

Tuesday, March 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. February 28, 2017
- D. **CHECKS** – 16360 – 16401 and manual Checks 8809501 – 8809505 and 8809513 – 8809517 in the amount of \$130,158.11
- E. **FINANCIAL REPORT** – March 20, 2017
- F. **NEW BUSINESS**
 - a. 2017 Waste Water Budget
- G. **OLD BUSINESS**
 - a. Swan Avenue Water Lateral Brake
 - b. Water Projects
 - i. Well House No 4 and No 5 Rehab
 - c. Water/Sewer Main Repair Policy
- H. **DIRECTOR’S REPORT**
- I. **NEXT MEETING DATE(S)** – April 25, 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 **MINUTES OF THE**
2 **WATER AND SEWER UTILITY COMMISSION**
3 **City of Tomahawk**
4 **City Council Chambers**
5 **February 28, 2017**
6

7 CALL TO HETZEL called the meeting of the Water and Sewer Utility Commission to order at
8 ORDER 5:00PM.

9
10 ROLL CALL Members present were Scott Borchardt, Bruce Hetzel, Allen Leitz, Dale Arthur and Bill
11 Paulson.

12
13 Also present was Interim Director of Public Works John Cole, Clerk-Treasurer Amanda
14 Bartz and Deputy Clerk-Treasurer Loretta Wanta.

15
16 PUBLIC Rose Swan from 1228 Swan Avenue asked the Commission if there was any possibility
17 COMMENTS that the Water and Sewer Utility would be able to help with the cost of the repairs to
18 the water lateral to her property.

19
20 Hetzel suggested that the Swan Avenue Lateral repair be put on next month's agenda
21 and to have Rose Swan bring copies of the bills, so that the Commission could look them
22 over and decide at that time if any help would be possible.

23
24 MINUTES LEITZ MOVED to approve the January 31, 2017 minutes and BORCHARDT seconded.
25 The VOTE was unanimous.

26
27 CHECKS The Commission reviewed and discussed the checks as presented.

28
29 HETZEL questioned whether there was a bid process for chemicals, COLE explained that
30 there is not a bid process, but that the department regularly checks and compares
31 prices.

32
33 BORCHARDT MOVED to approve checks 16305 – 16359 in the amount of \$643,371.14
34 and ARTHUR seconded. The VOTE was unanimous.

35
36 FINANCIAL BORCHARDT MOVED to approve the Financial Report as presented and PAULSON
37 REPORT seconded. The VOTE was unanimous.
38

1 NEW
2 BUSINESS

1.) Frost Tooth for the Mini-Excavator

3 COLE stated that Fabtec out of Madison has a frost tooth for the Mini Excavator
4 available now at the cost of \$850.00. BORCHARDT asked if the cost could be split three
5 ways between the departments.

6
7 CLERK BARTZ suggested this purchase be put in the 2018 Budget as the frost tooth was
8 not in the 2017 Budget. HETZEL agreed that the frost tooth should be put in the 2018
9 Budget unless an item in the 2017 Budget cost is lower than expected.

10
11 **2.) Sign for the Water Department (Water Park)**

12
13 COLE explained that the current sign at the Water Department is ready to fall over and
14 the sign itself states that it is the City's source of water supply. COLE stated that the old
15 sign will be taken down in the spring and an estimated cost for a new sign is \$550.00.

16
17 LEITZ asked if the sign could be taken down but not replaced. Jeff Kahle suggested that
18 a gate be put up at the entrance to the Water Park. CLERK BARTZ stated that if a gate
19 was put up, the Parks Committee would have to approve the closing of the park first.

20
21 HETZEL stated to put this item back on the agenda for next month, after the Parks
22 Committee has decided on the closing of the Water Park.

23
24 **3.) 2017 Waste Water Budget**

25
26 CLERK BARTZ stated that she will have the proposed 2017 Waste Water Budget for the
27 next meeting. BORCHARDT asked if the Commission could receive a copy in advance of
28 the meeting, so they would have time to review the Budget.

29
30 OLD
31 BUSINESS

1.) Water Projects

32 **Well House No. 4 and No. 5 Rehab**

33
34 CLERK BARTZ stated that she is working with Mark Barden, Town & Country Engineering
35 and the Wisconsin Department of Natural Resources at this time.

36
37 CLERK BARTZ reported that Schenck Business Solutions will be starting a water rate
38 Increase study in early August and should complete the study in early 2018.

39
40 **Highway 86 Water Main Repair**

41
42 COLE stated that the repair work for sink hole on the corner of Highway 86 has been
43 Completed but the pavement had to cut out during the repair and will be repaired in the
44 Spring. The cost of the repair will be charged back to Superior Water and Sewer.

