

Tuesday, February 28, 2017
5:00PM

City Hall, Council Chambers
23 N 2nd Street

AGENDA

**COMMISSION
MEMBERS**

BRUCE HETZEL
CHAIRPERSON
TERM EXP. 2020

SCOTT BORCHARDT
TERM EXP. 2017

DALE ARTHUR
TERM EXP. 2019

ALLEN LEITZ
TERM EXP. 2018

BILL PAULSON
TERM EXP. 2021

“WINTER,
SPRING,
SUMMER, FALL...
TOMAHAWK
HAS IT ALL”

- A. **CALL TO ORDER**
- B. **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.)
- C. **MINUTES**
 - 1. January 24, 2017
- D. **CHECKS – 16305 – 16359** in the amount of \$643,371.14
- E. **FINANCIAL REPORT – February 20, 2017**
- F. **NEW BUSINESS**
 - a. Frost Tooth for the Mini-Excavator
 - b. Sign for the Water Department (Water Park)
 - c. 2017 Waste Water Budget
- G. **OLD BUSINESS**
 - a. Water Projects
 - i. Well House No 4 and No 5 Rehab
 - ii. Highway 86 Water Main Repair
 - b. Water Main Repair Policy
- H. **DIRECTOR’S REPORT**
- I. **NEXT MEETING DATE(S) – March 28, 2017 at 5:00PM**
- J. **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 BORCHARDT asked about the differences between plastic and copper pipe. ARTHUR
2 stated that the trouble with plastic pipe is the ability to thaw the pipe if it were to
3 freeze.

4
5 Randy White asked when the break happened. STRELOW estimated it to have
6 happened a month prior.

7
8 BORCHARDT asked what the timeline is for repairing the lateral. COLE stated that they
9 are hoping to have it complete by the end of following week.

10
11 Roger Schlegel, Heritage Chevrolet, stated that his only concern would be if a sink hole is
12 to develop. He stated that he wanted reassurance as to whose responsibility it would
13 be to repair his parking lot. He stated that there is a utility easement for the lateral.

14
15 HETZEL stated that the chance of a sink hole is slim because the lateral is in the water
16 table.

17
18 Gary Swan asked if any part of the repair would be paid for by the City (Utility). He
19 stated that the estimated cost is \$15,000 to \$18,000. BORCHARDT asked the Swan
20 family if they were asking the City to pay for the repairs or to finance the project.

21
22 COLE stated that the City can provide in-kind donations to the project such as
23 equipment and labor.

24
25 Loretta Swan stated that they would pay for the expenses rather than finance it through
26 the City.

27
28 Gary Swan asked if the City had an ordinance prohibiting a well, Clerk BARTZ clarified
29 that there is an ordinance.

30
31 LEITZ MOVED to approve the City (Utility) facilitate the project and donate any in-kind
32 labor and equipment needed. ARTHUR seconded. The VOTE was unanimous.

33
34 **2.) Water Main Repair Policy**

35
36 HETZEL stated that this would be a policy for future problems and busted water mains.
37 COLE stated that it is important to have a protocol so that when we have a break we
38 know what to do and we are all on the same page.

39
40 HETZEL asked if sewer mains can be added to this. BORCHARDT stated it can also be
41 added to the CMOM.

1 HETZEL asked if we had ordered a frost tooth with the mini-excavator as it would be an
2 important piece of equipment. COLE stated that a frost tooth was not ordered. He
3 stated that he would look for a frost tooth and bring back pricing at the next meeting.
4

5 Jeff Kahle stated that the hydro excavator could be used for frost as well.
6

7 OLD
8 BUSINESS

1.) Water Projects

Well House No. 4 and No. 5 Rehab

10 Mark Barden, Town & Country Engineering, stated that the "Intent to Apply" was filed
11 with the Department of Natural Resources and the project priority list came out. He
12 stated that the DNR scored the wells as separate projects and they will be working with
13 DNR to have them grouped back as a single project.
14

