

**AGENDA
CITY OF BERLIN
BERLIN WATER & SEWER COMMISSION MEETING
WEDNESDAY, OCTOBER 27, 2021 4:30 PM
COUNCIL CHAMBERS**

MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE

- 1. Call to Order/Roll Call**
- 2. General Public Comments/Public Appearances**
- 3. Approval of Minutes. RECOMMENDATION: Approve the September 29, 2021 Water & Sewer Commission meeting minutes.**
- 4. Approval of Financials. RECOMMENDATION: Approve the September 2021 Water & Sewer Department financials as presented.**
- 5. Discussion on 2022 Budget. RECOMMENDATION: Discussion & action as appropriate.**
- 6. Water & Sewer Department Updates from the Superintendent**
 - Update on Street Projects**
- 7. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting).**
- 8. New Business (To be used to request items of new business be put on a future agenda).**
- 9. Adjourn**

Please let Peggy (361-5404) or Jennifer (361-5406) know by 4:00 P.M. on Monday, if you are unable to attend the meeting.

*Check Summary Register©

SEPTEMBER 30 2021

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 015787	BANYON DATA SYSTEMS INC	9/3/2021	\$1,880.00 FUND/PAYROLL SUPPORT
Paid Chk# 015788	BERLIN CITY TREASURER	9/3/2021	\$1,049.95 UTILITY GAS & DIESEL
Paid Chk# 015789	CORPORATE NTWRK SOLUTION	9/3/2021	\$1,350.00 PLANT COMPUTER- HP WORKSTATION
Paid Chk# 015790	FERGUSON WATER WORKS #14	9/3/2021	\$455.22 6 X 12 ALL SS REP CLAMP
Paid Chk# 015791	GFL SOLID WASTE MIDWEST LL	9/3/2021	\$234.36 TRASH/RECYCLE SERVICE
Paid Chk# 015792	JON LUNDT ELECTRIC, INC	9/3/2021	\$202.50 QUARRY STREET LIFT LABOR
Paid Chk# 015793	MID-AMERICAN RESEARCH CHE	9/3/2021	\$255.76 DEODORIZER
Paid Chk# 015794	RIDGE STONE PRODUCTS, INC	9/3/2021	\$100.17 3/4" ROAD GRAVEL
Paid Chk# 015795	SPEEDY CLEAN DRAIN & SEWE	9/3/2021	\$2,120.00 TELEWISE MULTIPLE SPOTS
Paid Chk# 015796	U S CELLULAR	9/3/2021	\$167.52 PHONE SERVICE 08/16/21 - 09/15
Paid Chk# 015797	U S POST OFFICE - POSTMASTE	9/3/2021	\$637.32 MONTHLY BILLS FOR SEPTEMEBER
Paid Chk# 015798	WALTCO INC	9/3/2021	\$699.58 SAMPLE PICK UP
Paid Chk# 015799	CHIER LAW OFFICE LLC	9/10/2021	\$59.00 LATERAL INSTALLATION QUESTIONS
Paid Chk# 015800	CRANE ENGINEERING SALES IN	9/10/2021	\$862.65 SERVICE - CUMBERLAND LIFT STAT
Paid Chk# 015801	FASTENAL COMPANY	9/10/2021	\$172.49 S/S FW - S/S FHN
Paid Chk# 015802	FERGUSON WATER WORKS #14	9/10/2021	\$2,324.00 HDPE BLUE PIPE//PE30 WIRE BLUE
Paid Chk# 015803	INTERSTATE BATTERY	9/10/2021	\$180.90 MTP-48/H6-SP-35
Paid Chk# 015804	JON LUNDT ELECTRIC, INC	9/10/2021	\$67.50 QUARRY STREET LIFT STATION - L
Paid Chk# 015805	KUNKEL ENGINEERING GROUP	9/10/2021	\$11,615.00 2021 STREET & UTILITY IMPROVEM
Paid Chk# 015806	MARTELLE WATER TREATMENT	9/10/2021	\$99.00 HYDROCHLORIC ACID
Paid Chk# 015807	BADGER LABORATORIES INC	9/16/2021	\$1,761.70 TOTAL COLIFORM BACTERIA
Paid Chk# 015808	BERLIN CITY TREASURER	9/16/2021	\$23,499.73 SEPTEMBER 2021 PAYROLLS
Paid Chk# 015809	CENTURYLINK	9/16/2021	\$57.61 SERVICES FROM 9/9/2021 - 10/08
Paid Chk# 015810	JOHN KRINGS & SONS WELDIN	9/16/2021	\$569.00 SS TAPPED /TREADED BARS-SHOP T
Paid Chk# 015811	MARTELLE WATER TREATMENT	9/16/2021	\$4,344.49 LIQUID ALUM
Paid Chk# 015812	MULCAHY/SHAW WATER INC	9/16/2021	\$339.30 CAP - RELAY BOX/THERMAL OVERLO
Paid Chk# 015813	BADGER LABORATORIES INC	9/23/2021	\$44.80 TOTLA COLIFORM BACTERIA
Paid Chk# 015814	BERLIN CITY TREASURER	9/23/2021	\$577.84 SEPTEMBER 2021 CENTURYLINK BIL
Paid Chk# 015815	FARMERS & MERCHANTS BANK	9/23/2021	\$60,222.00 CD #704872
Paid Chk# 015816	FASTENAL COMPANY	9/23/2021	\$9.23 BOND SEAL
Paid Chk# 015817	SPEEDY CLEAN DRAIN & SEWE	9/23/2021	\$1,325.00 TELEWISE SANITARY SEWER - LEFF
		Total Checks	\$117,283.62

