



CITY OF MERRILL

WATER & SEWAGE DISPOSAL COMMITTEE

AGENDA • WEDNESDAY SEPTEMBER 26, 2018

Regular Meeting

City Hall Council Chambers

5:00 PM

- I. Call to Order
- II. Preliminary Items
 1. August Vouchers
- III. Agenda Items for Consideration
 1. Discussion & recommendation on revising Ordinance Sec 38-214, to address Sand & Grease Trap Installation requirements
 2. Discussion & recommendation on revising Ordinance Chapter 2, Article IV, Sec 2-81, Standing Committees, to address combining Board of Public Works and Water & Sewer Committee
 3. Discussion & recommendation on request from Pecha Septic Service to be allowed to dispose of septic/holding tank wastes at the Merrill Wastewater Treatment Plant
- IV. Monthly Report
 1. Operations Report
- V. Public Comment Period
- VI. Establish date, time and location of next meeting
- VII. Adjournment

PACKET: 07758 utility 9/7/18

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
004018	ACCESSIBLE TECHNOLOGIES							
	I-276826	ACCESSIBLE TECHNOLOGIES	R	9/07/2018		9,504.55CR	160882	9,504.55
001521	BAY TOWEL, INC							
	I-083118	BAY TOWEL, INC	R	9/07/2018		483.09CR	160883	483.09
000069	BRANDT EXTINGUISHERS RECHARGING & SALES LLC							
	I-083118	BRANDT EXTINGUISHERS RECHARGIN	R	9/07/2018		97.25CR	160884	97.25
002809	CARQUEST OF MERRILL							
	I-083118	CARQUEST OF MERRILL	R	9/07/2018		175.15CR	160885	175.15
000215	CHEMTRADE CHEMICALS US LLC							
	I-92438453	CHEMTRADE CHEMICALS US LLC	R	9/07/2018		3,391.80CR	160886	3,391.80
000381	CITY OF MERRILL							
	I-RPL ACT SWG	CITY OF MERRILL	R	9/07/2018		20,000.00CR	160887	20,000.00
001556	CORE & MAIN LP							
	I-083118	CORE & MAIN LP	R	9/07/2018		4,663.93CR	160888	4,663.93
004366	CRANE ENGINEERING SALES INC							
	I-347182-00	CRANE ENGINEERING SALES INC	R	9/07/2018		400.00CR	160889	400.00
000199	CUMMINS NPOWER LLC							
	I-F9-4317	CUMMINS NPOWER LLC	R	9/07/2018		637.32CR	160890	637.32
000212	FASTENAL COMPANY							
	I-083118	FASTENAL COMPANY	R	9/07/2018		924.17CR	160891	924.17
000632	FERGUSON ENTERPRISES #1550							
	I-083118	FERGUSON ENTERPRISES #1550	R	9/07/2018		2,111.41CR	160892	2,111.41
002661	FRONTIER							
	I-083118	FRONTIER	R	9/07/2018		149.82CR	160893	149.82
004220	GOODWAY TECHNOLOGIES CORP							
	I-99643	GOODWAY TECHNOLOGIES CORP	R	9/07/2018		273.32CR	160894	273.32
000224	HYDRITE CHEMICAL CO							
	I-083118	HYDRITE CHEMICAL CO	R	9/07/2018		4,519.76CR	160895	4,519.76

Attachment: August Vouchers (3651 : August Vouchers)

PACKET: 07758 utility 9/7/18

VENDOR SET: 01

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
002849	HYDROCORP I-0049287-IN	HYDROCORP	R	9/07/2018		1,340.00CR	160896	1,340.00
001017	JANSSEN HEATING & COOLING I-21853	JANSSEN HEATING & COOLING	R	9/07/2018		42.00CR	160897	42.00
000751	L W ALLEN LLC I-106228	L W ALLEN LLC	R	9/07/2018		354.82CR	160898	354.82
000351	LOCAL GOVERNMENT INVESTMENT POOL I-RV BOND REDEP	LOCAL GOVERNMENT INVESTMENT PO	R	9/07/2018		8,750.00CR	160899	8,750.00
000318	MASTERGRAPHICS I-INV134275	MASTERGRAPHICS	R	9/07/2018		43.19CR	160900	43.19
001064	MENARDS - WAUSAU I-7554	MENARDS - WAUSAU	R	9/07/2018		98.40CR	160901	98.40
000041	MERRILL ACE HARDWARE I-083118	MERRILL ACE HARDWARE	R	9/07/2018		506.24CR	160902	506.24
000328	MERRILL WATER UTILITY I-VACTOR	MERRILL WATER UTILITY	R	9/07/2018		306.96CR	160903	306.96
001007	MIDLAND PLASTICS, INC. I-083118	MIDLAND PLASTICS, INC.	R	9/07/2018		312.50CR	160904	312.50
001903	MIDWEST TESTING I-4592	MIDWEST TESTING	R	9/07/2018		493.40CR	160905	493.40
000337	NORTH CENTRAL LABORATORIES I-083118	NORTH CENTRAL LABORATORIES	R	9/07/2018		587.03CR	160906	587.03
001891	NORTHERN LAKE SERVICE INC I-083118	NORTHERN LAKE SERVICE INC	R	9/07/2018		1,306.00CR	160907	1,306.00
000586	QUILL CORPORATION I-9515531	QUILL CORPORATION	R	9/07/2018		73.32CR	160908	73.32
003244	ROOTX I-53705	ROOTX	R	9/07/2018		2,138.76CR	160909	2,138.76

