

Tuesday, February 10, 2015  
8:00AMCity Hall, Council Chambers  
23 N 2<sup>nd</sup> Street**AGENDA****COMMISSION  
MEMBERS**ADAM WEBSTER  
TERM EXP. 2015SCOTT BORCHARDT  
TERM EXP. 2017DALE ARTHUR  
TERM EXP. 2019BILL ERICKSON  
CHAIRPERSON  
TERM EXP. 2018BILL PAULSON  
TERM EXP. 2016"WINTER,  
SPRING,  
SUMMER, FALL...  
TOMAHAWK  
HAS IT ALL"

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS** (During this item on the agenda the Commission listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)
3. **MINUTES**
  - a. November 25, 2014
  - b. December 11, 2014
  - c. December 30, 2014
4. **CHECKS** – 15176 – 15224 the amount of \$80,431.73
5. **FINANCIAL REPORTS**
  - a. January 2015
6. **OLD BUSINESS**
  - a. Waste Water Plant Upgrades/Waste Water Rate Study – Tom Fitzwilliams, MSA Professional Services
  - b. Water Operator Hiring Process
  - c. Capacity, Management, Operation and Maintenance (CMOM)
  - d. 2015 Water Budget
  - e. 2015 Waste Water (Sewer) Budget
7. **NEW BUSINESS**
  - a. "Function of the Utility Commission" – Presented by Mike Tolvstad at the January 6, 2015 Board of Public Works meeting.
  - b. MSA Professional Services – Professional Service Agreement - "Tomahawk GIS Web Hosting and Tech Support"
  - c. Commissioner Paulson – Review of web video – [video.pbs.org/video/2365398858](http://video.pbs.org/video/2365398858) – *NewsHour Shares: Bill Gates drinks water purified from waste*
8. **DIRECTOR'S REPORTS**
9. **NEXT MEETING** – February 24, 2015 at 8:00AM
10. **ADJOURN**

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the American's with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

**PLEASE TURN CELL PHONES ON SILENT DURING MEETINGS**

1                                   **MINUTES OF THE WATER AND SEWER UTILITY COMMISSION**  
2   **City of Tomahawk**  
3   **City Council Chambers**  
4   **November 25, 2014**  
5

6   CALL TO                   ARTHUR called the meeting of the Water and Sewer Utility Commission meeting to  
7   ORDER                   order at 8:01AM.  
8

9   ROLL CALL               Commission members present were Adam Webster, Scott Borchardt, Dale Arthur and  
10                               Bill Paulson. Absent was Bill Erickson. Also present was Director of Public Works Mike  
11                               Tolvstad and Clerk-Treasurer Amanda L. Bartz.  
12

13   PUBLIC                   There were no public comments.  
14   COMMENTS

15  
16   ELECTION OF             Due a lack of nominations this item was tabled.  
17   VICE CHAIR

18  
19   MINUTES                 WEBSTER MOVED to approve the minutes from the October 28, 2014 meeting and  
20                               PAULSON seconded. The VOTE was unanimous.  
21

22   CHECKS                 PAULSON MOVED to approve check numbers 15097 – 15136 in the amount of  
23                               \$176,970.54 and BORCHARDT seconded. The VOTE was unanimous.  
24

25   FINANCIAL              The November 2014 financial report was approved by signature of the Commission.  
26   REPORT

27  
28   NEW BUSINESS **1.) Mohawksin Shores Subdivision**  
29

30                               TOLVSTAD reported that development of the subdivision will start in the spring of the  
31                               year.  
32

33                               **2.) Dump Charges for Antique Outboard Motor (AOMC) Show**  
34

35                               TOLVSTAD stated that he had received a request from the AOMC for adumping rate at  
36                               the City Garage during their event.  
37

38                               BORCHARDT MOVED to leave the charge at \$10.00 per dump and to sell tickets at  
39                               registration. PAULSON seconded. The VOTE was unanimous.  
40  
41  
42  
43

1                   **3.) Replacement of Sewer Jet with Vac-All/Vac-Con**  
2

3                   TOLVSTAD stated the purchase of a reconditioned Vac-All has been built into the Clean  
4                   Water Fund Loan. He stated that the utility currently only has a sewer jet.  
5

6                   **4.) Waste Water (Sewer) Rate Study**  
7

8                   TOLVSTAD explained that when the N 4<sup>th</sup> Street “River Crossing” and road  
9                   reconstruction was completed in 2010 the bond was scheduled to make principal only  
10                  until the Clean Water Fund Load was paid off in 2016.  
11

12                  TOLVSTAD explained that the digester cover at the treatment plant had failed and was  
13                  beyond repair. He stated that the digester cover had been in place since 1953. He  
14                  explained that the cost of the replacement was \$600,000. He stated at that time the  
15                  Commission decided to complete a facility needs assessment on the plant and collection  
16                  system.  
17

18                  Scott Martin, engineer with MSA Professional Services, explained the projects outline in  
19                  the facilities plan.  
20

21                  Martin explained that the current rate structure with 2.6% increase would address the N  
22                  4<sup>th</sup> Street projects and the digester cover but not the other project identified in the  
23                  facility needs assessment.  
24

25                  Martin stated that the Commission has three options: 1.) implement a 2.6% increase for  
26                  the digester cover and the N 4<sup>th</sup> Street Projects; 2.) implement a 25% increase to  
27                  complete all the projects; 3.) a phase increase of 15% in 2015 and a 10% increase in  
28                  2016. He stated that this option would require a need for a State Trust Fund loan for  
29                  interim financing the Clean Water Fund loan is closed. He stated when the Clean Water  
30                  Fund loans are closed, the State Trust Fund interim finance will be paid in full.  
31

32                  Martin stated that the Utility was able to receive principal forgiveness from the Clean  
33                  Water Fund in the amount of \$347,582.  
34

35                  The Commission expressed a need for a public information meeting before adoption of  
36                  a large rate increase.  
37

38                  BORCHARDT MOVED to approve a rate increase of 2.6% for the digester cover and the N  
39                  4<sup>th</sup> Street Projects. PAULSON seconded. The VOTE was unanimous.  
40

41                  BORCHARDT MOVED to schedule a public information meeting with the Finance  
42                  Committee and Council regarding a rate increase and WEBSTER seconded. The VOTE  
43                  was unanimous.

1  
2 BORCHARDT MOVED to approve filling an application with the State Trust Fund for  
3 interim financing and WEBSTER seconded.  
4  
5 **5.) 2015 Water Budget and 2015 Waste Water Budget**  
6  
7 This item was postponed until the next regular Commission meeting.  
8  
9 OLD **1.) Vacant Operator Position – Water Department**  
10 BUSINESS  
11 TOLVSTAD stated the position has been advertised locally, with the Rural Water  
12 Association and in the Municipality.  
13  
14 BORCHARDT asked how the interview process works. TOLVSTAD explained the process  
15 as approved at the October 28, 214 meeting of the Utility Commission.  
16  
17 **2.) Capacity, Management, Operation and Maintenance (CMOM)**  
18  
19 There was no report for this item.  
20  
21 DIRECTOR'S There was no report from the Director, all information was covered in the meeting.  
22 REPORT  
23  
24 NEXT MEETING The next Water and Sewer Utility Commission meeting will be December 30, 2014 at  
25 8:00AM at City Hall.  
26  
27 ADJOURN ARTHUR MOVED to adjourn the meeting and BORCHARDT seconded. The VOTE was  
28 unanimous. The meeting of the Water and Sewer Commission was adjourned at  
29 9:55AM.  
30  
31 Approved: DRAFT \_\_\_\_\_

1                                   **MINUTES OF THE WATER AND SEWER UTILITY COMMISSION**  
2   **City of Tomahawk**  
3   **City Council Chambers**  
4   **December 11, 2014**  
5

6   CALL TO                   ARTHUR called the meeting of the Water and Sewer Utility Commission to order at  
7   ORDER                   5:31PM.  
8

9   ROLL CALL               Commission members present were Adam Webster, Dale Arthur, Scott Borchardt and  
10                               Bill Paulson. Absent was Bill Erickson. Also present was Director of Public Works Mike  
11                               Tolvstad, Dave Van De Weerd Wastewater Plant Head Operator, Brandon Streilow  
12                               Wastewater Operator and Clerk-Treasurer Amanda L. Bartz.  
13

14   PUBLIC                   PAULSON MOVED to enter into the public hearing and WEBSTER seconded. The VOTE  
15   HEARING                 was unanimous. The public hearing was called to order at 5:31PM.  
16

17                               TOLVSTAD reviewed the function of the Utility Commission. He stated that the  
18                               Commission is appointed by the City Council to oversee the operation of the water and  
19                               wastewater departments. He explained that the Commission operates as an  
20                               independent body approving budgets, hiring staff and overseeing the operation of the  
21                               utilities. TOLVSTAD stated that the Commission’s monthly financial report is forwarded  
22                               to the Finance Committee monthly and all Council members receive copies of the  
23                               Commissions minutes.  
24

25                               TOLVSTAD stated that the waste water is made up of the treatment plant, 15 lift  
26                               stations, over 22 miles feet of pipe and approximately 300 manholes worth \$13 million.  
27                               He stated that the utility is operated 24 hours a day.  
28

29                               TOLVSTAD also explained that in 2012 the Water and Waste Water rates were increased  
30                               by 40%. He stated that it was explained at that time that the waste water rates would  
31                               need to be increased in the near future to account for the principal payments for the  
32                               “River Crossing” project(s).  
33

34                               TOLVSTAD stated that in 2013 the roof on the digester cover at the treatment plan  
35                               started to leak and was beyond repair of patching and needed to be replaced.  
36                               TOLVSTAD introduced Tom Fitzwilliams with MSA Professional Services.  
37

38                               Fitzwilliams stated that he is an engineer with MSA Professional Services and is also a  
39                               wastewater operator. He stated that the original treatment plant was constructed in  
40                               1954 with completed upgrades in 1971 and 1996 and that most of the equipment has  
41                               exceeded its life expectancy. He stated that in 2012 the Commission authorized the  
42                               completion of a wastewater facility plan to evaluate the condition and capacity of the  
43                               facility and to analyze the amount of clear water entering the collection system.

