

(Approved)

**WATER AND SEWER UTILITY COMMISSION
Minutes**

November 19 2018

Brillion City Hall Conference Room

6:00 pm

CALL TO ORDER:

Vice-Chairperson Schwahn called the meeting to order at 6:00 pm.

ROLL CALL:

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

GUESTS:

None.

APPROVAL OF AGENDA:

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

APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2018 WATER AND SEWER UTILITY MEETING:

Motion – Mertens moved to approve the October 15, 2018 Water and Sewer Utility Meeting minutes. Seconded by Boldt. Call vote taken. Motion carried unanimously.

APPROVAL OF VOUCHERS:

Motion – Boldt moved to approve the Water and Sewer Utility operating vouchers in the amount of \$104,852.08. Seconded by Krueger.

Krueger questioned the voucher to Water Rights Clean Water Center for \$39,075.11. Much explained it is for the salt saving resins. Schwahn stated that the postage amount seemed high. Gosz explained notices were mailed for those accounts that will be placed on the tax roll if not paid.

Call vote taken. Motion carried unanimously.

CITIZEN INPUT:

None.

INFLOW & INFILTRATION REDUCTION PROJECT:

A. 2019 Project – Consider Project Area:

Gosz reported a meeting is scheduled with the DNR to discuss the lead service replacement non-compliance. The 2019 Project area will be determined after the meeting with the DNR. Gosz stated that if Elm Street and Market Street are to be included those property owners should be notified as soon as possible.

(Approved)

MCO REPORT:

A. Monthly Superintendent Report/Update:

The Monthly Superintendent Report was reviewed by the Commission.

ENGINEER'S REPORT:

Kappell reported on the following:

1. Water Transmission Main Project – The Contractor will not begin until spring.
2. Annual Chloride Report is due at the end of December. Kappell will have a report at the December Utility meeting.

CHAIRMAN:

No report.

PUBLIC WORKS DIRECTOR:

A. Well #5 Erosion and Undermining:

Kappell reported that Geiger will be contacting the Contractor on this.

CITY ADMINISTRATOR/CITY CLERK/TREASURER:

A. Water and Sewer Bill – 629 Mead wood Lane:

The Commission reviewed a letter received from the customer at 629 Meadowood Lane regarding the late fees to his account. The customer is making monthly payments and did not realize that he is being charged a late fee for the unpaid balance.

The Commission agreed they cannot waive the late fee and encouraged him to pay more to get caught up to reduce any further interest changes. Gosz will have Buboltz notify this customer.

Other:

Gosz reported, due to the Christmas Holiday, the December 17th Utility meeting will be at 5:00 PM. The Committee of the Whole will meet at 6:00 PM and the City Council will meet at 6:30 PM. The location of the meeting will be at the Brillion Community Center or the Brillion City Center.

OLD BUSINESS:

A. Focus on Energy Audit Assessment:

Kappell has a draft copy of the Report. He is waiting for some final costs before submitting it to Focus on Energy.

B. Lead Water Service Line Replacement/Education:

The notice received from the DNR has been posted. Notification was also on the water bills.

C. Well #6 – Consider Location:

No report.

NEW BUSINESS:

None.

(Approved)

ADJOURNMENT:

Motion – Krueger moved to adjourn the meeting. Seconded by Schwahn. Motion carried unanimously. The meeting was adjourned at 6:17 pm.

Lori M. Gosz
City Administrator/Clerk-Treasurer