



**merrill**

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## 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, March 27, 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. Discussion & recommendation on hiring an intern at the Wastewater Treatment Plant.
3. Discussion & recommendation on hiring summer help for the utilities.
4. Discussion on East Street Tower/Tower Maintenance.
5. Operations Report
4. Public Comment.
6. Next meeting.
7. 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: 04859 water ap 3/12/13

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003108	AIRGAS USA, LLC I-9907147947	AIRGAS USA, LLC	R	3/12/2013		20.29CR	136417	20.29
001521	BAY TOWEL I-022813	BAY TOWEL	R	3/12/2013		277.57CR	136418	277.57
000381	CITY OF MERRILL I-ACCT SWG REPL	CITY OF MERRILL	R	3/12/2013		12,500.00CR	136419	12,500.00
000194	CLEARBROOK, INC I-21108	CLEARBROOK, INC	R	3/12/2013		1,069.96CR	136420	1,069.96
002926	DC MOTORS, INC I-022913	DC MOTORS, INC	R	3/12/2013		3,687.00CR	136421	3,687.00
003239	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC I-92615079	ENVIRONMENTAL SYSTEMS RESEARCH	R	3/12/2013		1,789.59CR	136422	1,789.59
000212	FASTENAL COMPANY I-022813	FASTENAL COMPANY	R	3/12/2013		1,778.97CR	136423	1,778.97
002661	FRONTIER I-022813	FRONTIER	R	3/12/2013		122.24CR	136424	122.24
000215	GENERAL CHEMICAL PERFORMANCE PRODUCTS LLC I-90547011	GENERAL CHEMICAL PERFORMANCE P	R	3/12/2013		5,157.42CR	136425	5,157.42
000222	HACH COMPANY I-8143621	HACH COMPANY	R	3/12/2013		301.06CR	136426	301.06
000224	HYDRITE CHEMICAL CO I-01571795	HYDRITE CHEMICAL CO	R	3/12/2013		1,940.20CR	136427	1,940.20
002849	HYDRODESIGNS I-0028630-IN	HYDRODESIGNS	R	3/12/2013		1,280.00CR	136428	1,280.00
000228	J & H BERGE, INC I-532839	J & H BERGE, INC	R	3/12/2013		381.72CR	136429	381.72
000313	LINCOLN CO TREASURER'S OFFICE I-8525	LINCOLN CO TREASURER'S OFFICE	R	3/12/2013		284.04CR	136430	284.04

PACKET: 04859 water ap 3/12/13

VENDOR SET: 01

BANK : 4 UTILITY A/P

VE	FOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000041		MERRILL ACE HARDWARE I-022813	MERRILL ACE HARDWARE	R	3/12/2013		446.91CR	136431	446.91
000328		MERRILL WATER UTILITY I-JET VAC 4TH QTR	MERRILL WATER UTILITY	R	3/12/2013		643.05CR	136432	643.05
001116		MUNICIPAL ENVIRONMENTAL GROUP - WATER DIVISION I-'13 MBRSHIP CHG	MUNICIPAL ENVIRONMENTAL GROUP	R	3/12/2013		1,035.30CR	136433	1,035.30
000540		NAPA AUTO PARTS I-022813	NAPA AUTO PARTS	R	3/12/2013		63.03CR	136434	63.03
000336		NIENOW ELECTRIC, INC I-3244	NIENOW ELECTRIC, INC	R	3/12/2013		712.83CR	136435	712.83
000337		NORTH CENTRAL LABORATORIES I-022813	NORTH CENTRAL LABORATORIES	R	3/12/2013		5,103.84CR	136436	5,103.84
001891		NORTHERN LAKE SERVICE INC I-228827	NORTHERN LAKE SERVICE INC	R	3/12/2013		576.00CR	136437	576.00
000351		OFFICE OF STATE TREASURER I-REVENUE BD REDE	OFFICE OF STATE TREASURER	R	3/12/2013		10,000.00CR	136438	10,000.00
001392		PACE ANALYTICAL SERVICES INC I-022813	PACE ANALYTICAL SERVICES INC	R	3/12/2013		158.00CR	136439	158.00
000362		PETERSON BROS. SAND I-6152	PETERSON BROS. SAND	R	3/12/2013		136.00CR	136440	136.00
000586		QUILL CORPORATION I-9815219	QUILL CORPORATION	R	3/12/2013		177.99CR	136441	177.99
000531		RENT-A-FLASH OF WI I-38035	RENT-A-FLASH OF WI	R	3/12/2013		761.80CR	136442	761.80
001811		SGS ENVIRONMENTAL CONTRACTING LLC I-022813	SGS ENVIRONMENTAL CONTRACTING	R	3/12/2013		4,585.00CR	136443	4,585.00
000450		GABRIEL STEINAGEL I-MILEAGE - ST. POIN	GABRIEL STEINAGEL	R	3/12/2013		62.15CR	136444	62.15

