

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

(COMMITTEE MEMBERS: ROSIE FIGAS, HILBERT RADTKE, KELLEN STUMBRIS)

**MONDAY, JUNE 22ND, 2009
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

6:00 PM

MINUTES

1. Call to Order – Chairperson Rosie Figas called the meeting to order at 6:05 pm. Committee members in attendance were Hilbert Radtke and Kellen Stumbris. Also in attendance were Village Trustees John Ranallo, Randy Schmidt, and Julie Parkansky, Village President Jeff Townsend, Village Treasurer Sara Pullen, and Shirley Prudhom from the Peshtigo Times.
2. Approval of Agenda – Radtke made a motion seconded by Stumbris to approve the agenda as printed. Motion carried.
3. Discussion – Establish Employee Hours/ Water & Sewer Checks – Stumbris began by stating that he toured the Treatment Plant recently. He feels that before any set hours are instituted for W/S employees that the Board members need to really figure out what duties need to be performed up there on a daily/weekly basis. Figas stated that she spoke with former operator Eric VanLaanen about similar Treatment Plants throughout the state of Wisconsin. She mentioned that she has not had time to contact these municipalities as of yet. VanLaanen mentioned a plant in a slightly larger town than Wausaukee called Hatley that had 2 operators working a combined total of approximately 60 – 70 hours per week. He also mentioned a town called Lindon Station, smaller than Wausaukee, which has 1 full-time operator at 40 hours per week, and one part-time employee at 15 hours per week. VanLaanen listed several factors that will contribute to variable hours to run a Treatment Plant: number of customers in the Village, age of the infrastructure, miles of pipe, how many gallons per day are pumped, and on site lab testing. He continued that there are many more labs that need to be run than there used to be. There are daily, weekly, monthly, semi-annual, and annual labs that need to be done. Figas asked VanLaanen who is allowed to produce reports at the Treatment Plant. He stated that only the operator can do reports.
The Committee discussed why the two hours for W/S checks on weekdays are handwritten on time cards as opposed to done during normal hours on the clock. It was mentioned that a former operator was required keep a log book for activities at the plant. After a brief discussion the Committee decided to make the following recommendations to the Board:
 - a) W/S checks are on the clock, not handwritten;
 - b) A log book in intervals of 15 minutes should be kept by all W/S employees to be turned in nightly to the office and presented at all W/S Committee meetings and regularly scheduled Board meetings;
 - c) All reports must be done by the named Treatment Plant Operator.The Committee discussed whether or not all employees must attend meetings. Townsend stated that unless they're required to attend, employees are only to attend the regularly

scheduled Board meetings and, according to the employee handbook, paid for one hour at their overtime rate. Schmidt suggested moving the Street and Utility Reports further up on the agenda. Figas stated that she feels only department supervisors need attend. Townsend stated he thinks all employees should come to the monthly meetings. After a brief discussion, the Committee decided to recommend to the Board that supervisors only attend regularly scheduled meetings, unless invited, and paid for one hour only. Figas stated that the Health, Welfare & Personnel Committee will have to discuss the rate at which they are paid.

The Committee decided not to make any recommendations for W/S employee hours until after they implement log books as this will assist them in better determining a set schedule. Townsend asked if the W/S employees should be notified about the upcoming change in policy regarding handwritten hours for checks. Figas asked Townsend to discuss it with them.

4. Discussion – Water/Sewer Budget – The Committee set budget numbers for the remaining expense accounts not covered in the last meeting. They will recommend the following numbers to the Board (‘S’ stands for Sewer and ‘W’ stands for Water):

a) Advertising and Notices Expenses	S - \$100	W - \$500
b) Bad Debt Expense	0	0
c) Bank Fees	0	0
d) Dues and Association Fees	S - \$400	W - \$400
e) Contract Expenses	0	W - \$400
f) Medical	S - \$150	W - \$150
g) Medical Reimbursements	S - \$1000	W - \$1000
h) Mileage	S - \$1400	W - \$1400
i) Misc. Expense	S - \$100	W - \$100
j) Postage	S - \$375	W - \$375
k) Repairs – hydrants	S - \$1000	W - \$300
l) Repairs – Equipment	S - \$4000	W - \$2000
m) Repairs – General	S - \$10000	W - \$5000
n) Repairs – Vehicles	S - \$500	W - \$500
o) Retirement Benefits – To be calculated by Pullen		
p) Safety Expense	S - \$250	W - \$250
q) Sewer Wasting Expense	S - \$4446	0
r) Software	S - \$900	W - \$900
s) Supplies – office	S - \$800	W - \$800
t) Supplies – general	S - \$1000	W - \$3000
u) Taxes – To be calculated by Pullen		
v) Telephone, Telecommunications	S - \$1100	W - \$1100
w) Testing Services	S - \$1275	W - \$1275
x) Travel & Meetings	S - \$250	W - \$250
y) Utilities – Electric	S - \$19200	W - \$11200
z) Wages – To be calculated by Pullen		
aa) Capital Purchases – Equipment	S - \$24200	W - \$4900

The Committee asked Pullen to remove unnecessary accounts from the chart of accounts, and to add the amounts for wages, taxes, and retirement benefits to the budget once figured. The Committee did not set another meeting date.

5. Adjourn – Stumbris made a motion seconded by Radtke to adjourn the meeting at 8:41 pm. Motion carried.

Posted on (June 25th, 2009)
At (4:00 pm) by (SP)

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.

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