

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
AUGUST 27, 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, Liaison Melissa Sorensen, Sue Kiener, and Jennifer Langham

The next item on the agenda was public appearances/correspondence. Paul Roethel was presented with a Plaque for his 30 years of dedication to the Sewer & Water Commission. We had no other public appearances or correspondence.

The next item on the agenda was approval of the minutes from the May 2025 Sewer & Water Commission Meeting. Youngbauer moved to approve the minutes of the May 28, 2025 Sewer & Water Commission Meeting. Ottman seconded the motion, which was carried by voice vote.

The next item on the agenda was the approval of financials for May, June, and July of 2025. Bending moved to approve the vouchers presented for May, June, and July of 2025. Youngbauer seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on office updates. Malnory mentioned that we are working with the customers to set up reasonable deferred payment arrangements in lieu of being disconnected/shut off in September. There was also mention the city is working with our IT to fix issues with the city's overall e-mailing and once that is done we will try the e-mail billing again. Also mentioned was that meter reads went well in August with the updated Neptune system and the monthly billing are back to normal. Overall, we have worked out the major issues with the Accufund software.

The next item on the agenda was discussion on D.O.T. Street Projects. During the meeting, they discussed that the utilities would need to be replaced and relocated during the 2029 & 2030 Street Projects. The goal is to provide the utility costs in September (put together by Kunkel Engineering). We will also be working with Kunkel for grant and Safewater DNR loans with a percent of principle forgiveness to help cover the costs of the projects.

The next item on the agenda was discussion on the overpayment/overcharge of hydrant rental fee. In April of 2024, the PFP was transitioned to the utility bills. The billing was not changed to the city account at this time. This resulted in an overpayment of \$277,386.84 from the general city to the utilities (April 2024 – March 2025). This was rectified with a reimbursement to city.

The next item on the agenda was discussion on the Capital Improvement Plan (CIP). Malnory & Balcom talked about the Capital Improvement Plan and that it is a plan with estimated future goals and needs. It was mentioned how it can help to structure our goals and prepare for future investments. Capital items would still be presented to the commissioners for approval with the annual budget.

The next item on the agenda was the superintendent report.

- WWTP Digester Project – All the work is completed with the exception of pressure relief valves, which should be arriving in a few weeks.
- Roofs – all roofs completed that were on the budget and we will be inspecting more roofs to see if they need replaced and put on the budget for 2026
- Oak St Project – all work completed
- WWTP – the new influent pumps are installed. During our inspection of the digester covers, it was discovered that the coating was flaking off of the inside of the covers. This will be a big but necessary expense that includes lifting the lids off, sandblasting them, and applying a new coating.

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 September 24, 2025 at 4:30 pm.

At 4:56 pm, Youngbauer motioned to adjourn with a second by Bending, which was carried by voice vote.

Jennifer Langham - Secretary