

Public Utility Commission – DRAFT

10-31-2023 Version

- (a) *Creation.* The Village has created a single Public Utility Commission to manage the sewer and water utilities.
- (b) *Composition.* The Public Utility Commission shall consist of five members.
 - (1) *Trustee members.* The two trustee members shall be appointed in accordance with Village Ordinance Section 14-5. Appointments.
 - (2) *Citizen members.* The three citizen members of the Public Utility 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 Public Utility 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.
 - (3) *Director of Public Works & Utilities.* The Director will act in an advisory capacity to the Public Utility 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 Public Utility Commission shall organize by choosing from among their numbers a member to Chair and preside over the meetings of the Public Utility Commission.
- (d) *Authority.*
 - (1) Subject to the general supervision and control of the village board, the Public Utility 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 Public Utility Commission shall make rules for its own proceedings and for the government of its department.
 - (3) The Public Utility 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 be under the immediate supervision of the village board. Payment of claims are set forth in (e.) (2).
- (e) *Fiscal management.*
 - (1) *Budget.* The Public Utility 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 Public Utility 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 Public Utility 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 Public Utility Commission of the budget to actual activity and balance invested.