

# WATER, SEWER COLLECTION, AND STORMSEWER COMMITTEE MEETING AGENDA

Tuesday, April 14, 2015 7:00 a.m.  
Sister Bay Fire Station — Large Meeting Room  
2258 Mill Road

For additional information check: [www.sisterbaywi.info](http://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		Village Administrator – Zeke Jackson
	Utility Manager – Steve Jacobson		Utility Supervisor – Mike Schell
	Finance Director – Juliana Neuman		Utility Clerk – Martha Baker

**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 Commission water rates
  - b. 2014 Financial Reports
  - c. 2015 Consumer Confidence Report
  - d. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(c) to discuss personnel and employee benefits
  - e. Consider a motion to reconvene into Open Session
  - f. Consider a motion to take action if necessary
2. **Water System Related**
  - a. Eight water lateral freeze-ups
  - b. Meter Testing and Replacement Program
  - c. New E Series Meters for two-inch and up
  - d. New six-inch #3 Well meter
  - e. New Public Service Commission meter retention requirements
  - f. New Chlorine Scales for #1 Well and #2 Well
  - g. Commercial Cross Connection inspection issues
  - h. Discussion on proposed water tower
3. **Collection System Related**
  - a. Four sewer lateral freeze-ups
  - b. Forest Lift Station issues
  - c. Jack Hammer and Cut-Off Saw purchased for future main valve, manhole and curb stop road repairs
  - d. New DNR required CMOM draft review for Sister Bay
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](mailto: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
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**WATER, SEWER, AND STORMSEWER  
COMMITTEE MEETING MINUTES  
Tuesday, January 6, 2015  
Sister Bay Fire Station  
2258 Mill Road  
(Unapproved Version)**

10 The January 6, 2015 meeting of the Utilities Committee was called to order by Committee Chair  
11 Patrick Duffy at 7:00 AM.

12  
13 **Present:** Committee Chair Patrick Duffy, and Members Scott Baker and Shane Solomon.

14  
15 **Staff Members:** Village Administrator Zeke Jackson, Utility Manager Steve Jacobson, Utility  
16 Supervisor Mike Schell, Finance Director Juliana Neuman, and Utility Clerk Martha Baker.

17  
18 **Consider a motion to recess until conclusion of Utilities Committee – (WWTP) meeting**

19 *Motion was made by Duffy, seconded by Solomon to recess the meeting until the conclusion of the*  
20 *Utilities Committee – (WWTP) meeting. Motion carried – all Ayes.*

21  
22 *Meeting of the Water, Sewer, and Stormsewer Committee reconvened at 8:25 AM.*

23  
24 **Approval of the Agenda:**

25 *Motion was made by Duffy, seconded by Baker, to approve the January 6, 2015 agenda as*  
26 *presented. Motion carried – all Ayes.*

27  
28 **Approval of the October 7, 2014 meeting minutes:**

29 *Motion was made by Duffy, seconded by Solomon, to approve the October 7, 2014 minutes as*  
30 *presented. Motion carried – all Ayes.*

31  
32 **Public Comments and Correspondence**

33 No comments or correspondence.

34  
35 **Discussion Items**

36 **1. Administrative Related:**

37 **a. Wisconsin Public Service Conventional Rate Case Application**

38 M. Baker reported that the Public Service Commission has been moving right along with the rate  
39 case and will send a finally proposal soon. It looks like there will be a 17% increase in water rates.

40  
41 **b. Fire Protection Charge increase**

42 Neuman reported that the original proposal was a fire protection increase of 15 % on the rates and  
43 17% on fire protection but the PSC is now merging the two so it will be and overall increase.

44  
45 **c. Third Quarter 2014 Financial Report**

46 As presented.

47  
48  
49

1 **2. Water System Related:**

2 **a. #3 Well meter replacement**

3 Jacobson reported that the main meter at the #3 Well is being replaced and will be installed and  
4 calibrated by Energenics in the spring.

5  
6 **b. Standpipe main supply line valve installation**

7 Jacobson reported that the standpipe main supply line valve installation is complete. He said this  
8 will make the operation much more efficient. The cost was \$2,259.00.

9  
10 **c. Upper/Lower Zone pressure 10" check valve removed and new 8" gate valve installed**

11 Jacobson reported that the Upper/Lower Zone pressure 10" check valve has been removed and  
12 new 8" gate valve installed at a cost of approximately \$4,518.00.

13  
14 **d. Customer water line break – 258,000 gallons**

15 Jacobson reported that the Yacht Club of Sister Bay had a water line break which caused them to  
16 lose approximately 258,000 gallons of water. The leak could have existed for a week because the  
17 line froze when the owners forgot to drain it. The customer will be billed for the water.

18  
19 **e. Curb stop repairs**

20 Jacobson reported that four curb stops have been repaired with the help of Harbor Construction.  
21 The customers will bear the cost of the repairs.

22  
23 **f. Seasonal meter out**

24 Jacobson reported that the crew removed approximately one-hundred-forty meters from seasonal  
25 residences. The water is shut off at the curb and the meter removed to prevent freezing and the  
26 customer pays a \$55.00 fee to have it reinstalled.

27  
28 **g. 2015 meter testing and replacement schedule**

29 Jacobson reported that twenty-six meters are due for replacement in Liberty Grove and eighty-six  
30 due for replacement in Sister Bay in 2015. Cross connection inspections will be performed at the  
31 time the meters are replaced.

32  
33 **h. Robert E. Lee water supply study proposal**

34 A Robert E. Lee water supply study proposal draft which would address pressure fluctuation issues  
35 that occur was presented to the committee. Jacobson stated that the committee will need to make  
36 a decision regarding the proposal or return Impact Fees. Neuman reminded Jacobson that we  
37 haven't received information from the engineers regarding reassignment of collected Impact Fees.  
38 Duffy expressed concerns about the cost of installing and maintaining another water tower.  
39 Jackson pointed out there will soon be new development requiring more pressure. Staff will follow  
40 up with the engineers regarding Impact Fees.

41  
42 **3. Collection System Related**

43 **a. Fieldcrest Lift Station vacuum pump replacement**

44 Jacobson reported that the Fieldcrest Lift Station vacuum pump replacement is complete at a cost of  
45 \$1,264.00 from the replacement fund.

46  
47 **b. Portable generator connection replacement**

48 Jacobson reported that the portable generator connections at each lift station have been replaced at  
49 a cost to Sister Bay of \$3,476.00 and a cost to Liberty Grove of \$336.00 for their lift station.

50

1 **c. Flushing and cleaning of all dead-end sewer and water mains for winter**

2 Jacobson reported that the flushing and cleaning of all dead-end sewer and water mains for winter  
3 are completed.

4  
5 **d. File System update – to digital and flat file storage proposal**

6 Jacobson reported that he is working on a file system update. Everything is now in roll files are  
7 tattered and torn. Jacobson is working with R. E. Lee and Associates to get updated maps and for  
8 assistance switching to a flat file system. He would also like to get a digital of each file. Jacobson  
9 would also like to get a G.P.S. system set up for locating sewer and water mains as well as laterals  
10 and curb stops.

11  
12 **4. Stormsewer System Related**

13 **a. None**

14  
15 **5. Extensions**

16 **a. Garot project status**

17 Jackson reported that a development agreement is in the works. Neuman stated that the finance  
18 committee approved \$606,000.00, not \$300,000.00.

19  
20 **b. Scandia Good Samaritan project status**

21 Jackson reported that there was a dedication for the new addition at Scandia. Duffy asked if there  
22 was still a loop in the works. Jacobson stopped by Colin Dahl's office to see if that could get  
23 moving and Dahl tied it to dissatisfaction on Mrs. Hull's part of lighting at Scandia Village. After a  
24 lengthy discussion regarding the Hull transaction it was determined that Jacobson and Jackson will  
25 visit Mr. Dahl together.

