

**VILLAGE OF WAUSAUKEE  
WATER & SEWER UTILITY  
COMMITTEE MEETING**

*(COMMITTEE MEMEBERS: ROSIE FIGAS, HILBERT RADTKE, KELLEN STUMBRIS)*

**MONDAY, MAY 18<sup>TH</sup>, 2009  
WAUSAUKEE VILLAGE HALL  
428 HARRISON AVENUE**

**5:00 PM**

**MINUTES**

1. Call to Order – Rosayln Figas called the meeting to order at 5:00pm. The following committee members present were Kellen Stumbris and Hilbert Radtke. Also present were Village President Jeff Townsend, Trustee Randy Schmidt, Village Treasurer Sara Pullen and Village Clerk Toshia Ranallo.
2. Approval of Agenda – Hilbert Radtke made a motion seconded by Kellen Stumbris to approve the agenda. Motion carried.
3. Discussion – Water/Sewer Finances/Budget – Figas asked about the Water/Sewer loans that have been paid and due. She asked what the interest rate was for the existing Rural Development loan. Pullen stated that it was 4.5%. Pullen added that this is the only Rural Development Loan left to pay on. The committee questioned the Debt Service Fund and the Village loan to Water. Pullen stated that Joel Rennie will be able to explain them better when he presents the 2008 budget.

The committee moved on to create a Water/Sewer Budget that has not been done for 2009. Pullen stated that with a tentative budget for 2009 it will be easier to create one for 2010.

Looking over the public works income Figas asked how many gallons of water are pumped and used a year. Clerk Ranallo stated that she spoke with Auditor Joel Rennie and he will have the PSC Report (Public Service Commission) finished today. She added that all of that information is included in the report. She stated that once she receives a copy, she will be sure to distribute the report to the board.

As the committee reviewed down the list of expenses they determined that the following estimated figures will be a good start for the budget.

WATER = W SEWER = S

1. Audit Fees = \$1725.25/W \$1725.25/S
2. Chemicals = \$500/W \$500/S
3. Education & Training = \$500/W \$500/S
4. Gas for Vehicles & Equipment = \$2500/W \$2500/S

5. Insurance = 30% for W and 30% for S of total liability, property, and workers compensation payments.
6. Interest Expense = \$20,000/W \$400/S
7. Meal Reimbursements = \$500/W \$500/S

After a lengthy discussion on the above items, it was decided that more information is needed for education & training. Figas asked for a breakdown on which employees are certified for water/sewer utility operations. Clerk Ranallo stated that currently 4 employees have taken water/sewer utility courses. She added that in the employee handbook it states that the Village of Wausaukee will pay registration fees, contingent on successful completion of courses or a grade of a "C" or better when applicable. The committee also would like to have "grass cutters" and "Water/Sewer Utility part-time hours" as agenda items on the special board meeting on June 1, 2009. The committee felt that paying our employees to cut grass at their regular wage is a waste of tax payer's money. President Townsend stated that he would also like the committee to review how many hours have been spent at the WWTP. He stated that after reviewing the payroll today he noticed that there is a lot of tax payer's dollars being spent there. Townsend would also like information on the definition of a part time employee according to the Village of Wausaukee handbook.

Medical reimbursements were discussed. Pullen stated that in 2008 this category was not completely accurate because a full time employee's insurance was allocated there. Pullen stated she had created a separate category for 2009. She added that items like hepatitis shots will be classified as medical reimbursements. Figas asked if it is required for our water/sewer utility employees to have these shots. Pullen stated that the state requires it. Figas commented that this refers back to the number of operators we have. Kellen Stumbris stated that when he worked for a plumbing business he had to pay for his own shots. Randy Schmidt stated that he has to pay for his own CDL licensing in order to be employed. Figas commented that if something is required for your job that it should be the responsibility of the employee to fulfill it and not that of the employer.

Figas questioned insurance benefits. She stated that when the Personnel Committee goes through the handbook this section needs additional attention.

A future meeting will be scheduled to finish the budget.

4. Discussion – Grants for Water/Sewer Extension – Stumbris stated that he talked with Paul Peterson from MJB and he told him that water/sewer extensions had to be drafted by April 30<sup>th</sup> and submitted by May 30<sup>th</sup> in order to qualify for any stimulus money.
5. Adjourn – Kellen Stumbris made a motion seconded by Rosalyn Figas to adjourn the meeting. Motion carried.

Posted on (May 14th, 2009)  
At (10:00 AM) by (TR)

NOTICE IS HEREBY GIVEN THAT SOME VILLAGE BOARD MEMBERS WHO ARE NOT MEMBERS OF THIS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING SO AS TO CONSTITUTE A QUORUM AND A MEETING OF THE VILLAGE BOARD. ANY SUCH BOARD MEMBERS ATTENDANCE WILL BE EXCLUSIVELY FOR INFORMATION PURPOSES, DISCUSSION, AND/OR RELATED PURPOSES. THE VILLAGE BOARD WILL NOT TAKE ANY OTHER ACTION AT THE COMMITTEE MEETING.

PLEASE NOTE: UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, PLEASE CONTACT THE VILLAGE CLERK WITHIN TWO BUSINESS DAYS PRIOR TO THE MEETING SO THAT ANY NECESSARY ARRANGEMENTS CAN BE MADE AT (715) 856-5341.

