



**TWO
RIVERS**
WISCONSIN

PUBLIC UTILITIES COMMITTEE MEETING

Monday, March 02, 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

2. **ROLL CALL**

Committee Members: Shannon Derby, Darla LeClair, Tim Petri (arrived 5:45pm)

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

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the February 2, 2026, Public Utilities Committee meeting

Darla LeClair made a motion to approve the February 2, 2026, Public Utilities Committee meeting minutes, seconded by Shannon Derby. Motion carried.

4. **PUBLIC INPUT** – N/A

5. **PROJECT STATUS UPDATES**

A. 2025 CIPP

Visu-Sewer is cleaning and televising the sanitary sewer mains that are proposed to be lined. The actual lining to occur in the near future.

B. 2025 LSL Contract

Essential Sewer & Water is mobilizing to repair the remaining lead water services on the east side of the city along with some additional services located between 23rd and 25th Streets. Actual installation could begin the week of March 2nd.

C. 2-2026 LSL Contract

The contract award notice and official documents have been sent to Mammoth Construction for execution. During the bid opening, the contractor expressed their intent for an early spring start. This project covers the near north area, specifically from 22nd to 31st Streets, and from Forest Avenue east to the East Twin River.

D. 1-2026 Water System Improvement

Final plans and specifications are currently being finalized, with an advertisement for bids expected soon. The project primarily involves water main reconstruction along Lincoln Avenue, extending from the bus company north past Rita's. This work is designed to avoid any impact

on the asphalt roadway installed two years ago. However, Raider Trail may be affected; any necessary disturbances will be patched with new asphalt as part of the project scope.

E. 3-2026 CIPP

Engineering staff is working on plans and specifications so that this project can be advertised in the next month.

6. WASTEWATER UTILITY: UPDATES AND ACTION

A. Personnel Update

1. Dave Casebeer has tendered his official resignation letter with his last day at the treatment plant being April 30th.
2. Shawn Taddy will be his successor with Kevin Garceau becoming the next Lead Operator.
3. Edward Gilmer is transitioning from DPW-Street section over to the Wastewater to keep that group fully staffed.

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

A. WPPI Loan Application

This \$494,000, 10-year loan carries a 1.0% interest rate and will fund several critical utility projects. Specifically, it will cover the 2025 replacement of the Water Utility's emergency generator automatic transfer switch, as well as the upcoming security camera system for the electrical substation and a second electric meter order. Both the camera system and the meter order are currently on hold pending loan approval, which is anticipated at the March 18, 2026, WPPI Board meeting.

B. WPPI District Dinner

If Public Utility Committee members wish to attend and network with other WPPI members at the annual dinner, they need to reach out to Brian Dellemann in the near future.

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

A. Internal Leaks/Meter Technology

The Committee discussed challenges related to internal property leaks, focusing on notification procedures and potential financial assistance for affected owners. Currently, the Water Utility only identifies spikes in consumption—such as those caused by a running toilet—during the monthly meter reading cycle. Once an increase is detected, staff attempt to contact the owner, a process that can require multiple efforts. Due to the limitations of existing meter technology, the timeframe between the start of a leak and successful owner notification often exceeds 30 days.

The Water Utility currently operates on a 20-year replacement cycle, updating 5% of its meters annually. The Committee recently discussed whether to transition to newer technology that would offer more frequent data for both the utility and its customers, specifically to aid in the early detection of unusual usage. Additionally, the Committee considered whether a full-scale, immediate replacement would be more effective than the current incremental approach. The Committee has directed staff to investigate these options and report back with their findings.

Regarding financial assistance for impacted property owners, the Water Utility must comply with Public Service Commission (PSC) regulations, which mandate that all water passing through a meter be billed at the full rate. Consequently, the utility is unable to offer credits or direct financial assistance for water charges. However, a sanitary sewer credit policy—established by the Public Utility Committee in April 2023—does allow for a potential 1/3 credit on the sewer portion of the bill, provided specific criteria are met. Notably, the Committee reaffirmed that no credit will be granted if the water entered a floor drain, as the wastewater plant must still bear the cost of treatment. The current Committee has opted to maintain the April 2023 policy without revisions.

B. Update on Service Checks

The Water Utility is continuing to conduct water service inspections to enhance our database by verifying the size and material of existing service lines. If residents have any questions regarding these checks, they are encouraged to contact the Water Utility directly.

C. 2026 Lead and Copper Rules

More information to be presented at future meetings.

