC.	o-rings	\$20.72
REINDERS INC.	hose assembly	\$297.80
REINDERS INC.	hose assemblies, o-rings	\$662.64
REINDERS INC.	Toro #312 broom parts	\$489.45
REINDERS INC.	locking pins	\$172.31
RIESTERER & SCHNELL INC	key square, drive shaft	\$120.35
SERVICE POWER & SPORTS LLC	chainsaw bar/chains/oil	\$153.35
U.S. VENTURE, INC.	oil samples - streets	\$40.00
U.S. VENTURE, INC.	oil samples - parks	\$40.00
U.S. VENTURE, INC.	oil samples - b & g	\$40.00
U.S. VENTURE, INC.	oil sample - admin.	\$20.00
U.S. VENTURE, INC.	oil sample - sr. van	\$20.00
ZARNOTH BRUSH WORKS	Toro #320 broom refill	\$452.20

TOTAL \$23,294.66

CAPITAL PROJECTS		
LAMAR COMPANIES	print & install bulletin vinyls for billboards	\$3,050.00
LAMAR COMPANIES	install 2 billboards	\$3,950.00
NEW LONDON BUILDING SUPPLY	returned elbows, couplings	(\$58.91)
NEW LONDON BUILDING SUPPLY	couplings, elbows, adapter	\$71.67
NEW LONDON BUILDING SUPPLY	sealant/couplings/saw/hardware	\$43.91
NEW LONDON BUILDING SUPPLY	elbow/adapter/solvent union	\$26.87
NEW LONDON FABRICATION	sewer covers - sr. center	\$145.37
TOTAL		\$7,228.91
CAPITAL PROJECTS/20 BOND		
MCMAHON ENGINEERS ARCHITECTS	Hatten bathroom ADA services	\$2,054.23
TOTAL		\$2,054.23
CELEBRATIONS		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$1.70
ELAN FINANCIAL SERVICES	Christmas ornament storage bins	\$39.98
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$3.31
TOTAL		\$44.99
CEMETERY		
TONY'S CEMETERY SERVICE	January Floral Hill services	\$7,000.00
TOTAL		\$7,000.00
CITY ADMINISTRATOR		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$81.79
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$2,000.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$1,974.71
HOERTH, CHAD	reimburse for parking ramp fee	\$10.40
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$2.45
WCMA	WCMA membership dues	\$160.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$645.14
TOTAL		\$4,874.49
CITY ATTORNEY		
WOLF RIVER LAWYERS, SC	city attorney monthly services - Jan.	\$3,333.33
WOLF RIVER LAWYERS, SC	city attorney monthly services - Feb.	\$3,333.33
TOTAL		\$6,666.66
CITY GARAGE		
AIRGAS USA, LLC	cylinder leases	\$466.08
AIRGAS USA, LLC	Oxygen cylinders	\$110.66
AIRGAS USA, LLC	welding gas cylinder, paint markers	\$125.60
COMPLETE OFFICE OF WISCONSIN	hand cleaner	\$75.00
COMPLETE OFFICE OF WISCONSIN	cleaning wipes, sorbent pads	\$199.87
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$55.11
GOODREAU, DONALD	reimburse for safety boots	\$100.00
GREEN BAY PRESSURE SYSTEMS, LLC	equip. preventative maintenance	\$119.50
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$218.74
LAWSON PRODUCTS INC	hex cap screws/nuts, washers	\$656.63
NAPA AUTO PARTS	tire valve stem caps	\$15.50
NAPA AUTO PARTS	drip/drain pan	\$16.82

NEW LONDON BUILDING SUPPLY	extension cord	\$39.99
NEW LONDON BUILDING SUPPLY	nuts, bolts, misc. hardware	\$4.14
NEW LONDON UTILITIES	floral hill tower antenna fee	\$600.00
O'REILLY AUTO PARTS	brake tool	\$21.99
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$56.87
SNAP-ON INDUSTRIAL	pick set, ratchet, wrench	\$121.85
SNAP-ON INDUSTRIAL	combination wrench	\$63.58
TRACTOR SUPPLY CREDIT PLAN	ratchet tie-down straps, chain	\$139.98
VALLEY PEST CONTROL INC	Jan. pest control - garage	\$25.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$179.47
<b>TOTAL</b>		<b>\$3,412.38</b>
<b>CITY HALL</b>		
NEW LONDON BUILDING SUPPLY	paint/roller covers/brushes/tape/tray liners	\$131.28
NEW LONDON BUILDING SUPPLY	paint & primer	\$47.99
VALLEY PEST CONTROL INC	Jan. pest control - ch	\$38.00
<b>TOTAL</b>		<b>\$217.27</b>
<b>CLERK TREASURER</b>		
COMMUNITY FIRST CU HSA	HSA contribution	\$5,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$288.72
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$3,000.00
GOVERNMENT FINANCE OFFICERS ASSOCIATION	GFOA membership dues	\$170.00
HEALTHQUITY	HSA contribution	\$3,000.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$6,747.43
OUTAGAMIE CNTY TREASURER	postage for tax bills	\$480.63
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$53.53
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$7.81
TRANSCENDENT TECHNOLOGIES, LLC	annual software maintenance	\$986.00
WI DEPT OF REVENUE	tax registration renewal	\$10.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$1,905.61
<b>TOTAL</b>		<b>\$21,649.73</b>
<b>COUNCIL</b>		
LEAGUE OF WI MUNICIPALITIES	2024 standard dues	\$2,373.23
NEW LONDON LANES	for city holiday/appreciation party	\$609.50
<b>TOTAL</b>		<b>\$2,982.73</b>
<b>DIRECTOR OF PUBLIC WORKS</b>		
AMERICAN PUBLIC WORKS ASSOC	APWA membership/dues	\$412.00
ASSOCIATED BANK HSA ACCOUNT	HSA contribution	\$3,000.00
BRIGHTLY SOFTWARE, INC.	software fees	\$3,310.97
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$172.04
FIDELITY BANK HSA ACCOUNTS	HSA contribution	\$2,000.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$2,747.45
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$4.90
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$592.94
<b>TOTAL</b>		<b>\$12,240.30</b>

ECONOMIC DEVELOPMENT		
WAUPACA AREA CHAMBER FOUNDATION, INC.	Inspire Waupaca County Program	\$375.00
WAUPACA CNTY ECONOMIC DEVELOPMENT CORP	2024 membership contribution	\$5,713.00
TOTAL		\$6,088.00
ELECTIONS		
BEAR GRAPHICS, INC.	envelopes for 2024 elections	\$1,404.38
COMMAND CENTRAL	2024 voting equipment coverage	\$2,050.00
DOMINION VOTING SYSTEMS, INC.	2024 ICE annual license	\$1,140.00
WI MUNICIPAL CLERKS ASSOC.	2024 membership renewal fee	\$65.00
WI MUNICIPAL CLERKS ASSOC.	2024 new membership fee	\$50.00
TOTAL		\$4,709.38
FIRE DEPARTMENT		
BADGER FIRE INSPECTION LLC	951 aerial test/ladder testing	\$1,207.75
GSB	term life policy premiums - FD	\$5,316.47
JEFFERSON FIRE & SAFETY	SCBA calibrations/flow tests	\$2,265.00
NEW LONDON UTILITIES	floral hill tower antenna fees	\$1,800.00
THE HORTON GROUP, INC	2024 accident/sick policy - FD	\$2,676.00
VFIS	life insurance renewal & fees - FD	\$33,084.00
TOTAL		\$46,349.22
INSURANCE		
CDW GOVERNMENT INC	standing desk workstation	\$453.20
CITIES & VILLAGES MUTUAL INS	2024 auto physical damage premium	\$39,527.20
CITIES & VILLAGES MUTUAL INS	2024 boiler/machinery insurance premium	\$4,982.68
CITIES & VILLAGES MUTUAL INS	2024 crime coverage insurance premium	\$1,097.95
CITIES & VILLAGES MUTUAL INS	2024 employment practice premium	\$5,808.14
CITIES & VILLAGES MUTUAL INS	2024 excess liability insurance premium	\$1,096.38
CITIES & VILLAGES MUTUAL INS	2024 liability coverage premium	\$74,631.84
CITIES & VILLAGES MUTUAL INS	2024 pollution liability premium	\$1,735.66
CITIES & VILLAGES MUTUAL INS	2024 volunteer insurance premium	\$374.11
EMPLOYEE BENEFITS CORPORATION	Cobra admin. fees	\$60.00
TOTAL		\$129,767.16
INTERDEPARTMENTAL SERVCS		
ASCAP	2024 music license renewal fee	\$500.00
BMI	2024 music license renewal	\$435.00
CATALIS TAX & CAMA	CAMA Market Drive licenses	\$1,490.74
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$77.80
ELAN FINANCIAL SERVICES	batteries/frames/sheet protectors/tape/rolls	\$68.32
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$2,000.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$1,974.71
PC & CELL SOLUTIONS, LLC	January consultant charges	\$1,108.63
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$1.46
SESAC	2024 music license renewal fee	\$581.00
WI DOCUMENT IMAGING	copier charges	\$321.68
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$455.05
TOTAL		\$9,016.84

INTEREST		
BOARD OF COMMISSIONERS OF PUBLIC LANDS	annual trust fund loan payment	\$2,105.69
TOTAL		\$2,105.69
LANDFILL/COMPOST		
ELAN FINANCIAL SERVICES	refund for ID reader return	(\$77.78)
MORACK, WAYNE L & CAROL A	agreement to access 2 wells	\$800.00
TOTAL		\$722.22
LIBRARY		
AMAZON CAPITAL SERVICES	program supplies	\$44.52
BAKER & TAYLOR	books	\$189.16
COMMUNITY FIRST CU HSA	HSA contribution	\$2,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$77.78
DIETZLER, STACY	reimburse for program supplies	\$115.42
ELAN FINANCIAL SERVICES	program supplies	\$155.14
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$1,000.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$5,526.46
HORICON BANK HSA	HSA contribution	\$1,000.00
HUNT, ANN	reimburse for program supplies	\$30.58
INGRAM LIBRARY SERVICES	books	\$147.66
NEW LONDON BUILDING SUPPLY	keys for new library	\$11.94
OTIS ELEVATOR COMPANY	elevator service contract fees	\$373.17
READER SERVICE	books	\$20.97
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$8.33
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$8.40
U.S. BANK EQUIPMENT FINANCE	copy machine contract/property tax	\$303.53
VALLEY PEST CONTROL INC	Jan. pest control - library	\$55.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$1,556.65
WOLF RIVER COMMUNITIES SAVINGS BANK HSA	HSA contribution	\$2,000.00
TOTAL		\$14,624.71
MUNICIPAL COURT		
ELAN FINANCIAL SERVICES	wall calendar, meeting refreshments	\$35.70
PRAXIS CONSULTING	2024 Quick Clerk maintenance	\$2,400.00
TOTAL		\$2,435.70
MUSEUM		
AASLH	annual membership renewal	\$118.00
ASSOCIATED BANK HSA ACCOUNT	HSA contribution	\$2,000.00
ASSOCIATION OF MIDWEST MUSEUMS	membership renewal for 2024	\$125.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$77.80
ELAN FINANCIAL SERVICES	Ancestry, Newspapers.com, chair, supplies	\$1,339.89
EXCAROTOR, INC.	2024 City Guide listing	\$195.00
EXCAROTOR, INC.	listing in Jan. 2024 issue	\$100.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$1,974.71
MATS PLUS MORE	advertising on placemats	\$475.00
NEW LONDON BUILDING SUPPLY	steel wool pads	\$5.99
NEW LONDON BUILDING SUPPLY	dowel	\$5.99
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$1.30
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$465.40
TOTAL		\$6,886.53

PARK		
ALSCO	uniform cleaning - parks	\$136.35
BRIGHTLY SOFTWARE, INC.	software fees	\$3,310.98
COMMUNITY FIRST CU HSA	HSA contribution	\$2,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$116.69
ELAN FINANCIAL SERVICES	metal signs, course registration	\$145.85
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$3,000.00
GREEN BAY PRESSURE SYSTEMS, LLC	equip. preventative maintenance	\$71.70
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$4,823.80
NEW LONDON BUILDING SUPPLY	nuts, bolts, misc. hardware	\$29.38
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$7.35
THE PRINT SHOP	Wolf River fishing raft applications	\$210.00
THEDACARE WORKPLACE SOLUTIONS EAP	DOT pool annual membership	\$192.00
VALLEY PEST CONTROL INC	Jan. pest control - garage	\$15.00
VALLEY SCREENPRINT, INC.	2024 raft permits	\$100.00
VENTEK INTERNATIONAL	Cloud based system mgt. & maint.	\$1,200.00
WAUPACA CNTY TREASURER	diesel fuel	\$83.36
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$1,017.66
WPRA	2024 membership renewals	\$260.00
TOTAL		\$16,720.12
POLICE		
ASSOCIATED BANK HSA ACCOUNT	HSA contribution	\$2,000.00
BANK FIRST NATIONAL HSA ACCOUNTS	HSA contribution	\$3,000.00
COMMUNITY FIRST CU HSA	HSA contribution	\$10,500.00
CUSTOM SERVICE INFORMATION, LLC	annual policy update services	\$550.00
DEER CREEK TECHNOLOGIES LLC	doc. management & EWS software	\$650.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$1,392.75
ELAN FINANCIAL SERVICES	Amazon Prime/flowers/taser batteries/ postage/WAI membership/SWAT items	\$1,227.06
FIRST STATE BANK HSA	HSA contribution	\$5,000.00
FLOCK GROUP INC	advanced search software packages	\$2,500.00
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$2,000.00
GORDON FLESCH CO., INC	copier charges (Oct.- Dec. 2023)	\$36.66
HEALTHPARTNERS	HEALTHPARTNERS	\$20,158.75
IAPE	IAPE membership renewal	\$65.00
LANGUAGE LINE SERVICES	over the phone interpretation	\$49.88
MID-STATES ORGANIZED CRIME INFO CENTER	2024 membership fees	\$150.00
NCCPA	2024 NCCPA membership dues	\$25.00
NEW LONDON BUILDING SUPPLY	weather strip, electrical tape	\$13.36
NEW LONDON BUILDING SUPPLY	FTO keys	\$7.96
NEW LONDON UTILITIES	floral hill tower antenna fee	\$1,200.00
NICOLET NATIONAL BANK HSA	HSA contribution	\$2,000.00
PRECISION INSTALLATIONS INC	PD vehicle camera system swap	\$400.00
QUILL CORPORATION	post-it notes	\$41.97
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$44.10
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$14.92
THE PRINT SHOP	bail bond envelopes/setup fee	\$70.00
TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	person searches for January	\$100.00
WI DEPT OF JUSTICE -TIME	time system access/support	\$396.75
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$845.48
WI RETIREMENT SYSTEM	RETIREMENT POLICE SWORN	\$17,932.76
WOLF RIVER COMMUNITIES SAVINGS BANK HSA	HSA contribution	\$2,000.00
TOTAL		\$74,372.40

POLICE UNIFORMS		
NELSON TACTICAL	name bars	\$36.98
TOTAL		\$36.98
PRINCIPAL		
BOARD OF COMMISSIONERS OF PUBLIC LANDS	annual trust fund loan payment	\$83,997.40
TOTAL		\$83,997.40
RECREATION		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$155.59
ELAN FINANCIAL SERVICES	NRPA membership, supplies, city pullovers	\$903.06
FIRST STATE BANK HSA	HSA contribution	\$2,000.00
GORGES, MORGAN	reimburse for conference mileage & meals	\$232.15
HEALTHQUITY	HSA contribution	\$1,500.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$3,588.33
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$7.35
SAM'S CLUB/SYNCHRONY BANK	program supplies	\$8.96
TEAM OUTFITTERS, INC	softball 2024 t-shirts	\$219.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$925.31
WOLF RIVER PRESERVATION ASSOCIATION	2024 annual membership dues	\$700.00
WPRA	2024 membership renewals	\$260.00
TOTAL		\$10,499.75
REFUSE COLLECTION		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$58.73
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$420.67
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$74.84
TOTAL		\$554.24
SANITARY MAINTENANCE		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$3.81
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$6.20
TOTAL		\$10.01
SEWAGE PLANT		
ALSCO	uniform cleaning - wwtp	\$331.11
AT&T	January 2024 charges - wwtp	\$347.87
AUGUST WINTER & SONS, INC.	reconstruct supernatant line	\$7,544.41
BADGER LAB & ENG CO, INC	Nitrogen & pesticide testing	\$407.00
BADGER LAB & ENG CO, INC	Phosphorus testing	\$234.00
CDW GOVERNMENT INC	3 LED monitors for wwtp	\$398.49
CHOICE FINANCIAL GROUP HSA ACCTS	HSA contribution	\$3,000.00
COMMUNITY FIRST CU HSA	HSA contribution	\$3,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$77.80
E & B SCALE SERVICES, INC.	clean/adjust/certify balance	\$150.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$3,520.14
HYDROCLEAN EQUIPMENT INC	pressure washer hose, wand, couplers	\$256.38
KEMIRA WATER SOLUTIONS, INC	ferric chloride solution	\$11,917.75
KLINK HYDRAULICS, LLC	high strength receiving station hose	\$1,079.23
LINCOLN CONTRACTORS SUPPLY, INC.	concrete chain	\$349.00
LINCOLN CONTRACTORS SUPPLY, INC.	concrete saw rental	\$218.00
MASTER ELECTRICAL SERVICES	removed/moved exit light	\$95.00
MENARDS	kerosene/ladders/squeegee/tape	\$263.92

MULCAHY SHAW WATER INC	pH electrode	\$286.85
NEW LONDON BUILDING SUPPLY	snow pusher	\$45.98
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$9.80
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC	\$1.01
VALLEY PEST CONTROL INC	Jan. pest control - wwtp	\$33.00
WI EMERGENCY MANAGEMENT	2023 hazmat reporting fees	\$405.00
WI LAKE & POND RESOURCE LLC	seasonal shut down/inspection	\$150.00
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$1,515.29
ZORO TOOLS, INC	grease guns/adapters/couplers	\$304.73
ZORO TOOLS, INC	transfer pump/recharge sprayer	\$430.99
ZORO TOOLS, INC	18V batteries	\$288.99
TOTAL		\$36,661.74
SNOW & ICE REMOVAL		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$38.69
HEALTHPARTNERS	HEALTH INSURANCE BILLING	\$43.76
WAUPACA CNTY TREASURER	county salt, road salt	\$21,646.36
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$1,119.21
TOTAL		\$22,848.02
STAND-BY		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$31.28
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$68.56
TOTAL		\$99.84
STREET CLEANING		
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$19.06
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$37.07
TOTAL		\$56.13
STREET DEPT FRINGE BENEFIT		
ASSOCIATED BANK HSA ACCOUNT	HSA contribution	\$1,000.00
COMMUNITY FIRST CU HSA	HSA contribution	\$4,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$168.36
FIRST STATE BANK HSA	HSA contribution	\$3,000.00
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution	\$2,000.00
HEALTHPARTNERS	HEALTHPARTNERS	\$8,898.39
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO	\$17.15
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$572.45
TOTAL		\$19,656.35
STREET MACHINERY		
ALSCO	uniform cleaning - streets	\$408.04
AUTOMOTIVE SUPPLY CO.	synthetic grease	\$90.00
BERGSTROM	antifreeze coolant	\$100.44
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING	\$51.75
NAPA AUTO PARTS	nitrile gloves, motor oil	\$221.63
O'REILLY AUTO PARTS	diesel antigel	\$47.98
PLACH	hydraulic fluid	\$77.70
TRACTOR SUPPLY CREDIT PLAN	premix fuel	\$167.94
WI RETIREMENT SYSTEM	RETIREMENT GENERAL	\$284.61
TOTAL		\$1,450.09

STREET REPAIR & CONST.			
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING		\$13.79
WAUPACA CNTY TREASURER	patching mix		\$949.05
WI RETIREMENT SYSTEM	RETIREMENT GENERAL		\$41.85
TOTAL			\$1,004.69
STREET SIGNS & MARKINGS			
CREATIVE SIGN COMPANY, INC	temp sensor for digital sign		\$1,178.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING		\$8.81
HEALTHPARTNERS	HEALTH INSURANCE BILLING		\$84.13
WI RETIREMENT SYSTEM	RETIREMENT GENERAL		\$10.20
TOTAL			\$1,281.14
STREET SUPERVISION			
COMMUNITY FIRST CU HSA	HSA contribution		\$3,000.00
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING		\$133.14
HEALTHPARTNERS	HEALTH INSURANCE BILLING		\$1,760.07
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO		\$2.45
SECURIAN FINANCIAL GROUP INC	SECURIAN FINANCIAL GROUP INC		\$1.66
WI RETIREMENT SYSTEM	RETIREMENT GENERAL		\$531.88
TOTAL			\$5,429.20
STREET TREE MAINTENANCE			
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING		\$95.46
HEALTHPARTNERS	HEALTH INSURANCE BILLING		\$481.24
WI RETIREMENT SYSTEM	RETIREMENT GENERAL		\$159.48
TOTAL			\$736.18
SWIMMING POOL			
AMERICAN RED CROSS	LTS facility fee		\$200.00
CARRICO AQUATIC RESOURCES, INC	pool cleaner		\$304.71
CARRICO AQUATIC RESOURCES, INC	pulsar infinity tabs		\$376.50
CARRICO AQUATIC RESOURCES, INC	water testing tablets		\$69.43
COMPLETE OFFICE OF WISCONSIN	sanitizing wipes		\$95.94
DELTA DENTAL OF WISCONSIN	DENTAL INSURANCE BILLING		\$133.14
ELAN FINANCIAL SERVICES	dish network/CPR manikins/supplies/mats/ shirts/stereo receiver/rescue tubes/steps		\$2,644.91
FOX COMMUNITIES CREDIT UNION HSA	HSA contribution		\$3,000.00
HEALTHPARTNERS	HEALTH INSURANCE BILLING		\$1,760.07
MBM LEASING	copier base & supply		\$331.91
NAPA AUTO PARTS	vacuum cap, bumper		\$12.98
NEW LONDON BUILDING SUPPLY	coupling washer, muriatic acid		\$79.83
NEW LONDON BUILDING SUPPLY	nuts, bolts, misc. hardware		\$0.85
RELIANCE STANDARD LIFE INS CO	RELIANCE STANDARD LIFE INS CO		\$2.45
TRACTOR SUPPLY CREDIT PLAN	nuts & cap screws		\$27.26
WAUSAU CHEMICAL CORP	chemicals		\$869.20
WI RETIREMENT SYSTEM	RETIREMENT GENERAL		\$403.51
WPRA	2024 membership renewals		\$130.00
TOTAL			\$10,442.69

TID DISTRICT 5		
MCMAHON ENGINEERS ARCHITECTS	N. Water Street design	\$987.00
MCMAHON ENGINEERS ARCHITECTS	Wolf River Ave. - sanitary	\$3,442.00
MCMAHON ENGINEERS ARCHITECTS	St. & Utility Project - sanitary	\$1,829.50
WAUPACA CNTY REGISTER OF DEEDS	encroachment recording fees	\$630.00
TOTAL		\$6,888.50
WASHINGTON CENTER		
ELAN FINANCIAL SERVICES	water heater element	\$13.05
NEW LONDON BUILDING SUPPLY	drain opener pro	\$71.94
NEW LONDON BUILDING SUPPLY	PVC threaded & cleanout plugs	\$33.68
NEW LONDON BUILDING SUPPLY	washers, sink tailpiece	\$10.76
NEW LONDON BUILDING SUPPLY	wing nut, straight coupling, wire connectors	\$25.87
VALLEY PEST CONTROL INC	Jan. pest control - sr. center	\$33.00
WPRA	2024 membership renewals	\$125.00
TOTAL		\$313.30
WASHINGTON CENTER GYM		
ELAN FINANCIAL SERVICES	basketballs/net storage rack/program supplies	\$568.75
NEW LONDON BUILDING SUPPLY	tile grout, patching compound	\$27.98
NEW LONDON BUILDING SUPPLY	toggle bolts	\$6.36
TOTAL		\$603.09
WEIGHTS & MEASURES		
CITY OF APPLETON	2024 weights & measures	\$8,280.00
TOTAL		\$8,280.00
WORKERS' COMPENSATION		
CITIES & VILLAGES MUTUAL INS	2024 workers comp premium - 1st qtr.	\$20,436.04
TOTAL		\$20,436.04
OVERALL TOTAL		\$699,000.13
FUND TOTALS		
GENERAL FUND		\$531,902.83
DEBT SERVICES FUND		\$86,103.09
CAPITAL PROJECTS FUND		\$37,433.96
WWTP FUND		\$36,671.75
TID 5 FUND		\$6,888.50
SUBTOTAL		\$699,000.13
GROSS PAYROLL		\$483,707.50
****GRAND TOTAL		\$1,182,707.63
TOTAL HEALTH INSURANCE		\$73,818.37
TOTAL RETIREMENT		\$33,099.21

CITY OF NEW LONDON  
BOARD OF PUBLIC WORKS MEETING MINUTES  
Monday, February 5, 2024

Members Present: John Hass, Mike Barrington, Bernie Ritchie, Dennis Herter, Dave Dorsey (left 5:58 PM)

Council Members: Mayor Herter, Bob Besaw, Tim Roberts (left 6:22 PM), BaLynda Croy, Charlene Magolski

Absent:

Others Present: Chad Hoerth, City Administrator  
Robert Garske, Director of Public Works  
Luke Hammons, Street & Park Superintendent (left meeting 6:30 PM)

Visitors: None

J Hass called the meeting to order at 5:15P M

After the Pledge of Allegiance and there being no changes to the agenda a motion by B Ritchie, second by D Herter to adopt the agenda as presented. *Motion carried by all (10-0).*

Public Input: None.

B Ritchie motioned, D Herter seconded for approval January 2, 2024, meeting minutes. *Motion carried by all (10-0).*

Wastewater Treatment Plant Update: Wastewater Notes were included with the packet.

Approve and recommend to Council City of New London Parking Policy: Director Garske presented to the committee a new City of New London Parking Policy relating to public parking lots. The policy would restrict parking from 3am to 6am except for permitted vehicles. Those that reside in the defined Downtown District would have to register and get a permit if they do not have available parking where they reside. Upon being registered and approved with the Department of Public Works they will be assigned a parking location and a permit that must be visible hanging from the rearview mirror. Registering would provide valuable contact information for maintenance and snow removal. There will be an annual fee of \$120 for the permit and will be prorated monthly. Discussions included placement of tenant parking, restricted time limit parking in areas of the new parking lot, wording within the policy document, where does funding go, and a tenant who owns more than one vehicle. It was brought to attention that a person may be able to own a vehicle without having a driver's license, and it was recommended by those in the committee to omit that wording and noting the vehicle must be legally registered and licensed.

D Dorsey motioned, D Herter seconded for approval and recommending to Council City of New London Parking Policy with amendment removing valid driver's license. *Motion carried 9-1 (T Roberts opposed).*

Approve and recommend to Council ordinance modifying parking limits to designated streets and City properties: Director Garske brought to committee an ordinance for parking limits related to city owned and maintained parking lots recognizing no parking 3am to 6am except designated by permit only. In addition, Wisconsin Street, State Street, Lincoln Court, St. John's Place, and Park Street were also added to the no parking 3am to 6am. This addition would keep residents from parking on those streets when winter parking rules expire. It would aid street sweeping efforts downtown.

B Ritchie motioned, D Herter seconded to approve and recommend to Council ordinance to amend parking limits to designated streets and city properties as written. *Motion carried 9-1 (T Roberts opposed).*

D Dorsey left meeting at 5:58 PM

Approve and recommend to Council updated Winter Road and Sidewalk Maintenance Policy: Approve and recommend to Council updated Winter Road and Sidewalk Maintenance Policy updated with current information. This reflects the equipment used, personnel available and overtime policy. There is definition of roads and their classification for strategy of removing snow or ice during these events. Salting and sanding procedures were also modified. Brine application was added to the policy omitting sand and salt mixture. Refining of policy wording and definitions related to office hours, mailbox damage and record keeping in the department to current standards.

B Ritchie motioned, M Barrington seconded to approve and recommend to Council updated Winter Road and Sidewalk Maintenance Policy. *Motion carried by all, 9-0.*

Discussion on large item disposal services: Director Garske reviewed with the committee a previous discussion related to large item disposal service which would have people going to a dumpster location to drop off such materials. Costs related to such services were also reviewed. It was brought up by Mayor Herter that there are communities that have private companies pick up at the address of the resident. The committee advised Garske to reach out to area contractors to see if a lower cost could be negotiated for the residents to have a curb side pick-up in a specified timeframe. No motion made or vote taken.

T Roberts left meeting at 6:22 PM

Approve and recommend to Council engineering services for House and Allcan Road: Director Garske brought to the committee the agreement for McMahon to survey, prepare reports, plan preparation, and complete the full PS&E schedule. Timeline is to have final PS&E completed by August 1st. Bidding for the project will be in November with construction in 2025. Estimated cost for services is \$109, 040.00.

B Ritchie motioned, D Herter seconded to approve and recommend to Council engineering services for House and Allcan Road. *Motion carried by all, 8-0.*

Director's Report: The Director's memo is included in the agenda packet and was reviewed by the Board.

- Crews are tree trimming and pothole patching.
- Tree removal on W North Water St downtown for upcoming project will take place in late February/early March.

Future Agenda Items:

- Large item disposal services

Date and time of next meeting for Public Works Monday, March 4<sup>th</sup> at 5:15 PM.

There being no further discussion, B Richie moved, D Herter second to adjourn meeting at 6:37 PM. *Motion carried by all, 8-0.*

# **CITY OF NEW LONDON PARKING LOT POLICY**

## **GENERAL**

The purpose of this policy is to establish parking procedures for all public parking areas in the City of New London, Wisconsin. This policy will not override any parking ordinances within the municipal code.

## **RULES**

No parking will be allowed in any city parking lot between the hours of 3:00 A.M. to 6:00 A.M., unless the vehicle has registered and has been approved for a permit.

Vehicles with valid permits are required to park in the designated stall assigned to their permit. If permitted vehicle parks in an area other than the assigned stall, vehicle will be subject to the restrictions applicable to that particular location.

Permits must be displayed by hanging from the rearview mirror. Vehicles that fail to display a permit will be in violation of the municipal code parking regulations and subject to citations and towing.

Permitted parking is only available for individuals that own a vehicle, reside in the Downtown District and do not have any options for parking on the property where they reside. No resident from outside the district will be allowed to register for a permit.

One permit will be issued per legally registered/licensed vehicle.

## **PERMIT PROCEDURE**

Proof of residency in the Downtown District will be required. The resident must fill out a registration form and be approved before a permit will be issued. Registration forms will have vehicle description, license plate number, address and a contact number. All who are approved for a permit will receive an instructions sheet and sign a waiver holding the City harmless.

Permits will be available at the Public Works office located within the New London Municipal Building.

## **FEES**

Parking permits will have an annual charge of \$120.00 (based on a prorated rate of \$10.00 per month). The annual cycle for permits will be from January 1<sup>st</sup> to December 31<sup>st</sup>. New yearly permits will be available on or after December 15<sup>th</sup>. Cost of any permit purchased midyear will be prorated for the remainder of that year (based on a monthly proration). If a permit is turned in early, any unused months will be refunded. Any day in any particular month will result in a full monthly charge for that month. To receive a refund, permit tags must be returned at the time of the refund request; otherwise, no refund will be issued.

