

Wednesday, December 2, 2015  
8:00AMCity Hall, Council Chambers  
23 N 2<sup>nd</sup> Street**AGENDA****COMMISSION  
MEMBERS**ADAM WEBSTER  
VICE-CHAIRPERSON  
TERM EXP. 2020SCOTT 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**
  - a. September 29, 2015
  - b. November 4, 2015
  - c. November 9, 2015
4. **CHECKS** – 15653 – 15691 in the amount of \$214,524.77
5. **FINANCIAL REPORT** – November 20, 2015
6. **OLD BUSINESS**
  - a. Capacity, Management, Operation and Maintenance (CMOM) Report
  - b. Waste Water Projects
    - Waste Water Plant Updates
    - Collection System/Rehabilitation Updates
    - Sale of Sewer Jet
    - Controls Upgrades
    - Backhoe Purchase
    - Change Orders
7. **NEW BUSINESS**
  - a. Operator Updates
8. **DIRECTOR’S REPORT**
9. **MEETING DATES**
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   **September 29, 2015**

5  
6    CALL TO                   Chairman ERICKSON called the meeting of the Water and Sewer Utility Commission to  
7    ORDER                   order at 8:00AM.  
8  
9    ROLL CALL               Members present were Adam Webster, Dale Arthur and Bill Erickson. Absent was Scott  
10                               Borchardt and Bill Paulson. Also present was Mayor Clarann Stocker, Director of Public  
11                               Works Mike Tolvstad and Clerk-Treasurer Amanda L. Bartz.  
12  
13   PUBLIC                   There were no public comments.  
14   COMMENTS  
15  
16   MINUTES                 Clerk BARTZ reviewed typos in the August 25, 2015 minutes. She stated on page 2, line  
17                               5, it should read “Sherwin Williams”, not “Sherman Williams”, on page 2, Line 8 it should  
18                               read “under the water line” instead of “below the water line” and page 2, Line 12 should  
19                               read “skimmer arms” instead of “scraper arms”.  
20  
21                               ARTHUR MOVED to approve the August 25, 2015 minutes and WEBSTER seconded. The  
22                               VOTE was unanimous.  
23  
24                               ARTHUR asked for clarification on page 2, lines 13-15. He asked what “contractors”  
25                               were being referred to in this paragraph. TOLVSTAD stated that we have haulers that  
26                               are able to dump at the plant. The words to “dump at the plant” were added to the end  
27                               of the sentence on line 15.  
28  
29                               ERICKSON MOVED to approve the September 2, 2015 minutes and WEBSTER seconded.  
30                               The VOTE was unanimous.  
31  
32   CHECKS                 WEBSTER asked about check number 15600 for sludge hauling and if this was typical.  
33                               TOLVSTAD confirmed that it was.  
34  
35                               WEBSTER MOVED to approve 15560 – 15608 in the amount of \$1,024,354.75 and  
36                               ARTHUR seconded. The VOTE was unanimous.  
37  
38                               TOLVSTAD explained that the sludge hauling is to spread the sludge on fields. Mayor  
39                               STOCKER asked if we are allowed to spread sludge on someone’s fields. TOLVSTAD  
40                               stated that we are allowed to spread it on their farm fields.  
41

1 ARTHUR explained that it a farmer has a hay field that they want us to spread sludge on,  
2 we take samples and the soil is tested. He stated that the Department of Natural  
3 Resources signs off on the fields before we can use them. ARTHUR also explained that  
4 the sludge is sterile because it has been through the digester.

5  
6 FINANCIAL WEBSTER MOVED to approve the Financial Report as presented and ARTHUR seconded.  
7 REPORT The VOTE was unanimous.

8  
9 OLD **1.) Capacity, Management, Operation and Maintenance (CMOM) report**

10 BUSINESS

11 ERICKSON stated there is nothing new to report for the CMOM. ERICKSON asked for a  
12 “catch up” for the October meeting.

13  
14 **2.) Waste Water Projects**

15  
16 **Waste Water Plant Upgrades**

17  
18 TOLVSTAD reported they are making good progress on the Waste Water Plant upgrades.  
19 He stated the primary clarifier has been running for two months. He stated that the  
20 secondary clarifier is the blasting and painting process.

21  
22 ERICKSON questioned what percent the project is complete. TOLVSTAD stated he would  
23 guess about 85%.

24  
25 TOLVSTAD stated he was contacted by Wisconsin Public Service to change the service  
26 over in four of our lift stations and that is now in process.

27  
28 **Collection System/Rehabilitation Updates/Pipe Bursting**

29  
30 TOLVSTAD reported that the pipe bursting is completed. He explained that the pictures  
31 provided shows how close the manhole is to the house.

32  
33 TOLVSTAD explained the process of the pipe bursting and stated that it took an hour  
34 and fifteen minutes to complete 350 feet.

35  
36 ERICKSON questioned if there were other areas in the City that this method would be  
37 good for. TOLVSTAD stated that there is and during the budget process he may be  
38 asking for funding.

39  
40 Mayor STOCKER asked if this is paid for out of City funds. TOLVSTAD stated that it part  
41 of the large project and is paid for by the Clean Water Fund Loan. Mayor STOCKER  
42 asked if when people buy these houses if there are any inspections to prevent these  
43 types of circumstances. TOLVSTAD stated that a site plan should have been provided

1 when the house was construction and it wasn't noticed how close the house was from  
2 the easement.

3  
4 WEBSTER asked what percentage of the City is clay pipe. TOLVSTAD responded that it is  
5 about 50-60% of our system.

6  
7 ARTHUR questioned how long the new pipe should last. TOLVSTAD stated that it is  
8 figured to last 100 years. TOLVSTAD voiced a greater concerns it the manhole structures  
9 will last another 100 years.

#### 10 11 **Jetter/Vacuum Truck**

12  
13 TOLVSTAD reported that City crews are training on the new vac truck.

#### 14 15 **Grit Pad**

16  
17 TOLVSTAD reported that the trees have been removed, manhole set and excavation is  
18 complete at the site of the grit pad. He stated they are hoping to pour concrete this  
19 week.

#### 20 21 **Controls Upgrades**

22  
23 TOLVSTAD stated the control upgrades were was mentioned at a previous meeting; he  
24 stated the blower room has touch screen controls and he would like to put a screen in  
25 the office so that the data can be viewed in the office.

26  
27 TOLVSTAD stated there are now five lift stations that alarms are directed to the water  
28 plant. TOLVSTAD stated when an alarm goes off an employee has run to the waste  
29 water treatment plant and if the alarm isn't there then they have to run to the water  
30 department. TOLVSTAD stated that it doesn't tell you what the problem is, it simply  
31 gives a common alarm.

32  
33 TOLVSTAD stated he would like to consolidate the alarms and put in a system that can  
34 be look at on their phones and know which lift station it is, which pump it is and control  
35 it from home. TOLVSTAD stated it enables the ability to save on overtime and  
36 employees are able to stop the pump from their smart phone.

37  
38 TOLVSTAD explained that there are three different options for the control upgrades. He  
39 stated the first option is to run a cable from the lower building to plug into a computer  
40 in the upper building. He stated the second option is to upgrade the 4-5 controls at the  
41 water department. The third option is to operate the alarms from a smart phone or  
42 remotely.

1 TOLVSTAD stated we would like them to explore if there are funds available these  
2 upgrades.

3  
4 ERICKSON asked that proposals be brought back at the next meeting. He also asked if  
5 the Commission could be provided with a 12 month history on how many call-ins are  
6 completed. He also asked if an employee has to be on call, do we have to compensate  
7 them.

