

Wednesday, December 30, 2015
5:00PM

City Hall, Council Chambers
23 N 2nd Street

AGENDA

**COMMISSION
MEMBERS**

ADAM WEBSTER
VICE-CHAIRPERSON
TERM EXP. 2020

SCOTT BORCHARDT
TERM EXP. 2017

DALE ARTHUR
TERM EXP. 2019

BILL ERICKSON
CHAIRPERSON
TERM EXP. 2018

BILL 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. November 9, 2015
 - b. December 2, 2015
4. **CHECKS** – 15692 – 15738 in the amount of \$448,141.22
5. **FINANCIAL REPORT** – December 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
 - Change Orders
7. **NEW BUSINESS**
 - a. 2016 Wage Schedule
 - b. Employment Termination by Council Approval
 - c. Hiring Process in Water Department
 - d. Future Metering of Mobile Home Park
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 **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 _____

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

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

9 ROLL CALL Members present were Adam Webster, Scott Borchardt, Dale Arthur and Bill Paulson.
10 Absent was Bill Erickson. Also present was Mayor Clarann Stocker, Director of Public
11 Works Mike Tolvstad, Deputy Clerk-Treasurer Loretta Wanta and Office Assistant Brenda
12 Crass.
13

14 PUBLIC There were no public comments.
15 COMMENTS
16

17 MINUTES BORCHARDT questioned the November 9, 2015 minutes as they did not contain his
18 statement regarding the employee that is out on leave. WEBSTER stated the November
19 9, 2015 minutes would be laid over until the next meeting.
20

21 BORCHARDT questioned why the September 29, 2015 minutes were not approved at
22 the November meetings. GRAEBER voiced concern on the same issue.
23

24 BORCHARDT MOVED to approve the September 29, 2015 minutes and ARTHUR
25 seconded. The VOTE was unanimous.
26

27 BORCHARDT MOVED to approve the November 4, 2015 minutes and ARTHUR seconded.
28 The VOTE was unanimous.
29

30 CHECKS BORCHARDT questioned check number 15673 as to whether any of the uniform charges
31 were for Cory Aalsma who is off on leave. WANTA explained that Cory's uniforms were
32 turned into Aramark at the beginning of his leave. She explained the charges for the
33 uniforms were for Brandon Strelow.
34

35 BORCHARDT questioned check number 15676 in regards to the cost of a "wrench set".
36 He stated it seemed rather expensive. TOLVSTAD stated it could be a specialty set but
37 would check with Dave Van De Weerd.
38

39 BORCHARDT questioned check 15677 to H & H Septic Service as to whether we would
40 need them to clean grease traps now that we have the vac truck. TOLVSTAD stated we
41 may not need H & H Septic Service for grease trap cleaning, but they may be used by the
42 private businesses to clean their grease traps. BORCHARDT then questioned if the City

1 cleaned private businesses grease traps and if the cost is charged back to the private
2 business. TOLVSTAD stated the City does not clean private business grease traps.

3
4 WEBSTER questioned check number 15689 to Visu-Sewer as to whether this was the
5 final payment due to them. WANTA explained there is approximately \$30,000 retainer
6 fee that the City will owe after the final inspection.

7
8 ARTHUR MOVED to approve the checks as presented and PAULSON seconded. The VOTE
9 was unanimous.

10
11 FINANCIAL WANTA stated that the bank balance presented is in the negative, but Clerk BARTZ
12 REPORT transferred funds to cover this and the bank balance is actually positive.

13
14 WEBSTER questioned when the 2016 budget process begins. WANTA stated it usually
15 begins in January.

16
17 ARTHUR MOVED to approve the Financial Report as presented and PAULSON seconded.
18 The VOTE was unanimous.

19
20 OLD **A.) Capacity, Management, Operation and Maintenance (CMOM) Report**
21 BUSINESS

22 Scott Martin, MSA, handed out an updated Capacity Assurance information and an
23 updated CMOM Map. He explained the map is GIS based and shows the sewer mains,
24 manholes, grease/solid buildups and problem areas. Martin explained that it is part of a
25 software that the City of Tomahawk Water and Sewer Utility has available to them and
26 the map is updated yearly.

27
28 WEBSTER questioned if the map is available to the public. Martin explained it is only
29 available to staff. WEBSTER questioned who updates the map. TOLVSTAD stated the
30 water and sewer staff relays the information to MSA and MSA updates the map.

31
32 BORCHARDT questioned if the map is interactive and if it could be clicked on to show
33 where the maintenance problems are. He also questioned if it states how many water
34 customers the City has. Martin explained the system does not give the number of
35 customers, but WANTA will provide the information for the next meeting regarding the
36 number of water customers.

