



Smart Move

CITY OF MERRILL

Water & Sewage Utility

2401 River Street • Merrill, Wisconsin • 54452
Phone: 715.536.6561 • Fax: 715.539.2668

NOTICE

RE: Water and Sewage Committee Meeting to be held **Wednesday, January 23, 2013** at **5:00** p.m. in the basement conference room of City Hall.

Voting members: Alderperson John Burgener, Alderperson Kandy Peterson, and Alderperson Rob Norton

The following items will be on the agenda:

1. Review & approval of vouchers.
2. Consider implementing online payments for utility bills.
3. Operations Report
4. Public Comment.
5. Next meeting.
6. Adjournment.

Reviewed by,

John Burgener
Committee Chairperson

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-6561.

PACKET: 04701 utility dec 2012

VENDOR SET: 01

BANK : 4 UTILITY A/P

V. NO	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003108	AIRGAS USA, LLC I-9905312048	AIRGAS USA, LLC	R	12/13/2012		20.29CR	135202	20.29
001521	BAY TOWEL I-113012	BAY TOWEL	R	12/13/2012		315.65CR	135203	315.65
002411	BECHER-HOPPE ASSOC INC I-16705	BECHER-HOPPE ASSOC INC	R	12/13/2012		965.00CR	135204	965.00
000381	CITY OF MERRILL I-REPL ACCT - SEW	CITY OF MERRILL	R	12/13/2012		12,500.00CR	135205	12,500.00
000204	DAVE'S COUNTY MARKET I-113012	DAVE'S COUNTY MARKET	R	12/13/2012		93.36CR	135206	93.36
000206	DIGGERS HOTLINE I-121 1 56501	DIGGERS HOTLINE	R	12/13/2012		209.60CR	135207	209.60
000212	FASTENAL COMPANY I-113012	FASTENAL COMPANY	R	12/13/2012		564.01CR	135208	564.01
002661	FRONTIER I-113012	FRONTIER	R	12/13/2012		128.96CR	135209	128.96
000215	GENERAL CHEMICAL PERFORMANCE PRODUCTS LLC I-90527875	GENERAL CHEMICAL PERFORMANCE P	R	12/13/2012		5,314.61CR	135210	5,314.61
000224	HYDRITE CHEMICAL CO I-113012	HYDRITE CHEMICAL CO	R	12/13/2012		2,553.00CR	135211	2,553.00
002849	HYDRODESIGNS I-0028053-IN	HYDRODESIGNS	R	12/13/2012		1,280.00CR	135212	1,280.00
000228	J & H BERGE, INC I-113012	J & H BERGE, INC	R	12/13/2012		290.94CR	135213	290.94
001107	LINCOLN COUNTY LANDFILL I-8389	LINCOLN COUNTY LANDFILL	R	12/13/2012		184.08CR	135214	184.08
002116	LINDER ELECTRIC MOTORS I-18218	LINDER ELECTRIC MOTORS	R	12/13/2012		266.03CR	135215	266.03

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000316	MARATHON CO. HEALTH DEPT. I-HLI00007001	MARATHON CO. HEALTH DEPT.	R	12/13/2012		46.00CR	135216	46.00
000737	MARSHFIELD CLINIC I-8006412 11-30-12	MARSHFIELD CLINIC	R	12/13/2012		229.20CR	135217	229.20
000041	MERRILL ACE HARDWARE I-113012	MERRILL ACE HARDWARE	R	12/13/2012		168.65CR	135218	168.65
003176	MIDWEST INDUSTRIAL SEWING CORPORATION I-MWU-111312G	MIDWEST INDUSTRIAL SEWING CORP	R	12/13/2012		20.30CR	135219	20.30
000540	NAPA AUTO PARTS I-390251	NAPA AUTO PARTS	R	12/13/2012		3.28CR	135220	3.28
000337	NORTH CENTRAL LABORATORIES I-113012	NORTH CENTRAL LABORATORIES	R	12/13/2012		3,825.70CR	135221	3,825.70
002711	O'REILLY AUTO PARTS I-2327168450	O'REILLY AUTO PARTS	R	12/13/2012		249.98CR	135222	249.98
001979	P B B S EQUIPMENT CORPORATION I-113012	P B B S EQUIPMENT CORPORATION	R	12/13/2012		1,602.85CR	135223	1,602.85
001392	PACE ANALYTICAL SERVICES INC I-113012	PACE ANALYTICAL SERVICES INC	R	12/13/2012		174.00CR	135224	174.00
000586	QUILL CORPORATION I-7235050	QUILL CORPORATION	R	12/13/2012		73.09CR	135225	73.09
003244	ROOTX I-37689	ROOTX	R	12/13/2012		3,465.54CR	135226	3,465.54
002533	STRAND & ASSOCIATES INC I-113012	STRAND & ASSOCIATES INC	R	12/13/2012		6,031.71CR	135227	6,031.71
002511	SUPERIOR PLUMBING & RPZ TESTING LLC I-1226	SUPERIOR PLUMBING & RPZ TESTIN	R	12/13/2012		450.00CR	135228	450.00
000266	TRANTOW DO IT CENTER I-416459	TRANTOW DO IT CENTER	R	12/13/2012		31.88CR	135229	31.88

