

JOINT MEETING OF THE WATER, SEWER COLLECTION, AND STORMSEWER COMMITTEE WITH THE WASTEWATER TREATMENT PLANT COMMITTEE

Tuesday, September 6, 2016 7:45 A.M.

Sister Bay Wastewater Treatment Plant

2124 Autumn Court

For additional information check: www.sisterbaywi.gov

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	Denise Bhirdo			<i>Village Administrator – Zeke Jackson</i>	
	<i>Utilities Manager – Mike Schell</i>			<i>Utilities Supervisor – Dave Alberts</i>	
	<i>Utilities Clerk-Stacy Bell</i>				

Members of the WWTP Committee: Hugh Mullikan, Fred Anderson, Peter Sauer

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

Discussion Items

1. Consider a motion to discuss the following items in the 2017 budget:
 - Water System
 - WWTP
 - Wastewater Collection System
 - Utilities CIP
 - Stormsewer System
2. Review of preliminary engineering work on the Braun Redevelopment Site; consider a motion to take plans to bid and recommend construction begin as soon as an acceptable low bid be received.
3. Director’s Report
4. Report on Quarterly Billing Status
5. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes, Section 19.85(1)(c) to discuss personnel and employee benefits.
6. Consider a motion to reconvene into Open Session.
7. Consider a motion to take action, if required.
8. 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 **WATER, SEWER COLLECTION AND STORM SEWER**
2 **COMMITTEE MEETING MINUTES**
3 **TUESDAY, AUGUST 9, 2016**
4 **SISTER BAY WASTEWATER TREATMENT PLANT - 2124 AUTUMN COURT**
5 **(APPROVAL PENDING)**
6

7 The August 9, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer
8 Collection and Storm Sewer Committee were called to order by Committee Chair Pat Duffy at
9 7:33 A.M.

10
11 **Present:** Committee Chair Pat Duffy, and Members Scott Baker, Denise Bhirdo, and Hugh
12 Mulliken.

13
14 **Staff Members:** Utility Manager Mike Schell, Village Administrator Zeke Jackson and Utility
15 Clerk Anastasia Bell.

16
17 **Excused:** Utility Supervisor Dave Alberts, and Fred Anderson
18

19 *A motion was made by Duffy seconded by Baker, that the August 9, 2016 meeting of the Water, Sewer*
20 *Collection and Storm Sewer Committee be recessed until such time as the meeting of the Utilities*
21 *(WWTP) Committee has been adjourned. Motion carried – All ayes.*
22

23 *At 7:46 A.M. a motion was made by Mulliken, seconded by Baker, that the August 9,*
24 *2016 meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all*
25 *Ayes.*
26

27 *The members of the Water, Sewer Collection and Storm Sewer Committee immediately reconvened, and*
28 *their meeting was called back to order at 7:47 A.M.*
29

30 **Approval of the Agenda for the August 9, 2016 Water, Sewer Collection and Storm Sewer**
31 **Committee Meeting:**

32 *A motion was made by Baker, seconded by Bhirdo, that the Agenda for the August 9, 2016 meeting of the*
33 *Water, Sewer Collection and Storm Sewer Committee be approved as presented. Motion carried – All*
34 *ayes.*
35

36 **Approval of the May 17, 2016 meeting minutes:**

37 Minutes are to be amended to show that Baker did not make and second the motion on page 5,
38 line 16; Baker made the motion and it was seconded by Enquist.
39

40 *A motion was made by Baker, seconded by Duffy, to approve the minutes for the May 17, 2016 meeting of*
41 *the Water, Sewer Collection and Storm Sewer Committee as amended. Motion carried – with Bhirdo*
42 *abstaining.*
43

44 **Public Comments and Correspondence**

45 Duffy noted that no correspondence had been received and asked if anyone wished to address a
46 non-agenda item. No one responded.
47

1 **Discussion Items**

2 **1. Water System Related:**

3 **a. Fix broken Hydrant #45**

4 Schell reported that the repair costs for Hydrant #45 are a loss as the driver who struck it did
5 not have a license claimed he was not his vehicle; police believe he is now in Texas. Basically,
6 it's not worth the hassle of filing an insurance claim and trying to track the driver down for a
7 payment.

8
9 **b. CCR**

10 Wendy Anderson, DNR representative, is happy with our results included in the packet.
11 Violations published deal with private wells within the system. The violations have been
12 addressed and will be removed next year as many had to do with improper record keeping
13 practices. The DNR currently controls issuance of permits.

14
15 **c. Liberty Grove Pressure Updates**

16 Discussed in WWTP meeting; it's still a work in progress.

17
18 **d. Water Meter Exchanges**

19 **(i) 1293 accounts: 724 auto read, 569 manual read**

20 We continue to exchange meters; currently 100-125 per year. It would cost \$200,000.00 to
21 exchange the remaining manual meters this year and we would only save 30 hours of labor over
22 the year. Schell would like to have the exchange process done in 2-3 years. The cost is high due
23 to the need to purchase transmitters as well as meters.

24
25 Duffy asked if a low interest loan would be a possibility as the labor cost savings could offset
26 the interest. Zeke explained the need for an additional person to exchange meters. Parks
27 employees may be available in the winter, but that is not the ideal meter exchange time in our
28 community. Also, the need for that an additional person would eliminate any possible cost
29 savings. Schell explained that the nature of our community requires appointments, which may
30 also increase the exchange timeline.

31
32 **e. Hydrant Maintenance**

33 Annual maintenance was completed in May and June. Main valves will be turned in the near
34 future.

35
36 **f. 5 year Inspection due on Jungwirth Ct. Tower**

37 The quote was signed in February but the DNR needed to clarify how far the tank would need
38 to be emptied for testing. They eventually decided that it was ok to only draw the tank down
39 half way as it has been done in the past.

40
41 Schell clarified that it is not time for the tower to be painted yet. He also explained there are
42 other ways to inspect the tower, but they are more expensive.

43
44 **2. Collection System Related**

45 **a. Bioxide feed system update**

1 We're in full swing and have had a couple odor complaints.

2

3 **b. Odor Complaints**

4 **(i) The Zielke's filed Two Odor Complaints**

5 The first complaint involved a man hole with open pick holes; oakum was put in the holes and
6 this resolved the odor. The Zielke's think the odor is our problem, but our engineers disagree
7 plumber has identified other issues which may be contributing to the odor on their property.

8

9 Charcoal filters would absorb the smell, but they need to be removed in the winter due to
10 moisture and freezing potential.

11

12 Schell explained that the Bioxide causes items to be removed from the system which is proving
13 to cause other problems, such as grease build-up. The bioxide is currently off because it took
14 eight hours to remove the grease in the lift station yesterday. The grease is causing high level
15 alarms within the system.

16

17 Septage haulers going through downtown also cause odors that lead to unavoidable
18 complaints. Schell explained that alternative routes are not realistic for our area; it's a short-
19 term odor that is more of a perception issue.

20

21 **(ii) On Deck 07/20/2016**

22 This complaint involved open pick holes and was resolved when they were filled with oakum

23

24 **c. Great Lakes Cleaning and TV Project and associated repairs:**

25 The DNR wants 25% of entire system tested each year; we're currently on a 10 year plan (10%
26 each year). Jackson explained that our soil type doesn't promote pipe erosion and the DNR has
27 created a "one size fits all" plan.

28

29 This year's inspection discovered that sump pump water from one residence was being
30 pumped into the sewer system. The owner was billed for the investigation and repair costs but
31 was not billed for usage due to the undetermined time of occurrence. It is more important that
32 the issue has been resolved.

33

34 All other required repairs were our responsibility because they were between the main and the
35 curbstop. Televising costs \$13,000.00 for 10%. We saved 100 gallons per minute with repairs.
36 Bhirdo asked if there was a way to increase from the 10% that wouldn't be as drastic, maybe up
37 to 15%. Schell explained that there is a reasonable assurance that little change occurs during 10
38 years. Jackson explained that it may not be an advantage for us due to the soil type and
39 minimal impact on the pipes. Most common repairs are due to the pipes being along the
40 bedrock and the ground settling as time goes on.

41

42 Duffy confirmed that the plan is to continue "as is" until the DNR makes more aggressive
43 regulations. Schell feels we could increase our current percentage a little to decrease the impact
44 when the DNR changes their requirements.

