

Tuesday, April 14, 2015
8:00AMCity Hall, Council Chambers
23 N 2nd 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** – 1.) February 17, 2015 2.) February 24, 2015
4. **CHECKS** – 15270 – 15318 in the amount of \$98,616.73
5. **FINANCIAL REPORT** – March 2015
6. **OLD BUSINESS**
 - a. Capacity, Management, Operation and Maintenance (CMOM) Interviews
(Please bring your materials from the February 24, 2015 meeting)
 - b. Clean Water Fund Loan
 - Vacuum/Jetter Truck
 - Grit Pad
 - Excavator
7. **NEW BUSINESS**
 - a. Storm and Ground Water Being Pumped into Waste Water System
 - b. Public Service Commission of Wisconsin – Annual Report of Tomahawk Municipal Water Utility
 - c. “Functions of the Utility Commission” – Presented by Mike Tolvstad at the January 6, 2015 Board of Public Works meeting
 - d. Sludge Hauling Contact
 - e. Staff Reassignment Update
8. **DIRECTOR’S REPORT**
9. **MEETING DATES**
 - a. April 28, 2015 at 8:00AM
 - b. 2015 Meeting Date and Times
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 **February 17, 2015**
5

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

8
9 ROLL CALL Commission members present were Adam Webster, Scott Borchardt, Dale Arthur, Bill
10 Erickson and Bill Paulson. Also present was Director of Public Works Mike Tolvstad,
11 Head Waste Water Operator Dave Van De Weerd, and Clerk-Treasurer Amanda L. Bartz.

12
13 PUBLIC Dave Van De Weerd stated that he wanted to bring to the Commission’s attention how
14 COMMENTS he was treated at the last Commission meeting. ERICKSON asked if this was the
15 appropriate venue to discuss this matter. Clerk BARTZ referred Van De Weerd to the
16 Employee Handbook Grievance Policy.

17
18 CLOSED ERICKSON entertained a motion to enter into closed session pursuant to 19.85(1)(c) of
19 SESSION Wisconsin Statutes for the consideration of employment and the interview of Water
20 Operator candidates. BORCHARDT so MOVED and ARTHUR seconded.

21
22 The Commission discussed who could be present in closed session. Clerk BARTZ
23 explained that that the Commission can decide who they would like present.

24
25 The VOTE was unanimous. The Commission entered in closed session at 5:35pm.

26
27 ERICKSON entertained a motion to reconvene open session pursuant to Section 19.85(2)
28 of Wisconsin Statutes. WEBSTER so MOVED and BORCHARDT seconded. The VOTE was
29 unanimous. Open session was reconvened at 7:29PM.

30
31 ERICKSON reiterated to the Commission that the concerns that Mr. Van De Weerd had
32 brought up in public comments are an issue that should be addressed by the grievance
33 policy.

34
35 NEXT The next Water and Sewer Utility Commission meeting will be February 24, 2015 at
36 MEETING 8:00AM at City Hall.

37
38 ADJOURN ARTHUR MOVED to adjourn the meeting of the Water and Sewer Utility Commission
39 and ERICKSON seconded. The VOTE was unanimous. The meeting was adjourned at
40 7:33PM.

41
42 Approved: DRAFT _____

1 **MINUTES OF THE WATER AND SEWER UTILITY COMMISSION**
2 **City of Tomahawk**
3 **City Council Chambers**
4 **February 24, 2015**
5

6 CALL TO ERICKSON 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, Bill Erickson and Bill
10 Paulson. Absent was Adam Webster. 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 MINUTES ERICKSON MOVED to approve the February 10, 2015 minutes and ARTHUR seconded.
17 The VOTE was unanimous.

18
19 CHECKS Clerk BARTZ explained that the total amount of the checks written, \$934,600.73, was so
20 high due to the State Trust Fund loan and moving the funds to the Equipment Reserve
21 Fund and the savings account at the Local Government Investment Pool.

22
23 BORCHARDT questioned check number 15266 for a heater in the amount of \$1,364.78.
24 BONACK explained that the heater at the Veteran’s Memorial Park lift station had gone
25 out.

26
27 ERICKSON entertained a motion to approve check numbers 15225 – 15269 in the
28 amount of \$934,600.73. PAULSON so MOVED and BORCHARDT seconded. The VOTE
29 was unanimous.

30
31 FINANCIAL BORCHARDT asked how the amount of the equipment replacement fund was calculated.
32 REPORT Clerk BARTZ explained that the Department of Natural Resources calculates this number
33 based on age of equipment in the Waste Water Plant and System and any
34 added/upgraded equipment.

35
36 ARTHUR MOVED to approve the financial report and PAULSON seconded. The VOTE
37 was unanimous.

38
39 OLD **1.) Capacity, Management, Operation and Maintenance (CMOM) Interviews**

40 BUSINESS

41 TOLVSTAD stated that he came up with a scoring sheet based on his write up regarding
42 the CMOM. TOLVSTAD stated that we should be looking for a firm that will do the best
43 and who will walk the Commission through the process. He stated that he wants this to

1 be an educational tool. He also stated that a realistic five year capital plan will be
2 complied as part of the process.

3
4 ERICKSON asked if the firms had an example of a completed CMOM so that the
5 Commission can see an example of their work.

6
7 TOLVSTAD stated that he would like to give each firm 5 to 8 minutes to talk about their
8 firm and to leave 5 minutes to ask questions.

9
10 BORCHARDT asked if it was against any policy to contact communities they have worked
11 in. TOLVSTAD stated that they could.

12
13 Mayor STOCKER stated that she was surprised at the process because when the Board
14 of Public Works reviews bids they look at the lowest bidder. Clerk BARTZ stated that
15 this is not a bid process but a request for proposals.

16
17 ERICKSON stated that he had requested TOLVSTAD to be the moderator for this
18 interview process.

19
20 **MSA Professional Services**

21
22 Scott Martin provided the Commission with a handout.

23
24 Scott Martin explained to the Commission that he has lived in Tomahawk since 1992
25 and that he raised his kids in Tomahawk. He stated that he does not attend a lot of
26 Commission meetings because he does not work in the water and sewer section of the
27 firm.

28
29 Martin reviewed a list of projects that has been completed for the City of Tomahawk
30 where he was the lead engineer. He stated that he attends most of the City meetings
31 on his own time and tries to help look for opportunities for the communities.

32
33 Martin stated the CMOM will help ensure that you have a system in place that does not
34 have any overflows and it will lay out a capital plan for the future. Martin stated that a
35 lot of the things the Utility is already doing, but this will be laid out for the Department
36 of Natural Resources.

37
38 Martin stated that the CMOM must be completed by August 16, 2015. He stated that
39 they plan on coming to the Commission each month to educate them of the findings.

40
41 Martin stated that MSA is a company of 300 people with 16 offices in 4 states. He
42 stated that they have a lot of resources to call on. Martin explained that the Tomahawk

1 community is not poor and that it does not qualify for a lot of programs, however MSA
2 helped the Utility qualify for “principal forgiveness” with the Clean Water Fund Loan.