26  
27 **c. Department of Transportation project status**

28 Jackson reported that Jacobson found money for reimbursement that was missed by the DOT.  
29 Neuman reported that \$20,000.00 for T.L.E.'s at Gateway Park was received. The money will be  
30 used for the overhead utility burial. Neuman will ask the auditor if the money can go to the T.I.F.  
31 but the board already designated all land sale money to go toward the overhead line burial and  
32 that's in the T.I.F. Jackson stated that the utility work will be sub-contracted through the D.O.T.

33  
34 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

- 35 - Staff will follow up with the engineers regarding Impact Fees.  
36 - Jackson asked that the matter of Stormwater flows behind the Administration building and behind  
37 the Creamery be addressed at the next meeting. Jackson is to write a letter regarding the  
38 stormwater issue behind the Creamery.  
39 - Jacobson and Jackson will visit Mr. Dahl together.

40  
41 **Adjournment:**

42 *A motion was made by Baker, seconded by Duffy, to adjourn the January 6, 2015 meeting of the*  
43 *Water, Sewer, and Stormsewer Utilities Committee at 9:11 AM. Motion carried – all Ayes.*

44  
45 Respectfully submitted,

46 Martha Baker

47 Utility Clerk

## SISTER BAY SEWER &amp; WATER RATE SCHEDULE

**QUARTERLY SERVICE**

<b>METER SIZE</b>		<b>SEWER CHARGES</b>	<b>WATER CHARGES</b>	<b>PUBLIC FIRE PROTECTION</b>	<b>TOTAL BASE CHARGES</b>
Rate Code					
1	5/8 inch meter	\$ 80.10	\$ 29.40	\$ 7.85	\$ 117.35
2	3/4 inch meter	\$ 80.10	\$ 29.40	\$ 7.85	\$ 117.35
3	1 inch meter	\$200.25	\$ 57.00	\$ 19.50	\$ 267.75
5	1½ inch meter	\$400.50	\$ 107.25	\$ 39.00	\$ 546.75
6	2 inch meter	\$640.80	\$ 167.25	\$ 63.00	\$ 871.05
7	3 inch meter	\$1,201.50	\$ 318.75	\$ 117.00	\$1,637.25
8	4 inch meter		\$ 345.00	\$ 195.00	
9	6 inch meter		\$ 405.00	\$ 391.00	

**VOLUME CHARGES****SEWER VOLUME CHARGE**

\$3.16 / 1,000 gallons  
 LG \$2.64 / 1,000 gallons

**WATER RATES**

First 30,000 gallons - \$2.58/1000 gallons  
 Next 20,000 gallons - \$2.45/1000 gallons  
 Next 50,000 gallons - \$2.30/1000 gallons  
 Over 100,000 gallons - \$2.00/1000 gallons  
 LG \$2.42/1000 gallons

**WATER RECONNECTION CHARGE**

	During normal business hours	After normal business hours
Reinstallation of Meter	\$30.00	\$45.00
Valve turned on curb stop	\$25.00	\$37.00

**NON-SUFFICIENT FUNDS CHARGE**

NSF \$25.00

**BULK SALES HYDRANT CHARGE**

\$30.00 + \$2.58 / 1,000 gallons

The Sister Bay Water and Sewer Utility operates under the "Standard Small Utility Rules" published by the Public Service Commission of Wisconsin. The above water rates were approved by the Public Service Commission on March 16, 2015, effective March 19, 2015. The sewer rates were approved by the Sister Bay Village Board on June 11, 2013, effective July 1, 2013.

Bills for water service are rendered quarterly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 3% but not less than 50¢ for both water and sewer will be added to bills not paid within 20 days of issuance. The one-time 3% late payment charge will be applied only to any unpaid balance for the current billing period's usage. This late payment charge is applicable to all customers. The utility customer may be given written notice that the bill is overdue no sooner than 20 days after the bill is issued and unless payment is made within the next 10 days, service may be disconnected pursuant to Chapter PSC 185, Wis. Adm. Code.

MARCH 2015

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>UTILITY PERMITS &amp; FEES</u>					
600-44611-10-0000	LATERAL INSPECTION - WATER	.00	584.65	2,000.00 ( 1,415.35 )	29.23
600-44615-10-0000	WELL PERMITS	.00	1,050.00	800.00 250.00	131.25
600-44631-10-0000	WATER CONNECTION FEES/REU	.00	101.68	.00 101.68	.00
	<b>TOTAL UTILITY PERMITS &amp; FEES</b>	<b>.00</b>	<b>1,736.33</b>	<b>2,800.00 ( 1,063.67 )</b>	<b>62.01</b>
<u>PUBLIC CHARGES</u>					
600-46110-10-0000	ASSESSMENT LETTER FEES	.00	2,775.00	2,100.00 675.00	132.14
600-46450-10-0000	METERED WATER SALES-MULTIFAM	.00	15,925.41	1.00 15,924.41	1,592,541.00
600-46451-10-0000	METERED WATER SALES-RESIDENT'L	.00	137,177.77	145,599.00 ( 8,421.23 )	94.22
600-46452-10-0000	METERED WATER SALES-COMMERCIAL	.00	79,768.27	95,000.00 ( 15,231.73 )	83.97
600-46453-10-0000	PUBLIC FIRE PROTECTION	.00	44,404.53	45,000.00 ( 595.47 )	98.68
600-46454-10-0000	PRIVATE FIRE PROTECT/SPRINKLRS	.00	7,280.00	7,280.00 .00	100.00
600-46455-10-0000	HYDRANT USE -COMMERCIAL/PUBLIC	.00	120.00	150.00 ( 30.00 )	80.00
600-46456-10-0000	UNMETERED WATER SALES-COMM/PUB	.00	143.66	150.00 ( 6.34 )	95.77
600-46457-10-0000	WATER SYSTEM MAINTENANCE	.00	3,145.63	1,800.00 1,345.63	174.76
600-46458-10-0000	LATE PAYMENT PENALTIES	.00	876.57	800.00 76.57	109.57
600-46459-10-0000	RECONNECT FEES & MISC. - WATER	.00	4,697.00	5,000.00 ( 303.00 )	93.94
	<b>TOTAL PUBLIC CHARGES</b>	<b>.00</b>	<b>296,313.84</b>	<b>302,880.00 ( 6,566.16 )</b>	<b>97.83</b>
<u>INTERGOVERNMENTAL CHARGES</u>					
600-47391-10-0000	SALE OF WATER - LGUD	.00	10,395.67	10,500.00 ( 104.33 )	99.01
600-47393-10-0000	PUBLIC FIRE PROTECTION -LGUD	.00	6,730.00	6,730.00 .00	100.00
600-47394-10-0000	ADMIN CHARGES - LGUD (W)	.00	5,195.37	6,500.00 ( 1,304.63 )	79.93
600-47396-10-0000	UNMETERED WATER SALES - LGUD	.00	135.41	200.00 ( 64.59 )	67.70
600-47397-10-0000	WATER SYSTEM MAINT - LGUD	.00	2,498.60	3,500.00 ( 1,001.40 )	71.39
600-47398-10-0000	SURCHARGE: W SYSTEM SERVICE	.00	289.47	350.00 ( 60.53 )	82.71
600-47491-10-0000	METERED WATER SALES - VILLAGE	.00	10,801.65	11,000.00 ( 198.35 )	98.20
600-47493-10-0000	PUBLIC F/P - VILLAGE ACCTS	.00	1,971.89	2,050.00 ( 78.11 )	96.19
600-47494-10-0000	PUBLIC FIRE PROT.-HYDRANT RENT	.00	42,000.00	42,000.00 .00	100.00
600-47495-10-0000	HYDRANT USE - VILLAGE	.00	30.00	50.00 ( 20.00 )	60.00
600-47496-10-0000	UNMETERED WATER SALES-VILLAGE	.00	31.16	200.00 ( 168.84 )	15.58
	<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>.00</b>	<b>80,079.22</b>	<b>83,080.00 ( 3,000.78 )</b>	<b>96.39</b>
<u>OTHER REVENUE</u>					
600-48110-10-0000	INTEREST/DIVIDENDS - WATER	.00	4,057.50	2,100.00 1,957.50	193.21
600-48200-10-0000	RENT FROM WATER DEPT PROPERTY	.00	4,800.00	4,800.00 .00	100.00
600-48952-10-0000	IMPACT FEES - WATER TOWER	.00	45,727.54	27,000.00 18,727.54	169.36
600-48953-10-0000	IMPACT FEE-DOWNTOWN WATER MAIN	.00	10,992.10	9,100.00 1,892.10	120.79
600-48990-10-0000	OTHER WATER SYSTEM REVENUE	2,300.00	2,300.00	2,000.00 300.00	115.00
600-48995-10-0000	MISC NON-OPERATING REVENUE	.00	2,095.71	.00 2,095.71	.00
	<b>TOTAL OTHER REVENUE</b>	<b>2,300.00</b>	<b>69,972.85</b>	<b>45,000.00 24,972.85</b>	<b>155.50</b>

