

UTILITIES COMMITTEE – (WWTP)

MEETING AGENDA

Tuesday, September 1, 2015 at 7:30 A.M.
Sister Bay Fire Station — Large Meeting Room
2258 Mill Road

For additional information check: www.sisterbaywi.info

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order

Roll Call

1	Chair – Pat Duffy		2	Scott Baker	
3	Shane Solomon		4	Fred Anderson	
5	Peter Sauer		6	Hugh Mulliken	
	<i>Village Administrator – Zeke Jackson</i>			<i>Utility Manager – Steve Jacobson</i>	
	<i>Utility Supervisor – Mike Schell</i>			<i>Utility Clerk – Martha Baker</i>	
	<i>Town Administrator – Bud Kalms</i>				

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

Discussion Items

1. Administrative related

- a. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to discuss personnel and employee benefits.
- b. Consider a motion to reconvene into Open Session.
- c. Consider a motion to take action, if required.
- d. Safety Program proposal
- e. 2016 Capital Expense Plan
- f. 2016 Budget Draft review; consider a motion for action, if necessary

2. Plant related

- a. Capacities Report
- b. Pretreatment channel rebuild
- c. Grit removal equipment replacement
- d. Ferric Drive replacement/pump replacement
- e. Main Lift Station control issues

3. Matters to be placed on a future agenda or referred to a Committee, Official or Employee

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:

Administration Building Library Post Office

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Date

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**UTILITIES COMMITTEE - WWTP
COMMITTEE MEETING MINUTES
Tuesday, August 4, 2015
Sister Bay Fire Station
2258 Mill Road
(Unapproved Version)**

8 The August 4, 2015 meeting of the Utilities Committee was called to order by Committee Chair
9 Patrick Duffy at 2:05 P.M.

10
11 **Present:** Committee Chair Patrick Duffy, and Members Scott Baker, Peter Sauer, Fred Anderson,
12 and Huge Mulliken.

13
14 **Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, and Utility Clerk
15 Martha Baker.

16
17 **Excused:** Member Shane Solomon, Administrator Zeke Jackson, and Administrator Bud Kalms.

18
19 **Approval of the Agenda:**

20 *Motion was made by Mulliken, seconded by Baker, to approve the August 4, 2015 agenda as*
21 *presented. Motion carried – all Ayes.*

22
23 **Approval of the January 6, 2015 meeting minutes:**

24 *Motion was made by Baker, seconded by Sauer, to approve the January 6, 2015 meeting minutes*
25 *as presented. Motion carried – all Ayes.*

26
27 **Public Comments and Correspondence**

28 None.

29
30 **Discussion Items**

31 **1. Administrative Related:**

32 **a. 2015 Sewer Rate Study**

33 M. Baker presented the 2015 Sewer Rate Study. She directed the committee to look at page three
34 of the study to see the proposed rates compared to existing rates. Jacobson explained how the cost
35 of treating B.O.D., suspended solids and flow affect the rates.

36
37 *A motion was made by Anderson, seconded by Baker, to recommend the Village Board approve*
38 *the new 2015 Sewer Rates to be placed in effect for the 3rd quarter 2015. Motion passed – all*
39 *Ayes.*

40
41 **b. 2015 2nd Quarter Financial Reports**

42 As presented.

43
44 **c. 2014 Audited Financial Report**

45 As presented.

46
47 **d. 2014 Wastewater Treatment Plant replacement fund activity report**

48 As presented.

49

1 **e. Safety Program proposal**

2 Jacobson reported meeting with Vince Matarrese of Advanced Safety Technology, Inc. for the
3 purpose of upgrading a Village-wide safety program. He said the fee of approximately \$4,000 for
4 the program will be allocated between the Village and Utility. Mulliken asked if the safety
5 information is on-line, Sauer and Jacobson explained that the study will be site-specific. Jacobson
6 told the committee the safety program has not been updated since 1989.

7
8 **2. Plant Related**

9 **a. Capacities Report**

10 Jacobson said flows are up compared to last year. Mulliken asked if Sister Bay used Liberty Grove
11 capacity last year and Jacobson said no.

12
13 **b. Water Still boiler replacement**

14 Jacobson reported that the glass portion of the water still was replaced at a cost of approximately
15 \$400.

16
17 **c. Oven replacement**

18 Jacobson reported that the 1989 model oven has been replaced.

19
20 **d. Sludge concentrator polymer mixing tank repairs**

21 Jacobson reported that the sludge concentrator has been patched and will continue to be repaired
22 for as long as possible.

23
24 **e. Aeration basin dissolved oxygen control issues and new motor purchase**

25 Jacobson reported that the oxygen control transmitters have been repaired. He said parts are now
26 obsolete which makes repairs difficult. The control panel will need to be replaced eventually.

27
28 **f. Effluent sampler signal control issues**

29 Jacobson reported that the sampler control issues are basically the same as the oxygen control
30 issues, obsolete parts that will need to be replaced.

31
32 **g. Sludge and arsenic sampling**

33 Jacobson reported that sludge and arsenic sampling has been completed and that the Utility has
34 "good sludge." He said arsenic levels are low.

35
36 **h. Main Lift Station valve issues**

37 Jacobson reported that the Main Lift Station valves are 1989 models and can no longer be repaired.
38 Shafts and bearings are wearing out.

39
40 **i. Main Lift Station pump inspection concerns**

41 Jacobson reported that pumps, circa 1989, will need to be replaced because they are at the point
42 where they can no longer be repaired.

43
44 **j. Pretreatment channel issues**

45 Jacobson reported that there is severe cement degradation in the pretreatment channel. Great
46 Lakes TV & Seal will send a proposal for sandblasting and epoxy applications. Energenics will send
47 a proposal for upgrading and for a new de-gritter. Duffy asked if there were cost comparisons
48 made. Jacobson explained that there are few companies that will service Northern Door County
49 but that he would get a quote from the other company that services the area. Jacobson

1 recommends staying with Energenics because they've had a working knowledge of the WWTP
2 equipment for the past twenty-five years. Anderson suggested a "preferred vendor" list.

