

# Delafield-Hartland Water Pollution Control Commission

## Meeting Minutes for Tuesday, November 18, 2025 5:30 PM

Commission Conference Room, Treatment Plant, 416 Butler Drive, Delafield, WI 53018

Call to Order: The meeting was called to order at 5:30 P.M.

Roll Call of Commissioners:

City of Delafield: Tim Aicher, Mayor, Chairman  
Erv Sadowski, Citizen Member, Secretary  
Kevin Maples, Citizen Member  
Mark Schaefer, Alderman  
John Seymour, Alternate

Village of Hartland: Dave Lamerand, Citizen Member, Vice Chair  
Ann Wallschlager, Trustee  
Adam Pfeiffer, Trustee - excused  
Linda Hallquist, Citizen Member

Also Present: Rob Minnema, General Manager  
Ericka Buchberger, Finance Director/Treasurer

Approve Minutes of September 16, 2025 Commission Meeting

**Motion (Maples/Sadowski) to approve the Commission Meeting minutes of September 16, 2025.  
Carried (7-0)**

Commission Matters

Finance Director/Treasurers Report

Review Financial Statements (September and October 2025)

October 2025 closed with a net income of \$319 thousand after recording an increase in FV of restricted assets in the amount of \$137 thousand. Restricted assets are \$10.6 million, there are no outstanding accounts payable at this time, and the income statement shows an operating loss for the month of October of \$15 thousand. The financial statements show a year-to-date operating loss of \$175 thousand compared to a year-to-date operating loss of \$460 thousand for October 2024. Again, the increases made to the user rate are doing their job. Year-to-date, Del-Hart has collected over \$859 thousand in connection charges verses \$511 thousand last year, and the year-to-date net income is \$1.5 million verses \$480 thousand showing at October 2024.

The Commissioners are encouraged to contact the FD/T if any questions come up.

Approve Expenses and Transfers (September and October 2025)

**Motion (Lamerand/Wallschlager) to approve the expenses and transfers for September 2025.  
Carried (7-0).**

**Motion (Lamerand/Wallschlager) to approve the expenses and transfers for October 2025.  
Carried (7-0).**

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City of Delafield DUE reconciliation

After an internal reconciliation completed by the City of Delafield, multiple meetings, and much discussion, the decision was made to reduce the number of DUEs Del-Hart bills the City of Delafield by 120 beginning in January 2026. This decision will be reflected in the 2026 Operating Budget by reducing Del-Hart's annual revenue by \$29,520.

Resolution No. 111825: 2026 Schedule of Fees

E. Buchberger stated that there were several changes going into 2026. The FD/T went through each of the changes to the hauler charges and focused on the fact that the user rate charge of \$20.50 would remain the same pending the approval of the 2026 operating budget. The connection fee increased from \$5,512.00 to \$5,644.00. The construction cost index is used to calculate any increase in the connection fee.

**Motion (Lamerand/Maples) to adopt Resolution No. 111825 Re: 2026 Schedule of Fees. Carried (7-0).**

Review/Approval of the 2026 Operating Budget

The 2026 operating budget was presented to the Commission at the September 16, 2025 meeting. It is now being presented for approval. There were minimal changes to the budget since it was presented in September. The budget presented now shows a loss of \$44 thousand due to the decrease in revenue from reducing the City of Delafield's DUEs by 120 (loss of revenue of \$29,520). We also presented the budget for approval leaving the user rate at \$20.50 instead of increasing it to \$21.50. The consensus was that we will "weather the storm of a \$44 thousand loss" and see how things look going forward. The GM and FD/T believe that along with the known 2026 new connections that there is potential for even more development which leads to additional connection charge income and user fees. We will also be updating depreciation numbers based on disposals for 2025 and actual depreciation expenses for 2025.

**Motion (Hallquist/Wallschlager) to adopt the 2026 Operating Budget as presented. Carried (7-0).**

Review/Approval of the 2026 Capital Budget

The 2026 capital budget was presented to the Commission at the September 16, 2025 meeting. It is now being presented for approval. There was a significant change of \$300 thousand (from \$1.4 million to \$1.7 million) due primarily to the new sludge dewatering equipment coming in approximately \$250 thousand higher than originally presented. The GM and FD/T feel that this budget can be supported without having to redeem any of Del-Hart's long-term bonds and just using Town Bank depreciation funds accumulated along with incoming connection charges.

**Motion (Lamerand/Maples) to adopt the 2026 Operating Budget as presented. Carried (7-0).**

General Manager's Report

Sludge Dewatering Equipment (2026 Project)

General Manager, Rob Minnema, gave a detailed explanation about the equipment along with a short presentation of the equipment and how each option operates. He then explained the 4 bids in detail and asked for approval of his recommendation of the PW Tech model through The ISC Group. Some of the commissioners had questions which Rob addressed.

**Motion (Sadowski/Hallquist) to approve the purchase of the PW Tech sludge dewatering equipment through The ISC Group. Carried (7-0).**

Compact Wheel Loader (2026 Purchase)

R. Minnema received two bids from qualified vendors for this trade in/purchase. Del-Hart wants to trade in its current 2017 Case 221F for a larger model. A short discussion ensued. Rob's recommendation is to go with the Case, Model 321F over the John Deere, Model 324P. The purchase price after trade in for the Case, Model 321F is \$70,911.99.

**Motion (Lamerand/Sadowski) to approve the purchase of the Case, Model 321F in the amount of \$70,911.99. Carried (7-0).**

Next Commission Meeting and Agenda Items

Closed Session

Motion to convene into Closed Session under Wisconsin Statutes Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Re:1) Compensation for the Wastewater Operations Employees, 2) Compensation for the Finance Director/Treasurer, 3) Compensation for the General Manager. Following the Closed Session, the Commission will then reconvene into Open Session to take any action if necessary, regarding the foregoing matters and to continue with the remaining agenda items.

**Motion (Sadowski/Maples) to convene into Closed Session under Wisconsin Statutes Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Re:1) Compensation for the Wastewater Operations Employees, 2) Compensation for the Finance Director/Treasurer, 3) Compensation for the General Manager. Roll call vote taken: All ayes. Motion carried. Closed session was entered into at 6:25 PM.**

Open Session

**Motion (Sadowski/Wallschlager) to reconvene into open session. Roll call vote taken: All ayes. Motion carried. Open session was entered into at 7:06 PM.**

Action/Discussion, if any, from Closed Session

**Motion (Sadowski/Wallschlager) to increase the compensation for all Wastewater Operations Employees 4.00% effective January 1, 2026. Carried (7-0)**

**Motion (Wallschlager/Maples) to increase the Finance Director/Treasurer's salary by 5.5% effective January 1, 2026. Carried (7-0)**

**Motion (Lamerand/Maples) to raise the General Manager's salary to \$141,000.00 effective January 1, 2026. Carried (7-0).**

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Adjourn Commission Meeting

**Motion (Hallquist/Wallschlager) to adjourn at 7:07 P.M. Carried (7-0).**

Respectfully submitted by:

Ericka Buchberger  
Finance Director/Treasurer  
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