

*“This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests that the item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.”*

**DEPARTMENT OF PUBLIC WORKS  
DEPARTMENT REPORT  
NOVEMBER 2021  
LUKE POTTER, DIRECTOR**

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*STREET WORK.* We cold patched, and bladed gravel roads and repaired street signs. On the 5<sup>th</sup> we plowed and salted the highways of 2” snow. On the 6<sup>th</sup> cleaned up streets, plowed the airport and hauled snow. On the 7<sup>th</sup> we plowed everything 2” snow, salt sanded gravel streets and local streets. On the 8<sup>th</sup> we salted, plowed the airport and plowed parking lots. On the 10<sup>th</sup> we salted major and local streets. On the 23<sup>rd</sup> we came in to plow 4” snow and on the 24<sup>th</sup> came in early to plow everything. On the 27<sup>th</sup> we plowed everything 2” snow and on the 28<sup>th</sup> we came in to plow everything 2” snow. And we did storm cleanup on the 16<sup>th</sup>.

*WATER & SEWER WORK:* Water and sewer work this month included our regular schedule of Miss Digs, meter readings, manual reads, meter work, meter appointments, water shutoffs, and washing sewers/preventive maintenance. We capped the water service at the Methodist church, televised sewer and repaired sewer on Maple Street, televised sewer at 307 John R and we cut, capped 128 E Fourth Street for demolition. We worked with Gerber every day. We also spotted services that were not identified for lead, tried to find the water line for the old MMI building and tapped the water main for 102 Hillcrest.

*CEMETERY WORK:* We had one cremation burial and five full burials in December We set and poured a foundation and had two burials in the Catholic cemetery.

*SHAMROCK LAKE WORK:* We moved the sludge box to the barge on the 14<sup>th</sup>.

*MISCELLANEOUS WORK:* We chipped brush, washed and cleaned trucks and equipment and the garage on several days. We wired the caboose, worked at the depot and graveled the depot parking lot this month. And we cut down a tree at 110 W Wheaton and another at 216 John R Street.

*Attachments.* Manhour Report, Utility Work Order, Report, Fuel Report, Equipment Report

# DECEMBER 2021

## UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	1
<i>Customer Request Off</i>	7
<i>Sewer Problems</i>	
<i>Off for Non Payment</i>	5
<i>New Meter</i>	1
<i>New RF</i>	1
<i>High Usage Check</i>	2
<i>Repair meter</i>	
<i>Estimated Meters</i>	
<i>High Usage Check</i>	1
	18

### MANNATEC FUEL REPORT FOR PERIOD:

DECEMBER 1-31, 2021

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
							0.00
City Hall							0.00
Fire Dept	94.584	227.74	2.408	118.866	326.30	2.745	554.04
Police Dept	566.243	1,305.10	2.305				1,305.10
DPW	336.376	775.23	2.305	1103.872	3,026.57	2.742	4,168.58
Parks	52.478	124.55	2.373	88.424	242.23		
W/WWT	159.150	365.34	2.296	23.099	62.36		427.70
	Average Rate for Regular:		2.337	Average Rate for Diesel:		1.372	<b>\$6,455.42</b>
	<b>Total Bill:</b>						

## EQUIPMENT RENTAL - DECEMBER 2021

### GENERAL FUND

General Operations	101-265.000-943.641	451.88	
Depot	101-265.000-943.641	184.02	
Cemetery	101-276.000-943.641	1,795.87	
Police	101-301.000-943.641	18,219.24	
Parking Lots/Flags	101-441.000-943.641	1,766.16	
Airport	101-537.000-943.641	2,181.83	
		2,181.83	
			<b>101-000.000-001</b>
			<b>-\$24,599.00 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	4,175.14	
Tkline Winter Cleanup	202-446.001-943.641	0.00	
Major Streets	202-449.000-943.641	5,532.80	
		5,532.80	
			<b>202-000.000-001</b>
			<b>-\$9,707.94 cr</b>

### LOCAL STREETS:

203-449.000-943.641		7,446.09	
		7,446.09	
			<b>203-000.000-001</b>
			<b>-\$7,446.09 cr</b>

