

UTILITY COMMISSION COMMITTEE MEETING

September 15, 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, Kurt Stephany, Mike Smith

APPROVAL OF AGENDA

Amend the agenda to move M. Closed Session to after D. Approval of Vouchers.

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

APPROVAL OF MINUTES

Motion: Boldt moved to approve the minutes August 18, 2025. Second by Kopidlansky. All in favor. Motion carried.

APPROVAL OF VOUCHERS

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

CLOSED SESSION

Closed session per WSS 19.85(1)(d) Except as provided in s. 304.06 (1) (eg) and by rule promulgated under s. 304.06 (1) (em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention – Security at Utility Properties

Closed Session Motion – Farrell moved to Convene in Closed Session at 5:33pm.

Closed session per W.S.S. 19.85(1)(d). Second by Levash. Call Vote. All in favor. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate.

Session Motion - Levash moved to reconvene in Open Session at 6:04pm to take action if necessary and appropriate. Second by Schwahn. Call Vote. All in Favor. Motion carried.

Motion: Krueger moved to not allow police access for restroom use at the Wastewater Treatment Plant. Second by Levash. Call vote. All in favor. Motion carried.

GUESTS - None

CITIZEN INPUT – None

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

Street Projects

Litersky reported that with the tentative schedule for lead service lines due by 2037, Andrew, Zach and himself met to put a plan together. Litersky reviewed a map with all factors: I&I, lead service lines, water main breaks, pazer rating. Discussion was had about the streets and what would be resolved. Lead service lines would be the priority. Main Street should be a city decision when that is redone. DNR is requesting a Comprehensive Plan by end of 2026, if the law passes as is, on how to get the lead out by 2037. Discussion was had about replacing services only. The DNR has been driving the decisions with the commission for years. Farrell was asked to discuss with council about Main Street. Washington Street is done. Valley View and Homewood are moving along.

Lead Service Line Replacement

Discussed with Street Projects.

Tesch Street Utilities

Wolf reviewed the agreement in the packet.

Motion: Farrell moved to accept McMahon Agreement for Tesch Street/Spring Creek Utility and Roadway Erosion, not to exceed \$11,250 from nonrestrictive sewer funds. Second by Kopidlansky. All in favor. Motion carried.

Waste Water Treatment Facility Upgrade

RE25-15 Resolution of the City of Brillion Utility Commission Delegating Authority

Motion: Levash moved to approve RE25-15 Resolution of the City of Brillion Utility Commission Delegating Authority. Second by Schwahn. Call Vote. All in favor. Motion carried.

WWTF Project Change Order 1

Kappell explained that this change order is a credit for the project. They are doing the metal wall panel around the top of building differently. McMahon reviewed and it was equal to the specified plan, however cost less. This is a credit of \$9,034.38. Kohler Generator Credit of \$3,134.00. This is a total credit on the project, so far, of \$12,168.38

Motion: Krueger moved to approve WWTF Project Change Order 1 . Second by Levash. All in favor. Motion carried.

Authorize C.D. Smith Construction Inc Certificate for Payment #2

Kappell explained this is work completed through the end of August. Total amount \$186,357.93.

Motion: Farrell moved to approve Authorize C.D. Smith Construction Inc Certificate for Payment #2. Second by Levash. All in favor. Motion carried.

Request for Disbursement #3 – Clean Water Fund Program

Kappell explained this is for C.D. Smith Construction Certificate of Payment, McMahon Invoices for construction services, Quarles and Brady Invoice, and Wisconsin Public Finance Professionals, LLC.

Motion: Boldt moved to approve Request for Disbursement #3 – Clean Water Fund Program. Second by Schwahn. All in favor. Motion carried.

MCO REPORT

Monthly Report

Litersky reported that Main Street Well Booster 1 project is complete. A new pump was installed. Still planning with Softener Resin Replacement this fall. Called for an updated quote on pricing and now there is a 10% tariff on it. New pricing to come and need a plan to have it delivered. Litersky will have numbers at next month's meeting. Flush started today. So far everything is going well, nothing out of

the ordinary. Tuesday, Wednesday, Thursday this week. Hwy 10 Monday or Tuesday next week and finish the week with fire flows.