3

4 **k. Grit dewatering screw replacement needs**

5 Jacobson reported that the grit dewatering screw will need to be replaced soon. He will call Crane
6 Engineering for an estimate.

7

8 **3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

9 - The 2105 Sewer Rate Study will go to the Village Board for approval.

10

11 **Adjournment:**

12 *A motion was made by Anderson, seconded by Mulliken, to adjourn the August 4, 2015 meeting of*
13 *the Utilities Committee- WWTP at 2:50 P.M. Motion carried – all Ayes.*

14

15 Respectfully submitted,

16

Martha Baker

17

Utility Clerk

18

19

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Village of Sister Bay

Job Title: Utilities Superintendent
Department: Utilities

Summary Description

Under general supervision of the Village Administrator. Has direct responsibility for the overall administration, operation, and maintenance of the collection system, water system and wastewater treatment plant.

Major Duties/Essential Functions

Oversees maintenance and operation of the water system and wastewater system. Coordinates the utilities operations with the Parks department, and outside organizations, developers and agencies. Analyzes the effectiveness of the Departments services; studies conditions, needs and trends affecting the community.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Advises the Utilities committee on actions.

Prepares and/or reviews design, plans, specifications, cost estimates and other technical phases of projects pertaining to acquisition, construction, extension, alteration, modification, repair and maintenance of the utility facilities.

Prepares P.S.C., D.N.R., budget, and all reports necessary for Utilities operation. Confers with Utilities clerk on billing, budget, and customer issues.

Responsible for the acquisition and maintenance of all Utilities Department equipment and vehicles; responsible for purchases, control and use of all materials and supplies. Maintains systematic, complete and accurate records of the department activities, services, personnel, equipment and property.

Meets and confers with Village officials, private contractors, government agencies, interested community groups and the public on various aspects of Utilities services and facilities; answers inquiries and complaints.

Participates in the development of annual work plan including statements of scope of activity, goals and objectives; studies material, confers with others involved and participates in the formulation of the final product. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determination of new budget figures; reviews, monitors and controls all financial transactions; approves all purchase orders originating within the department.

Maintains a friendly cooperative relationship with other Village departments, employees and officials, and with the Liberty Grove Sanitary District officials, the Town of Liberty Grove official and employees, the media and the public. Maintains the proper favorable public image of the Utilities Department and its employees.

Prepares information and supporting documentation of grant applications for funding assistance; bid documents and leasing agreements.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Evaluates work performance of subordinates; prepares performance evaluations; reviews evaluations prepared by the Field Operations Supervisor. Effectively recommends termination, suspension and other disciplinary matters for subordinates.

Inspects construction site to insure compliance with specifications and guidelines of the Utilities. Reviews citizen service requests and other public complaints pertaining to water and sewer service and resolves problems.

Minor Duties/Responsibilities

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Confers with the Village Administrator presenting or resolving difficult problems or questions, equipment replacement and discussing plans and actions to be taken.

Attends professional training courses, meetings, and conferences to keep abreast of current trends in the water and wastewater fields; maintain current knowledge of state, federal and Village regulations and codes; trains subordinates in the areas of new techniques and other special skills.

Maintains personnel records and submits annual, or as required, evaluation reports on department employees.

Gathers data, compiles and evaluates information and carries out special duties; studies and writes reports as needed and as directed by the Village Administrator.

Oversees the safety of assigned workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress. Assist other operators on a as need basis.

Responsible for notifying supervisor when violations of Village Codes or ordinances are observed on the job.

Reads incoming correspondence; plans and formulates response or subsequent action. Composes correspondence dealing with subject matter that involves considerable discretion, judgment or negotiation.

Performs other duties as assigned.

Supervision / Accountability

The position is directly accountable to the Village Administrator. Supervises operators, clerk, as well as temporary and seasonal employees.

Knowledge

Working knowledge of modern wastewater treatment, sanitary, water and storm sewer operations and maintenance and related engineering principles, practices and techniques; State and federal requirements covering the proper operation and maintenance of wastewater treatment facilities; Principles of water quality analysis and testing necessary for meeting state and federal water quality standards; Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, and safety; considerable knowledge of public works inspection methods; considerable skill in reading and interpreting construction drawings, plans and specifications. Knowledge of methods, materials, equipment, and tools in the repair, maintenance and operation of water and wastewater systems. Basic mathematical, writing, and computer skills; Knowledge of payroll and personnel practices; Knowledge of Village geography including streets, storm sewers, village right of ways, and other utility locations. Knowledge of policies and procedures established by the Village board and the Utilities Committee. Computer software and applications used for asset management, budgeting, and for automation and control of the treatment process.

Skill / Ability

The ability to accept responsibility, to make decisions, and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations. Ability to effectively use time and resources to accomplish activities; supervising

others and maintaining effective relations with those encountered in the course of work. Ability to effectively handle a variety of moderately difficult situations and problems. Ability to ensure and follow standard safety procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to read and interpret engineering plans, specifications, manuals, ordinances and regulations relating to Village streets, storm sewers, water system, collection system and wastewater system and rights of way and other documented resources necessary for maintaining, repairing, and operating mains, equipment and structures. Skill in directing the use of and operating the listed tools and equipment of the Utilities department in a safe, efficient and competent manner; skill in applying material testing procedures. Ability to perform required mathematical computations. Ability to work independently with only occasional review of work performance or records.

Education/Experience

Any combination equivalent to education and experience that provides the required skills is qualifying. Typical qualifications would be equivalent to: A degree in water / wastewater technology, 5 years experience working with water and wastewater systems. Demonstrated administrative, supervisory and leadership experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside and outside settings. Hand eye coordination. Is necessary to operate equipment. While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is continuously required to sit, climb, balance, stoop, kneel, crouch, crawl, talk or hear. The employee must frequently lift, pull and move 50 pounds for extended periods and occasionally 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. Work is performed in public works facilities and field settings and on construction sites. The employee frequently works near moving mechanical or electrical equipment. The employee is exposed to wet and or humid conditions, vibration, and noise. The employee occasionally works in a hazardous confined space and is occasionally subjected to fumes, airborne particles, toxic or caustic chemicals and risk of electrical shock.

