

UTILITY COMMISSION COMMITTEE MEETING

November 14, 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, Joe Levash

Absent:

Staff: Patty Schreiber, Heather Gilbertson, Andrew Maertz

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion: Schwahn moved to approve the minutes of the October 16, 2023, Water and Sewer Utility Meeting. Second by Levash. All in favor. Motion carried.

APPROVAL OF VOUCHERS

Farrell asked about the Northwoods Fire Protection Voucher. Maertz explained that it was a check of all the utility buildings and quite a few of the extinguishers were out of date and needed to be replaced.

Motion: Krueger 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)

Street Projects

Schreiber stated that Ron Wolf from McMahon will be at the next Committee of the Whole meeting at the end of the month. There will need to be an RFQ sent to bidders for the upcoming project. Levash suggested the sooner the better for those bids.

Lead Service Line Replacement

No action taken.

MCO REPORT

Monthly Report

Litersky stated attached is a quote from Lee's Contracting/Fabrication for fabrication and installation of a new screw pump like the existing and removal of current screw pump in the amount of \$26,500.00. The flights are splitting apart and are in bad shape. The lead time on this pump is about a month. Discussion was had whether this screw pump would work in the new facility. Kappell stated that if it is made exactly like the current one it would be under capacity. Schwahn asked if it was possible to build it to fit the new and still work in the current. Kappell stated it may be possible however it would require multiple manufacturer quotes and unsure of the lead time. Wittmann asked Kappell to bring some ideas and numbers to the next meeting to discuss further. Litersky stated that the 60 nondraining hydrants have been pumped out. Farrell asked if this was a high number. Litersky stated yes, it is however there are some areas in town that have high groundwater which then causes the hydrant to freeze. Litersky reported that lift station cleaning was completed last week, the main line sewer yearly cleaning on W. National is complete and went well, the lift station pump yearly maintenance is complete. The Peter's Park Lift Station is yet to be completed along with the reed beds being jetted out. Litersky stated that he received a call that one of the new trucks will be here tomorrow and the next one in a few weeks. Reed beds update: the first three beds were cleared with a skid steer and seem to be coming back slowly, the remaining were

cleared with an excavator due to the wetness of the beds and they were taken off. There will be transplanting and reseeded coming this fall with normal cutting. The beds may not be full for a couple of years, but they should come back.

Softener Permit Update

Maertz explained the permit included in the packet. He found that the approach the City of Chilton used was more common. The permit included in the packet is just a draft to start discussion. Farrell stated that there was a discussion at the council meeting last night about this. They would like to do a letter sent out to everyone for them to voluntarily return and provide us with the information needed about their water softeners. Maertz explained that almost all the permits he came across for this are included in a building or plumbing permit so what is being discussed here is out of the ordinary. Krueger questioned if we are going to go ahead with the water softener permit who is going to enforce it. Farrell stated they wanted to keep it out of the building permits to avoid the high cost. Litersky reported he does have a start to a list however it isn't a full list. Farrell questioned what data is needed to submit to the DNR. Litersky stated the age of the softener, brand, how many bags of salt are used, date of last maintenance. When meter changes are done Litersky looks for the softeners and then starts a conversation with the homeowner. Litersky gives them a brochure and educates them on the softeners and any red flags that could be involved. Wittmann asked if the inventory information Litersky has now would be enough for the DNR. There was discussion about sending notification out in the next utility billing however there are two inserts for December already so the next time that would go out would be March 2024. Litersky stated that he will go back to the original response from the DNR and send letters to surrounding area plumbers and submit the inventory numbers he has currently and wait for a response.

MCO Contract

Paul Much discussed the contract for 2024. CPI increase is set for 3.7%. The health insurance increased only 5.7% and liability decreased by 19.06%. The total amount for the 2024 contract is \$302,987.87.

Motion: Levash moved to approve the MCO Contract for 2024. Seconded by Schwahn. Call Vote. All in favor. Motion carried.

