



VILLAGE UTILITY COMMISSION

MINUTES

Wednesday, October 29, 2025

PUBLIC HEARING called to order at 4:01 pm.

Administrator Cherek discussed the need for a stepped sewer rate increase of 5.5% for the next 2 years, stating the Commission has not considered the rate of inflation in many years and the Commission and Village Board approved a cure-in-place piping project with its Capital Improvement Plan earlier in the year requiring an 8% increase to cover project costs. Cherek believes the 11% increase in the next 2 years will get the Wastewater Budget closer to the positive. The Commission will revisit the Wastewater Revenues and consumption during the 2027 Budget review to determine if an additional rate increase is needed.

No residents present. No public comments made.

1. CALL TO ORDER at 4:06 pm

UTILITY ROLL CALL: A. BERENS-Present, B. BOHR-Present, M. TELFORD-Present, D. SEILER-Present, K. HANDRICK JR.-Present

2. PLEDGE OF ALLEGIANCE

3. RECOGNITION OF VISITORS

a. Virtual Meeting Guidelines

- i. This meeting will be recorded and available upon request

b. Public Participation at Government Meetings

Attending Virtually: Kevin O'Brien – Record Review

4. APPROVAL OF SEPTEMBER 24, 2025 MEETING MINUTES

MOTION – Approve Minutes for September 24, 2025 Meeting

Motion made by Bohr second by Handrick. Motion passed by voice vote.

5. REVIEW AND APPROVAL OF PAYMENT OF BILLS

Commission members questioned the following bill payments:

Check 49048: SJE, Inc. – Well 3 Repairs

Check 49080: Public Service Commission of WI – 2025-2026 Advance Assessment

Check 49096: Systems Technologies – Internet update to the Water Department

MOTION – Approve Payment of Bills

Motion made by Telford second by Seiler. Motion passed by voice vote.

6. PUBLIC UTILITY OPERATIONS & FACILITIES REPORT

Director of Public Works, Ken Bloom, presented the Commission with a Facilities Report for October. The report can be found in the Agenda Packet.

7. UNFINISHED BUSINESS

a. Update on Well #5

Administrator Cherek informed the Commission that he signed a contract with Strand Associates for the engineering for Well #5. The signed contract can be found in the Agenda Packet. Cherek, along with assistance from Strand, submitted the Safe Drinking Water Loan application before the deadline. Strand requested extra data needed to do site testing and analysis to meet DNR requirements. Cherek and Bloom will get required data to Strand. Cherek stated this will remain Unfinished Business going forward to keep Commission updated on progress.

b. Update on Cure-In-Place-Piping Project

Cherek provided the signed contract with Vierbicher Associates, Inc. for the engineering services on the cure-in-place piping project which can be viewed in Agenda Packet. Vierbicher provided the Record Review with bid publications to run for 2 weeks. The project is now open for bids and will close on November 13th, 2025 at 10:00 am. Updates will continue at each meeting going forward.

8. NEW BUSINESS

a. Discuss and Approve 2026 Utility Budget

Administrator Cherek presented, in detail, the 2026 Utility Budget reflecting the recommended 5.5% sewer rate increase. The proposed 2026 Budget projects \$1,449,540.80 in Revenues and Expenditures with \$3,753.42 in proceeds from the Fund Balance. After Fund Balance transfers to TID 2 of \$26,713.49 and to the Waste Water Reserve Fund of \$27,248.00 the projected ending Utility Fund Balance is \$1,136,108.78.

Key points discussed:

- 3rd Quarter consumption levels were strong helping bring Water revenue projected to end near 2025 budgeted amount. Waste Water revenue still expected to fall short due to lower concentrations in industrial contributors. Lower concentrations result in reduced rates based on test results. Cherek adjusted 2026 revenue projections to account for recent consumption trends.
- Utility Wages increased close to 7% for Waste Water with an approved 3.5% employee wage increase and adjusted OT hours based on the Utility Department's current practices.
- Administrator wages have been reallocated to shift expenditures off the TIDs. With the Village refinancing this year, the Water Budget has more capacity to help with shifting of wages, resulting in a 27.5% increase in Water wage expenditures.

Full 2026 Utility Budget details can be found in the Agenda Packet.

MOTION – Approve 2026 Utility Budget

Motion made by Handrick second by Berens. Motion passed by voice vote.

b. Discuss and Approve Sending Resolution U-2025-11-12 “Authorizing Wastewater Rate

Increases” to the November 12th 2025 Village Board Meeting for Final Approval
Approval of the 2026 Utility Budget with the 5.5% Sewer Rate increase requires the Village to pass a Resolution stating terms of the rate increases. Utility Commission approval is needed before Village Board approval.

MOTION – Approve Sending Resolution U-2025-11-12 “Authorizing Wastewater Rate Increases” to the November 12th 2025 Village Board Meeting for Final Approval

Motion made by Handrick second by Seiler. Motion passed by voice vote.

9. SCHEDULED MEETINGS

a. Regular Meeting: Commission to Approve:

- i. Wednesday, December 10, 2025 – 4:00 p.m.

OR

- ii. Wednesday, December 17, 2025 – 4:00 p.m.

MOTION – Approve December 17, 2025 – 4:00 pm as Next Regular Commission Meeting

Motion made by Bohr second by Telford. Motion passed by voice vote.

b. Special Meetings as Needed

10. ADJOURNMENT at 5:46 pm

Motion to adjourn made by Handrick second by Telford. Motion passed by voice vote.