

Tuesday, October 28, 2014  
8:00AMCity Hall, Council Chambers  
23 N 2<sup>nd</sup> Street**COMMISSION  
MEMBERS**ADAM WEBSTER  
TERM EXP. 2015SCOTT BORCHARDT  
TERM EXP. 2017DALE ARTHUR  
TERM EXP. 2019BILL ERICKSON  
TERM EXP. 2018BILL PAULSON  
TERM EXP. 2016

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

**AGENDA**

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. **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**
4. **MINUTES**
  - a. September 24, 2014
5. **CHECKS**
  - a. 15049 – 15096 in the amount of \$127,735.10
6. **FINANCIAL REPORT**
  - a. October 2014
7. **NEW BUSINESS**
  - a. Resignation – Eric Martin, Wastewater Treatment Head Operator.
  - b. Process to Fill Vacant Operator Position
  - c. Capacity, Management, Operation and Maintenance (CMOM) Contract
  - d. Department of Natural Resources – Clean Water Fund Application Received
  - e. Department of Natural Resources – Conditional Approval of Sanitary Sewer Plans
  - f. Wisconsin River – Phosphorous
8. **REPORTS**
  - a. Director’s Report
9. **NEXT MEETING**
  - a. November 25, 2014 at 8:00AM
10. **ADJOURN**

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

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

1                                   **MINUTES OF THE WATER AND SEWER UTILITY COMMISSION**  
2   **City of Tomahawk**  
3   **City Council Chambers**  
4   **October 28, 2014**  
5

6   CALL TO            ERICKSON called the meeting of the Water and Sewer Utility Commission meeting to  
7   ORDER             order at 8:02AM.  
8

9   ROLL CALL         Commission members present were Adam Webster, Dale Arthur and Bill Erickson.  
10                      Absent was Scott Borchardt and Bill Paulson. Also present was Director of Public Works  
11                      Mike Tolvstad, Public Works Superintendent Dustin Bonack and Clerk-Treasurer Amanda  
12                      L. Bartz.  
13

14   PUBLIC            There were no public comments.  
15   COMMENTS  
16

17   ELECTION OF       ARTHUR nominated ERICKSON for the position of chairperson and WEBSTER seconded.  
18   OFFICERS  
19                      ERICKSON nominated ARTHUR for the position of vice-chairperson. ARTHUR did not  
20                      accept this position and the election of vice-chairperson will be postponed until a later  
21                      meeting.  
22

23   MINUTES           ARTHUR MOVED to approve the minutes from the September 24, 2014 meeting and  
24                      WEBSTER seconded. The VOTE was unanimous.  
25

26   CHECKS            ARTHUR MOVED to approve check numbers 15049 – 15096 in the amount of  
27                      \$127,735.10 and ERICKSON seconded. The VOTE was unanimous.  
28

29   FINANCIAL         The October 2014 financial report was approved by signature of the Commission.  
30   REPORT  
31

32   NEW BUSINESS **1.) Resignation – Eric Martin, Wastewater Treatment Head Operator**  
33

34                      TOLVSTAD recommended moving Dave Vandeweerd into the position of Head Operator.  
35                      Vandeweerd stated that he has 24 years with the City and 10 of them are at the  
36                      Wastewater Treatment Plant.  
37

38                      TOLVSTAD stated Brandon Strelow asked to be move to the Wastewater Treatment  
39                      Plant. TOLVSTAD stated that he would use a member of the Public Works crew to help  
40                      in the water department until the open position is filled.  
41

42                      ERICKSON asked who would be involved in the hiring process. TOLVSTAD recommended  
43                      Bill Jelinkek, Dustin Bonack and himself.

1  
2 ARTHUR stated that we are required to have one fully licensed wastewater operator.  
3 TOLVSTAD stated that Vandeweerd is fully licensed and Strelow will be obtaining his  
4 license in the near future.  
5

6 ERICKSON MOVED to approve Dave Vandeweerd as the new Wastewater Treatment  
7 Plant Head Operator, ARTHUR seconded. The VOTE was unanimous.  
8

9 **2.) Process to Fill Vacant Operator Position**

10  
11 ERICKSON MOVED to place Brandon Strelow in the Wastewater Department as an  
12 operator and WEBSTER seconded. The VOTE was unanimous.  
13

14 ERICKSON MOVED to allow an employee from the Public Works Department to fill in  
15 until the vacancy is filled in the water department. WEBSTER seconded. The VOTE was  
16 unanimous.  
17

18 ERICKSON MOVED to authorize the posting of the vacant position in the water  
19 department and WEBSTER seconded.  
20

21 Vandeweerd requested to sit in on the interview process.  
22

23 TOLVSTAD suggested getting a member of the public works crew certified so that any  
24 future man power shortages can be covered.  
25

26 Mayor STOCKER voiced concerns with using a member of the Public Works Department  
27 and their normal duties getting completed. TOLVSTAD stated that there will be very  
28 little impact.  
29

30 ERICKSON MOVED to approve the training of a public works crewman to fill in when  
31 needed in the utilities and ARTHUR seconded. The VOTE was unanimous.  
32

33 **3.) Capacity, Management, Operation and Maintenance (CMOM) Contract**

34  
35 TOLVSTAD explained that the CMOM is an evaluation of the collection system and  
36 evaluates how we maintain that system.  
37

38 TOLVSTAD stated that we can review a section of the CMOM a month starting in  
39 January.  
40

41 ERICKSON stated that he would like to see written proposals from other firms for this  
42 contract.  
43

1 **4.) Department of Natural Resources – Clean Water Fund Application Received**

2  
3 Clerk BARTZ explained that the City has received a notice that we are in the running to  
4 receive “principal forgiveness” for our clean water projects.  
5

6 **5.) Department of Natural Resources – Conditional Approval of Sanitary Sewer Plans**

7  
8 TOLVSTAD explained that they had received approval for the Wastewater Treatment  
9 Plant upgrades.  
10

11 **6.) Wisconsin River – Phosphorous**

12  
13 TOLVSTAD stated that he had included informational items in the Commission packets  
14 regarding phosphorous and the impacts that it may have on the utility. ERICKSON asked  
15 what the upcoming impact would be on the utility. TOLVSTAD stated that we have  
16 joined two groups, Wisconsin River Dischargers Group and the Municipal Environmental  
17 Group. He stated that these groups are made up of point users.  
18

19 Bonack stated that with the preliminary numbers shows our output is within the limits.  
20

21 DIRECTOR’S TOLVSTAD updated new Commissioner WEBSTER on the development of a second  
22 REPORT water source for the utility. He explained that the City currently has two wells located  
23 right next to each other and if one becomes contaminated, they both become  
24 contaminated. He stated that the Department of Natural Resources has tasked the  
25 utility with finding a second water source away from the current source. TOLVSTAD  
26 stated that an additional water supply has been located and all the preliminary testing  
27 has been completed. He stated that the cost of development would be \$1.8 million  
28 dollars.  
29

30 NEXT MEETING The next Water and Sewer Utility Commission meeting will be on November 25, 2014 at  
31 8:00AM at City Hall.  
32

33 ADJOURN ARTHUR MOVED to adjourn the meeting and WEBSTER seconded. The VOTE was  
34 unanimous. The meeting of the Water and Sewer Commission was adjourned at  
35 9:20AM.  
36

37 Approved: November 25, 2014