## **SNOW REMOVAL & GENERAL MAINTENANCE**

Vehicles parked in permitted stalls will be required to move their vehicles at any time for snow removal and general maintenance activities. Vehicle owners will be notified via text message at least 24 hours in advance when vehicle must be moved. Vehicle owners agree to accept responsibility for text message notifications and moving vehicles. Failure to remove vehicle from permitted location by the specified

time will result in a possible issuance of a citation and towing. During snow removal or general maintenance activities, vehicles possessing permits are permitted to park in an alternative, non-permitted location within the same parking lot. Residents must still display permits when parked at alternate locations. Once the permitted parking area is clear of snow or maintenance activities, residents will have 24 hours to return to the permit parking area. Permitted vehicles not returned to the permit parking area after 24 hours will be subject to the restrictions applicable to that particular location.

### **PROHIBITED VEHICLES**

The following vehicles will not be allowed in the permit parking only areas:

1. RV's
2. Campers
3. All Trailers
4. ATV/UTV
5. Any vehicle with a GVWR over 12,000 pounds
6. Any box trucks

### **EXEMPTIONS**

Per municipal code, the 3:00 A.M. to 6:00 A.M. restrictions do not apply for any government owned vehicle or government employee's personal vehicle when working.

Special provisions can be made to accommodate parking for special events by the Chief of Police or Department Heads.

### **DEFINITIONS**

Downtown District – All properties that front West North Water Street from Shawano Street to Pearl Street, Pearl Street from Waupaca Street to East Beacon Street, St. John's Place from North Water Street to Waupaca Street, Lincoln Court, State Street.

AN ORDINANCE TO AMEND §7.07 OF THE MUNICIPAL CODE ESTABLISHING  
DOWNTOWN PARKING LIMITS

ORDINANCE NO. \_\_\_\_\_

**PURPOSE: The purpose of this ordinance is to modify parking limits to designated streets and city properties.**

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

Section 1. That section 7.07 (2)(d) be amended to the following:

Downtown Parking Limit (Cr. Ord. #779). No person shall park a vehicle between the hours of 3:00 A.M. and 6:00 A.M. on the following streets and parking lots. Restrictions do not apply for any government owned vehicle or government employee's personal vehicle when working. Special provisions can be made to accommodate parking for special events by the Chief of Police or Department Heads:

1. North Water Street, between North Shawano and North Pearl Streets.
2. South Pearl Street, between North Water Street Waupaca Street and East Beacon Avenue.
3. Wisconsin Street, from North Water Street - north to termini.
4. State Street, from North Water Street - north to termini.
5. Lincoln Court, from Wolf River Plaza to Waupaca Street.
6. St. John's Place, from North Water Street to Waupaca Street.
7. Park Street, from Pearl Street to St. John's Place.
- ~~2.8.~~ All City Parking Lots except designated by Permit Only.

Section 2. This ordinance takes effect upon passage and publication.

BY: \_\_\_\_\_  
Mark Herter, Mayor

ATTEST: \_\_\_\_\_  
Nicole Ryerson, City Clerk

1<sup>st</sup> Reading: February 20, \_\_\_\_\_ 2024

2<sup>nd</sup> Reading: March 19, \_\_\_\_\_ 2024

Published: March 28, \_\_\_\_\_ 2024

**CITY OF NEW LONDON**  
**WINTER ROAD & SIDEWALK MAINTENANCE POLICY**

**GENERAL**

The purpose of this policy is to set up acceptable procedures and policies for the winter maintenance of public areas in the City of New London, WI. The existing ordinances for sidewalk and parking control and snow emergency regulations are not repealed.

The intent of establishing the Winter Maintenance Policy concerning snow and ice is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm intensity and duration, wind, temperature, and moisture content affect the total amount of snow and/or ice accumulation and influence the methodology used to combat the resulting snow and/or ice related conditions.

The timing of a storm will influence the removal of snow and ice. The City of New London Public Works and Parks & Recreation Departments have regular work hours, and if a storm requires attention during weekends or holidays or at night, this would require overtime. It can be expected that service during off hours will be minimal and only provided when extreme storm conditions arise or on intensely used areas and routes.

The Public Works and Parks & Recreation Departments endeavor to maintain public areas open to travel with adequate traction for pedestrians and vehicles properly equipped and operated for winter driving conditions. This does not mean that either bare, dry pavement or clear wheel tracks should be expected after each snowfall or ice storm. Furthermore, this does not mean the streets will be free of ice and snow.

**ROADS & PUBLIC AREAS**

Obviously certain areas of the City have a greater intensity of use and a priority for maintenance to serve the users. The concern of safety, general welfare, and duration of travel necessitates that priority be given to certain areas over others. A map of the City showing the various classes of maintenance is on file at the Director of Public Works office. In order to provide efficient operation, it may be necessary to partially complete a lower class of service requirement to reach an area of higher priority.

It may be necessary to clear a route immediately for power outages, watermain breaks, fires, ambulance calls, or other obvious emergencies.

**EXHIBIT A**

CLASS 1: Arterial streets are those streets that are designated as County, State and Federal Highways, which carry through-city traffic.

CLASS 2: Business District shall include the downtown area streets, alleys, and major parking lots.

CLASS 3: Collector streets are those streets that generally carry traffic from one neighborhood to another portion of the City, truck routes, or routes serving a major public or quasi-public facility.

CLASS 4: Hospital routes shall include streets leading directly to a hospital or clinic, including a route without excessive grade.

CLASS 5: Grades in excess of 4% that carry a large amount of traffic and would otherwise cause excessive stalled vehicles.

CLASS 6: All other streets and alleys not in the Business District Class that serve individual premises.

CLASS 7: Public sidewalks are the walks that abut the public owned lands in the community.

CLASS 8: Included in this Class are cleaning of intersections for better traffic movement. This shall include removal of snow for visibility at intersections to a level of 3.5 feet or less above street grade.

CLASS 9: Public skating rinks.

CLASS 10: Sidewalks abutting private property may be City maintained on a property owner default basis and the penalty and costs would be assessed and taxed to the abutting property.

#### **DETERMINATION OF NEED FOR MAINTENANCE**

The need for implementation of a maintenance policy shall be the actual occurrence of a snowfall of depth greater than 2 inches, or less if combined with freezing and icing conditions. Also, the occurrence of an ice storm or freezing rain that would make the public ways difficult to travel.

Weather reports issued by the National Weather Service shall be taken into account to prepare for anticipated maintenance service.

The responsibility for ordering personnel and equipment into service for a winter maintenance operation shall be primarily with the Street Superintendent or his designee. The Police Department, during off hours, shall keep watch and assist in notification to the Street Superintendent of needed service. The Director of Public Works may also direct the Street and Parks & Recreation Departments to commence winter maintenance operations. The Director of Public Works office shall receive all complaints and forward same to the Street Superintendent during normal work hours.

## **TYPE OF SERVICE TO BE PROVIDED**

### **EQUIPMENT AVAILABLE FOR WINTER MAINTENANCE**

<b><u>Number</u></b>	<b><u>Major Equipment</u></b>
206	Flat Bed Truck
207	Plow Truck
208	Flat Bed Truck
225	Plow Truck
233	Plow Truck
226	Plow Truck
212	Loader
220	Loader
221	Grader
314	Skid Steer

It should be expected that 90% of the above equipment should be available for a winter maintenance program, ~~and that 70% of the equipment should be kept operational with repair time of less than one hour.~~ Repair to plow equipment will take priority over other equipment during winter months.

Outside private equipment may be contracted for, if authorized by the Common Council. The Council has authorized such when needed to clear public parking lots.

### **PERSONNEL AVAILABLE FOR WINTER MAINTENANCE PROGRAM**

~~The City employs 6 fulltime Street Division personnel as the primary personnel available for the winter maintenance program, including the Street Superintendent, 5 street personnel, and 3 park and rec personnel are the primary responders for the winter maintenance program.~~ These employees are available fulltime during normal ~~7 a.m. to 3 p.m.~~ working hours, or shall be scheduled or called in during off hours by the Street/Park Superintendent. One street employee is on call during the weekend and on holidays.

All snowfall conditions that require winter maintenance shall be considered emergency situations due to hazard to life and property. During these situations, winter road and sidewalk maintenance work shall take priority over the normal work of the Department of Public Works and the Parks & Recreation Department. In addition to Street Division personnel, the Director of Public Works may make arrangements for the following sources of personnel to perform winter maintenance work:

1. Employees of the Wastewater Treatment Facility.
2. ~~Employees of the Parks & Recreation Department.~~
3. Private contract personnel and equipment.
4. Other City employees.

### **OVERTIME POLICY**

The determination of when to use overtime in the removal of snow or ice shall be made by one of the following:

1. Street Superintendent.
2. Director of Public Works.
- ~~2.~~3. City Administrator

The need for overtime shall be established from the severity of a storm. Maintenance of roads and public areas, in Classes 6 through 10, that are passable by properly equipped vehicles and pedestrians (i.e. snow tires or 70% tread tires and pedestrians with rubber boots), shall not require overtime. The following degree of maintenance may require overtime:

CLASS 1: Streets shall be kept passable at all times.

CLASS 2: Areas shall be kept open to travel by plowing to the sides ~~or sanding~~ or salting.

CLASS 1 & 2: Snow shall generally be loaded and removed during the first No-Parking hours of 3-6 a.m. after a storm.

CLASS 3, 4, & 5: These streets shall have two lanes open to traffic.

In the following sections on plowing, salting, and sanding, the times allotted for snow removal of a storm shall not include Saturdays, Sundays, or holidays.

### **PLOWING**

Plowing shall consist of moving the snow or ice to either side of the specific area, or may also include loading and trucking to a point of non-environmental concern.

Plowing shall commence as the Street Superintendent or his designee shall direct. Service shall be in order of the Class of maintenance.

All street and roadways in Classes 1 through 5 shall have two lanes of traffic open if at all possible at all times.

Class 6 streets shall have two lanes of traffic open within 24 hours after a storm.

Class 7 areas shall be open to travel within 24 hours after a storm, removal shall begin as soon as possible after the conclusion of a storm. ~~One person from the Parks & Recreation Department shall begin removal as soon as possible after a storm~~

Class 8 areas shall be cleared within 72 hours after a storm on a priority basis and completed before personnel return to other normal routine duties.

Class 9 areas shall be targeted to be cleared for public use within 48 hours after a storm. ~~Snow removal shall be performed by Parks & Recreation Department personnel.~~

Class 10 shall be done only after proper notification by the City and failure to maintain by the property owner; then shall be done in accordance with ~~Section 8.06 of the~~ New London Municipal Code Ordinance, which requires that all walks be maintained. This will result in a penalty and a future assessment on the tax roll.

All Classes of areas shall be adequately plowed edge to edge as reasonable as possible within 4 days.

## **PRIVATE PLOWING**

No snow or ice removed from private property shall be deposited in the public ways in areas expected to be cleared by personnel from the City of New London. This would include any of the following, which are prohibited:

1. Pushing snow or ice across a roadway or walk.
2. Pushing or carrying and depositing snow or ice on a public way, where expected to be maintained for pedestrian or vehicular traffic.
3. The blowing of snow or ice onto a pedestrian or vehicle traffic area.

Any of the above are a general nuisance, dangerous, and could cause injury or accidents, and may not allow for safe passage by the public.

Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine, set by ordinance, until such nuisance shall be removed.

Removal may also be made by the City, through notification of the property owner. A penalty set by ordinance, plus actual removal cost will be assessed.

## **SALTING**

~~Salting shall provide a placement of calcium chloride or sodium chloride upon a snow or ice surface to remove accumulation when temperatures are below freezing. NOTE: Salt shall be used only when absolutely necessary as determined by the Street Superintendent in areas of high volume traffic or dangerous conditions.~~ Salting is the placement of sodium chloride (rock salt) onto a snow or ice covered surface to reduce accumulations and provide a bond breaker between packed snow and ice with the road surface. Salt will only be applied in areas of high volume traffic. Residential areas will only receive salt when absolutely necessary as determined by the Street Superintendent. Additives such as calcium chloride or magnesium chloride will only be used if available and under extreme circumstances. Note: -Salt may have adverse effects on the environment and shall be used with this in mind.

~~Salt is not effective when temperature is below a certain degree adjusted by the amount of available sunlight. Extreme cold temperatures reduce or eliminate effectiveness of salt applications. In the event this happens, salt will not be applied, and only be applied in problem areas when temperatures are favorable.~~

## **SANDING**

Sanding shall consist of spreading sand to provide a traction surface on ~~packed snow or~~ ice and shall be applied only in areas of high traffic movement or unsafe areas as determined by the Street Superintendent. NOTE: Sanding of streets can cause a buildup of sand in storm sewers and points of discharge, which could require additional maintenance or environmental concerns. Therefore, sand shall be used only as absolutely needed.

## **SAND AND SALT MIXTURE**

~~A mixture of sand and salt may be required as directed by the Street Superintendent to provide a safe surface for traffic.~~

~~The City uses a mixture of sand and salt for general use on streets and sidewalks.~~

~~The barrels placed throughout the City with this mixture are available to the City residents.~~

## **BRINE APPLICATION**

A brine application will be applied to the road surface as a pretreatment when conditions warrant it. The application of brine will allow time for crews to respond to a snow event. Not all surfaces will receive brine. Main roads, hills, and bridges will be the focus for brine pretreatment.

## **EMERGENCY REQUESTS FOR MAINTENANCE SERVICE**

Emergency calls may be made when threatening conditions may lead to damages, injury, or loss of life. Also, this may include power outages, downed power lines, watermain breaks, or other similar occurrences.

Calls may be made to the Police Department for emergency maintenance service. The Police Department personnel will notify the proper persons depending on the type of need.

## **COMPLAINTS**

Complaints for snow or ice removal shall be made to the Director of Public Works office during ~~work hours of 8:00 a.m. to 4:30 p.m. weekdays~~ normal office hours. The office personnel will notify the proper persons for action if necessary.

There will be no plowing of private driveways by City personnel. Some snow and ice will be deposited in private driveways during snow and ice removal operations. This will not be removed by the City.

The City will not replace mailboxes damaged during the course of winter road and sidewalk maintenance unless it was properly installed per guidelines established by the United States Postal Service and it was found that the plow struck the mailbox. Every attempt will be made to minimize heavy wet snow from knocking off mailboxes, but if it happens, it does not qualify for replacement with a new mailbox.

## **RECORD KEEPING**

A record of all significant winter storms and maintenance and complaints shall be maintained in the office of the Director of Public Works. ~~This shall include off-hour complaints and winter storm-related accident reports from the Police Department and the Street Garage.~~

## **RELATED CITY ORDINANCES**

The City Ordinances that cover winter street and sidewalk maintenance and snow removal are listed below:

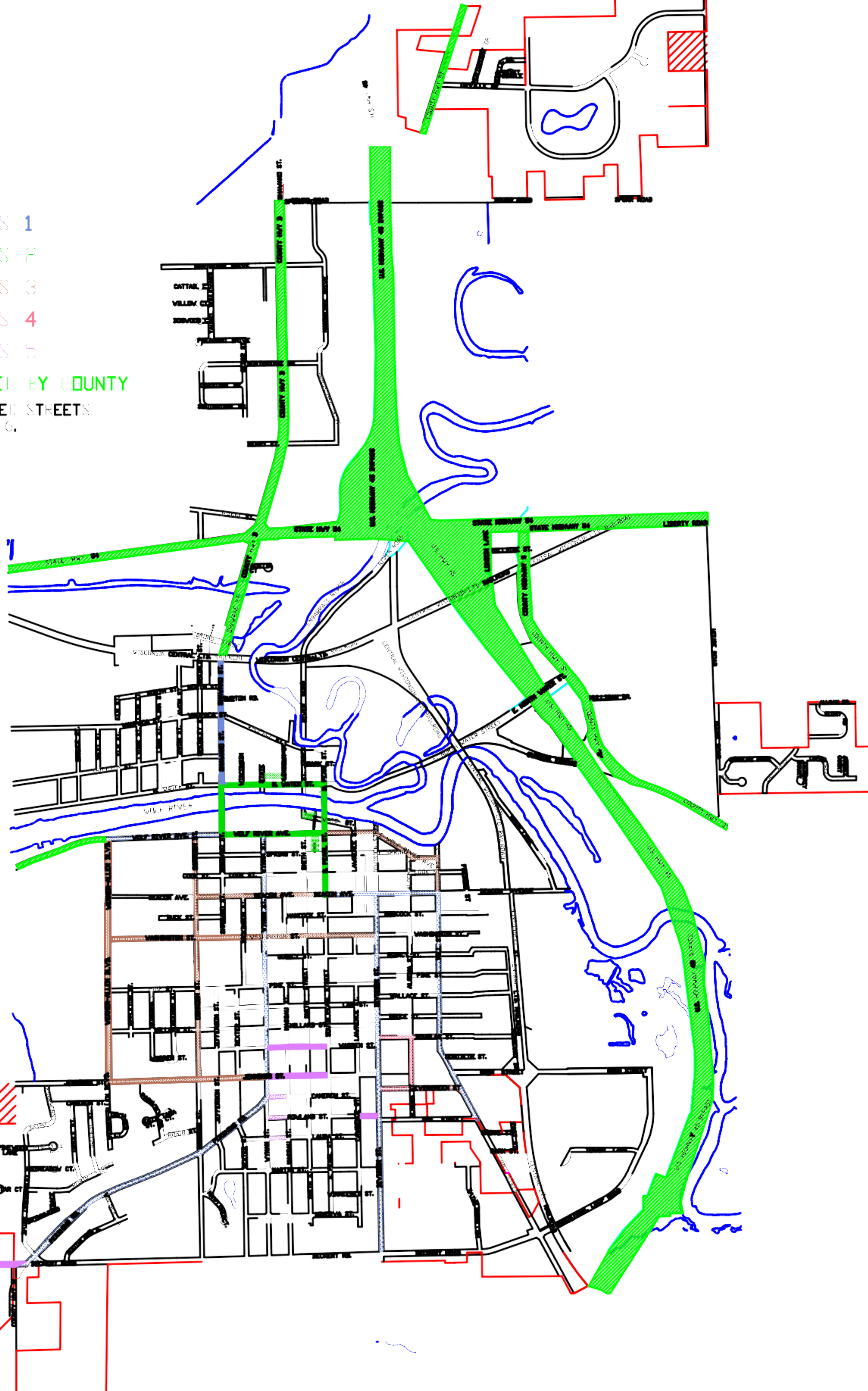
- ~~7.09~~ Snow Emergency Regulations
- ~~7.07(3)~~ All Night Parking Prohibited
- ~~8.06~~ Snow and Ice Removal

# CITY OF NEW LONDON

## STREET CLASSIFICATION FOR WINTER MAINTENANCE

- CLASS 1
- CLASS 2
- CLASS 3
- CLASS 4
- CLASS 5
- FLOWED BY COUNTY

NOTE: UNMARKED STREETS ARE A CLASS 6.



# AGREEMENT FOR PROFESSIONAL SERVICES

**CITY OF NEW LONDON**  
**Attn: Robert Garske, Director of Public Works**  
**215 N. Shawano Steet**  
**New London, WI 54961**

**DATE: January 26, 2024**  
**McM. No. N0009 08-22-00414**

## PROJECT DESCRIPTION

The City of New London, Outagamie County, has received Federal STP-Local Funding for the rehabilitation of the existing asphalt pavement on House Rd in the City of New London and Allcan Rd in both the City of New London and Town of Liberty. The City of New London is the sponsor for the project. House Rd from CTH S (N Water St) to STH 54, and Allcan Rd from House Rd to Basswood Ln, combine to create an overall project length of 1.4 miles.

House Rd is functionally classified as a local road that provides a north-south connection between CTH S and STH 54. The rural section on House Rd was last improved in 1973 and typically consists of two 10-ft asphalt lanes with 3-ft gravel shoulders. Allcan Rd provides a connection from a residential subdivision to House Rd and was last improved in 1984. Allcan's rural section typically consists of two 9-ft asphalt lanes with 1-ft gravel shoulders. The existing asphalt pavement is in poor condition with a PASER rating of 3 out of 10, when a 10 indicates a new pavement and a 0 indicates a failed pavement. Pedestrian and bicycle accommodation are not present on either roadway.

Proposed improvements in the funding application include pulverizing the existing cold mix asphalt surface and then overlaying with 4-in of Hot Mix Asphalt (HMA) pavement. The existing rural typical section will be maintained with the subgrade shoulder points remaining in their current location. This is considered to be a Wisconsin Department of Transportation (WisDOT) type S-1 application that involves retention and restoration of the roadways existing geometric, and cross-section features to satisfy the purpose and need of the project. Real estate acquisitions are not anticipated for the project.

## SCOPE OF SERVICES

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

- Survey
  - ▶ Alignment.
  - ▶ Control Points & Benchmarks.
  - ▶ Intersection Radius Points.
  - ▶ Horizontal Curve Data.
  - ▶ Culverts.
  - ▶ Existing Utilities within the proposed work area.
- Preparation of WisDOT reports
  - ▶ Design Study Report.
  - ▶ Pavement Design – McMahon will solicit proposals from geotechnical firms on behalf of the City. The geotechnical firm will contract directly with the City for this work.
  - ▶ Traffic Management Plan.

## SCOPE OF SERVICES (cont.)

- ▶ Environmental Document – CEC.
- Preparation of roadway plans consisting of the following:
  - ▶ Title Sheet.
  - ▶ Typical Cross Sections and General Notes.
  - ▶ Special Construction Details (as required).
  - ▶ Standard Details.
  - ▶ Miscellaneous Quantities.
  - ▶ Plan Sheets.
    - Note – R/W location will be based on Outagamie County GIS Mapping and available records.
  - ▶ Traffic Control Plan.
  - ▶ Erosion Control.
  - ▶ Pavement Marking & Permanent Signing.
- Preparation of Plans, Specifications and Estimates (PS&E) in accordance with the WisDOT FDM
  - ▶ Final Engineering Estimate.
  - ▶ Plan Letter.
  - ▶ Sample Proposal.
  - ▶ Utilities Status Report.
  - ▶ Contract Time Analysis.
  - ▶ Special Provisions.
  - ▶ Recommendation to the Governor.
  - ▶ Final Construction Plans.
- Project Administration / Meetings / Public Involvement
  - ▶ Kick-Off Meeting.
  - ▶ 30%, 60%, and 90% Design Review Meetings.
  - ▶ Public Involvement Meeting.
  - ▶ Project Coordination.

## ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Phase I, II, III, or IV Site Assessments (Hazmat) – Identified in this Proposal Agreement as extra work.
- Section 4(f) or 6(f) Evaluations - Identified in this Proposal Agreement as extra work.
- Private utility locates.
- Hydrologic and Hydraulic (H&H) study.
- Right-of-way plat or other land acquisition related services including TLE's or PLE's

## CLIENT RESPONSIBILITIES

The Scope of Services and fee is based upon the understanding that the City of New London will provide the following:

- Copies of all subdivision plats, Certified Survey Maps (CSM's), site plans and private surveys along the route, which the City may have on file.
- Provide record drawings of the existing roadway, storm sewer, sanitary sewer, water main, and street lighting.
- Review of all culverts to identify if culverts are draining correctly, and to determine if the pipes are in suitable condition to remain without replacement.
- Provide a location for all Public Informational Meetings and send notices to all interested parties.
- Permit and approval fees, if needed.
- Contract separately with the selected geotechnical, historical, archaeological, title company and right-of-way negotiation and appraisal consultants, as needed.

## 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.

## COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following Time and Expense compensation.

■ Rates Per Attached Fee Schedule	
■ Time & Expense Estimated at:	
▶ Survey.....	\$9,600
▶ Reports.....	\$25,300
▶ Plan Preparation.....	\$34,600
▶ PS&E.....	\$24,200
▶ Administration & Meetings .....	\$15,340
<hr/>	
Total Time & Expense Estimated .....	\$109,040

## COMPLETION SCHEDULE

The project schedule will be based upon a November 2024 bid letting date for 2025 construction. To meet this deadline, an August 2024 PS&E due date (to the State of Wisconsin DOT Office in Madison) is required. McMahon agrees to complete this project as follows:

- Project Land Survey – February 2024
- 30% Plan – March 2024
- 60% Plan – April 2024
- Draft PS&E (90% Plan) – May 2024
- Final PS&E – August 1, 2024
- Post PS&E Services – August 1, 2024 – November 12, 2024

## ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

### CITY OF NEW LONDON

215 N. Shawano Street  
New London, WI 54961

### McMAHON ASSOCIATES, INC.

1445 McMahon Drive | PO Box 1025  
Neenah, WI 54956 | 54957-1025  
920.751.4200 | MGMGRP.COM

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*Authorized Signature*

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Date

[REDACTED]

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Michael R. Simon, P.E.  
Vice President / Sr. Transportation Project  
Manager

January 26, 2024

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Date

[REDACTED]

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Ryan J. Kubat, P.E.  
Transportation Engineer

Attachments:   General Terms and Conditions  
                    Fee Schedule  
                    Reimbursable Schedule

**1. STANDARD OF CARE**

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**2. PAYMENT AND COMPENSATION**

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

**3. INSURANCE**

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation .....	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate .....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
Professional Liability Coverage .....	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 **Additional Insureds:** To the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

**4. CLAIMS AND DISPUTES**

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

## 5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahan. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahan: If the Client defaults in any of the Agreements entered into between McMahan and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahan may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahan.
- 5.3 Suspension for Non-Payment: McMahan may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

## 6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahan and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahan grants to the Client a nonexclusive license to use McMahan's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahan from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahan, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahan shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahan.

## 8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahan is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahan's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahan shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahan shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahan's services in connection with the project shall not subject McMahan's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahan, a Wisconsin corporation, and not against any of McMahan's employees, officers, or directors.
- 8.7 Contingency: McMahan's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahan agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahan will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahan shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



# FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$205.00
Senior Project Manager	\$205.00
Project Manager	\$145.00 - \$195.00
Senior Engineer	\$185.00 - \$195.00
Engineer	\$105.00 - \$175.00
Senior Engineering Technician	\$135.00 - \$145.00
Engineering Technician	\$75.00 - \$125.00
Senior Architect	\$170.00 - \$190.00
Architect	\$145.00 - \$165.00
Senior Designer	\$120.00 - \$140.00
Designer	\$90.00 - \$110.00
Senior Land Surveyor	\$130.00 - \$170.00
Land Surveyor	\$120.00
Land Surveyor Technician	\$85.00 - \$105.00
Surveyor Apprentice	\$70.00
Erosion Control Technician	\$90.00
Senior Hydrogeologist	\$205.00
Senior Ecologist	\$195.00
Environmental Scientist	\$100.00 - \$115.00
Senior G.I.S. Analyst	\$170.00
G.I.S. Analyst	\$95.00 - \$115.00
Wetland Delineator	\$115.00
Senior Public Management Specialist	\$160.00
Public Management Specialist	\$130.00
Senior Public Safety Specialist	\$160.00
Public Safety Specialist	\$130.00
Building Inspector Specialist	\$130.00
Water / Wastewater Specialist	\$105.00 - \$135.00
Senior On-Site Project Representative	\$120.00
On-Site Project Representative	\$60.00 - \$105.00
K-12 Administrative Specialist	\$125.00
State Plan Reviewer	\$145.00
Certified Grant Specialist	\$145.00
Graphic Designer	\$110.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$45.00 - \$70.00
Professional Witness Services	\$370.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591  
Email: MCM@MCMGRP.NET  
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952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248  
Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM



# REIMBURSABLE EXPENSE SCHEDULE \* | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
<b>REIMBURSABLE EXPENSES:</b>	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
<b>REIMBURSABLE UNITS:</b>	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - 5/8"	\$3.00/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$1.75/Each

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\* This schedule is not all inclusive.

Meeting Minutes  
Finance & Personnel Committee  
Wednesday, February 7, 2024 at 5:15 p.m. - Council Chambers

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

Also present: Mayor Mark Herter, Ald. John Hass, Ald. BaLynda Croy, Ald. Charlene Magolski, Ald. Dennis Herter and Ald. Bernie Ritchie (11 voting)

City Administrator Chad Hoerth, Finance Director Judy Radke, Director of Public Works Robert Garske, Parks and Recreation Director Ginger Sowle

1. The meeting was called to order by Chairman Dorsey at 5:15pm. A motion made by Roberts and seconded by Barrington to approve the agenda. *Carried 11-0.*
2. A motion was made by Roberts and seconded by Faucher to approve the December 6, 2023 meeting minutes. *Carried 11-0.*
3. Finance Director Radke reviewed the 2023 Year–End Unaudited Revenue, Expenditure, Assigned and Unassigned Fund Balance and Wheel Tax Reports. The actual 2023 expenditures were less than budgeted and revenue higher than budget, allowing the City to designate funds and add to the Unassigned Fund Balance. A motion was made by Barrington and seconded by Besaw to recommend to council an addition of \$275,000 to the Capital Fund, and \$25,000 to a Health Insurance Fund. *Carried 11-0.*
4. A motion was made by Besaw and seconded by Barrington to recommend to council approval of the Resolution Assigning Fund Balance for the year ended 2023. *Carried 11-0.*
5. A motion was made by Faucher and seconded by Besaw to recommend to council a Resolution Amending the 2023 Budget. The resolution authorizes movement of funds between categories with no increase in the total 2023 budget. *Carried 11-0.*
6. Finance Directors Report was discussed.
7. Please note, the March finance meeting will be held on February 28<sup>st</sup>, 2024 at 5:15, this is one week earlier than the normally scheduled meeting.
8. There being no further business, a motion was made by Barrington and seconded by Besaw to adjourn at 6:07 p.m. *Carried 11-0.*

Respectfully Submitted,  
Judy M Radke, Finance Director

**APPLICATION FOR LICENSE  
FEBRUARY 2024**

**BARTENDER'S LICENSE:**

KELLY KLING (TEMPORARY)	SHAMROCK CLUB OF NEW DUBLIN
ANNE STEDMAN (TEMPORARY)	SHAMROCK CLUB OF NEW DUBLIN
RITA QUESADA	WALMART
PATRICK BORK	WALMART
ROXANNE WARREN	WALMART
AARON KONOW	WALMART
JULIE A. MALOUF	WALMART
LAURIE SLOMSKI	JEANNE ROSE SPORTS BAR

**SOLICITOR'S LICENSE:**

JAMES WEBER (TEMPORARY)	SELF
SAVANAH DAUL	DROP N' GO

**TEMPORARY CLASS B LICENSES:**

SHAMROCK CLUB OF NEW DUBLIN	MARCH 16, 2024
MOST PRECIOUS BLOOD CATHOLIC CHURCH	MARCH 10, 2024

**CLASS A LICENSES:**

NEW LONDON STAR MARKET, LLC D/B/A/ NEW LONDON STAR MARKET	1931 N. SHAWANO STREET- STE 200 AGENT: KURTIS MILLER
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A RESOLUTION ASSIGNING FUND BALANCE

RESOLUTION NO. \_\_\_\_\_

WHEREAS, it is good fiscal policy to anticipate expenses and to set aside money for predicted events,

NOW, THEREFORE, BE IT RESOLVED that the City of New London Common Council hereby resolves as follows:

To set aside and designate fund balance to be spent in the following categories:

New Library Reserve	\$	1,663
Capital Projects Reserve	\$	1,956,595
Revaluation Reserve	\$	71,000
Cable TV	\$	314,934
Debt Service Reserve	\$	172,156
Boat Launch	\$	57,260
Trails/ATC	\$	48,932
Downtown Façade/Economic Development	\$	158,063
Downtown Revitalization/City Beautification	\$	2,006
Retirement Reserve	\$	740,000
Technology	\$	30,296
Hatten Stadium Foundation	\$	127,156
Dog Park	\$	3,194
Disk Golf	\$	1,409
Weather Sirens	\$	30,000
Krostue Park	\$	10,000
Radios	\$	1,577
Save the Birds	\$	1,191
Park Equipment	\$	2,837
Community Garden	\$	870
Wellness	\$	12,681
Flock Cameras	\$	62,500
New London Veterans memorial Foundation	\$	5,398
Health Insurance	\$	145,000
Wheel Tax	\$	133,373

Adopted this 20th day of February, 2024

BY: \_\_\_\_\_  
Mark Herter, Mayor

ATTEST: \_\_\_\_\_  
Nicole Ryerson, City Clerk

A RESOLUTION AMENDING THE 2023 BUDGET  
&  
NOTICE OF BUDGET CHANGE

RESOLUTION NO. \_\_\_\_\_

WHEREAS, it is good public policy to keep the citizens apprised of the actual outcome of Municipal operations; and

WHEREAS, the accounting period for 2023 is over and final audit of 2023 revenues and expenses is taking place;

NOW, THEREFORE, BE IT RESOLVED that the City of New London Common Council here by resolves as follows.

