

WATER AND SEWER UTILITY COMMISSION MEETING

May 18, 2020

Brillion City Center

6:00 pm

CALL TO ORDER:

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

ROLL CALL:

Present were Jeff Wittmann, Mary Jo Krueger (via go to meeting), Joe Levash, Russ Boldt, Dave Schwahn, Leonard Kaplansky (via go to meeting) and Dan Mertens. Also present were City Administrator Clerk/Treasurer Lori Gosz, Public Works Director Andy Geiger.

GUESTS:

Paul Much from MCO, Pete Litersky, Tony Kappell (all via Go To Meeting)

APPROVAL OF AGENDA:

Motion – Levash moved to approve the amended agenda as presented. Seconded by Mertens. Motion carried.

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

Motion – Boldt moved to approve the April 20, 2020 Water and Sewer Utility Meeting minutes. Seconded by Schwahn. Motion carried.

APPROVAL OF VOUCHERS:

Motion – Krueger moved to approve the Water and Sewer Utility operating vouchers as listed. Seconded by Schwahn. Motion carried.

CITIZEN INPUT:

None.

INFLOW & INFILTRATION REDUCTION PROJECTS:

2020 Projects-Elm/Jackson Street:

Geiger reported that Lamers has 3 services complete on Jackson. The hope is to finish the final 3 on Wednesday. All were lead services. The sanitary service laterals were in very poor shape. The project was a good area for I/I reduction.

Geiger reported DeGroot plans to start on Elm after Memorial Day. Lamers will come back in June on Elm St. Hope to have street paving mid-July.

MCO REPORT:

Monthly Superintendent Report/Update:

Litersky reported on monthly average for ammonia at the treatment plant. They have replaced diffusers in the aeration basin. Much stated this indicates we are nearing the end of the treatment plant bacteria. Much explained they will continue to watch this and control it.

Litersky reported there were 2 power outages in April at the WWTP. If this continues, they will call WPS.

The Hydrant flush went well. With the safer at home, there were more people home, and we had some calls with cloudy water, which was cleaned up.

The new Estate Lift pump has been installed. Flushable wipes are causing a problem. It was suggested to put an ad in newspaper and on Water/Sewer bills, to remind people not to flush these wipes.

Ryan St lift had earplug strings that were wrapped tight. Industry has been notified.

No meter changes at this time until the DNR approves.

Well #1 Repairs:

Litersky reported Well #1 pump is in bad shape. The style of pump is not used anymore. If we are looking at replacing the pump, CTW recommended complete removal and re-installation. The cost estimate is \$21,821.00. Litersky stated there is \$50,000.00 in the budget for this. Geiger explained this new pump could be pulled out and put into a new well if necessary. Levash questioned if the bids were received. Geiger explained no, because CTW, pulled the well for service, this estimate was given because of what was found during the service of the well. Litersky explained to go with other companies would cost more.

Motion – Kopidlansky moved to approve the CTW bid to replace the pump and motor. Seconded by Mertens. Motion carried.

ENGINEER'S REPORT:

Wittmann asked Kappell if we were going to continue looping the water main on W. Ryan St. Kappell stated Ron Wolf was going to touch base with Geiger. Geiger stated Ron Wolf did talk to him, but it has been tabled due to street projects.

CHAIRMAN:

No Report.

PUBLIC WORKS DIRECTOR:

No Report

CITY ADMINISTRATOR/CITY CLERK/TREASURER:

Staff Update-Outsourcing Utility Billing-MCO:

Gosz explained that the Special Adhoc Committee would like the Utility Commission to consider outsourcing the utility bill process to MCO. She explained this would involve just the billing process; enter meter readings and processing quarterly billings, processing move-in/move-out, past due, and disconnection notices. The Clerk-Treasurer office staff would continue to record accounts receivables, and accounts payable. Gosz estimates 240 hours a year for this.

Much reported MCO has a part-time clerk that could help with this. He is part-time and would need to stay below 1000 hours. Much stated has not asked him yet if he would be interested.

Levash explained the intent is to re-structure; to have City Clerk-Treasurer and Administrator and no Deputy Clerk. By taking some of this utility work out, then this would allow the Administrator to do just Administration.

Gosz stated we would need to purchase another computer. She suggested to cost share this purchase with the general fund.

Krueger stated she thought the new Beacon system was to make the billing process more efficient. Wittmann stated that this would be 10% of the clerk's time.

Geiger stated his concern if MCO having a backup if this is ongoing with MCO. Much stated Roger would also be trained. This would be a separate contract with MCO. If it doesn't work, then the main contract doesn't need to be revised.

Krueger questioned the users on the system at one time, how many users can be in the system. Gosz will check on this.

Much will talk to his employee to see if this is something he would be interested in. Gosz voiced concern that this needs to be determined soon. The next billing cycle is June. Much stated they can bill monthly. If it doesn't work, then the agreement ends.

Motion – Mertens moved to have MCO explore this for a couple of billing cycles. Seconded by Levash seconded.

Krueger suggested a review be set. Mertens suggested to review each quarter. Much agreed it can be cancelled at 30 days' notice.

Motion carried.

Refinance of 2014 Water Projects Borrowing-State Bank of Chilton:

Gosz explained the 2014 Water Payments Borrowing Balloon Payment is due June 1, 2020. She contacted Gary Fischer at State Bank of Chilton. Because the 2014 and 2015 projects were less than anticipated, the unused proceeds will be applied to the balance due. Therefore \$110,123.86 will be refinanced for 5 years at 3.25%.

Motion - Krueger moved to recommend to council to refinance at State Bank of Chilton. Seconded by Schwahn. Motion carried.

OLD BUSINESS:

Lead Services

No Report

Well #6 – Consider Location:

Geiger reported with the repairs needed at Well #1, he would suggest continuing to look at Well #6 location. Kappell will review the work Amy Vaclavik did on this project. Kopidlansky stated there were maps of areas located west of the transmission main along Round Lake Rd. Geiger stated the property is now owned by Steinfest, and may not be an opportunity. Geiger suggested looking at the BW LLC property.

NEW BUSINESS:

Gosz report on Frontier restructuring bankruptcy.

ADJOURNMENT:

Meeting adjourned at 7:08 PM.

Lori M. Gosz
Administrator/Clerk-Treasurer