37
38 BORCHARDT stated the City is behind on updating the system. Martin explained that we
39 need to be more pro-active on getting the updates to help better maintain the system.

40
41 Mayor STOCKER suggested the City place an update in the Tomahawk Leader yearly to
42 educate the public on the collection system. Martin stated he would help TOLVSTAD with
43 a draft for the Tomahawk Leader and bring it to the next meeting.

1 Mayor STOCKER questioned why there have been collection issues at the Hometown
2 Shopko facility. Martin explained that it is a flat system and they are the only customer
3 hooked to the system there isn't enough water flow to keep it flushed. TOLVSTAD
4 explained to prevent the problem the City jets the sewers regularly to keep the system
5 open. TOLVSTAD explained the same issue applies to the SARA Park area.
6

7 BORCHARDT suggested the City develop a policy to address the issue of cleaning grease
8 traps for private businesses.
9

10 WEBSTER stated he would like to see a protocol of system issues, so we are not dealing
11 with the same issues year to year and are able to be proactive in solving the system issues.
12 He also requested to take a look at the current policies regarding grease traps and water
13 overflow.
14

15 **B.) Waste Water Projects**

16 **Waste Water Plant Upgrades**

17 TOLVSTAD stated the final construction meeting was held November 17, 2015 and
18 everything was dealt with and now there are just some smaller issues that they are
19 dealing with. Martin stated the lift stations are basically completed.
20
21

22 **Collection System/Rehabilitation Updates**

23 TOLVSTAD stated the collection system is complete.
24
25

26 **Sale of Sewer Jet**

27 TOLVSTAD stated we received \$13,000 at auction.
28
29

30 **Controls Upgrades**

31 TOLVSTAD stated the wiring upgrade is almost complete.
32
33

34 **Backhoe Purchase**

35 TOLVSTAD stated with the sale of the sweeper the General Fund is able to fund their 1/3
36 of the backhoe purchase.
37
38

39 BORCHARDT questioned when we will be seeing bids for the backhoe. TOLVSTAD stated
40 state law requires that you do not have to bid out for used equipment. BORCHARDT
41 stated he believed that everything had to be bid out. TOLVSTAD questioned how to bid
42 out used equipment, however, the City would be taking proposals for the backhoe
43 purchase. TOLVSTAD stated by taking proposals the City does not have to take the
44

1 lowest bid. BORCHARDT questioned if there will be proposals for the backhoe.
2 TOLVSTAD stated the proposals have not been arranged yet for the backhoe purchase,
3 but will be sent out before the purchase of the backhoe.
4

5 **Change Orders**

6
7 BORCHARDT questioned why the change order was not in the packet for review.
8 TOLVSTAD stated he had just received it Tuesday.
9

10 NEW **A.) Operator Updates**

11 BUSINESS

12 TOLVSTAD stated he spoke with Cory Aalsma and was notified that if Cory decides to
13 have surgery he will be off work another 6 months. TOLVSTAD stated Aalsma will notify
14 him by the end of the week with a decision.
15

16 DIRECTOR'S TOLVSTAD had nothing new to report.

17 REPORT

18
19 NEXT The Water and Sewer Utility Commission will meet on December 30, 2015 at 5:00PM at
20 MEETING City Hall in the Council Chambers.
21

22 ADJOURN WEBSTER MOVED to adjourn the meeting of the Water and Sewer Utility Commission and
23 BORCHARDT seconded. The VOTE was unanimous. The meeting was adjourned at
24 9:19AM.
25

