

## UTILITY COMMISSION COMMITTEE MEETING

March 21, 2022

Brillion City Center

5:00 PM

**CALL TO ORDER** by Chair Jeff Wittman at 5:00 pm.

### **ROLL CALL**

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

Staff: Andy Geiger, Patty Schreiber, Mike Smith (via Zoom)

**Guests:** Paul Much-MCO, Pete Litersky-MCO, Nate Dahms-MCO, Tony Kappell-McMahon Amber Drewieske-CLA, Carol Reese

### **APPROVAL OF AGENDA:**

Chair Wittmann amended the agenda moving item number 11 before item number 6.

**Motion:** Levash moved to approve the agenda as amended. Second by Schwahn. All in favor. Motion carried.

### **APPROVAL OF MINUTES**

**Motion:** Farrell moved to approve the minutes of the February 21, 2021 Water and Sewer Utility Meeting. Second by Boldt. All in favor. Motion carried.

### **APPROVAL OF VOUCHERS:**

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

### **CITIZEN INPUT:**

none

## **INFLOW & INFILTRATION REDUCTION/LEAD SERVICE PROJECTS**

### **Sunrise Circle Update**

Preliminary assessments and Public Hearing notifications will be going out as soon as the Public Hearing is set. Utility Commission would like the Public Hearing set for the 2<sup>nd</sup> Monday of April.

### **MCO REPORT**

Litersky gave an update on the Reed Beds. They made it through the winter. Gaining capacity again. Need to discuss cleaning out this year. Cleaning out was taken out of the budget. Jetting found some plugged areas and lot of slime inside.

Much went over the PFA results. Looks like we are under the limit. This is expensive sampling.

Advised not to test as codes were not written yet. In 2025 we are scheduled to sample drinking water. A lot of industries are aware of this. Anything non-stick prior to 2006 has PFA's in it. Onus is on the industries not municipalities.

Litersky reported on the completion of the Main Street Softener inspection a couple of weeks ago. This was done to measure the resin. Exactly what was put in there was found. One of the brine headers was damaged. It was able to be fixed. Will continue to complete softener inspections every six months.

Yearly sewer bids went out. Litersky will bring to next meeting. Started doing 1" meter changes.

## **Well 5 Generator Repair**

Litersky reported board has been replaced. Believe there is money in the budget for it.

## **ENGINEERS REPORT**

### **Update - WWTP Upgrade Plan**

Kappell previously reviewed the recommended plans with phasing options. Met with Wills. In a holding pattern until a financial analysis can be completed. Final compliance alternative plan for effluent total phosphorus compliance needs to be submitted in June. Need to formalize recommended plan, hold a public hearing and then move into design. McMahon was asked to supply cost for the design process. Kappell is reluctant to put together without an approved recommended plan. Keep in mind the \$19 million opinion of estimated capital cost includes assumed engineering cost of 15% and 25% for contingencies. Typically, the greater the project cost the smaller the percentage of the engineering portion. Looking for direction on how to proceed with the facility plan. The logical next step is to know the cost to take it to the bid level. Need to figure out how we are going to pay for this service. Kappell can put together the estimated design fee but at this point will not have the detailed scope of work.

### **Proposal for Final Compliance**

Kappell explained this is year four of a four-year compliance schedule. Report should be straight forward. Summarize last year's data and work to date and provide City's intended method of compliance with effluent phosphorus limits. DNR recommendation is to focus the report on the limit in the permit instead of DRAFT TMDL limits. Proposing to complete this report based on time and expenses estimated at \$10,000.

**Motion:** Kopidlansky moved to approve the Proposal for the Final Compliance reporting. Second by Levash. All in favor. Motion carried.

## **CHAIRMAN**

Nothing to report

## **PUBLIC WORKS DIRECTOR**

### **Ariens - Glenview Water Tower for Point-To-Point Wireless Transmission Network Proposed Agreement – Recommendation to have City Attorney review**

The original proposal and the City of Brillion's attorney response was included in the packet. Someone needs to go through the suggestions from the lawyer. Mayor Smith suggested the Commission make a motion to accept each change, then send to Ariens for approval before having the lawyer re-write. Geiger indicated the property belongs to the City and that Drewieske will need to answer the revenue allocation.