10/19/2021

BERLIN WATER AND SEWER DEPARTMENT BUDGET 2022

Brian Malnory
Berlin Water & Sewer Department

2022 BUDGET SUMMARY

	WATER
	2022
WATER REVENUE	\$ 1,243,900.37
TOTAL	\$ 1,243,900.37

	SEWER
	2022
SEWER REVENUE	\$ 1,392,025.25
TOTAL	\$ 1,392,025.25

	WATER EXPENSE
FROM EXP BUDGET	\$ 499,401.00
Depreciation for Capital	\$ 300,000.00
Pmt to ERF WATER (Brian)	\$ 25,000.00
Pmt to TOWER FUND (Brian)	\$ 12,000.00
SDWL Pmt (Payment Breakdown Sheet)	\$ 66,628.20
TAXES TO CITY (Jodie)	\$ 200,000.00
	\$ 1,103,029.20

	SEWER EXPENSE
FROM EXP BUDGET	\$ 778,401.00
Depreciation for Capital	\$ 78,000.00
Pmt to (DNRF) ERF (Brian)	\$ 59,000.00
Pmt to ERF SEWER (Brian)	\$ 915,401.00
	\$ 915,401.00

RETAINED EARNINGS WATER W/O CAPITAL	\$ 140,871.17
Capital Projects	\$ 107,500.00
RETAINED EARNINGS WATER W/CAPITAL	\$ 33,371.17

RETAINED EARNINGS SEWER W/O CAPITAL	\$ 476,624.25
Capital Projects	\$ 409,000.00
RETAINED EARNINGS SEWER W/CAPITAL	\$ 67,624.25

** Negative balance will be funded out of current water & sewer reserve investments

WATER INVESTMENTS

	2020	2021
WATER INVESTMENTS	\$3,833,370.78	\$2,468,370.78
TOWER MAINT FUND	\$119,931.64	\$149,009.71
EQUIP REPLACEMENT WATER	\$429,589.60	\$498,057.95
WATER CHECKING	\$693,632.47	\$438,029.04

TOTAL WATER INVESTMENTS **\$ 5,076,524.49** **\$ 3,553,467.48**

SEWER INVESTMENTS

	2020	2021
SEWER INVESTMENTS	\$1,937,350.48	\$800,000.00
EQUIPMENT REPLACEMENT FUND (DNR)	\$1,255,000.00	\$1,255,000.00
EQUIP REPLACEMENT SEWER	\$308,358.71	\$371,968.19
SEWER CHECKING	\$543,808.40	\$250,073.80
SEWER ERF CHECKING (DNR)	\$56,824.43	\$169,857.81

