

WATER, WASTEWATER COLLECTION, AND STORMSEWER COMMITTEE MEETING AGENDA

Tuesday, January 6, 2015 7:00 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			<i>Village Administrator – Zeke Jackson</i>	
	<i>Utility Manager – Steve Jacobson</i>			<i>Utility Supervisor – Mike Schell</i>	
	<i>Finance Director – Juliana Neuman</i>			<i>Utility Clerk – Martha Baker</i>	

Consider a motion to recess until conclusion of Utilities Committee – WWTP meeting

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

Discussion Items

1. **Administrative Related**
 - a. Wisconsin Public Service Conventional Rate Case application
 - b. Fire Protection charge increase
 - c. Third Quarter 2014 Financial Reports
2. **Water System Related**
 - a. #3 Well meter replacement
 - b. Standpipe main supply line valve installation
 - c. Upper Zone/Lower Zone pressure 10" check valve removed and new 8" gate valve installed
 - d. Customer water line break – 268,000 gallons
 - e. Curb stop repairs
 - f. Seasonal meter out
 - g. 2015 meter testing and replacement schedule
 - h. Robert E. Lee water supply study proposal
3. **Collection System Related**
 - a. Fieldcrest Lift Station vacuum pump replacement
 - b. Portable generator connection replacement
 - c. Flushing and cleaning of all dead-end sewer and water mains for winter
 - d. File System update – to digital and flat file storage proposal
4. **Stormwater System Related**
 - a. None
5. **Extensions**
 - a. Garot project status
 - b. Scandia Good Samaritan project status
 - c. Department of Transportation project status
6. **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:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____ / _____		
Name	Date	

1 There was brief discussion on a few line items of the Collection Department section of the 2015
2 Budget. *Baker made a motion, seconded by Solomon, to forward the Collection Department*
3 *section of the 2015 Budget to the Finance Committee for approval. Motion carried – all Ayes*
4

5 **c. Financial Reports (through August 2014)**

6 The Financial Reports for period ending August 2014 for the Water and Collection Departments
7 were presented to the committee. *A motion was made by Solomon, seconded by Baker, to accept*
8 *the Financial Report as presented. Motion carried – all Ayes.*
9

10 **2. Water System Related:**

11 **a. New water tower planning**

12 Jackson asked for direction from the committee regarding action for building a new water tower
13 and asked Jacobson about fire flows. Jacobson said nothing will change until the loop from
14 Canterbury Lane is completed. Jacobson told the committee how water towers are designed and
15 asked the committee if the original design should be reevaluated or if we should look into a new
16 well. He asked if the impact fees collected could be reassigned. Jackson thinks the laws are very
17 strict. M. Baker will research the question. Jacobson told the committee they have until 2017 to
18 decide before impact fees will need to be refunded. Duffy asked if a new water tower is needed for
19 fire flows and said he was told by Fire Chief Hecht “not at this time.” Jackson reminded the
20 committee of growth in the Village and planned extensions. He spoke specifically about the
21 Kramer property and the need for municipal water there. Jacobson asked the committee if they
22 would like to have Robert E. Lee & Associates reevaluate the project. Duffy stated the expense was
23 unnecessary and that he would prefer to refund the impact fees. Jacobson reminded the committee
24 that the engineering has already been done and the next step is to bid the project out. He stressed
25 the importance of reevaluating the project through an engineering study. *A motion was made by*
26 *Solomon, seconded by Baker, to have Jacobson ask Robert E. Lee & Associates to reevaluate the*
27 *Water Tower Proposal and have them look for other alternatives.* Duffy asked for quotes from three
28 different engineering firms. Jacobson said that it will not be cost effective to get quotes from other
29 firms because our current engineers already have all the information they need. Solomon
30 recommended following the advice of Jacobson. Neuman reminded the committee that Liberty
31 Grove would also need to refund impact fees if the project is cancelled. *After further discussion the*
32 *motion carried – all Ayes.*
33

34 **b. Valve repairs**

35 Jacobson reported that repairs were made to main valves by Harbor Construction at a cost of
36 approximately \$7,902.00.
37

38 **c. Curbstop repairs**

39 Jacobson reported that curbstops needed to be repaired due to damage from a heavy winter at a
40 cost of approximately \$2,200.00.
41

42 **d. Scheduled repairs of High/Low water system valve**

43 Jacobson reported that an old High/Low valve is leaking and needs to be taken out of service. He
44 said there will be an additional valve on the lead to the water tower. Jacobson said the work will
45 be done after certain other lateral repairs are completed.
46

47 **e. Lead and copper testing**

48 Jacobson reported that mandatory lead and copper testing has been completed and shows values in
49 a very low range.
50

1 **f. Distribution system trihalomethane testing**

2 Jacobson reported that mandatory trihalomethane testing has been completed and shows values in
3 a low range.

4
5 **g. Well permit status**

6 M. Baker presented a memo reporting the well permitting status. She will be issuing citation letters
7 to non-compliant well owners soon.

8
9 **h. Large meter testing**

10 Schell reported that large meter testing is due and he has found a different company to be used for
11 this year's testing. New technology will make testing less expensive than in the past.

12
13 **i. Hydrant maintenance**

14 Jacobson reported that the utility crew has completed pumping out Village hydrants and prepared
15 them for the upcoming winter season.

16
17 **3. Collection System Related**

18 **a. Bay Shore Drive restoration**

19 Jacobson reported that Dorner has completed restoration work on lawns impacted by the Bay Shore
20 Drive reconstruction project. They will be sending letters to property owners asking them to sign
21 off on the work. He said blacktopping will occur next week.

