



## **BOARD OF PUBLIC WORKS MEETING MINUTES**

### **October 2, 2013**

Meeting of the: **BOARD OF PUBLIC WORKS OF THE CITY OF NEW HOLSTEIN**  
Date/Time: **Wednesday, October 2, 2013 at 8:00 a.m.**  
Location: **City Hall, 2110 Washington St, New Holstein WI 53061**  
Members Present: **Bob Bosma, Jerry Hallstrom, Ken Draheim, Fran Schmitz**  
Others Present: **Bob Depies, Mayor Dianne Reese**

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The meeting was called to order by Board Chairperson Bosma.

It was duly noted that the meeting was properly announced.

Roll call was taken by City Clerk Langenfeld.

A motion was made by Draheim, seconded by Hallstrom, and carried to approve the Agenda as presented.

A motion was made by Hallstrom, seconded by Schmitz, and carried to approve the minutes from the previous meeting.

Neither Public Participation nor Communications occurred.

The Board reviewed the options of reducing operating expenses by turning off the 58 decorative lights located along Wisconsin Avenue. Depies informed the Board that the lights are wired together with the overhanging lights and it would not be possible to turn off a single light along this path. The Board requested that Depies speak with New Holstein Utilities to see if there is a Focus on Energy program to assist in reducing our street light expenses.

Langenfeld presented a cost comparison to have an outside contractor mow specific areas within the City to eliminate the need to hire a second part-time employee and to free up the Full-time staff to assist in other areas and projects. A motion was made by Draheim, seconded by Schmitz, and carried to approve the attached estimate from Austin Management to mow Civic Park (\$95.00), Funke Field (\$95.00), New Holstein Public Library (\$50.00) and City Hall (\$50.00) when needed in 2014 and to revisit this decision at the end of 2014.

The Board reviewed the attached Heavy Refuse Pick-up costs as compared to the Heavy Refuse Drop-off cost. A motion was made by Draheim, seconded by Hallstrom, and carried approve providing a Heavy Refuse Drop-off Day and to eliminate having Advanced Disposal include this service and bulk pick-up in their 2014 contract so that the City can have the option use a local vendor for the service.

The Board reviewed the current process for Brush Pick-up. Depies was asked to place a sign at the Compost site to inform those who are dropping off or picking up brush that the site is for New Holstein City residents only and to create an ordinance that would impose a fine for violators who don't abide.

The Board reviewed the 2014 Budget.

Depies updated the Board on the Hwy 57 warranty work from the Wisconsin Department of Transportation. The WDOT is working through the communities that were affected and the City of New Holstein should see repairs made during the 2014 construction season.

Depies provided the following update: Jefferson Street project is moving along with the paver coming next week; Public Works crew will remove the asphalt at the Library next week in preparation for paving; Sidewalk repairs have been completed; mud jacking will begin this week; cost sharing with Kiel to try a new Poly Patch product and will report back on how the product holds up; Lisa Lane street improvements are moving forward, top soil has been stripped, gravel will go in and the cost should be minimal; Fire tower site preparation will begin next week. The Board reviewed the Memorial Bench project and agreed that Depies and Langenfeld should draft a policy for any new or existing bench to define the responsibilities that go along with placing a bench in the City: if a bench becomes worn and a safety hazard, it will be removed and taken to the Public Works garage, at that time the original donor should be contacted to let them know that their bench needs repair and that the bench would need to be restored to its original condition before it is place back in its position. The Board asked that the draft policy be written and presented to the Park, Recreation & Tree Commission.

Being no further business, the meeting adjourned.

*Cassandra Langenfeld*  
City Clerk