3
4 1.) Why do you feel your firm is best qualified to develop the City of Tomahawk’s CMOM
5 and to use this exercise as a training tool for the Commission and staff?
6

7 Martin stated that in the handout there is a three page list of projects completed with
8 the City of Tomahawk. He emphasized that MSA provided the GIS services and Waste
9 Water Treatment Facility upgrades. He stated that he does not know anyone else that is
10 more familiar with the collection system. He stated that MSA will be coming to the
11 Commission meetings during the upgrade and during the 7th street water main project.
12 Martin stated that ARTHUR is the only one that has been working with the City longer
13 than he has.
14

15 2.) Have you prepared CMOM’s in the past?
16

17 Martin explained that Hurley wanted to do their own CMOM but in the end MSA helped
18 them complete the report. He explained that time and resources of the staff had
19 become an issue and MSA came in to help with the completion. He stated that MSA is
20 across the entire state, and at the time the report for the Commission was put together
21 there were four completed CMOM’s, but that MSA is currently working on a lot more.
22

23 ERICKSON asked how many CMOM’s their firm will be completing, Martin stated that he
24 would estimate in the teens to twenties.
25

26 ERICKSON asked if Tomahawk was in the communities completing the CMOM early.
27 Martin stated that Tomahawk is completing in the mid to late group. BORCHARDT
28 asked when the CMOM requirement was put into place. TOLVSTAD stated that CMOM’s
29 have been around for probably 40 years for the larger plants, but that the smaller plants
30 are just now required to complete them.
31

32 3.) What is the timeline that you are proposing to accomplish this task?
33

34 Martin stated that he would estimate that it would take 2-3 months to put together an
35 outline and use the Waste Water Upgrade project time to come to Commission
36 meetings and go over the various pieces and incorporate their comments into the
37 CMOM.
38

39 4.) What do you feel are the most important issues that you believe you can help the
40 Commission understand as part of the CMOM development process?
41

42 Martin stated that it is important to go through all of the CMOM with the Commission
43 and incorporate what is important to them. He also stated that it is important to look at

1 the user rate to make sure they are where they need to be to accomplish the
2 Commissions goals. ERICKSON asked if the CMOM was a 5 year plan, TOLVSTAD stated
3 that this is rolling plan and the Commission is identifying the projects that will be
4 completed over the next 6 years, the current year and five years out.
5

6 5.) Give us an example of your approach to the training aspect of this process.
7

8 Martin used the current meeting as an example, they will sit down and talk together.
9 He stated that they can review section by section and can go as fast or as slow as the
10 Commission wants. He stated ideally, time should be set aside at each of the
11 Commission meetings for the CMOM. He stated that the important part is that we are
12 looking ahead.
13

14 6.) What information will you require from the Utility to complete the CMOM?
15

16 Martin stated that the base information is from the GIS system. He stated that they
17 have everything to start from the current projects the utility is doing.
18

19 ERICKSON asked why hiring MSA would benefit the community. Martin stated that the
20 Commission can hire someone else to do the CMOM and they will probably do a great
21 job, but after they complete the project they will be gone. He stated that MSA will
22 continue to be here in the community. He stated that is the advantage of working with
23 MSA.
24

25 BORCHARDT stated that the proposal is for \$5,000-\$10,000. Martin stated that if MSA is
26 to complete the CMOM and hand the Commission a completed document the fee would
27 be \$5,000. He stated that if MSA incorporates the Commissions thoughts then the
28 project would be completed at an hourly rate for \$10,000.
29

30 7.) Do you have any questions for the Commission?
31

32 Martin stated that he appreciates the time MSA has had to work with the community.
33 He stated that when MSA gives the City a bid for a project, they are also looking out long
34 range.
35

36 **Town and Country Engineering, Inc.** 37

38 Warren Myers gave the Commission a hand out.
39

40 Warren Myers stated that Town and Country Engineering, Inc. is a small firm of about 20
41 people. He stated that he started the company in 1981. He stated that their specialty is
42 water and waste water services. He emphasized to the commission that the community
43 would be given first class attention. Myers stated that the CMOM is a relatively new

1 report and stated that they have not done a CMOM report with any of their clients. He
2 stated that they have done almost all of Rhinelander's engineering work.

3
4 ERICKSON stated that he had worked with Town & Country Engineering on the hospital
5 project in Rhinelander.

6
7 Mark Barden stated that an office was opened in Rhinelander and he relocated there in
8 April 2014. Barden gave a brief overview of the CMOM. He stated that he views the
9 CMOM as a user's manual for the sewer system and a schedule for maintenance.

10
11 Barden explained that there are eight steps to the CMOM: goals, design and
12 performance, legal authority, operation and maintenance, emergency plan, capacity
13 assurance and annual auditing. He stated that this will help the utility have a better
14 operating system.

15
16 Barden stated that implementation of the CMOM starts out with the staff and that they
17 would not give the Commission a boiler plate CMOM. He stated that they would work
18 with staff and the Commission to develop something that will work for the community.

19
20 Barden stated that they will identify and look at all problem areas of the system and
21 develop a plan that will become the baseline. He stated that they would then bring the
22 plan to the Commission and talk about the system and how it operates and
23 maintenance procedures and standards that need to be in place. He stated that he
24 would anticipate 4-5 meetings to complete the CMOM. He also stated that he feels the
25 goals should be set last, after the system has been evaluated.

26
27 Barden stated that an emergency overflow plan will be put together at one meeting, the
28 next meeting would review maintenance issues, performance standards, quality
29 assurance and annual monitoring. He stated that an important piece of the CMOM is
30 that it is recorded on the GIS mapping. He stated that a report can be printed on all
31 maintenance and rehab or replacement that has been completed. He also stated that
32 they will be reviewing current ordinances.

33
34 Barden stated that they will be seeking to give the Commission as much information as
35 possible and get as much information as possible from the Commission. He stated that
36 all the information collected will be compiled and brought back to the Commission as a
37 final product.

38
39 1.) Why do you feel your firm is best qualified to develop the City of Tomahawk's CMOM
40 and to use this exercise as a training tool for the Commission and staff?

41
42 Barden stated that their location is a benefit. He stated that they can come to the City
43 at any time and they have a history of working with municipalities.

1
2 Myers stated that the CMOM is not rocket science and that any engineering firm is able
3 to complete the CMOM. He stated that there are three things that Town & Country do
4 better. 1. Try to communicate and take care of clients. He stated that most of their
5 clients they have had for 25-30 years. 2. Myers stated that they are heavily into GIS
6 mapping and that they can set it up so staff can update it. 3. He stated that they do all
7 cost estimates at no cost to the clients and ordinance work as part of services. He
8 stated that they do not have a promotion budget and are only promoted by the work
9 they do for their clients.

10
11 2.) Have you prepared CMOM's in the past?

12
13 Barden stated that they have not completed a CMOM because their clients have not
14 gotten to that point. ERICKSON asked how many CMOMs they would anticipate
15 completing. Myers stated that they have 30 clients and that he would guess that they
16 will be involved in all of them.

17
18 3.) What is the timeline that you are proposing to accomplish this task?

19
20 Barden stated that the process would be tailored to what the Commission wants and
21 would rely on the City to set that for them.

22
23 4.) What do you feel are the most important issues that you believe you can help the
24 Commission understand as part of the CMOM development process?

25
26 Myers stated that getting to know the system and setting goals is an important part to
27 the CMOM. He also stated setting the maintenance and budget is important. Warren
28 stated that the entire county is dealing with underground systems are aging and the
29 public does not understand the costs. He stated that the Commission will learn from
30 this and will know what the overall problems of the systems are. He stated that the City
31 of Tomahawk is not unique in this issue.

32
33 5.) Give us an example of your approach to the training aspect of this process.

34
35 Barden stated that the training would be a discussion with the Commission and Staff.
36 He stated that they want to be as detailed as the Commission wants them to be. Myers
37 stated that this is completed together with the staff.

38
39 6.) What information will you require from the Utility to complete the CMOM?

40
41 Barden stated that they would start out with capacity of the treatment plant, size of
42 mains, flow testing, identify areas that have grease problems and any other problems,
43 and review existing ordinances.

1
2 7.) Do you have any questions for the Commission?
3

4 Barden asked what the anticipation timeline is. TOLVSTAD stated that they would like
5 to see something done by the end of the year before they adopt the 2016 budget.
6

7 Myers thanked the Commission for allowing them to present their proposal.
8

9 **Central Wisconsin Engineering, Inc. (CWE, Inc.)**
10

11 Jay Knoke stated that CWE has been around for quite a while. Brad Marquardt stated
12 that they have been working with the City of Wausau on a majority of their work.
13 Marquardt stated that the CMOM is a planning tool and helps the utility get a good
14 grasp on their system. He stated that the first part will be to start gathering existing
15 information.
16

17 Marquardt stated that they will look at goals, both short term and long term,
18 department organizations, operations during and after work hours, legal authority,
19 current ordinances and checking that they are being enforced, agreements, operation
20 and maintenance, inventory, system maps and GIS mapping.
21

22 Marquardt stated that they would be looking at training for personnel, if there are
23 procedures in place for performance standards and design, document overflow
24 response, are there equipment and personnel in place, agreements in place with other
25 municipalities, capacity assurance, problem areas and looking at lift stations. He stated
26 that this is a working document and that an annual self-audit needs to be done so
27 priorities can be set for budget in the fall.
28

29 Marquardt stated that they are looking at a total of 6-8 meetings. He stated that they
30 will be getting direction from the Commission on what they want see in the report and
31 update it as needed to incorporate the Commissions comments.
32

33 1.) Why do you feel your firm is best qualified to develop the City of Tomahawk's CMOM
34 and to use this exercise as a training tool for the Commission and staff?
35

36 Knoke stated that they have a good group that has a lot of experience. Marquardt
37 stated that they have a lot of experience with the City of Wausau. He also stated that
38 they can bring in a fresh set of eyes.
39

40 2.) Have you prepared CMOM's in the past?
41

42 Knoke stated that have not done an actual CMOM. ERICKSON asked how many they
43 anticipated completing. Knoke stated that they would anticipate 6-8 municipalities.