Attachment: August Vouchers (3651 : August Vouchers)

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
004070	SAND CREEK CONSULTANTS INC I-6513	SAND CREEK CONSULTANTS INC	R	9/07/2018		1,591.25CR	160910	1,591.25
004450	SANDHILL CRANE SERVICE LLC I-INV# 1845	SANDHILL CRANE SERVICE LLC	R	9/07/2018		479.25CR	160911	479.25
002533	STRAND & ASSOCIATES INC I-0140513	STRAND & ASSOCIATES INC	R	9/07/2018		7,631.62CR	160912	7,631.62
000554	SUPERIOR CHEMICAL CORP I-203972	SUPERIOR CHEMICAL CORP	R	9/07/2018		128.85CR	160913	128.85
004213	TEAM LAB I-INV0012752	TEAM LAB	R	9/07/2018		1,700.00CR	160914	1,700.00
000578	USA BLUE BOOK I-083118	USA BLUE BOOK	R	9/07/2018		489.96CR	160915	489.96
000650	VICTORY JANITORIAL, INC. I-102281	VICTORY JANITORIAL, INC.	R	9/07/2018		135.00CR	160916	135.00
000284	VIP ALL-VALUE I-0104206-001	VIP ALL-VALUE	R	9/07/2018		14.73CR	160917	14.73
000593	WI RURAL WATER ASSOC I-MEMBERSHIP RENEWL	WI RURAL WATER ASSOC	R	9/07/2018		520.00CR	160918	520.00
000656	WISCONSIN PUBLIC SERVICE I-083118	WISCONSIN PUBLIC SERVICE	R	9/07/2018		10,193.89CR	160919	10,193.89
000227	XYLEM WATER SOLUTIONS U.S.A. INC I-3556A28649	XYLEM WATER SOLUTIONS U.S.A. I	R	9/07/2018		1,163.00CR	160920	1,163.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	39	0.00	87,731.74	87,731.74
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	87,731.74	87,731.74

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Attachment: August Vouchers (3651 : August Vouchers)

PACKET: 07758 utility 9/7/18

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	9/2018	32.39CR
20	9/2018	2,633.25CR
62	9/2018	35,086.95CR
63	9/2018	49,979.15CR
=====		
ALL		87,731.74CR

Attachment: August Vouchers (3651 : August Vouchers)

PACKET: 07760 UTILITY MISC AP
 VENDOR SET: 01 City of Merrill
 BANK: 4 UTILITY A/P

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
004374	I-2018081230618	AgSOURCE COOPERATIVE SERVICES	R	9/11/2018		322.00	160921	322.00
000313	I-11953	LINCOLN CO TREASURER'S OFFICE	R	9/11/2018		180.75	160922	180.75
000336	I-083118	NIENOW ELECTRIC, INC	R	9/11/2018		525.00	160923	525.00
000362	I-13152	PETERSON BROS. SAND	R	9/11/2018		20.00	160924	20.00
000587	I-559837	WI STATE LAB OF HYGIENE	R	9/11/2018		25.00	160925	25.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	5	0.00	1,072.75	1,072.75
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
BANK TOTALS:	5	0.00	1,072.75	1,072.75

Attachment: August Vouchers (3651 : August Vouchers)

PACKET: 07760 UTILITY MISC AP
VENDOR SET: 01 City of Merrill
BANK: 4 UTILITY A/P

**** CHECK LISTING ****

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
20	9/2018	20.00CR
62	9/2018	872.00CR
63	9/2018	180.75CR
=====		
ALL		1,072.75CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Attachment: August Vouchers (3651 : August Vouchers)

