

Village of Whitelaw
Utility Committee Meeting Minutes
Monday April 13, 2026, 6:15 P.M.
Village Hall - 147 W. Menasha Ave., Whitelaw, WI

1. The regular monthly Utility Committee meeting was called to order on Monday April 13, 2026, at 6:15 P.M. by Village President Randy Christiansen. Present were President Randy Christiansen, Trustees, Beverly Linzmeier, Barney McCulley and Clerk/Treasurer, Sheena Kocourek and Jerry Linsmeier.
2. Approval of Minutes from meeting: Motion by Barney to approve March 2nd, 2026 minutes. Second by Linzmeier. All in favor. Motion carried.
3. Approval of Bills/Treasurer Reports: Motion by Linzmeier to pay the Water & Sewer accounts payable in the amount of \$21,036.12 Second by McCulley. All in favor. Motion Carried
4. Old Business
 - a. **Weekend schedule:** Jerry will be around the month of April.
 - b. **Discussion on Late/ Unpaid Utility Bill:** Clerk Sheena stated that the utility bills did get sent out one week later than usual. During this month's billing cycle, she was unable to generate the required report due to not yet being fully trained on that portion of the process. Clerk Sheena met with the previous clerk to walk through the full procedure, and she identified that the late bills could not be printed because the necessary entries had not yet been completed. Those entries are now in progress, and she will get the additional training on generating the late bill report. Because of this delay, the timeline for issuing disconnect notices and any related shutoffs will also be pushed back. Once the remaining entries are completed and the report can be generated, we will proceed with the next steps in the process.
5. New Business
 - a. **Discussion/ Possible action on new transformer for the pump house generator:** Jerry reported that the transformer for the new generator has been installed and the wiring has been pulled and connected. Nichols is completing the wiring work to the transformer. Altmeyer will need to be on-site for the startup process, as the generator, transfer switch, and new circuit breaker must all be tested to ensure proper operation when power is transferred. All gas and electrical components required for the new generator are in place. The project is currently on Altmeyer's schedule, and the goal is to have the system fully operational by the next monthly meeting.

- b. Discussion/ Possible action on presentation from Bertram** Lois has been trying to get in contact with them and has gotten no response. Motion by Linzmeier to table this until they contact us. Second by McCulley. Motion carried.
- c. Any other New Business brought to the Committee:** Jerry gave an update on quotes that were provided for road surfacing. Struck & Irwin had been contacted to provide pricing for several streets. No additional quotes had been received at the time of discussion. Two small street segments were identified for potential micro surfacing work:
- Hoover Street (Maple to Elm): Prep work: \$1,225 Micro surfacing: \$4,410
 - Total: \$5,635
 - South Hickory (Hoover Street south to end): Prep work: \$1,401 Micro surfacing: \$4,671 Total: \$6,072.30

It was noted that costs appear high for the short stretches involved, possibly due to prep work needed in areas with existing deterioration. If any resurfacing is done, slurry seal or micro surfacing would be required, as chip sealing is not preferred by residents. Additional pricing for crack filling may also be sought. Final decisions will depend on available budget, which will be reviewed before the next meeting.

Jerry reported that the village truck has been intermittently experiencing engine issues, including a warning light that turns on and off and occasionally rough running. The cause is not yet known, and the vehicle will continue to be monitored to avoid potential engine damage. The truck has approximately 47,000 miles. Previous estimates for major air-conditioning repairs were noted to be cost-prohibitive. It was also reported that the compost trailer is full and is expected to be emptied the following day. Additional brush and debris from recent storms have been collected, and catch basins were cleaned after the last weather event. Concerns were raised about chunks of broken asphalt on the street; these are scheduled to be picked up. Street sweeping was discussed, noting that the county did not complete sweeping last fall. The village typically budgets for sweeping twice per year—spring and fall—and will proceed with scheduling the spring sweep.

- 6. Adjournment:** Motion by McCulley to adjourn meeting, second by Linzmeier. All in favor. Motion carried. The meeting was adjourned at 6:44 p.m.

Prepared By: Sheena Kocourek Clerk/Treasurer

Note: These draft minutes are subject to approval at the May 4, 2026, Utility Committee Meeting