TOWN OF LIBERTY GROVE PUBLIC MEETINGS
SANITARY DISTRICT

DATE: July 21, 2021
TIME: 6:45 pm
PLACE: Liberty Grove Town Hall, 11161 Old Stage Road, Sister Bay, WI 54234
AGENDA:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes 6-16-21
5. Public Input
6. Sister Bay Utility meeting
7. Utility District Financial Report
8. Payment of bills
9. Xpress Bill Pay for paperless billing and automatic payments
10. 2022 Sanitary District budget
11. Correspondence
12. Future meetings
13. Adjourn

All agenda items will include discussion and possible action. Deviation from listed order may occur
***Audience members must ask for permission, during public input, to speak on agenda items ***

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Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

Town of Liberty Grove
Minutes of the Sanitary District #1 Committee meeting on April 7, 2021
(This meeting was correctly posted)

AGENDA:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve 4-7-21 minutes
5. Public Input
6. Report of Sister Bay Utility meeting on 5-11-2021 & 6-8-2021
7. Utility District Financial Report
8. Payment of bills
9. Correspondence
10. Future meetings
11. Adjourn

Chairman John Lowry called the meeting to order at 6:47pm. Committee members Paul Schwengel, Cathy Ward, and Janet Johnson were present along with Administrator Walter Kalms and Clerk/Treasurer Anastasia Bell.

Ward moved, Schwengel second to approve the agenda as posted. Passed 4-0.

Johnson moved, Lowry second to approve the 4-7-2021 minutes as presented. Passed 4-0. Committee member Nancy Goss arrived.

Public Input – None.

Sister Bay Utility Meeting – None.

Utility District Financial Report – Bell reported the following balances in the district accounts as of April 30, 2021.

Utility District Checking	98,694.25
Utility District Savings	290,797.99
Utility District Restricted Savings	60,582.50
District Replacement CD 00-134	149,248.04
Total	599,322.78

Johnson moved, Schwengel second to approve the financial report as read. Passed 5-0.

Payment of Bills – Lowry moved, Goss second to approve the payment of bills as presented totaling $1,933.61. Passed 5-0.

Correspondence – None

The next meeting will be Wednesday, July 21, 2021 at 6:45pm.

Lowry moved, Goss second to adjourn at 6:54pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Liberty Grove Utility District #1

	2021	2020
1.Checking account		
Balance as of April 30,	$ 98,694.25	$ 63,531.43
Add Deposits	$ 2,994.95	$ 1,819.09
Less Disbursements	($24,279.69)	($4,206.69)
Add Interest	$ 2.28	$ 7.14
Balance as of May 28,	$ 77,411.79	$ 61,150.97
2. Savings account		
Balance as of April 30,	$290,797.99	$101,020.75
Add deposits	$ -	$ -
Add Interest	$ 11.15	$ 8.03
Balance as of May 28,	$ 290,809.14	$ 101,028.78
3.Savings Restricted account		
Balance as of April 30,	$ 60,582.50	$ 51,798.95
Add-Deposits	$ -	$ 3,821.34
Add Interest	$ 1.39	$ 4.30
Balance as of May 28,	$ 60,583.89	$ 55,624.59
4. North Shore Bank CD (23 months ending 6/30/2022)	$ 149,248.04	$ 144,785.92
5. Nicolet CD 00-135 (closed 10/23/2020)	$ -	$ 183,930.78
Balance as of May 28,	$ 578,052.86	$ 546,521.04

Liberty Grove Utility District #1

	2021	2020
1.Checking account		
Balance as of May 28,	$ 77,411.79	$ 63,531.43
Add Deposits	$ 2,050.04	$ 1,819.09
Less Disbursements	($1,685.96)	($4,206.69)
Add Interest	$ 2.09	$ 7.14
Balance as of June 30,	$ 77,777.96	$ 61,150.97
2. Savings account		
Balance as of May 28,	$290,809.14	$101,020.75
Add deposits	$ -	$ -
Add Interest	$ 13.15	$ 8.03
Balance as of June 30,	$ 290,822.29	$ 101,028.78
3.Savings Restricted account		
Balance as of May 28,	$ 60,583.89	$ 51,798.95
Add-Deposits	$ 5,754.74	$ 3,821.34
Add Interest	$ 1.72	$ 4.30
Balance as of June 30,	$ 66,340.35	$ 55,624.59
4. North Shore Bank CD (23 months ending 6/30/2022)	$ 149,248.04	$ 144,785.92
5. Nicolet CD 00-135 (closed 10/23/2020)	$ -	$ 183,930.78
Balance as of June 30,	$ 584,188.64	$ 546,521.04

