

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**October 19, 2015**

**Brillion City Hall Conference Room**

**6:00 pm**

**CALL TO ORDER:**

Chairperson Jeff Wittmann called the meeting to order at 6:00 pm.

**ROLL CALL:**

Present were Mayor Gary Deiter, Jeff Wittmann, Mary Jo Krueger, Wally Sonnabend, Joe Levash, Dave Schwahn, and Leonard Kopidlansky. Also present were Amy Vaclavik from McMahan, Randy Much from MCO, Paul Much from MCO, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz. Absent was Dan Mertens.

**GUESTS:**

Pete Litersky from MCO, Ron Wolf from McMahan, and Josh Jeske.

**APPROVAL OF AGENDA:**

**Motion** – Sonnabend moved to approve the agenda as presented. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 21, 2015 WATER AND SEWER UTILITY MEETING:**

**Motion** – Krueger moved to approve the minutes of the September 21, 2015 Water and Sewer Utility meeting. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Schwahn moved to approve the Water and Sewer Utility operating vouchers in the amount of \$205,275.56. Seconded by Levash.

Wittmann questioned the cost of the fire extinguisher for Well #5. Sonnabend stated that type of fire extinguisher is very expensive. Gosz reported the payment to Immel is the final payment for the 2015 I & I Project.

Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**UTILITY SERVICES PROPOSAL FOR SINGLE RESIDENTIAL HOUSE ON ROUND LAKE ROAD:**

Gosz stated at the last Utility Commission meeting the Commission discussed at length options for installing water and sewer service along the Ken Guenther property along Horn Street and Round Lake Road.

(Approved)

Josh Jeske stated his fear is that if he is allowed to install a private well on a portion of this property at this time that water and sewer service will be installed in the future along his property lines and he would then have to connect to the City services and pay those costs also. Jeske stated he would like to run a 2" private line from Kennedy Drive to his home. He understands the City has some concerns with running this private line. He stated he is looking for options at this time.

Jeske submitted a map of the amount of property he would purchase from Ken Guenther and the placement of his home on that property. He stated he was informed by Ken Guenther that his intention is not to develop the rest of his property at this time.

Sonnabend reminded the Commission members that the Utility Commission has a responsibility to provide water and sewer services to City residents. Sooner or later the Utility Commission will need to run water and sewer lines along that property. Gosz stated if water and sewer lines are installed, the Commission may be able to defer assessments until the lots are then developed. Vaclavik stated there is a disadvantage to running an 8" line for a single user. Mayor Deiter stated that maybe the rest of the lots would sell if the water and sewer lines were installed. Levash stated the installing of the water and sewer lines would be the right thing to do for this proposal.

Jeske asked what his cost would be for installation of these lines. Ron Wolf stated that would need to be determined. Jeske stated he would like to have his sewer line installed along the west side of his proposed property. Gosz stated Jeske would only pay for the longer of the two (2) sides.

Gosz asked if the Utility Commission decides to install water and sewer lines along Horn Street and Round Lake Road, would the Commission require Todd Kuchenbecker and Joe Mayer to hook up to City services. She stated that City Code requires 365 days after public utilities are made available.

Jeske stated he would like to have the Commission make a decision on this soon. He stated he was informed to run a 2" private line would cost him approximately \$6,000.

Wittmann suggested obtaining estimates for running of water and sewer lines. Vaclavik stated they could get estimates and review the City's Special Assessment Policy to determine how much of the project could be deferred. Gosz suggested contacting Kuchenbecker, Mayer, and Keith DuQuaine informing them that the Utility Commission is considering running water and sewer lines in this area. Levash asked if the Utility Commission could collect from the property owners in the Townships at a later date for their deferments. Wolf stated yes, but it would not be called a special assessment, rather a connection fee or special charge.

Wolf stated there may not be a need to run a sanitary sewer gravity main in this area and explained how the Ken Guenther proposed development was laid out in running the sanitary sewer lines to the interceptor sewer running from E. National Avenue to Horn Street.

(Approved)

This topic will be discussed at next month's meeting. Gosz again suggested contacting the other affected property owners in that area.

**2016 BUDGET PREPARATION:**

No report.

**A. WPDES Chloride Variance Process:**

Vaclavik distributed a Salt Use Efficiency graph to the Commission members. She explained at the Main Street Well the resin was found to be foul with iron. They would propose to the DNR to rejuvenate the resin. According to the graph, Well #3 softeners are working well.

**B. Development of New Water Supply – Update:**

**1. Well #6 – Consider Option to Purchase Agreement:**

No report.

**INFLOW & INFILTRATION REDUCTION PROJECTS:**

**A. 2015 Inflow & Infiltration Reduction Project - Update:**

**B. 2015 Sanitary Sewer & Lateral Televising – Update:**

No report.

**C. 2016 Inflow & Infiltration Reduction Project – Agreement for Professional Services - McMahon:**

Wolf presented two (2) proposed Agreements for Professional Services for the 2016 Inflow & Infiltration Reduction Project. One proposal would be for a portion of E. Water Street, Cleveland Street, Madison Street, and S. Main Street and would be only for I & I work. The total estimated project cost for this would be approximately \$262,000 and includes approximately 40 laterals.

The other proposed Agreement would be for complete reconstruction and I & I remediation on a portion of Cleveland Street and all of Monroe Street. The total estimated cost for this project is approximately \$590,000.

Wolf stated both of these projects are being proposed to be bid the same way the 2015 projects were bid, two (2) separate bids.

Wolf stated it is hoped to start topo survey work this fall with bidding of the two (2) projects in February. Basically, they are hoping to follow the same schedule for the 2016 projects as was done with the 2015 projects.

