



VIRTUAL SEWER AND WATER UTILITIES COMMITTEE MEETING AGENDA

Tuesday, January 14, 2024 at 7:45 A.M.

This meeting will be conducted electronically via "Zoom" video conferencing software.

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional information check: <http://www.sisterbaywi.gov>

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes of the November 12, 2024 Meeting, as Published
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items:
 - a. Wastewater Treatment Plant Operations Report
 - b. Discuss Marina Billing
 - c. Discuss Marina water and sewer rates
 - d. Amendments to Ch. 62; Utilities Code
 - e. Discuss Sludge PFAs Testing Results and Land Lease
 - f. Department Annual Report
7. Matters to be placed on a future agenda or referred to a committee, official, or employee
8. Adjournment

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. 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 or accommodation at no cost to the individual. 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 Administration Office at 854-4118, (FAX) 854-9637, or by writing to 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. Monday – Thursday and 8 a.m.-12 p.m. Friday).

The Village of Sister Bay is an Equal Opportunity Provider and Employer.

POSTED DATE/SIGNATURE _____

SPECIAL SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 12, 2024
VIA VIDEO CONFERENCE
(APPROVAL PENDING)

The November 12, 2024 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 3:46 P.M.

Present: Chairperson Denise Bhirdo and members Kurt Harff and Alison Werner

Staff Members: Utilities Director Megan Barnes, Finance Director/Treasurer Volodymyr Gannik, and Utilities Clerk Kara Kroll

Others: Amber Drewieske, Elizabeth McMasters, and Laurel Harff

Approval of the Agenda:

A motion was made by Harff, seconded by Werner that the Agenda for the November 12, 2024 meeting of the Sewer and Water Utilities Committee be approved as presented. Motion carried – all ayes.

Approval of the minutes:

A motion was made by Werner, seconded by Harff to approve the minutes of the October 29, 2024 meeting of the Sewer and Water Utilities Committee as presented. Motion carried – all ayes.

Public Comments and Correspondence

No correspondence was received for this meeting.

Discussion Items:

a) Wastewater Treatment Plant Operations Report

A copy of the Sewer and Water Utility operations report prepared by Barnes was included in the meeting packet for the members to review. Barnes told the committee that she heard back from the state on PFAs testing. The testing cost will be \$730.00, and the committee gave Barnes the ok to complete the test. If the test shows that the sludge does not contain PFAs, then the utilities will be able to land apply sludge and help reduce the amount of sludge that will need to be hauled to Green Bay. Barnes also gave an update on the hauler spill that took place at the Wastewater Treatment Plant. The hauler will be billed for all the costs associated with the spill.

c) Rate Study

A rate study was prepared by Robert E Lee and CliftonLarsonAllen (CLA). It was determined at the Special Sewer and Water Utilities Committee meeting on October 29, 2024, that the Utilities would conduct a simplified rate case going forward. The new rate case looks at cash flows, revenue, and expenses and is to be reviewed each year during the budget process. Barnes and Drewieske from CLA explained that when you do capital improvement projects, you should increase rates incrementally, so the users don't feel a large impact all at once. Barnes has estimated an increase of 117% for sludge hauling in 2025. Barnes is currently looking into a sludge processing facility; Barnes noted the sludge problem has been discussed since 2014. Drewieske from CLA also recommends rate increases each year that cover the cost of inflation. It was discussed and decided by all present to implement a 15% increase on fixed and volume charges and a 25%

1 increase on unsewered volume charges in 2025. Barnes included hauled sewer rates from area utilities and
2 Sister Bay is currently the least expensive.

3
4 *A motion was made by Bhirdo, seconded by Werner to recommend a 15% increase on fixed and volume*
5 *charges and a 25% increase on unsewered volume charges and recommend a public hearing at the Village*
6 *Board Meeting on December 17, 2024 as presented. Motion carried-all ayes.*

7
8 **Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or**
9 **Employee.**

10
11 None at this time.

12
13 The next meeting of the Sewer and Water Utilities Committee will be conducted at 3:45 P.M. on Tuesday,
14 December 10, 2024 via Video Conference.