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<b>OTHER FINANCING SOURCES</b>					
600-49800-10-0000 CAPITAL CONTRIBUTIONS - WATER	194,305.00	194,305.00	.00	194,305.00	.00
TOTAL OTHER FINANCING SOURCES	194,305.00	194,305.00	.00	194,305.00	.00
<b>TOTAL WATER REVENUE</b>	<b>196,605.00</b>	<b>642,407.24</b>	<b>433,760.00</b>	<b>208,647.24</b>	<b>148.10</b>
600-61101-00-0000 WAGES - FULL TIME	.00	58,267.13	72,263.00	13,995.87	80.63
600-61105-00-0000 WAGES, ADMIN ALLOCATION	.00	7,173.96	6,006.00 (	1,167.96)	119.45
600-61105-61-0000 WAGES, CLERK - WATER	.00	11,268.61	11,747.00	478.39	95.93
600-61110-00-0000 OVERTIME	.00	3,571.71	1,713.00 (	1,858.71)	208.51
600-61112-61-0000 PAID LEAVE - WATER	.00	8,082.52	.00 (	8,082.52)	.00
600-61113-61-0000 COMP TIME USED	( 4.00)	4,307.66	.00 (	4,307.66)	.00
600-61115-00-0000 RETIREMENT	.00	6,976.92	6,421.00 (	555.92)	108.66
600-61120-00-0000 SOCIAL SECURITY	.00	6,679.79	7,018.00	338.21	95.18
600-61125-00-0000 INSURANCE, MEDICAL	.00	18,477.08	18,550.00	72.92	99.61
600-61130-00-0000 INSURANCE, DENTAL	.00	1,679.53	1,459.00 (	220.53)	115.12
600-61135-00-0000 INSURANCE, DISABILITY	.00	732.43	730.00 (	2.43)	100.33
600-61140-00-0000 INSURANCE, GROUP LIFE	.00	230.25	204.00 (	26.25)	112.87
600-61145-00-0000 INSURANCE, WORK COMP	.00	2,610.79	4,262.00	1,651.21	61.26
600-61190-00-0000 BENEFIT FEES AND PENALTIES	.00	53.12	15.00 (	38.12)	354.13
600-61191-00-0000 VILLAGE CLERK REIMBURSEMENT	.00	.00 (	500.00)	( 500.00)	.00
600-61193-00-0000 TKH CLERK REIMBURSEMENT	.00	.00 (	400.00)	( 400.00)	.00
<b>PERSONNEL</b>	<b>( 4.00)</b>	<b>130,111.50</b>	<b>129,488.00 (</b>	<b>623.50)</b>	<b>100.48</b>
600-61201-00-0000 TRAVEL/TRAINING - WATER SYSTEM	.00	1,741.08	2,500.00	758.92	69.64
600-61210-00-0000 EXPENSE ALLOWANCE/MEALS	.00	4.40	100.00	95.60	4.40
600-61215-00-0000 UNIFORMS & CLOTHING	.00	676.97	800.00	123.03	84.62
<b>INDIRECT EMPLOYEE</b>	<b>.00</b>	<b>2,422.45</b>	<b>3,400.00</b>	<b>977.55</b>	<b>71.25</b>
600-61310-00-0000 ELECTRIC POWER	.00	23,549.65	23,550.00	.35	100.00
600-61315-00-0000 FUEL FOR PUMPING	.00	812.35	900.00	87.65	90.26
600-61360-00-0000 TELEPHONES	.00	1,054.68	1,100.00	45.32	95.88
600-61365-00-0000 CELLPHONES	.00	525.45	600.00	74.55	87.58
600-61370-00-0000 INTERNET	.00	503.76	520.00	16.24	96.88
600-61375-00-0000 TELEMTRY	.00	762.24	800.00	37.76	95.28
<b>UTILITY COSTS</b>	<b>.00</b>	<b>27,208.13</b>	<b>27,470.00</b>	<b>261.87</b>	<b>99.05</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-61401-00-0000 OFFICE SUPPLIES & EXP.	.00	508.04	800.00	291.96	63.51
600-61405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	197.67	500.00	302.33	39.53
600-61410-00-0000 PRINTING & COPYING	.00	1,137.72	2,000.00	862.28	56.89
600-61415-00-0000 POSTAGE & SHIPPING	.00	1,450.16	2,000.00	549.84	72.51
600-61420-00-0000 DUES & PUBLICATIONS	.00	746.90	950.00	203.10	78.62
600-61425-00-0000 MAPS	.00	7.50	.00	( 7.50 )	.00
600-61430-00-0000 CUSTODIAL SUPPLIES	.00	48.38	100.00	51.62	48.38
600-61440-00-0000 MEDICAL/SAFETY SUPPLIES	.00	89.73	500.00	410.27	17.95
600-61451-00-0000 METER PARTS & SUPPLIES	( 189.00 )	1,036.32	1,000.00	( 36.32 )	103.63
600-61452-00-0000 DISTRIBUTION PARTS - W SYSTEM	.00	3,247.19	1,500.00	( 1,747.19 )	216.48
600-61455-00-0000 HYDRANT PARTS & SUPPLIES	.00	( 94.49 )	350.00	444.49	( 27.00 )
600-61460-00-0000 TOOLS/MINOR EQUIPMENT	.00	865.14	2,000.00	1,134.86	43.26
600-61465-00-0000 CHEMICALS	.00	838.77	2,000.00	1,161.23	41.94
600-61490-00-0000 MISC SYSTEM OPERATING SUPPLIES	.00	93.52	500.00	406.48	18.70
600-61495-00-0000 MISC. OTHER SUPPLIES	.00	328.19	500.00	171.81	65.64
<b>SUPPLIES</b>	<b>( 189.00 )</b>	<b>10,500.74</b>	<b>14,700.00</b>	<b>4,199.26</b>	<b>71.43</b>
600-61501-00-0000 AUDIT	.00	3,988.75	3,500.00	( 488.75 )	113.96
600-61502-00-0000 ACCOUNTING/SOFTWARE SUPPORT	.00	5,540.14	1,925.00	( 3,615.14 )	287.80
600-61504-00-0000 INFORMATION TECHNOLOGY	.00	422.87	175.00	( 247.87 )	241.64
600-61507-00-0000 TESTING	.00	1,470.00	3,500.00	2,030.00	42.00
600-61509-00-0000 LOCATING	.00	602.71	300.00	( 302.71 )	200.90
600-61510-00-0000 CONSULTING	.00	924.88	3,000.00	2,075.12	30.83
600-61515-00-0000 LEGAL SERVICES	.00	603.68	2,000.00	1,396.32	30.18
600-61525-00-0000 PROPERTY/LIABILITY INS.	.00	2,978.73	5,500.00	2,521.27	54.16
600-61530-00-0000 LEGAL NOTICES & ADS	.00	743.25	250.00	( 493.25 )	297.30
600-61554-00-0000 LAWN MAINTENANCE	.00	555.77	2,000.00	1,444.23	27.79
600-61595-00-0000 MISC. OTHER SERVICES	.00	123.70	100.00	( 23.70 )	123.70
<b>SERVICES</b>	<b>.00</b>	<b>17,954.48</b>	<b>22,250.00</b>	<b>4,295.52</b>	<b>80.69</b>
600-61601-00-0000 OFFICE EQUIPMENT	.00	80.96	275.00	194.04	29.44
600-61605-00-0000 COMPUTER MAINTENANCE	.00	.00	175.00	175.00	.00
600-61610-00-0000 WATER PLANT (WELLS & STORAGE)	.00	8,169.49	8,000.00	( 169.49 )	102.12
600-61615-00-0000 DISTRIBUTION SYSTEM MAINT.	.00	16,430.78	5,000.00	( 11,430.78 )	328.62
600-61650-00-0000 HYDRANT MAINTENANCE	.00	317.10	1,000.00	682.90	31.71
600-61675-00-0000 EQUIPMENT RENTAL	.00	79.79	50.00	( 29.79 )	159.58
<b>MAINTENANCE</b>	<b>.00</b>	<b>25,078.12</b>	<b>14,500.00</b>	<b>( 10,578.12 )</b>	<b>172.95</b>
600-61701-00-0000 VEHICLE MAINTENANCE	.00	957.55	1,250.00	292.45	76.60
600-61705-00-0000 EQUIPMENT MAINTENANCE	.00	170.44	300.00	129.56	56.81
600-61710-00-0000 VEHICLE GAS/OIL/FLUIDS	.00	2,016.09	2,500.00	483.91	80.64
600-61715-00-0000 EQUIPMENT GAS/OIL/FLUIDS	.00	545.42	500.00	( 45.42 )	109.08
<b>VEHICLES AND EQUIPMENT</b>	<b>.00</b>	<b>3,689.50</b>	<b>4,550.00</b>	<b>860.50</b>	<b>81.09</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-61905-00-0000 TAXES - WATER	.00	371.40	450.00	78.60	82.53
600-61930-00-0000 BANK FEES & FINANCE CHARGES	.00	165.36	200.00	34.64	82.68
600-61950-00-0000 MISCELLANEOUS OTHER EXP	.00	2,599.60	.00	( 2,599.60)	.00
600-61971-00-0000 DEPRECIATION EXP -WATER SYSTEM	1,369.00	102,769.00	103,000.00	231.00	99.78
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	.00	11,349.34	11,462.00	112.66	99.02
<b>MISCELLANEOUS</b>	<b>1,369.00</b>	<b>117,254.70</b>	<b>115,212.00</b>	<b>( 2,042.70)</b>	<b>101.77</b>
<b>TOTAL WATER EXPENDITURES</b>	<b>1,176.00</b>	<b>334,219.62</b>	<b>331,570.00</b>	<b>( 2,649.62)</b>	<b>100.80</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>195,429.00</b>	<b>308,187.62</b>	<b>102,190.00</b>	<b>211,296.66</b>	<b>301.58</b>