15 Barden stated that he does not think that the project is in a good place for principal
16 forgiveness. He stated that the project is in a good position for a low interest rate loan,
17 the interest rate for 2017 is anticipated to be 1.2%.
18

19 Barden stated that the principal forgiveness will rely on how many projects that scored
20 higher than us are done in 2017.
21

22 Barden stated that they are still planning on a 2017 start date. He stated that new rates
23 will need to be in place before the loan can close.
24

25 Discussion continued regarding the scoring of the projects. Barden stated that with the
26 projects split it will double up on the paper work, however, the contract amount with
27 Town & Country will not change.
28

Highway 86 Water Main Repair

29
30
31
32 COLE reported that the project had been completed January 17, 2017. HETZEL asked if
33 the new pipe was able to be placed in a sleeve, STRELOW confirmed.
34

2.) 2017 Water Budget

35
36
37 The Commission reviewed the Capital Budget, anticipated revenues and anticipated
38 expenditures for the Water Utility.
39

40 The power to the shed at the water park (\$10,000), the valve exerciser (\$15,000) were
41 pushed out to 2018 and the cost of the new utility truck was reduced from \$50,000 to
42 \$48,500 to balance the budget.
43

1 BORCHARDT MOVED to adopt the 2017 Water Utility Budget and PAULSON seconded.
2 The VOTE was unanimous.

3
4 DIRECTOR'S COLE had nothing additional to report.
5 REPORT

6
7 NEXT The Water and Sewer Utility Commission will meet on February 28, 2017 at 5:00PM at
8 MEETING City Hall in the Council Chambers.

9
10 ADJOURN LEITZ MOVED to adjourn the meeting of the Water and Sewer Utility Commission and
11 BORCHARDT seconded. The VOTE was unanimous. The meeting was adjourned at
12 6:43PM.

13
14 Approved: Draft_____

15 Clerk-Treasurer Amanda L. Bartz, CMC, WCMC

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 1/21/2017 From Account:
Thru: 2/20/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
16271	1/26/2017	NORTHERN LAKE SERVICE INC	-161.89
16305	1/24/2017	CITY OF TOMAHAWK SOLID WASTE FUND	1,793.84
16306	1/26/2017	SUPERIOR SEWER AND WATER INC	22,385.00
16307	1/27/2017	DIGGERS HOTLINE	11.94
16308	1/27/2017	H & S SERVICE CENTER	65.04
16309	1/27/2017	HAWKINS INC	2,571.27
16310	1/27/2017	L. W. ALLEN, LLC	27,049.00
16311	1/27/2017	WISCONSIN STATE LAB OF HYGIENE	25.00
16312	1/27/2017	AUCA CHICAGO MC LOCKBOX	261.42
16313	1/27/2017	BUMPER TO BUMPER TOMAHAWK	21.98
16314	1/27/2017	GRAINGER	548.52
16315	1/27/2017	HAWKINS INC	77.50
16316	1/27/2017	HD SUPPLY WATERWORKS, LTD	276.30
16317	1/27/2017	NCL OF WISCONSIN INC	190.93
16318	1/27/2017	NORTHERN LAKE SERVICE INC	24.27
16319	1/27/2017	OMNISITE	3,900.00
16320	1/27/2017	STAAB CONSTRUCTION CORP	1,970.00
16321	1/27/2017	TOWN & COUNTRY ENGINEERING, INC	3,685.00
16322	1/27/2017	WISCONSIN RURAL WATER ASSOC	170.00
16323	1/27/2017	WISCONSIN SECTION AWWA	99.00
16324	2/03/2017	CITY OF TOMAHAWK	26,225.52
16325	2/03/2017	CITY OF TOMAHAWK SOLID WASTE FUND	1,352.63
16326	2/03/2017	FRONTIER	110.44
16327	2/03/2017	LOCAL GOVERNMENT INVESTMENT POOL	5,000.00
16328	2/03/2017	LOCAL GOVERNMENT INVESTMENT POOL	150,000.00
16329	2/03/2017	TOMAHAWK BUILDER'S SUPPLY CO	11.95
16330	2/03/2017	UNITED STATES POSTAL SERVICE	196.90
16331	2/03/2017	WISCONSIN PUBLIC SERVICE	4,693.86
16332	2/20/2017	AUCA CHICAGO MC LOCKBOX	326.11
16333	2/20/2017	CITY OF TOMAHAWK	339,059.38
16334	2/20/2017	CITY OF TOMAHAWK	22,418.10
16335	2/20/2017	CITY OF TOMAHAWK	11,358.08
16336	2/20/2017	CITY OF TOMAHAWK SOLID WASTE FUND	3,221.31