26 Approved: Draft_____

12/23/2015

2:15 PM

Reprint Check Register - Full Report - ALL

Page: 1
ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15692	11/24/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	3,401.90
Total			3,401.90
15693	12/03/2015	UNITED STATES POSTAL SERVICE Wtr Billing 10/15	
610-00-57903-000-000		SUPPLIES, MERER READ, BILLING Wtr Billing 10/15	105.47
620-00-59840-000-000		BILLING, COLLECTING & ACCTG Wwtr Billing 10/15	105.46
Total			210.93
15694	12/04/2015	CHARTER COMMUNICATIONS 8245 11 233 0060733	
610-00-57602-000-000		S.O.S.-Misc supplies 8245 11 233 0060733	122.23
Total			122.23
15695	12/04/2015	CITY OF TOMAHAWK 12/15 Taxes Due City	
610-00-57080-000-000		TAXES 12/15 Taxes Due City	5,507.92
610-00-57902-000-000		ACCOUNTING AND COLLECTION LABO 12/15 Wtr Administration Due City	2,077.82
620-00-59840-000-000		BILLING, COLLECTING & ACCTG 12/15 Wwtr Administration Due City	2,701.38
Total			10,287.12
15696	12/04/2015	CITY OF TOMAHAWK 11/25 Wtr Payroll	
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 11/25 Wtr Payroll	3,400.46
620-00-15010-000-000		Due from/to General Fund 11/25 Wwtr Payroll	6,425.92
Total			9,826.38
15697	12/04/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	680.45
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTIONS	36.36
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTIONS	66.52
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTIONS	31.50
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTIONS	27.75
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	12.41
Total			854.99
<hr/>			
15698	12/04/2015	EAGLE WASTE & RECYCLING INC. 200763 Trash Service	
620-00-59856-000-000		MISC. GENERAL EXPENSE 200763 Trash Service	96.30
Total			96.30
<hr/>			
15699	12/04/2015	EXXON MOBIL 4511 2438 28.80g Unlead	
620-00-59828-000-000		OPERATION-TRANSPORTATION 4511 2438 28.80g Unlead	64.13
Total			64.13
<hr/>			
15700	12/04/2015	FIRST NATIONAL BANK OMAHA 4581 Comfort Inn & Suites	
610-00-57930-000-000		MISC GENERAL EXPENSE 4581 Comfort Inn & Suites	249.62
620-00-59856-000-000		MISC. GENERAL EXPENSE 4581 Comfort Inn & Suites	221.00
Total			470.62
<hr/>			
15701	12/04/2015	FRONTIER 715-453-8601-083181-5	
610-00-57625-000-000		MAINTENANCE OF PUMPING PLANT 715-453-8601-083181-5	60.59
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 715-453-3143-010165-5	159.18

12/23/2015

2:15 PM

Reprint Check Register - Full Report - ALL

Page: 3
ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP	80.30
		262-001-8149-082896-5	
610-00-57602-000-000		S.O.S.-Misc supplies	30.00
		262-002-4771-082781-5	
Total			330.07

15702 12/04/2015 MINNESOTA LIFE
2832L-G Jan Life Ins

610-00-57926-000-000		EMPLOYEE PENSIONS & BENEFITS	2.21
		2832L-G Jan Life Ins	
620-00-59854-000-000		EMPLOYEE PENSIONS & BENEFITS	7.21
		2832L-G Jan Life Ins	
Total			9.42

15703 12/04/2015 MUNICIPAL ENVIRONMENTAL GROUP
Membership Dues

620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	368.06
		Membership Dues	
Total			368.06

15704 12/04/2015 STIK UM' GRAPHIC DESIGNS
2901 Decals for Vac Truck

620-00-59856-000-000		MISC. GENERAL EXPENSE	50.00
		2901 Decals for Vac Truck	
Total			50.00

15705 12/04/2015 TOMAHAWK ACE HARDWARE
303295 Pipe, Couple, Elbow

620-00-59856-000-000		MISC. GENERAL EXPENSE	29.52
		303295 Pipe, Couple, Elbow	
Total			29.52

15706 12/04/2015 TOMAHAWK BUILDER'S SUPPLY CO
124051 Treated Plywood

620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP	44.86
		124051 Treated Plywood	
Total			44.86

15707 12/04/2015 VERIZON WIRELESS
715-966-0464

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57625-000-000 715-966-0464		MAINTENANCE OF PUMPING PLANT	185.46
620-00-59851-000-000 715-966-0471		OFFICE SUPPLIES & EXPENSES	134.76
610-00-57625-000-000 715-966-0614		MAINTENANCE OF PUMPING PLANT	64.65
620-00-59851-000-000 715-966-6816		OFFICE SUPPLIES & EXPENSES	68.27
Total			453.14
15708	12/04/2015	WISCONSIN PUBLIC SERVICE	
135-76		WWTP-Gen	
620-00-59821-000-000 135-76 WWTP-Gen		POWER & FUEL FOR PUMPING	25.03
620-00-59821-000-000 135-81 Deer Park Rd		POWER & FUEL FOR PUMPING	275.79
620-00-59821-000-000 135-107 Leather Av		POWER & FUEL FOR PUMPING	16.09
620-00-59821-000-000 135-14 Lift Station #5		POWER & FUEL FOR PUMPING	114.00
620-00-59821-000-000 135-13 Lift Station #3		POWER & FUEL FOR PUMPING	54.43
620-00-59821-000-000 135-07 Lift Station #4		POWER & FUEL FOR PUMPING	91.21
620-00-59821-000-000 135-19 Lift Station #12		POWER & FUEL FOR PUMPING	64.05
610-00-57622-000-000 135-21 Waterworks Rd		FUEL/POWER FOR PUMPING	1,693.03
620-00-59821-000-000 135-28 Lift Station #15		POWER & FUEL FOR PUMPING	60.76
610-00-57622-000-000 135-33 Birchwood Av		FUEL/POWER FOR PUMPING	82.39
620-00-59821-000-000 135-34 Lift Station #16		POWER & FUEL FOR PUMPING	77.97
620-00-59821-000-000 135-39 Lift Station #6		POWER & FUEL FOR PUMPING	30.48
620-00-59821-000-000 135-41 Lift Station #13		POWER & FUEL FOR PUMPING	164.01