That the 2023 Budget be amended and restated as follows:

GENERAL AND DEBT SERVICE FUND EXPENDITURES	2023 ORIGINAL BUDGET	2023 BUDGET AMENDED
General Government	\$ 1,438,380	\$ 1,418,380
Public Safety	\$ 2,835,255	\$ 2,805,255
Public Works	\$ 1,158,389	\$ 1,058,398
Health & Human Services	\$ 245,796	\$ 225,796
Culture-Recreation-Development	\$ 2,234,708	\$ 2,188,286
Capital Fund	\$ 530,000	\$ 746,000
Debt Service	\$ 942,587	\$ 943,000
TOTAL GENERAL AND DEBT SERVICE FUND EXPENDITURES	\$ 9,385,115	\$ 9,385,115

Adopted this 20<sup>th</sup> day of February, 2024

BY: \_\_\_\_\_  
Mark Herter, Mayor

ATTEST: \_\_\_\_\_  
Nicole Ryerson, City Clerk

## MEETING MINUTES

### CAPITAL EQUIPMENT & PROJECTS COMMITTEE

Wednesday, February 7th, 2024

Immediately following the Finance and Personnel Committee meeting (6:11p)  
Municipal Building

Capital Equipment & Projects Committee members:

Mayor Herter, Robert Besaw, John Faucher, BaLynda Croy, Michael Barrington, David Dorsey, Dennis Herter, John Hass, Bernie Ritchie, Timothy Roberts and Charlene Magolski (11 voting).

Also present:

City Administrator Chad Hoerth, Finance Director Judy Radke, Director of Parks and Recreation Ginger Arndt Director of Public Works Robert Garske and Rob Way, Cemetery Commission.

The meeting was called to order at 6:26 pm by Council President John Hass. Barrington/Dorsey to adopt agenda. *Carried 11-0.*

Radke was called upon to review the 2024 Capital Equipment & Projects Schedule. Radke highlighted the equipment and projects approved at the December 6<sup>th</sup> meeting. The City Staff and Department Heads met to discuss priority needs after an addition of dollars was added from the operational budget.

Radke highlighted the recommendations by staff and discussed possible options for some of the items that would not be approved for current funding. The alderman called on the department heads to describe the items, and/or the need, from the list that would be recognized for approval at the meeting. The following motions were made:

Dorsey/Besaw to recommend to council approval of the Barricades and Small Equipment for the Public Works Department, estimated cost \$11,350. *Carried 11-0.*

Mayor Herter/Croy to recommend to council approval of an additional \$13,519 for increase in price for the 2023 Chevy Silverado Garbage Truck, total estimated cost \$47,519, \$34,000 budgeted in 2023. *Carried 11-0.*

Faucher/Besaw to recommend to council approval of the Engineering for the Newton Blackmour Trail Bridge, estimated cost \$50,640. *Carried 10-1 (Roberts against).*

Ritchie/Mayor Herter to recommend to council approval of the Development of Overflow Parking and Pier at Old St Garage Site, including River Trail Resurfacing using the Assigned Boat Launch Funds, pending at least a 50% grant. The estimated cost of the project is \$427,000 and Park and Recreation Director Ginger Sowle will apply for WDNR funding. The Assigned Fund Balance may go into the negative and be paid back with the boat launch fees over time. *Carried 11-0.*

Dorsey/Besaw to recommend to council approval of the Bleacher Upgrades at Pfeifer Project, at an estimated cost of \$20,000. *Carried 11-0.*

Barrington/Faucher to recommend to council approval of the Pfeifer Park Ball Diamond Renovations, estimated cost of \$7,000. *Carried 11-0.*

Dorsey/Ritchie to recommend to council approval of an additional \$25,000 for the Zoning Ordinance Rewrite, total estimated cost \$75,000, \$50,000 budgeted in 2023. *Carried 11-0.*

Besaw/Croy to recommend to council approval of the Stump Grinding at the Cemetery, estimated cost \$6,000. *Carried 11-0*

The next Capital Equipment and Projects Committee will be scheduled on an as needed basis.

Roberts /Barrington to adjourn. Passed unanimously. The meeting adjourned at 6:47 p.m.

Respectfully Submitted,  
Judy M Radke, Finance Director



CITY OF NEW LONDON  
**DEPARTMENT OF PUBLIC WORKS**

215 NORTH SHAWANO STREET  
NEW LONDON, WISCONSIN 54961  
PHONE: (920) 982-8503  
FAX: (920) 982-8665  
Website: [www.newlondonwi.org](http://www.newlondonwi.org)

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**REQUEST FOR ADDITIONAL CAPITAL FUNDING**

I am requesting additional capital funding in the amount of \$11,350. The listed equipment is as follows:

1. Barricades - \$5,000.00
  - I would like to purchase some roll up pre-warning signs, 2-foot class 2 barricades with flashers, refresh a couple 8-foot class 3 barricades, and purchase several plastic A-cade style barricades.
2. Plate Compactor - \$1800.00
  - Our current plate compactor works okay but does not have a water system on it for compacting asphalt. We looked into retrofitting a water system on the old compactor but they are expensive and have reviews that say they vibrate loose and do not fit and work as designed. This will be an important piece of equipment for the hot asphalt patching program I would like to start up.
3. Welder - \$1900.00
  - The old shop welder is always in need of repairs. Currently the feed wheel for the wire is wore out and skips as you try to weld. The replacement welder will have the capacity to weld up to ¼ inch steel. It would cover all our welding needs.
4. Trailer for Painter - \$1900.00
  - The current trailer used to haul the paint striper is well past its life. Rusted and wore out it is starting to become a safety hazard using it. The trailer would be a 5' x 8' high side with a ramp.
5. Cordless Power Tool Kit - \$750.00
  - Having a dedicated tool kit for the Street Department so they do not have to look for Facility Maintenance to borrow tools when they need them on the street for doing repairs.

Respectfully Submitted,  
Robert Garske – Director of Public Works

## PARKS & RECREATION COMMITTEE MINUTES

Tuesday, February 6, 2024

Committee Members Present: Bob Besaw (Chair), John Faucher (V. Chair), Charlene Magolski, Bernard Ritchie, John Hass, Jim Jaeger (citizen member), Jack Keding (student member)

Council Members Present: Mayor Herter, Tim Roberts, BaLynda Croy, Mike Barrington, Dennis Herter

Council Member(s) Absent: Dave Dorsey

Others Present: Chad Hoerth, City Administrator  
Ginger Sowle, Director of Parks & Recreation

Visitors: None None

R. Besaw called meeting to order at 5:15 PM

After the Pledge of Allegiance, B Ritchie motioned, J Faucher seconded to adopt agenda. *Motion carried by all, 11-0.*

J Hass motioned, J Faucher seconded for approval January 2, 2024, meeting minutes. *Motion carried by all, 11-0.*

Public Input: Jim Jaeger took a moment to update the committee regarding questions he has been receiving regarding the Veterans Memorial. Requests have been made to eliminate the word 'era' and or specific dates from the wall related to Vietnam War, due to changes that the Veterans Affairs Committee made in legislation. Jaeger has refused all requests due to the material and the permanency of the wall and has encouraged those requesting the change to contact the Parks and Recreation Office to order a new tile if desired. Sowle made note to inform all office staff of the changes and honor the Veterans Wall Committee's decision to deny requests.

Consider/approval agreement with St. Joseph's Residence for amendment to the current Facility Use Agreement: Director Sowle is recommending amendments to the agreement after review and approval of the city attorney. This amendment will remove an area of the facility that the City no longer manages, which was the old Community Cupboard and the add a new portion of the facility, named the North Room, which was the band room in the school. The terms of the agreement will be for 2 years, per the request of St. Joseph's management, wherein it will then be revisited. If the facility is found to be beneficial, as expected, then we'd look into extending the agreement to align with the original agreement's term date of October 2038.

J Hass motioned and B Ritchie seconded to consider/approve the agreement with St. Joseph's Residence for amendment to the current facility use agreement with approval of the city attorney. *Motion carried by all, 11-0.*

Consider/approval Agreement for Land Use for Communication Tower and Access Easement with Waupaca County Emergency Management: Director Sowle brought to committee the agreement and supporting documents from Waupaca County Emergency Management for the new tower. The City Attorney has

reviewed and approved this agreement. Waupaca County will be granted easement and will do all maintenance of the tower, the road leading to the tower and related structures including fencing.

B Ritchie motioned and J Faucher seconded to consider/approve the agreement for land use with Waupaca County Emergency Management. *Motion carried by all, 11-0.*

Director's Report: Director's Report was included in the agenda packet and reviewed by the committee. Additional comments noted as follows:

- Memorial Park Planning discussion update
  - Representatives from New London Girls Youth Softball Association, New London Youth Baseball Association, the New London Historical Village, New London School District and the New London Lions Club were present.
  - The group set goals for the park plan to include updating the bathroom facility, storage space, playground and possible 3<sup>rd</sup> diamond.
- Boat Launch Overflow Launch Site – Sowle will be meeting with Wisconsin DNR Representatives to discuss grant possibilities and will be requesting partial funding for the project at the next Capital Projects Committee. The project's completion will be dependent on additional outside funding.
- Annual Report reviewed- Sowle noted that she was very proud of all of the staff that were included in the department and highlighted growth in programming and projects that were completed in 2023.

Chairman's Report: None

Future Agenda Items:

- Agreement discussion(s)
  - Depot and Historical Village

Next Park and Recreation Meeting to be held on Tuesday, March 5<sup>th</sup>, 2024 @ 5:15 PM

Adjournment

There being no further discussion, J Faucher moved, seconded J Hass to adjourn meeting at 5:41 PM. *Motion carried by all, 11-0.*

**AMENDMENT TO LEASE**

**Whereas**, on October 15, 2002 St. Joseph Residence, Inc. "Landlord" and the City of New London "Tenant", entered into a Lease of certain portions of the building known as the Washington Center.

**Whereas**, the parties entered into an extension of that Lease on February 17, 2005 through October 15, 2038.

**Whereas**, the parties amended the Lease and the extension to exclude Room B-3, the Art Offices (2) and the Art Storage Area and extend this Lease for a period of two years, through April 4, 2021.

All other provisions of the original Lease dated October 15, 2002 shall remain in full force and effect.

**Whereas**, the parties now wish to amend the Lease and the Extension thereof, as follows:

1. Extend the Lease and its terms to include the North "Band Room" Room for 2 years after the signing of this agreement.

LANDLORD:

ST. JOSEPH RESIDENCE, INC.

By: \_\_\_\_\_

Date: \_\_\_\_\_

TENANT:

CITY OF NEW LONDON

By: \_\_\_\_\_  
Mark Herter, Mayor

Attest: \_\_\_\_\_  
Nicole Ryerson, Clerk

TOWER AND ACCESS EASEMENT

Document Number

Document Title

City of New London, a municipal corporation, Grantor, grants to Waupaca County, a body corporate, Grantee, a Communication Tower and Access Easement on the following real property located in Waupaca County, State of Wisconsin:

Being part of Riverside Park owned by the City of New London and being part of Government Lot 4 of Section 12, Town 22 North, Range 14 East, in the City of New London, Waupaca County, Wisconsin;

The provisions and terms of the Conveyance are fully set forth in the Agreement and Exhibits A and B attached to this document.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024

Mark Herter, Mayor, City of New London

ACKNOWLEDGEMENT

State of Wisconsin)

County of Waupaca)

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2024 the above named individual to me known to be the person who executed the foregoing instrument and acknowledged the same.

PRINT NAME: \_\_\_\_\_

Notary Public, State of Wisconsin

My commission is permanent/expires: \_\_\_\_\_

This instrument was drafted by:

Diane L. Meulemans, SBN 1036129

811 Harding Street, Waupaca, WI 54981

**THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE.**

This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.

WRDA Rev. 12/22/2010

Recording Area

Name and Return Address  
Waupaca County Sheriff's Office  
1402 Royalton Street  
Waupaca, WI 54981

33 - 13 - 54 - 20

Parcel Identification Number (PIN)

## Communication Tower and Access Easement

This Communication Tower and Access Easement ("Easement") is made by and between **City of New London**, a municipal corporation, (hereinafter referred to as "Grantor"), and the **Waupaca County – Waupaca County Sheriff's Office**, a body corporate, (hereinafter referred to as "Grantee"), which are collectively referred to as "Parties."

### RECITALS

Whereas, the Grantor is currently the owner in fee simple of a parcel of land in the City of New London, Waupaca County, Wisconsin, commonly known as Riverside Park, and legally described as:

Being part of Riverside Park owned by the City of New London and being part of Government Lot 4 of Section 12, Town 22 North, Range 14 East, in the City of New London, Waupaca County, Wisconsin; and

Whereas, the Grantee is desirous of constructing and maintaining antenna support towers and radiotelegraph equipment for use by the Grantee on Grantor's real property in the City of New London; and

Whereas, the Parties are desirous of working collaboratively to increase and enhance emergency communications in and around the City of New London for the benefit of public security and safety through mutual assistance; and

Whereas, the Easement is for the limited purposes to install, operate, and maintain a radio station transmitter tower site and equipment storage building, herein after identified as the "Tower Site," in the City of New London, Waupaca County, Wisconsin.

Now therefore, for \$1.00 and other good and valuable consideration and in accordance with the mutual covenants set forth herein, the Grantor does hereby convey to the Grantee, upon acceptance by the Grantee, an easement in perpetuity to enter upon, construct, maintain, and operate a communications tower and equipment storage building at the Tower Site.

#### I. EASEMENT

See Exhibit A (3 pages) for the legal description that includes the 10 foot utility easement, the 33 foot ingress and egress access easement, and tower easement which is the real property affected by this grant of property rights.

See Exhibit B (1 page) for the survey mapping of Tower Site, which is included in the affected real property described in Exhibit A.

#### II. EASEMENT USAGE

- A. This grant of easement is limited to the County of Waupaca, acting through the Waupaca County Sheriff's Office, for the purpose of providing communication services for public safety purposes as necessary for the effective operations of the Waupaca County Sheriff's Office and for no other purpose. This grant of easement shall not be assigned to any other entity.
- B. The Grantee has the right to enter upon, install, construct, maintain, operate, replace, repair, or remove one radio communications tower, accessory buildings or facilities related to use, operation, or maintenance of the communications tower, equipment and appurtenant appliances and utilities necessary and usual for a radio communications tower at the Tower

Site. The Grantee shall have the right to construct the communications tower and necessary equipment at the location identified and described by Exhibits A and B.

- C. The Grantee may install boundary or security fences at Grantee's discretion and cost along the boundary of the Tower Site and Grantor's remaining lands or anywhere upon the Tower Site. Grantee will provide thirty days' advance notice to Grantor of any fence installation on Grantor's remaining lands.
- D. During the initial period of construction and installation of the communication tower, the Grantee shall have a temporary construction easement over those portions of the property reasonably necessary located within the area described on Exhibit B for purposes of transporting equipment and materials to the Tower Site for the purpose of constructing and installing the new communication tower, and for constructing the new apparatus building. Any usable vegetation removed as part of the temporary construction easement shall be stacked for removal by the Grantor. This temporary construction easement shall commence with the full execution of this document and shall extend for a period not to exceed eight (8) months, and in no case beyond September 1, 2024 unless unforeseen delays occur beyond the parties' control.
- E. The Grantee and its agents shall have a free and uninterrupted right of way and rights of ingress and egress at any and all times to and from the Tower site and associated equipment.
- F. The Grantee shall secure any and all necessary federal, state, county, and local permits and approvals for the construction of the communications tower at the Tower Site.
- G. The Grantee shall have the right to extend electrical power and commercial telephone power to the Tower site.
- H. The Grantee shall be responsible for maintaining the access road, utility easements, and the immediate grounds of the Tower Site. This includes the right to cut, remove, trim, and maintain vegetation on the grounds of the Tower Site.

### III. LIMITATIONS ON USAGE

The Grantee shall not allow access to the Tower Site by any other than authorized employees, qualified telecommunications maintenance contractors, or the certified inspectors performing necessary work as specified by the certified Federal Communications Commission Inspectors.

### IV. REVERSION TO GRANTOR

In the event that the Grantee, its successors and assigns cease operations of the tower, remove the tower and building, and do not use the Tower Site for a period of two years, all covenants and rights of this easement shall revert to the Grantor at the end of the two year time period.

### V. GENERAL

- A. This Agreement sets forth the entire understanding of the parties and may not be changed except by written document executed and acknowledged by all parties to this Agreement.
- B. If any term or condition of the Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid

and enforceable to the fullest extent permitted by law.

- C. In the event of any dispute, claim, question, or disagreement arising from or relating to the terms or phrases of this Agreement or the Parties' use of or access to the Easement area, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties for a period of 60 days.
- D. Notices: Any notices to be given by either party to the other may be given by personal delivery or by US Mail. Mail notices shall be addressed to the parties at the addresses appearing in this Agreement, but each party may change that identified individual or address by written notice to the other party. Notices delivered personally shall be deemed communicated as of the date of the actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

If to Grantor:

Robert Garske  
Director of Public Works  
215 N. Shawano St.  
New London, WI 54961

and

Nicole Ryerson  
Clerk  
215 North Shawano Street  
New London, WI 54961

If to Grantee:

Timothy Wilz, Sheriff  
1402 Royalton St.  
Waupaca, WI, 54981

and

Kristy K. Opperman  
County Clerk  
811 Harding Street  
Waupaca, WI 54981

- E. By signing below, each individual acknowledges an understanding of all the provisions of the agreement and that s/he is authorized to enter into the Agreement.

**IN WITNESS THEREOF** Grantor has caused this instrument to be executed on its behalf effective on the last date of the following signatures:

FOR GRANTOR:

\_\_\_\_\_  
Mark Herter, Mayor, City of New London

Date \_\_\_\_\_

\_\_\_\_\_  
ATTEST: Nicole Ryerson, Clerk

Date \_\_\_\_\_

FOR GRANTEE:

\_\_\_\_\_  
Dick Koeppen, County Board Chair

Date \_\_\_\_\_

\_\_\_\_\_  
ATTEST: Kristy K. Opperman, Clerk

Date \_\_\_\_\_

This instrument drafted by:  
Diane L. Meulemans  
Corporation Counsel, Waupaca County  
SBN 1036129  
811 Harding Street  
Waupaca, WI 54981

## Waupaca Land Surveying

E 2613 Southwood Drive  
Waupaca, WI 54981  
1-715-256-9942 (Phone)  
[waulandsurv@charter.net](mailto:waulandsurv@charter.net) (email)

### Exhibit A

#### UTILITY EASEMENT DESCRIPTION :

Being an Easement for the Construction and maintenance of a Utility over that part of the Riverside Park owned by the City of New London and being part of Government Lot 4 of Section 12, Town 22 North, Range 14 East, in the City of New London, Waupaca County, Wisconsin and bounded as follows:

Commencing at an Existing Cast Iron Monument at the Southwest Corner of said Section 12. Thence N 89° 38' 17" E, along the Line between the Southwest Corner and the South Quarter Corner of said Section 12, a distance of 275.95 feet to a Point. Thence N 00° 21' 43" W, a distance of 229.33 feet to a Point. Thence N 69° 00' 00" E, a distance of 40.80 feet, to a Point.

*Said Point also being the Point of Beginning of this description;*

*Thence N 69° 00' 00" E, a distance of 10.26 feet to a Point;*

*Thence S 34° 00' 00" E, a distance of 78.83 feet, to a Point at the Start of a Curve Concave to the Northeast with the following Curve Data:*

*Radius = 142.18 feet, Delta = 73° 00' 00", Chord Bearing = S 70° 30' 00" E, Chord Length = 169.15 feet;*

*Thence Southeasterly, along the Arc of said Curve, a distance of 181.15 feet to a Point;*

*Thence N 73° 00' 00" E, a distance of 301.76 feet to a Point;*

*Thence N 66° 45' 00" E, a distance of 193.03 feet to a Point;*

*Thence S 14° 00' 00" E, a distance of 41.00 feet to a Point;*

*Thence S 76° 00' 00" W, a distance of 190.00 feet to a Point;*

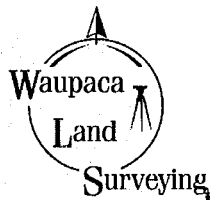
*Thence S 73° 00' 00" W, a distance of 301.76 feet to a Point at the Start of a Curve Concave to the Northeast with the following Curve Data:*

*Radius = 152.18 feet, Delta = 73° 00' 00", Chord Bearing = N 70° 30' 00" W, Chord Length = 181.04 feet;*

*Thence Northwesterly, along the Arc of said Curve, a distance of 193.89 feet to a Point;*

*Thence N 34° 00' 00" W, a distance of 81.13 feet to the Point of Beginning.*

Described area containing 10, 549 Square Feet (0. 242 Acres). Subject to any and all Easements and/or Deed Restrictions of Record.



**Waupaca Land Surveying since 1997**  
**Surveying since 1984**

# Waupaca Land Surveying

E 2613 Southwood Drive  
Waupaca, WI 54981  
1-715-256-9942 (Phone)  
[waulandsurv@charter.net](mailto:waulandsurv@charter.net) (email)

## ACCESS EASEMENT DESCRIPTION :

Being an Easement for Ingress, Egress, and other Interests over that part of the Riverside Park owned by the City of New London and being part of Government Lot 4 of Section 12, Town 22 North, Range 14 East, in the City of New London, Waupaca County, Wisconsin and bounded as follows:

Commencing at an Existing Cast Iron Monument at the Southwest Corner of said Section 12. Thence N 89° 38' 17" E, along the Line between the Southwest Corner and the South Quarter Corner of said Section 12, a distance of 275.95 feet to a Point. Thence N 00° 21' 43" W, a distance of 229.33 feet to a Point. Thence N 69° 00' 00" E, a distance of 51.06 feet, to a Point.

*Said Point also being the Point of Beginning of this description;*

*Thence N 69° 00' 00" E, a distance of 33.87 feet to a Point;*

*Thence S 34° 00' 00" E, a distance of 71.21 feet to a Point at the Start of a Curve Concave to the Northeast with the following Curve Data:*

*Radius = 109.18 feet, Delta = 73° 00' 00", Chord Bearing = S 70° 30' 00" E, Chord Length = 129.89 feet;*

*Thence Southeasterly, along the Arc of said Curve, a distance of 139.11 feet to a Point;*

*Thence N 73° 00' 00" E, a distance of 299.96 feet to a Point;*

*Thence N 66° 45' 00" E, a distance of 136.69 feet to a Point at the Start of a Curve Concave to the Northwest with the following Curve Data:*

*Radius = 27.15 feet, Delta = 91° 45' 00", Chord Bearing = N 20° 52' 30" E, Chord Length = 38.97 feet;*

*Thence Northeasterly, along the Arc of said Curve, a distance of 43.47 feet to a Point;*

*Thence N 25° 00' 00" W, a distance of 31.61 feet to a Point;*

*Thence N 22° 00' 00" W, a distance of 255.00 feet to a Point;*

*Thence N 25° 00' 00" W, a distance of 113.41 feet to a Point;*

*Thence N 33° 00' 00" W, a distance of 71.02 feet to a Point;*

*Thence N 18° 00' 00" W, a distance of 69.72 feet to a Point;*

*Thence N 70° 26' 00" E, a distance of 33.01 feet to a Point;*

*Thence S 18° 00' 00" E, a distance of 66.28 feet to a Point;*

*Thence S 33° 00' 00" E, a distance of 68.98 feet to a Point;*

*Thence S 25° 00' 00" E, a distance of 116.59 feet to a Point;*

*Thence S 22° 00' 00" E, a distance of 255.00 feet to a Point;*

*Thence S 25° 00' 00" E, a distance of 30.74 feet to a Point at the Start of a Curve Concave to*

*the Northeast with the following Curve Data:*

*Radius = 29.90 feet, Delta = 88° 15' 00", Chord Bearing = S 69° 07' 30" E, Chord Length = 41.63 feet;*

*Thence Southeasterly, along the Arc of said Curve, a distance of 46.05 feet to a Point;*

*Thence N 66° 45' 00" E, a distance of 21.23 feet to a Point;*

*Thence N 81° 00' 00" E, a distance of 60.28 feet to a Point;*

*Thence N 65° 00' 00" E, a distance of 79.13 feet to a Point;*

*Thence N 75° 00' 00" E, a distance of 103.69 feet to a Point;*

*Thence S 89° 30' 00" E, a distance of 68.22 feet to a Point;*

*Thence S 00° 24' 00" W, a distance of 33.00 feet to a Point;*

*Thence N 89° 30' 00" W, a distance of 63.79 feet to a Point;*

*Thence S 75° 00' 00" W, a distance of 96.31 feet to a Point;*

*Thence S 65° 00' 00" W, a distance of 80.88 feet to a Point;*

*Thence S 81° 00' 00" W, a distance of 60.79 feet to a Point;*

*Thence S 66° 45' 00" W, a distance of 245.60 feet to a Point;*

*Thence S 73° 00' 00" W, a distance of 301.76 feet to a Point at the Start of a Curve Concave to*

*the Northeast with the following Curve Data:*

*Radius = 142.18 feet, Delta = 73° 00' 00", Chord Bearing = N 70° 30' 00" W, Chord Length = 169.15 feet;*

*Thence Northwesterly, along the Arc of said Curve, a distance of 181.15 feet to a Point;*

*Thence N 34° 00' 00" W, a distance of 78.83 feet to the Point of Beginning.*

Described area containing 55, 029 Square Feet (1. 263 Acres). Subject to any and all Easements and/or Deed Restrictions of Record.

## Waupaca Land Surveying

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Waupaca, WI 54981  
1-715-256-9942 (Phone)  
[waulandsurv@charter.net](mailto:waulandsurv@charter.net) (email)

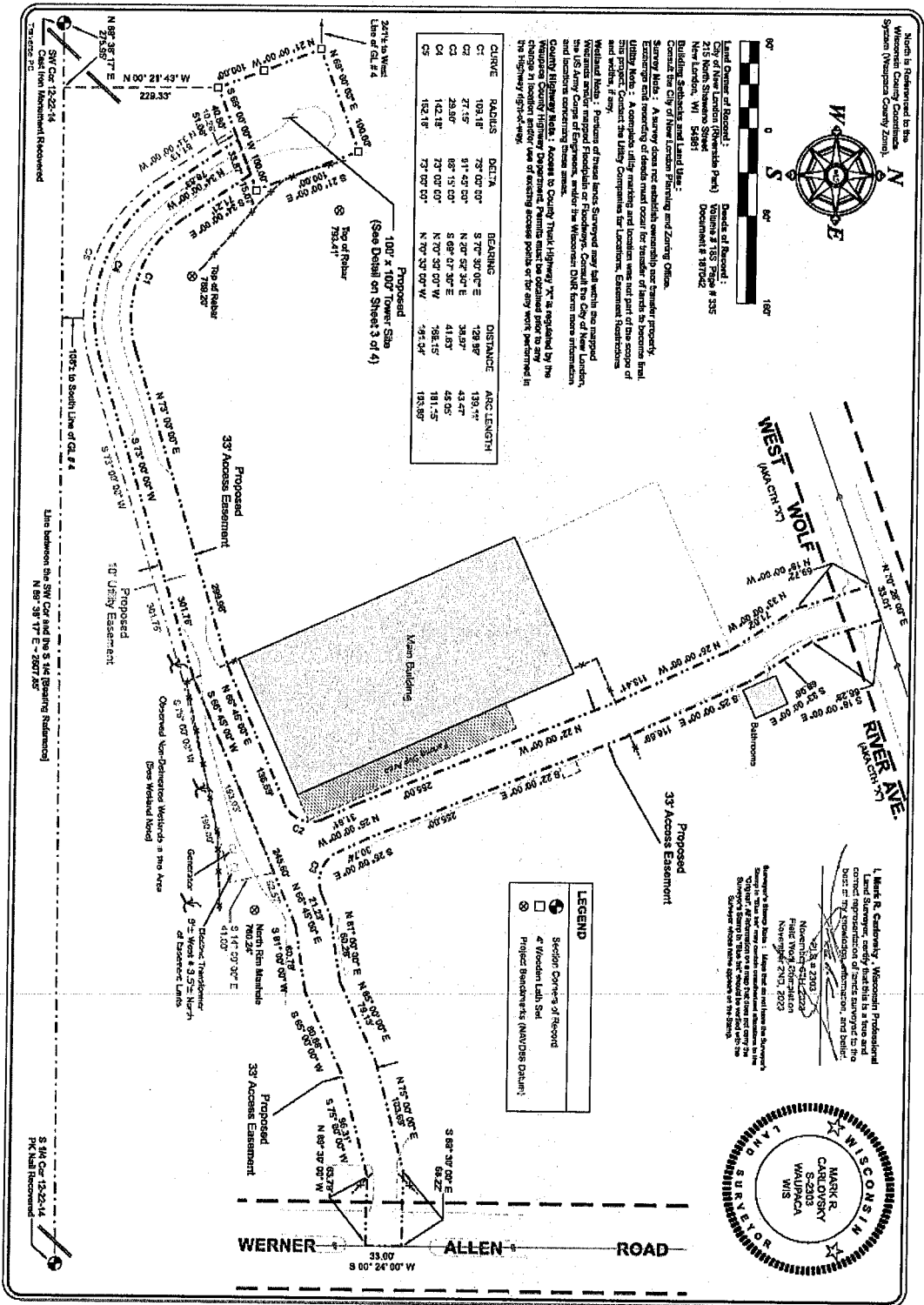
### **TOWER EASEMENT DESCRIPTION :**

Being an Easement for a Communication Tower and other Interests over that part of the Riverside Park owned by the City of New London and being part of Government Lot 4 of Section 12, Town 22 North, Range 14 East, in the City of New London, Waupaca County, Wisconsin and bounded as follows:

Commencing at an Existing Cast Iron Monument at the Southwest Corner of said Section 12. Thence N 89° 38' 17" E, along the Line between the Southwest Corner and the South Quarter Corner of said Section 12, a distance of 275.95 feet to a Point. Thence N 00° 21' 43" W, a distance of 229.33 feet to a Point

*Said Point also being the Point of Beginning of this description;  
Thence N 21° 00' 00" W, a distance of 100.00 feet to a Point;  
Thence N 69° 00' 00" E, a distance of 100.00 feet to a Point;  
Thence S 21° 00' 00" E, a distance of 100.00 feet to a Point;  
Thence S 69° 00' 00" W, a distance of 100.00 feet to the Point of Beginning.*

Described area containing 10, 000 Square Feet (0. 230 Acres). Subject to any and all Easements and/or Deed Restrictions of Record.