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Motorized vehicles and equipment for pumping, carpentry, electrical, plumbing, HVAC, cement finishing work, mechanics tools, including jacks, hydraulic lifts, air tools, and other tools required of minor repairs and routine maintenance of water and wastewater operational equipment. Air respirator. Skill in use of mobile radio, phone, copy machine, and fax machine. Ability to access, retrieve, or input information using Windows, word processing, and spreadsheet software or other standardized software common to the Utilities operation.

License/Certification

Must possess a valid Wisconsin Motor Vehicle License. Candidate will be required to obtain a Commercial Drivers License (CDL) including any endorsements required to perform the job tasks with in six

months of hire. Loss of license may be cause for demotion, lay off or termination. Must possess a valid Wisconsin DNR Municipal Water Supply Operator Certification in Distribution grade 1 and Groundwater grade 1 with in the probationary period.

Must possess a valid Wisconsin DNR Municipal Wastewater Operator Grade 2 certification in Activated Sludge, Disinfection, Phosphorous Removal, and Laboratory with in the probationary period. Loss of licenses may be cause for demotion or termination.

Special Conditions of Work

Must be able to respond to work emergencies in all types of weather conditions at any hour of the day or night.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Village Administrator/Date

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Created: 1/19/2007 10:54 AM Date Printed: 8/28/2015 4:38:00 PM

Village of Sister Bay

Job Title: Field Operations Supervisor

Department: Utilities

Summary Description

Under general supervision of Utilities Superintendent, inspects, directs and oversees work in the construction, operation and maintenance of water mains, sanitary sewers, well operations, lift stations and the wastewater treatment plant.

Major Duties/Essential Functions

Provide first line supervision to Utilities Operator and Plant Operator involved in the day-to-day operations and maintenance of the water and wastewater facilities and assists those operators.

Assigns, schedules and oversees daily activities of the operators. Prepares work orders. Determines supplies needed for task completion and obtains quotes.

Inspects work group tasks to achieve compliance with specifications and guidelines; proper use of safety devices and practices; and satisfactory job completion and clean up.

Inspects utility facilities to detect problems, need of repair or maintenance, preparing a priority work schedule.

Reviews assigned citizen service requests and other public complaints pertaining to water and sewer service and resolves problems.

Insures the proper servicing of assigned equipment and safety checks. Coordinates with Utilities Superintendent the scheduling of major repairs.

Performs and analyzes laboratory tests and data and recommends and assists in operational changes, cleaning and maintenance of the wastewater treatment plant.

Maintains a variety of logs and records related to employees, work assignments and inspection activities.

Minor Duties/Responsibilities

Confers with the Utilities Superintendent, presenting and resolving routine problems. Assists with budgetary estimates and division of supply and equipment needs for upcoming fiscal year. Confers with superintendent on service and replacement of equipment.

Evaluates work performance of subordinates; prepares performance evaluations and effectively recommends termination, suspension and other disciplinary matters of subordinates.

Attends professional training courses, meetings and conferences to keep abreast of current trends in the water and wastewater fields; maintains current knowledge of state and federal regulations; trains subordinate personnel in the areas of new techniques and other special skills.

Assist other operators on an as need basis. Performs other related duties as assigned.

Supervision/Accountability

The position is directly accountable to the Utilities Superintendent. Supervises assigned operators as well as temporary and seasonal employees.

Knowledge

Working knowledge of modern wastewater treatment, sanitary, water and storm sewer operations and maintenance and related engineering principles, practices and techniques; State and federal requirements covering the proper operation and maintenance of wastewater treatment facilities; Principles of water quality analysis and testing necessary for meeting state and federal water quality standards; Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, and safety; considerable knowledge of public works inspection methods; considerable skill in reading and interpreting construction drawings, plans and specifications. Knowledge of methods, materials, equipment, and tools in the repair, maintenance and operation of water and wastewater systems. Basic mathematical, writing, and computer skills; Knowledge of payroll and personnel practices; Knowledge of Village geography including streets, storm sewers, village right of ways, and other utility locations. Knowledge of policies and procedures established by the Village board and the Utilities Committee. Computer software and applications used for asset management, budgeting, and for automation and control of the treatment process.

Skill/Ability

The ability to accept responsibility, to make decisions, and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work. Ability to effectively use time and resources to accomplish activities; supervising others and maintaining effective relations with those encountered in the course of work. Ability to effectively handle a variety of moderately difficult situations and problems. Ability to ensure and follow standard safety procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to read engineering plans and specifications, manuals, ordinances and regulations and interpret blueprints of street, water main sanitary sewer and village right of way locations and other documented resources necessary for locating, maintaining and repairing utility mains, equipment and structures. Skill in operating the listed tools and equipment of the utilities department in a safe, efficient and competent manner; skill in applying material testing procedures. Ability to prepare, organize and maintain field and office data, reports and systems. Ability to perform required mathematical computations. Ability to work independently with only occasional review of work performance or records.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to: a high school diploma or G.E.D., and sufficient experience would necessitate approximately five (5) years of employment in municipal construction and public works operations or related positions including demonstrated supervisory experience and leadership ability with groups of employees.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside and outside settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, and public works facilities. Hand-eye coordination is necessary to operate equipment. While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit, climb, balance, stoop, kneel, crouch, crawl, talk or hear. The employee must occasionally lift, pull, and move 50 pounds for extended periods and infre-

quently 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. Work is performed in public works facilities, and field settings on construction sites. The employee frequently works near moving mechanical and electrical equipment. The employee is exposed to wet and or humid conditions, vibration, and noise. The employee occasionally works in a hazardous confined space and is occasionally subjected to fumes, airborne particles, toxic or caustic chemicals and risk of electrical shock.