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-45 Lift Station #8	43.47
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-47 Lift Station #2	670.73
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-48 Lift Station #11	146.85
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-50 Lift Station #1	787.76
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-52 Lift Station #10	57.44
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-55 Lift Station #7	146.04
620-00-59821-000-000		POWER & FUEL FOR PUMPING 135-57 Wwtr Plant	2,281.18
Total			6,882.71
<hr/>			
15709	12/08/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	1,756.35
Total			1,756.35
<hr/>			
15710	12/15/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	3,528.97
Total			3,528.97
<hr/>			
15711	12/18/2015	CITY OF TOMAHAWK UTLTIY ITEMS ON TAX ROLL PAID TO UTLTITY	
610-00-11430-000-000		Misc. Accounts Receivable 004-0150-00	35.35
610-00-11430-000-000		Misc. Accounts Receivable 003-1226-00	132.66
Total			168.01
<hr/>			
15712	12/21/2015	A-1 EXCAVATING, INC 1180 Repair Watermain Break	
610-00-57651-000-000		MAINTENANCE OF MAINS 1180 Repair Watermain Break	5,258.00

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			5,258.00
15713	12/21/2015	AUCA CHICAGO MC LOCKBOX 1677270707 Uniforms 11/26	
620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677270707 Uniforms 11/26	43.24
620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677266160 Uniforms 11/19	46.08
620-00-59827-000-000		OTHER OPERATING SUPPLIES 1677261530 Uniforms 11/12	43.24
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677268831 Uniforms 11/24	36.79
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677277960 Uniforms 12/8	36.79
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 1677273384 Uniforms 12/1	31.25
Total			237.39
15714	12/21/2015	CHARTER COMMUNICATIONS 715-453-4040	
610-00-57602-000-000		S.O.S.-Misc supplies 715-453-4040	122.23
Total			122.23
15715	12/21/2015	CITY OF TOMAHAWK 12/11 Wtr Payroll	
610-00-15010-000-000		DUE TO/FROM GENERAL FUND 12/11 Wtr Payroll	3,823.28
620-00-15010-000-000		Due from/to General Fund 12/11 Wwtr Payroll	7,277.96
Total			11,101.24
15716	12/21/2015	CITY OF TOMAHAWK SOLID WASTE FUND REFUSE COLLECTION	
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	12.40
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	27.74

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	5.60
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	0.06
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	26.48
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	29.25
610-00-15063-000-000		DUE TO/FROM SOLID WASTE FUND REFUSE COLLECTION	-12.40
Total			120.95
<hr/>			
15717	12/21/2015	DIGGERS HOTLINE 151 1 57101 Tickets for 11/2015	
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST 151 1 57101 Tickets for 11/2015	47.76
Total			47.76
<hr/>			
15718	12/21/2015	ENVIROTECH EQUIPMENT 101815-2A Jetting Nozzle	
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE 101815-2A Jetting Nozzle	2,300.00
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE 101815-15A Sccop/Handles for Jetter	593.17
Total			2,893.17
<hr/>			
15719	12/21/2015	EXXON MOBIL 4512 15856 14.56g Unlead	
610-00-57933-000-000		TRANSPORTATION EXPENSE 4512 15856 14.56g Unlead	31.84
620-00-59828-000-000		OPERATION-TRANSPORTATION 4512 27154 39.08g Unlead	79.44
620-00-59828-000-000		OPERATION-TRANSPORTATION 29507 2950 6.67g Diesel	14.80
Total			126.08
<hr/>			
15720	12/21/2015	FERGUSON WATERWORKS #1476 0186194 Sod Cap, Gasket	
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPNSSES 0186194 Sod Cap, Gasket	138.51