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**COLLECTION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>UTILITY PERMITS &amp; FEES</u>					
600-44611-30-0000 LATERAL INSPECTION - SEWER	.00	599.23	2,000.00	( 1,400.77 )	29.96
600-44631-30-0000 SEWER CONNECTION FEES/REU	.00	1,459.79	4,025.00	( 2,565.21 )	36.27
<b>TOTAL UTILITY PERMITS &amp; FEES</b>	<b>.00</b>	<b>2,059.02</b>	<b>6,025.00</b>	<b>( 3,965.98 )</b>	<b>34.17</b>
<u>PUBLIC CHARGES</u>					
600-46110-30-0000 ASSESSMENT LETTER FEES	.00	2,775.00	2,100.00	675.00	132.14
600-46410-30-0000 SEWER SERVICE - MULTI FAMILY	.00	15,857.20	1.00	15,856.20	1,585,720.00
600-46411-30-0000 SEWER SERVICE - RESIDENTIAL	.00	119,881.56	129,999.00	( 10,117.44 )	92.22
600-46412-30-0000 SEWER SERVICE - COMMERCIAL	.00	66,076.28	77,000.00	( 10,923.72 )	85.81
600-46418-30-0000 LATE PAYMENT FEES	.00	592.91	610.00	( 17.09 )	97.20
600-46449-30-0000 COLLECTION SYSTEM MAINTENANCE	.00	35.08	200.00	( 164.92 )	17.54
<b>TOTAL PUBLIC CHARGES</b>	<b>.00</b>	<b>205,218.03</b>	<b>209,910.00</b>	<b>( 4,691.97 )</b>	<b>97.76</b>
<u>INTERGOVERNMENTAL CHARGES</u>					
600-47397-30-0000 COLLECTION SYSTEM MAINT - LGUD	.00	1,449.99	2,000.00	( 550.01 )	72.50
600-47398-30-0000 SURCHARGE: COLL SYSTEM SERVICE	.00	171.19	200.00	( 28.81 )	85.59
600-47491-30-0000 SEWER SERVICE - VILLAGE (C)	.00	4,663.28	4,250.00	413.28	109.72
600-47499-30-0000 OTHER SERVICES PROVIDED TO V	.00	7,083.53	2,500.00	4,583.53	283.34
<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>.00</b>	<b>13,387.99</b>	<b>8,950.00</b>	<b>4,417.99</b>	<b>149.36</b>
<u>OTHER REVENUE</u>					
600-48110-30-0000 INTEREST/DIVIDENDS-COLLECTION	.00	1,157.44	6,000.00	( 4,842.56 )	19.29
600-48953-30-0000 IMPACT FEE-DOWNTOWN SEWER MAIN	.00	16,488.15	14,000.00	2,488.15	117.77
<b>TOTAL OTHER REVENUE</b>	<b>.00</b>	<b>17,645.59</b>	<b>20,000.00</b>	<b>( 2,354.41 )</b>	<b>88.23</b>
<u>OTHER FINANCING SOURCES</u>					
600-49800-30-0000 CAPITAL CONTRIBUTIONS - SEWER	25,617.50	25,617.50	.00	25,617.50	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>25,617.50</b>	<b>25,617.50</b>	<b>.00</b>	<b>25,617.50</b>	<b>.00</b>
<b>TOTAL COLLECTION REVENUE</b>	<b>25,617.50</b>	<b>263,908.13</b>	<b>244,885.00</b>	<b>19,023.13</b>	<b>107.77</b>