County will fix water main breaks, manholes and whatever money available will repair valve boxes as well. Flex seal is coming in next couple weeks to seal manholes. A lot more durable. 135 meter changes and a couple commercial changes left. The last couple meter reads have ROMs failing. If the meter wasn't changed 5 years or older, they are changed out.

Fire Flow Information Data

Litersky, fire flows done in the spring on Lee Avenue, the average gallon per minute is 1,000/1,200. Fire dept was audited a couple years ago, it was recommended to fire flow 1/5th of the city each year. Lee Avenue flow as always lower after Maple Street. The minimum is 500 gallons/min/20PSI, this hydrant is 400 gallons/min/12PSI. There is a flow issue. The water main was put in 1950. Discussion was had with Wolf at McMahon. Looking for direction on commissions thoughts, leave it or investigate. Televising would be the start. Everyone would need to be on temporary water from Maple to the cul-de-sac. There is a hydrant in the middle that would be pulled out and a camera put down. Once the camera goes in a safe BacT sample would need to be had two times. Litersky explained the process. Temporary water cost is \$3,000-\$5,000. The problem is temporary water can freeze, so this would need to be done before that. This should be investigated because of the safety of the resident. The fire department has been made aware.

Motion: Krueger moved to have Hieptas and Great Lakes to investigate, not to exceed \$20,000. Second by Schwahn. All in favor. Motion carried.

ENGINEERS REPORT

Monthly Report

Kappell reported the Wastewater Treatment Plant Improvement Project is going well and on schedule. First big concrete pour was last week which is the new digester base slab. New aeration basins being poured at the end of this week/early next week. Pouring for the first portions of the headworks building. The weather has been cooperating, and ground water is not an issue.

Speedy Clean was on site for hydro excavation for locating the force main at the intersection of Glenview and PP. Exploratory hydro excavation for areas that was previously back filled with foundry sand to make sure they are not in that type of fill either. They need better soil.

Litersky reviewed pictures of the project so far.

Kappell stated as reviewing shop drawings, it came to his attention that the plumbing designer did not submit his plumbing drawings to the state with the building and HVAC drawings that we got approved. Kappell has a form of a checklist with an item that requires owner's signature requestions DSPS allow the contractor to begin installing underground plumbing to not hold up construction and make any changes necessary upon their review. No comments are expected by McMahon. Kappell received the form today, which did not allow for submission to the packet. Wittmann signed.

OR25-01 AMENDING CITY OF BRILLION SEC 98.239 BASIS FOR SEWER SERVICE CHARGES

Set Public Hearing Date: Monday, October 27, 2025 at 6:30pm

Motion: Farrell moved to recommend to council for approval OR25-01 Amending City of Brillion Sec 98.239 Basis for Sewer Service Charges and set the public hearing for Monday, October 27, 2025 at 6:30pm. Second by Krueger. Call Vote. All in favor. Motion carried.

CHAIRMAN

Wittmann will be unable to make next month's meeting. Schwahn will be handling the meeting.

CLERK/TREASURER

Lawn Sprinkler Meter Rental

Schreiber stated the ordinance states meter rental under 1b, we have never charged a meter rental. Eliminating b and c remote reading device, charge for whole meter. Remote reading device \$270, Complete meter is \$360. Charge the complete meter device one time, up front, and eliminate annual meter rental. Quarterly charge formula was discussed. \$15.00 per quarter, \$270 Remote Reading Device, and \$20 cost of connections. The quarterly rent charge will need to be reviewed annually.

Motion: Krueger moved to approve \$15.00 per quarter for meter rental, effective December 1, 2025. Second by Farrell. Call Vote All in favor. Motion carried.

OLD BUSINESS - None

NEW BUSINESS – None

ADJOURNMENT

The meeting was adjourned at 7:36p.m.

Heather Gilbertson
Clerk/Deputy Treasurer