

Tuesday, November 25, 2014
8:00AMCity Hall, Council Chambers
23 N 2nd 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 VICE-CHAIRPERSON**
4. **MINUTES**
 - a. October 28, 2014
5. **CHECKS – 15097 – 15136** in the amount of \$176,970.54
6. **FINANCIAL REPORT**
 - a. November 2014
7. **NEW BUSINESS**
 - a. Wastewater (Sewer) Rate Study
 - b. Mohawksin Shores Subdivision
 - c. Dump Charge for Antique Outboard Motor Show
 - d. Replacement of Sewer Jet with Vac-All/Vac-Con
 - e. 2015 Water Budget
 - f. 2015 Wastewater (Sewer) Budget
8. **OLD BUSINESS**
 - a. Vacant Operator Position – Water Department
 - b. Capacity, Management, Operation and Maintenance (CMOM)
 - c. Wastewater Project Updates
9. **DIRECTOR’S REPORTS**
10. **NEXT MEETING – November 25, 2014 at 8:00AM**
11. **ADJOURN**

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

PLEASE TURN CELL PHONES ON SILENT DURING MEETINGS

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

5
6 CALL TO ARTHUR called the meeting of the Water and Sewer Utility Commission meeting to
7 ORDER order at 8:01AM.

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

12
13 PUBLIC There were no public comments.
14 COMMENTS

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

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

21
22 CHECKS PAULSON MOVED to approve check numbers 15097 – 15136 in the amount of
23 \$176,970.54 and BORCHARDT seconded. The VOTE was unanimous.

24
25 FINANCIAL The November 2014 financial report was approved by signature of the Commission.
26 REPORT

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

29
30 TOLVSTAD reported that development of the subdivision will start in the spring of the
31 year.

32
33 **2.) Dump Charges for Antique Outboard Motor (AOMC) Show**

34
35 TOLVSTAD stated that he had received a request from the AOMC for a dumping rate at
36 the City Garage during their event.

37
38 BORCHARDT MOVED to leave the charge at \$10.00 per dump and to sell tickets at
39 registration. PAULSON seconded. The VOTE was unanimous.

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

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

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

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

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

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

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

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

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

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

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

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

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