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 1/21/2017 From Account:
Thru: 2/20/2017 Thru Account:

Check Nbr	Check Date	Payee	Amount
16337	2/20/2017	DIGGERS HOTLINE	1.99
16338	2/20/2017	EAGLE WASTE & RECYCLING INC.	162.18
16339	2/20/2017	EXXON MOBIL	32.22
16340	2/20/2017	FIRST MERIT BANK, N.A.	104.00
16341	2/20/2017	FRONTIER	189.90
16342	2/20/2017	GRAINGER	303.14
16343	2/20/2017	IAEI	120.00
16344	2/20/2017	LOCAL GOVERNMENT INVESTMENT POOL	5,000.00
16345	2/20/2017	MENARDS	763.69
16346	2/20/2017	MINNESOTA LIFE	10.76
16347	2/20/2017	MUNICIPAL ENVIRONMENTAL GROUP	368.06
16348	2/20/2017	NORTHERN LAKE SERVICE INC	95.00
16349	2/20/2017	NORTHWOODS LUBE & TIRE	331.63
16350	2/20/2017	NORTHWOODS SUPERIOR CHEMICAL CORP	134.86
16351	2/20/2017	SHELL FLEET PLUS	500.32
16352	2/20/2017	STRELOW, BRANDON	193.05
16353	2/20/2017	SUPERIOR SEWER AND WATER INC	329.00
16354	2/20/2017	SYNCHRONIZED INSTRUMENTS, INC	1,377.00
16355	2/20/2017	TOMAHAWK ACE HARDWARE	623.65
16356	2/20/2017	VANDEWEERD, DAVID	89.86
16357	2/20/2017	VERIZON WIRELESS	238.51
16358	2/20/2017	WISCONSIN PUBLIC SERVICE	3,028.92
16359	2/20/2017	WISCONSIN RURAL WATER ASSOC	435.00
Grand Total			643,371.14

2/20/2017

4:59 PM

Reprint Check Register - Quick Report - ALL

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ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 1/21/2017 From Account:
Thru: 2/20/2017 Thru Account:

Amount

Total Expenditure from Fund # 610 - WATER FUND

339,430.92

Total Expenditure from Fund # 620 - SEWER FUND

303,940.22

Total Expenditure from all Funds

643,371.14

City of Tomahawk

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

February 20, 2017

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

Total Treasurer's Cash Last Report January 21, 2017	\$	369,935.89
Credits- Cash Receipts/Transfers	\$	284,208.93
Returned Customer Checks (NSF)	\$	(629.19)
Debits - Checks	\$	(643,371.14)
Total Treasurer's Cash February 20, 2017	\$	10,144.49
1st Merit Saving Account	\$	55,804.31
State Local Government Investment Pool	\$	196,396.08
Total Cash Available	\$	262,344.88

Fund Balances:

Equipment Replacement Fund	\$	335,998.98
Clean Water Debt Fund	\$	178,824.42

Debts:

		Balance
Clean Water Fund - Matures 2035 - Interest 2.363%	\$	3,153,318.73
Next Payment	\$	170,663.79 Date 5/1/2017
S. Tomahawk Ave. - Matures 2022 - Interest 2.250%	\$	123,120.00
Next Payment	\$	1,641.60 Date 10/1/2017
N. 4th St Utilities/River Crossing - Matures 2028 -1.250%	\$	3,645,000.00
Next Payment	\$	55,909.38 Date 10/1/2017

