



**VILLAGE OF WAUSAUKEE**  
**WATER & SEWER UTILITY COMMITTEE MEETING**  
*(Committee members: \*Mack McKim, Randy Schmidt, and Kyle Stumbris)*  
**WEDNESDAY, OCTOBER 3, 2018**  
**WAUSAUKEE VILLAGE HALL**  
**428 HARRISON AVENUE**

**5:30 PM**

**MINUTES**

1. Call to Order – Chair Mack McKim called the meeting to order at 5:37 pm. Committee member Randy Schmidt was present. Also in attendance were President Hilbert Radtke and Clerk/Treasurer Sara Pullen. Trustee Kyle Stumbris was absent.
2. Pledge of Allegiance
3. Approval of Agenda – Schmidt made a motion seconded by Radtke to approve the agenda as printed. Motion carried.
4. Discussion – 2019 Budget Workshop – The Committee reviewed a proposed budget as prepared by Pullen. The tentative budget, which included ‘wish list’ items from the water and sewer department heads, as well as, estimates based on 2016 and 2017 actuals and 2018 extrapolated figures, yielded a net loss of \$30,215.01. In an effort to reduce the deficit, the Committee made the following changes:
  - a. Reduced the ‘Sewer: Repairs & Maintenance’ budget expenditure by \$8,000
  - b. Eliminated a \$1,500 transfer to reserves for a well fund
  - c. Eliminated a \$11,250 expenditure for a hand-held device for reading water meters, and 10 radio read devices for meters where an outside reader isn’t available.
  - d. Reduced the number of hydrant installations and ISO valves from 4 to 3 for a cost savings of \$3,250
  - e. Reduced ‘Education and Training’ by \$1,500

The Committee will recommend adopting the 2019 proposed Water & Sewer Utility budget, as presented in Exhibit A, to the full Board at the October monthly meeting.

5. Adjourn – Schmidt made a motion seconded by Radtke to adjourn the meeting at 6:30 pm. Motion carried.

Submitted by SP

5:12 PM

10/04/18

Accrual Basis

**Wausaukee Water & Sewer Utility**  
**Profit & Loss Budget Overview**  
 January through December 2019

	Sewer	Water	TOTAL
	Jan - Dec 19	Jan - Dec 19	Jan - Dec 19
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>INTERGOV. CHARGES FOR SERVICES</b>			
Hydrant Rental Income		66,867.00	66,867.00
<b>Total INTERGOV. CHARGES FOR SERVIC...</b>		66,867.00	66,867.00
<b>INVESTMENT INCOME</b>			
Interest Income	4,695.00		4,695.00
<b>Total INVESTMENT INCOME</b>	4,695.00		4,695.00
<b>LICENSE &amp; PERMITS</b>			
Permits		25.00	25.00
<b>Total LICENSE &amp; PERMITS</b>		25.00	25.00
<b>MISCELLANEOUS AMORTIZATION</b>		3,068.00	3,068.00
<b>MISCELLANEOUS REVENUE</b>			
Finance Charges	3,300.00	1,200.00	4,500.00
Rent		11,616.00	11,616.00
<b>Total MISCELLANEOUS REVENUE</b>	3,300.00	12,816.00	16,116.00
<b>PUBLIC CHARGES FOR SERVICES</b>			
Dumping Fees-Sewer Plant	2,800.00		2,800.00
Sewer	199,960.00		199,960.00
Water		88,000.00	88,000.00
Water - private fire protection		2,256.00	2,256.00
<b>Total PUBLIC CHARGES FOR SERVICES</b>	202,760.00	90,256.00	293,016.00
<b>Total Income</b>	210,755.00	173,032.00	383,787.00
<b>Gross Profit</b>	210,755.00	173,032.00	383,787.00
<b>Expense</b>			
<b>NON-OPERATING EXPENSES</b>			
Engineering		10,000.00	10,000.00
Interest on Long Term Debt	10,510.00	1,746.00	12,256.00
<b>Total NON-OPERATING EXPENSES</b>	10,510.00	11,746.00	22,256.00
<b>DEBT SERVICE</b>			
State Trust Fund Loan	91,699.00		91,699.00
Rural Water Loan Payment		16,554.00	16,554.00
<b>Total DEBT SERVICE</b>	91,699.00	16,554.00	108,253.00
<b>GENERAL GOVERNMENT</b>			
<b>Administration Expenses</b>			
Advertising & Notices Expenses	100.00	1,000.00	1,100.00
Education & Training	1,000.00	500.00	1,500.00
Postage, Mailing Service	300.00	1,000.00	1,300.00
Administration Expenses - Other	500.00	500.00	1,000.00
<b>Total Administration Expenses</b>	1,900.00	3,000.00	4,900.00
<b>Miscellaneous Expense</b>			
Medical	125.00	125.00	250.00
PSC Assessment		180.00	180.00
Miscellaneous Expense - Other	500.00	500.00	1,000.00
<b>Total Miscellaneous Expense</b>	625.00	805.00	1,430.00