ENGINEERS REPORT

Kappell reported they have a good start on the design for the WWTF. He plans to have the surveyors out before the snow flies and support staff will be out to look at the rehab of the upgrade. He would like to set up a time to meet with Litersky to discuss specifics about equipment and to get his overall opinion. Kappell also invited Much and the commission to a meeting as well. The billing for the design project will be based on level of completeness for each month. The plans will be submitted June 2024 however a final bill will not be received right away in June. It will hold off until the project is ready to bid. There will be a small invoice coming for the work that was done in October and November so far. Next meeting Kappell will bring along numbers for the screw pump design at a higher capacity to see what will work.

Annual Chloride Report

Moeh, DNR Rep stated that the annual chloride report will be a requirement due to the permit expiring. This will continue to be required until the permit is renewed. McMahon drafted an agreement which cost about \$6,400.00. There is less involved in this report than there were previous years, source of reduction measures is still required.

Motion: Farrell moved to accept the Chloride Report Agreement with McMahon for not more than \$6,400.00. Seconded by Boldt. Call Vote. All in favor. Motion carried.

CHAIRMAN – None

CLERK TREASURER

2024 Budget

Schreiber emailed the budget to the commission. Farrell asked about the tower antenna rent. Schreiber stated she found minutes from a meeting stating that money needs to go into the City's General Fund. Farrell thought this was Utility's money. Schreiber is meeting with the auditor in December, and she will follow up with the commission after that. Farrell asked about Nate's wages for the billing aspect of the utility. That was listed as \$9,500 as billing clerk. Wittmann asked where the new home hookup fees about being listed. Schreiber stated this is now going into sewer and last year were moved from the city fund to the sewer as well. Farrell informed the commission that council did approve the reduction in wages from 40% to 20% for DPW Supervisor position. Litersky asked about the screw pumps, this was only budgeted for \$25,000 for 2024, will there be a delay further in getting these done? Then more money would be needed. Levash asked if there was a way that actual numbers could be given on the budget from previous years versus just budget numbers from last year. Schreiber states she will investigate.

Bond Sale Update

Schreiber gave the commission Wirth's handout from last night's meeting. Farrell spoke about the information. Northland Securities won the bid with an interest rate of 4.84%. There was a good faith deposit of \$32,000.00. The remaining balance will come in December 1, 2023. The monies need to be separated according to road project or design plan. The call date is in 2025. 2028 balance will roll over into the final major financing for the plant. The money that is not immediately being used can be invested to earn interest. Schreiber spoke with Wirth about the investing end of it. This is controlled by the state statute. It is limited to investing in government funds only. Wirth is working on getting information to Schreiber about the LGIP.

RE23-22 Resolution Authorizing opening another bank account - Sewer Bond Sale

Schreiber stated that the resolution is to only open one bank account instead of two. Should this be left as one account and split once the decision is made on where/how to invest? Commission agreed.

Motion: Krueger moved to recommend to council RE23-22 Resolution Authorizing opening another bank account - Sewer Bond Sale. Seconded by Kopidlansky. All in favor. Motion carried.

Closed Session

Closed Session per W.S.S. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Close Session per W.S.S. 19.85(1)(g) – Summons.

Closed Session Motion – Farrell moved to Convene in Closed Session at 7:01pm. Closed Session per W.S.S. 19.85(1)(g). Seconded by Levash. Call vote. Motion carried.

Reconvene in Open Session to take action if necessary and appropriate regarding the Summons.

Open Session Motion – Levash moved to Convene in Open Session at 7:20pm to take action if necessary and appropriate. Seconded by Krueger. Call vote. All in favor. Motion carried.

No action taken.

OLD BUSINESS - None

NEW BUSINESS

Farrell mentioned that the council is choosing to revisit long term contracts with the city. Farrell also stated that the 15% rate increase was almost not approved. There was heavy discussion with the council members about the increases that keep coming. Farrell feels that whatever is commissions business should remain commission business. The meeting start time for December has been moved to 5:00pm due to a Committee of the Whole and Council meeting that night as well.

ADJOURNMENT

The meeting was adjourned at 7:38p.m.

Heather Gilbertson
Deputy Clerk/Deputy Treasurer