

UTILITY COMMISSION COMMITTEE MEETING

July 17, 2023

Brillion City Center

5:30 PM

CALL TO ORDER by Jeff Wittman at 5:30pm

ROLL CALL

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

Absent: None

Staff: Patty Schreiber, Heather Gilbertson

Guests: Pete Litersky-MCO, Tony Kappell-McMahon

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion: Boldt moved to approve the minutes of the June 19, 2023, Water and Sewer Utility Meeting. Second by Schwahn. All in favor. Motion carried.

APPROVAL OF VOUCHERS

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

CITIZEN INPUT - None

PROJECTS (I&I, LSL, General Utility)

Pine & Oak Project

Farrell stated there is not really anything new with this project except for the city looking at how to fund street projects this year. Carol Wirth will be attending a future meeting. She is working on a plan that will combine funding for street projects and rolling the cost of the design of the Wastewater Treatment Plant into this funding as well. Farrell suggested that she will want numbers soon so some decisions will need to be made on where to go next. There are two plans that were being looked at; a five year plan and a ten year plan. Farrell is currently working on a report to combine the two plans. Once this is complete Schreiber will share with the committee. Farrell also added that the contract for the Wastewater Treatment Plant will need to be signed no later than September to allow Kappell the time he needs to complete the design stage of this project. Kappell stated that the design needs to be done by June 2024 and starting in September would give him about 9 months to complete. Wirth's suggestion was to secure funding before signing any contract with McMahons for the design. Schreiber will schedule a joint meeting with Committee of the Whole, Utility Commission and Finance & Purchasing with Wirth.

Lead Service Line Replacement - No discussion

PUBLIC WORKS DIRECTOR – None

MCO REPORT

Monthly Report

Litersky reported that July 31st the RES valves are going to be replaced. Still waiting on the grit chamber and spent backwash piping. Litersky also discussed the Purchasing Policy. The process was anything \$5,000 and under he checked with the city administrator and could move on without needing to come through the commission. Over the years the process changed to \$2,500 as the limit and quotes were needed before a decision could be made. Litersky would like to go back to \$5,000 purchasing policy. He

would still report any repairs/costs. Currently there are material delays and becoming more difficult to get several quotes.

Motion: Farrell moved to go back to the original policy on purchasing. Second by Schwahn. All in favor. Motion carried.

Well 2 is back in. Currently waiting on a safe sample, results should be in tomorrow. The pump casting and pipe were bad and replaced the line shaft. All these costs were budgeted for.

The Hwy 10/Ryan Street water shut down went well. The water was off from 9 am to 3pm, with all hydrants being flushed by 4/4:30 pm. The only hang up they had was the high-pressure gas lines under the hydrants. They had to call people out to find the lines and stay on site in case of problems. The ground by the hydrants needs to settle before anything further can be done with it. The DPW guys are aware of the situation.

The Ryan St Lift Station was cleaned out by Great Lakes. The same items were found, rags/ear plugs.

There are different kinds of pumps that can be installed. A flight pump will push them through.

Energetics came out and looked at everything. There is a possibility in fall of changing the pumps out.

The flight pumps come with a 2-year cleaning if anything does plug them up.

Meter changes are going well. Recently sent 37 letters out and already received 22 calls back. The previous group of letters that the police handed out 10 out of the 11 have called back.

Farrell asked Litersky if the clarifier issue has been resolved and if the bills have been received yet.

Litersky stated nothing was received yet and the other two clarifiers are going to be pulled to check them out.

CMAR – DNR Response

Litersky reviewed the DNR Response to the CMAR. Questioned if we are continuing with the CMOM program to address the increased flows due to I/I. The department agrees with that continuing to replace and rehab laterals, sewers, and manholes will help reduce I/I and high flows to the treatment facility. The facility is currently going through facility planning to upgrade the wastewater treatment facility to increase the hydraulic and organic design loadings. Please also refer to the department recommendations in response to SSO/TFOs presented in the inspection report dated May 18, 2023.

ENGINEERS REPORT

Wastewater Treatment Facility Improvements Design Phase Services

Kappell stated there are not any updates. Waiting on the design agreement to be executed.

Wastewater Treatment Facility Improvements Funding

Kappell indicated the reapplication for the state fiscal year 2025 Clean Water Project Funding needs to be completed by October 31, 2023.

CHAIRMAN

Wittmann stated they are still working on the easement for the Braun properties. Schreiber stated that the attorney recommended to reject the easement as it should be property to property. Schreiber reached out to NEW Title to let them know that the closing of the property can not happen until the easement is recorded.

CLERK TREASURER

PSC Rate Increase – 2023 Simplified Rate Increase is 8%

Schreiber states that the simplified rate increase is currently 8%. The city auditor suggested that complete the simplified rate case application. Krueger questioned what the cost is for the auditor to do the application. We have been rejected before on the simplified rate increase and does not want to be spending money for us to be rejected. This was done in February/March 2021 and we found out right away that we were rejected. Farrell thinks there may be money in the budget for the full rate increase cost process. Kopidlansky feels that now the financing numbers seem to be figured out better maybe that will help.

Motion: Schwahn motioned to move forward with the 2023 Simplified Rate Case Application. Second by Boldt. All in favor. Motion carried.

Investment account information

Farrell asked several questions about the report. Schreiber will need to speak with the auditor for further information. Wittmann requested this to be kept on the agenda for next month. Farrell also questioned the money that was lent to water from sewer. Does this money need to be paid back? Schreiber stated she will follow up with the auditor about that as well.

OLD BUSINESS

Farrell asked about the purchasing of new vehicles. Litersky states they are still waiting on 2024 pricing.

NEW BUSINESS – None

ADJOURNMENT

The meeting was adjourned at 6:39 p.m.

Heather Gilbertson
Deputy Clerk/Treasurer