1  
2 Fitzwilliam stated that the evaluation determined that the facility has sufficient capacity  
3 however, the equipment at the treatment plan and certain lift stations are in need of  
4 replacement to assure the facility maintain adequate treatment and permit compliance.  
5

6 Fitzwilliam explained the following identified wastewater treatment plant  
7 improvements: Anaerobic digester cover (complete): 61 years old, mechanical fine  
8 screen: 19 years old, primary clarifier equipment: 44 years old, aeration system  
9 improvements: 44 years old, fine clarifier equipment painting: 19 years old, UV  
10 disinfection equipment: 19 years old, chemical feed system: 19 years old, electrical and  
11 control equipment 44 years old.  
12

13 Fitzwilliam also explained the following lift station improvements: Shuetz lift station #6:  
14 45 years old, E Deer Park Lift Station #8: 45 years old, Blohm Lift Station #5: 45 years old,  
15 Bliss St lift station #10: 45 years old, Industrial Park lift station controls #12: 39 years old,  
16 and Sprotsman's lift station controls #13: 39 years old. He stated that sewer pipe lining  
17 and replacement, lateral connection grouting and manhole rehab and repair has also  
18 been identified.  
19

20 Fitzwilliam stated that a total rate increase of 25% needs to be adopted to complete all  
21 the identified projects. He stated that the proposed treatment projects has qualified for  
22 15% principal forgiveness from the Department of Natural Resources.  
23

24 Mike Van De Weerd asked what portion of the rate increase was due to the N 4<sup>th</sup> Street  
25 projects. He stated that it is important to note that the treatment plan has a 20 year  
26 facilities plan that is designed to take care of itself without a large rate increase.  
27 TOLVSTAD agreed and stated that we have been on a 20 year cycle.  
28

29 HETZEL asked, if the 25% rate increase was adopted, if the rate payers would be  
30 guaranteed that they wouldn't see a large increase for the next 10 years. TOLVSTAD  
31 stated that the only upgrade that he can think of that may be required would be to  
32 ensure compliance with future phosphorous regulations.  
33

34 Jerry Cole stated that 3 years ago the garbage collection fee was placed on the utility bill  
35 and the residents were told that if they did a good job recycling the fee would go down.  
36 He stated that the fee has not changed. Discussion followed regarding garbage  
37 collection fees.  
38

39 Mayor STOCKER referred to the Wisconsin Sewer User Charge Survey Data from 2012.  
40 She asked if the higher rates on the chart were the result of system upgrades.  
41 Fitzwilliams confirmed that the top 5 utilities had recently completed upgrades to their  
42 systems.  
43

1 Ken Schulz asked how this increase would affect the City's bond rating. SCHLEGEL  
2 stated that it would help the rate by not taking out General Obligation Debt.

3  
4 WEBSTER asked about project timetables. TOLVSTAD explained the options. He stated  
5 that the Commission could recommend a 2.6% increase to cover the current projects  
6 already completed and the principal payments for the N 4<sup>th</sup> Street projects, 18%  
7 increase to only complete the critical projects or a staged rate increase of 10% in 2015  
8 and 15% in 2016 (25% total). D. VANDEWEERD explained that the projects listed as  
9 alternative projects would still need to be complete in the near future.

10  
11 Pat Haskin stated that we are always down to the last minute to make a decision. Steve  
12 Bartz agreed and stated that it should have been brought before them sooner.  
13 TOLVSTAD stated that this was not a staff decision but rather a decision of the  
14 Commission. He stated that this process has been in the works for the last 18 months.

15  
16 LOKA stated that if all the projects are not completed now we may regret it later.  
17 HETZEL agreed.

18  
19 Lee Hamlin stated that she has lived in Tomahawk since 1969 and she has never had to  
20 draw her own water. She stated that we need to take care of what we have and that  
21 the upgrades will only cost more if postponed until a later date.

22  
23 PAULSON MOVED to close the public hearing and BORCHARDT seconded. The VOTE was  
24 unanimous. The public hearing was adjourned at 7:06PM.

25  
26 PUBLIC There were no public comments.  
27 COMMENTS

28  
29 **OLD BUSINESS 1.) Wastewater (Sewer) Rate Increase**

30  
31 WEBSTER MOVED to recommend a wastewater rate increase of 25% effective January 1,  
32 2015 and PAULSON seconded. The roll call VOTE was 3-1 with WEBSTER, ARTHUR AND  
33 PAULSON in favor of the motion and BORCHARDT opposed.

34  
35 **NEW BUSINESS 1.) A borrowing resolution – Revenue Obligation State Trust Fund Loan in an amount**  
36 **not to exceed \$900,000 for wastewater plant upgrades, digester cover replacement**  
37 **and collection system upgrades**

38  
39 BORCHARDT MOVED to recommend the proposed resolution for adoption and  
40 WEBSTER seconded. The VOTE was unanimous.

1 ADJOURN PAULSON MOVED to adjourn the meeting and BORCHARDT seconded. The VOTE was  
2 unanimous. The meeting of the Water and Sewer Commission was adjourned at  
3 7:12PM.

4  
5 Approved: DRAFT

1                                   **MINUTES OF THE WATER AND SEWER UTILITY COMMISSION**  
2   **City of Tomahawk**  
3   **City Council Chambers**  
4   **December 30, 2014**  
5

6   CALL TO                   ARTHUR called the meeting of the Water and Sewer Utility Commission meeting to  
7   ORDER                   order at 8:00AM.  
8

9   ROLL CALL               Commission members present were Scott Borchardt, Dale Arthur and Bill Paulson.  
10                               Absent was Bill ERICKSON and Adam Webster. Also present was Director of Public  
11                               Works Mike Tolvstad and Clerk-Treasurer Amanda L. Bartz.  
12

13   PUBLIC                   There were no public comments.  
14   COMMENTS

15  
16   CHECKS                   PAULSON MOVED to approve check numbers 15137 – 15157 in the amount of  
17                               \$72,134.54 and BORCHARDT seconded. The VOTE was unanimous.  
18

19   FINANCIAL               The December 2014 financial report was approved by signature of the Commission.  
20   REPORT

21  
22   OLD BUSINESS   **1.) Vacant Operator Position – Water Department**  
23

24                               TOLVSTAD asked the Commission who they would like to represent them on the  
25                               interview for the Water Operator. He stated that the process would start the first week  
26                               in January. The Commission chose ARTHUR as the representative.  
27

28                               **2.) Capacity, Management, Operation and Maintenance (CMOM)**  
29

30                               The Commission discussed selection of a consultant to perform the CMOM. The  
31                               Commission decided by unanimous consent to interview three consultants at the  
32                               February 24, 2015 meeting.  
33

34                               TOLVSTAD stated that the CMOM is required to be filed with the Department of Natural  
35                               Resources by August of 2016.  
36

37                               **3.) Waste Water (Sewer) Rate Increase**  
38

39                               PAULSON requested a more in-depth explanation for the need for the rate increase for  
40                               December 11, 2014. BORCHARDT voiced the same concerns about the amount of  
41                               information that was available to them when they made their recommendation.  
42

1 TOLVSTAD stated that he will contact MSA Professional Services and have them attend  
2 the next meeting of the Utility Commission.

3

4 **4.) Waste Water Project Updates**

5

6 There were no updates.

7

8 DIRECTOR'S TOLVSTAD reported that the process to find a used Vac-Con has started and expects to  
9 REPORT have a unit sometime in the spring or early summer for the start of the sewer cleaning  
10 season.

11

12 NEXT MEETING The next Water and Sewer Utility Commission meeting will be January 27, 2015 at  
13 8:00AM at City Hall.

14

15 ADJOURN BORCHARDT MOVED to adjourn the meeting and PAULSON seconded. The VOTE was  
16 unanimous. The meeting of the Water and Sewer Commission was adjourned at  
17 9:30AM.