Mayor Smith indicated he will review with Drewieske. Geiger offered to assist. Will bring back to the next meeting.

### **Well Property On Main Street (Funeral Home/City Property Agreement – Pielhop)**

Waiting for the Hold Harmless agreement to come back from the attorney.

## **CITY ADMINISTRATOR**

### **Audit/Rate Increase (Update)**

Drewieske explained the Water Rate case has not been started. The 2021 Financial needed to be completed first. The 2021 Financial Reports will be reviewed at Monday, March 28, 2022 Committee of the Whole meeting. Looking at May time frame. Will bring back to the Committee before filing. Will take 15-20 days for an answer. The hope is by 4<sup>th</sup> quarter 2022 we can have new rates in place. Litersky will work on getting what is needed for 2022 information to Drewieske. The sewer rates are not regulated. The 2022 rate increase is already in place. Drewieske recommended continuing to have a flat sewer rate increase for the next three to four years until needing to fund the plant upgrade. Continue to complete due diligence, continue to work with McMahon, the annual increase should mitigate the increase at that time. Drewieske recommended taking the excess and put aside in replacement fund to offset borrowing. Currently paying \$199,000 in principal and interest. With a \$19 million project the principal payment will be \$475,000 over the next 40 years. Continue to explore principal forgiveness options. The loans need to be Revenue Bonds and not GO. Currently the City has \$300,000 in the equipment replacement account. Krueger inquired about the current Revenue Bond requirements. Water and Sewer combined has had enough to met the requirement. Any new loan will have a requirement as well. Drewieske recommends paying off any current debt before taking on any loan for this project. The numbers discussed with regards to reserves will be in the financial report. Much explained this information is in the CMAR report. Wittmann asked Drewieske for her gut feel on the increase. Drewieske suggested planning for at least 20% with the majority being inflationary and capital in nature.

#### **CLERK/TREASURER**

**Billing – leak detected (561 S Glenview Ave, 496 Ridgeway Court, 214 S Parkway – Parkview Homes)**  
Reese, 496 Ridgeway Court, informed the Commission she sent a letter regarding a leak detected. She is only questioning the sewer amount. Asking for the sewer amount to be adjusted and the water was discharged via sump pump.

**Motion:** Schwahn moved to adjust Reese’s sewer amount billed to the previous billed amount plus the increase based on volume leaving the rest of the invoice at 100%. Seconded by Farrell. All in favor. Motion carried.

Litersky and Dahms explained the other two leaks detected at 561 S Glenview and 214 S Parkway were the same as Ridgeway. The water did not go down the sewer.

**Motion:** Schwahn moved to adjust Glenview and Parkway the same as Ridgeway (previous billed amount plus the increase based on volume leaving the rest of the invoice at 100%). Seconded by Levash. All in favor. Motion carried.

Levash suggested getting a policy in place for these kinds of instances.

Dahms explained the leaks are detected but only when the meters are read.

#### **OLD BUSINESS**

Farrell asked when the requested financial reports will be supplied on a regular basis.

Mayor Smith reported a verbal offer was made for the DPW Director position.

The DPW wage allocation topic was discussed. This is something that needs to happen during budget time.

The meeting time was discussed.

**Motion:** Farrell made a motion to move the April, 2022 meeting time to 5:30 pm. Seconded by Krueger. All in favor. Motion carried.

**NEW BUSINESS:**

Litersky informed the Commission the van door bottom hinge is coming off. Took the van to Enneper and he can no longer repair the door. Enneper is looking to find a new door. Brakes and some other repairs are needed.

Joint Committee of the Whole, Utility Commission and Finance Committee meeting Monday, March 28, 2022 at 5:30 pm. Attendance will be taken.

The meeting was adjourned at 6:32 pm.

Patricia A Schreiber  
Clerk/Treasurer