8  
9 Clerk BARTZ stated the handbook reads that scheduled weekend work will be paid at  
10 the overtime rate.

11  
12 ERICKSON stated that our loan for the total project is \$3,400,000 and if we end the  
13 project with unspent loan proceeds they can be put towards the first payment. Clerk  
14 BARTZ stated that you can go on the State's website and see what the loan schedule  
15 would be if it was to close today.

16  
17 ERICKSON stated that there are two options. We can purchase the control upgrades  
18 and backhoe with proceeds from the Clean Water Fund Loan which has already been  
19 figured into the wastewater rates or we can budget for these items in the future and it  
20 would probably drive a rate increase for the wastewater.

21  
22 **Backhoe Purchase**

23  
24 TOLVSTAD stated that we currently do not own a backhoe. He stated that in the past  
25 the Public Works would purchase the equipment and the other departments would pay  
26 the Public Works for time of equipment use.

27  
28 TOLVSTAD proposed to purchase a backhoe with funds from the Wastewater, Water  
29 and Public Works. He stated that the cost would be \$25,000 from each department.

30  
31 ERICKSON asked if Public Works has \$25,000 to put towards the purchase. TOLVSTAD  
32 stated that he will make the same proposal to the Board of Public Works. He stated that  
33 we now have the vac truck and a mechanical sweeper. He stated that we can now sell  
34 the Whirlwind sweeper and the proceeds can be used to purchase the backhoe.

35  
36 KAHLE stated they got rid of a backhoe because no one could run it and now we are  
37 looking at buying another one. TOLVSTAD stated we are looking at a mini backhoe  
38 versus a full size backhoe.

39  
40 Mayor STOCKER questioned what it would cost to rent a backhoe. TOLVSTAD stated it  
41 depends on the size and location and where it is rented, TOLVSTAD responded that it  
42 cost approximately \$800 - \$1000 per day.

43  
44 ERICKSON stated he would like to see a 12 month history on equipment rental.

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**Change Orders**

TOLVSTAD reported that there were no change orders to report.

NEW  
BUSINESS

**1.) 4<sup>th</sup> Street Water Main Repair**

TOLVSTAD stated that there are 12 dewatering pumps and had to add additional pumps. He stated that we are still having issues keeping the site dry. He stated that there is a 2' lateral coming off the main and we are unable to find the break.

**2.) Deer Park Road Water Service Repair**

ERICKSON stated we may have been able to fix this leak on our own as opposed to paying the rental fees.

KAHLE voiced concerns with putting our employees in a trench. He stated that they need the required training.

DIRECTOR'S  
REPORT

TOLVSTAD updated the commission on the employee on medical leave. He stated he has spoken with him and there is a possibility of needing surgery and then he would be on disability. He stated that he is speaking with Bill Bracken regarding this situation.

KAHLE asked about his probation period, TOLVSTAD stated he worked 15 weeks and when he returned he would have to complete the probation period.

NEXT  
MEETING

The Water and Sewer Utility Commission will meet on October 27, 2015 at 8:00AM at City Hall in the Council Chambers.

ADJOURN

ERICKSON MOVED to adjourn the meeting of the Water and Sewer Utility Commission and ARTHUR seconded. The VOTE was unanimous. The meeting was adjourned at 9:06AM. dddd

Approved: Draft \_\_\_\_\_

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

5  
6   CALL TO                   Chairman ERICKSON called the meeting of the Water and Sewer Utility Commission to  
7   ORDER                   order at 8:03AM.  
8  
9   ROLL CALL               Members present were Adam Webster, Scott Borchardt, Dale Arthur, and Bill Erickson.  
10                               Absent was Bill Paulson. Also present was Mayor Clarann Stocker, Director of Public  
11                               Works Mike Tolvstad, Public Works Superintendent Dustin Bonack, Clerk-Treasurer  
12                               Amanda L. Bartz and Office Assistant Brenda Crass.  
13  
14   PUBLIC                   Dale Ernst asked if the Commission to consider moving their meeting to later in the day  
15   COMMENTS               so that more public can attend.  
16  
17   MINUTES                 No minutes were provided with the packet.  
18  
19   CHECKS                  ERICKSON asked about check 15632 for \$9,675 to A-1 Excavating. He stated that he  
20                               would like to see how much the utility has spent on equipment rental over the last 12 to  
21                               15 months.  
22  
23                               TOLVSTAD stated that over the last 14 months we have spent over \$12,000 in backhoe  
24                               rentals. BONACK stated that we would not have been able to do the repairs because of  
25                               the dewatering.  
26  
27                               BORCHARDT asked what portion of the bid was dewatering, BONACK responded that  
28                               most of the bid was dewatering.  
29  
30                               WEBSTER MOVED to approve checks 15609 – 15652 in the amount of \$430,348.31 and  
31                               ARTHUR seconded. The VOTE was unanimous.  
32  
33   FINANCIAL               BORCHARDT asked why the residential water is so low for October. Clerk BARTZ  
34   REPPORT                 explained that when she prepared the report the billing for October was in progress and  
35                               not posted in the system.  
36  
37                               ARTHUR MOVED to approve the Financial Report as presented and ERICKSON seconded.  
38                               The VOTE was unanimous.  
39  
40   OLD                       **1.) Waste Water Projects**  
41   BUSINESS  
42

1                   **Waste Water Plant Upgrades**  
2

3                   TOLVSTAD stated that November 17, 2015 is the last construction meeting for the  
4                   Waste Water Plant Upgrades.  
5

6                   Jeff Schmandel, MSA Professional Services, reported that Staab Construction should be  
7                   done by the end of the month.  
8

9                   **Control Upgrades**  
10

11                  Schmandel stated that it appears that there is enough funds to complete any of the  
12                  options provided. He explained option #1 for \$2,910. He stated that this allows for any  
13                  two alarms from the blower room to be view on the computer in the office.  
14

15                  ERICKSON asked what currently happens when there is an alarm. Seamandel stated  
16                  that they currently get a common alarm in the office and they have to work their way  
17                  through the system to figure out what the alarm is for.  
18

19                  Seamandel explained option #2 for \$8,721. He stated that it takes the information  
20                  shown on the monitor in the blower room and displays it in the office. BORCHARDT  
21                  asked if he would still have to go to the blower room to cancel the alarm. Seamandel  
22                  confirmed that they would.  
23

24                  Seamandel explained option #3 for \$38,013. He stated that it would add software to a  
25                  new computer in the office and would allow monitoring of the all the alarms. He stated  
26                  that eventually you could have all the lift station shown on the office computer.  
27

28                  Seamandel explained that he would be able to function and control all the plant controls  
29                  from the office. BORCHARDT clarified that it brings it from the blower room and brings  
30                  it into the office.  
31

32                  Scott Martin, MSA Professional Services, stated that the SCADA system also tracks and  
33                  summarizes the data collected.  
34

35                  BORCHARDT asked what is remaining in the project budget. TOLVSTAD stated there is  
36                  approximately \$55,000 left in the project contingencies.  
37

38                  Mayor STOCKER asked if most cities of our size have this system in place. Seamandel  
39                  confirmed that they do.  
40

41                  BORCHARDT asked when the funds expire for the Clean Water Fund Loan. Martin stated  
42                  that once the contractor leaves we will close the loan out. He stated that we are coming  
43                  to the end of the construction and you do not want to add things to the project after the  
44                  contractor leaves the site.