VILLAGE OF SISTER BAY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

COLLECTION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-63101-00-0000	WAGES - FULL TIME	.00	27,033.92	26,840.00 ( 193.92)	100.72
600-63105-00-0000	WAGES, ADMIN - COLLECTION	.00	3,297.24	2,231.00 ( 1,066.24)	147.79
600-63105-63-0000	WAGES, CLERK - COLLECTION	.00	4,185.54	4,363.00 177.46	95.93
600-63110-00-0000	OVERTIME	.00	1,218.59	636.00 ( 582.59)	191.60
600-63112-63-0000	PAID LEAVE - COLLECTION	.00	3,000.55	.00 ( 3,000.55)	.00
600-63113-63-0000	COMP TIME USED	( 4.00)	( 4.00)	.00 4.00	.00
600-63115-00-0000	RETIREMENT	.00	2,648.08	2,385.00 ( 263.08)	111.03
600-63120-00-0000	SOCIAL SECURITY	.00	3,144.28	2,607.00 ( 537.28)	120.61
600-63125-00-0000	INSURANCE, MEDICAL	.00	12,739.85	6,890.00 ( 5,849.85)	184.90
600-63130-00-0000	INSURANCE, DENTAL	.00	718.45	542.00 ( 176.45)	132.56
600-63135-00-0000	INSURANCE, DISABILITY	.00	332.56	271.00 ( 61.56)	122.72
600-63140-00-0000	INSURANCE, GROUP LIFE	.00	126.71	76.00 ( 50.71)	166.72
600-63145-00-0000	INSURANCE, WORK COMP	.00	1,444.98	1,583.00 138.02	91.28
600-63190-00-0000	BENEFIT FEES AND PENALTIES	.00	33.73	5.00 ( 28.73)	674.60
600-63191-00-0000	VILLAGE CLERK REIMBURSEMENT	.00	.00	( 186.00)	.00
600-63193-00-0000	TKH CLERK REIMBURSEMENT	.00	.00	( 149.00)	.00
600-63195-00-0000	TIF BSD REIMBURSEMENT	.00	( 2,765.40)	( 1,225.00)	( 225.75)
	PERSONNEL	( 4.00)	57,155.08	46,869.00 ( 10,286.08)	121.95
600-63201-00-0000	TRAVEL/TRAINING - COLLECTION	.00	133.85	250.00 116.15	53.54
600-63210-00-0000	EXPENSE ALLOWANCE/MEALS	.00	.00	50.00 50.00	.00
600-63215-00-0000	UNIFORMS & CLOTHING	.00	251.46	220.00 ( 31.46)	114.30
	INDIRECT EMPLOYEE	.00	385.31	520.00 134.69	74.10
600-63330-00-0000	ELECTRIC POWER	.00	4,495.86	4,200.00 ( 295.86)	107.04
600-63335-00-0000	FUEL	.00	.00	150.00 150.00	.00
600-63365-00-0000	CELLPHONES	.00	195.16	200.00 4.84	97.58
600-63370-00-0000	INTERNET	.00	187.08	200.00 12.92	93.54
600-63375-00-0000	TELEMETRY	.00	381.12	400.00 18.88	95.28
	UTILITY COSTS	.00	5,259.22	5,150.00 ( 109.22)	102.12

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**COLLECTION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-63401-00-0000 OFFICE SUPPLIES & EXP.	.00	177.98	200.00	22.02	88.99
600-63405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	73.41	150.00	76.59	48.94
600-63410-00-0000 PRINTING & COPYING	.00	428.39	400.00 (	28.39)	107.10
600-63415-00-0000 POSTAGE & SHIPPING	.00	346.97	450.00	103.03	77.10
600-63420-00-0000 DUES & PUBLICATIONS	.00	30.42	50.00	19.58	60.84
600-63425-00-0000 MAPS	.00	7.50	.00 (	7.50)	.00
600-63430-00-0000 CUSTODIAL SUPPLIES	.00	37.45	25.00 (	12.45)	149.80
600-63440-00-0000 MEDICAL/SAFETY SUPPLIES	.00	178.98	150.00 (	28.98)	119.32
600-63450-00-0000 PARTS & SUPPLIES	125.00	45.87	600.00	554.13	7.64
600-63460-00-0000 TOOLS/MINOR EQUIPMENT	.00	116.68	500.00	383.32	23.34
600-63465-00-0000 CHEMICALS	.00	4,788.85	5,500.00	711.15	87.07
600-63490-00-0000 MISC. SEWER OPERATING SUPPLIES	2,300.00	2,300.00	2,000.00 (	300.00)	115.00
600-63495-00-0000 MISC. OTHER SUPPLIES	.00	105.46	500.00	394.54	21.09
<b>SUPPLIES</b>	<b>2,425.00</b>	<b>8,637.98</b>	<b>10,525.00</b>	<b>1,887.04</b>	<b>82.07</b>
600-63501-00-0000 AUDIT	.00	1,082.25	1,300.00	217.75	83.25
600-63502-00-0000 ACCOUNTING/SOFTWARE SUPPORT	.00	352.90	735.00	382.10	48.01
600-63504-00-0000 INFORMATION TECHNOLOGY	.00	157.07	65.00 (	92.07)	241.65
600-63505-00-0000 ENGINEERING	.00	3,965.00	.00 (	3,965.00)	.00
600-63509-00-0000 LOCATING	.00	117.97	.00 (	117.97)	.00
600-63510-00-0000 CONSULTING	.00	174.83	3,000.00	2,825.17	5.83
600-63515-00-0000 LEGAL SERVICES	.00	367.98	20,000.00	19,632.02	1.84
600-63525-00-0000 PROPERTY/LIABILITY INS.	.00	2,944.28	3,800.00	855.72	77.48
600-63530-00-0000 LEGAL NOTICES & ADS	.00	.00	200.00	200.00	.00
600-63554-00-0000 LAWN MAINTENANCE	.00	342.65	1,200.00	857.35	28.55
600-63595-00-0000 MISC. OTHER SERVICES	.00	464.61	100.00 (	364.61)	464.61
<b>SERVICES</b>	<b>.00</b>	<b>9,969.54</b>	<b>30,400.00</b>	<b>20,430.46</b>	<b>32.79</b>
600-63601-00-0000 OFFICE EQUIPMENT	.00	21.79	50.00	28.21	43.58
600-63605-00-0000 COMPUTER MAINTENANCE	.00	.00	50.00	50.00	.00
600-63630-00-0000 SEWER SYSTEM MAINTENANCE	.00	11,621.95	15,000.00	3,378.05	77.48
600-63635-00-0000 LIFT STATION/FORCE MAIN MAINT.	.00	14,295.87	22,700.00	8,404.13	62.98
<b>MAINTENANCE</b>	<b>.00</b>	<b>25,939.61</b>	<b>37,800.00</b>	<b>11,860.39</b>	<b>68.62</b>
600-63701-00-0000 VEHICLE MAINTENANCE	.00	355.66	375.00	19.34	94.84
600-63705-00-0000 EQUIPMENT MAINTENANCE	.00	378.24	500.00	121.76	75.65
600-63710-00-0000 VEHICLE GAS/OIL/FLUIDS	.00	748.83	1,000.00	251.17	74.88
600-63715-00-0000 EQUIPMENT GAS/OIL/FLUIDS	.00	159.70	500.00	340.30	31.94
<b>VEHICLES AND EQUIPMENT</b>	<b>.00</b>	<b>1,642.43</b>	<b>2,375.00</b>	<b>732.57</b>	<b>69.15</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2014**

**COLLECTION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
600-63930-00-0000 BANK FEES & FINANCE CHARGES	.00	76.69	100.00	23.31	76.69
600-63950-00-0000 MISCELLANEOUS OTHER EXP	.00	5.55	.00	( 5.55 )	.00
600-63971-00-0000 DEPRECIATION EXP - COLLECTION	270.00	67,290.00	65,457.00	( 1,833.00 )	102.80
600-63986-00-0000 INTEREST ON LONG-TERM DEBT - C	.00	11,935.32	12,050.00	114.68	99.05
<b>MISCELLANEOUS</b>	<b>270.00</b>	<b>79,307.56</b>	<b>77,607.00</b>	<b>( 1,700.56 )</b>	<b>102.19</b>
<b>TOTAL COLLECTION EXPENDITURES</b>	<b>2,691.00</b>	<b>188,296.71</b>	<b>211,246.00</b>	<b>22,949.29</b>	<b>89.14</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>22,926.50</b>	<b>75,611.42</b>	<b>33,639.00</b>	<b>( 3,926.16 )</b>	<b>224.77</b>

In Sister Bay, our water is tested frequently throughout the year to ensure that it meets or exceeds water quality standards.

