

**VILLAGE OF WAUSAUKEE**  
**WATER & SEWER UTILITY COMMITTEE MEETING**  
*(Committee Members: Rosie Figas, Hilbert Radtke, and Kellen Stumbris)*  
**THURSDAY, APRIL 22<sup>nd</sup>, 2010**  
**WAUSAUKEE VILLAGE HALL**  
**428 HARRISON AVENUE**  
**6:00PM**

**MINUTES**

1. Call to Order – Chairperson Rosie Figas called the meeting to order at 6:00 pm. Committee members in attendance were Hilbert Radtke and Kellen Stumbris. Also in attendance were Village Trustee Bob Wesolowski, Village Street Supervisor Darryll Schmidt, Village Treasurer Sara Pullen and resident Ruth Jicha.
2. Approval of Agenda – Stumbris made a motion seconded by Radtke to approve the agenda as printed. Motion carried.
3. Discussion – Repair of Well #1 – The Committee agreed to address the issue at the next regular Board meeting in May as not enough information was available.
4. Discussion – Water/Sewer Department Hours – The Committee began by comparing 1<sup>st</sup> quarter 2009 Water/Sewer Department wages paid to 1<sup>st</sup> quarter 2010 wages paid. The comparison showed a 200 hour decrease in wages paid in 2010. Figas stated that the decrease in wages is keeping the Water & Sewer on track with the 2010 budget.

Figas told the Committee that Pam Aide had presented her with a list of reports and the estimated time it takes to complete each one. Figas stated that some of the reports are things that she would consider part of Aide's normal work activities whereas some are above and beyond a normal work task. She expanded on the topic stating that monthly reports require an additional 2 hours a month, quarterly reports require an additional 26 hours, bi-annual reports require an additional 4 hours and annual reports require an additional 16 hours. In averaging all the report time it came to 1 ½ hours of additional work time every week based on a 52 week year. Figas agreed to make a chart of the different reports and time needed to complete them for the next Board meeting. The Committee members discussed ways to allow the extra time for Aide to complete the work, and still stay within budget. After the discussion the Committee agreed to recommend to the Board that Aide be given additional pay, listed by report, in the month or quarter in which the reports are due. As far as allowing Water/Sewer employees autonomy over their hours, the Committee will recommend to the Board to have the scheduled hours remain the same.

5. Discussion – Credit to Wausaukee School District – Treasurer Pullen explained to the Board members that a 5/8" meter at the school was being billed as a 3" meter. The school should have been billed with a base rate of \$12.00 per quarter but instead were being charged a base rate of \$189.00 in 2007 and 2008, and \$151.20 in 2009. The

Committee will recommend to the Board to issue a check in the amount of \$1562.20 to the school.

6. Discussion – Log Keeping – Trustee Stumbris suggested asking that the Water/Sewer employees to only write down major tasks performed during their work day. Figas stated that the intention of the log books is not to keep track of the employees in 15 minute intervals, but rather to make it more convenient for the workers to write down their activities if, for example, they are multi-tasking. She continued that the Water/Sewer employees are not in one building or area all day and for safety reasons, it's necessary to know where they are and what they're doing if something major were to happen. Figas continued that she would like to see the log books with the employees at all times whether at the WWTP or in the trucks. After a brief discussion the Committee decided to recommend to the Board that no change take place with the logs.
7. Adjourn – Radtke made a motion seconded by Stumbris to adjourn at 6:59 pm. Motion carried.

(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.

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.