

## VILLAGE OF BROKAW – BOARD of TRUSTEES MEETING MINUTES

**Date:** Thursday, January 11<sup>th</sup>, 2018

### AGENDA

1. Call to order: 6:42 by President Jeff Weisenberger.
2. Pledge of Allegiance was recited.
3. Roll call of members: Jeff Weisenberger, John Borth, Matt Deffner, Margie Ann Josiger and Dan Manowski present. Adam Dykman and James Sonnentag excused.
4. **Motion to approve December 18<sup>th</sup>, 2017 meeting minutes/Deffner. 2<sup>nd</sup>/Manowski.** Motion carried unanimously.
5. Presidents Report. None
6. Water Utility Report presented by Clayton Laszewski. Attached. Clayton also mentioned that someone had moved some metal pieces stored behind the garage, with the assumption being someone would come back to take it later. It was suggested to contact the Sheriff's department to ask for increased patrols. There was also a brief discussion regarding installing some cameras there since the cost is not excessive. Clayton has a lockable cabinet inside the facility that would keep the system safe if someone broke into the shop.
7. Administrators report presented by Keith Rusch. Attached.
8. Business Items:
  - A. Discussion and possible action regarding PLC replacement for Sewer Grinder Pump Control: Administrator Rusch explained that the PLC control for the grinder pump in the sewer house went out and that Clayton had temporarily rigged the system to work. The fix was not something we could continue with long term. Clayton found a PLC that is compatible with the old one. Its cost is \$1,025.00.  
  
**Motion to approve purchase of new PLC for Grinder pump at a cost of \$1,025.00/Josiger. 2<sup>nd</sup>/Manowski.** Motion carried unanimously.
  - B. Discussion and possible action to approve contractor to shred unneeded documents: Administrator Rusch explained that he had done research on contractors to complete shredding documents. He found that a typical range for costs is 35 to 59 cents per pound. The two cheapest options were IROW and a company called Confidential Records. The IROW estimate was 35 cents per pound, Keith was estimating about 135 pounds of documents at this point, so the cost would be \$123 delivered to their facility and \$175 if

they left a container on site to collect the documents. Either option resulted in IROW shredding the documents at a later date. Confidential Records costs are \$80.00 for the first 300 pounds and 17 cents per pound beyond that. Assuming 135 pounds of documents the cost estimate would be \$90.00. Confidential Records is a mobile service based out of Menomonie. Timing would depend on their route and when they would be in our area. They would shred the documents on site. There was some discussion regarding the preference to have the documents shredded on site, so we have confirmation the documents are destroyed properly. Dan Manowski explained that he had worked at IROW and that their process is safe and secure. Additional discussions were had regarding the great service IROW has provided to both Brokaw and Maine as well as the desire to know the documents are destroyed. Matt Deffner mentioned that he would prefer the least expensive option.

**Motion to approve Confidential Records as the service to shred excess documents when ready/Deffner. 2<sup>nd</sup>/Borth. Motion carried unanimously.**

- C. Discussion and possible action regarding USDA and State funding distribution. Administrator Rusch explained that now that the lawsuits with Peoples State Bank and the City of Wausau are complete we may have the ability to adjust the timeline on when we consolidate, thus saving some costs. He explained that if consolidation can happen prior to the new water supply being up and running it changes what processes we need to follow and documents we are required to file to stay eligible for the USDA/Rural Development funding. A monthly meeting with USDA is scheduled for the 24<sup>th</sup> where these issues will be discussed. He stated we need to be sure we follow USDA guidelines so that we don't jeopardize our eligibility. He explained that all of this affects how monies are distributed and that we don't have definitive answers at this time. The hope is that the meeting on the 24<sup>th</sup> clarifies some of our distribution questions. OSC Chair Betty Hoenisch explained that to simplify the process Maine may be taking over paying for the costs regarding eligible USDA reimbursements to eliminate having to split invoices and payments between 3 municipalities. She also mentioned that reimbursement of costs are defined differently as they relate to eligible invoicing for the low interest loan and the grant. She mentioned that the loan monies must be used completely prior to receiving any grant money. Administrator Rusch explained that we will start the process of reviewing invoices for reimbursement at the January 24<sup>th</sup> USDA meeting. Chair Hoenisch stated that she had sent an e-mail to Texas Clerk Beyersdorff requesting documentation for invoices paid to date regarding water utility costs, which will be reviewed for approval at the meeting on the 24<sup>th</sup>. She also recommended that Clerk Beyersdorff attend that meeting if possible. OSC member Andy Walters expressed interest in attending that meeting as well so it should be posted for a potential OSC quorum in case he can fit it into his work schedule. It was recommended by Mr. Walters that a discussion on USDA funding distribution remain on the OSC/BOT agendas so that we can continue to get updates and have discussions on funding status. No specific motions were made regarding this agenda item.

9. Items that need to be placed on future agendas: USDA funding distribution updates and possibly Heartland COOP CUP review.
10. Schedule next Board of Trustees meeting for February 8<sup>th</sup>, 2018 @ 7:00 p.m.
11. **Motion to Adjourn @ 7:21/Josiger. 2<sup>nd</sup>/Manowski. Motion carried unanimously.**