



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Draft

Wastewater Commission

Wednesday, January 21, 2026

5:30 PM

City Hall, Room 303

The meeting was called to order at 5:31 p.m. by Commission Vice-President, John Tate II, in place of Commission President Taft, whose arrival was delayed.

ROLL CALL

Let the record show that Commissioner Taft and Commissioner Harmon were not present at the initial Roll Call, but did arrive later for the meeting.

PRESENT: 11 - Natalia Taft, John Tate II, Anthony Bunkelman, Jens Jorgensen, Jim Sullivan, Nancy Washburn, Marlo Harmon, Nick Barootian, Rosalind Thomas, Jack Feiner and Tony Beyer

EXCUSED: 3 - Claude Lois, Kevin Salb and Cory Mason

[0027-26](#)

Subject: Approval of Minutes for the November 19, 2025, Wastewater Commission Meeting

Staff Recommendation: To Approve

Fiscal Note: N/A

A motion was made by Thomas, seconded by Bunkelman, that this file be Approved.

[0063-26](#)

Subject: Consideration of Amendments to the Industrial Pretreatment Enforcement Response Plan

Staff Recommendation: To Approve

Fiscal Note: N/A

The Utility Director presented the item and asked for Field Services Director, Amanda Kaminski, to be recognized to be able to speak to this item as well. The Utility Director relayed how the Industrial Pretreatment Program monitors, permits, and enforces standards to protect treatment operations. The Utility is required by the WI-DNR to implement an enforcement plan designed to keep discharging industries in compliance, while also laying out a plan to respond to non-compliance issues. The changes in this update are based on recommendations from the 2023 audit that involve revising position titles and definitions for clarity of enforcement. Implemented changes will also bring the fines to today's monetary standards in an effort to increase deterrent instead of companies choosing to violate regulations knowing they'll only

pay a fine or non-compliance penalty.

A motion was made by Bunkelman, seconded by Thomas, that this file be Approved.

[0028-26](#)

Subject: Communication from City Finance and City Customer Service Departments Regarding Utility Administrative Changes

Staff Recommendation: To Receive and File

Fiscal Note: N/A

The Utility Director reminded the Commission how the City and the Utilities are currently undergoing the process of consolidating and transitioning some of the administrative services previously provided by the Administration Office housed in the Annex building, over to the City Finance and Customer Service Departments housed in City Hall. City Finance Director, Kathleen Fisher, was present to speak on this item and update the Commission on the changes occurring. As this change was previously approved by Common Council last fall during the City's budget review and approval process, the accounting and billing functions will be transitioned over to the Finance Department office, and the payment collection process will be transitioned over to the Customer Service Department/Clerk's Office.

Director Fisher relayed that customers will now be able to pay in-person at City hall or by utilizing the payment mailbox located outside the building. Communication has been updated on billing stationery to relay the changes to customers as well as outreach communication that has been posted on the City's website and social media pages. She went on to further clarify that everything will be stand-alone on the City's Munis Financial System with both Utilities having their own individual funds that will be segregated from the General Fund of the City.

A motion was made by Taft, seconded by Thomas, that this file be Received and Filed.

[0065-26](#)

Subject: Consideration of Professional Services Agreement with Carollo for Plant-Wide HVAC Study

Staff Recommendation: To Approve

Fiscal Note: Cost not to exceed amount of \$147,878 from Professional Services Budget.

The Utility Director, along with Plant Superintendent, Mary-Frances Klimek, relayed the history of what has been an on-going situation related to the fume hoods and make-up air units in the Plant laboratory not functioning properly thus causing concern for the safety of employees involved with the hands-on sampling and testing taking place there. In short, the fume hoods are in need of replacement, which has been partially budgeted for in 2026; however there are also issues with HVAC units all around the Plant that have been failing and needing repair as well. Repairs have been made as these instances occur; however, in an effort to address the entire problem as a whole in an efficient manner, rather than continue to make repairs as the need arises, a proposed agreement with Carollo, whom the Utility has a long history of using for

services, would allow for a Plant-wide HVAC study to be done to help determine a pre-design phase for the project. This would then in turn flow into a design phase to determine what work can be done in stages to implement these changes. Of course, the safety of the lab staff is of the utmost concern and priority for this project thus the need to expedite the commencement of this project; however, it would also in time help to alleviate the outsourcing costs that the Plant is incurring for sending out samples for testing because the safety of performing these tasks in-house has not been verified.

