



PUBLIC UTILITIES COMMITTEE MEETING

Monday, March 03, 2025 at 5:00 PM
Lester Public Library Webster Room, 1001
Adams Street, Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER:** 5:00 pm

2. **ROLL CALL**

Committee Members: Tim Petri, Darla LeClair, Shannon Derby

Staff & Others: Matthew Heckenlaible, Scott Ahl, Dave Casebeer, Andrew Sukowaty

3. **REVIEW AND APPROVAL OF MINUTES**

Approval of the minutes from the February 3, 2025, Public Utilities Committee meeting

Shannon Derby made a motion to approve the February 3, 2025, Public Utilities Committee meeting minutes, seconded by Darla LeClair. Motion carried.

4. **PUBLIC INPUT** – N/A

5. **CONSTRUCTION PROJECTS**

A. **Harbor Street, 16th Street and Emmet Street (2025)**

Per preliminary discussions with the WDNR, they believe, but have not confirmed, that they will have appropriate funding. Based on that information along with advice from our consultant that if the funding should be confirmed, the city would still need to meet the WDNR deadline for awarding and executing contracts and returning them to the WDNR by the end of May, 2025. Therefore, this project is out for bid to be opened on March 20th. The intent is not to award for several weeks (end of April) to allow time for the special assessment process to occur.

B. **2025 East Side Scattered Lead Service Lateral Project**

We are pushing forward and anticipate to advertise for this project the last week of March with bid opening approximately mid-April. Staff has identified approximately 150 private side water services that will be required to be replaced; however, there are closer to 200 public side water services in the same area. Hopefully contract prices along with project contingencies will be sufficient to cover these additional public side water service costs or they will need to be addressed in a future contract.

6. **WASTEWATER UTILITY: UPDATES AND ACTION**

A. **Riverside Foods update**

During the last week of February, we received a week's worth of sampling data from Riverside Foods. The BOD and SS values are considerably higher than 2023's sampling and is also much higher than acceptable city ordinance limits.

Riverside Foods requested a preliminary calculation of what their new sewer billing amount would look like based on these recent samples as both a Category A and Category B customer. Those values have been supplied to them and they are digesting the information and determining where to go from here.

Next meeting with Riverside Foods is scheduled for March 20th.

B. Waste Pump Replacement update

As previously noted, one of the 70-year old waste pumps has failed. Staff looked into possibly having it repaired, but there are no parts available. The only option is to replace. Because the other pump is just as old, it was determined to replace both pumps at the same time and keep the old functioning pump as a spare. We are presently managing to operate the final treatment processes on just one pump but should be back up and running normally in a few weeks.

7. ELECTRIC AND TELECOMMUNICATIONS UTILITIES: DIRECTOR UPDATES AND ACTION IF APPLICABLE

Brian Dellemann was not able to attend the meeting – no update provided.

8. WATER UTILITY: DIRECTOR UPDATE, DISCUSSION AND ACTION AS NEEDED

A. Public Notice Response

Letters were sent out to everyone primarily addressing the inventory classification that was deemed deficient for the reviewing authority. Most responses the water utility received were property owners who did not previously receive a letter regarding their water service inventory classification because they were compliant and did not have a lead water service. Once this was explained to them, they were satisfied.

B. Service Inventory update

The inventory clarifications were completed last week with the assistance of the WDNR's consultant. The water utility expects to resubmit it back to the WDNR later this week. The water utility expects that they will need to notify an additional 1,000+/- property owners that had their service listed as "unknown" on the private side services. The water utility will need to investigate to determine if the services are compliant or noncompliant. They will send 25 percent of the letters each week for the next four (4) weeks.

C. Staff update

The water utility found an operator candidate who has accepted the offer and will start work the week of March 10th.

D. Run Water Notice update

If water services freeze, the Public Service Commission requires the water utility to thaw out the service one time and then provide them with a Run Water Notice. If the water service freezes again after they were provided with the notice, the water utility can charge the property for costs associated with thawing out the service.

Once the property has been served a Run Water Notice, the water billing method is based on past average usage and not on actual usage during that time period. The water utility absorbs those costs as water loss.

9. STORM WATER UTILITY: UPDATES AND ACTION AS NEEDED

A. WDNR Annual Report

A final review of the annual stormwater report needs to be completed prior to presentation to city council at the March 17 meeting where a request to sign and submit the report to the WDNR is required. The report outlines what the city has done regarding educating the public about stormwater and how the city manages other aspects of the permit such as street sweeping, picking up leaves, minimizing salt usage and erosion control measures during construction, etc. One big goal in the upcoming years will be the implementation of other best management practices to further reduce total suspended solids and phosphorous from stormwater runoff.

The consultant is wrapping up a few of the individual drainage basin models based on developments that occurred over the years as tasks within the Urban Non-Point Source Storm Water Grant. The consultant believes that we should be able to review the modeling results in a few weeks.

10. SOLID WASTE UTILITY: UPDATES AND ACTION AS NEEDED

A. Landfill update

DPW staff addressed ice and overland water flow conditions at the landfill. The ice was hauled back to the wastewater plant to melt and be treated. The on-site liquid has either been vacuumed and disposed of within the sanitary sewer collection system or pumped directly into the sanitary sewer where it will be treated at the wastewater plant.

The City did receive a letter from the WDNR regarding the overland flow situation back in January and we need to supply them with responses and an update prior to March 17, 2025.

The contract has been awarded, executed and will commence construction towards the early part of next week, weather permitting. It is anticipated that it will take approximately a week to complete the work assuming that the weather holds out.

11. ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION – N/A

12. SET DATE, TIME, LOCATION, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING

Proposed for April 7, 2025, at 5:00 pm depending upon potential new committee assignments with location to be determined based upon status of City Hall elevator repairs.

13. ADJOURNMENT: 5:36 pm

Darla LeClair made a motion to adjourn the meeting, seconded by Shannon Derby. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible
Public Works Director/City Engineer