Village of Whitelaw
Utility Committee Meeting Minutes
Tuesday, October 6th, 2026, 5:45 P.M.
Village Hall - 147 W. Menasha Ave., Whitelaw, WI

1. The regular monthly Utility Committee meeting was called to order on Tuesday, October 6th, 2026 at 5:45 P.M. by Village President Randy Christiansen. Present were Trustees Beverly Linsmeier, Barney McCulley, Public Works Director, Jerry Linsmeier, and Clerk/Treasurer Sheena Kocourek.

2. **Approval of the minutes** from the September 8th, 2026, Utility Committee Meeting. Motion by McCulley. Seconded by Linsmeier to approve the minutes. Motion carried.

3. **Approval of Bills/Treasurer Reports-** Sheena presented the monthly vouchers. Motion by Linsmeier. Seconded by McCulley to approve the vouchers in the amount of $4,771.52. Motion carried.

4. **Old Business**
   a. Review weekend schedule- No weekend work is planned for October. Due to scheduling conflicts, the November Utility Committee meeting will need to be moved. Motion by Linsmeier. Seconded by McCulley to set the November Utility Committee meeting for Wednesday, November 4, 2026 at 6:00 p.m. Motion carried.
   b. Discussion/Update on DNR CMAR response requiring September 30th action date and possible extension- The DNR granted an extension to December 31, 2026. Public Works will be meeting with PJ Kortens on Monday to review required changes, including relocating the sampler from the basement wet well to the fine screen building. Electrical and signal wiring needs will be assessed.
   c. Discussion/Update regarding PFAS testing and WPDES Permit through DNR- A second PFAS sample was taken on September 24th. Results are pending (expected 2–3 weeks). The first test showed a reduction from 120 ppt to 27 ppt; the compliance threshold is 20 ppt. Discussion included possible sources of PFAS contamination, trailer residuals, sludge hauling timing, and statewide PFAS testing requirements.
   d. Discussion/Update regarding curb painting- The Committee reviewed DOT recommendations for sight-distance safety at two intersections. The Committee agreed to proceed with painting the recommended areas. Sheena will provide the residents with advance notice and a copy of the DOT recommendation before painting will begin.
   e. Discussion regarding final payments to Nichols Electric & Altmeyer - Nichols has been paid in full. Walters accepted responsibility for the breaker issue and additional Nichols labor. Walters and Altmeyer are working together to resolve the remaining $2,000 owed to Altmeyer. Public Works will follow up with Walters first, then Altmeyer, to confirm resolution.

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5. **New Business**
    a. Discussion on Late/ Unpaid Utility Bills- (19) accounts remained unpaid. Shutoff notices will be mailed October 7th, with shutoff scheduled for October 19th. Committee gave direction that Public Works should shut off service without attempting collection conversations for repeat offenders, for safety and consistency.
    b. Any other New Business brought to the Committee-
        i. Dan Braun attended to discuss ditch cleaning on the south side of the Village. The Committee confirmed:

- The project will proceed in late fall when conditions are dry.
- Work may be invoiced in January and applied to the 2027 budget.
- Clean fill will be spread on the field; stumps and roots will be hauled away.
- An easement will be required for continued access once the adjacent property is sold.
- Sheena will notify abutting property owners once a date is set.

        ii. Additional discussion occurred regarding a dip at 118 Hoover St. driveway and a damaged catch basin top. Staff will inspect and determine repair options.

6. **Adjournment-** Motion by Linsmeier, seconded by McCulley to adjourn. All in favor. Motion carried. The meeting was adjourned at 6:22 p.m.

Prepared by: Sheena Kocourek Clerk/Treasurer
Note: These draft minutes are subject to approval at the November 4th, 2026 Utility Committee meeting.

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