18

19 Approved: DRAFT \_\_\_\_\_

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15176	12/26/2014	STEIGERWALDT, ROBERT Overpayment of 215 E Prospect Av	
610-00-11420-000-000		Customer Accounts Receivable Overpayment of 215 E Prospect Av	808.78
			Total 808.78
15177	12/29/2014	UNITED STATES POSTAL SERVICE Wtr Billing 11/14	
610-00-57903-000-000		SUPPLIES, MERER READ, BILLING Wtr Billing 11/14	111.43
620-00-59840-000-000		BILLING, COLLECTING & ACCTG Wwtr Billing 11/14	111.43
			Total 222.86
15178	1/06/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	2,879.61
			Total 2,879.61
15179	1/09/2015	CITY OF TOMAHAWK 12/26 Wtr Payroll	
			Previous Year Expense
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 12/26 Wtr Payroll	2,336.74
620-00-15010-000-000		Due from/to General Fund 12/26 Wwtr Payroll	7,651.91
			Total 9,988.65
15180	1/09/2015	EAGLE WASTE & RECYCLING INC. 171886 Trash Service	
			Previous Year Expense
620-00-59856-000-000		MISC. GENERAL EXPENSE 171886 Trash Service	94.35
			Total 94.35
15181	1/09/2015	FIRST SUPPLY 2812634-02 PVC Cap	
			Previous Year Expense
620-00-59831-000-000		MAINT SEWAGE COLLECTIONS 2812634-02 PVC Cap	47.34
			Total 47.34

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15182	1/09/2015	FRONTIER	
262-001-8149-082896-5			Previous Year Expense
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP	70.00
262-001-8149-082896-5			
610-00-57602-000-000		S.O.S.-Misc supplis	30.00
262-002-4771-082781-5			
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT	123.32
715-453-8601-083181-5			
610-00-57602-000-000		S.O.S.-Misc supplis	338.16
715-453-2404-010165-5			
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	117.55
715-453-3143-010165-5			
			Total 679.03
15183	1/09/2015	JELINEK, WILLIAM	
Reimburse for Safety Boots			Previous Year Expense
610-00-57930-000-000		MISC GENERAL EXPENSE	100.00
Reimburse for Safety Boots			
			Total 100.00
15184	1/09/2015	SHELL FLEET PLUS	
0411 955419 70.28g Unlead			Previous Year Expense
610-00-57933-000-000		TRANSPORTATION EXPENSE	175.54
0411 955419 70.28g Unlead			
610-00-57933-000-000		TRANSPORTATION EXPENSE	-2.11
Discount - Wtr Dept			
			Total 173.43
15185	1/09/2015	SYNCHRONIZED INSTRUMENTS, INC	
141001 On Site Calibration			Previous Year Expense
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	523.00
141001 On Site Calibration			
			Total 523.00
15186	1/09/2015	TECHNOLOGY MANAGEMENT	
3488 Annual Hardware Maintenance			Previous Year Expense
610-00-57921-000-000		OFFICE SUPPLIES & EXPENSE	121.00
3488 Annual Hardware Maintenance			
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	121.00
3488 Annual Hardware Maintenance			

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>242.00</b>
15187	1/09/2015	TOMAHAWK ACE HARDWARE	
280578		Nozzle	Previous Year Expense
620-00-59827-000-000		OTHER OPERATING SUPPLIES	17.98
280578		Nozzle	
610-00-57602-000-000		S.O.S.-Misc supplies	2.99
280655		Windshield Wash	
620-00-59827-000-000		OTHER OPERATING SUPPLIES	35.99
281156		Heater	
610-00-57602-000-000		S.O.S.-Misc supplies	14.48
281273		Screw Driver	
610-00-57652-000-000		MAINT SERVICE	1.96
281522		Rope Clip	
610-00-57652-000-000		MAINT SERVICE	199.11
281483		Ball, Couple, Nipple	
620-00-59827-000-000		OTHER OPERATING SUPPLIES	44.26
282230		Trash Bags, Bleach, Deerskin	
620-00-59827-000-000		OTHER OPERATING SUPPLIES	1.16
281604		Memo Book	
<b>Total</b>			<b>317.93</b>
15188	1/09/2015	USA BLUE BOOK	
486349		Chart	Previous Year Expense
610-00-57602-000-000		S.O.S.-Misc supplies	328.75
486349		Chart	
<b>Total</b>			<b>328.75</b>
15189	1/09/2015	WISCONSIN PUBLIC SERVICE	
135-07		Lift Station #4	Previous Year Expense
620-00-59821-000-000		POWER & FUEL FOR PUMPING	267.50
135-07		Lift Station #4	
620-00-59821-000-000		POWER & FUEL FOR PUMPING	32.49
135-13		Lift Station #3	
620-00-59821-000-000		POWER & FUEL FOR PUMPING	153.09
135-14		Lift Station #5	
620-00-59821-000-000		POWER & FUEL FOR PUMPING	31.18
135-19		Lift Station #12	

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57622-000-000		FUEL/POWER FOR PUMPING 135-21 Waterworks Rd	2,125.81
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-28 Lift Station #15	78.97
610-00-57622-000-000		FUEL/POWER FOR PUMPING 135-33 Birchwood Av	155.34
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-34 Lift Station #16	124.00
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-39 Lift Station #6	43.00
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-41 Lift Station #13	111.54
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-45 Lift Station #8	134.93
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-47 Lift Station #2	954.83
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-48 Lift Station #11	205.63
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-50 Lift Station #1	1,034.56
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-52 Lift Station #10	231.91
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-55 Lift Station #7	146.01
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-76 WWTP-Gen	34.08
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-81 Deer Park Rd	413.34
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-57 Wwtr Plant	3,748.93
Total			10,027.14

15190 1/09/2015 WISCONSIN STATE LAB OF HYGIENE  
14XF067978 Fluoride

Previous Year Expense

610-00-57602-000-000		S.O.S.-Misc supplis 14XF067978 Fluoride	20.00
Total			20.00

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15191	1/09/2015	CALS CONFERENCE SERVICES Government Affairs Seminar-D VandeWeerd	
620-00-59856-000-000		MISC. GENERAL EXPENSE Government Affairs Seminar-D VandeWeerd	75.00
Total			75.00
15192	1/09/2015	CITY OF TOMAHAWK 1/15 Taxes Due City	
610-00-57080-000-000		TAXES 1/15 Taxes Due City	5,507.92
610-00-57902-000-000		ACCOUNTING AND COLLECTION LABO 1/15 Wtr Administration Due City	2,077.82
620-00-59840-000-000		BILLING, COLLECTING & ACCTG 1/15 Wwtr Administration Due City	2,701.38
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 1-9 Wtr Payroll	2,579.87
620-00-15010-000-000		Due from/to General Fund 1/9 Wwtr Payroll	5,274.07
Total			18,141.06
15193	1/09/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	28.03
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	35.15
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	16.54
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	27.75
Total			107.47
15194	1/09/2015	MINNESOTA LIFE 2832L-G Feb Life Ins	
610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS 2832L-G Feb Life Ins	3.62
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS 2832L-G Feb Life Ins	4.66
Total			8.28

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15195	1/13/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	4,278.22
Total			4,278.22

15196	1/16/2015	AUS APPLETON/CASPIAN MC LOCKBOX 616-7028264 Uniforms 12/9	Previous Year Expense
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7028264 Uniforms 12/9	38.43
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7033285 Uniforms 12/16	23.40
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7038313 Uniforms 12/23	38.43
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7040314 Uniforms 12/25	73.08
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7035315 Uniforms 12/18	68.43
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-6954558 Uniforms 8/28	61.77
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7043210 Uniforms 12/30	40.46
Total			344.00

15197	1/16/2015	FABCO EQUIPMENT INC W 99593 Capacitator/Rectifier	Previous Year Expense
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED W 99593 Capacitator/Rectifier	1,856.04
Total			1,856.04

15198	1/16/2015	POMP'S TIRE SERVICE INC 0140989 Tires	Previous Year Expense
610-00-57933-000-000		TRANSPORTATION EXPENSE 0140989 Tires	463.76
Total			463.76

15199	1/16/2015	AUS APPLETON/CASPIAN MC LOCKBOX 616-7045208 Uniforms 1/1	
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7045208 Uniforms 1/1	68.43

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			<b>Total</b>
			68.43
<hr/>			
15200	1/16/2015	SECURITY HEALTH PLAN Feb Health Ins Prem	
610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS Feb Health Ins Prem	3,539.89
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS Feb Health Ins Prem	1,151.52
			<b>Total</b>
			4,691.41
<hr/>			
15201	1/16/2015	VERIZON WIRELESS 715-966-0464	
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-966-0464	163.05
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT 715-966-0471	100.75
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-966-0614	61.39
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-966-6816	69.51
			<b>Total</b>
			394.70
<hr/>			
15202	1/20/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	2,347.57
			<b>Total</b>
			2,347.57
<hr/>			
15203	1/20/2015	ARNOTT TRUCKING, INC 10395 Backhoe	
			<b>Previous Year Expense</b>
610-00-57651-000-000		MAINTENANCE OF MAINS 10395 Backhoe	320.00
			<b>Total</b>
			320.00
<hr/>			
15204	1/20/2015	CORRPRO COMPANIES 291113 Tank Inspection	
			<b>Previous Year Expense</b>
610-00-57650-000-000		MAINT DIST RESERVOIR/STANDPIPE 291113 Tank Inspection	780.00
			<b>Total</b>
			780.00

