



VILLAGE OF WAUSAUKEE
WATER & SEWER UTILITY COMMITTEE MEETING
*(Committee members: *Mack McKim, Steve Stumbris, and JoAnn Polomis)*
FRIDAY, OCTOBER 11, 2019
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE

1:00 PM

MINUTES

1. Call to Order – Chair Mack McKim called the meeting to order at 1:06 pm. Committee members in attendance were Steve Stumbris and JoAnn Polomis. Also present were President Hilbert Radtke, Clerk/Treasurer Sara Pullen, Public Works Supervisor Dennis Whitton, and WWTP OIC Jeff Mayou.
2. Pledge of Allegiance
3. Approval of Agenda – Stumbris made a motion seconded by Polomis to approve the agenda as printed. Motion carried.
4. Discussion – Review the 2019 Sanitary Survey Report and Notice of Non-Compliance from the Department of Natural Resources. – Whitton stated that the sanitary survey went very well and yielded no deficiencies initially. After a week, the inspector, Ken Chambers, contacted the Village and stated that his superiors noted 2 deficiencies which needed to be corrected – abandonment of well 1, and a drain down inspection of the water tower. Whitton stated that he has since been in contact with Mr. Chambers regarding the water tower inspection and informed him that Utility Services will perform the inspection by early June of 2020. CTW Corporation has provided a quote for the abandonment of well #1. If this work cannot be done by the deadline of 12/31/19, Whitton is prepared to request an extension.
5. Discuss/Consider – Quote for abandonment of well #1 (required corrective action per the notice of non-compliance). Action, if any. – Whitton will ask CTW Corporation for an additional quote that includes credits for trading in used equipment for Wednesday's regular Board meeting.
6. Discuss/Consider – Purchase of a jetting truck. Action, if any. – Polomis made a motion seconded by Stumbris to recommend purchasing the jetting truck from Envirotech Equipment Company for \$9,500. Motion carried.
7. Discussion – 2020 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 2017 and 2018 actuals and 2019 extrapolated figures, yielded a net loss of \$47,390.90. In an effort to reduce the deficit, the Committee made the following changes:
 - a. Eliminated a \$3,000 transfer to reserves for a meter replacement fund
 - b. Eliminated a \$2,000 transfer to reserves for a well rehab inspection fund
 - c. Eliminated a \$5,000 expenditure for curb stops

- d. Eliminated a \$10,000 expenditure for a hand-held device for reading water meters, and 10 radio read devices for meters where an outside reader isn't available.
 - e. Reduced engineering expenses from \$50,000 to \$30,000
8. The Committee will recommend adopting the 2020 proposed Water & Sewer Utility budget, as presented in Exhibit A, to the full Board at the October monthly meeting.
 9. Adjourn – Polomis made a motion seconded by Stumbris to adjourn the meeting at 2:12 pm. Motion carried.

Submitted by SP

3:48 PM

10/14/19

Accrual Basis

Wausaukee Water & Sewer Utility
Profit & Loss Budget Overview
 January through December 2020