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000568	U.S. POSTAL SERVICE I-PERMIT	U.S. POSTAL SERVICE	R	12/13/2012		190.00CR	135230	190.00
000578	USA BLUE BOOK I-820028	USA BLUE BOOK	R	12/13/2012		192.38CR	135231	192.38
000678	VAN ERT ELECTRIC CO INC I-000125969	VAN ERT ELECTRIC CO INC	R	12/13/2012		140.00CR	135232	140.00
000466	TERENCE VANDENHEUVEL I-WWOA MTG 12/4	TERENCE VANDENHEUVEL	R	12/13/2012		27.36CR	135233	27.36
002501	VERIZON WIRELESS I-2835723586	VERIZON WIRELESS	R	12/13/2012		86.25CR	135234	86.25
000284	VIP ALL-VALUE I-113012	VIP ALL-VALUE	R	12/13/2012		57.78CR	135235	57.78
002789	VIP ELECTRONICS/RADIO SHACK I-10024386	VIP ELECTRONICS/RADIO SHACK	R	12/13/2012		112.98CR	135236	112.98
000656	WISCONSIN PUBLIC SERVICE I-113012	WISCONSIN PUBLIC SERVICE	R	12/13/2012		11,140.77CR	135237	11,140.77

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	36	0.00	53,005.23	53,005.23
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	36	0.00	53,005.23	53,005.23

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
62	12/2012	16,949.46CR
63	12/2012	36,055.77CR
=====		
ALL		53,005.23CR

We receive, on average, at least 8 to 10 requests per week as to whether or not customers can pay their bill with a debit card, credit card or set up direct payments out of their checking accounts. Over the last year or so these requests are continuing to increase, especially when we send out disconnect notices.

In doing some research, it has been found that numerous communities surrounding Merrill have already been using online payments for a number of years. They take online payments for water & sewer bills, electric bills, tax payments, building permits, licenses and more.

From the information gathered, the municipalities are not charged fees to have this set up (Official Payments and Wisconsin Payments do not charge a fee to the municipality and some may not even have any paperwork for the municipality to fill out; some do have you sign an initial contract.) State of Wisconsin Statutes do not allow municipalities to collect any type of "fees" for these kinds of services.

In the data gathered, it sounds as though the "convenience fee" for using such a service is ranging anywhere from \$4.00 and up. Wisconsin Payments charges the customers a \$6.50 fee for credit card payments up to \$250.00, \$3.25 for Echeck payments and approximately a 4% fee for Paypal payments. This amount could vary depending on the type of payment and of course the amount. Official Payments seems to have similar charges and those can vary as well dependent upon the amount of the payment being made and what the payment is for.

The customers who choose to use the online payments are the **ONLY** customers who are going to have to pay the convenience fee. **If customers choose to pay their bills in person, via the mail they will NOT have to pay any kind of convenience fee.**

Quite a few of the municipalities use online payments for water & sewer bills. There are a number of them who use the online payments for their tax payments as well as building permits and fines.

In considering going to online payments, there are a few things that should be considered. Number one is that there are really no costs associated with setting this convenience up for the customer. There may be some time involved from the municipality's side, but that occurs with all new software systems or improving things. Number two, this is something the customers are requesting and because we do in fact work for the public, this is something that should be taken into serious consideration. Three, this will/can improve cash flow for the city as well.

There are pros and cons with anything. That goes without saying. However, it is the customer's choice if they want to pay the convenience fee. If they want to continue paying their bills as they do now either in person, by mail, using the drop box then they can do so **without** being charged any additional fees. **Only** the customers who choose to use the online payments will have to agree to the convenience fee. These convenience fees are not imposed on all the customers.

