

*“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  
JANUARY 2022  
LUKE POTTER, DIRECTOR**

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**STREET WORK.** We did some cold patching on January 21st. We salted parking lots and hauled snow on the 3<sup>rd</sup> and 5<sup>th</sup>. Plowed 1” of snow on the 5<sup>th</sup> and plowed and salted 2” on the 6<sup>th</sup>. On the 12<sup>th</sup> we hauled snow, 13<sup>th</sup> pushed back dead ends and on the 15<sup>th</sup> we salted 1” snow. On the 19<sup>th</sup> we salted intersections and the 23<sup>rd</sup> we salted 1” snow. The 24<sup>th</sup> we plowed 2” snow and 25<sup>th</sup> plowed shoulders. On the 27<sup>th</sup> we hauled snow and on the 30<sup>th</sup> we salted 1” snow and 31<sup>st</sup> we plowed 2” of snow. (9” snow)

**WATER & SEWER WORK:** Water and sewer work this month included our regular schedule of Miss Digs, meter readings, shut offs for non-payment, manual reads, meter work, and washing sewers/preventive maintenance. We thawed a hydrant on Orchard on the 4<sup>th</sup>, fixed frozen meters and assisted Gerber on the 7<sup>th</sup>. On the 17<sup>th</sup> we thawed frozen water meters and on the 20<sup>th</sup> we mapped the storm sewer at JD Metalworks. On the 26<sup>th</sup> we thawed frozen water on 4<sup>th</sup> Street and on the 27<sup>th</sup> we washed a sewer at Point Drive. On the 31<sup>st</sup> we handed out let run notices.

**CEMETERY WORK:** We had two full burial and 1 cremation burial in January. We also cleaned the cemetery building.

**MISCELLANEOUS WORK:** We chipped brush, washed trucks, and cleaned the garage on several days. We worked several days at city hall, and removed wall paper. We worked on turbidity curtain and on the dredge and barge several days thru out the month. We hung Irish banners, moved Santa’s house back to the DPW, changed flags at city hall and attended Miss Dig Conference on a couple days. We cut trees on the 10<sup>th</sup>, cut down trees on Beech and Hemlock on the 27<sup>th</sup> and 28<sup>th</sup>. We worked at the salt barn on the 11<sup>th</sup> and at DPW, worked at the dam with rip rap the 17<sup>th</sup> and worked at the dam on the 26<sup>th</sup> and 27<sup>th</sup>. And we enjoyed the New Year’s Day holiday.

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

**MANNATEC FUEL REPORT FOR PERIOD:  
JANUARY 1-31, 2022**

DEPT:	REGULAR			DIESEL			AMOUNT BILLED
	GALLONS	TOTAL COST	AVG COST	GALLONS	TOTAL COST	AVG COST	
Fire Dept	83.237	208.68	2.507	109.954	302.33	2.750	511.01
Police Dept	617.222	1,538.52	2.493			#DIV/0!	1,538.52
DPW	218.248	561.04	2.571	895.732	2,515.36	2.808	3,604.46
Parks	105.344	252.27	2.395	97.170	275.79	2.838	
Airport							
W/WWT	164.863	418.33	2.537				418.33
<i>TOTALS:</i>	<i>1188.914</i>	<i>2,978.84</i>		<i>1102.856</i>	<i>3,093.48</i>	<b>Total Bill:</b>	<b>\$6,072.32</b>
Average Rate for Regular:			2.501	Average Rate for Diesel:		2.799	

**JANUARY 2022**

**UTILITY WORK ORDERS**

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	8
<i>Customer Request Off</i>	1
<i>Sewer Problems</i>	
<i>Off for Non Payment</i>	8
<i>New Meter Head</i>	0
<i>Repair meter</i>	0
<i>Estimated Meters</i>	0
<i>High Usage Check</i>	1
	18

## EQUIPMENT RENTAL - January 2022

### GENERAL FUND

General Operations	101-265.000-943.641	38.88	
Depot	101-265.000-943.641	0.00	
Cemetery	101-276.000-943.641	729.43	
Police	101-301.000-943.641	10,696.35	
Parking Lots/Flags	101-441.000-943.641	5,316.40	
Airport	101-537.000-943.641	916.41	
		916.41	
			<b>101-000.000-001      -\$17,697.47 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	1,549.80	
Tkline Winter Cleanup	202-446.001-943.641	321.15	
Major Streets	202-449.000-943.641	4,781.55	
		4,781.55	
			<b>202-000.000-001      -\$6,652.50 cr</b>

### LOCAL STREETS:

203-449.000-943.641		5,125.72	
		5,125.72	
			<b>203-000.000-001      -\$5,125.72 cr</b>