THIS INSTRUMENT DRAFTED BY  
**WAUPACA LAND SURVEYING**  
 MARK R. CARLOVSKY  
 PROFESSIONAL LAND SURVEYOR # 2303  
 E2513 SOUTHWOOD DRIVE  
 WAUPACA, WI 54981  
 TIS 253-6942  
 waulandsurv@charter.net

**TOWER & EASEMENT SURVEY**  
 Being Part of Riverside Park owned by the City of New London  
 and being part of Government Lot 4 of Section 12, Town 22 North,  
 Range 14 East, in the City of New London, Waupaca County, Wisconsin.

Client Name WCEM	Drawing Name RL Tower Site
Scale 80 Plot	Plot Date 11-8-2023
Job Number 2023-080YPB	Drawing Date 10-24-2023
	Sheet 14

This map was drawn with TRUVUE ILS PC Software

**City of New London**  
**Planning Commission Meeting Minutes**  
**January 25, 2024**

**Roll Call**

Meeting was called to order by chairman Bernie Ritchie at 05:15 p.m. Those in attendance were Chairman Bernie Ritchie, Jay Bessette, Dona Gabert, Susie Steingraber, Jeff Handschke and Mayor Mark Herter (via zoom).

Others in attendance: Building Inspector/Zoning Administrator: David Vincent, City Administrator: Chad Hoerth, Charlene Magolski (representing district 5), John Hass (representing district 2), Bob Besaw (representing district 1), BaLynda Croy (representing district 2) and Tim Roberts (representing district 4).

Group participated in the Pledge of Allegiance.

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

The December 14, 2023 meeting minutes were reviewed. A motion by Bessette to accept the minutes was made and seconded by Steingraber, carried by all.

The first agenda item was to discuss the results of the interviews with the two Request for Proposal from Vandewalle & Associates and Cedar Corporation. There was a large degree of discussion about the two proposals.

The second item on the agenda was to make a recommendation to city council on which of the two proposals should be forwarded for consideration. Handschke made a motion to recommend Vandewalle to win the bid and be awarded the contract to create a new Zoning ordinance for the city of New London. The motion was seconded by Steingraber. The motion carried with one Nay vote cast by Hass.

A motion was made to adjourn by Gabert, seconded by Steingraber, carried by all. Meeting adjourned by Chairman Ritchie at approximately 05:59 p.m.

Respectively submitted by David Vincent-Zoning Administrator



Proposal for:

**CITY OF NEW LONDON  
ZONING CODE  
REWRITE**

December 20, 2023



VANDEWALLE &  
ASSOCIATES INC.  
*Shaping places. shaping change.*

**VANDEWALLE & ASSOCIATES, INC.**

**Madison: 120 East Lakeside Street | Madison, WI 53715 | [www.vandewalle.com](http://www.vandewalle.com)**

**Milwaukee: 247 Freshwater Way | Milwaukee, WI 53204**

**Contact: Ben Rohr, AICP | C. (608) 449-4912 | [brohr@vandewalle.com](mailto:brohr@vandewalle.com)**

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## CONTACT INFORMATION

### **Project Manager**

Ben Rohr, AICP | brohr@vandewalle.com

### **Madison Office:**

120 E. Lakeside Street  
Madison, WI 53715  
(608) 255-3988 Phone  
(608) 255-0814 Fax

### **Milwaukee Office:**

247 W Freshwater Way  
Milwaukee, WI 53715  
(414) 988-8654  
[www.vandewalle.com](http://www.vandewalle.com)

# LETTER OF TRANSMITTAL

Chad Hoerth, City Administrator  
City of New London, Wisconsin

RE: RFP for the City of New London Zoning Code Rewrite

Dear Mr. Hoerth:

On behalf of the Vandewalle & Associates' team, we are pleased to present our attached proposal for the City's Zoning Code Rewrite. We have thoroughly reviewed the RFP and have prepared a detailed proposal to address all of the City's requirements to deliver a comprehensive rewrite of the Zoning Code that allows New London to implement the goals, recommendations, and vision laid out by its newly adopted Comprehensive Plan.

While our proposed scope of work, approach, and project timeline are specific to New London, they are based on a highly successful approach that we have used in crafting hybrid use-based/form-based development codes for more than 40 years throughout Wisconsin. We will provide a process that offers meaningful input from staff, elected officials, businesses, neighborhoods, property owners, and interested residents. The result will be a new Zoning Code that is thoroughly customized to forward the City's plans and facilitate the type of development that New London desires.

Our Project Team offers an unmatched wealth of experience in rewriting and administering Zoning Ordinances across Wisconsin, coupled with decades of regional knowledge and understanding to provide:

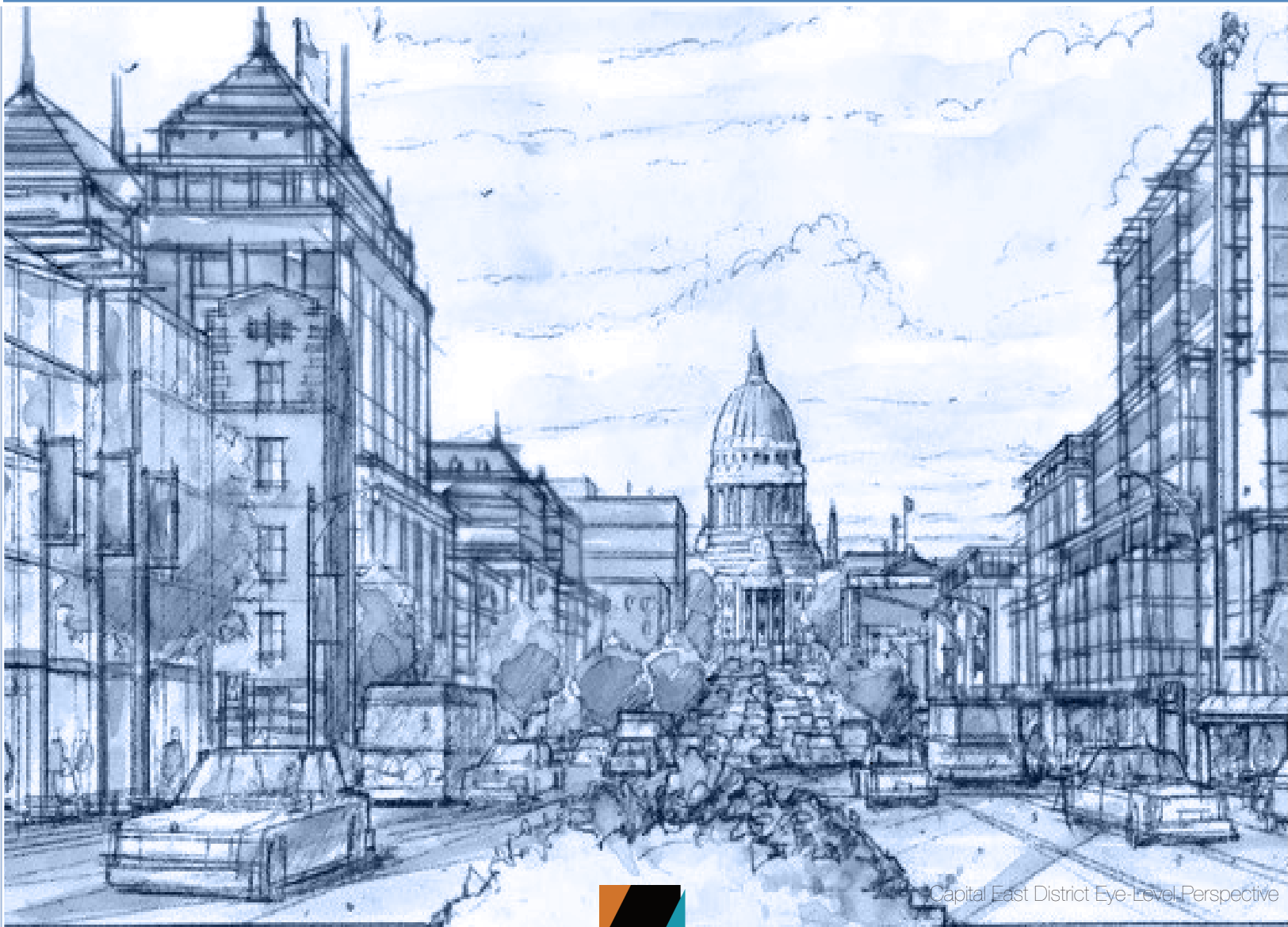
- **A deep knowledge of the connections between planning, zoning, land division, economic development, and redevelopment.** We will leverage Vandewalle & Associates' experience in revitalizing central downtown areas, older neighborhoods, and aging commercial corridors to craft zoning provisions that respond to market conditions, stimulate reinvestment, and encourage high quality, well-designed development.
- **The ability to craft zoning standards and procedures that not only serve to protect and enhance existing community character and neighborhoods,** but also provide flexibility and encourage well-planned new subdivision development, infill development, and redevelopment in appropriate locations.
- **Dynamic public participation strategies and processes integrated into all elements of the project** that are designed to build consensus and deliver a practical product for the City to implement and administer.
- **User-friendly documents with graphics, tables, and figures that explain zoning regulations.** Our Zoning Codes also provide long-term consistency and flexibility in both application and administration.
- **A product that increases opportunities for diversity in housing formats and densities,** redevelopment and infill projects, dynamic multi-modal transportation and mixed-use development, and the protection and enhancement of neighborhood, corridor, and gateway character, utilizing context-sensitive design standards.
- **Protection of valuable natural features and integration of sustainable development components** that advance climate resiliency and promote public health and equity.
- **A team of planning professionals with a long history of addressing the practicalities of developing and administering zoning regulations,** with expertise in the unique statutes and case law governing land use controls in the state of Wisconsin.

We hope that our detailed proposal clearly demonstrates how our team's experience and expertise qualifies us for this project. Thank you for your consideration of our services. Please do not hesitate to contact us with any questions.

Sincerely,



Ben Rohr, AICP  
Associate Planner



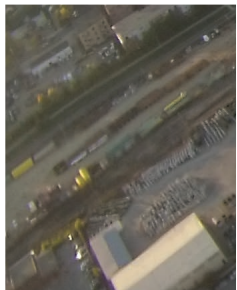
Capital East District Eye-Level Perspective



## FIRM BACKGROUND

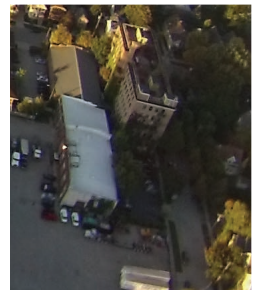


# VANDEWALLE & ASSOCIATES



## WHO WE ARE

**Top-level teams turning assets into economic opportunities, transformational projects, and impactful solutions**



Vandewalle & Associates is a collection of passionate professionals with expertise in disciplines that converge to best impact change and make places work better for people:

- Community planning and zoning
- Sign regulations
- Comprehensive planning
- Intergovernmental relations
- Development review
- Multi-layered asset analysis
- Economic strategy
- Market analysis
- Redevelopment
- Design and Architecture
- Marketing
- Real estate
- Public-private partnerships



**2 offices  
40+ years**



Established in 1976, V&A has been a Midwest leader in community planning, zoning, public participation, place-based analysis, economic strategies, visioning, planning, and implementation for more than 40 years. We work in partnership with our clients to identify core, place-based opportunities and translate them into strategic plans, innovative projects, and custom regulations.

# V&A AREAS OF EXPERTISE

Vandewalle & Associates is a Wisconsin leader in providing outstanding and cost-effective community planning services.

Our objective with our municipal planning services practice is to provide our municipal clients with carefully customized personnel and services to best meet their needs.

**Municipal Planning.** Our approach for municipal planning services has several components:

- Working in many communities as their on-call planner for years and even decades has provided our firm with unparalleled consistency in service, institutional knowledge, and a true connection to the community.
- Ongoing work is allocated between the local team to be as cost-effective as possible – providing a best-fit or blend between experience and billing rates.
- When specialized assignments arise, our local team is able to call on Vandewalle & Associates' team of more than twenty professional planners and designers. These include our company core of eight principals and president – each of whom has been with us for more than twenty years, and have a combination of almost 200 years of professional experience. This approach gives our municipal clients immediate access to the most experienced and diversely-skilled planning firm in the Midwest.

Our service model works well. We have been serving many of our municipal clients for more than 15 to 25 years. These clients include Fontana, Lake Geneva, Delavan, Edgerton, Cross Plains, Jefferson, Johnson Creek, Watertown, Oregon, Mount Horeb, Fort Atkinson, Franklin, Middleton, Monroe, and Shawano. In growing communities where planning needs are expanding, we are often the last on-call planning consultant before a community hires in-house planning staff.

**Recognized for Excellence.** Vandewalle & Associates has received both state and national recognition for developing a system of planning and development for small and mid-sized communities. In 2004, the firm was recognized by the Wisconsin Chapter of the American Planning Association (APA-WI) for Outstanding Contribution to Planning in Wisconsin. Vandewalle & Associates' approach to community planning services is based on this award-winning approach. In 2017, Vandewalle & Associates was recognized by APA-WI for two projects – the Village of Oregon Sign Code and the Madison Metropolitan School District Enrollment Projections Study – that both received the Excellence in Planning Award from the Wisconsin Chapter of the American Planning Association. In 2020, Vandewalle & Associates received the Excellence in Planning Award from APA-Wisconsin for the City of Wausau Zoning Code and Zoning Map. We also regularly present at the APA-Wisconsin Planning Conference - which we did twice in 2022.



**Development Review.** We provide outstanding on-call development review services. Typically, these services include attending monthly development review staff meetings and plan commission meetings, preparing and presenting reports and recommendations on development proposals, and site inspections to ensure compliance with approved site plans, architectural details, landscaping, lighting, signage, and conditions of operation. Where development activity is sporadic, we reserve dates for all the above, and then attend as requested by the municipality.

Our firm prides itself on a tradition of building and sustaining the confidence of the plan commission, elected officials, zoning board of appeals, and other municipal bodies to review development in an effective and predictable manner, with an efficient process that yields improved results for the community, nearby properties, and the applicant.

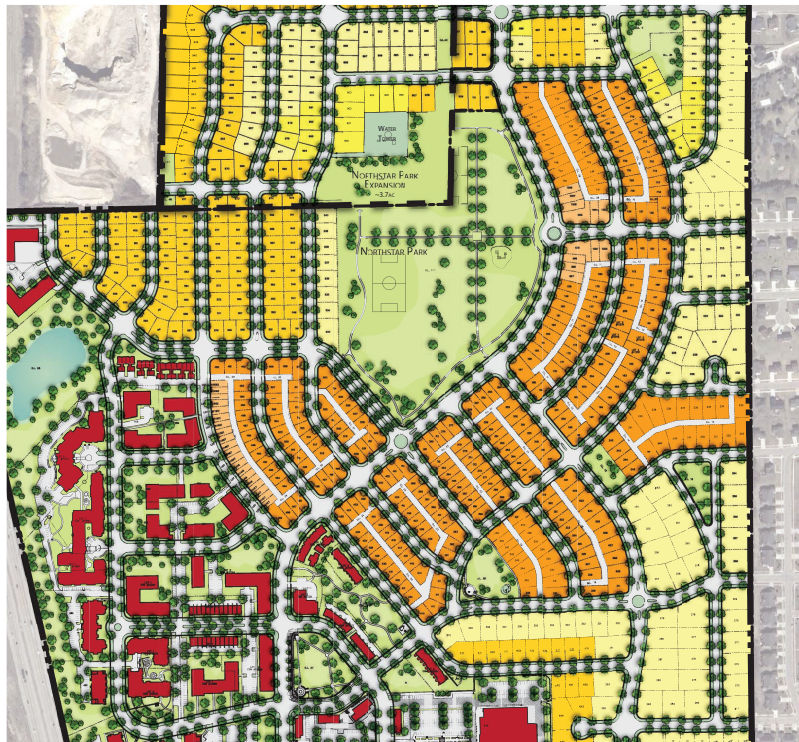
Our experience is particularly deep in communities where redevelopment is predominant, and projects must achieve a win-win balance on tight sites with challenging economics and where the preservation and enhancement of community and neighborhood character is a high priority.

**Local Regulations.** Vandewalle & Associates is Wisconsin's leader in customizing zoning, subdivision, official mapping, urban design, landscaping, and sign regulations to effectively implement local objectives.

Our ordinances are carefully designed to work in communities that have limited staff resources by providing:

- Regulations that are crafted to attain community objectives while responding to the economics of development specific to the municipality
- Zoning districts that are fully customized for each community, with clear relationship to municipal plans
- Complete descriptions of all procedures
- Detailed application checklists
- Complete code definitions, including effective land use descriptions which can accommodate evolving and new forms of development and commerce, and specific examples of such uses
- Effective graphics to convey information
- Tables to enable quick reference
- Clear cross-relationships between zoning, subdivision, and official mapping requirements.

See our proposed Zoning and Sign Ordinance Rewrite Scope of Work for more details below.



**Grandview Commons Compiled Plan - Madison, WI**

**Comprehensive & Neighborhood Plans.** Vandewalle & Associates has more than 40 years of experience in preparing comprehensive plans that are designed to become a reality.

Because of our broad range of expertise, our comprehensive and neighborhood plans are firmly grounded in the specific economic realities of the community, and seek to leverage each community's unique assets to accomplish municipal priorities and community benefits. We firmly believe that a strong vision for the planning area is essential to enhance community character, economic development, environmental protection, and the quality of life.

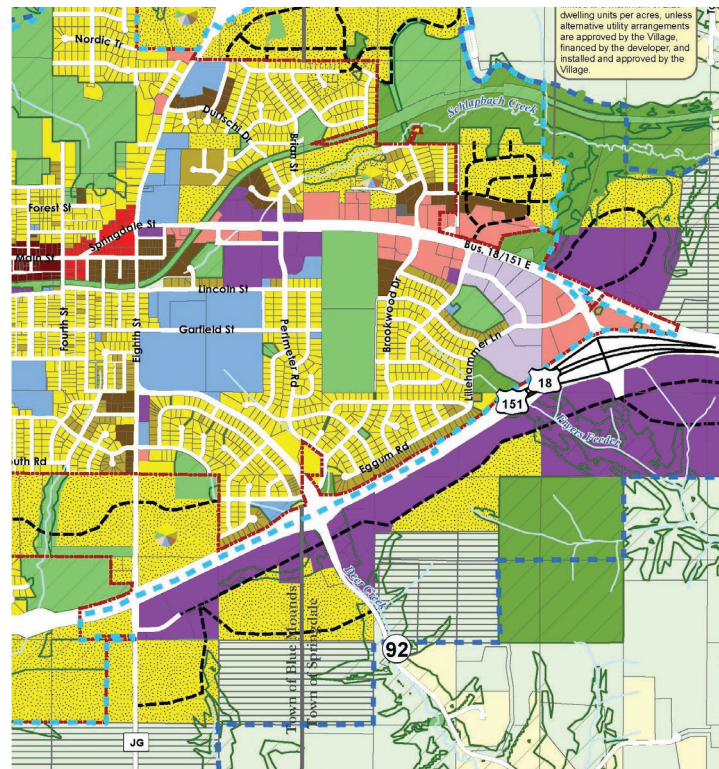
Our plans guide future growth and redevelopment to create vibrant neighborhoods and downtowns, expand the mix of community services and housing choices, address long-term public safety and environmental objectives, and enhance the community's ability to attract a more diverse and sustainable tax base.

Our plans are committed to meaningful public participation. Our planning processes use diverse cost-effective participation techniques to prioritize public input at the beginning of the planning effort, and clear communication to shepherd the plan through adoption.

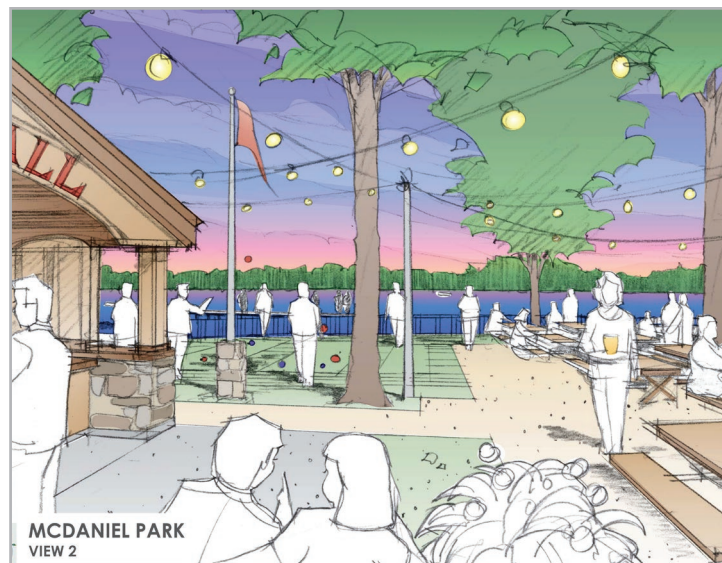
Finally, our plans are often designed to assist with subsequent grant applications and fundraising efforts by communicating key concepts with visually-compelling graphics and maps.

**Park Planning & Implementation.** Vandewalle & Associates has been preparing Park System Plans, 5-Year Updates, and detailed park development plans since our inception. Much of this work has focused on neighborhood and community park siting and design. However, our practice has diversified as public interests have broadened to stress pedestrian and bicycle systems, environmental and community history interpretation, and specialized facilities such as dog parks, disc golf, and paddle sports.

Our work is designed to ensure that development advances the plan's recommendations, and provides analysis that tests whether park fees and park land dedication requirements are up-to-date and calibrated in relation to the market and the approaches of nearby communities. As an area that offers some of the most pristine natural resources and recreational opportunities in the state, our firm understands the needs, desires, and priorities of the community in this area.



**Mount Horeb Comprehensive Plan Future Land Use Map**



**McDaniel Park Concept - McFarland, WI**

## Redevelopment & Revitalization Planning.

Vandewalle & Associates prides itself on getting projects built. Our success in the field has been our ability to balance creative and visionary planning with pragmatic attention to project execution. Our projects are designed to be ‘market driven’ and based on an in-depth understanding of the local economic as well as physical landscape. Most of our principal staff, in addition to having solid city planning and design credentials, have additional training in urban economics, economic-geography, or real estate.

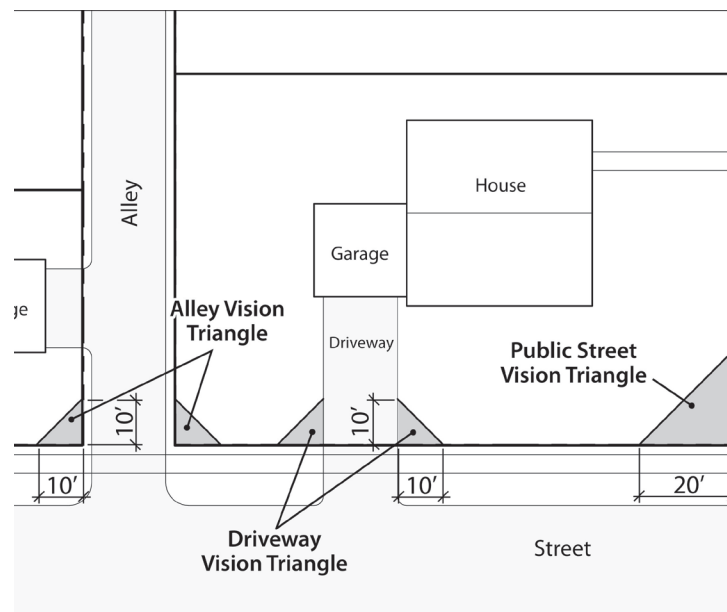
Most of our large redevelopment projects have involved upfront market analysis to determine the depth and direction of the local real estate market, and the absorption potential of various types of space. This work provides an early “reality check” to help provide direction to the planning process, and can help identify any unfulfilled market niches within the locality or region. Vandewalle & Associates’ success in the redevelopment arena is also attributed to our ability to identify specialized niches for urban sites for which no historic market may be known to exist. In real estate parlance, this is known as “making the market” or “positioning” a site through a careful selection of mutually supporting land uses or economic activities that have the potential to take advantage of unusual land use synergies and/or local/regional economic development initiatives. In all of our projects we seek to leverage local economic development opportunities to capitalize on a community’s unique assets.

## Zoning & Subdivision Ordinance Preparation.

Vandewalle & Associates staff takes great pride in our ability to implement our client communities’ goals and objectives through ordinance preparation. More directly, our firm includes regionally recognized experts in zoning and subdivision regulations. Our expertise and knowledge in both time-tested and cutting edge regulatory techniques enables us to create ordinances to both be easily administered and match changing development trends. Zoning and subdivision regulation can be complicated and controversial. Without proper project management, a sound working strategy, and ongoing local involvement, regulatory rewrites by consultants often fail and local officials are left to deal with the mess. Our experience has taught us that the most effective approach arranges the process in a series of steps, organized around working sessions with local officials and other interested parties. Our proven approach builds strong working relationships with key local staff and officials who have been and will be on the “front lines” of zoning and subdivision decisions. See our Project Approach section below for more details.



South River Loop Revitalization - Racine, WI



**Tax Incremental Financing Plans.** Vandewalle & Associates plays a critical role in establishing the economic development goals and boundaries for each Tax Incremental Financing Plan. We place special emphasis on ensuring that each district plays a complementary role in economic development, rather than competing with one another. We have developed a unique and proven approach for successful planning, optimization, and implementation of a TID. Our [TIF Optimization Playbook](#) further explores how your TID can deliver the results you want with the successful vision for the district.

**Grant Writing Experience and Success.** Vandewalle & Associates understands that municipal budgets are tight, now more than ever. The firm has documented success in the preparation of implementation-related grant applications. Vandewalle & Associates has been successful in assisting our clients in securing more than \$93 million in state and federal grants and assistance for brownfield assessment, reuse planning, remediation, regulatory closure, and redevelopment. The firm has also successfully obtained grants for other purposes such as housing improvements, energy initiatives, recreational facilities, comprehensive planning, and detailed planning initiatives in a variety of communities. The firm develops relationships with key state and federal agencies and tracks opportunities within the context of frequently-changing state and federal programs and fiscal priorities.

As an example of our successful grant writing work, Vandewalle & Associates assisted the City of Lake Geneva on their Grant submittal for TAP Grant Funding. The City was awarded \$835,316 in TAP grant funding to develop a new bike/ped trail connecting a State Park, schools, and other community assets to Geneva Lake. This project is especially vital because it connects with several key community destinations located directly along the trail route, including rear access to Big Foot Beach State Park, Lake Geneva Youth Camp, Badger High School, Lake Geneva Middle School, the future Geneva Lakes Family YMCA site, residential neighborhoods, Geneva Meadows Apartments, and places of worship; it completes gaps in the existing trail network; and links to two existing off-street trails.

**6 Steps to Funding Success**  
Prepare your Grant to create jobs and enhance community resiliency and recovery

- 1 Identify the right project**  
Uncover and prioritize possible projects by pursuing those with the highest impact in your community.
- 2 Coordinate with the funding entity**  
Ensure your project is visible and meets funding objectives
- 3 Build strategic partnerships and position the project**  
Create the art of the possible by identifying stakeholders and outlining how the project impacts the economy
- 4 Perform technical analysis & cost estimating**  
Careful economic analysis & detailed cost estimates to ensure you request the proper funding
- 5 Submit the grant**  
Write a compelling application, coordinating critical elements such as state and local letters of endorsement
- 6 Manage the project**  
"Work" the project and conduct ongoing Grant administration

Vandewalle & Associates has supported client communities in securing **\$93 million** in funding, including during the past economic downturns. Let us help you prioritize projects and position your community for success.

**Housing.** Planning and building cities and townscapes that are both functional and exciting lies at the heart of Vandewalle & Associates' professional practice. We excel in designing timeless and memorable urban environments that are tailored to local conditions and are rich in local character. We bring our skills to a variety of complex challenges, including comprehensive planning; downtowns, special districts, transit-oriented, mixed-use developments; urban corridor redevelopment plans; brownfield site reuse planning; neighborhood redevelopment projects; market and economic impact analysis; and architectural design guidelines. Within all of this work, housing is often a cornerstone component. We utilize the following practices, on a regular basis, for client communities across Wisconsin. See below for more details.

# BE PROACTIVE ABOUT YOUR COMMUNITY'S HOUSING SUPPLY.



A COMPREHENSIVE APPROACH TO HOUSING AFFORDABILITY, SUSTAINABILITY, EQUITY, AND MIX



IN THE 1950S THE AVERAGE NEW HOME IN WISCONSIN WAS 2X THE AVERAGE INCOME. TODAY A NEW HOME COSTS NEARLY 9X THE AVERAGE INCOME.



**FROM SMALL TOWNS TO MAJOR METROPOLITAN CITIES**, housing challenges consistently rank as one of the top concerns of Midwestern communities today. The housing crisis may not look quite the same everywhere, but the crunch poses very real challenges in varying proportion and order of urgency:

- Shortage of attainable housing for workforce attraction
- Lack of affordable single-family homes for first-time buyers
- Racial inequity in housing
- Gentrification and displacement of low-income residents
- Lack of housing options from rental to single family to senior housing
- Zoning code restrictions



A SUCCESSFUL STRATEGY FOR THE COMPLEX HOUSING PROBLEM REQUIRES A FIVE-SIDED APPROACH.

1. COMPREHENSIVE PLANNING AND ZONING
2. NEEDS ANALYSIS
3. SUBDIVISION AND LAND PLANNING
4. FINANCING STRATEGY
5. DEVELOPMENT MANAGEMENT

**A STRATEGIC PLAN TAILORED FOR EACH COMMUNITY.** Consider that Vandewalle & Associates is the only Midwest planning partner with deep experience assisting with all five angles on housing success. V&A offers the most comprehensive package of housing planning tools and services available. From urban centers to rural communities, we can help assess and address a complex set of issues with a strategic housing plan that answers your community's unique needs, helps bring needed development and financing, and minimizes development risks.



VANDEWALLE & ASSOCIATES INC.  
Shaping places. Shaping lives.

# V&A 5 PILLAR HOUSING STRATEGY

TODAY'S HOUSING PICTURE:  
**WITH ATTAINABLE HOUSING NOW OUT OF REACH FOR TEACHERS, NURSES AND FIREFIGHTERS, THOSE ESSENTIAL JOBS CAN BE HARD TO FILL.**

## 1. COMPREHENSIVE PLANNING AND ZONING:

- Comprehensive Planning Framework
  - Setting up housing goals and needs
  - Identification of land uses
  - Planning for public facilities such as schools and water towers

## 2. HOUSING ELEMENT NEEDS ANALYSIS

- Updating the comprehensive plan to establish housing needs and goals and identify sites
- Market studies and detailed needs analysis of number of housing units and households served
- Zoning and subdivision reqs
  - Ensuring zoning regulations align with housing needs and that it can facilitate development in areas most appropriate
  - Facilitating housing diversity and encouraging an appropriate mix of unit types
  - Boundary agreements, urban service area amendments

## 3. SUBDIVISION AND LAND PLANNING:

- Site identification and acquisition
  - Proactively talking to landowners within or adjacent to boundary to understand intent
  - Evaluate existing needs including utilities and infrastructure capacity
  - Identify funding sources to help alleviate burden for creating new units
- Concept planning and cost estimating
- Rehab and neighborhood improvement and infill

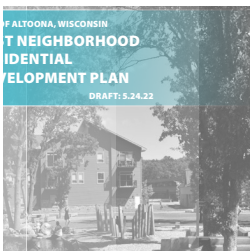
## 4. FINANCING STRATEGIES:

- TIF
  - Affordable housing fund/extend life of TIF
  - (Identify funding sources to help alleviate burden for creating new units)
- Tax credits
- ARPA and Bipartisan Infrastructure Legislation (BIL) funds and programs
- Private/corporate partnerships and contributions
- CDIs and non-profits
- Federal and state grants
- Special assessments

## 5. DEVELOPMENT MANAGEMENT:

- Developer RFPs and recruitment
- Project review and negotiations
  - Zoning and design
  - Financial assistance
- Project management
  - Phasing and coordinating public improvements with private development
  - Ongoing housing implementation and monitoring
  - Regional collaboration

## THREE MORE REASONS OUR HOUSING APPROACH WORKS



**PROVEN RESULTS CREATING A MIX OF HOUSING OPTIONS WHERE MARKET FORCES ARE NOT.** Our expertise has been hard at work shaping

a new wave of welcome neighborhood development in communities such as Eau Claire, Waupaca, and Altoona.



