

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

May 19, 2014

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, Leonard Kopidlansky, and Dan Mertens. Also present were Amy Vaclavik from McMahan, Randy Much and Paul Much from MCO, and City Administrator-Clerk/Treasurer Lori Gosz.

GUESTS:

Garlyn Kligora from the Brillion Iron Works.

APPROVAL OF AGENDA:

Motion – Levash moved to approve the agenda as presented. Seconded by Krueger. Call vote taken. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE APRIL 21, 2014 WATER AND SEWER UTILITY MEETING AND THE MAY 12 2014 JOINT CITY COUNCIL AND WATER AND SEWER UTILITY COMMISSION MEETING:

Motion – Schwahn moved to collectively approve the minutes of the April 21, 2014 Water and Sewer Utility Meeting minutes and the May 12, 2014 Joint City Council and Water and Sewer Utility Commission Meeting minutes. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion –Mertens moved to approve the Water and Sewer Utility vouchers in the amount of \$60,998.61. Seconded by Sonnabend.

Sonnabend questioned the Hietpas bill for work done at 337 Columbus Avenue. Much explained the work done. Mertens questioned the bill for removing debris at the Ryan Street Lift Station. Much reported MCO talked to the maintenance personnel at Brillion West Haven. West Haven is posting notices to its residents to not flush material. Much stated MCO will contact the high school on this issue.

Krueger questioned the payment to Zander Press. Much explained the payment. He explained the DNR is now requiring notification to be published in the newspaper after every bypass event.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

(Approved)

Garlyn Kligora, Environmental Manager from the Brillion Iron Works, was present to give an update on the water conservation efforts being made at the Brillion Iron Works Plant 1. She explained the improvements made at the Plant will result in a substantial reduction in water consumption. She hopes to be back in the fall to give the Commission an update on efforts made to Plant 2.

WATER RATE INCREASE APPLICATION – RESOLUTION REDUCING THE PROPERTY TAX INCREMENT TO THE CITY OF BRILLION:

Gosz explained at the Joint City Council and Utility Commission meeting on May 12, 2014 Jon Cameron from Ehlers explained the impact of the Payment in Lieu of Taxes, which the Utility pays to the City General Fund. She explained with the proposed water rate increase the PILOT would increase from \$88,382 to \$121,793. She explained the Utility Commission has the option to request the City Council to freeze the amount at \$88,382, which would result in a 62% water rate increase. If the rate increase is filed using the \$121,793 PILOT, the water rate increase would be 68%. Gosz explained that PILOT from the Utility to the City is a way for tax exempt properties to pay taxes on the infrastructure, because it is charged as a user fee with the water rate.

Kopidlansky stated he determined the difference in the water rate increase from 62% to 68% on the average home would be approximately \$2.00 per quarter. He stated the proposed rate increase at 68% brings the City of Brillion to the middle of the average of surrounding communities.

The Commission agreed to not request a freeze in the PILOT at this time.

INFLOW & INFILTRATION REDUCTION PROJECTS:

A. Review of Sanitary Sewer Main Cleaning & Wet Weather Televising:

Much reported on the recent wet weather televising. He stated many leaking laterals and root obstructions were found. He explained televising at Wisconsin Avenue and MacArthur Avenue found no evidence of floor drains tied into the sanitary laterals. The televising on these streets found root obstructions and bad laterals.

Much explained to continue going up each lateral during wet weather televising is very time consuming. He suggested just televising the main lines and if the laterals are leaking these then be marked as defective. He said it would take too long to continue up each lateral, delaying the efforts to identify project areas.

Much stated by developing a 10 year Main Line Inspection Plan it will help identify and control root obstruction areas.

Much reported on the overflow at the Wastewater Treatment Plant, caused by the high water levels in Black Creek and the Brillion Marsh.

Much reported he discussed with Anne Van Grinsven from the DNR the City's I/I Reduction efforts and the successful result on S. Francis Street project. He reported Van Grinsven was very

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pleased. He reported that the Van Grinsven has forwarded this positive report to Madison DNR who is also pleased.

B. Discuss and Develop a 5-Year Capital Plan:

Much suggested that he meet with Vaclavik and Gosz to review the City's 5 Year Street Maintenance Plan against wet weather televising reports to develop a 5-Year Capital Plan. Levash stated a 5-Year Plan is important to notify property owners in advance.

MCO REPORT:

A. Review of Emergency Water Use Plan:

Much reported the Emergency Water Use Plan is near completion.

B. Monitor Metal Levels in Slug Discharges to the Wastewater Treatment Plan – Update:

Much reported a meeting will be held on Wednesday, May 21st at 4:00 PM with Professional Plating to review zinc testing results.

C. Capacity, Management, Operation and Maintenance (CMOM) Program:

Much reported Jack Saltes, DNR, will be training MCO Staff on starting a CMOM Program with MCO clients. This training will be done in September 2014.

D. Phosphorus Limit Compliance:

No new information at this time.