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

A. Annual MS4 Report – Overview

Director Heckenlaible presented a summary of the activities detailed in the 2025 MS4 Annual Report. He requested authorization to sign and submit the report to the WDNR on behalf of the City by the March 31, 2026, deadline.

Shannon Derby made a motion to authorize Director Heckenlaible to sign the 2025 MS4 Annual Stormwater Report and submit it to the WDNR by the end of March 2026, seconded by Darla LeClair. Motion carried.

B. Urban Non-Point Stormwater Grant Update

The Urban Non-Point Stormwater Grant, originally scheduled for 2024–2025, has been extended through November 2026 following delays in consultant communication. The WDNR has officially approved this extension. We have recently received a draft of the city-wide stormwater quality plan from the consultant; however, staff review is still pending. A comprehensive update will be provided to the Committee and Council within the next 30 to 60 days.

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

A. Preparation of the WDNR Solid Waste and Recycling Grant Report is currently underway.

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

A. LSL Contract Execution Concerns

Director Heckenlaible prepared and discussed a memo to address the concerns that Council Member Shimulunas presented at the February 16, 2026, City Council meeting. The concerns were related to communicating information to impacted properties with the Lead Service Lateral replacement areas.

12. SET DATE, TIME AND LOCATION FOR NEXT COMMITTEE MEETING Proposed for Monday, April 6, 2026 at 5:00 pm

13. ADJOURNMENT: 6:00 pm

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

Respectfully submitted by: Matthew R. Heckenlaible

Public Works Director/City Engineer



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Engineering Division
1717 E. Park Street
P.O. BOX 87 Two
Rivers, WI 54241-0087

Memorandum

Department of Public Works

Date: March 02, 2026
To: Public Utility Committee
Kyle Kordell, City Manager
From: Matthew Heckenlaible, PE — Director of Public Works / City
Re: Engineer 2025 Annual WDNR MS4 Report - Summary

As part of the WDNR MS4 permit, the City of Two Rivers is required to prepare, review and submit an annual report of stormwater related activities which identify our progress related to permit requirements and working on improving water quality in the waterways in and around the city.

Parts of the WDNR MS4 permit pertain to:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control (Erosion Control)
- Post Construction Storm Water Management
- Pollution Prevention
- Minimum Control Measures (Maps), and
- Fiscal Analysis

Since I came on-board in 2022, the EAB educational series is a great addition to promoting awareness towards stormwater improvements. Between the four (4) committees, boards and commissions that I sit on, it is encouraging to hear about the active interest the groups have in learning more about stormwater. These items are identified as part of the Public Involvement and Participation section of the report.

Public Works performed 30 outfall inspections as part of meeting a portion of the IDDE permit requirements and investigated two (2) potential illicit discharges.

There were several home construction projects that were underway within 2025 including the Harbor Street, 16th Street and Emmet Street Reconstruction project and finalizing the next phase of Sandy Bay Highlands Subdivision. As part of those construction projects, erosion control



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inspections were performed to ensure that good management practices were installed and maintained during the duration of the project.

Post-Construction Stormwater Management pertains to improving water quality by capturing and 'treating' the storm water prior to being discharged into the waters of the State / US. Public Works completed inspections of the ten (1) storm water facilities located throughout the city to ensure that they are still in good working condition.

The Pollution Prevention portion of the permit requires the city to look at our own facilities, such as the public works shop and monitoring implementation of good housekeeping practices to aid in minimizing impacts to storm water prior to discharging to the waters of the State and US. Such practices may include having spill kits for petroleum product spilled on to the ground, aiding in preventing it from entering the storm sewer system and the ability to clean it up. Similarly how we store equipment and materials again trying to minimize the discharge of undesirable materials from entering the storm sewer system.

Street sweeping, leaf collection, storm inlet / catch basin cleaning and minimizing the amount of sand and salt utilized during winter road maintenance (snow plowing) activities are also documented to show that we are again trying to minimize the overall quantity of pollutants from discharging into the waters. Public Works purchased a brine sprayer in 2023 to pretreat the roadways to aid in minimizing salt application and usage, but due to predicted weather forecasts, the city did not pretreat any streets prior to snow events that were precluded with rain or extreme temperatures.

The annual report also documents that we are providing sufficient financial funds towards meeting our MS4 permit requirements.

Public Works has a paper "draft copy" of the report that will be included within the electronically submitted annual MS4 Report prior to the end of March. The draft report is available for review at the Engineering counter located on 2nd floor of City Hall. Public Works is requesting authorization to sign and submit the report by the end of March to remain in compliance with our WDNR MS4 permit.



