

SEWER AND WATER COMMISSION MEETING
BERLIN, WISCONSIN
APRIL 29, 2026

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

There was no public appearances/correspondence.

The next item on the agenda was approval of the minutes from the March 2026 Sewer & Water Commission Meeting. Youngbauer moved to approve the minutes of March 25, 2026, 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 March of 2026. Bending moved to approve the vouchers presented for March of 2026. Questions were answered on the long-term loan for Well #4 and Kunkel Engineering Group bills. Podoll seconded the motion, which was carried by voice vote.

The next item on the agenda was discussion on office updates. Malnory stated that KerberRose, the new auditors, were here in early April. It was mentioned that we are currently collaborating with them to make sure we are utilizing our software to best serve us. They are still finishing the audit. Malnory also noted that the CCR (Consumer Confidence Report) has been completed. It was published in the Billboard & Berlin Journal. It is also on the city website, displayed in public locations, and we have paper copies for customer requests. These have fulfilled the requirements set by the DNR.

The next item on the agenda was discussion on the preconstruction meeting on the East Noyes & Monroe St water main replacement. The meeting was held on April 28, 2026. The contracts were signed and distributed. Egbert Excavating is the general contractor. The sub-contractors are Northeast Asphalt (blacktop) and Allen Dick or Shopping Horse (concrete).

The next item on the agenda was discussion and recommendation on roof repairs. Malnory stated that we recently had two roofs that developed leaks. Well #4 was leaking through the skylight. The rough estimate will be around \$4,500 to repair back to specs. The other roof is the water building metal roof which is leaking in the office and in the main building. The estimate to fix that roof would be somewhere around \$3,000. Podoll motioned to move forward with the roof repairs estimated to cost \$7,500. Youngbauer seconded the motion, which was carried by a voice vote.

The next item on the agenda was the superintendent report:

- Well #4 & 6 Valve rebuilds – the valve at Well #6 has been rebuilt and is operational. We are currently waiting for parts needed to rebuild Well #4 valve.
- RAS Pumps rebuilds Crane was given the go ahead to order the pumps, VFD's, and the check valves for replacing the 2 RAS pumps per your decision at the last meeting. They will come to check on the electrical and programming. The pumps have a shipping date towards the end of July, and they thought they could work on the installation at the beginning of August.
- Digester Covers – No update at the time, but the temperature has not been consistently over 50 degrees. The painting will take place in June or July.
- Treatment Plant (flooding) – DNR is aware that with our recent rain events that our flow was elevated and likely to go over the design flow. Our Effluent sample looked good and we ramped up our RAS return and adjusted the plant. We did stop haulers and monitor industry flow. We did go over the design flow, but the plant managed it well. The bugs are doing well and we did not have any washouts. The Effluents still looks fairly clear. The river did go over it's banks in the park. We did sandbag the manhole before the Cumberland lift station just in case we needed it. The pumps were ready to go and hooked up to the truck. We did go into some of the buildings next to the River block and plugged some of the floor drains (to prevent taking on any extra water). The back up generators were all fueled up and ready to go. We seem to have made it through the biggest rain events. Our system is slowly coming down but is still above average and the plant is running well. The bugs are still looking good, the pumps are keeping up with the flow, and the R.A.S. pumps are keeping the biomass down. Phosphorus levels are steady. Hopefully, the flow keeps on declining and everything returns to normal. Podoll made mention of how we were prepared for potential issues.

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 27, 2026, at 4:30 pm.

At 4:46 pm, Youngbauer motioned to adjourn with a second by Bending, which was carried by voice vote.

Jennifer Langham - Secretary