1
2 3.) What is the timeline that you are proposing to accomplish this task?

3
4 Marquardt stated that they would expect 6-8 meetings with a deadline of August 2016.
5 He stated that it would depend on the feedback from staff and the commission.
6

7 4.) What do you feel are the most important issues that you believe you can help the
8 Commission understand as part of the CMOM development process?
9

10 Knoke stated that these systems are underground and out of mind. He stated that it is
11 important to have a full document and an understanding of the system that can
12 emphasize where the problems are.
13

14 5.) Give us an example of your approach to the training aspect of this process.
15

16 Knoke stated being able to quantify the system and operations and maintenance in a
17 document gives everyone an understanding of areas that need more work done. He
18 stated that quantifying what you have helps you know where you need to go in the
19 future.
20

21 6.) What information will you require from the Utility to complete the CMOM?
22

23 Knoke stated that they would first look at the first item in our scope of work, gathering
24 existing pertinent information.
25

26 BORCHARDT stated that they had mentioned GIS mapping in the proposal. He stated
27 that the Utility may have some of the information readily available to them and asked if
28 that would change the proposal. Knoke stated that it is all negotiable. Marquardt
29 stated that each community is very different in what they would like to see in the
30 document.
31

32 7.) Do you have any questions for the Commission?
33

34 Knoke asked how soon they anticipate a decision and stated that they are looking
35 forward to getting started.
36

37 PAULSON asked if the DNR has a form that is followed or if every community puts
38 together their own report. TOLVSTAD stated that the DNR has a template but that it is
39 not required to be followed.
40

41 BORCHARDT asked how much detail the Commission wants to put into the CMOM. He
42 stated that he personally thinks the more detailed, the better for the future. He stated
43 a new member can look at this document and see the past five years. TOLVSTAD

1 agreed, he stated that we went from a Commission with long term members to a new
2 commission and the institution memory was lost.

3
4 ARTHUR asked how long the contract would be good for when they hire a firm.
5 TOLVSTAD stated that this contract would be good until the CMOM is complete. He
6 stated that the CMOM is a living document and needs to be reviewed each year.

7
8 ERICKSON asked if the CMOM would be able to be updated annually in house,
9 TOLVSTAD stated that it would be.

10
11 BORCHARDT stated that the current GIS system should make updates relatively easy.
12 TOLVSTAD stated that in 2013, 70% of the system was cleaned and Mr. Nystrom shared
13 his 30 year knowledge with Mr. Strelow and he was able to enter that information into
14 the GIS system. TOLVSTAD stated that it is critical that GIS is updated and looked at
15 annually.

16
17 Mayor STOCKER stated that she thinks this process is interesting and it will connect a lot
18 of these little pieces are being done. TOLVSTAD stated that in the discussion of each of
19 these sections that there will be a conversation on what we have done in the past and
20 what we are planning on doing in the future. Mayor STOCKER asked if this will be put
21 into the document. TOLVSTAD it would be stated and it would help justify why we are
22 doing projects.

23
24 ERICKSON stated that it would be nice to have a document similar to this completed for
25 the water department.

26
27 TOLVSTAD cautioned the Commission on using the price as a deciding factor on the firm
28 that is chosen. He stated that there is one proposal that has all the history of the City
29 but you also have proposals from firms that can offer a new set of eyes to help avoid
30 being complacent.

31
32 BORCHARDT asked if other communities that these firms have worked with could be
33 called. Discussion followed. The Commission will bring questions at the next meeting to
34 be asked of the firms and communities they have worked with.

35
36 PAULSON had to excuse himself due to an appointment and asked to carry over items
37 6b Vacuum/Jetter Truck and 7a "Functions of the Utility Commission" – Presented by
38 Mike Tolvstad at the January 6, 2015 Board of Public Works Meeting until the next
39 meeting. PAULSON left the meeting at 9:48AM.

1 DIRECTOR'S TOLVSTAD stated that there will a preconstruction meeting for the sewer work that has
2 REPORT been contracted to Visu-Sewer on March 2, 2015 at 1:00PM for the sewer work that has
3 been contracted with Visu-Sewer. He stated that they will be talking about the process
4 and the timeline for work.
5
6 TOLVSTAD updated the Commission on the hiring of the operator for the water
7 department. He stated that the police department had completed a background check
8 and all was ok. He stated that he had also done reference checks and contacted
9 additional references. He stated that he would anticipate a start date of 2-3 weeks.
10 ERICKSON stated that we didn't address what would happen if the candidate didn't
11 accept the job offer and requested that a Commission meeting be called if that was to
12 happen.
13
14 ERICKSON asked if Bill Jelinek was back to work and TOLVSTAD stated that he came back
15 on February 23, 2015 and that he has been busy thawing water mains.
16
17 ARTHUR asked what the frost level was. TOLVSTAD stated that he had talked with Mike
18 Van De Weerd from Lincoln County and that in Stratford it was 7' deep.
19
20 TOLVSTAD reported that a water run notice has been issued for everything south of the
21 river and N 4th Street on the west side from Leather Ave to Mohawk Dr.
22
23 TOLVSTAD stated that when reviewing manpower and how to make things work at the
24 waste water plant during the upgrade, there is only one grade 4 operator. He stated
25 that he may shift some manpower around to place the grade 3 operator at the plant and
26 get him training to obtain his grade 4 operator. He stated that with the construction
27 starting it would be beneficial to have the two most experienced operators at the plant.
28
29 NEXT The next Water and Sewer Utility Commission meeting will be March 31, 2015 at
30 MEETING 8:00AM at City Hall.
31
32 ADJOURN BORCHARDT MOVED to adjourn the meeting of the Water and Sewer Utility Commission
33 and ARTHUR seconded. The VOTE was unanimous. The meeting was adjourned at
34 10:03AM.
35
36 Approved: DRAFT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15270	2/24/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	4,891.35
			Total 4,891.35
15271	2/27/2015	BELLIN HEALTH 00122 Drug Screen - 2997	
620-00-59850-000-000		ADMIN & GENERAL SALARIES 00122 Drug Screen - 2997	40.00
			Total 40.00
15272	2/27/2015	EXXON MOBIL 4502 HZE0707 42.94g Unlead	
620-00-59828-000-000		OPERATION-TRANSPORTATION 4502 HZE0707 42.94g Unlead	84.05
			Total 84.05
15273	2/27/2015	FRONTIER 715-453-2404-010165-5	
610-00-57602-000-000		S.O.S.-Misc supplis 715-453-2404-010165-5	221.15
			Total 221.15
15274	2/27/2015	O.K. PRINTING 35750 Envelopes	
610-00-57930-000-000		MISC GENERAL EXPENSE 35750 Envelopes	109.54
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 35750 Envelopes	109.54
			Total 219.08
15275	2/27/2015	WISCONSIN RURAL WATER ASSOC Membership Dues	
610-00-57602-000-000		S.O.S.-Misc supplis Membership Dues	485.00
			Total 485.00
15276	3/03/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	37.79
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	32.14
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	64.92
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	28.59
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	1,040.94
			Total
			1,204.38

15277 3/03/2015 UNITED STATES POSTAL SERVICE
Wtr Billing 1/15

610-00-57903-000-000		SUPPLIES, MERER READ, BILLING Wtr Billing 1/15	99.06
620-00-59840-000-000		BILLING, COLLECTING & ACCTG Wwtr Billing 1/15	99.06
			Total
			198.12

