

VILLAGE OF BIRON
451 KAHOUN ROAD, WISCONSIN RAPIDS, WI 54494
WATER UTILITY COMMITTEE MEETING MINUTES
January 21st, 2026 9:00 A.M.

Members Present: Jamie Biegel, Chairperson; Patty Gapen and Mark Honkomp,
Committee Members

Others Present: Kayla Lumaye, Water Superintendent; Peggy Doughty, Utility Clerk

- 1. Chairperson Jamie Biegel called the meeting to order at 9:15 A.M.**
- 2. Discuss updates on PSC information request and status of rate case study –**
Kayla stated there are no further updates at this time.
- 3. Discussion and possible action on furnace replacement at well house –**
Kayla presented a proposal from Guezlows to replace the furnace, thermostat and duct work at the well house. Kayla stated that the furnace is starting to work intermittently and the duct work is rusted. The furnace is original to the well house. Motion Honkomp, second Gapen to approve the proposal from Guezlows for a total of \$5,100 to be paid from the inspection/repair of well line-item. Motion carried.
- 4. Discussion on ABT Mailcom Service for utility billing –**
The committee reviewed a proposal from ABT Mailcom Service to change utility bill mailings from postcards to letters. Peggy noted that using ABT instead of postcards would save \$28.70 annually. ABT's mailing service is integrated with Workhorse and is currently used by many other utilities. In addition, ABT could be used to mail newsletters and other customer updates. Motion Gapen, second Biegel to approve the proposal from ABT, with the total cost split between the water and wastewater funds. Motion carried.
- 5. Superintendent's report -**
Kayla stated that year-end reporting has been completed. Kayla stated that Jordon has been registered for cross connection control class at a cost of \$1,000. Kayla is getting Jordon registered for water schooling through Moraine Park Technical College for a total of \$504.80 plus his travel time. After Jordon is done with class, he will take his DNR exams in Green Bay. Kayla stated she received a call from the mill about a closed valve on their main mill meter. The last time the meter was read was April of 2014. There will now be an increase of revenue coming from that meter. Kayla stated Peggy sent out notices to customers to run their water to prevent frozen water lines. Lastly, Kayla provided updated timelines for the SDWL project: the bid advertisement will be posted on February 3, bids will be opened on March 10, contracts will be awarded before the end of April, and construction is expected to begin in late May or early June.
- 6. Set next meeting date and time**
The next meeting will be held on February 24th at 9:00 AM.

Motion to Adjourn: Jamie Biegel, second by: Patty Gapen

Time: 9:40 a.m.

Minutes Respectfully Submitted by: Kayla Lumaye, Water Superintendent