

**WATER AND SEWER UTILITY COMMISSION**  
**Minutes**

**January 18, 2021**

**Brillion City Center**

**6:00 PM**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

Present were Jeff Wittmann, Mary Jo Krueger, Joe Levash, Russ Boldt, Dave Schwahn, Leonard Kopidlansky, Dan Farrell, (Zoom) and Mayor Mel Edinger Also present were City Administrator Clerk/Treasurer Peter Wills, and Public Works Director Andy Geiger.

**GUESTS:**

Paul Much-MCO, and Pete Litersky-MCO.

**3. APPROVAL OF AGENDA:**

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

**4. APPROVAL OF THE MINUTES-December 21, 2020 Water and Sewer Utility Meeting:**

**Motion** – Schwan moved to approve the December 21, 2020 minutes with amending to update to include Dan Farell in attendance and remove vote on adjournment. Seconded the amended Minutes by Boldt. Motion carried.

**5. APPROVAL OF VOUCHERS:**

**Motion** – Boldt moved to approve the operating vouchers as listed in the amount of \$63,719.93 Seconded by Schwan. Motion carried.

**CITIZEN INPUT:**

None

**6. INFLOW & INFILTRATION REDUCTION /LEAD SERVICE PROJECTS REPORT:**

DPW Director Andy Geiger provided timeline on Jackson & Custer road work that will include utility replacement. The road work is covered under WEDC CDI Grant as part of the Downtown City Center Project, the project was extended from June 2018 to June 30, 2021. In accordance with Grant Contract all work must be completed prior to June 30, 2021. DPW Geiger and Administrator Wills are working with McMahon on aggressive bid timeline to have bids advertised January 28 & Feb 4, 2021 with bids due for opening Feb 12<sup>th</sup> 10am at McMahon Appleton location. Will bring bids to Utility on Feb 15<sup>th</sup> and Council on Feb 22<sup>nd</sup> for approval. The bid lists substantial competition by June 12, final completion not to exceed June 19<sup>th</sup>., must submit invoice request within 30 days of June 19<sup>th</sup> in order to have approval

for grant reporting ending in September. The short timeline likely will impact costs, must follow in order to utilize the CDI Grant funds.

**7. MCO REPORT: Pete Litersky**

**A. Water Dept Monthly report.**

1. Well Usage Dec 2020 Report Reviewed
  - i. Ion Exchange Softening Salt use included
2. Waste Water Plants/Treatment
  - i. Waste Water Plant-Reed Beds Cut/Burnt
  - ii. December 2020 Report reviewed
3. Distribution
  - i. Service Leak Main St 327 N. Main St, service line was televised, found main was connected to abandoned line from a house that has been removed, service line was not updated due that was not an active line.
  - ii. Water Main Break at 206 Wisconsin New Year's Eve.
4. Collection
  - i. None at this time
5. Meters
  - i. DPW Andy Geiger discussed Meter Reading issue working MCO Pete & Nate ( Billing) on 5 meter's that did not read properly at last reading. Pete is working with Nate from MCO that is handling billing. Two meters replaced that ere faculty, were under warranty, Two appear to be tampered by water users, investigating and repairing.

**B. Well #5**

- a. Reviewed CTW January 9, 2021 Report on Well #5.
  - i. Heavy vibration 12/3/2020, recommended not operating pump
  - ii. Pulled, disassembled pump, found bearings, shafts extremely worn, stuffing box fell out, needed to replace bearings, steel pump shaft, stuffing box, brass bearings , line shaft and shaft bearings with rubber, due to sand in all components.
  - iii. Setup temporary pump on 12/22/2020 pumped 6 feet of sand and stone were bailed from the well.
  - iv. Permanent pump setup 12/29/2020 was chlorinated and flushed
  - v. Well was flushed on 12/30/2020 tested for coliform bacteria
  - vi. Well Tested for vibration on 1/4/2021 came in at. North 05mil/sec and West at .15/mil/sec below mfg recommendation limit of vibration at .25mil/sec.
  - vii. Well tested at 1/4/2021 for sand at 1 minute, no sand. , minute 5 less than .1ml/l at minute 10, less than .1ml/l-AWA recommendas less than 5mg/l for water wells.
- b. CTW Invoice for Well#5 Repairs came back at \$16,552.00, this was authorized at last meeting, payment will come from Well inspection funds.