Liberty Grove Sanitary District

07/21/2021 Meeting

Name of Payee	Description of bill		Amount
WPS	Electric for 2 stations on Waters End Road (6/22)	$	119.87
Sister Bay Utilities	Monthly Lift Station Flushing, Electric, Meter Billing	$	1,905.38
Sister Bay Utilities	Quarterly Billing Q2 2021	$	30,504.32
	TOTAL	$	32,529.57

Liberty Grove Utilities District #1			2019	2020	2021	2021	2022	2021/2022
DRAFT #1			Actual	Actual	Budget	Estimated	Proposed	% CHANGE
								BUDGET
10-461 & 20-622	Customer sales		$ 103,476.33	$ 129,828.57	$ 129,000.00	$ 141,640.00	$ 156,800.00	21.55%
10-462	Private Fire Protection		$ 835.78	$ 971.72	$ 725.00	$ 1,122.00	$ 1,000.00	37.93%
10-470 & 20-470	Late fees		$ 134.57	$ 79.80	$ 100.00	$ 63.00	$ 100.00	0.00%
10-474	Meter reconnection charges		$ 2,415.00	$ 1,110.00	$ 1,000.00	$ 1,230.00	$ 1,000.00	0.00%
20-423**	Hook-up charges		$ 904.52	$ 881.22	$ 500.00	$ 978.00	$ 600.00	20.00%
**								
00-419	Interest income		$ 10,458.26	$ 15,829.50	$ 250.00	$ 186.00	$ 250.00	0.00%
	Computer exempt aid		$ 2.08	$ 2.08	$ 2.00	$ 2.00	$ 2.00	0.00%
00-428**	Other income		$ 238.52	$ 3,750.97	$ 200.00	$ 140.00	$ 200.00	0.00%
10-423	Impact Fee Income		$ 6,503.80	$ 6,147.14	$ 5,000.00	$ 6,504.00	$ 5,000.00	0.00%
10-422***	Tax roll levy		$ 18,285.88	$ 20,266.00	$ 20,266.00	$ 20,266.00	$ 20,266.00	0.00%
		Total Revenue	**$ 143,254.74**	**$ 178,867.00**	**$ 157,043.00**	**$ 172,131.00**	**$ 185,218.00**	17.94%
10-408	PSC remainder assessment		$ 58.72	$ 63.50	$ 75.00	$ 66.00	$ 75.00	0.00%
10-610 & 10-640.02	Water purchased from SB		$ 22,104.48	$ 23,013.20	$ 21,000.00	$ 20,753.00	$ 25,000.00	19.05%
10-620 & 20-821	Electrical		$ 4,157.10	$ 3,511.35	$ 5,100.00	$ 3,978.00	$ 5,100.00	0.00%
10-650	Water repairs		$ 2,431.32	$ 6,985.57	$ 5,750.00	$ 2,848.00	$ 6,000.00	4.35%
10-680 & 20-850	Commissioner compensation		$ 345.00	$ -	$ -	$ -	$ -	#DIV/0!
10-682 & 20-852 & 6120	Accounting & legal		$ 7,160.40	$ 4,777.75	$ 29,998.00	$ 4,832.00	$ 8,000.00	-73.33%
10-682.02, 20-840, 6550, & 6555	Maintenace & bookkeeping		$ 10,281.39	$ 9,859.46	$ 10,000.00	$ 10,751.00	$ 11,100.00	11.00%
10-684 & 20-853	Insurance		$ -	$ -	$ -	$ -	$ -	#DIV/0!
10-690	Reconnection charges (pd to SB)		$ 1,720.00	$ 1,110.00	$ 1,000.00	$ 1,165.00	$ 1,200.00	20.00%
10-689.01 & 20-827.01	Quarterly services charges (Sister B		$ 1,620.00	$ 1,620.00	$ 1,620.00	$ 1,620.00	$ 1,620.00	0.00%
10-691 & 20-856	Miscellaneous expenses		$ 1,254.31	$ 1,262.41	$ 1,500.00	$ 968.00	$ 1,500.00	0.00%
20-610	Collection System		$ 75,263.01	$ 76,099.84	$ 76,000.00	$ 80,512.00	$ 86,300.00	13.55%
20-831	Sewer repairs		$ 2,743.57	$ 3,464.15	$ 3,500.00	$ 2,699.00	$ 3,500.00	0.00%
**	Sewer fixed assets purchased							
**	Water fixed assets purchased							
10-403, 10-404, 10-471 & 20-403	Depreciation-Water and Sewer		$ 45,079.00					
10-640 & 10-692	Engineering Fees		$ 9,708.66	$ 1,398.12	$ 1,500.00	$ -	$ 1,500.00	0.00%
		Total Expenses	**$ 183,926.96**	**$ 133,165.35**	**$ 157,043.00**	**$ 130,192.00**	**$ 150,895.00**	-3.91%
	Net available for unallocated reserve		**$ (40,672.22)**	**$ 45,701.65**	**$ -**	**$ 41,939.00**	**$ 34,323.00**	

