

(Unapproved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

November 16, 2015

Brillion Community Center

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, Paul Much from MCO, City Administrator Clerk/Treasurer Lori Gosz, and Deputy Clerk/Treasurer Joy Buboltz.

GUESTS:

Pete Litersky from MCO, Ron Wolf from McMahan, Alderperson Betty Nies, Alderperson Larry Van Frachen, Alderperson Crystal Fhlug, Alderperson Mel Edinger, Alderperson Carrie Wenzel, Paul Heraly, Nancy Wesener, Jim Schrubbe, Richard Rosner, Tom Spatchek, David Brault, Rebecca Brault, Vicki Shafran, Lynn Aplin, Chad Aplin, Lynn Geurts, Paul Geurts, Jim Boeder, Jim Dahl, Casey Maertz, Rachel Maertz, Todd Hillmann, Lee Welch, Stuart MacDonald, Avis MacDonald, Doris Wordell, Patsy Behnke-Geiger, Jim Eickert, Judy Eickert, and Tom Dvorak.

APPROVAL OF AGENDA:

Schwahn stated he would like to add the agenda item of “Water Quality” under “New Business”.

Motion – Krueger moved to approve the agenda with the agenda item addition. Seconded by Schwahn. Call vote taken. Motion carried unanimously.

APPROVAL OF THE MINUTES OF THE OCTOBER 19, 2015 WATER AND SEWER UTILITY MEETING:

Motion – Sonnabend moved to approve the minutes of the October 19, 2015 Water and Sewer Utility meeting. Seconded by Krueger. 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 \$64,901.72. Seconded by Mertens. Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2016 Inflow & Infiltration Reduction Project – Public Information Presentation:

Vaclavik gave a Power Point presentation on the 2016 I/I Reduction Program. She explained that the wastewater term means the sanitary sewer which is the line in the home where the “gray” water is piped to the Main Lift Station then to the Wastewater Treatment Plant. Gray water is water from the toilets, sinks, etc.

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Vaclavik explained the reason for the I/I Reduction Program in the City and the City's Ordinances and Policy and Procedures with this Program.

Vaclavik explained the 2016 I/I Project area was wet weather televised. There were 34 private laterals that were televised. There were roots, fractures, off set joints, and surface corrosion founds in those laterals.

Vaclavik explained the 2016 I/I Project will be done with two (2) separate contracts. One area of the project which covers East Water Street (Main Street to Francis Street), Cleveland Street (Madison Street to North of Water Street), Madison Street (Cleveland Street to Francis Street), and South Main Street (Tesch Street to Madison Street) will only have spot repairs of mainline sewers, replacement/remediation of private sanitary laterals from the sewer main to the home, construction of mini storm sewers in the right of way, and construction of storm sewer laterals. The other portion of the project will cover the areas of Cleveland Street (Monroe Street to Madison Street) and Monroe Street (Main Street to Cleveland Street). That area will have water and sewer main replacement, sidewalk, curb and driveway apron replacement as needed, street reconstruction, replacement/remediation of private sanitary sewer laterals from the main to the home, replacement of water laterals to the curb stop, construction of mini storm sewer in the street, and the construction of storm sewer laterals.

Vaclavik explained the 2016 Project will be publically bid and the project will be done as a City project. She explained the proposed project schedule, a typical assessment amount per property, and the assessment schedule for the payment of the special assessments.

James Schrubbe, 219 E. Water Street, stated he lives on a corner lot and questioned the cost he would be assessed for sidewalk for this project. He explained his property was assessed already with the 2013 I/I Project. Wolf stated the City does have a policy for homes on corner lots in which the property owner pays the costs for the longer of the two (2) sides.

Vicki Shafran, 338 Cleveland Street, asked once they receive their estimate cost for their property will there be any additional costs after that. Gosz explained each homeowner will receive an estimate for just their property. Wolf explained that a property owner is responsible for costs of their sewer lateral from the home to the main, and responsible for the costs of their water laterals from their home to the curb box.

Jim Schrubbe asked, since a property owner owns 100% of the sidewalks in front of their home, can a property owner replace their own sidewalk. If not, why doesn't the City pay for 50% of the replacement then? Gosz and Wolf stated a property owner can replace their sidewalk prior to the bidding of a project, but not after the project is going through the bidding process.