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Motorized vehicles and equipment for pumping, carpentry, electrical, plumbing, HVAC, mechanics tools, including jacks, hydraulic lifts, air tools, and other tools required of the minor repairs and routine maintenance of water and wastewater operational equipment. The ability to operate confined space breathing apparatus. Skill in use of mobile radio, phone, copy machine, and fax machine. Ability to access, retrieve, or input information using Windows, word processing, and spreadsheet software or other standardized software common to the utilities operation.

License/Certification

Must possess a valid Wisconsin Motor Vehicle license. Candidate will be required to obtain a Commercial Drivers License (CDL) including any endorsements required to perform the job tasks within six months from hire. Loss of license may be cause for demotion, lay off or termination. Must possess a valid Wisconsin DNR Municipal Water Supply Operator Certification, distribution grade 1 and groundwater grade 1 within the probationary period. Loss of license may be cause for demotion or termination. Must possess a valid Wisconsin DNR Municipal Wastewater Operator Grade 2 certification in Activated Sludge, Disinfection, Phosphorous Removal, and Laboratory within the probationary period. Loss of license may be cause for demotion or termination.

Special Conditions of Work

Must be able to respond to work emergencies in all types of weather conditions at any hour of the day or night. Must be able to work unsupervised for extended periods of time.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Village Administrator/Date

VILLAGE OF SISTER BAY
Compensation ranges

<u>Position</u>	<u>Range</u>		
	<u>Low</u>	<u>Middle</u>	<u>High</u>
Administration			
Village Administrator	50K	60K	70K
Finance Director	40K	50K	60K
Administrative Assistant	30K	40K	50K
Clerk/Treasurer	14.00/hr.	16.00/hr.	18.02/hr.
Parks			
Manager	37,500	48,750	60,000
Maintenance	11.50/hr.	14.50/hr.	17.30/hr.
Seasonal Worker	7.25/hr.		12.00/hr.
Recreation Coordinator	11.00/hr.	12.50/hr.	14.00/hr.
Marina			
Manager (annualized)	36,000	42,000	48,000
Assistant Manager	14.00/hr	16.50/hr.	19.00/hr
Dockmaster	10.00/hr.	11.50/hr	13.00/hr
Utilities			
Clerk	15.00/hr.	18.50/hr.	22.00/hr.
Manager	41,600	52,500	63,400
Assistant Manager	17.58/hr.	21.98/hr.	26.38/hr.
Operator	16.00/hr	20.00/hr.	24.00/hr

New employees advance to middle of range over 3 year period



VILLAGE OF SISTER BAY UTILITIES

P.O. Box 91, Sister Bay, WI 54234

Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0254

SISTER BAY UTILITIES LONG TERM CAPITAL IMPROVEMENT PROJECTS

<u>WWTP</u>	Project Year	Cost Estimate
Roof solids building	2019	\$5,400.00
Roof pretreatment building	2019	\$4,950.00
Roof main office building	2019	\$27,510.00
Paint/replace basin catwalk	2020	\$30K/\$50K
Blacktop	2020	
Pretreatment cement repair	2016	\$23,869.60
Pretreatment Grit system Rehab	2016	\$190,000.00
Main Lift Station Pump Rehab	2017	
Main Lift Station Generator upgrade	2017	
Research Portable Generator Use M.L.S.		
<u>VEHICLES</u>		
2001 Ford 350 4X4	2017	\$32,000.00
2003 Chev 2500 4X4	2018	\$30,000.00
2007 Ford 150 4X4	2020	\$29,000.00
New Purchase small truck	2016	\$25,000.00
Additional Person	2016/2017	

Village of Sister Bay 2016 Annual Budget 14

		2013	2014	2015	2015	2016
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
REVENUES						
Customer Charges						
46411	Sewer Service - Multi Family	0	33,153	38,860	37,521	37,140
46411	Sewer Service - Residential	227,438	222,806	223,434	221,777	230,693
46412	Sewer Service - Commercial	114,141	137,435	130,500	139,999	139,032
46418	Late Payment Penalties	1,136	1,176	1,061	1,012	1,000
46436	Septic & Holding - Sister Bay	2,899	2,994	2,800	3,146	3,443
46437	Septic & Holding - Liberty Grove	71,880	69,332	70,000	72,947	86,623
46438	Septic & Holding - Other areas	1,971	1,978	2,150	1,772	2,171
46447	Unmetered Wastewater	42	23	0	0	0
46449	Reimbursement for spills/damages	0	0	0	0	0
	Subtotal	\$419,507	\$468,897	\$468,805	\$478,174	\$500,102
Intergovernmental Charges						
47391	Fixed Meter Charges - LGUD	44,254	44,974	44,993	45,408	44,506
47392	Sewage Volume Charges - LGUD	14,708	14,713	14,227	15,404	13,812
47394	Admin Charges - LGUD	5,000	4,997	6,262	7,593	6,455
47396	Unmetered Wastewater - LGUD	113	183	125	176	125
47398	Surcharges - LGUD	0	0	0	0	0
47399	Service to Other Systems	0	0	0	0	0
	Subtotal	\$64,075	\$64,867	\$65,607	\$68,581	\$64,898
Public Authority Charges						
47491	Sewer Service - Village Accts	7,576	9,454	8,000	9,222	8,909
47496	Unmetered Wastewater - Village	6	0	0	0	0
	Subtotal	\$7,582	\$9,454	\$8,000	\$9,222	\$8,909
Other Revenue						
48110	Interest & Dividends	14,326	14,882	15,618	13,659	8,075
48200	Rent from Property	1,080	1,080	1,080	1,080	1,080
48300	Sale of Property	175,455	0	0	0	0
48400	Insurance Recovery	0	0	0	0	0
48910	Refunds/Rebates	0	0	0	0	0
48951	Impact Fees - WWTP Expansion	28,712	20,842	22,289	9,751	2,536
48990	Other Operating Revenue	0	0	0	0	0
48995	Misc. Non-Operating Revenue	55	29	0	0	0
	Subtotal	\$219,629	\$36,833	\$38,987	\$24,490	\$11,690
	Total Revenues	\$710,793	\$580,050	\$581,399	\$580,467	\$585,599

