



**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, January 20, 2016 at 5:00 p.m.  
in the Council Chambers at City Hall.

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

The following items will be on the agenda:

1. Review & approval of vouchers
2. Discussion & recommendation on potential water bill adjustment for Robert & Susan Locke at 108 S. Prospect St.
3. Operations Report.
4. Public Comment.
5. Next meeting.
6. Adjournment.

Reviewed by,

Rob Norton  
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: 06343 water util dec 2015

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003126	B & M TECHNICAL SERVICES INC I-123115	B & M TECHNICAL SERVICES INC	R	1/12/2016		4,232.40CR	148884	4,232.40
001521	BAY TOWEL, INC. I-123115	BAY TOWEL, INC.	R	1/12/2016		400.08CR	148885	400.08
002926	DC MTRS LLC I-1276	DC MTRS LLC	R	1/12/2016		125.00CR	148886	125.00
001115	E&B SCALE CO I-5817	E&B SCALE CO	R	1/12/2016		85.00CR	148887	85.00
000212	FASTENAL COMPANY I-123115	FASTENAL COMPANY	R	1/12/2016		200.79CR	148888	200.79
000632	FERGUSON ENTERPRISES #331 I-0187494	FERGUSON ENTERPRISES #331	R	1/12/2016		658.00CR	148889	658.00
002661	FRONTIER I-WAREHOUSE ALM	FRONTIER	R	1/12/2016		140.45CR	148890	140.45
001522	GRAPHIC CONTROLS LLC I-MC4325	GRAPHIC CONTROLS LLC	R	1/12/2016		664.54CR	148891	664.54
002849	HYDROCORP I-0037765-IN	HYDROCORP	R	1/12/2016		1,340.00CR	148892	1,340.00
001017	JANSSEN HEATING & COOLING I-20002	JANSSEN HEATING & COOLING	R	1/12/2016		226.90CR	148893	226.90
000751	L W ALLEN LLC I-100109	L W ALLEN LLC	R	1/12/2016		312.48CR	148894	312.48
000313	LINCOLN CO TREASURER'S OFFICE I-10260	LINCOLN CO TREASURER'S OFFICE	R	1/12/2016		304.35CR	148895	304.35
000041	MERRILL ACE HARDWARE I-123115	MERRILL ACE HARDWARE	R	1/12/2016		429.51CR	148896	429.51
000328	MERRILL WATER UTILITY I-LIFT STATION - W M	MERRILL WATER UTILITY	R	1/12/2016		33.19CR	148897	33.19

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VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
001007	MIDLAND PLASTICS, INC. I-1281824	MIDLAND PLASTICS, INC.	R	1/12/2016		250.70CR	148898	250.70
000331	MULCAHY/SHAW WATER INC I-319725	MULCAHY/SHAW WATER INC	R	1/12/2016		172.55CR	148899	172.55
000540	NAPA AUTO PARTS I-123115	NAPA AUTO PARTS	R	1/12/2016		152.46CR	148900	152.46
000336	NIENOW ELECTRIC, INC I-123115	NIENOW ELECTRIC, INC	R	1/12/2016		1,231.90CR	148901	1,231.90
000337	NORTH CENTRAL LABORATORIES I-123115	NORTH CENTRAL LABORATORIES	R	1/12/2016		738.51CR	148902	738.51
001891	NORTHERN LAKE SERVICE INC I-123115	NORTHERN LAKE SERVICE INC	R	1/12/2016		4,321.60CR	148903	4,321.60
000362	PETERSON BROS. SAND I-9274	PETERSON BROS. SAND	R	1/12/2016		475.00CR	148904	475.00
000566	PITNEY BOWES I-2344283-DC15	PITNEY BOWES	R	1/12/2016		232.53CR	148905	232.53
000582	POMP'S TIRE SERVICE, INC I-350022176	POMP'S TIRE SERVICE, INC	R	1/12/2016		231.50CR	148906	231.50
000586	QUILL CORPORATION I-1624069	QUILL CORPORATION	R	1/12/2016		46.54CR	148907	46.54
000379	RIESTERER & SCHNELL INC I-943612	RIESTERER & SCHNELL INC	R	1/12/2016		330.63CR	148908	330.63
002659	SEILER INSTRUMENT & MFG CO INC. I-00025009	SEILER INSTRUMENT & MFG CO I	R	1/12/2016		2,525.00CR	148909	2,525.00
002533	STRAND & ASSOCIATES INC I-0116582	STRAND & ASSOCIATES INC	R	1/12/2016		590.15CR	148910	590.15
000578	USA BLUE BOOK I-123115	USA BLUE BOOK	R	1/12/2016		833.72CR	148911	833.72