22
23 **b. Forest Lane Lift Station repairs**

24 Jacobson reported that repairs were made at the Forest Lane Lift Station pump at a cost of
25 approximately \$2,500.00.

26
27 **c. Fieldcrest and Little Sister Lift Station electrical contact replacement**

28 Jacobson reported that the electrical contact repairs were made to the Fieldcrest and Little Sister Lift
29 Stations at a cost of approximately \$4,000.00. He also reported repairs made to the impeller at the
30 Little Sister Lift Station at a cost of approximately \$4,400.00.

31
32 **d. Grease Trap status**

33 M. Baker reported that Inspector Brett Guilette has inspected every commercial property with food
34 service in the Village. He will sit down with his notes tomorrow to give M. Baker the status at each
35 property. She will send letters to property owners. Jackson asked about the penalty for violation of
36 the Grease Trap Ordinance, she will report to the committee at the next meeting.

37
38 **4. Stormsewer System Related**

39 **a. Casperson Pond pipe**

40 Duffy reported that the Casperson Pond pipe project has been cancelled.

41
42 *Shane Solomon left the meeting at this point.*

43
44 **5. Extensions**

45 **a. Garot project status**

46 Jackson reported that there are three buildings planned and the Village is planning to give Keith
47 Garot a loan of \$300,000.00 for infrastructure for his project. Jacobson asked if it is a Village-
48 designed project. Jackson said it is a Robert E. Lee design at developer expense.

49
50

1 **b. Scandia Good Samaritan project status**

2 Nothing new to report.

3
4 **c. Department of Transportation project status**

5 Jackson reported that the Department of Transportation is scheduled to begin work on February 1,
6 2015. Jacobson is waiting for a response from the DOT regarding the water and sewer utility work
7 funding.

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

10 M. Baker will research the Impact Fee rules and regulations and see how the original application
11 was written and report to the committee at the next meeting.

12 Jacobson will ask Robert E. Lee & Associates to reevaluate the Water Tower Proposal and have
13 them look for other alternatives.

14 M. Baker will research information on the penalty for violation of the Grease Trap Ordinance and
15 will report to the committee at the next meeting.

16
17 **Adjournment:**

18 *A motion was made by Duffy, seconded by Baker, to adjourn the October 1, 2014 meeting of the*
19 *Water, Sewer, and Stormsewer Utilities Committee at 10:15 AM. Motion carried – all Ayes.*

20
21 Respectfully submitted,

22 Martha Baker

23 Utility Clerk

24
25 Name: h:\files\active\agendas\utilities\2014\2014_10\100714 water sewer stormwater comm minutes - unapproved version 1.doc
26 Created: 10/10/2014 8:00 AM Printed: 12/30/2014 2:04 PM



Sister Bay Water Utility

COMMITTEE REPORT

Meeting Date: 1/06/14

The Public Service Commission (PSC) has not yet completed work on our new rates, but an overall increase in customer rates of 15 to 17% is expected. We are hoping for an effective date at the end of March, for the 2nd Quarter of 2015.

Public fire protection costs are part of the rate case calculation and will increase as well. At the time of our previous rate case application, in 2007, the Village agreed to pay an amount equal to approximately one-half of the fire protection fees each year. The Village share, currently \$42,000, is listed in the Village Budget as 'Hydrant Rental Fees.'

Because the fire protection portion of the rate case is considered a fee, any fire protection increase will be passed along to the Village rather than to utility customers. Otherwise, as a result of Act 25, Village levy limits would be permanently reduced. Water utilities all over the state are being faced with the unanticipated effect of recent legislation on fire protection fee increases. PSC staff called us to express concern about this issue, and our lead auditor, Mike Konecny, agrees that it is best not to impact the levy by increasing customer fees.

Respectfully submitted,

A handwritten signature in black ink that reads "Juliana Neuman". The signature is written in a cursive style with a prominent initial 'J'.