### PARKS & DAM MTS.:

Parks & Dam Mts	208-751.001-943.641	5,030.04	
Dredging	208-751.004-702.000641	12.44	
		5,042.48	
			<b>208-000.000-001</b>
			<b>-\$5,042.48 cr</b>

### SEWER FUND

Sewer Treatment	590-536.001-943.641	1,160.93	
Sewer Collection	590-536.002-946.641	1,859.82	
		1,859.82	
			<b>590-000.000-001</b>
			<b>-\$3,020.75 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	858.61	
Water Dist./Meters	591-536.004-946.641	3,463.54	
		3,463.54	
			<b>591-000.000-001</b>
			<b>-\$4,322.15 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$54,138.41</b>	
General Fund	641-000-669.101		-\$24,599.00
Major Sts/Tklines	641-000-669.202		-\$9,707.94
Local Sts	641-000-669.203		-\$7,446.09
Parks	641-000-669.208		-\$5,042.48
Sewer	641-000-669.590		-\$3,020.75
Water	641-000-669.591		-\$4,322.15

### CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101		\$24,599.00
Major Sts/Tklines	102-000-669.202		\$9,707.94
Local Sts	102-000-669.203		\$7,446.09
Parks	102-000-669.208		\$5,042.48
Sewer	102-000-669.590		\$3,020.75
Water	102-000-669.591		\$4,322.15

### EQUIPMENT RENTAL, ALL DEPOSITS:

	<b>102-000.000-067</b>	<b>\$54,138.41</b>
	<b>102-000.000-001.001</b>	
	<b>102-000.000-067.102</b>	

**DPW MANHOUR REPORT FOR: Dec-21**

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T
101-265.000-702	GF - City Hall	19	28.5	10	57.50				0.00				0.00	
	Railroad													
101-276.000-702	Cemetery	26	11.5	17.25	54.75				0.00	2.5	2.7	1.2	6.40	
101-528.000-702	Refuse Collection				0.00				0.00	12.75	12.27	6.12	31.14	
101-441.000-702	Par/Flag/Pk Lot	5			5.00				0.00				0.00	
	DDA Pk Lot	18.5		3	21.50			2	2.00				0.00	
101-445.000-702	City Trees/Lites		4		4.00				0.00				0.00	
	DDA Trees/Lites	2	2		4.00				0.00				0.00	
101-537.000-702	Airport	12		11.5	23.50		1	1	2.00				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts	3			3.00				0.00				0.00	
	TK Shoulder Mts		1		1.00				0.00				0.00	
	TK Sweeping		4		4.00				0.00				0.00	
	Drain/Bkslopes				0.00				0.00				0.00	
	TK Signs				0.00				0.00				0.00	
	Snow & Ice	10		17.5	27.50	5.5	8	5	18.50				0.00	
	Hauling Snow	6			6.00				0.00				0.00	
	202-444.002-702	Major Sts Sidewalks				0.00				0.00				0.00
202-499.002-702	Major Sts Maint.	31	30		61.00				0.00				0.00	
202-499.003-702	Snow & Ice	9.5		8.75	18.25	1.5	3	1	5.50				0.00	
202-499.004-702	Administration				0.00				0.00	2.5	2.7	1.2	6.40	
203-444.002-702	Local Sts Sidewalks		1.5		1.50				0.00				0.00	
203-499.002-702	Local Sts Maint.	44	46	4.75	94.75				0.00				0.00	
203-499.003-702	Snow & Ice	18		17.75	35.75	2	8.5	3	13.50				0.00	
203-499.004-702	Administration				0.00				0.00	2.5	2.7	1.2	6.40	
208-751.000-702	Lake Sham/Dam & Pks	3	3		6.00				0.00				0.00	
208-751-004-702	Dredging		4		4.00				0.00				0.00	
590-536.002-702	Sewer	56.5	1		57.50				0.00	13	15.29	6.24	34.53	
591-536.004-702	Water	98.5	107	55	260.50			3	3.00	13	14.04	6.24	33.28	
641-444.000-702	DPW	101	163.5	4	268.50		0.5		0.50	3.75	4.3	1.8	9.85	
	DPW Equip	44	55		99.00	0.5	5.25		5.75				0.00	
	Fire Equip		3		3.00				0.00				0.00	
	Police Equip	4	6	2	12.00		2		2.00				0.00	
	Holiday/Funeral		128	128	256.00				0.00		16	16	32.00	
	OFF TIME	61	41	68.5	170.50				0.00	10	10		20.00	
<b>TOTALS</b>		572.00	640.00	348.00	1560.00	9.50	28.25	15.00	52.75	60.00	80.00	40.00	180.00	0.00
		1560.00				52.75				180.00				0.00

