

UTILITY COMMISSION COMMITTEE MEETING

October 16, 2023

Brillion City Center

5:30 PM

CALL TO ORDER by Jeff Wittman at 5:32pm

ROLL CALL

Present: Chairperson Jeff Wittman, Vice Chair Dave Schwahn, Dan Farrell, Leonard Kopidlansky, Joe Levash

Absent: Russ Boldt, Mary Jo Krueger

Staff: Patty Schreiber, Heather Gilbertson

Guests: Pete Litersky-MCO, Tony Kappell-McMahon, Paul Much - MCO

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion: Farrell moved to approve the minutes of the September 18, 2023, Water and Sewer Utility Meeting. Second by Kopidlansky. All in favor. Motion carried.

APPROVAL OF VOUCHERS

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

CITIZEN INPUT – None

PROJECTS (I&I, LSL, General Utility)

Street Projects - No action.

Lead Service Line Replacement - No action.

PUBLIC WORKS SUPERVISOR - None

MCO REPORT

Monthly Report

Litersky reported that Lee's Welding is looking at the screw pumps. The initial thought is they may not be repairable but there may be a way to cut off the old flights and attach new ones. Lead and copper test sample passed. We are currently waiting to find out whether this will be a yearly sample or a triangle schedule. The hydrant flush went well with nothing out of the ordinary. Hydrant replacement on the corner of Grand and Parkway is complete with no problems. Kees Masonry completed various concrete curb stop replacements throughout the city.

Litersky gave an update on the water softener permits. Option one would be to add to the building permit, cost is \$100 and building inspector inspect after installation. Option two would be to add to the building permit or create our own permit for inventory purposes, no inspection completed until the next scheduled meter change. Kappell explained this is needed to be tracked due to the ongoing chloride variances and required by the DNR. Commission seemed to agree upon option two however they would like to charge something to cover the administrative work. A letter would go out to the city in the next utility billing letting them know that water softener will require a permit. The numbers as far as water softeners in the city is relatively low.

Motion: Farrell moved to institute a permit for home water softeners prior to installation at the cost of \$25.00. Seconded by Schwahn. All in favor. Motion carried.

Asphalt patching needs to be done for hydrants, street, and James Court. Absolut Asphalt Seal and Repair and the county. The county came back with \$4,100 for 3 patches and added 2 more. The county is going to go ahead and repair those patches. They started to saw cut them and finish either this week or next

week. The county will be a good resource going forward with future work. Manhole patching is complete. The county also does this, will keep in mind for next year. Ryan St lift has the old panel removed and a new temporary panel in while the old is fixed. There are 3 alarms on the new panel. They will be back tomorrow to complete the installation.

Schwahn asked about Tower Inspections. Litersky states they were both inspected, and everything is good.

ENGINEERS REPORT

Kappell reported the signed proposal has been received by McMahon. They will be submitting the ITA Perf Clean Water Fund Grant for state fiscal year 2025 the end of this month. Kappell is working with the DNR rep has reached out about the chloride report. The current permit is past due and still waiting on the new permit to be approved. A chloride update is required when the permit is past due. Kappell will have an update next month.

CHAIRMAN –

Wittmann will be gone on November 20th. Schwahn asked if the meeting could be moved to another day. November 14th at 5:30 was agreed upon by the commission.

CLERK TREASURER

2023 Budget - Amended

Levash brought up that the utility budget is always voted on after the city budget. Levash would like to see some changes in the budget regarding the pay for city employees, specifically the DPW Supervisor salary. He feels utilities shouldn't have to pay 40% of the wages because MCP runs the facilities and handles everything. Farrell stated that McMahon and MCO are both hired out companies and cover the majority of the work needed. Schreiber stated that sometimes there are days where the city employees spend doing utility work and this may not be able to change due to the city budget for 2024 being almost complete. Wittmann asked that Farrell present this to the council at the meeting tonight. Farrell stated he would. Schreiber stated action was needed on the 2023 Amended Budget for her to forward the information to Wirth for the bond sale.

Motion: Levash moved to approve the 2023 Amended Budget. Seconded by Farrell. All in favor. Motion carried.

2024 Budget – Preliminary

Schreiber sent to commission today. Wittmann would like Krueger to review and would like this put on the next meeting. Levash stated that the main concern is the wages.

Bond Sale Update

Schreiber stated with everything else going on was unable to get all the information to Wirth. Pushing bond sale out to November, not a specific date selected yet. There will be more information to follow. Utility Commission does not need to approve, Council does. This will be done at next Monday's meeting.

OLD BUSINESS

Farrell stated that he shared the information he received in the meeting with the auditor. In 2021 water borrowed \$215,000 from sewer and the auditor confirmed that this was paid back in 2022. Farrell also stated that since we have a handle on the reserve funds staff should look into the reserves and what levels these funds should be at such as equipment and maintenance, etc.

NEW BUSINESS – None

ADJOURNMENT

The meeting was adjourned at 6:20p.m.

Heather Gilbertson
Deputy Clerk/Deputy Treasurer