Village of Whitelaw
Utility Committee Meeting Minutes
Wednesday, November 4th, 2026, 6:00 P.M.
Village Hall - 147 W. Menasha Ave., Whitelaw, WI

1. The regular monthly Utility Committee meeting was called to order on Wednesday, November 4, 2026, at 6:00p.m. by Village President Randy Christiansen. Present were Trustees Beverly Linzmeier, Barney McCulley, Public Works Director Jerry Linsmeier, and Clerk/Treasurer Sheena Kocourek.
2. **Approval of the Minutes** from the October 6th, 2026, Utility Committee Meeting. Motion by McCulley. Seconded by Linzmeier to approve the minutes. Motion carried.
3. **Approval of Bills/Treasurer Reports** – Sheena presented the monthly vouchers. The Committee approved payment of the vouchers in the amount of $3,657.21, with direction to verify the PSC charge prior to submitting payment. Motion by McCulley. Seconded by Linzmeier. Motion carried.
4. **Old Business**
   a. **Review Weekend Schedule**-No significant weekend work is anticipated at this time.
   b. **Discussion/Update regarding PFAS testing** -PFAS test results remain pending from the State Lab. Jerry has been in contact with the DNR, but has not yet received the results. Discussion occurred regarding sludge hauling plans and the need to determine the appropriate course of action once test results are received. The Committee will continue monitoring the situation.
   c. **Discussion/Update regarding curb & parking lane painting**-Painting of parking lanes and curb areas continues as weather permits. The Committee discussed visibility concerns at the Highway 10 intersection, including vehicles, signage, and flags affecting sight lines. Public Works reported receiving resident complaints regarding visibility issues. Staff will continue monitoring the situation and complete painting as weather conditions allow.
   d. **Discussion/Update regarding Ross Fritsch ditch cleaning**-Jerry spoke with Ross Fritsch regarding the planned ditch cleaning project. Work is expected to begin within the next two to three weeks. The contractor has agreed to delay billing until after the new year. Discussion also occurred regarding drainage concerns near Truman Street and possible improvements to water flow in the area. Jerry will inspect the location with Trustee Linzmeier and report back with recommendations.
5. **New Business**
   a. **Discussion regarding fine screen rebuild**-Jerry reported that the wastewater treatment plant fine screen has been in service for approximately 25 years and is showing signs of wear. Crane Engineering will inspect the unit and determine which components require replacement or rebuilding. Preliminary estimates repairs may cost up to $10,000, although refurbishing components may reduce costs. Further information will be presented at a future meeting.
   b. **Discussion/update regarding sampler relocation**-Discussion occurred regarding DNR recommendations to relocate the wastewater sampler to the fine screen building. Jerry expressed concerns regarding the substantial costs associated with relocating the sampler and necessary electrical upgrades. Committee members agreed the estimated costs do not appear justified and directed Jerry to continue discussions with the DNR regarding alternatives.
   c. **Discussion/update regarding compost trailer**-Jerry reported the compost trailer hitch assembly was replaced after wear and damage were discovered during normal operations. Repairs were completed by Schuette Trailers at a cost of approximately $256.00 The Committee agreed the repairs were necessary to ensure safe operation.
   d. **Discussion on Late/ Unpaid Utility Bills**-The Committee reviewed an updated list of delinquent utility accounts. Three accounts had paid since the previous report. Discussion occurred regarding

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properties with shared services, damaged curb stops, or inaccessible shutoffs. Sheena will compile a list of problem locations and Public Works will evaluate potential repairs.

Any other New Business brought to the Committee

- **Discussion regarding Truck Replacement Planning-** Jerry reported receiving pricing information on a used 2024 Ford F-250 equipped with a snowplow. The Committee discussed current estimates for replacement of the Village truck and reviewed budget planning for future equipment purchases.
- **Discussion regarding Pump House Improvements-** Discussion occurred regarding planned pump house improvements, including replacement windows and roof work. The Committee discussed the possibility of installing insulated wall panels in place of some windows to reduce costs. Staff will consult with contractors and obtain additional information.
- **Discussion regarding Walters/Altmeyer Generator Breaker Issue-** Jerry provided an update regarding the unresolved dispute involving the defective generator breaker. Walters has agreed to contribute $800 toward the $2,000 labor-related costs incurred as a result of the faulty breaker, leaving an unpaid balance of $1,200. Committee members discussed responsibility for the remaining costs and directed Jerry to continue pursuing reimbursement options through Walters and the manufacturer before considering any Village contribution. The Committee doesn't feel that the Village did anything wrong and shouldn't have to pay for the faulty breaker that was supplied by Walters.
- **Discussion regarding Sewer Lateral Issue at Highway 10 Property-**Jerry provided an update regarding a resident complaint involving a sewer backup. Jerry investigated the issue and determined the Village sanitary sewer system was functioning properly. Based on observations, the problem appears to be located within the private sewer lateral serving the property. Discussion also occurred regarding safety concerns related to unauthorized opening of Village manholes. The Committee directed Jerry to continue documenting the matter.
- **Discussion regarding Sewer Cleaning and Televising Services-**Jerry reported that Great Lakes TV Seal remains significantly behind schedule due to equipment issues. Jerry requested pricing from an alternate contractor to perform sewer cleaning and televising services before year-end and will proceed with scheduling as soon as pricing is received.
- **Discussion regarding Wastewater Laboratory Testing Services-** The Committee reviewed testing services currently provided to neighboring communities, including Kellnersville, Francis Creek, and Rockwood. There was a discussion regarding the amount of time this required of Jerry and whether current fees adequately recover costs. Sheena will prepare information regarding testing frequency, current rates, and billing history for review at the next meeting.
- **Street Sweeping-**The Committee discussed scheduling the annual street sweeping. Jerry will contact Manitowoc County regarding availability and pricing.
- **December Meeting Schedule-**The Committee confirmed that the December Utility Committee and Village Board meetings will be held the Monday prior on November 30th, 2026.

6. Adjournment – Motion by Linzmeier. Seconded by McCulley to adjourn. Motion carried. The meeting adjourned at approximately 7:06 p.m.
Prepared by: Sheena Kocourek, Clerk/Treasurer

Note: These draft minutes are subject to approval at the November 30th 2026 Utility Committee meeting.

Posted on the 10th day of November 2026 on the Village website www.villageofwhitelaw-wi.gov, Village Hall posting board, and Post Office

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