

**VILLAGE OF WAUSAUKEE
VILLAGE BOARD MEETING
WEDNESDAY, JANUARY 22nd, 2014
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE
6:00 PM
MINUTES**

1. Call to Order – President Hilbert Radtke called the meeting to order at 6:00 p.m. Board members present were Ann Hartnell, Jason Figas, Kyle Stumbris, Debra Stumbris, Rosie Figas and Bradley Taylor. Also in attendance were Clerk Toshia Ranallo, Treasurer Sara Pullen, Pam Heritsch, Joellen Simpson, Roger & Ruth Jicha, Mary McKim, Lynelle, Caine, Steve Friberg and Shirley Pruhdomme.
2. Motion to Approve/Amend Agenda – Hartnell made a motion seconded by K. Stumbris to approve the agenda as reprinted. Motion carried.
3. Audience to Anyone Wishing to Speak – Joellen Simpson stated that she will continue to schedule Concerts in the Park. The events are in need of organizations to serve food and beverages. Simpson asked if the Wausaukee Recreation Association would be willing to take on more events. On behalf of the Rec. Association, Kyle Stumbris stated he would discuss it at the Rec's next board meeting.

Simpson requested Third Street be renamed to North Third Street and South Third Street when ordering new street signs. The same was suggested for Cedar Street.

4. Business With Guest
 - a. Discuss/Consider – Lynelle Caine from Stantec to discuss the HWY 141 Streetscape Project. Action, if any. – Caine presented three options for lighting for board input in order to prepare for the Open House scheduled for January, 28, 2014 5-7 p.m.
 1. Isolated Lighting
 2. Isolated Lighting on the project outskirts, continuous lighting for a specific portion of the downtown with WPS roadway lights.
 3. Isolated lighting on the project outskirts continuous lighting for a specific portion of the downtown with an ornamental roadway fixture.

After a lengthy discussion, it was decided that Caine will contact WPS to find out an estimate for a total monthly fee for a LED cobra lights and if banners can be placed on the existing wooden poles.

- b. Discuss/Consider – Steve Friberg from Coleman Engineering. Pursuing the Well #1 Project. Action, if any. –

Friberg recapped on a deficiency stated on the 2013 Sanitary Survey Report from the DNR pertaining to Well #1. He said the Well is only 27 feet deep versus the 60 feet necessary to eliminate danger of contamination, which could pose a health risk. There also has been an upward trend noted in nitrate levels. In 1993 levels were at 5 mg/l and last year there were 10 mg/l. DNR enforcement starts at 10 mg/l.

The DNR recommended applying for a Safe Water Drinking Loan for a new Well. A new Well could cost \$800,000 to a \$1 million if everything goes okay. The Village would probably get a 50 percent forgiveness and a 1.35 percent interest rate if the project is done soon. There is also the possibility of a Community Block Grant, which could cover another 30 percent.

Friberg stated the nitrates probably result from proximity to farm fields fertilized with nitrogen. He said lots of factors can change nitrate levels in groundwater, including the amount of rainfall, how much fertilizer is applied and how much is taken by crops.

Friberg stated currently the average monthly residential bill is \$12.75 which is lower than it should be. If the Village applies for a rate change the PSC will prompt increases to get rates up to where they should be to cover operating expenses.

Friberg stated if the Village chooses to do nothing until they reach the enforcement limit, they would be at the mercy of whatever grants are available at that time and costs could be more and interest rates will most likely be higher.

According to Friberg, Well rehabilitation is not a viable option because the depth to bed rock is too shallow. The Village could restrict adjacent farmers from putting nitrates on their fields but may cause a hardship for the farmer. He suggested the Village take a closer look at fertilizing practices of surrounding farmers.

Friberg stated if the farmers have raised corn for the past several years, and that combined with high amounts of rain could spike nitrate levels. Radtke will contact the farmers to determine cause of rising nitrate levels.

Friberg stated that financially this would be the best time to go with the project but understands an immediate decision puts a lot of pressure on the Board. He recommends the Board plan for this project to be completed within the next five years and invite the DNR to a future meeting for further discussion.

