



PUBLIC UTILITIES COMMITTEE MEETING

Monday, June 01, 2026 at 5:00 PM

Committee Room - City Hall, 3rd Floor 1717
E. Park Street, Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER:** 5:00 pm Darla LeClair called the meeting to order

2. **ROLL CALL**

Committee Members: Darla LeClair, Tim Petri, Shannon Derby

Staff & Others: Matthew Heckenlaible, Scott Ahl, Brian Dellemann, Andrew Sukowaty, Shawn Taddy, Kyle Kordell

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the May 4, 2026, Public Utilities Committee meeting

Tim Petri made a motion to approve the May 4, 2026, Public Utilities Committee meeting minutes, seconded by Shannon Derby. Motion carried.

4. **PUBLIC INPUT** – N/A

5. **PROJECT STATUS UPDATES**

A. **2025 CIPP**

Substantially complete.

B. **2026 CIPP**

Contract awarded to Visu-Sewer.

C. **2025 LSL Contract**

Director Heckenlaible reported that the City is still awaiting the return of Essential Sewer and Water to complete the remaining approximately 60 lead service replacements. Due to the May 17 windstorm, pavement restoration has been delayed while Public Works crews prioritize brush and debris collection. However, preliminary concrete preparation work may begin later this week.

D. **2026 LSL Contract**

A preconstruction meeting was held with Mammoth Construction last week to initiate this year's project. Mammoth Construction anticipates beginning work June 8th on 23rd Street at East River Street and proceeding from east to west, then south to north. Public Works is expected to follow shortly thereafter with pavement restoration as construction progresses.

E. 2026 Water System Improvement

A preconstruction meeting has not yet been scheduled. Once the meeting is held, the City expects to receive a more definitive timeline from Vinton Construction regarding the start of the project.

6. WASTEWATER UTILITY: UPDATES AND ACTION

A. Compliance Maintenance Annual Report

The Wastewater Treatment Plant continues to perform well overall, with the exception of biochemical oxygen demand (BOD) influent loadings, which are primarily attributed to a commercial food processor. The City's permitted BOD influent limit is less than 4,000 pounds per day.

While the current monthly average has decreased by approximately 236.7 pounds per day compared to 2024, it remains approximately 210 pounds above the 2023 daily average of 4,088 pounds. Progress has continued over the past several years, with the City achieving three months below the 4,000-pound threshold in 2023, one additional compliant month in 2024, and a total of five compliant months in 2025.

Director Heckenlaible noted that staff continues to meet regularly with the primary industrial contributor to reduce BOD loadings and maintain progress toward permit compliance. The next meeting with the facility is scheduled for June 25.

He also noted that the annual report and accompanying resolution are on the City Council agenda for approval, allowing the report to be officially submitted to the Wisconsin Department of Natural Resources by the end of the month.

B. DNR Land Application of Sewer Sludge Requirements

Director Heckenlaible reminded the Committee of the discussion held at the previous meeting regarding potential challenges associated with the disposal of wastewater treatment sludge. He invited Wastewater Superintendent Shawn Taddy to provide a brief overview of the process and regulatory requirements involved in applying wastewater sludge on agricultural fields, as well as the challenges the City is currently facing.

C. SCADA System and Primary Server (2029) Upgrades

Director Heckenlaible reported that Microsoft will discontinue standard security updates for Windows 10 in the fall of 2026. The wastewater treatment plant's automated dialer system, which sends alert notifications to staff when issues occur at the treatment plant or lift stations, is only compatible with the Windows 10 operating system.

Discussions with the City's SCADA software provider confirmed that no software upgrade is currently available that would allow the existing dialer to operate on Windows 11 while remaining compatible with the City's current SCADA system. The City received a preliminary cost estimate for replacing or upgrading the SCADA software; however, the quoted cost was significantly higher than anticipated.

Director Heckenlaible also noted that the primary SCADA computer hardware will reach the end of its warranty and expected service life in 2029. As a result, staff is planning a comprehensive computer and SCADA software upgrade in 2028.

To maintain the functionality and security of the existing dialer system until that upgrade can

occur, the City plans to purchase Microsoft's Extended Security Updates (ESU) for Windows 10 through 2028. Staff intends to pursue funding assistance for the 2028 computer and software upgrade through the Wisconsin Department of Natural Resources Clean Water Fund Program, with a loan application anticipated later this year.

D. Parkway Lift Station Generator Switch Replacement

Director Heckenlaible reported that, following the May 17 windstorm, the Parkway Lift Station's emergency generator failed its scheduled weekly test run when the automatic transfer switch did not transfer power from the generator to the electrical panel. Upon inspection, staff determined that the failure was caused by worn electrical contacts within the transfer switch. The issue was attributed to normal wear and tear rather than damage from the windstorm or the associated power outage. Because the transfer switch is critical to maintaining lift station operations during future power outages, emergency repairs were completed to restore the system to full operational readiness.

E. Primary Clarifier Inspection

Director Heckenlaible reported that staff began draining the east/west primary clarifier on June 1, 2026, to perform a thorough cleaning and inspection. The process is expected to take approximately three days, after which the same procedure will be repeated on the second primary clarifier the following week. Previous inspections have indicated that repair work may be necessary, with those improvements currently anticipated to be scheduled as part of the 2028 Capital Improvement Program.