**Wausaukee Water & Sewer Utility**  
**Profit & Loss Budget Overview**  
 January through December 2019

	Sewer	Water	TOTAL
	Jan - Dec 19	Jan - Dec 19	Jan - Dec 19
<b>Repairs &amp; Maintenance</b>			
Gas for Vehicles & Equipment	500.00		500.00
Sewer Wasting Expense	3,000.00		3,000.00
Repairs & Maintenance - Other	12,000.00	25,038.00	37,038.00
<b>Total Repairs &amp; Maintenance</b>	15,500.00	25,038.00	40,538.00
<b>Safety Expenses</b>	300.00	300.00	600.00
<b>Supplies</b>	6,000.00	3,000.00	9,000.00
<b>Total GENERAL GOVERNMENT</b>	24,325.00	32,143.00	56,468.00
<b>INSURANCE</b>			
Crime	175.00	175.00	350.00
Liability	1,062.00	1,063.00	2,125.00
Property	1,450.00	1,450.00	2,900.00
Workers Compensation	1,875.00	1,875.00	3,750.00
<b>Total INSURANCE</b>	4,562.00	4,563.00	9,125.00
<b>PROFESSIONAL SERVICES</b>			
Audit Fees	2,100.00	2,100.00	4,200.00
Contract Expenses	690.00	150.00	840.00
Dues & Association Fees	1,500.00	350.00	1,850.00
Software / File Backup	1,000.00	900.00	1,900.00
Testing Services	1,700.00	1,465.00	3,165.00
<b>Total PROFESSIONAL SERVICES</b>	6,990.00	4,965.00	11,955.00
<b>UTILITIES</b>			
Electric & Heat	25,000.00	7,300.00	32,300.00
Propane	14,000.00	1,400.00	15,400.00
Telephone, Telecommunications	1,550.00		1,550.00
<b>Total UTILITIES</b>	40,550.00	8,700.00	49,250.00
<b>PAYROLL EXPENSES</b>			
Insurance - Employee Medical	4,800.00		4,800.00
FICA & Medicare Expense	6,266.00	898.00	7,164.00
Retirement Benefits	5,211.00	623.00	5,834.00
<b>Total PAYROLL EXPENSES</b>	16,277.00	1,521.00	17,798.00
<b>WAGES</b>			
Regular Hourly Rate	73,770.00	9,744.01	83,514.01
Holiday	2,019.00		2,019.00
Overtime	2,672.00		2,672.00
PTO	1,442.00		1,442.00
Trustees Salary	2,000.00	2,000.00	4,000.00
<b>Total WAGES</b>	81,903.00	11,744.01	93,647.01
<b>Total Expense</b>	276,816.00	91,936.01	368,752.01
<b>Net Ordinary Income</b>	-66,061.00	81,095.99	15,034.99
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Capital Purchases</b>			
Curb Stops		5,000.00	5,000.00
Water Mains		0.00	0.00

**Wausaukee Water & Sewer Utility**  
**Profit & Loss Budget Overview**  
January through December 2019

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	<u>Sewer</u>	<u>Water</u>	<u>TOTAL</u>
	<u>Jan - Dec 19</u>	<u>Jan - Dec 19</u>	<u>Jan - Dec 19</u>
Meters		5,000.00	5,000.00
Hydrants		9,750.00	9,750.00
<b>Total Capital Purchases</b>		<u>19,750.00</u>	<u>19,750.00</u>
<b>Total Other Expense</b>		<u>19,750.00</u>	<u>19,750.00</u>
<b>Net Other Income</b>		<u>-19,750.00</u>	<u>-19,750.00</u>
<b>Net Income</b>	<u><b>-66,061.00</b></u>	<u><b>61,345.99</b></u>	<u><b>-4,715.01</b></u>