

## UTILITY COMMISSION COMMITTEE MEETING

October 20, 2025

Brillion City Center

5:30 PM

**CALL TO ORDER** by Vice Chairperson Dave Schwahn at 5:30pm

### ROLL CALL

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

**Absent:** Chairperson Jeff Wittman

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

**Guests:** Pete Litersky-MCO, Tony Kappell-McMahon, Paul Much-MCO, Ron Wolf-McMahon, Matt Kluck

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

**Motion:** Boldt moved to approve the minutes September 15, 2025. Second by Farrell. All in favor. Motion carried.

### APPROVAL OF VOUCHERS

The four loads of salt were for cleaning the brine tanks.

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

**GUESTS** - None

**CITIZEN INPUT** – None

### BILLING ADJUSTMENT REQUEST

#### 906 Fairway Drive

Kluck explained the high water usage for his property. He was watering his newly seeded grass. A large portion of his bill was the sewer charge and the water he used for his grass did not go into the sewer. The commission explained that the sewer credit was discontinued a few years ago. People that fill pools or water lawns will have to pay the sewer charges due to the unknown of what goes into the sewer versus not. There is no way to prove the usage did not go into the sewer.

#### 704 Northway Drive

Gilbertson reviewed the emails between herself and the business. The late fee was waived on the bill that was investigated for higher-than-normal usage. Business is asking for all late fees to be waived on the other bills.

**Motion:** Krueger moved to not write off the late fee charges. Second by Kopidlansky. All in favor. Motion carried.

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

### **Street Projects**

Maertz stated that the projects are going well. Washington Street is complete. Concrete will be coming in this week for Homewood and Valley View. The mini storms and laterals are in. There is no 2026 road project in the works. 2026 was going to be a year that was off. Wolf stated once the 2025 project is complete there will be a better idea of what money may be left over. Farrell spoke about Main Street during a council meeting and the lead service laterals.

### **Lead Service Line Replacement**

No discussion.

### **Tesch Street Utilities**

Wolf handed out maps for the Tesch Street utilities. Topo was done of the stream bottom. The creek is moving north towards Tesch Street and they are trying to move it away from that. The pipes are fully exposed, everything is eroded downstream. The plan is to move the channel south, insulate and reinforce the line with concrete. Further explanation was given. There are two vacant lots that are not owned by the city that would need to be contacted. Grading would need to be done on these lots, but it would not affect the area where a home could possibly be built. Some additional work will need to be completed and then Wolf will submit to the DNR for review.

### **Waste Water Treatment Facility Upgrade**

Kappell reviewed change order requests that will be on next month's meeting for approval: provide Ballasted Roof system in lieu of specified adhered membrane roof at Headworks Building. - \$3,009.54. All other roofs are ballasted and no issues structurally due to ballast weight; Stainless Steel Sink credit: -\$1,517.92 (Waiting for revised proposal from AWS for additional labor credit) Sinks were doubled up in scope of supply; added cleanout for building drain in Headworks Building: +\$846.94. Cleanout needed per code; upgrade Headworks Building garage door operator: +\$1,999.16. Operator need to be upgraded to meet Hazardous Classified Area requirements. Construction Bulletin #1 Items: We do not have finalized proposal(s). Currently under further review: Electrical changes including adding site lighting \$40,727.65 (Site lighting accounts for \$33,100); Change damper sizes to match ductwork based on reselection of EF-701 & EF-702: \$4,540; Add sleeves/link seals for plant drain pump discharge piping and moving 6" sludge lines due to conflict with stairs: \$6,881.

Wolf spoke about the force main project. Will be starting the week of November 3<sup>rd</sup>. The work will be done along Glenview and Hwy PP. This will be done in the terrace close to the sidewalk. Nothing should be disturbed besides the terrace and some portions of the sidewalk that will be replaced. There are variables yet that are unknown. Request was made to the keep the residents informed.

### **Authorize C.D. Smith Construction Inc Certificate for Payment #3**

Kappell stated that McMahon reviewed the certificate and approved. C.D. Smith is requested \$1,139,667.68 for work completed through September 20, 2025.

**Motion:** Farrell moved to approve Authorize C.D. Smith Construction Inc Certificate for Payment #3 in the amount of \$1,139,667.68. Second by Krueger. All in favor. Motion carried.

### **Request for Disbursement #4 – Clean Water Fund Program**

Kappell explained this request includes certificate for payment #3 and a McMahon invoice for services in the month of August 2025 in the amount of \$17,829.33. The total amount of this disbursement is \$1,157,497.01.