Some of the communities that are currently using Official Payments or Wisconsin Payments are:

City of Mosinee

Building permits, parking citations, police citations, personal property tax, real estate tax, utilities

Village of Kronenwetter

Real estate property tax, water & sewer bills

City of Wausau

Parking citations, real estate tax, traffic citations, personal property tax, water & sewer bill, ambulance billing

Town of Rib Mountain

Ambulance fee, real estate tax

Village of Weston

Personal property tax, real estate tax, utilities

City of Antigo

Water & sewer payments, parking tickets, campground fees, recreation fee, shelter rental, cemetery fee, ambulance billing, licenses, permits, real estate taxes, personal property taxes, vehicle license plates

In summary, going to online payments is not only going to offer a convenience to the customers who choose to use it, it is also going to help improve efficiencies for the various city departments, but it will/can potentially improve cash flow as well. If this is not going to overall cost all taxpayers anything, why would we not look at considering to offer this convenience to the customers who choose to use it.



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E-mail Address:

Password:

Submit

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How It Works

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About Official Payments

Official Payments partners with governments, utilities, education providers and other payment collecting organizations nationwide to give customers the ability to pay online or over the phone using a credit card, debit card or electronic check. Simplify your bill paying with Official Payments and consider your bill *Officially Paid*.

Official Payments is proven.

- Partners with the IRS, 26 states and D.C., 300+ universities and colleges and 3000+ municipalities nationwide
- Process 5000+ different payment types
- 6 million transactions and \$4 billion processed in 2007
- In business since 1996

So many ways to pay.

- Visa, MasterCard, American Express, and Discover credit and debit cards
- Bill Me Later®
- Green Dot MoneyPak®
- Electronic check
- Online or over the [phone at 1-800-2PAY-TAX](tel:1-800-2PAY-TAX)

Making a payment is fast, easy and secure.

- 6 simple [steps](#)
- Real time payment authorization
- [Convenience fee](#) charged for payment transactions

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Log in for expedited access to our enhanced payment services.

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Password: [input field]

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About the Process

Paying with Official Payments is simple 6-Step process that only takes a few minutes (click [here](#) to see how you can set-up an account and spend even less time paying your bills).

Step 1: Select Service

Official Payments groups the organizations that you can make payments to into four divisions: Federal, State, Local, and Education Payments.

- Select [Federal Payments](#) for all personal and business taxes due to the IRS
- Select [State Payments](#) for all personal, business, and other taxes and fees due to a state collecting authority
- Select [Local Payments](#) for all local taxes, citation, court fees, utilities payments, local education payments, parks and recreation fees, permitting and licensing fees, and more
- Select [Education Payments](#) to pay tuition, housing, meal plans, event fees, and other education related expenses

*Not sure if you can pay a certain bill with us? Click [here](#) to see our "Who Can I Pay?" page.

Step 2: Enter Amount

Simply enter the dollar amount you wish to pay your selected organization, and select the payment option.

Step 3: Accept Terms

Official Payments collects a service fee for every transaction processed. Based on your input during Steps 1 & 2 we will calculate the fee and present it to you here along with our terms and conditions for using our services. Accept the fee and the terms to continue.

Step 4: Provide Details

Here you will provide personal information and payment information. This information is required so that Official Payments can properly authorize and process your payment. Remember that the highest data encryption standard protects every transaction. Your personal information stays personal.

Step 5: Confirm Details

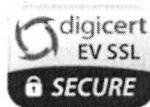
Confirm that all the data you have supplied us with is correct. After you press "Submit" we will process your transaction in real-time. This process will only take a few seconds.

Step 6: Digital Receipt

You will receive a unique confirmation number as well as a digital receipt for your records. We also offer a printer-friendly version if you wish to have a hard copy of your receipt.

*To see a demonstration, click [here!](#)

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Payment Benefits

Everyone Wants To Be Rewarded.

When you pay through Official Payments using a credit or debit card, you may earn reward points, miles or money back. You may even gain a little extra time to pay. It's fast, easy and secure.

Convenient Every Which Way

No matter where or when, you can conveniently pay your bills online or over the phone. By signing up for My Account, you can easily set up payment reminders, schedule automatic payments and view your payment history. We're available 24/7. Why wait on line at the Post Office when you can go online with us?