5. Motion to Approve Minutes
 - a. Regular Board Meeting – 12/18/2013 – Hartnell made a motion seconded by Taylor to approve the minutes as printed. Motion carried.
 - b. Water & Sewer Committee – 1/6/2014 – Taylor made a motion seconded by Hartnell to approve the minutes as printed. Motion carried.
 - c. Health & Welfare & Personnel Committee Meeting – 1/7/2014 – Hartnell made a motion seconded by D. Stumbris to approve the minutes. Motion carried.
 - d. Smart Growth Committee – 1/8/2014 – Hartnell made a motion seconded by J. Figas to approve the minutes as printed. Motion carried.
6. Motion to Accept Village Street and Utility Report – Hartnell made a motion seconded by J. Figas to approve the utility report. There was no street report presented. Motion carried.
 - a. Review/Approve Annual Preventative Sanitary Sewer Checklist. Action, if any. – R. Figas made a motion seconded by D. Stumbris to approve the Preventative Sanitary Sewer report. Motion carried.
7. Motion to Approve Bills – R. Figas made a motion seconded by Hartnell to approve the bills as printed. Motion carried.
8. Motion to Approve Treasurer's Report – Treasurer Pullen stated that the 2014 Water & Sewer Utility budget will need to be amended for the purchase of meters. This will be put on the February regular board meeting agenda.

Pullen reviewed the 2013 profit and loss report. She stated that not everything shows up on a P&L. The Village cash balances are as follows: The Debt Service fund sitting in a CD at Bank North has a balance of \$83,806.64. The current payoff of open line of credit is \$82,801.24. Due to the quarterly installments paid, the Village has accrued \$1005.40 of interest. The money market account has a balance of \$109,116.90 and the Village checking yearend balance is at \$119,767.80. The State Bank of Florence CD has a balance of \$173,151.41.

Pullen stated that transfers from the money market to the Village checking are not put on a P&L. Therefore, \$82,776.12 was transferred from the money market to the Village checking to pay off the debt service. This impacted the Debt Service on the P&L which showed a \$60,000 loss from under-budgeted debt service. \$84,316.85 was paid. This is because the Board decided to make quarterly installments after the budget was finalized.

\$5036.51 of payroll expenses were over budget due to paid unemployment benefits to a previous employee that were unforeseen during the budget process.

Public Works repairs and maintenance exceeded its budget by an estimated \$20,000 due to the following:

- \$6000 for the Ford 550
- \$2600 for the 2000 GMC Truck
- \$6200 for the International Dump Truck (does not include the new box)
- \$1400 for the JD Tractor
- \$4400 for the Rhino Brush Mower

Pullen stated she can tell you what was done as far as repairs and maintenance but suggested the Board ask Schmidt why the repairs were needed.

The Water & Sewer budget was unable to pay its half of the Trustee's salaries so the Village paid the salaries from its budget exceeding the budget by an estimated \$8,000.

The following transfers were made to pay for equipment totaling \$89,827.50:

- \$60,402.50 for the Ford 550
- \$22,275 for the mower
- \$7,150 for the V-box spreader and International box repairs

The \$89,827.50 added to the bottom line of (159,041.93) totals an over budgeted amount of \$69,214.43. Pullen stated if you take the \$60,000 from the under budgeted debt service and subtract it from the \$69,214.43 the Village in all actuality was over budgeted by estimated \$9000.

The Water & Sewer Utility 2013 yearend balance report for the top four Bank North accounts are as follows:

- \$145,743.98 W/S Repair/Maintenance
- \$228,063.30 for a Replacement Fund
- \$56,075.05 for Debt Service
- \$5,572.60 for Checking

New designated funds were established for water tower repairs, sewer repairs and maintenance, and WWTP replacement.

Contract expenses exceeded its budget by \$6,309.50 due to Coleman Engineering's preliminary bridge design.

After debt service payments to the Rural Water Loan and the Safe Water Drinking loan the Water & Sewer exceeded its budget by \$27,577.19.

Hartnell made a motion seconded by K. Stumbris to approve the Treasurer's report. Motion carried.