Total Debt	\$	6,921,438.73
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Due to General Fund from Water	\$	61,416.63
Due to General Fund from Sewer	\$	44,166.73

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 :

\$ 643,371.14

Fund: 610 - WATER FUND

Account Number		2017 February	2017 Actual 02/20/2017	2017 Budget	Budget Status	% of Budget
610-00-44180-000-000	NON OPERATING RENTAL	0.00	0.00	0.00	0.00	0.00
610-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	34.04	500.00	-465.96	6.81
610-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	274.77	-274.77	0.00
610-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
610-00-44210-000-000	MISC. NON-OPERATING INCOME	-20.00	-20.00	0.00	-20.00	0.00
610-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	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
610-00-44611-000-000	RESIDENTIAL WATER	20,382.59	20,305.64	200,000.00	-179,694.36	10.15
610-00-44612-000-000	MULTI FAMILY RESIDENTIAL WATER	1,153.90	1,153.90	7,000.00	-5,846.10	16.48
610-00-44613-000-000	COMMERCIAL WATER	10,558.35	10,574.20	90,000.00	-79,425.80	11.75
610-00-44615-000-000	INDUSTRIAL WATER	15,390.45	15,390.45	75,000.00	-59,609.55	20.52
610-00-44617-000-000	PUBLIC AUTHORITY WATER	65.50	65.50	13,000.00	-12,934.50	0.50
610-00-44619-000-000	INTERDEPARTMENTAL WATER	0.00	0.00	0.00	0.00	0.00
610-00-44620-000-000	PRIVATE FIRE -WATER	1,830.00	1,830.00	12,000.00	-10,170.00	15.25
610-00-44630-000-000	PUBLIC FIRE PROTECTION	18,301.75	54,905.25	219,621.00	-164,715.75	25.00
610-00-44700-000-000	CUSTOMER FORFEITED PENALTIES	-16.71	1,192.54	25,000.00	-23,807.46	4.77
610-00-44710-000-000	MISC. SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00
610-00-44720-000-000	WATER TOWER RENT	3,659.89	7,319.78	43,918.68	-36,598.90	16.67
610-00-44740-000-000	MISC. WATER REVENUE	0.00	6.87	500.00	-493.13	1.37
610-00-44741-000-000	RECONNECTS -MISC. SERVICE	0.00	0.00	1,000.00	-1,000.00	0.00
LICENSES AND PERMITS		71,305.72	112,758.17	687,814.45	-575,056.28	16.39
610-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		71,305.72	112,758.17	687,814.45	-575,056.28	16.39

