



**TWO  
RIVERS**  
WISCONSIN

# PUBLIC UTILITIES COMMITTEE MEETING

Monday, May 05, 2025 at 5:00 PM

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

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## MINUTES

1. **CALL TO ORDER:** Shannon Derby called the meeting to order 5:02 pm

2. **ROLL CALL**

Committee Members: Shannon Derby, Tim Petri – in person; Darla LeClair – via phone

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

3. **REVIEW AND APPROVAL OF MINUTES**

Approval of the April 7, 2025, Public Utilities Committee meeting

Tim Petri made a motion to approve the April 7, 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, Emmet Street Reconstruction**

Thank you for awarding the contracts at last month's meeting. The execution of the contract is in progress. Some preliminary discussions have taken place with Vinton Construction; and, due to the timing in bidding and awarding this work, our project start has been pushed back until around mid to late July. That should give us plenty of time to complete the required work.

B. **2024 Lead Service Lateral Progress Update**

Contractor is making progress but still has a lot to do including concrete patches from replacements completed last year and earlier this year.

**2024-2025 Scattered LSL Numbers**

	<u>12/31/2024</u>	<u>4/14/2025</u>	<u>4/30/2025</u>
Public Side Water Services	74	98	146
Public Side Sanitary Laterals	52	68	104
Private Side Water Services	25	28	44
Private Side Sanitary Laterals	9	11	18

**C. 2025 Lead Service Lateral Replacement Project**

Project is bid and will hopefully be awarded at the May 5, 2025, City Council meeting. Once it is awarded, we will get the contracts executed and turned over to WDNR so that we get our state funding for this project.

**D. 2025 Sewer Lining Project**

Project is bid and will hopefully be awarded at the May 5, 2025, City Council meeting. Once it is awarded, we will get the contracts executed and turned over to WDNR so that we get our state funding for this project.

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

**A. Waste Pump Update**

Pumps and bases have both been delivered with installation later this week. Anticipating that it will be a two day process.

**B. Effluent Flow Meter Update**

The new flow meter had been delivered and installed but we still were not getting appropriate measurements. The vendor thought it may have been the cabling so installed new communication cable. As it turns out, the sensors were also bad, so new sensors have been ordered.

**C. CMOM Update**

A good working copy of the CMOM (Capacity, Management, Operation and Maintenance) Plan was submitted and received by WDNR last Wednesday. WDNR stated they did receive it and will review and make comments on it when time allows. Their only other comment is that since the collection system maintenance responsibilities are split between wastewater and DPW street staff, they want at least two (2) people (one from each group) certified as collection system operators. We were prepared on the wastewater side of that request, but were not expecting a DPW staff person would also need to be certified. No further discussions have been had regarding how to proceed to meet WDNR's requirements along with remaining fiscally responsible to the community as well as meeting the needs of public works.

Note: The City of Manitowoc is also required to have two (2) different certified collection system operators because of the similar cleaning responsibilities that we have. WDNR is remaining consistent in the implementation of this requirement.

**D. eCMAR Update**

Dave Casebeer completed a draft of the report and submitted for the director's review. For the most part, the eCMAR results are very similar to past years with the city again receiving a failing grade due to high BOD influent flows primarily coming from Riverside Foods. We are continuing to work with them to get that under control. A resolution and the final report will be presented at the June Public Utilities Committee meeting and then request approval at either the June 2<sup>nd</sup> or 16<sup>th</sup> City Council meeting.

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

**A. Columbus Substation Unit #2 Annual Maintenance**

Annual testing of transformers will take place on May 22<sup>nd</sup>. This year Unit #2 will be tested and should be back on line by May 30<sup>th</sup>. Utility customers should not experience any disruption in service during this time.

**B. Electronic Recycle Day**

The Electric Utility will be hosting their annual electronics recycling day on June 10<sup>th</sup> at the utility buildings off of Lake Street.

**C. Apprenticeship Update**

The Electric Utility presently has three (3) employees enrolled in various stages of apprenticeship programs:

Jeff Kozaczuk – 1<sup>st</sup> year in the meter technician apprenticeship program

Steven Gretz – 2<sup>nd</sup> year in an apprenticeship program

Tyler Duessing – 3<sup>rd</sup> year in an apprenticeship program

**D. Frontier Pole Attachment Agreement Update**

The attachment agreement has been completed in concept. Waiting for all parties to sign the agreements. Brian Dellemann wished to thank Boardman and Clark for doing a lot of the legal aspect for the Electric Utility.

**E. WPPI – Small & Medium Sized Customer Survey**

WPPI will be sending out a survey to small and medium sized customers around June 3<sup>rd</sup>. Results of the survey should be available in September.

**F. MEUW Memo – Bill Comparison**

WPPI prepared a memo to discuss the comparison of WPPI Energy members compared to investor owned utilities such as WE Energies, Wisconsin Public Service, Alliant Energy, etc.