F. Storm Response/Power Outage

Director Heckenlaible reported that, following the discussion at a previous Committee meeting regarding the potential impacts of multiple lift station failures occurring simultaneously, that scenario became a reality during the May 17 windstorm. The City experienced a power outage at the Wastewater Treatment Plant and eleven (11) lift stations.

Fortunately, power was restored to both the Wastewater Treatment Plant and the Parkway Lift Station before the outages were long enough to activate the on-site emergency generators. However, the remaining ten (10) lift stations required continuous attention from wastewater staff for approximately 23 consecutive hours. Crews rotated portable generators and pumps between lift stations to maintain system operation and prevent overflows.

During the event, the City received only one complaint of a potential sewer backup, which occurred at the private Washington Highlands/Commons lift station. Wastewater staff responded promptly and restored the lift station's capacity, preventing further issues. Director Heckenlaible commended the five-member wastewater crew for their exceptional efforts throughout the emergency response.

Director Heckenlaible also noted that the Public Works Street Division continues to address the aftermath of the May 17 windstorm, with ongoing debris removal efforts and future sidewalk replacement work planned in areas impacted by storm damage.

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

A. Storm Recap

Director Dellemann provided an update on the utility restoration efforts following the severe storms that impacted Two Rivers on Sunday, April 19, 2026. Initial outage calls were received at approximately 4:00 p.m. Multiple electrical circuits were affected due to downed trees, broken power lines, and damaged utility poles.

Before utility crews began conducting damage assessments, Director Dellemann contacted the Municipal Electric Utilities of Wisconsin (MEUW) to request that four mutual aid crews be placed on standby. Within an hour of the initial assessment, it became evident that additional assistance would be necessary. Mutual aid crews from Menasha, Kaukauna, Waupun, along with MEUW personnel, arrived early Sunday evening to assist with restoration efforts. Crews worked simultaneously at multiple locations to remove trees, replace damaged poles, and restore electrical service.

On Monday morning, MEUW was contacted again to request additional assistance. Utility personnel from Shawano, New Holstein, and Hartford arrived by mid-morning. Throughout Monday and Tuesday, a total of 25 utility personnel worked to restore power across the City.

Specialized backyard equipment was required to replace broken utility poles in several difficult-to-access locations. Additional assistance was requested from Manitowoc Public Utilities, which provided a track unit to support those restoration efforts.

By Wednesday evening, all high-voltage distribution lines had been repaired and re-energized. Mutual aid crews were released as their assigned restoration work was completed. Utility crews continued working through Thursday and Friday to inspect and reconnect services for customers whose electrical equipment had been damaged and required repairs by licensed electricians before power could be safely restored.

Director Dellemann expressed appreciation to all mutual aid utilities, MEUW, Manitowoc Public Utilities, and the City's other departments for their assistance and cooperation throughout the restoration efforts.

B. Out-of-State Mutual Aid Agreement - Action Item

Agreement created by MEUW defining billable labor, equipment and miscellaneous expense rates.

Shannon Derby made a motion to accept the agreement, seconded by Tim Petri. Motion carried.

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

A. Plant Soffit

Project has been completed.

B. Reservoir Project Update

Director Sukowaty reported that the project has been substantially completed, with the exception of the final landscaping. The project is currently awaiting the results of required water quality testing. If the testing is successfully completed, the system is expected to be back online by the weekend.

C. Lead and Copper Sampling Update

Annual water sampling will begin this week. As in the previous year, a total of 30 samples will be collected. Informational brochures are expected to be distributed to customers by the end of June.

9. STORM WATER UTILITY: UPDATES AND ACTION, AS NEEDED – N/A

10. SOLID WASTE UTILITY: UPDATES AND ACTION, AS NEEDED

A. Landfill Update

The Wisconsin Department of Natural Resources' annual inspection of the landfill is scheduled for June 2, 2026. Staff will be working with WDNR representatives throughout the inspection process.

B. Ordinance

Director Heckenlaible reported that the City's annual recycling grant report was submitted last month and was accepted by the Wisconsin Department of Natural Resources (WDNR). As a result, the City was awarded approximately \$83,000 in recycling grant funds.

Following the grant approval, the City received a reminder from the WDNR to review and update its recycling ordinances to reflect recent changes to State Statutes, primarily affecting multifamily properties with four or more dwelling units, to ensure adequate recycling programs are provided. Director Heckenlaible noted that the City's Municipal Code generally meets the intent of the statutory requirements; however, several minor language revisions will be recommended to ensure full compliance.

Before the proposed ordinance amendments are presented to the Committee and City Council for consideration, draft copies will be submitted to the WDNR for review and feedback. Submission of the draft ordinances to the WDNR is anticipated to occur in June 2026.

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

Director Brian Dellemann informed the Committee that WPPI has requested the opportunity to present to the full City Council regarding the extension of its long-term agreement with the City. Following the presentation, the Council will have the opportunity to discuss the proposed agreement further.

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

Proposed for Monday, July 6, 2026, at 5:00 pm

13. ADJOURNMENT: 6:01 pm

Tim Petri by made a motion to adjourn the meeting, seconded by Shannon Derby. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible

Public Works Director/City Engineer