45

1 **d. MHS Raised on Beach Road**

2 When Beach road was paved, Liberty Grove paid for all the parts and labor to raise all the
3 manholes and main valves. The Village assisted minimally, but it was done correctly.
4

5 **e. Pheasant Park LS/Mission Alarm**

6 Schell explained that we currently have 3 lift stations that rely on someone to call when a red
7 light blinks; it has been this way since installation. It is costly to connect to our current system.
8 We have tried a cellular Mission Alarm System for one of these locations. This system prevents
9 pump-burn outs because the alarm signals when the problem starts instead of when a person
10 notices the red light.
11

12 Estimated costs are \$3000.00 per unit with \$1000.00 annual maintenance for the 3 units; or
13 \$40,000.00 to connect to our current system. This system sends alarms to the on-call phone
14 several times throughout the day. Many municipalities are using these systems as their daily
15 inspections instead of physically going out to each station.
16

17 Recently a high level alarm did not activate until the shaft of the pump bent and caused the
18 pump to stop completely. A spare pump is in place until the replacement arrives.
19

20 *A motion was made by Duffy, second by Baker, that the Water, Sewer Collection, & Storm Sewer*
21 *Committee recommends three Mission Alarm Systems be installed. Motion carried – All Ayes.*
22

23 **f. Smoke Test**

24 Done before and found many leaks in Country Walk; found plumbing issues involving
25 improper capping of pipes.
26

27 **3. Stormwater System Related**

28 **a. Vortex units**

29 Cleaned some in the spring, but there was too much water this spring to finish. Being cleaned
30 today, trying to get a baseline as to how often they need to be cleaned. Next year may be a
31 better representation due to construction.
32

33 **b. Swamp pump**

34 Schell explained we're having problems with the controls because it's a rod and float and
35 property owners reach in and try to move the controls.
36

37 Duffy asked for clarification about what was done during the Bay Shore Drive project. Schell
38 explained that the swamp pump has neem as the Village's responsibility for very long time.
39 The intentions were to increase the pipe size and abandon this station because it needs work
40 and is really a private problem.
41

42 Matt Meyer filed a complaint that the outfall pipe would decrease his ability to enjoy his
43 property. Jackson and Schell explained that the pipe was moved 100 feet, (all costs paid by
44 Meyer). Pipe should not have been moved because now there is not enough pitch on the pipe
45 to get the water to the catch basin and requires a pump to always be running. The pitch of the

1 pipe requires active pumping instead of a gravity freefall system. There will be more pumping
2 on years with high water levels because there is more equalization within the soil. Schell
3 confirmed the one way to fix this problem would be to dig up the entire pipe. Another option
4 would be to inform property owners that the pump will be shut off to allow water levels to raise
5 enough for the system to work in a passive manner. Basements will likely flood if we turn the
6 pump off. Schell needs to investigate what agreements were put into place when the Village
7 created this catch basin system as a storm water management system for the swamp; he believes
8 written agreements were not executed

9
10 Schell will research the price of replacing controls and the pump for informational purposes.
11 There is currently \$0 allocated for stormwater CIP. We may need to address the funding of this
12 in the future.

13 **4. Extensions**

14 **a. Garot Project Status:**

15 Blasting is being done and the material is being hauled away from the area. Blasting
16 notifications have gone out to the appropriate people within blasting requirements. Complaints
17 have come in from people outside the blasting area. Significant blasting projects may need a
18 greater notification zone.

19 **b. Braun Property:**

20 Potential buyers have had a meeting with Jackson. The Bay Shore Drive layout will cause a
21 shift in the utility easement. Potential builders would like to open next year, which would put
22 us into construction this fall for utilities.

23 **c. Harbor View (Old School):**

24 One residential unit has sold, no other substantial updates at this time.

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

26 *The next meeting of the Utilities (WWTP) Committee has been tentatively scheduled for Tuesday,*
27 *September 20, 2016 at 7:30 AM; after the Braun Property information has been received. A second*
28 *tentative meeting has been scheduled for Tuesday, November 1, 2016; but that date is subject to change*
29 *based on the smoke test results.*

30 **Adjournment:**

31 *A motion was made by Duffy, seconded by Baker, to adjourn the August 9, 2016 meeting of the Water,*
32 *Sewer Collection, and Stormsewer Utilities Committee at 9:04 A.M. Motion carried – All ayes.*

33
34
35
36
37
38
39 Respectfully submitted,

Anastasia Bell

40
41 Anastasia Bell
42 Utility Clerk

1 **UTILITIES (WASTEWATER TREATMENT PLANT - WWTP)**
2 **COMMITTEE MEETING MINUTES**
3 **TUESDAY, AUGUST 9, 2016**
4 **SISTER BAY WASTEWATER TREATMENT PLANT - 2124 AUTUMN COURT**
5 **(UNAPPROVED VERSION)**
6

7 The August 9, 2016 meeting of the Utilities (WWTP) Committee and the Water, Sewer Collection
8 and Storm Sewer Committee was called to order by Committee Chair Patrick Duffy at 7:33 A.M.

9
10 **Present:** Committee Chair Pat Duffy, and Members Scott Baker, Denise Bhirdo, and Hugh
11 Mulliken.

12
13 **Staff Members:** Utility Manager Mike Schell, Village Administrator Zeke Jackson and Utility
14 Clerk Anastasia Bell.

15
16 **Excused:** Utility Supervisor Dave Alberts, and Fred Anderson

17
18 *A motion was made by Duffy, seconded by Baker, that the August 9, 2016 meeting of the*
19 *Water, Sewer Collection and Storm Sewer Committee be recessed until such time as the*
20 *meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried - All*
21 *ayes.*

22
23 **Approval of the Agenda:**

24 *A motion was made by Mulliken, seconded by Baker, that the Agenda for the August 9, 2016 meeting of*
25 *the Utilities (WWTP) Committee be approved as presented. Motion carried - all Ayes.*

26
27 **Approval of the May 17, 2016 meeting minutes:**

28 *A motion was made by Baker, seconded by Mulliken, that the minutes for the May 17, 2016 meeting of the*
29 *Utilities (WWTP) Committee be approved as presented. Motion carried - with Bhirdo abstaining.*

30
31 **Comments and Correspondence**

32 Duffy noted that no correspondence had been received. He then asked if anyone wished to
33 address a non-agenda item. No one responded.

34
35 **Discussion Items**

36 **1. Administrative Related:**

37 **a. Update on Quarter 1 Billing Status:**

38 Due to time constraints, this agenda item was not addressed. Quarterly bills were mailed on
39 July 5, 2016 and payments are being received.

40
41 **b. Liberty Grove PSI:**

42 Schell reported that the process of trying to get better pressure within the Liberty Grove Utility
43 District is not happening quickly; he will see if Liberty Grove can ask for progress updates from
44 Robert E Lee & Associates. Mulliken asked for clarification about Anderson's comment from the
45 last meeting that pressure issues were resolved. Schell clarified that the variable speed drive
46 installed for a different purpose may have unknown benefits. He also confirmed that the
47 banging that previously occurred in houses should be eliminated with the variable speed drive;
48 Baker confirmed the banging has stopped at his residence.

1 **2. Plant Related**

2 **a. Capacities Report**

3 Schell noted that due to meeting timing issues, there were three Capacities Reports in the
4 packets. He also explained that the overall data was normal. July flow rates were lower due to
5 repairs that have occurred and will be discussed during the collections meeting.

6
7 **b. New Still**

8 A new still is needed to make distilled water. The quote which had been included in the packet
9 is for the new still which has been ordered as it was the lower of the two quotes received. The
10 previous still lasted 27 years.

11
12 **c. Clarifier Repairs**

13 Parts have rotted off of the clarifier. The original builder was here, from Georgia, to assess and
14 quote for repairs. Schell has decided to request other quotes due to the travelling costs that
15 would be involved in the repairs. The first quote has arrived at \$22,000.00, the second quote
16 should arrive later today. Schell confirmed that the repairs may not be difficult if appropriate
17 lifting equipment and adequate time are available. These repairs will have to occur before
18 winter.

19
20 **d. Pretreatment Updates**

21 The engineers, an August Winters representative, electricians, and an Energetics representative
22 were here yesterday to make the final plan. Equipment has been ordered and should arrive by
23 September 12, 2016. They will start working on September 1, 2016 to tear things out and install
24 bypass equipment. Daily operations will be maintained throughout the project. Schell still
25 needs to speak with Gary from the DNR to discuss the sampling process. Currently composite
26 samples are collected every 24 hours. We will have to use grab samples for the duration because
27 moving the sampler and all the controls has an estimated cost of \$10,000.00. He is hoping to
28 receive an exemption for sample types during this project due to our extensive history of
29 consistency.