15278 3/06/2015 AUS APPLETON/CASPIAN MC LOCKBOX
616-7064703 Uniforms 1/29

620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7064703 Uniforms 1/29	68.43
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7074560 Uniforms 2/12	78.89
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7069669 Uniforms 2/5	84.22
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7067683 Uniforms 2/3	44.25
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7072569 Uniforms 2/10	26.95
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 616-7077443 Uniforms 2/17	44.46
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7084288 Uniforms 2/26	78.89
620-00-59827-000-000		OTHER OPERATING SUPPLIES 616-7079451 Uniforms 2/19	84.22

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total
			510.31
<hr/>			
15279	3/06/2015	BUSINESS INSURANCE GROUP 2018 Workers Compensation	
610-00-57924-000-000		PROPERTY INSURANCE 2018 Workers Compensation	841.07
620-00-59853-000-000		INSURANCE EXPENSE 2018 Workers Compensation	841.07
			Total
			1,682.14
<hr/>			
15280	3/06/2015	CITY OF TOMAHAWK 3/15 Taxes Due City	
610-00-57080-000-000		TAXES 3/15 Taxes Due City	5,507.92
610-00-57902-000-000		ACCOUNTING AND COLLECTION LABO 3/15 Wtr Administration Due City	2,077.82
620-00-59840-000-000		BILLING, COLLECTING & ACCTG 3/15 Wwtr Administration Due City	2,701.38
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 3/6 Wtr Payroll	2,569.56
620-00-15010-000-000		Due from/to General Fund 3/6 Wwtr Payroll	6,733.15
			Total
			19,589.83
<hr/>			
15281	3/06/2015	E H POOLED 114 LP Refund Overpayment on Acct 002-0558-01	
610-00-11420-000-000		Customer Accounts Receivable Refund Overpayment on Acct 002-0558-01	244.93
			Total
			244.93
<hr/>			
15282	3/06/2015	EAGLE WASTE & RECYCLING INC. 175522 Trash Service	
620-00-59856-000-000		MISC. GENERAL EXPENSE 175522 Trash Service	92.65
			Total
			92.65
<hr/>			
15283	3/06/2015	FRONTIER 262-001-8149-082896-5	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 262-001-8149-082896-5	80.25

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57602-000-000		S.O.S.-Misc supplies	30.00
		262-002-4771-082781-5	
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	133.57
		715-453-3143-010165-5	
		Total	243.82

15284 3/06/2015 JELINEK, WILLIAM
Reimburse for Safety Boots

610-00-57930-000-000		MISC GENERAL EXPENSE	100.00
		Reimburse for Safety Boots	
610-00-57930-000-000		MISC GENERAL EXPENSE	74.00
		Reimburse for CDL License	
		Total	174.00

15285 3/06/2015 MINNESOTA LIFE
2832L-G Apr Life Ins

610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS	3.62
		2832L-G Apr Life Ins	
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS	4.66
		2832L-G Apr Life Ins	
		Total	8.28

15286 3/06/2015 SHELL FLEET PLUS
0502 403923 100.7g Unlead

610-00-57933-000-000		TRANSPORTATION EXPENSE	206.83
		0502 403923 100.7g Unlead	
610-00-57933-000-000		TRANSPORTATION EXPENSE	-3.02
		Discount - Wtr Dept	
		Total	203.81

15287 3/06/2015 VANDEWEERD, DAVID
Reimburse for Mileage

620-00-59856-000-000		MISC. GENERAL EXPENSE	209.43
		Reimburse for Mileage	
		Total	209.43

15288 3/06/2015 WISCONSIN PUBLIC SERVICE
135-76 WWTP-Gen

620-00-59821-000-000		POWER & FUEL FOR PUMPING	20.87
		135-76 WWTP-Gen	

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-81 Deer Park Rd	369.89
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-57 Wwtr Plant	3,342.41
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-07 Lift Station #4	241.72
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-13 Lift Station #3	48.56
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-14 Lift Station #5	135.22
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-19 Lift Station #12	179.43
610-00-57622-000-000		FUEL/POWER FOR PUMPING 135-21 Waterworks Rd	2,121.83
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-28 Lift Station #15	88.88
610-00-57622-000-000		FUEL/POWER FOR PUMPING 135-33 Birchwood Av	140.08
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-34 Lift Station #16	129.69
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-39 Lift Station #6	31.73
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-41 Lift Station #13	120.62
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-45 Lift Station #8	130.13
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-47 Lift Station #2	832.35
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-48 Lift Station #11	175.52
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-50 Lift Station #1	820.31
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-52 Lift Station #10	222.52
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-55 Lift Station #7	113.94
Total			9,265.70

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15289	3/06/2015	WISCONSIN RURAL WATER ASSOC 1300 Annual Conference	
610-00-57602-000-000		S.O.S.-Misc supplies 1300 Annual Conference	235.00
Total			235.00
15290	3/06/2015	WISCONSIN RURAL WATER ASSOC Technical Conference - Strelow	
610-00-57602-000-000		S.O.S.-Misc supplies Technical Conference - Strelow	210.00
Total			210.00
15291	3/06/2015	WVOA VandeWeerd-Spring Biosolids Symposiun	
620-00-59856-000-000		MISC. GENERAL EXPENSE VandeWeerd-Spring Biosolids Symposiun	65.00
Total			65.00
15292	3/10/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	28.60
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	64.60
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	29.59
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	2,297.68
Total			2,420.47
15293	3/13/2015	O'REILLY AUTOMOTIVE INC 4644-125502 Oil Filter	
610-00-57602-000-000		S.O.S.-Misc supplies 4644-125502 Oil Filter	7.23
Total			7.23
15294	3/13/2015	SECURITY HEALTH PLAN Apr Health Ins Prem	
610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS Apr Health Ins Prem	3,539.88

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS Apr Health Ins Prem	3,454.58
Total			6,994.46
15295	3/13/2015	TOMAHAWK ACE HARDWARE 284047 Storage Bags, Notes	
620-00-59827-000-000		OTHER OPERATING SUPPLIES 284047 Storage Bags, Notes	13.89
620-00-59827-000-000		OTHER OPERATING SUPPLIES 284149 Paint, Velcro, Numbers	22.85
620-00-59827-000-000		OTHER OPERATING SUPPLIES 284832 Correction Tape, Staple, Tube	24.48
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 284771 Heater	33.29
610-00-57602-000-000		S.O.S.-Misc supplies 283983 Deerskin	28.79
610-00-57602-000-000		S.O.S.-Misc supplies 284010 Windshield Wash	2.99
610-00-57602-000-000		S.O.S.-Misc supplies 284132 Switch	5.39
610-00-57652-000-000		MAINT SERVICE 284829 Hoses	26.98
610-00-57652-000-000		MAINT SERVICE 284914 Hoses, Heater	36.88
610-00-57652-000-000		MAINT SERVICE 285076 Connector	4.49
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 285034 Steel, Antifreeze	52.17
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 285082 Fasteners	7.29
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 285006 Nipple, Ball	15.10
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 284953 Staple, Stapler	3.77
610-00-57602-000-000		S.O.S.-Misc supplies 285587 Shoplight	62.07
610-00-57650-000-000		MAINT DIST RESERVOIR/STANDPIPE 285562 Adapter	7.19

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57652-000-000		MAINT SERVICE 285543 Elbow, Union, Adapter	19.05
610-00-57650-000-000		MAINT DIST RESERVOIR/STANDPIPE 285346 Sleeve, Saw Hole	10.59
610-00-57602-000-000		S.O.S.-Misc supplis 285252 Waterproof Deerskin	28.79
610-00-57652-000-000		MAINT SERVICE 285352 Icemaker, Insert & Sleeve	14.91
Total			420.96

15296 3/13/2015 VERIZON WIRELESS
715-966-0464

620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-966-0464	91.69
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT 715-966-0471	110.68
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-966-0614	61.46
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-966-6816	73.78
Total			337.61

15297 3/13/2015 WISCONSIN DEPARTMENT OF NATURAL RESOURCES
Laboratory Advanced-B Strelow