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BANK : 4 UTILITY A/P

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000678	VAN ERT ELECTRIC CO INC I-120715	VAN ERT ELECTRIC CO INC	R	1/12/2016		120.00CR	148912	120.00
000284	VIP ALL-VALUE I-123115	VIP ALL-VALUE	R	1/12/2016		59.94CR	148913	59.94
000587	WI STATE LAB OF HYGIENE I-445577	WI STATE LAB OF HYGIENE	R	1/12/2016		25.00CR	148914	25.00
000656	WISCONSIN PUBLIC SERVICE I-123115	WISCONSIN PUBLIC SERVICE	R	1/12/2016		14,530.11CR	148915	14,530.11

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		32	0.00	36,020.53	36,020.53
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:		32	0.00	36,020.53	36,020.53

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 06343 water util dec 2015

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

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
10	1/2016	1,262.50CR
20	1/2016	4,321.60CR
62	1/2016	11,369.13CR
63	1/2016	19,067.30CR
*****		
ALL		36,020.53CR

PACKET: 06344 water util jan 2016

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

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-SWG REPLAC.ACCOUNT	CITY OF MERRILL	R	1/12/2016		15,000.00CR	148916	15,000.00
000351	LOCAL GOVERNMENT INVESTMENT POOL							
	I-REV.BOND.REDEMPTIO	LOCAL GOVERNMENT INVESTMENT PO	R	1/12/2016		8,750.00CR	148917	8,750.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	23,750.00	23,750.00
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:	2	0.00	23,750.00	23,750.00

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 05344 water util jan 2016

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

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	1/2016	8,750.00CR
63	1/2016	15,000.00CR
ALL		23,750.00CR



**REQUEST TO INCLUDE ITEM ON AGENDA**

**Board or Committee:** Water + Sewer Utility

**Date of Meeting:** 1-27-16

**Requested by:** Susan Locke

**Describe below the item(s) you wish to have put on the agenda:  
(please attach any pertinent information)**

See attached \* Please advise if anything further is needed or required. I was advised the utility records are available. Thank-you - Susan Locke

Day Phone 715-539-1312

evening 715-432-1629

Fax 715-536-2753 \*Must have attn noted group used fax machine

**Signed:** *Susan Locke*

**Date:** 1-7-16

Please return this completed form to the City Clerk's office. Every effort will be made to include your item on the next possible meeting agenda. If you have any questions or concerns, please contact City Clerk Bill Heideman. Thank you.

**Received at Clerks' Office by:** \_\_\_\_\_

**Received Date:** \_\_\_\_\_

1/7/2016

Attn: Water and Sewer Committee

When I received my last water bill of 2015, due date of 1/10/16, I noted the bill was unusually high. The bill for the previous quarter had been lower than usual and this was expected as not much water was needed outside this year and my three adult children had left the home. I expected the current bill to be about the same or slightly less as we did not need outside water much at all for the current billed quarter as August was the only month billed in that quarter that may have had any outside water usage.

