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## **Utilities Committee Meeting**

### **Thursday, November 13, 2025, at 5:00pm**

### **DRAFT MINUTES**

**1. Call to order:** The meeting was called to order by Committee Chair Mike Michaud at 5:00 PM.

**2. Roll call:** Committee members; Mike Michaud, John Hurtle, Greg Sandstrom, Dale Fayerweather, Kelsey Gilmore, and Adam Baader were present. Also present was Dave Vosen who was recently added to the WWTP staff as a contract employee.

**3. Review and approval of 9-16-25 meeting minutes. Additional Action on the appointment of the Committee Chair:** The minutes from the 9-16-25 meeting was included in the information packet. It was recognized that a procedural error occurred during that meeting. Adam Baader, a non-voting member of the committee, had seconded a motion to appoint Mike Michaud as Committee Chair. The action to be taken was determined to be to approve the 9-16-25 minutes without modification and repeat the vote to confirm Mike as the Committee Chair.

A motion was made by Greg and seconded by Mike to approve the 9-16-25 meeting minutes as submitted. The motion carried with all ayes.

A motion was made by Greg and seconded by John to maintain Mike in the role of Committee Chair. The motion carried with all ayes.

**4. Utility Plant Staff Update:** An activity report was prepared by the WWTP personnel and was included in the meeting information packet. Dave Vosen and Adam Baader led a review of the report for the informational benefit of the committee members.

**5. Discussion / Actions on Water System Issues:**

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1. **Water Meter reading errors update:** The process of working through the errors is ongoing. Most of the errors involve under-reading the meters which results in several users receiving bills higher than the previous norm. One of the users indicated that the Public Service Commission has a regulation that limits back billing to a max of two years. This has been referred to the village attorney for review.
2. **DNR Notice of Non-Compliance regarding PH Control:** A review of the DNR documented noncompliance and the Village's response regarding PH / corrosion control within the water system was conducted. The DNR is mandating the village install a PH control system targeting a 7.5 PH level. Current PH was said to be approx. 6.8. Efforts to design the system are starting with the assistance of Cedar Corp. As the cost of this system is thought to be substantial, efforts to apply for grants or like financial assistance will be pursued.
3. **Water Loss Containment Efforts:** Success locating leaks and making repairs has occurred in the last quarter. Some of these repairs are thought to be substantial. Monitoring of water loss to verify the level of improvement is ongoing. As the locating and repair efforts are seasonal in nature, this work will resume in the spring.
4. **Backflow prevention devices inspection program.** Hydro Corp. Is our current source for inspection in this regard. Our staff is working with area plumbers on solutions. Some identified concerns have been resolved. Others are ongoing.
5. **Water Meter Replacement Program:** Efforts in this area are ongoing. The exact number of meters replaced was not available at this time. The staff indicates they are targeting areas of the village with older meters and without radio reading capabilities.

## 6. Discussion / Action on Wastewater Treatment Plant Issues:

1. **Update on general plant status & recent DNR Inspection action items:** A copy of the Village's response to the DNR documented action items was included in the meeting info packet. These actions items were reviewed by the group with progress and ongoing efforts discussed.
2. **Update on RAS pump status:** The replacement pumps are now on order with a 4 to 6 week Leadtime. Resources for installation have been identified and lined up for the effort.

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3. **Update on Intake Screen and Conveyer status:** This subject was discussed in detail during the review of the WWTP staff report. It was further indicated that the quote for the replacement of this equipment was currently being refined to more accurately reflect the needs.
4. **Update on WWTP Phosphorous control efforts:** Contract for the purchase and use of credits for phosphorous control has been signed and approved by the DNR. Contract level and duration figures to resolve this matter for the next ten years.

**7. Discussion / Action on Committee Mission Statement:** This item had been tabled at the previous meeting and there was no update at this time. Greg indicated that he would look for templates / benchmarks that may exist in other communities.

**8. Set the next meeting date:** TBD. Left to the discretion of the Chairman based on the need for committee update / action.

**10. Adjournment:** At 6:35 PM, a motion was made by Greg and seconded by Dale to adjourn the meeting. The motion carried with all ayes.

John Hurtley – Committee Secretary