620-00-59856-000-000		MISC. GENERAL EXPENSE Laboratory Advanced-B Strelow	25.00
620-00-59856-000-000		MISC. GENERAL EXPENSE Laboratory Intro-B Strelow	25.00
620-00-59856-000-000		MISC. GENERAL EXPENSE General Advanced - W Jelinek	25.00
Total			75.00

15298 3/17/2015 CITY OF TOMAHAWK SOLID WASTE FUND
REFUSE COLLECTION

610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	31.82
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	28.03

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	3,089.54
Total			3,149.39
15299	3/20/2015	BUMPER TO BUMPER TOMAHAWK 640-115457 Scrub Brush	
620-00-59827-000-000		OTHER OPERATING SUPPLIES 640-115457 Scrub Brush	10.49
Total			10.49
15300	3/20/2015	CITY OF TOMAHAWK 3/20 Wtr Payroll	
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 3/20 Wtr Payroll	3,761.23
Total			3,761.23
15301	3/20/2015	DIGGERS HOTLINE 150 2 57101 Tickets for 2/2015	
610-00-57602-000-000		S.O.S.-Misc supplies 150 2 57101 Tickets for 2/2015	13.93
Total			13.93
15302	3/20/2015	EXXON MOBIL 4503 HZE0061 46.07g Unlead	
620-00-59828-000-000		OPERATION-TRANSPORTATION 4503 HZE0061 46.07g Unlead	99.86
Total			99.86
15303	3/20/2015	GRAINGER 9676124101 Sling, Hook	
620-00-59827-000-000		OTHER OPERATING SUPPLIES 9676124101 Sling, Hook	86.85
620-00-59827-000-000		OTHER OPERATING SUPPLIES 9676124127 Socket & Wrench Set	110.40
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 9676621288 Thermocouple	67.44
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 9682472700 Relay	170.34
Total			435.03

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15304	3/20/2015	HD SUPPLY WATERWORKS, LTD D543985 Credit	
610-00-57654-000-000		MAINTENANCE OF HYDRANTS D543985 Credit	-478.00
610-00-57676-000-000		MAINT OF METERS D580098 Touchreader	439.38
610-00-57653-000-000		MAINTENANCE OF METERS d590134 Touchpad, Cable, Meter	676.25
Total			637.63
15305	3/20/2015	HYDRITE CHEMICAL CO 01783826 Caustic Soda	
610-00-57631-000-000		WATER TREATMENT -CHEMICALS 01783826 Caustic Soda	9,490.50
Total			9,490.50
15306	3/20/2015	L W ALLEN INC 098329 Pump Repair	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 098329 Pump Repair	1,800.00
Total			1,800.00
15307	3/20/2015	LAWSON PRODUCTS 9303054891 Wire Connector, Screw	
620-00-59827-000-000		OTHER OPERATING SUPPLIES 9303054891 Wire Connector, Screw	487.63
Total			487.63
15308	3/20/2015	MMG EMPLOYER SOLUTIONS 102939 Drug Screen	
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 102939 Drug Screen	53.00
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 103633 Complete Exam	138.00
Total			191.00
15309	3/20/2015	MSA PROFESSIONAL SERVICES, INC. 10 WWTF Improvments Design	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED 10 WWTF Improvments Design	14,681.50

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	1,292.00
		4 Utility Improvements	
Total			15,973.50
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15310	3/20/2015	NORTHERN LAKE SERVICE INC	
		271228 Phosphorus	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	95.00
		271228 Phosphorus	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	95.00
		270304 Phosphorus	
Total			190.00
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15311	3/20/2015	NORTHWAY COMMUNICATIONS INC.	
		1648223 Antenna Kit	
620-00-59828-000-000		OPERATION-TRANSPORTATION	725.00
		1648223 Antenna Kit	
Total			725.00
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15312	3/20/2015	NORTHWOODS LUBE & TIRE	
		64893 Motor Oil	
610-00-57933-000-000		TRANSPORTATION EXPENSE	32.49
		64893 Motor Oil	
Total			32.49
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15313	3/20/2015	OFFICE OF STATE TREASURER	
		Deposit to 835286 Sub Acct 11	
610-00-25010-000-000		Due to General Fund	5,000.00
		Deposit to 835286 Sub Acct 11	
Total			5,000.00
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15314	3/20/2015	ROBIN MYRE ELECTRICAL CONTRACTING LLC	
		21815 E Kings Rd Pump Station	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	493.00
		21815 E Kings Rd Pump Station	
Total			493.00
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15315	3/20/2015	SCHENCK BUSINESS SOLUTIONS	
		SC10057720 Audit 2014	
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST	2,900.00
		SC10057720 Audit 2014	

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Reprint Check Register - Full Report - ALL

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ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 2/21/2015 From Account:
Thru: 3/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	2,100.00
		SC10057720 Audit 2014	
		Total	5,000.00
15316	3/20/2015	TOMAHAWK LEADER INC	
		286 Water Main Projects 2/3	
610-00-57930-000-000		MISC GENERAL EXPENSE	193.80
		286 Water Main Projects 2/3	
610-00-57930-000-000		MISC GENERAL EXPENSE	1.00
		286 Affidavit Bids Water Main 2/3	
610-00-57930-000-000		MISC GENERAL EXPENSE	193.80
		286 Water Main Project 2/10	
		Total	388.60
15317	3/20/2015	USA BLUE BOOK	
		568870 Injector	
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT	383.69
		568870 Injector	
		Total	383.69
15318	3/20/2015	WISCONSIN STATE LAB OF HYGIENE	
		405155 Fluoride	
610-00-57602-000-000		S.O.S.-Misc supplies	20.00
		405155 Fluoride	
		Total	20.00
		Grand Total	98,616.73

City of Tomahawk

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

Date: March 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 (March 21, 2015)	\$	112,489.10
Credits- Cash Receipts/Transfers	\$	160,535.46
Debits - Checks 15270 - 15318	\$	(98,616.73)
Total Treasurer's Cash February 20, 2015	\$	174,407.83
1st Merit Saving Account	\$	55,629.01
State Local Government Investment Pool	\$	533,137.30
Total Cash Available	\$	763,174.14

Fund Balances:

Equipment Replacement Fund	\$	334,103.06
Clean Water Debt Fund	\$	177,815.42

Debts:

		Balance
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%	\$	143,640.00
Next Payment \$2,128.95 Date 10/1/2015		
N. 4th St Utilities/River Crossing - Matures 2028 -1.250%	\$	4,195,000.00
Next Payment \$ 61,421.88 Date 10/1/2015		
State Trust Fund - Matures March 2024 - Interest 4.00%	\$	900,000.00
Next Payment \$ 121,574.41 Date 3/15/2016		
Total Debt	\$	5,442,253.57
Due to General Fund from Water	\$	169,503.89
Due to General Fund from Sewer	\$	(34,099.21)

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 :
\$ 98,616.73

To: Utility Commission
From: Mike Tolvstad, Director of Public Works
Date: 2/17/15
Re: Vacuum/Jetter Truck

Background

In the November 25 Utility Commission packets I included some information about a vacuum/jetter truck. This type of truck has many benefits over a standard jetter. The jetter system that the city owns is trailer mounted and is pulled behind a pickup truck. This system has been common for communities our size for the past 30 years. This equipment was a leap forward in technology from the old rodding machines. The jetter consists of a hose reel, water tank and a pump. The pump is capable of producing 1,800 pounds of pressure under optimum conditions.

The jetter is used by setting up over an open manhole and running the hose up the sewer pipe to the nearest upstream manhole using water pressure. The operator will then retrieve the hose and nozzle using the hose reel. As the hose is retrieved the pump is producing a high pressure water stream that washes any solids down the pipe to the downstream manhole. If the operator is quick enough some of the solids can be captured with a clam device. The fine grit portion of the waste stream is virtually impossible to capture in this manner. The grit is made up of small pieces of pipe, gravel and other material that enters the system.