TOTAL SEWER INVESTMENTS **\$ 4,101,342.02** **\$ 2,846,899.80**

2022 UTILITY REVENUE BUDGET

Sewer Revenue

Acct #	Option A	Description	2019	2020	2021	2021	2022
			Actual	Actual	YTD	EOY Est	Proposed Budget
61-46-46491	415.1	INCOME MERCHANDISING & JOBBING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-48-48421		MISC NON-OPERATING INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-48-48201		Contributed Capital-Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-48-48200		CAPITAL CONTRIBUTIONS-OTHERS	\$50,239.24	\$55,844.78	\$0.00	\$0.00	\$0.00
61-48-48163	419	INTEREST EQUIPMENT REPLCE	\$5,092.32	\$49,733.34	\$6,388.55	\$0.00	\$7,912.50
61-48-48162	419	INTEREST FROM INVOICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-48-48161	419	INTEREST & DIVIDEND INCOME	\$78,378.74	\$46,369.45	\$14,952.07	\$0.00	\$14,512.75
61-48-13001	419	Interest on Special Assessment	\$21,229.19	\$3,364.93	\$3,364.93	\$0.00	\$0.00
61-46-46496	475.1	AMORTIZATION OF CONST GRANTS	\$99,999.96	\$99,999.96	\$74,999.97	\$100,000.00	\$100,000.00
61-46-46494	416.1	COSTS MECHANDISING & JOBBING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-46-46100		General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-46-46492	415	INCOME MERCHANDISING & JOBBING	\$376.45	-\$150.86	\$357.63	\$1,000.00	\$1,000.00
62-46-46417	474	MISCELLANEOUS OPERATING REV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-46-46467	474.2	DISASTER REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-46-46464	635 S	MISCELLANEOUS SERVICE REVENUE	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00
61-46-46419	622.5	MEASURED SERVICE - MULTIFAMILY	\$100,714.05	\$91,570.12	\$70,126.12	\$90,000.00	\$90,000.00
61-46-46418	635 S	SEWER HOOKUP CHARGE	\$1,620.00	\$1,620.00	\$1,620.00	\$1,000.00	\$1,000.00
61-46-46417	635 S	MISCELLANEOUS OPERATING REV	\$4,385.00	\$5,480.00	\$5,417.50	\$5,000.00	\$5,000.00
61-46-46416	631 S	CUSTOMERS FORFETTED DISCOUNTS	\$2,688.77	\$1,384.74	\$1,949.68	\$2,600.00	\$2,600.00
61-46-46413	622.4	MEASURED SERVICE - PUBLIC AUTH	\$34,672.59	\$34,209.31	\$37,070.05	\$30,000.00	\$35,000.00
61-46-46412	622.3	MEASURED SERVICE - INDUSTRIAL	\$428,227.75	\$495,474.11	\$399,473.38	\$400,000.00	\$425,000.00
61-46-46411	622.2	MEASURED SERVICE - COMMERCIAL	\$151,497.70	\$154,486.29	\$130,245.44	\$160,000.00	\$160,000.00
61-46-46410	622.1	MEASURED SERVICE - RESIDENTIAL	\$540,249.25	\$566,546.90	\$466,571.97	\$550,000.00	\$550,000.00
61-46-46493	416	COSTS MERCHANDISING & JOBBING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEWER REVENUE			\$1,519,371.01	\$1,606,013.07	\$1,212,537.29	\$1,339,600.00	\$1,392,025.25

