

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**May 15, 2017**

**Brillion City Hall**

**6:00 pm**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present were Mayor Gary Deiter, Jeff Wittmann, Mary Jo Krueger, Wally Sonnabend, Russ Boldt, Dave Schwahn, Leonard Kopidlansky, and Dan Mertens. Also present were Pete Litersky from MCO, Harold Jansen from MCO, Amy Vaclavik from McMahon, Public Works Director Andy Geiger, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz. Absent was Paul Much from MCO.

**GUESTS:**

Shawn McConnell from the Brillion Boy Scouts.

**APPROVAL OF AGENDA:**

**Motion** – Krueger moved to approve the agenda as printed. Seconded by Mertens. Call vote taken. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF THE MARCH 20, 2017 AND THE APRIL 17, 2017 WATER AND SEWER UTILITY MEETING:**

**Motion** – Sonnabend moved to approve the March 20, 2017 and the April 17, 2017 Water and Sewer Utility Meeting minutes. Seconded by Schwahn. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Sonnabend moved to approve the Water and Sewer Utility operating vouchers in the amount of \$48,148.35. Seconded by Krueger. Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**2017 SANITARY SEWER CLEANING & TELEVISIONING – AWARD BID:**

**Motion** – Krueger moved to accept the bid from PLC Water Jetting Service, in the amount of \$7,604.30 with a storm sewer work charge of \$215.00 per hour and a vacuum cleaning hourly charge of \$215.00. Seconded by Schwahn. Motion carried unanimously.

**INFLOW & INFILTRATION REDUCTION PROJECT:**

**A. 2017 Mini-Storm Project - Update:**

Vaclavik reported the contractor, Robert Immel, will start the project in July.

Wittmann asked if the affected property owners with the 2017 Mini-Storm Project had any concerns. Geiger stated there were a few concerns. Kopidlansky asked if a homeowner is able

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to do their own mini storm sewer connection to their home or must they hire a contractor. Gosz and Geiger stated a property owner can do their own hook up.

**MCO REPORT:**

**A. Resolution – 2016 Compliance Maintenance Annual Report:**

Litersky reported the Water & Sewer Commission received a 3.92 on the Report. The only “B” received was on the limit on phosphorus.

**Motion** – Schwahn moved to recommend to City Council the 2016 Compliance Maintenance Annual Report. Seconded by Mertens. Motion carried unanimously.

**B. 2017-2018 Capacity, Management, Operation & Maintenance (CMOM) Goals:**

Litersky explained that the Water & Sewer Utility Commission each year must set new goals for the upcoming year. We need to make sure the goals stated are obtainable.

Mayor Deiter asked if the Utility will be starting with updating the Storm Sewer GIS. Litersky stated the Department of Public Works would handle the storm sewer portion of the GIS but believes that is some information on the GIS on the City’s storm sewer utility. Gosz and Geiger will work on this.

**Motion** – Krueger moved to accept the 2017-2018 Capacity, Management, Operation & Maintenance (CMOM) Goals as presented. Seconded by Sonnabend. Motion carried unanimously.

**C. Lead Water Service Line Replacement:**

Litersky reported that he received a phone call regarding a lead service that is leaking on Cleveland Street (north end of Cleveland Street). The contractor asked him what the Utility’s policy is on the replacement of lead service. Litersky explained the process that was used with last year’s I & I Project on Cleveland Street in which the property owners were given the opportunity at that time to replace their lead water service.

Litersky asked if the homeowner should be required to find their own contractor for replacing the lead water service and the City hires their own contract or should the property owner and the City work together to hire just one contractor.

Geiger pointed out that he read an article in which the City may responsible for the lead water service to the home. He noted that the lead water service was replaced in the street last year.

Litersky suggested that the Utility Commission consider adopting an ordinance requiring the replacement of lead water services in homes. Mertens noted that once there is a defect in the lead water service line then it would be a requirement to replace that lead water service.

Mertens suggested that the City/Utility contact the property owner and work together on the coordination of the replacement of the lead water service. Wittmann noted that it would be a good idea for the City to contract with Hietpas Construction for the replacement since Hietpas is well aware of the City’s water and sewer system.

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Litersky stated that he will inform the property owner that the City will be contracting with Hietpas Construction for the City's portion of the replacement of the lead water service and that the property owner will be responsible for hiring their own contractor for their portion of the replacement.

Krueger and Geiger noted that incidents such as this should be handled on a case by case basis and that it is important to draft a policy on this. Krueger stated she feels it should be mandatory that lead water services be replaced with any I & I Project/street projects.

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

Litersky noted that the only thing added was that there will be three (3) different phosphorus testing.

**E. Main Street Well Heater and WWTF Boiler Repairs – Update:**

No report.

**F. Ryan Street Lift Station:**

Litersky stated the Ryan Street Lift Station remains clean.

**G. Monthly Superintendent Report/Update:**

Litersky reviewed his report with the Commission and reported on the following:

- White foam has been seen at the WWTP by some type of soap/surfactant. This is only happening on Mondays and has happened three (3) times.
- The WWTP sand filters were taken off on May 1<sup>st</sup> due to high flows.
- They are now receiving only half of the chlorine/aqua meg deliveries.
- The flushing hydrants went well. All the pressures were good.
- To date two (2) water meters have been changed out.

**ENGINEER'S REPORT:**

**A. WPDES Permit Chloride Variance:**

Vaclavik reported on an email she received for Dick Sachs of the DNR regarding the status of the WPDES permit re-issuance. The draft permit should be available within a month.

Vaclavik explained the proposed schedule in the variance process.

**B. Water Distribution System Improvements – Transmission Main Connection Project:**

Vaclavik distributed a proposed map outlining a proposed route for the transmission main. It is at first proposed to install a 12" main along the old railroad bed. Easements will need to be obtained from the affected property owners.

Vaclavik suggested an alternative route for the transmission main which includes going along Calumet Street, Main Street, Jackson Street, and Center Street to the towers. With this option, the water mains in the street would be replaced. Some of those mains are very old.

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Vaclavik suggested running a 12” water main along Calumet Street, Main Street, Jackson Street, and Center Street to the water tower. With this option an 8” water main will not be needed then.

Vaclavik presented and explained the cost estimates for both options.

Vaclavik explained that it may be easier to run the mains along the streets versus the railroad bed due to the fact of obtaining easements and working around the fiber optics located in the railroad bed. The disadvantage with going with the option of going along the streets would be the patch work that would be needed on the affected streets. There is also the uncertainty of the Main Street Square redevelopment.

Geiger stated the Utility may be looking at the year 2019 for this project.

Vaclavik noted that in the long run the better value is to run the transmission main in the streets, but it may be cheaper to run it along the railroad bed.

**CHAIRMAN:**

No report.

**PUBLIC WORKS DIRECTOR:**

No report.

**CITY ADMINISTRATOR/CITY CLERK/TREASURER:**

No report.

**OLD BUSINESS:**

**A. Water User Rate Study & Debt Refinancing - Update:**

Gosz reported that Ehlers is reviewing the City’s water rate application at this time and not the PSC as was previously reported. She was informed by Jon Cameron that there was a discrepancy found by Ehlers in the rate application in the usage data. This is being worked on for clarification. Jon Cameron feels it will not take long for the PSC to review the application once submitted.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Krueger. Motion carried unanimously. The meeting was adjourned at 7:05 pm.

Joy L. Buboltz  
Deputy Clerk/Treasurer