SAND & GREASE TRAP INSTALLATIONS

- (1) **REQUIRED.** Sand and grease traps shall be provided at restaurants, bars, bowling alleys, schools, nursing homes, grocery stores, and hospitals, repair garages, gasoline stations, car washes and other industrial or commercial establishments for the proper handling of liquid wastes containing grease in excessive amounts. Individual exemptions from this requirement may be granted upon review by the Merrill Utility Operations Manager and Building Inspector. All sand and grease traps shall be constructed in accordance with the Wisconsin Plumbing Code and shall be located as to be readily and easily accessible for easy cleaning and inspection. A description of the sand/grease trap system and the manufacturer, dimensions and location thereof shall be submitted to the Wastewater Utility with the first maintenance report following installation.
- (2) **MAINTENANCE.** All sand and grease traps shall be maintained by the owner at his or her expense in continuing, efficient operation at all times.
- (a) The interceptor shall be readily accessible for cleaning and inspection at all times.
 - (b) After maintenance or inspection is completed all parts must be restored to normal operations including fastening screw and bolts. Tampering or removal of parts is prohibited except for normal maintenance or inspection.
 - (c) In maintaining the interceptor the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal for review by the Utility Manager. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by currently licensed waste disposal firms.
- (3) **MAINTENANCE REPORTS.** Maintenance reports detailing all maintenance performed as well as emptying and cleaning records during the previous year shall be submitted to the Utility Manager annually, by March 1.
- (4) **PENALTY FOR FAILING TO FILE REPORTS.** Any user delinquent in filing a maintenance report shall be notified of the delinquency and the penalty for failure to report. Any user who has not submitted the required annual maintenance report by March 1, shall be assessed a penalty not exceeding \$200.00 per day, with each day constituting a separate violation. The penalty shall be assessed from March 1 until the maintenance report has been received by the Utility Operations Manager.
- (5) **INSPECTIONS.** Routine inspections will be done at facilities. If anything is found during the inspections to be noncompliant, customers would be given 90 days to make the necessary corrections and have re-inspections done. If after 90 days corrections have not been made, disconnection procedures may be initiated, penalties may be imposed or both.

CITY OF MERRILL
1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Board of Public Works
Re: Amending Chapter 2, Article IV, Section 2-81
Standing Committees to Combine Board of
Public Works and Water and Sewage
Committee

ORDINANCE NO. 2018-
Introduced: _____
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Chapter 2, Article IV, Section 2-81 of the Code of Ordinances for the City of Merrill is amended as follows:

(1) Board of public works/water and sewage committee.

a. *Composition.* The board of public works/water and sewage committee shall consist of the following:

1. The mayor and three alderpersons appointed by the mayor;
2. The mayor shall act as chairperson; and
3. The city administrator, city attorney, public works director/city engineer, street superintendent, and street commissioner shall attend all meetings.

b. *Duties.* In addition to the powers and duties prescribed by state statutes, the board of public works/water and sewage committee shall:

1. Keep all streets, alleys, storm sewers, sidewalks, curbs, gutters, and other public places maintained and repaired;
2. Prescribe rules and regulations for the street department;
3. Hold public hearings relative to special assessments and related charges permitted by state statutes and city ordinances;
4. Appoint special committees for special matters within the jurisdiction of the common council;
5. Perform such duties pertaining to acquisition of private property for public use as may be prescribed by the council;
6. Prescribe all rules and regulations, and perform all duties relating to recycling and garbage collection; and
7. Make recommendations for meeting future needs of on-street and off-street parking.
8. **Prescribe rules for the operation and maintenance of the water and sewage departments.**
9. **Perform all functions pertaining to water and sewage matters, and shall act on any remedial action on the existing sanitary landfill.**

Attachment: Ord BPW and WS (3664 : Ordinance Change)

(2) *Personnel and finance committee.*

a. *Membership and attendance.* The personnel and finance committee shall consist of:

1. Three alderpersons; and
2. The city administrator, city attorney, city clerk and director of finance, who shall attend all committee meetings unless excused by the presiding officer.

b. *Finance duties.* The personnel and finance committee shall:

1. Audit, study and approve all bills, claims, expenses and payrolls of the city;
2. Study all budgets pertaining to insurance; and
3. Work with the mayor and city director of public works on all matters of finance.

c. *Personnel duties.* The personnel and finance committee shall review and make recommendations to the council prior to the November council meeting on all requests for changes in wages, salary and other benefits affecting city employees, other than department heads, officers and elected or appointed officials. Such requests shall be detailed and submitted to the committee by the heads of all departments, committees and boards in charge of such employees, their agents or representatives who shall submit requests for changes in wages, salary and other benefits to their department head, committee or board on or before July 1 of each year. No changes in wages, salary or other benefits shall be granted, unless the procedure set forth in this section is followed or unless the common council otherwise orders, nor shall any raise in wages, salary or increase in benefits be granted such employees in mid-term or midyear, unless there has been an increase in the job hours or additional work for such employees, or a change in job classification.

d. *Personnel officer.* There is created the office of personnel officer whose duties shall be fulfilled by the city administrator. The personnel officer shall:

1. Annually survey personnel rules and regulations currently practiced in private industry and governmental entities pertaining to benefit plans, sick leave, vacations, health insurance and similar matters; and
2. Determine all controversies and disputes in such matters existing between the city and its employees, officers and officials subject to the approval of the council.

e. *Negotiations.* Special counsel shall be employed as the personnel and finance committee's negotiator.

