



AD HOC COMMITTEE MEETING AGENDA

January 23, 2024 at 6:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

3. OLD BUSINESS

- C. Discussion and Possible Action: Review of Finance and Personnel Ordinance Examples

4. NEW BUSINESS

- D. Discussion and Possible Action: Review of Utility Commission Ordinance Draft
- E. Discussion and Possible Action: Process for Trustee Appointment to Commissions and Committees
- F. Discussion and Possible Action: Designation of Committee Clerk

5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

- G. Approval of Minutes from Nov. 28, 2023 Ad Hoc Committee Meeting - Committee Structure

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

7. ADJOURNMENT

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

Posted: 01/19/2024 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

**Water and Sewer Commission – DRAFT
Version**

10-31-2023

- (a) *Creation.* The Village has created a single Water and Sewer Commission to manage the water and sewer utilities.
- (b) *Composition.* The Water and Sewer Commission shall consist of five members.
 - (1) *Citizen members.* The three standard citizen member positions of the Water and Sewer Commission shall be appointed by the village president subject to confirmation by the village board, at the organizational meeting of the board during the month of May. The citizen members shall be rate payers or customers of the utilities. The citizen members who are appointed upon the creation of the Water and Sewer Commission shall hold office for a period of one, two and three years, respectively, and thereafter annually during the month of May for a period of three years.
 - (2) *Trustee members.* Up to two Trustee member positions on the Water and Sewer Commission may be appointed in accordance with Village Ordinance Section 14-5. Appointments, or may be citizen member appointments. These members shall be appointed from separate terms and serve two-year terms staggered one year apart. Citizen members appointed into these Trustee positions follow the same staggered two year term process. For example, Trustee positions A and B could be Trustees elected in separate year terms, or citizen members that would then serve the same term on the Water and Sewer Commission as a Trustee would.
 - (3) *Director of Public Works & Utilities.* The director will act in an advisory capacity to the Water and Sewer Commission and attend all of its meetings and serve as manager of the sewer and water utilities.
- (c) *Organization.* As soon as possible after their appointment, and annually thereafter, the members of the Water and Sewer Commission shall organize by choosing from among their numbers a member to Chair and preside over the meetings of the Water and Sewer Commission.
- (d) *Authority.*
 - (1) Subject to the general supervision and control of the village board, the Water and Sewer Commission shall have entire charge and management of the sewer and water utilities of the village and shall supervise the operations of the utilities except as to those specific powers retained by the village board as set forth in subsection (d)(3) of this section.
 - (2) The Water and Sewer Commission shall make rules for its own proceedings and for the government of its department.
 - (3) The Water and Sewer Commission shall have such general powers in the construction, extension, improvement, and operation of the utilities. All construction work and equipment purchase(s) that require the issuance of revenue debt shall require approval by the village board. Payment of claims are set forth in (e.) (2).
 - (4) The Water and Sewer Commission shall have sole spending authority to spend the budget approved by both the commission and village board with the exception of the undesignated reserve funds.
- (e) *Fiscal management.*
 - (1) *Budget.* The Water and Sewer Commission shall have the power to create and set operational and capital improvement budgets for the sewer and water utilities. Said budgets become part of the budget document adopted by the Village Board annually for all Funds of the Village.

- (2) *Accounting.* It shall be the duty of the Village Finance Director/Treasurer to maintain for the Water and Sewer Commission books of account in the manner prescribed for utilities by the Wisconsin Public Service Commission. The books of account shall be open to the public.
- (3) *Audits.* A list of vouchers payable shall be reviewed by the Water and Sewer Commission and if approved, forwarded to the Village Board to be paid by the village as provided in Wis. Stats. §§ 66.0607 and 66.0805. Utility receipts shall be paid to the Utility Clerk.
- (4) *Income use.* The income of the sewer and water utilities shall be applied first to meet operational, maintenance, capital improvement requirements and other necessary disbursements or indebtedness. Income in excess of these requirements may be invested under the Village Policy FINN-005; Investment Policy invested by the Village Finance Director/Treasurer. The Finance Director/Treasurer shall monthly prepare a report for the Public Utility Commission of the budget to actual activity and balance invested.

(f) Rate Increases

- (1) Any rate increases approved by the Water and Sewer Commission must be approved by the village board.
- (2) Rate changes for the water and sewer utilities shall be initiated by the Water and Sewer Commission.

§ 14-5. Appointments.

The village president appoints members to commissions, boards, and committees with consultation and confirmation by the village board. Regular appointments shall take place at the village board's second regular meeting in April. Vacancies on commissions, boards, or committees shall follow the same appointment policy and be filled as soon as possible.

(Ord. No. 10-04, 4-12-2010)

Recommended additional language as it applies to trustee appointments:

The village president will appoint trustees to commissions and committees, by blending a trustee elected in an odd year with a trustee elected in an even year, whenever possible.

Intent: The goal of this recommendation is to improve continuity of committee work. This will also ensure that each trustee will have the opportunity to have up to 2 separate committee assignments.

Example: In the example below, I deliberately avoided the use of the village president (T7) due to the additional responsibilities that the role already carries.

	<u>Election Year</u>	
	ODD	Even
PC -	T1	T2
CLIPP -	T3	T4
APC -	T5	T6
Utility -	T1	T2
RDA -	T3	T4
*Finance -	T5	T6
*Ad-hoc/Special -	??	??

* Potential future committees



AD HOC COMMITTEE MEETING MINUTES

November 28, 2023 at 6:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

1. CALL MEETING TO ORDER

Committee Chairperson Alex Vedvik called the meeting to order at 6 p.m.

A. Pledge of Allegiance

Those in attendance recited the Pledge of Allegiance.

B. Roll Call

PRESENT: *Trustee Alex Vedvik, Trustee Kelly Coyle, Trustee Ken Charneski, Trustee Sean Dumais, Lyn McCarthy, Pat Kilsdonk*

ABSENT/EXCUSED: *Craig Mortenson, Trenton Karch*

STAFF PRESENT: *Jennifer Poyer*

2. PUBLIC COMMENT

No public comment was made.

3. OLD BUSINESS

C. Discussion and Possible Action: Review of Utility Commission Ordinance Examples

No action taken.

Discussion: Spending authority of Utility Commission; committee vs. commission powers; legal responsibilities of committee vs. commission; League of Municipalities definition of board and commission; goals of action to make it a utility commission; oversight of which utilities; trustees or no trustees on the commission; electing commission members; appointing commission members; Marshfield’s Utility Commission

Changes were made to the proposed Public Utility Commission draft including designating the commission is over water and sewer only; adding spending authority; having trustees serve on the commission and rate changes having to obtain Village Board approval.

The process for trustee appointments to commissions and committees was also discussed. Trustee Kelly Coyle provided a draft for changes to be made to the process.

D. Discussion and Possible Action: Review of Finance & Personnel Ordinance Examples

No action taken.

Discussion: Pros and cons of splitting the Administrative Policy Committee (specific focus for committees, number of meetings, staff burden); streamlining the Citizen Committee Member Application

4. APPROVAL OF PREVIOUS MEETING MINUTES

E. Approval of Minutes from Oct. 30, 2023 Ad Hoc Committee Meeting - Committee Structure

Motion by McCarthy/Coyle to approve the October 30, 2023 Ad Hoc Committee Meeting Minutes as presented. Motion carried by voice vote. 6:0.

5. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Set next meeting date as January 23, 2024.

6. ADJOURNMENT

Motion by McCarthy/Coyle to adjourn the November 28, 2023 Ad Hoc Committee Meeting.

Meeting adjourned at 8:23 p.m.