Water Revenue

Acct #	Option A Description	2019		2020		2021		2021		2022	
		Actual	Actual	Actual	YTD	EOY Est	Proposed Budget	Actual	Actual	Actual	Actual
62-46-46466	474 METER MAINT EXPENSE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-49-20434	474 Operating Tfr from Fund 15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-48-48421	421 MISC NON-OPERATING INCOME	\$0.00	\$48.00	-\$48.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-48-48200	421 CAPITAL CONTRIBUTIONS-OTHERS	\$0.00	\$2,880.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-48-48164	421 INTEREST TOWER FUND	\$0.00	\$4,266.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$811.79	\$0.00
62-48-48162	419 INTEREST FROM INVOICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-48-48161	419 INTEREST & DIVIDEND INCOME	\$124,245.36	\$80,770.31	\$18,364.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,788.58	\$0.00
62-48-46421	MISC NON-OPERATING INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-48-13001	419 Interest on Special Assessment	\$18,264.93	\$735.00	\$735.00	\$735.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-46-46496	435 AMORTIZATION OF CONST GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-46-46494	COSTS MECHANDISING & JOBBING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61-49-20436	Operating Tfr from Fund 62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-46-46474	474 OTHER WATER REVENUES	\$5,656.48	\$5,576.00	\$4,191.00	\$5,700.00	\$5,700.00	\$5,700.00	\$5,700.00	\$5,700.00	\$5,700.00	\$5,700.00
62-46-46416	470 CUSTOMERS FORFETTED DISCOUNTS	\$2,879.29	\$1,309.90	\$2,212.89	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00
62-46-46464	474 MISCELLANEOUS SERVICE REVENUE	\$21,259.01	\$17,603.19	\$15,077.16	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
62-46-46458	461.5 METERED SALES - MULTIFAMILY	\$78,744.97	\$72,876.24	\$55,515.29	\$72,000.00	\$72,000.00	\$72,000.00	\$72,000.00	\$72,000.00	\$70,000.00	\$70,000.00
62-46-46457	461.4 OTHER SALES TO PUBLIC AUTH	\$46,122.67	\$40,797.30	\$45,538.82	\$38,000.00	\$38,000.00	\$38,000.00	\$38,000.00	\$38,000.00	\$45,000.00	\$45,000.00
62-46-46456	463 PUBLIC FIRE PROTECTION	\$344,390.89	\$363,184.26	\$306,231.63	\$367,000.00	\$367,000.00	\$367,000.00	\$367,000.00	\$367,000.00	\$367,000.00	\$367,000.00
62-46-46455	462 PRIVATE FIRE PROTECTION	\$19,476.00	\$19,651.00	\$16,480.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
62-46-46454	460 UNMETERED SALES GEN CUSTOMERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-46-46453	461.3 METERED SALES - INDUSTRIAL	\$46,740.33	\$43,220.70	\$38,931.65	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00
62-46-46452	461.2 METERED SALES - COMMERCIAL	\$125,351.69	\$124,603.02	\$107,988.84	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00
62-46-46451	461.1 METERED SALES - RESIDENTIAL	\$525,886.22	\$548,927.69	\$454,935.59	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$525,000.00	\$525,000.00
62-49-20435	Operating Tfr from Fund 61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
62-46-46492	415 INCOME MERCHANDISING & JOBBING	\$881.71	\$467.98	\$382.70	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
WATER REVENUE		\$1,359,899.55	\$1,326,917.17	\$1,066,537.41	\$1,181,300.00	\$1,181,300.00	\$1,181,300.00	\$1,181,300.00	\$1,181,300.00	\$1,243,900.37	\$1,243,900.37
TOTAL		\$2,879,270.56	\$2,932,930.24	\$2,279,074.70	\$2,520,900.00	\$2,520,900.00	\$2,520,900.00	\$2,520,900.00	\$2,520,900.00	\$2,635,925.62	\$2,635,925.62

2022 WATER EXPENSE BUDGET

Description	2019	2020	2021	2021	2022
	Actual	Actual	Budget	YTD	Proposed Budget
SALARY/BUDGET	\$5,497.50	\$5,748.50	\$5,901.00	\$0.00	\$5,901.00
WAGES/BUDGET	\$183,166.80	\$181,172.83	\$200,000.00	\$118,343.37	\$200,000.00
EMP BENEFITS/BUDGET	\$65,637.40	\$63,273.25	\$75,000.00	\$47,955.63	\$75,000.00
PROFESSIONAL SERVICES/BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UTILITY SERVICES/BUDGET	\$45,768.92	\$44,432.23	\$55,000.00	\$30,866.22	\$45,000.00
CONTRACTUAL SERVICES/BUDGET	\$36,168.26	\$12,500.00	\$24,000.00	\$88.12	\$24,000.00
OUT SERVICES EMPLOYD/BUDGET	\$11,204.44	\$11,086.87	\$14,000.00	\$11,070.98	\$15,000.00
INDIRECT ADMIN CHARGES	\$4,000.00	\$4,000.00	\$4,500.00	\$0.00	\$4,500.00
OFFICE SUPPLIES/BUDGET	\$13,721.40	\$16,638.86	\$12,000.00	\$10,623.64	\$12,000.00
TRAINING EXPENSES/BUDGET	\$2,529.02	\$1,231.42	\$5,000.00	\$755.00	\$5,000.00
OPERATING SUPPLIES/BUDG	\$48,994.89	\$51,126.63	\$50,000.00	\$38,821.50	\$50,000.00
MATERIALS	\$39,931.24	\$103,930.40	\$50,000.00	\$27,295.82	\$40,000.00
PFADA/INSBUDGET	\$21,067.23	\$20,918.89	\$23,000.00	\$0.00	\$23,000.00
CAPITAL OUTLAY	\$0.00	\$0.00	\$1,167,650.00	\$1,011,607.78	\$0.00
	<u>\$477,687.10</u>	<u>\$516,059.88</u>	<u>\$1,686,051.00</u>	<u>\$1,297,428.06</u>	<u>\$499,401.00</u>