**Motion:** Krueger moved to approve Request for Disbursement #4 – Clean Water Fund Program. Second by Farrell. All in favor. Motion carried.

### **Fawn Ridge Lift Station**

PJ Kortens reached out to Litersky with a quote for Fawn Ridge Lift Station for next year. They would like to add this into their 2026 schedule. Litersky stated that they did not bid the Ryan Street Lift Station because it is direct maintenance. Litersky is looking for direction whether to bid Fawn Ridge or accept the quote received from PJ Kortens. The commission would like to see the bid process completed by Litersky for Fawn Ridge and PJ Kortens can submit.

### **MCO REPORT**

#### **Monthly Report**

Litersky spoke about the resin replacement project at Main Street Well. Last month he stated they were waiting to hear back on the tariff charge. The tariff charge will be 10% of the cost. Quotes were included in the packet. The money was budgeted for this year, \$50,000, however due to other things happening, there is about \$40,000 left in the account. Litersky would like direction on to proceed with the resin project or to add to the budget next year and complete next year. The resin should hold out if the project is delayed till next year. Commission gave direction to complete the resin replacement project this year.

Litersky reviewed the repairs on Lee Avenue. A hydrant and valve were replaced. The hydrant and materials were in the budget, however the materials will need to be replaced and are waiting on labor costs. There was build up of mineral deposit on the main. This was jetted out. The project was a success. Two valves were replaced on MacArthur Avenue, four curb stops were replaced. Calumet County will be repairing several break patches and valve boxes through out the city.

Flex Seal was done on with manholes for Pine Street, Oak Street, and Water St. This will be done with every road project going forward. It is lasts longer and more durable.

### **ENGINEERS REPORT**

#### **Monthly Report**

Kappell reported that construction progress report #1 was submitted on September 24<sup>th</sup>. The next progress report is due September 2026. They are looking ahead at what reports are due to be submitted next year: annual chloride report for January 2026, an agreement will be coming for next month's meeting; compliance schedule including water system study done between year one (2026) and year four (2029); disinfectant and ecoli progress report due March 2026; facility plan due January 2027; affluent and PFAS due June 2026.

### **McMahon Letter of Intent – Security Review**

Kappell reviewed Letter of Intent that was in the packet. A Public Safety Specialist from McMahon would tour the facilities for evaluation, discuss specific security concerns and share initial observations. This would be a half-day tour followed by a written summary of initial observations and details of what a more extensive security analysis may entail. An estimated cost of this initial review would cost less than \$1,500. McMahon would propose completing the initial review and summary on a time and materials basis under the current General Services Agreement with the city.

**Motion:** Krueger moved to approve the McMahon Letter of Intent for \$1,500.00. Second by Boldt. All in favor. Motion carried.

**CHAIRMAN** - None

### **CLERK/TREASURER**

#### **Lawn Sprinkler Meter Rental**

Gilbertson explained in the packet was a list of the deduct meters in the city. They are a combination of residential, commercial and industrial and different meter sizes. The meter rental rate that was

approved at the last meeting was for a 5/8" meter in a residential location. Gilbertson asked the commission for clarification on if rentals should be charged for all meters, including industrial, and should the cost of the rental vary since the 5/8" meter rental charge was based on the cost of a 5/8" meter. Commission gave direction for Gilbertson to calculate the cost of the different size meters and bring the rental charges back next month for approval. Commission also asked staff to contract surrounding communities and ask about deduct meters and sewer credits.

### **2026 Budget**

Discussion was had about the 2026 budget. Engineering services was adjusted from \$30,000 to \$3,000. This was due to the water study. The span of the water study is four years so not all \$30,000 would be needed in the first year. Litersky reviewed some changes that could be made. Farrell asked about funding the reserves. The borrowing was to let us know how much needs to be placed into reserves each year. Depreciation would factor into this number. Staff direction was given to look into this number and report next month.

### **OLD BUSINESS**

Farrell brought up the Spring Creek project. There are utilities involved with the project and the Utility Commission does not know much about it. McMahon does the engineering for the city and these are different engineers handling the project. McMahon should be involved with reviewing the information, pictures should be taken, documentation on what is being added or changed completed. Gilbertson will have Maertz reach out to Stantec for documentation.

**NEW BUSINESS** – None

### **ADJOURNMENT**

The meeting was adjourned at 7:45p.m.

Heather Gilbertson  
Clerk/Deputy Treasurer