Juliana Neuman
Village Finance Director

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
UTILITY PERMITS & FEES					
600-44611-10-0000 LATERAL INSPECTION - WATER	350.04	350.04	2,000.00	(1,649.96)	17.50
600-44615-10-0000 WELL PERMITS	1,000.00	1,000.00	800.00	200.00	125.00
TOTAL UTILITY PERMITS & FEES	1,350.04	1,350.04	2,800.00	(1,449.96)	48.22
PUBLIC CHARGES					
600-46110-10-0000 ASSESSMENT LETTER FEES	2,040.00	2,040.00	2,100.00	(60.00)	97.14
600-46450-10-0000 METERED WATER SALES-MULTIFAM	10,795.86	10,795.86	1.00	10,794.86	1,079,586.00
600-46451-10-0000 METERED WATER SALES-RESIDENT'L	105,694.57	105,694.57	145,599.00	(39,904.43)	72.59
600-46452-10-0000 METERED WATER SALES-COMMERCIAL	56,089.63	56,089.63	95,000.00	(38,910.37)	59.04
600-46453-10-0000 PUBLIC FIRE PROTECTION	33,286.36	33,286.36	45,000.00	(11,713.64)	73.97
600-46454-10-0000 PRIVATE FIRE PROTECT/SPRINKLRS	5,460.00	5,460.00	7,280.00	(1,820.00)	75.00
600-46455-10-0000 HYDRANT USE -COMMERCIAL/PUBLIC	120.00	120.00	150.00	(30.00)	80.00
600-46456-10-0000 UNMETERED WATER SALES-COMM/PUB	123.63	123.63	150.00	(26.37)	82.42
600-46457-10-0000 WATER SYSTEM MAINTENANCE	2,380.78	2,380.78	1,800.00	580.78	132.27
600-46458-10-0000 LATE PAYMENT PENALTIES	567.48	567.48	800.00	(232.52)	70.94
600-46459-10-0000 RECONNECT FEES & MISC. - WATER	4,642.00	4,642.00	5,000.00	(358.00)	92.84
TOTAL PUBLIC CHARGES	221,200.31	221,200.31	302,880.00	(81,679.69)	73.03
INTERGOVERNMENTAL CHARGES					
600-47391-10-0000 SALE OF WATER - LGUD	8,203.18	8,203.18	10,500.00	(2,296.82)	78.13
600-47393-10-0000 PUBLIC FIRE PROTECTION -LGUD	5,047.50	5,047.50	6,730.00	(1,682.50)	75.00
600-47394-10-0000 ADMIN CHARGES - LGUD (W)	3,875.15	3,875.15	6,500.00	(2,624.85)	59.62
600-47396-10-0000 UNMETERED WATER SALES - LGUD	82.62	82.62	200.00	(117.38)	41.31
600-47397-10-0000 WATER SYSTEM MAINT - LGUD	1,436.81	1,436.81	3,500.00	(2,063.19)	41.05
600-47398-10-0000 SURCHARGE: W SYSTEM SERVICE	177.35	177.35	350.00	(172.65)	50.67
600-47491-10-0000 METERED WATER SALES - VILLAGE	8,202.55	8,202.55	11,000.00	(2,797.45)	74.57
600-47493-10-0000 PUBLIC F/P - VILLAGE ACCTS	1,459.35	1,459.35	2,050.00	(590.65)	71.19
600-47494-10-0000 PUBLIC FIRE PROT.-HYDRANT RENT	31,500.00	31,500.00	42,000.00	(10,500.00)	75.00
600-47495-10-0000 HYDRANT USE - VILLAGE	30.00	30.00	50.00	(20.00)	60.00
600-47496-10-0000 UNMETERED WATER SALES-VILLAGE	2.46	2.46	200.00	(197.54)	1.23
TOTAL INTERGOVERNMENTAL CHARGES	60,016.97	60,016.97	83,080.00	(23,063.03)	72.24
OTHER REVENUE					
600-48110-10-0000 INTEREST/DIVIDENDS - WATER	2,950.51	2,950.51	2,100.00	850.51	140.50
600-48200-10-0000 RENT FROM WATER DEPT PROPERTY	3,600.00	3,600.00	4,800.00	(1,200.00)	75.00
600-48952-10-0000 IMPACT FEES - WATER TOWER	8,784.24	8,784.24	27,000.00	(18,215.76)	32.53
600-48953-10-0000 IMPACT FEE-DOWNTOWN WATER MAIN	2,881.48	2,881.48	9,100.00	(6,218.52)	31.66
600-48990-10-0000 OTHER WATER SYSTEM REVENUE	.00	.00	2,000.00	(2,000.00)	.00
600-48995-10-0000 MISC NON-OPERATING REVENUE	2,070.71	2,070.71	.00	2,070.71	.00
TOTAL OTHER REVENUE	20,286.94	20,286.94	45,000.00	(24,713.06)	45.08

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL WATER REVENUE	302,854.26	302,854.26	433,760.00	(130,905.74)	69.82
600-61101-00-0000 WAGES - FULL TIME	44,486.19	44,486.19	72,263.00	27,776.81	61.56
600-61105-00-0000 WAGES, ADMIN - WATER	5,380.47	5,380.47	6,006.00	625.53	89.58
600-61105-61-0000 WAGES, CLERK - WATER	8,306.18	8,306.18	11,747.00	3,440.82	70.71
600-61110-00-0000 OVERTIME	2,808.08	2,808.08	1,713.00	(1,095.08)	163.93
600-61112-61-0000 PAID LEAVE - WATER	6,917.34	6,917.34	.00	(6,917.34)	.00
600-61113-61-0000 COMP TIME USED	1,291.13	1,291.13	.00	(1,291.13)	.00
600-61115-00-0000 RETIREMENT	5,190.86	5,190.86	6,421.00	1,230.14	80.84
600-61120-00-0000 SOCIAL SECURITY	4,917.81	4,917.81	7,018.00	2,100.19	70.07
600-61125-00-0000 INSURANCE, MEDICAL	14,057.05	14,057.05	18,550.00	4,492.95	75.78
600-61130-00-0000 INSURANCE, DENTAL	1,326.55	1,326.55	1,459.00	132.45	90.92
600-61135-00-0000 INSURANCE, DISABILITY	578.14	578.14	730.00	151.86	79.20
600-61140-00-0000 INSURANCE, GROUP LIFE	177.81	177.81	204.00	26.19	87.16
600-61145-00-0000 INSURANCE, WORK COMP	1,813.67	1,813.67	4,262.00	2,448.33	42.55
600-61190-00-0000 BENEFIT FEES AND PENALTIES	42.88	42.88	15.00	(27.88)	285.87
600-61191-00-0000 VILLAGE CLERK REIMBURSEMENT	(10.15)	(10.15)	(500.00)	(489.85)	(2.03)
600-61193-00-0000 TKH CLERK REIMBURSEMENT	.00	.00	(400.00)	(400.00)	.00
PERSONNEL	97,284.01	97,284.01	129,488.00	32,203.99	75.13
600-61201-00-0000 TRAVEL/TRAINING - WATER SYSTEM	1,611.01	1,611.01	2,500.00	888.99	64.44
600-61210-00-0000 EXPENSE ALLOWANCE/MEALS	4.40	4.40	100.00	95.60	4.40
600-61215-00-0000 UNIFORMS & CLOTHING	355.16	355.16	800.00	444.84	44.40
INDIRECT EMPLOYEE	1,970.57	1,970.57	3,400.00	1,429.43	57.96
600-61310-00-0000 ELECTRIC POWER	17,869.78	17,869.78	23,550.00	5,680.22	75.88
600-61315-00-0000 FUEL FOR PUMPING	812.35	812.35	900.00	87.65	90.26
600-61360-00-0000 TELEPHONES	787.68	787.68	1,100.00	312.32	71.61
600-61365-00-0000 CELLPHONES	396.05	396.05	600.00	203.95	66.01
600-61370-00-0000 INTERNET	377.82	377.82	520.00	142.18	72.66
600-61375-00-0000 TELEMTRY	571.68	571.68	800.00	228.32	71.46
UTILITY COSTS	20,815.36	20,815.36	27,470.00	6,654.64	75.77