PACKET: 04859 water ap 3/12/13

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
002533	STRAND & ASSOCIATES INC I-0096119	STRAND & ASSOCIATES INC	R	3/12/2013		766.80CR	136445	766.80
000266	TRANTOW DO IT CENTER I-419364	TRANTOW DO IT CENTER	R	3/12/2013		119.96CR	136446	119.96
000578	USA BLUE BOOK I-022813	USA BLUE BOOK	R	3/12/2013		598.25CR	136447	598.25
000678	VAN ERT ELECTRIC CO INC I-022813	VAN ERT ELECTRIC CO INC	R	3/12/2013		2,137.26CR	136448	2,137.26
002501	VERIZON WIRELESS I-9700681924	VERIZON WIRELESS	R	3/12/2013		6.90CR	136449	6.90
000284	VIP ALL-VALUE I-084844	VIP ALL-VALUE	R	3/12/2013		56.48CR	136450	56.48
000299	WAL-MART COMMUNITY/GEMB I-022813	WAL-MART COMMUNITY/GEMB	R	3/12/2013		97.33CR	136451	97.33
000587	WI STATE LAB OF HYGIENE I-248625	WI STATE LAB OF HYGIENE	R	3/12/2013		40.00CR	136452	40.00
000656	WISCONSIN PUBLIC SERVICE I-022813	WISCONSIN PUBLIC SERVICE	R	3/12/2013		14,854.44CR	136453	14,854.44
001261	YORDE TOOL & MACHINING LLC I-4245	YORDE TOOL & MACHINING LLC	R	3/12/2013		760.00CR	136454	760.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	38	0.00	74,489.38	74,489.38
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:	38	0.00	74,489.38	74,489.38

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04859 water ap 3/12/13

VENDOR SET: 01

BANK : 4 UTILITY A/P

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	3/2013	30,890.72CR
63	3/2013	43,598.66CR
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ALL		74,489.38CR

PACKET: 04811 2/11/13 utility ap

VENDOR SET: 01

BANK : 4 UTILITY A/P

CR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003126	B & M TECHNICAL SERVICES INC I-2268	B & M TECHNICAL SERVICES INC	R	2/11/2013		3,458.00CR	136030	3,458.00
001521	BAY TOWEL I-013113	BAY TOWEL	R	2/11/2013		479.52CR	136031	479.52
002809	CARQUEST OF MERRILL I-10846-121707	CARQUEST OF MERRILL	R	2/11/2013		14.97CR	136032	14.97
000381	CITY OF MERRILL I-REPL - SWG ACCT	CITY OF MERRILL	R	2/11/2013		12,500.00CR	136033	12,500.00
002926	DC MOTORS, INC I-10221	DC MOTORS, INC	R	2/11/2013		1,295.40CR	136034	1,295.40
000123	DIAMOND BUSINESS GRAPHICS I-161906	DIAMOND BUSINESS GRAPHICS	R	2/11/2013		711.80CR	136035	711.80
000206	DIGGERS HOTLINE I-130 1 56501	DIGGERS HOTLINE	R	2/11/2013		956.80CR	136036	956.80
001115	E&B SCALE CO I-5066	E&B SCALE CO	R	2/11/2013		85.00CR	136037	85.00
000212	FASTENAL COMPANY I-013113	FASTENAL COMPANY	R	2/11/2013		439.62CR	136038	439.62
000215	GENERAL CHEMICAL PERFORMANCE PRODUCTS LLC I-90537116	GENERAL CHEMICAL PERFORMANCE P	R	2/11/2013		5,288.34CR	136039	5,288.34
000221	GRAINGER I-9049007504	GRAINGER	R	2/11/2013		503.28CR	136040	503.28
000224	HYDRITE CHEMICAL CO I-01560199	HYDRITE CHEMICAL CO	R	2/11/2013		2,246.60CR	136041	2,246.60
002849	HYDRODESIGNS I-0028408-IN	HYDRODESIGNS	R	2/11/2013		1,280.00CR	136042	1,280.00
001017	JANSSEN HEATING & COOLING I-013113	JANSSEN HEATING & COOLING	R	2/11/2013		270.10CR	136043	270.10

PACKET: 04811 2/11/13 utility ap

VENDOR SET: 01

BANK : 4 UTILITY A/P

R	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000140	KRUEGER PLUMBING L. L. C.							
	I-20666	KRUEGER PLUMBING L. L. C.	R	2/11/2013		16.66CR	136044	16.66
000313	LINCOLN CO TREASURER'S OFFICE							
	I-8490	LINCOLN CO TREASURER'S OFFICE	R	2/11/2013		272.20CR	136045	272.20
000041	MERRILL ACE HARDWARE							
	I-013113	MERRILL ACE HARDWARE	R	2/11/2013		203.95CR	136046	203.95
000328	MERRILL WATER UTILITY							
	I-010213	MERRILL WATER UTILITY	R	2/11/2013		170.37CR	136047	170.37
000540	NAPA AUTO PARTS							
	I-013113	NAPA AUTO PARTS	R	2/11/2013		97.62CR	136048	97.62
000336	NIENOW ELECTRIC, INC							
	I-013113	NIENOW ELECTRIC, INC	R	2/11/2013		1,035.35CR	136049	1,035.35
000337	NORTH CENTRAL LABORATORIES							
	I-013113	NORTH CENTRAL LABORATORIES	R	2/11/2013		1,315.73CR	136050	1,315.73
001891	NORTHERN LAKE SERVICE INC							
	I-013013	NORTHERN LAKE SERVICE INC	R	2/11/2013		3,099.30CR	136051	3,099.30
000351	OFFICE OF STATE TREASURER							
	I-REVE - BOND REDEP	OFFICE OF STATE TREASURER	R	2/11/2013		10,000.00CR	136052	10,000.00
001293	OVERHEAD DOOR CO OF WAUSAU							
	I-10478	OVERHEAD DOOR CO OF WAUSAU	R	2/11/2013		81.25CR	136053	81.25
001392	PACE ANALYTICAL SERVICES INC							
	I-013113	PACE ANALYTICAL SERVICES INC	R	2/11/2013		537.00CR	136054	537.00
000362	PETERSON BROS. SAND							
	I-6137	PETERSON BROS. SAND	R	2/11/2013		384.75CR	136055	384.75
000586	QUILL CORPORATION							
	I-8664576	QUILL CORPORATION	R	2/11/2013		186.18CR	136056	186.18
000537	ROTOGRAPHIC PRINTING							
	I-000150	ROTOGRAPHIC PRINTING	R	2/11/2013		75.00CR	136057	75.00

