

**CITY OF GILLETT**  
**UTILITY COMMITTEE MEETING**  
**Council Chambers – Municipal Building**  
**150 N McKenzie Ave – Gillett, WI 54124**  
**TUESDAY AUGUST 23, 2016 – 6:00 PM**

**Chairman Mohr** called the meeting to order at 6:00 pm.

**Roll Call**

**Present:** Alderpersons Nanette Mohr and Tod Anderson, Public committee members Ruth Spang and Louis Danielson

**Also Present:** Mayor William Pecha, Deputy Clerk Treasurer Chelsea Henkel, Utility Operator Robert Schroeder and Utility Engineer Sarah Nunn  
Terry Nelson was excused.

**Approval of Minutes – July 20, 2016**

**MOTION: Spang/Mohr**

*Motion to approve the 7/20/2016 minutes with the spelling correction on Spang.*

**Voice Call Vote:** Spang/Mohr voting aye, Danielson/Anderson abstain– **MOTION CARRIED**

**PUBLIC INPUT:** Mayor William Pecha updated us on what the other committees are handling with the tree grant. Mayor will meet with state DNR and County foresters to see what trees would be beneficial to our city owned properties and contaminated areas. These will be the trees we would apply for through the grant which Parks and Cemetery will be handling.

**DISCUSSION AND POSSIBLE ACTION ON ANY OR ALL OF THE FOLLOWING:**

1. Financial Report – Presentation of financial information
  - a. Check Register for previous two months  
Discussion on the payments that went out for this month.
  - b. Updated (8/22/16) YTD Budget worksheet  
Discussion on the budget worksheet and up to date numbers including auto withdrawals that were previously not being recorded in the software.
2. Discussion on Departmental Budget worksheet and creation of 2017 Budget to begin establishing line item amounts for eventual submission to Finance Committee.

**MOTION: Danielson/Spang**

*Motion to move item #2 above adjournment item #7.*

**Voice Call Vote:** All voting aye– **MOTION CARRIED**

3. Discussion and possible action to approve repairs on Wastewater Treatment Plant
  - a. Corrosive electrical box  
Discussion was had on the impact of the methane gasses that are surrounding the lift station electrical box, junction box, and lift station controls. The gasses are corroding the wires. Mueller Electric will give us a quote on a way to fix the problem. Seal tight connectors and moving the junction box was also discussed.
4. Discussion and information provided by Sarah Nunn regarding the number of city utility customers increasing by 100 from 2014 to 2015, which has caused some issues with funding calculations & cross connection inspections.

- a. Engineering firm will work with Deputy Clerk to identify new customers-

Public Service Commission and Workhorse Software have a different number count of Utility customers and meters. These numbers are important for reports and funding. Figures need to be looked into to see where the changes were.

5. Discussion and possible action to approve moving forward on 2017 construction projects

- a. Well 3 Rehab
- b. Well Station 2 Electrical
- c. Birch Street
- d. First Street
- e. Orchard Circle
- f. Water Main Looping

After discussion it was confirmed that our priority construction projects will be Birch Street and First Street because they are have the most deteriorated water and sewer lines.

**MOTION: Anderson/Danielson**

*Motion to leave item number 5 lay and move onto next agenda item.*

**Voice Call Vote:** All voting aye– **MOTION CARRIED**

6. Discussion and possible action to approve proceeding or delaying the SEARCH grant application process. Approval to obtain Final design information is needed to proceed.

**MOTION: Anderson/Danielson**

*Motion to move forward with the projects and meet with Public Works Committee and Foreman.*

**Voice Call Vote:** All voting aye– **MOTION CARRIED**

**MOTION AMENDED TO INCLUDE: Anderson/Danielson**

*Motion to move forward with the projects and meet with Public Works Committee and Foreman, getting the proposed costs, updates, and final design information out to all committees involved.*

**Voice Call Vote:** All voting aye– **MOTION CARRIED**

City needs a contract to continue with the SEARCH Grant; Sarah Nunn will provide us with the contract next meeting.

7. Discussion on Departmental Budget worksheet and creation of 2017 Budget to begin establishing line item amounts for eventual submission to Finance Committee.

Proposed budget for 2017 will be completed by the Utility Operator and City Engineer

8. Adjournment at 8:25 pm.

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Chelsea Henkel, Deputy Clerk Treasurer