Wolf explained there are some concerns with the work to be done on S. Main Street. On that street, the expense for I & I work will be higher to the property owners since there will be a need for traffic control and the replacement of concrete in the street versus asphalt. Wolf stated the property owners could have the laterals slipped lined from their home to the main instead of from the main to their home. Vaclavik stated those property owners could have I & I work done only from the terrace area to their home versus from the street to their home. Wittmann stated each property owner could decide which option to go with.

(Approved)

Vaclavik stated the onsite services for the I & I Project would be handled the same as done in 2015, with the City's Building Inspector handling the private work and the in home visits.

Vaclavik stated that more televising still needs to be done.

**Motion** – Sonnabend moved to recommend to City Council the two (2) Agreements for Professional Services with McMahon for the 2016 I & I Reduction Project and the Cleveland and Monroe Street Reconstruction & I & I Reduction Project. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**MCO REPORT:**

**A. Well #3 Pump Repair - Update:**

Randy Much stated a meeting was held with Layne. Two (2) options were discussed. The first option is a stray current and the second option would be a defective pipe. It is thought that the defect may have come from when the factory manufacture attached the collar to the pipe. The plan now is to do testing and look for stray current. Layne has offered to install a temporary pump at no cost to the City. The electrical costs for this investigation are also being paid by Layne. The collar testing being done is being paid by the contractor. So no costs are being paid by the Utility Commission at this time.

Sonnabend asked if the pipe that is still in the Well, will that pipe cause problems in the future. Paul Much and Vaclavik stated it is a small screening/strainer that is in the well and it is unsure if that will cause problems in the future.

**B. Report on Water Main Breaks that Occurred on July 20, 2015 and July 21, 2015:**

No report at this time. This will be discussed at next month's meeting.

**C. Ferric Chloride:**

Randy Much reported that MCO Employee Bill Drumm found a pump and is using that pump to clean the ferric chloride from the tank. The solids are being pulled through the tubing in the pump.

**D. Capacity, Management, Operation and Maintenance (CMOM) Program – Update:**

Paul Much reported the CMOM is in rough draft at this time and suggested changes will be made. It is hoped to get the City a copy of the CMOM this week yet. The CMOM Program will just need to be kept on file and does not require DNR approval.

**E. Phosphorus Limit Compliance – Update:**

No new information.

**D. Ryan Street Lift Station - Update:**

Randy Much stated the strainer has been moved around on the main. Debris was found two (2) manholes from the lift station. The debris is wet wipes and big shop toweling. They will continue to move the strainer in hopes of finding where the debris is coming from.

(Approved)

**Other:**

Randy Much stated they will have salt bids for next month's meeting.

**ENGINEER'S REPORT:**

**A. Ryan Street Radio Telemetry Antenna Improvements – Update:**

**B. Generator Projects – Update:**

Vaclavik stated the preconstruction meetings were held and McMahon is currently processing the contracts.

**C. Control System Programming – Glenview Tower Transmitter:**

Vaclavik stated the programming is done and work is being done on the transmitter.

**D. Evaluation of Viable Water Treatment Options – Update:**

No report.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

**A. Consider Sewer Rate Increase:**

Gosz stated that Ehlers proposed a 6% sewer rate increase in 2015 and a 4% sewer rate increase in 2016. She asked the Commission if they would like to proceed with a 6% sewer rate increase in 2015. Sonnabend stated they should move forward with the 6% increase. Gosz stated she will work on the calculations of the increase and bring those amounts to next month's meeting.

**CITY CLERK/TREASURER:**

Buboltz reported that she sent tax roll letters out to those property owners with delinquent water and sewer bills.

**OLD BUSINESS:**

**A. Closed Session per W.S.S. 19.85(1) (e):**

The Commission did not go into Closed Session.

**B. Open Session:**

The Commission did not go into Closed Session.

**C. Review Contract between the City of Brillion and Midwest Contract Operations, Inc:**

Gosz explained that she has been working with the City Attorney and Paul and Randy Much on this proposed contract. Article II and Article III of the proposed contract should be looked at by the Commission to make sure it reflects the services and obligations the City expects.

Randy Much expressed concern with the length of the contract. He feels with the termination clause the proposed contract is for only 60 days versus the five (5) years that was discussed. He feels the contract should be five (5) years with no termination date. Gosz stated the City Attorney has concerns if a termination clause is not included in the contract. Paul Much stated if MCO does not meet its contractual services that would be an out for the City.

(Approved)

Randy Much stated their proposed contract has been submitted to other communities with little concerns. He stated MCO's concern is the 60 day contract.

The proposed contract was discussed among the Commission.

Randy Much stated that MCO is committed to the City of Brillion and has been since 1993. They would like to continue to serve the City of Brillion.

Sonnabend stated this Commission was looking at a five (5) year contract. Kopidlansky stated that was the goal of this Commission. Levash stated the City Attorney may be thinking that a five (5) year contract is too long. Randy Much stated that some of the communities they serve are going with 10 and 15 year contracts.

Mayor Deiter reminded the Commission members that the City Attorney is only giving the City his opinion. Gosz stated that the City's insurance carrier has also reviewed this proposed contract and she will discuss with Randy Much and Paul Much their comments.

Randy Much explained a municipality's immunity clauses.

This proposed contract will be reviewed and will be brought back for the Commission's review at next month's meeting.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Levash. Motion carried unanimously. The meeting was adjourned at 7:57 pm.

Joy L. Buboltz  
Deputy Clerk-Treasurer