Fund: 610 - WATER FUND

Account Number	2017 February	2017 Actual 02/20/2017	2017 Budget	Budget Status	% of Budget	
610-00-57080-000-000	TAXES	11,073.36	22,426.87	136,242.10	113,815.23	16.46
610-00-57081-000-000	TAXES -FICA	561.14	1,003.66	8,710.84	7,707.18	11.52
610-00-57343-000-000	ASSET:DISTRIBUTION MAINS	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
610-00-57346-000-000	METERS	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
610-00-57392-000-000	ASSET: TRANSPORTATION EQUIPMNT	0.00	0.00	0.00	0.00	0.00
610-00-57394-000-000	TOOLS,SHOP & GARAGE EQUIP	0.00	0.00	2,000.00	2,000.00	0.00
610-00-57403-000-000	DEPRECIATION	12,035.66	12,035.66	0.00	-12,035.66	0.00
610-00-57404-000-000	CONTRIBUTED DEPREC (NON-OP)	5,135.50	5,135.50	0.00	-5,135.50	0.00
610-00-57427-000-000	PRINCIPAL ON DEBT	0.00	0.00	98,425.00	98,425.00	0.00
610-00-57428-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
610-00-57431-000-000	INTEREST ON DEBT	18,835.56	18,835.56	36,546.96	17,711.40	51.54
610-00-57600-000-000	OPERATING SUPERVISION	3,382.54	4,962.77	51,761.02	46,798.25	9.59
610-00-57602-000-000	SOS MISCELANEOUS SUPPLIES	1,268.07	1,489.79	6,000.00	4,510.21	24.83
610-00-57605-000-000	MAIN OF WATER SOURCE PLANT	134.86	134.86	500.00	365.14	26.97
610-00-57620-000-000	PUMP EXPENSE - LABOR	538.02	631.14	3,343.90	2,712.76	18.87
610-00-57622-000-000	PUMP EXPENSE - FUEL/POWER	1,868.67	1,868.67	23,000.00	21,131.33	8.12
610-00-57623-000-000	PUMP EXPENSE - OTHER EXPENSES	0.00	0.00	2,500.00	2,500.00	0.00
610-00-57625-000-000	PUMP EXPENSE - MAINT OF PLANT	124.25	248.50	3,150.00	2,901.50	7.89
610-00-57630-000-000	WATER TREATMENT - LABOR	69.67	207.69	3,343.90	3,136.21	6.21
610-00-57631-000-000	WATER TREATMENT - CHEMICALS	0.00	77.50	25,000.00	24,922.50	0.31
610-00-57640-000-000	TRANS & DIST - LABOR	352.83	445.95	2,675.12	2,229.17	16.67
610-00-57641-000-000	TRANS & DIST - SUPPLIES	354.32	630.62	13,000.00	12,369.38	4.85
610-00-57650-000-000	TRANS & DIST - RES/STAND PIPE	730.07	823.19	15,000.00	14,176.81	5.49
610-00-57651-000-000	TRANS & DIST - MAINTENANCE	839.40	23,224.40	45,652.60	22,428.20	50.87
610-00-57652-000-000	TRANS & DIST - MAIN SERVICE	126.86	194.21	7,404.35	7,210.14	2.62
610-00-57653-000-000	TRANS & DIST - MANIT OF METERS	189.83	376.07	7,165.50	6,789.43	5.25
610-00-57654-000-000	TRANS & DIST - HYDRANT MAINT	736.43	829.55	6,353.41	5,523.86	13.06
610-00-57655-000-000	TRANS & DIST - MAINT OTHER	0.00	0.00	0.00	0.00	0.00
610-00-57656-000-000	TRANS & DIST - POWER OP EQUIP	0.00	0.00	48,500.00	48,500.00	0.00
610-00-57676-000-000	MAINT OF METERS	0.00	0.00	0.00	0.00	0.00
610-00-57901-000-000	CUST A/C - METER READ LABOR	850.19	1,713.25	10,676.60	8,963.35	16.05
610-00-57902-000-000	CUST A/C - COLLECTION LABOR	2,077.82	4,155.64	24,933.84	20,778.20	16.67
610-00-57903-000-000	CUST A/C - SUPPLIES, BILLING	98.45	98.45	1,400.00	1,301.55	7.03
610-00-57904-000-000	CUST A/C - UNCOLECTABLE ASSETS	0.00	0.00	0.00	0.00	0.00
610-00-57920-000-000	ADMIN & GEN - LABOR	0.00	144.00	1,080.00	936.00	13.33
610-00-57921-000-000	ADMIN & GEN - SUPPLIES & EXPEN	101.92	101.92	1,500.00	1,398.08	6.79
610-00-57923-000-000	ADMIN & GEN - OUTSIDE SERVICE	534.50	5,757.05	15,000.00	9,242.95	38.38
610-00-57923-001-000	ADMIN & GEN--OUTSIDE SERV	0.00	0.00	0.00	0.00	0.00
610-00-57924-000-000	ADMIN & GEN - INSURANCE	0.00	1,039.03	5,000.00	3,960.97	20.78
610-00-57926-000-000	ADMIN & GEN - EMPLOYEE BENEFIT	534.03	12,678.22	69,806.57	57,128.35	18.16
610-00-57928-000-000	ADMIN & GEN - REGULATORY COMM	0.00	0.00	750.00	750.00	0.00
610-00-57930-000-000	ADMIN & GEN--MISC EXPENSES	417.05	607.05	6,000.00	5,392.95	10.12
610-00-57930-001-000	ADMIN & GEN - UNCLAIMED PROP	0.00	0.00	0.00	0.00	0.00
610-00-57933-000-000	ADMIN & GEN - TRANSPORTATION	648.18	648.18	5,000.00	4,351.82	12.96
=====						
CAPITAL OUTLAY	63,619.18	122,524.95	687,421.71	564,896.76	17.82	
=====						
610-00-59000-000-000	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
610-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00