1  
2 ERICKSON about the listed advantages of the SCADA system, specifically “The ability to  
3 connect to the control system remotely from another computer or smart phone so that  
4 alarms can be handled efficiently by the operator”. Seamandel stated that they will be  
5 able to log into the computer and control the alarms remotely. He stated that it will not  
6 just give you a common alarm, it will tell you what the alarm it is. ERICKSON stated that  
7 there is some labor savings.

8  
9 TOLVSTAD stated that he asked the operator’s how often they have calls, they  
10 estimated about 1 a week. BORCHARDT asked how many hours a week we pay  
11 overtime.

12  
13 Seamandel clarified that this system will only monitor the plant and not the lift stations.  
14 He stated that there are other enhancements that would allow you to monitor the lift  
15 stations in the future.

16  
17 ERICKSON asked what the lifespan of the software is. Martin stated that the software is  
18 a license that is revised and upgraded when you make changes at the plant. He stated  
19 that it is scalable and if the upgrades are made it will last a long time.

20  
21 Mayor STOCKER asked if there was training for the employees. Seamandel stated that  
22 there will be a training for the staff. BORCHARDT asked if there was a fee for technical  
23 support. Martin stated that there would only be if a fee is a site visit is required.

24  
25 ERICKSON asked if we are getting in at the end of the SCADA life or the beginning of it.  
26 Martin stated that this would be about the middle of the life.

27  
28 WEBSTER asked if there is compensation for the on-call time to the employee.  
29 TOLVSTAD stated that we will have to look at that. He stated that we are already paying  
30 an employee to come in and do labs.

31  
32 WEBSTER stated that if you go into a room such as the blower room it may be a safety  
33 concern with employees.

34  
35 BORCHARDT asked how many hours are spent on a Saturday or Sunday. TOLVSTAD  
36 stated that anyone could end up answering the call alarm not just the employee that is  
37 scheduled for weekend work. ARTHUR stated that you should have a man go onsite and  
38 check the situation.

39  
40 ERICKSON stated that if we choose not to do the upgrade and we wanted to do the  
41 SCADA in the future we will impacting the sewer rates. He stated that this was  
42 introduced at the last meeting so we have had some time to ponder.

1 ERICKSON MOVED to proceed with option #3 with funds from the Clean Water Funds  
2 and ARTHUR seconded.

3  
4 BORCHARDT questioned if we should be using these funds before the time runs.  
5 BORCHARDT stated that if this winter we experience a major break we could be using  
6 these fund to fix that. Martin stated that these funds cannot be used for an item like  
7 that.

8  
9 WEBSTER stated that it is a matter of when not if, a system like this is required. He  
10 stated that the amount of required reporting will not go down.

11  
12 BORCHARDT asked if we should also be looking at adding the lift stations to the  
13 software. Seamandel stated that there would be significantly higher capital costs  
14 associated with that.

15  
16 Martin stated that there would be a control system at each lift station and an antenna  
17 that would relay to a repeater antenna that would community with the treatment plant  
18 computer.

19  
20 The VOTE was 3-1 with WEBSTER, ERICKSON and ARTHUR in favor of the motion and  
21 BORCHARDT opposed. Motion passes.

### 22 **Collection System/Rehabilitation Updates**

23  
24  
25 TOLVSTAD stated that the collection system is completed and a final pay request has  
26 been sent.

### 27 **Sale of Sewer Jet**

28  
29  
30 TOLVSTAD stated that now that we have the vac truck we no longer have a use for the  
31 sewer jet. He suggested putting the sewer jet up for sale on the Wisconsin Surplus  
32 Auction website with a reserve of \$10,000.

33  
34 ERICKSON asked what we would do with the funds from the sewer jet. TOLVSTAD  
35 suggested using those funds towards the purchase of the mini backhoe.

36  
37 ARTHUR MOVED to sell the sewer jet with a reserve of \$10,000 and BORCHARDT  
38 seconded. The VOTE was unanimous.

### 39 **Backhoe Purchase**

40  
41  
42 TOLVSTAD stated that we will have approximately \$15,000 from the Clean Water Fund  
43 and \$10,000-\$15,000 from the sale of the sewer jet to purchase the backhoe.  
44

1 ERICKSON asked how long we would hold the project open to purchase the backhoe.  
2 TOLVSTAD stated that we would look at purchasing the backhoe in the spring. He stated  
3 that you would want to show the purchase in the 2016 budget.  
4

5 ERICKSON asked if we could hold the project open until the spring, Martin stated that he  
6 would have to consult the loan specialist.  
7

8 WEBSTER asked how much the mini backhoe would cost to purchase. TOLVSTAD stated  
9 that it would be approximately \$75,000.  
10

11 BORCHARDT asked how this backhoe is different from the one the City sold. TOLVSTAD  
12 stated that it is much smaller.  
13

14 BORCHARDT asked about the use of the vac truck and the hydro excavator. TOLVSTAD  
15 stated that would be used to dig a hole and not do larger excavation.  
16

17 ERICKSON suggested combining the January and February meeting and placing this item  
18 on that agenda. He asked Martin to find out how long we can hold the project open.  
19

20 WEBSTER asked if the other departments are looking at the purchase as well, clerk  
21 BARTZ explained that these funds are in the proposed 2016 capital budget for Public  
22 Works.  
23

24 **Change Orders**  
25

26 TOLVSTAD reported that there were no change orders to report.  
27

28 **2.) Capacity, Management, Operation and Maintenance (CMOM) report**  
29

30 Martin stated Chapter IV summarizes the maintenance activities and areas that are  
31 ongoing concerns. He stated that these items need to be updated annually as things in  
32 the system change.  
33

34 Martin reviewed section 4.1 Operation and Maintenance Activities. WEBSTER stated  
35 that this is good information to have.  
36

37 Martin reviewed section 4.2 Operation and Maintenance Procedures.  
38

39 Martin stated that there are a few contracts in place for private sewer systems from the  
40 School Complex and the mobile home park.  
41

42 Martin reviewed the regular maintenance tasks. He stated that the goal has been met  
43 for the last two years because of the project. He also stated that the crew is also

1 inspecting a percentage of the manholes each year. Martin stated that information is  
2 entered and maintained in the GIS based Asset Management System.  
3  
4 BONACK reviewed the problem areas that routinely an issue listed in Section 4.2.4.  
5  
6 Martin stated that there 16 lift stations and one portable generator that serves 13 of the  
7 lift stations and 3 of the lift stations have permanently mounted standby power.  
8  
9 BORCHARDT stated that this will be a great tool for new Commission members and even  
10 the members that have been on the Commission.  
11  
12 WEBSTER asked if there is an agency that reviews the City's safety procedures.  
13 TOLVSTAD stated that yearly the Department of Natural Resources review the plant and  
14 write up a report. ERICKSON asked if the City has a Safety Committee. Clerk BARTZ  
15 stated that the City does not. ERICKSON stated that that is something that we should  
16 think about for the Water and Sewer.  
17  
18 The Commissions reviewed and Article from the Milwaukee Journal Sentinel from  
19 October 1, 2015 regarding failing infrastructure and the threat to the drinking water.  
20  
21 DIRECTOR'S TOLVSTAD had no additional information to report.  
22 REPORT  
23  
24 NEXT The Water and Sewer Utility Commission will meet on December 2, 2015 at 8:00AM at  
25 MEETING City Hall in the Council Chambers.  
26  
27 ADJOURN BORCHARDT MOVED to adjourn the meeting of the Water and Sewer Utility Commission  
28 and ARTHUR seconded. The VOTE was unanimous. The meeting was adjourned at  
29 9:20AM.  
30  
31 Approved: Draft\_\_\_\_\_

1                                   **MINUTES OF THE WATER AND SEWER UTILITY COMMISSION**  
2   **City of Tomahawk**  
3   **City Council Chambers**  
4   **November 9, 2015**

5  
6   CALL TO                   Chairman ERICKSON called the meeting of the Water and Sewer Utility Commission to  
7   ORDER                   order at 4:31PM.