Vicki Shafran questioned the payment of the special assessment. Gosz explained a property owner can pay for their special assessment in full or in installments. If a property owner chooses to pay in installments, that property owner will be charged interest each year until the special assessment is paid in full. Buboltz pointed out that if a special assessment payment is not made that amount will be added to the property owner's tax bill with a 10% penalty added.

(Unapproved)

Paul Heraly, 219 Cleveland Street, asked what type of material is used with the replacement of the laterals and how long can we expect that material to last. Wolf explained PVC and HPDE pipe is used. PVC has been used since the 1980's and he has heard of no problems with using PVC.

Ken Zutz, 114 E. Water Street, stated he does not have a basement with this property and asked how the replacement of his laterals would be handled. Wolf stated typically a hole is dug on the outside of a building.

James Dahl, 215 Madison Street, stated his property is not part of the street reconstruction portion, but asked if there is a defective sidewalk on a property will that sidewalk be replaced. Gosz and Wolf stated no. Dahl stated he currently has an uncovered clean out. Wolf stated once the 2016 Project is done that uncovered clean out will be unusable.

Mayor Deiter informed those present that he understands these projects are not favorable to the property owners, but the City has no choice but to continue with the I/I Projects. If the City did not implement this type of Program the City could have faced fines of \$1,000 per day and an upfront fine of \$25,000. The City has no other alternative and we need to be proactive instead of reactive.

B. 2015 Inflow & Infiltration Reduction Project – Update:

1. 339 N. Main Street:

Gosz explained that she did try to contact Diane Ott last week Friday and to date has not heard back from her. She explained that Ott is not pleased that a 4" pipe was used on her property instead of a 6" that she wanted used. Wolf explained that only two (2) properties had 6" lines installed instead of 4" lines. The remainder of properties had 4" lines installed, which the Plumbing Code allows.

Krueger stated Ott feels it wasn't right to reduce her line to 4" when she wanted a 6" line. Mertens stated it appears that everything was done properly and Ott was charged for what was installed, a 4" line. Krueger stated the property owner feels a 6" should have installed since it is what she was quoted.

Mayor Deiter suggested that when laterals are replaced the City may want to consider having someone other than the City's Building Inspection do the inspection. Wolf explained that final connections need to be done by a Master Plumber or a Building Inspector. That individual is required to have certain credentials.

Gosz informed the Commission that there is one (1) property owner within the 2015 I/I Project that has not complied with the requirements of signed paperwork for the 2015 I/I Project. Therefore, that property owner will be charged a \$50 fee each month until his lateral has been repaired/replaced at his own cost.

Mertens stated he does not feel there is a problem on how the City/Utility is handling these I/I Projects. Vaclavik suggested wording be placed on the estimate a property owner receives that the City's Building Inspector may or may not be available for inspections.

(Unapproved)

Wittmann stated the use of a 4" line instead of a 6" line was done properly. No action was taken.

C. 2015 Sanitary Sewer & Lateral Televising – Update:

Vaclavik stated that some laterals in the 2016 Project need to be televised yet. These laterals may not be done during wet weather. For the 2017 Project those laterals will be televised during wet weather.

MCO REPORT:

A. Salt Bids – Award Bid:

Randy Much stated three (3) salt bids were received. The low bid was from Compass Minerals at \$94.45 per ton, which is approximately \$4 - \$5 more a ton than last year's bid.

Motion – Krueger moved to award the 2016 Salt Bid to Compass Minerals in the amount of \$94.45 per ton. Seconded by Sonnabend. Call vote taken. Motion carried unanimously.

B. Well #3 Pump Repair - Update:

Randy Much stated no new information has been received on this.

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

Randy Much stated at next month's meeting more information should be available. He reported that MCO Staff was able to print a graph from the SCADA System of when these water main breaks occurred. The question now is did the breaks happen due to the transducer or was it from the sudden increase pressure of water.

Randy Much also reported that the snubbers and the second transducer have been installed at the Glenview Tower. Right now the Utility is running off of the Horn Park Tower, which is going well.

Randy Much stated it is felt that the flushing of hydrants this past summer did not contribute to the water main breaks.

D. Ferric Chloride:

Randy Much reported that the pump is still pumping down the tank.