30
31 **e. eCMAR SB/eCMAR LGUD**

32 Received overall grade of "A" again and the DNR has approved the reports. DNR believes
33 LGUD financials could improve as they continue to get an "F" (they do not have a replacement
34 fund for their collection and distribution systems). Schell is currently unsure as to why the poor
35 grade was received because state law does not require a replacement fund for the collection or
36 distribution systems. He is hoping to have a phone conference with Chuck Hass from the DNR
37 and a Liberty Grove Utility District member to figure out what changes should be made

38
39 **f. Grease Disposal**

40 All grease trap disposal has been going to Baileys Harbor; they are no longer accepting grease
41 due to disposal issues and are unsure if they will be able to accept grease in the future. Grease
42 was used in the digester to assist with treatment, but now the amount of grease has quadrupled
43 since grease trap ordinances were enacted and they are unable to manage the quantities.

44
45 Schell has talked with the Village's engineers and we will only be accepting small quantities of
46 grease from Sister Bay & Liberty Grove areas. Haulers will have to notify the plant ahead of

1 time if they have grease so it can be appropriately mixed with other septage. If dumping it into
2 the head of the plant causes problems throughout the system, we will have to look into a
3 different way to accept grease. Unknown process or cost at this time. Schell will contact Jeff
4 Johnson to see if there is a grease limit for Sturgeon Bay and will also see if hauling could be
5 coordinated to keep grease traps empty as dirty traps may cause backup of sewage within pipes.

6
7 Schell may try adding grease to the digester in order to bypass the plant. Schell confirmed
8 quantities of grease vary by trap but could be as much as 4,000 gallons. Grease trap sizes are
9 dictated by seating and size of business, most of them hold up to 100 gallons of grease.

10
11 **3. Manager's Report**

12 Schell commented that all issues have already been discussed.

13
14 **4. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

15 The next meeting of the Utilities (WWTP) Committee has been tentatively scheduled for
16 Tuesday, September 20, 2016 at 7:30 AM; after the Braun Property information has been
17 received. A second tentative meeting has been scheduled for Tuesday, November 1, 2016; but
18 that date is subject to change based on the smoke test results.

19
20 **Adjournment:**

21 *At 7:47 A.M. a motion was made by Mulliken, seconded by Baker, that the August 9, 2016 meeting of the*
22 *Utilities (WWTP) Committee be adjourned. Motion carried - all Ayes.*

23
24 Respectfully submitted,

25
26
27 Anastasia Bell
28 Utility Clerk



Village of Sister Bay UTILITIES COMMITTEE

Meeting Date 09/06/2016

Summary of Significant Budgetary Changes from 2016 to 2017:

WATER SYSTEM

1. Account #61105 –Salaries, Admin: Increased expense due to increase allocation from Administration. Due to the turnover in Utilities in 2016, a short-term increase in the allocation was budgeted.
2. Account #61201 – Travel/Training: Employee Dave Alberts will need training for certification.
3. Account #61502 – Accounting/Software Support: As a result of the conversion to Clarity, accounting and software support has increased across all funds.
4. Account #61504 – Information Technology: Schell works with a friend at Contronix for assistance on improving spreadsheets and other reports for the Utility. This expense will decrease in 2018.
5. Account #61507 – Testing: The decrease in expense is the result of a change in coding. Steve Jacobson coded testing and all expenses (postage, etc.) to this account. Mike Schell codes these separately and therefore, to their own accounts.
6. Account #61610 – Water Plant Maintenance: #1 and #3 well rebuild expenses exceeded expectations.
7. Account #61930 – Bank Fees & Finance Charges: Increased expense is related to the bill payment module that will be operational in 2017.

WASTE WATER TREATMENT PLANT

1. Account #62105 – Salaries, Admin: Increased expense due to increase allocation from Administration. Due to the turnover in Utilities in 2016, a short-term increase in the allocation was budgeted.
2. Account #62201 – Travel/Training: Additional classes should be provided to employees to maintain certification.
3. Account #62502 – Accounting/Software Support: As a result of the conversion to Clarity, accounting and software support has increased across all funds.
4. Account #62505 – Engineering: The budget has been increased to prepare for possible work at the main lift station.
5. Account #62620 – WWTP – Plant Structures: Expense was budgeted for the WWTP pretreatment grit cement work. The budget was lowered for 2017 back to normal levels.

COLLECTION SYSTEM

1. Account #63201 – Travel/Training: Additional classes should be provided to employees to maintain certification.
2. Account #63502 – Accounting/Software Support: As a result of the conversion to Clarity, accounting and software support has increased across all funds.

Respectfully submitted,

Mike Shell & Tasha Rass
Utilities Director Finance Director

Village of Sister Bay 2017 Annual Budget 12

		2014	2015	2016	2016	2017
Fund 600/ Departments 10-30		Actual	Actual	Budget	Estimate	Budget
Utility Funds Summary						
REVENUES						
Permits & Fees						
10	Water	1,736	4,025	1,700	3,644	2,300
30	Sewer Collection System	2,059	2,624	546	10,033	7,500
	Subtotal	\$3,795	\$6,649	\$2,246	\$13,677	\$9,800
Public Charges						
10	Water	2,775	3,555	2,160	2,880	3,000
20	Wastewater Treatment	0	0	0	0	0
30	Sewer Collection System	2,775	3,555	2,160	2,880	3,000
	Subtotal	\$5,550	\$7,110	\$4,320	\$5,760	\$6,000
Customer Charges						
10	Water	293,539	320,036	330,055	331,920	342,449
20	Wastewater Treatment	468,897	476,730	500,102	502,581	508,400
30	Sewer Collection System	202,443	203,076	205,635	225,109	228,800
	Subtotal	\$964,879	\$999,842	\$1,035,792	\$1,059,610	\$1,079,649
Intergovernmental Charges						
10	Water	25,245	29,506	32,176	27,998	30,218
20	Wastewater Treatment	64,867	65,318	64,898	66,355	67,140
30	Sewer Collection System	1,621	712	1,320	1,259	1,200
	Subtotal	\$91,733	\$95,536	\$98,394	\$95,611	\$98,558
Public Authority Charges						
10	Water	54,835	62,291	67,390	66,305	66,540
20	Wastewater Treatment	9,454	7,719	8,909	9,733	9,500
30	Sewer Collection System	11,747	16,145	11,583	5,644	9,500
	Subtotal	\$76,035	\$86,155	\$87,882	\$81,682	\$85,540
Other Revenue						
10	Water	69,973	34,639	56,962	63,580	57,600
20	Wastewater Treatment	36,833	30,739	11,690	32,172	25,080
30	Sewer Collection System	17,646	8,949	2,456	14,631	8,550
	Subtotal	\$124,451	\$74,327	\$71,109	\$110,383	\$91,230
Other Financing Sources						
10	Water	194,305	38,120	0	0	0
20	Wastewater Treatment	0	0	0	0	0
30	Sewer Collection System	25,618	13,745	0	0	0
	Subtotal	\$219,923	\$51,865	\$0	\$0	\$0
	Total Revenues	\$1,486,366	\$1,321,484	\$1,299,743	\$1,366,723	\$1,370,776