PACKET: 04811 2/11/13 utility ap

VENDOR SET: 01

BANK : 4 UTILITY A/P

OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003293	SCOPETEKK I-3048	SCOPETEKK	R	2/11/2013		530.00CR	136058	530.00
001811	SGS ENVIRONMENTAL CONTRACTING LLC I-23867	SGS ENVIRONMENTAL CONTRACTING	R	2/11/2013		1,150.00CR	136059	1,150.00
000578	USA BLUE BOOK I-849648	USA BLUE BOOK	R	2/11/2013		71.63CR	136060	71.63
002501	VERIZON WIRELESS I-2864612131	VERIZON WIRELESS	R	2/11/2013		80.71CR	136061	80.71
000284	VIP ALL-VALUE I-013113	VIP ALL-VALUE	R	2/11/2013		298.25CR	136062	298.25
003025	VL MOTION SYSTEMS INC I-21916	VL MOTION SYSTEMS INC	R	2/11/2013		68.50CR	136063	68.50
000299	WAL-MART COMMUNITY/GEMB I-013113	WAL-MART COMMUNITY/GEMB	R	2/11/2013		79.08CR	136064	79.08
000587	WI STATE LAB OF HYGIENE I-013113	WI STATE LAB OF HYGIENE	R	2/11/2013		20.00CR	136065	20.00
001943	WIRELESS SOLUTIONS I-MER01IN30958	WIRELESS SOLUTIONS	R	2/11/2013		49.99CR	136066	49.99
000656	WISCONSIN PUBLIC SERVICE I-013113	WISCONSIN PUBLIC SERVICE	R	2/11/2013		13,584.20CR	136067	13,584.20
001261	YORDE TOOL & MACHINING LLC I-4222	YORDE TOOL & MACHINING LLC	R	2/11/2013		125.00CR	136068	125.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	39	0.00	63,062.15	63,062.15
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:	39	0.00	63,062.15	63,062.15

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04811 2/11/13 utility ap

VENDOR SET: 01

BANK : 4 UTILITY A/P

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

FUND	PERIOD	AMOUNT
20	2/2013	2,854.50CR
62	2/2013	23,919.10CR
63	2/2013	36,288.55CR
=====		
ALL		63,062.15CR

PACKET: 04774 2012 WATER UTIL AP

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003108	AIRGAS USA, LLC I-123112	AIRGAS USA, LLC	R	1/21/2013		39.99CR	135817	39.99
003126	B & M TECHNICAL SERVICES INC I-123112	B & M TECHNICAL SERVICES INC	R	1/21/2013		2,964.00CR	135818	2,964.00
001521	BAY TOWEL I-123112	BAY TOWEL	R	1/21/2013		304.49CR	135819	304.49
000206	DIGGERS HOTLINE I-121 2 56501	DIGGERS HOTLINE	R	1/21/2013		36.80CR	135820	36.80
000209	ENERGENECS I-0025565-IN	ENERGENECS	R	1/21/2013		7,690.14CR	135821	7,690.14
000212	FASTENAL COMPANY I-123112	FASTENAL COMPANY	R	1/21/2013		446.76CR	135822	446.76
000632	FERGUSON ENTERPRISES #331 I-0124944	FERGUSON ENTERPRISES #331	R	1/21/2013		493.92CR	135823	493.92
002661	FRONTIER I-123112	FRONTIER	R	1/21/2013		254.23CR	135824	254.23
003164	HEARTLAND COOPERATIVE SERVICES I-123112	HEARTLAND COOPERATIVE SERVICES	R	1/21/2013		15.60CR	135825	15.60
002849	HYDRODESIGNS I-0028188-IN	HYDRODESIGNS	R	1/21/2013		1,280.00CR	135826	1,280.00
000751	L W ALLEN, INC I-123112	L W ALLEN, INC	R	1/21/2013		1,815.62CR	135827	1,815.62
000313	LINCOLN CO TREASURER'S OFFICE I-8443	LINCOLN CO TREASURER'S OFFICE	R	1/21/2013		213.69CR	135828	213.69
000041	MERRILL ACE HARDWARE I-123112	MERRILL ACE HARDWARE	R	1/21/2013		170.60CR	135829	170.60
000328	MERRILL WATER UTILITY I-123112	MERRILL WATER UTILITY	R	1/21/2013		27.04CR	135830	27.04