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-81401-00-0000 OFFICE SUPPLIES & EXP.	320.72	320.72	800.00	479.28	40.09
600-81405-00-0000 COMPUTER HARDWARE/SOFTWARE	136.21	136.21	500.00	363.79	27.24
600-81410-00-0000 PRINTING & COPYING	652.62	652.62	2,000.00	1,347.38	32.63
600-81415-00-0000 POSTAGE & SHIPPING	1,111.70	1,111.70	2,000.00	888.30	55.59
600-81420-00-0000 DUES & PUBLICATIONS	746.90	746.90	950.00	203.10	78.62
600-81425-00-0000 MAPS	7.50	7.50	.00	(7.50)	.00
600-81430-00-0000 CUSTODIAL SUPPLIES	31.90	31.90	100.00	68.10	31.90
600-81440-00-0000 MEDICAL/SAFETY SUPPLIES	53.40	53.40	500.00	446.60	10.68
600-81451-00-0000 METER PARTS & SUPPLIES	696.73	696.73	1,000.00	303.27	69.67
600-81452-00-0000 DISTRIBUTION PARTS - W SYSTEM	4,584.69	4,584.69	1,500.00	(3,084.69)	305.65
600-81455-00-0000 HYDRANT PARTS & SUPPLIES	167.51	167.51	350.00	182.49	47.86
600-81460-00-0000 TOOLS/MINOR EQUIPMENT	449.16	449.16	2,000.00	1,550.84	22.46
600-81465-00-0000 CHEMICALS	913.79	913.79	2,000.00	1,086.21	45.69
600-81490-00-0000 MISC SYSTEM OPERATING SUPPLIES	72.57	72.57	500.00	427.43	14.51
600-81495-00-0000 MISC. OTHER SUPPLIES	253.50	253.50	500.00	246.50	50.70
SUPPLIES	10,198.90	10,198.90	14,700.00	4,501.10	69.38
600-81501-00-0000 AUDIT	3,988.75	3,988.75	3,500.00	(488.75)	113.96
600-81502-00-0000 ACCOUNTING/SOFTWARE SUPPORT	5,160.14	5,160.14	1,925.00	(3,235.14)	268.06
600-81504-00-0000 INFORMATION TECHNOLOGY	335.82	335.82	175.00	(160.82)	191.90
600-81507-00-0000 TESTING	1,470.00	1,470.00	3,500.00	2,030.00	42.00
600-81509-00-0000 LOCATING	563.86	563.86	300.00	(263.86)	187.95
600-81510-00-0000 CONSULTING	924.88	924.88	3,000.00	2,075.12	30.83
600-81515-00-0000 LEGAL SERVICES	603.68	603.68	2,000.00	1,396.32	30.18
600-81525-00-0000 PROPERTY/LIABILITY INS.	2,566.50	2,566.50	5,500.00	2,933.50	46.66
600-81530-00-0000 LEGAL NOTICES & ADS	743.25	743.25	250.00	(493.25)	297.30
600-81554-00-0000 LAWN MAINTENANCE	490.06	490.06	2,000.00	1,509.94	24.50
600-81595-00-0000 MISC. OTHER SERVICES	123.70	123.70	100.00	(23.70)	123.70
SERVICES	16,970.64	16,970.64	22,250.00	5,279.36	76.27
600-81601-00-0000 OFFICE EQUIPMENT	45.62	45.62	275.00	229.38	16.59
600-81605-00-0000 COMPUTER MAINTENANCE	.00	.00	175.00	175.00	.00
600-81610-00-0000 WATER PLANT (WELLS & STORAGE)	5,432.52	5,432.52	8,000.00	2,567.48	67.91
600-81615-00-0000 DISTRIBUTION SYSTEM MAINT.	11,905.50	11,905.50	5,000.00	(6,905.50)	238.11
600-81650-00-0000 HYDRANT MAINTENANCE	317.10	317.10	1,000.00	682.90	31.71
600-81675-00-0000 EQUIPMENT RENTAL	43.79	43.79	50.00	6.21	87.58
MAINTENANCE	17,744.53	17,744.53	14,500.00	(3,244.53)	122.38
600-81701-00-0000 VEHICLE MAINTENANCE	303.33	303.33	1,250.00	946.67	24.27
600-81705-00-0000 EQUIPMENT MAINTENANCE	71.36	71.36	300.00	228.64	23.79
600-81710-00-0000 VEHICLE GAS/OIL/FLUIDS	1,657.35	1,657.35	2,500.00	842.65	66.29
600-81715-00-0000 EQUIPMENT GAS/OIL/FLUIDS	545.42	545.42	500.00	(45.42)	109.08
VEHICLES AND EQUIPMENT	2,577.46	2,577.46	4,550.00	1,972.54	56.65