Village of Sister Bay 2017 Annual Budget 13

		2014	2015	2016	2016	2017
Fund 600/ Departments 10-30		Actual	Actual	Budget	Estimate	Budget
Utility Funds Summary						
EXPENSES						
Direct Employee Costs						
10	Water	130,112	126,449	154,377	139,054	165,197
20	Wastewater Treatment	185,132	213,815	225,560	215,386	242,842
30	Sewer Collection System	57,155	48,505	46,822	35,598	50,399
	Subtotal	\$372,399	\$388,769	\$426,758	\$390,038	\$458,438
Indirect Employee						
10	Water	2,422	2,703	3,403	3,177	6,200
20	Wastewater Treatment	2,088	2,681	3,600	3,700	6,200
30	Sewer Collection System	385	446	470	396	720
	Subtotal	\$4,896	\$5,830	\$7,473	\$7,273	\$13,120
Utility Costs						
10	Water	27,208	24,400	30,417	23,109	27,150
20	Wastewater Treatment	72,487	65,907	80,011	62,679	69,995
30	Sewer Collection System	5,259	5,894	6,625	6,556	6,815
	Subtotal	\$104,954	\$96,201	\$117,053	\$92,344	\$103,960
Supplies						
10	Water	10,501	18,402	18,460	15,161	18,460
20	Wastewater Treatment	37,591	28,477	44,803	36,032	43,400
30	Sewer Collection System	8,638	17,101	11,178	6,503	9,200
	Subtotal	\$56,730	\$63,980	\$74,441	\$57,696	\$71,060
Other Services						
10	Water	17,954	20,973	20,950	22,483	24,050
20	Wastewater Treatment	53,182	54,979	62,350	60,439	73,150
30	Sewer Collection System	9,970	11,448	7,550	6,446	9,650
	Subtotal	\$81,106	\$87,400	\$90,850	\$89,368	\$106,850
Maintenance						
10	Water	25,078	33,285	25,375	52,009	32,275
20	Wastewater Treatment	59,626	37,980	95,020	72,615	54,300
30	Sewer Collection System	25,940	8,722	70,464	56,997	55,100
	Subtotal	\$110,644	\$79,987	\$190,859	\$181,621	\$141,675
Vehicles						
10	Water	3,690	4,765	4,850	3,682	4,850
20	Wastewater Treatment	5,800	6,078	8,250	6,356	8,500
30	Sewer Collection System	1,642	1,001	2,375	1,093	2,225
	Subtotal	\$11,132	\$11,844	\$15,475	\$11,130	\$15,575
Non-Operating Expenses						
10	Water	105,905	112,567	103,369	104,011	105,092
20	Wastewater Treatment	262,382	262,683	265,355	263,891	265,223
30	Sewer Collection System	67,372	75,522	65,557	65,614	66,192
	Subtotal	\$435,660	\$450,772	\$434,281	\$433,516	\$436,507
Debt						
10	Water	11,349	9,980	8,619	7,667	1,978
20	Wastewater Treatment	24,925	22,081	19,037	19,037	4,368
30	Sewer Collection System	11,935	10,533	9,096	5,044	2,089
	Subtotal	\$48,209	\$42,594	\$36,752	\$31,748	\$8,435
Transfers						

Village of Sister Bay 2017 Annual Budget 14

		2014	2015	2016	2016	2017
Fund 600/ Departments 10-30		Actual	Actual	Budget	Estimate	Budget
Utility Funds Summary						
10	Water	0	35,457	41,723	41,723	41,723
20	Wastewater Treatment	0	0	0	0	0
30	Sewer Collection System	0	0	0	0	0
Subtotal		\$0	\$35,457	\$41,723	\$41,723	\$41,723
Total Expenses		\$1,225,729	\$1,262,834	\$1,435,665	\$1,336,457	\$1,397,343
Net Income/(Loss)		\$260,636	\$58,650	(\$135,922)	\$30,265	(\$26,566)
<i>Proof to Audit</i>			28,973			
Adjust for Other Sources and Uses of Cash						
	Add Assessment Principal	\$0	\$0	\$0	\$0	\$0
	Add back Depreciation	\$431,905	\$448,940	\$431,331	\$431,331	\$432,107
	Add back Replacement Funds Used	\$0	\$19,179	\$190,000	\$190,000	\$190,000
	Subtract Replacement Fund Addition	\$0	-\$140,636	-\$140,636	-\$133,714	-\$93,370
	Subtract Impact Fees	-\$94,049	-\$42,324	-\$51,905	-\$83,464	-\$62,006
	Subtract Debt Principal	\$0	-\$153,600	-\$175,300	-\$177,165	-\$186,863
	Subtract Capital Expenses	\$0	\$29,957	-\$221,332	-\$240,240	-\$18,082
	Subtract Bay Shore Drive Project	\$0	-\$946,218	-\$96,344	\$0	-\$96,344
Subtotal		\$337,856	-\$784,702	-\$64,186	-\$13,253	\$165,442
Net Change in Available Net Assets Balance		\$598,492	(\$726,052)	(\$200,107)	\$17,012	\$138,876
<i>Proof to separate department pages:</i>		598,492	(726,052)	(200,107)	17,012	138,876

Village of Sister Bay 2017 Annual Budget 15

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
REVENUES						
Permits & Fees						
44611	Lateral Permit Inspection	585	875	500	2,244	1,500
44612	Lateral Abandonment Permits	0	0		0	0
44615	Well Permits	1,050	3,150	1,200	1,400	800
44631	Water Connection Fees	102	0	0	0	0
	Subtotal	\$1,736	\$4,025	\$1,700	\$3,644	\$2,300
Public Charges						
46110	Assessment Letters	2,775	3,555	2,160	2,880	3,000
46150	NSF Charges	0	0	0	0	0
	Subtotal	\$2,775	\$3,555	\$2,160	\$2,880	\$3,000
Customer Charges						
46450	Metered Sales - Multi Family	15,925	17,599	18,213	18,268	18,816
46451	Metered Sales - Residential	137,178	148,129	155,861	155,519	160,185
46452	Metered Sales - Commercial	79,768	95,931	92,985	99,610	102,598
46453	Public Fire Protection	44,405	44,720	47,598	44,926	46,300
46454	Private Fire Protection	7,280	7,292	7,288	7,636	7,700
46455	Hydrant Use	120	150	100	180	200
46456	Unmetered Water Sales	144	83	150	300	350
46457	Labor & Materials	3,146	619	2,000	1,259	1,500
46458	Late Payment Penalties	877	893	800	480	800
46459	Reconnect fees	4,697	4,620	5,060	3,742	4,000
	Subtotal	\$293,539	\$320,036	\$330,055	\$331,920	\$342,449
Intergovernmental Charges						
47391	Sale of Water - LGUD	10,396	14,766	15,243	15,454	15,918
47393	Public Fire Protection - LGUD	6,730	5,856	6,288	5,564	6,000
47394	Admin Charges - LGUD	5,195	7,038	8,075	5,352	6,000
47395	Hydrant Use - LGUD	0	0	0	0	0
47396	Unmetered Water Sales - LGUD	135	193	150	138	150
47397	Labor & Materials - LGUD	2,499	1,445	2,200	1,404	2,000
47398	Surcharges - LGUD	289	208	220	86	150
47399	Service to Other Water Systems	0	0	0	0	0
	Subtotal	\$25,245	\$29,506	\$32,176	\$27,998	\$30,218
Public Authority Charges						
47491	Metered Sales - Village	10,802	10,280	12,765	11,665	12,015
47493	Public Fire Protection - Village Accts	1,972	2,016	2,050	2,018	2,050
47494	Village Hydrant rental	42,000	49,781	52,375	52,376	52,375
47495	Hydrant Use - Village	30	60	0	30	0
47496	Unmetered Water Sales - Village	31	154	200	28	100
47497	Water System/Hydrant Maint - Village	0	0	0	188	0
47499	Other Services provided to Village	0	0	0	0	0
	Subtotal	\$54,835	\$62,291	\$67,390	\$66,305	\$66,540