Fund: 610 - WATER FUND

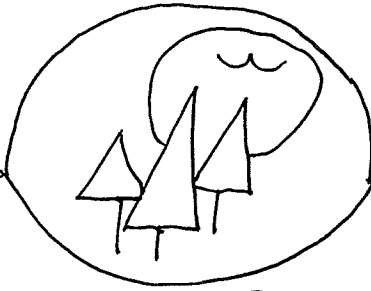
Account Number	2017 February	2017 Actual 02/20/2017	2017 Budget	Budget Status	% of Budget
OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
Total Expenses	63,619.18	122,524.95	687,421.71	564,896.76	17.82
Net Totals	7,686.54	-9,766.78	392.74	10,159.52	-2,486.83

Fund: 620 - SEWER FUND

Account Number		2017 February	2017 Actual 02/20/2017	2017 Budget	Budget Status	% of Budget
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	231.35	0.00	231.35	0.00
620-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
620-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
620-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	0.00	0.00	0.00	0.00
620-00-44210-001-000	MISC. NON-OPERATING INCOME	0.00	25.00	0.00	25.00	0.00
620-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	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
LICENSES AND PERMITS		0.00	256.35	0.00	256.35	0.00
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	345.66	345.66	0.00	345.66	0.00
620-00-46221-000-000	METERED RESIDENTIAL SEWER	62,336.49	62,049.11	0.00	62,049.11	0.00
620-00-46221-001-000	METERED MULTI FAM RES SEWER	4,539.02	4,539.02	0.00	4,539.02	0.00
620-00-46222-000-000	METERED COMMERCIAL SEWER	31,204.48	31,245.86	0.00	31,245.86	0.00
620-00-46223-000-000	METERED INDUSTRIAL SEWER	29,795.87	29,795.87	0.00	29,795.87	0.00
620-00-46224-000-000	METERED PUBLIC AUTHORITY	206.74	206.74	0.00	206.74	0.00
620-00-46226-000-000	Leachate Treatment	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
620-00-46310-000-000	PENALTIES	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
620-00-46350-000-000	MISC. OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		128,428.26	128,182.26	0.00	128,182.26	0.00
620-10-49200-000-000	TRANSFER	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
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		128,428.26	128,438.61	0.00	128,438.61	0.00