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-61905-00-0000 TAXES - WATER	371.40	371.40	450.00	78.60	82.53
600-61930-00-0000 BANK FEES & FINANCE CHARGES	132.75	132.75	200.00	67.25	66.38
600-61950-00-0000 MISCELLANEOUS OTHER EXP	14.95	14.95	.00	(14.95)	.00
600-61971-00-0000 DEPRECIATION EXP -WATER SYSTEM	76,050.00	76,050.00	103,000.00	26,950.00	73.83
600-61975-00-0000 OTHER NON-OPERATING EXP -WATER	.00	.00	100.00	100.00	.00
600-61986-00-0000 INTEREST ON LONG-TERM DEBT - W	5,731.17	5,731.17	11,462.00	5,730.83	50.00
MISCELLANEOUS	82,300.27	82,300.27	115,212.00	32,911.73	71.43
TOTAL WATER EXPENDITURES	249,861.74	249,861.74	331,570.00	81,708.26	75.36
NET REVENUES OVER EXPENDITURES	52,992.52	52,992.52	102,190.00	(212,614.00)	51.86

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

COLLECTION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>UTILITY PERMITS & FEES</u>					
600-44611-30-0000	LATERAL INSPECTION - SEWER	350.01	350.01	2,000.00 (1,649.99)	17.50
600-44631-30-0000	SEWER CONNECTION FEES/REU	700.09	700.09	4,025.00 (3,324.91)	17.39
	TOTAL UTILITY PERMITS & FEES	1,050.10	1,050.10	6,025.00 (4,974.90)	17.43
<u>PUBLIC CHARGES</u>					
600-46110-30-0000	ASSESSMENT LETTER FEES	2,040.00	2,040.00	2,100.00 (60.00)	97.14
600-46410-30-0000	SEWER SERVICE - MULTI FAMILY	11,073.01	11,073.01	1.00 11,072.01	1,107,301.00
600-46411-30-0000	SEWER SERVICE - RESIDENTIAL	90,818.99	90,818.99	129,999.00 (39,180.01)	69.86
600-46412-30-0000	SEWER SERVICE - COMMERCIAL	47,867.49	47,867.49	77,000.00 (29,132.51)	62.17
600-46418-30-0000	LATE PAYMENT FEES	391.94	391.94	610.00 (218.06)	64.25
600-46449-30-0000	COLLECTION SYSTEM MAINTENANCE	.00	.00	200.00 (200.00)	.00
	TOTAL PUBLIC CHARGES	152,191.43	152,191.43	209,910.00 (57,718.57)	72.50
<u>INTERGOVERNMENTAL CHARGES</u>					
600-47397-30-0000	COLLECTION SYSTEM MAINT - LGUD	896.86	896.86	2,000.00 (1,103.14)	44.84
600-47398-30-0000	SURCHARGE: COLL SYSTEM SERVICE	106.75	106.75	200.00 (93.25)	53.38
600-47491-30-0000	SEWER SERVICE - VILLAGE (C)	3,330.83	3,330.83	4,250.00 (919.17)	78.37
600-47499-30-0000	OTHER SERVICES PROVIDED TO V	5,931.95	5,931.95	2,500.00 3,431.95	237.28
	TOTAL INTERGOVERNMENTAL CHARGES	10,266.39	10,266.39	8,950.00 1,316.39	114.71
<u>OTHER REVENUE</u>					
600-48110-30-0000	INTEREST/DIVIDENDS-COLLECTION	912.32	912.32	6,000.00 (5,087.68)	15.21
600-48953-30-0000	IMPACT FEE-DOWNTOWN SEWER MAIN	4,322.22	4,322.22	14,000.00 (9,677.78)	30.87
	TOTAL OTHER REVENUE	5,234.54	5,234.54	20,000.00 (14,765.46)	26.17
	TOTAL COLLECTION REVENUE	168,742.46	168,742.46	244,885.00 (76,142.54)	68.91