8  
9   ROLL CALL               Members present were Mayor Clarann Stocker, Adam Webster, Scott Borchardt, Dale  
10                               Arthur, Bill Erickson and Bill Paulson. Also present was Mayor Clarann Stocker, Director of  
11                               Public Works Mike Tolvstad, Public Works Superintendent Dustin Bonack and Clerk-  
12                               Treasurer Amanda L. Bartz.

13  
14   PUBLIC                   There were no public comments.  
15   COMMENTS

16  
17   NEW                      **1.) 480 Man Hours Transfer of and 3 Month Insurance from Parks Department to**  
18   BUSINESS               **Water Department for 2016**

19  
20                               ERICKSON explained that the City of tomahawk has had to tight its budget because of the  
21                               Expenditure Restrain program. Clerk BARTZ explained that in past years the City has been  
22                               able to increase their Fund 100 expenditures by an average of 2%. She explained that this  
23                               year the increase is 0.6%.

24  
25                               ERICKSON stated that this would be a onetime shift in man-hours from the Park's  
26                               Department to the Water Department. He stated that there has been a shortage of staff  
27                               in the water department and it would help with backlog of jobs that need to be  
28                               completed.

29  
30                               Clerk BARTZ explained that the 2014 wages will be under budget because of the  
31                               understaffing. She stated that the funds can be used to pay for the shift in hours.

32  
33                               Clerk BARTZ explained that the Utility is required to change 140 meters annually and this  
34                               can help reach that goal.

35  
36                               Jeff Kahle asked when we could expect the employee out on leave to return to work.  
37                               TOLVSTAD stated that we will know more in a couple of weeks after his doctor's  
38                               appointment. TOLVSTAD stated that he is following the attorney's recommendation.

39  
40                               Clerk BARTZ stated that this subject is not on the agenda and should not be discussed at  
41                               this meeting.  
42

1 ERICKSON MOVED to approve the one time transfer of hours and benefits for 480 hours  
2 and 3 months health insurance for an amount of \$17,254.93 and WEBSTER seconded. The  
3 VOTE was unanimous.  
4  
5 NEXT The Water and Sewer Utility Commission will meet on December 3, 2015 at 8:00AM at  
6 MEETING City Hall in the Council Chambers.  
7  
8 ADJOURN WEBSTER MOVED to adjourn the meeting of the Water and Sewer Utility Commission and  
9 PAULSON seconded. The VOTE was unanimous. The meeting was adjourned at 4:38PM.  
10  
11 Approved: Draft \_\_\_\_\_

11/23/2015

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ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15653	10/22/2015	WISCONSIN PUBLIC SERVICE 1 2088384 W Mohawk Dr	
620-00-59821-000-000		POWER & FUEL FOR PUMPING 2088384 W Mohawk Dr	907.08
<b>Total</b>			<b>907.08</b>

15654	10/23/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	13.47
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	2,314.86
<b>Total</b>			<b>2,328.33</b>

15655	10/30/2015	UNITED STATES POSTAL SERVICE Wtr Billing 9/15	
610-00-57903-000-000		SUPPLIES, MERER READ, BILLING Wtr Billing 9/15	130.38
620-00-59840-000-000		BILLING, COLLECTING & ACCTG Wwtr Billing 9/15	130.38
<b>Total</b>			<b>260.76</b>

15656	11/04/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	44.81
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	36.00
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	47.98
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	2,880.65
<b>Total</b>			<b>3,009.44</b>

15657	11/06/2015	CITY OF TOMAHAWK 11/15 Taxes Due City	
610-00-57080-000-000		TAXES 11/15 Taxes Due City	5,507.92
610-00-57902-000-000		ACCOUNTING AND COLLECTION LABO 11/15 Wtr Administration Due City	2,077.82

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ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59840-000-000		BILLING, COLLECTING & ACCTG 11/15 Wwtr Administration Due City	2,701.38
Total			10,287.12

15658	11/06/2015	CITY OF TOMAHAWK 10/30 Wtr Payroll	
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 10/30 Wtr Payroll	3,589.86
620-00-15010-000-000		Due from/to General Fund 10/30 Wwtr Payroll	6,455.74
Total			10,045.60

15659	11/06/2015	EAGLE WASTE & RECYCLING INC. 198575 Trash Service	
620-00-59856-000-000		MISC. GENERAL EXPENSE 198575 Trash Service	162.65
Total			162.65

15660	11/06/2015	FRONTIER 715-453-3143-010165-5	
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 715-453-3143-010165-5	159.18
610-00-57602-000-000		S.O.S.-Misc supplies 262-002-4771-082781-5	30.00
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 262-001-8149-082896-5	80.30
Total			269.48

15661	11/06/2015	JELINEK, WILLIAM Reimburse for Meals	
620-00-59856-000-000		MISC. GENERAL EXPENSE Reimburse for Meals	22.48
Total			22.48

15662	11/06/2015	MINNESOTA LIFE 2832L-G Dec Life Ins	
610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS 2832L-G Dec Life Ins	2.21
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS 2832L-G Dec Life Ins	7.21



## 1ST MERIT - WATER AND SEWER CHECKING

## ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			9.42
15663	11/06/2015	SHELL FLEET PLUS	
0510 87320	115.60g	Unlead	
610-00-57933-000-000		TRANSPORTATION EXPENSE	261.83
0510 87320	115.60g	Unlead	
610-00-57933-000-000		TRANSPORTATION EXPENSE	-3.47
		Discount - Wtr Dept	
Total			258.36
15664	11/06/2015	STRELOW, BRANDON	
		Reimburse for Mileage	
610-00-57930-000-000		MISC GENERAL EXPENSE	210.60
		Reimburse for Mileage	
Total			210.60
15665	11/06/2015	UNITED STATES POSTAL SERVICE	
		First Class Presort	
610-00-57903-000-000		SUPPLIES, MERER READ, BILLING	75.00
		First Class Presort	
620-00-59840-000-000		BILLING, COLLECTING & ACCTG	75.00
		First Class Presort	
Total			150.00
15666	11/06/2015	VERIZON WIRELESS	
		715-966-0464	
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT	143.84
		715-966-0464	
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	104.74
		715-966-0471	
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT	69.51
		715-966-0614	
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	69.57
		715-966-6816	
Total			387.66
15667	11/06/2015	WISCONSIN PUBLIC SERVICE	
		135-57 Wwtr Plant	
620-00-59821-000-000		POWER & FUEL FOR PUMPING	2,081.93
		135-57 Wwtr Plant	

## 1ST MERIT - WATER AND SEWER CHECKING

## ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-07 Lift Station #4	78.18
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-13 Lift Station #3	48.37
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-14 Lift Station #5	122.20
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-19 Lift Station #12	56.22
610-00-57622-000-000		FUEL/POWER FOR PUMPING 135-21 Waterworks Rd	1,516.29
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-28 Lift Station #15	48.16
610-00-57622-000-000		FUEL/POWER FOR PUMPING 135-33 Birchwood Av	53.12
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-34 Lift Station #16	72.57
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-39 Lift Station #6	32.48
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-41 Lift Station #13	66.50
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-45 Lift Station #8	61.41
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-47 Lift Station #2	566.94
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-48 Lift Station #11	104.86
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-50 Lift Station #1	569.59
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-55 Lift Station #7	92.35
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-81 Deer Park Rd	248.22
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-76 WWTP-Gen	18.82
Total			5,838.21

