

**VILLAGE OF BROKAW – VILLAGE OF MAINE – TOWN OF TEXAS  
COOPERATIVE BOUNDARY AGREEMENT OVERSIGHT COMMISSION MEETING**

The Cooperative Boundary Agreement Oversight Commission held a meeting at 7:00 p.m. on Thursday, May 4, 2017 at the Village of Brokaw Village Hall, 218 Second Street, Brokaw, WI.

**Call to order**

Chair Hoenisch called the meeting to order at 7:00 p.m.

**Roll call of members**

Present at the meeting:

Brokaw - President Weisenberger

Maine - President Hoenisch, Clerk Bailey and Attorney Frokjer

Texas - Supervisor Andy Walters

OSC Administrator Duane Gau was present along with Brokaw, Maine and Texas Board members and community members

**Approval of minutes of prior meetings**

Chair Hoenisch stated that a motion was needed to dispense of the reading of the April 6, 2017 minutes and the minutes need to be approved as part of the motion.

Mr. Weisenberger made a motion to dispense of the reading of the April 6, 2017 Oversight Commission minutes and approve the minutes. Mr. Walters seconded that motion. Motion carried.

**Administrator's Report**

Chair Hoenisch asked Administrator Gau present his April report.

Administrator Gau read his report which included Brokaw matters he worked on and meetings he attended during the month.

Next Administrator Gau read his administrator activities and tasks for the month of April, which included work that coincided with the meetings he attend, general business duties for the Village of Brokaw, OSC meeting agenda/packet preparation and work related to well siting activities.

**Discussion regarding:**

**Clerk Bailey's report on Brokaw's financial transactions to date**

Chair Hoenisch asked Clerk Bailey to present this item.

Clerk Bailey read the Village of Brokaw balances at Brokaw Credit Union, Abby Bank and Peoples State Bank.

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Mr. Weisenberger made a motion to approve the bills presented. Mr. Walters seconded that motion. Motion carried.

**Address the Public Service Commission's June 2016 letter of enforcement and status of compliance**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau explained that he and Attorney Diedrich met with Brokaw's accountant Don Stabenow on May 3, 2017. They reviewed the narratives that he had put together in response to the adjustments the Public Service Commission's (PSC) wants on the water utility reports for past years.

Administrator Gau reported that Mr. Stabenow will review the PSC requests and Administrator Gau's narratives with his business partner at the accounting firm.

Administrator Gau explained that he and Attorney Dietrich will meet with Mr. Stabenow at a later date to make a recommendation to the Village Board on how to resolve the PSC's concerns.

Chair Hoenisch asked for a motion to approve Administrator Gau's report.

Mr. Walters made a motion to accept Administrator Gau's report. Mr. Weisenberger seconded that motion. Motion carried.

**Ratify Brokaw's Board of Trustees action on Tuesday, April 11, 2017 regarding Public Works and Sewer/Water operator's wages**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau explained the concerns that Utility Operator Clayton Laszewski shared with the Village of Brokaw Board at their April 11, 2017 Board Meeting.

Concerns:

- No certified part-time operator to cover Sundays and Mondays
- Certified part-time operators Brad Wirt and John Borth that are willing to work/help out on Mr. Laszewski's days off and/or vacation days
- Trustee James Sonnentag that is willing to help out on an emergency basis during Mr. Laszewski's days off and/or vacation days
- The possibility of someone from Maine public works that may be available to be on call or perform utility system checks on Mr. Laszewski's days off and/or vacation days

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- Discussion on contracting with MTS Utility Services, however they are not taking on any new municipalities at this time
- Mr. Laszewski is planning to ask Mr. Wirt if any of the other City of Merrill utility workers would be interested in taking a weekend on call

Administrator Gau explained that another component to the Utility Operator item is that other municipal sewer and water utility employees have a pay range of \$20.74 to \$27.20 per hour depending on qualifications.

He went on to explain that Brad Wirt will perform on-call utility services for \$25.00 per hour which is his pay rate at the City of Merrill.

Currently Mr. Laszewski's pay rate is \$22.58, therefore the Village of Brokaw Board took action at their Tuesday, April 11, 2017 Board Meeting to approve his pay rate to be increased to \$25.00 per hour. Mr. Laszewski is Director of Public works, Sewer and Water Operator and the Utility billing clerk, therefore it he needs to be compensated fairly.

The Village of Brokaw Board also took action to approve Mr. Wirt and Mr. Borth as on-call operators at \$25.00 per hour. Mr. Sonnentag was approved as emergency on-call operator at \$10.00 per hour.

Chair Hoenisch asked for a motion to ratify the Village of Brokaw's motion on Tuesday, April 11, 2017 regarding Public Works and Sewer/Water Utility wages.

Mr. Walters made a motion to ratify the Village of Brokaw Board of Trustee motion regarding Public Works and Sewer/Water Utility wages. Mr. Weisenberger seconded that motion. Motion carried.