PACKET: 04774 2012 WATER UTIL AP

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000540	NAPA AUTO PARTS I-123112	NAPA AUTO PARTS	R	1/21/2013		38.67CR	135831	38.67
000337	NORTH CENTRAL LABORATORIES I-123112	NORTH CENTRAL LABORATORIES	R	1/21/2013		287.43CR	135832	287.43
001891	NORTHERN LAKE SERVICE INC I-123112	NORTHERN LAKE SERVICE INC	R	1/21/2013		86.40CR	135833	86.40
001392	PACE ANALYTICAL SERVICES INC I-123112	PACE ANALYTICAL SERVICES INC	R	1/21/2013		690.00CR	135834	690.00
000586	QUILL CORPORATION I-8190212	QUILL CORPORATION	R	1/21/2013		53.96CR	135835	53.96
000897	SANDERS & ASSOCIATES LLC I-5911	SANDERS & ASSOCIATES LLC	R	1/21/2013		725.00CR	135836	725.00
001616	STATE OF WISCONSIN I-123112	STATE OF WISCONSIN	R	1/21/2013		100.00CR	135837	100.00
002533	STRAND & ASSOCIATES INC I-123112	STRAND & ASSOCIATES INC	R	1/21/2013		4,677.13CR	135838	4,677.13
000266	TRANTOW DO IT CENTER I-123112	TRANTOW DO IT CENTER	R	1/21/2013		874.00CR	135839	874.00
000278	TRIDENT SUPPLY I-123112	TRIDENT SUPPLY	R	1/21/2013		298.46CR	135840	298.46
000578	USA BLUE BOOK I-123112	USA BLUE BOOK	R	1/21/2013		1,146.55CR	135841	1,146.55
002501	VERIZON WIRELESS I-2850163851	VERIZON WIRELESS	R	1/21/2013		81.40CR	135842	81.40
000284	VIP ALL-VALUE I-123112	VIP ALL-VALUE	R	1/21/2013		1,000.67CR	135843	1,000.67
000299	WAL-MART COMMUNITY/GEMB I-123112	WAL-MART COMMUNITY/GEMB	R	1/21/2013		63.37CR	135844	63.37

PACKET: 04774 2012 WATER UTIL AP

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000587	WI STATE LAB OF HYGIENE							
	I-123112	WI STATE LAB OF HYGIENE	R	1/21/2013		161.00CR	135845	161.00
003021	WISCONSIN LAND INFORMATION ASSOCIATION							
	I-5178496	WISCONSIN LAND INFORMATION ASS	R	1/21/2013		50.00CR	135846	50.00
000656	WISCONSIN PUBLIC SERVICE							
	I-123112	WISCONSIN PUBLIC SERVICE	R	1/21/2013		12,759.62CR	135847	12,759.62

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	31	0.00	38,846.54	38,846.54
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:	31	0.00	38,846.54	38,846.54

OT ERRORS: 0

TOTAL WARNINGS: 0

ACCOUNT: 04774 2012 WATER UTIL AP

VENDOR SET: 01

BANK : 4 UTILITY A/P

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	1/2013	14,197.40CR
63	1/2013	24,649.14CR
=====		
ALL		38,846.54CR

PACKET: 04775 JAN 2013 UTIL AP

VENDOR SET: 01

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000381	CITY OF MERRILL							
	I-RPL SWG ACCOUNT	CITY OF MERRILL	R	1/21/2013		12,500.00CR	135848	12,500.00
000328	MERRILL WATER UTILITY							
	I-PETTY CASH-UTILITY	MERRILL WATER UTILITY	R	1/21/2013		100.00CR	135849	100.00
000351	OFFICE OF STATE TREASURER							
	I-REV.BOND.REDEM.	OFFICE OF STATE TREASURER	R	1/21/2013		10,000.00CR	135850	10,000.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	22,600.00	22,600.00
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:	3	0.00	22,600.00	22,600.00

OTHER ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04775 JAN 2013 UTIL AP

VENDOR SET: 01

BANK : 4 UTILITY A/P

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	1/2013	10,050.00CR
63	1/2013	12,550.00CR
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ALL		22,600.00CR

## Tower Inspection

Tower inspections were done on both water towers this past fall as per DNR code 810.14. The inspection was a drain down done by Lane Tank Co. from Mosinee, WI . All excess sediment was removed , structural condition and interior and exterior conditions were inspected. Recommendations from the inspector are attached.

Options :

1. The exterior coatings are in good overall condition at both towers. The interior coating at Taylor Street tower is in good condition. Proceed with the repairs to the East Street tower and paint the interior as recommended.
2. Put the recommended work off until next year.
3. Plan and budget to do the re-painting of both towers interior and exterior along with the recommended work at both towers to also include the replacement of the expansion joints at the Taylor Street tower.
4. Repaint the interior and the exterior of the East Street tank and do the recommended repairs. This would put the tanks on different inspection and maintenance schedule. Taylor Street tank plan on maintenance and repaint the interior and exterior in 2017.

Recommendations:  
(East Street)

The exterior coating systems are in good condition and properly protecting the tank. However, there are a few repairs that need to be addressed to bring the tower up to code. The current ladder that runs from the catwalk up to the dome is separated by a 6-foot piece in the middle that is not properly installed. As you climb, there is a 2-foot gap between ladders and this piece is also laying on the tank which makes it difficult to get proper footing. This 6-foot section should be replaced with a curved ladder maintaining 12-inch rung spacing and raised off the tank surface at least 4 inches. A ladder safety climbing device should also be installed from the catwalk up to the dome. These repairs could be spot-prepared and painted to match the existing exterior coating as closely as possible.

The 15-foot section of the ladder that the Utility installed at the base of the ladder leg needs to be raised up to match the existing ladder's 12-inch rung spacing. This ladder also needs to be attached at the top to make it more secure. The current ladder safety climbing device on this ladder needs to be extended down to the bottom of the ladder to make it easier to hook up to before climbing.

There is an antenna mounted to the ladder cage that needs to be re-mounted so it no longer will rub against the tank as it has already caused damage to the coating that will need to be touched-up.