## 1ST MERIT - WATER AND SEWER CHECKING

## ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	3,331.75
Total			3,331.75
15669	11/13/2015	CITY OF TOMAHAWK 11/13 Wtr Payroll	
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 11/13 Wtr Payroll	2,782.01
620-00-15010-000-000		Due from/to General Fund 11/13 Wwtr Payroll	9,244.78
Total			12,026.79
15670	11/13/2015	SECURITY HEALTH PLAN Dec Health Ins Prem	
610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS Dec Health Ins Prem	1,151.52
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS Dec Health Ins Prem	4,222.26
Total			5,373.78
15671	11/13/2015	TOMAHAWK ACE HARDWARE 301200 Strap Hinge	
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 301200 Strap Hinge	3.59
610-00-57605-000-000		MAIN OF WATER SOURCE PLANT 301147 Duct Tape	5.84
610-00-57605-000-000		MAIN OF WATER SOURCE PLANT 301391 Nipple, Couple	16.44
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 301719 Connector	8.99
610-00-57602-000-000		S.O.S.-Misc supplies 302340 Batteries	15.98
620-00-59827-000-000		OTHER OPERATING SUPPLIES 302916 Bags, Paper Plates	14.93
620-00-59827-000-000		OTHER OPERATING SUPPLIES 301331 Battery	4.99
Total			70.76
15672	11/17/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	

## 1ST MERIT - WATER AND SEWER CHECKING

## ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	108.87
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	3,949.69
<b>Total</b>			<b>4,058.56</b>

15673 11/20/2015 AUCA CHICAGO MC LOCKBOX  
1677242920 Uniforms 10/15

620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677242920 Uniforms 10/15	43.24
620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677247614 Uniforms 10/22	47.64
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677245706 Uniforms 10/20	31.25
620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677256858 Uniforms 11/5	46.08
620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677252232 Uniforms 10/29	43.24
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677264260 Uniforms 11/17	31.25
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677259634 Uniforms 11/10	36.98
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677250341 Uniforms 10/27	36.79
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677254952 Uniforms 11/3	31.25
<b>Total</b>			<b>347.72</b>

15674 11/20/2015 DIGGERS HOTLINE  
151 0 57101 Tickets for 10/2015

610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 151 0 57101 Tickets for 10/2015	99.50
<b>Total</b>			<b>99.50</b>

15675 11/20/2015 FERGUSON WATERWORKS #1476  
0183621 Swvl

610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPENSES 0183621 Swvl	111.96
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## 1ST MERIT - WATER AND SEWER CHECKING

## ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPNSSES	510.93
		0183621-1 Fip Cphn	
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPNSSES	750.00
		0185224 Ball Minn Tube	
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPNSSES	103.34
		0182749 Pvc Coup	
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPNSSES	104.01
		0182738 Pvc Coup	
Total			1,580.24
<hr/>			
15676	11/20/2015	GRAINGER	
9869470642		Wrench Set	
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT	534.01
		9869470642 Wrench Set	
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT	128.94
		9868031767 Battery, Lamp, Gloves	
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT	525.55
		9861391267 Fuel Solenoid, Wall Pack	
Total			1,188.50
<hr/>			
15677	11/20/2015	H & H SEPTIC SERVICE, LLC	
1658	6-5000	Gal/30000 Total	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	900.00
		1658 6-5000 Gal/30000 Total	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	1,320.00
		1659 8-5000 Gal/44000 Total	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	165.00
		3257 Pumped Grease Trap	
Total			2,385.00
<hr/>			
15678	11/20/2015	LOCAL GOVERNMENT INVESTMENT POOL	
610-00-25010-000-000		Due to General Fund	4,500.00
		Deposit to 835286 Sub Acct 11	
620-00-15010-000-000		Due from/to General Fund	500.00
		Deposit to 835286 Sub Acct 11	
Total			5,000.00
<hr/>			
15679	11/20/2015	MIDWEST TESTING	
3669		Meter Testing	

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1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 3669 Meter Testing	1,646.00
Total			1,646.00
15680	11/20/2015	MSA PROFESSIONAL SERVICES, INC. 18 WWTF Improvements Design	
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED 18 WWTF Improvements Design	19,449.78
Total			19,449.78
15681	11/20/2015	MUSSON BROTHERS, INC 46658 Asphalt Patch	
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPENSES 46658 Asphalt Patch	1,995.00
Total			1,995.00
15682	11/20/2015	NORTHERN LAKE SERVICE INC 284017 Phosphorus	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL 284017 Phosphorus	110.00
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL 284761 Phosphorus	90.00
Total			200.00
15683	11/20/2015	NORTHWAY COMMUNICATIONS INC. 166298 Radio	
620-00-59828-000-000		OPERATION-TRANSPORTATION 166298 Radio	544.00
Total			544.00
15684	11/20/2015	NORTHWOODS LUBE & TIRE 70181 Motor Oil	
610-00-57933-000-000		TRANSPORTATION EXPENSE 70181 Motor Oil	35.49
610-00-57933-000-000		TRANSPORTATION EXPENSE 70180 Motor Oil	35.49
Total			70.98
15685	11/20/2015	RADIO SHACK 10063688 Case, Antivirus	

## 1ST MERIT - WATER AND SEWER CHECKING

## ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES 10063688 Case, Antivirus	63.97
Total			63.97
15686	11/20/2015	TOMAHAWK BATTERY & REBUILDING LLC 87858 Battery	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 87858 Battery	99.99
Total			99.99
15687	11/20/2015	U.W. SOIL TESTING LAB 557063092015 Routine Farm Soil	
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL 557063092015 Routine Farm Soil	32.00
Total			32.00
15688	11/20/2015	USA BLUE BOOK 778823 Diffuser	
620-00-59833-000-000		MAINT TREATMENT/DISPOSAL PLANT 778823 Diffuser	1,450.08
Total			1,450.08
15689	11/20/2015	VISU-SEWER 2014 Sanitary Sewer Rehab- Pay Request	
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE 2014 Sanitary Sewer Rehab- Pay Request	119,238.18
Total			119,238.18
15690	11/20/2015	WISCONSIN RURAL WATER ASSOC 1776 Excavation Competent - Strelow	
610-00-57930-000-000		MISC GENERAL EXPENSE 1776 Excavation Competent - Strelow	100.00
Total			100.00
15691	11/20/2015	WISCONSIN STATE LAB OF HYGIENE 437035 Fluoride	
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 437035 Fluoride	25.00
Total			25.00

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1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 10/21/2015 From Account:  
Thru: 11/20/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
Grand Total			214,524.77



# City of Tomahawk

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

Date: November 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 October 21, 2015)	\$	(121,077.02)
Credits- Cash Receipts/Transfers	\$	166,446.72
Debits - Checks 15653 -15691	\$	(214,524.77)
<b>Total Treasurer's Cash October 20, 2015</b>	<b>\$</b>	<b>(169,155.07)</b>
1st Merit Saving Account	\$	55,670.05
State Local Government Investment Pool	\$	308,684.40
<b>Total Cash Available</b>	<b>\$</b>	<b>195,199.38</b>