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15205	1/20/2015	COUNTY MATERIALS CORPORATION	
2485124	Rock		Previous Year Expense
610-00-57651-000-000		MAINTENANCE OF MAINS	39.90
	2485124	Rock	
Total			39.90
<hr/>			
15206	1/20/2015	DIGGERS HOTLINE	
141 2 57101	Tickets for 12/2014		Previous Year Expense
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST	35.82
	141 2 57101	Tickets for 12/2014	
Total			35.82
<hr/>			
15207	1/20/2015	FERGUSON WATERWORKS #1476	
0165208	Hydrant Marker		Previous Year Expense
610-00-57654-000-000		MAINTENANCE OF HYDRANTS	369.01
	0165208	Hydrant Marker	
Total			369.01
<hr/>			
15208	1/20/2015	GARD SPECIALISTS CO. INC	
81856	Thin Flex		Previous Year Expense
620-00-59827-000-000		OTHER OPERATING SUPPLIES	109.57
	81856	Thin Flex	
Total			109.57
<hr/>			
15209	1/20/2015	GRAINGER	
9628769862	Gloves		
620-00-59827-000-000		OTHER OPERATING SUPPLIES	24.30
	9628769862	Gloves	
Total			24.30
<hr/>			
15210	1/20/2015	HD SUPPLY WATERWORKS, LTD	
D208057	Credit		Previous Year Expense
610-00-57653-000-000		MAINTENANCE OF METERS	-637.49
	D208057	Credit	
610-00-57652-000-000		MAINT SERVICE	284.06
	D340787	Cplg, Ball	
610-00-57652-000-000		MAINT SERVICE	492.47
	D372377	Tubing	
610-00-57652-000-000		MAINT SERVICE	473.62
	D123344	PVC	

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>612.66</b>
15211	1/20/2015	NCL OF WISCONSIN INC	
347608		Bulb	Previous Year Expense
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	39.53
		347608 Bulb	
<b>Total</b>			<b>39.53</b>
15212	1/20/2015	NORTHERN LAKE SERVICE INC	
266051		Phosphorus	Previous Year Expense
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	120.00
		266051 Phosphorus	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	90.00
		268644 Phosphorus	
<b>Total</b>			<b>210.00</b>
15213	1/20/2015	RADIO SHACK	
10060050		Ink	Previous Year Expense
620-00-59827-000-000		OTHER OPERATING SUPPLIES	18.99
		10060050 Ink	
<b>Total</b>			<b>18.99</b>
15214	1/20/2015	SCHENCK BUSINESS SOLUTIONS	
SC10049773		Audit 2014	Previous Year Expense
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST	1,600.00
		SC10049773 Audit 2014	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	1,100.00
		SC10049773 Audit 2014	
<b>Total</b>			<b>2,700.00</b>
15215	1/20/2015	SHARE CORPORATION	
897986		Cleaner	Previous Year Expense
620-00-59827-000-000		OTHER OPERATING SUPPLIES	119.84
		897986 Cleaner	
<b>Total</b>			<b>119.84</b>
15216	1/20/2015	TOMAHAWK LEADER INC	
325		Sewer Rates 12/2	Previous Year Expense
620-00-59856-000-000		MISC. GENERAL EXPENSE	72.30
		325 Sewer Rates 12/2	

## 1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59856-000-000		MISC. GENERAL EXPENSE	72.30
		325 Sewer Rates 12/9	
Total			144.60
15217	1/20/2015	WISCONSIN STATE LAB OF HYGIENE	
401005-1		Fluoride	
			Previous Year Expense
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST	20.00
		401005-1 Fluoride	
Total			20.00
15218	1/20/2015	E & B SCALE COMPANY	
5572		Ohaus Model	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	85.00
		5572 Ohaus Model	
Total			85.00
15219	1/20/2015	HOWARD BROS. INC	
5918		Soft Copper	
610-00-57651-000-000		MAINTENANCE OF MAINS	540.00
		5918 Soft Copper	
Total			540.00
15220	1/20/2015	L & S ELECTRIC INC	
475652		Motor Repair	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP	2,648.00
		475652 Motor Repair	
Total			2,648.00
15221	1/20/2015	MSA PROFESSIONAL SERVICES, INC.	
9		WWTF Improvments Design	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	4,553.00
		9 WWTF Improvments Design	
Total			4,553.00
15222	1/20/2015	NCL OF WISCONSIN INC	
349249		Buffer Solution	
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	132.70
		349249 Buffer Solution	
Total			132.70

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 12/21/2014 From Account:  
Thru: 1/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15223	1/20/2015	OFFICE OF STATE TREASURER Deposit to 835286 Sub Acct 11	
610-00-25010-000-000		Due to General Fund Deposit to 835286 Sub Acct 11	4,500.00
620-00-15010-000-000		Due from/to General Fund Deposit to 835286 Sub Acct 11	500.00
<b>Total</b>			<b>5,000.00</b>
15224	1/20/2015	OMNI-SITE.NET 44102 Yearly Service	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 44102 Yearly Service	2,700.00
<b>Total</b>			<b>2,700.00</b>
<b>Grand Total</b>			<b>80,431.73</b>

# City of Tomahawk

P.O. Box 469, Tomahawk, WI 54487  
(715) 453-4040 phone (715) 453-2717 fax  
www.cityoftomahawk.com

Date: January 20, 2015

To: Members of the Tomahawk Water and Sewer Utility Commission  
From: Amanda L. Bartz, Clerk-Treasurer  
Subject: Non-audited Financial Report

Total Treasurer's Cash Last Report (December 21, 2014)	\$	38,243.37
Credits- Cash Receipts/Transfers	\$	85,555.25
Debits - Checks 15176 - 15224	\$	(80,431.73)
<b>Total Treasurer's Cash January 20, 2015</b>	<b>\$</b>	<b>43,366.89</b>
1st Merit Saving Account	\$	55,655.52
State Local Government Investment Pool	\$	1,618.31
<b>Total Cash Available</b>	<b>\$</b>	<b>100,640.72</b>

## Fund Balances:

Equipment Replacement Fund	\$	69,453.94
Clean Water Debt Fund	\$	177,768.10

## Debts:

		<b>Balance</b>
Clean Water Fund - Matures 2015 - Interest 3.096%	\$	203,613.57
Next Payment      \$206,765.57      Date 5/1/2015		
S. Tomahawk Ave. - Matures 2022 - Interest 2.250%	\$	164,160.00
Next Payment      \$22,854.15      Date 4/1/2015		
N. 4th St Utilities/River Crossing - Matures 2028 -1.250%	\$	4,275,000.00
Next Payment      \$ 142,021.88      Date 4/1/2015		
State Trust Fund - Matures March 20204 - Interest 4.00%	\$	900,000.00
Next Payment      \$ 121,574.41      Date 3/15/2016		
<b>Total Debt</b>	<b>\$</b>	<b>5,542,773.57</b>

Due to General Fund from Water	\$	171,172.30
Due to General Fund from Sewer	\$	(55,573.23)

We, the members of the Tomahawk Water and Sewer Utility Commission, have examined to the extent we feel necessary, and approve the above numbered checks with a value of :  
\$ 80,431.73

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget Worksheet - Detail**  
**Fund: 610 - WATER FUND**

Account Number		2013 Actual 12/31/2013	2014 Actual 12/31/2014	2014 Projected Year-End	2014 Budget	2015 Proposed Budget	% Chg Budget
610-00-44180-000-000	NON OPERATING RENTAL	9.76	0.00	0.00	0.00	0.00	0.00
610-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	409.24	105.63	118.31	200.00	200.00	0.00
610-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	1,114.35	274.36	5,423.00	5,423.00	4,234.51	-21.92
610-00-44192-000-000	CAPITAL CONTRIBUTIONS	459,486.34	0.00	0.00	0.00	0.00	0.00
610-00-44210-000-000	MISC. NON-OPERATING INCOME	185.07	232.79	244.61	200.00	200.00	0.00
610-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	650.00	0.00	0.00	0.00	0.00	0.00
610-00-44601-000-000	BULK WATER SALES	0.00	0.00	0.00	0.00	0.00	0.00
610-00-44611-000-000	RESIDENTIAL WATER	201,697.28	192,708.76	201,977.34	190,000.00	200,000.00	5.26
610-00-44612-000-000	MULTI FAMILY RESIDENTIAL WATER	0.00	3,101.10	3,410.96	10,000.00	3,500.00	-65.00
610-00-44613-000-000	COMMERCIAL WATER	98,389.88	87,677.42	92,783.51	99,000.00	95,000.00	-4.04
610-00-44615-000-000	INDUSTRIAL WATER	81,890.21	68,441.20	76,534.30	85,000.00	80,000.00	-5.88
610-00-44617-000-000	PUBLIC AUTHORITY WATER	13,200.20	13,121.14	12,297.29	13,000.00	12,000.00	-7.69
610-00-44619-000-000	INTERDEPARTMENTAL WATER	0.00	0.00	0.00	0.00	0.00	0.00
610-00-44620-000-000	PRIVATE FIRE -WATER	10,560.00	11,430.00	12,432.00	12,000.00	12,000.00	0.00
610-00-44630-000-000	PUBLIC FIRE PROTECTION	219,621.00	219,621.00	219,621.00	219,621.00	219,621.00	0.00
610-00-44700-000-000	CUSTOMER FORFEITED PENALTIES	25,636.65	26,142.77	28,060.97	15,000.00	25,000.00	66.67
610-00-44710-000-000	MISC. SERVICE REVENUE	400.00	400.00	448.00	500.00	500.00	0.00
610-00-44720-000-000	WATER TOWER RENT	38,415.08	39,807.64	40,795.08	39,000.00	39,000.00	0.00
610-00-44740-000-000	MISC. WATER REVENUE	4,175.00	895.00	1,002.40	1,000.00	1,000.00	0.00
610-00-44741-000-000	RECONNECTS -MISC. SERVICE	1,181.33	1,566.00	1,664.32	500.00	500.00	0.00
<b>LICENSES AND PERMITS</b>		<b>1,157,021.39</b>	<b>665,524.81</b>	<b>696,813.09</b>	<b>690,444.00</b>	<b>692,755.51</b>	<b>0.33</b>
610-10-49200-000-000	TRANSFER	0.00	0.00	-3,920.00	0.00	0.00	0.00
<b>DONATIONS</b>		<b>0.00</b>	<b>0.00</b>	<b>-3,920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>		<b>1,157,021.39</b>	<b>665,524.81</b>	<b>692,893.09</b>	<b>690,444.00</b>	<b>692,755.51</b>	<b>0.33</b>