**THE ORIGINAL ZONING EXPERTS.** We work throughout Wisconsin and the Midwest on comprehensive zoning rewrites

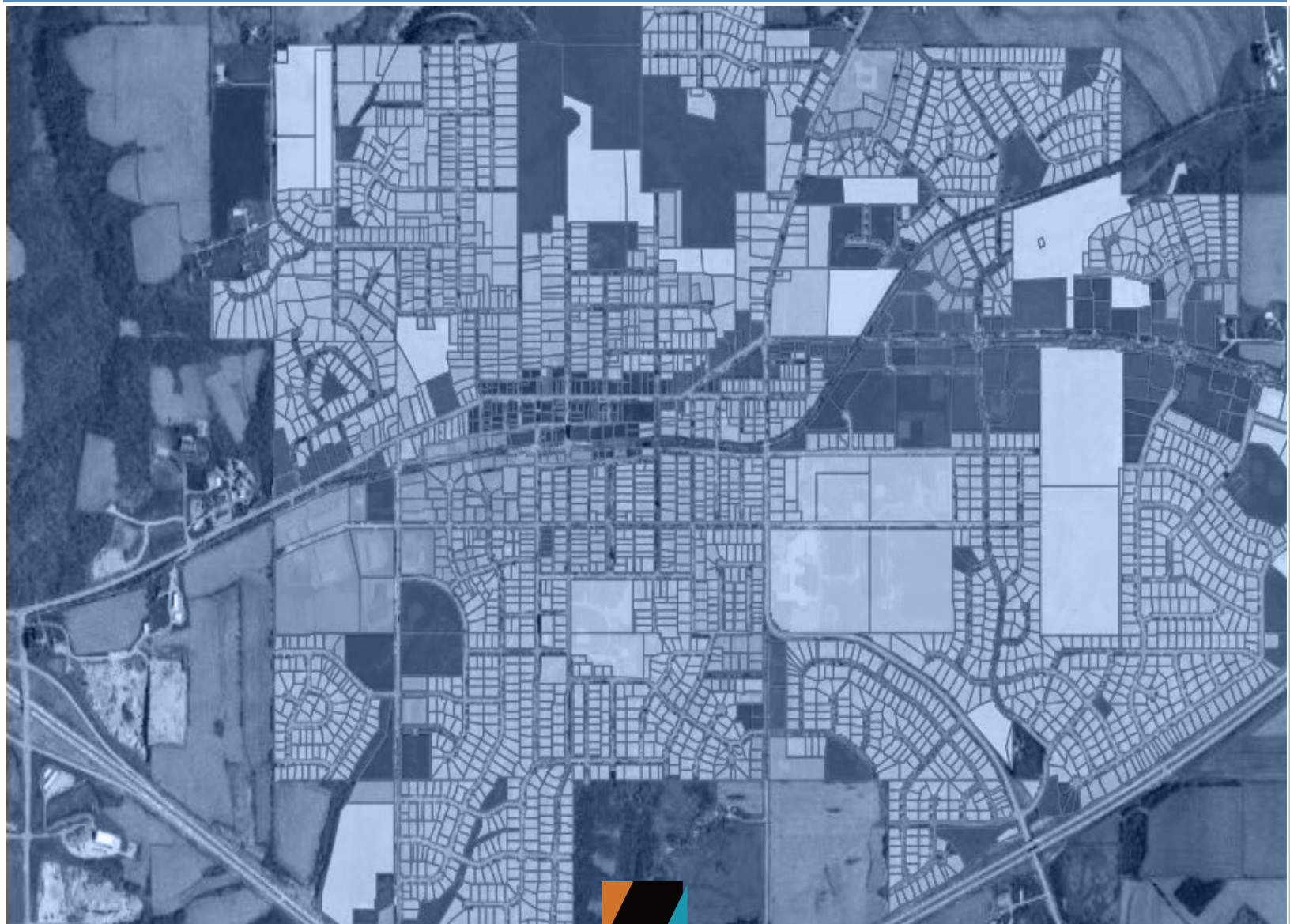
that help add needed flexibility and address housing challenges. We have created zoning codes like these for places like Middleton, Wisconsin utilize some of the most progressive zoning codes in the state.



**PARTNERS WITH WISCONSIN'S LARGEST HOME-BUILDERS.**

With decades of experience designing housing developments for

some of Wisconsin's most successful and innovative home builders, we can help bring the right developer for the project. This includes traditional neighborhood designs with features like small lots, alleys, front porches, wetlands, trails, and walkable mixed-use hubs.



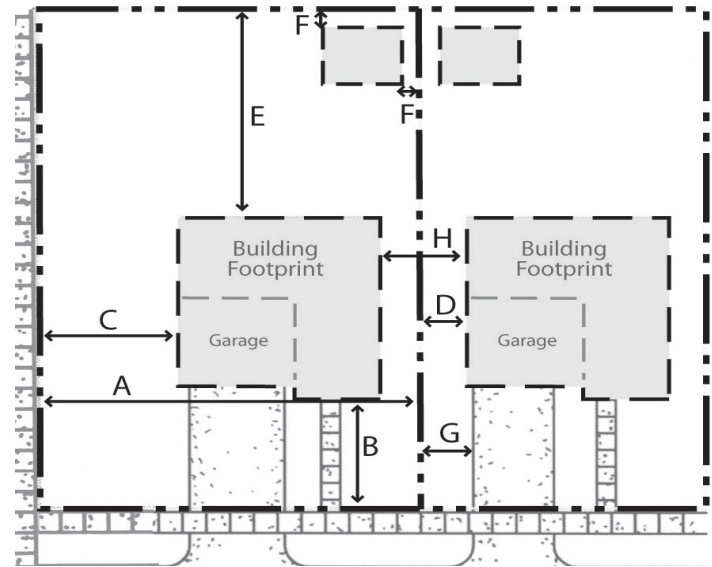
## WORK PLAN AND TIMELINE

# PROJECT APPROACH

Vandewalle & Associates' extensive experience working in similar communities throughout Wisconsin provides us with an unparalleled perspective on the issues, concerns, and opportunities that will drive this process to comprehensively revise the City's Zoning Code. We will draft requirements that are context-sensitive and physically appropriate for the community, and which reflect New London's people and culture. Following a thorough review of the City's Comprehensive Plan, current Zoning Code, Land Division Regulations, and Sign Code, we will have an even greater understanding of the City's goals, objectives, and priorities. We will put this knowledge to work in modernizing New London's land use regulations to best implement the City's vision.

The City's Comprehensive Plan includes several recommendations specific to the Zoning Code update, including:

- Overall, encourage a greater diversity and mixture of land uses by reevaluating bulk dimensional standards, creating new zoning districts that allow for a mixture of uses, and modernizing performance measures and design standards.
- Allow for increased housing density and new housing formats within existing neighborhoods and in new subdivision development by creating new zoning districts and development standards that allow for duplexes, multi-family housing, and mixed-residential neighborhoods.
- Establish form-based code elements in zoning districts that encourage high quality design compatible with the community's character that are appropriate for its various corridors, including downtown, Highway 15, existing and future commercial and industrial areas, designated community gateways, and several others. Additionally, the plan seeks to establish a historic preservation ordinance and associated design standards to recognize and protect historic sites within New London.
- Enable strategic infill and redevelopment at key sites through updated bulk dimensional standards and revised performance standards that make more efficient use of space. For example, the plan seeks to enable greater development intensity per site.
- Consider how the zoning code and subdivision code can work together to achieve comprehensive plan goals, such as the planning and establishment of improved multimodal transportation network connections and the protection and preservation of natural resources and green space.

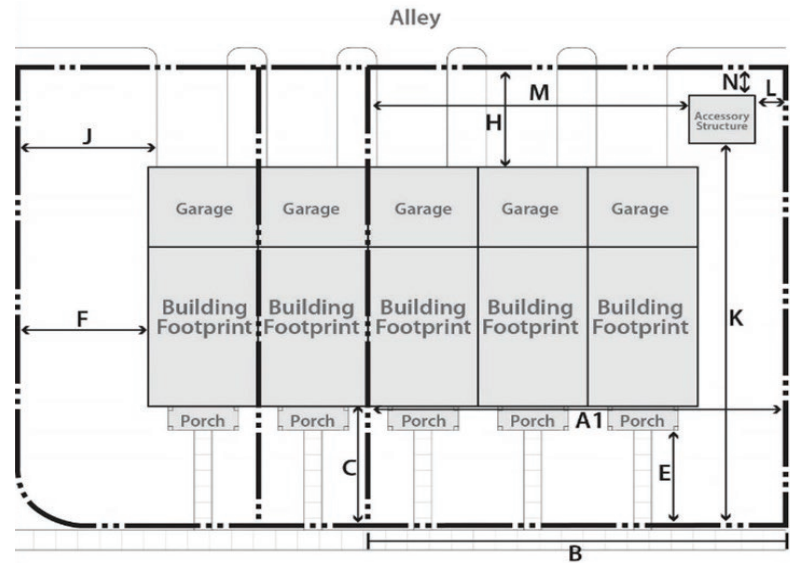


Based on the objectives in the City's Request for Proposals, we understand New London seeks a consultant team to prepare a complete rewrite of its current Zoning Code that better reflects the City's development, preservation, and community character objectives by implementing the recommendations of the City's 2023 Comprehensive Plan. More specifically, we understand the City is interested in preparing a Zoning Ordinance that:

- Implements the goals and objectives of the Comprehensive Plan and the Future Land Use Map through enforceable regulations.
- Includes mixed use districts that accommodate a complementary mix of neighborhood-scale retail, office, service, multi-family residential, institutional, and open space uses.
- Crafts zoning districts tailored to New London's unique areas, neighborhoods, gateways, and corridors, such as the historic downtown, strategic infill and redevelopment sites, and lands adjacent to the Wolf and Embarrass Rivers.
- Integrates updated urban design standards into the Zoning Code in a way that is easy to administer and flexible enough to ensure high-quality development while still allowing for and promoting creativity.
- Create a zoning code that carefully blends traditional zoning regulations with strategic form-based elements to achieve the development recommendations in the Comprehensive Plan.

# PROJECT APPROACH

- Incorporates principles of multi-modal development that supports bicyclists and pedestrians and acknowledges the connection between land use and transportation throughout New London, especially in new subdivision development within established growth areas.
- Facilitates historic preservation and rehabilitation of old structures.
- Provides a practical and enforceable approach for nonconforming uses, structures, lots, and sites.
- Protects and enhances New London's high-quality natural environment that attracts people to the community.
- Clearly spells out the steps, review criteria, and approvals for administrative procedures to ensure complete applications and predictable steps for all zoning-related processes, particularly in response to recent Statutory changes, such as Wisconsin Act 67 and its impacts on conditional use permits.
- Thoroughly address changes in state law and impacts of case law or supreme court decisions such as a refreshed sign code in response to the Reed v. Gilbert case and regulations that enhance affordable housing initiatives.
- Make the code easier to use by incorporating user-friendly graphics and tables.
- Coordinates revisions to the City's subdivision ordinance with the new zoning regulations.
- Reviews and corrects any existing inconsistencies within the City's Zoning Code.
- Research, review, and integrate zoning best practices and innovative ideas that have proven successful in Wisconsin and around the country.



As zoning best practices evolve and change, we continue to adapt, modernize, and integrate new ideas and policy approaches into each Zoning Ordinance rewrite process we complete. One of the most prevalent topics at the top of mind today across Wisconsin and the country is - how zoning can impact housing affordability and availability.

Wisconsin is projected to need 140,000 more housing units between 2020-2030 to keep up with current demand (Source: Forward Analytics, *A Housing Hurdle: Demographics Drive Need for More Homes*, 2022). In response, the Wisconsin League of Municipalities published, "A User's Guide to Wisconsin Neighborhood Affordability." Several of the reports key recommendations included zoning reform ideas such as allowing missing middle housing, removing density maximums and instead using a form-based approach, reducing or eliminating parking minimums, and streamlining development review processes.

We aim to take this challenge head on within this project and provide a collection of strategic zoning approaches aimed at providing the community with new opportunities for diverse housing formats. These include:

- Allowing residential land uses to be integrated within all commercial zoning districts through mixed-use opportunities.
- Utilizing form-based principles for multi-family zoning districts where the setbacks, height, impervious surface, and lot dimensions can dictate density and allow for developments to be well-integrated into neighborhood context.
- Reduction or elimination of parking standards, which reduces development costs, reduces surface parking, and promotes multi-modal transportation options.
- Allow accessory dwelling units and in-family suites (aka: Granny Flats) in all single and two-family districts by-right with

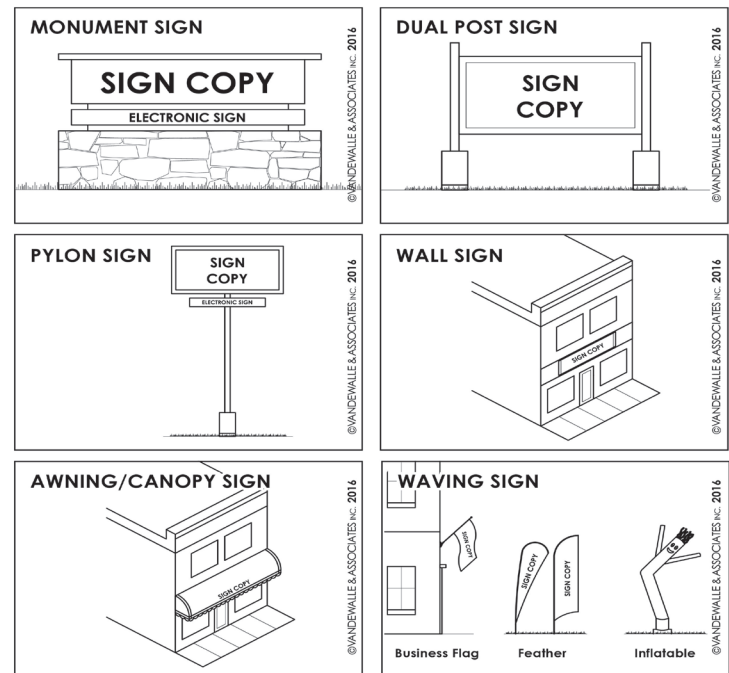
# PROJECT APPROACH

defined site requirements to enable alternative housing formats within existing neighborhoods.

- Develop bulk dimensional standards that promote traditional neighborhood design principles such as reduced front setbacks for structures that integrate front porches, reduction in minimum lot sizes, front-loaded garage setback and percentage requirements, and impervious surface standards in replacement of building lot coverages to promote greater use of lots within existing developed neighborhoods.
- Create zoning districts specifically to enable missing middle housing formats including small-lot and alley-loaded single-family, different forms of two-family unit configurations, small and mid-scale multi-family units, condominium or rental opportunities through options for zero lot lines or multiple units on the same lot, and higher-density multi-family in appropriate locations.

Beyond housing, the City has several other defined goals it seeks to accomplish through this process. We have developed several new Zoning Ordinances which utilize the following strategies to further advance those ideas in helping the community move toward its goals. These include:

- Create new zoning districts and land uses that allow diversity in building configurations, mixing of uses by-right, and combine common land use types together into overarching land use categories.
- Incentivize green infrastructure and sustainable development through alternative energy production permitted in all zoning districts, raingarden and landscaping standards that integrate native plantings, inclusion of on-site recreational space in new multi-family development, EV charging opportunities, bicycle parking standards, and the use of maximum impervious surface standards.
- Address “hot button” topics head on leveraging our experience writing and administering Zoning Ordinances. This provides our team with the ability to figure out what works for each community and develop models that address community needs and align with all statutory requirements. Topics often include: short-term rentals, accessory dwelling units, parking, upzoning, and more.
- Promote active transportation options through bicycle and pedestrian access standards, allowing increased height, density, and mixed-use options in appropriate locations and along community corridors, reducing setbacks or creating maximum front setbacks to create a pedestrian-oriented experience, and reducing or eliminating minimum parking standards and integrating maximum parking standards.
- Protecting and promoting reinvestment in community assets such as downtown and the riverfront utilizing unique design standards and bulk dimensional standards for key areas.



New London is a special place. The community has a unique blend of historic character, dynamic riverfronts, and evolving residential and commercial districts. The City’s RFP and Comprehensive Plan make clear that the city is committed to supporting quality development that respects the past and strategically positions itself as it transitions into the future. With Vandewalle & Associates, we offer a team of tenured professionals with a depth of experience in designing for community character, progressive neighborhood design, and strategic development, along with the ability to craft development regulations that advance these community goals.

# SCOPE OF SERVICES

## Work Element 1: Project Management and Communication

**Virtual Monthly Staff Meetings (12):** Established at the forefront of the process, regularly scheduled virtual update meetings throughout the process with City staff.

**City Staff Working Sessions and Site Visit (3):** An initial site visit to tour the community and in-person working sessions with staff throughout the project to review and discuss key draft deliverables as they are produced.

*Deliverables: Facilitated discussions, meeting agendas and review materials, and follow up materials*

## Work Element 2: Public Participation and Outreach

**Virtual Plan Commission Review and Input Meetings (4):** Regular updates and milestone project deliverables review meetings with the Plan Commission. This will occur throughout the project at four key stages of the Zoning Code's development.

**Virtual City Council Review and Input Meeting (1):** Regular updates and milestone project deliverables review meetings with the City Council. This will occur after the completion of the Draft Zoning Code before it is presented to the public.

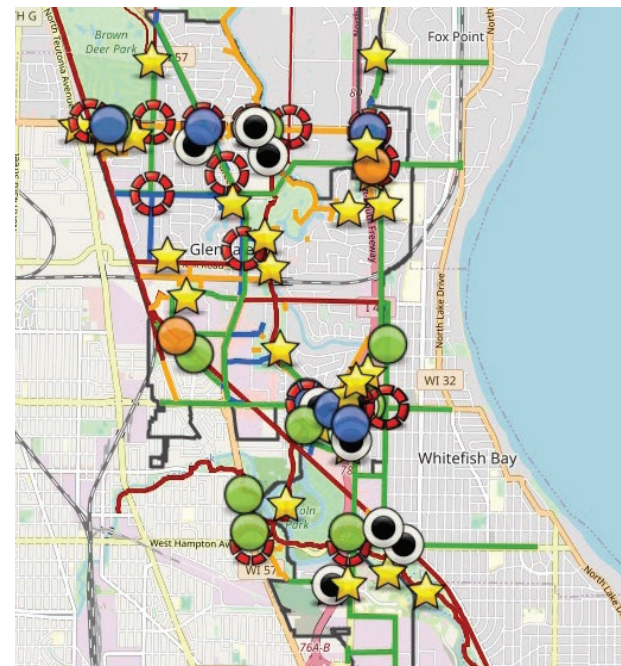
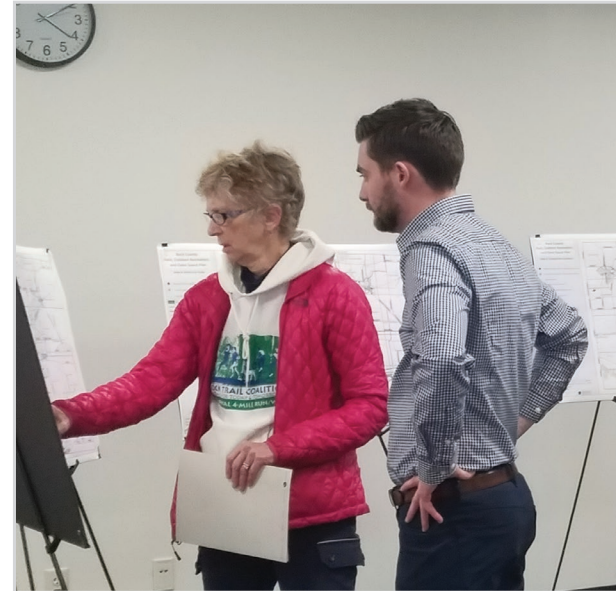
**Online Materials for Project Updates:** The project team will work with our in-house communications staff to develop timely project informational update materials to be added to the City's website to serve as a resource to keep the public informed about ongoing progress on the project at key stages of the Zoning Code's development.

**Public Open House to Review Draft Zoning Code (1):** Following the development of the draft Zoning Code, Vandewalle & Associates will prepare materials for and facilitate a public open house event so that community members can review and provide feedback on key elements through an in-person open house. The Open House will feature a presentation of key updates to the Zoning Code and opportunities for the public to engage with City staff and consultants to discuss the project, ask questions, and provide comments. Following the event, we will provide information to be posted on the City's website for additional follow up opportunities.

*Deliverables: Facilitated discussions, meeting agendas, review materials, and presentations, and follow up materials*

## Work Element 3: Issues Identification and Existing Zoning Code Evaluation

**Research and Data Gathering:** Review existing plans, ordinances, and City data to identify and understand areas where recommended changes are needed in the new Zoning Ordinance. This will include the City's current Zoning Code, Subdivision Ordinance, and Comprehensive Plan, as well as a review of relevant County, State, and Regional plans. It will also include zoning data related to past Variances, Planned Developments, Zoning Amendments, and GIS data. City staff will assist in providing all relevant plans and data, as available.



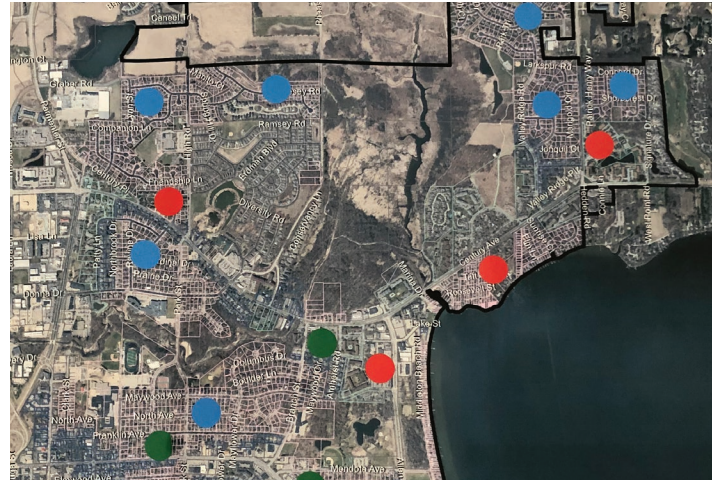
Connecting Glendale 2020 Interactive Map ([Map.Social](#))

# SCOPE OF SERVICES

## Issues Identification Report and Existing Zoning Code

**Evaluation Report:** Utilizing the feedback gathered throughout Work Element 2, an Issues Identification Report will be produced. An Existing Zoning Code Evaluation Report will also be produced to detail the shortcomings associated with the code and map today, in addition to best practice ways to resolve these issues through the new Zoning Code and Map.

*Deliverables: Summary of research and data collection, issues identification report, and existing zoning ordinance evaluation report*



Middleton Zoning Issues and Opportunities Workshop

## Work Element 4: Draft Zoning Districts, Land Uses, and Bulk Dimensions

**Prepare Draft #1 Zoning Districts and Land Use Tables:** Creation of draft new Zoning Districts, their associated bulk dimensions, land uses, and permitted and conditional land uses within each district.

**Prepare Draft #2 Zoning Districts and Land Use Tables:** Revisions to the Draft Zoning Districts and Land Use Tables based on the feedback provided by City staff and the Plan Commission.

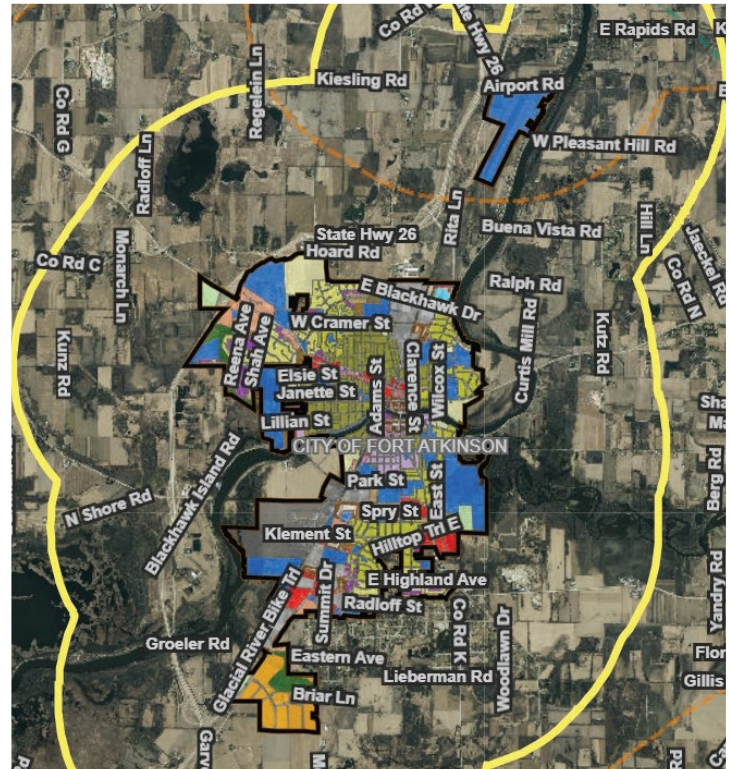
*Deliverables: Draft zoning district translation table (existing vs. proposed), draft zoning district details breakdown, draft bulk dimension and land use tables (2 iterations)*

## Work Element 5: Draft Zoning Map

**Testing Draft Zoning Districts on Initial Draft Zoning Map:** At one of the City Staff Working Sessions, Vandewalle & Associates will assist City staff in testing the draft Zoning Districts on a preliminary draft Zoning Map by providing guidance on the strategy and process. V&A will produce the preliminary draft Zoning Map and provide it to City staff with comments, questions, or issues identified. Vandewalle & Associates will facilitate a meeting with City staff to review the preliminary Draft Zoning Map and discuss any changes needed to the draft Zoning Districts.

**Prepare Draft(s) and Adopted Zoning Map:** Consultant-led development and creation of the new Zoning Map utilizing our time-tested approach in association with the preparation of the draft Zoning Code. This will include multiple iterations of the map to be reviewed and revised based on City staff, Plan Commission, City Council, and public feedback gathered throughout the process.

*Deliverables: Initial test draft zoning map, facilitated discussion, meeting materials, draft zoning ordinance translation map (existing vs. proposed), draft zoning maps, adopted zoning map*



Fort Atkinson Interactive Zoning Map, 2023

# SCOPE OF SERVICES

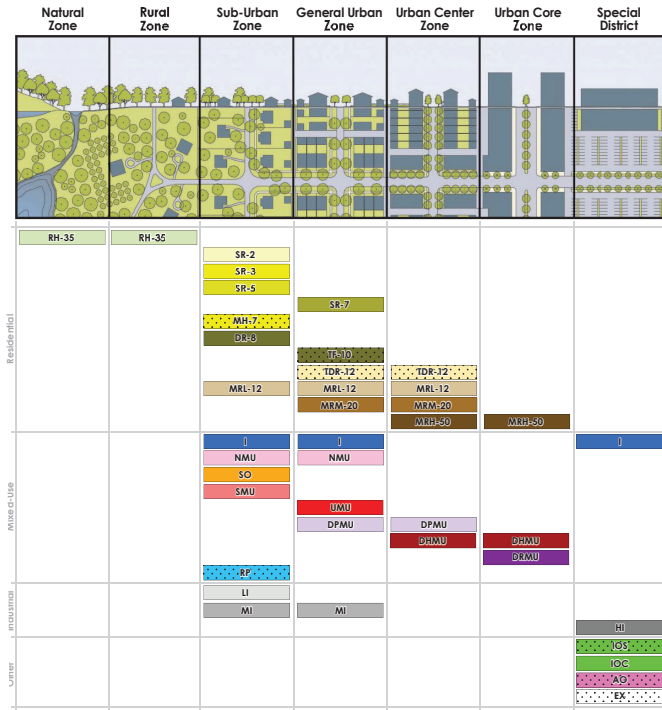
## Work Element 6: Draft Zoning Code Development

**Prepare Part 1 of Draft Zoning Code:** Using our recently completed codes as a starting point (which are current with statutory and case law directives), a highly customized Draft Zoning Code text will be prepared including:

- Definitions
- Zoning Districts (land uses and bulk dimensions)
- Land Use Regulations (all land use definitions and standards)
- Bulk Regulations (unique bulk standards situations)
- Nonconforming Situations (uses, lots, structures, etc.)

**Part 1 Policy Decision Guide:** Key policy questions will be identified, and a policy decision guide will be produced for use during City staff working sessions and Plan Commission review and input meetings.

**Revised Part 1 of Draft Zoning Code:** Based on feedback from City staff and the Plan Commission, Part 1 will be revised to reflect policy decision guide determinations.



City of Wausau Zoning District Transect Example

**Prepare Part 2 of Draft Zoning Code:** Using our recently completed codes as a starting point (which are current with statutory and case law directives), a highly customized Draft Zoning Code text will be prepared including:

- Performance Standards (access, visibility, parking, parking lots, noise, lighting, etc.)
- Points-based Landscaping and Bufferyard Regulations (lots, buildings, parking, etc.)
- Exterior Building Design Requirements (design standards for new development, additions, etc.)
- Sign Code (all sign regulations)
- Procedures and Administration (notices, amendments, CUPs, site plan review, etc.)

**Part 2 Policy Decision Guide:** Key policy questions will be identified, and a policy decision guide will be produced for use during City staff working sessions and Plan Commission review and input meetings.

**Revised Part 2 of Draft Zoning Code:** Based on feedback from City staff and the Plan Commission, Part 2 will be revised to reflect policy decision guide determinations.

*Deliverables: Draft zoning code part 1 and 2 (2 iterations), draft policy decision guides, internal review documents and guides*

## Work Element 7: Draft Zoning Code Review and Adoption

**Prepare Public Draft of Zoning Code:** Combining the revised versions of Part 1 and 2, the Public Draft Zoning Code will be produced. This draft will be reviewed by City staff, other City Committees, the public, the Plan Commission, and City Council.

**Prepare Executive Summary of the Draft Zoning Code and Map:** Create an Executive Summary document to explain and illustrate a simplified and easy to digest list of key changes, approaches, property owner impacts, and overall user-guide for the Draft New Zoning Ordinance and Map. The document will be posted to the City's Website and used in all public participation meetings.

**Prepare Final Draft Zoning Code:** Following all public participation events and review meetings, the Final Draft Zoning Code will be produced for use in the adoption meetings.

# SCOPE OF SERVICES

## **In-Person Plan Commission Public Hearing to Recommend**

**Adoption:** Presentation and attendance at the Plan Commission public hearing to gather public feedback on the Final Draft Zoning Code and seek a recommendation for adoption.

**In-Person City Council Adoption Meeting:** Presentation and attendance at the City Council meeting to seek formal adoption of the Final Draft Zoning Code.