We are proud to report our record of safe and clean water annually in this

## Consumer Confidence Report (CCR)

# 14

## Village of Sister Bay Annual Drinking Water Quality 2015 Report

### Health Information

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Sister Bay Waterworks is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking and cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

### Educational Information

The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff and septic systems.
- Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

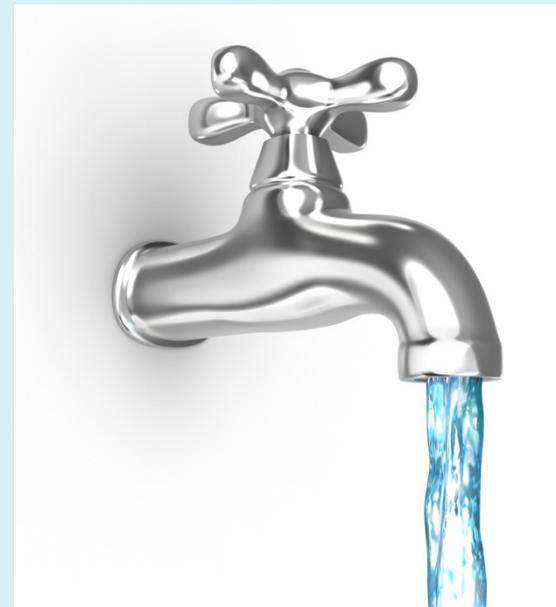
Our water system did not monitor our water for cryptosporidium or radon during 2014. We are not required by State or Federal drinking water regulations to do so.

### Source(s) of Water

Source id	Source	Depth (in feet)	Status
1	Groundwater	208	Active
2	Groundwater	305	Active
3	Groundwater	262	Active

If you would like to know more about the information contained in this report, or to obtain a summary of the source water assessment please contact Steve Jacobson, Superintendent at 920-854-2246.

The Utility Committees meets quarterly at the Village of Sister Bay Fire Station. The Village Board meets the 3<sup>rd</sup> Tuesday of every month.



**Detected Contaminants**

Your water was tested for many contaminants last year. We are allowed to monitor for some contaminants less frequently than once a year. The following tables list only those contaminants which were detected in your water. If a contaminant was detected last year, it will appear in the following tables without a sample date. If the contaminant was not monitored last year, but was detected within the last 5 years, it will appear in the tables below along with the sample date.

SELENIUM (ppb)	50	50	3	nd-3	03/22/2011	No	Discharge from petroleum and metal refineries; Erosion of natural deposits; Discharge from mines
SODIUM (ppm)	n/a	n/a	24.00	3.50- 24.00		No	n/a

**Disinfection Byproducts**

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2012)	Violation	Typical Source of Contaminant
TTHM (ppb)	80	0	3.4	3.4		No	By-product of drinking water chlorination
HAAS (ppb)	60	60	2	2		No	By-product of drinking water chlorination

**Radioactive Contaminants**

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2012)	Violation	Typical Source of Contaminant
GROSS ALPHA, EXCL. R & U (Pc/L)	15	0	4.0	0.0- 4.0		No	Erosion of natural deposits
RADIUM, (226 + 228) (pCi/l)	5	0	4.0	1.4- 4.0		No	Erosion of natural deposits
GROSS ALPHA, INCL. R & U (n/a)	n/a	n/a	4.0	0.0- 4.0		No	Erosion of natural deposits

**Inorganic Contaminants**

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2012)	Violation	Typical Source of Contaminant
BARIUM (ppm)	2	2	.051	.048- .051		No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
COPPER (ppm)	AL=1.3	1.3	.6000	0 of 10 results were above the action level.		No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
FLUORIDE (ppm)	4	4	.5	.4- .5		No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
LEAD (ppb)	AL=15	0	3.60	0 of 10 results were above the action level.		No	Corrosion of household plumbing systems; Erosion of natural deposits
NICKEL (ppb)	100	1.0000	.78000- 1.0000			No	Nickel occurs naturally in soils, ground water and surface waters and is often used in electroplating, stainless steel and alloy products.
NITRATE (NO3-N) (ppm)	10	10	1.90	1.40- 1.90		No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

**Definition of Terms**

Term	Definition
AL	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
MCL	Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MFL	million fibers per liter
MRDL	Maximum Residual Disinfectant Level: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG	Maximum Residual Disinfectant Level Goal: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
mrem/year	millirems per year (a measure of radiation absorbed by the body)
ND	Non-Detects: indicates that the constituent is not present.
NTU	Nephelometric Turbidity Units
pCi/l	picocuries per liter (a measure of radioactivity)
ppm	parts per million, or milligrams per liter (mg/l)
ppb	parts per billion, or micrograms per liter (ug/l)
ppt	parts per trillion, or nanograms per liter
ppq	parts per quadrillion, or picograms per liter
TCR	Total Coliform Rule
TT	Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.



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**INTEROFFICE MEMORANDUM**

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**TO:** RANDY NESBITT  
**FROM:** AMY SULLIVAN  
**SUBJECT:** VILLAGE OF SISTER BAY - IMPACT FEES  
**DATE:** 4/10/2015

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This memo addresses whether or not the Village of Sister Bay has the flexibility to redirect impact fees collected for Water Tower and System Improvements to some other sort of water system, such as booster pumps, underground storage or a well.

1. **Authority to Collect and Spend Impact Fees**

Wis. Stat. § 66.0617 provides that municipalities may enact ordinances that impose impact fees on developers to pay for capital costs that are necessary to accommodate land development. Village of Sister Bay Ordinance § 62.28(b) provides for an impact fee for “Water Tower and System improvements.” In September 2005, the Village completed a Public Facilities Needs Assessment for Water Tower and System Improvement Impact, pursuant to § 66.0617(4).

Impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded. Wis. Stat. § 66.0617(8).

2. **Flexibility of Municipality in Spending Impact Fees**

There is one Wisconsin appeals court case, *Metropolitan Builder’s Ass’n of Greater Milwaukee v. Village of Germantown*, 2005 WI App 458, which addresses a municipality’s flexibility in spending impact fees.

The Village of Germantown resolved to prepare a preliminary study of potential impact fees to defray expenditures required for capital improvements. One category that the Village contemplated such a fee was a recreational facility, possibly including a municipal swimming pool. Additionally, the Village’s Swimming Pool Ad Hoc Advisory Committee began to explore the feasibility and costs of constructing an aquatic facility. The total park and recreation impact fees came to \$613.32 per residential unit, and \$188.81 represented the portion attributable to the Aquatic Center/Youth Center.

The Village responded with an impact fees ordinance that adopted the Needs Assessment’s park and recreation impact fee. The Needs Assessment estimated the costs of a swimming pool or aquatic center.

In 2002, the Village began to explore other ideas for the proposed aquatic or youth center. The Village proposed a spray ground, which is essentially a playground with giant water sprinklers. The Metropolitan Builder's Association challenged this alternative use of the fees. The Association alleged that the funds could only be for a swimming pool, while the Village contended that it merely intended to raise funds for a specific category of facility, an aquatic or youth recreational facility, and intended to work out the particular details later.

The court first looked to the plain language of the ordinance and determined that the plain language did not unequivocally favor either construction. *Id.* at ¶ 29. The ordinance did not mention either aquatic/youth facilities generally or swimming pools in particular; rather the fee was imposed for "parks, playgrounds and other recreational facilities." Because the ordinance was ambiguous, the court looked to the 1995 Needs Assessment.

The court found that the Needs Assessment revealed that the Village intended to impose impact fees not for a specific facility but rather for a specific *kind* of facility, namely one devoted to youth or aquatic entertainment. The court found that the swimming pool was entertained as an idea, but it was merely considered as an obvious and likely choice among other choices, some perhaps yet to be contemplated.

The court then considered the ordinance against the legislative backdrop of § 66.0617, emphasizing that the ordinance shall specify the *type* of public facility, and that the fees must be based on actual capital costs or reasonable estimates of capital costs. The court interpreted the statutes to allow a municipality to impose impact fees for a general *type* of facility, such as an aquatic or youth center, without committing itself to any particular proposal before charging the fees.

Finally, the court held that "in order to effectively pursue this goal of providing new facilities to accommodate growth, a municipality must be allowed flexibility to deal with the contingencies inherent in such planning." The court focused on the statute which only requires impact fees ordinances to specify the *type* of facility for which they impose the fees.