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Memorandum

Department of Public Works

Date: March 2, 2026

To: Public Utilities Committee
Public Works Committee
Kyle Kordell, City Manager

From: Matthew Heckenlaible, Public Works Director / City Engineer

Re: Responses to LSL Communication Concerns conveyed by Ms.
Bonnie Shimulunas at the February 2, 2026, City Council Meeting

During the February 16th, 2026, City Council Meeting, Ms. Shimulunas presented concerns that she had received from an eastside property owner that was impacted by the 2025-26 LSL work. Ms. Shimulunas then provided the Council President along with the Public Utility Committee Chair and Public Works Committee Chair with a typed version of the concerns that she had presented and asked that it be further discussed at the next Committee meetings. I will provide context item by item as they were presented by Ms. Shimulunas.

- For context, this particular property owner had opted years prior to get their lead service lateral replaced which obstructed the roadway and their property while others were inconvenienced. Their property was now apparently inconvenienced due to properties on either side having work completed.
- The "City" did convey during several meetings public, non-project specific, mailings and on the City's webpage that work would be occurring in the entire eastside area, more specifically, south of 22nd Street, from the East Twin River to Zlatnik.
 - o Were properties notified that did not require work to be completed at this time?
- Coordination between City and the Contractor — Neighbors were notified but by the contractor that work would be commencing, but some City staff was not aware of this. There is no indication who this property owner was communicating with at the City so cannot confirm or deny that bad or appropriate information was provided to the property owner. Most departments will refer these types of calls / complaints to the Public Works Department, but it also depends on the day, time of day, and staffing levels. It is true, that if you engage the contractor in a conversation, and ask them if they could accommodate, they will attempt to, especially if it is something that they can do over the course of time, rather than immediately.



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- With regards to future work, yes, portions of some east side streets will be resurfaced in the spring of 2026. With regards to cost, DPW — Engineering have not completed potential private property cost impacts which will be driven by assessment rates / policy / lineal feet of property, etc. The design or specification for the proposed project has not been completed so the best information that is available is that it will be between the assessment rate of Zlatnik and the 2025 reconstruction cost. More recent email correspondence with this particular property owner they were provided with a range of \$30 - \$60 per front foot of property.
- The City takes every 'complaint' seriously and we respond as soon as practicable, again depending upon day, time of day, staffing levels, other complaints or items of importance on our immediate list.
- I am not aware of the context about filling a hole that was dug with dirt, contractor's responsibility, not theirs.

Questions / Responses

- Should there be a city inspector overlooking the work that people do?
 - In an ideal world, full-time construction observations would be completed on every project. With present staffing levels, we are lucky to get 15-25% construction observation and primarily just on 'critical' items. Over the course of time, Engineering staff obtains a feel as to what is critical and how much oversight a contractor will require due to their performance. Better contractors usually require less oversight, while other more challenging or less familiar to staff will require greater amounts of staff time.
- If a company is not doing everything according to contract, should they be doing more work within the city at a later date? Also, should a customer be charge extra for the company's screw up?
 - Contractors are to follow the contract and specifications for the project. Within the specification there are standards for the work being performed. If the work is below the required standards, the City will require to modify the deficient work, at no cost to the City. IF the work is extra work, the contractor will then be able to charge the city for this extra work.
 - Depending upon the task, the contractor is also required to perform testing or documentation that what they did was in accordance of contract specifications (pressure testing, televising, compaction testing, etc.)
- Property owner had to pay almost \$1,400.00 more than she was told in her estimate, plus, they had about an hour or so to figure out where to get this money. Their water was shut off and their lateral had been taken out.

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- This was work not part of the 2025-26 LSL Contract and there were other circumstances involved.
- Should people who answer the phone in a city department, have an idea about projects? Even when they don't know the full answer, people understand if they have to ask someone, as long as they get back to the customer.
 - As mentioned previously, not knowing who was initially contacted or who they talked with, would depend upon the level of knowledge regarding any project going on within the City. Most departments will refer these types of questions to DPW-Engineering for follow-up and will be as time and resources permit.
- The shut off valve was sticking out of the ground about 2-inches. If someone trips on that and injures themselves, who pays.
 - The Water Utility Director provided a response to that at the Council Meeting, stating that they are intentionally kept up until the final restoration is completed and then set to finished grade. If there is a concern, the property owner can reach out to the Water Utility to investigate and modify as the condition warrant.
- Should residents have a copy of the contract with the company that is doing the work?
 - Contracts are always available to view at the City, primarily DPW-Engineering, but providing all property owners with a copy would not be practical as most of these documents are 2 to 3 inches thick and take hours to assemble.