1
2 **2.) Water Main Repair Policy**
3

4 COLE stated he had made a few changes to the policy. HETZEL stated that in the first
5 paragraph it should be specified what information should be taken down, so that in an
6 emergency Diggers Hotline will get the correct information.
7

8 CLERK BARTZ suggested that a separate section be written for sewer mains, as the
9 current policy says Water/Sewer Main Repair but only refers to water mains.
10

11 CLERK BARTZ will have a revised policy for next month's meeting.
12

13 DIRECTOR'S COLE reported there will be water and sewer work on Hometown Drive and that the
14 REPORT road will have to be opened. CLERK BARTZ explained that these costs will be a TIF
15 expense.
16

17 BORCHARDT asked if there was anything new to report on the cell tower lease, COLE
18 stated that he has not heard from the cell phone company.
19

20 NEXT The Water and Sewer Utility Commission will meet on March 28, 2017 at 5:00PM at
21 MEETING City Hall in the Council Chambers.
22

23 ADJOURN LEITZ MOVED to adjourn the meeting of the Water and Sewer Utility Commission and
24 PAULSON seconded. The VOTE was unanimous. The meeting was adjourned at
25 5:48PM.
26

27 Approved: Draft

28 _____
Clerk-Treasurer, Amanda L. Bartz, CMC

City of Tomahawk

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

March 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 February 21, 2017	\$	10,144.49
Credits- Cash Receipts/Transfers	\$	179,198.41
Debits - Checks	\$	(130,158.11)
Total Treasurer's Cash March 20, 2017	\$	59,184.79
1st Merit Saving Account	\$	55,808.08
State Local Government Investment Pool	\$	196,452.42
Total Cash Available	\$	311,445.29

Fund Balances:

Equipment Replacement Fund	\$	336,148.30
Clean Water Debt Fund	\$	178,903.91

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	\$	52,122.87
Due to General Fund from Sewer	\$	37,128.35

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 :

\$ 130,158.11

Fund: 620 - SEWER FUND

Account Number		2017 March	2017 Actual 03/20/2017	2017 Budget	Budget Status	% of Budget
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	460.19	0.00	460.19	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	485.19	0.00	485.19	0.00
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	0.00	345.66	0.00	345.66	0.00
620-00-46221-000-000	METERED RESIDENTIAL SEWER	47,837.16	109,886.27	0.00	109,886.27	0.00
620-00-46221-001-000	METERED MULTI FAM RES SEWER	206.74	4,745.76	0.00	4,745.76	0.00
620-00-46222-000-000	METERED COMMERCIAL SEWER	16,886.94	48,132.80	0.00	48,132.80	0.00
620-00-46223-000-000	METERED INDUSTRIAL SEWER	24,833.05	54,628.92	0.00	54,628.92	0.00
620-00-46224-000-000	METERED PUBLIC AUTHORITY	3,987.20	4,193.94	0.00	4,193.94	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		93,751.09	221,933.35	0.00	221,933.35	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		93,751.09	222,418.54	0.00	222,418.54	0.00

Fund: 620 - SEWER FUND

Account Number	2017 March	2017 Actual 03/20/2017	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	812.55	2,360.17	0.00	-2,360.17
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	16,118.74	48,356.22	0.00	-48,356.22
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	0.00	0.00
620-00-59431-000-000	INTEREST ON DEBT	0.00	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	10,303.91	25,019.69	0.00	-25,019.69
620-00-59821-000-000	POWER & FUEL FOR PUMPING	5,655.13	11,509.24	0.00	-11,509.24
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	2,114.16	2,114.16	0.00	-2,114.16
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	265.67	642.09	0.00	-642.09
620-00-59828-000-000	OPERATION-TRANSPORTATION	196.40	434.37	0.00	-434.37
620-00-59831-000-000	MAINT SEWAGE COLLECTIONS	71.15	605.64	0.00	-605.64
620-00-59832-000-000	MAINT COLLECTION SYSTEM PUMP	2,828.43	7,062.81	0.00	-7,062.81
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	2,219.84	6,201.44	0.00	-6,201.44
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	415.32	1,073.57	0.00	-1,073.57
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,808.02	8,309.23	0.00	-8,309.23
620-00-59842-000-000	METER READING	480.55	1,532.88	0.00	-1,532.88
620-00-59850-000-000	ADMIN & GENERAL SALARIES	0.00	144.00	0.00	-144.00
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	653.76	1,354.09	0.00	-1,354.09
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	1,755.00	3,016.72	0.00	-3,016.72
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	300.00	419.27	0.00	-419.27
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	0.00	0.00	0.00
620-00-59853-000-000	INSURANCE EXPENSE	1,039.03	2,078.06	0.00	-2,078.06
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	6,339.63	23,319.37	0.00	-23,319.37
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	0.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	257.64	808.68	0.00	-808.68
=====					
OTHER FINANCING USES	54,634.93	188,483.62	0.00	-188,483.62	0.00
=====					
Total Expenses	54,634.93	188,483.62	0.00	-188,483.62	0.00
=====					
Net Totals	39,116.16	33,934.92	0.00	-33,934.92	0.00