All current wet interior ladders should be removed. The existing ladder mounted on the trolley system is in poor condition due to deterioration from sitting in a wet environment for years and is hazardous if used for any maintenance purposes. It has fallen off its trolley system on one side and no longer moves. Its current position is blocking the hatch and limiting access to the wet interior. The ladder attached to the wall from the top access ladder to the tank floor is bent and broken off by ice and should also be removed.

The wet interior coating has failed and should be completely blasted off and a new paint system applied. The existing cathodic protection system could be removed for the first five years as it is not needed on a new paint system.

The Utility should have a piece of the current overflow pipe cut out at the base of the leg, approximately 3 feet up and down to near ground level. A flanged screen could then be installed to properly screen the overflow. A catch basin can be installed to funnel overflow water into the existing buried pipe that is routed downhill to good drainage.

For budgeting purposes, the above recommended repairs can be completed for approximately \$70,000 at today's prices.

## Recommendations:

(Taylor Street)

Currently the tank has a secondary ventilation system incorporated around the access tube. This area is sealed with banded rubber material. At the next major maintenance painting, this venting area should be eliminated as it is not needed because of the independent roof vent located on the dome. This area can be sealed by welding steel plate from the dome to the access tube. No matter how well this area is screened or banded, it always tends to loosen up with the tank's movement and can leave the tank open to possible contamination. The only proper way to seal this area is by welding.

At the next major maintenance painting, the two mechanical gland-type expansion joints located in the pit should be replaced with solid flanged pipe and new maintenance-free, stainless-steel, bellows-type expansion joints installed up near the top of the fill and drain pipes.

The reasons for this relocation and replacement are as follows. In this particular design of CBI tanks, the entire weight of the fill/drain pipe hangs from a weld where it enters the wet interior of the tank through a diaphragm plate. This plate is only ¼ inch thick steel and the weight of the pipe is quite a stress on the weld. Secondly, mechanical gland-type expansion joints usually only last for approximately 20 to 30 years at which time rust and scale develop between the fill/drain pipe and the joint, prohibiting the joint from operating properly. This puts an extreme stress on the weld and the end result is the pipe cracks loose from the diaphragm plate necessitating an expensive emergency repair. If this happens in the winter, it can be extremely dangerous as ice can form up in areas where the tank was not designed to handle ice. This work is much more cost effective when performed as maintenance rather than an emergency repair.

The tank is currently in good structural condition and up to DNR and OSHA codes. The interior and exterior coating systems are in good condition, properly protecting the tank and expected to last at least another five years at which time the tank should be inspected as per DNR requirements.

March 19, 2013

TO: Water & Sewage Committee

FROM: Kim Kriewald, Utility Superintendent

RE: Operations Report

Water & Sewer Operations & Water Recycling Operations aka Wastewater Operations

Water line broke at the 6<sup>th</sup> Ward Lift Station on February 5, 2013; insurance claim was filed.

Worked on PSC and reports to auditors.

Moved into new office.

Proceeding with replacement of generator at the Water Reclamation Center. Terry & myself are currently gathering information for Becher-Hoppe as to power needs, electrical loads, existing plans, etc.

Have been in contact with the DNR with regard to loan programs for potential 2014 projects. Attempting to squeeze extra points in the priority evaluation and ranking forms.

Worked with Terry on variance application for WPDES for mercury.

Had water main break on E. 10<sup>th</sup> Street between Cedar & Elm Streets back in February.

Working on routine meter changes.

February 15<sup>th</sup> received the results from the lab audit conducted by the state on January 16<sup>th</sup>. Talked with Terry at the WWTP on addressing the deficiencies and the must do's from the audit. May notice some extra lab costs the next couple of months. Copy of lab audit & responses in meeting packet.

Respectfully submitted,

Kim Kriewald  
Utilities Superintendent

ah

The "Must Do's" are items that need to be fixed before your next audit or they may be cited as deficiencies at that time ("Reminder" items also should be in place if they currently are not).

#### MUST DO's

1. Initial Demonstrations of Capability (IDCs) documentation has not been completed. Terry communicated he understood that it was acceptable by the program that laboratory staff with experience were allowed to be grandfathered in and therefore these records were not prepared.

Therefore I have addressed this requirement in the supplemental letter instead of the laboratory evaluation report.

The laboratory must document which criteria is used for the IDCs for TSS, BOD and TP. An analyst is qualified to analyze samples for each method in which they have passed an IDC and the laboratory needs to retain these records. This requirement can be found in NR149.36 (3)(b).

If the demonstrations of capability are completed using observation, the trainer and trainee names and dates and what was observed needs to be documented. The trainer should already have an IDC completed.

(We will have this taken care of in the next month or two depending on when staff are in lab and when the analysis is being run.)

2. Update the Quality Manual and SOPs to current NR149 requirements with the checklist provided. As a reminder, update the laboratory's Initial Demonstration of Capability requirements for staff; the thermometer, balance, pipette, barometer verification requirements; the container cleaning procedures and any new equipment information. The location of the laboratory and date of revision need to be added to these revisions. I recommend updating which tests are used for compliance monitoring versus process testing only.

(We plan to have this taken care of within the next month or two)

3. The analysis of a Method blank is required for TP on days of calibration when samples are also analyzed. This was added in the supplemental letter instead of the evaluation report since method blanks were analyzed on days when no calibration was completed; therefore only a few samples were affected.

(This will be done the next time we run a calibration curve for total phosphorus and each time after that.)

