

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
SEPTEMBER 24, 2025

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

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

The next item on the agenda was approval of the minutes from the August 2025 Sewer & Water Commission Meeting. Bending moved to approve the minutes of the August 27th 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 August of 2025. Questions were answered about a Crane Engineering payment (installation of two pumps in the WWTP Lift station and VFD's) and if we are done paying August Winter & Sons. Youngbauer moved to approve the vouchers presented for August of 2025. Bending seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on office updates. Malnory stated that Sue is now with the Sewer & Water Utilities 80% of the time compared to previously being 50/50 between Sewer & Water Utilities and Administrative Assistant. Also mentioned was that Sue is working with Accufund and other support systems to get a barcode on the billing postcards. This should help the post office with the sorting process and delivery of bills. The office has now updated and completed the landlord list (which will help with tax roll/landlord letters) and is currently working on tax roll and the 2026 Budget to present in October. There was also an update about moving to a cloud-based server and then e-mail billing could resume.

The next item on the agenda was discussion on Wis D.O.T. Street Projects. The cost estimate of the Hwy 91 Street Project was given at \$1,809,275.00 by the city engineer. There will be a public involvement meeting in the fall, final right away in February, real estate negotiations in February, final plan submittals in May, and then the construction scheduled for 2029.

The next item on the agenda was budget items. Possible Budget items were discussed including Digester covers (need coating about \$200,000 to \$300,000), coating on final weirs (flaking off right now), replacing the valve at well #5 (Golden Anderson valve-wore out and starting to leak around \$12,000), replacing problem water main (end of Noyes St and one on Monroe St), replacing a couple of problem hydrants & valves, and higher copay percentage for insurance.

The next item on the agenda was the superintendent report:

- WWTP Digester Project – the final walk through was this week (only minor stuff left to do), waiting for a couple parts to finish the project (which should be soon).
- Sanitary Survey- DNR did a Sanitary audit of the entire water system. We were able to answer all her questions and give her a tour. She did not find any deficiencies and only had a couple of recommendations that can be fixed if we ever do any major projects to the wells/reservoirs. It went very well.

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 October 29, 2025, at 4:30 pm.

At 4:47 pm, Youngbauer motioned to adjourn with a second by Bending, which was carried by voice vote.

Jennifer Langham - Secretary

