

Village of Whiting Utilities Committee Meeting

January 6, 2026

Place of Meeting: Whiting Municipal Center

1. **Roll Call** – Meeting called to order by Chairman Lutz at 5 PM. Committee members Kevin Lutz, Mike Daniels, Kurt Glenzer, Jeanna Trzebiatowski and Frank Krush were present. Also present: Karen Curtis and John Kortre Board Members Superintendent of Utilities and Public Works Jake Wilcox, and Village Residents Diana Szymkowiak, Dean Curtis and Sara Brilowski. Also present was Christine Hoffman.
2. **Persons wishing to address the committee.** - As Needed
3. **Approval of December meeting minutes.** - Motion made by Krush to approve December meeting minutes as presented. Second, by Daniels. Motion carried unanimously by voice vote.
4. **Discussion and possible action re. Whiting Draft Ordinance Chapter 15 “Water and Sewer Regulations and Rates” to include current PSC water rate information by reference rather than inclusion.** - Motion by Trzebiatowski to approve the ordinance committee recommendations for updates to chapter 15 along with additional clarifications from other chapters in chapter 15. Second, by Glenzer. Motion carried unanimously by voice vote.
5. **Discussion and possible action re. Sherman Avenue Force Main Replacement Project.** – Still waiting on Rural Development to give final approval. The approval is on the docket for February 16th. Wilcox has held discussions with DNR to extend the closing until May of 2026. DNR and Department of Administration will grant a 90 day extension till end of May. However, cannot go beyond that date. Wilcox will keep the committee informed of any issues. May need to have a special meeting to approve if time frames require quick approval.
6. **Discussion and possible action re. Raw Wastewater Pump Check Valves.** - One check valve broke just before the holidays. One has to be done as soon as possible. The other two need to be replaced as they are at the end of the useful life of the component. Daniels made a motion to replace all three for the total cost not to exceed \$16,434 by Crane Engineering. Second, by Krush. Motion carried unanimously by voice vote.
7. **Discussion and possible action re. GITI Development LLC’s Proposed Subdivision Water/Sewer Layouts** - Layout of the new subdivision was discussed. Wilcox would like to see the relocation of 4 valves moved with one additional valve added. This would allow better access for the utility in the future to service. Daniels made a motion to approve the design as revised by Superintendent Wilcox. Second, by Glenzer. Motion carried unanimously by voice vote.

8. **Request by Christine Hoffman for sewer credit for 900 Sherman Avenue.** - Discussion was held that we would put this on the agenda for the next meeting as an action item to reduce the sewer bill based on the two prior winter quarters.
9. **Discussion and possible action re. Multiple vouchers.** - Motion made Trzebiatowski to approve multiple vouchers for December as presented. Second, by Krusch. Motion carried unanimously by voice vote.
10. **Operations and Maintenance report.** Supt. Wilcox submitted the following report:
 - The water and wastewater treatment plant **did** meet all requirements for November. A complete set of results for December is not available yet.
 - Village of Whiting Pumpage:
Treated – 3,143,000
Total - 5,078,000
 - Neenah Paper Pumpage:
5 – 9,737,728
6 – 36,207,000
Total – 45,944,728
 - Tank 4 at the water treatment facility was returned to service after successfully passing the required bacteriological testing.
 - Quarterly nitrate and raw bacteriological testing was completed.
 - Quarterly meter reading was completed.
 - Myself and our project engineer have been working with the DNR on finalizing a closing date for the Clean Water Fund loan associated with the Sherman Avenue Sewer Project. We are currently awaiting consent from Rural Development.
 - Raw wastewater pump 1 is out of service due to a defective check valve. The check valve will require replacement.
 - Our 2025 Service Materials Inventory has been updated and consumer letters have been mailed out as required by the DNR.
 - I gave our new Clerk – Pam Filtz, a tour of the water and wastewater treatment facilities.
 - Commercial Roofing was at the water treatment facility to repair a roof leak on the lower section of the roof.

- Municipal Well & Pump was at Well 2 to inspect and maintain the air relief valve on the well. This work was completed free of charge.
- Myself and our staff have started working on the 2025 audit.
- Village staff have completed various annual reporting for our water/sewer maintenance programs.

Motion made by Daniels to approve report as presented. Second by Krusch. Motion carried unanimously by voice vote.

11. **Correspondence.** None
12. **Such other matters as permitted by law.** 1. Lutz attended the Stevens Point planning commission meeting last night regarding the new Kwik Trip in our wellfield protection area. Discussion was tabled till next month as Stevens Point was not prepared to proceed. 2. This committee would like to publicly thank Annette Stashek our Clerk/Treasurer. Her professionalism and organization abilities helped our water and sewer utilities immensely during her tenure. Best wishes in all she does in the future.
13. **Adjourn.** Glenzer made a motion to adjourn second by Lutz. Motion carried by voice vote to adjourn at 5:38 pm.

Respectfully Submitted

Mike Daniels
Recording Secretary