### PARKS & DAM MTS.:

Parks & Dam Mts	208-751.001-943.641	10,421.12	
Dredging	208-741-004-702	1,230.58	
		1,230.58	
			<b>208-000.000-001      -\$10,421.12 cr</b>

### SEWER FUND

Sewer Treatment	590-536.001-943.641	1,139.39	
Sewer Collection	590-536.002-946.641	1,358.01	
		1,358.01	
			<b>590-000.000-001      -\$2,497.40 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	814.32	
Water Dist./Meters	591-536.004-946.641	1,096.52	
		1,096.52	
			<b>591-000.000-001      -\$1,910.84 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$45,535.63</b>	
General Fund	641-000-669.101		-\$17,697.47
Major Sts/Tklines	641-000-669.202		-\$6,652.50
Local Sts	641-000-669.203		-\$5,125.72
Parks	641-000-669.208		-\$10,421.12
Sewer	641-000-669.590		-\$2,497.40
Water	641-000-669.591		-\$1,910.84

### CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101		\$17,697.47
Major Sts/Tklines	102-000-669.202		\$6,652.50
Local Sts	102-000-669.203		\$5,125.72
Parks	102-000-669.208		\$10,421.12
Sewer	102-000-669.590		\$2,497.40
Water	102-000-669.591		\$1,910.84

<b>EQUIPMENT RENTAL,</b>	<b>102-000.000-067</b>	<b>\$44,305.05</b>	
<u>ALL DEPOSITS:</u>	<b>102-000.000-001.001</b>		
	<b>102-000.000-067.102</b>		

**DPW MANHOUR REPORT FOR: Jan-22**

FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T	
101-265.000-702	GF - City Hall	21	78.5	86.5	186.00			2.5	2.50				0.00	
	Railroad													
101-276.000-702	Cemetery		12.5	28	40.50	1			1.00	2	4	2.5	8.50	
101-528.000-702	Refuse Collection				0.00				0.00	10.2	20.4	12.25	42.85	
101-441.000-702	Par/Flag/Pk Lot	12	0.5	0.5	13.00			1.5	1.50				0.00	
	DDA Pk Lot	29.75	7.5	33.25	70.50	7		3	10.00				0.00	
101-445.000-702	City Trees/Lites		1	15	16.00				0.00				0.00	
	DDA Trees/Lites				0.00				0.00				0.00	
101-537.000-702	Airport	7	1.5	14	22.50	1		1	2.00				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts				0.00				0.00				0.00	
	TK Shoulder Mts				0.00				0.00				0.00	
	TK Sweeping				0.00				0.00				0.00	
	Drain/Bkslopes				0.00				0.00				0.00	
	TK Signs				0.00				0.00				0.00	
	Snow & Ice	11	15	3	29.00	2	1	2.5	5.50				0.00	
	Hauling Snow	8.5	1.5		10.00				0.00				0.00	
202-444.002-702	Major Sts Sidewalks				0.00				0.00				0.00	
202-499.002-702	Major Sts Maint.	5.5	14	4	23.50	2			2.00				0.00	
202-499.003-702	Snow & Ice	26	17.5	10.5	54.00	2.5		3	5.50				0.00	
202-499.004-702	Administration				0.00				0.00	2	4	2.5	8.50	
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00	
203-499.002-702	Local Sts Maint.	7.5	23	4	34.50				0.00				0.00	
203-499.003-702	Snow & Ice	37.75	2	18.75	58.50	1		0.5	1.50				0.00	
203-499.004-702	Administration				0.00				0.00	2	4	2.5	8.50	
208-751.000-702	Lake Sham/Dam & Pks	8	25	24	57.00				0.00				0.00	
	Dredging	27	77		104.00				0.00				0.00	
590-536.002-702	Sewer		47.5	16	63.50				0.00	10.4	20.8	13.25	44.45	
591-536.004-702	Water	32	51	48	131.00	4	2.5	1.5	8.00	10.4	20.8	13.25	44.45	
641-444.000-702	DPW	52	221.5	71	344.50				0.00	3	6	3.75	12.75	
	DPW Equip	9	63	35	107.00	3.75		2.75	6.50				0.00	
	Fire Equip	31	13.5	5	49.50	2.75			2.75				0.00	
	Police Equip		3		3.00				0.00				0.00	
	Holiday/Funeral	8		8	16.00				0.00				0.00	
	OFF TIME	27	40	9.5	76.50				0.00				0.00	
<b>TOTALS</b>		360.00	716.00	434.00	1510.00	27.00	3.50	18.25	48.75	40.00	80.00	50.00	170.00	0.00
		1510.00				48.75				170.00				0.00

