

VILLAGE OF BIRON
451 KAHOUN ROAD, WISCONSIN RAPIDS, WI 54494
PUBLIC WORKS, SANITATION & WASTEWATER COMMITTEE
MEETING MINUTES
August 4th, 2026 11:00 A.M.

Members Present: Tammy Steward, Chairperson (present by phone); Mike Guillemot, Committee Member, Tim McKellips excused

Others Present: Kayla Lumaye, Public Works Director; Samantha Daugherty, Village Clerk

1. Chairperson Tammy Steward called the meeting to order at 11:00 a.m.

2. Discuss updates on Shore Acres Drive storm sewer rehabilitation

Kayla has not had an opportunity to make any further progress on this project at this time. Kayla is hopeful that she will have additional information and updates available for the September meeting.

3. Discussion on DNR comments on the Compliance Maintenance Annual Report

Kayla presented the DNR's comments regarding the CMAR report. The DNR noted that the need to replace the forcemain that failed in 2025 should be evaluated. The replacement is currently identified as a future project in the Capital Improvement Plan.

4. Discussion and possible action on change order proposal for flow metering telemetry

Kayla stated that the work included in this change order has already been completed. The original proposal indicated that the antenna installation would be performed by an electrical contractor; however, Altronex completed the installation instead. Motion Guillemot, second Steward to approve the change order proposal. Motion carried.

5. Discussion and possible action on early allocation of 2026 storm/sanitary non-lapsing funds

Kayla and Sam had this item placed on the agenda but were unable to recall the specific reason it was included. They will review the matter and provide additional information once they have looked into it further.

6. Discussion on CTH U trail maintenance equipment

Per the committee's request, Kayla obtained two updated proposals from Riesterer & Schnell: one proposal for the tractor only and another for the tractor with all available attachments that could be used with the equipment. The committee also requested proposals from Wood County and Grand Rapids for ditch mowing services to determine whether outsourcing the work would be more cost-effective than renting a tractor with a flail mower from Riesterer & Schnell for one week. Wood County has not yet provided a proposal; however, Grand Rapids indicated that they anticipate the cost would be less than \$2,000 to complete the work. After further discussion, the committee decided to pause the tractor purchase until the trail is completed and they have an opportunity to review the finished project. This will allow them to better understand the maintenance responsibilities and determine the equipment needs moving forward.

7. Discussion on rate case study

Kayla reported that the Village received a copy of the draft rate case study for review. The Village was given 14 days to submit any comments or concerns regarding the study.

During the review period, Sam and Kayla met with the Village's wastewater consultant, Christine, via Teams to review the draft and discuss areas of concern. Christine assisted in preparing a response letter outlining the Village's comments, which was submitted to Ehlers, the City of Wisconsin Rapids' consultant. During the 14-day review period, Wisconsin Rapids' attorney contacted the Village's attorney, Mitch Olson from Axley, to request extensions due to maternity leave. Mitch was granted two extensions: The first extension was for the 14-day response period, moving the deadline to July 31st. The Village submitted its responses to the draft rate case study on Thursday, July 30th, prior to the extended deadline. The second extension was related to Paragraph 7 of the Settlement Agreement, which requires Wisconsin Rapids to notify the Village of the rates it intends to assess within 30 days of completing the rate study. This extension moved the notification deadline to November 13th. Once the Village receives the proposed rates from Wisconsin Rapids, the Village will have 30 days to review the rates and determine whether it agrees with the proposed assessment. If the Village does not agree with the proposed rates, it will notify Wisconsin Rapids' attorney and proceed with the arbitration process outlined in the Settlement Agreement

8. Discussion on 2027 budget

Kayla reported that she did not yet have the budget figures prepared for discussion but expects to have the budget information ready for review at the September meeting.

9. Superintendent's report

Kayla reported that the majority of the storm sewer installation for Phase 1 of the CTH U project is complete. She is currently working with the village crew, Wisconsin Rapids, wood county, and the mill to resolve an issue involving the existing storm sewer system. The new storm sewer manhole, manhole 1.4, connects to an existing storm sewer line that has historically contributed to flooding near the corner of North and South Brion Drive. There are no available maps from the mill, wood county, or the village identifying the location or route of this existing pipe. While attempting to jet the line, crews pulled out pieces of pipe, leading them to believe that a section of the pipe may have collapsed. Wisconsin Rapids then televised the line to further investigate. The camera was able to travel 208 feet before reaching a 45-degree bend to the right. From there, the pipe continued approximately 85 feet before connecting to a manhole. The manhole was located within the mill yard, parallel to the first set of train tracks. The pipe then made another 45-degree bend. Wisconsin Rapids attempted to continue televising the line, but the camera was unable to proceed. The crew decided to retract the camera so the television truck could be relocated into the mill yard for better access. While retracting the camera, it became stuck at the first 45-degree bend. The jet truck was brought in to push water toward the camera in an attempt to dislodge it. This was the last update Kayla had received regarding the progress prior to the meeting

10. Referrals for next meeting

Updates on Shore Acres Drive storm sewer project and 2027 budget.

11. Set next meeting date and time -

Next meeting is set for September 17th at 11:00 AM.

Motion to Adjourn: Mike Guillemot, second by Tammy Steward

Time: 11:21 a.m.

Minutes Respectfully Submitted by: Kayla Lumaye, Public Works Director