4. The barometer used to measure atmospheric pressure needs to be verified for accuracy annually.

A new wall barometer was purchased, however it was indicated that the barometer used previously had not verified annually.

The laboratory must ensure that pressure measurements are accurate. The laboratory is using a room barometer, but may change to the meter barometer. Whichever of these is used, it must be checked for accuracy at a minimum of once each year. A barometer verification spreadsheet was provided via email that includes the elevation correction equation for the sea level barometric pressure obtained from the airport or internet site.

(This was done on 3/14/2013)

5. Although corrective actions are completed, they need to be completed each time there is a quality control exceedance or deviation from an established procedure. Corrective action must be taken to resolve the exceedance or deviation and this action must be documented.

Corrective actions apply to other laboratory requirements (in addition to QC failures); for instance, if balance checks are not completed a corrective action is required that may include a review of logbooks when there are personnel changes; if certificate records are lost or destroyed, a corrective action should be completed to address record retention procedures.

(Staff will be reminded to do corrective actions on a daily basis and will be used for other laboratory requirements)

6. All records need to be maintained for at least three years, including the thermometer certificates and weight certificates. It was noted at the time of the audit some records pertaining to thermometers and weights were not available.

( All certificates are now scanned into the computer and will be kept in a separate file)

7. The lot number for BOD nutrient chemicals and GGA needs to be traceable to the analysis. If only one lot number is used the current policy is acceptable, however if there are multiple GGA and/or nutrient lots in the laboratory (for example the additional small packets for samples > 250ml) then record the lot numbers or IDs on the bench sheet.

( This has been added to the new bench sheets)

#### RECOMMENDATIONS

8. As discussed during the audit, the laboratory is considering replacing the BOD equipment. If an LDO is considered, this may help with reducing maintenance requirements therefore is more rugged and reduces some of the variability when the test is completed by multiple laboratory staff; in addition it may reduce the time spent completing corrective actions and data qualification.

( We started using an LDO meter on 2-19-2013)

9. I strongly recommend that copies of the revised SOPs are available and used at the bench so that tests are performed consistently between all analysts and all requirements are completed.

(Currently a copy of the SOPs is kept in the lab but we will place a copy of the SOP for each analysis by its normal work site.)

10. The bench sheets used include sections for documenting specific information, however there were several incidences noted at the time of the laboratory evaluation where these were left blank. If there is a section for documentation on the bench sheet I recommend it be consistently filled in. If items are no longer required to be documented I recommend an update of the bench sheet.

(All bench sheets have been updated and staff has been reminded to fill all sections.)

11. If the laboratory is experiencing problems that could be contributed to the dilution water, consider making it the day of use (mixing well to saturate the DO) instead of making it a day in advance.

(This will be taken into consideration)

12. Gooch filter units (porcelain/ceramic style filter funnels) are not recommended for use by our program. A magnetic/course 47mm filter unit is one option that works well; since the laboratory currently has this equipment this is easy to implement.

(We will switch to the larger filters as soon as we run out of the smaller filters)

#### REMINDERS

13. When the laboratory completes the container checks the container is shown to be sufficiently clean when the BOD and TSS are less than the reporting level of 2 mg/L and the TP is less than the established LOD.

(This will be used when we do container checks.)

14. The acceptable temperature range for TSS is 103-105 °C. The temperature ranges were frequently just over 105 °C (105.5 °C). On days the oven is running above 105, it should be turned down to meet this requirement prior to starting the sample drying.

(The oven has been reset into this range)

15. The desiccant for the TSS filters and samples did not appear dry. This can be re-dried for reuse or replaced; keep in mind that re-dried desiccant may not last as long.

(We plan on using new desiccant when we change desiccant rather than trying to regenerate the old desiccant.)

16. All laboratory staff is required to record hand written records in permanent ink and corrections or alterations made may not obscure the original entry.

(The Staff will be reminded of this)

17. Rarely the laboratory may need to use less than 3 ml of sample for BOD analysis. If samples require a dilution greater than 1:100 then a pre-dilution step must be performed before making the final dilution.

For example, instead of using 2 mL of sample and diluting it to 300 mL, use 50 mL of sample and dilute it to 500 mL. Then take 20 mL of the diluted sample (from the 500 mL volumetric) and dilute that to 300 mL. Both of these dilution methods result in an effective final dilution factor of 150 and the latter method provides a more representative sample dilution. Pre-dilution information must be documented on the bench sheet.

(If needed this will be noted on the bench sheets)

18. Record all maintenance completed on laboratory support equipment. A maintenance bench sheet was provided as an example of a single location to document preventative and repair activities.

(We will start to use a maintenance bench sheet along with putting the info in our plant maintenance program.)

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
1701 North 4<sup>th</sup> Street  
Superior, WI 54880  
Telephone 715-817-8349  
Fax 715-392-7993

Scott Walker, Governor  
Cathy Stepp, Secretary



February 15, 2013

FID: 735007460

Merrill Wastewater Treatment Plant  
Terence Vanden Heuvel  
2606 Sturdevant St.  
Merrill, WI 54452

SUBJECT: Laboratory Evaluation (1/16/2013)

Dear Terry:

I conducted an on-site evaluation of your laboratory on February 16, 2013, to determine compliance with Chapter NR 149, Laboratory Certification and Registration, Wisconsin Administrative Code. Enclosed is a report that summarizes the observations I made while at your laboratory and after reviewing the data given to me.