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

COLLECTION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-63101-00-0000 WAGES - FULL TIME	21,584.90	21,584.90	26,840.00	5,255.10	80.42
600-63105-00-0000 WAGES, ADMIN - COLLECTION	2,472.93	2,472.93	2,231.00 (241.93)	110.84
600-63105-63-0000 WAGES, CLERK - COLLECTION	3,085.19	3,085.19	4,363.00	1,277.81	70.71
600-63110-00-0000 OVERTIME	395.39	395.39	636.00	240.61	62.17
600-63112-63-0000 PAID LEAVE - COLLECTION	2,568.11	2,568.11	.00 (2,568.11)	.00
600-63115-00-0000 RETIREMENT	2,006.61	2,006.61	2,385.00	378.39	84.13
600-63120-00-0000 SOCIAL SECURITY	2,386.25	2,386.25	2,607.00	220.75	91.53
600-63125-00-0000 INSURANCE, MEDICAL	9,914.26	9,914.26	6,890.00 (3,024.26)	143.89
600-63130-00-0000 INSURANCE, DENTAL	578.37	578.37	542.00 (36.37)	106.71
600-63135-00-0000 INSURANCE, DISABILITY	268.47	268.47	271.00	2.53	99.07
600-63140-00-0000 INSURANCE, GROUP LIFE	98.94	98.94	76.00 (22.94)	130.18
600-63145-00-0000 INSURANCE, WORK COMP	1,026.69	1,026.69	1,583.00	556.31	64.86
600-63190-00-0000 BENEFIT FEES AND PENALTIES	27.28	27.28	5.00 (22.28)	545.60
600-63191-00-0000 VILLAGE CLERK REIMBURSEMENT	(3.77) (3.77) (186.00) (182.23) (2.03)
600-63193-00-0000 TKH CLERK REIMBURSEMENT	.00	.00 (149.00) (149.00)	.00
600-63195-00-0000 TIF BSD REIMBURSEMENT	(2,564.28) (2,564.28) (1,225.00)	1,339.28 (209.33)
PERSONNEL	43,845.34	43,845.34	46,869.00	3,023.66	93.55
600-63201-00-0000 TRAVEL/TRAINING - COLLECTION	100.99	100.99	250.00	149.01	40.40
600-63210-00-0000 EXPENSE ALLOWANCE/MEALS	.00	.00	50.00	50.00	.00
600-63215-00-0000 UNIFORMS & CLOTHING	131.92	131.92	220.00	88.08	59.96
INDIRECT EMPLOYEE	232.91	232.91	520.00	287.09	44.79
600-63330-00-0000 ELECTRIC POWER	3,471.13	3,471.13	4,200.00	728.87	82.65
600-63335-00-0000 FUEL	.00	.00	150.00	150.00	.00
600-63365-00-0000 CELLPHONES	147.10	147.10	200.00	52.90	73.55
600-63370-00-0000 INTERNET	140.31	140.31	200.00	59.69	70.16
600-63375-00-0000 TELEMTRY	285.84	285.84	400.00	114.16	71.46
UTILITY COSTS	4,044.38	4,044.38	5,150.00	1,105.62	78.53
600-63401-00-0000 OFFICE SUPPLIES & EXP.	109.14	109.14	200.00	90.86	54.57
600-63405-00-0000 COMPUTER HARDWARE/SOFTWARE	50.58	50.58	150.00	99.42	33.72
600-63410-00-0000 PRINTING & COPYING	294.99	294.99	400.00	105.01	73.75
600-63415-00-0000 POSTAGE & SHIPPING	285.61	285.61	450.00	184.39	59.02
600-63420-00-0000 DUES & PUBLICATIONS	30.42	30.42	50.00	19.58	60.84
600-63425-00-0000 MAPS	7.50	7.50	.00 (7.50)	.00
600-63430-00-0000 CUSTODIAL SUPPLIES	31.32	31.32	25.00 (6.32)	125.28
600-63440-00-0000 MEDICAL/SAFETY SUPPLIES	19.84	19.84	150.00	130.16	13.23
600-63450-00-0000 PARTS & SUPPLIES	704.27	704.27	600.00 (104.27)	117.38
600-63460-00-0000 TOOLS/MINOR EQUIPMENT	38.87	38.87	500.00	461.13	7.77
600-63465-00-0000 CHEMICALS	4,088.48	4,088.48	5,500.00	1,411.52	74.34
600-63490-00-0000 MISC. SEWER OPERATING SUPPLIES	.00	.00	2,000.00	2,000.00	.00
600-63495-00-0000 MISC. OTHER SUPPLIES	49.44	49.44	500.00	450.56	9.89
SUPPLIES	5,690.46	5,690.46	10,525.00	4,834.54	54.07

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2014

COLLECTION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
600-63501-00-0000	AUDIT	1,082.25	1,082.25	1,300.00	217.75	83.25
600-63502-00-0000	ACCOUNTING/SOFTWARE SUPPORT	352.90	352.90	735.00	382.10	48.01
600-63504-00-0000	INFORMATION TECHNOLOGY	124.74	124.74	65.00 (59.74)	191.91
600-63509-00-0000	LOCATING	117.97	117.97	.00 (117.97)	.00
600-63510-00-0000	CONSULTING	174.83	174.83	3,000.00	2,825.17	5.83
600-63515-00-0000	LEGAL SERVICES	367.98	367.98	20,000.00	19,632.02	1.84
600-63525-00-0000	PROPERTY/LIABILITY INS.	2,354.17	2,354.17	3,800.00	1,445.83	61.95
600-63530-00-0000	LEGAL NOTICES & ADS	.00	.00	200.00	200.00	.00
600-63554-00-0000	LAWN MAINTENANCE	342.65	342.65	1,200.00	857.35	28.55
600-63595-00-0000	MISC. OTHER SERVICES	384.61	384.61	100.00 (284.61)	384.61
	SERVICES	5,302.10	5,302.10	30,400.00	25,097.90	17.44
600-63601-00-0000	OFFICE EQUIPMENT	11.87	11.87	50.00	38.13	23.74
600-63605-00-0000	COMPUTER MAINTENANCE	.00	.00	50.00	50.00	.00
600-63630-00-0000	SEWER SYSTEM MAINTENANCE	10,801.42	10,801.42	15,000.00	4,198.58	72.01
600-63635-00-0000	LIFT STATION/FORCE MAIN MAINT.	10,791.24	10,791.24	22,700.00	11,908.76	47.54
	MAINTENANCE	21,604.53	21,604.53	37,800.00	16,195.47	57.15
600-63701-00-0000	VEHICLE MAINTENANCE	112.67	112.67	375.00	262.33	30.05
600-63705-00-0000	EQUIPMENT MAINTENANCE	378.24	378.24	500.00	121.76	75.65
600-63710-00-0000	VEHICLE GAS/OIL/FLUIDS	615.59	615.59	1,000.00	384.41	61.56
600-63715-00-0000	EQUIPMENT GAS/OIL/FLUIDS	159.70	159.70	500.00	340.30	31.94
	VEHICLES AND EQUIPMENT	1,266.20	1,266.20	2,375.00	1,108.80	53.31
600-63930-00-0000	BANK FEES & FINANCE CHARGES	60.99	60.99	100.00	39.01	60.99
600-63950-00-0000	MISCELLANEOUS OTHER EXP	5.55	5.55	.00 (5.55)	.00
600-63971-00-0000	DEPRECIATION EXP - COLLECTION	50,265.00	50,265.00	65,457.00	15,192.00	76.79
600-63986-00-0000	INTEREST ON LONG-TERM DEBT - C	6,025.16	6,025.16	12,050.00	6,024.84	50.00
	MISCELLANEOUS	56,356.70	56,356.70	77,607.00	21,250.30	72.62
	TOTAL COLLECTION EXPENDITURES	138,342.62	138,342.62	211,246.00	72,903.38	65.49
	NET REVENUES OVER EXPENDITURES	30,399.84	30,399.84	33,639.00 (149,045.92)	90.37



