



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

*(Committee members: *Mack McKim, Ray Gordon, and Kyle Stumbris)*

**WEDNESDAY, OCTOBER 4, 2017
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

6:00 PM

MINUTES

1. Call to Order – Chair Mack McKim called the meeting to order at 6:10 pm. Committee members in attendance were Ray Gordon and Kyle Stumbris. Also present were President Hilbert Radtke and Clerk/Treasurer Sara Pullen.
2. Approval of Agenda – Gordon made a motion seconded by Stumbris to approve the agenda as printed. Motion carried.
3. Discussion – 2018 Budget Workshop – The Committee reviewed a proposed budget as prepared by Pullen. The tentative budget, which included all of the ‘wish list’ items from the water and sewer department heads, as well as, estimates based on 2015 and 2016 actuals and 2017 extrapolated figures, yielded a net loss of \$14,168.57. In an effort to reduce the deficit, the Committee made the following changes:
 - a. Reduced the ‘Water: Repairs & Maintenance’ budget expenditure by \$5,000
 - b. Decreased the \$10,000 expenditure for sewer jetting to \$8,000. The Committee elected not to decrease the overall ‘Sewer: Repairs & Maintenance’ budget so there was no effect on the bottom line.
 - c. Reduced the ‘Capital Purchases: Hydrants’ expenditure by \$3,000.The Committee will make the following recommendations to the Board:
 - a. Increase sewer usage rates by 1% effective January 1, 2018; base rates will remain the same. This should yield an additional \$1,000 in revenue.
 - b. Adopt the 2018 proposed Water & Sewer Utility budget as presented in Exhibit A.
4. Adjourn

Submitted by SP

12:09 PM

10/05/17

Accrual Basis

**Wausaukee Water & Sewer Utility
Profit & Loss Budget Overview
January through December 2018**

	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
	<u>Jan - Dec 18</u>	<u>Jan - Dec 18</u>	<u>Jan - Dec 18</u>
Ordinary Income/Expense			
Income			
INTERGOV. CHARGES FOR SERVICES			
Hydrant Rental Income		66,867.00	66,867.00
Total INTERGOV. CHARGES FOR SERVI...		66,867.00	66,867.00
INVESTMENT INCOME			
Interest Income	1,300.00		1,300.00
Total INVESTMENT INCOME	1,300.00		1,300.00
LICENSE & PERMITS			
Permits		125.00	125.00
Total LICENSE & PERMITS		125.00	125.00
Miscellaneous Amortization		3,068.00	3,068.00
MISCELLANEOUS REVENUE			
Finance Charges	2,625.00	875.00	3,500.00
Rent		11,616.00	11,616.00
Total MISCELLANEOUS REVENUE	2,625.00	12,491.00	15,116.00
PUBLIC CHARGES FOR SERVICES			
Dumping Fees-Sewer Plant	2,800.00		2,800.00
Sewer	199,500.00		199,500.00
Water		88,000.00	88,000.00
Water - private fire protection		2,256.00	2,256.00
Total PUBLIC CHARGES FOR SERVICES	202,300.00	90,256.00	292,556.00
Total Income	206,225.00	172,807.00	379,032.00
Expense			
DEBT SERVICE			
State Trust Fund Loan	89,244.38		89,244.38
Rural Water Loan Payment		15,840.00	15,840.00
Total DEBT SERVICE	89,244.38	15,840.00	105,084.38
GENERAL GOVERNMENT			
Advertising & Notices Expenses	100.00	800.00	900.00
Education & Training	1,250.00	750.00	2,000.00
Gas for Vehicles & Equipment	1,100.00	1,000.00	2,100.00
Interest on Long Term Debt	12,964.19	2,460.00	15,424.19
Medical	125.00	125.00	250.00
Miscellaneous Expense	500.00	500.00	1,000.00
Postage, Mailing Service	150.00	1,100.00	1,250.00
PSC Assessment		190.00	190.00
Repairs & Maintenance	20,000.00	43,000.00	63,000.00
Sewer Wasting Expense	3,000.00		3,000.00
Supplies	4,000.00	4,000.00	8,000.00
Total GENERAL GOVERNMENT	43,189.19	53,925.00	97,114.19
INSURANCE			
Crime	75.00	75.00	150.00
Liability	2,550.00	2,550.00	5,100.00
Property	1,750.00	1,750.00	3,500.00
Workers Compensation	2,450.00	2,450.00	4,900.00
Total INSURANCE	6,825.00	6,825.00	13,650.00

Wausaukee Water & Sewer Utility
Profit & Loss Budget Overview
 January through December 2018

	Sewer	Water	TOTAL
	Jan - Dec 18	Jan - Dec 18	Jan - Dec 18
PROFESSIONAL SERVICES			
Audit Fees	2,100.00	2,100.00	4,200.00
Contract Expenses	150.00	150.00	300.00
Dues & Association Fees	1,600.00	350.00	1,950.00
Legal Fees	500.00	500.00	1,000.00
Software / File Backup	760.00	760.00	1,520.00
Testing Services	3,750.00	750.00	4,500.00
Total PROFESSIONAL SERVICES	8,860.00	4,610.00	13,470.00
UTILITIES			
Electric & Heat	31,000.00	7,300.00	38,300.00
Propane	11,000.00	1,125.00	12,125.00
Telephone, Telecommunications	900.00	300.00	1,200.00
Total UTILITIES	42,900.00	8,725.00	51,625.00
PAYROLL EXPENSES			
Insurance - Employee Medical	2,400.00	2,400.00	4,800.00
FICA & Medicare Expense	3,477.00	1,393.00	4,870.00
Retirement Benefits	2,468.00	948.00	3,416.00
Total PAYROLL EXPENSES	8,345.00	4,741.00	13,086.00
WAGES			
Regular Hourly Rate	39,504.00	15,000.00	54,504.00
Holiday	896.00		896.00
Overtime	2,400.00	1,200.00	3,600.00
PTO	640.00		640.00
Trustees Salary	2,000.00	2,000.00	4,000.00
Total WAGES	45,440.00	18,200.00	63,640.00
Total Expense	244,803.57	112,866.00	357,669.57
Net Ordinary Income	-38,578.57	59,941.00	21,362.43
Other Income/Expense			
Other Expense			
Capital Purchases			
Curb Stops		3,200.00	3,200.00
Meters		13,331.00	13,331.00
Hydrants		10,000.00	10,000.00
Total Capital Purchases		26,531.00	26,531.00
Total Other Expense		26,531.00	26,531.00
Net Other Income		-26,531.00	-26,531.00
Net Income	-38,578.57	33,410.00	-5,168.57