**C. Filter Valve Repairs at Sewage Treatment Plant**

- a. Pete Litersky-MCO reported that sewage treatment plant filters failed and were bypassing the processing area.
- b. Pete received two estimates for replacement of filters:
  - i. JF Ahern \$6,194.00
  - ii. Sable \$8,288.00

Mary Jo Krueger made motion to approve going with JF Ahern to replace the filters, from the Waste Water User/Replacement Fund. Joe Levash seconded the motion. All in Favor, Motion carried.

## **8. Engineers Report**

### **A. Engineers Report on Facility upgrade Plan:**

Tony Kapel reported that he is working with Andy & Pete on a facility upgrade plan, he expects to have a plan to bring back to Utility by June in order to plan for next budget.

## **9. 2021 Utility Budget: Discussion**

- a. Question from Mary Jo Krueger & Joe Levash had submitted question regarding concern of the Salary breakdown for City Administrator, Clerk/Treasurer, DPW salaries and benefits coming out Utility Budget. Question was whether Utility is a true reflection of 40% of their time is spent on utility. Administrator Wills discussed that this budget and the corresponding salary assignment is set in the City 2021 General Fund passed November 9, 2020.
  - i. At this point in the city budget cycle would not be able to change.
  - ii. Recommend the Utility Budget Cycle should start in June/ July in order to reach approval by August to set City Budget. Tony mentioned the MCO budget is not set until much later, due to getting health insurance costs, which triggers the late review of the budget. I recommend work on estimated budget within parameters in order to have a timely review of Utility Budget, in advance of setting the City Budget and Passing the MCO annual agreement prior to General Budget, to ensure accurate number in the General budget.
  - iii. Administrator Wills will work CLA Auditor on recommendations for breakdown of wage costs.
- b. Question from Joe Levash regarding which budget line reflects the MCO billing costs. DPW Director Andy Geiger responded he will review with Administrator, Clerk and follow-up to Committee.
- c. Question arose regarding McMahnnon \$55,000 annual Contract does not appear to have been built into the 2021 budget. Find out where that contract costs is to be paid from. DPW Director was looking into, had not found answer.
- d. Question arose regarding the GIS annual cost of \$1,000. DPW Director Geiger discussed that he and Utility use for siting water lines, printing off. They have looked at upgrade GIS handheld locator for meter, when looking for main, laterals and when doing new construction better placement. Currently able to use McMahan when they are involved in project. Will be adding Country Visions,

Daycare new lines and need to remove old lines that are not mapped like leak that happened on Main street, had been leaking for a significant time.

- e. Administrator Wills recommends to have CLA Auditor part of February Utility meeting to discuss recommendations as work through Audit items that impact Utility in regards to Water & Sewer Rates, Bond Structure and infrastructure update budgeting and putting serves away.

**Tabled Until the next February meeting.**

Motion by Joe Levash, second by Mary Jo Krueger to table the Utility Budget , to get answers to the questions that were brought until next meeting.

**10. CHAIRMAN: none**

**11. DPW Director-**

- a. Horn Park Future Water Softener-DPW Director Geiger discussed in 2013 McMahan was hired to do placement of second water softener for Wells, when the water lines for Well was put in, this area was planned to dedicated for Water Softener Facility. Due to activity near Horn park redevelopment, and discussions, it is urgent to get on map and assigned where needed. Geiger will follow up with McMahan to get details. Krueger recommended look at FEMA map as well to ensure not in Flood plain.

i.

**12. City Administrator-None**

**13. Clerk/Treasurer-none**

**14. Old Business-**

- a. Well #6-No update

**15. New Busines-complete contact information form and return**

**16. ADJOURNMENT: Meeting adjourned at 7:11 PM**

Peter Wills  
Administrator