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

2017 SEWER BUDGET

Account Description	2017 Proposed	As of	2016 Actual	2015 Actual	2014 Actual	2013 Actual
	Budget	03/10/17	(non-audited)			
INTEREST AND DIVIDEND INTEREST	1,000.00	460.19	2,132.28	644.42	213.73	400.46
INTEREST SPECIAL ASSESSMENTS	520.42	-	346.46	116.90	645.56	774.68
MISC. NON-OPERATING INCOME	-	-	4,191.13	362,640.47	1,902.29	2,634.43
MISC. NON-OPERATING INCOME	-	25.00	7,277.25	2,704.00	2,596.95	-
AMORTIZATION OF DEBT PREMIUM	-	-	-	-	1,268.00	1,268.00
FLAT RESIDENTIAL SEWER	1,100.00	345.66	1,555.47	1,313.50	1,106.08	1,106.08
METERED RESIDENTIAL SEWER	550,000.00	110,494.44	639,205.35	533,660.87	436,314.56	448,287.75
METERED MULTI FAM RES SEWER	25,000.00	4,745.76	31,839.07	24,949.99	14,017.37	-
METERED COMMERCIAL SEWER	275,000.00	48,132.80	329,493.76	267,509.14	223,768.07	255,673.78
METERED INDUSTRIAL SEWER	140,000.00	54,628.92	199,426.87	107,012.89	103,977.92	117,423.50
METERED PUBLIC AUTHORITY	40,000.00	4,193.94	46,721.85	41,797.44	34,505.73	33,807.82
MISC. OPERATING REVENUE	-	-	-	-	350.00	377.00
TOTAL SEWER REVENUES	1,032,620.42	223,026.71	1,262,189.49	1,342,349.62	820,666.26	861,753.50
TAXES	14,962.35	1,945.10	11,312.26	2,365.00	1,791.00	1,748.00
TAXES -FICA	-	-	-	11,401.13	12,688.33	13,264.41
INTERFUND TRANSFER	336,341.76	-	-	-	644.64	504.37
PRINCIPAL ON DEBT	155,265.88	42,121.92	159,294.30	129,241.92	96,247.78	102,442.42
OPERATION SUPERVISION & LABOR	158,614.20	19,800.18	137,370.31	145,380.02	133,456.32	150,246.78
POWER & FUEL FOR PUMPING	65,000.00	6,171.96	62,051.81	72,316.01	77,144.46	70,253.53
SLUDGE CONDITIONING CHEMICALS	6,500.00	-	6,102.17	7,182.06	6,084.10	7,057.74
OTHER OPERATING SUPPLIES	5,500.00	376.42	4,901.50	6,374.40	16,843.86	16,165.34
OPERATION-TRANSPORTATION	12,500.00	237.97	21,518.30	2,790.97	960.13	1,665.73
MAINT SEWAGE COLLECTIONS	500.00	534.49	4,551.73	2,768.20	6,811.51	26,619.61
MAINT COLLECTION SYSTEM PUMP	20,000.00	4,314.82	12,833.56	19,170.50	5,639.93	13,918.08
MAINT TREATMENT/DISPOSAL PLANT	20,000.00	3,981.60	20,620.15	11,882.95	9,377.11	10,452.61
PLANT UPGRADE	-	-	4,856.28	-	-	-
MAINT GENERAL PLANT STRUCTURE	9,000.00	-	47,753.31	-	9,047.80	1,887.98
MAINT OF METERS	7,398.00	947.77	4,371.83	4,807.94	4,123.05	5,600.48
BILLING, COLLECTING & ACCTG	34,000.00	5,607.85	33,667.36	33,881.78	33,862.60	33,757.16
METER READING	10,727.10	1,127.81	7,664.90	4,750.80	9,512.92	16,756.87
ADMIN & GENERAL SALARIES	13,915.00	144.00	918.00	1,254.07	385.96	584.65
OFFICE SUPPLIES & EXPENSES	10,000.00	700.33	8,313.04	9,360.32	11,669.71	10,243.40
OUTSIDE SERVICES EMPLOYED	5,000.00	1,261.72	64,882.30	38,100.22	22,281.20	53,976.24
OUTSD SERV.-TEST/SLUDGE HAUL	60,000.00	119.27	66,751.18	55,646.69	19,421.85	-
INSURANCE EXPENSE	7,500.00	1,039.03	7,848.35	3,841.50	2,446.11	16,020.93
EMPLOYEE PENSIONS & BENEFITS	66,726.06	17,351.87	67,687.67	46,043.19	61,296.02	61,066.64
REGULATORY COMMISSION	-	-	-	-	-	-
MISC. GENERAL EXPENSE	5,000.00	551.04	4,048.05	8,538.96	12,084.34	11,532.21
TOTAL SEWER EXPENSES	1,024,450.35	108,335.15	759,318.36	617,098.63	553,820.73	625,765.18
NET TOTALS	8,170.07	114,691.56	502,871.13	725,250.99	266,845.53	235,988.32