E. 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. The goals in the CMOM will need to be reviewed by the Commission and should be reviewed annually. The CMOM Program needs to be completed by August 2016 and will just need to be kept on file. The Program does not require DNR approval.

F. Phosphorus Limit Compliance – Update:

Randy Much stated they are just waiting for the permit.

G. Ryan Street Lift Station - Update:

(Unapproved)

Randy Much stated MCO Staff has had difficulty collecting the debris during the day. He suggested leaving the screen in overnight to collect the debris. The Utility Commission agreed.

Other:

Randy Much reported the Wastewater Treatment Plant received approximately 99 lbs. of zinc on October 27th. This is the first time that amount of zinc has come through the Wastewater Treatment Plant in the last 6-8 months.

ENGINEER'S REPORT:

A. Ryan Street Radio Telemetry Antenna Improvements – Update:

B. Generator Projects – Update:

Vaclavik stated the concrete base was poured for the antenna project and for the generator projects. The generators are scheduled to be delivered in January or February. The portable generator will be taken to Well #3 and a few items will need to be added at the Well for the generator. Some electrical changes may need to be considered too.

C. Control System Programming – Glenview Tower Transmitter:

No new information.

D. Evaluation of Viable Water Treatment Options – Update:

No report.

CHAIRMAN:

No report.

ADMINISTRATOR:

A. Consider Sewer Rate Increase:

B. 2016 Budget Preparation:

Gosz stated that Ehlers proposed a 6% sewer rate increase in 2015 and this increase would only be on usage, not on the base charge. Krueger noted that with the 6% sewer rate increase proposed in the 2016 Budget there is still a deficit in the budget. Gosz stated there are some items in the proposed budget she would like to review with MCO which may help reduce the operating expense so that revenue will be more than expenditures.

Gosz noted that water consumption is the City has decreased.

This will be reviewed again in December.

C. 2005 E. National Avenue Utility Extension – Special Assessments:

Gosz reported back in 2005 the Utility Commission and the City Council deferred payments of special assessment to properties along E. National Avenue. The motion made on January 24, 2005 stated this deferment would be reviewed in ten (10) years. It is now been ten (10) years. Gosz stated that Ken Guenther did pay his special assessment in full, since a portion of his property was developed.

(Unapproved)

Krueger asked if Josh Jenske was still interested in purchasing a portion of the Ken Guenther property. Gosz stated no, due to the unknown utility costs.

Motion – Krueger moved to recommend to City Council to defer the 2005 E. National Avenue Utility Extension Special Assessments for an additional five (5) years. Seconded by Mertens. Joe Levash abstained from voting. Call vote taken. Motion carried unanimously.

CITY CLERK/TREASURER:

Buboltz reported that she will be working on trying to email utility bills to City residents. She will start with a few and see how it goes. If the emailing goes well residents will then have the option of receiving their utility bill by regular mail or by email.

OLD BUSINESS:

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

Gosz explained the City Attorney, MCO, and the insurance companies are comfortable with the Contract.

Motion – Schwahn moved to recommend to City Council the Contract between the City of Brillion and Midwest Contract Operations Inc. (MCO) for the management of the Water and Wastewater Utilities for the City of Brillion. Seconded by Levash. Call vote taken. Motion carried unanimously.

NEW BUSINESS:

Schwahn stated that Professional Plating has an RO System and they are now having problems with dirt clogging the filters, which is causing their alarms to go off. This has been going on for a few weeks. Professional Plating may be looking at changing membranes.

Randy Much and Paul Much stated they will look into this matter.

Gosz reported that she received a phone call from Steve Smith who resides on E. Hills Road that he had a problem with his private well and needed to extend his pump down as far as he can go.

Mayor Deiter thanked Randy Much and Paul Much for the tour they gave on their facility. He stated the tour was very educational.

Mayor Deiter suggested the Utility Commission start working on looping the water system on W. Ryan Street and to start working on increasing the piping in the streets for the water to be carried from the Horn Park Tower to the Glenview Avenue Tower.

ADJOURNMENT:

Motion – Schwahn moved to adjourn the meeting. Seconded by Kopidlansky. Motion carried unanimously. The meeting was adjourned at 8:27 pm.

Joy L. Buboltz
Deputy Clerk-Treasurer