**Budget Worksheet - Detail**  
**Fund: 610 - WATER FUND**

Account Number		2013 Actual 12/31/2013	2014 Actual 12/31/2014	2014 Projected Year-End	2014 Budget	2015 Proposed Budget	% Chg Budget
610-00-57080-000-000	TAXES	116,921.73	66,095.04	66,095.04	100,000.00	66,095.04	-33.90
610-00-57081-000-000	TAXES -FICA	4,951.60	6,854.51	7,186.66	6,963.00	7,168.34	2.95
610-00-57343-000-000	ASSET:DISTRIBUTION MAINS	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57345-000-000	NEW SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57346-000-000	METERS	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57390-000-000	ASSET:STRUCTURES & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57392-000-000	ASSET: TRANSPORTATION EQUIPMNT	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57394-000-000	TOOLS,SHOP & GARAGE EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57403-000-000	DEPRECIATION	92,207.00	48,142.64	53,919.76	0.00	0.00	0.00
610-00-57404-000-000	Contributed Deprec (Non-Op)	30,772.00	20,542.00	23,007.04	0.00	0.00	0.00
610-00-57427-000-000	PRINCIPAL ON DEBT	0.00	0.00	93,425.00	0.00	93,425.00	999.99
610-00-57428-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57431-000-000	INTEREST ON DEBT	42,410.27	41,475.93	41,475.93	41,476.00	40,107.43	-3.30
610-00-57600-000-000	OPERATING SUPERVISION	19,563.87	32,298.86	32,639.67	52,917.00	38,860.10	-26.56
610-00-57602-000-000	S.O.S.-Misc supplies	8,222.17	9,214.72	9,273.20	10,000.00	10,000.00	0.00
610-00-57605-000-000	MAIN OF WATER SOURCE PLANT	1,677.84	0.00	0.00	3,000.00	3,000.00	0.00
610-00-57620-000-000	OPERATION LABOR-POWER/PUMPING	12,028.68	4,187.96	4,591.33	9,441.00	8,850.00	-6.26
610-00-57622-000-000	FUEL/POWER FOR PUMPING	21,598.76	25,008.59	23,385.48	25,000.00	25,000.00	0.00
610-00-57623-000-000	OPERATION SUPPLIES & EXPENSES	278.81	0.00	0.00	500.00	500.00	0.00
610-00-57624-000-000	PUMP LABOR & EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57625-000-000	MAINTENANCE OF PUMPING PLANT	4,838.63	3,175.42	3,238.39	4,040.00	4,150.00	2.72
610-00-57630-000-000	OPERATION WATER TREATMNT-LABOF	68.11	0.00	0.00	2,191.00	885.00	-59.61
610-00-57631-000-000	WATER TREATMENT -CHEMICALS	24,054.60	25,691.41	28,774.38	44,000.00	44,000.00	0.00
610-00-57640-000-000	OPERATING LABOR-TRANS/DIST FAC	2,626.29	2,642.32	2,240.29	5,279.00	4,425.00	-16.18
610-00-57641-000-000	TRANS& DISTR. SUPPLIES/EXPENSES	60.56	0.00	0.00	4,000.00	4,000.00	0.00
610-00-57642-000-000	WATER TREATMENT OPERATION	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57650-000-000	MAINT DIST RESERVOIR/STANDPIPE	1,207.18	1,020.94	247.46	10,000.00	9,885.00	-1.15
610-00-57651-000-000	MAINTENANCE OF MAINS	8,948.97	28,860.62	31,772.03	50,000.00	50,000.00	0.00

**Budget Worksheet - Detail**  
**Fund: 610 - WATER FUND**

Account Number		2013 Actual 12/31/2013	2014 Actual 12/31/2014	2014 Projected Year-End	2014 Budget	2015 Proposed Budget	% Chg Budget
610-00-57652-000-000	MAINT SERVICE	2,429.93	18,319.86	18,235.76	15,000.00	15,000.00	0.00
610-00-57653-000-000	MAINTENANCE OF METERS	8,807.55	58,664.83	66,319.41	6,133.00	36,850.00	500.85
610-00-57654-000-000	MAINTENANCE OF HYDRANTS	5,528.78	11,896.13	12,403.55	10,000.00	10,000.00	0.00
610-00-57655-000-000	MAINTENANCE OF OTHER PLANT	2,058.03	0.00	0.00	0.00	0.00	0.00
610-00-57676-000-000	MAINT OF METERS	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57677-000-000	MAINT OF HYDRANTS	0.00	105.00	117.60	0.00	0.00	0.00
610-00-57901-000-000	METER READING LABOR	13,241.14	10,232.03	10,815.16	6,000.00	10,509.38	75.16
610-00-57902-000-000	ACCOUNTING AND COLLECTION LABO	24,933.84	24,933.84	25,598.74	24,934.00	24,933.84	0.00
610-00-57903-000-000	SUPPLIES, MERER READ, BILLING	1,340.61	1,446.04	1,383.08	5,000.00	5,000.00	0.00
610-00-57904-000-000	Cust A/C - Uncollectibel Accts	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57920-000-000	ADMIN & GEN SALARY, CITY HALL	457.04	936.00	1,048.32	1,080.00	1,080.00	0.00
610-00-57921-000-000	OFFICE SUPPLIES & EXPENSE	66.00	10,939.46	12,116.68	25,000.00	25,000.00	0.00
610-00-57923-000-000	OUTSIDE SERV-ENGINEER, WTR TEST	15,050.62	21,587.62	21,988.78	20,000.00	20,000.00	0.00
610-00-57923-001-000	ADMIN & GEN--OUTSIDE SERV	0.00	0.00	0.00	0.00	0.00	0.00
610-00-57924-000-000	PROPERTY INSURANCE	8,982.93	2,446.11	2,739.64	9,000.00	9,500.00	5.56
610-00-57926-000-000	EMPLOYEE PENSIONS & BENEFITS	70,903.89	62,212.76	65,320.71	63,490.00	66,597.21	4.89
610-00-57928-000-000	REGULATORY COMMISSION	850.44	682.84	764.78	1,000.00	1,000.00	0.00
610-00-57930-000-000	MISC GENERAL EXPENSE	2,808.05	2,235.33	1,845.57	16,290.00	6,000.00	-63.17
610-00-57933-000-000	TRANSPORTATION EXPENSE	4,958.80	5,954.40	5,301.88	10,000.00	5,500.00	-45.00
<b>CAPITAL OUTLAY</b>		554,854.72	547,803.21	667,271.32	581,734.00	647,321.34	11.27
610-00-59000-000-000	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
610-00-59200-000-000	INTERFUND TRANSFER	182,238.86	0.00	0.00	0.00	0.00	0.00
<b>OTHER FINANCING USES</b>		182,238.86	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>		737,093.58	547,803.21	667,271.32	581,734.00	647,321.34	11.27
<b>NET TOTALS</b>		419,927.81	117,721.60	25,621.77	108,710.00	45,434.17	-58.21

# TOMAHAWK MUNICIPAL WATER UTILITY

## Budget Narrative

### REVENUES

**610-00-44190-000-000      INTEREST AND DIVIDEND INTEREST**  
Interest made on the account held at various financial institutions.

**610-00-44190-000-000      INTEREST SPECIAL ASSESSMENTS**  
Interest on the special assessments for Harley Davidson Utility expansion and Vena Avenue utility expansion.

**610-00-44210-000-000      MISC. NON-OPERATING INCOME**  
Fees charged for paying utility bill with a credit/debit card.

**610-00-44601-000-000      BULK WATER SALES**  
Sale to customers that usually occurs through a hydrant or tank truck.

**610-00-44611-000-000      RESIDENTIAL WATER**  
Customers that have water service provided for residential or domestic purposes. Sale to multiple-dwelling buildings through a single meter serving three or more family units is classified as commercial.

**610-00-44612-000-000      MULTI FAMILY RESIDENTIAL WATER**  
Customers that have service for a building that is intended primarily for residential or domestic purposes, has three or more dwelling units, and is serviced by a single meter. This classification also includes mobile home parks that are master metered. Mixed-use commercial properties, such as apartments mixed with retail, are classified as commercial.

**610-00-44613-000-000      COMMERCIAL WATER**  
Business entities and institutions (except governmental) that provide goods and services. Also, buildings comprised of multiple dwellings with three or more units served through a single water meter. Churches and parochial school are not governmental and are classified as commercial.

**610-00-44615-000-000      INDUSTRIAL WATER**  
Those customers engaged in the manufacture or production of goods.

**610-00-44617-000-000      PUBLIC AUTHORITY WATER**  
An agency of the local, state or federal government, or a local, state, or federal entity. Since public schools are governmental, they are classified as public authority.