**DPW: PARKS/BLDG & GROUNDS MANHOUR REPORT FOR:**

Dec-21

FY 17-18 FUND	HOURLY WAGE		FULL TIME EMPLOYEES REGULAR HOURS				FULL TIME EMPLOYEES OVERTIME HOURS			SEASONAL EMPLOYEES REGULAR HOURS				SEASONAL EMPLOYEES OVERTIME HOURS				
	FUND NAME																	
208-751.001-702	Holiday	Funeral		16.00	16.00	38.00												
	Sick	Vacation	6.00															
	PARKS		1.00	2.00	11.00	14.00				0.00	5.50	7.50	6.00	19.00				0.00
	DDA Work		8.00	3.00		11.00				0.00		3.00		3.00				0.00
	BLDG & GRUNDS		49.00	59.00	13.00	121.00				0.00	58.50	53.50	18.00	130.00				0.00
101-276.000-702	Cemetery					0.00			0.00				0.00				0.00	
101-265.000-702	Trustees					0.00			0.00				0.00				0.00	
101-537.000-702	Airport Maint					0.00			0.00				0.00				0.00	
						0.00			0.00				0.00				0.00	
						0.00			0.00				0.00				0.00	
			64.0	80.0	40.0	184.0	0.0	0.0	0.0	0.0	64.0	64.0	24.0	152.0	0.0	0.0	0.0	0.0
<b>GRAND TOTAL</b>			184.00				0.00				152.00				0.00			

