

(Approved)

**WATER AND SEWER UTILITY COMMISSION  
Minutes**

**July 17, 2017**

**Brillion Community Center**

**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 Amy Vaclavik from McMahan, Pete Litersky from MCO, Public Works Director Andy Geiger, City Administrator Clerk/Treasurer Lori Gosz, Paul Much from MCO, and Deputy Clerk/Treasurer Joy Buboltz.

**GUESTS:**

Sam Pociask from McMahan, Alderpersons Joe Levash, Vicki Shafran, Carrie Wenzel, Mel Edinger, Betty Nies, and Tim Hanson.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF THE MINUTES OF THE JUNE 19, 2017 WATER AND SEWER UTILITY MEETING:**

**Motion** – Schwahn moved to approve the June 19, 2017 Water and Sewer Utility Meeting minutes. Seconded by Krueger.

Mayor Deiter asked for clarification regarding the City owned property south of the Wells on Main Street and the possibility of selling some of the land to the adjacent property owner, Pam Sheffran. Mayor Deiter reminded the Commission of the transformer at the Wells. Schwahn clarified that WI Public Service can now access that transformer south of those Wells.

Motion carried unanimously.

**APPROVAL OF VOUCHERS:**

**Motion** – Krueger moved to approve the Water and Sewer Utility operating vouchers in the amount of \$59,461.71. Seconded by Mertens. Call vote taken. Motion carried unanimously.

**CITIZEN INPUT:**

None.

**GIS PRESENTATION – MCMAHON:**

Sam Pociask, McMahan, gave a Power Point presentation of their GIS Program. He stated the GIS program started in the City of Brillion in 2010 from field statistics obtained from the field.

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He stated right now the data bases are kept up to date and we can build on the system as we move ahead.

Pociask reported the growing trend is for real time data and having a one stop shop. The road ahead is to hopeful transition to ArcGIS On-Line Environment which would be a multi-user environment.

Krueger asked who would be hosting this. Pociask stated the system would be cloud based using McMahon's administrative account. Krueger questioned the licensing per device. Pociask stated there are five (5) named users on the account. Krueger questioned the pricing per user of the application. Pociask stated it would cost \$2,500 per year for five (5) user accounts which would cover the data backup, hosting, etc. He also reminded the Commission that McMahon would also have a backup of the data base in their cloud. Gosz stated there would be only a one time set up cost. Pociask reported that McMahon would take the City's current data and migrate it into the new system. He reminded the Commission and those present that the cost would vary depending on what each community would want on their GIS system. The program is very customizable.

Wittmann asked if electric poles and underground wires can be included in the system. Pociask stated yes. Sonnabend asked if there is money available for this project. Gosz stated there are funds available in the Map Reserve account. She reminded the Commission that the Utility Commission is currently budgeting for GIS services. The licensing of this system can be shared between the City and the Utility. Discussion followed on the proposed budgeting for this upgraded system.

**Motion** – Schwahn moved to recommend to City Council to move forward with the new GIS System for the water and sewer portion of the project. Seconded by Mertens.

Krueger asked if there are currently funds available in the budget for this project. Gosz stated yes.

Call vote taken. Motion carried unanimously.

## **INFLOW & INFILTRATION REDUCTION PROJECT:**

### **B. Future Project Areas:**

Vaclavik distributed a map and proposed costs for a proposed I/I Project in 2018. Vaclavik reported that there was an overflow recently due to the heavy rainfall. A meeting was held to set an I/I area for 2018. The area was chosen based on sewer main issues, water main issues, lead water service areas, road condition, need for mini-storm sewers, financing, timing of the Main Street Square Redevelopment Project, and the Water Transmission Main Project. It is being considered to do full reconstruction including water and sewer laterals and the street. She presented the proposed costs for the project. There are approximately 43 laterals in this project area.

