

**Version**

- (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.