

SEWER AND WATER COMMISSION MEETING  
BERLIN, WISCONSIN  
MAY 28, 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 April 2025 Sewer & Water Commission Meeting. A correction on the future street projects was mentioned by Malnory. Ottman moved to approve the minutes of the April 30, 2025 Sewer & Water Commission Meeting. Bending seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for April of 2025. Ottman asked about the environmental fund payment. It was explained that it is a loan through the State of Wisconsin that we can't pay off early. Questions were also answered on the overpayment on a water bill and USA Bluebook. Youngbauer moved to approve the vouchers presented for March of 2025. Ottman seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on office updates. Malnory mentioned that e-mail billing was tried in April. It was discovered that the amount of e-mail bills needed to be divided due to e-mail limits. Also mentioned is that not everyone has been receiving the paper bills for the past 2 months. The staff is going to look into different options for mailing out bills for a future meeting agenda item. Ottman also asked about promoting the e-mail billing via advertising to cut the costs of paper bills. Malnory agreed this would be a good idea once we know they are all getting sent out and received.

The next item on the agenda was discussion on D.O.T. Street Projects. During the meeting, they discussed that the first part would be in 2029 St Rd 91 (Spring St to the City limits) and then in 2030 49 South. It was to get input/hear any concerns to get a plan together. Next meeting will be in June.

The next item on the agenda was recommendation on the CMAR. The grading on the CMAR was 8 A's and 1 B. The B grade was determined by what comes in to us. Youngbauer moved to approve the CMAR resolution and send it to Council. Bending seconded the motion, which was carried by voice vote

The next item on the agenda was the superintendent report.

- WWTP Digester Project – all done besides punch list and to run the torch. Training is going to be on Monday and Tuesday about the pumps and gas system, along with required maintenance. Otherwise, it's clean up and landscaping.
- Roofs – Two roofs were scheduled for this year (digester & Well #6). They are finished with Well # 6 (new shingles-it was original roof). Digester roof is loaded for work to begin (a little delayed due to emergency work Great Lakes Roofing had to do)
- Oak St Project – all curb and gutter poured (needs to be blacktopped). We have done what we needed to get the services out from the street to get past the curb and gutter. No date on black topping at this point, but should happen fairly soon.

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 July 23, 2025 at 4:30 pm.

At 4:59 pm, Ottman motioned to adjourn with a second by Youngbauer, which was carried by voice vote.

Jennifer Langham - Secretary

