

2019 Resolution No. 05.06.19

Standing Resolutions of the Pikes Bay Sanitary District

Resolved, that on this 6th day of May:

That the Pikes Bay Sanitary District Board of Directors has adopted the resolution that:

PUBLICATION:

Ashland Daily Press is the official newspaper for all notices and legal publications.

BANKING:

The Chippewa Valley Bank, Bayfield, Wisconsin is the depository for checking, savings, safety deposit box, and borrowing.

All borrowing will first be approved by the Board and meet the conditions as set forth in the District's ordinance.

All banking activities require two signatures. Signers for 2019 will be:

AJ Long, President PBSB

Levi Leafblad, Treasurer PBSB

All checks require two signatures.

INSURANCE

The District will carry the following types of insurance:

Combined liability insurance coverage in the amount of \$2,000,000 with the League of Wisconsin Municipalities Mutual Insurance (LWMMI)

Worker Compensation and Employers Liability Policy will be covered by Employers Mutual Casualty Company.

Property insurance on the pumping stations with Municipal Property Insurance Company (MPIC)

Officers and Directors liability insurance, with LWMMI

LEGAL REPRESENTATION:

The District will be represented by John Carlson of Spears, Carlson & Coleman, 122 W. Bayfield Street, Washburn WI 54891 at a rate of \$150/hour

ENGINEERING CONSULTANT

Lund Engineering, 415 E. Third St, Washburn, WI will be used for all of the District Engineering Projects in the amount of \$100.00 per hour.

MAINTENANCE COST

Maintenance will be done by Duane Dehn at the following cost; for Snow Plowing will be at \$120.00 per hour (\$45.00 minimum); Grass Cutting & Brush Hogging will be at a rate of \$125.00 per hour; Shop Rate (welding, mechanical and machining will be at \$85.00.

OFFICE USE

The District will reimburse the Town of Bayfield for the use of the Town Hall in the amount of \$40.00 per month and minimal supplies in the amount of \$10.00 per month, for a total of \$50.00 a month. Payment will be sent quarterly.

FINANCES:

The investment of the funds which PBSB retains in excess of operating costs will be invested based on the advice of the Financial Committee and approval of the Board. Investment will be in individual accounts which allow for operation of the PBSB and meet the requirements of the Statutes of the State of Wisconsin and the Wisconsin Dept. of Administration.

Once the individual account amounts are approved by the Board the investment in individual funds or bonds will be decided upon by the Financial Committee.

ACCOUNTING/AUDIT/BUDGETING:

Accounting for the District will be performed by the District Administrative Manager with assistance of board members and vendors retained for specific duties. Comparison between the District Budget and actual expenses and income will be evaluated on a regular basis.

The financial year-end for the District is December 31st. The District has selected Baker Tilly as auditor annually and with this resolution approves the proposal of Baker Tilly of \$7,000.00.

Ehlers & Pierce CPA's will provide accounting services as needed for a rate of \$75.00 per hour.

The District will prepare an annual budget for the following year by Dec. 1 of each year.

FEES:

The District will review all user fees at least annually or as needed to insure financial responsibility.

The date for the annual review completion will be associated with the budget development for the following year and will be complete by Dec. 1. The user fee for 2019 will be \$46.00 per month per Residential Equivalent Unit (REU).

INTERNAL CONTROLS:

Check Signing: AJ Long, L. Leafblad

Vendor Bill/Time Card Approvals: P. Brindley

Non-recurring purchase approvals up to \$2,500: C. Fahrenkrog

OVERSIGHT RESPONSIBILITY:

1. Human Resources – P. Brindley
2. Town relations– C. Fahrenkrog, AJ Long
3. Engineering – Rex Dollinger
4. Ordinance – C. Fahrenkrog, L. Leafblad, P. Brindley
5. Rates – C. Fahrenkrog, AJ Long

6. Financial – R. Dollinger, L. Leafblad

Attest:



AJ Long
President



Levi Leafblad
Treasurer

Adopted:

Date of publication: 6 May 2019

Pikes Bay Sanitary District, P.O. Box 689, Bayfield, WI 54814