Village of Sister Bay 2016 Annual Budget

15

		2013	2014	2015	2015	2016
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
EXPENSES						
Direct Employee Costs		52%	52%	52%	53%	53%
62101	Wages, Full Time	106,073	79,801	108,667	83,725	120,996
62105	Salaries, Admin	5,634	9,163	9,307	5,337	8,752
62105-62	Wages, Clerk	16,838	16,742	17,668	16,152	17,663
62110	Wages, Overtime	3,166	3,899	3,163	5,777	3,999
62112-62	Paid Leave - Joint WWTP		12,007		15,042	
62113-62	Comp Time Used		4,312		7,194	
62115	Retirement	8,376	8,628	9,439	8,806	9,811
62120	Social Security	9,869	9,397	10,619	9,830	11,037
62125	Insurance, Medical	28,840	31,352	40,210	41,685	55,739
62130	Insurance, Dental	2,114	2,595	2,560	2,411	2,658
62135	Insurance, Disability	1,053	1,076	1,163	1,039	1,182
62140	Insurance, Group Life	342	327	401	386	499
62145	Insurance, Workers Comp	6,513	5,764	8,608	8,034	9,637
62190	Benefit Fees and Penalties	17	70	130	257	250
62191	Village Clerk reimbursement	-383	0	-763	-763	-510
62193	TKH Clerk reimbursement	-224	0	-293	-293	-196
	Subtotal	\$188,226	\$185,132	\$210,878	\$204,618	\$241,517
Indirect Employee						
62201	Travel/Training	1,764	1,048	2,500	1,000	2,500
62210	Expense Allowance	51	34	100	100	100
62215	Uniforms and Clothing	911	1,006	1,000	1,000	1,000
	Subtotal	\$2,726	\$2,088	\$3,600	\$2,100	\$3,600
Utility Costs						
62320	Electricity	54,344	56,698	60,500	58,146	63,786
62325	Fuel	6,077	12,315	12,500	12,500	12,500
62360	Telephone	1,032	1,183	1,275	1,275	1,275
62365	Cellphones	813	781	875	875	875
62370	Internet	749	749	800	749	800
62375	Telemetry	764	762	775	762	775
	Subtotal	\$63,779	\$72,487	\$76,725	\$74,307	\$80,011
Supplies						
62401	Office Supplies	1,944	1,646	2,000	2,001	2,003
62405	Computer Hardware/Software	622	294	100	100	100
62410	Printing & Copying	1,215	1,377	1,500	967	1,500
62415	Postage & Shipping	1,333	1,241	1,650	1,504	1,650
62420	Dues and Publications	1,623	1,635	2,000	1,526	2,000
62430	Custodial Supplies	132	245	250	293	300
62440	Medical and Safety	674	862	750	450	750
62460	Tools/Minor Equipment	422	860	2,000	2,712	2,000
62461	Sludge Treatment Supplies	5,975	5,895	5,500	4,474	5,500
62465	Chemicals	16,084	10,668	18,000	9,399	18,000
62470	Lab Supplies	6,373	12,400	10,000	4,488	10,000
62490	Misc. Operating Supplies	171	0	500	4	500
62495	Misc. Other Supplies	401	469	500	49	500
	Subtotal	\$36,969	\$37,591	\$44,750	\$27,967	\$44,803
Other Services						
62501	Audit	4,399	4,329	5,200	4,508	5,500
62502	Accounting/Software Support	1,917	1,412	2,750	4,594	2,750

Village of Sister Bay 2016 Annual Budget 16

Fund 600/ Department 20		2013	2014	2015	2015	2016
		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
62504	Information Technology	0	628	1,000	329	500
62505	Engineering	0	4,754	0	0	0
62506	Pumping	0	0	0	0	0
62507	Testing	2,422	1,439	2,000	920	2,000
62510	Consulting	2,059	1,987	5,000	2,300	2,500
62511	Building Cleaning	0	0	0	0	0
62512	Laundry Services	1,644	1,515	1,800	1,075	1,800
62515	Legal Services	6,151	488	2,000	500	2,000
62525	Property/Liability Insurance	9,816	7,723	9,910	8,053	9,000
62530	Legal Notices & Ads	0	0	250	257	0
62551	Rubbish Disposal	1,841	2,453	2,200	4,151	2,500
62553	Snow Removal		168		0	0
62554	Lawn Maintenance	3,612	2,964	3,000	2,517	3,000
62561	Sludge Hauling & Processing	20,062	22,937	30,500	23,479	30,500
62595	Misc. Other Services	225	385	300	139	300
	Subtotal	\$54,150	\$53,182	\$65,910	\$52,820	\$62,350
Maintenance						
62601	Office Equip. Maintenance	90	81	200	51	200
62605	Computer Maintenance	0	0	250	37	250
62620	WWTP - Plant Structures	12,539	2,344	10,000	1,802	33,870
62624	WWTP Lab Equipment Maint.	1	4	0	314	500
62625	WWTP Fixed Equipment Maint.	18,330	48,987	50,000	19,654	50,000
62630	Main Lift Station Maint.	22,108	7,559	10,000	9,594	10,000
62675	Equipment Rental	0	650	0	110	200
	Subtotal	\$53,069	\$59,626	\$70,450	\$31,562	\$95,020
Vehicles & Portable Equipment						
62701	Vehicle Maintenance	1,928	1,423	2,000	813	2,000
62705	Minor Equipment Maintenance	376	166	500	114	500
62710	Gas/Oil/Fluids	3,457	2,995	4,000	2,517	4,000
62715	Equipment Gas/Oil/Fluids	469	1,216	1,500	1,519	1,750
	Subtotal	\$6,230	\$5,800	\$8,000	\$4,963	\$8,250
Non-Operating Expenses						
62910	Bad Debt	0	0	0	0	0
62930	Bank Fees & Finance Charges	176	188	250	181	250
62950	Miscellaneous Other Exp	0	22	0	0	0
62971	Depreciation	261,846	261,846	263,105	263,105	263,105
62975	Other Non-Operating Exp	1,782	326	2,000	400	2,000
	Subtotal	\$263,805	\$262,382	\$265,355	\$263,686	\$265,355