We talk about the problems with the rag that is in the system and how that plugs the lift station pumps but, the hardest thing on a pump is probably the grit that is pumped through the each consecutive pump as it passes downstream to the plant. This obviously reduces the life of the pumps. As the cleaning process works right now we hope that the rag and grit are captured in the wet wells of the lift stations and is removed we clean the wet wells once or twice a year. We know this process does not work well by the number of times we have pumps plugged with rag. The best situation would be to remove the rag and grit while it is in the sewer pipes prior to reaching a lift station. Our present cleaning equipment is not capable of doing this.

Analysis

Vacuum/jetter trucks have become popular in the past 20 years. The problem is the cost of these trucks brand new can be \$370,000. This cost is out of reach for most small municipalities. Fortunately, there is now a used truck market available to smaller communities. These trucks can run from \$90,000 to \$200,000 depending on their age, size, condition and equipment. I would not suggest purchasing a truck for less than \$110,000 as it appears from watching the market that a truck selling for less than that would be at the end of its useful life.

I spoke with Tom Fitzwilliams/MSA about the value of removing grit and rag from the system before it gets to the lift station. He was not aware of any studies about prolonging pump life or reducing system operating costs but, said that it only made sense that removing that material from the system would have a positive effect on the pumps and sewer system.

A vacuum/jetter truck was something that staff had talked about in the past. We simply did not see a way that we would be able to purchase something like this. When the bids came in for the plant and sewer project at such good pricing MSA contacted me to discuss the possibility of adding additional construction work or purchasing needed equipment. We had discussed replacing our present jetter but, decided to rebuild the pump a couple of years ago because we felt that investing in a new jetter would not gains us much in cleaning ability. This would have been a low value purchase.

Correctly equipped we could also use a vacuum/jetter as a hydro excavator. This would allow us to excavate in very tight areas where there are electric and gas lines without worrying about damaging those facilities. Hydro excavating is also becoming very popular because of the small area that needs to be disturbed compared to using an excavator.

I would also suggest installing a drainage pad to use with the vacuum/jetter to dewater the material that is collected. This reduces the weight of the material that ultimately will be hauled to the landfill.

Recommendation

The staff recommendation would be to consider replacing the existing jetter with a vacuum/jetter. It may well be another 20 years before we have another opportunity to purchase a piece of equipment like this that could have as big an impact on the maintenance of the system as a vacuum/jetter.



Change Order

No. 1

Date of Issuance: 3/23/15 Effective Date: 3/26/15

Project: WWTF Upgrade	Owner: City of Tomahawk	Owner's Contract No.:
Contract: Tomahawk Wastewater Treatment Facility Upgrade		Date of Contract: 12/30/14
Contractor: Staab Construction		Engineer's Project No.: 00046044

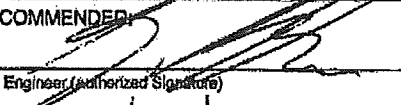
The Contract Documents are modified as follows upon execution of this Change Order:

Description:


Addition of Grit Pad

Attachments (list documents supporting change):
Staab C.O. proposal 4481-CO, Re: Grit Pad

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: <u>\$1,534,171.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days — Substantial completion (days or date): _____ — Ready for final payment (days or date): _____
Increase from previously approved Change Orders No. <u>0</u> to No. <u>0</u> <u>\$0</u>	[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____ — Substantial completion (days): _____ — Ready for final payment (days): _____
Contract Price prior to this Change Order: <u>\$1,534,171.00</u>	Contract Times prior to this Change Order: — Substantial completion (days or date): _____ — Ready for final payment (days or date): _____
Increase of this Change Order: <u>\$82,817</u>	[Increase] [Decrease] of this Change Order: — Substantial completion (days or date): _____ — Ready for final payment (days or date): _____
Contract Price Incorporating this Change Order: <u>\$1,616,788</u>	Contract Times with all approved Change Orders: — Substantial completion (days or date): _____ — Ready for final payment (days or date): _____

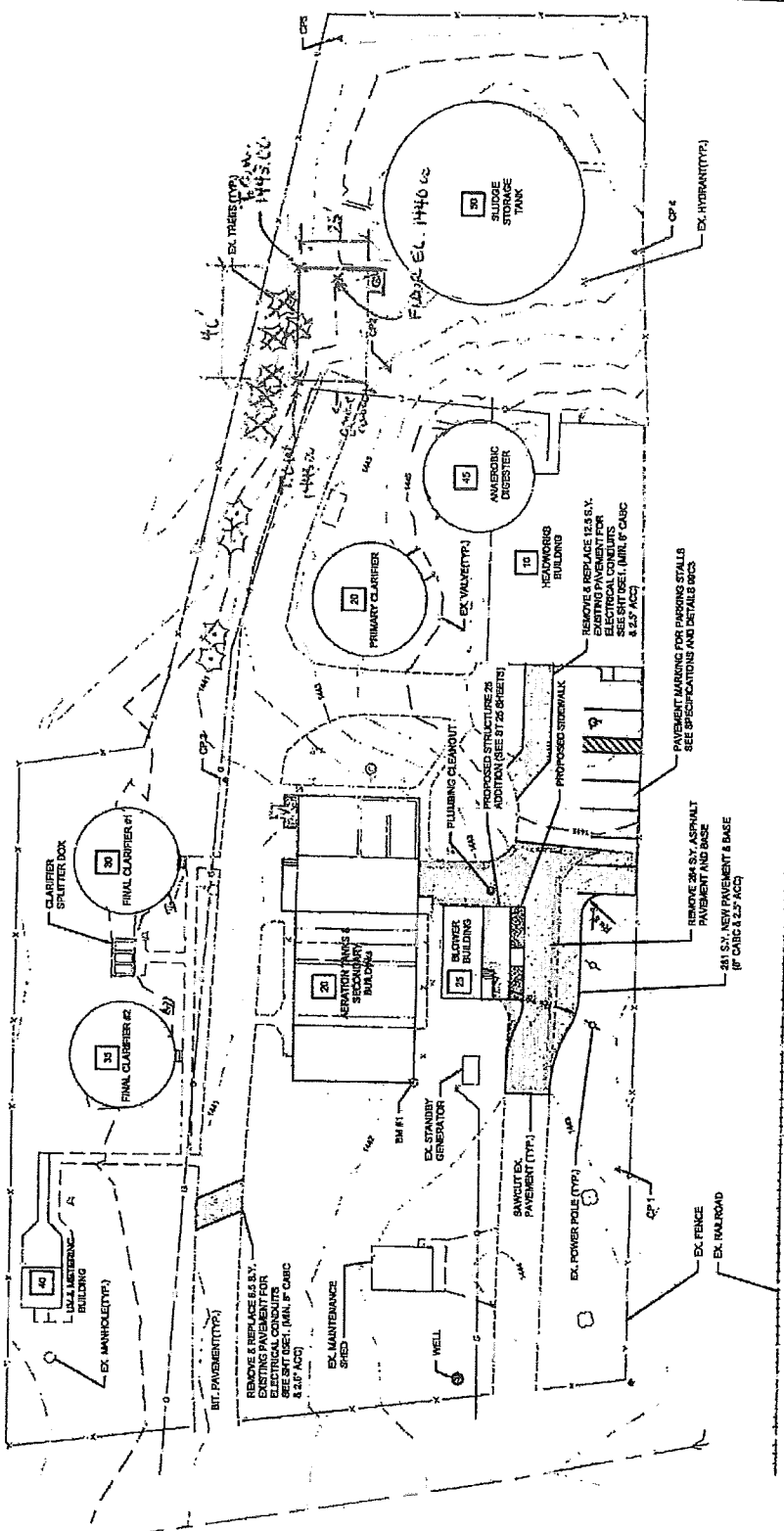
RECOMMENDED:
By: 
Engineer (Authorized Signature)
Date: 3/23/15
Approved by Funding Agency (if applicable): _____

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: 
Contractor (Authorized Signature) Kevin J. Leick,
Date: 3/24/15 Sr. Vice President
Date: _____

CONTROL POINT & BENCHMARK TABLE

NO.	TYPE	NORTHING & EASTING DESCRIPTION	ELEV.
BM 1	CHBL X	SE COR AERATION TANK #3	1442.79
CP 1	5/8" REBAR	226223.116, 384193.888	1442.03
CP 2	5/8" REBAR	226141.021, 383972.255	1442.75
CP 3	60 D NAIL	226083.118, 384003.406	1440.78
CP 4	60 D NAIL	226084.377, 384023.686	1441.21
CP 5	60 D NAIL	226254.467, 383885.123	1438.63



