

UTILITY COMMISSION COMMITTEE MEETING

August 18, 2025

Brillion City Center

5:30 PM

CALL TO ORDER by Chairperson Jeff Wittman at 5:30pm

ROLL CALL

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

Absent:

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, Paul Much-MCO, Ron Wolf-McMahon

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion: Boldt moved to approve the minutes July 21, 2025. Second by Kopidlansky. All in favor. Motion carried.

APPROVAL OF VOUCHERS

The McMahon invoice for the Wastewater Treatment Facility Improvements for the Force Main, will that be rolled back into the project cost. Kappell and Schreiber both stated yes, that is the intention.

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

CITIZEN INPUT - None

GUESTS: Skye Anne Thompkins, Northeast Regional Lead and Copper Field Specialist; Jaimie Douglas, P.E. – Water Supply Engineer, Drinking and Groundwater

A presentation about the lead service lines, timeline, and funding options.

PROJECTS (Inflow & Infiltration, Lead Service Laterals, General Utility)

Street Projects

Wolf reported that Washington Street is almost done. Seeding and restoration are yet complete. Valley View and Homewood pre-construction meeting is tomorrow. They are hoping to start around Labor Day. After last month's meeting there were not too many that reached out to Wolf. Mostly were about funding questions. The lateral and pipe bursting went smoothly. Krueger asked if the lack of communication was resolved. There was a complaint filed with the PSC. Schreiber provided the information requested, response from PSC was not accessible at time of meeting. Schreiber stated the process is being worked on, notifications will be sent out more frequently, a punch list will be created.

Lead Service Line Replacement

Litersky stated they hydro-vacuuming the service lines to determine city side of property with the homeowners who have copper. The thought is that utilities could replace the city side on the non-leaded private side locations. The 81 unknowns will drop since they have looked at about five streets and identified. They will update the inventory. Discussion was had about sampling and the cost going up if/when the new the proposed rule is passed.

Tesch Street Utilities

Wolf stated he had some back-and-forth emails with the DNR in relation to this. Stated need to present a plan to the DNR and they will either approve or deny it. Since a new issue with the creek has come to light, Wolf had a different plan as to how to handle. Wolf will work on a proposal. The work would need to be done in late fall/early winter before the frost gets too deep. This would be a modest relocation of the stream. Once there is a proposal, Wolf would recommend sending that to the DNR for review.

2024 Street Project Sign Off

Wolf reported there is some retainage left, a few items still left on the punch list. Schreiber stated that the bonding company has been calling and questioning. Litersky stated there are no issues.

Motion: Kopidlansky moved to approve signing off on the utility portion 2024 Street Project. Second by Boldt. All in favor. Motion carried.

Waste Water Treatment Facility Upgrade

Vendor Purchase Order Terms

Kappell stated the Purchase Order was in the packet. Discussion was had about acceptable payment terms. Terms are as follows: 20% at submittal, 70% on delivery on site. 10% at installation/successful startup. These are typical terms. Krueger had concern about not holding back enough in case there are problems. Kappell stated the project retainage is also withheld.

Motion: Farrell moved to approve the purchase order payment terms of 20% at submittal, 70% at delivery on site. 10% at installation/successful startup for the equipment at the Wastewater Treatment Facility upgrade. Second by Schwahn. All in favor. Motion carried.

Decision Making Authority During Construction

Kappell proposed the commission appoint someone with decision making authority during the project to avoid delays. Someone who would be able to make the decisions without having to wait a month to have a meeting with the commission. Farrell suggested something in writing would be best.

Authorization to make decisions if not possible to call a meeting. It is a procedure that would be approved by the commission to deal with emergency situations that arise. Staff direction to draft and bring back for approval.

MCO REPORT

Monthly Report

Litersky reported there was a water main break on South Francis on July 25th. Repair clamp from the previous break is shown in the picture, added another 30" clamp to that piece of pipe. South Parkway and East National were put in the same year as South Francis, 1964. Tracking for similarities with the ductal pipe in certain areas. Commercial meters that need to be changed out and tested yet this year. Hoping for mid-September.

ENGINEERS REPORT

Monthly Report

Kappell stated construction at the Wastewater Treatment Plant is proceeding as planned. Excavated the area for the new headworks. They are waiting on ductal iron pipe to arrive (early September) before proceeding with forming up and pouring the foundations. Moved to the aeration basins and digester areas to excavate for that construction as well. Concrete trucks will show up soon. October for the force main project to begin. Preconstruction meeting is complete. Litersky stated there is a June deadline, however, bulk of the work to be done in this calendar year.

UPDATE ORDINANCE – SEC 98.239 BASIS FOR SEWER CHARGES

Meter coupling or connectors. Decision was made to use connector instead of couplings. Staff will draft into official ordinance change form and bring back to utility for approval. The next step is to figure out cost of the meter and quarterly cost. Staff to research cost.

CHAIRMAN – None

CLERK/TREASURER

Schreiber stated that she did email out the budget numbers earlier this afternoon before the meeting.

OLD BUSINESS

If commission member would like to see the progress at the Wastewater Treatment Plant, they are to contact Pete or Zach and it can be arranged.

Security will be discussed during a closed session at the September meeting.

NEW BUSINESS - None

ADJOURNMENT

The meeting was adjourned at 7:46p.m.

Heather Gilbertson
Clerk/Deputy Treasurer