Fund: 620 - SEWER FUND

Account Number	2017 February	2017 Actual 02/20/2017	2017 Budget	Budget Status	% of Budget
620-00-59080-000-000	TAXES	0.00	0.00	0.00	0.00
620-00-59081-000-000	TAXES -FICA	811.56	1,547.62	0.00	-1,547.62
620-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00
620-00-59313-000-000	COLLECTING MAINS & ACCESSORIES	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
620-00-59403-000-000	DEPRECIATION	32,237.48	32,237.48	0.00	-32,237.48
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	0.00	0.00
620-00-59431-000-000	INTEREST ON DEBT	42,121.92	42,121.92	0.00	-42,121.92
620-00-59432-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00
620-00-59820-000-000	OPERATION SUPERVISION & LABOR	9,576.09	14,715.78	0.00	-14,715.78
620-00-59821-000-000	POWER & FUEL FOR PUMPING	5,854.11	5,854.11	0.00	-5,854.11
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	0.00	0.00	0.00	0.00
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	153.48	376.42	0.00	-376.42
620-00-59828-000-000	OPERATION-TRANSPORTATION	215.99	237.97	0.00	-237.97
620-00-59831-000-000	MAINT SEWAGE COLLECTIONS	444.61	534.49	0.00	-534.49
620-00-59832-000-000	MAINT COLLECTION SYSTEM PUMP	334.38	4,234.38	0.00	-4,234.38
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	1,531.71	3,981.60	0.00	-3,981.60
620-00-59833-001-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	0.00	0.00	0.00
620-00-59834-000-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00
620-00-59834-001-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00
620-00-59835-000-000	MAINT OF METERS	568.45	658.25	0.00	-658.25
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,799.83	5,501.21	0.00	-5,501.21
620-00-59842-000-000	METER READING	660.72	1,052.33	0.00	-1,052.33
620-00-59850-000-000	ADMIN & GENERAL SALARIES	0.00	144.00	0.00	-144.00
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	304.16	700.33	0.00	-700.33
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	368.06	1,143.06	0.00	-1,143.06
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	95.00	119.27	0.00	-119.27
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	0.00	0.00	0.00
620-00-59853-000-000	INSURANCE EXPENSE	0.00	1,039.03	0.00	-1,039.03
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	772.95	11,414.50	0.00	-11,414.50
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	0.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	252.04	551.04	0.00	-551.04
=====					
OTHER FINANCING USES	99,102.54	128,164.79	0.00	-128,164.79	0.00
=====					
Total Expenses	99,102.54	128,164.79	0.00	-128,164.79	0.00
=====					
Net Totals	29,325.72	273.82	0.00	-273.82	0.00



CITY OF TOMAHAWK



MUNICIPAL
WATER DEPT.

102 Water Works Rd.

6'-0"

2'-3"

4'-0"



CITY OF TOMAHAWK

MUNICIPAL GARAGE

415 W. SPIRIT

*SEE QUOTE #473

② SINGLE SIDED ALUMINUM
NTS

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CITY OF TOMAHAWK

WATER /SEWER MAIN REPAIR

PURPOSE:

This Standard Operating Guideline (SOG) was developed to assist in training new employees and to refresh current employees of the City of Tomahawk on the physical and technical aspects of repairing water mains in a safe, time and efficient manner in order to minimize the disruption of service to the customer. The SOG will cover pre-repair, repair and post repair on public water mains 3" to 16" in diameter.

GUIDELINE OVERVIEW:

- When the call comes in that water is bubbling up in the road, it must be verified by visual inspection. After verification has been made, specific location information must be taken and written down so that Diggers **Hotline** will have the correct information and instructions for the underground locates for: Sewer, Storm Sewer, Gas, Telephone, Electric, Cable, etc..
- Determine what type of traffic **control** you will need to reduce the possibility of property damage. Most of the time, a couple of barricade flashers taken along when you verify will do.
- Return to the shop to begin making phone calls. The first call should be to the Director of Public Works. If no contact the second call should be to the Water Dept. Leadperson, if no contact can be made to these two, decisions will have to be made based on what was observed during the verification process. Also make a phone call to the Tomahawk Police Dept. and WJJQ. The decision to dig or not after regular hours and weekends will be based on these criteria: traffic conditions, damage to property, icing problems, and the effect of service disruption to schools, business, etc.