## Fund Balances:

Equipment Replacement Fund	\$	334,363.06
Clean Water Debt Fund	\$	177,953.79

## Debts:

		<b>Balance</b>
Clean Water Fund - Matures 2035 - Interest 2.363%	\$	3,354,250.00
Next Payment \$ 137,865.94 Date 5/1/2016		
S. Tomahawk Ave. - Matures 2022 - Interest 2.250%	\$	143,640.00
Next Payment \$22,648.95 Date 4/1/2016		
N. 4th St Utilities/River Crossing - Matures 2028 -1.250%	\$	4,195,000.00
Next Payment \$ 331,421.88 Date 4/1/2016		

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<b>Total Debt</b>	<b>\$</b>	<b>7,692,890.00</b>
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Due to General Fund from Water	\$	198,841.64
Due to General Fund from Sewer	\$	62,505.32

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 :

\$ 214,524.77

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## Fund: 610 - WATER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 November	Actual 11/25/2015			
610-00-44180-000-000	NON OPERATING RENTAL	0.00	0.00	0.00	0.00	0.00
610-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	232.36	200.00	32.36	116.18
610-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	0.00	4,234.51	-4,234.51	0.00
610-00-44192-000-000	CAPITAL CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
610-00-44210-000-000	MISC. NON-OPERATING INCOME	0.00	-20.00	200.00	-220.00	-10.00
610-00-44290-000-000	AMORTIZATION OF DEBT PREMIUM	0.00	0.00	0.00	0.00	0.00
610-00-44601-000-000	BULK WATER SALES	0.00	0.00	0.00	0.00	0.00
610-00-44611-000-000	RESIDENTIAL WATER	446.73	171,405.78	200,000.00	-28,594.22	85.70
610-00-44612-000-000	MULTI FAMILY RESIDENTIAL WATER	0.00	7,710.73	3,500.00	4,210.73	220.31
610-00-44613-000-000	COMMERCIAL WATER	141.89	76,594.03	95,000.00	-18,405.97	80.63
610-00-44615-000-000	INDUSTRIAL WATER	0.00	62,860.91	80,000.00	-17,139.09	78.58
610-00-44617-000-000	PUBLIC AUTHORITY WATER	191.68	10,938.46	12,000.00	-1,061.54	91.15
610-00-44619-000-000	INTERDEPARTMENTAL WATER	0.00	0.00	0.00	0.00	0.00
610-00-44620-000-000	PRIVATE FIRE -WATER	0.00	10,290.00	12,000.00	-1,710.00	85.75
610-00-44630-000-000	PUBLIC FIRE PROTECTION	18,301.75	201,319.25	219,621.00	-18,301.75	91.67
610-00-44700-000-000	CUSTOMER FORFEITED PENALTIES	12,626.69	31,440.70	25,000.00	6,440.70	125.76
610-00-44710-000-000	MISC. SERVICE REVENUE	0.00	0.00	500.00	-500.00	0.00
610-00-44720-000-000	WATER TOWER RENT	3,610.96	38,022.50	39,000.00	-977.50	97.49
610-00-44740-000-000	MISC. WATER REVENUE	0.00	808.38	1,000.00	-191.62	80.84
610-00-44741-000-000	RECONNECTS -MISC. SERVICE	210.00	1,252.00	500.00	752.00	250.40
<b>LICENSES AND PERMITS</b>		<b>35,529.70</b>	<b>612,855.10</b>	<b>692,755.51</b>	<b>-79,900.41</b>	<b>88.47</b>
610-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
<b>DONATIONS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>35,529.70</b>	<b>612,855.10</b>	<b>692,755.51</b>	<b>-79,900.41</b>	<b>88.47</b>

## Fund: 610 - WATER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 November	Actual 11/25/2015			
610-00-57080-000-000	TAXES	5,507.92	60,587.12	66,095.04	5,507.92	91.67
610-00-57081-000-000	TAXES -FICA	407.69	6,762.30	7,168.34	406.04	94.34
610-00-57343-000-000	ASSET:DISTRIBUTION MAINS	0.00	0.00	0.00	0.00	0.00
610-00-57345-000-000	NEW SERVICES	0.00	0.00	0.00	0.00	0.00
610-00-57346-000-000	METERS	0.00	0.00	0.00	0.00	0.00
610-00-57390-000-000	ASSET:STRUCTURES & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
610-00-57392-000-000	ASSET: TRANSPORTATION EQUIPMNT	0.00	0.00	0.00	0.00	0.00
610-00-57394-000-000	TOOLS,SHOP & GARAGE EQUIP	0.00	0.00	0.00	0.00	0.00
610-00-57403-000-000	DEPRECIATION	0.00	36,106.98	0.00	-36,106.98	0.00
610-00-57404-000-000	Contributed Deprec (Non-Op)	0.00	15,406.50	0.00	-15,406.50	0.00
610-00-57427-000-000	PRINCIPAL ON DEBT	0.00	0.00	93,425.00	93,425.00	0.00
610-00-57428-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
610-00-57431-000-000	INTEREST ON DEBT	0.00	40,107.43	40,107.43	0.00	100.00
610-00-57600-000-000	OPERATING SUPERVISION	2,030.14	48,413.52	38,860.10	-9,553.42	124.58
610-00-57602-000-000	S.O.S.-Misc supplies	-92.52	6,206.74	10,000.00	3,793.26	62.07
610-00-57605-000-000	MAIN OF WATER SOURCE PLANT	22.28	221.67	3,000.00	2,778.33	7.39
610-00-57620-000-000	OPERATION LABOR-POWER/PUMPING	0.00	469.56	8,850.00	8,380.44	5.31
610-00-57622-000-000	FUEL/POWER FOR PUMPING	1,569.41	19,665.91	25,000.00	5,334.09	78.66
610-00-57623-000-000	OPERATION SUPPLIES & EXPENSES	0.00	1,633.72	500.00	-1,133.72	326.74
610-00-57624-000-000	PUMP LABOR & EXPENSE	0.00	0.00	0.00	0.00	0.00
610-00-57625-000-000	MAINTENANCE OF PUMPING PLANT	213.35	2,846.12	4,150.00	1,303.88	68.58
610-00-57630-000-000	OPERATION WATER TREATMNT-LABOR	0.00	692.22	885.00	192.78	78.22
610-00-57631-000-000	WATER TREATMENT -CHEMICALS	0.00	20,058.47	44,000.00	23,941.53	45.59
610-00-57640-000-000	OPERATING LABOR-TRANS/DIST FAC	180.76	1,252.16	4,425.00	3,172.84	28.30
610-00-57641-000-000	TRANS& DISTR. SUPPLIES/EXPNS	3,575.24	14,963.05	4,000.00	-10,963.05	374.08
610-00-57642-000-000	WATER TREATMENT OPERATION	0.00	0.00	0.00	0.00	0.00
610-00-57650-000-000	MAINT DIST RESERVOIR/STANDPIPE	45.66	2,285.55	9,885.00	7,599.45	23.12
610-00-57651-000-000	MAINTENANCE OF MAINS	115.14	39,813.87	50,000.00	10,186.13	79.63
610-00-57652-000-000	MAINT SERVICE	134.16	10,049.66	15,000.00	4,950.34	67.00
610-00-57653-000-000	MAINTENANCE OF METERS	226.42	7,404.17	36,850.00	29,445.83	20.09
610-00-57654-000-000	MAINTENANCE OF HYDRANTS	633.60	5,149.08	10,000.00	4,850.92	51.49
610-00-57655-000-000	MAINTENANCE OF OTHER PLANT	0.00	0.00	0.00	0.00	0.00
610-00-57676-000-000	MAINT OF METERS	0.00	439.38	0.00	-439.38	0.00
610-00-57677-000-000	MAINT OF HYDRANTS	0.00	0.00	0.00	0.00	0.00
610-00-57901-000-000	METER READING LABOR	452.84	4,486.17	10,509.38	6,023.21	42.69
610-00-57902-000-000	ACCOUNTING AND COLLECTION LABO	2,077.82	22,856.02	24,933.84	2,077.82	91.67
610-00-57903-000-000	SUPPLIES, MERER READ, BILLING	205.38	1,241.39	5,000.00	3,758.61	24.83
610-00-57904-000-000	Cust A/C - Uncollectibel Accts	0.00	0.00	0.00	0.00	0.00
610-00-57920-000-000	ADMIN & GEN SALARY, CITY HALL	0.00	1,152.00	1,080.00	-72.00	106.67
610-00-57921-000-000	OFFICE SUPPLIES & EXPENSE	0.00	5,549.97	25,000.00	19,450.03	22.20
610-00-57923-000-000	OUTSIDE SERV-ENGINEER, WTR TEST	1,938.02	11,570.68	20,000.00	8,429.32	57.85
610-00-57923-001-000	ADMIN & GEN--OUTSIDE SERV	0.00	0.00	0.00	0.00	0.00
610-00-57924-000-000	INSURANCE EXPENSE	0.00	3,841.51	9,500.00	5,658.49	40.44
610-00-57926-000-000	EMPLOYEE PENSIONS & BENEFITS	1,381.79	41,719.82	66,597.21	24,877.39	62.64
610-00-57928-000-000	REGULATORY COMMISSION	0.00	570.11	1,000.00	429.89	57.01
610-00-57930-000-000	MISC GENERAL EXPENSE	310.60	6,176.25	6,000.00	-176.25	102.94
610-00-57933-000-000	TRANSPORTATION EXPENSE	329.34	4,102.32	5,500.00	1,397.68	74.59
<b>CAPITAL OUTLAY</b>		<b>21,265.04</b>	<b>443,801.42</b>	<b>647,321.34</b>	<b>203,519.92</b>	<b>68.56</b>
610-00-59000-000-000	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
610-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00