GENERAL NOTES

1. ALL DISTURBED TIERED AREAS SHALL BE RESTORED FOR THE SPECIFICATIONS.
2. ELEVATIONS ARE BASED ON UGSS DATUM.
3. CONSTRUCTION COORDINATES ARE PROVIDED FOR USE BY THE CONTRACTOR TO ESTABLISH CONSTRUCTION STAKES AND TO MAINTAIN THE RIGHT TO MAKE ADJUSTMENTS IN THE FIELD PRIOR TO CONTRACTOR'S LAYOUT.
4. COORDINATE SYSTEM BASED ON ENGINEER'S ESTABLISHED REFERENCE AND CONTROL FOR THE PROJECT. CONTRACTOR SHALL DETERMINE BASIS FOR THIS SYSTEM AND CONSTRUCTION COORDINATE.
5. CONTRACTOR SHALL NOT TALK OR GIVE ORAL MATERIAL ON PUBLIC OR PRIVATE STREETS AND SHALL BE RESPONSIBLE FOR IMMEDIATE ASSOCIATED CLEARANCE.
6. CONTRACTOR SHALL MAKE ADJUSTMENTS TO GRADES AND TO MAINTAIN DRAINAGE.

WWTF SITE PLAN

SCALE: 1" = 20' (HORIZONTAL)
SCALE: 1" = 8' (VERTICAL)

DATE: 05/22

MSA
MUNICIPALITY OF SEVERANCE
1000 W. WISCONSIN ST., SEVERANCE, WI 53089-1000
TEL: 262.781.1000 FAX: 262.781.1000

2015 WWTF UPGRADE
CITY OF TOMAHAWK
LINCOLN COUNTY, WISCONSIN

PROJECT NO. 00048044
DATE 05/21

WWTF SITE PLAN

NO.	REVISION	DATE	BY	CHK
1	ISSUED FOR PERMIT	05/22/18	MSA	MSA
2	REVISED FOR COMMENTS	06/01/18	MSA	MSA
3	REVISED FOR COMMENTS	06/01/18	MSA	MSA
4	REVISED FOR COMMENTS	06/01/18	MSA	MSA
5	REVISED FOR COMMENTS	06/01/18	MSA	MSA



Staab PM Change Order Estimate

GREG GUNDERSON
 M S A PROFESSIONAL SERVICES
 1230 SOUTH BLVD
 BARABOO, WI 53913-2791

File: 4481- CO
 Date: 03/17/2015
 Project: 4481- TOMAHAWK WWTF
 Re: GRIT PAD AND PIPING ADDITION

PCO: 03 PCO Item #: 1

Phase	Description	Comments	Qty	UM	Material	Indirect	Rent	Hours	Rate	Labor	Sub	Equip	Totals
1002-	Project Management / Supervision		598	CLH				44	111.82	4,920			4,920
1400-	Quality Control		4	SET		298		4	101.46	355	267		920
2050-	Demolition		1	LS	103			12	103.43	1,241	906		2,250
2222-	Structural Excavation - Entire Site		0	CCY		1,246		35	100.90	3,531			4,777
2510-	Asphalt Paving		0	SY							1,388		1,388
2605-	Manholes		1	LS	3,437			12	98.81	1,186			4,623
2690-	Pipe Excavation & Backfill - Entire Site		0	BCY	181	129		7	100.90	706			1,016
3000-	CONCRETE		51	CY	10,893	212		363	103.58	36,564			47,669
5500-	Metal Fabrications		1	LS	5,665			20	101.89	2,010			7,675
7900-	Joint Sealants		0	LF	86			2	104.98	210			296
11292-	SLIDE GATES		1	EA				9	100.80	907		1,660	2,567
	Total Cost				20,365	298	1,587	497		51,632	2,561	1,660	78,103
	Percent Margin				15.00%	15.00%					5.00%	15.00%	
	Margin				3,055	45	238				128	249	3,715
	Contract Price Sub-Total				23,420	343	1,825			51,632	2,689	1,909	81,817
1220-	BONDS												800
	Contract Price Total												82,617

To: Utility Commission
From: Mike Tolvstad, Director of Public Works
Date: 3/19/15
Re: Excavator purchase

Background

In the past the Public Works Department would purchase an excavator and charged the utilities an hourly rate when it was used for utility maintenance. This has worked well for years but, is no longer an option for the Public Works Department. Because of the property tax restraints placed on the city by the state the public works excavator was traded in on a new loader and the city has not had an excavator for more than a year.

Analysis

With the state limitations being what they are with the General Fund it is no longer possible for the General Fund to be the equipment bank for the other departments. With this in mind I would suggest that the purchase of new equipment that is used by all the departments be purchased with each department sharing in the cost. By using this process to purchase equipment we can keep our equipment current without it being a burden to one department.

In the case of the excavator we feel that we can purchase a machine that will adequately serve all the departments for \$75,000. This cost would split between wastewater, water, stormwater and streets. Each department would be responsible for 25% of the costs or \$18,750.

Recommendation

Staff recommends that the utilities share in the purchase cost of a new excavator when that purchase takes place and the wastewater share come from borrowed Clean Water Fund Program monies.

Mike Tolvstad

From: Thea Carroll <tcarroll@msa-ps.com>
Sent: Thursday, March 19, 2015 1:53 PM
To: Mike Tolvstad (dpwdirector@cityoftomahawk.com)
Cc: Tom Fitzwilliams; Greg Gunderson
Subject: Changes in Budget for CWF, Cost Increases, Etc.

Hi Mike,

I'm going to follow up with a phone call, but wanted to send you the list of the changes I have that have been made to the overall CWF budget since we set the rates.

The 25% rate increase was set anticipating **\$3,297,000** to finance.

Currently, with all the additions/subtractions listed below, the final budget shows **\$3,347,248** to finance.

This is a difference of only around \$50,000 – and I would understand the question of "how can that be, since we've **added** so much to the budget?"

What we need to remember is that we've also subtracted a lot from the budget. See the list below for the adjustments.

Changes to Budgets Since Rates Were Set

Digester-Ineligible Tank Cleaning	(\$10,585.00)
All Projects-Interest for BCPL Interim	\$12,000.00
Sewer Rehab-Amendment not needed for televising	(\$4,500.00)
All Projects-MSA Rate Study	\$5,000.00
Sewer Rehab-Cushion for unknown sewer rehab (contingency)	(\$37,230.00)
Sewer Rehab-Additional Vector Truck Amt	\$35,000.00
WWTF-Primary Pump discovered to be part of Staab's bid, not needed in Misc. anymore	(\$25,540.00)
WWTF-25% of new backhoe	\$18,738.00
All Projects-Financial Advisor Not needed (went with STF)	(\$2,000.00)
WWTF-Max amount allowed under rates for splash pad	\$60,000.00
Total	\$50,883.00

If we look at what the \$50,000 extra equates to in rates for an average user, Tom calculated that it equals about **\$1.00 more** for an average user per **year**. So, a very small amount.



Thea Carroll | Funding Specialist

MSA Professional Services, Inc.
1230 South Boulevard
Baraboo, WI 53913
(608) 355-8847

[Click Here to Subscribe to MSA's Grants and Funding Monthly Newsletter!](#)

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

1.) Function of the Utility Commission

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

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

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

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

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.

To: Utility Commission
From: Mike Tolvstad, Director of Public Works
Date: 3/26/15
Re: Sludge hauling bids

Background

We received one bid for sludge hauling from H&H Septic Services (see attached). In the past we have received multiple bids and we did have a number of other firms that contacted us about the contract but, unfortunately none of them submitted a bid.

We changed the bid structure this year to deal with wet weather conditions that have caused some concerns in the past couple of years. During the drought years ground conditions were firm enough to support the weight of the tanker trucks so they did not leave ruts in the fields. However, the past three years have been quite wet and the trucks have been leaving an unacceptable amount of ruts in the farm fields. This has caused us to lose some of the fields we have used in the past.