2022 SEWER EXPENSE BUDGET

Description	2019	2020	2021	2021	2022
	Actual	Actual	Budget	YTD	Proposed Budget
SALARY/BUDGET	\$5,497.50	\$5,748.50	\$5,901.00	\$0.00	\$5,901.00
WAGES/BUDGET	\$239,394.61	\$247,399.35	\$240,000.00	\$170,684.38	\$240,000.00
EMP BENEFITS/BUDGET	\$90,519.30	\$88,065.45	\$96,000.00	\$68,862.15	\$96,000.00
PROFESSIONAL SERVICES/BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UTILITY SERVICES/BUDGET	\$83,368.09	\$87,362.08	\$75,000.00	\$48,397.26	\$65,000.00
CONTRACTUAL SERVICES/BUDGET	\$40,594.48	\$3,500.00	\$25,000.00	\$1,750.00	\$25,000.00
OUT SERVICES EMPLOYD/BUDGET	\$28,000.39	\$33,863.24	\$35,000.00	\$28,502.43	\$35,000.00
INDIRECT ADMIN CHARGES	\$4,000.00	\$4,000.00	\$4,500.00	\$0.00	\$4,500.00
OFFICE SUPPLIES/BUDGET	\$16,958.12	\$20,101.55	\$18,000.00	\$13,901.26	\$18,000.00
TRAINING EXPENSES/BUDGET	\$6,165.50	\$6,248.19	\$8,000.00	\$4,491.00	\$8,000.00
OPERATING SUPPLIES/BUDG	\$114,591.39	\$118,293.76	\$108,000.00	\$88,385.23	\$108,000.00
MATERIALS	\$102,049.75	\$85,890.77	\$75,000.00	\$108,750.66	\$150,000.00
PFADA/INSBUDGET	\$21,067.24	\$20,918.90	\$23,000.00	\$0.00	\$23,000.00
CAPITAL OUTLAY	\$0.00	\$0.00	\$1,283,410.00	\$1,487,134.96	\$0.00
	\$752,206.37	\$721,391.79	\$1,996,811.00	\$2,020,859.33	\$778,401.00

CAPITAL OUTLAY WATER

2022

CAPITAL SCHED. REPLACEMENT ERF WATER

Valve Turner

\$ 15,000.00

TOTAL \$ 15,000.00

CAPITAL SCHED. WATER

Inspection of Reservoir
Mandatory Rehab - Well 4

\$ 2,500.00
\$ 50,000.00

TOTAL \$ 52,500.00

CAPITAL OUTLAY/PROJECTS Gen Budget

Projects

Blacktop - WWTP

\$ 40,000.00

TOTAL \$ 40,000.00

\$ 107,500.00

CAPITAL OUTLAY SEWER

2022

CAPITAL SCHED. REPLACEMENT

Sewer Camera \$ 15,000.00

TOTAL \$ 15,000.00

CAPITAL (DNR) EQUIP. REP SCHED.

GENERAL REPLACEMENT

rebuild Valves at WWTP \$ 4,000.00
 Rehab Primary Clarifiers \$ 100,000.00

TOTAL \$ 104,000.00

CAPITAL OUTLAY/PROJECTS

PMT TO ERF DNR

In summary

Projects

Blacktop - WWTP \$ 40,000.00
 Rehab - Cumberland St Lift Station \$ 80,000.00
 Pumps and Valves
 Mound Street \$ 170,000.00

TOTAL \$ 290,000.00

\$ 409,000.00