

## UTILITY COMMISSION COMMITTEE MEETING

December 18, 2023

Brillion City Center

5:00 PM

**CALL TO ORDER** by Jeff Wittman at 5:00pm

### 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,

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

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

**Motion:** Levash moved to approve the minutes of the November 14, 2023, Water and Sewer Utility Meeting. Second by Krueger. All in favor. Motion carried.

### APPROVAL OF VOUCHERS

**Motion:** Boldt 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 action taken.**

**Lead Service Line Replacement - No action taken.**

### MCO REPORT

#### Monthly Report

Litersky reported that the reed beds were burnt and jetted. Great Lakes came back to clean and jet Ryan St. There was a water main break on N. Francis between Pine and Oak Street on December 7, 2023. The water was turned off from Oak to Hwy 10. A hose was run off a hydrant to the daycare to keep them from having to close. This was for toilet use only, not drinking water. A resident called and reported the water bubbling up. They found there was a baseball size hole in the main. The pipe is encased in clay therefore something may have been rubbing on it to cause the hole. 230,000 gallons of water was used in the break. This was repaired the same day.

#### Trucks

Litersky stated that the trucks have arrived. He is questioning whether they should be outfitted from the 2023 or 2024 budget. Schreiber stated she believes this is part of the truck cost so it would be considered an asset not an expense. The items to outfit the trucks could be installed within two weeks except for the graphics and pipe racks. Krueger asked if there was money in the budget to do this. January 2024 budget has a line with \$3,000 in each sewer and water so it would still fall about \$700 short to cover the cost. Litersky asked what to do with the current vehicles. Does the city have a process for how to sell them? With the condition of the van can we sell it? Levash suggested checking with Day Auto to see what they are worth and if they are worth selling. Krueger suggested maybe donating them and use them as a tax write off. Litersky will reach out to Day Auto. Farrell stated that staff should research the process of how to sell the trucks.

## ENGINEERS REPORT

### Screw Pumps

Kappell reviewed the below information about the screw pumps.

- Lee's Contracting previously provided a quote to fabricate and install a new prime coated steel screw pump auger for \$26,500.
  - If the new auger matches the existing (30" diameter, 3 flight, 1,300 gpm capacity), it should have sufficient capacity to be re-used as part of the future WWTF improvements.
  - However, the replacement auger would utilize the existing lower bearing and upper bearing/drive unit, and the cost does not include any concrete trough repairs/grouting or new trough covers.
- Quotes were received from two screw pump manufacturers for brand new complete screw pumps and trough covers.
  - Equipment cost including one complete new pump with fiberglass trough cover is estimated at \$80,000.
  - Additional installation costs would include demolition of existing pump and grouted trough, installation of the new screw pump (and cover), and re-grouting of the trough.
  - Equipment lead times are estimated at 24 weeks upon receipt of order (including submittals), pushing the install into the summer months.
  - There are cost savings to be realized with replacement of multiple screw pumps at once.
  - Lee's Contracting is interested in quoting for the new unit as well. They are working on this.
- Project Delivery
  - DNR approval may not be required as replacement of one or both screw pumps "in-kind" could be considered a "Maintenance" project.
  - Installation of a 3<sup>rd</sup> pump in the spare empty trough would be considered a change in process and would require DNR plan and spec approval.
  - Based on the cost of the project, it may need to be bid out; however, it could be declared an "emergency," in which case bidding may not be necessary.
- Project Funding
  - DNR was contacted to determine if the project could later be rolled into the SRF CWF project financing for the entire WWTF improvements if the screw pump replacement was completed ahead of the larger project. Ultimately requires Facility Plan and Plan and Spec approval.
  - DNR is still discussing internally; however, if they do determine it's feasible, contract documents would likely need to include all CWF requirements (Davis Bacon wage rates, American Iron and Steel provisions, etc.).

Levash questioned whether the screw pump will last through the winter. Litersky replied he is unsure. Winter has been mild so far, but it may not stay that way. The bypass around the screws is the problem. That is the violation of the permit. Samples needed to be done when this happens. Currently this is being addressed as non-compliance by the DNR but if it continues it could be recommended as a violation. The DNR representative, Trevor, is aware that a plant upgrade is coming. He understands that the city can meet standards without the filters but the permit states that they are needed. The first step is a notice of non-compliance, second is notice of violation which could have monetary fines up to \$10,000.00 if we fight them. The DNR has hired two new permit drafters. The variance in the permit for the chlorides but hopefully with the new drafters this is not necessary, and they can add something into the permit allowing the filters. Farrell questioned if the screws went down tomorrow how long before we would reach a violation. Much stated that the DNR is aware of the plant upgrade but unsure of a timeline. Wittmann would like to wait for Lee's Welding to place a bid. The information needed would be a quote and the lead time on this project. Could Lee's get the materials and hold until it is needed? Additional information will be provided at the next meeting.

Kappell added that they are drafting the Chloride Report for submission at the end of the month. He added there was a meeting at the Wastewater Treatment Plant to talk about the project scope of the

upgraded facility and equipment. The overall consensus was that the equipment should be operator friendly.

**CHAIRMAN** – None

**CLERK TREASURER**

**2024 Budget**

Schreiber emailed the budget to everyone yesterday. Krueger questioned verifying the numbers especially in the water budget. Schreiber stated that the expenses were high in 2023 with the hydrant and concrete repairs. They will be dropping for 2024. Farrell questioned the \$3,000 miscellaneous salary and wages that is in the water budget but not sewer. He believes this may be the wages for the commission. Farrell also asked about the vehicle insurance as there is not a separate line for that. Schreiber believes this is all lumped together in one line. Farrell had several other lines he had questions on that he will provide to Schreiber to investigate. The 2015C Bond payment line is for the new bond payment however the name needs to be updated. The tower revenue is for utilities and that was moved back to the water budget. Capital expenses were discussed as well, such as the reed beds. Schreiber shared with the commission that a couple items that were approved through the commission need to also be approved through council going forward such as the sewer rate increase and the MCO contract.

**Brillion Water Sales 2023**

Krueger stated that the numbers don't match between this report and Schreiber's. Schreiber will review for the next meeting.

**Write-off Old Utility Account Balances**

Schreiber shared a list with the commission of old utility accounts she is looking to write off. These accounts have no forwarding address or additional information to continue to try and contact the people. She also provided a list of the SDC/TRIP accounts she will be submitting and the list of people whose accounts were added to their tax roll.

**Motion:** Krueger moved to approve to write off \$4,683.67 in old utility accounts. Seconded by Farrell. All in favor. Motion carried.

**Closed Session per WSS 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 6:03 pm. 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 6:13 pm to take action if necessary and appropriate. Seconded by Farrell. Call vote. All in favor. Motion carried.

No action taken.

**OLD BUSINESS** – None

**NEW BUSINESS** - None

**ADJOURNMENT**

The meeting was adjourned at 6:14 p.m.

Heather Gilbertson  
Deputy Clerk/Deputy Treasurer