# **TOMAHAWK MUNICIPAL WATER UTILITY**

## **Budget Narrative**

**610-00-44620-000-000 PRIVATE FIRE – WATER**

This service shall consist of permanent or continuous unmetered connections to the main for the purpose of supplying water to private fire protection systems such as automatic sprinkler systems, standpipes, and private hydrants. This service shall also include reasonable quantities of water used for testing check valves and other backflow prevention devices.

**610-00-44630-000-000 PUBLIC FIRE PROTECTION**

Public fire protection recovers the cost of water for fighting fires and the extra capacity built into the system necessary to rapidly deliver a large volume of water to a fire anywhere within the municipality's water service area. These costs include a portion of the wells, pumps, storage facilities, water mains, hydrants and an estimated quantity of water used for this purpose. This is a monthly fee paid by the City of Tomahawk to the Water Utility.

**610-00-44700-000-000 CUSTOMER FORFEITED PENALTIES**

Penalties for delinquent accounts placed on the tax roll.

**610-000-44720-000-000 WATER TOWER RENT**

Rents received for the use of land, buildings, or other property owned by the utility.

**610-00-44740-000-000 MISCELLANEOUS WATER REVENUE**

Return on meters allocated to the sewer department is the most common revenue in this account.

**610-00-44741-000-000 RECONNECT SERVICE**

Services for reconnecting and reinstalling meters.

### **EXPENSES**

**610-00-57080-000-000 TAXES**

Payment in Lieu of Taxes (PILOT) due to the City.

**610-00-57081-000-000 TAXES – FICA**

The Social Security rate for 2015 is 7.65%

**610-00-57427-000-000 PRINCIPAL ON DEBT**

Principal payments for S Tomahawk Ave debt and the River Crossing and N 4<sup>th</sup> Street (North of the Bridge)

**610-00-57431-000-000 INTEREST ON DEBT**

Interest on water debt for S. Tomahawk Ave and the N. 4<sup>th</sup> Street Utilities (From the Bridge north to County Road A).

# **TOMAHAWK MUNICIPAL WATER UTILITY**

## **Budget Narrative**

**610-00-57600-000-000            OPERATING LABOR**

1060 hours at the current pay rate set by the Common Council and a quarter of the wages for the Director of Public Works.

**610-00-57602-000-000            MISCELLANEOUS SUPPLIES**

Office supplies, tools, certifications, testing, etc.

**610-00-57605-000-000            MAINTENANCE OF SOURCE PLANT**

Well expense.

**610-00-57620-000-000            OPERATION LABOR – POWER/PUMPING**

400 hours at the current pay rate set by the Common Council.

**610-00-57622-000-000            PUMP EXPENSE – FUEL/POWER**

Utility bills from Wisconsin Public Service.

**610-00-57623-000-000            PUMP EXPENSE – OTHER EXPENSE**

Oil, seals, etc.

**610-00-57625-000-000            PUMP EXPENSE – MAINTENANCE OF PLANT**

Phone line - \$650, cell phones (2) - \$1000, other expenses - \$2,500

**610-00-57630-000-000            OPERATION WATER TREATMENT – LABOR**

40 hours at the current pay rate set by the Common Council.

**610-00-57631-000-000            WATER TREATMENT – CHEMICALS**

Purchase chemicals for water treatment and replace caustic pumps (\$2,500)

**610-00-57640-000-000            OPERATING LABOR – TRANS/DISTRIBUTION**

200 hours at the current pay rate set by the Council.

**610-00-57641-000-000            TRANS AND DISTRIBUTION MAINS – SUPPLIES**

Pipe valves, etc.

**610-00-57650-000-000            TRANS AND DISTRIBUTION MAINS – RESERVOIR/STANDPIPE**

Tower maintenance \$9,000 (cathodic protection, misc.) 40 hours at the current rate set by the Council.

**610-00-57651-000-000            TRANS AND DISTRIBUTION MAINS - MAINTENANCE**

Maintenance and replacement of mains. Includes 400 hours of man power.

# **TOMAHAWK MUNICIPAL WATER UTILITY**

## **Budget Narrative**

**610-00-57652-000-000            TRANS AND DISTRIBUTION MAINS - SERVICE**

Service to mains.

**610-00-57653-000-000            MAINTENANCE OF METERS**

Cost of labor employed, materials used, and expenses incurred in repairing and maintaining the meters. 50% of the following meter costs - \$14,000, 280 meters (\$100 each) - \$14,000, 280 radio reads (\$100 each) - \$8,850, 400 hours at the current pay rate set by the Common Council.

**610-00-57654-000-000            MAINTENANCE OF HYDRANTS**

Maintenance of hydrants plus 100 hours at the current pay rate set by the Common Council.

**610-00-57901-000-000            METER READING LABOR**

475 hours at the current pay rate set by the Common Council.

**610-00-57902-000-000            ACCOUNTING AND COLLECTIONS – LABOR**

Monthly fee of \$2,077.82 for reimbursement for staff hours spent on the Utility billing and collection.

**610-00-57903-000-000            ACCOUNTING AND COLLECTIONS – SUPPLIES**

Supplies for billing etc.

**610-00-57920-000-000            ADMIN AND GENERAL – LABOR**

Half of the salaries of the Utility Commission.

**610-00-57921-000-000            ADMIN AND GENERAL – OFFICE SUPPLIES/EXPENSES**

Computer - \$500, other office supplies - \$1,500, Computer Server \$10,290

**610-00-57923-000-000            OUTSIDE SERVICES – ENGINEERING, WATER TESTING**

Uniforms - \$1,000, GIS Development - \$5,000, General Engineering - \$13,000, Water Testing - \$1,000

**610-00-57924-000-000            ADMIN AND GENERAL – INSURANCE**

Property and Worker's Compensation insurance.

**610-00-57926-000-000            ADMIN AND GENERAL – PENSIONS AND BENEFITS**

Employee benefits.

**610-00-57928-000-000            ADMIN AND GENERAL – REGULATORY COMMISSION**

Expenses associated with the Public Service Commission

# **TOMAHAWK MUNICIPAL WATER UTILITY**

## **Budget Narrative**

**610-00-57930-000-000**      **ADMIN AND GENERAL – MISC. GENERAL EXPENSES**  
Safety training - \$1,000, other expenses - \$5,000

**610-00-57933-000-000**      **ADMIN AND GENERAL – TRANSPORTATION EXPENSES**  
Fuel and repairs.

**Budget Worksheet - Detail**  
**Fund: 620 - SEWER FUND**

Account Number		2013 Actual 12/31/2013	2014 Actual 12/31/2014	2014 Projected Year-End	2014 Budget	2015 Proposed Budget	% Chg Budget
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	400.46	142.58	100.33	500.00	500.00	0.00
620-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	774.68	0.00	0.00	1,515.00	1,515.00	0.00
620-00-44192-000-000	CAPITAL CONTRIBUTIONS	211,619.29	0.00	0.00	0.00	0.00	0.00
620-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	1,902.29	2,149.59	1,500.00	1,500.00	0.00
620-00-44210-001-000	MISC. NON-OPERATING INCOME	2,634.43	2,596.95	2,934.55	3,000.00	3,000.00	0.00
620-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	1,268.00	0.00	0.00	0.00	0.00	0.00
620-00-44320-000-000	INTEREST CHARGED TO CONST	0.00	0.00	0.00	0.00	0.00	0.00
<b>LICENSES AND PERMITS</b>		<b>216,696.86</b>	<b>4,641.82</b>	<b>5,184.47</b>	<b>6,515.00</b>	<b>6,515.00</b>	<b>0.00</b>
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	1,106.08	1,106.08	1,249.87	1,000.00	1,000.00	0.00
620-00-46221-000-000	METERED RESIDENTIAL SEWER	448,287.75	430,519.55	453,254.79	475,000.00	450,000.00	-5.26
620-00-46221-001-000	METERED MULTI FAM RES SEWER	0.00	9,603.20	10,684.57	0.00	10,500.00	999.99
620-00-46222-000-000	METERED COMMERCIAL SEWER	255,673.78	226,528.37	240,367.72	265,000.00	250,000.00	-5.66
620-00-46223-000-000	METERED INDUSTRIAL SEWER	117,423.50	103,063.82	116,155.60	98,000.00	105,000.00	7.14
620-00-46224-000-000	METERED PUBLIC AUTHORITY	33,807.82	32,903.37	30,870.33	31,000.00	30,000.00	-3.23
620-00-46226-000-000	Leachate Treatment	0.00	0.00	0.00	0.00	0.00	0.00
620-00-46230-000-000	BOD CHARGES - HARLEY DAVIDSON	0.00	0.00	0.00	0.00	0.00	0.00
620-00-46310-000-000	PENALTIES	0.00	0.00	0.00	0.00	0.00	0.00
620-00-46320-000-000	SERVICING CUSTOMER LATERALS	0.00	0.00	0.00	0.00	0.00	0.00
620-00-46350-000-000	MISC. OPERATING REVENUE	377.00	350.00	395.50	350.00	350.00	0.00
<b>PUBLIC CHARGES FOR SERVICES</b>		<b>856,675.93</b>	<b>804,074.39</b>	<b>852,978.38</b>	<b>870,350.00</b>	<b>846,850.00</b>	<b>-2.70</b>
620-10-49200-000-000	TRANSFER	182,000.00	0.00	0.00	0.00	0.00	0.00
620-10-49200-001-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
<b>DONATIONS</b>		<b>182,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>		<b>1,255,372.79</b>	<b>808,716.21</b>	<b>858,162.85</b>	<b>876,865.00</b>	<b>853,365.00</b>	<b>-2.68</b>

