

UTILITY COMMISSION COMMITTEE MEETING

March 18, 2024

Brillion City Center

5:30 PM

CALL TO ORDER by Jeff Wittman at pm

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; Kurtis Stephany; Tim Hanson

APPROVAL OF AGENDA

Motion: Farrell 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 February 19, 2024, Water and Sewer Utility Meeting. Second by Schwahn. All in favor. Motion carried.

APPROVAL OF VOUCHERS

Motion: Krueger 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

Schreiber stated that Wolf would be attending the meeting tonight but was not present at this time.

Motion: Farrel moved to move Street Projects to the end of the agenda. Second by Krueger. All in favor. Motion carried.

Wolf from McMahon and Associates spoke about the bid opening for the 2024 Road Project. The winning bid was Donald Hieptas and Sons with a total of \$960,000 that includes the optional utility work that would need to be done. There was discussion about replacing the original water main located on the west two blocks of East Water Street. Schreiber stated that Monday, March 25 will be a joint Committee of the Whole, Utility Commission and Finance & Purchasing Committee meeting as Carol Wirth from Wisconsin Public Finance Professionals, LLC will be here to discuss the remaining financing that needs to be done. The project will hopefully begin in late summer, July/August.

Motion: Levash moved to recommend to council to replace the water and sewer mains on East Water Street from Main Street to Francis Street. Second by Boldt. All in favor. Motion carried.

Lead Service Line Replacement –

Litersky stated that anything after 1972 without documentation will need to physically be checked by pot holing or hydro vac around the curb stop to be able to see both the house and water main. This is part of a Sanitary Survey that is being done by the DNR. Brillion is due in July.

Sewer Bid

Litersky explained that this is a service that is bid out yearly and 1/5 of the city is done per year. PLC Water Jetting Service came in the lowest and this is a company that has been used before. The base charge of \$8,358.30 is for the sewer cleaning. The additional charges would be work that is completed above the base charge.

Motion: Schwahn moved to approve to use PLC Water Jetting Service. Second by Levash. All in favor. Motion carried.

Well #3 Booster RFP

Litersky explained the two quotes received from Municipal Well & Pump and CTW Well & Pump. CTW was less on the total proposal amount, however the supplemental prices are much higher than Municipal. Litersky did confirm the supplemental costs with the vendors. Litersky would recommend Municipal Well & Pump even though their total proposal is higher the supplemental prices are lower. This is maintenance that is done every ten years.

Motion: Farrell moved to approve the Well #3 Booster to Municipal Well & Pump. Second by Levash. All in favor. Motion carried.

MCO REPORT

Monthly Report –

Litersky reported that Spring Creek Manhole Inspection are complete. These inspections are done during even years. The DNR requires this for I & I reports on the CMAR.

Meter change letters are being sent out next week. Hoping to have 120-130 meter changes. Hoping to have everything done by the time the construction project starts.

Truck and Van Update

Litersky reviewed the handouts from Wisconsin Surplus Online Auction for the truck and van. The van was sold for \$2,875.00 and the truck was sold for \$2,725.00.

ENGINEERS REPORT

Kappell stated that per DNR recommendation, the facility plan was submitted to the Central Regional Planning Commission to get their conformance with the plan. There was a \$500 review fee. The DNR wants the Regional Plan Commission information growth projections, and population projections what was used to project future flows and loadings and make sure they agree with the methodology that was used to project future populations and flows and loadings. This was submitted on February 14, received conformance letter back on March 11, submitted conformance letter to DNR on March 11 and approval letter of facility plan on March 12.

WWTF Facilities Plan Approval

Kappell stated that the recommended parallel cost ratio to 0.92. This is the amount of the project that would be eligible for clean water fund, low interest loan and principal forgiveness. This portion of the design could be allocated to industrial flows and loads. Kappell feels that the 0.9 ratio was a good number. McMahon is continuing to make progress on plans and specs. Submittal the end of June. Staff will be on site Thursday morning to go through existing buildings to get a better understanding of what their scope of work is. Survey Crew out later the in the week to survey the main route from Peter's Park to the plant and the lift station site as well.

CHAIRMAN – None

CLERK TREASURER

Brillion Water Sales 2024

Schreiber stated that March's billing report was included along with 2023 to show some history as well. The 15% sewer rate increase was not added into the system. ON the June bill that will have a separate line item to catch that up. Schreiber spoke with the auditor at CLA about completing a Full Case Rate. The cost would be \$8,500 and includes application, consulting, data request and public hearing. No timeline has been disclosed. CLA doing the Full Rate Case will be on the agenda for the April meeting.

Discussion was had about March's billing report. Comparing this year to last year, we are already \$50,000 under what we did last year for revenue, which is concerning. It was recommended to start tracking the expenses due to the shortage of revenue. This is to be added to next month's agenda as well. A budget comparison was requested as well.

CD Renewals

Schreiber stated there are three CDs that are coming due on April 1, 2024. Schreiber received rates from all three financial institutions in town: State Bank of Chilton in the IntraFi is 5.64%, Verve 5.22% for seven month, and Collins State Bank is 5.4% for six months. The suggestion was made to do it at State Bank of Chilton for a year in the IntraFi as a CD with a 5.64% rate.

Motion: Farrell moved to approve the renewal of the three CDs at State Bank of Chilton inside the IntraFi at an interest rate of 5.64% for twelve months. Second by Schwahn. All in favor. Motion carried.

Investing Sewer Bond Proceeds

Schreiber explained that currently these funds are in a savings account at State Bank of Chilton at a 2% interest rate. There are other options that have higher interest rates. The IntraFi 5.64% and LGIP 5.39% knowing that every month the rate will change. All in one, split and put WWTF in one and Street in another.

Motion: Farrell moved to approve the \$1.4 Sewer Revenue Bond Fund from 2023 in IntraFi. Second by Kopidlansky. Call Vote. Yes: Wittman, Schwahn, Boldt, Farrell, Kopidlansky. No: Krueger, Levash. Motion carried.

OLD BUSINESS –

Schwahn asked who will be completing the service inspections. Schreiber stated that Maertz is working on the service connections training. Maertz reached out to a retired state inspector who is willing to train himself and the two DPW employees on this. Krueger would like to reiterate her concern that this is not a city responsibility, and the city employees shouldn't be doing it. This is something the building inspector should be handling.

NEW BUSINESS –

Wittmann years back when met with the DNR about swamp and drainage issues. Wanted the streets cleaned to keep the debris in there. The streets are not cleaned very often. There is all kinds of stuff in the storm sewers and the streets and need to get the machine out there and clean the streets. Schreiber will pass along to Maertz.

ADJOURNMENT

The meeting was adjourned at 6:56 p.m.

Heather Gilbertson
Deputy Clerk/Deputy Treasurer