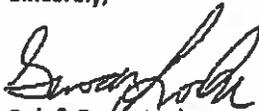
My husband and I checked for leaks, running toilets, drippy faucets, etc. We also looked for pipe leaks in the areas of the house that are less trafficked. We were unable to find anything wrong. I called the water utility in Dec to ask what may have caused this, they asked about the items we had already checked. The woman I spoke with sent a worker out to check my meters, no malfunction was found and according to the read, our usage is back to what it was for the previously billed quarter. We are at a loss for explaining this overage. If there was something malfunctioning the new read should also be very high and we have not replaced or repaired anything. I wish I could provide you with an explanation of the charges/usage, but unfortunately we have not found any.

We have not had any occurrence or usage to justify this increased bill. It appears that the excess was used outside as we have a deduct meter and that is where this huge increase is noted. We have not found any evidence of the outside hose being used while we were not home, nor being left on or forgotten on during this billing period.

My request is that the abnormal usage charges be removed, reducing this bill to the usual usage per the previous billing.

Thank you so much for your time and consideration of this matter.

Sincerely,



Rob & Susan Locke  
108 South Prospect St  
Merrill, WI 54452

Account Management - (View)

File Edit Options Functions Consoles Help

Account Number: 112-06410-02  Address: 108 PROSPECT ST S  
 Zone: 01  Name: LOCKE, ROBERT & SUSAN

General Metered Non-Metered Financial Information Comments History Consumption History Service Orders Devices

Services: 200.R01 WATER - RES 5/8 - 34057198 Filter Period: 1/2014 Thru 2/2016  
 Grid  Graph

Year: 2015

Month	Date	Read		Total Consumption	Demand		Reading		Occupant
		Previous	Current		Read	Consumption	Flag	Source	
- Year: 2015 Total 4									
Nov	12/01/2015	1335	1400	65			Regular	Hand Held	02
Aug	08/25/2015	1323	1335	12			Regular	Manual Read	02
May	05/27/2015	1297	1323	26			Regular	Hand Held	02
Feb	02/25/2015	1272	1297	25			Regular	Hand Held	02
- Year: 2014 Total 4									
Nov	12/01/2014	1245	1272	27			Regular	Hand Held	02
Aug	08/26/2014	1216	1245	29			Regular	Hand Held	02
May	05/27/2014	1183	1216	33			Regular	Hand Held	02
Feb	03/03/2014	1156	1183	27			Estimated	Meter Reading Input	02
				Avg 31					

Edit This Record

View angie-h

Avg usage for 3 qtrs 2015 - 21 units

Avg usage for 4 qtrs 2014 - 29 units

Regular Meter

Account Management - (View)

File Edit Options Functions Consoles Help

Account Number: 112-06410-02  Address: 108 PROSPECT ST S  
 Zone: 01  Name: LOCKE, ROBERT & SUSAN

General Metered Non-Metered Financial Information Comments History Consumption History Service Orders Devices

Services: 301 R01 SEWER CREDIT - RES - 58511408  Period: 1/2014 Thru 2/2016

Grid  Graph

Year									
		Read		Total	Demand		Reading		
Month	Date	Previous	Current	Consumption	Read	Consumption	Flag	Source	Occupant
- Year: 2015 Total 4									
Nov	12/01/2015	151	172	21			Regular	Hand Held	02
Aug	08/25/2015	146	151	5			Regular	Manual Read	02
May	05/27/2015	144	146	2			Regular	Hand Held	02
Feb	02/25/2015	144	144	0			Regular	Hand Held	02
- Year: 2014 Total 4									
Nov	12/01/2014	144	144	0			Regular	Hand Held	02
Aug	08/26/2014	140	144	4			Regular	Hand Held	02
May	05/27/2014	139	140	1			Regular	Hand Held	02
Feb	03/03/2014	139	139	0			Regular	Manual Read	02
				Avg 4					

Edit This Record

View: angie-h

Avg usage 3 gtrs 2015 - 2 units

Avg usage 4 gtrs 2014 - 2 units

Deduct Meter



Account Number: 112-06410-02  Address: 108 PROSPECT ST S

Zone: 01  Name: LOCKE, ROBERT & SUSAN

- General
- Metered
- Non-Metered
- Financial
- Information
- Comments
- History
- Consumption History
- Service Orders
- Devices