- A distribution system map is available at the Water Dept. shop. Use this map to determine which valves will be closed in order to isolate the water main break. Diggers Hotline should be called to request an emergency locate. It is at this time that you will need the information and instructions that were written down during the verification. Write down the ticket number, date, time the call was made and the start time that will be on the ticket. Also determine if any other permits or authorizations that may be needed before work can begin.
- Start calling a crew together. The size of the crew is determined by many different situations (3 to 4 is a general rule). 4 during regular working hours, 3 after regular working hours, weekends, and holidays, 6 on streets that need extensive traffic control as examples. Availability will determine the ability to dig and make the repair.
- While you are waiting for crew members to arrive, make a call to your contractor about the availability of an excavator if needed. Arnott Enterprises (Brian 715-612-4478) or Schoone Construction (715-966-0424) are the two contractors that will be used. Whoever is available the quickest will be used.
- When the first crew member arrives they should begin throttling the valves. Make sure you have the proper attire and safety gear you need. Also make sure you know what valves you will need to turn to properly throttle the valves. Take the locator along to locate the water main and any services that might be close to the repair. By the time the valves are throttled and the main is located, the crew should be assembled at the shop.
- A Competent Person is designated and the rest of the duties are distributed according to experience and training. Before breaking up the road surface, you must take pictures of the area that is to be excavated as a record of what is marked or painted on the road surface.

- Notify customers in the affected area that their water will be off for a period of time. The period of time is determined by best estimating based on many different factors like depth of frost, other utilities in the way, etc.. Always leave a little cushion in the amount of time.
- Begin breaking up the road surface so that it can be removed for recycling. This material should be loaded onto the single axle dump truck and hauled to the city pit. When breaking up the road surface, always be aware of where the underground utilities are and make sure the area is large enough to fit a trench box. As you begin to excavate you will have to hand dig for the underground utilities that are within the perimeter of the excavation.
- Tools and materials can be readied at this time. As you near the water main, it may be necessary to give hand signals to the excavator operator. These signals must be known prior to excavation. When enough material has been excavated to fit the trench box properly, place the trench box in slowly so no other damage is done to the water main or utilities.
- Place the ladder in a location that is convenient for hand digging around the water main to expose the leak. It may be necessary to work from the ladder to keep your feet free. The single axle should have #1 stone loaded on in it. Use some of the stone to stabilize your footing and to make a sump for the pump hose in a corner away from the leak. Place the pump far enough away to keep the discharge from returning to excavation, (a discharge hose may be necessary).
- Once the leak is exposed and there is enough room to fit a stainless steel repair clamp you will want to scrap and file the water main so that the repair clamp will seal properly. The condition of the surface on the water main will determine the length of the clamp. The clamp should be tightened evenly so that it will seal properly over the leak.

Using the excavator , bucket some # 1 stone over the water main to about level with the water main. Using a pointed shovel, bed the water main where it was cleaned 360 degrees to repair the water main. Finish with the #1 stone until there is about 1 to 2 feet over the water main.

A frost blanket, or bales of straw or hay should be used as insulation, 2” foam insulation may be used as well. At this time dry material will be added until the excavation is filled.

- When the cold patch is put on top of the fill material make sure it is raked level and that it is 1 inch above the existing asphalt to allow for compaction when rolling the cold patch with the 1 ton dump truck. After the cold patch is rolled, any soft spots will have to be barricaded until these areas firm up.

Now that the repair has been completed, the barricades and the advance warning signs can be picked up and all equipment returned to the shop to be cleaned.

EQUIPMENT LIST

Water Dept. pick up truck

Excavator

Frost breaker

Tandem Axle Dump Truck

Single Axle Dump Truck

Trench box

1 Ton Dump Truck

Service Truck with Valve Turning Machine

TOOL LIST

Two-Way Radios

System Map

Cell Phone

Flasher Barricades

Advance Warning Signs

Cones

Disruption Notices

Digital Camera

Pump

Suction Hose

Discharge Hose

Pipe Scraper

File

Cordless Impact Wrench

Long Handled Ratchet $\frac{1}{2}$ " Drive

1 $\frac{1}{16}$ " Deep Well Socket, $\frac{1}{2}$ " Drive

Ladder

Probe

Shovels (Flat and Pointed)

Propane Torch

Spray Paint

Electric Grinder

Extension Cord

Rakes

Rags

Pick-Axe

Valve Box Pins

Valve Wrench

PARTS LIST

Stainless Steel Repair Clamp

MATERIAL LIST

#1 Washed Stone

Fill Material

Slurry

Cold Patch

Road Gravel (when needed)