The court held that a spray ground falls within the broad "Aquatic Center/Youth Center" language in the Needs Assessment on which the Village based its impact fees ordinance.

### 3. **Application of Case to Village of Sister Bay**

The Village of Sister Bay Ordinance can be factually distinguished from the ordinance in *Metropolitan Builder's Association*. The Village of Sister Bay specifically chose a water tower as their project. They did not specify that the impact fees were for the general *type* of facility that would solve water management problems. They instead

named the specific project that they wished to do. This level of specificity was not required by the statute.

Even if the statute is ambiguous, the Needs Assessment Plan uses the same level of specificity. The Needs Assessment Plan expressly states that the purpose is “to determine the water tower and system improvements needs for land developments.” This level of specificity likely prohibits the Village from abandoning the water tower for a different plan. Unlike the pool, which was just one contemplated capital improvement, the water tower appears to be the only capital improvement, along with the necessary system improvements, for which the impact fee was collected.

The definition of “system improvements” is difficult to ascertain from the Needs Assessment Plan because it refers to a 2000 Water System report. Terry Stebor at Robert E. Lee told me that the system improvements would mean those required as a result of the water tower.

Although *Metropolitan Builder’s Association* indicates that municipalities have flexibility in the type of systems they build, the factual distinctions between that case and the Village’s ordinance make it difficult to apply those holdings to the Village’s ordinance. With no other case law to rely on, it is very possible that if the Village were to build a different water facility than a water tower, they would be in violation of Wis. Stat. § 66.0617(8).

#### 4. **Amending the Impact Fee**

There is a procedure for amending the impact fee. Wis. Stat. § 66.0617(3) requires a public hearing and a revised needs assessment before amending an existing ordinance that imposes impact fees.

I assume, although was unable to confirm, that the municipality would not need to refund the already collected impact fees after the amendment. The statute is silent about impact fees collected prior to an amendment, and I found no case law which interprets the statute.

**Martha Baker**

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**From:** Steve Jacobson  
**Sent:** Friday, April 10, 2015 6:18 AM  
**To:** UtilityClerk  
**Subject:** FW: Impact Fees

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**From:** Steve Jacobson  
**Sent:** Thursday, April 09, 2015 12:15 PM  
**To:** Zeke Jackson  
**Subject:** RE: Impact Fees

I believe we should give three options to the committee based on Randy's opinion.

1. Build the water tower as designed. ( Note: supply the pages from the CUPAC study that details the need.)
2. Decide to postpone building it right now. That, I would think, would require us to refund money's starting in 2016 or 2017 that have been collected too long and continue to do the refunding on a year by year basis until the tower is built. Will need to provide the number of housing units to be built soon to confirm the need.
3. Decide not to build anything and refund everything and start a new Impact Fee based on a broader definition of need for the future. This is may leave the Utility in a water supply shortage if construction proceeds as anticipated and then it will impact water rates because we gave away funds that we had for the project.

Your thoughts, Steve J.

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**From:** Zeke Jackson  
**Sent:** Thursday, April 09, 2015 10:11 AM  
**To:** Steve Jacobson  
**Subject:** FW: Impact Fees

Steve,

Randy's opinion on the impact fees. Please review and let me know your thoughts.

Thanks,

Zeke Jackson  
 Village Administrator  
 Village of Sister Bay, WI  
 920-854-4118

Open Meetings Disclaimer: The email above contains the thoughts, opinions, and commentary of the author alone. It is intended as a one-way transmission of a thought, idea, or information related to my role as a municipal official or issues within the municipality, but is not intended to serve as an invitation for reply, rebuttal, discussion, debate or responsive commentary. Please do not respond to this email, unless specifically requested to do so above, as it is the author's intention to utilize the informality and convenience of this electronic message while simultaneously avoiding any and all violations of the Wisconsin Open Meeting Law contained in Section 19.81 of the Wisconsin Statutes or elsewhere within Wisconsin law, as applicable to this municipality as described in 66 Op. Attorney General 237 (1977). Specifically, there is no intention on the part of the author to engage in or foster any governmental business as defined in State ex. rel. Newspapers v. Showers, 398 N.W.2d 154 (Wis.1987). You are specifically requested to refrain from forwarding or replying to all with regard to its contents, so as to avoid the possible walking quorum proscriptions, including those considered in State ex. rel. Lynch v. Conta 239 N.W.2d 313 (Wis. 1976). It is the author's motive and intent to comply with the overriding policy of the open meeting law - to ensure public access to information about governmental affairs.

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**From:** Nesbitt, Randy J [<mailto:RNesbitt@pinkertlawfirm.com>]  
**Sent:** Tuesday, April 07, 2015 4:37 PM

**To:** Zeke Jackson  
**Cc:** Janal Suppanz  
**Subject:** Impact Fees

Good Afternoon Zeke & Janal,

Zeke had asked that I forward the memo on impact fees that we had discussed some time ago. Atty. Amy Sullivan of our office did the research on this.

*Randy Nesbitt*

Pinkert Law Firm LLP  
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# 2014 SURVEY RESULTS

Population	Average Years of Experience
0-1500	15
1500-3000	15
3001-5000	19
5001-10,000	16
Over 10,000	20

All Numbers above include Clerks/Office, Operators/Laborers, DPW/Superintendents/Foreman

## Benefits Survey (by system size)

Clerks/Office													
Population	Medical	Dental	Eye	Life	Disability	Retirement	Overtime	Comp Time	On-Call	Vacation	Holiday	Longevity	Clothing
0-1500	73%	24%	14%	46%	35%	84%	59%	35%	5%	92%	89%	11%	14%
1501-3000	100%	53%	29%	65%	76%	100%	47%	53%	6%	100%	94%	24%	18%
3001-5000	100%	33%	8%	75%	75%	92%	42%	8%	0%	83%	92%	25%	17%
5001-10,000	100%	100%	60%	100%	90%	100%	80%	80%	0%	100%	100%	10%	0%
Over 10,000	83%	67%	33%	83%	67%	100%	17%	83%	0%	83%	100%	33%	0%

Operators/Laborers													
Population	Medical	Dental	Eye	Life	Disability	Retirement	Overtime	Comp Time	On-Call	Vacation	Holiday	Longevity	Clothing
0-1500	68%	32%	22%	34%	29%	85%	63%	49%	27%	83%	78%	7%	54%
1501-3000	100%	44%	24%	84%	60%	96%	100%	76%	40%	96%	96%	20%	92%
3001-5000	100%	29%	24%	94%	88%	100%	100%	71%	41%	88%	88%	47%	82%
5001-10,000	94%	75%	50%	94%	75%	100%	94%	88%	50%	100%	94%	25%	81%
Over 10,000	100%	82%	18%	82%	53%	94%	88%	65%	71%	88%	88%	24%	53%

DPW/Superintendent/Foreman													
Population	Medical	Dental	Eye	Life	Disability	Retirement	Overtime	Comp Time	On-Call	Vacation	Holiday	Longevity	Clothing
0-1500	81%	39%	19%	51%	37%	84%	61%	53%	23%	98%	96%	16%	63%
1501-3000	97%	62%	34%	69%	55%	97%	66%	59%	28%	93%	93%	28%	66%
3001-5000	95%	45%	35%	70%	55%	100%	45%	65%	20%	100%	90%	35%	65%
5001-10,000	96%	70%	52%	91%	65%	91%	30%	70%	26%	91%	100%	4%	61%
Over 10,000	96%	75%	25%	79%	58%	83%	13%	33%	17%	92%	92%	42%	46%

# 2014 SURVEY RESULTS

## CLERKS/OFFICE

	Low	Average	High
<i>0 - 1500 (population)</i>			
<b>Statewide</b>	9.88	17.44	25.00
<i>1501 - 3000 (population)</i>			
<b>Statewide</b>	14.50	29.21	43.92
<i>3001 - 5000 (population)</i>			
<b>Statewide</b>	14.42	29.45	44.47
<i>5001 - 10,000 (population)</i>			
<b>Statewide</b>	17.66	30.47	43.27
<i>Over 10,000 (population)</i>			
<b>Statewide</b>	13.12	27.39	41.65