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.

620-00-44210-000-000 **MISCELLANEOUS NON-OPERATING INCOME**
Fees charged to septic haulers to dump at the waste water treatment plant and other miscellaneous income.

620-00-44210-001-000 **MISCELLANEOUS NON-OPERATING INCOME – DUMPING FEES**
Daily and annual fees for dumping station at the City Garage.

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.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

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 2017 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 payments for:

S. Tomahawk Reconstruct	13,425.00
River Crossing/N 4 th St (North of Bridge)	195,000.00
<u>Clean Water Fund</u>	<u>126,894.63</u>
Total	\$336,341.76

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

Interest payments for:

S. Tomahawk Reconstruct	1,223.89
River Crossing/N 4 th St (North of Bridge)	80,737.51
<u>Clean Water Fund</u>	<u>73,304.48</u>
Total	\$155,265.88

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. 5000 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.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

620-00-59828-000-000 TRANSPORTATION EXPENSES

Materials used, and expenses incurred in the operation and maintenance of general transportation equipment of the utility. This includes \$7,526 for a Level winder, 3000 PSI Wash-down Gun and Bulldog Anti-blast for the vac-con.

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

Cost of labor employed (200 hours), materials used, and expenses incurred in repairing and maintaining the sewer collection system of mains and laterals.

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

Materials used, and expenses incurred in repairing and maintaining the sewer collection system pumping station. This includes \$13,605 for pump replacement at the Veterans Memorial Park lift station and \$5,000 for repairs a replacement of the header rails at the DNR lift station.

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

Materials used, and expenses incurred in repairing and maintaining treatment and disposal plant equipment. This includes \$10,000 for digester mixing pump and \$5,000 for drive gear inspection for 1 and 2 clarifiers.

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

Materials used, and expenses incurred in repairing and maintaining general plant buildings and equipment in operating condition. (Lawn mower \$6,000 for automatic gate openers and \$3,000 for a grit pad pump)

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

Cost of labor employed (300 hours), materials used, and expenses incurred in repairing and maintaining the meters.

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 435 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.

TOMAHAWK MUNICIPAL SEWER UTILITY

Budget Narrative

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.

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

Fees and expensed for the testing and hauling of sludge.

620-00-59853-000-000 INSURANCE EXPENSE

Cost of insurance. This includes Worker's Compensation Insurance and "No Fault Sewer Backup" 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.

City of Tomahawk, Wisconsin
Capital Improvement Plan
 2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Sewer Fund								
Vac-Con Add-Ons	WW-17-001	1	7,526					7,526
Memorial Park Lift Station	WW-17-002	1	13,605					13,605
WWTP Gate Openers	WW-17-003	1	6,000					6,000
Digester Mixing Pump	WW-17-004	1	10,000					10,000
DNR Lift Station	WW-17-005	1	5,000					5,000
1 and 2 Clarifiers	WW-17-006	1	5,000					5,000
Grit Pad Pump	WW-17-007	1	3,000					3,000
Sewer Fund Total			50,131					50,131
GRAND TOTAL			50,131					50,131

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 *thru* 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life
 Category Equipment: Miscellaneous
 Priority 1 Critical

Project # WW-17-001
 Project Name Vac-Con Add-Ons

Description Total Project Cost: \$7,526
 Vac-Con Auto Levelwinder
 3000 PSI Washdown Gun
 Bulldog Antiblast (Designed specifically to prevent blowing toilets during maintenance of the collection system)

Justification

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	7,526					7,526
Total	7,526					7,526