1. The personnel and finance committee is empowered, at its sole discretion, to engage additional professional legal assistance for mediation and binding arbitration.
2. The personnel and finance committee is authorized to recommend to the council additional reasonable compensation to be paid to the city attorney for services performed by the city attorney in actual negotiations.

(3) *Health and safety committee.*

a. The health and safety committee shall consist of three alderperson.

b. The health and safety committee shall function in accordance with the duties of a board of health and, in addition, shall be responsible for making advisory recommendations regarding the control and management (day-to-day operation) of the fire and police departments. Additionally, the committee may make rules and regulations in respect thereto.

c. The health and safety committee shall investigate and make recommendations on all applications for municipal licenses.

d. The deputy health officer, fire chief and police chief shall be ex officio members of the health and safety committee and the deputy officer and chiefs shall be required to attend committee meetings.

e. The mayor shall appoint a member of the health and safety committee who shall represent the city on the rural fire department committee.

~~(4) *Water and sewage disposal committee.* The water and sewage disposal committee shall:~~

~~a. *Consist of three alderperson.*~~

~~b. *Prescribe rules for the operation and maintenance of the water and sewage departments.*~~

~~e. Perform all functions pertaining to water and sewage matters, and shall act on any remedial action on the existing sanitary landfill.~~

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Approved:

Adopted: _____

Derek Woellner, Mayor

Approved: _____

Attest:

Published: _____

William N. Heideman, City Clerk

Attachment: Ord BPW and WS (3664 : Ordinance Change)

Application/Permit
To dispose of Septic/Holding Tanks Wastes
At the City of Merrill Wastewater Treatment Facility

Application

The undersigned is hereby applying for the following permit:

Name of Applicant/Hauler Pecha Septic Service
Address W9510 Flight Road Antigo WI 54409
Street/Number City State Zip Code

Wisconsin Sanitary License Number 2471

Vehicle(s) Description	Truck Make	Model Year	License Plate #	Capacity (Gallons)
Vehicle #1	2010	International	NB4779	4000
Vehicle #2	2002	Sterling Aterra	Mc 9893	3200
Vehicle #3	GMC	2007	KW9560	200
Vehicle #4	2003	Chevrolet	2500 C527648	300
Signature:	<u>[Signature]</u>		Date:	<u>9-14-18</u>
(Applicant/Hauler)				

Permit

In consideration of \$ _____ and the mutual convenience contained herein for the 20__ calendar year, the City of Merrill Sewer Utility (CITY) grants this permit to the above named licensed septage hauler (HAULER) permitting said HAULER to dispose of septic/holding tank wastes at the City of Merrill Wastewater Treatment Facility pursuant to the following terms and conditions:

1. The CITY will permit the HAULER to discharge septage on a controlled basis into the sewerage system operated by the CITY. Said discharge shall be at the time, place, and upon such conditions designated by the Wastewater Head Operator. In addition, the HAULER understands that the City Engineer may suspend or terminate this permit at any time.
2. The HAULER shall pay, **within 30 days of billing**, all costs billed by the CITY for discharges to the City of Merrill sewerage system. Charges will be based on estimated truck capacity for each discharge of holding tank waste. Any billing not paid within 30 days shall bear interest at a rate of 18% per annum and in addition thereto have the effect of immediately reviewing this permit thereby causing the possibility that the above named hauler(s) privilege to disposal of septic/holding tank wastes at the City of Merrill Wastewater Treatment Facility be terminated. If the HAULER shall bring his account current with the CITY, said HAULER may re-apply for a new permit. The costs billed to the HAULER shall include, but shall not be limited to, the charges to defray the additional expense of accepting

September 20, 2018

TO: Water & Sewage Committee

FROM: Gabe Steinagel, Utility Manager

RE: Operations Report

Water & Sewer Operations & Water Recycling Operations aka Wastewater Operations

- Power washing & inspection of Tower B has been completed
- Water installation has been completed at the Pocket Park (Bankers Square)
- Clean up around the utility warehouse after the storm has mostly been completed; minor repairs were done at Well 4 after the storm
- Fall hydrant flushing started this week
- Root cutting has begun & sewer cleaning continues
- Routine maintenance continues at both the wastewater treatment plant as well as the utility warehouse.

Respectfully submitted,



Gabe Steinagel
Utility Manager

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