* Per PSC fire protection included in water purchased

** These amounts are posted against balance sheet accounts and do not affect the income statement

***Tax roll levy consists of Public fire protection

Village of Sister Bay
MEETING OF THE FINANCE COMMITTEE

Meeting Date 07/13/2021

Recommendation:

Staff recommends making no changes to our relationship with Xpress Bill Pay

Background:

In early May, we received a cold call from Invoice Cloud Solutions (IC) and we decided to review our relationship with Xpress Bill Pay (XBP) to see if a move to IC was needed. After several discussions with IC, we received a proposal that showed IC would be a significant price increase. IC promised to increase the number of users, increase the number of estatement users, reduce inbound calls for payments, offer real time integration with our software, and make downtime virtually non-existent. With all those positive, Kara and I decided the cost was simply too high to make the move.

This also prompted us to review our contract with XBP and how much those services are used.

- We currently have 1237 Sister Bay utility customers. 430 customers use Direct Pay, which is an ACH transfer on the due date of the bill. This is an incredibly easy and inexpensive process at $0.50 per file plus $0.13 per transaction.
- We have 194 customers using XBP and 143 of those have paperless billing

Kara and I have talked about ways to increase the use of XBP and direct pay. Using XBP with paperless billing saves the utility the most, however many customers are resistance to move in that direction. But we can increase users by updating our website to make the XBP link easier to find, marketing more to our customers, and following up with new customers. We will be working on all of theses in the future.

Fiscal Impact:

No change.

Respectfully submitted,

Tasha Rass
Finance Director

Village of Sister Bay
MEETING OF THE FINANCE COMMITTEE

Meeting Date 07/13/2021

Recommendation:

Staff recommends Liberty Grove consider signing an agreement with XBP that would allow Liberty Grove customers to pay by credit card.

Background:

We would like to see Liberty Grove sign a contract with XBP. This would allow LGUD customers to make payments online and with credit cards. This is often requested by customers.

It would save Kara time and, with paperless billing, would also save money.

Fiscal Impact:

$1500 setup fee to XBP

$600 software fee to Civics – no additional support fees

Monthly service fees to XBP and Paymentech - $75.00 hosting fee + no more than $0.50/transaction for XBP and per item charges with Chase, generally not exceeding $100 per month

Respectfully submitted,

Tasha Rass
Finance Director

Software Purchase Agreement

Civic Systems, LLC
4807 Innovate Ln
P.O. Box 7398
Madison, WI 53707-7398

Village of Sister Bay
2383 Maple Drive
Sister Bay, WI 54234

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An invoice will be sent after completion of the work described in the Investment Summary.** The information provided in this proposal is valid for 90 days after the date of issue.