The memo shows that the public utility rates for Two Rivers are lower than any of the investor owned utility providers. A residential customer that uses 750kWh would have an estimated monthly bill around \$119.70 compared to \$152.86 for WE Energies, \$125.21 for WPS, \$138.20 for Alliant Energy, \$117.91 for XCEL Energy and \$151.21 for Madison Gas & Electric.

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

**A. Well Permit Renewals**

There are 10 private wells within the city that need to be re-permitted. These permits are on a 5-year cycle and this is the year that they need to be renewed.

**B. Leak Detection Update**

The water utility completed satellite leak detection for the first time in the utility's history. Twenty (20) leaks were detected with three (3) being significant. In 2024, there was approximately a 16% water loss calculated and per PSC, should ideally be below 15%.

**C. Emergency Response Plan Update**

The water utility will be doing their annual emergency response refresher training. It addresses practices and procedures that should be taken in the event of an emergency. Staff need to know these procedures in the event that the water utility director is unavailable to aid in the decision making process.

**D. Raw Water Quality Update**

The water utility has been experiencing an unusual spring due to turbid waters in Lake Michigan have been lingering longer than usual. This is nothing that the utility cannot manage, it just requires some additional maintenance on the front end of the treatment process.

**E. Water Week May 4<sup>th</sup> to May 10<sup>th</sup>**

A proclamation will be presented and read at the May 5<sup>th</sup> City Council meeting regarding Water Week.

**9. STORM WATER UTILITY: UPDATES AND ACTION, AS NEEDED**

**A. Shoreline Improvement/Protection Grant Update**

The project kickoff meeting on April 25<sup>th</sup> went very well. Discussed the project and then took some attendees on a tour of the project from the wastewater plant down to the southerly wayside looking at opportunities to minimize erosion and where we might be able to transition some hard surfaces into more native type vegetation.

They are also trying to obtain additional information about past studies and dredging so that at our next meeting at the end of May, they will be more prepared to start discussing things in detail.

There will be a joint meeting of the Environmental Advisory Board, Advisory Recreation Board and Plan Commission, along with interested city council members on July 23<sup>rd</sup> to review and discuss 30 percent alternatives related to expanding a beach area near the wastewater plant and native plantings within Two Rivers land areas.

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

**A. Landfill Update**

The majority of the work has finally been completed. The drain tile is installed and backfilled and the clay cap has been roughly placed due to the recent wet conditions. This will need to be completed along with the final restoration of the site and replacement of the pump in the lift station. It has been reported that there is a lot of water flowing out of this new collection pipe from all the ground water that has been trapped and slowly seeping out.

**B. Recycling Discussion**

In late March to early April, I received a notice that there was some social media chatter of

improper management/handling of recycling throughout the city and that the city was not supplying the property owners with correct bins. This individual ultimately placed a complaint against the city with the WDNR and subsequently, the WDNR has reached out to Public Works to discuss further.

Prior to receiving the call from the WDNR, the director reached out to Manitowoc County (who accepts a portion of our recyclables) to discuss if the city was required to furnish bins, more specifically, bins with covers. The response was no in both cases. Manitowoc County has run into this concern before and has been attempting to write a PSA related to recycling common sense for property owners. A lot of that revolves around packing the open bins accordingly to minimize items that could be blown around. Place paper in a paper bag and place on top of plastic bottles and things like that. Plastic grocery bags are not acceptable items for the mainstream recycling program so take them to local grocery stores that do collect and recycle them, etc. Residents could place a piece of wood over the top of their recycling bins or purchase a plastic cover to also keep recyclables within the bins.

If the city would change to automated collection with larger tipper carts, substantial costs would be incurred and most likely be passed to end users, the residents. The cost of two large carts, the increased cost of collection itself due to the need of different trucks and Manitowoc County Recycling not accepting our recyclables would mean paying higher garbage tipping fees at the landfill along with having to haul all recyclables to a different location.

Overall, WDNR didn't have too much to say about the situation except to pass along some good housekeeping tips and tricks to try and minimize the amount of items being blown around, especially on windy days.

### **C. Garbage Collection**

FYI - There have been several instances of fake, photo copied garbage stickers over the course of the past couple of months throughout the city. These instances are being reported to the police department for additional investigation and legal recourse.

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

### **A. Assessment Policy Discussion**

The Director of Public Works made a statement at the April 21<sup>st</sup> City Council meeting during the assessment public hearing that property owners were getting a significant break on their assessments as opposed to what the assessment policy actually reads.

The policy reads that 75 percent of eligible project costs are supposed to be assessed to adjacent properties and the remaining 25 percent of eligible project costs are the city's responsibility. Back in 2019, there was a discussion at a committee meeting to reduce the 75 percent costs even further with the end result being that the adjacent property owners would take on approximately 30 percent of the project costs and the city is now absorbing almost 70 percent of the eligible project costs. This has been the practice since that time.

The intent of this discussion is to make this committee aware of the issue and that we will be looking into this further along with how to proceed over the course of the next few months.

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

Proposed for Monday, June 2, 2025, at 5:00 pm

## **13. ADJOURNMENT: 5:41 pm**

Tim Petri by made a motion to adjourn the meeting, seconded by Darla LeClair. Motion carried.

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