**Budget Worksheet - Detail**  
**Fund: 620 - SEWER FUND**

Account Number		2013 Actual 12/31/2013	2014 Actual 12/31/2014	2014 Projected Year-End	2014 Budget	2015 Proposed Budget	% Chg Budget
620-00-59080-000-000	TAXES	1,748.00	0.00	0.00	0.00	0.00	0.00
620-00-59081-000-000	TAXES -FICA	13,264.41	12,688.33	12,834.23	11,494.00	12,029.17	4.66
620-00-59200-000-000	INTERFUND TRANSFER	504.37	0.00	0.00	0.00	0.00	0.00
620-00-59313-000-000	COLLECTING MAINS & ACCESSORIES	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59379-000-000	ASSET: GEN EQUIP. LAB, COMMUNI	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59403-000-000	DEPRECIATION	248,847.62	128,949.92	145,713.41	0.00	0.00	0.00
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	0.00	204,594.02	210,708.57	2.99
620-00-59431-000-000	INTEREST ON DEBT	102,442.42	97,302.50	97,303.00	97,303.00	90,951.37	-6.53
620-00-59432-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59820-000-000	OPERATION SUPERVISION & LABOR	150,246.78	148,434.25	149,575.59	132,318.00	133,707.21	1.05
620-00-59821-000-000	POWER & FUEL FOR PUMPING	70,253.53	77,144.46	71,671.09	65,000.00	67,000.00	3.08
620-00-59823-000-000	CHLORINE	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	7,057.74	6,084.10	6,875.03	5,000.00	7,000.00	40.00
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	16,165.34	16,843.86	15,494.96	13,500.00	14,500.00	7.41
620-00-59828-000-000	OPERATION-TRANSPORTATION	1,665.73	43,819.63	801.76	37,000.00	1,500.00	-95.95
620-00-59831-000-000	MAINT SEWAGE COLLECTIONS	26,619.61	3,374.28	3,759.44	26,000.00	26,000.00	0.00
620-00-59832-000-000	MAINT COLLECTION SYSTEM PUMP	13,918.08	5,639.93	5,658.96	25,000.00	13,000.00	-48.00
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	10,452.61	8,880.75	9,727.66	15,000.00	15,000.00	0.00
620-00-59833-001-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59834-000-000	MAINT GENERAL PLANT STRUCTURE	1,887.98	9,047.80	10,224.01	0.00	0.00	0.00
620-00-59834-001-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00
620-00-59835-000-000	MAINT OF METERS	5,600.48	5,750.29	5,647.21	6,133.00	36,850.00	500.85
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	33,757.16	33,862.60	34,973.58	35,000.00	35,000.00	0.00
620-00-59842-000-000	METER READING	16,756.87	10,528.26	11,246.46	10,712.00	10,509.38	-1.89
620-00-59850-000-000	ADMIN & GENERAL SALARIES	584.65	980.00	1,107.40	1,080.00	1,080.00	0.00
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	10,243.40	21,510.73	23,173.02	25,290.00	21,300.00	-15.78
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	53,976.24	307,681.44	336,843.43	11,000.00	11,000.00	0.00

**Budget Worksheet - Detail**  
**Fund: 620 - SEWER FUND**

Account Number		2013 Actual 12/31/2013	2014 Actual 12/31/2014	2014 Projected Year-End	2014 Budget	2015 Proposed Budget	% Chg Budget
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	0.00	19,421.85	21,743.29	0.00	23,000.00	999.99
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	3,368.06	3,805.91	36,000.00	5,000.00	-86.11
620-00-59853-000-000	INSURANCE EXPENSE	16,020.93	2,446.11	2,764.10	9,500.00	9,500.00	0.00
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	61,066.64	61,940.66	61,995.51	58,068.00	71,045.23	22.35
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	0.00	2,000.00	2,000.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	11,532.21	7,329.34	7,099.78	10,000.00	10,000.00	0.00
<b>OTHER FINANCING USES</b>		874,612.80	1,033,029.15	1,040,038.83	836,992.02	827,680.93	-1.11
<b>TOTAL EXPENSES</b>		874,612.80	1,033,029.15	1,040,038.83	836,992.02	827,680.93	-1.11
<b>NET TOTALS</b>		380,759.99	-224,312.94	-181,875.98	39,872.98	25,684.07	-35.59

# TOMAHAWK MUNICIPAL SEWER UTILITY

## Budget Narrative

### REVENUES

**620-00-44190-000-000      INTEREST AND DIVIDEND INTEREST**  
Interest made on the account held at various financial institutions.

**620-00-44191-000-000      INTEREST SPECIAL ASSESSMENT**  
Interest collected on special assessments.

**620-00-46211-000-000      FLAT RATE SEWER**  
This account shall include the billing for sewerage service rendered to residential, commercial, industrial and public authority purposes where the charge is not dependent in any way on the quantity of water delivered or metered effluent output but is based on residential equivalent units, diameter of service pipe, number of rooms, foot of frontage or other similar unit.

**620-00-44621-000-000      RESIDENTIAL SEWER**  
Customers that have sewer service provided for residential or domestic purposes. Sale to multiple-dwelling buildings through a single meter serving three or more family units is classified as commercial.

**620-00-44621-001-000      MULTI FAMILY RESIDENTIAL SEWER**  
Customers that have sewer service provided for residential or domestic purposes, has three or more dwelling units, and is served by a single meter. This classification also includes mobile home parks that are master metered. Mixed-use commercial properties, such as apartment mixed with retail, are classified as commercial.

**620-00-44622-000-000      COMMERCIAL SEWER**  
Business entities and institutions (except governmental) that provide goods and services. Also, buildings comprised of multiple dwellings with three or more units served through a single meter. Churches and parochial school are not governmental and are classified as commercial.

**620-00-44623-000-000      INDUSTRIAL SEWER**  
Those customers engaged in the manufacture or production of goods.

**620-00-44624-000-000      PUBLIC AUTHORITY SEWER**  
An agency of the local, state or federal government, or a local, state, or federal entity. Since public schools are governmental, they are classified as public authority.

**620-00-46350-000-000      MISCELLANEOUS OPERATING REVENUE**  
This account shall include revenues incidental to sewer operations not included in any of the foregoing accounts. This covers such items as fees and charges for changing, connecting and disconnecting service and profit on the sale of materials and supplies not ordinarily purchased of resale. This also includes the proceeds of the sale of the waste water truck to the Water Department.

# TOMAHAWK MUNICIPAL SEWER UTILITY

## Budget Narrative

### EXPENSES

**620-00-59081-000-000      TAXES – FICA**

The Social Security rate for 2015 is 7.65%

**620-00-59403-000-000      DEPRECIATION**

The depreciation rate is calculated at the time of the audit.

**620-00-59427-000-000      PRINCIPAL ON DEBT**

Principal on sewer debt for S. Tomahawk Ave and for the Clean Water Fund loan.

**620-00-59431-000-000      INTEREST ON DEBT**

Interest on sewer debt for S. Tomahawk Ave, N. 4<sup>th</sup> Street Projects (Bridge to County Road A) and the Clean Water Fund loan.

**620-00-59820-000-000      OPERATION AND SUPERVISION LABOR**

This account shall include the cost of supervision and labor incurred in the operation of those plant facilities classified as collecting systems, collecting system pumping installations and treatment and disposal plant. (Approx. 5426 hours)

**620-00-59821-000-000      POWER AND FUEL FOR PUMPING**

This account shall include the cost of electric power and the cost of fuel purchased for use in the operation of pumping facilities located on the collecting system and at the sewage treatment and disposal plant.

**620-00-59825-000-000      SLUDGE CONDITIONING CHEMICALS**

Includes the cost of chemicals used in the sewage treatment process to condition sludge for dewatering.

**620-00-59827-000-000      OTHER OPERATING SUPPLIES AND EXPENSES**

Costs of supplies used and expenses incurred in the operation of collection system, collecting system pumping installations and the treatment and disposal plant.

**620-00-59828-000-000      TRANSPORTATION EXPENSES**

Cost of labor, materials used, and expenses incurred in the operation and maintenance of general transportation equipment of the utility.

**620-00-59831-000-000      MAINTENANCE OF COLLECTION SYSTEM**

Cost of labor employed, materials used, and expenses incurred in repairing and maintaining the sewer collection system of mains and laterals. This includes wages for an LTE for 800 hours for maintenance of the collection system.

# **TOMAHAWK MUNICIPAL SEWER UTILITY**

## **Budget Narrative**

**620-00-59832-000-000            MAINTENANCE OF COLLECTION SYSTEM PUMPING EQUIP**

Cost of labor employed, materials used, and expenses incurred in repairing and maintaining the sewer collection system pumping station.

**620-00-59833-000-000            MAINTENANCE OF TREATMENT AND DISPOSAL PLANT EQUIP**

Cost of labor employed, materials used, and expenses incurred in repairing and maintaining treatment and disposal plant equipment.

**620-00-59834-000-000            MAINTENANCE OF GENERAL PLANT STRUCTURE AND EQUIP**

Cost of labor employed, materials used, and expenses incurred in repairing and maintaining general plant buildings and equipment in operating condition.