Robert E. Lee & Associates, Inc.

Engineering, Surveying, Environmental Services

Green Bay Office
1250 Centennial Centre Boulevard
Hobart, WI 54155-8995
920-662-9641
FAX 920-662-9141

November 18, 2014

Mr. Steve Jacobson
VILLAGE OF SISTER BAY
P. O. Box 91
Sister Bay, WI 54234

RE: Proposal for Water Study

Dear Steve:

Robert E. Lee and Associates, Inc., (REL) is pleased to provide this engineering services proposal for a brief study to re-evaluate the need for additional elevated water storage.

INTRODUCTION AND BACKGROUND

The Sister Bay Water Utility includes three groundwater wells and pump stations, two booster pump stations, two elevated water storage tanks (one standpipe and one tower), pressure reducing stations, and a network of transmission and distribution mains and water system controls. The Well Nos. 1 and 2, along with the standpipe, were constructed in 1972. The tower was constructed in 1996, and Well No. 3 was constructed 2001. A Comprehensive Utilities Plan was completed in 2008, which included an evaluation of the water system and recommended improvements. According to the evaluation, the Sister Bay Water Utility has a reliable supply capacity of 950 GPM. Water system improvements recommended in the 2008 study included the construction of a new 150,000-gallon elevated water tower.

Preliminary engineering was initiated in 2010 for the design of the proposed elevated water tower. Due to lack of funding, the Village of Sister Bay and the Sister Bay Water Utility decided to postpone final design and construction of the elevated water tower. However, fees have been collected to fund the proposed improvements, which will need to be allocated in the near future or returned.

The Village of Sister Bay and the Sister Bay Water Utility would like to re-evaluate the need for an additional elevated water tower, considering the initial costs plus the recent experience of the repainting the elevated towers, which contributes significantly to the operational expense of the water system. Other options to an elevated water tower include an additional well or possibly booster pumps.

Therefore, the Village of Sister Bay and the Sister Bay Water Utility are requesting a proposal to evaluate water system alternatives for water supply and storage. The study will identify and evaluate alternatives, which provide sufficient flexibility to adjust to changes in community growth and likely regulatory requirements. The most cost-effective alternative will be identified, and documented in a letter report.

November 10, 2014
Mr. Steve Jacobson
VILLAGE OF SISTER BAY
Page 2

Scope of Services

The proposed scope of services for a letter report preparation, which will address the needs of the Village of Sister Bay and the Sister Bay Water Utility into the future, includes the following:

1. Conduct a kick-off meeting and site visit to obtain current operating data and interview plant operating personnel regarding the existing water system.
2. Review the historical water consumption records for the Sister Bay Water Utility developed as a result of the 2008 plan. Update the information based on recent data and increased consumption based on estimated population growth.
3. The water system supply system will be evaluated to determine the appropriate sizing of the storage capacity. This evaluation will address current and future demands with the goal of identifying the sufficient water storage volume without oversizing. The recommended water storage volume will be evaluated in conjunction with alternatives to satisfy the water system supply requirements such as increased well capacity, system booster pumps, or additional storage.
4. Prepare a letter report summarizing the evaluation. Meet with representatives of the Village of Sister Bay and the Sister Bay Water Utility to present the draft letter report and obtain comments.
5. Incorporate review comments and finalize the letter report.

Project Assumptions

We have assumed system network modeling will not be required to adequately evaluate the water supply system pressures. Our analysis will be based on previous modeling results completed in 2008.

Project Schedule

We can begin work within one week of receiving authorization to proceed. We expect to complete a draft letter report within four weeks. A final letter report can be completed within two weeks following receipt of review comments.

Terms And Conditions

We propose to complete the scope of services described in this proposal in accordance with the attached Standard Terms and Conditions, dated June 2006. We estimate we can complete the scope described above for a time-and-expense, not-to-exceed fee of \$9,850.

November 10, 2014
Mr. Steve Jacobson
VILLAGE OF SISTER BAY
Page 3

We appreciate this opportunity to continue to provide technical services to the Village of Sister Bay. If you have any questions concerning this proposal, please call Mr. Terry Stebor at 920-544-4526.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

Terry W. Stebor, P.E.
Water/Wastewater Engineering Manager

Dale A. Marsh, P.E.
Civil Engineering Manager

TWS/DAM/NJM

CC/ENC.: Zeke Jackson, Village Administrator
Pat Duffy, Utility Committee Chairman

ACCEPTED BY THE VILLAGE OF SISTER BAY

SIGNATURE

DATE

PRINT NAME

ROBERT E. LEE & ASSOCIATES, INC.**STANDARD TERMS AND CONDITIONS****I. SCOPE**

Robert E. Lee & Associates, Inc. agrees to perform the engineering, surveying, and/or environmental services described in the proposal or agreement in which these standard terms and conditions are referenced and to which they are attached. Unless modified in writing by the parties thereto, duties of Robert E. Lee & Associates, Inc. shall not be construed to exceed those services specifically set forth in the proposal or agreement to which these standard terms and conditions are attached.

