

AGENDA
CITY OF BERLIN
BERLIN SEWER AND WATER COMMISSION MEETING
WEDNESDAY, APRIL 30, 2025 4:30 PM
COUNCIL CHAMBERS
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to Order/Roll Call
2. Seat Virtual Attendees (if necessary)
3. General Public Comments/Public Appearances
4. Approval of Minutes. RECOMMENDATION: Approve the March 2025 Sewer & Water Commission meeting minutes.
5. Approval of Financials. RECOMMENDATION: Approve the March 2025 Sewer & Water Department financials as presented.
6. Office Updates. DISCUSSION ONLY: Discussion only on current office updates.
7. Dump Truck Box. DISCUSSION AND RECOMMENDATION: Discussion & Recommendation on how staff should proceed on dump truck box.
8. Road Projects. DISCUSSION ONLY: Discussion only on future road projects.
9. Water & Sewer Department Updates from the Superintendent
 - Digester Project
 - Digester Covers
10. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting).
11. New Business (To be used to request items of new business be put on a future agenda).
12. Adjourn

Please let Jennifer (361-5404) know by 4:00 P.M. on Monday, if you are unable to attend the meeting.

City of Berlin WI
Check Register

<u>Check No.</u>	<u>Activity Date</u>	<u>Name</u>	<u>Payment Or Debit</u>
0017450	3/19/2025	Accufund, Inc.	62.50
0017451	3/19/2025	AMERICAN MESSAGING	71.45
0017466	3/28/2025	AUGUST WINTER & SONS, INC.	540,310.57
0017452	3/19/2025	Badger Laboratories, Inc.	3,862.55
0017467	3/28/2025	Berlin City Treasurer 1015	30,629.70
0017454	3/19/2025	Brightspeed	68.05
0017455	3/19/2025	CINTAS	160.69
0017456	3/19/2025	Corporate Network Solutions, Inc	50.00
0017457	3/19/2025	FERGUSON WATERWORKS	1,300.00
0017468	3/28/2025	FERGUSON WATERWORKS	3,078.00
0017458	3/19/2025	FIRE SERVICES PLUS LLC	266.50
0017469	3/28/2025	GFL Solid Waste	355.90
0017459	3/19/2025	HACH COMPANY	47.60
0017470	3/28/2025	JOHN KRINGS & SONS WELDING LLC	470.45
0017471	3/28/2025	KUNKEL ENGINEERING GROUP	347.50
0017460	3/19/2025	MARTELLE WATER TREATMENT	5,600.48
0017461	3/19/2025	Moriarty Refridgeration	210.53
0017462	3/19/2025	MOUNTAINEER COMPUTER SYSTEMS, INC.	2,643.75
0017472	3/28/2025	NORTH CENTRAL LABORATORIES	196.56
0017473	3/28/2025	SJE INC	17,990.00
0017474	3/28/2025	STRAND ASSOCIATES, INC	8,200.00
0017463	3/19/2025	U S CELLULAR	424.06
0017475	3/28/2025	U S CELLULAR	424.06
0017449	3/06/2025	US POSTAL OFFICE- POST MASTER	931.23
0017464	3/19/2025	US POSTAL OFFICE- POST MASTER	175.00
0017465	3/19/2025	WALTCO	960.02
0017476	3/28/2025	WISCONSIN RURAL WATER ASSOCIATION	110.00
0017453	3/19/2025	BERLIN JOURNAL	70.00
Total			619,017.15

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
March 26, 2025

Roethel called the meeting to order at 4:30 P.M. Present – Commissioners Bending, Ottman, Youngbauer, and Roethel. Also, present was Supt. Malnory, City Administrator Jessi Balcom, and Jennifer Langham

The next item on the agenda was public appearances/correspondence. We had no other public appearances or correspondence.

The next item on the agenda was approval of the minutes from the February 2025 Sewer & Water Commission Meeting. Bending moved to approve the minutes of the February 26, 2025 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 February of 2025. Questions were answered on voucher # 017421. Youngbauer moved to approve the vouchers presented for February of 2025. Ottman seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on office updates. Malnory let the commissioners know that we ran the penalties on the system for the first time at the end of February. It applied late fees onto everyone's accounts. When we realized this happened, a call was made to tech support and immediately had them removed from all accounts. Unfortunately, they still showed up on the physical bills, this was let known to the public by Facebook and put on the city website.

The next item on the agenda was discussion and recommendation on dump truck box. Malnory presented pictures of current dump truck box. The repairs on the dump truck box are going to cost between \$6,000 and \$10,000 to fix (Higher than budgeted due to its rough shape). This cost includes welding, liner, fabrication, and repainting. This box has been in service since 1998. A used box would cost \$7,000 to \$8,000 and new one would cost \$18,000 to \$20,000. New boxes might take some time due to production time. The box is 13 ft long (specialty), so it will be harder to find, but it would still be faster than ordering a new one. Malnory was asked to send prices to be approved via e-mail or present at the April meeting (whichever comes first).

The next item on the agenda was the superintendent report.

- WWTP Digester Project -All the piping in downstairs and the two pumps are done. All gas piping done. Next move is to pump the digester out to put the piping in. We are hauling biosolids out now.
- Lead Service line update -Inventory sheet for DNR came back as reviewed and passed all requirements. No reports needed for CCR. We still need to update the computer system to reflect the updates that have been made during cross connections and lead line replacements.
- Pump Installation -New pump going in on Wisconsin St (in budget) and WWTP. They are both ready to be installed.

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 April 30, 2025 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