



# Sewer and Water Commission Meeting Minutes

Union Grove Municipal Center 925 15<sup>th</sup> Avenue

Tuesday, October 17, 2023

1. **Call to Order** - Douglas Nelson called the meeting to order at 6:01 p.m.
2. **Roll Call** - President: Douglas Nelson | Commissioners: Aaron Alby, Leo DeBrabander, and Steve Nelson | Staff: Michael McKinney (Administrator/Clerk) and Janine Carls (Deputy Clerk-Treasurer) | Gary Hanson and Nick Carriker (Utilities Management) Absent: Dan Maurice
3. **Minutes** – Approval of the September 19, 2023, Sewer and Water Commission meeting minutes  
*Motion (Alby, S. Nelson) to approve the September 19, 2023, Sewer and Water Commission meeting minutes as presented, Motion Carried (MC).*
4. **Approval of Sewer Utility District Financial Reports**  
*Motion (S. Nelson, Alby) to approve Sewer Utility District Financial Reports as presented, MC.*
5. **Approval of Water Utility District Financial Reports**  
*Motion (S. Nelson, DeBrabander) to approve Water Utility District Financial Reports as presented, MC.*
6. **Approval of Sewer Utility District Invoices**  
*Motion (Alby, S. Nelson) to approve Sewer Utility District Invoices in the amount of \$37,347.44, MC.*
7. **Approval of Water Utility District Invoices**  
*Motion (S. Nelson, DeBrabander) to approve Water Utility District Invoices in the amount of \$27,737.28, MC.*
8. **Business – Discussion and possible action on the following:**
  - a. **2024 Sewer Utility Fund annual budget**

Hanson presented the Sewer Utility Fund annual budget that he, Carriker, and Stute had worked on. The budget reflects a 5% increase in sewer rates, residential and commercial. Upgrades to two lift stations are planned, the cost is to be covered by reimbursement from TID rather than new financing. Discussed raising commissioner wages to match those of Plan Commission wages.

*Motion (S. Nelson, Alby) to approve the 2024 Sewer Utility Fund annual budget as amended with the noted commissioner salary changes from \$25.00 to \$31.25 per meeting, MC.*
  - b. **2024 Water Utility Fund annual budget**

Hanson presented the Water Utility Fund annual budget. SEH is applying for a grant for the well construction project; should know in early January if approved for any funding. Three water meters are scheduled for replacement in 2024. Wages will decrease with Hanson’s retirement. Commissioner wages discussed in the Sewer budget also apply here and will be adjusted accordingly.

*Motion (Alby, S. Nelson) to approve the 2024 Water Utility Fund annual budget as amended with the noted commissioner salary changes from \$25.00 to \$31.25 per meeting, MC.*
  - c. **Sewer service rate changes**

McKinney presented a comparison of wastewater surcharges for several Wisconsin municipalities. Hanson gave recommendations for charges per pound to cover testing and treatment for each type.

*Motion (Alby, S. Nelson) to recommend approval of Hanson’s recommendations for adjustments and/or additions to the Village of Yorkville’s existing sewer service rate charges and surcharges, MC.*
  - d. **Sewer and Water Utility District Manager computer equipment status**

Discussed Hanson’s computer status upon his retirement and whether the village has any use for it.

*Motion (Alby, S. Nelson) to permit Hanson to use and/or dispose of this computer equipment as he sees fit, MC.*
  - e. **Consent agenda adoption**  
*Motion (Alby, S. Nelson) to adopt the usage of consent agendas for the Sewer and Water Commission, MC.*
9. **Reports**
  - a. **Engineer’s Report** | No report

**b. Sewer Utility District Manager's Report**

Sewer utility is running well. Hanson and Carriker will be attending all or part of a conference next week.

**c. Water Utility District Manager's Report**

Plans for the new well are almost complete. On track to secure bids in Dec and award a contract in January.

**d. Administrator/Clerk's Report | No report**

**10. Public Comments, Questions, and Suggestions | No Comments**

**11. Adjournment**

*Motion (S. Nelson, Alby) to adjourn the meeting at 6:54 p.m., MC. The next scheduled Sewer and Water Commission Meeting is November 21, 2023, at 6:00 p.m.*

Respectfully submitted,

Janine Carls, Deputy Clerk-Treasurer