### **Ratify Brokaw's Board of Trustees action on Tuesday, April 11, 2017 regarding new sampler at Waster Water Treatment Plant**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau explained that this item had been addressed in item 5B above regarding a new sampler for the effluent side of the plant. The Village of Brokaw Board took action at their Tuesday, April 11, 2017 Board Meeting and approved a new sampler at the Waste Water Treatment plant. The cost of the sampler would come from Brokaw's sewer replacement fund.

Chair Hoenisch asked for a motion to approve the new sampler at the Waste Water Treatment Plant.

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Mr. Weisenberger made a motion to ratify the Village of Brokaw Board of Trustee motion regarding the purchase of the new sampler for the waste water treatment plant. Mr. Walters seconded that motion. Motion carried.

**Approve Phase 3 and 4 of Leggette, Brashears & Graham, Inc. Proposal for Well Siting Activities**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau explained that the OSC previously approved Phase 1 and 2 of the Leggette, Brashears and Graham, Inc. (LBG) proposal for Well Siting Activities. The Village of Maine has approve Phases 1, 2, 3 and 4 of the LBG proposal.

Administrator Gau explained that Phase 3 is the Geophysical Exploration. In this task LBG will perform an exploration program consisting of geophysical surveys designed to locate potential well sites. LBG will then prepare a report on the results of the geophysical surveys and recommend test boring locations.

The estimated cost for Phase 3 is \$11,800.00

Administrator Gau explained that Phase 4 is the Test Boring Program. In this task LBG will direct test borings program to locate suitable test well locations. LBG will conduct step draw down pumping tests at the temporary test wells to obtain aquifer hydraulic properties and water quality samples. Soil formation samples will be reviewed to select test and production well location and design. LBG will prepare a report with test well location and design recommendations.

The estimated cost for Phase 4 is \$8,500.00 to \$11,800.00

Chair Hoenisch asked for a motion to approve Phase 3 and 4 of the Leggette, Brashears and Graham, Inc. Proposal.

Mr. Weisenberger made a motion to approve Phase 3 and 4 of the Leggette, Brashears and Graham, Inc. Proposal. Mr. Walters seconded that motion. Motion carried.

**Review and consider approval to submit an application to USDA Rural Development for loan and grant funds for the improvements to the Brokaw water system**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau explained that this item is to review and consider approval to submit an application to USDA Rural Development for loan and grant funds for the improvement to the Brokaw water system.

Chair Hoenisch asked for a motion to approve submitting an application to USDA Rural Development for loan and grant funds for the improvements to the Brokaw water system.

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Mr. Walters made a motion to approve submitting an application to USDA Rural Development for loan and grant funds for the improvements to the Brokaw water system. Mr. Weisenberger seconded that motion. Motion carried.

**Approve Clerk Bailey to have signatory power on Brokaw's accounts at Abby Bank**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau stated that in order for Clerk Bailey to manage the Brokaw accounts, therefore she will need to have signatory power at Abby Bank.

Administrator Gau recommended that the OSC members sign a letter authorizing Clerk Bailey to have signatory power so that she can make transfers of funds for Brokaw's payroll checks, payroll liability taxes and vendor checks.

Chair Hoenisch asked for a motion to approve this item.

Mr. Weisenberger made a motion to authorize Clerk Bailey to have signatory power on Brokaw's accounts at Abby Bank. Mr. Walters seconded that motion. Motion carried.

**Request funding assistance from Marathon County in regards to the City of Wausau litigation**

Chair Hoenisch asked Administrator Gau to present this item.

Administrator Gau explained that Marathon County has indicated they may be willing to assist the CBA-OSC municipalities with funding for the legal bills due to the City of Wausau litigation.

Attorney Frokjer asked if he could say something on this subject.

Attorney Frokjer explained that Marathon County Administrator Karger has asked the Villages of Brokaw and Maine and the Town of Texas to research and report on how much they have spent on the City of Wausau lawsuit. Marathon County feels that Maine and Texas have stepped up to the plate to assist Brokaw and are upset that the City of Wausau litigation is just another obstacle to an already difficult situation.

Attorney Frokjer explained that this issue will be going before Marathon County's Executive Committee. He recommending tabling this item

**Items that need to be placed on future agendas** - Mr. Walters stated he would check with his Town Board to see if there were items they would like to have on future OSC agendas

**Schedule next CBA Oversight Commission meeting**

Discussion followed on the date, time and place to hold the next meeting. The next meeting was scheduled for Thursday, June 8, 2017 at 7:00 p. m. at the Town of Texas Municipal Center.

**Adjournment** - Chair Hoenisch called for a motion to adjourn.

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Mr. Weisenberger made a motion to adjourn at 8:50 p.m., seconded by Mr. Walters . Motion carried.

Respectfully submitted,  
*Betty Hoenisch,*  
CBA OSC Chairperson