

UTILITY COMMISSION COMMITTEE MEETING

June 16, 2025

Brillion City Center

5:30 PM

CALL TO ORDER by Dave Schwahn at 5:30pm

ROLL CALL

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

Absent: Chairperson Jeff Wittman,

Staff: Heather Gilbertson, Clerk/Deputy Treasurer; Andrew Maertz, Department of Public Work Supervisor; Brock Schroeder, Treasurer/Deputy Clerk; Patty Schreiber, Administrator

Guests: Pete Litersky-MCO, Tony Kappell-McMahon, Ben Bastian-Brillion Police Department, Kurt Stephany

APPROVAL OF AGENDA

Motion: Levash moved to approve the agenda. Second by Krueger. All in favor. Motion carried.

APPROVAL OF MINUTES

Motion: Boldt moved to approve the minutes May 19, 2025. Second by Farrell. All in favor. Motion carried.

APPROVAL OF VOUCHERS

Donald Hietpas & Sons Invoice for Trier Street Lead removal was questioned. Litersky and Schreiber are working on how to move forward on billing the resident. There should be an answer for next month's meeting. Water rate increase breakdown was missing. They would like to see that separate on next month's meeting. CLA started a water rate case 3-4 years ago and that should be included in the breakdown as well. Schroeder will do some research.

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

CITIZEN INPUT - None

PROJECTS (I&I, LSL, General Utility)

Street Projects

Litersky reported that all residents on Washington Street are on temporary water. They are starting with the large tie in on the corner of Elm and Washington and working toward Main Street. No discussion has been had on home visits yet. No start date has been set for Homewood and Valley View.

Lead Service Line Replacement

Litersky included in the packet information on the Lead Service Line. Baseline Inventory Timeline shows all Lead Service Lines must be replaced/removed by 2037. There will be 17 remaining on the private side after Washington Street is complete, 135 city and private side, 9 city side only. There are 51 lead service lines that have been sewer pipe busted. Letters are mailed to the residents once a year if they have lead or unknown service lines. Main Street project would clear up a lot of them. Discussion was had to make a plan before the end of the year to care of the lead service lines. As projects come up, the lead service line should be a priority. Litersky stated that a DNR Representative could come to the meeting and answer the questions the commission has. This was agreed to do. Litersky also reviewed the EPA "Get the Lead Out" Initiative with the commission.

Tesch Street Utilities

Litersky explained there are options for the exposed water line: eliminating the water line, encasing the line, or adding a valve. This water line feeds the hydrant behind the school. They cannot create a dead end on a hydrant so if they close the water line off a new hydrant would need to be placed. The concern is that the quarry closed and there is less water in the creek which creates the potential for freezing and breaking in the winter. Consensus was to speak with Wolf at McMahan for options as to what could/should be done.

MCO REPORT

Monthly Report

Litersky stated that the DNR agreed with the CMAR.

Deer Run Lift Station Panel is being assembled. Hopefully completed by August.

Meter changes are almost complete. The commercial meters will be completed this fall.

ENGINEERS REPORT

Monthly Report

Kappell stated the pre-construction meeting was June 3rd at the Wastewater Treatment Plant. CD Smith plans to begin work the week of July 7th. September/October is looking for a start date on the force main. The DNR, DOR, City and McMahan have all be working hard on the documentation for the loan closing.

WASTEWATER TREATMENT FACILITY UPGRADE

Good Faith Certification

Kappell explained this is to certify that all efforts were made to include disadvantage business enterprises were included. CD Smith and DeGroot solicited properly for the jobs.

Motion: Farrell moved to recommend to council to the Good Faith Certification to be signed by the mayor. Second by Levash. All in favor. Motion carried.

American Iron & Steel (AIS) and Build America, Buy America (BABA) Certification

Kappell explained this is to ensure all materials used on the project will meet the requirements.

Materials that do not meet the requirements can only make up 5% of the total cost of the project. This is monitored throughout the project.

Motion: Farrell moved to recommend to council the American Iron & Steel (AIS) and Build America, Buy America (BABA) Certification to be signed by the mayor. Second by Kopidlansky. All in favor. Motion carried.

Municipal Advisory Agreement 2025 Clean Water Fund Loan – Wisconsin Public Finance Professionals LLC

Schreiber explained this is for Wisconsin Public Finance Professionals, Carol Wirth, contract.

Motion: Farrell moved to recommend to council the Municipal Advisory Agreement 2025 Clean Water Fund Loan – Wisconsin Public Finance Professionals LLC in the amount of \$15,000 to be signed by the mayor. Second by Levash. All in favor. Motion carried.

BRILLION POLICE DEPARTMENT SHOOTING RANGE PROJECT

Access to the Range

Bastian of the Brillion Police Department presented to the commission on a new shooting range project behind the Wastewater Treatment Plant. This project is for a 30X50ft shed with no bathroom that will be fundraised for. This range is used by Brillion Police, Calumet County Sheriff's Department and Chilton Police. This is used weekly and not open to the public. They would like to suggest use of a key fob that would be issued to each department to maintain that the property would still be secure.

Access to the Facility Bathrooms

Bastian asked that because there are no bathrooms, if the police would be able to use the bathroom in the Wastewater Treatment plant. The key fobs could be used at both the gate for access and the facility for use of the bathroom. Litersky stated that new door locks were not included in the upgrade. The gate, however, will be either a key fob or keypad. Discussion was had about the concern of people going into the plant and how secure that would be. A possible option would be to have a system that tracks who goes in and out. MCO does not have any issues with the police using the facility, however it is a city building and ultimately the city's decision. The commission asked that the topic of security at the plant be added to the agenda for next month.

Access through the Construction Site

Bastian shared that they would make sure they are not in the way of construction that is happening. The Wastewater Treatment Plant upgrade is top priority. Litersky stated no conversation has been had with CD Smith, therefore access always cannot be guaranteed. This is a huge project that could have 50 workers on site each day. The commission asks that the police departments remain flexible throughout the project and stay in contact with Kappell from McMahan on access. The commission also asks that lines of communication stay open with them and encouraged Bastian to bring information to them as he receives it.

CHAIRMAN – None

CLERK/TREASURER - None

OLD BUSINESS

Krueger asked about the contract. Schreiber had a verbal discussion with Atty Jahn and he confirmed the contract was approved in the April 28, 2025 council meeting.

NEW BUSINESS

Farrell stated that a city-wide survey is being conducted and asked if there was anything the commission would like to include. After a brief discussion the commission agreed they had nothing to add. With the upcoming Wastewater Treatment Plant upgrade, the question was asked whether utility would be able to approve payments on their own or if it was necessary to go through the council. Would council be willing to give the utility commission the authority to approve the draws. Schreiber stated that many of the documentations ask for proof of council approval. She will verify and follow up at the next meeting.

ADJOURNMENT

The meeting was adjourned at 7:01p.m.

Heather Gilbertson
Clerk/Deputy Treasurer