

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

December 16, 2019

Brillion City Center

6:00 pm

CALL TO ORDER:

Chairman Wittmann called the meeting to order at 6:03 pm.

ROLL CALL:

Present were Jeff Wittmann, Mary Jo Krueger, Alderperson Joe Levash, Russ Boldt, Dave Schwahn, Leonard Kopidlansky, and Dan Mertens. Also present were City Administrator Clerk/Treasurer Lori Gosz, Public Works Director Andy Geiger, Paul Much from MCO, Pete Litersky from MCO, Tony Kappell from McMahon and Deputy Clerk-Treasurer Joy Buboltz. Absent was Mayor Gary Deiter.

GUESTS:

None.

APPROVAL OF AGENDA:

Motion – Levash moved to approve the agenda as presented. Seconded by Krueger.

Schwahn asked if the “looping” discussed at the last Utility meeting should be on the agenda. Gosz explained that City Staff was going to defer that item to the 5 Year Capital Plan. It was suggested reviewing the report drafted by Jerry Versteegen at next month’s meeting.

Call vote taken. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2019 WATER AND SEWER UTILITY MEETING:

Motion – Schwahn moved to approve the November 18, 2019 Water and Sewer Utility Meeting minutes. Seconded by Boldt. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Mertens moved to approve the Water and Sewer Utility operating vouchers in the amount of \$65,630.61. Seconded by Boldt.

Schwahn questioned the purchase of a battery charger. Litersky stated that battery charger is for the new generator.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2020 Projects:

(Approved)

I. Elm Street Reconstruction/Jackson Lead Service Projects:

Geiger reported that the City Council approved moving forward with the proposed 2020 Utility Projects; Elm Street Reconstruction and the Jackson Street Lead Service replacement. He explained that it was suggested doing a Change Order from last year's project, since Elm Street reconstruction was originally part of that project. He will be checking with the contractor, DeGrott, to see if they will still honor last year's quote. With going with the Change Order, it would save the City & Utility money. This will also be discussed with the City Attorney.

MCO REPORT:

A. 2020 Contract:

Much explained the proposed 2020 MCO Contract with the Commission. He explained that MCO is asking for the current CPI-U index increase of 1.7% for the base contract. They were able to receive a better rate on health insurance after contacting their insurance agent.

Much stated the 2020 Contract amount is now \$263,401.92.

Motion – Mertens moved to approve the 2020 Contract with MCO in the amount of \$263,401.92. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

B. Splitter Box Upgrades at WWTF:

Geiger presented two (2) bids for the concrete work for the splitter box. He is expecting one (1) more bid. Geiger stated he would like to have the project completed by spring. Seiler Bros. Construction, which was the low bidder, informed him that they would do this project during winter.

Levash questioned the height. Geiger stated with the pipe, which is needed for pitch, would amount to approximately two (2) feet. Much pointed out that with the proposed work, it is much cheaper than what the DNR wanted done.

Motion – Mertens moved to approve work to be done to the splitter box upgrades at the WWTP with the cost not to exceed \$5,245.00. Seconded by Boldt.

Discussion followed on whether or not this project would need to be submitted to the DNR for approval. Geiger will check.

Motion – Mertens moved to amend his previous motion to approve work to be done to the splitter box upgrades at the WWTP with the cost not to exceed \$5,245.00, subject to DNR approval. Seconded by Boldt. Call vote taken. Motion carried unanimously.

C. Monthly Superintendent Report/Update:

Litersky reviewed his Monthly Report. He reported that the Reed Bed sickle has been repaired and is now being used to cut down the reeds in the reed beds.

He also reported that during the delivery of ferric the delivery truck got stuck at the WWTP and also hit some railing. He received two (2) quotes for the repair of the railing and a quote from

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Nicklaus Landscaping for lawn repair caused by the removing of the truck. The Utility will be receiving a check for these damages.

He reported that the Brine Pump has been replaced at the Main Street Well.

Litersky stated that the fourth quarter meter reading went well. However, some readings were not received due to old ROMs. These ROMs will need to be replaced.

ENGINEER'S REPORT:

A. Noncompliance Report for Overflows at WWTF:

Kappell reported that he submitted a letter to the DNR responding to their November 5th letter regarding the overflows at the WWTF. He explained that the overflows were happening at the splitter box which is now being addressed. The letter explains that the Utility has taken prevented measures to prevent these overflows. He also explained that with the recent dredging of the Brillion Marsh he feels that will also help.

Kappell stated that he has asked the DNR to remove the City from the Noncompliance Report. Dave Gerdman is also recommending that the City be removed.

B. Annual Chloride Report:

Kappell reported that he is still on target to submit the Utility's Annual Chloride Report by the end of December. Kappell reported that the flows at the WWTP are considerable higher in 2019. He also noted that the Main Street Well efficiency has increased significantly, but is not as good as the efficiency at Well #3.

CHAIRMAN:

No report.

PUBLIC WORKS DIRECTOR:

A. Well #5 Generator:

Geiger stated that the generator at Well #5 has been switched out. Vibration is still there. Another vibration analysis will take place.

B. Commercial User Survey:

Geiger reported the Utility has received a good response on this Survey.

Other:

Geiger suggested that the Utility Commission consider an annual rate increase, either water or sewer. Much stated that the community of Alten does a CPI increase each year on their sewer rate. A simplified water rate increase can be done every two (2) years. Gosz stated the last water rate increase occurred in 2018 and the last sewer rate increase occurred in 2016. She stated that industries prefer smaller rate increases versus large rate increases.

Gosz will discuss this with the City Auditors and will place this item on the January agenda for discussion.

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CITY ADMINISTRATOR/CITY CLERK/TREASURER:

No report.

OLD BUSINESS:

A. Lead Water Service Education:

Litersky reported on the lead sampling results received.

A. Well #6 – Consider Location:

Nothing new to report.

NEW BUSINESS:

A. 2020 Budget/5 Year Capital Plan:

The proposed 2020 Water and Sewer Utility Budget was presented.

Krueger questioned the revenue total of \$94,000 for the Sewer Utility. She also questioned the change in assets amount. Gosz noted that December expenses are not included in this proposed budget.

Wittmann asked if the painting of the water tower still being planned for 2022. Questions on sewer pumps flight replacement were discussed.

Gosz will review the questioned amounts and will bring the proposed budget to the January meeting for possible adoption.

Other:

Krueger expressed concern with the drain on the corner of Mack Court and Madison Street. She asked what the plan is for addressing the water issues there. She explained that recently a few of her neighbors, in that area of the City, have had flooding issues in their basements, which did not happen in the past. Geiger explained the layout of the storm sewer there.

Kopidlansky noted the downed tree limbs across Spring Creek in areas of the City.

ADJOURNMENT:

Meeting adjourned at 7:29 PM.

Joy L. Buboltz
Deputy Clerk-Treasurer