PAY PERIOD: December 2021																						HOURS TOTAL	DOLLAR TOTAL									
EQUIPMENT	2021 RATE	101-265-943 General Op	101-265-943 Railroad	101-276-943 Cemetery	101-441-943 Prad/Fig & PkLots	101-445-943 Trees/Lights	101-537-943 Airport	202-466.001-943 Roadway	202-466.001-943 Inspection	202-466.001-943 TK Surface	202-466.001-943 TK Shoulders	202-466.001-943 TK Sweep	202-466.001-943 TK	202-466.001-943 Drain/Backslashes	202-466.001-943 TK Signs/Signals	202-466.001-943 TK Snow & Ice	202-444.002-943 Mj Sis Sidewalks	202-499.002-943 Mj Sis Preservation	202-499.002-943 Mj Sis Snow & Ice	203-444.002-943 Lo Sis Sidewalks	203-499.002-943 Lo Sis Preservation	203-499.002-943 Lo Sis Snow & Ice	208-751-702 Dam & All Parks	208-751.004-702 Dredging Lake Shamrock	590-536.002-943 Sewer	591-536.004-943 Water						
3 - GMC Pickup	\$15.80	6.50	6.00	5.00														2.00				2.00								16.00	37.50	592.50
5 - Dodge Pickup	\$12.44	3.00			1.00													1.00				4.50									9.50	118.18
6 - GMC Pickup	\$12.44						11.00				1.00							6.00				6.00		1.00	18.00					43.00	534.92	
7 - Chevy Bucket Truck	\$11.21		1.00			4.00																3.00		13.00						21.00	235.41	
8 - Int'l Dump Truck	\$53.63	1.00			3.00		5.00									10.00			9.00			5.00	10.00							43.00	2,306.09	
9 - Ford Dump Truck	\$53.63						3.00									4.00		21.00	6.50			25.00	11.50							71.00	3,807.73	
10- Sterling Dump Truck	\$53.63			0.25	3.50											22.25			16.25			5.00	20.75							68.00	3,646.84	
11- Ford Dump Truck	\$36.62						1.00																1.00							2.00	73.24	
12- Sterling Dump Truck	\$53.63	1.00			3.00		4.00									8.00		1.00	6.00			1.00	9.00							33.00	1,769.79	
18- Case Loader	\$39.92			22.25					3.00									4.50		3.00		1.50						22.00		56.25	2,245.50	
20- Hyundai Loader	\$66.21	2.00		5.75	13.00											14.00		4.50				5.50	4.00	2.00						50.75	3,360.16	
23- Root UB Scraper	\$8.25						3.00									4.00			6.50				11.50							25.00	206.25	
24- Monroe UB Scraper	\$8.25						4.00												5.00				4.00							19.00	156.75	
25- Root UB Scraper	\$8.25															6.50			6.50				8.25							21.25	175.31	
36- Brush Chipper	\$26.49											4.00						12.00				14.00								26.00	688.74	
37- Street Sweeper	\$101.43																	9.00				7.00								20.00	2,028.60	
39- Chevy Pickup	\$11.21																							9.00						9.00	100.89	
51- Ford Taurus City Hall Car	\$12.91																										2.00	2.00		4.00	51.64	
53A- Truck Unit	\$53.63			2.00																							20.00	22.00		44.00	2,359.72	
53B- Sewer Washer Unit	\$19.28																										20.00	10.00		30.00	578.40	
53C- Catch Basin Unit	\$28.42			2.00																								12.00		14.00	397.88	
59- Ford Utility Truck	\$11.21		1.00	1.00																							8.00	43.00		53.00	594.13	
67- Chain Saw	\$3.85																							1.00						1.00	3.85	
73- Wausau UB Scraper	\$8.25						5.00									8.00			9.00				10.00							32.00	264.00	
75- Tailgate Spreader	\$4.34																						4.00							4.00	17.36	
81- Trackless Tractor	\$48.29																							67.75						67.75	3,271.65	
82- Snow Plow	\$12.03																							64.75						64.75	778.94	
86- Salt Spreader	\$15.76																							3.00						3.00	47.28	
89 - Ford Pickup (Parks)	\$12.44																							35.50						35.50	441.62	
93 - Kubota Tractor	\$37.29			4.25															3.50			3.50		2.00						13.25	494.09	
93A - Pallet Forks	\$5.33																							2.00						2.00	10.66	
96- Swenson Spreader	\$9.82			0.25	2.50											13.75			8.75				12.50							37.75	370.71	
97- Chevy Pickup	\$11.21	2.00	4.00	1.00			1.00																3.00		2.00					18.00	201.78	
98- Airport Tractor	\$55.76						22.50																							22.50	1,254.60	
105- Ford Pickup	\$12.44	4.00		7.00	25.25													5.00				5.00					5.00			51.25	637.55	
204- Back Pack Blower	\$3.66		6.00																									15.00		21.00	76.85	
1009- Trimmer/Edger	\$3.80																													0.00	0.00	
		19.50	18.00	50.75	51.25	4.00	59.50	0.00	3.00	1.00	4.00	0.00	0.00	96.50	0.00	69.50	73.50	3.00	91.00	106.50	202.00	1.00	73.00	147.00				1074.00	33899.61			



December-21		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2021 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.44	0.00		27.00	335.88	35	435.40	62.00	771.28
61- Western Snow Plow	\$12.03	0.00			0.00		0.00	0.00	0.00
16- 2008 Ford	\$12.91	0.00		27.00	348.57	35	451.85	62.00	800.42
65- Push Mower	\$11.68	0.00			0.00		0.00	0.00	0.00
4 - 2009 Ford Pickup	\$12.44	0.00		14.00	174.16	22	273.68	36.00	447.84
PATROL CARS	\$12.91	1411.25	18219.24		0.00		0.00	1411.25	18219.24
		1411.25	18219.24	68.00	858.61	92.00	1160.93	1571.25	\$20,238.78

1571.25 20,238.78

	1		4		16		
	WA	WWT	WA	WWT	WA	WWT	
<i>Dec 1-4</i>	3.5	4.00	2.00	2.00	3.50	4.00	20,238.78
<i>Dec 5-11</i>	6	8.00	3.00	5.00	6.00	8.00	33899.61
<i>Dec 12-18</i>	6	8.00	3.00	5.00	6.00	8.00	
<i>Dec 19-25</i>	6	8.00	3.00	5.00	6.00	8.00	
<i>Dec 26-31</i>	5.5	7.00	3.00	5.00	5.50	7.00	
	27	35	14	22	27	35	

