

## UTILITY COMMISSION COMMITTEE MEETING

September 18, 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

**Absent:** Joe Levash

**Staff:** Patty Schreiber, Heather Gilbertson

**Guests:** Pete Litersky-MCO, Tony Kappell-McMahon, Chuck Vanden Boom – Brillion Works LLC

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

**Motion:** Boldt moved to approve the minutes of the August 21, 2023, and August 30, 2023, Water and Sewer Utility Meeting. Second by Schwahn. All in favor. Motion carried.

### APPROVAL OF VOUCHERS

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

**CITIZEN INPUT** – None

### PROJECTS (I&I, LSL, General Utility)

#### Street Projects

No discussion.

#### Lead Service Line Replacement

No discussion.

#### Brillion Works Hydrant/Irrigation

Vanden Boom presented for Brillion Works. Brillion Works would like to install a private fire hydrant by Brillion Iron Works Plant 4. They have 5 acres that they would like to create into a green space. There will be 18 inches of fill added to the 5 acres and follow up with 4-6 inches of topsoil to put a “cap” on the property. The fire hydrant will be used to water this area of the property to keep it green for mower testing. They would like the hydrant placed with a meter and plan to build a small shed around the hydrant to house the sprinklers and hoses. There were water mains to the property previously but those were all capped off at the close of the Iron Works. The estimated cost for the hydrant would be \$4,000. This would be an expense Brillion Works would pay and not something the city would need to pay. Farrell questioned whether this hydrant would remain permanently. Vanden Boom was unsure at this time. There would be standard specs for this hydrant. Litersky added that as a private hydrant it would need to be metered, a back flow preventer adds and less restrictions than on a public hydrant. Farrell stated that since there would be no sewer being used, the private hydrant should be billed for water and fire protection and not the sewer portion. Litersky would be willing to do further research on cost before moving forward. Boldt questioned whether they could run hoses from spigots at the existing buildings. Vanden Boom states there is a limited number of spigots and would be a long way to go.

**Motion:** Farrell moved to approve the Brillion Works installation of a 6 inch tap private hydrant, installed by a contractor, to supply an irrigation system at their cost exempting sewer charges. Second by Kopidlansky. Voted in favor by Schwahn, Boldt, Farrell, Kopidlansky. Krueger opposed. Motion carried.

## **PUBLIC WORKS SUPERVISOR**

### **Braun Easement**

Schreiber stated she added this to show that the project has been completed and believes this has been recorded at the courthouse.

## **MCO REPORT**

### **Monthly Report**

Litersky reported that the screw pumps are in rough shape. These are both needed to run when there is a bypass. He states they will keep on going but if something were to happen it would be difficult to plan around the problem. Farrell asked if the plan was to leave them and hope they hold out for 3 years till they are replaced. Kappell stated that these screw pumps will be replaced with the new facility and there would be three instead of two. If we were to replace and upgrade before the new facility this would require working with the DNR to achieve. Boldt asked if we could possibly get used screw pumps from somewhere that maybe in better shape than ours currently are. Kappell stated if they were replaced with the same size, it is possible and would not require DNR approval. Litersky stated that Lee's Welding could repair some of the flights, but it would be a major project to take on.

Litersky reported that the leak on 142 Pine is repaired. 180 James Court had a leak as well. This was found due to a neighbor on Jason Court's sump pump constantly running. Litersky had a picture of the leak. The lateral was made from K Copper which is known for pinholes. Everything now is made with PVC.

Litersky also reported there is one more day left of the hydrant flush. Fire flows will happen on Fawn, LaVesta, Hiawatha, and Pagel.

## **ENGINEERS REPORT**

### **Wastewater Treatment Facility Improvements Design Phase Services**

Kappell stated he had no updates at this time. Farrell stated that they need to approve the agreement and send to council for approval before the mayor can sign.

**Motion:** Farrell moved to approve and recommend to council the Wastewater Treatment Facility Improvements Design Phase Services with McMahon in the amount of \$875,000.00. Seconded by Kopidlansky. All in favor. Motion carried.

**CHAIRMAN** – None

## **CLERK TREASURER**

### **2023 Budget**

Schreiber emailed the 2023 budget mid-day and the 2022 after 5:00. The budget was condensed and needed to be spread out again therefore Schreiber went back to the old account numbers. She removed the ARPA funds and placed those back in the city budget. Farrell states that the \$315,000 needs to be removed as that will be paid off. Schreiber will also investigate the capital expense accounts for the reed beds. MCO Contract does not balance out as well. The sewer balance comes to \$150,000 and the water balance is \$170,000. Schreiber confirmed that the math was incorrect previously. She stated that she did not redo the budget completely, however she did reallocate the funds to the correct account numbers. Krueger was concerned that the revenue and spending were so off. Cannot look at the Revenues as a whole because the system budget still includes the borrowing proceeds and ARPA funding which will skew the total percentage. Schreiber will adjust and the budget will be reviewed again at the October meeting where she would like to take action. She would also like to discuss the 2024 budget in October as well.

Farrell also wanted to add that he liked the new Quarterly Review Report. The format and numbers are much better. The commission agreed.

**OLD BUSINESS**

Farrell met with the auditor and Schreiber to discuss the end of the year audit. Farrell wanted to discuss the reserve funds, where they were, what they were for and any restrictions. There are 7 CDs that utility has: Water Bond Reserve Fund, Water/Sewer Depreciation Fund, Water/Sewer Replacement Fund, and a few more. There is some flexibility with these accounts and some of them are required that we have. Farrell is concerned that the Utility Commission has not been actively looking at these items and keeping track of them. He would like utility to start taking control of these items and get them up to date and maybe reinvest at better interest rates.

**NEW BUSINESS** – None

**ADJOURNMENT**

The meeting was adjourned at 6:46p.m.

Heather Gilbertson  
Deputy Clerk/Treasurer