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	7,526					7,526
Total	7,526					7,526

Budget Impact/Other

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-002
 Project Name Memorial Park Lift Station

Description Total Project Cost: \$13,605
 Pump replacement (L.W. Allen Fairbanks Pump)

Justification
 This is the main lift station for the waste water utility. Current pumps are undersized and failing. Pumps have been rebuilt in the past.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	13,605					13,605
Total	13,605					13,605

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	13,605					13,605
Total	13,605					13,605

Budget Impact/Other
 620-00-59832-000-000 Maint Collection System Pump

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 *thru* 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Improvement
 Useful Life 10 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-003
 Project Name WWTP Gate Openers

Description Total Project Cost: \$6,000
 Two Liftmaster gate openers to be installed by WWTP Staff.

Justification
 Currently the gates do not have auto-gate openers.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	6,000					6,000
Total	6,000					6,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	6,000					6,000
Total	6,000					6,000

Budget Impact/Other
 620-00-59834-000-000 Maintenance General Plant Structure

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-004
 Project Name Digester Mixing Pump

Description Total Project Cost: \$10,000
 Rebuild or replace vaugn mixing pump. This equipment mixed the processed sludge prior to going into storage for land application.

Justification
 Currently mixing pump is over 20 years old and has a seal leaking. Options to rebuild will be explored.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	10,000					10,000
Total	10,000					10,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	10,000					10,000
Total	10,000					10,000

Budget Impact/Other
 620-000-59833-000-000 Maintenance Treatment/Disposal Plant

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 15 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-005
 Project Name DNR Lift Station

Description Total Project Cost: \$5,000
 Repair lift rails and repair or replace leaking header.

Justification
 The rails that you slide the submersable pump down into the wet well is rusted and needs replacing. The header (piping) is leaking.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,000					5,000
Total	5,000					5,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	5,000					5,000
Total	5,000					5,000

Budget Impact/Other
 620-00-59832-000-000 Maint Collection System Pump

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-006
 Project Name 1 and 2 Clarifiers

Description Total Project Cost: \$5,000
 Drive gear inspection for 1 and 2 final clarifiers. Plan of repair if needed.

Justification
 Clarifiers were painted and all rubber seals replaced as part of the 2015 upgrade. Drivers were not addressed.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	5,000					5,000
Total	5,000					5,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	5,000					5,000
Total	5,000					5,000

Budget Impact/Other
 620-00-59833-000-000 Maintenance Treatment/Disposal Plant

Capital Improvement Plan
 City of Tomahawk, Wisconsin

2017 thru 2021

Department Sewer Department
 Contact Sewer Leadsperson
 Type Equipment
 Useful Life 20 years
 Category Wastewater
 Priority 1 Critical

Project # WW-17-007
 Project Name Grit Pad Pump

Description Total Project Cost: \$3,000
 Pump for the grit pad. This pumps the grit from the pad to the plant head works.

Justification
 Currently we do not have the equipment to pump the grit.

Expenditures	2017	2018	2019	2020	2021	Total
Equip/Vehicles/Furnishings	3,000					3,000
Total	3,000					3,000

Funding Sources	2017	2018	2019	2020	2021	Total
Sewer Fund	3,000					3,000
Total	3,000					3,000

Budget Impact/Other
 620-00-59834-000-000 Maintenance General Plant Structure

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 and sewer mains in a safe, timely 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 and sewer mains 3" to 16" in diameter.

GUIDELINE OVERVIEW:

- When the call comes in that water is bubbling up in the road, or that a sewer line is broken and backed up 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 including: Gas, Telephone, Electric, Cable, etc.. The department leadperson will be in charge of calling Diggers Hotline and getting the emergency locate.
- 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, Sewer, or Street Dept. Leadperson. If no contact can be made to these three, 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., Sewer Dept., and Street Dept. shop. Use these

maps to determine which valves will be closed in order to isolate the water or sewer 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 or sewer 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 or sewer 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 or sewer 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 or sewer main or utilities.
- Place the ladder in a location that is convenient for hand digging around the water or sewer 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 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 or break is exposed and there is enough room to fit a stainless steel repair clamp you will want to scrape and file the water or sewer main so that the repair clamp will seal properly. The condition of the surface on the water or sewer 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 or sewer main to about level with the water or sewer main. Using a pointed shovel, bed the water or sewer main where it was cleaned 360 degrees to repair the water or sewer 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

Waste water Dept. pick up truck

Street 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

Sewer main repair clamp

MATERIAL LIST

#1 Washed Stone

Fill Material

Slurry

Cold Patch

Road Gravel (when needed)