

UTILITY COMMISSION COMMITTEE MEETING

October 18, 2021

Brillion City Center

6:00 PM

CALL TO ORDER by Chair Jeff Wittman at 6:00 pm.

ROLL CALL

Present: Chair Jeff Wittman, Vice Chair Dave Schwahn, Mary Jo Krueger, Russ Boldt, Leonard Kopidlansky, Dan Farrell, Joe Levash Council Rep

Also Present: Mayor Mike Smith

Staff: Peter Wills, Administrator, Andy Geiger, Patty Schreiber

Guests: Pete Litersky-MCO, Tony Kappell-McMahon

APPROVAL OF AGENDA:

The August 21, 2021 minutes were not included in the meeting packet. They will be on next month's agenda.

Motion: Krueger moved to approve the agenda as printed. Second by Farrell. All in favor. Motion carried.

APPROVAL OF MINUTES

Motion: Levash moved to approve the minutes of the September 21, 2021 and the October 5, 2021 Water and Sewer Utility Meeting. Second by Krueger. All in favor. Motion carried.

APPROVAL OF VOUCHERS:

Motion: Schwahn moved to approve the Utility Vouchers as listed. Second by Boldt. All in favor. Motion carried.

CITIZEN INPUT:

none

INFLOW & INFILTRATION REDUCTION/LEAD SERVICE PROJECTS

Evaluating Sunrise Circle Project for 2022

Not able to complete Homewood in 2022 due to the tight budget.

Going to see where that comes back before moving forward. Litersky is helping Geiger with lead service replacement funding options. If we get a DNR approved grant this year it must be used in 2022.

This continues to be a work in process. Issues with freezing of water lines will be addressed with the Sunrise Circle project. Going to do it the right way with as low a cost as possible.

Will look at pulverizing, crowning and reshaping without added cost of replacing the base.

Geiger will look at both options.

LSL Replacement Funding Application

Not much currently. Was hoping for more.

MCO REPORT

Litersky reviewed his report.

An update on Collections was given. A letter was received in an email this past Friday from Dave Haas. Last paragraph has a requested action. Need a response by December 1, 2021. Last year's I & I meeting with the DNR was over the phone. Litersky has a call into Haas to see what he is looking for. Will keep the Commission in the loop. DNR still working from home. It is difficult getting an answer at times.

Review 345 Mary Street – Water Complaint

Krueger requested this item to be on the agenda.

The resident gets a horrible build up on their faucets and discoloration in their toilet water. They are replacing their faucets annually. Their plumber brought up the subject because he felt something was not right. Resident indicated to Krueger the house across the street had the same issue. Did talk to another neighbor and the neighbor has discoloration in their half bath sink. Also discussed high chlorine smell. Krueger feels there is a problem somewhere and something needs to be done. Litersky flushed the hydrant and did not see anything unusual. Geiger and Litersky indicated this is on the home owner side. If it were a City problem there would be more complaints. Kappell explained some possible issues that may be on the home owner side. Litersky indicated he was in 180 homes over this past summer and approximately 600 homes over the last five years and no resident said anything. The Commission suggested this be pursued on the home owner side. The resident should contact a plumber. Also contact someone who does water sampling. Wills will call the resident. Litersky offered to assist.

708 Northway Drive – Service Leak

This address has a two-inch service going into the building riding on blacktop. Felt the service was punctured. The leak was losing 100,000 gallons a day. Unable to fix the first time because of incorrect mapping. The leak had been going on for ten days. The leak was before the meter.

Salt Bid Increase – 8.8%

Litersky reported our salt is bid as a package with six other communities. The salt bid is \$4,400 more than what was originally budgeted. Natural gas is expected to increase as well.

ENGINEERS REPORT

Update - WWTP Upgrade Plan

Kappell gave his report. Based on feedback, revisions will be made to the facility plan. Will bring back to the Utility Commission in November to formalize the recommendation with Commission approval in December. Approved plan will then be submitted to the DNR. The goal is to be in compliance with phosphorus limits by July 2027.

Assuming the schedules are synchronized, and that the proposed WWTF upgrades to increase treatment capacity and replace equipment that has reached its service life are completed in conjunction with those improvements necessary for phosphorus compliance, the simplified compliance schedule included in the City's WPDES permit is as follows:

Final Compliance Alternatives Plan submitted to DNR	6/30/2022
Final Plans and Specifications submitted to DNR	6/30/2024
Initiate Construction of WWTF Improvements	9/30/2024
Complete Construction of WWTF Improvements	6/30/2027

Based on this schedule, application for project funding through the CWFPP would happen as follows:

1. Submit ITAs by 10/31/2022 deadline if seeking funding in SFY 2024 (07/01/2023 – 06/30/2024)
2. or submit ITAs by 10/31/2023 deadline if seeking funding in SFY 2025 (07/01/2024 – 06/30/2025).

SFY 2025 funding may be more appropriate if the project coincides with the WPDES permit compliance schedule, but SFY 2024 funding may be appropriate if the schedule is accelerated. Either way, we should submit an ITA next year after the Recommend Plan and associated OPC's has been established and submit again in 2023 if necessary.

Assuming we are seeking principal forgiveness, the actual CWFPP Application along with plans and specifications would need to be submitted to DNR by September 30, 2023 for SFY 2024 funding, which may be a little aggressive but feasible.

Wills suggested a potential joint meeting in December.

Update-DNR – NON for WPDES Permit for Chloride Source Reduction measures

Have not heard back from the DNR.

CHAIRMAN

nothing

PUBLIC WORKS DIRECTOR

3rd Quarter Water Adjustment (Per Nate) – Motion Moving Forward

Total credits given was \$185,282.19. Non-residential credits given was \$177,183.08. Same time period was just run in 2021 and the residential credit in 2021 was \$4,968.63 vs. \$8,000 in 2020. Suggested publishing this ahead of time so the residents have enough time to plan.

Motion: Schwahn moved to remove the 3rd quarter credit on the residential billing. Review and bring ordinance to the November meeting. Second by Dan Farrell. All in favor. Motion carried.

2020 Nonresidential Credits – Motion to back charge improperly credited customers (\$177,183.08)

Wills would like to work with the utilities, review the list, and reach out to the higher dollar values before sending out the invoice. Would also like to offer a payment plan. Checked with the auditor and consultant and both indicated we could go back two years. Affects approximately 175 customers. Current bill indicates residential 3rd quarter billing will not exceed 2nd quarter. Ordinance reads very similar.

Motion: Krueger moved to back charge the 177,183.08 for the improperly credited customers with an option for six months to pay with interest charged after six months. Payments need to be completed by October 31, 2022 or will be added to the tax roll. Second by Dan Farrell. All in favor. Motion carried.

CITY ADMINISTRATOR

Update 2020 Volumes for 2021 Sewer Rate Increase

Wills will update the information and email when the material is available.

Follow-up Regarding Savings Account

Not advisable to do a separate checking account. Can do a separate savings account to put monies away. Wills will look more into the savings account information.

CLERK/TREASURER

Collection of past due accounts was discussed.

OLD BUSINESS

Well #6-Consider Location

Remove this item from the agenda.

NEW BUSINESS:

Farrell requested a quarterly report showing revenue by category. The report can be created after each billing cycle. Include any other important information.

Wittman inquired about the water tower cleaning. Geiger will follow up with Chief Dienor.

The meeting was adjourned at 7:51 pm.

Patricia A Schreiber
Clerk/Treasurer