Village of Sister Bay 2016 Annual Budget 17

		2013	2014	2015	2015	2016
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
Debt						
62986	Interest on Long-Term Debt	27,541	24,925	22,358	22,358	19,037
	Subtotal	\$27,541	\$24,925	\$22,358	\$22,358	\$19,037
	Total Expenses	\$696,493	\$703,213	\$768,026	\$684,381	\$819,942
	Net Income/(Loss)	\$14,300	(\$123,163)	(\$186,627)	(\$103,914)	(\$234,343)
	<i>Proof to Audit (ML, p. 7)</i>	<i>14,299</i>				
Adjust for Other Sources and Uses of Cash						
	Add back Depreciation	261,846	261,846	263,105	263,105	263,105
	Add back Replacement Funds Used	21,202		-	18,889	190,000
	Subtract Replacement Fund Addition	(76,026)		(76,026)	(76,026)	(86,448)
	Subtract Impact Fees	(28,712)	(20,842)	(22,289)	(9,751)	(2,536)
	Subtract Debt Principal	(65,000)		(80,000)	(80,000)	(90,000)
	Subtract Capital Expenses	(8,840)		(6,344)	(11,685)	(203,250)
	Subtotal	\$104,470	\$241,004	\$78,446	\$104,532	\$70,871
	Net Change in Available Net Assets Balance	\$118,770	\$117,842	(\$108,181)	\$618	(\$163,472)
	Beginning Available Net Asset Balance					
	Ending Available Net Asset Balance					

Village of Sister Bay Capacity Report
TOTAL Plant Loads

Month/Yr	Hydraulic Flow		0.945
	Tot mg/mo	Avg mgd	% Usage
January-2015	3.8040	0.1227	12.99
February-2015	3.0470	0.0969	11.52
March-2015	3.6220	0.1168	12.36
April-2015	4.1680	0.1389	14.70
May-2015	5.7220	0.1846	19.53
June-2015	6.6840	0.2228	23.58
July-2015	9.9320	0.3204	33.90
August-2014	8.9320	0.2881	30.49
September-2014	8.4430	0.2814	29.78
October-2014	8.3320	0.2688	28.44
November-2014	4.6520	0.1551	16.41
December-2014	4.2670	0.1376	14.57
Tot mg/Yr=	71.6050	Yrly Ave % Use =	20.69

Month/Yr	BOD5		2369
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	8925	288	12.15
February-2015	7902	267	11.91
March-2015	7592	245	10.34
April-2015	14199	473	19.98
May-2015	19598	632	26.69
June-2015	20961	699	29.49
July-2015	29324	946	39.93
August-2014	31342	1011	42.68
September-2014	27961	932	39.34
October-2014	20115	649	27.39
November-2014	9003	300	12.67
December-2014	8726	281	11.88
Tot lbs/Yr=	205648	Yrly Ave % Use =	23.70

Month/Yr	TSS		2176
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	7030	227	10.42
February-2015	7048	214	11.57
March-2015	7095	229	10.52
April-2015	17224	574	26.38
May-2015	17347	560	25.72
June-2015	17496	583	26.80
July-2015	29056	937	43.07
August-2014	27568	889	40.87
September-2014	27413	914	41.99
October-2014	22559	728	33.44
November-2014	8048	268	12.33
December-2014	7579	244	11.24
Tot lbs/Yr=	195463	Yrly Ave % Use =	24.53

Month/Yr	TP		102
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	174.7	5.6	5.52
February-2015	181.9	5.8	6.37
March-2015	197.8	6.4	6.26
April-2015	291.2	9.7	9.52
May-2015	404.2	13.0	12.78
June-2015	473.4	15.8	15.47
July-2015	752.3	24.3	23.79
August-2014	689.7	22.2	21.81
September-2014	592.0	19.7	19.35
October-2014	433.0	14.0	13.69
November-2014	211.3	7.0	6.91
December-2014	200.5	6.5	6.34
Tot lbs/Yr=	4602.0	Yrly Ave % Use =	12.32

Village of Sister Bay Capacity Report
Sister Bay Loadings

Month/Yr	Hydraulic Flow		0.62
	Tot mg/mo	Avg mgd	% Usage
January-2015	3.2640	0.1053	16.98
February-2015	2.6330	0.0940	15.17
March-2015	3.0950	0.0998	16.10
April-2015	3.3970	0.1132	18.26
May-2015	4.6060	0.1486	23.96
June-2015	5.4550	0.1818	29.33
July-2015	7.5950	0.2450	39.52
August-2014	6.9880	0.2254	36.36
September-2014	6.7940	0.2265	36.53
October-2014	6.8590	0.2213	35.69
November-2014	4.1130	0.1371	22.11
December-2014	3.7500	0.1210	19.51
Tot mg/Yr=	58.5490	Yrly Ave % Use =	25.79

Month/Yr	BOD5		905
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	7641	246	27.24
February-2015	6695	239	26.42
March-2015	6397	206	22.80
April-2015	10624	354	39.13
May-2015	13581	438	48.41
June-2015	16422	547	60.49
July-2015	19752	637	70.40
August-2014	23152	747	82.53
September-2014	19879	663	73.22
October-2014	14798	477	52.75
November-2014	7616	254	28.05
December-2014	7650	247	27.27
Tot lbs/Yr=	154207	Yrly Ave % Use =	46.56

Month/Yr	TSS		1076
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	5874	189	17.61
February-2015	5883	210	19.53
March-2015	5954	192	17.85
April-2015	11698	390	36.24
May-2015	10943	353	32.81
June-2015	8685	289	26.90
July-2015	15182	490	45.52
August-2014	18692	603	56.04
September-2014	16191	540	50.16
October-2014	11793	380	35.35
November-2014	6389	213	19.79
December-2014	6295	203	18.87
Tot lbs/Yr=	123579	Yrly Ave % Use =	31.39