Fund: 610 - WATER FUND

Account Number	2015 November	2015 Actual 11/25/2015	2015 Budget	Budget Status	% of Budget
<b>OTHER FINANCING USES</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	21,265.04	443,801.42	647,321.34	203,519.92	68.56
<b>Net Totals</b>	14,264.66	169,053.68	45,434.17	-123,619.51	372.08

## Fund: 620 - SEWER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 November	Actual 11/25/2015			
620-00-44190-000-000	INTEREST AND DIVIDEND INTEREST	0.00	268.88	500.00	-231.12	53.78
620-00-44191-000-000	INTEREST SPECIAL ASSESSMENTS	0.00	118.79	1,515.00	-1,396.21	7.84
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	349,640.47	1,500.00	348,140.47	23309.36
620-00-44210-001-000	MISC. NON-OPERATING INCOME	60.00	2,704.00	3,000.00	-296.00	90.13
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
<b>LICENSES AND PERMITS</b>		<b>60.00</b>	<b>352,732.14</b>	<b>6,515.00</b>	<b>346,217.14</b>	<b>5,414.15</b>
620-00-46211-000-000	FLAT RESIDENTIAL SEWER	0.00	1,313.50	1,000.00	313.50	131.35
620-00-46221-000-000	METERED RESIDENTIAL SEWER	1,174.89	449,416.37	450,000.00	-583.63	99.87
620-00-46221-001-000	METERED MULTI FAM RES SEWER	0.00	21,578.52	10,500.00	11,078.52	205.51
620-00-46222-000-000	METERED COMMERCIAL SEWER	336.84	232,720.66	250,000.00	-17,279.34	93.09
620-00-46223-000-000	METERED INDUSTRIAL SEWER	0.00	101,228.01	105,000.00	-3,771.99	96.41
620-00-46224-000-000	METERED PUBLIC AUTHORITY	660.86	32,207.23	30,000.00	2,207.23	107.36
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	350.00	-350.00	0.00
<b>PUBLIC CHARGES FOR SERVICES</b>		<b>2,172.59</b>	<b>838,464.29</b>	<b>846,850.00</b>	<b>-8,385.71</b>	<b>99.01</b>
620-10-49200-000-000	TRANSFER	0.00	888,191.22	0.00	888,191.22	0.00
620-10-49200-001-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
<b>DONATIONS</b>		<b>0.00</b>	<b>888,191.22</b>	<b>0.00</b>	<b>888,191.22</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>2,232.59</b>	<b>2,079,387.65</b>	<b>853,365.00</b>	<b>1,226,022.65</b>	<b>243.67</b>

## Fund: 620 - SEWER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 November	Actual 11/25/2015			
620-00-59080-000-000	TAXES	0.00	0.00	0.00	0.00	0.00
620-00-59081-000-000	TAXES -FICA	993.68	10,526.35	12,029.17	1,502.82	87.51
620-00-59200-000-000	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.00
620-00-59313-000-000	COLLECTING MAINS & ACCESSORIES	0.00	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	0.00
620-00-59403-000-000	DEPRECIATION	0.00	96,712.44	0.00	-96,712.44	0.00
620-00-59427-000-000	PRINCIPAL ON DEBT	0.00	0.00	210,708.57	210,708.57	0.00
620-00-59431-000-000	INTEREST ON DEBT	0.00	118,717.14	90,951.37	-27,765.77	130.53
620-00-59432-000-000	AMORTIZATION OF DEBT DISCOUNT	0.00	0.00	0.00	0.00	0.00
620-00-59820-000-000	OPERATION SUPERVISION & LABOR	12,714.96	133,566.84	133,707.21	140.37	99.90
620-00-59821-000-000	POWER & FUEL FOR PUMPING	5,175.88	61,352.42	67,000.00	5,647.58	91.57
620-00-59823-000-000	CHLORINE	0.00	0.00	0.00	0.00	0.00
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	0.00	4,830.08	7,000.00	2,169.92	69.00
620-00-59826-000-000	OTHER CHEMICALS-SEWAGE	0.00	0.00	0.00	0.00	0.00
620-00-59827-000-000	OTHER OPERATING SUPPLIES	200.12	5,259.16	14,500.00	9,240.84	36.27
620-00-59828-000-000	OPERATION-TRANSPORTATION	544.00	2,409.37	1,500.00	-909.37	160.62
620-00-59831-000-000	MAINT SEWAGE COLLECTIONS	0.00	372.96	26,000.00	25,627.04	1.43
620-00-59832-000-000	MAINT COLLECTION SYSTEM PUMP	180.29	10,406.56	13,000.00	2,593.44	80.05
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	2,651.16	11,735.05	15,000.00	3,264.95	78.23
620-00-59833-001-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	0.00	0.00	0.00	0.00
620-00-59834-000-000	MAINT GENERAL PLANT STRUCTURE	119,238.18	2,109,634.83	0.00	-2,109,634.83	0.00
620-00-59834-001-000	MAINT GENERAL PLANT STRUCTURE	0.00	0.00	0.00	0.00	0.00
620-00-59835-000-000	MAINT OF METERS	494.74	4,122.90	36,850.00	32,727.10	11.19
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,906.76	30,956.57	35,000.00	4,043.43	88.45
620-00-59842-000-000	METER READING	452.84	4,248.54	10,509.38	6,260.84	40.43
620-00-59850-000-000	ADMIN & GENERAL SALARIES	0.00	1,232.00	1,080.00	-152.00	114.07
620-00-59851-000-000	OFFICE SUPPLIES & EXPENSES	397.46	8,326.67	21,300.00	12,973.33	39.09
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	19,449.78	203,839.87	11,000.00	-192,839.87	1,853.09
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	2,617.00	51,095.26	23,000.00	-28,095.26	222.15
620-00-59852-002-000	OUTSD SERV.-PHOSPHOROUS	0.00	0.00	5,000.00	5,000.00	0.00
620-00-59853-000-000	INSURANCE EXPENSE	0.00	3,841.50	9,500.00	5,658.50	40.44
620-00-59854-000-000	EMPLOYEE PENSIONS & BENEFITS	5,243.95	51,454.03	71,045.23	19,591.20	72.42
620-00-59855-000-000	REGULATORY COMMISSION	0.00	0.00	2,000.00	2,000.00	0.00
620-00-59856-000-000	MISC. GENERAL EXPENSE	185.13	2,479.24	10,000.00	7,520.76	24.79
<b>OTHER FINANCING USES</b>		173,445.93	2,927,119.78	827,680.93	-2,099,438.85	353.65
<b>Total Expenses</b>		173,445.93	2,927,119.78	827,680.93	-2,099,438.85	353.65
<b>Net Totals</b>		-171,213.34	-847,732.13	25,684.07	873,416.20	-3,300.61