15
16 **Adjournment**

17 *At 4:41 P.M. a motion was made by Werner, seconded by Harff to adjourn the November 12, 2024 meeting*
18 *of the Sewer and Water Utilities Committee. Motion carried – all ayes.*

19
20 Respectfully submitted,

21 

22 Kara Kroll

23 Utilities Clerk



Village of Sister Bay
Sewer and Water Utilities Committee
Operations Report

Sewer and Water Utilities Committee Meeting
January 14, 2025

Review of Financial Statements

See the attached financial reports.

Capacity Report

See the attached report for October and November.

2024 Sister Bay Sanitary Survey Report

The DNR completed a sanitary survey for the water supply serving the Village of Sister Bay in October of 2024. The final report is attached.

Water Tower Vent Screen

Lane Tank was hired to install the 4-mesh on the water tower vent screen. The work was performed free of charge as Lank Tank installed the vent screen, without the 4-mesh, with DNR approval at the time.

Concentrated Sludge Pump

A new concentrated sludge pump was installed.

Blackstone Harbor Bypass Valve

Operators investigating no registered water usage for the 4th quarter billing cycle at Blackstone Harbor. It was found that the gate valve lockout apparatus, that was originally placed on the bypass valve by the Utilities Department, was broken and left on the floor. The bypass valve was in the open position, allowing water to bypass the meter and be unregistered. Barnes and Kroll estimated and presented a bill for the unmetered service as a result of the interference. Barnes also billed for the cost of the broken bypass valve lock.

Intent to Apply (ITA)/Priority Evaluation and Ranking Form (PERF)

A Clean Water Fund Program for State Fiscal Year (SFY) 2026 ITA application was submitted to the DNR with the assistance of engineering firm Donohue & Associates, who agreed to perform this work free of charge. The application was reviewed and will be placed on the SFY 2026 CWFP Project Priority List (PPL) with the project description being "Regional Biosolids Management Facility". The application that was submitted is attached.

Truck Battery Inverter

The 2018 Chevrolet 3500 utility body trucks inverter battery started smoking and releasing toxic fumes. The Sister Bay Liberty Grove Fire Department was contacted to ensure the battery was disconnected safely. Barnes will have the truck serviced and inspected for the problem in the wiring before the truck is placed back into use.

PFAS Sludge Testing

The report from the State Lab of Hygiene for the sludge PFAs testing is attached. Currently, the EPA has not determined any limits for PFAS compounds in biosolids. However, if the EPA determines that PFOA or PFOs in biosolids may adversely affect public health or the environment, risk managers will consider options for numerical limitations and best management practices for these compounds.

Operator Position

Chris Oakdale was hired for the open Utilities Operator position. His first day with the Utilities Department will be January 20, 2025.

RFP for Facilities Plan at the WWTP

An RFP was released on January 9, 2025, with the proposal due date of January 24, 2025, at 4:00 PM CST. The RFP is attached. To move forward with the CWFP PPL ranking for funding, the application must include an *approved* facilities plan for DNR plan review and approval.

