

UTILITY COMMISSION COMMITTEE MEETING

November 17, 2025

Brillion City Center

5:30 PM

CALL TO ORDER by Chairperson Jeff Wittmann 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, Scott Feldt-Administrator

Guests: Pete Litersky-MCO, Tony Kappell-McMahon, Paul Much-MCO, Ron Wolf-McMahon, Stephanie Boehm

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion: Schwahn moved to approve the minutes October 20, 2025. Second by Krueger. All in favor. Motion carried.

APPROVAL OF VOUCHERS

CD Smith payment – usually a wire voucher but was not on the sheet. Staff will look into.

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

GUESTS - None

CITIZEN INPUT – None

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

Brillion Works Update

Maertz sent out an email last month with the update for the Spring Creek project. Most of the utility is in place. The creek is much larger than it was, and the ground water is already coming in some spots. Maertz explained the Wisconsin Public Service Easement that was approved by Council last month. This was necessary because the road was vacated by the city to private property, then unvacated and returned to city property meaning the easement needs to be updated with the city.

Street Projects

Maertz reported Valley View and Homewood are complete. Landscaping and mailboxes are being finished today.

Lead Service Line Replacement

Litersky sent an email about grants for lead service lines. Farrell reviewed it and thought it was more about education than repairs or projects. Farrell brought up during the last Council meeting about Main Street, but nothing further was discussed.

Tesch Street Utilities

Kappell stated he spoke with Wolf and they are working on permitting.

Waste Water Treatment Facility Upgrade

Authorize C.D. Smith Construction Inc Certificate for Payment #4

Kappell explained this is for work performed through October 20th in the amount of \$1,472,385.97.

Motion: Farrell moved to approve Authorize C.D. Smith Construction Inc Certificate for Payment #4 in the amount of \$1,472,385.97. Second by Schwahn. Call Vote. All in favor. Motion carried.

Request for Disbursement #5 – Clean Water Fund Program

Kappell explained this is for work performed in September in the amount of \$1,515,188.89.

Motion: Krueger moved to approve Request for Disbursement #5 – Clean Water Fund Program. Second by Levash. Call vote. All in favor. Motion carried.

Change Order #2

Kappell stated this is the change order for the list of items that was discussed at last month's meeting. The stainless-steel sinks duplicate order and the ballasted roof in lieu of an adhered roof system were credits, upgraded section door operators to comply with Class 1 Div 1 requirements and facility 300 added plumbing cleanout per code requirements were add-ons. The total of the change order is a credit to the project in the amount of \$1,871.30.

Motion: Levash moved to approve change order #2. Second by Schwahn. All in favor. Motion carried.

MCO REPORT

Monthly Report

Litersky stated that the effluent sample failed reproduction of water fleas. Puts us into a position to resample two times, December 5th and January 8th. Five gallons of water are to be shipped to Superior for testing in a certain timeframe making it very expensive. A few reasons why this could be happening: construction of the treatment plant means screw pumps are not in operation, phosphorus analyzer is down, doing their due diligence to see what is causing it. If we pass the next two tests, we are out of it. Commission will be kept in the loop on what is happening. WET Test Explanation was included in the packet.

The resin order was placed and arrived a few weeks early. Lee's will be cleaning the softener the first week in December. Lee's will be here the following week with the gravel to put in the grit in the bottom of the tank. All scheduling and materials is set.

Non draining hydrants were pumped down, 66 in total.

The county has completed 90% of the asphalt patches.

Yearly tower inspections were completed. There is a concern about the power lines near the water tower for cleaning. Everything looks good.

Hydrant painting may be necessary soon. Litersky can look at the budget and suggested maybe a section of the city at a time.

MCO Contract Increase Letter – 2026

Much explained this is a cost-of-living adjustment. 3.55% increase which was under budget. Health and liability insurance dropped.

Motion: Levash recommend to council to approve the MCO Contract Increase Letter – 2026. Second by Schwahn. All in favor. Motion carried.

ENGINEERS REPORT

Monthly Report

Kappell stated that the Wastewater Treatment Plant is proceeding well. The concrete work is complete. The clarifier work is continuing. Masonry on the headworks and demo work in the main building is started. The main force boring is complete and pulling in the pipe. There will be open section cuts on PP on either side of the creek opening, directional boring on Glenview. They needed to excavate on

Clearwater Drive due to boulders they were unable to drill through. The black pipes are fused together; the PVC pipe requires a fitting. There are some change orders currently under review: reduce the size of surge protectors needed, reduce harmonic filters, rebar added on the effluent end of the tanks, three coat epoxy on the floor instead of four coat epoxy, moving piping, digester, increase in damper size, electrical changes. Site lighting will be addressed towards the end of the project, likely after the security review. Question was asked about the ground that was moved out of the project to the Brillion Works site and if there was a credit. Kappell will follow up. Kappell will review the draft of the security review before bringing it to commission for approval.

Agreement for Annual Chloride Report

Kappell stated this is the first report of the new permit term. \$7,500 is the estimated fee.

Motion: Krueger moved to approve the McMahon Agreement for Annual Chloride Report. Second by Farrell. All in favor. Motion carried.

CHAIRMAN – None

CLERK/TREASURER

Gilbertson stated that she does have information for the commission on the deduct meters, sewer credits however she did not get them compiled yet. That will be on next month's agenda. The commission also asked about the utility bills and tax roll. Gilbertson will supply these numbers next month as well.

2026 Budget

Feldt suggested to wait a month or two before approving since there is not a deadline on the utility budget. He did a quick review and would like to investigate further to get better numbers for the revenue. Commission was good with waiting till January 2026.

OLD BUSINESS - None

NEW BUSINESS – None

ADJOURNMENT

The meeting was adjourned at 6:30p.m.

Heather Gilbertson
Clerk/Deputy Treasurer