

Village of Whiting Utilities Committee Meeting

May 5, 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, Karen Curtis, and Mark Zalewski were present. Jeanna Trzebiatowski was absent. Superintendent of Utilities and Public Works, Jake Wilcox, and Village Residents; Diana Szymkowiak, Dean Curtis and Sara Brilowski were also present.
2. **People wishing to address the committee.** - As Needed.
3. **Approval of April meeting minutes.** – Postpone action as minutes were not available.
4. **Discussion and possible action re. Resolution Authorizing the Issuance and Sale of up to \$201,864 Water System and Sewer System Revenue Bonds, Series 2026, and Providing for Other Details and Covenants With Respect Thereto, and Approval of Related Financial Assistance Agreement.** – The Clean Water Loan is now ready to close. After the paydown, as discussed, and the principal forgiveness the debt for the utility will be \$201,864. The payment will be approximately \$12,800 per year until paid in full. The payment is due May 1st of each year for the next 20 years. Once the loan is closed, the \$201,864 will be returned to the sewer accounts. Motion made by Lutz to move the matter onto the village board for approval. Second, by Curtis. Motion carried unanimously by voice vote.
5. **Discussion and possible action re. Paper Mill Estates Subdivision Engineering Services.** – Discussion was held regarding the bids for engineering services for the new subdivision. Bids were received from Quest and Point of Beginning. Both are reputable firms that we have worked with in the past. Once a developer agreement is executed then the board can execute the mutually agreeable Engineer chosen. Motion made by Daniels to move the proposals forward for board consideration. Second, by Lutz. Motion carried unanimously by voice vote.
6. **Discussion and possible action re. SCADA Computer Upgrades.** – Discussion was held on the need to replace computers to operate the SCADA software. The current computers are no longer supported. Altronex has to provide the software. We have a choice as to where the computers are purchased. The more affordable option is to purchase the computers (as specified by Altronex) from Edgewise and the software from Altronex. Motion made by Daniels to approve \$35,671.28 from the equipment replacement account. Second, by Curtis. Motion carried unanimously by voice vote.

7. **Discussion and possible action re. 2026 Private Well Permitting Program**
Changes. – Motion made by Daniels to approve change to the private well permitting procedure. Staff will notify residents of the need to have their private wells tested and or inspected. The residents will obtain their own samples, have them tested and provide results to the utility by July 31st of the year that their permit is due to be renewed. If needed the utility personnel will continue the inspection process for the wells. Second, by Curtis. Motion carried unanimously by voice vote.
8. **Discussion and possible action re. Village of Plover Reciprocal Emergency Water Agreement Renewal.** – Discussion on the updated agreement between Plover and Whiting. This one is expiring in 2027. With this update, the cost are shared on a more even basis and there will no longer be an expiration of this agreement. Motion made by Daniels to forward this onto the village board for approval Second, by Curtis. Motion carried unanimously by voice vote.
9. **Discussion and possible action re. Multiple vouchers.** - Motion made by Curtis to approve multiple vouchers for April as presented. Second, by Daniels. 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 February & March. A complete set of results for April is not available yet.
 - Village of Whiting Pumpage:
 - Treated – 3,313,000
 - **Total - 5,127,000**
 - Neenah Paper Pumpage:
 - #5 – 18,315,264
 - #6 – 38,231,000
 - **Total – 56,546,264**
 - Annual equipment maintenance was completed.
 - Annual dead-end hydrant flushing was completed.
 - On April 2nd we experienced a significant ice-storm that impacted all of our utility infrastructure. We encountered no treatment, distribution or collection system issues as a result of the ice storm and associated power outages.
 - I have been working with the DNR, DOA and our project engineer to prepare for loan closing associated with the Sherman Avenue sewer replacement project. This loan will close on May 15th after the Village Board has provided formal approval.
 - I have been working on the final disbursement requests and project close-outs for

the Nitrate Tank replacement project and the Sherman Avenue sewer replacement project.

- I have been working with the Village President and members of the Plan Commission on a potential gas station development at the SE corner of McDill Avenue and Post Road.
- Quarterly meter reading was completed in March.
- Quarterly nitrate and raw bacteriological testing was completed in March.
- I have been working with various local engineering firms to obtain Engineering Services proposals for the Paper Mill Estates subdivision.
- I have been working with our Project Engineer on the sludge press replacement project and researching potential options for a replacement.
- Sam Janssen begin his employment with the Village on April 6th and has been an excellent addition to the crew. Will Verstegen will begin his full-time employment on May 20th.

Motion made by Lutz to approve report as presented. Second by Curtis Motion carried unanimously by voice vote.

11. **Correspondence.** None.
12. **Such other matters as permitted by law** 1. Our Wellhead protection ordinance needs to be updated to be consistent with our neighboring communities. 2. The Conditional Use Permit (CUP) from Stevens Point will be forwarded for our consideration and the board for inclusion, for the proposed CUP for the new gas station in the Village.
13. **Adjourn.** Curtis made a motion to adjourn. Second by Daniels. Motion carried by voice vote to adjourn at 6:04 pm.

Respectfully Submitted

Mike Daniels
Recording Secretary