A motion was made by Beyer, seconded by Bunkelman, that this file be Approved.

[0030-26](#)

Subject: Communication from Wastewater Utility Staff Regarding Treatment Plant and Conveyance System Project Updates

Staff Recommendation: To Receive and File

Fiscal Note: N/A

The Utility Director, together with Plant Superintendent, Mary-Frances Klimek, and Field Services Director, Amanda Kaminski presented updates on current projects that are happening around the Utility as well as in the field including the following:

*UV Upgrade
Biogas Conditioning
Engine/Blower
Chicory Storage Tank
Lift Station Master Planning
Lift Station #10
Energy Roadmap
Facility Plan Amendment study
Roofing Contracts.*

A motion was made by Harmon, seconded by Thomas, that this file be Received and Filed.

[0064-26](#)

Subject: Consideration of Change Order No. 2 - Contract A-23, Chicory Road Area Sewer Improvements, Miron Construction (contractor)

Staff Recommendation: To Approve

Fiscal Note: Contract change results in a decrease of \$29,892.51 bringing the total contract amount to \$10,258,315.89.

The Utility Director presented Change Order No. 2 for Contract A-23, Chicory Road Area Sewer Improvements, a project that is nearing completion, which included the addition of danger signs, change in pump models, additional road construction, and close-out from allowances already included in the contract.

A motion was made by Harmon, seconded by Thomas, that this file be Approved.

[0034-26](#)

Subject: Consideration of Change Order No. 3 on Contract C-22 -

Engines & Blowers Project, August Winter & Sons, Inc. (contractor)

Staff Recommendation: To Approve

Fiscal Note: Contract change results in an increase of \$252,344.00, bringing the total contract amount to \$6,722,257.00.

The Utility Director presented a change order for the Engine/Blower Contract, which involves the installation of a gas-driven engine generator to replace some aging gas powered engine blowers as well as changes in aeration. Project Engineer with AECOM, Mike Zapinski, was in attendance to speak to details on this change order. He relayed that one of the major components of this change order involves a control panel that was not clarified or interpreted during the initial project scope and design phase, citing differences in nomenclature and ambiguities in the contract documents. The go-ahead on the control panel installation was described as a "compromised solution" as a means to keep the project moving along.

City Attorney, Scott Letteney, who was also in attendance, gave the opinion that with the project work being so specialized and complex in nature and with it being as far along as it was, that it was not in the best interest to re-bid the project out and that he was comfortable with the change order from a legal perspective. Commissioners expressed concern over the discrepancy in the cost of the project at this point in relation to what the original bid amount was, with further discussion ensuing related to whether or not this project could have been bid out differently. The Utility Director explained that the project was bid out based on the information provided in the original contract documents, and the bidders' interpretation of the expectations for the project. Questions arose as to whether or not the Utility will explore the possibility of restructuring the bid process and using a consolidated bid approach for related projects in the future.

A motion was made by Thomas, seconded by Harmon, that this file be Approved.

[0035-26](#)

Subject: Consideration of Amendment #1 of Construction Engineering Contract with AECOM related to Contract C-22, Engine/Blower Project

Staff Recommendation: To Approve

Fiscal Note: Contract change results in an increase of \$175,425.00 bringing the total contract amount to \$1,054,525.00.

The Utility Director presented the proposed amendment from AECOM related to construction-related & project management costs increasing due to the nature of the prior approved change orders and the extra work entailed between communications back and forth with the contractor related to the work directives.

A motion was made by Washburn, seconded by Tate II, that this file be Approved.

Adjournment

There being no further business to address, the meeting was adjourned at 6:22 p.m.