INVESTMENT SUMMARY

Service Retainer: New CR Database (Estimated 4 Hours @ 150/HR)	$ 600
Sub-total	$ 600

*Above amounts do not include travel expenses.

**All billings will be based off of time and material of $150/Hr. The above amount is a retainer based off of like work. Civic Systems will invoice the Village once the project is complete or once all of the hours are used. In the event that additional hours are needed an additional retainer contract will need to be signed. The Village will only be invoiced for the number of hours used.

***The accuracy of the meter reads is not Civic Systems responsibility. Civic Systems services are limited to calculating and generating the bills based on the data that is provided to us. It is the responsibility of the Village to proof reports and mail the bills.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

VILLAGE OF SISTER BAY, WI

Signature: ______________________

Title: ______________________

Date: ______________________

CIVIC SYSTEMS, LLC

Signature: ______________________

Title: ______________________

Date: ______________________

civicsystems
strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

CHASE J.P.Morgan

Statement Period: 01-Jun-2021 - 30-Jun-2021
Company Number:
Merchant Number:

VILLAGE OF SISTER BAY

Charges & Fees

Description	Sales Amount	Items	Rate	Item Charge	Amount Charged*
MasterCard Charges					
MC COMM DATA RATE 1 BUS DEBIT & PREPAID	$ 50.00	1	2.65%	$ 0.10	$ 1.43
MC REGULATED POS DEBIT WITH FRAUD ADJ	$ 3,769.61	7	0.05%	$ 0.22	$ 3.42
MC UTILITIES DEBIT	$ 549.05	4		$ 0.65	$ 2.60
MC WORLD ELITE UTILITIES	$ 2,337.05	1		$ 0.75	$ 0.75
MC DISCOUNT RATE	$ 6,705.71		0.25%		$ 16.76
Total MasterCard Discount Fees					$ 24.96
Visa Charges					
VISA UTILITY CREDIT	$ 1,123.03	6		$ 0.75	$ 4.50
VISA VI DOM SALES AUTH APF CREDIT	$ 1,123.03	6		$ 0.0195	$ 0.12
VISA DISCOUNT RATE	$ 1,123.03		0.25%		$ 2.81
Total Visa Discount Fees					$ 7.43
Auth Fees					
MC INTERNET NETCONNECT		13		$ 0.15	$ 1.95
VISA INTERNET NETCONNECT		6		$ 0.15	$ 0.90
Total Auth Fees					$ 2.85
Other Fees					
MC ACQUIRING LICENSE FEE	$ 6,558.52	11	0.004%		$ 0.27
MC ASSESSMENT	$ 4,368.66		0.13%		$ 5.69
MC ASSESSMENT	$ 2,337.05		0.14%		$ 3.27
MC AVS CARD NOT PRESENT FEE		13		$ 0.01	$ 0.13
MC CVC2 FEE		2		$ 0.0025	$ 0.01
MC DIGITAL ENABLEMENT/CNP FEE	$ 6,705.71	13	0.01%		$ 0.66
MC NABU FEE		13		$ 0.0195	$ 0.26
MONTHLY SERVICE FEE		1		$ 5.00	$ 5.00

*Calculated daily, rounding differences may occur

† Bank account number *****7040
† Reflects most current bank account number
**Chargeback Interchange Refund
***Chargeback Reversal Interchange Expense
If you have any questions regarding your statement, please contact: 1.888.886.8869

CHASE
J.P.Morgan

Statement Period: 01-Jun-2021 - 30-Jun-2021
Company Number: 1618285
Merchant Number: 6085066
VILLAGE OF SISTER BAY

Charges & Fees

Description	Sales Amount	Items	Rate	Item Charge	Amount Charged*
Other Fees					
VISA ASSESSMENT	$ 1,123.03		0.14%		$ 1.57
VISA FIX ACQ NTWK FEE 2	$ 1,123.03	1	0.15%		$ 1.68
Total of Other Fees					$ 18.54
Total Charges and Fees					$ 53.78

† Bank account number *****7040
† Reflects most current bank account number
**Chargeback Interchange Refund
***Chargeback Reversal Interchange Expense
If you have any questions regarding your statement, please contact: 1.888.886.8869

*Calculated daily, rounding differences may occur