Pending Activity: 0.00 Balance: 365.94

Drag a column header here to group by that column

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
12/15/2015	006820	Bill		8/25-12/01 01/10	367.88		365.94
10/05/2015	006697	Payment	134071	6273		119.00	1.94CR
09/15/2015	006665	Bill		5/27- 8/25 10/10	117.39		117.06
07/10/2015	006553	Payment	131412	63595837		209.00	0.33CR
06/16/2015	006518	Bill		2/25- 5/27 07/10	209.20		208.67
04/06/2015	006397	Payment	127915	179494845		210.00	0.53CR
03/16/2015	006365	Bill		12/01- 2/25 04/10	209.47		209.47
01/14/2015	006273	Payment		RemitPlus Payments		215.42	0.00
12/17/2014	006244	Bill		8/26-12/01 01/10	219.55		215.42
11/05/2014	006182	Adjustment		MOVE REVENUE			4.13CR
10/14/2014	006154	Payment	121700	63657819 S LOCKE		220.00	4.13CR
10/14/2014	006150	Late Charge			2.13		215.87
09/15/2014	006098	Bill		5/27- 8/26 10/10	217.61		213.74
07/14/2014	006005	Payment		RemitPlus Payments		255.00	3.87CR
06/16/2014	005943	Bill		3/03- 5/27 07/10	251.13		251.13

Edit This Record

View: angie-h

*Avg. of last 4 gtrs billed \$188.90*

12/21/2015

S E R V I C E O R D E R

JOB DATE: 12/21/2015  
JOB CODE: RRA -RE-READ AFTER BILLING

SERVICE ORDER #: 016943  
JOB ACTION: METER INFO  
ISSUED BY: lara-m  
REQUESTED BY: LOCKE, ROBERT & SUSAN

LOCATION: 108 PROSPECT ST S  
ACCT NO#: 112-06410-02 LOCKE, ROBERT & SUSAN

SERVICE	ACTION	NEW STATE	CURRENT ID #	LAST READ	READING	NEW METER #	SET READING
WATER	INFO	N/A	34057198	1400	1404	0058471476	
METER LOCATION:						METER #:	
SEWER CREDIT INFO	INFO	N/A	58511408	172	172	65671196	
METER LOCATION:						METER #:	

ORDER NOTES: PLEASE READ 12/21/2015. OCCUPANT CALLED BECAUSE BILL/USAGE VERY HIGH. AVERAGE=30. LAST USE=12 UNITS 12/1 READ USE=65 UNITS READ 12/1/15 WAS 1400. PREVIOUS READ 8/25 WAS 1335

OCCUPANT SAYS ALL 3 OF HER KIDS HAVE BEEN OFF TO COLLEGE THIS YEAR, SO IT IS JUST HER AND HER HUSBAND AND SHE EXPECTED USE TO GO DOWN FROM AVERAGE. PH: 715-432-1629

Use now 12/1 to 12/21 = 4 units  
x 4 = 16 estimate

Done:  
Call re result  
Susan 715-432-1629

COMPLETION NOTES:

Read 1404  
Read 172

I called and told her she seems to be about normal now, but she insists they've done nothing different. She ~~is~~ seems sure there is something wrong w/ her meter

SUPERVISOR NOTES:

COMPLETION DATE:

EO  
12/21/15

WORKED BY:

APPROVED BY:

## Operations Report for January 2016

- Have been working on filling vacant position at the wastewater plant. Have received 26 applications and are in the process of scheduling interviews.
- General housekeeping projects are taking place at the water as well as the wastewater plants after taking delivery of utility files from city hall.
- Working on end of the year reports for various agencies.
- Staff has started on routine meter changes. The utility has taken delivery of a portion of the radio read boxes ordered. We will start installation after training session on programming is complete and door hangers are made to notify homeowners.
- Expect to take delivery of new blowers for the wastewater plant in early February with installation scheduled sometime in March.
- Working with billing coordinator on getting information on being able to accept credit card payments to present to committee at a later date.