Village of Sister Bay 2017 Annual Budget 16

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
Other Revenue						
48110	Interest & Dividends	4,058	3,779	2,800	2,742	2,800
48111	Special Assessment Interest	0	0	0	0	0
48200	Rent from Property	4,800	4,800	4,800	4,800	4,800
48400	Insurance Recovery	0	0	0	0	0
48500	Donations	0	0	0	0	0
48910	Refunds/Rebates	0	48	0	0	0
48952	Impact Fees - Water Tower	45,728	17,200	46,025	38,150	40,000
48953	Impact Fees - Downtown Water Main	10,992	5,470	1,337	13,303	10,000
48990	Other Water System Revenue	2,300	2,952	2,000	0	0
48995	Misc. Non-Operating Revenue	2,096	390	0	4,585	0
	Subtotal	\$69,973	\$34,639	\$56,962	\$63,580	\$57,600
Other Financing Sources						
49100	Debt Proceeds	0	0	0	0	0
49210	Transfers from General Fund	0	0	0	0	0
49250	Transfers from TIF Fund	0	0	0	0	0
49800	Capital Contributions Water	194,305	38,120	0	0	0
	Subtotal	\$194,305	\$38,120	\$0	\$0	\$0
	Total Revenues	\$642,407	\$492,172	\$490,443	\$496,327	\$502,106
EXPENSES						
	Direct Employee Costs	35%	235%	36%		36%
61101	Wages, Full Time	70,657	56,015	75,762	68,452	76,081
61105	Salaries, Admin	7,174	3,184	8,864	11,776	16,102
61105-61	Wages, Clerk	11,269	15,016	13,971	9,300	10,540
61110	Wages, Overtime	3,572	6,315	4,031	5,926	4,936
61115	Retirement	6,977	5,336	6,188	4,909	6,226
61120	Social Security	6,680	7,376	7,032	6,401	7,004
61125	Insurance, Medical	18,477	27,244	29,390	17,677	26,448
61127	HSA Expense	0	0	0	6,084	7,695
61130	Insurance, Dental	1,680	1,630	1,729	1,593	2,069
61135	Insurance, Disability	732	705	757	504	608
61140	Insurance, Group Life	230	287	329	344	439
61145	Insurance, Workers Comp	2,611	3,203	6,123	6,056	6,849
61150	Unemployment Costs	0	0	0	0	0
61190	Benefit Fees and Penalties	53	138	200	32	200
	Subtotal	\$130,112	\$126,449	\$154,377	\$139,054	\$165,197
	Indirect Employee					
61201	Travel/Training	1,741	1,905	2,500	2,153	5,000
61205	Recruitment/Testing/Physicals	0	0	0	202	200
61210	Expense Allowance	4	18	100	22	200
61215	Uniforms and Clothing	677	780	803	800	800
	Subtotal	\$2,422	\$2,703	\$3,403	\$3,177	\$6,200

Village of Sister Bay 2017 Annual Budget 17

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
Utility Costs						
61310	Electricity	23,550	20,929	26,067	19,346	23,000
61315	Fuel	812	633	1,300	560	700
61360	Telephone	1,055	1,019	1,100	1,274	1,300
61365	Cellphones	525	553	600	746	800
61370	Internet	504	504	550	504	550
61375	Telemetry	762	762	800	680	800
	Subtotal	\$27,208	\$24,400	\$30,417	\$23,109	\$27,150
Supplies						
61401	Office Supplies	508	339	800	717	800
61405	Computer Hardware/Software	198	245	200	27	200
61410	Printing & Copying	1,138	1,085	1,500	438	1,200
61415	Postage & Shipping	1,450	2,260	2,000	1,074	1,600
61420	Dues and Publications	747	865	1,000	859	1,000
61425	Maps	8	11	10	3	10
61430	Custodial Supplies	48	90	100	92	100
61440	Medical and Safety Supplies	90	231	500	758	800
61451	Meter Parts & Supplies	1,036	-7,912	1,000	1,226	1,000
61452	Distribution Parts & Supplies	3,247	8,161	3,500	4,502	5,000
61455	Hydrant Parts & Supplies	-94	1,223	350	1,184	1,000
61460	Tools/Minor Equipment	865	2,896	4,500	2,803	3,000
61465	Chemicals	839	8,430	2,000	1,479	2,000
61470	Lab Supplies	0	0	0	0	0
61490	Misc. Operating Supplies	94	101	500	-9	250
61495	Misc. Other Supplies	328	377	500	9	500
	Subtotal	\$10,501	\$18,402	\$18,460	\$15,161	\$18,460
Other Services						
61501	Audit	3,989	3,717	4,000	3,758	4,000
61502	Accounting/Software Support	5,540	3,627	4,000	3,442	4,500
61504	Information Technology	423	223	500	480	1,000
61505	Engineering	0	2,448	0	0	0
61507	Testing	1,470	328	3,500	237	1,500
61509	Locating	603	619	800	707	800
61510	Consulting	925	1,192	500	1,094	1,500
61515	Legal Services	604	1,467	2,000	1,089	4,000
61525	Property/Liability Insurance	2,979	3,541	3,500	3,949	4,500
61530	Legal Notices & Ads	743	565	500	798	500
61542	Impact Fee Refunds		1,846	0	5,306	0
61553	Snow Removal		0	0	79	100
61554	Lawn Maintenance	556	870	1,500	1,496	1,500
61595	Misc. Other Services	124	530	150	48	150
	Subtotal	\$17,954	\$20,973	\$20,950	\$22,483	\$24,050

Village of Sister Bay 2017 Annual Budget 18

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
Maintenance						
61601	Office Equip. maintenance	81	289	100	86	100
61605	Computer Maintenance	0	25	175	0	175
61610	Water Plant Maintenance	8,169	24,107	15,000	29,452	15,000
61615	Distribution System Maintenance	16,431	7,828	10,000	19,628	15,000
61650	Hydrant Maintenance	317	1,036	100	2,843	2,000
61675	Equipment Rental	80	0	0	0	0
	Subtotal	\$25,078	\$33,285	\$25,375	\$52,009	\$32,275
Vehicles & Portable Equipment						
61701	Vehicle Maintenance	958	1,212	1,250	1,186	1,250
61705	Minor Equipment Maintenance	170	1,995	300	262	300
61710	Gas/Oil/Fluids	2,016	1,401	2,500	1,661	2,500
61715	Equipment Gas/Oil/Fluids	545	157	800	573	800
	Subtotal	\$3,690	\$4,765	\$4,850	\$3,682	\$4,850
Non-Operating Expenses						
61905	Taxes	371	330	400	372	400
61910	Bad Debt	0	45	0	0	0
61930	Bank Fees & Finance Charges	165	172	200	870	2,800
61935	Taxes - Water		-692	0	0	0
61950	Miscellaneous Other Exp	2,600	514	0	0	0
61971	Depreciation	102,769	112,198	102,769	102,769	101,892
61975	Other Non-Operating Exp	0	0	0	0	0
	Subtotal	\$105,905	\$112,567	\$103,369	\$104,011	\$105,092
Debt						
61986	Interest on Long-Term Debt	11,349	9,980	8,619	7,667	1,978
61989	Financing Fees	0				
	Subtotal	\$11,349	\$9,980	\$8,619	\$7,667	\$1,978
Transfers						
61991	Transfer to General Fund	0	0	0	0	0
61991	PILOT payment	0	35,457	41,723	41,723	41,723
61993	Transfer Principal to Debt Service Fund	0	0	0	0	0
61993	Transfer Interest to Debt Service Fund	0	0	0	0	0
61994	Transfer to CIP Fund	0	0	0	0	0
61995	Transfer to TIF Fund	0	0	0	0	0
	Subtotal	\$0	\$35,457	\$41,723	\$41,723	\$41,723
	Total Expenses	\$334,220	\$388,981	\$411,543	\$412,076	\$426,975
	Net Income/(Loss)	\$308,188	\$103,191	\$78,901	\$84,251	\$75,132
	<i>Proof to Audit (ML, p.6-7)</i>	<i>308,191</i>	<i>103,191</i>			
Adjust for Other Sources and Uses of Cash						
	Add Assessment Principal	-	-	-	-	-
	Add back Depreciation	102,769	112,198	102,769	102,769	101,892
	Add back Replacement Funds Used	-	(5,539)	-	-	-
	Subtract Replacement Fund Addition		(47,266)	(47,266)	(47,266)	0
	Subtract Impact Fees	-56,720	(22,670)	(47,362)	(51,453)	(50,000)

Village of Sister Bay 2017 Annual Budget 19

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
	Subtract Debt Principal		(35,800)	(41,200)	(63,255)	(41,200)
	Subtract Capital Expenses		(38,120)	(9,000)	0	(9,000)
	Subtract Bay Shore Drive Project		0	0		0
	Subtotal	\$46,049	(\$37,197)	(42,059)	(\$59,205)	1,692
Net Change in Available Net Assets Balance		\$354,237	\$65,994	\$36,841	\$25,046	\$76,824