Month/Yr	TP		54
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	138.4	4.5	8.27
February-2015	149.6	5.3	9.89
March-2015	151.9	4.9	9.07
April-2015	205.8	6.9	12.70
May-2015	291.1	9.4	17.39
June-2015	350.0	11.7	21.61
July-2015	469.6	15.1	28.05
August-2014	473.7	15.3	28.30
September-2014	408.5	13.6	25.21
October-2014	289.7	9.3	17.31
November-2014	166.7	5.6	10.29
December-2014	161.3	5.2	9.63
Tot lbs/Yr=	3256	Yrly Ave % Use =	16.48

Village of Sister Bay Capacity Report
Liberty Grove Utility District #1

Month/Yr	Hydraulic Flow		0.059
	Tot mg/mo	Avg mgd	% Usage
January-2015	0.2873	0.0093	15.71
February-2015	0.2320	0.0110	14.04
March-2015	0.2730	0.0110	14.92
April-2015	0.4290	0.0143	24.24
May-2015	0.5785	0.0187	31.63
June-2015	0.5094	0.0170	28.78
July-2015	1.0830	0.0349	59.21
August-2014	0.8468	0.0273	46.30
September-2014	0.8155	0.0272	46.07
October-2014	0.7500	0.0242	41.01
November-2014	0.2500	0.0083	14.12
December-2014	0.2282	0.0074	12.48
Tot mg/Yr=	6.2827	Yrly Ave % Use =	29.04

Month/Yr	BOD5		105
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	673	22	20.66
February-2015	589	21	20.02
March-2015	563	18	17.31
April-2015	1330	44	42.21
May-2015	1076	35	33.06
June-2015	1669	56	51.28
July-2015	2769	89	75.26
August-2014	2795	90	85.87
September-2014	2328	78	73.90
October-2014	1600	52	49.14
November-2014	461	15	14.64
December-2014	466	15	14.31
Tot lbs/Yr=	16319	Yrly Ave % Use =	41.47

Month/Yr	TSS		101
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	516	17	16.47
February-2015	516	22	18.26
March-2015	524	17	16.74
April-2015	1449	48	47.82
May-2015	1324	43	42.29
June-2015	792	26	26.13
July-2015	2041	66	65.19
August-2014	2242	72	71.62
September-2014	1814	60	59.86
October-2014	1218	39	38.91
November-2014	385	13	12.70
December-2014	382	12	12.21
Tot lbs/Yr=	13203	Yrly Ave % Use =	35.68

Month/Yr	TP		5
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	12.1	0.4	7.80
February-2015	13.1	0.6	9.37
March-2015	13.3	0.4	8.57
April-2015	25.6	0.9	17.07
May-2015	36.0	1.2	23.22
June-2015	32.6	1.1	21.71
July-2015	65.1	2.1	42.00
August-2014	56.9	1.8	36.70
September-2014	47.5	1.6	31.68
October-2014	31.0	1.0	19.99
November-2014	10.0	0.3	6.69
December-2014	9.8	0.3	6.31
Tot lbs/Yr=	353.0	Yrly Ave % Use =	19.26

Village of Sister Bay Capacity Report
Town of Liberty Grove

Month/Yr mmm-yyyy	Hydraulic Flow		0.266
	Tot mg/mo	Avg mgd	% Usage
January-2015	0.2530	0.0082	3.07
February-2015	0.1828	0.0065	2.45
March-2015	0.2540	0.0082	3.08
April-2015	0.3420	0.0114	4.29
May-2015	0.5380	0.0174	6.52
June-2015	0.7205	0.0240	9.03
July-2015	1.2540	0.0405	15.21
August-2014	1.0973	0.0354	13.31
September-2014	0.8340	0.0278	10.45
October-2014	0.7230	0.0233	8.77
November-2014	0.2890	0.0096	3.62
December-2014	0.2880	0.0093	3.49
Tot mg/Yr=	6.7756	Yrly Ave % Use =	6.94

Month/Yr mmm-yyyy	BOD5		1359
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	612	20	1.45
February-2015	618	22	1.62
March-2015	631	20	1.50
April-2015	2245	75	5.51
May-2015	4348	140	10.32
June-2015	3007	100	7.38
July-2015	6802	219	10.96
August-2014	5395	174	12.81
September-2014	5754	192	14.11
October-2014	3718	120	8.82
November-2014	927	31	2.27
December-2014	610	20	1.45
Tot lbs/Yr=	34667	Yrly Ave % Use =	6.52

Month/Yr mmm-yyyy	TSS		999
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	640	21	2.07
February-2015	649	11	2.32
March-2015	617	20	1.99
April-2015	4077	136	13.60
May-2015	5080	164	16.40
June-2015	8019	267	26.76
July-2015	11833	382	38.21
August-2014	6634	214	21.42
September-2014	9408	314	31.39
October-2014	9548	308	30.83
November-2014	1274	42	4.25
December-2014	903	29	2.91
Tot lbs/Yr=	58682	Yrly Ave % Use =	16.01

Month/Yr mmm-yyyy	TP		43
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	24.2	0.8	1.82
February-2015	19.2	0.7	1.59
March-2015	32.6	1.1	2.44
April-2015	59.8	2.0	4.64
May-2015	77.1	2.5	5.78
June-2015	90.8	3.0	7.04
July-2015	217.6	7.0	16.32
August-2014	159.1	5.1	11.94
September-2014	136.0	4.5	10.54
October-2014	112.3	3.6	8.42
November-2014	34.6	1.2	2.68
December-2014	29.5	1.0	2.21
Tot lbs/Yr=	992.8	Yrly Ave % Use =	6.29

Resolution No. 315-091515 Establishing Various Rates and Charges for Wastewater Service

WHEREAS, the Utilities Committee of the Village of Sister Bay has reviewed the 2013 Sewer Rate Study Report prepared by the staff, and

WHEREAS, at a meeting on November 1, 2011 the Utilities Committee recommended a biannual review of the rates, and

WHEREAS, at meetings on August 4, 2015, the Utilities Committee discussed the needs for a sound financial base for the wastewater utility, and

WHEREAS, at the August 4, 2015 meeting, the Utilities Committee did recommend approval of the attached rate schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sister Bay, Wisconsin that the attached rate schedule dated August 4, 2015 is hereby approved as permitted under Section § 62.9 of the Municipal Code of the Village.