The laboratory must resolve, and provide a response, for each deficiency identified in this report. The initial response is to be received within 30 days of the date on this letter. If any correctives require more than 30 days to complete, then include the expected dates of completion. The deficiencies are presented under the header "**Deficiencies** – Supplemental Information – *Suggested Lab Response*". The deficiencies are highlighted by presenting them in "**bolded**" text. Additional details that clarify the deficient practice are presented directly after the deficiency citation. These details are the "Supplemental Information" for the deficiency. Following the "Supplemental Information" is a suggested lab response to help you respond to the deficiency. This "*Suggested Lab Response*", is presented in "*italics*" text, for easy identification.

I would like to thank you for your time and the assistance you provided during the evaluation. I enjoyed visiting with you, discussing your lab practices, and seeing your analytical lab. As you read my observations and summaries, if you notice that I misunderstood any of your practices, please let me know so I can note the corrections in the file.

If you have any questions about this report or any other lab issues you can reach me by email or by phone at 715-817-8349.

Sincerely,

Brandy Baker-Muhich  
Audit Chemist  
[Brandy.BakerMuhich@wisconsin.gov](mailto:Brandy.BakerMuhich@wisconsin.gov)

cc: Steven Ohm WDNR (SC-Rhineland)

Report of On-Site Evaluation  
For  
Compliance with Chapter NR 149,  
Laboratory Certification and Registration  
Wisconsin Administrative Code

Of

FID: 735007460  
Merrill Wastewater Treatment Plant  
2606 Sturdevant St.  
Merrill, WI 54452

By

Brandy Baker-Muhich  
Audit Chemist  
Bureau of Science Services  
Wisconsin Department of Natural Resources  
Environmental Science Services  
1701 North 4<sup>th</sup> Street  
Superior, WI 54880

January 16, 2013

## OVERVIEW

The Merrill Wastewater Treatment Plant laboratory was evaluated for compliance with NR 149 on January 16, 2013. Their last evaluation was performed in July of 2009. The Merrill Wastewater Treatment Plant laboratory is a registered municipal laboratory. Terence Vanden Heuvel is the Laboratory Manager, is in charge of the laboratory and completes the entry into the eDMR. There are two other Operators that complete analysis: Jason Schill and Steve Landwehr.

The influent and effluent samples are collected five times a week for BOD and TSS, and effluent samples for Total Phosphorus are collected five days a week. Currently BOD and TSS are analyzed on the same day of collection and TP is analyzed once a week. Standard Methods is used as follows: 2540D for TSS, 5210B for BOD and 4500-P B.5 & E for TP.

The evaluation process necessitates that the following report focus on deficiencies. However, I did observe many positive practices at this laboratory. Some of the great things identified were:

- Terry understands the wastewater plant requirements and has extensive laboratory experience
- The laboratory has invested in some new and updated equipment
- Standard and reagent chemical tracking is well done
- Bench sheets contain nearly all of the required information for traceability
- Data qualification is well done
- Terry is open to recommendations and improving equipment for the BOD test and documentation for all tests

*The deficiencies described in this report are those that were observed during the on-site evaluation and may have been corrected or otherwise addressed in the ensuing time between the evaluation and the receipt of this report. Performing a laboratory evaluation in the course of only a one day limits its scope; therefore, other deficiencies may exist in the laboratory. Their omission from the report does not imply acceptance by the Department. The laboratory is urged to correct all deficiencies even if they were not noted in this report.*

Brandy Baker-Muhich  
Audit Chemist

Reviewed by: Camille Turcotte, Chief, Environmental Science Services Section

## I. FACILITIES and EQUIPMENT

### Deficiencies – Supplemental Information – Suggested Lab Response

#### **1. Thermometers used were not verified for accuracy.**

- NR 149.44 (3) (d) -

Thermometers must be calibrated annually against an unexpired NIST certified thermometer or replaced with an unexpired NIST certified thermometer - once they expire. The laboratory master thermometer requires calibration. NR 149 requires that all thermometers be re-calibrated or verified a year from their last calibration date unless it is accompanied by a vendor certificate that indicates the certification period is longer than one year.

If the verification of the thermometer is completed at the laboratory, documentation can be recorded on the *thermometer calibration record* bench sheet provided at the time of the audit.

Calibration and/or certification records must be kept on file to demonstrate that the thermometers used are current.

*Send me a copy of the valid certificate if a new thermometer is purchased, or the thermometer calibration record bench sheet for the laboratory reference thermometer. New thermometer has been purchased a copy of the certificate is enclosed. All other thermometers will be calibrated to this thermometer in the next couple of weeks and a copy of the calibration records will be sent to you.*

*Let me know how you plan to meet this requirement in the future and update this requirement in the Quality Manual. The annual calibration of the thermometers will be put into our maintenance program with the procedure added to our Quality Manual and to our SOP's. Also a reminder to order a new thermometer will be placed in our maintenance program prior to the date of the certificate expiration.*

#### **2. Analytical balance – weight verifications are not performed as required.**

- NR 149.44 (3) (g) -

The laboratory must verify the analytical balance using at least one weight in the milligram range and one weight in the gram range. This verification must be performed at least once a month and must be documented. Currently, the laboratory had not been performing the documentation each month.

Weights must be purchased new or re-certified every 5 years. Records must be kept on file to demonstrate that the weights used are of Class 1 quality and are currently certified.