## CHAPTER V – CAPACITY ASSURANCE

A CMOM Program includes an assessment of the adequacy of the collection system to convey wastewater for new connections. It also reviews your system's current flow to determine where your trouble spots are located. Identifying problem areas allows your municipality to make the necessary repairs and improvements, or, at the very least, identify areas to be cleaned and maintained on a specific schedule so that flow capacity is maximized.

### 5.1 CAPACITY ASSURANCE

#### 5.1.1 ASSET MANAGEMENT SYSTEM

The City has a web hosted GIS based Asset Management Software that is accessed on a computer in the City garage. The system is an ArcMap based hosted and maintained by MSA Professional Services. The system is the source of the following:

- A current sewer map showing problems areas in the collection system is included in Appendix X.
- A substantial sewer maintenance and rehabilitation project (\$659,000) was undertaken in 2015. The work included mainline sewer Cured in Place Pipe (CIPP), grout 60-inches of laterals, Pipe Bursting, mainline sewer joint grouting, manhole joint grouting and cementitious liner in manholes. A map showing the areas is included in Appendix X.
- The system has information entered in a searchable data base on parameters including:
  - Manhole numbers, location, dimensions, material type and condition
  - Sewer segments, pipe material, size and condition
  - Lateral locations, description of size and pipe material and condition
- The asset management system information should be updated to reflect changes preferable as they occur or at least yearly.

#### 5.1.2 SEWER COLLECTION SYSTEM

#### 5.1.3 SEWER COLLECTION SYSTEM TROUBLE SPOTS

Trouble spots in the collection system are identified below. The list should be reviewed and amended as new problems are identified and exiting problems are corrected.

- Areas with flat sewer
  - South Tomahawk Avenue from Pleasant Avenue to Hickey Street. Evident when they clean sewers.
  - Wisconsin Avenue – 4<sup>th</sup> to 7<sup>th</sup> Street, note: 6<sup>th</sup> to 7<sup>th</sup> Street rehabbed with CIPP in 2015.
  - Kings Road from Squaw Point Park to Lift Station #7.
  - Hometown Drive (Shopko) to County Highway A.
- Areas with surcharging
  - None.
- Areas with bottlenecks or constrictions
  - None
- Areas with chronic basement backups or sanitary sewer overflows (SSOs)
  - None
- Areas with excess debris, solids or grease accumulation

- Solids build-up on MH at Division Street & Nelson Lane – needs to be flushed – bend at manhole is too great, not much sewer flow.
- Solids build-up on MH at Piper Street needs to be flushed, two laterals enter MH, not enough flow.
- Solids build-up on Southgate Drive – sewer lateral is directly into manhole. Solids build up in manhole.
- Rags build-up in MH below Nursing Home on Theiler Drive.
- Grease build-up on southside of Wisconsin Avenue (new 8" pvc from 1987) due to a few taverns.
- Grease build-up on South Tomahawk Avenue from Pleasant Avenue to Hickey Avenue due to tavern at Hickey Avenue.
- Grease build-up on 4<sup>th</sup> Street north of River in front of Grocery Store due to deli and bakery cooking.
- Grease build-up on South Tomahawk Avenue from Southgate drive north to R/R tracks – 1 section (dead end) of 8" sewer, grease from tavern at end of the sewer.
- Grease build-up on Washington 4<sup>th</sup> Street to 3<sup>rd</sup> Street due to Peking Chinese Restaurant.
- Areas with heavy root growth
  - Washington Avenue – 8<sup>th</sup> Street to 9<sup>th</sup> Street – existing sewer is 10" clay with roots at each joint. Roots cut out in Visu-Sewer 2015 project. City jets often due to roots at joints.
  - Washington 4<sup>th</sup> Street to 3<sup>rd</sup> Street grease builds up due to Peking Chinese Restaurant.
  - Somo Avenue – Sara Park to Lift Station #3
- Areas with excessive infiltration/inflow (I/I)
  - Trailer – Mobile Home Park or Leather Avenue and Bliss Street.
  - Trailer Park laterals on Jersey Lane are collecting lots of clear water (next to river).
- Sewers and manholes with severe corrosion
  - Manholes on Bliss Street and Vena Avenue observed in 2015 by MSA and City. Visu-Sewer grouted leaks in MH's (4 total). No others currently known.
- Sewers with severe defects that affect flow capacity
  - None.
- Adequacy of capacity for new connections
  - There are no restrictions on new connections to the collection system.
- Wet weather relief points or overflow structures (if any)
  - None.
- Chronic Maintenance Points
  - West Washington Avenue from 4<sup>th</sup> Street to 2<sup>nd</sup> Street. City has to clean sewer often. City wants to change flow direction to east when this sewer is reconstructed.
  - Alley from 3<sup>rd</sup> Street to 2<sup>nd</sup> Street. Problem area, City has to clean sewer often. Sewer has a sag in pipe.
  - Washington Avenue – 8<sup>th</sup> Street to 9<sup>th</sup> Street – existing sewer is 10" clay with roots at each joint. Roots cut out in Visu-Sewer 2015 project. City jets often due to roots at joints
  - Prospect Avenue to River Street in alley. City has to clean sewer often.



- Hometown Drive (Shopko) MH#2 to MH#5 – sewer freezes due to min. cover of sewer and low flows from Shopko Building.
- Cheryl Avenue – East dead end to intersection – sewer freezes.
- MH at Division Street & Nelson Lane – needs to be flushed – bend at manhole is too great, not much sewer flow. Solids build up.
- MH at Piper Street needs to be flushed, two laterals enter MH, not enough flow, and solids build up.
- Southgate Drive – sewer lateral is directly into manhole. Solids build up in manhole.
- MH below Nursing Home on Theiler Drive collects rags

#### **5.1.4 LIFT STATION**

#### **5.1.5 LIFT STATION CAPACITY AND/OR PUMPING PROBLEMS**

- Trouble spots in the lift stations are identified below. The list should be reviewed and amended as new problems are identified and existing problems are corrected.
- Memorial Park Lift Station (LS #1)
  - Rags build-up in wet well
- Park Avenue Lift Station (LS #4)
  - Rags build-up in wet well