Village of Sister Bay 2017 Annual Budget 20

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
REVENUES						
Customer Charges						
46411	Sewer Service - Multi Family	33,153	31,626	37,140	40,557	41,000
46411	Sewer Service - Residential	222,806	220,799	230,693	235,457	237,000
46412	Sewer Service - Commercial	137,435	135,516	139,032	146,329	148,000
46418	Late Payment Penalties	1,176	1,159	1,000	1,204	1,000
46436	Septic & Holding - Sister Bay	2,994	3,087	3,443	3,868	3,900
46437	Septic & Holding - Liberty Grove	69,332	80,889	86,623	72,609	75,000
46438	Septic & Holding - Other areas	1,978	3,591	2,171	2,558	2,500
46447	Unmetered Wastewater	23	63	0	0	0
46449	Reimbursement for spills/damages	0	0	0	0	0
	Subtotal	\$468,897	\$476,730	\$500,102	\$502,581	\$508,400
Intergovernmental Charges						
47391	Fixed Meter Charges - LGUD	44,974	44,462	44,506	46,443	47,000
47392	Sewage Volume Charges - LGUD	14,713	15,193	13,812	15,439	15,000
47394	Admin Charges - LGUD	4,997	5,439	6,455	4,335	5,000
47396	Unmetered Wastewater - LGUD	183	224	125	138	140
47397	System Maintenance - LGUD	0	0	0	0	0
47398	Surcharges - LGUD	0	0	0	0	0
47399	Service to Other Systems	0	0	0	0	0
	Subtotal	\$64,867	\$65,318	\$64,898	\$66,355	\$67,140
Public Authority Charges						
47491	Sewer Service - Village Accts	9,454	7,719	8,909	9,733	9,500
47496	Unmetered Wastewater - Village	0	0	0	0	0
	Subtotal	\$9,454	\$7,719	\$8,909	\$9,733	\$9,500
Other Revenue						
48110	Interest & Dividends	14,882	18,116	8,075	13,136	14,000
48200	Rent from Property	1,080	1,080	1,080	1,080	1,080
48300	Sale of Property	0	0	0	0	0
48400	Insurance Recovery	0	0	0	0	0
48910	Refunds/Rebates	0	94	0	0	0
48951	Impact Fees - WWTP Expansion	20,842	11,449	2,536	17,873	10,000
48990	Other Operating Revenue	0	0	0	0	0
48995	Misc. Non-Operating Revenue	29	0	0	83	0
	Subtotal	\$36,833	\$30,739	\$11,690	\$32,172	\$25,080
Other Financing Sources						
49100	Debt Proceeds	0	0	0	0	0
49210	Transfers from General Fund	0	0	0	0	0
49250	Transfers from TIF Fund	0	0	0	0	0
	Subtotal	\$0	\$0	\$0	\$0	\$0
Total Revenues		\$580,050	\$580,506	\$585,599	\$610,840	\$610,120

Village of Sister Bay 2017 Annual Budget 21

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
EXPENSES						
Direct Employee Costs		52%	252%	53%	53%	53%
62101	Wages, Full Time	96,120	117,662	111,538	105,890	112,008
62105	Salaries, Admin	9,163	4,687	13,050	22,542	23,705
62105-62	Wages, Clerk	16,742	16,193	20,568	7,988	15,517
62110	Wages, Overtime	3,899	6,555	5,934	5,390	7,267
62115	Retirement	8,628	6,982	9,111	7,872	8,896
62120	Social Security	9,397	10,549	10,353	5,679	10,312
62125	Insurance, Medical	31,352	39,146	43,269	34,490	38,937
62127	HSA Expense				12,133	11,329
62130	Insurance, Dental	2,595	2,381	2,546	3,004	3,046
62135	Insurance, Disability	1,076	1,023	1,115	974	895
62140	Insurance, Group Life	327	390	485	462	646
62145	Insurance, Workers Comp	5,764	8,036	9,015	8,916	10,083
62150	Unemployment Costs	0	0		0	0
62190	Benefit Fees and Penalties	70	211	250	47	200
	Subtotal	\$185,132	\$213,815	\$225,560	\$215,386	\$242,842
Indirect Employee						
62201	Travel/Training	1,048	1,498	2,500	2,444	5,000
62205	Recruitment/Testing/Physicals	0	0	0	298	0
62210	Expense Allowance	34	35	100	0	200
62215	Uniforms and Clothing	1,006	1,148	1,000	958	1,000
	Subtotal	\$2,088	\$2,681	\$3,600	\$3,700	\$6,200
Utility Costs						
62320	Electricity	56,698	55,316	63,786	53,274	58,000
62325	Fuel	12,315	7,246	12,500	4,424	8,000
62360	Telephone	1,183	1,019	1,275	1,132	1,275
62365	Cellphones	781	815	875	1,213	1,140
62370	Internet	749	749	800	749	800
62375	Telemetry	762	762	775	1,887	780
	Subtotal	\$72,487	\$65,907	\$80,011	\$62,679	\$69,995
Supplies						
62401	Office Supplies	1,646	1,556	2,003	1,426	1,800
62405	Computer Hardware/Software	294	194	100	79	100
62410	Printing & Copying	1,377	1,008	1,500	864	1,200
62415	Postage & Shipping	1,241	1,360	1,650	1,334	1,300
62420	Dues and Publications	1,635	1,374	2,000	1,381	1,800
62430	Custodial Supplies	245	205	300	286	300
62440	Medical and Safety	862	497	750	751	900
62460	Tools/Minor Equipment	860	3,204	2,000	1,545	2,000
62461	Sludge Treatment Supplies	5,895	5,895	5,500	4,896	5,000
62465	Chemicals	10,668	8,991	18,000	14,806	18,000
62470	Lab Supplies	12,400	3,966	10,000	8,366	10,000
62490	Misc. Operating Supplies	0	53	500	276	500
62495	Misc. Other Supplies	469	174	500	22	500
	Subtotal	\$37,591	\$28,477	\$44,803	\$36,032	\$43,400

Village of Sister Bay 2017 Annual Budget 22

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
Other Services						
62501	Audit	4,329	4,508	5,500	5,532	5,800
62502	Accounting/Software Support	1,412	4,502	2,750	2,720	3,900
62504	Information Technology	628	329	500	624	800
62505	Engineering	4,754	0	0	0	5,000
62506	Pumping	0	0	0	0	0
62507	Testing	1,439	1,215	2,000	1,899	2,000
62510	Consulting	1,987	3,427	2,500	1,611	2,500
62511	Building Cleaning	0	0	0	16	0
62512	Laundry Services	1,515	1,067	1,800	900	1,500
62515	Legal Services	488	229	2,000	965	4,000
62525	Property/Liability Insurance	7,723	9,021	9,000	10,615	11,000
62530	Legal Notices & Ads	0	73	0	0	0
62551	Rubbish Disposal	2,453	3,763	2,500	2,927	3,000
62553	Snow Removal	168	0	0	116	150
62554	Lawn Maintenance	2,964	2,009	3,000	2,349	3,000
62561	Sludge Hauling & Processing	22,937	23,973	30,500	30,165	30,500
62590	Debt Service & Bank Fees	0	0	0	0	0
62595	Misc. Other Services	385	863	300	0	0
	Subtotal	\$53,182	\$54,979	\$62,350	\$60,439	\$73,150
Maintenance						
62601	Office Equip. Maintenance	81	275	200	142	200
62605	Computer Maintenance	0	37	250	0	200
62620	WWTP - Plant Structures	2,344	1,263	33,870	27,353	2,500
62624	WWTP Lab Equipment Maint.	4	1,075	500	1,108	1,200
62625	WWTP Fixed Equipment Maint.	48,987	27,818	50,000	38,300	40,000
62630	Main Lift Station Maint.	7,559	7,402	10,000	5,712	10,000
62675	Equipment Rental	650	110	200	0	200
	Subtotal	\$59,626	\$37,980	\$95,020	\$72,615	\$54,300
Vehicles & Portable Equipment						
62701	Vehicle Maintenance	1,423	1,793	2,000	1,956	2,000
62705	Minor Equipment Maintenance	166	1,439	500	1,862	2,000
62710	Gas/Oil/Fluids	2,995	2,077	4,000	1,520	3,000
62715	Equipment Gas/Oil/Fluids	1,216	769	1,750	1,018	1,500
	Subtotal	\$5,800	\$6,078	\$8,250	\$6,356	\$8,500
Non-Operating Expenses						
62905	Taxes	0	0	0	0	0
62910	Bad Debt	0	0	0	0	0
62930	Bank Fees & Finance Charges	188	193	250	786	1,000
62950	Miscellaneous Other Exp	22	19	0	0	0
62971	Depreciation	261,846	261,992	263,105	263,105	264,223
62975	Other Non-Operating Exp	326	479	2,000	0	0
	Subtotal	\$262,382	\$262,683	\$265,355	\$263,891	\$265,223