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57641-000-000		TRANS& DISTR. SUPPLIES/EXPNSSES	281.05
		0187807 Cop Tube	
Total			419.56
<hr/>			
	15721 12/21/2015	GRAINGER	
		9893239542 Thermostat	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP	35.23
		9893239542 Thermostat	
610-00-57602-000-000		S.O.S.-Misc supplies	95.36
		9904655439 Multi Tool	
610-00-57602-000-000		S.O.S.-Misc supplies	30.24
		9911218437 Wrench	
Total			160.83
<hr/>			
	15722 12/21/2015	HAWKINS INC	
		3808487 Zetag	
620-00-59825-000-000		SLUDGE CONDITIONING CHEMICALS	2,351.98
		3808487 Zetag	
Total			2,351.98
<hr/>			
	15723 12/21/2015	HYDRITE CHEMICAL CO	
		01856817 Caustic soda	
610-00-57631-000-000		WATER TREATMENT -CHEMICALS	10,175.35
		01856817 Caustic soda	
Total			10,175.35
<hr/>			
	15724 12/21/2015	L W ALLEN INC	
		099925 Pump Repair	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP	4,418.37
		099925 Pump Repair	
Total			4,418.37
<hr/>			
	15725 12/21/2015	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

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
15726	12/21/2015	MIDWEST TESTING	
3720 Meter Testing			
610-00-57923-000-000		OUTSIDE SERV-ENGINEER, WTR TEST	495.00
3720 Meter Testing			
Total			495.00
<hr/>			
15727	12/21/2015	MSA PROFESSIONAL SERVICES, INC.	
19 WWTF Improvements Design			
620-00-59852-000-000		OUTSIDE SERVICES EMPLOYED	9,852.60
19 WWTF Improvements Design			
Total			9,852.60
<hr/>			
15728	12/21/2015	NCL OF WISCONSIN INC	
363453 Hydrochloric Acid			
620-00-59851-000-000		OFFICE SUPPLIES & EXPENSES	499.73
363453 Hydrochloric Acid			
Total			499.73
<hr/>			
15729	12/21/2015	NORTHERN LAKE SERVICE INC	
285935 Phosphorus			
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	125.00
285935 Phosphorus			
620-00-59852-001-000		OUTSD SERV.-TEST/SLUDGE HAUL	95.00
287362 Phosphorus			
Total			220.00
<hr/>			
15730	12/21/2015	RADIO SHACK	
10063688 Norton Anti Virus			
620-00-59827-000-000		OTHER OPERATING SUPPLIES	63.97
10063688 Norton Anti Virus			
Total			63.97
<hr/>			
15731	12/21/2015	SHELL FLEET PLUS	
0511 322669 106.72g Unlead			
610-00-57933-000-000		TRANSPORTATION EXPENSE	237.36
0511 322669 106.72g Unlead			
610-00-57933-000-000		TRANSPORTATION EXPENSE	-3.20
Discount - Wtr Dept			
620-00-59828-000-000		OPERATION-TRANSPORTATION	132.92
0511 322867 55.25G Diesel			

12/23/2015

2:15 PM

Reprint Check Register - Full Report - ALL

Page: 10
ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
620-00-59828-000-000		OPERATION-TRANSPORTATION	-1.66
		Discount - Wwtr	
Total			365.42

15732	12/21/2015	STAAB CONSTRUCTION CORP	
		WWTF 2015 UPGRADE - PAY REQUEST #7 & #9	
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE	177,047.00
		WWTF 2015 UPGRADE - PAY REQUEST #7	
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE	47,682.19
		WWTF 2015 UPGRADE - PAY REQUEST #9	
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE	122,615.83
		WWTF UPGRADE 2015 - PAY REQUEST #8	
Total			347,345.02

15733	12/21/2015	STRELOW, BRANDON	
		Safety Boots	
610-00-57930-000-000		MISC GENERAL EXPENSE	100.00
		Safety Boots	
Total			100.00

15734	12/21/2015	TOMAHAWK ACE HARDWARE	
		304046 Battery, Wire Brush	
610-00-57602-000-000		S.O.S.-Misc supplies	23.72
		304046 Battery, Wire Brush	
610-00-57602-000-000		S.O.S.-Misc supplies	8.05
		303736 Nut, Sleeves	
610-00-57602-000-000		S.O.S.-Misc supplies	39.57
		303148 Fasteners	
610-00-57602-000-000		S.O.S.-Misc supplies	5.38
		303200 Highlighter, Pencil	
620-00-59827-000-000		OTHER OPERATING SUPPLIES	17.69
		304813 Tape, UPS	
620-00-59827-000-000		OTHER OPERATING SUPPLIES	25.40
		304484 Bleach, Cleaners, Strainer	
620-00-59827-000-000		OTHER OPERATING SUPPLIES	10.79
		303692 Fuse	
610-00-57602-000-000		S.O.S.-Misc supplies	9.48
		304367 Battery	