FURTHER that a copy of this rate schedule shall be provided to all system customers.

FURTHER that the new rate schedule shall go into effect on September 15, 2015.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 15th day of September 2015.

Passed and adopted this ___ day of _____, 2015.

ATTEST:

Christy Sully, Village Clerk WCPC

David W. Lienau, President

VOTE: Ayes _____ Noes _____

Village Of Sister Bay Wastewater Rates Effective August 4, 2015

Village Fixed Charges							
			Quarterly	Quarterly	Quarterly		Total
			O & M	Collection	Debt Service		Quarterly
	Meter		Meter	Meter	Meter		Meter
Size	Equivalent		Charge	Charge	Charge		Charge
$\frac{5}{8}$ and $\frac{3}{4}$	1		\$47.70	\$13.60	\$18.80		\$80.10
1	2.5		\$119.25	\$34.00	\$47.00		\$200.25
1½	5		\$238.50	\$68.00	\$94.00		\$400.50
2	8		\$381.60	\$108.80	\$150.40		\$640.80
3	15		\$715.50	\$204.00	\$282.00		\$1,201.50
Sanitary District Fixed Charges							
			Quarterly	Quarterly	Quarterly		Total
			O & M	Collection	Debt Service		Quarterly
	Meter		Meter	Meter	Meter		Meter
Size	Equivalent		Charge	Charge	Charge		Charge
$\frac{5}{8}$ and $\frac{3}{4}$	1		\$47.70	\$0	\$0		\$47.70
1	2.5		\$119.25	\$0	\$0		\$119.25
1½	5		\$238.50	\$0	\$0		\$238.50
2	8		\$381.60	\$0	\$0		\$381.60
3	15		\$715.50	\$0	\$0		\$715.50
Total Unit Cost Volume Charges per 1,000 gallons							
Normal Waste Village of Sister Bay service area				\$3.16			
Normal Waste Utility District service area				\$2.64			
Unsewered Volume Charge per 1,000 gallons							
Holding Tank				\$7.28			
Septage				\$57.53			
Unsewered Debt Charge per 1,000 gallons							
Holding Tank				\$4.24			
Septage				\$18.32			
Total Outside Unsewered User (Not within LG Utility District or Town of Liberty Grove) per 1,000 gallons							
Holding Tank				\$11.52			
Septage				\$75.85			
High Strength Waste per 1,000 gallons							
Flow	\$2.68 / 1,000 gallons						
B.O.D.	$\$0.91 \times .00833 \times \text{concentration} \times \text{flow} / 1,000 \text{ gallons}$						
S.S.	$\$0.61 \times .00833 \times \text{concentration} \times \text{flow} / 1,000 \text{ gallons}$						
P (Phos.)	$\$8.07 \times .00833 \times \text{concentration} \times \text{flow} / 1,000 \text{ gallons}$						
Lab Testing Rates							
B.O.D.	\$15.00						
S.S.	\$9.00						
P (Phos.)	\$17.00						



Village of Sister Bay

BOARD REPORT

For additional information: <http://intranet.sisterbay.com>

Meeting Date: 09/15/15
Item No.: 1

Recommendation: That the Board accepts the recommendation of the Utilities Committee and approves Resolution No. 315-091515 Establishing Various Rates and Charges for Wastewater Service.

Background: An analysis of wastewater rates was performed by utilities staff in order to update the cost of service to customers. The utility staff spent many hours verifying values and allocations. The Utilities Committee discussed the study, the proposed 2015 rates were approved unanimously by the committee.

The Utilities Committee intends to review sewer rates annually at budget time.

There are two attachments to this Board report:

Resolution 315
Recommended Sewer Rates for 2015

Fiscal Impact: The 2015 Sewer Rate Study concluded that the utilities will realize an increase of revenue of \$XXXXXXX over the next twelve months assuming the rates go into effect on October 1, 2015 and are payable in the 4th quarter.

The fixed charges for metered customers will increase by an average of 5.12%.

The volume charges for metered customers will decrease by an average of 2.79%.

Charges for unsewered users inside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 32.56% and for septage by 10.84%.

Charges for unsewered users outside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 20.57% and for septage by 6.87%.

Water rates are not changing at this time. The utility rate studies alternate years. This is due for review again in 2017.

Respectfully submitted,

Zeke Jackson
Village Administrator

Public Hearing Notice

Sanitary Sewer Rate Increase Hearing

The Sister Bay Board of Trustees will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Road, Sister Bay, Door County, Wisconsin on **Tuesday, September 15, 2015, at 6:00 P.M.** or shortly thereafter, for the purpose of considering changes to the sanitary sewer rates for all Village customers. In summary, the changes would:

- » **The fixed charges for metered customers will increase by an average of 5.12%.**
- » **The volume charges for metered customers will decrease by an average of -2.79%.**
- » **Charges for unsewered users inside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 32.56% and for septage by 10.84%.**
- » **Charges for unsewered users outside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 20.57% and for septage by 6.87%.**

The purpose of this public hearing is to allow customers to explain how their interests are affected, how the public is affected, and to bring out any facts pertinent to the proposed rate increase. All interested parties are urged to attend and give testimony.

A copy of the complete proposed sewer rate study and the 2014 Audit are on file at the Village Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00 p.m. The proposed rate increase and proposed budgets are also available on the Village web site at www.sisterbaywi.gov.

Written testimony including email will also be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 p.m. on the day of the hearing. Letters will be available for public inspection during normal business hours until the close of business on the day of the hearing. Letters will be entered into the record; a summary of all letters will be presented at the hearing, but individual letters will not be read. Anonymous correspondence will not be accepted.

A special meeting of the Board of Trustees will be conducted following the hearings.

By order of the Utility Committee of the Village of Sister Bay.
Zeke Jackson
Village Administrator
zeke.jackson@sisterbaywi.gov