

UTILITY COMMISSION COMMITTEE MEETING

August 21, 2023

Brillion City Center

5:30 PM

CALL TO ORDER by Jeff Wittman at 5:31pm

ROLL CALL

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

Absent:

Staff: Patty Schreiber, Heather Gilbertson

Guests: Pete Litersky-MCO, Carol Wirth-Wisconsin Finance Public Professionals LLC, Ron Wolf – McMahon and Associates

APPROVAL OF AGENDA

Motion: Farrel 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 July 17, 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 Schwahn. All in favor. Motion carried.

CITIZEN INPUT – None

GUEST: Carol Wirth, Wisconsin Finance Public Professionals LLC

Wirth reviewed her “Funding Capital Projects Preliminary Plan of Finance” with the commission. The road project estimates on page one were prepared by Ron Wolf of McMahon and Associates. The total obligation for the city would be \$2.7 million, sewer and water would be financed separately. Sewer portion financing would include road projects, design phase of the wastewater treatment plant, and refinance of the 2015 sewerage revenue bonds. This anticipated funding timeline would be Fall 2023. Water portion financing would be to borrow for the road projects. This anticipated timeline is Spring 2024.

PROJECTS (I&I, LSL, General Utility)

Street Projects

Nothing discussed.

Lead Service Line Replacement

Nothing discussed.

PUBLIC WORKS SUPERVISOR

Schreiber stated that Andrew Maertz was unable to attend.

MCO REPORT

Monthly Report

Litersky reported that repairs were made at the Wastewater Treatment Plant. The RES valve was replaced. The grit pump is unplugged. Everything is running as it should be. 142 Pine Street had a meter change and during that he asked about his water pressure. WI Rural Water came in and found that the leak is on the water main. This will be fixed this week once it is dug out and can see the full extent of repairs needed. Meter changes are moving along well, 100 of 120 have been completed.

Vehicles

Litersky reported that the 2023 vehicle bid is open again. They are looking at two F-150 Super Crew Cab in the amount of \$41,000 and adding storage spaces to them. They can use the two boxes on the current truck however two more boxes will need to be purchased. The additional storage will cost \$2,400. Pipe racks will also need to be added to the trucks however Litersky will work with MCO about that. The other option would be an F-350 with a service body that has an estimated cost of \$61,000. Litersky states he would rather have the two new trucks then one. The estimated timeline to receive these trucks would be 3 months. If they were to delay purchasing these trucks till 2024 the price would increase by \$6,500 per truck. Farrell stated there should be money budgeted of \$40,000 in each sewer and water for new trucks. We should proceed and have the overage come out of the reserves at the end of the year.

Motion: Farrell motioned to purchase two Ford F-150 service vehicles as per the quote from Ewald in the amount of \$41,704.00 and the overage to come from reserves as the end of the year. Second by Levash. Call vote. All in favor. Motion carried.

Filter Bypass Procedure

Litersky states that the Filter Bypass Procedure is something that the previous Public Works Director wanted in place. He is looking for approval of the procedure to use going forward. This will become standard operating procedure.

Motion: Schwahn motioned to approve the Filter Bypass Procedure. Second by Kopidlansky. All in favor. Motion carried.

ENGINEERS REPORT

Wastewater Treatment Facility Improvements Design Phase Services

Nothing discussed.

Wastewater Treatment Facility Improvements Funding

Nothing discussed.

CHAIRMAN – None

CLERK TREASURER

2024 Sewer Rate Increase

Schreiber included the letter from the previous two years used for the 15% rate increase. The letter would be included in the September 1, 2023 quarter billing. The increase would not take effect until December 2023 and appear on the March 1, 2024 bill.

Motion: Schwahn motioned to move forward with the 2024 Sewer Rate Increase of 15%. Seconded by Farrell. All in favor. Motion carried.

Simplified Rate Increase

Schreiber stated that we did not qualify for the Simplified Rate Increase so we will need to complete the complete rate case. The auditor will be available to complete this process around September/October.

OLD BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT

The meeting was adjourned at 7:23p.m.

Heather Gilbertson
Deputy Clerk/Treasurer