## DPW/SUPERINTENDENT/FOREMAN

	Low	Average	High
<i>0 - 1500 (population)</i>			
<b>Statewide</b>	15.00	27.17	39.34
<i>1501 - 3000 (population)</i>			
<b>Statewide</b>	10.25	20.94	31.63
<i>3001 - 5000 (population)</i>			
<b>Statewide</b>	20.82	29.95	39.07
<i>5001 - 10,000 (population)</i>			
<b>Statewide</b>	25.00	36.54	48.08
<i>Over 10,000 (population)</i>			
<b>Statewide</b>	23.61	40.20	56.78

## OPERATORS/LABORERS

	Low	Average	High
<i>0 - 1500 (population)</i>			
<b>Statewide</b>	9.13	23.32	37.50
<i>1501 - 3000 (population)</i>			
<b>Statewide</b>	10.25	17.63	25.00
<i>3001 - 5000 (population)</i>			
<b>Statewide</b>	15.62	24.19	32.75
<i>5001 - 10,000 (population)</i>			
<b>Statewide</b>	16.66	22.83	29.00
<i>Over 10,000 (population)</i>			
<b>Statewide</b>	22.02	29.10	36.18

**DOOR COUNTY**  
 Wage Comparability Analysis Worksheet

Survey	Survey Job	Demographic	# ER's	#EE's	Median	Aged	Weight	Weighted	
Profit									
ERI 2013	Accounting Clerk	Marinette, All Industries	N/A	N/A	16.49	16.98	0.05	0.85	
CompData M&D 2013	Accounting Clerk II (Senior)	200-500 FTEs	45	66	19.44	20.02	0.10	2.00	
WI OES 2012	Bookkeeping, Accounting, & Auditing (Statewide)		N/A	31,470	16.62	17.62	0.10	1.76	
Non-Profit									
ERI 2013	Accounting Clerk	Marinette, Govt. Support Services	N/A	N/A	15.99	16.47	0.05	0.82	
Non Profit Times 2012	Accounting Clerk	\$50M+ Operating Budget	21	6	17.31	18.35	0.10	1.63	
County/State									
Waupaca County	Treasurer's Clerk	Waupaca County	N/A	N/A	17.73	17.73	0.20	3.55	
Marinette County	Deputy Treasurer	Marinette County	N/A	N/A	16.45	16.45	0.20	3.29	
Oconto County	Deputy Treasurer	Oconto County	N/A	N/A	21.11	21.11	0.20	4.22	
*Average data used in the absence of the median								Hourly Weighted	18.33
								Annual Weighted	\$38,126

Market Analysis Range:	
Annual	Hourly
Minimum	\$14.66
Mid-Point	\$18.33
Maximum	\$22.00

Data is depicted as wages based on 2080 hours worked per year. This is base wage information only. No bonus or other perks are included.

**DOOR COUNTY**  
Wage Comparability Analysis Worksheet

Survey	Survey Job	Demographic	# ER's	#EE's	Median	Aged	Weight	Weighted
Profit								
ERI 2013	Executive Assistant	Marinette, All Industries	N/A	N/A	28.86	29.73	0.10	2.97
CompData M&D 2013	Administrative Assistant I	200-499 FTEs	67	160	17.04	17.04	0.10	1.70
WI OES 2012	Secretaries & Administrative Assistant	Statewide	N/A	N/A	16.21	17.18	0.10	1.72
Non-Profit								
Non Profit Times 2012	Administrative Assistant, Intermediate	\$50M+ Operating Budget	20	23	17.14	18.17	0.10	1.82
ERI 2013	Administrative Assistant	Marinette, Govt. Support Services	N/A	N/A	25.53	26.30	0.10	2.63
County/State								
Oconto County	Administrative Assistant	Oconto County	N/A	N/A	20.34	20.34	0.15	3.05
Marinette County	Legal/Executive Secretary	Marinette County	N/A	N/A	20.12	20.12	0.15	3.02
Waupaca County	Secretary	Waupaca County	N/A	N/A	17.73	17.73	0.10	1.77
State of Wisconsin	Administrative Support Assistant	Statewide	N/A	N/A	22.40	23.52	0.10	2.35
*Average data used in the absence of the median								
Hourly Weighted							1.00	21.04
Annual Weighted								\$43,763

Market Analysis Range:		
	Annual	Hourly
Minimum	\$35,011	\$16.83
Mid-Point	\$43,763	\$21.04
Maximum	\$52,516	\$25.25

Data is depicted as wages based on 2080 hours worked per year.  
This is base wage information only. No bonus or other perks are included.

**DOOR COUNTY**  
Wage Comparability Analysis Worksheet

Assistant Finance Director									
Survey	Survey Job	Demographic	# ER's	#EE's	Median	Aged	Weight	Weighted	
Profit									
ERI 2013	Accounting Supervisor	Mainette, All Industries	N/A	N/A	28.86	29.73	0.15	4.46	
CompData M&D 2013	Accounts Payables/Receivable Manager	All Respondents	35	44	37.45	38.57	0.00	0.00	
Non-Profit									
ERI 2013	Accounting Supervisor	Mainette, Govt. Support Services	N/A	N/A	25.22	25.98	0.15	3.90	
Non Profit Times 2012	Accounts Receivable Manager/Supervisor	\$50M+ Operating Budget	13	1	28.13	29.82	0.15	4.47	
Non Profit Times 2012	Accounts Payable Manager/Supervisor	\$50M+ Operating Budget	18	1	28.40	30.10	0.10	3.01	
County/State									
Mainette County	Assistant Finance Director	Mainette County	N/A	N/A	29.42	29.42	0.15	4.41	
Waupaca County	Assistant Finance Director	Waupaca County	N/A	N/A	32.13	32.13	0.15	4.82	
Oconto County	Deputy Finance Director	Oconto County	N/A	N/A	27.04	27.04	0.15	4.06	
*Average data used in the absence of the median							Hourly Weighted	1.00	29.13
							Annual Weighted		\$60,590

Market Analysis Range:	
	Hourly
Minimum	\$48,472
Mid-Point	\$60,590
Maximum	\$72,708

Data is depicted as wages based on 2080 hours worked per year. This is base wage information only. No bonus or other perks are included.

**DOOR COUNTY**

Wage Comparability Analysis Worksheet

Survey	Survey Job	Demographic	# ER's	#EE's	Median	Aged	Weight	Weighted	
<b>Profit</b>									
CompData M&D 2013	Finance Director	200-500 FTEs	16	19	62.42	64.29	0.00	0.00	
ERI 2013	Accounting Director	Marinette, All Industries	N/A	N/A	55.22	56.88	0.10	5.69	
<b>Non-Profit</b>									
ERI 2013	Accounting Director	Marinette, Govt. Support Services	N/A	N/A	40.84	42.07	0.10	4.21	
Non Profit Times 2012	Director of Finance	\$50M+ Operating Budget	13	1	50.48	53.51	0.10	5.35	
ERI 2013									
Marinette County	Finance Director	Marinette County	N/A	N/A	36.99	36.99	0.20	7.40	
Oconto County	Finance Director	Oconto County	N/A	N/A	38.62	38.62	0.20	7.72	
Waupaca County	Finance Director	Waupaca County	N/A	N/A	43.60	43.60	0.20	8.72	
State of Wisconsin	Capital Finance Director	Statewide	N/A	N/A	36.34	36.16	0.10	3.82	
*Average data used in the absence of the median							Hourly Weighted	1.00	42.90
							Annual Weighted		\$89,232

Market Analysis Range:	
	Hourly
Annual	\$34.32
Minimum	\$71,388
Mid-Point	\$89,232
Maximum	\$107,078

Data is depicted as wages based on 2080 hours worked per year. This is base wage information only. No bonus or other perks are included.