	Sewer	Water	TOTAL
	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20
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	4,950.00		4,950.00
Total INVESTMENT INCOME	4,950.00		4,950.00
MISCELLANEOUS AMORTIZATION		3,068.00	3,068.00
MISCELLANEOUS REVENUE			
Finance Charges	3,000.00	900.00	3,900.00
Rent		11,809.60	11,809.60
Total MISCELLANEOUS REVENUE	3,000.00	12,709.60	15,709.60
PUBLIC CHARGES FOR SERVICES			
Dumping Fees-Sewer Plant	4,000.00		4,000.00
Sewer	200,650.00		200,650.00
Water		84,500.00	84,500.00
Water - private fire protection		2,256.00	2,256.00
Total PUBLIC CHARGES FOR SERVICES	204,650.00	86,756.00	291,406.00
Total Income	212,600.00	169,400.60	382,000.60
Gross Profit	212,600.00	169,400.60	382,000.60
Expense			
NON-OPERATING EXPENSES			
Engineering		30,000.00	30,000.00
Interest on Long Term Debt	7,947.00	996.00	8,943.00
Total NON-OPERATING EXPENSES	7,947.00	30,996.00	38,943.00
DEBT SERVICE			
State Trust Fund Loan	94,261.00		94,261.00
Rural Water Loan Payment		17,304.00	17,304.00
Total DEBT SERVICE	94,261.00	17,304.00	111,565.00
GENERAL GOVERNMENT			
Administration Expenses			
Education & Training	1,000.00	500.00	1,500.00
License Expense	75.00		75.00
Administration Expenses - Other	1,000.00	1,000.00	2,000.00
Total Administration Expenses	2,075.00	1,500.00	3,575.00
Miscellaneous Expense			
Medical	250.00	100.00	350.00
PSC Assessment		180.00	180.00
Miscellaneous Expense - Other	850.00	250.00	1,100.00
Total Miscellaneous Expense	1,100.00	530.00	1,630.00
Repairs & Maintenance			
Gas for Vehicles & Equipment	1,500.00		1,500.00
Sewer Wasting Expense	3,000.00		3,000.00
Repairs & Maintenance - Other	12,000.00	25,038.00	37,038.00
Total Repairs & Maintenance	16,500.00	25,038.00	41,538.00
Supplies	4,500.00	5,000.00	9,500.00
Total GENERAL GOVERNMENT	24,175.00	32,068.00	56,243.00

Wausaukee Water & Sewer Utility
Profit & Loss Budget Overview
 January through December 2020

	Sewer	Water	TOTAL
	Jan - Dec 20	Jan - Dec 20	Jan - Dec 20
INSURANCE			
Crime	213.25	213.25	426.50
Liability	2,150.00	2,150.00	4,300.00
Property	1,500.00	1,500.00	3,000.00
Workers Compensation	1,900.00	1,900.00	3,800.00
Total INSURANCE	5,763.25	5,763.25	11,526.50
PROFESSIONAL SERVICES			
Audit Fees	2,025.00	2,025.00	4,050.00
Contract Expenses	540.00		540.00
Dues & Association Fees	1,550.00	45.00	1,595.00
Software / File Backup	900.00	900.00	1,800.00
Testing Services	1,950.00	1,355.00	3,305.00
Total PROFESSIONAL SERVICES	6,965.00	4,325.00	11,290.00
UTILITIES			
Electric & Heat	23,000.00	7,300.00	30,300.00
Propane	6,800.00	1,200.00	8,000.00
Telephone, Telecommunications	1,650.00		1,650.00
Total UTILITIES	31,450.00	8,500.00	39,950.00
PAYROLL EXPENSES			
Insurance - Employee Medical	4,800.00		4,800.00
FICA & Medicare Expense	6,406.00	565.00	6,971.00
Retirement Benefits	5,285.00	466.00	5,751.00
Total PAYROLL EXPENSES	16,491.00	1,031.00	17,522.00
WAGES			
Regular Hourly Rate	71,235.00	6,900.00	78,135.00
Overtime	2,096.00		2,096.00
Holiday	2,109.00		2,109.00
PTO (Sick)	1,506.00		1,506.00
Vacation	1,506.00		1,506.00
Trustees Salary	2,000.00	2,000.00	4,000.00
Total WAGES	80,452.00	8,900.00	89,352.00
Total Expense	267,504.25	108,887.25	376,391.50
Net Ordinary Income	-54,904.25	60,513.35	5,609.10
Other Income/Expense			
Other Expense			
Capital Purchases			
Hydrants		13,000.00	13,000.00
Total Capital Purchases		13,000.00	13,000.00
Total Other Expense		13,000.00	13,000.00
Net Other Income		-13,000.00	-13,000.00
Net Income	-54,904.25	47,513.35	-7,390.90