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## **Utilities Committee Meeting Agenda** **Thursday, May 14, 2026, 5:00 PM**

### **MINUTES**

- 1. Call meeting to order** – Mike Michaud called the meeting to order at 5:00 PM.
- 2. Roll Call** – Members present were Mike Michaud, John Hurtle, Kelsey Gilmore, Greg Sandstrom, & Dale Fayerweather. Also present were Dave Vosen and Ron Goelener.
- 3. Appoint committee chair and secretary** - Mike Michaud indicated his intent to step down as Committee Chair after serving in the role since 2021. He noted the committee is transitioning to a more stable operating period and wished to give another member the opportunity to lead. Mike Michaud made a motion to appoint John Hurtle as Chair. Motion seconded by Greg Sandstrom. Motion passes. Greg Sandstrom made a motion to appoint Mike Michaud as Secretary, seconded by Dale Fayerweather.
- 4. Committee responsibilities, code of ethics, etc.** - The Village Clerk distributed materials via email covering committee responsibilities, code of ethics, contact lists, and open meetings law. Key points discussed:  
Members must reply only to the Clerk on committee emails; a "reply all" response to fellow members could constitute a meeting under open meetings law. The Clerk requested verification of correct email addresses for all members. Discussion on meeting frequency: consensus reached to continue monthly meetings on the first Thursday of each month at 5:00 PM, then reassess after the June meeting based on project progress. The Chair may allow public comment at the committee's discretion; it must be listed as an agenda item, ideally placed early in the agenda after roll call.
- 5. Review and approve meeting minutes of the 4/2/2026 meeting** – Mike Michaud made a motion to accept the draft minutes and suggested two minor amendments for Item 6: Change the word "demand" (describing a DNR requirement) to "request." And clarify that lead and copper water sampling is a routine requirement, independent of the pH control issue. Motion seconded by Greg Sandstrom. Motion passes.
- 6. Utility Plant staff update/report** - Dave Vosen reported the following items.  
**Water Distribution system**

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- a) 51 water meters installed since January 1, 2026. Installations have been coordinated with lead and copper site inspections where possible.
- b) 15 lead and copper sampling sites identified to date; 5 more are needed. Sites are limited by updated plumbing (PEX/plastic), water softeners, or homes built after 1983.
- c) Staff has been communicating with the DNR about the difficulty finding qualifying sites. Notices posted at the library, grocery store, and village website. Including a notice with the next billing cycle was discussed.

### **Wells**

- a) Chlorine pump: Temporary fix is in place. Cedar Corp has submitted specs for new peristaltic pumps (~\$635 each). Awaiting DNR approval before ordering.
- b) A pressure gauge is needed at the well to track pumping and static well levels for DNR reporting.
- c) pH adjustment: Ongoing work with the DNR.

### **Sewer Collection System**

No issues reported. Cleaning completed last month; camera/televised inspection was also performed.

### **Wastewater Treatment Plant**

- a) Fine screen conveyor: Ordered; approximately 6-month lead time; expected before year-end.
- b) Sludge blower: Ordered; installation expected the following week, which will return aeration to automatic operation.
- c) SCADA system: Phone contact escalation order corrected – operator is now called first, then Aaron, then Jesse/Thomas, then Village Hall.
- d) Raw sewage Pump 1 coupling replaced and operational. Pump 2 is running ~100 GPM below capacity; likely impeller wear – to be investigated.
- e) UV disinfection lamps activated May 1, 2026. Several bulbs, sleeves, and one ballast replaced.

### **New Employee**

Ron Goelener was introduced as a new utility plant employee. He has prior experience and is currently in training. The committee welcomed him aboard.

- 7. Update on Utility Staffing Situation** – Mike Michaud reported that a part-time hourly employee is being lined up for weekend shifts to make rotation manageable. The individual is completing W-2 paperwork with the Village Clerk.