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
610-00-57602-000-000		S.O.S.-Misc supplis 304783 Salt Spreader	80.99
620-00-59827-000-000		OTHER OPERATING SUPPLIES 303524 Elbow, Couple, Pipe	100.15
620-00-59827-000-000		OTHER OPERATING SUPPLIES 303525 Pipe, Elbow, Couple	22.55
Total			343.77
15735	12/21/2015	U.W. SOIL TESTING LAB 4493 Routine Farm Soil	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 4493 Routine Farm Soil	32.00
Total			32.00
15736	12/21/2015	VISU-SEWER Balance Pay Request #3	
620-00-59834-000-000		MAINT GENERAL PLANT STRUCTURE Balance Pay Request #3	6,275.69
Total			6,275.69
15737	12/21/2015	WISCONSIN STATE LAB OF HYGIENE 434540 Solids & BOD/COD Enf Ref	
620-00-59832-000-000		MAINT COLLECTION SYSTEM PUMP 434540 Solids & BOD/COD Enf Ref	118.00
Total			118.00
15738	12/21/2015	WORKHORSE SOFTWARE SERVICES INC Support Fee	
610-00-57930-000-000		MISC GENERAL EXPENSE Support Fee	487.50
620-00-59856-000-000		MISC. GENERAL EXPENSE Support Fee	487.50
Total			975.00
BANK FEES	11/30/2015	BANK FEES	
	11/30/2015	BANK FEES	
610-00-57930-000-000		MISC GENERAL EXPENSE 11/03/2015 BANK FEES	36.50
610-00-57930-000-000		MISC GENERAL EXPENSE 11/13/2015 BANK FEES	24.95

Manual Check

12/23/2015

2:15 PM

Reprint Check Register - Full Report - ALL

Page: 12
ACCT

1ST MERIT - WATER AND SEWER CHECKING

ALL Checks

Posted From: 11/21/2015 From Account:
Thru: 12/21/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total
			61.45
<hr/>			
BANK FEES	11/30/2015	BANK FEES	
	11/30/2015	BANK FEES	
			Manual Check
610-00-57930-000-000		MISC GENERAL EXPENSE	4.95
	11/03/2015	BANK FEES	
			Total
			4.95
<hr/>			
			Grand Total
			448,141.22

City of Tomahawk

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

Date: December 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)	\$	(169,155.07)
Credits- Cash Receipts/Transfers	\$	778,992.28
Debits - Checks 15653 -15691	\$	(448,141.22)
Total Treasurer's Cash October 20, 2015	\$	161,695.99
1st Merit Saving Account	\$	55,710.54
State Local Government Investment Pool	\$	326,525.79
Total Cash Available	\$	543,932.32

Fund Balances:

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

Debts:

		Balance
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		

Total Debt	\$	7,692,890.00
Due to General Fund from Water	\$	199,882.91
Due to General Fund from Sewer	\$	60,421.41

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 :

\$ 448,141.22

Fund: 610 - WATER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 December	Actual 12/21/2015			
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	255.96	200.00	55.96	127.98
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	15,023.30	186,429.08	200,000.00	-13,570.92	93.21
610-00-44612-000-000	MULTI FAMILY RESIDENTIAL WATER	81.50	7,792.23	3,500.00	4,292.23	222.64
610-00-44613-000-000	COMMERCIAL WATER	5,230.85	81,824.88	95,000.00	-13,175.12	86.13
610-00-44615-000-000	INDUSTRIAL WATER	2,707.30	65,568.21	80,000.00	-14,431.79	81.96
610-00-44617-000-000	PUBLIC AUTHORITY WATER	1,096.30	12,034.76	12,000.00	34.76	100.29
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	660.00	10,950.00	12,000.00	-1,050.00	91.25
610-00-44630-000-000	PUBLIC FIRE PROTECTION	0.00	201,319.25	219,621.00	-18,301.75	91.67
610-00-44700-000-000	CUSTOMER FORFEITED PENALTIES	-0.10	31,440.60	25,000.00	6,440.60	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	41,633.46	39,000.00	2,633.46	106.75
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	40.00	1,292.00	500.00	792.00	258.40
LICENSES AND PERMITS		28,450.11	641,328.81	692,755.51	-51,426.70	92.58
610-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		28,450.11	641,328.81	692,755.51	-51,426.70	92.58