*Send me the record that demonstrates that the weights used have a current certification and are Class 1 weights. A copy of the weights certification will be enclosed with this response.*

*Send me a copy of the record showing the monthly verifications are being completed. Also, let me know how you will ensure that this task will be performed each month. A copy of our current weight verifications will be enclosed, also a calendar next to the balance will have a reminder to verify the weights each month on the 15<sup>th</sup>.*

#### **3. Auto-pipette verifications are not performed as required.**

- NR 149.44 (3) (i) -

The laboratory must verify the automatic volumetric pipettes for accuracy at least quarterly when they are in use. The laboratory was completing the verifications annually.

*Send me the record that demonstrates that the pipettes used currently meet the accuracy and precision criteria and update the frequency of this requirement in the Quality Manual. The quarterly calibration will be done by the end of the month and a copy will be sent to you. The Quality manual will be updated to include both annual and quarterly calibration.*

## II. SAMPLE HANDLING

### Deficiencies – Supplemental Information – Suggested Lab Response

**1. The laboratory has not verified that the sample collection containers used do not contribute to the contamination of samples.**

- NR 149.46 (1) (b) -

Laboratories must have a standard operating procedure in place which addresses the concerns that the containers used to store samples are adequately cleaned and not contributing to the contamination of samples at levels which will affect sample determinations.

The laboratory will need to address this requirement with the composite sampler containers used to collect samples that will be analyzed for TSS, BOD and TP. Data (from bottle blanks) must be available to demonstrate that the containers used are of adequate cleanliness. Bottle blanks only need to be analyzed once unless the cleaning procedures are changed.

See the handout I provided during the evaluation for further details on one way to address this issue.

*Send me the results of the verification analysis for the tests above; and update this requirement in the Quality Manual.*

## III. QUALITY MANUAL and SOPs

Both the Quality Manual and SOPs require comparison to the checklists provided during the audit to assure they include all the necessary sections in NR149.

**No significant deficiencies were identified.**

## IV. TRACEABILITY and RECORDS

### Deficiencies – Supplemental Information – Suggested Lab Response

**1. The laboratory does not consistently document all of the records to ensure that method and code traceability requirements are met.**

- NR 149.39 (1) (2) (3) -

The laboratory must maintain all records necessary to allow historical reconstruction of all laboratory activities that contributed to generating reported results. All raw data, observations, recordings, etc. must be saved - even if the data was transferred to an electronic format. Below I have listed areas that need to be corrected:

- a. Record the sample collection date on the BOD and TSS analytical bench sheets so the identification of the sample ID is documented as a combination of the date and description.

Currently only the description of "effluent" or "influent" is used. A copy of our new bench sheet showing this is enclosed.

b.

The identity of the thermometer used must be traceable back to the specific certificate. Adding serial numbers to the thermometer records is one way to resolve this. *New thermometer has been purchased a copy of the certificate is enclosed. All other thermometers will be calibrated to this thermometer in the next couple of weeks and a copy of the calibration records will be sent to you.*

c. Document the oxygen saturation point for BOD/cBOD each day analysis is completed. A copy of our new bench sheet showing this is enclosed.

d. Document the room temperature each day that BOD/cBOD samples are set up for DO measurements. A copy of our new bench sheet showing this is enclosed.

e. The sample pH of < 2 is not documented for TP preservation analysis after the addition of H<sub>2</sub>SO<sub>4</sub>. This should be done on a seasonal basis. This will be done in the next week or so and a copy of the checks will be sent to you.

f. The initial and final volumes for TP did not appear to be clearly documented. At a minimum include in the SOP or SOP addendum: the initial volume, final volume after digestion, the volume used for coloring, and volume of coloring reagent. A copy of our new bench sheet showing this is enclosed.

*For each of the items, send me a copy of the records that show the laboratory is documenting all of the required information.*

## V. QUALITY CONTROL

**No significant deficiencies were identified.**

## VI. TEST REPORTS

**No significant deficiencies were identified.**

## VII. TECHNOLOGY - ANALYTE

### **A. OXYGEN DEMAND ASSAYS – BOD**

The laboratory is using a YSI 5100 DO meter with a traditional DO probe. Due to problems with the blank and GGA recovery exceedances, the laboratory was considering replacing it with a LDO type meter and probe. The deficiencies address the findings during the on-site visit.

#### **Deficiencies – Supplemental Information – Suggested Lab Response**

**1. The theoretical dissolved oxygen (DO) saturation point is not assessed as required.**

- NR 149.44 (6) (d) (1) -

In order to accurately determine the saturation point, also known as the TDO value, the analyst must obtain an accurate room temperature measurement (which is taken at the time of DO measurements) and an accurate room pressure measurement. These values are then compared to the saturation point in mg/L using the oxygen saturation chart.

The calibration of the DO probe is then compared to the expected true dissolved oxygen saturation point and is recommended to be within ~0.2 mg/L and not more than 0.4 mg/L. This also helps to maintain consistency between calibrations completed by different analysts.

*Send me a recent BOD benchsheet that indicates you are documenting the saturation point, room pressure, room temperature. These records can be sent once the new meter and probe are in use. A copy of our new bench sheet showing this is enclosed.*

**2. Samples are not seeded as required.**

- SM 5210B (4) (d) and (5)(e) -

When cBOD inhibitor is added to the samples they also must be seeded as the inhibitor can be toxic to the samples.

*Let me know how this was resolved and send me a copy of the updated cBOD SOP section or addendum that includes this change. A copy of our new bench sheet showing this is enclosed.*

**B. COLORIMETRIC ASSAYS – TOTAL PHOSPHORUS**

No significant deficiencies were identified.

**C. GRAVIMETRIC ASSAYS – TOTAL SUSPENDED SOLIDS**

No significant deficiencies were identified.