



**TWO
RIVERS**
WISCONSIN

PUBLIC UTILITIES COMMITTEE MEETING

Monday, September 02, 2025 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

2. ROLL CALL

Committee Members: Shannon Derby, Darla LeClair, Tim Petri

Staff & Others: Matthew Heckenlaible, Scott Ahl, Brian Dellemann, Dave Casebeer, Kyle Kordell

3. REVIEW AND APPROVAL OF MINUTES

Minutes from the August 4, 2025, Public Utilities Committee Meeting

Tim Petri made a motion to approve the August 4, 2025, Public Utilities Committee meeting minutes, seconded by Darla LeClair. Motion carried.

4. PUBLIC INPUT – N/A

5. CONSTRUCTIONS PROJECTS

A. Harbor, 16th, Emmet Streets Reconstruction

1. All the sanitary sewer mains have been installed on Harbor, 16th & Emmet Streets
2. Majority of water mains have been installed on Harbor & 16th Streets, waiting for pressure and safe sample testing to be completed and acceptable.
3. Working on installing the watermain on Emmet Street. This should be completed by Wednesday.
4. Once watermain is completed, they will work on sanitary laterals and water services on Harbor & 16th Streets along with extending the water main up Emmet Street.

B. 2024 Lead Service Lateral Progress Update

1. Mostly completed. The last water services that needed to be completed were for the Stop & Dock (RV campground)
2. Will be working on the final restoration (pavement, back filling, topsoil and seeding) starting this week and continuing until completed

C. 2025 Lead Service Lateral Replacement Project

1. Preconstruction meeting was held the end of August
2. Preliminary schedule called for Essential Sewer & Water to start doing inspections last week near the intersection of Jackson & 22nd Streets working south and east
3. Replacement of services would tentatively start this week

D. 2025 Sewer Lining Project

1. Anticipated start date late September to early October

E. Sandy Bay Highlands Phase 3 Update

1. Two basements were dug last week
2. Bids were received for curb & gutter and asphalt paving last week. This will be discussed at the September 2, 2025, City Council meeting for action and award.

6. WASTEWATER UTILITY: UPDATES AND ACTION

A. Sewer Rate Study

1. Multifaceted approach
2. Fixed fee increase of \$1.00
3. Volume fee increase of \$0.20/ccf
4. Reduction/Elimination of the “Additional User Charge” which was primarily applied to multifamily dwellings
5. Implementation of the “Equivalent Meter Charge” which applies the cost to users that potentially have higher demands upon the waste water system, such as commercial, industrial and some public facilities.
6. Change certain commercial and industrial customers that discharge categorically higher strength waste and volume into the wastewater system for treatment from a Category A to a Category B rate system to account for higher strength discharges.
7. The Committee did not have questions that required clarification
8. A draft version of ordinance revisions should be available for the September 15, 2025, City Council Meeting for review and possible action.

B. 2026 Preliminary Budget / Capital Discussion

1. LSL and Sanitary Lateral Replacement Project: Central part of the City (WDNR census tract #53) – North of 24th Street, South of 29th Street, East of Forest Avenue to the East Twin River
 - a. 200-230 Services
 - b. \$2,230,000 in public water costs
 - c. \$668,000 in private water service costs
 - d. \$1,585,000 in public sanitary costs
 - e. \$4,482,000 total estimated project cost
2. Sanitary Sewer Main Cured In Place Pipe (Lining) – various locations
 - a. 10,000 feet +/- of CIPP lining
 - b. Various locations or various sizes
 - c. \$885,000 total estimated project cost
3. Asphalt Resurfacing Projects in conjunction with the 2025-26 East Side LSL project
 - a. 18th Street (Jackson – Emmet): \$78,500
 - b. 19th Street (Jackson – Emmet): \$55,500
 - c. Emmet Street (17th – 22nd): \$265,000
4. Lift Station Maintenance – Consider setting aside dollars for this
 - a. Replace the tops at LB Clarke and Columbus Street lift stations
 - b. Control panels
 - c. Pumps
5. Pumps, Valves, Piping, Drives, repairs to the clarifiers, etc. at the wastewater plant – Consider setting aside dollars for this

