

(Unapproved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**February 17, 2020**

**Brillion City Center**

**6:00 pm**

**CALL TO ORDER:**

Chairman Wittmann called the meeting to order at 6:00 pm.

**ROLL CALL:**

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

**GUESTS:**

Holly Schlender, Jeff Schlender, Tim Bastian, Deanna Larson, Kristin Reichart, Beth Alt, and Robert Greseler, Jr.

**APPROVAL OF AGENDA:**

**Motion** – Krueger moved to approve the agenda as presented. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF THE JANUARY 20, 2020 WATER AND SEWER UTILITY MEETING:**

**Motion** – Boldt moved to approve the January 20, 2020 Water and Sewer Utility Meeting minutes. Seconded by Mertens. 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 \$93,326.02. Seconded by Krueger.

Krueger questioned the payment to Workhorse Software. Buboltz explained that payment is for the yearly software maintenance contract with Workhorse Software for the Utility Billing program. Krueger asked if the Beacon Meter Reading Software worked well with the Workhorse Software for the last utility billing cycle. Buboltz stated yes.

Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**INFLOW & INFILTRATION REDUCTION PROJECT:**

**A. 2020 Projects:**

**I. Elm Street Reconstruction/Jackson Lead Service Projects – Public Informational Meeting:**

(Unapproved)

Ron Wolf, McMahon, distributed a copy of a Power Point presentation on the City's I/I Reduction Program & Mini-Storm Sewer Project. He reported there are two (2) projects being done this year; Elm Street Reconstruction and Jackson Street Lead Service Replacement. Wolf explained that since 2010 the City/Utility has been under the order of the DNR to reduce I&I (inflow and infiltration) into the City's Sewer System. Right now the City is concentrating on infiltration into the Sewer System.

Wolf explained the work to be done with the proposed projects, which will include the installation of mini-storm sewers. He also explained the City is required to remediate and will televise laterals of each home affected with these projects. He explained how pipe bursting is done; which is replacing defected laterals from the basement of a home to the middle of the City street.

Wolf informed those present that a homeowner is not required to use the City's contractor for the project, but is required to do the project.

Wolf explained who is responsible for what costs of the projects.

Public Works Director Andy Geiger informed those present that the EPA is requiring that lead water lines be replaced in homes. The EPA is requiring the DNR to enforce this replacement. He explained that the City/Utility is required to replace 7% lead water service lines each year.

Wolf explained the proposed Jackson Street project, which will only have lead water service to homes replaced. No road construction will be done with road project; other than street patching.

Greseler questioned the timeframe for these projects and what alternative parking for the homeowners will be. Wolf stated the timeframe should be similar to the Market Street project and that the affected homeowners could use Market Street or W. Water Street as alternative parking.

Holly Schlender asked if it is being proposed to raise the road bed on Elm Street. Wolf stated no. Only spot repair of sidewalk, curb, gutter, etc. will be done.

**MCO REPORT:**

**A. Monthly Superintendent Report/Update:**

Litersky reported that the Utility Department is replacing water meters at this time.

**ENGINEER'S REPORT:**

**A. Water Main Loop:**

No report....on hold at this time.

**CHAIRMAN:**

No report.

**PUBLIC WORKS DIRECTOR:**

**A. Main Street Wells – Storage Shed:**

(Unapproved)

Geiger reported that a City resident showed interest in purchasing the storage shed located next to Well #1 and Well #2. Therefore, he is placing an ad in the newspaper looking for bids to buy and move that storage shed.

**B. Well #5 Generator:**

It was reported that the issues with Well #5 generator has been resolved. He explained that the engine coupling wasn't oriented correctly. Krueger asked if this was covered under warranty. Litersky stated that the Utility was required to pay for the installation, but the new generator was covered under warranty.

Schwahn questioned if the generator is now running. At the last meeting it was stated that the generator did not start. Litersky stated the generator is now working; the cap was off the regulator which caused it not to start.

**C. Splitter Box:**

It was reported that the Utility received approval from the DNR for the installation of the splitter box. It will be installed before spring.

**D. Commercial User Survey:**

Geiger reported that two more surveys have been returned and was given to Kappell to compile with the rest of the results.

**E. Sanitary Sewer Cleaning & Televising Bid Results:**

Geiger reported that three (3) bids were received.

**Motion** – Schwahn moved to accept the bid from Great Lakes TV Seal, in the amount of \$8,978.93, for the 2020 Sanitary Sewer Cleaning & Televising. Seconded by Mertens. Call vote taken. Motion carried unanimously.

**CITY ADMINISTRATOR/CITY CLERK/TREASURER:**

No report.

**OLD BUSINESS:**

**A. Sewer Rate Increase:**

Gosz explained that the City Auditors suggested the Utility Commission consider a higher than 3% sewer rate increase. She distributed the increase in the amount of a residential customer, a commercial business customer, and an industrial customer with a 3% sewer rate increase, a 4% sewer rate increase, and 5% sewer rate increase.

Krueger suggested a 5% sewer rate increase. Mertens agreed and suggested that a portion of the revenue received from that increase go into a fund for a specific project. Geiger suggested putting aside that extra revenue for future upgrades at the Wastewater Treatment Plant. Gosz will work on this.

(Unapproved)

**Motion** – Krueger moved to rescind her motion from the January 20, 2020 Utility Commission meeting of a 3% sewer rate increase. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**Motion** – Mertens moved to recommend to City Council to approve a 5% sewer rate increase. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**B. Lead Water Service Education:**

Litersky reported that the Utility passed the second round of lead sampling. Out of the 20 samples done, 19 samples were well below the limit of 15 but one sample was at a limit of 13. With these results, the Utility should be out of the compliance of having to replace 7% of lead water service lines in the City. The Utility will still be required to do another round of lead water sampling in December.

Litersky informed the Commission that the City hasn't received the official notification that we will not be required to replace the 7% lead water service lines each year.

**B. Well #6 – Consider Location:**

Nothing new to report.

**NEW BUSINESS:**

Mertens questioned the status of the proposed apartment building. Geiger stated that the owner is hoping to start construction in 30 days pending that all approvals are received for the project by that time.

**ADJOURNMENT:**

Meeting adjourned at 7:11 PM.

Joy L. Buboltz  
Deputy Clerk-Treasurer