

UTILITY COMMISSION COMMITTEE MEETING

December 15, 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 Kopydlansky, Mary Jo Krueger

Absent: Joe Levash

Staff: Heather Gilbertson-Clerk/Deputy Treasurer, Brock Schroeder-Treasurer/Deputy Clerk, Scott Feldt-Administrator

Guests: Pete Litersky-MCO, Tony Kappell-McMahon, Dan Push

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion: Boldt moved to approve the minutes November 17, 2025. Second by Krueger. All in favor. Motion carried.

APPROVAL OF VOUCHERS

Remove the progress billing from the water rate increase from the Voucher Sheet.

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

GUESTS - Mark Wiegert, McMahon

CITIZEN INPUT

Dan Push – 462 Rustic Ridge Drive

Push built a new home here and put in a new lawn in the fall. His first bill he received was a shock because they had water issues with the contractor. Paid a large bill when they weren't even living in the home. The contractor had left the outside garden hose on for 24 hours. There was a large sewer amount and the water did not go into the sewer as the sewer was not hooked up yet. The next water bill was a shock with the \$502 amount for sewer as they were trying to get the lawn established. He would implore the commission to look at something for new residents that are establishing lawns or residents filling swimming pools as the water is not going into the sewer. Wittmann stated that a review of his first bill from when they weren't living in the home yet could be done and see if we could find some savings there. Push thanked the commission for volunteering their time to be here and listening to him.

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 – Boldt moved to convene in closed session at 5:39pm. Closed Session per W.S.S. 19.85(1)(c). Seconded by Krueger. Call vote. All in favor. Motion carried.

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

Open Session Motion – Krueger moved to reconvene in open session at 6:27pm to take action if necessary and appropriate. Seconded by Schwahn. Call vote. All in favor. Motion carried.

No action taken.

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

Street Projects

No update.

Lead Service Line Replacement

Litersky included a timeline in the packet. November 1, 2027 deadline to develop a replacement plan and submit. Must maintain a cumulative annual replacement at a rate of 10%. November 1, 2037 deadline for all lines to be replaced. Commission discussed a plan for Main Street replacement since a lot of the lead service lines are located there. Council would need to be involved as well for road construction and storm sewer.

Tesch Street Utilities

Kappell stated he spoke with Wolf and they are still working through the DNR permit process. There was information from the Corp of Engineers that supports this plan, the recorded ditch elevation is a foot high than recorded. Anticipates January approval, bid project in January with work starting in March. Wolf to attend the January meeting for a more detailed update.

Waste Water Treatment Facility Upgrade

Authorize C.D. Smith Construction Inc Certificate for Payment #5

Kappell stated that the Certificate for Payment #5 includes work performs through November 30, 2025 in the amount of \$1,456,688.31.

Motion: Schwahn moved to approve Authorize C.D. Smith Construction Inc Certificate for Payment #5 in the amount of \$1,456,688.31. Second by Krueger. Call Vote. All in favor. Motion carried.

Request for Disbursement #6 – Clean Water Fund Program

Kappell stated the disbursement includes: McMahon Invoice for work September 28, 2025 to November 1, 2025 in the amount of \$36,999.48; McMahon Invoice for work November 2, 2025 to November 29, 2025 in the amount of \$43,048.81; CD Smith Certificate of Payment #5 in the amount of \$1,456,688.31; DeGroot Certificate of Payment #1 in the amount of \$512,599.00. Total amount of the disbursement is \$2,049,335.60.

Motion: Farrell moved to approve Request for Disbursement #6 – Clean Water Fund Program in the amount of \$1,049,335.60. Second by Krueger. Call vote. All in favor. Motion carried.

Change Order #3

Kappell explained change order #3: surge protection device and harmonic filter credit \$2,439.15; epoxy flooring product change per Tnemec recommendation credit \$3,033.03; added rebar dowels at the north aeration overflow add \$2,460.45; rerouting ortho-phosphate analyzer pump & piping add \$3,423.29; painting all existing doors & frames in facility 600 & 700 add \$5,709.73. Total amount of change order is \$6,121.29.

Motion: Farrell moved to approve change order #3 in the amount of \$6,121.29. Second by Krueger. All in favor. Motion carried.

MCO REPORT

Monthly Report

Litersky reported the resin project went well. Last week Tuesday, PLC came in and removed resin and gravel, Litersky and Propson cleaned up the rest of the softener on Wednesday and Thursday, Lees came in and did the bracing; plate needed some attention and was repaired. Monday came in and put gravel in, Lees made a plate where the vac is used to make it go fast, during a back wash we found out one of the valves was bad, borrowed from a different municipality and will get back to them once we have our new one. Safe sample Wednesday and Thursday. Ran today and back online. The process went really smooth.

Water main break last Tuesday at 524 S. Parkway. The water main is on the other side of the street. The hole in the pipe was about the size of a golf ball and a small frost crack on the other side of it.

Meter Order Approval

Litersky would like to order this year to receive this year's pricing and won't be invoiced until next year.

Motion: Krueger moved to approve 2026 Meter Order from Midwest Meter in the amount of \$24,372.00. Second by Kopidlansky. All in favor. Motion carried.

Fawn Ridge Lift Station Panel Approval

Litersky reviewed quotes in packet. PJ Kortens \$41,500 and Energenecs \$40,7100. Litersky recommends to go with Energences. This is for next year. Energences will be in the area so the pricing was able to come down. Installation is included in quote, this was confirmed via email.

Motion: Schwahn moved to approve Energenecs quote in the amount of \$40,710. Second by Boldt. All in favor. Motion carried.

Fawn Ridge Lift Station Pump Approval

Litersky and Kappell spoke today about this item and they would like to table this item until Kappell does further research. Commission agreed. This item has been tabled.

ENGINEERS REPORT

Monthly Report

Kappell gave an update on the Force main. The directional driller will be working on Glenview to Peter's Park. DeGroot is working on the open cuts along PP. They will not finish in December with the holidays. They will be back in early January, then spring for the tie-ins and restoration.

Kappell stated the Wastewater Treatment Plant upgrade is going well. All the concrete is done. One final pour for this week for the trough and clarifiers. Masonry for headworks done. Majority of the work will move inside. They will remove a portion of the roof to help with demolition inside. A temporary roof will be add. Waiting on equipment to arrive, that will hopefully be spring.

CHAIRMAN – None

CLERK/TREASURER

Lawn Sprinkler/Deduct Meter Rental

Gilbertson included in the packet the information that she received from other municipalities. Some do it, some do not. Further discussion was had that something needs to be done, just unsure what. Possibly a standard for new lawns and pool filling, notification would be required, a meter that would go on an outdoor faucet and charge a rental fee. Gilbertson and Feldt to work on further.

Tax Roll

Gilbertson included a memo in the packet with the Tax Roll numbers, this includes the 10%: Households: 46, Water Delinquent: \$21,686.18, Sewer Delinquent: \$31,065.36, Total Sewer/Water: \$52,751.54.

Quarterly Revenue Report

Report included in packet.

OLD BUSINESS – None

NEW BUSINESS – None

ADJOURNMENT

The meeting was adjourned at 7:28p.m.

Heather Gilbertson
Clerk/Deputy Treasurer