Cash Management

Manage your cash flow and enjoy the financial flexibility our service provides. When you pay with a credit card, you can avoid late fees and free up funds. Many small business owners find our payment service helpful in managing their business finances.

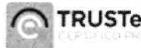
Security is Everything When It Comes to Electronic Payments.

Official Payments provides the highest level of data security for every transaction. Our systems are approved and audited by the IRS, state governments, and major credit card companies which means you can be sure your personal information is protected.

Officially Paid.

So whether you're making tax payments, rent payments, insurance payments, utility payments, education payments or court fees and fines, give yourself the benefit of Official Payments. It's a smarter way to do business.

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Case Studies

Privacy concerns preclude Official Payments from providing the details and circumstances of actual consumers who used our services. However, the following case studies illustrate the convenience, rewards and cash management benefits of making payments through Official Payments.

Convenience

An individual taxpayer, who had for several years received a tax refund, waited until the last day to fill out her tax forms and was surprised to learn that she had a tax obligation due. Rather than rushing to the post office to stand in line late at night, she filed her return electronically and visited www.officialpayments.com to pay her tax obligation at 11:44 p.m. on tax day. By making her payment online through Official Payments, she had the comfort of knowing that her payment had been made, and she avoided the penalties and interest that could have resulted from missing the payment deadline.

Rewards

A couple living in New York was planning their ten-year anniversary trip to Hawaii. They called 1-800-2PAY-TAX to make their federal and state tax payments on their credit card and earned more than 150,000 rewards points. They used 150,000 points to redeem two roundtrip business class tickets to Hawaii (75,000 points each; total retail value \$9,477). For a \$3,735 convenience fee, they earned rewards worth \$9,477.

Cash Management

A small business owner who was experiencing a period of temporary cash flow weakness did not want to liquidate assets or take out a short-term bank loan to pay his state sales tax bill. He knew several clients would soon be making large cash payments to settle their outstanding balances. By making the tax payment with a credit card, he was able to pay his tax obligation on time and pay the credit card balance later when cash was available. Charging his sales taxes helped him avoid setting up an extended payment schedule with the state or taking out a high interest, short-term loan.

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This is a "printer friendly" page. Please use the "print" option in your browser to print this screen.



Terms and Conditions:

Official Payments Corporation charges a convenience fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The convenience fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment (and, if applicable, your tax return filing) by the governmental authority or other entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment or, if applicable, your tax return filing, your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Users who are making a credit or debit card payment and filing a tax return electronically through an integrated e-payment/e-filing option are reminded to complete the e-filing process. A successful payment through Official Payments Corporation does not guarantee that the e-filing will be successful. Making a payment through Official Payments Corporation only satisfies (all or part of) your obligation to pay, you must complete the e-filing process to satisfy your obligation to file.

Card Authorization Agreement

By clicking the "Accept" button you hereby confirm your acceptance of the convenience fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit or debit card.



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January 16, 2013

TO: Water & Sewage Committee

FROM: Kim Kriewald, Utility Superintendent

RE: Operations Report

Water & Sewer Operations & Water Recycling Operations aka Wastewater Operations

Preliminary fine screen is down for repair.

Replaced motor for RAS pump – old one wore out.

Water main break at W. 1st and California.

Scheduled thermal imaging to be done at all utility facilities – last done in 2006. During construction hot spots in main panel at a well house was discovered and repaired.

Doing extensive post construction cleaning at the water utility warehouse.

Working at end of year reports.

Water treatment is up and running as planned. Average (raw) .36 ppm for December; average finished effluent .03 ppm.

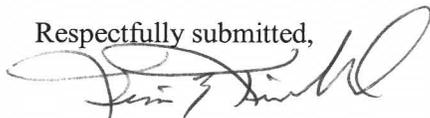
Set up DNR monthly reporting for water via e-file. Will get all operators registered to enter data/submit authorization. Potentially setup authorization for billing clerks to do data entry only for DNR reporting.

Programmable logic card (PLC) for blower at WWTP went out & needed replacement – went out (19th) replaced the (21st).

Filled out & submitted Intent to Apply and Priority Evaluation and Ranking Forms for potential Safe Drinking and Clean Water Fund Loans for potential 2014 Capital Project on W. Main Street force main/water main River Crossing. Deadline was December 31, 2012 for 2014 Projects.

Lab audit conducted by DNR January 16, 2013.

Respectfully submitted,



Kim Kriewald
Utilities Superintendent

ah