To deal with this issue we have now included a price category for spreading with a flotation type vehicle. This would require the hauler to haul the material to a field in a conventional truck but, then transfer it to a flotation type vehicle for spreading. This would minimize the damage to the field. It is important to us to keep the field locations we have as they are hard to come by.

Analysis

The regular hauling bid price is a competitive price that we are comfortable with. The flotation vehicle price surprised us a bit but without having experience with this process we cannot if this price is out of hand. We really have no choice but to use a flotation vehicle in some cases so we do need to address this. See Dave Van De Weerd's attached cost analysis.

Recommendation

Staff would recommend that we award the regular hauling portion of the contract to H&H for 5 years and the flotation spreading portion of the contract for 1 year or until we had a good idea what this cost would be to the utility. Another option would be to ask H&H to give us an hourly rate on the flotation vehicle separate from the hauling.

Mike Tolvstad

From: cotwwtp@frontier.com
Sent: Wednesday, March 25, 2015 1:48 PM
To: Mike Tolvstad
Subject: Sludge Hauling

To haul 800,000 gals @ .03 and land apply with a truck will cost \$ 24,000

To haul 800,000 gals @ .09 includes hauling to our fields , transferring the sludge to a flotation type vehicle and land application will cost \$ 72,000 ,an increase of \$48,000 . we are currently decanting off of storage so the overall gals might be less , but we are also full because we couldn't get on the fields last fall because of the wet conditions, that's were the flotation vehicle for spreading comes in along with concerns from farmers about the ruts that are being left by spreading with trucks .

I think without this option we will start to loose the fields we need to land apply our municipal sludge , we already lost a field last year which we hope to get back with an updated spreading program .

David Van De Weerd
Head Operator COTWWTP

Bid Form

Bidder agrees to perform all work described in the specifications for the prices listed below.

All bid items shall be filled out with unit price where indicated. Base bid will be by item quantity indicated, extended to bid. All unit price bid items shall be filled out even if zero quantities are indicated. Incomplete filling out of all bid item prices can be considered basis for bid rejection.

Bid Items	Price/Gal for 1 year contract (≈0.8MG)	Price/Gal. for 3 year contract (≈2.4MG)	Price/Gal. for 5 year contract (≈4.0MG)	
Haul 0 -15mi. (one way)	.03¢	.03¢	.03¢	3 Cents Per Gal
Haul 15 - 30mi. (one way)	.04¢	.04¢	.04¢	4 Cents Per Gal
With Flotation Vehicle	N/A	N/A	N/A	
Haul 0 -15mi. (one way)	.09¢	.09¢	.09¢	9 Cents Per Gal
Haul 15 - 30mi. (one way)	.10¢	.10¢	.10¢	10 Cents Per Gal

Contractor: H & H Septic Service LLC.

Signature: Steve Vick Date 3/12/15

Contact Information Steve Vick (owner) 715-453-3100

P.O. Box 1391

Rhineland, WI 54501

To: Utility Commission
From: Mike Tolvstad, Director of Public Works
Date: 3/2/15
RE: Staff Reassignment Update

Background

At the February 24 commission meeting I had mentioned that I was concerned that right now we have only one Grade 4 Wastewater Operator (Dave) on staff. In the past we have had 2 Grade 4's and I actually would like to see all of our operator's working towards that goal. I contacted Lisa Bushby/DNR about what position our operators are in regarding receiving their Grade 4 certification. Lisa informed me that Bill and Brandon are both Grade 2 with Bill being closer to moving up to a Grade 3 than Brandon. A lot of this has to do with Bill's experience as he has been around a lot longer.

Lisa explained that all Bill needed to do was to take the General Exam in May and the Disinfection and Lab exams later and that would make him a Grade 3. Then all he needs is some time in the plant (1,000 hours ?) to reach a Grade 4. There are also some changes coming this year and it sounds like the Grade 3 and 4 are going to simply be called Advanced Operator's. It will still require passing the same amount of exams and the same amount of experience will be needed.

Analysis

The Water and Wastewater Departments work very close together and the job description for those two positions are the same. This is very common for a community of this size. I have attached a copy of the position description for your information. I hope this makes it clear how important it is for our operators to be cross-trained in both water and wastewater.

We also need to remember that the plant will be under construction for most of this year. It would be helpful to have the two most experienced operators at the wastewater plant during that time. During the six weeks that Bill was off because of his accident Brandon did a good job filling in as the water operator. This was made all the more difficult because Brandon also had to help Dave at the wastewater plant when needed. Brandon should be able to handle the lead water operator's position as he will also have Cory helping him.

Also Brandon's wife is expecting and Brandon will probably be looking to take some Family Leave time. This would be disruptive and require moving one of the water operators to the wastewater plant during this period of time if Brandon was working at the wastewater plant. With Bill being at the plant from the start we would simply be working with one water operator for a while as we just proved we can do. At this time placing Bill at the wastewater plant seems to be the quickest way to having two Grade 4 certified operators on staff.

CERTIFIED PLANT OPERATOR

JOB SUMMARY

This position performs a variety of work associated with the operations of the water and waste water utilities and from time to time may work in other departments as needed.

DESCRIPTION OF WORK

Distinguishing Characteristics of the Class

The responsible work of this class involves performing a variety of routine, technical, and skilled tasks for the water and/or waste water utilities. The work includes monitoring utility operations, maintaining and repairing related facilities and equipment and providing customer service to utility users. The incumbent works under the general supervision of the Director of Public Works.

Examples of Work

NOTE: This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by the position.

- Operates and maintains water wells, pumps, valves, reservoirs, and towers.
- Reads pressure recorders, gauges, and charts to maintain proper water levels and pressure.
- Inspects, tests, maintains and repairs plant equipment.
- Maintains daily records and monthly reports and submits necessary information to DNR.
- Operates and maintains waste water lift stations, booster pumps, generators, and metering stations.
- Maintains and repairs components of the waste water collection system.
- Reads meters, turns on and shuts off services, and responds to customer problems or complaints.
- Assists with checking for illegal connections and the planning and execution of Clearwater elimination programs, and with system planning and engineering.
- Performs plumbing, electrical and general maintenance work.
- Provides direction and supervision of personnel assigned to utility related duties.
- Performs other duties as required.
- Keeps in good operating condition distribution and collection systems.

Working Conditions

Works in normal shop settings and under field conditions; some overtime required; subject to 24-hour emergency call-in; weekend plant checks and testing; exposure to extreme weather conditions; toxic conditions and hazardous substances; requires heavy lifting and strenuous physical activity.

REQUIREMENTS OF WORK

Knowledge of

- * Water treatment principles, practices, and techniques.
- * PSC, DNR, and EPA rules and regulations pertaining to water/wastewater quality standards and water/wastewater system operations and services.
- * Water pumping, treatment, storage and distribution systems and equipment and wastewater collection and treatment systems and equipment.

Ability to

- ◆ Detect equipment malfunctions and to repair or correct such malfunctions.
- ◆ Operate motors, pumps, gauges, and meters.
- ◆ Test and repair meters.
- ◆ Make accurate observations, record operational data, and prepare reports.
- ◆ Plan and supervise the work of others.
- ◆ Communicate effectively in oral and written form.
- ◆ Establish and maintain effective working relationships with fellow employees and the general public.

Desired Qualifications

Graduation from high school; Wisconsin certification as a Water and Wastewater Plant Operator in Training; GIS training; strong computer skills; several years of experience in water/wastewater operations or related field; possession of a valid Commercial Class B Driver's License; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

City of Tomahawk

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

2015 WATER AND SEWER UTILITY COMMISSION MEETING DATES

All regular meetings of the Water and Sewer Utility Commission are scheduled for the last Tuesdays of the month at 8:00AM. This schedule is subject to change.

April 28, 2015 at 8:00AM

May 26, 2015 at 8:00AM

June 30, 2015 at 8:00AM

July 28, 2015 at 8:00AM

August 25, 2015 at 8:00AM

September 29, 2015 at 8:00AM

October 27, 2015 at 8:00AM

November 24, 2015 at 8:00AM

December 29, 2015 at 8:00AM

It is important to let Clerk Bartz know of any meetings that you will not be attending **prior** to the meeting date so that if a quorum cannot be establish the meeting can be rescheduled.