**620-00-59835-000-000            MAINTENANCE OF METERS**

Cost of labor employed, materials used, and expenses incurred in repairing and maintaining the meters. 50% of the following meter costs - \$14,000, 280 meters (\$100 each) - \$14,000, 280 radio reads (\$100 each) - \$8,850, 400 hours at the current pay rate set by the Common Council.

**620-00-59840-000-000            BILLING, COLLECTING AND ACCOUNTING**

Wages of employees, supplies used, and expenses incurred in customer billing and accounting work, collecting customer bills and miscellaneous work incurred in connection with customer accounting and collecting. (\$2,701.38/month due to the City and \$125/month for billing postage)

**620-00-59842-000-000            METER READING**

A portion of the costs associated with reading meters. Approximately 475 hours.

**620-00-59850-000-000            ADMINISTRATION AND GENERAL SALARIES**

Salaries of officers of the utility and the portion of the salaries of employees engaged in the general office not chargeable directly to any of the preceding accounts.

**620-00-59851-000-000            OFFICE SUPPLIES AND EXPENSES**

Cost of office supplies used and expenses incurred in connection with general and administrative functions. This includes the upgrades of a computer server for \$10,290.

**620-00-59852-000-000            OUTSIDE SERVICES EMPLOYED**

Fees and expenses of professional consultants and others for general services, which are not applicable to a particular operating function nor to other accounts. Engineering - \$10,000 and Safety Training - \$1,000.

**620-00-59852-001-000            OUTSIDE SERVICES EMPLOYED – TEST/SLUDGE HAULING**

Fees and expensed for the testing and hauling of sludge.

**620-00-59852-002-000            OUTSIDE SERVICES EMPLOYED – PHOSPHOROUS**

# **TOMAHAWK MUNICIPAL SEWER UTILITY**

## **Budget Narrative**

Fees and expenses of professional consultants and testing relating to phosphorous regulations.

**620-00-59853-000-000      INSURANCE EXPENSE**

Cost of insurance.

**620-00-59854-000-000      EMPLOYEE PENSION AND BENEFITS**

Employee benefits.

**620-00-59855-000-000      REGULATORY COMMISSION EXPENSES**

Costs associated with the regulatory commission.

**620-00-59856-000-000      MISCELLANEOUS GENERAL EXPENSES**

Cost of expenses incurred in connection with the general management of the utility not provided for elsewhere.

## **Function of the Utility Commission**

The City of Tomahawk Utility Commission is appointed by the City Council to oversee the operation of the Water and Wastewater Departments. In the past the commission has operated as an independent body approving budgets, hiring staff and overseeing the operation of the utilities. Other than the approval of some financial documents the commission operates independently of the city council.

## **How information is passed to council**

To keep the council informed on the operation of the utilities the finance committee receives the monthly statement of accounts from the utility in the committee packets and all council members receive a copy of the minutes from the utility commission monthly meetings. All of the commission conversations and actions are included in those minutes similar to the minutes of the city council and committees.

## **Commission or no commission**

Not all communities use a utility commission to oversee the operation of their utilities. Many times the oversight is provided by a standing committee such as public works. This can make for a much smoother process when planning for projects that include utilities and other city infrastructure such as streets. There are also cost savings with fewer meetings, minutes and other associated costs.

Another advantage of the public works committee overseeing the utilities is the fact that not only would five members of the council as committee members be aware of the utility issues but also the other council members who sit in on the committee meetings could easily be involved. There would also be the benefit of not having to find five community members willing to sit on the commission.

## **Other options**

The Board of Public Works could also have a standing agenda item that would address any concerns about the utilities as part each monthly meeting. This would allow members to ask questions of staff about issues in the Utility Commission minutes that are provided in their packets.

Another option that is used by some council members and available to all council members is contacting staff with questions that may have been asked of them by community residents. Some members regularly stop in, e-mail, text or call with questions that they may not be able to answer.

*Mike Tolvstad Board of Public Works Meeting 1/6/15*

1 **5.) Parking on Kings Road during School Events**

2  
3 Mike Van De Weerd stated that at the school complex during the Christmas programs  
4 there was an issue with parking on Kings Road. He stated that a police officer came into  
5 the school complex directly before the school program and asked the parents that were  
6 parked on Kings Road to immediately move their vehicles or they would be fined. Van  
7 De Weerd stated there should be an exception for the days the school has these events.  
8

9 BARTZ stated the original "No Parking" signs were placed on Kings Road because of  
10 emergency vehicles. He agreed with Mike Van De Weerd that there should be  
11 exceptions made. KAHLE stated that residents on Kings Road didn't want kids from the  
12 school parking on Kings Road.  
13

14 TOLVSTAD stated that the school could request a waiver for the days they have  
15 programs to allow for parking on Kings Road.  
16

17 SCHLEGEL stated he has no objections to the waiver, he suggested the school leaving  
18 more time between programs to help with the parking issue.  
19

20 Shelia Lemke asked that the handicap parking not be effected by the waiver.  
21

22 TOLVSTAD asked a letter be written to the school asking them to make a request for a  
23 parking waiver at the beginning of the year for all programs.  
24

25 LOKA MOVED to draft a letter to the school requesting them to wai ve the no parking on  
26 Kings Road. BARTZ seconded. The VOTE was unanimous.  
27

28 NEW  
29 BUSINESS

30 **1.) Function of the Utility Commission**

31 TOLVSTAD stated after the meetings for the waste water rate increase, some members  
32 of the Board of Public Works requested more information and to be updated on what is  
33 happening with the Utility Commission. TOLVSTAD stated they are trying to figure out  
34 how to handle formal updates.  
35

36 STOCKER stated she does not think it is in TOLVSTAD's job description to change the  
37 functions of the commission and to provide hand-outs with the updated information.  
38

39 TOLVSTAD stated he is not suggesting anything, he is simply informing the Board to keep  
40 them up to date on what is happening with the Utility Commission.  
41

42 BARTZ stated this came after he specifically asked TOLVSTAD for more information on  
43 how the commission works and that is why TOLVSTAD to put this information together.

1 KAHLE stated that a lot of the time the members of the commission do not  
2 communicate any updates.

3  
4 Mayor STOCKER stated that it is not hard to get people to serve on committees.

5  
6 STOCKER stated she feels the more people that are involved, the better the outcome.  
7 BARTZ stated he does not believe TOLVSTAD is attacking the commission.

8  
9 LOKA stated he asked for information and TOLVSTAD provided it. TOLVSTAD is not  
10 recommending anything, just stating these are your different options.

11  
12 Rejeana Ebert asked if the Storm Water Utility be set up the same way as the Utility  
13 Commission. Scott Martin stated there are different options the City will need to look  
14 at.

15  
16 HASKIN stated she is learning a lot about the commission as we go through these steps.  
17 She stated the Utility Commission, Board of Public Works and Council was blindsided by  
18 a lot of numbers that night. She stated that the commissions need to be educated by  
19 reading past minutes when they are newly appointed.

20  
21 TOLVSTAD stated that three of the commissioners are brand new and the rate increase  
22 came to them at their November meeting. He stated that Mr. Wester and Mr.  
23 Borchardt got this dropped on them and requested a public information meeting before  
24 higher rates were adopted.

25  
26 TOLVSTAD asked if there was some way for the commission to do a better job  
27 communicating information to the Board of Public Works. LOKA suggested a standing  
28 agenda item.

29  
30 **2.) Street Paving Bid**

31  
32 TOLVSTAD stated an ad was placed in the Tomahawk Leader, that will run for two  
33 weeks. He stated that he will have a recommendation by the February meeting.

34  
35 **DIRECTOR'S**  
36 **REPORT**

37 TOLVSTAD reported the City currently does not have anyone working in the Water  
38 Department. He stated that Brandon Streilow was temporarily pulled from the  
39 Wastewater Department. He stated that the Utility Commission approved training and  
40 certification of a member of the Department of Public Works to cover in the Water  
41 Department when needed.

42 STOCKER asked if someone had been picked to go to training from the Department of  
43 Public Works. TOLVSTAD stated that if a person gets hired to fill the vacant position in  
44 the water department and needs training, he would like to send them at the same time  
to save on costs.



**PROFESSIONAL SERVICES**

More ideas. Better solutions.

# Professional Services Agreement

This AGREEMENT (Agreement) is made today January 12, 2015 by and between CITY OF TOMAHAWK (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** Tomahawk GIS Web Hosting and Tech Support

**The scope of the work authorized is:** Provide GIS & Asset system maintenance and technical support services for the year of 2015. Maintenance services consist of uploading of GIS layers and databases presently in use by the GIS, software patches and system updates. Items not included are the creation of new layers or databases or customized programming and can be provided on at an additional cost by request.

**The schedule to perform the work is:** Approximate Start Date: January 1, 2015  
Approximate Completion Date: December 31, 2015

**The lump sum fee for the work is:** \$1,800


All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CITY OF TOMAHAWK, WI**


**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Clarann Stocker  
Mayor  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Todd Halvorson  
GIS Services Manager  
Date: \_\_\_\_\_

Attest: City Clerk

\_\_\_\_\_  
Amanda L. Bartz  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Scott Kiley  
Project Manager  
Date: \_\_\_\_\_

23 N. Second St  
Tomahawk, WI 54487  
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1230 South Blvd  
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Phone: 608-356-2771  
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