9. Committee Reports

- Health, Welfare & Personnel Committee – Chairwoman Ann Hartnell stated the entire meeting was spent in closed session for employee evaluations and nothing to report.
- Water & Sewer Committee – Chairwoman Rosie Figas stated the entire meeting was in closed session for personnel discussions and nothing to report.
- Smart Growth Committee – Chairwoman Hartnell stated the meeting was with WisDOT and Stantec and they discussed lighting, sidewalks and other streetscape items.

10. President's Report

- A Conventional Rate Case Study for the Wausaukee Water & Utility was submitted to determine if the current rates are on target or not.
- A Municipal Dam Grant Program Application was submitted for the Wausaukee Dam.

11. Unfinished Business

- Discuss/consider – Revise Employee Handbook. Weekend Checks. Action if any. – Hartnell made a motion seconded by Taylor to amend the *General Work Scheduled/Daily Timecards* section. Weekend checks are to be punched in and not handwritten on timecards. Motion carried.
- Discuss/Consider – Engebos Heating & Cooling Maintenance Contract. Action, if any. – Tabled until a contract is received.

- c. Discuss/consider – Accept Cross Connection Control Plan. Action, if any. – Hartnell made a motion seconded by R. Figas to accept the Cross Connection Control Plan pending the required number of years between training. Motion carried. Clerk Ranallo will request this information from Wendy Anderson from the DNR and enter it into the plan.
- d. Discuss/Consider – Chlorine Scale at Well No.3. Action, if any. – Heritsch stated this is already finished but Well No. 1 is acting up. No action taken.
- e. Discuss – Update on the Private Well at 206 Orlando Drive.– Clerk Ranallo reported that Dama Plumbing is in the process of permitting the Well.

12. New Business

- a. Discuss/Consider – Mandatory Bloodborne Pathogens Training, Hazard Communication Training and Control of Hazardous Energy Training for all Departments. Gillett, WI. January 23, 2014. Action, if any. – President Radtke explained to the Board this training is mandatory for all employees. Administration is required to attend the first half of the day and Public Works and the Utility Department are required to attend the full day. No formal action was taken.
- b. Discuss/Consider – WWTP Maintenance. Action, if any. – Radtke stated the auger is in need of repair.

K. Stumbris provided information from Faith Technologies for infrared imaging to detect hotspots at the WWTP. They charge an hourly rate of \$77 which includes equipment. Stumbris stated the WWTP and Wells could probably be done in one day. J. Figas asked if would be better to do it at a certain time of the year. K. Stumbris will look into it.
- c. Discuss/Consider – Façade Improvement Program for Northeast Tax Account and Service. Action, if any. – Hartnell made a motion seconded by J. Figas to approve the application. Motion carried.
- d. Discuss/Approve – Fire District's Quarterly Report. Action, if any. – R. Figas made a motion seconded by Taylor to approve the report. Motion carried.
- e. Discuss/Consider – Review/Revise Resolution 2009-09 Mileage Reimbursement. Action, if any.– Taylor made a motion seconded by J. Figas to take no action. Motion carried.
- f. Discuss/Consider – Review/Revise Resolution 2009-10 Meal Reimbursement. Action, if any. – J. Figas made a motion seconded by K. Stumbris to take no action. Motion carried.
- g. Discuss/Consider – Adopt Resolution 2014-01 Participation in the DNR Municipal Grant Program. Action, if any. – R. Figas made a motion seconded by Hartnell to adopt Resolution 2014-01. Motion carried.
- h. Discuss/Consider – Adopt Resolution 2014-02 WisDOT Access to Village Property for the 2016 HWY 141 Reconstruction. Action, if any. – Hartnell made a motion seconded by R. Figas to adopt Resolution 2014-02. Motion carried.
- i. Discuss/Consider – Appoint a Representative on the MCABI Board of Directors. Action, if any. – The Board decided to place an advertisement in the paper for the position.
- j. Discuss – Introduce an Ordinance Regarding Social Host Responsibility. – The Board decided there was no need for this ordinance.

13. Adjourn – Taylor made a motion seconded by J. Figas to adjourn the meeting at 9:45 p.m. Motion carried.