6. New CCTV system
7. WDNR's permit requirement to have a certified collection system operator – within DPW – Street Section
 - a. Since street staff complete the collection system maintenance, WDNR is requiring one individual from the department become certified.
 - b. Promote from within (additional dollars) to take on those additional responsibilities
 - c. Hire and share costs (additional dollars)
 - d. Have wastewater staff be that person. Staffed too thin in our opinion thus not really an option to keep the plant staffed appropriately

C. Treatment Plant Ongoing Maintenance

1. Wrapping up tank maintenance. One tank left to clean out.
2. Have been working on sludge hauling preparation, anticipated to begin towards the end of the month
 - a. Working with Shawn Taddy to teach him the process so he will be able to do it in the future
 - b. Coordinating with the farmers/landowners
 - c. Doing the necessary soil testing for land application rates
 - d. Coordinating with haulers
 - e. Preparing the appropriate paperwork for WDNR
3. Tim Petri inquired about the new screw press – Is it saving the City money?
 - a. The short answer is yes
 - b. With the old belt press the sludge was about 18% dry
 - c. With the screw press, the sludge is now running between 22-25% drier resulting in about a 25% reduction in overall sludge volume

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

A. Current Projects

1. Storing poles for the contractor working on Harbor, 16th and Emmet Streets
2. New pole installation on Mishicot Road with the assistance of DPW (vac truck) and WPS- gas standby as it was in very close proximity to a high pressure gas main
3. Disconnected the utility for the former Family Video site
4. Completed numerous electric meter swap outs (100+/-)
5. Assisting Park & Rec staff with Ash tree removals in proximity to hazards (power lines)

B. WPPI / MEUW Meetings

1. WPPI Conference – September 17th in Green Bay at Lambeau Field
 - a. Verifying that Shannon Derby and Kyle Kordell would still be attending
 - b. Darla LeClair and Tim Petri were going to check schedules and get back to Brian A.S.A.P.
2. MEUW meeting will be September 28th in Algoma. Again, looking at interested attendees.

C. Mock Training Evaluation

1. Electric utility spent several months planning a mock training exercise to evaluate staff preparedness in the event that both the Director and Line Foreman are unavailable to respond and take charge of the situation.
2. The scenario was a tornado affected a portion of the city impacting trees, power lines, transformers and access routes (roads) within the city.

3. Electric utility staff then assessed the situation and requested appropriate assistance from other departments and agencies, including how to feed and shelter these individuals along with obtaining necessary materials to reinstate the power to the impacted area of the city.
4. Overall, it was an eye-opening experience for staff with the recommendation that this type of scenario be completed on an annual basis.
5. A written procedure has been developed to serve as a basis of a play book for future scenarios
6. It is also suggested that a similar process be utilized that involves all city departments

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

- A. 2025 Lead and Copper Testing** – Andrew Sukowaty not present to provide an update.

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

A. 2026 Preliminary Budget / Capital Discussion

1. Have not formally looked at this budget for this upcoming budget season but it may be a tight season.
2. DPW – Street Section has not been able to get to storm sewer inlet and catch basin cleaning due to lack of staffing
3. Utilizing the street sweeper when possible and prior to events
4. Will need to look at stormwater projects to aid in achieving WDNR Stormwater Permit requirements

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

A. 2026 Preliminary Budget / Capital Discussion

1. Have not formally looked at this budget for this upcoming budget season so cannot provide a lot of insight yet.
2. Budget also impacted by rate increases from Manitowoc Disposal's Contract as previously agreed upon.
3. Continued increases in fuel and landfill tipping fees.
4. Consider a modification of current utilized collection bins
5. Leaf Collection – update method of collection (observation – labor intensive)

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

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

Proposed for Monday, October 6, 2025, at 5 pm

13. ADJOURNMENT: 5:39 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