Fund: 610 - WATER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 December	Actual 12/21/2015			
610-00-57080-000-000	TAXES	5,507.92	66,095.04	66,095.04	0.00	100.00
610-00-57081-000-000	TAXES -FICA	250.15	7,012.45	7,168.34	155.89	97.83
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	1,903.14	50,316.66	38,860.10	-11,456.56	129.48
610-00-57602-000-000	S.O.S.-Misc supplies	567.25	6,773.99	10,000.00	3,226.01	67.74
610-00-57605-000-000	MAIN OF WATER SOURCE PLANT	0.00	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	1,775.42	21,441.33	25,000.00	3,558.67	85.77
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	310.70	3,156.82	4,150.00	993.18	76.07
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	10,175.35	30,233.82	44,000.00	13,766.18	68.71
610-00-57640-000-000	OPERATING LABOR-TRANS/DIST FAC	365.28	1,617.44	4,425.00	2,807.56	36.55
610-00-57641-000-000	TRANS& DISTR. SUPPLIES/EXPNS	419.56	15,382.61	4,000.00	-11,382.61	384.57
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	0.00	2,285.55	9,885.00	7,599.45	23.12
610-00-57651-000-000	MAINTENANCE OF MAINS	5,258.00	45,071.87	50,000.00	4,928.13	90.14
610-00-57652-000-000	MAINT SERVICE	0.00	10,049.66	15,000.00	4,950.34	67.00
610-00-57653-000-000	MAINTENANCE OF METERS	0.00	7,404.17	36,850.00	29,445.83	20.09
610-00-57654-000-000	MAINTENANCE OF HYDRANTS	273.96	5,423.04	10,000.00	4,576.96	54.23
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	0.00	4,486.17	10,509.38	6,023.21	42.69
610-00-57902-000-000	ACCOUNTING AND COLLECTION LABO	2,077.82	24,933.84	24,933.84	0.00	100.00
610-00-57903-000-000	SUPPLIES, MERER READ, BILLING	105.47	1,346.86	5,000.00	3,653.14	26.94
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	647.59	12,218.27	20,000.00	7,781.73	61.09
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	168.96	41,888.78	66,597.21	24,708.43	62.90
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	837.12	7,264.12	6,000.00	-1,264.12	121.07
610-00-57933-000-000	TRANSPORTATION EXPENSE	266.00	4,368.32	5,500.00	1,131.68	79.42
CAPITAL OUTLAY		30,909.69	474,961.86	647,321.34	172,359.48	73.37
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 December	2015 Actual 12/21/2015	2015 Budget	Budget Status	% of Budget
OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
Total Expenses	30,909.69	474,961.86	647,321.34	172,359.48	73.37
Net Totals	-2,459.58	166,366.95	45,434.17	-120,932.78	366.17

Fund: 620 - SEWER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 December	Actual 12/21/2015			
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	0.00	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
LICENSES AND PERMITS		0.00	352,732.14	6,515.00	346,217.14	5,414.15
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	40,447.84	489,864.21	450,000.00	39,864.21	108.86
620-00-46221-001-000	METERED MULTI FAM RES SEWER	262.10	21,840.62	10,500.00	11,340.62	208.01
620-00-46222-000-000	METERED COMMERCIAL SEWER	16,678.10	249,398.76	250,000.00	-601.24	99.76
620-00-46223-000-000	METERED INDUSTRIAL SEWER	13,214.37	114,442.38	105,000.00	9,442.38	108.99
620-00-46224-000-000	METERED PUBLIC AUTHORITY	3,828.04	36,035.27	30,000.00	6,035.27	120.12
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
PUBLIC CHARGES FOR SERVICES		74,430.45	912,894.74	846,850.00	66,044.74	107.80
620-10-49200-000-000	TRANSFER	0.00	0.00	0.00	0.00	0.00
620-10-49200-001-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
DONATIONS		0.00	0.00	0.00	0.00	0.00
Total Revenues		74,430.45	1,265,626.88	853,365.00	412,261.88	148.31