Village of Sister Bay 2017 Annual Budget 23

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
Debt						
62983	Amortization of Debt Discount	0	0	0	0	0
62986	Interest on Long-Term Debt	24,925	22,081	19,037	19,037	4,368
62989	Financing Fees	0	0	0	0	0
	Subtotal	\$24,925	\$22,081	\$19,037	\$19,037	\$4,368
Transfers						
62991	Transfer to General Fund	0	0	0	0	0
62993	Transfer Principal to Debt Service Fund	0	0	0	0	0
62993	Transfer Interest to Debt Service Fund	0	0	0	0	0
62994	Transfer to CIP Fund	0	0	0	0	0
62995	Transfer to TIF Fund	0	0	0	0	0
	Subtotal	\$0				
Total Expenses		\$703,213	\$694,681	\$803,985	\$740,135	\$767,978
Net Income/(Loss)		(\$123,163)	(\$114,175)	(\$218,386)	(\$129,295)	(\$157,858)
<i>Proof to Audit (ML, p. 10)</i>		<i>(123,165)</i>	<i>-114,177</i>			
Adjust for Other Sources and Uses of Cash						
	Add back Depreciation	261,846	261,992	263,105	263,105	264,223
	Add back Replacement Funds Used		18,889	190,000	190,000	190,000
	Subtract Replacement Fund Addition		(86,448)	(86,448)	(86,448)	(86,448)
	Subtract Impact Fees	(20,842)	(11,449)	(2,536)	(17,873)	(10,000)
	Subtract Debt Principal		(80,000)	(90,000)	(90,000)	(101,563)
	Subtract Capital Expenses		(11,685)	(203,250)	(203,250)	-
	Subtotal	\$241,004	\$91,299	\$70,871	\$55,534	\$256,212
Net Change in Available Net Assets Balance		\$117,842	(\$22,876)	(\$147,515)	(\$73,761)	\$98,354

Village of Sister Bay 2017 Annual Budget 24

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
REVENUES						
Permits & Fees						
44611	Lateral Permit Inspection	599	875	182	2,345	2,500
44612	Lateral Abandonment Permits	0	0			
44631	Sewer Connection Fees/REU	1,460	1,749	364	7,688	5,000
	Subtotal	\$2,059	\$2,624	\$546	\$10,033	\$7,500
Public Charges						
46110	Assessment Letters	2,775	3,555	2,160	2,880	3,000
46150	NSF Charges	0	0	0	0	0
	Subtotal	\$2,775	\$3,555	\$2,160	\$2,880	\$3,000
Customer Charges						
46410	Sewer Service - Multi Family	15,857	16,847	13,240	17,902	18,000
46411	Sewer Service - Residential	119,882	120,738	125,746	143,866	145,000
46412	Sewer Service - Commercial	66,076	64,349	65,981	62,627	65,000
46418	Late Payment Penalties	593	492	468	468	500
46449	Collection System Maintenance	35	650	200	246	300
	Subtotal	\$202,443	\$203,076	\$205,635	\$225,109	\$228,800
Intergovernmental Charges						
47397	System Maintenance - LGUD	1,450	602	1,200	936	1,000
47398	Surcharges - LGUD	171	110	120	323	200
47399	Service to Other Systems	0	0	0	0	0
	Subtotal	\$1,621	\$712	\$1,320	\$1,259	\$1,200
Public Authority Charges						
47491	Sewer Service - Village Accts	4,663	4,088	4,583	4,136	4,500
47497	Collection System Maint - Village	0	0	0	0	0
47499	Other Services Provided to Village	7,084	12,057	7,000	1,508	5,000
	Subtotal	\$11,747	\$16,145	\$11,583	\$5,644	\$9,500
Other Revenue						
48110	Interest & Dividends	1,157	625	450	493	550
48111	Special Assessment Interest	0	0	0	0	0
48400	Insurance Recovery	0	0	0	0	0
48910	Refunds/Rebates	0	19	0	0	0
48953	Impact Fees - Downtown Sewer Main	16,488	8,205	2,006	14,138	8,000
48990	Other Operating Revenue	0	0	0	0	0
48995	Misc. Non-Operating Revenue	0	100	0	0	0
	Subtotal	\$17,646	\$8,949	\$2,456	\$14,631	\$8,550
Other Financing Sources						
49100	Debt Proceeds	0	0	0	0	0
49210	Transfers from General Fund	0	0	0	0	0
49250	Transfers from TIF Fund	0	0	0	0	0
49800	Capital Contributions - Sewer	25,618	13,745	0	0	0
	Subtotal	\$25,618	\$13,745	\$0	\$0	\$0
Total Revenues		\$263,908	\$248,806	\$223,700	\$259,556	\$258,550

Village of Sister Bay 2017 Annual Budget 25

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
EXPENSES						
Direct Employee Costs		13%		11%		11%
63101	Wages, Full Time	30,030	26,415	23,149	16,528	23,247
63105	Salaries, Admin	3,297	973	2,709	3,598	4,920
63105-63	Wages, Clerk	4,186	3,367	4,269	1,822	3,221
63110	Wages, Overtime	1,219	1,434	1,232	946	1,508
63115	Retirement	2,648	2,031	1,891	1,274	1,902
63120	Social Security	3,144	2,662	2,149	1,476	2,098
63125	Insurance, Medical	12,740	9,999	8,980	5,352	8,081
63127	HSA Expense		0		2,064	2,351
63130	Insurance, Dental	718	621	528	520	632
63135	Insurance, Disability	333	259	231	143	186
63140	Insurance, Group Life	127	88	101	69	134
63145	Insurance, Workers Comp	1,445	1,668	1,871	1,797	2,093
63150	Unemployment Costs	0	0		0	0
63190	Benefit Fees and Penalties	34	47	60	10	25
	Subtotal	\$57,155	\$48,505	\$46,822	\$35,598	\$50,399
Indirect Employee						
63201	Travel/Training	134	208	250	180	500
63205	Recruitment/Testing/Physicals	0			62	0
63210	Expense Allowance	0			0	0
63215	Uniforms and Clothing	251	238	220	154	220
	Subtotal	\$385	\$446	\$470	\$396	\$720
Utility Costs						
63330	Electricity	4,496	4,991	5,600	5,729	5,800
63335	Fuel	0	131	200	90	150
63360	Telephone	0			0	0
63365	Cellphones	195	175	200	228	240
63370	Internet	187	187	225	187	225
63375	Telemetry	381	410	400	322	400
	Subtotal	\$5,259	\$5,894	\$6,625	\$6,556	\$6,815
Supplies						
63401	Office Supplies	178	367	203	158	200
63405	Computer Hardware/Software	73	41	50	32	50
63410	Printing & Copying	428	255	400	164	300
63415	Postage & Shipping	347	350	450	286	350
63420	Dues and Publications	30	0	50	0	50
63425	Maps	8	11	0	0	0
63430	Custodial Supplies	37	27	25	348	400
63440	Medical and Safety	179	160	150	221	250
63450	Parts and Supplies	46	933	600	352	600
63460	Tools/Minor Equipment	117	2,051	500	247	500
63465	Chemicals	4,789	9,836	6,000	4,623	6,000
63470	Lab Supplies	0			0	
63490	Misc. Operating Supplies	2,300	3,032	2,250	0	0
63495	Misc. Other Supplies	105	38	500	72	500
	Subtotal	\$8,638	\$17,101	\$11,178	\$6,503	\$9,200

