

MINUTES

VILLAGE OF YORKVILLE
SEWER AND WATER COMMISSION
VILLAGE BOARD ROOM
UNION GROVE MUNICIPAL CENTER
TUESDAY, OCTOBER 18, 2022

Call to Order

Sewer and Water Commission President Douglas Nelson called the meeting to order at 6:00 p.m.

Roll Call

The following Sewer and Water Commission members were present: Douglas Nelson, Steve Nelson, Daniel Maurice, Leo DeBrabander, and Aaron Alby. Also present were Deputy Clerk-Treasurer Janine Carls and Administrator/Clerk Michael McKinney. Absent: Sewer Utility District and Water Utility District Manager Gary Hanson.

Approval of Sewer Utility District Financial Reports

Motion (Maurice, S. Nelson) to approve the September Sewer Utility District financial reports as presented, Motion Carried (MC).

Approval of Water Utility District Financial Reports

Motion (S. Nelson, Alby) to approve the September Water Utility District financial reports as presented, MC.

Approval of Sewer Utility District Invoices

Motion (Maurice, Alby) to approve Sewer Utility District invoices as presented in the amount of \$85,487.42, MC.

Approval of Water Utility District Invoices

Motion (S. Nelson, Maurice) to approve Water Utility District invoices as presented in the amount of \$20,613.02, MC.

New and Unfinished Business - Discussion and possible action on the following:

Phosphorus and/or chlorides assessments

McKinney stated that Hanson recommends drafting an ordinance to take effect on January 1, 2023, to establish and implement phosphorus and ammonia surcharges, with costs incurred by the sewer utility to remain in compliance with state and federal requirements to be borne

primarily by those commercial sewer customers discharging phosphorus and/or ammonia into the wastewater system.

Motion (S. Nelson, Maurice) to authorize the Administrator/Clerk, Sewer Utility District and Water Utility District Manager, and Village Attorney to draft an ordinance implementing phosphorus and ammonia surcharges, MC.

2023 Sewer Utility Fund annual budget

McKinney provided a summary of the 2023 Sewer Utility Fund annual budget to the Commission. Discussion focused primarily on commercial sewer user charge revenues and employee wages.

Motion (Maurice, S. Nelson) to approve the 2023 Sewer Utility Fund budget as presented, MC.

2023 Water Utility Fund annual budget

McKinney stated that both he and the Sewer Utility District and Water Utility District Manager recommend that the utility's payment to the Village in lieu of property taxes should be increased in conjunction with the filing of a simplified rate file with the Wisconsin Public Service Commission in 2023.

Motion (Alby, DeBrabander) to approve the 2023 Water Utility Fund annual budget as presented, MC.

Maurice and Alby inquired about the succession plan for the Sewer Utility District and Water Utility District Manager relative to the budget line item for the Public Works Manager. Discussion also focused on a hiring timeline, Public Works Manager position requirements and expectations, and wages and benefits.

Motion (Alby, S. Nelson) to amend the 2023 Sewer Utility Fund and the 2023 Water Utility Fund annual budgets to increase the total annual salary of the Public Works Manager position from \$75,000.00 to \$82,000.00, including all necessary payroll tax and retirement adjustments, MC.

Staab Construction Corporation pay request #15 for the 2021 wastewater treatment facility improvement project

McKinney stated that Hanson recommends payment of this request.

Motion (S. Nelson, Alby) to approve payment of pay request #15 submitted by Staab Construction Corporation as presented in the amount of \$241,910.82 for the 2021 Wastewater Treatment Facility Improvement project, MC.

Sylvania Avenue (West Frontage Road) manhole and valve box repair

McKinney stated that the Wisconsin Department of Transportation plans to have Sylvania Avenue (West Frontage Road) repaved in 2023, adding that the Sewer Utility District and Water Utility District Manager would like to have several manholes and valve boxes repaired during that project.

No formal action was taken by the Commission on this agenda item.

Surplus equipment sale

The Sewer Utility District and Water Utility District Manager was not present to discuss this agenda item.

No formal action was taken by the Commission on this agenda item.

2022 Wisconsin Wastewater Operators Association Conference report

The Sewer Utility District and Water Utility District Manager was not present to discuss this agenda item.

No formal action was taken by the Commission on this agenda item.

Reports

Engineer's Report - The Engineer was not present to provide a report to the Commission.

Sewer Utility District Manager's Report - The Sewer Utility District Manager was not present to provide a report to the Commission.

Water Utility District Manager's Report - The Water Utility District Manager was not present to provide a report to the Commission.

Administrator/Clerk's Report - McKinney stated that he had no information to report to the Commission.

Other - Comments, questions, and suggestions

No public comments, questions or suggestions were provided.

Adjournment

Motion (Alby, S. Nelson) to adjourn, MC. The meeting was adjourned at 7:58 p.m. The next scheduled Sewer and Water Commission meeting is on Tuesday, November 15, 2022, at 6:00 p.m.

Janine Carls
Deputy Clerk-Treasurer