E. Consider Proposal for the Engineering Services for the Design and Construction of Monitoring Manholes:

Vaclavik reviewed the engineering proposal for the design and construction of monitoring manholes at commercial and industrial locations in the City. She explained that the most significant areas will be at Ariens Company, Brillion Iron Works, and Professional Plating. She reported they had looked at installing a manhole at Roehrborn Meats; however, the flows are so low at that location it would not be beneficial.

Vaclavik explained that McMahon and MCO are recommending installing a metering manhole at Professional Plating in 2014 as a standalone project. She explained that because Ariens Company would require permits with the WisDOT that Ariens and the Brillion Iron Works be completed at a later date with a larger sanitary sewer project. Levash questioned the cost of installing the manhole to the property owner. Vaclavik stated the manhole cost would be \$18,000 plus engineering.

Wittmann suggested that the investigation work to install manholes at Ariens and the Brillion Iron Works continue and to keep the businesses informed. Vaclavik suggested starting with Professional Plating and continue the investigation work on Ariens and the Brillion Iron Works to be included with a future sanitary sewer project. Wittmann questioned if there would be any cost savings for Ariens and the Brillion Iron Works for design engineering. Vaclavik explained the manhole design for each location is unique due to relaying of existing sanitary lines and road repair for each is different. She explained the \$18,000 cost includes road repair. Vaclavik stated

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if there are any costs that can be shared with the three (3) industries she would identify those costs on the final billing.

Motion – Krueger moved to approve the proposal as presented. Seconded by Kopidlansky. Call vote taken. Motion carried.

F. Discussion of Potential Sewer Use Ordinance Amendments:

Much explained the ordinance language changes which give the City authority to charge the user for costs associated with prohibited discharge. Schwahn questioned how the user would be notified. Much suggested setting up a rotation plan for sample testing and notify the users that they will be charged if a violation is found. Much suggested sampling be done very 3-4 years unless something is noticed at the Wastewater Treatment Plant.

Motion – Sonnabend moved to recommend to City Council the ordinance amendments to Chapter 98, Article V, Division 4 and Division 5 as presented. Seconded by Levash.

Levash strongly encouraged open communication with the users.

Call vote taken. Motion carried.

ENGINEER'S REPORT:

A. 2014 Reed Bed Clean Out – Review Quotations and Accept Quotation:

Vaclavik reported three (3) Request for Proposals were sent out and only two (2) were received; Peters Concrete Company in the amount of \$24,955 and United Liquid Waste Recycling, Inc. in the amount of \$41,855. She explained that based on the quotes received, McMahon is recommending awarding the project to Peters Concrete Company in the amount of \$24,955.

Motion – Sonnabend moved to award the project to Peters Concrete Company in the amount of \$24,955. Seconded by Schwahn.

Mertens asked if there is any way to discuss the project with the contractor for next year to keep engineering costs down. Gosz explained the bidding process.

Call vote taken. Motion carried.

B. Evaluation of Viable Water Treatment Options - Update:

No report.

C. Development of New Water Supply - Update:

i. Well #5 – Updates:

Vaclavik reported on the transmission main portion of the project. She reported that patch work on Main Street and clearing of trees on the abandon railroad bed area are currently being worked on. It is anticipated to be at Round Lake Road by the end of May.

Vaclavik reported on the air shocking and acidization process on the Well #5 site. She reported the air shock treatment will continue with test pumping to be done on Tuesday or Wednesday.

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ii. Well #6 – Updates:

A. Proposals for Investigations Related to Identifying a Location for Well #6:

Vaclavik explained that Pat Jursek from Layne would work with the property owners on what would be the best time to do investigation work on the property depending on what type of crop is planted on the land. Levash questioned what type of investigation work would be done. Vaclavik suggested she have Pat Jursek from Layne explain the process with the property owners. She suggested depending on the type of crop planted it might be October or November when work is done after the crop is harvested.

Mayor Deiter suggested if the Brillion Iron Works is looking at water conservation efforts it might give us more time to investigate for the location of Well #6. Much stated if usage stays down and no other problems come up with the current wells then it might give us more time. Mayor Deiter reported industries are planning for future expansion, which will increase water needs.

It was suggested to table this until the June meeting to see how Well #5 is progressing.

B. Option to Purchase Offers:

Gosz reported that she and Mayor Deiter met with Mrs. Ariens to discuss the option to purchase for the Ariens property. Mrs. Ariens has given the City permission to conduct the necessary investigation work to identify a location for Well #6. An Option to Purchase would be discussed once a location is more definite. Gosz reported that Joe Levash has concerns as to how the investigation work will be done and has not given permission for his property at this time.

CHAIRMAN:

No report.

ADMINISTRATOR:

No report.

CITY CLERK/TREASURER:

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

Kopidlansky stated the house on S. Main Street next to the Main Street Well may be in foreclosure. He suggested this be evaluated for purchase for future expansion.

ADJOURNMENT:

Motion – Sonnabend moved to adjourn the meeting. Seconded by Krueger. Motion carried unanimously. The meeting was adjourned at 7:33 pm.

(Approved)

Lori M. Gosz
City Administrator/Clerk-Treasurer