### **8. Discussion/Action on Water System Issues -**

- a) **Water Meter bill update and discussion.** Three complaints were filed with the Public Service Commission (PSC) regarding water bills from October 2025. Mike provided Updates. State law prohibits back-billing for water usage more than 2 years from the date of discovery. Some estimated meter readings date back approximately 5 years, limiting the Village's ability to recover the full amounts billed. The PSC is working with the Village to determine the correct 2-year usage

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calculation using a verified past reading as a baseline. The PSC expects a consistent resolution approach to be applied across all similarly affected accounts.

- b) Backflow prevention devices inspection update.** Fire hall: Repair approved (PVC truck-fill connection to be replaced with copper per code) but not yet completed. Backflow inspection company came to the wastewater treatment plant but found no one present. Staff has provided them with business hours and a contact number for the next visit.
- c) Update on new Surge Protector for Well #2.** Surge protector installed and operational. Item is complete.
- d) Update on Chlorine pump upgrade.** See Item 6. Cedar Corp awaiting DNR approval before pump order is placed. Existing plumbing can be reused for installation.
- e) Update on search for water sampling locations.** See Item 6. Five additional qualifying sites still needed to meet DNR requirements.

## **9. Discussion/Action on Wastewater Treatment Plant status & Issues -**

- a) Update on Bypass Gate, Bar Screen, and Conveyor status.** Bypass gate: No solution identified yet. Minnesota Mechanical may be able to address this during their upcoming on-site visit, using a bypass pump to route flow around the repair area. Cement work would also be required. The Fine screen conveyor: On order (see Item 6). No action taken this period. Blowers are functioning; treatment is occurring.
- b) Update on Dissolved Oxygen meter replacement.** Existing portable meter is non-functional. New probe estimated at ~\$1,000. Given the meter is approximately 14 years old, the committee leaned toward purchasing a new meter rather than repairing the existing one when the time comes.
- c) Update on Blower repair.** New sludge blower installation expected the following week. Contractor will be asked to assess whether the old blower can be rebuilt cost-effectively for use as a spare, given that all three blowers date to 2014.

**10. Update/discussion on financing and project cost list -** A draft project cost spreadsheet was shared covering both the wastewater plant and water system. This is a planning tool to estimate the total capital needs for rate structure analysis. Key items discussed:

### **Wastewater Treatment Plant**

- Old sludge blower rebuild – placeholder estimate: \$5,000.
- Waste valve replacement – ~\$10,000 each, two needed (~\$20,000+). Priority: 1
- Dissolved oxygen meters – estimate to be confirmed.

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### **Water System**

- Water meters (100 units) – placeholder estimate included.
- pH control system – pending DNR outcome.
- Security cameras – estimate included.
- Well #2 building improvements – estimate: \$10,000 (covers insulation; additional issues exist).
- SCADA system upgrade – system dates to 2014. Options include replacing the radio link with fiber and relocating control equipment to the wastewater treatment plant. A Verizon tower installation planned for the adjacent property this summer may bring upgraded electrical service (480V) to the site.
- Standby generator (Well #2) – estimate: \$10,000. Currently non-operational (no battery); should be assessed before summer storm season. Priority noted as urgent.
- Well inspections – all three wells are overdue (last pulled ~12 years ago; recommended every 10 years). Solicit bids; contractors mentioned include McCarthy Wells and Hoyer Brothers (Bay City).
- Reservoir – recently inspected; 5-year inspection cycle, 15-year contract in place.

Staff noted that Bowman (engineering firm) has not yet received any planning info regarding the project cost list for the sewer system rate study. The committee agreed the list should be refined and forwarded to Bowman to support the rate case.

**11. Set next meeting date** - Next meeting: Thursday, June 4, 2026 at 5:00 PM (first Thursday of the month).

**12. Adjourn** – Motion to Adjourn by Dale, Seconded by Greg. All in favor. Meeting adjourned.

Mike Michaud