

§ 14.xx Water and Sewer Commission

- (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, which will be made up of three members serving three-year terms and two members serving two-year terms, a majority of which shall be customers of the water and/or sewer utilities.
 - (1) *Three-year term members.* The three-year term member positions of the water and sewer commission shall be appointed by the water and sewer commission subject to confirmation by the village board, at the organizational meeting of the board during the month of May. These members shall be citizen members who are appointed. These members serve three-year terms staggered one year apart. The water and sewer commission may appoint citizen members for the remainder of a vacated term.
 - (2) *Two-year term members.* These members may consist of either Village Trustees or citizen members, or a combination thereof in accordance with §§ 14-5 Appointments. These members shall be appointed on separate terms and serve two-year terms staggered one year apart.
 - (3) *Director of Public Works and Utilities.* The director of public works and utilities will act in an advisory capacity to the water and sewer commission; attend all 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~~ The water and sewer commission shall make rules for its own proceedings and for the government of its department;
 - (3) ~~the~~ 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, or any other new 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 apart from the undesignated reserve funds;
 - (5) Acquisition, disposition, and allocation of water and sewer utility owned physical assets;
 - (6) Oversight of water and sewer utility customer complaints.
- (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 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) ~~64~~ *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) ~~64~~ *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 over these requirements may be invested under the village policy; investment policy invested by the village finance director/treasurer. The finance director/treasurer shall prepare a monthly report for the water and sewer 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.