	46-1	46-2	46-3	46-4	46-5	
END HOURS	16210	11500	19611	8592	14845	
START HOURS	<u>15312</u>	<u>11412</u>	<u>19572</u>	<u>8501</u>	<u>14550</u>	
	898	88	39	91	295	1411.25 Total Hrs

Hummer #2  
 7823 End Miles  
7823 Start Miles  
 0 = 0.25 Parade

Hummer #1  
 9670 End Miles  
9670 Start Miles  
 0 = 0.00 Parade



DEPARTMENT OF PUBLIC WORKS- MANHOUR DEC 2021)

FUND	% OF HOURS	DEPARTMENT	September-21	
			REG.	O/T
GENERAL FUND	3.57%	General Fund	57.50	
	0.00%	Depot		
	3.39%	Cemetery	54.75	
	0.31%	Parades/Flags/Pking Lots	5.00	
	1.46%	DDA Parking Lots	21.50	2.00
	0.25%	City Trees/Lites	4.00	
	0.25%	DDA Trees/Lites	4.00	
	1.58%	Airport	23.50	2.00
TKLINE'S	0.19%	Surface Maintenance	3.00	
	0.25%	Sweeping	4.00	
	0.06%	Shoulder Maintenance	1.00	
	2.85%	Snow & Ice	27.50	18.50
	0.37%	Cleanup winter debris (sand, etc)	6.00	
MAJOR STREETS	3.78%	MJ STS Preservation	61.00	
	1.47%	MJ STS Snow/Ice	18.25	5.5
LOCAL STREETS	5.97%	LO STS Preservation	96.25	
	3.05%	LO STS Snow/Ice	35.75	13.5
PARKS	0.37%	Lake Shamrock Dam & Park work	6.00	
	0.25%	Lake Shamrock Dredging	4.00	
SEWER	3.57%	Collection	57.50	
WATER	16.34%	Distribution & Meter Mts.	260.50	3.00
DPW	16.68%	DPW Admin/Bldg/Equip	268.50	0.50
	6.50%	DPW: Equip	99.00	5.75
	0.19%	FIRE Truck	3.00	
	0.87%	DPW: PD Equipment	12.00	2.00
	0.00%	COVID 19		
	15.87%	Holiday (Birthday)	256.00	
	10.57%	PAID TIME OFF:	170.50	
1612.75	<b>100%</b>	<b>TOTALS:</b>	<b>1560</b>	<b>52.75</b>

FUND	% OF HOURS	DEPARTMENT	September-21	
			REG.	O/T
DPW Clerical	3.56%	Cemetery Admin	6.4	
	17.30%	Refuse Collection	31.14	
	3.56%	Major Sts Admin	6.4	
	3.56%	Local Sts Admin	6.4	
	19.18%	Sewer Collection	34.53	
	18.49%	Water Distribution	33.28	
	5.47%	DPW Administration	9.85	
	17.78%	Holiday (Birthday)	32	
	11.11%	PAID TIME OFF:	20	
180	<b>100%</b>	<b>TOTALS:</b>	<b>180</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	September-21	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	7.61%	Parks Work	14	
	5.98%	DDA Work	11	
	65.76%	Bldgs & Grounds	121	
	17.39%	Holiday/Funeral	32	
	3.26%	PAID TIME OFF	6	
184	<b>100%</b>	<b>TOTALS:</b>	<b>184</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	September-21	
			REG.	O/T
SEASONAL EMPLOYEES	12.50%	PARKS WORK	19	
	1.97%	DDA WORK	3	
	85.53%	BLDG & GROUNDS	130	
	0.00%	TRUSTEE SUPERVISION*		
	0.00%	CEMETERY MAINTENANCE		
	0.00%	DPW		
	0.00%	AIRPORT MAINTENANCE		
152	<b>100%</b>	<b>TOTALS:</b>	<b>152</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	September-21
			REG.
*TRUSTEE WORK AREAS	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
0	100%	TOTALS:	0