Fund: 620 - SEWER FUND

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 December	Actual 12/21/2015			
620-00-59080-000-000	TAXES	0.00	0.00	0.00	0.00	0.00
620-00-59081-000-000	TAXES -FICA	464.50	10,990.85	12,029.17	1,038.32	91.37
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	6,058.20	139,625.04	133,707.21	-5,917.83	104.43
620-00-59821-000-000	POWER & FUEL FOR PUMPING	5,107.29	66,459.71	67,000.00	540.29	99.19
620-00-59823-000-000	CHLORINE	0.00	0.00	0.00	0.00	0.00
620-00-59825-000-000	SLUDGE CONDITIONING CHEMICALS	2,351.98	7,182.06	7,000.00	-182.06	102.60
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	373.11	5,632.27	14,500.00	8,867.73	38.84
620-00-59828-000-000	OPERATION-TRANSPORTATION	289.63	2,699.00	1,500.00	-1,199.00	179.93
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	4,887.94	15,294.50	13,000.00	-2,294.50	117.65
620-00-59833-000-000	MAINT TREATMENT/DISPOSAL PLANT	0.00	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	356,513.88	2,466,148.71	0.00	-2,466,148.71	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	273.96	4,396.86	36,850.00	32,453.14	11.93
620-00-59840-000-000	BILLING, COLLECTING & ACCTG	2,806.84	33,763.41	35,000.00	1,236.59	96.47
620-00-59842-000-000	METER READING	0.00	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	702.76	9,029.43	21,300.00	12,270.57	42.39
620-00-59852-000-000	OUTSIDE SERVICES EMPLOYED	10,220.66	214,060.53	11,000.00	-203,060.53	1,946.00
620-00-59852-001-000	OUTSD SERV.-TEST/SLUDGE HAUL	220.00	51,315.26	23,000.00	-28,315.26	223.11
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	488.51	51,942.54	71,045.23	19,102.69	73.11
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	884.32	3,363.56	10,000.00	6,636.44	33.64
OTHER FINANCING USES		391,643.58	3,318,763.36	827,680.93	-2,491,082.43	400.97
Total Expenses		391,643.58	3,318,763.36	827,680.93	-2,491,082.43	400.97
Net Totals		-317,213.13	-2,053,136.48	25,684.07	2,078,820.55	-7,993.81

To: Personnel Committee
From: Mike Tolvstad, Director of Public Works
Date: 12/7/15
RE: Pay rates for Water and Wastewater Operators

Background

The State of Wisconsin has changed the Certification Classifications for wastewater Operators in the state. There are no longer the Grade 2, 3 and 4 classifications that are reflected in the city Salary Ordinance. The classifications are now operator in training, basic and advanced. We need to adjust our wage scale for the utilities to reflect these changes.

Analysis

As of now there are 5 pay grades in the utilities, there should have been 6. I am proposing that we create a pay scale with 4 grades and a \$0.30 premium for the Head Operator in both utilities. The premium would be paid to the operator that acts as the head operator (operator in charge) regardless of their pay grade.

Operator in Training - \$20.21	This is the starting rate that would apply to an individual that does not have a certification in either water or wastewater.
Water Certified - \$21.45	This would be for the individual who has the water certification but, no certification in wastewater.
Wastewater Basic - \$22.45	This is for the individual that has initial wastewater certification. This grade does not require water certification.
Advanced Operator - \$22.98	This is for the individual who has the highest wastewater grade and water certification.

Recommendation

Accept the recommend wage scale for the utilities to go into effect January 1, 2016.

To: Utility Commission
From: Mike Tolvstad, Director of Public Works
Date: 12/22/15
Re: Operator hiring schedule

Background

Assuming the City Council acts on the termination recommend by staff there will be a need to hire a fourth operator for the utilities. I have provided a timeline for advertising and interviewing candidates for the position. I feel that this is a pretty aggressive schedule but, it is time to get someone in that position full-time.

January 5 – Council approves termination of present employee

January 12 & 19 – advertise in the Leader, WJJQ, Rural Water and League of Municipality sites.

February 1 – Applications Due

February 6 – Interviews

February 8 – 19 - Offer of employment, background check and physical

February 23 – Utility Commission approval

March 1 – Council approval

Recommendation

Approve schedule.

To: Utility Commission
From: Mike Tolvstad, Director of Public Works
Date: 12/22/15
Re: Metering individual Mobile Homes

Background

The mobile home park in the City of Tomahawk is presently metered with a master meter system that measures the water usage of the entire court. There has been speculation the park owners may want to individually meter each unit separately in the future. This would allow the utility to bill the each mobile home rather than the park owner paying the bill through their rental rates. There are advantages and disadvantages of making such a change to the utility.

Analysis

Advantages

This would make each mobile home unit for their individual water usage. This encourages water conservation as the less water that is consumed, the smaller the individual resident's bill.

Disadvantages

1. The park has had a history of substantial water loss in the privately owned water main system within the park. Although there has been some water main replacement in recent years we are not sure that the private system does not continue to have water loss problems. We would want to continue the use of the master meter system for a period of time after the installation of individual meters to insure that the water loss issue that exists are dealt with to the utilities satisfaction.
2. The utility would need to provide a meter for each residential unit or the park owner would need to purchase, read and maintain their own meter system. If the utility installs the meters we would be responsible for providing the meter, reading, billing and **collecting delinquent utility payments.**
3. Location of the individual meters should be in the interior of the mobile homes in a place easily accessible for service purposes. The meters should never be allowed to be placed in pits under the mobile home.

Recommendation

No recommendation at this time. This is a heads up to a possible future issue.