**Prepare Adopted Zoning Code:** Provide City staff with the adopted version of the Zoning Code in all required City formats and model applications and how-to guides for each zoning procedure associated with the new code.

*Deliverables: Public and final draft zoning codes (2 iterations), executive summary of new zoning code and map, facilitated discussions, meeting agendas, review materials, and presentations, and follow up materials*

## **Public Input Optional Tasks**

In further customizing this Scope of Services to best fit New London, Vandewalle & Associates is willing and open to make strategic changes to best fit desired roles, responsibilities, and budgetary constraints. The following optional tasks can be added to the proposed baseline scope of services included above, at the discretion of City staff.

**Prepare Zoning Map Mailing Notices:** During Work Element 7, create and mail notice letters to individual property owners where a substantial zoning change is proposed (downzoning or upzoning). Field questions and comments from property owners in response to the notices to inform changes to the Draft Zoning Map prior to seeking adoption.

**Public Zoning Workshop or Online Survey:** Featuring in-person input opportunities, this event will generate the feedback needed to understand key issues, opportunities, and locations that require special attention as part of the project. The Workshop will be facilitated by V&A's experienced team members and will be highly interactive with numerous activities to solicit a wide variety of input. Workshop materials will also be posted to the project website for individuals unable to attend in person to contribute feedback. As an alternative to the in-person event, an online survey will be developed, launched, and summarized that provides a similar opportunity for the public to provide feedback.

**Additional In-Person Plan Commission, City Council, or Staff Meetings:** During the Zoning Code draft development process, any additional meetings can be added to the project scope to provide the Plan Commission, City Council, or staff additional opportunities to review, discuss, and provide feedback on key elements of the Zoning Code rewrite. Vandewalle & Associates will develop meeting materials, facilitate additional meetings, and synthesize meeting outcomes into the development of the new Zoning Code.

*Deliverables: Zoning change mailing notice letters and mailing list, fielding calls and emails in response to notice letters, summary of mailing notice feedback received, public meeting advertising materials, facilitated discussions, meeting agendas, meeting materials, review materials, and presentations, online surveys using Survey Monkey, and follow up materials*



## Community-Based Public Engagement Strategies

- **Pop-Up Outreach at Community Events/Locations**
  - Farmer's Markets
  - School Events
  - Music Events and Festivals
  - Grocery Stores
  - Parks
  - Local Businesses
- **Public Vision Workshop**
- **Community Art / Self-Expression** for residents to freely communicate what they love and what is important to them
- **Youth Engagement**
- **Brown Bag Discussion Events**
- **Pitches and Updates at Existing Community Meetings**
- **Empowering Plan Champions** including Working Group Members, Plan Commission Members, Municipal Staff, Business Owners and Community Leaders
- **Meetings in a Box**



Pop-Up Event



Community Art/Expression

## Online and Alternative Media Public Engagement Strategies

**Online Public Engagement.** Vandewalle & Associates provides a wide variety of interactive virtual nonparticipating options. We use tools like:

- **Project websites with sign-ups for project updates** ([example](#))
- **Social Media Engagement with a Plan Update Hashtag**
- **Online Surveys / Questions of the Week** on the Client Website and Social Media utilizing SurveyMonkey or Polco
  - Interactive map-based online surveys ([example](#))
  - Interactive online workshops/visual preference surveys ([virtual polling](#))
- **PowerPoint presentations recorded with full audio or as videos** and the option to auto advance, which can be distributed electronically
- **Idea Boards** posted on the community website to generate feedback on key topics in an interactive format ([example](#))
- **Email blast announcements**

For virtual meetings of all kinds we have the following technologies available: Microsoft Teams, GoToMeeting, Zoom, Zoom Webinars, Webex, Adobe Connect



Project Website



Online Survey

# PROJECT TIMELINE

City of New London Zoning Code Rewrite Recommended Project Timeline											
2024										2025	
March	April	May	June	July	August	September	October	November	December	January	February
<b>1. Project Management and Communication</b>											
Virtual Monthly Staff Meetings (12)	●	●	●	●	●	●	●	●	●	●	●
In-Person City Staff Working Sessions and Site Visit (3)	●		●				●				
<b>2. Public Participation and Outreach</b>											
Virtual Plan Commission Review and Input Meetings (4)	●				●		●		●		
Virtual City Council Review and Input Meeting (1)									●		
Online Materials for Project Updates											
Virtual Stakeholder Listening Sessions (4)	●										●
Public Open House to Review Draft Zoning Code (1)											
<b>3. Issues Identification and Existing Zoning Code Evaluation</b>											
Research and Data Gathering											
Issues Identification Report and Existing Zoning Code Evaluation Report											
<b>4. Draft Zoning Districts, Land Uses, and Bulk Dimensions</b>											
Prepare Draft #1 Zoning Districts and Land Use Tables											
Prepare Draft #2 Zoning Districts and Land Use Tables											
<b>5. Draft Zoning Map</b>											
Testing Draft Zoning Districts on Initial Draft Zoning Map											
Prepare Draft(s) and Adopted Zoning Map											
<b>6. Draft Zoning Code Development</b>											
Prepare Part 1 of Draft Zoning Code											
Part 1 Policy Decision Guide					●						
Revised Part 1 of Draft Zoning Code											
Prepare Part 2 of Draft Zoning Code											
Part 2 Policy Decision Guide							●				
Revised Part 2 of Draft Zoning Code											
<b>7. Draft Zoning Code Review and Adoption</b>											
Prepare Public Draft of Zoning Code											
Prepare Executive Summary of the Draft Zoning Code and Map											
Prepare Final Draft Zoning Code											
In-Person Plan Commission Public Hearing to Recommend Adoption											●
In-Person City Council Adoption Meeting											●
Prepare Adopted Zoning Code											
<b>Optional Tasks</b>											
Prepare Zoning Map Mailing Notices											
Public Zoning Workshop or Public Survey (1)	●										
Additional In-Person Plan Commission, City Council, or Staff Meeting (per meeting)											

# PROPOSED COST OF SERVICES

**Vandewalle & Associates is focused on providing the City of New London with a project that provides excellent value and clear direction.** This will be accomplished through expert project management and reliance on City staff to complete certain tasks as described in the RFP. Vandewalle & Associates has a consistent track record of completing projects on time and in budget. As much as we enjoy putting plans together and the excitement they can generate, our real passion is in getting things built and helping our clients reach their goals. In fact, it's the only measure of success that we use in evaluating our own work and the one we urge our clients to use as well in determining the level of value we provide to them. This is perhaps best exemplified by the fact that two-thirds of our current clients are repeat customers and one-third are long-term clients of more than ten years and have had more than one project within a year. In the last twenty years, we have never failed to complete a project nor have we been in litigation with a client.

## Zoning Code Rewrite Project Cost Breakdown.

Tasks from Scope of Services	Hours by Task	Total Cost by Task
Work Element 1: Project Management and Communication	40	\$5,500
Work Element 2: Public Participation and Outreach	72	\$8,240
Work Element 3: Issues Identification and Existing Zoning Code Evaluation	40	\$4,630
Work Element 4: Draft Zoning Districts, Land Uses, and Bulk Dimensions	38	\$4,840
Work Element 5: Draft Zoning Map	108	\$11,940
Work Element 6: Draft Zoning Code Development	236	\$27,840
Work Element 7: Draft Zoning Code Review and Adoption	109	\$12,010
<b>Total All-Inclusive Cost, including fees and reimbursable expenses</b>		<b>\$75,000</b>
<b>Total Cost, including all optional tasks</b>		<b>\$83,500</b>

# PROJECT COST

## City of New London Zoning Code Rewrite Project Cost Estimate

	Team Members and Billing Rates							Expenses	Total
	\$200	\$200	\$130	\$100	\$105	\$150	\$70		
	Scott Harrington Principal-in-Charge	Brian Munson Development Expert	Ben Rohr Project Manager	Scott Heacock Assistant Planner	Dan Eckberg GIS Planner	Elona Bartnick Associate Designer	Administration/ Communication		
<b>1. Project Management and Communication</b>									<b>\$5,500</b>
Virtual Monthly Staff Meetings (12)			16						\$2,080
In-Person City Staff Working Sessions and Site Visit (3)			24				\$ 300		\$3,420
<b>2. Public Participation and Outreach</b>									<b>\$8,240</b>
Virtual Plan Commission Review and Input Meetings (4)			12	6					\$2,160
Virtual City Council Review and Input Meeting (1)			4	6					\$1,120
Online Materials for Project Updates			4	6					\$1,120
Virtual Stakeholder Listening Sessions (4)			6	6					\$1,380
Public Open House to Review Draft Zoning Code (1)			8	8			6	\$ 200	\$2,460
<b>3. Issues Identification and Existing Zoning Code Evaluation</b>									<b>\$4,630</b>
Research and Data Gathering			2	10	10				\$2,310
Issues Identification Report and Existing Zoning Code Evaluation Report	2	2	4	10					\$2,320
<b>4. Draft Zoning Districts, Land Uses, and Bulk Dimensions</b>									<b>\$4,840</b>
Prepare Draft #1 Zoning Districts and Land Use Tables	2	2	10	10	4				\$3,520
Prepare Draft #2 Zoning Districts and Land Use Tables	1	1	4	4					\$1,320
<b>5. Draft Zoning Map</b>									<b>\$11,940</b>
Testing Draft Zoning Districts on Initial Draft Zoning Map			12	12	20		\$ 120		\$4,980
Prepare Draft(s) and Adopted Zoning Map			12	12	40				\$6,960
<b>6. Draft Zoning Code Development</b>									<b>\$27,840</b>
Prepare Part 1 of Draft Zoning Code	4	4	18	40		6			\$8,840
Part 1 Policy Decision Guide			4	10					\$1,520
Revised Part 1 of Draft Zoning Code			12	20					\$3,560
Prepare Part 2 of Draft Zoning Code	4	4	18	40		6			\$8,840
Part 2 Policy Decision Guide			4	10					\$1,520
Revised Part 2 of Draft Zoning Code			12	20					\$3,560
<b>7. Draft Zoning Code Review and Adoption</b>									<b>\$12,010</b>
Prepare Public Draft of Zoning Code			6	10		6	6		\$3,100
Prepare Executive Summary of the Draft Zoning Code and Map			6	10					\$1,780
Prepare Final Draft Zoning Code			2	8			6		\$1,480
In-Person Plan Commission Public Hearing to Recommend Adoption			8	12				\$ 100	\$2,340
In-Person City Council Adoption Meeting			8	12				\$ 100	\$2,340
Prepare Adopted Zoning Code			1	4		2	2		\$970
<b>Optional Tasks</b>									<b>\$8,500</b>
Prepare Zoning Map Mailing Notices			12	10			14	\$ 100	\$3,640
Public Zoning Workshop or Public Survey (1)			10	10			6	\$ 200	\$2,920
Additional In-Person Plan Commission, City Council, or Staff Meeting (per meeting)			8	8				\$ 100	\$1,940
<b>Total Hours and Estimated Project Cost (not including optional tasks)</b>	<b>13</b>	<b>13</b>	<b>217</b>	<b>286</b>	<b>74</b>	<b>20</b>	<b>20</b>	<b>\$ 820</b>	<b>\$ 75,000</b>
<b>Total Hours and Estimated Project Cost (including all optional tasks)</b>	<b>13</b>	<b>13</b>	<b>247</b>	<b>314</b>	<b>74</b>	<b>20</b>	<b>40</b>	<b>\$ 1,220</b>	<b>\$ 83,500</b>



# KEY PERSONNEL

# STAFFING PLAN

**Vandewalle & Associates.** With offices in Madison and Milwaukee, our firm is comprised of over 20 talented professionals including community and regional planners; urban designers; TIF and financial analysts; housing, economic development, zoning, land use, and real estate specialists; and redevelopment experts. Our team brings a depth and breadth of experience, knowledge, skills, and perspective to the Zoning Ordinance Update project. We pride ourselves on our ability to provide cost effective, just-in-time solutions that are responsive to constantly evolving project needs and deadlines, which may arise on a moment's notice. All Project Team members will be available and have the capacity to complete the project.

Our firm's approach to overall management and integration of all activities in our scope of services is guided through the designation of a project manager to oversee all aspects of the project - within the firm and directly with the client. Ben Rohr will serve as Project Manager for project and be the face of the project and Scott Harrington will serve as the Principal-in-Charge.

**Project Team Capacity.** All Project Team members will be available and have the capacity to assist with all municipal planning services and complete the Zoning Code Update.

## PROJECT TEAM MEMBERS & ROLES

**BEN ROHR**



**ROLE:** Project Manager, Primary Contact, Zoning Expertise, Document Author  
**Billing Rate:** \$130

**SCOTT HARRINGTON**



**ROLE:** Principal-in-Charge, Redevelopment Expertise, Quality Control  
**Billing Rate:** \$200

**BRIAN MUNSON**



**ROLE:** Housing and Neighborhood Planning Expertise, Project Facilitation and Development Expertise  
**Billing Rate:** \$200

**SCOTT HEACOCK**



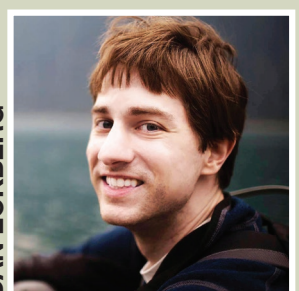
**ROLE:** Project Assistant, Data Analysis & Research  
**Billing Rate:** \$100

**ELONA BARTNICK**



**ROLE:** Design Associate, Graphic Management and Coordination  
**Billing Rate:** \$150

**DAN ECKBERG**



**ROLE:** GIS Data Analysis, Graphic Coordination  
**Billing Rate:** \$105



Ben Rohr is an Associate Planner at Vandewalle & Associates and works on a variety of Growth Management projects. In this role he provides planning services to municipalities in the form of comprehensive planning, park and open space planning, development review, zoning and sign ordinance rewrites and amendments, redevelopment planning, GIS mapping, grant writing, and many other services. Ben is also a firm leader in participatory strategies, techniques, and integration that leverage available resources to maximize public input and involvement in various planning processes. Ben was accredited by the American Planning Association with his AICP credentials in 2019.

Since joining V&A, Ben has been the project manager for 30+ projects including Comprehensive Plan updates, Park and Open Space Plan updates, Housing Reports, redevelopment planning and implementation, full zoning and sign ordinance rewrites, minor zoning ordinance amendments, and TIF District plans and amendments, among others.

Prior to joining V&A, Ben worked as a Land Use Planner for Region 1 Planning Council in Rockford, IL where he focused on both short- and long-range land use planning projects including a full rewrite of the Boone County Comprehensive Plan, the City of Loves Park Comprehensive Plan, and the Rockford Regional Bicycle and Pedestrian Study. Ben also worked as a Planner/GIS Specialist for Southwestern Wisconsin Regional Planning Commission in Platteville, WI, and held multiple planning internships during undergraduate and graduate school at the City of West Allis, Southwestern Wisconsin Regional Planning Commission, and the City of Janesville.

In all of these roles, Ben has worked to actively foster public engagement, more efficiently integrate government systems, and establish links between planning, public health, sustainability, and equity. He is passionate about utilizing planning to make smarter decisions, effectively leverage available assets, and better the community as a whole.



**Ben Rohr, AICP**  
**Associate Planner**  
Phone: 608.255.3988  
brohr@vandewalle.com

#### **EDUCATION**

- M.U.P. Urban Planning  
University of Wisconsin - Milwaukee  
Milwaukee, Wisconsin
- B.S. Geography  
Minor in Urban and Area Development  
University of Wisconsin - Whitewater  
Whitewater, Wisconsin

#### **PROFESSIONAL LICENSES & MEMBERSHIPS**

- American Planning Association AICP Accreditation
- Member, American Planning Association, State and National Chapters

#### **AWARDS AND RECOGNITION**

- Award Winner: 2020 APA-WI Excellence in Planning Award, "City of Wausau Zoning Code and Zoning Map"
- 2022 APA Wisconsin Conference Session Presenter
- 2022 Wisconsin Municipal League Conference Presenter
- 2023 WEDA Conference Presenter

Scott Harrington is a Principal Planner and project manager at Vandewalle & Associates, contributing special expertise in the creation and implementation of urban redevelopment initiatives. Since 1986, Scott has worked on the front lines in a number of cities in the Midwest, Southern and Western U.S. He is well-versed in the complex processes of management, community participation, financing and negotiations required to craft and implement long-range planning and large-scale revitalization efforts. His ease among elected bodies, plan commissions, the public, and government finance is second to none.

Given his diverse background, Scott leads and assists with a wide variety of projects at Vandewalle & Associates including everything from regional economic positioning initiatives, to municipal comprehensive plans and zoning regulations, to redevelopment strategies for downtowns, corridors and sites. Recently, Scott has served as the principal in charge of several projects focused on revitalizing urban corridors and neighborhoods. These include “The Current”, a \$45-million riverfront redevelopment in Monona; the visioning and master planning for the Alliant Energy Center and surrounding “Destination District” in Madison; the East Washington Capital Gateway Corridor in Madison; Northwest Gateway in Downtown Fayetteville, North Carolina; Downtown and North Division Street Corridor in Stevens Point; Janesville Town Square; Downtown Mount Horeb; and Downtown Slinger. His projects have included a wide range of interactive methods and forums for engaging the public – including pop-up events, keypad polling, online surveys, charrettes, and visual preference surveys – as well as engaging historically under-represented communities through bi-lingual staff and by partnering with community organizations.

## PROJECT AWARDS AND RECOGNITION

- Outstanding Urban Design from the Wisconsin Chapter of the American Planning Association in 2010 – for the City of Madison East Washington Avenue Capitol Gateway Corridor Plan
- Award of Merit from the American Society of Landscape Architects for Urban Planning and Design – for the Gulf Stream, Florida Design Manual
- Presenter, “Market-Ready Redevelopment” American Planning Association Upper Midwest Conference (2015)
- Presenter, “Using Charrettes as a Planning Tool” WCCMA & WAMCAM Annual Conference (2010)
- Presenter, “Content Sensitive Design and Corridor Planning” Innovations in Transportation Conference (2008)
- Presenter, “Preserving Neighborhood Character” American Planning Association National Conference (1996 and 2002)
- Co-author, “Innovative Water Conservation Ratemaking,” Florida Water Resources Journal (August 1995)



**Scott Harrington, AICP**  
**Principal Planner**

Phone: 608.255.3988

sharrington@vandewalle.com

## EDUCATION

- M.U.P. Urban Planning  
University of Michigan - Ann Arbor, Michigan
- B.S. Natural Resources  
University of Michigan - Ann Arbor, Michigan

## PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners
- Member, American Planning Association, National, Wisconsin, and Illinois Chapters
- Former Member, Technical Advisory Committee to Legislature on Intergovernmental Coordination, Florida Department of Community Affairs
- Former Board Member, Colorado Chapter of the American Planning Association

Brian Munson leads the Neighborhood Design, Project Facilitation, and Bicycle/Pedestrian Planning initiatives for Vandewalle & Associates. Focused on building strong sustainable communities, this team specializes in creating vibrant and unique projects from concept through construction. Brian has led multi-disciplinary design teams on projects ranging from mixed-use infill/redevelopment projects to large-scale traditional neighborhoods and small-scale village downtowns to community wide bicycle & pedestrian networks. These projects feature a unique blend of land uses, residential options, open spaces, and people focused environments; all of which, are combined to create projects that are grounded in sustainable smart growth principles that balance community character with development potential and enhanced mobility.

Brian's experience in neighborhood design, entitlement and implementation enables him to facilitate the creation of a wide range of diverse projects from greenfield sites to Main Street. He is currently engaged in the implementation and project management of The Grandview Commons Neighborhood and Smith's Crossing on behalf of Veridian Homes, a 2016 National Housing Quality Award Gold Standard developer. Brian is leading the Gateway Master Residential Development Plan for the City of Eau Claire and recently completed the Downtown Area Master Plan for the City of Stevens Point. He is also involved with implementing several redevelopment projects within Madison, Wisconsin, Cedar Falls, Iowa, and Seattle, Washington with challenges ranging from brownfields and levees to multi-jurisdictional review and approvals.



**Brian Munson**

**Principal Planner**

Phone: 608.255.3988

[bmunson@vandewalle.com](mailto:bmunson@vandewalle.com)

### **EDUCATION**

- B.S. Landscape Architecture  
University of Wisconsin -  
Madison, Wisconsin

### **PROFESSIONAL LICENSES & MEMBERSHIPS**

- Associate, American Society of  
Landscape Architects
- Member, Congress for New  
Urbanism
- Licensed Realtor

Assistant Planner Scott Heacock has developed some key passions and interests early in his career. He has put a lot of energy into advancing issues of housing equality, as well as equity inclusion through his work.

He is also passionate about helping local governments identify unique opportunities to make their community a better place for everyone.

Scott has a range of work experience that aligns well with the client needs at Vandewalle & Associates. During his graduate degree studies, Scott worked as a Teaching Assistant with the UW-Madison Department of Political Science and as a Summer Planning Assistant with the City of Middleton. He also worked as a Housing & Resident Relations Specialist at Commonwealth Development, a Madison based non-profit, where he assisted residents with recertification applications to qualify for affordable housing.

Prior to graduate school, he worked as Legislative Aide for the Wisconsin State Legislature Assembly Minority Caucus Chair. He regularly met with constituents and interest groups to listen to their thoughts on how state level issues affected them locally. In that role he also managed criminal justice and LGBTQ+ policy portfolios, developed press strategies, and reviewed bill proposals for co-sponsorship.

Additionally, he has worked on many political campaigns that gave him the opportunity to travel across Wisconsin and meet with local elected officials and community members. His favorite part of that time was hearing about what made their community unique and the challenges they've overcome.



**Scott Heacock**

**Assistant Planner**

Phone: 608.255.3988

sheacock@vandewalle.com

## EDUCATION

- M.S. Urban and Regional Planning  
University of Wisconsin - Madison,  
Wisconsin  
Specialization: Community  
Development and Affordable  
Housing
- B.S. Political Science, Certificate  
Environmental Studies  
University of Wisconsin - Madison,  
Wisconsin

## PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Planning  
Association National  
and Wisconsin Chapters

Elona Bartnick is an Associate Urban Designer involved in a broad range of projects at Vandewalle & Associates. She is skilled in the areas of site analysis, site planning and design, neighborhood design, landscape architecture, and graphic communication. These skills are utilized and communicated through computer graphics, CAD design, SketchUp modeling, GIS analysis, and hand illustration.

In her time at Vandewalle & Associates, Elona has contributed to a diverse range of projects, including assisting in land and development plans for mixed-use and traditional neighborhood projects. She has worked on a number of redevelopment and downtown master plans identifying areas that would benefit from reinvestment and revitalization and developing guidelines and site design for future redevelopment. Her involvement in comprehensive plan development includes creating regional and local asset and opportunity analysis, future growth or redevelopment scenarios and site designs, and additional graphics specific to each plan. Elona's landscape architecture experience focuses on design and construction documents for hardscape and planting plans for parks, streetscapes, naturalized areas, roadway planting schemes, riverfronts, and urban design elements.

Projects that Elona has been and continues to be involved in include: Grandview Commons Neighborhood in Madison, Wisconsin; Fitchburg Technology Campus in Fitchburg, Wisconsin; Brookfield, Wisconsin and Lake Geneva, Wisconsin Comprehensive Plans; Marshfield Zoning Ordinance; Harwood Heights, Illinois Streetscape; Ripon, Wisconsin Downtown Master Plan; Thrive-Madison Region and Quad Cities Region Assets and Opportunities Analysis; and Middleton, Racine, and Sturgeon Bay, Wisconsin; and Waterloo, Iowa Redevelopment and Implementation.



**Elona Bartnick:**  
**Lead Associate Designer**  
Phone: 608.255.3988  
ebartnick@vandewalle.com

#### **EDUCATION**

- B.S. Landscape Architecture  
University of Wisconsin -  
Madison, Wisconsin

#### **PROFESSIONAL LICENSES & MEMBERSHIPS**

- Associate, American Society of  
Landscape Architects National  
and State Chapters

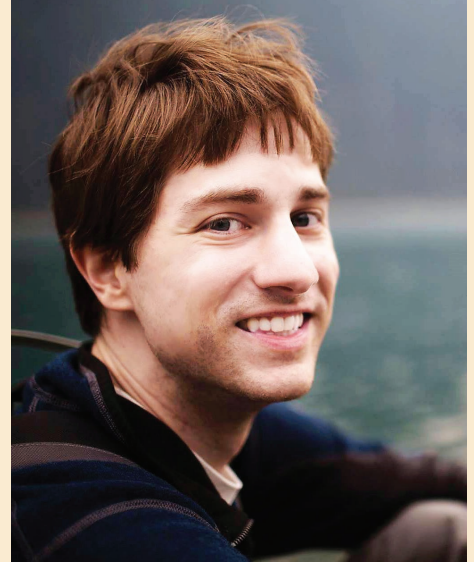
Dan Eckberg is a GIS Planner whose primary responsibilities include map creation and spatial data acquisition, organization, manipulation, and analysis.

Dan utilizes extensive experience with ESRI's ArcDesktop GIS software, including Python scripting, to apply cartographic techniques to a range of planning projects. These include conducting and writing a formal analysis of potential Fire Station sites for the City of Watertown, mapping Environmental Justice populations and developing novel approaches for ensuring NEPA compliance for WisDOT highway studies, evaluating bike trail routes for the Village of Oregon, analyzing demographics of food deserts in Freeport, IL, geo-coding survey results for city development projects, designing and creating a database of possible Brownfield sites for the City of Janesville, managing Urban Service Area applications, producing numerous Comprehensive Plan maps, and preparing Official Zoning Maps for nearly a dozen Wisconsin communities.

Dan has also worked on several large-scale highway corridor impact analysis studies with Vandewalle & Associates. These include the US 14 project in Rock County, the Wis 23 project in Fond du Lac County, the Wis 29 project in Marathon County, the US 51 project in Dane County, and the US 41 Interstate conversion between Green Bay and Milwaukee. Dan's work on these projects has focused on preparing mosaics of local and regional maps from a broad variety of sources into corridor-wide maps which compile data depicting soils, natural resources, existing land use and adopted land use plans from towns, villages, cities, counties, and regional and federal agencies. These maps are the focus of the Expert Panel analysis of highway alternatives for the Indirect and Cumulative Effects portion of the DEIS and EIS phases of WisDOT's analysis under NEPA and WEPA.

Dan is a licensed commercial Unmanned Aircraft System (drone) pilot registered with the FAA and is able to provide clients with high quality aerial video footage.

Previously Dan held an internship with U-PLAN, a community planning group for the Frogtown/Rondo neighborhood of St. Paul, MN where he helped design a traffic impact analysis for the neighborhood using the CommunityViz extension of ArcGIS.



**Dan Eckberg, AICP:  
GIS Planner**

Phone: 608.255.3988

[deckberg@vandewalle.com](mailto:deckberg@vandewalle.com)

## EDUCATION

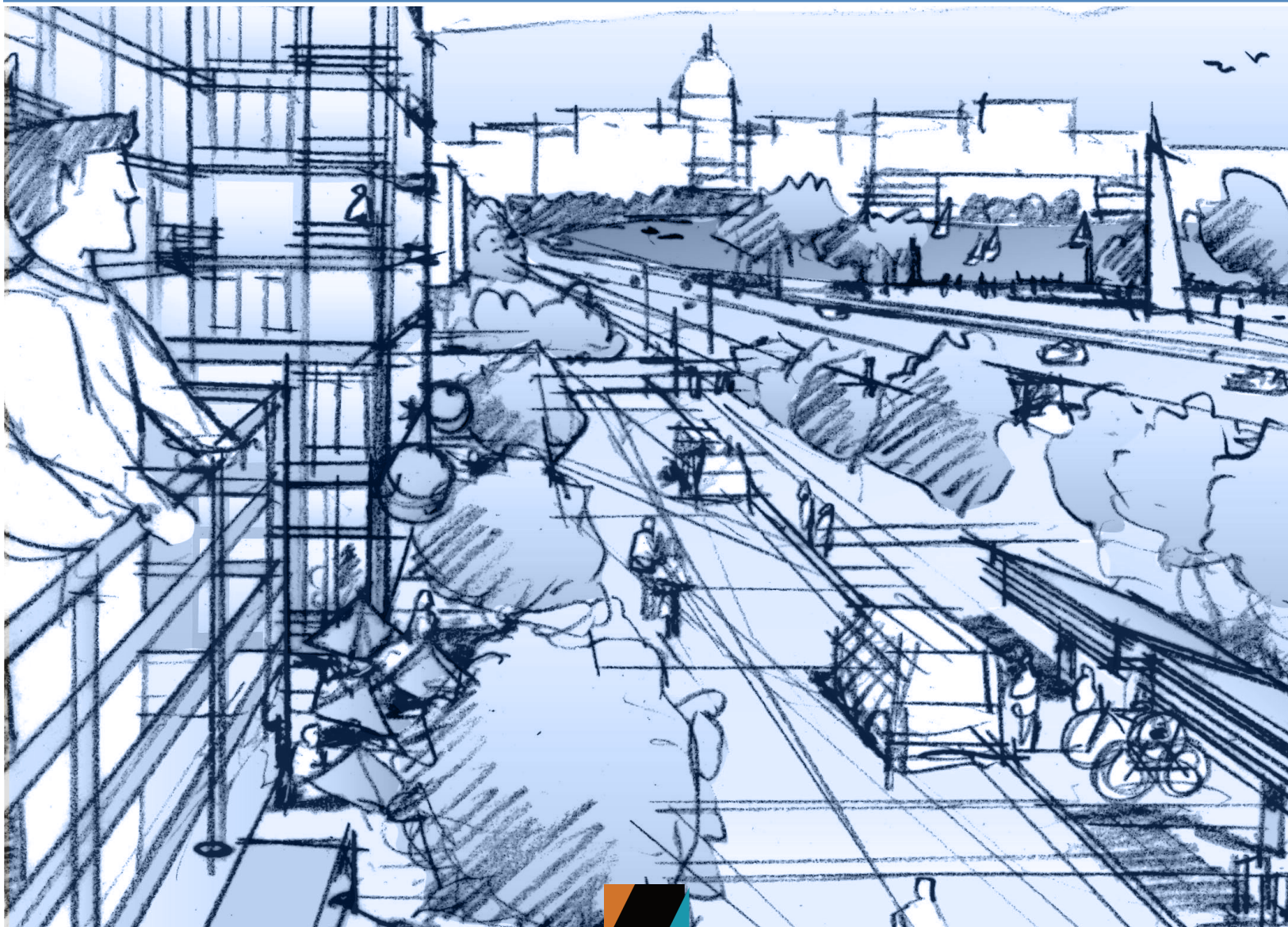
- B.A. Geography (City Systems)  
Minor - Geographic Information Systems  
University of Minnesota -  
Minneapolis, Minnesota

## PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners

## AWARDS AND RECOGNITION

- Excellence in Planning Award,  
"Madison Metropolitan School District Enrollment Projections: 2017-2037 - APA-WI Chapter, 2017
- Guest Lecturer (Applications of GIS in Planning) – University of Wisconsin-Madison, 2012



## SAMPLE CONTRACT

Agreement for <<Project>>

THIS AGREEMENT is made and entered into by and between the "Client" «Client», «Location», and VANDEWALLE & ASSOCIATES, Inc., Madison, Wisconsin, a professional planning and design firm. For purposes of this Agreement, the "Project" is defined as «Project\_Description».

Article I Scope of Work

- A. VANDEWALLE & ASSOCIATES agrees to provide the following "Services": << Scope of Work>>
B. Additional Services, beyond those stated in Article I.A., may be provided through a "Work Order".
C. VANDEWALLE & ASSOCIATES agrees to provide its professional Services in accordance with generally accepted standards of its profession.