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

Jan-20

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	2.50	14.00	16.50												
	Sick	Vacation															
	PARKS		5.00	3.00	7.00	15.00				0.00	8.00	36.00	22.00	66.00			0.00
	DDA Work		2.00		10.00	12.00				0.00				0.00			0.00
	BLDG & GRUNDS		33.00	74.50	17.00	124.50				0.00	32.00	44.00	26.00	102.00			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	
			40.0	80.0	48.0	168.0	0.0	0.0	0.0	0.0	40.0	80.0	48.0	168.0	0.0	0.0	0.0
<b>GRAND TOTAL</b>			168.00				0.00				168.00				0.00		

PAY PERIOD: jan 2022																														
EQUIPMENT	2021 RATE	101-265-943 General Op	101-265-943 Railroad	101-276-943 Cemetery	101-441-943 Prad/Flg & 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	HOURS TOTAL	DOLLAR TOTAL		
3 - GMC Pickup	\$17.24			6.00														4.00				4.00			4.00			1.00	19.00	327.56
5 - Dodge Pickup	\$12.34			7.00	6.00																					3.00	6.00	6.00	22.00	271.48
6 - Pickup 4x4	\$12.34																		2.00						6.00		6.00	6.00	14.00	172.76
7 - Chevy Bucket Truck	\$11.12				6.00	8.00																		29.00					43.00	478.16
8 - Int'l Dump Truck	\$55.53				10.00		1.00								2.00				16.50				12.00						41.50	2,304.50
9 - Ford Dump Truck	\$55.53				8.50	7.00	5.00								3.00	2.00		2.50	12.50			2.50	14.00						57.00	3,165.21
10- Sterling Dump Truck	\$55.53				2.25										15.00				19.75				20.50						57.50	3,192.98
11- Ford Dump Truck	\$40.03																							8.00					8.00	320.24
12- Sterling Dump Truck	\$55.53				6.00		1.00								3.00	2.00			10.00				9.50						31.50	1,749.20
13- Aerial Lift	\$9.62				6.00																								6.00	57.72
18- Case Loader	\$39.61			13.00												2.50								21.00	12.00				48.50	1,921.09
20- Hyundai Loader	\$77.76	0.50			30.50													1.00	8.50			1.00	13.50	7.00			5.00	67.00	5,209.92	
23- Root UB Scraper	\$8.19						5.00								3.00				5.50				12.00						25.50	208.85
24- Monroe UB Scraper	\$8.19						1.00								3.00				8.00				7.50						19.50	159.71
25- Root UB Scraper	\$8.15														1.00				10.50				8.25						19.75	160.96
34- Stihl Chain Saw	\$6.26																								4.00				4.00	25.04
36- Brush Chipper	\$26.29					7.00												2.50				2.50							12.00	315.48
39- Chevy Pickup	\$11.12																							9.00				8.00	17.00	189.04
51- Ford Taurus City Hall Car	\$12.81																									1.50	1.50		3.00	38.43
53A- Truck Unit	\$55.53																									13.00			13.00	721.89
53B- Sewer Washer Unit	\$19.13																									24.50			24.50	468.69
59- Ford Utility Truck	\$11.12																	1.00				3.00		1.00		10.00	29.50	44.50	494.84	
63- Snow (Box) Pusher	\$9.15				9.50																		9.00						18.50	169.28
73- Wausau UB Scraper	\$8.19				1.00		1.00								2.00				11.50				12.00						27.50	225.23
81- Trackless Tractor	\$47.92																							117.50					117.50	5,630.60
82- Snow Plow	\$14.07																							114.50					114.50	1,611.02
86- Salt Spreader	\$17.45																							3.00					3.00	52.35
89 - Ford Pickup (Parks)	\$12.34																							79.00					79.00	974.86
96- Swenson Spreader	\$14.21				2.25										14.00				9.25				12.25						37.75	536.43
97- Chevy Pickup	\$11.12																							2.00				4.00	6.00	66.72
98- Airport Tractor	\$59.39					4.00	7.00																						11.00	653.29
100- Snow Box Blade	\$13.66						4.00																						4.00	54.64
105- Ford Pickup	\$12.34			2.00	19.00													4.00								3.00	5.00		33.00	407.22
110 - Hydr Excavator	\$45.85																								12.00				12.00	550.21
1009- Trimmer/Edger	\$3.77																												0.00	0.00
		0.50	0.00	28.00	107.00	26.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00	6.50	0.00	17.00	112.00	0.00	0.00	13.00	130.50	391.00	41.00	52.00	66.00	1061.50	32885.55		



January-22		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2021 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.34	0.00		26.00	320.84	35	431.90	61.00	752.74
61- Western Snow Plow	\$14.07	0.00			0.00		0.00	0.00	0.00
16- 2008 Ford	\$12.81	0.00		26.00	333.06	35	448.35	61.00	781.41
65- Push Mower	\$11.59	0.00			0.00		0.00	0.00	0.00
4 - 2009 Ford Pickup	\$12.34	0.00		13.00	160.42	21	259.14	34.00	419.56
PATROL CARS	\$12.81	835.00	10696.35		0.00		0.00	835.00	10696.35
		835.00	10696.35	65.00	814.32	91.00	1139.39	991.00	\$12,650.06