Mayor Deiter stated that Alderperson Joe Levash, at the last Committee of the Whole meeting, suggested having a referendum to do all the necessary roads and he feels Levash is correct in that

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thinking. Nies stated this referendum would allow the City Council to raise taxes to complete the needed road projects. Gosz stated she is currently doing research on the process for this type of referendum. Nies suggested that City Staff compile estimated costs together on the roads that need to be done.

The consensus of those in attendance was to draft a plan.

Wittmann suggested doing a street project in 2018 and then in 2019 doing the proposed 2018 I/I Project.

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

Geiger reported a letter was sent to each affected property owner to place their stake on their property where they want their mini storm sewer connected to.

Geiger also reported that the Pre-Construction Meeting will be held on July 18<sup>th</sup> at 1:00 PM.

**WPDES PERMIT REISSUANCE:**

**A. Phosphorus Limit Compliance:**

No report.

**B. Chloride Variance:**

Gosz reported the City returned to the DNR their comments for the pre-public notice review on the proposed chloride variance. The next step is the 45-day public notice period.

**LEAD WATER SERVICE LINE REPLACEMENT:**

No report.

**MCO REPORT:**

**A. Sanitary Sewer Bypass Event:**

Litersky reported that the Utility did have a bypass event with the recent rainfall. The Fire Department was called for assistance. He reported that Collins and Manitowoc also had a bypass event.

**B. Brillion Lab:**

Much explained that in the last couple of years, lab work has been taken to the Neenah/Menasha lab. This was done after staffing changes in Brillion. It was suggested to now bring those lab services back to Brillion. After discussing this with MCO Staff, MCO Staff expressed concerns with the amount of time needed to run the lab.

Much reported that from the year of 2007 to the current date, the Utility spent between \$2,400 - \$6,000 per year on their lab. He is proposing a fee of \$2,250 to continue having the Neenah/Menasha Lab doing the City of Brillion's lab services. This fee would help cover the costs of lab supplies, testing supplies, etc.

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Krueger suggested contacting the Village of Hilbert to see if they would be willing to do Brillion's lab testing. Much stated the Village of Hilbert would charge per test, where Neenah/Menasha would not charge labor costs for the testing.

Much stated MCO would bill monthly for lab services.

**Motion** – Sonnabend moved to accept the proposal to have Neenah/Menasha lab continue doing the City of Brillion's lab services at a cost of \$2,250 per year. Seconded by Kopidlansky. Call vote taken. Motion carried unanimously.

**C. Ryan Street Lift Station:**

Litersky reported that a fuse was blown on July 11<sup>th</sup> which is the same fuse that blew before with the same problem. They will be investigating why this continues to happen.

Litersky reported that the transducer also went out. Some floats weren't working right.

Geiger stated he contacted Brantmeier Electric on this and will be meeting with them on Wednesday.

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

Litersky reviewed his report with the Commission.

**ENGINEER'S REPORT:**

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

This project has been put on hold at this time.

**CHAIRMAN:**

No report.

**PUBLIC WORKS DIRECTOR:**

**A. Main Street Well Property:**

Geiger stated that with the property the City owns south of the Wells on Main Street he is recommending that the City does not sell that property to the adjacent property owner and doesn't see the need to remove the buildings at this time.

**Motion** – Sonnabend moved to retain the property south of the Wells on Main Street. Seconded by Mertens. Call vote taken. Motion carried unanimously.

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

No report.

**OLD BUSINESS:**

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

Gosz reported that Ehlers has updated the rate application with the PSC. The requested increase is 27%. It is now up to the PSC to review the application.

(Approved)

**NEW BUSINESS:**

Geiger reported that the overhead doors at the Main Street Well house will be painted along with the south wall on the building will be stained.

**ADJOURNMENT:**

**Motion** – Schwahn moved to adjourn the meeting. Seconded by Boldt. Motion carried unanimously. The meeting was adjourned at 7:40 pm.

Joy L. Buboltz  
Deputy Clerk/Treasurer