Village of Sister Bay 2017 Annual Budget 26

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
Other Services						
63501	Audit	1,082	939	1,200	1,148	1,300
63502	Accounting/Software Support	353	1,216	800	576	1,200
63504	Information Technology	157	68	300	162	300
63505	Engineering	3,965	3,927	0	0	0
63506	Pumping	0	0	0	0	0
63507	Testing	0	0	0	0	0
63509	Locating	118	0	0	326	0
63510	Consulting	175	390	250	334	500
63515	Legal Services	368	19	500	468	1,500
63525	Property/Liability Insurance	2,944	3,506	4,000	2,828	4,000
63530	Legal Notices & Ads	0	0	0	0	0
63554	Lawn Maintenance	343	902	400	580	750
63595	Misc. Other Services	465	481	100	24	100
	Subtotal	\$9,970	\$11,448	\$7,550	\$6,446	\$9,650
Maintenance						
63601	Office Equip. Maintenance	22	71	50	29	50
63605	Computer Maintenance	0	8	50	0	50
63630	Collection System Maintenance	11,622	2,720	57,364	47,226	45,000
63635	Lift Station/Force Main Maint	14,296	5,923	13,000	9,743	10,000
63675	Equipment Rental	0	0	0	0	0
	Subtotal	\$25,940	\$8,722	\$70,464	\$56,997	\$55,100
Vehicles & Portable Equipment						
63701	Vehicle Maintenance	356	376	375	357	375
63705	Minor Equipment Maintenance	378	3	500	111	500
63710	Gas/Oil/Fluids	749	499	1,000	394	1,000
63715	Equipment Gas/Oil/Fluids	160	123	500	230	350
	Subtotal	\$1,642	\$1,001	\$2,375	\$1,093	\$2,225
Non-Operating Expenses						
63910	Bad Debt	0	0	0	0	0
63930	Bank Fees & Finance Charges	77	76	100	157	200
63935	Taxes	0	692	0	0	0
63950	Miscellaneous Other Exp	6	4	0	0	0
63971	Depreciation	67,290	74,750	65,457	65,457	65,992
63975	Other Non-Operating Exp	0	0	0	0	0
	Subtotal	\$67,372	\$75,522	\$65,557	\$65,614	\$66,192

Village of Sister Bay 2017 Annual Budget 27

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
Debt						
63986	Interest on Long-Term Debt	11,935	10,533	9,096	5,044	2,089
63989	Financing Fees	0	0	0	0	0
	Subtotal	\$11,935	\$10,533	\$9,096	\$5,044	\$2,089
Transfers						
63991	Transfer to General Fund	0	0	0	0	0
63993	Transfer Principal to Debt Service Fund	0	0	0	0	0
63993	Transfer Interest to Debt Service Fund	0	0	0	0	0
63994	Transfer to CIP Fund	0	0	0	0	0
63995	Transfer to TIF Fund	0	0	0	0	0
	Subtotal	\$0	\$0			
	Total Expenses	\$188,297	\$179,172	\$220,137	\$184,247	\$202,390
	Net Income/(Loss)	\$75,611	\$69,634	\$3,563	\$75,309	\$56,160
	Proof to Audit (ML, p.8-9 plus capital contrib's)	75,609	69,634			
Adjust for Other Sources and Uses of Cash						
	Add Assessment Principal	-	-			
	Add back Depreciation	67290.00	74750.00	65457	65,457	65992
	Add back Replacement Funds Used	-	5829.00	0	0	0
	Subtract Replacement Fund Addition		(6922.00)	(6922)	0	(6922)
	Subtract Impact Fees	(16,488)	(8205.00)	(2006)	(14,138)	(2006)
	Subtract Debt Principal		(37800.00)	(44100)	(23,910)	(44100)
	Subtract Capital Expenses		79762.00	(9082)	(36,990)	(9082)
	Subtract Bay Shore Drive Project		(946217.61)	(96344)		(96344)
	Subtotal	\$50,802	(\$838,804)	(\$92,997)	(\$9,582)	(\$92,462)
	Net Change in Available Net Assets Balance	\$126,413	(\$769,170)	(\$89,434)	\$65,727	(\$36,302)

VILLAGE OF SISTER BAY UTILITIES

P.O. Box 655, Sister Bay, WI 54234

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

SISTER BAY UTILITIES LONG TERM CAPITAL PLANNING

Fund	Description	Project Year	Cost Estimate	Resources
3 Split	2001 Ford F350 4x4	2017	45,000	Operating
3 Split	2003 Chevy 2500 4x4	2019	35,000	Operating
3 Split	2007 Ford F150 4x4	2021	30,000	Operating
3 Split	2016 Chevy 4x4	2026	50,000	
Collection	Flow Line/Manhole SBE	2017	40,000	Replacement Funds
Collection	Telemetry System Upgrade	2017	12,000	Operating
Collection	Flow Line/Manhole Pheasant Ct	2017	6,000	Replacement Funds
Collection	Roof Main Lift Station	2020	4,800	Replacement Funds
W/C	Main Lift Station Generator	2017	400,000	Replacement Funds
Water	Valve Operating Wrench	2017	6,239	Operating
Water	GIS Mapping	2018	35,000	Operating
Water	Roof #1 Well	2018	6,550	Replacement Funds
Water	Roof #2 Well	2019	3,340	Replacement Funds
Water	New Water Tower or New Well	2019		Impact Fees
Water	#3 Well Rebuild	2020	8,000	Replacement Funds
Water	Roof #3 Well	2020	3,640	Replacement Funds
Water	Water Tower Repaint	2029	100,000	Replacement Funds
Water	Stand Pipe Repaint	2031	160,000	Replacement Funds
WWTP	Sludge Study Implementation	2017		Replacement Funds
WWTP	Blacktop	2018		Replacement Funds
WWTP	Clarifier Dome	2018		Replacement Funds
WWTP	Roof Pretreatment Building	2019	4,950	Replacement Funds
WWTP	Roof Solids Building	2019	5,400	Replacement Funds
WWTP	Roof Main Office Building	2019	27,510	Replacement Funds
WWTP	Paint/Replace Basic Catwalk	2020	50,000	Replacement Funds

Village of Sister Bay 2016 Annual Budget 29

Fund 600/ Department 30		2013	2014	2015	2015	2016
Enterprise - Wastewater Collection Fund		Actual	Actual	Budget	Estimate	Budget
Other Services						
63501	Audit	1,100	1,082	1,400	939	1,200
63502	Accounting/Software Support	664	353	800	1,238	800
63504	Information Technology	0	157	300	68	300
63505	Engineering	0	3,965	9,800	3,213	0
63506	Pumping	412	0	0	0	0
63507	Testing	0	0	0	0	0
63509	Locating	60	118	0	0	0
63510	Consulting	3,326	175	500	119	250
63515	Legal Services	704	368	500	19	500
63525	Property/Liability Insurance	3,347	2,944	3,450	4,060	4,000
63530	Legal Notices & Ads	0	0	0	0	0
63554	Lawn Maintenance	1,091	343	400	797	400
63595	Misc. Other Services	156	465	100	101	100
	Subtotal	\$10,860	\$9,970	\$17,250	\$10,553	\$7,550
Maintenance						
63601	Office Equip. Maintenance	26	22	50	37	50
63605	Computer Maintenance	0	0	50	8	50
63630	Collection System Maintenance	16,264	11,622	57,000	333	57,364
63635	Lift Station/Force Main Maint	8,793	14,296	13,000	971	13,000
63675	Equipment Rental	0	0	0	0	0
	Subtotal	\$25,083	\$25,940	\$70,100	\$1,348	\$70,464
Vehicles & Portable Equipment						
63701	Vehicle Maintenance	462	356	375	116	375
63705	Minor Equipment Maintenance	407	378	500	5	500
63710	Gas/Oil/Fluids	864	749	1,000	615	1,000
63715	Equipment Gas/Oil/Fluids	192	160	500	240	500
	Subtotal	\$1,926	\$1,642	\$2,375	\$976	\$2,375
Non-Operating Expenses						
63910	Bad Debt	0	0	0	0	0
63930	Bank Fees & Finance Charges	65	77	100	73	100
63950	Miscellaneous Other Exp	0	6	0	0	0
63971	Depreciation	66,745	67,290	65,457	65,457	65,457
63975	Other Non-Operating Exp	0	0	0	0	0
	Subtotal	\$66,810	\$67,372	\$65,557	\$65,530	\$65,557

HAWKINS CHEMICAL, INC. WATER TREATMENT GROUP

30

1882 Morris Street
Fond du Lac, WI 54935
920-923-1850 Fax-923-0606

May 27, 2016

To: Sister Bay Water Department
Attn.: Mike Schell
RE: Force Flow Scale and Indicator
Quotation No. 05262016JRS2
Quotation Expires: 120 days

Terms: Net 30 days from delivery, F.O.B. factory. Our pricing does not include any sales/excise taxes or freight charges that may apply.

QUOTATION/PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to: terms and conditions stated hereon: receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows;

Dual Solo XT Digital Indicators with two (2) TUF-COAT platforms, indicators will have 4-20mA output and battery back-up and quick disconnects (Product XT150MA-2)	\$2,869.00 x 2
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Installation of above	No charge
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Please call me at 920-238-1101 with any questions. Thank you for the opportunity to provide a proposal for the above materials.

Regards,

Jeremy Sallmann
Hawkins Water Treatment Group