II. COMPENSATION

Client agrees to pay for the services provided in accordance with the compensation provisions described in the proposal or agreement to which these standard terms and conditions are attached. Payment to Robert E. Lee & Associates, Inc. will be made within 30 days after the date of billing. For all amounts unpaid after 30 days from the invoice date, client agrees to pay Robert E. Lee & Associates, Inc. a finance charge of 1-1/2% per month.

For time and expense compensation, charges will consist of salary-related costs and nonsalary costs. Salary-related charges include, but are not limited to, the following:

1. Salaries paid employees for time spent working directly on the subject project.
2. Costs of employee fringe benefits attributable to the employee time spent working directly on subject project.
3. General and administrative overhead charges distributed on basis of employee time spent working directly on subject project.

Nonsalary costs cover items directly related to the project, other than those covered by salary-related costs. Such nonsalary costs shall be computed on the basis of actual purchase price for items and services obtained from commercial sources and outside consultants. Cost of items and services provided directly by Robert E. Lee & Associates, Inc. shall be in accordance with rate schedules based on normal charges of commercial sources. Nonsalary items and services include, but are not limited to, the following:

1. Services directly applicable to the project such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, environmental analyses, commercial printing and binding, and similar services that are not applicable to general overhead.
2. Identifiable reproduction services applicable to the project such as printing of drawings, photostating, multilithing, printing, and similar services.

3. Identifiable communication services such as long-distance telephone, telegraph, cable, express services, and postage other than for general correspondence.
4. Living and traveling expenses of employees when away from home office on business connected with the project.
5. Subcontracted services.

III. RESPONSIBILITY

Robert E. Lee & Associates, Inc. is employed to render a professional service only, and any payments made by the client are compensation solely for such services rendered and recommendations made in carrying out the work. Robert E. Lee & Associates, Inc. shall follow the practice of the civil engineering, surveying, and/or environmental services professions to make findings, opinions, factual presentations, and professional advice and recommendations.

In performing construction management services, Robert E. Lee & Associates, Inc. review of work prepared or performed by other individuals or firms employed by the client shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

It is understood that any resident engineering or construction observation provided by Robert E. Lee & Associates, Inc. is for the purpose of determining compliance with the technical provisions of the project specifications and does not constitute any form of guarantee or insurance with respect to the performance of a contractor. Robert E. Lee & Associates, Inc. does not assume responsibility for methods or appliances used by a contractor, for safety of construction work, or for compliance by contractors with laws and regulations.

It is understood and agreed by both parties that Engineer, in performing professional services for Owner with respect to hazardous substances, will make recommendations to Owner with respect thereto, but does not have the authority or responsibility to decide where disposal or treatment takes place, nor to designate how or by whom the hazardous substances are to be transported for disposal or treatment.

IV. INSURANCE AND LIMITS OF LIABILITY

Robert E. Lee & Associates, Inc. shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement. The client agrees to limit the liability of Robert E. Lee & Associates, Inc. to the extent of Robert E. Lee & Associates, Inc. insurance or as otherwise stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit of liability for bodily injury and property damage shall be \$1,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented, and hired cars. The combined single limit of liability for bodily injury and property damage shall be \$600,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of Robert E. Lee & Associates, Inc. The limit of liability shall be \$50,000.

V. SUSPENSION OF WORK

The client may suspend, in writing, all or a portion of the work under the Agreement in the event unforeseen circumstances beyond the control of the client make normal progress in the performance of the work impossible. Robert E. Lee & Associates, Inc. may request that the work be suspended by notifying the client, in writing, of circumstances which are interfering with normal progress of the work. The time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project.

VI. TERMINATION OF WORK

Either party may terminate work in the event the other party fails to perform in accordance with the provisions of the Agreement. Termination of the Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, Robert E. Lee & Associates, Inc. shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed 10 percent of the total time expended on the terminated portion of the project prior to the effective date of termination.

Robert E. Lee & Associates, Inc. shall be compensated for the terminated portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

VII. ASSIGNMENT

These terms and conditions and the Agreement to which they are attached are binding on the heirs, successors, and assigns of the parties hereto. The Agreement is not to be assigned by either the client or Robert E. Lee & Associates, Inc. without the prior written consent of the other.

VIII. INTEGRATION

These terms and conditions and the Agreement to which they are attached represent the entire understanding of the client and Robert E. Lee & Associates, Inc. as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. The Agreement may not be modified or altered except in writing signed by both parties.

IX. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the state of Wisconsin. Jurisdiction of litigation arising from the Agreement shall be in the state of Wisconsin. If any part of the Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

X. DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project following the completion of the project, the Client and the Engineer agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client shall make no claim for professional negligence, either directly or in a third party claim, against the Engineer unless the Client has first provided the Engineer with a written certification executed by an independent engineer currently practicing in the same discipline as the Engineer and licensed in the state of Wisconsin. This certification shall: a) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of an Engineer performing professional services under similar circumstances; and b) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to the Engineer not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any mediation or judicial proceeding.

In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after two (2) years have passed from the date of completion of construction phase services, unless the Engineer's services shall be terminated earlier, in which case the date of termination of this Agreement shall be used.