

SEWER AND WATER COMMISSION MEETING  
BERLIN, WISCONSIN  
April 24, 2024

Roethel called the meeting to order at 4:30 P.M. Present – Commissioners Bending, Ottman, Youngbauer, and Roethel. Also, present was Supt. Malnory, and Jennifer Langham. No virtual attendees.

We had no other public appearances or correspondence.

The next item on the agenda was approval of the minutes from the March 27, 2024 Sewer & Water Commission Meeting. Ottman moved to approve the minutes of the March 27, 2024 Sewer & Water Commission Meeting. Youngbauer seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for March 2024. A question pertaining to Liquid sulfate was answered by Malnory. Youngbauer moved to approve the March 2024 Financials. Bending seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on Office updates. Malnory state that PSN (the old vendor for online payments) has not been communicating with the new Accufund system since the end of February. This caused many questions for the April billing. We did shut down for 2 ½ days to manually input 2 months of PSN payments and to review accounts for accuracy.

The next item on the agenda was discussion and recommendation as necessary on the Jet Truck. Malnory mentioned that the truck was coming the following day and that the purchase included free training toward the preventative maintenance. The operating of the truck was similar to the previous jet truck. The city offered \$68,000 as a purchase price for the current jet truck. Ottman motioned that we sell the current jet truck to the city for the purchase offer of \$68,000. Bending seconded the motion, which was carried by voice vote.

The next item on the agenda was the superintendent report.

- Digester Project Update – The contracts for the project are ready to sign. Strand has all the things required from August Winter's and Sons. They are currently sourcing the materials needed for the job and could start anytime. We have black toppers and haulers scheduled to come in (hopefully not all at the same time).
- Vendors – A clarification was made the some of the vendors do installations for us (which we allow for in the budget) and some of the same vendors also sell us parts and do maintenance throughout the year.
- Well # 5 Update-Great Lakes Roofing is loading the roof this weekend, so they will be ready when the roofers come to work. The vents and hatches for the reservoir are also ready to be installed. It should be completed mid-May.
- GIS Update – The update is coming along well, we had some training on the new GIS App on Monday. The whole utility system is on the mobile app now and is accessible on all mobile devices/desktops. We are also able to use it to keep track of maintenance that is done in the system (this includes valve turning, hydrant flushing, jetting, service line maintenance, and inventory). It also stores Assets, data, and log books. This information can be loaded to reports in the field required by the DNR.

The next item on the agenda was Old Business. Of which, we had none.

The next item on the agenda was New Business. Of which, we had none.

Next meeting was set to May 29, 2024 at 4:30 pm.

At 4:48 pm, Ottman motioned to adjourn with a second by Youngbauer, which was carried by voice vote.

Jennifer Langham - Secretary