

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**September 15, 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 from MCO, City Administrator-Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz.

**GUESTS:**

Ron Wolf from McMahan.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF THE MINUTES OF THE AUGUST 18, 2014 WATER AND SEWER UTILITY MEETING:**

**Motion** – Levash moved to approve the minutes of the August 18, 2014 Water and Sewer Utility Meeting minutes. Seconded by Mertens. Call vote taken. Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Krueger moved to approve the Water and Sewer Utility vouchers in the amount of \$88,607.85. Seconded by Schwahn.

Schwahn questioned the amount for the cleaning and disposal from the salt tanks. Much stated that cost is normal. Kopidlansky asked the age of the Utility van. Much stated the van is older than the utility truck. Levash asked if there will be other expenses, other than Kempen Excavating, for the demolition of the house on Main Street. Gosz stated there shouldn't be any other expenses.

Call vote taken. Motion carried unanimously.

**A. Well #5 Pumphouse & Softener Facilities Modifications – Certificate for Payment #2 – RJM Construction, LLC:**

**Motion** – Mertens moved to approve Certificate for Payment #2, in the amount of \$50,635.00, to RJM Construction for the Well #5 Project. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**B. Well #5 Construction Contract – Certification for Payment #1 – Sam's Well Drilling:**

(Approved)

Vaclavik explained she contacted Sam's Well Drilling for more documentation on the project to be sent to her. To date she has not received that information.

Vaclavik stated the original bid for the drilling was approximately \$74,000.

**CITIZEN INPUT:**

None.

**INFLOW & INFILTRATION REDUCTION PROJECTS:**

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

**i. Professional Service Agreements - McMahon:**

Vaclavik stated at the August meeting the Commission approved the surveying and topographic fees for the 2015 Projects. These Agreements, presented at this meeting, are for the design and construction services fees for the projects.

Wolf explained he would like to keep the Columbus Avenue Project (North of USH 10) separate from the Columbus Avenue (Ryan Street to Center Street), Schley Street, Dewey Street, and Trier Street Project.

Wolf reviewed the Agreements with the Commission. He stated the Columbus Avenue Project (North of USH 10) would be a full reconstruction with the I & I Reduction. This project would be similar to the S. Francis Street Project done in 2013. A full time on-site inspector would be present during this project.

Wolf explained with the Columbus Avenue (Ryan Street to Center Street), Schley Street, Dewey Street, and Trier Street project he did not identify whether or not a full time on-site inspector would be present during the project. He stated with the S. Francis Street project the City's Building Inspector was present during the water and sewer connection in the home. Wolf stated he will need to know by next spring whether or not the City's Building Inspector will again be doing the on-site inspection connection or whether McMahon will need to supply an on-site inspector during the project. He explained he did include approximately 25% in the \$400,000 cost project for the costs of an on-site inspector, whether it being the City's Building Inspector or an inspector from McMahon.

**Motion** – Sonnabend moved to recommend to City Council the Professional Service Agreements with McMahon for the Columbus Avenue Reconstruction and I & I Reduction Project, and the 2015 I & I Reduction Projects for Columbus Avenue (Ryan Street to Center Street), Schley Street, Dewey Street, and Trier Street. Seconded by Levash. Call vote taken. Motion carried unanimously.

**MCO REPORT:**

**A. Monitor Metal Levels in Slug Discharge to the Wastewater Treatment Plan - Update:**

Much explained the levels are still variable. He will be meeting with representatives from Professional Plating on Wednesday, September 17th to conduct the dye testing.

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

(Approved)

No report.

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

No report.

**Other:**

Much explained that Lee’s Contracting/Fabrication made a screen lining to collect debris from entering the Ryan Street Lift Station. It appears the debris that is collecting in the Ryan Street Lift Station is coming from Brillion West Haven Assisted Living. MCO Staff will move the screening along the line to see if any debris is coming from Westwind Apartment facilities.

**ENGINEER’S REPORT:**

**A. Evaluation of Viable Water Treatment Options - Update:**

No report.

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

**i. Well #5 – Updates:**

**1. Sam’s Well Drilling – 5 Year Performance Guarantee:**

No report.

**2. Change Order #2 – Well #5 Pumphouse & Softener Facilities Modifications – General Construction – RJM Construction:**

Vaclavik gave a report on the construction of the Well #5 Pumphouse & Softener Facility. She stated that the test well and monitoring wells have been abandoned.

Vaclavik reviewed the pending change orders for this project which include a credit proposal for the natural colored split-faced block walls, the addition of gas piping between the meter and the generator, and the added vent piping for the chemical feed tank covers. She hopes to have these change order prices available for next month’s meeting.

Much informed the Commission that MCO Staff will not be flushing hydrants this fall.

Vaclavik reported she is currently working on the Wellhead Protection Plan. An ordinance for this Plan will need to be adopted. She will work with City Administrator Gosz on this.

**ii. Well #6 – Updates:**

**1. Review Layne Christensen Proposal for Investigations Related to Identifying a Location for Well #6:**

Vaclavik presented a proposal from Layne Christensen for investigations related to identifying a location for Well #6. The first step would be on-site geophysical explorations at a cost of \$20,875. This work would not be able to be done until the crops from the field are removed. After this step, exploratory boring would be done followed by test and monitoring wells, and the final exploration and test well construction costs.

Vaclavik explained that with the Safe Drinking Loan application the City included an additional \$50,000 for expenses with the development of Well #6.

(Approved)

**6:42 PM – Mayor Deiter left the meeting at this time.**

**Motion** – Kopidlansky moved to recommend to City Council to proceed with the On-Site Geophysical Explorations to be completed by Layne Christensen, in the amount of \$20,875, for the development of Well #6. Seconded by Mertens. Call vote taken. Motion carried unanimously.

**C. Reed Bed Cleaning – Beds 4, 5, &6:**

Vaclavik reported these reed beds were cleaned the week after Labor Day. The material was dry. No final amounts have been received yet.

**CHAIRMAN:**

No report.

**ADMINISTRATOR:**

Gosz reported that she received an email from the Town of Brillion Clerk stating that the Town of Brillion is looking at opening the Road Maintenance Agreement they have with the City for Round Lake Road. Mertens asked if there is any word when the road work on Round Lake Road will be done. Gosz stated the wedging of that road will be done this year with chip sealing being done next year.

**CITY CLERK/TREASURER:**

Buboltz reported the 3<sup>rd</sup> Qtr. 2014 Water and Sewer bills will be mailed on September 16<sup>th</sup>. After October 1<sup>st</sup> she will work on delinquent utility amounts to be placed on the tax roll for collection.

**OLD BUSINESS:**

**A. Water Rate Increase Application Update:**

Gosz reported the Public Hearing for the Water Rate Increase will take place on September 23<sup>rd</sup> at 2:00 PM. She invited the Commission members to attend the Public Hearing. Jon Cameron from Ehlers will also be present during the Public Hearing.

**B. 5-Year Financial Management Plan:**

Gosz stated this Plan is a summary from the Workshops that were held.

**Motion** – Schwahn moved to recommend to City Council the 5-Year Financial Management Plan completed by Ehlers for the City of Brillion. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Levash moved to adjourn the meeting. Seconded by Krueger. Motion carried unanimously. The meeting was adjourned at 6:59 pm.

(Approved)

Joy L. Buboltz  
Deputy Clerk/Treasurer