Article II Client's Responsibilities

- A. Client agrees to provide VANDEWALLE & ASSOCIATES with all base maps, blueprints, aerial photos, studies, reports, and ordinances needed to complete these Services. VANDEWALLE & ASSOCIATES may reasonably rely on the accuracy and completeness of these items. Client agrees to provide these items and to render decisions in a timely manner so as not to delay the orderly and sequential progress of VANDEWALLE & ASSOCIATES Services.
B. The administrative liaison between VANDEWALLE & ASSOCIATES and the Client will be «Liaison\_Name», «Liaison\_Title».
C. Client agrees that the following individuals are approved to authorize Additional Services via a Work Order:

Name Title

Name Title

- D. Client understands that any work product delivered in electronic form under this Agreement may require Client to use certain third-party hardware and/or software products. Client shall be solely responsible for obtaining licenses to use such third-party software. VANDEWALLE & ASSOCIATES makes no warranties or representations as to the quality, capabilities, operations, performance or suitability of any third-party hardware or software including the ability to integrate with any software currently in use by the Client. Client acknowledges that the quality, capabilities, operations, performance, and suitability of any third-party hardware or software lies solely with Client and the vendor or supplier of that hardware or software.

- E. If Client makes any modifications to Deliverables, Client shall either 1) obtain the prior written consent of VANDEWALLE & ASSOCIATES; or 2) remove VANDEWALLE & ASSOCIATES name from the Deliverables. In the event that Client selects option #2, VANDEWALLE & ASSOCIATES shall not be liable or otherwise responsible for such modifications or their effect on the results of the implementation of the recommendations contained in such Deliverables.

### **Article III Estimated Schedule**

- A. Services in this Agreement shall commence from date of execution, and be in effect a maximum of «Term\_of\_Agreement», unless the parties agree otherwise.
- B. VANDEWALLE & ASSOCIATES shall render its Services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact the Project schedule and VANDEWALLE & ASSOCIATES shall not be responsible for any delays caused by factors beyond its reasonable control.

### **Article IV Costs and Payment**

- A. All work shall be completed for a lump sum of «Budget\_Amount» to be paid in «Number of installments» installments, with a first installment due at the time the agreement signed and the last one - at the delivery of the final product. Client acknowledges that significant changes to the Project schedule, budget or Project's scope may require Additional Services for which the parties may (but are not required to) enter into a separate Work Order (see Article I.B.).
- B. Invoice charges to the Client consist of (1) Professional Fees rendered at current billing rates as listed in Attachment One; and (2) Reimbursable Expenses billed at cost multiplied by 1.1, excepting some in-house charges and travel.
- C. VANDEWALLE & ASSOCIATES shall send Client an invoice for Professional Fees and Reimbursable Expenses once a month. Client shall pay VANDEWALLE & ASSOCIATES the amounts due under such invoice upon receipt of such invoice. A service charge of 1% per month may be charged on all amounts more than 30 days after date of invoice.

### **Article V Termination**

- A. Either Client or VANDEWALLE & ASSOCIATES may terminate this Agreement upon seven days written notice.
- B. If terminated, Client agrees to pay VANDEWALLE & ASSOCIATES the hourly rates for all Services rendered and Reimbursable Expenses incurred, up to the date of termination.

- C. Upon not less than seven days' written notice, VANDEWALLE & ASSOCIATES may suspend the performance of its Services if Client fails to pay VANDEWALLE & ASSOCIATES in full for Services rendered or Reimbursable Expenses incurred. VANDEWALLE & ASSOCIATES shall have no liability because of such suspension of service or termination due to nonpayment.

## Article VI Dispute Resolution

VANDEWALLE & ASSOCIATES and Client agree to mediate claims or disputes arising out of or relating to the Agreement. The mediation shall be conducted by a mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

## Article VII Intellectual Property; Confidentiality

- A. Except as otherwise provided by law: upon payment in full by Client to VANDEWALLE & ASSOCIATES for Services rendered and Reimbursable Expenses incurred pursuant to this Agreement, VANDEWALLE & ASSOCIATES shall grant Client a non-transferable, non-exclusive, perpetual license to use any and all Work Product developed or produced by VANDEWALLE & ASSOCIATES pursuant to this Agreement. As used in this Agreement, "Work Product" means all inventions, processes, data, documents, drawings, records, and works of authorship, whether or not copyrightable or patentable, that are originated or prepared by VANDEWALLE & ASSOCIATES in the course of rendering the Services under this Agreement. Until Client pays VANDEWALLE & ASSOCIATES in full for Services rendered and expenses incurred pursuant to this Agreement, Client may not use any Work Product to complete the Project with others unless VANDEWALLE & ASSOCIATES is in material breach of this Agreement.
- B. Except as otherwise provided by law: Client shall not communicate, publish, or otherwise disclose to a third party or authorize or induce anyone else to use, communicate, publish, or otherwise disclose, any nonpublic information pertaining to VANDEWALLE & ASSOCIATES, including, without limitation, any information relating to pricing, products, or ideas of VANDEWALLE & ASSOCIATES. Until VANDEWALLE & ASSOCIATES is paid in full by Client for Services rendered and expenses incurred pursuant to this Agreement, Client shall not communicate, publish, or otherwise disclose to any third party, any information pertaining to or summaries of the Work Product.

## Article VIII Miscellaneous Provisions

- A. Wisconsin law governs this Agreement (without regard to its conflict of law principles or rules of construction concerning the draftsman hereof).

# SAMPLE CONTRACT

VANDEWALLE & ASSOCIATES

«Client» / «Project»

December 20, 2023

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- B. This Agreement is the entire and integrated agreement between the Client and VANDEWALLE & ASSOCIATES, and supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. This Agreement may be amended only by written instrument signed by both Client and VANDEWALLE & ASSOCIATES. Neither party can assign this Agreement without the other party's prior written permission.
- C. Notwithstanding any other term in this Agreement, VANDEWALLE & ASSOCIATES shall not control or be responsible for another party's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs.
- D. The parties acknowledge that society has become more and more litigious over the years. Despite having done everything right and fulfilling its obligations under this Agreement, VANDEWALLE & ASSOCIATES may be brought into a lawsuit or other action regarding the Project or other activities of the Client. To avoid VANDEWALLE & ASSOCIATES from incurring significant financial obligations when it has properly performed under this Agreement, Client agrees to indemnify, defend and hold VANDEWALLE & ASSOCIATES, its agents and employees harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses (including reasonable attorneys' fees), arising out of the Project or the performance or non-performance of obligations under this Agreement, except to the extent the same are directly caused by VANDEWALLE & ASSOCIATES' negligence or willful misconduct related to this Agreement.
- E. In the event that any suit or action is instituted to enforce any provision in this Agreement, the prevailing party in such dispute shall be entitled to recover from the losing party all fees (including legal and accounting fees), costs and expenses of enforcing any right of such prevailing party under or with respect to this Agreement, including without limitation, all costs of appeals. For purposes of this provision, "prevailing party" shall include a party that dismisses an action in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.
- F. VANDEWALLE & ASSOCIATES reserves the right to include representations of the Project in its promotional and professional materials.
- G. In order for VANDEWALLE & ASSOCIATES' to provide cost effective services, the parties agree that VANDEWALLE & ASSOCIATES shall not be liable to client or any third party for any losses, lost profits, lost data, consequential, special, incidental, or punitive damages, delays, or interruptions arising out of or related to this Agreement, regardless of the basis of the claim. VANDEWALLE & ASSOCIATES' aggregate liability (including attorneys' fees) to Client shall not exceed the amount of fees actually paid to VANDEWALLE & ASSOCIATES by Client with regard to the Services or the Work Order for which liability has been asserted.

# SAMPLE CONTRACT

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VANDEWALLE & ASSOCIATES

«Client» / «Project»

December 20, 2023

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IN WITNESS WHEREOF, the parties hereto entered into this Agreement as of the latest date noted, below.

«Client»

By:

---

Signature of Authorized Representative

Date

---

---

Printed Name

Title

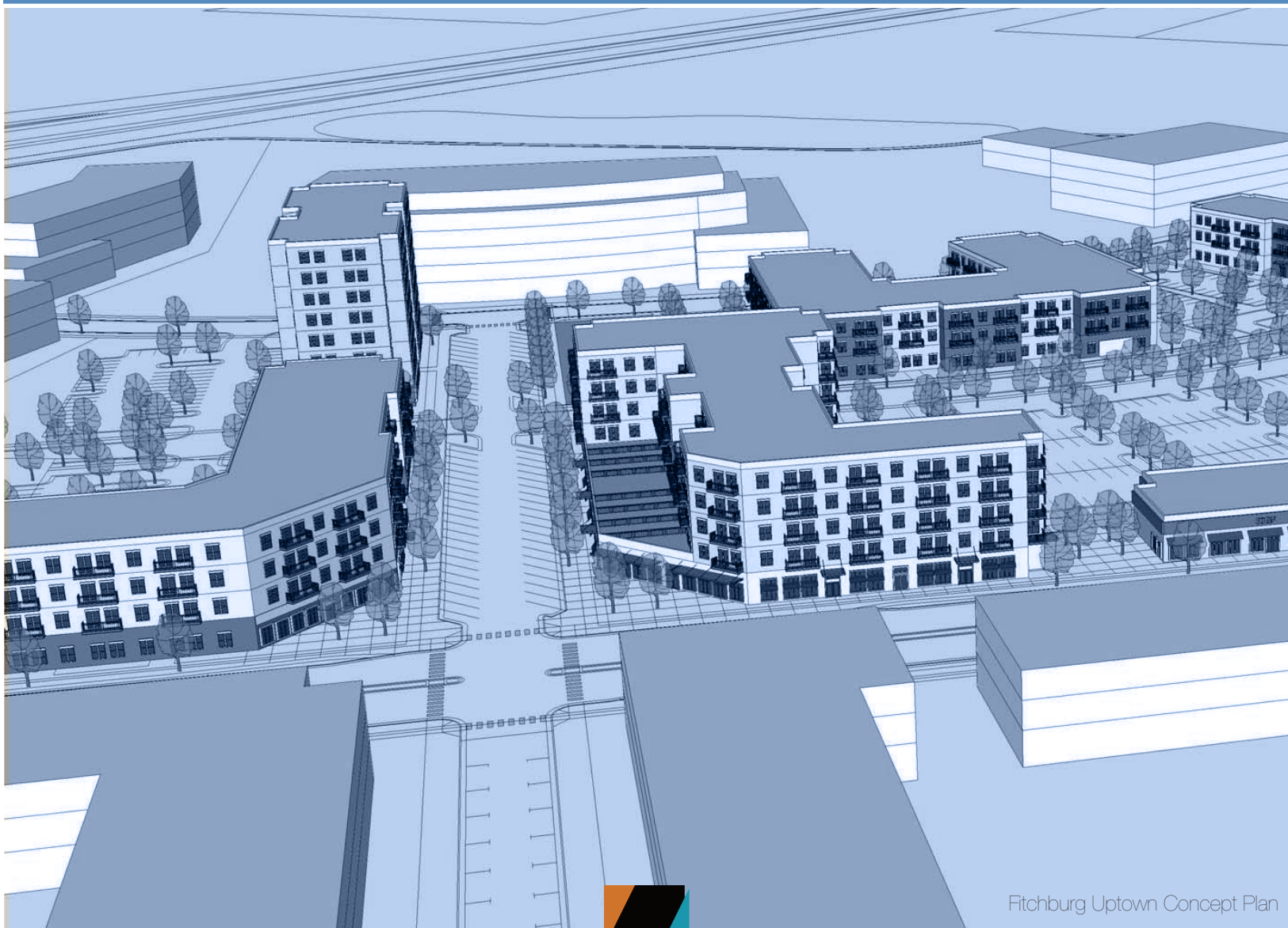
VANDEWALLE & ASSOCIATES, INC.

By:

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Nonna Anderson, Business Manager

Date



Fitchburg Uptown Concept Plan



## PREVIOUS WORK AND REFERENCES

# ZONING EXPERIENCE

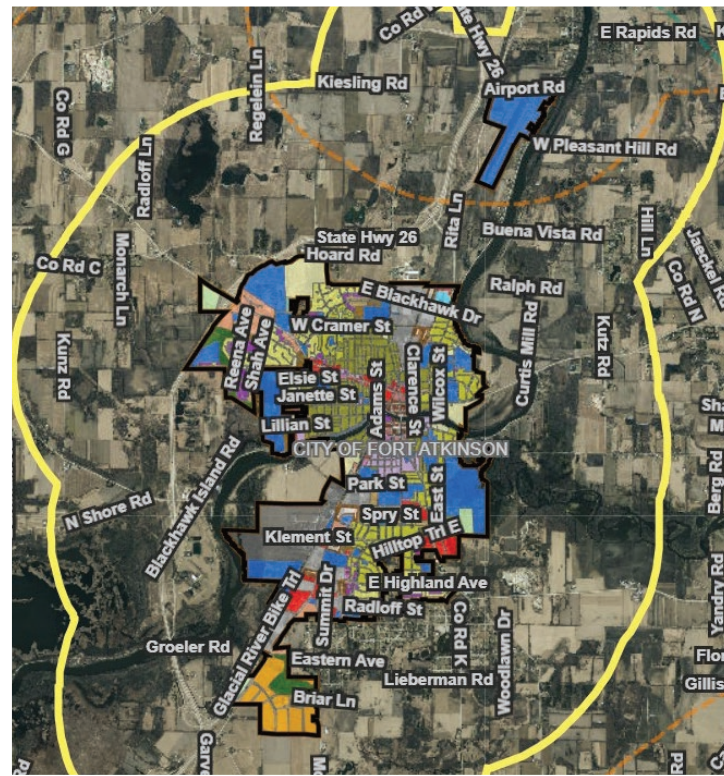
Vandewalle & Associates' staff takes great pride in its ability to implement our client communities' goals and objectives through ordinance preparation. Our team includes nationally recognized experts in zoning and subdivision regulations. Our expertise and knowledge in both time-tested and cutting edge regulatory techniques enable us to craft ordinances that are easy to administer and match changing development trends. Since Vandewalle & Associates' founding more than 40 years ago, we have consistently been leaders in providing codes that are designed to implement local plans by carefully responding to local economies, local resources, and local leadership. Vandewalle & Associates typically works on one or two of these major projects each year. Our efforts focus extensively on exploring the latest national best practices in form-based codes and sustainability.

The table below shows a sampling of the ordinances that we have completed.

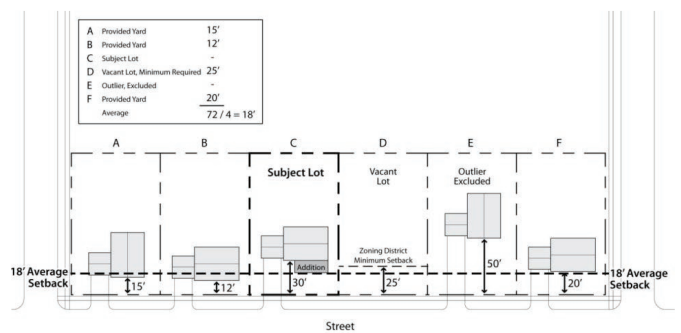
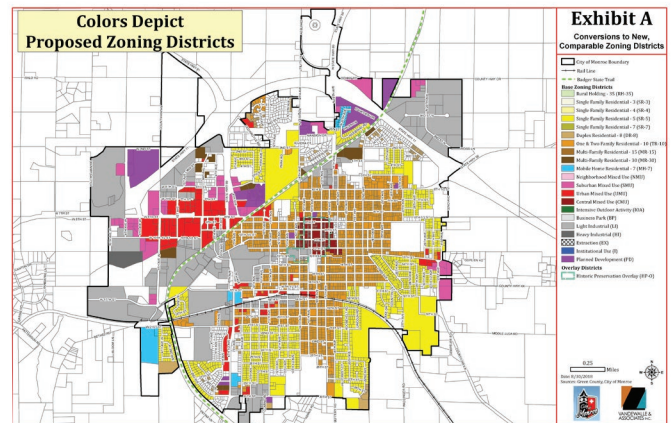
## Zoning Ordinances

- Village of Cross Plains, WI
- Village of Darien, WI
- City of Darlington, WI
- City of Delavan, WI
- Village of East Troy, WI
- City of Edgerton, WI
- City of Evansville, WI
- Village of Fontana, WI
- City of Fort Atkinson, WI
- Town of Germantown, WI
- City of Janesville, WI
- City of Jefferson, WI
- Village of Johnson Creek, WI
- Village of Kohler, WI
- City of Lake Geneva, WI
- Lincoln County, WI
- Village of Maple Bluff, WI
- City of Marshfield, WI
- City of Middleton, WI
- City of Milton, WI
- City of Monroe, WI

- City of Oconomowoc, WI
- Village of Oregon, WI
- City of Oshkosh, WI
- City of Portage, WI
- City of Prairie du Chien, WI
- Town of Rib Mountain, WI
- City of Shawano, WI
- City of Sheboygan, WI
- Village of Spring Green, WI
- City of Stoughton, WI
- City of Sun Prairie, WI
- City of Verona, WI
- Village of Walworth, WI
- City of Watertown, WI
- City of Wausau, WI
- Town of West Bend, WI
- City of Whitewater, WI
- Village of Williams Bay, WI
- City of Belvidere, IL
- Lee County, IL
- City of Moline, IL
- Village of Rockton, IL



Fort Atkinson Interactive Zoning Map, 2023



# PREVIOUS WORK SAMPLES AND REFERENCES

Vandewalle & Associates has been a leader in Zoning Ordinance rewrites and updates throughout the Midwest. Below are just a few of our recent municipal clients for whom we have completed full Zoning Ordinance rewrites.

## ZONING ORDINANCE PROJECTS.

### **City of Middleton, Wisconsin**

**Abby Attoun, Director of Planning & Community Development**

P: 608.821.8343 | E: aattoun@cityofmiddleton.us

Digital Copy: [City of Middleton Zoning Ordinance](#)

### **City of Fort Atkinson, Wisconsin**

**Andy Selle, City Engineer**

P: 920.563.7760 | E: aselle@fortatkinsonwi.net

Digital Copy: [City of Fort Atkinson Zoning Ordinance](#)

### **City of Wausau, Wisconsin**

**Brad Lenz, Director of Planning, Community & Economic Development**

P: 715.261.6753 | E: brad.lenz@ci.wausau.wi.us

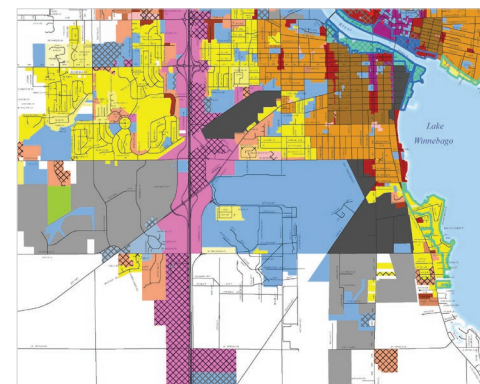
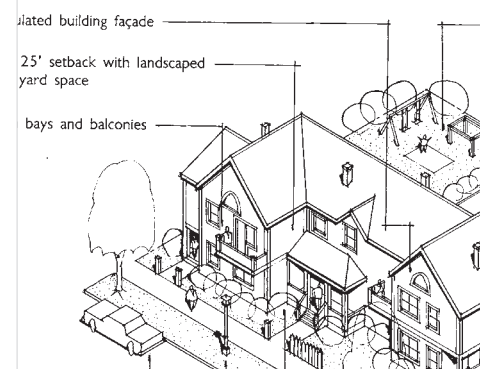
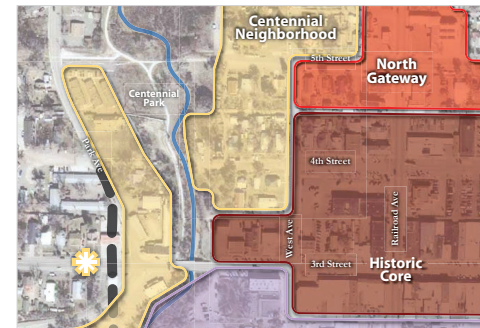
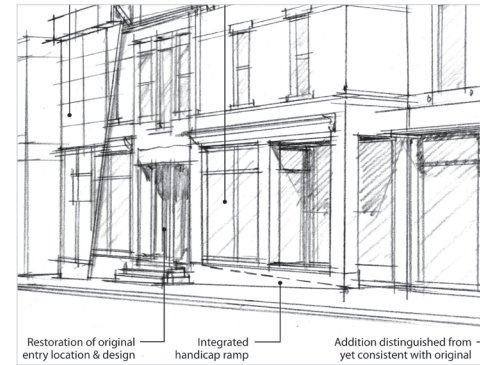
Digital Copy: [City of Wausau Zoning Ordinance](#)

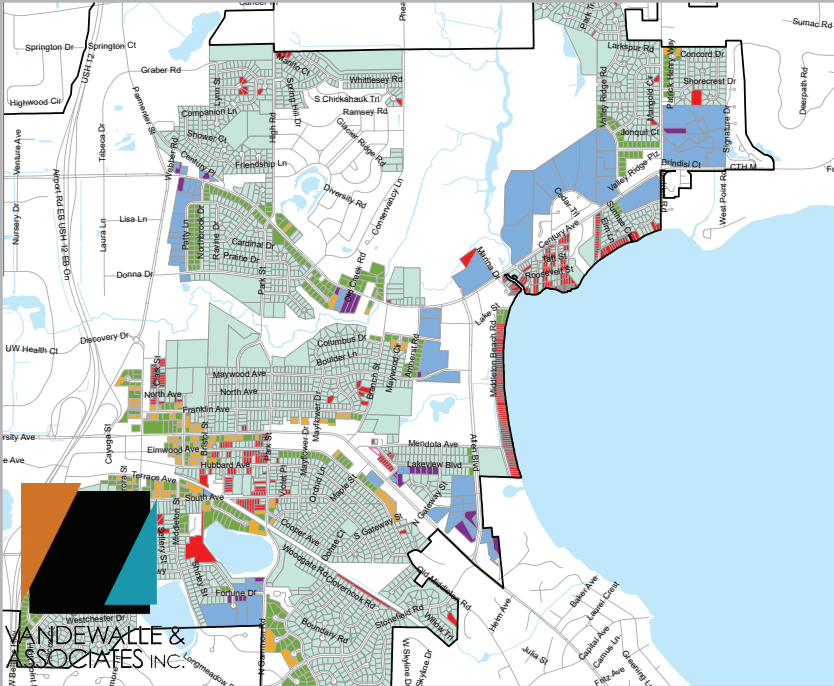
### **City of Jefferson, Wisconsin**

**Tim Freitag, City Administrator**

P: 920.674.7700 | E: TFreitag@jeffersonwis.com

Digital Copy: [City of Jefferson Zoning Ordinance](#)





## Zoning Code and Map - City of Middleton, WI

**Population:** 22,328

**Dates:** Ongoing | Anticipated Adoption January 2024

Building on a strong existing relationship, the City of Middleton hired Vandewalle & Associates to complete a full rewrite of the City's Zoning Ordinance starting in the fall of 2021. Middleton has grown, evolved, and changed dramatically over the past 20 years, leveraging its strategic location adjacent to Madison and the Beltline within Dane County. However, the City's Zoning Ordinance hadn't been rewritten in over 40 years. This led to 20 years' worth of all new development and redevelopment projects having to use a customized Planned Development each time a new project was proposed.

Realizing the long-term administrative issues this approach presents, Middleton identified a full rewrite of the City's Zoning Ordinance within its 2021 Comprehensive Plan. The plan also identified several strategic objectives of the rewrite process including:

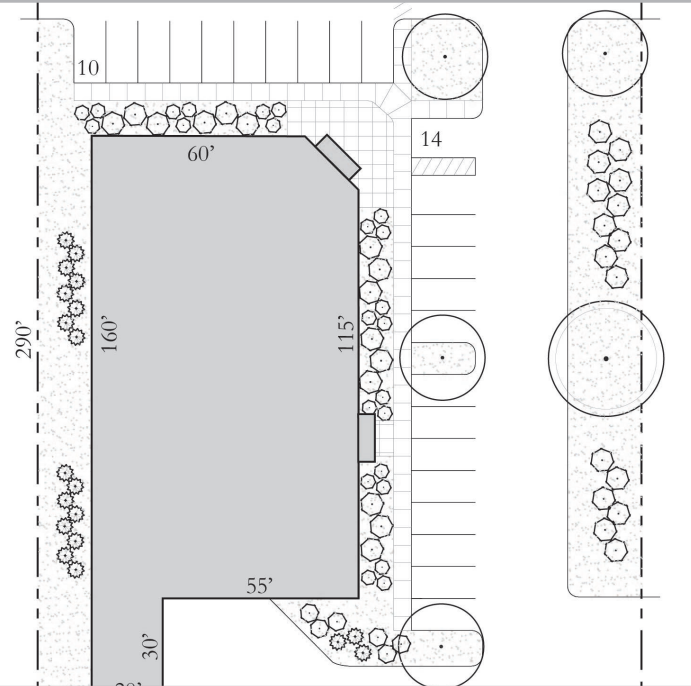
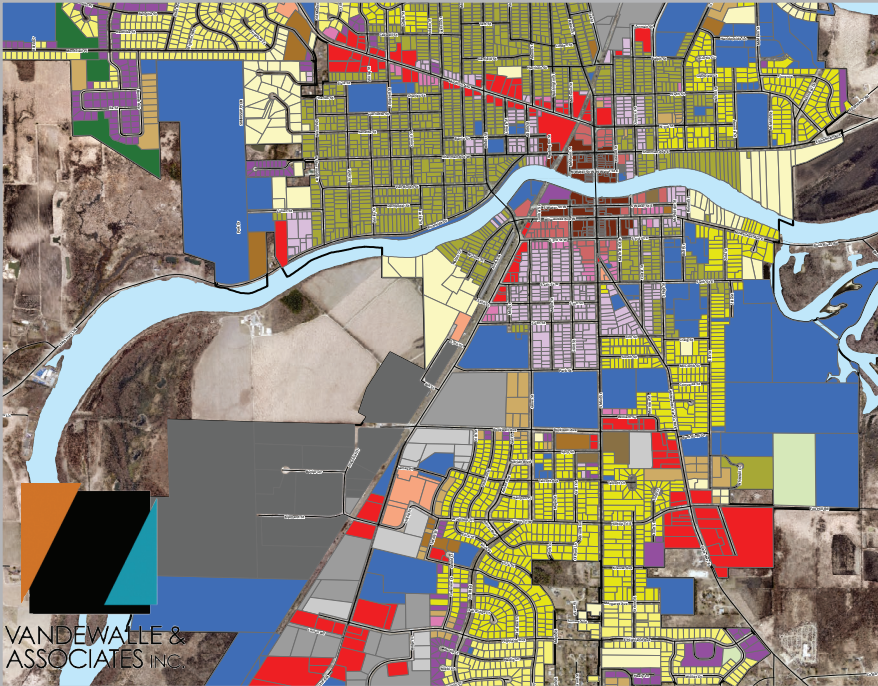
- Enabling diverse, attainable, and affordable housing types
- Integrating sustainability best practices
- Addressing state and federal law changes
- Incorporating context-sensitive design principles
- Increasing predictability and user-friendliness through modernized standards and procedures

The new Zoning Ordinance and Map accomplish these objectives and more by:

- Establishing new zoning districts that allow diversity in modern building formats, reduced setbacks and lot sizes, and mixing of land uses
- Providing opportunities for missing middle housing
- Increasing height and density along major community corridors
- Reducing parking standards and establishing bicycle parking standards
- Utilizing a form-based approach to provide flexibility for infill and redevelopment lots
- Establishing design standards by land use type
- Integrating sustainable best practices such as the use of native plantings, rain gardens, impervious surface standards, alternative energy production land uses, EV charging, and incentives for stormwater management and affordable housing

The new Zoning Ordinance and Map are anticipated to be adopted in early 2024.





VANDEWALLE & ASSOCIATES INC.

## Zoning Code and Map - City of Fort Atkinson, WI

**Population:** 12,412

**Dates:** Adopted - 10/20/2020 | Effective - 11/1/2020

Since the Great Recession, Fort Atkinson has struggled to attract any kind of new construction, however the community has seen recent signs of recovery over the past few years. The City is only a 40-minute commute to the fastest growing metro area in state, Dane County. As the cost of living continues to increase in Dane County, communities like Fort Atkinson have significant growth potential as the cost of living is much lower.

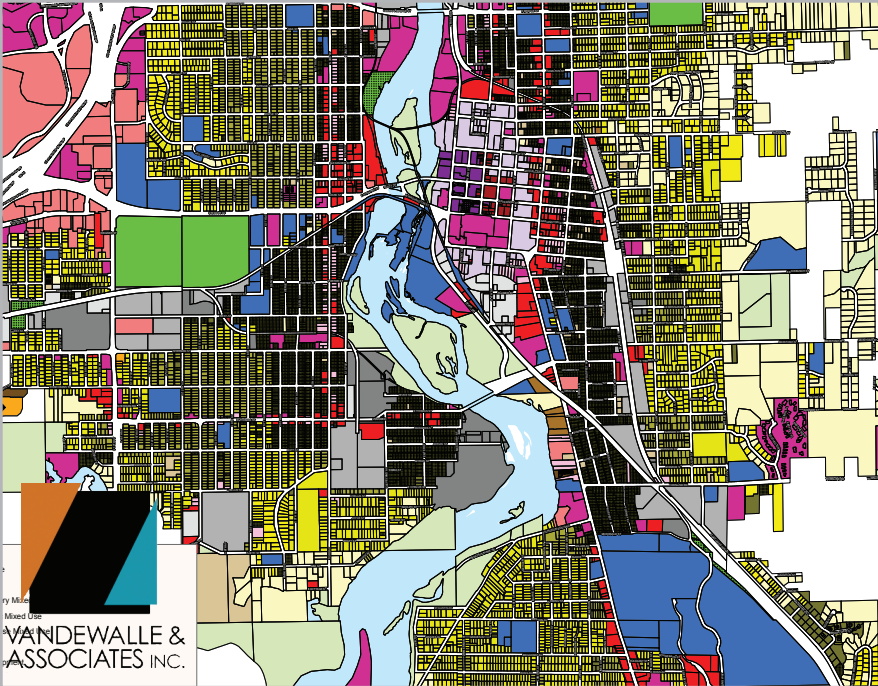
Building on the recommendations of the 2019 Comprehensive Plan and 2018 TID Feasibility Study, Vandewalle & Associates began the full rewrite of the Zoning Code in late 2018. The rewrite addresses several key community priorities and issues identified through these two planning processes, including generating new commercial and industrial development, redeveloping key corridors, increasing residential opportunities, and retaining community character, especially in and around downtown.

The new Zoning Code directly addresses these issues by:

- Codifying the community's historic downtown Main Street corridor design standards
- Offering increased opportunities for mixed-use development throughout the City
- Establishing density-based tiers of single-family, two-family, and multi-family zoning districts to provide options for a wide-variety of building types and price points
- Facilitating high-quality new development at the STH 26 Bypass interchange through new building design guidelines for commercial, industrial, and institutional development
- Providing flexibility for infill and redevelopment through new form-based regulations



In 2019, Vandewalle & Associates worked with City Staff and the project working group to complete a new draft Zoning Code and Map. In 2020, Vandewalle & Associates facilitated a series of public participation events to gather community input and foster resident, Plan Commission, and elected official buy-in prior to the public hearings. The process was completed in Summer of 2020 with the successfully adoption of a new Zoning Code and Map.