991.00 12,650.06

	1		4		16		
	WA	WWT	WA	WWT	WA	WWT	
1-Jan	0.5	1.00	0.00	0.00	0.50	1.00	12,650.06
Jan 2-8	6	8.00	3.00	5.00	6.00	8.00	32885.55
Jan 9-15	6	8.00	3.00	5.00	6.00	8.00	
Jan 16-22	6	8.00	3.00	5.00	6.00	8.00	
Jan 23-29	6	8.00	3.00	5.00	6.00	8.00	
Jan 30-31	1.5	2.00	1.00	1.00	1.50	2.00	
	26	35	13	21	26	35	

**\$45,535.61**

	46-1	46-2	46-3	46-4	46-5	46-5 Tahoe
END HOURS	16621	11611	19714	8675	14963	9
START HOURS	<u>16210</u>	<u>11500</u>	<u>19611</u>	<u>8592</u>	<u>14845</u>	<u>0</u>
	411	111	103	83	118	9

835 Total Hrs

Hummer #2  
 7823 End Miles  
7823 Start Miles  
 0 = 0.00 Parade

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

DEPARTMENT OF PUBLIC WORKS- MANHOUR January 2022)

FUND	% OF HOURS	DEPARTMENT	January-22	
			REG.	O/T
GENERAL FUND	12.09%	General Fund	186.00	2.50
	0.00%	Depot		
	2.66%	Cemetery	40.50	1.00
	0.93%	Parades/Flags/Pking Lots	13.00	1.50
	5.16%	DDA Parking Lots	70.50	10.00
	1.03%	City Trees/Lites	16.00	
	0.00%	DDA Trees/Lites		
	1.57%	Airport	22.50	2.00
TKLINE'S	0.00%	Surface Maintenance		
	0.00%	Sweeping		
	0.00%	Drains/Backslopes		
	2.21%	Snow & Ice	29.00	5.50
	0.64%	Cleanup winter debris (sand, etc)	10.00	
MAJOR STREETS	1.64%	MJ STS Preservation	23.50	2.00
	3.82%	MJ STS Snow/Ice	54	5.5
LOCAL STREETS	2.21%	LO STS Preservation	34.50	
	3.85%	LO STS Snow/Ice	58.5	1.5
PARKS	3.66%	Lake Shamrock Dam & Park work	57.00	
	#DIV/0!	Dredging Lake Shamrock	104.00	
SEWER	4.07%	Collection	63.50	
WATER	8.92%	Distribution & Meter Mts.	131.00	8.00
DPW	22.10%	DPW Admin/Bldg/Equip	344.50	
	7.28%	DPW: Equip	107.00	6.50
	3.35%	FIRE Truck	49.50	2.75
	0.19%	DPW: PD Equipment	3.00	
	0.00%	COVID 19		
	1.03%	Holiday (Birthday)	16.00	
	4.91%	PAID TIME OFF:	76.50	
1558.75	#DIV/0!	<b>TOTALS:</b>	<b>1510</b>	<b>48.75</b>

FUND	% OF HOURS	DEPARTMENT	January-22	
			REG.	O/T
DPW Clerical	5.00%	Cemetery Admin	8.5	
	25.21%	Refuse Collection	42.85	
	5.00%	Major Sts Admin	8.5	
	5.00%	Local Sts Admin	8.5	
	26.15%	Sewer Collection	44.45	
	26.15%	Water Distribution	44.45	
	7.50%	DPW Administration	12.75	
	0.00%	Holiday (Birthday)		
	0.00%	PAID TIME OFF:		
170	<b>100%</b>	<b>TOTALS:</b>	<b>170</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	January-22	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	8.93%	Parks Work	15	
	7.14%	DDA Work	12	
	74.11%	Bldgs & Grounds	124.5	
	8.33%	Holiday/Funeral	14	
	1.49%	PAID TIME OFF	2.5	
168	<b>100%</b>	<b>TOTALS:</b>	<b>168</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	January-22	
			REG.	O/T
SEASONAL EMPLOYEES	39.29%	PARKS WORK	66	
	0.00%	DDA WORK		
	60.71%	BLDG & GROUNDS	102	
	0.00%	TRUSTEE SUPERVISION*		
	0.00%	CEMETERY MAINTENANCE		
	0.00%	DPW		
	0.00%	AIRPORT MAINTENANCE		
168	<b>100%</b>	<b>TOTALS:</b>	<b>168</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	January-22
			REG.
*TRUSTEE WORK AREAS	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
0	100%	TOTALS:	0