## Zoning Code and Map - City of Wausau, WI

**Population:** 39,833

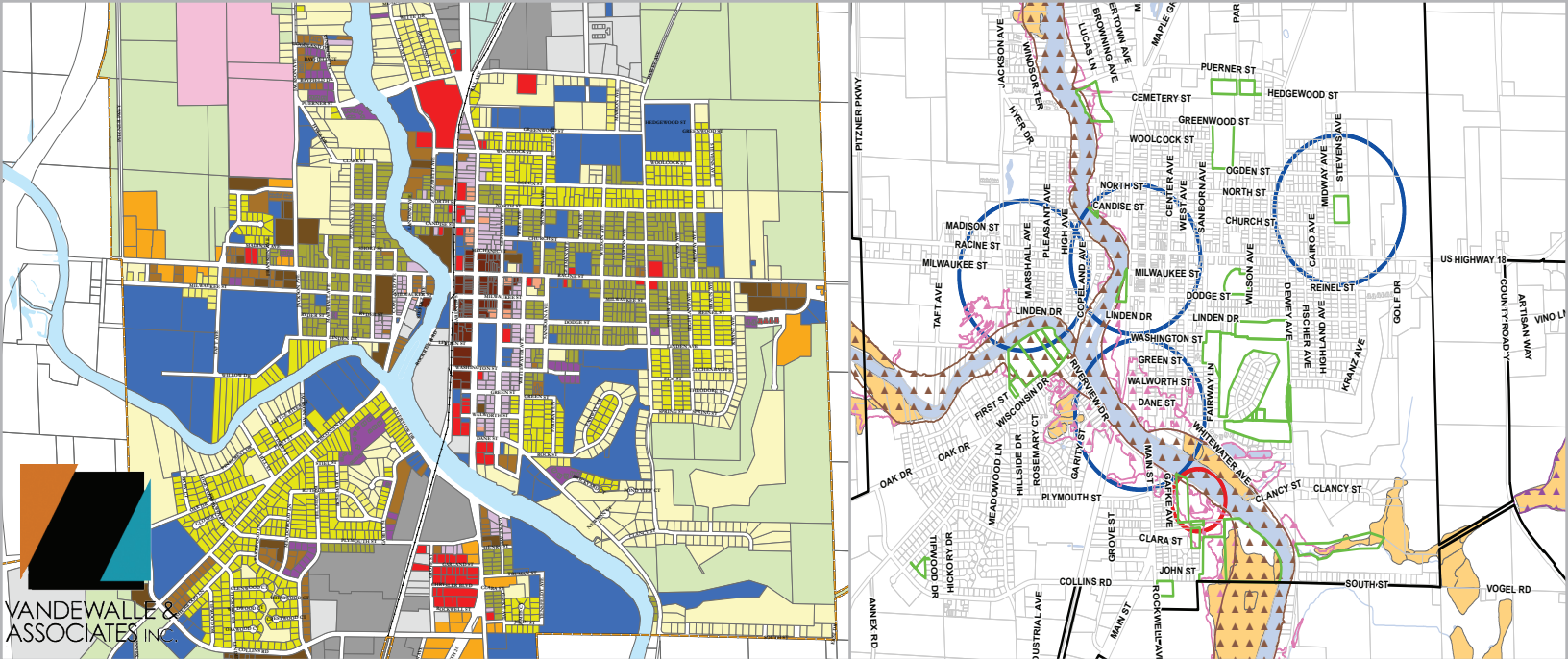
**Dates:** Adopted - 1/26/2019 | Effective - 1/1/2020

The City of Wausau is limited in its ability to physically grow. Boxed-in due to town incorporation over the past 20 years, the City of Wausau worked with Vandewalle & Associates to capitalize on the Zoning Code as a tool for growing tax base without substantial annexation. The City of Wausau's hybrid zoning ordinance – adopted in 2019 – incorporates zoning districts tailored to Wausau's unique neighborhoods and corridors. The highly customized ordinance includes multiple “missing middle” districts designed for small-scale multi-family and townhomes. These districts blend well with both single-family neighborhoods and higher-density residential areas. The ordinance promotes new infill housing by enabling varied unit types and tenure in existing neighborhoods, while protecting neighborhood character. The ordinance also introduces three distinct downtown districts tailored to specific development forms, character, and uses, including a high-rise development district, a historic Main Street district, and a downtown-fringe district.

Once the new zoning districts were drafted, V&A led multiple work sessions with City staff to “test drive” the new districts. This helped the project team confirm the correct mix of districts on the ground, identify opportunities to combine, refine, or add new districts, and allowed a draft zoning map to be presented to the public early in the process. This approach helped City staff, public officials, and the public recognize the significance of the new zoning map changes early on, which led to better input all around.

The Zoning Ordinance and Map won the Wisconsin APA Excellence in Planning Award in 2020 for the innovative approaches taken and the direct implementation of the Comprehensive Plan's core community goals.





## Zoning Code and Map - City of Jefferson, WI

**Population:** 7,649

**Dates:** Adopted - 7/20/2021 | Effective - 8/1/2021

Directly following the completion of 2020 Comprehensive Plan, Vandewalle & Associates began the City's first full Zoning Ordinance rewrite in over 30 years. Not only was the existing ordinance out of date in terms of modern development formats, but it also presented inconsistencies that led to issues in interpretation and administration. Building on the community's goals and recommendations outlined in the new Comprehensive Plan, Jefferson aimed to establish a contemporary Zoning Ordinance and Map that increased user-friendliness, provided consistent application procedures, matched modern building practices, and promoted diverse housing formats, economic development opportunities, and flexibility in redevelopment scenarios.

The rewrite process featured six different Plan Commission working sessions, a public open house review, and several City Council meetings. Additionally, Jefferson's direct neighbor to the south, the City of Fort Atkinson, also adopted a new Zoning Ordinance in 2020 that was led by Vandewalle & Associates. Several local builders, developers, and businesses overlap between the two communities and now have the ability to understand and utilize the same Zoning Ordinance format, procedures, and general approach in each.

Since the adoption of the new Zoning Ordinance and Map, the City has experienced several new housing, commercial, and industrial projects that were permitted by-right and provided a streamlined development review process. This offered the community a competitive edge over other more lengthy processes that may have occurred with the past ordinance or in other Jefferson County communities.



**New London Economic Development Committee Minutes**

**Wednesday, February 7<sup>th</sup>, 2024**

Members present: Tim Roberts, Dave Dorsey, Bill Bishop, John Faucher, BaLynda Croy, April Kopitzke (Via Zoom), Wyatt Adamovich, Hans Thompson

Absent: Carson Gregory

Others present: Mayor Mark Herter, Mike Barrington, Charlene Magolski, Bob Besaw, John Hass, Bernie Ritchie, City Administrator Chad Hoerth, Finance Director Judy Radke, Public Works Director Robert Garske, Parks and Recreation Director Ginger Sowle

1. The special meeting was called to order by Chairman Roberts at 5:10pm. Bishop/Croy motioned to approve the agenda as presented. Carried 14-0.
2. The purpose of the meeting was to review a quote to make repairs to the city's billboard on Hwy 45. Timing of the meeting was important to allow for approvals in conjunction with the next city council meeting so that the repairs could coincide with the installation of new advertising wraps planned before the end of February.

Croy/Thompson motioned that council considers approving a quote for repairs to the city's billboard on Hwy 45 in the amount of \$2,400 to be financed by the Economic Development assigned fund balance. Carried 14-0.

3. Bishop/Croy moved to adjourn at 5:14 pm. Carried 14-0.

Chad Hoerth

City Administrator

## New London Economic Development Committee Minutes

Tuesday, January 30<sup>th</sup>, 2024

Members present: Tim Roberts, Bill Bishop, John Faucher, BaLynda Croy, April Kopitzke, Wyatt Adamovich, Carson Gregory, Hans Thompson

Absent: Dave Dorsey

Others present: Mayor Mark Herter, Mike Barrington, Charlene Magolski, Bob Besaw, John Hass, Bernie Ritchie, City Administrator Chad Hoerth, Museum Director Christine Cross

1. The meeting was called to order by Chairman Roberts at 5:15pm. Kopitzke/Thompson motioned to approve the agenda as presented. Carried 14-0.
2. The November 28<sup>th</sup>, 2023 minutes were reviewed, Croy/Kopitzke motioned to approve the minutes as presented. Carried 14-0.
3. No public comment was provided.
4. As a follow-up from the committee's last meeting, Chairman Roberts facilitated a conversation on ways to promote economic development in New London. Committee members provided ideas for future focuses to encourage economic growth in the city. Some suggestions included placemaking ideas, additional park venues to accommodate sports activities and special events, improvements to the downtown river alley, reinventing the Façade grant program, additional staffing, encouraging remote workers to relocate to New London, and researching business incubator space. The committee will continue conversations at future meetings.
5. An updated version of a document providing guidelines for selling property in the North East Business Center was reviewed. The changes from the last meeting centered around additional definitions of potential credits towards the base sales prices. The guidelines are designed as a starting point to assist the City Administrator in negotiating land sales. Final consideration will still be brought to the city council for approval.

Motion by Bishop/Thompson to approved the land sale guidelines with changes as presented. Carried 14-0.

6. Administrator Hoerth presented a copy of the 2023 Downtown Façade Improvement Grant program guidelines and recommended renewing the program for another year through December 2024, with the idea of possibly making changes to the program for 2025. Due to inflationary increases, the committee discussed increasing the matching grant from \$3,000 to \$4,000.

Motion by Kopitzke/Croy to renew the Downtown Façade Improvement Grant program through 2024 and increase the matching grant amount from \$3,000 to \$4,000. Carried 12-0, Roberts and Thompson abstaining.

7. Chamber Director's Business Report:

- A new Herbal Life business opened at 106 W. North Water Street in November.
- Timber Axe Sports opened in the USC Sports Complex on Surprise Ending Road and offers Axe throwing for events.
- Walsh Bottling received permits in December and is now bottling several new varieties of an Apple Pie drink.
- Fox Cities Bath opened up a new location at 903 North Street for operations and future model displays.
- Creative Elements, a new art studio and Drop N' Go, a new laundry service will be opening in the new strip mall at 1186 N Shawano Street sometime in February.
- Mindful Movements Yoga Studio will be opening in February at 211 W. North Water Street.
- Olive & Rose Boutique plans to open this spring at 509 W North Water Street.
- Events Everlasting has relocated to the former TV Pliance building at 309 W. North Water Street.
- Advantage Sign and Graphix at 305 South Pearl Street has a new owner and will be renamed "Sign You Up Graphix and Printing".
- Family Flippers and Family Dollar are closing their businesses.
- Current commercial listings include Hilby's/London Lanes and the Grand Cinema Theater.

8. City Administrator's Report:

- Hoerth reported that the Plan Commission is working on the process to hire a consultant to assist in rewriting the city's zoning code. The City Council will review a recommendation to hire a consultant at the next council meeting.
- The monthly Waupaca County Economic Development Corporation's monthly municipal memo was included along with a 2024 Cost Benefit Analysis.

9. Future agenda items were discussed.

10. The committee is anticipated to hold its next meeting on Tuesday, February 27<sup>th</sup>, 2024.

11. Faucher/Thompson moved to adjourn at 6:29 pm. 14-0.

Chad Hoerth  
City Administrator



# City of New London North East Business Center Land Sale Guidelines – November 2023

## **Introduction**

The City of New London is dedicated to fostering economic growth and job creation. The North East Business Center is a prime location for businesses of all sizes, and the City is committed to streamlining the property sale process for potential buyers.

These guidelines provide an overview of the property sale process in the Business Center, covering everything from zoning and land use regulations to the application and approval process.

## **Zoning and Land Use Regulations**

New London's North East Business Center is designated for industrial and commercial uses, permitting businesses operating in these industries to locate within the park. Potential buyers should review the City's zoning ordinance to ensure their proposed use aligns with the business park's zoning regulations. A covenant, recorded in July of 2000, provides additional regulations over activities and development in the business park.

## **Infrastructure**

The City of New London has thoughtfully invested in the necessary infrastructure to ensure hassle-free development within the business park. This includes a comprehensive network of roads, stormwater retention facilities, water and sewer lines, as well as electricity and gas utilities. Additionally, fiber internet connectivity is available in select areas of the business center and can be expanded upon request by the internet provider, further enhancing the site's attractiveness to potential businesses.

## **Starting Sales Price**

The starting sales price for property in the North East Business Center is set at \$10,000 per acre. This price may vary depending on the specific location, characteristics, and development potential of the property. Credits/discounts to the sales price may be available based on job creation and assessable improvements to the property. The following credit/discounts will be considered when negotiating the sales price:

Job Creation Incentive: \$1,500 for each Full Time Equivalent Job\*  
Assessable Improvement Incentive: \$200 per \$10,000 of value  
Minimum price per acre after incentive credits are applied: \$0.00

- \*Full Time Equivalent (FTE) job is based on 2080 hours per year
- \*FTE job must be based on position with a minimum of 50% “onsite” work. Each position with more than 50% of remote work does not qualify.
- \*Each FTE job created must be filled for up to 5 years.
- \*Job created must be a new job created within the City of New London. Existing jobs transferred from other communities qualify. Existing jobs from the same company transferred from other sites within the city, limits do not qualify.

### **Negotiating the Sale of Property in the North East Business Center**

Under the guidance of the New London City Council, the New London City Administrator will be responsible for negotiating the sales price and development agreements with potential buyers. The guidelines outlined in this document serve as a starting point for negotiations, but the City Administrator has the flexibility to negotiate outside of these guidelines depending on the specifics of each development.

Key Considerations for Negotiations: The City Administrator will consider several factors when negotiating with potential buyers, including:

- The proposed use of the property
- The financial viability of the proposed development
- The impact of the development on the surrounding community
- The job creation potential of the development

The City Administrator will strive to negotiate a sales price that is fair to both the City and the potential buyer.

Role of the City Council: The City Council will play an oversight role in the negotiation process. They will review the anticipated development, proposed sales price and development agreements and provide feedback to the City Administrator. The City Council will have the final say on whether or not to approve a sale or development agreement.

Benefits of a Well-Negotiated Sale: A well-negotiated sale can have several benefits for the City of New London, including:

- Increased tax revenue
- Job creation
- Improved infrastructure
- Enhanced economic development

The City is committed to working with potential buyers to negotiate sales that are beneficial to both parties.

### **Conclusion**

The sale of property in the North East Business Center is an important step in the City's economic development efforts. The City Administrator will work closely with potential buyers to negotiate sales that are fair to both parties and that will benefit the City as a whole.

**CITY OF NEW LONDON**  
**Downtown Retail Business District**  
**~ 2024 Building Façade Improvement Grant Program ~**  
**\$4,000 Maximum Grant Funding**  
*Updated: February 2024*

**INITIAL GRANT APPLICATIONS DUE: FRIDAY, MARCH 29<sup>th</sup>, 2024 AT 11:00 AM**

## **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 retail business climate, encourage the development and maintenance of buildings and improve the front and rear facing facades in downtown New London.

## **BUILDING IMPROVEMENT PROGRAM**

Property owners and businesses in downtown New London are eligible for up to \$4,000.00 in matching grant funds for exterior facade improvements made to their buildings. As a matching grant program, the City will reimburse the property owner for up to 50% of the expense, up to a maximum of \$4,000 (\$4,000 grant funds matched by \$4,000 private funds). The City reserves the right under this program to exceed the maximum grant amount of \$4,000 or number of grants in a year on a case-by-case basis. Grant applications are due by 11:00 am on the last Friday in March for the identified program year. Initial applications will be ranked with priority given to façade improvement projects that can be directly seen from the sidewalk and are located on the following streets as to encourage improvements with upcoming street reconstruction projects:

- North Water Street (between Shawano and Pearl),
- Pearl Street (between the Wolf River Bridge and Waupaca Street)
- State Street, Lincoln Court, St John's Place

Grant applicants are eligible for one grant within a five (5) year time frame, except for properties with an address on the above identified streets in correlation with street reconstruction project zones. Façade improvements must not conflict with public street or sidewalk construction efforts. Street/Sidewalk construction takes priority. If proposed façade work conflicts with any street construction work, grant award may not be approved or may be voided if previously awarded.

Initial grant awards will be announced by the end of April of program year. Other applicants can apply for any remaining funds for identified program year based on a first come first serve basis.

## **ELIGIBLE APPLICANTS**

The Business Improvement Grant Program is available to any New London retail business property owner lying in the downtown district as indicated on the included eligibility map. 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

- a. Applications and questions can be submitted to the following:

City of New London City Administrator's Office  
215 Shawano Street, New London WI 54961  
920.982.8500 x116

- b. Completed applications are reviewed by the City Administrator who has complete discretion over the program. The Finance and Personnel Committee or Economic Development 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 by the end of April for the initial application process or within 30 days of applications received after the initial deadline. Note that the project must be approved PRIOR to any of the work taking place. The city will NOT allow backdating of grants for work performed before the grant is awarded.
- 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 and reimbursement paperwork submitted by November 1<sup>st</sup> of the grant program year. Failure to submit complete reimbursement paperwork by this deadline may jeopardize grant payment.**

## 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.

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.

**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, \$4,000 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), if applicable, drawn to 1/4-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: \_\_\_\_\_

**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: \_\_\_\_\_



# ESTIMATE

N66 W28196 Forest Ridge Circle  
 Sussex, WI 53089  
 262-528-2087

Date	Estimate #
2/2/2024	2066

**Check Us Out On The Web:**

[www.abovealloutdoor.com](http://www.abovealloutdoor.com)

<b>Bill To</b>
Lamar of Green Bay, WI Susan Rosner 1800 Scheuring Rd. PO Box 5846 DePere, WI 54115

PO #	CPR/Dept #	Terms
		Due on receipt

Job Description	Qty	Rate	TOTAL
Location - 1500 Handschke Dr. - New London 44.409019, -88.736683  Above All Outdoor ("AAO") proposes to furnish the labor, tools, and supervision to do the following work for Lamar Outdoor ("the Customer"):  REPAIR 14 X 48 FACES  SCOPE OF WORK: 1. Supply 2 x 4 treated lumber. 2. Reattach fallen face panels and resecure all existing face panels with deck screws. 3. Remove all existing vinyl tensioning brackets from perimeter of both faces. 4. Install 2 x 4 treated lumber to the perimeter of both faces. 5. Reinstall existing vinyl tensioning brackets to the new 2 x 4 frames of both faces. 6. Supply & replace (5) broken/missing vinyl tensioning brackets (estimated # that need replacement. If more are needed, there will be an additional charge of \$60ea. If less are needed, the final invoice will be adjusted down by \$60ea.  LABOR MATERIALS - lumber, hardware, (5) vinyl clips  ESTIMATE NOTES: 1. This estimate assumes we will be doing the repair work the same day we will be installing the vinyls on Estimate 1946, as we need to use the track lift that was quoted. 2. The pricing herein is based solely on the scope of work outlined above. Any additional work required or requested will need approval by the Customer & will become an extra charge over & above the estimate. 3. Estimate expires if not accepted within 30 days.  PROPOSAL ACCEPTANCE: The pricing, scope of work, and conditions herein are satisfactory and are hereby accepted. By signing below, we authorize AAO to do the work as specified and agree to submit payment as outlined above.  Signed _____ Date _____  Printed Name _____ Title _____		1,600.00 800.00	1,600.00T 800.00

**BILLING QUESTIONS:** (773) 895-7014 sarah@abovealloutdoor.com

Subtotal \$2,400.00  
 Tax (5.5%) \$88.00  
**TOTAL \$2,488.00**

**New London Library and Museum**  
**Board of Directors Regular Meeting- January 15, 2024**

President Steve Hart called the regular meeting to order at 5:03 p.m. Present: Mary Dickrell, Carrie LaBair, Betty Roberts, Lynn Tank, Library Director Ann Hunt, Museum Director Christine Cross. Excused: Bill Fleese, Lynn Tank. Unexcused: Tina Ruckdashel.

Others Present: Mike Huzzar.

**Secretary's Report**

Motion was made by LaBair/Dickrell to accept the minutes of the December 18, 2023, meeting. Motion carried.

**Financial Reports**

Motion made by LaBair/Dickrell to approve the January financial reports for the New London Public Library bills amounting to \$1,919.77 and the New London Public Museum bills amounting to \$474.79 for January and \$463.20 from December. Motion carried. Library income for the month of January is \$271.20. The museum income for the month of January is \$25.00 and for the month of December is \$463.20.

**Museum Director's Report**

See attached report.

**Library Director's Report**

See attached report.

**Unfinished Business Discussion/Action**

1. Museum Project Update: No update. The next Museum Expansion Committee meeting is March 21, 2024.
2. Library Project Update: We will be having three open houses to tour the bank building so the public can see what needs to be done. The dates and times are: Wednesday, January 24, 2:00 - 6:00 p.m. Saturday, February 3, 10:00 a.m.- 4:00 p.m. Tuesday, February 6, 3:00 - 7:00 p.m.
3. Fundraising Update: Kathy Gwidt is writing the Non-State Grant Program Supporting Statewide Community Development, due on January 31, 2024.

**New Business Discussion/Action**

1. Construction Documents: The Non-State Grant is asking for documentation for the project. It was agreed to hold off on the construction documents for now, since we have enough other documentation from Keller for the grant.
2. Evaluation Form: Discussion was held on how the evaluation form for the directors works. We will table the remainder of the discussion until Tina Ruckdashel is available since she suggested evaluating the directors in last month's meeting.
3. Future Agenda Items: Evaluation form.

**Public Comment**

None.

**Adjourn**

Motion by Dickrell/LaBair to adjourn. Motion carried. Meeting adjourned at 6:06 p.m.

**Respectfully submitted,**

**Betty Roberts**

## Library Director's Report January 2024

Dec23 Attend: 2,082 YTD: 36,199  
Dec23 Circ: 3,997 YTD: 62,368  
Wireless Statistics: 371  
Computer Use 189  
Hoopla audio 176 YTD 2,065  
E-audio 547 YTD 7,490

Dec22 Attend: 2,257 YTD: 34,133  
Dec22 Circ: 3,902 YTD: 58,762  
YTD 5,577  
YTD 2,922  
Hoopla ebooks 95 YTD 933  
E-books 389 YTD 5,631

### **Bank Building**

The bank officially turned the keys over to the city on December 29. The building is now ours. We did a walk-through to look things over. We decided to turn the heat down to the lowest acceptable temperature. The water will be turned off and drained.

We do want to conduct open house tours on three days. Many people are having a hard time understanding why we have to do so much rehabilitation to the building. We thought this would be a great opportunity to have people walk through and hear what the library will have to offer.

### **Programs**

We welcomed 14 homeschoolers to use the sublimation printer and the hot press. They made a t-shirt and a mug.

We are starting the new year with take-home crafts for all ages. The adult in house program found people making diamond art snowmen. The children are attending story time and babygarten. Teens will be enjoying tacos and table top games. We will also be trying a Pokemon club.

Respectfully submitted,

*Ann Hunt*

Ann Hunt, Director

**New London Public Museum**  
**Monthly report for the January 15, 2024 Board Meeting**

December 2023 Attendance: 233

Adults: 109  
Teens: 17  
Children: 91  
Researchers: 1  
Tours: 15

December 2022 Attendance: 157

*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**

- Christy is working on projects and programs for 2024, including two new Curiosity Corners
- Fri., Jan. 19 we have a drop-in program and take-n-make project

**Exhibits**

- *Mr. Beach's Santa Collection* is open through Jan. 20
- *Winter in New London!* is open through Feb. 17
- The next temporary exhibit opens in March and will showcase a private collection of art pottery as well as one of New London's local china painters

**Administration**

- Christine will be attending an on-line course in April to refresh her knowledge of NAGPRA, the Native American Graves Protection and Repatriation Act. She won a scholarship to cover the cost of the course
- Christine is working on annual staff evaluations
- The museum staff is working on the 2023 annual report infographic. It will be presented to the board in February

**Museum Project**

- We had a joint meeting on Jan. 4 to recap the Neville Public Museum field trip and discuss next steps. The Museum Expansion Committee will meet again in March
- The museum staff along with facilities are working on coordinating the furniture move from Griebenow Eye Center the week of Feb. 12. Hilker Trucking graciously offered to bring a trailer to the eye center to load the furniture into, then store the trailer and bring it to the building when we are ready. This will make the entire process easier and more efficient

Respectfully submitted by:

Christine Cross  
Director

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

**Monday January 15<sup>th</sup>, 2024**

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

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

- Adoption of Agenda – Kloehn, 2<sup>nd</sup> Kopitzke – carried 5-0
- Public Comment: None
- Motion to approve prior minutes by Schmude, 2<sup>nd</sup> Noel Carried 5-0
- The Commission recognizes service anniversaries.
  - Fire Department: Bernie Ritchie 39 years  
Greg Stilen 34 years  
Ryan Ritchie 12 years  
Justin Wempe 1 year  
Ryan Popke 1 year  
Matt Bennett 7 year
  - Police Department: Nick Kamba 14 years  
Jeff Schlueter 28 years  
Brent Seavecki 9 years  
Lisa Taylor 14 years
- Report of the Fire Department by Chief Mark Wilfuer
  - Motion to approve the bills as presented for December in the amount of: \$906.19: Knepfel, 2<sup>nd</sup> Kopitzke; Carried 5-0
  - Budget as of November 30<sup>th</sup> reviewed – 77.20%
  - Discuss Fire Department Equipment/Technology
    - Chief Wilfuer reported they are performing preventative maintenance on the trucks and getting quotes for some repairs
  - Fire runs and service calls reviewed
  - Staffing and Training reviewed

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

**Monday January 15<sup>th</sup>, 2024**

Some members of NLFD attended training on Electric Vehicle Fires

Some members of NLFD attended training with Hortonville FD on a mock accident scene.

Chief Wilfuer will be looking at applications to fill the vacant spot on the fire department. They will be conducting interviews soon.

A motion was made to approve the appointment of Brad Siewert to Engineer effect 01/01/2024. By Schmude-2<sup>nd</sup> Kloehn: Carried 5-0

Ryan Popke has completed enough training that he is now allowed in the "Red Zone" at fires.

Jason Flease resigned on good standings.

- Discuss Chief hours  
Chief Wilfuer reported that he worked 21 hours in the month of December. These hours are in addition to fire calls.
- Monthly attendance report reviewed.
- Fire Inspection Note.  
All 2023 inspections were completed.  
The FD will have an Audit on the fire inspections completed on January 30<sup>th</sup>.

Chief Wilfuer was dismissed at 5:55 PM

➤ Report of the Police Department by Chief Schlueter

- Motion to approve bills for December in the amount of \$31,053.40 and \$5,027.67 by Kloehn, 2<sup>nd</sup> Schmude: Carried 5-0:
- Budget as of November 30<sup>th</sup> was reviewed. Currently 88.55%  
Chief Schlueter reported:  
In 2023 the PD received the following amounts for the OWI and Heroin Grans to cover overtime cost:  
\$4815.15 Heroin Grant  
\$1654.74 OWI Grant.

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

**Monday January 15<sup>th</sup>, 2024**

- The New London Police and Fire Commission was willed money from a past PFC member. This money is to be use for training or equipment for the police and fire departments. There are specific instructions that the city can not take possession of this money or have this money used against the police or fire department budgets. When the money is received, Chief Schlueter will give the PFC an update.
- Crime and activity report reviewed.
  - Incident count for December was 428 calls for service.
- Staffing and training update:  
Chief Schlueter reported:  
Anna and Ken were sworn in on the 15<sup>th</sup>.
- A motion was made to approve the 2024 policy book and changes as presented by Chief Schlueter. By Kopitzke, 2<sup>nd</sup> Noel: Carried 5-0
- Update on current activities/investigations  
None
- Update on Current Projects:  
Chief Schlueter reported that the PD has received the new body cameras and squad cameras. Over the next month we will be working to get everything installed and on the streets.

➤ Chief Schlueter was dismissed at 6:15PM.

Meeting was adjourned at 6:15 PM.

Respectfully submitted,

Chief Jeff Schlueter

## MINUTES OF UTILITY COMMISSION MEETING

Jan. 3, 2024

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, Coppersmith, Barrington, St. Marie and Bessette.

It was moved by Barrington and seconded by Coppersmith that the agenda be adopted. Motion carried.

It was moved by Steingraber and seconded by St. Marie to approve the minutes of the December 19, 2023 meeting. Motion carried.

It was moved by Steingraber and seconded by Schmidt to approve vouchers 51177 through 51221 in the amount of \$141,290.90 as listed to be paid. Motion carried.

It was moved by Barrington and seconded by Schmidt to approve reimbursement for Employees opting out of health insurance to begin at next open enrollment. Motion carried.

The Manager updated the Commission on work performed by the Electric and Water crews.

The next meeting will be on January 16, 8:00 A.M. at the Utility Offices.

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

Mike Barrington, Secretary

## MINUTES OF UTILITY COMMISSION MEETING

Jan. 16, 2024

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, Coppersmith, Barrington, St. Marie and Bessette.

It was moved by Schmidt and seconded by Coppersmith that the agenda be adopted. Motion carried.

It was moved by Barrington and seconded by St. Marie to approve the minutes of the January 3, 2024 meeting. Motion carried.

It was moved by Steingraber and seconded by Schmidt to approve vouchers 51227 through 51274 in the amount of \$1,315,044.19 as listed to be paid. Motion carried.

The Manager reported that the Utility will begin Polyphosphate injection at the well sites to begin in February.

The next meeting will be on February 6, 8:00 A.M. at the Utility Offices.

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

Mike Barrington, Secretary

# City of New London Building Inspection Report January 2024

<b>BUILDING PERMITS ISSUED:</b>	
RESIDENTIAL	16
COMMERCIAL	7
MANUFACTURING	0
<b>MONTHLY TOTAL</b>	<b>23</b>

<b>BUILDING PERMITS / YEAR TO DATE:</b>	
RESIDENTIAL	16
COMMERCIAL	7
MANUFACTURING	0
<b>TOTAL</b>	<b>23</b>

<b>CONSTRUCTION VALUES:</b>	
RESIDENTIAL	\$ 200,675.02
COMMERCIAL	\$ 190,900.00
MAUFACTURING	\$ -
<b>CONST. TOTAL</b>	<b>\$ 772,632.43</b>

<b>CONSTRUCTION VALUES / YEAR TO DATE:</b>	
RESIDENTIAL	\$ 200,675.02
COMMERCIAL	\$ 190,900.00
MANUFACTURING	\$ -
<b>TOTAL</b>	<b>\$ 390,675.02</b>

<b>BUILDING PERMIT INCOME:</b>	
RESIDENTIAL	\$ 2,377.00
COMMERCIAL	\$ 845.00
MANUFACTURING	\$ -
<b>INCOME TOTALS</b>	<b>\$ 3,222.60</b>

<b>BUILDING PERMIT INCOME / YEAR TO DATE:</b>	
RESIDENTIAL	\$ 2,377.00
COMMERCIAL	\$ 845.00
MANUFACTURING	\$ -
<b>TOTAL</b>	<b>\$ 3,222.60</b>

**CITY OF NEW LONDON**  
**FEBRUARY 2024**  
**MAYORAL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

**HOUSING AUTHORITY:**

**Kimberly Chonos** to replace Laurie Shaw (term ends May 2027)

Highlighted names indicate new appointments / re-appointments that are subject to confirmation by the Council:

BOARD OF ZONING APPEALS 1.05 (1)(a)

PLAN COMMISSION 1.05 (2)(a)

CEMETARY COMMISSION 1.05 (9)(a)

LIBRARY & MUSEUM BOARD 1.05 (10)(a)

HOUSING AUTHORITY 1.05 (11)(a)