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
SOURCE 46					
610-46110-000-000 ASSESSMENT LETTER FEES	150.00	3,000.00	3,000.00	.00	100.00
610-46451-100-000 METERED WATER SALES - VILLAGE	5,345.40	17,755.82	22,652.00	(4,896.18)	78.39
610-46451-200-000 METERED WATER SALES-COMMERCIAL	28,653.95	117,852.83	124,653.00	(6,800.17)	94.54
610-46451-400-000 METERED WATER SALES-RESIDENT'L	50,070.55	205,678.18	211,383.00	(5,704.82)	97.30
610-46451-500-000 METERED WATER SALES-MULTIFAM	7,002.25	26,514.92	22,436.00	4,078.92	118.18
610-46451-900-000 SERVICE TO OTHER WATER SYSTEMS	.00	.00	50.00	(50.00)	.00
610-46452-000-000 WATER SYSTEM MAINTENANCE	.00	2,705.18	1,500.00	1,205.18	180.35
610-46452-100-000 WATER SYSTEM/HYDRANT MAINT - V	.00	.00	50.00	(50.00)	.00
610-46454-000-000 CONNECTION FEES - WATER	140.05	1,858.08	3,400.00	(1,541.92)	54.65
610-46455-000-000 PUBLIC FIRE PROTECTION	13,281.42	53,389.74	51,788.00	1,601.74	103.09
610-46455-100-000 PUBLIC FIRE PROT - VILLAGE	738.60	2,954.40	3,313.00	(358.60)	89.18
610-46455-900-000 PUBLIC FIRE PROT.-HYDRANT RENT	13,093.75	52,375.00	52,375.00	.00	100.00
610-46456-000-000 PRIVATE FIRE PROTECT/SPRINKLRS	3,510.45	14,462.67	14,573.00	(110.33)	99.24
610-46456-100-000 UNMETERED WATER SALES-VILLAGE	.00	.00	50.00	(50.00)	.00
610-46456-200-000 UNMETERED WATER SALES-COMM/PUB	.00	1,429.26	400.00	1,029.26	357.32
610-46457-000-000 HYDRANT USE -COMMERCIAL/PUBLIC	.00	690.00	400.00	290.00	172.50
610-46457-100-000 HYDRANT USE - VILLAGE	.00	.00	100.00	(100.00)	.00
610-46470-000-000 LATE PAYMENT PENALTIES	184.53	510.85	700.00	(189.15)	72.98
610-46472-000-000 RENT FROM WATER DEPT PROPERTY	3,600.00	4,800.00	5,760.00	(960.00)	83.33
TOTAL SOURCE 46	125,770.95	505,976.93	518,583.00	(12,606.07)	97.57
SOURCE 47					
610-47341-810-000 ADMIN CHARGES - LGUD (W)	.00	7,322.05	8,867.00	(1,544.95)	82.58
610-47341-820-000 WATER SYSTEM MAINT - LGUD	.00	.00	2,000.00	(2,000.00)	.00
610-47341-830-000 SALE OF WATER - LGUD	.00	14,800.00	20,098.00	(5,298.00)	73.64
610-47341-850-000 UNMETERED WATER SALES - LGUD	.00	111.00	250.00	(139.00)	44.40
610-47341-860-000 PUBLIC FIRE PROTECTION -LGUD	.00	4,173.00	5,564.00	(1,391.00)	75.00
610-47341-870-000 WATER TESTING FEES	60.00	1,980.00	210.00	1,770.00	942.86
TOTAL SOURCE 47	60.00	28,386.05	36,989.00	(8,602.95)	76.74
SOURCE 48					
610-48110-000-000 INTEREST/DIVIDENDS - WATER	.00	59,289.26	37,269.00	22,020.26	159.08
610-48420-710-000 IMPACT FEE-DOWNTOWN WATER MAIN	895.44	6,839.78	14,000.00	(7,160.22)	48.86
610-48420-730-000 IMPACT FEES - WATER TOWER	.00	7,892.52	37,000.00	(29,107.48)	21.33
610-48425-000-000 SURCHARGE: W SYSTEM SERVICE	.00	11.09	225.00	(213.91)	4.93
610-48428-000-000 RECONNECT FEES & MISC. - WATER	.00	1,770.00	2,000.00	(230.00)	88.50
610-48429-000-000 WELL PERMITS	.00	300.00	350.00	(50.00)	85.71
610-48490-000-000 OTHER WATER SYSTEM REVENUE	.00	420.00	5,575.00	(5,155.00)	7.53
610-48495-000-000 MISC NON-OPERATING REVENUE	.00	821.69	1,000.00	(178.31)	82.17
TOTAL SOURCE 48	895.44	77,344.34	97,419.00	(20,074.66)	79.39

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL WATER REVENUE	126,726.39	611,707.32	652,991.00	(41,283.68)	93.68

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
610-61500-111-000	WAGES - VILLAGE WATER	.00	.00	73,493.00	73,493.00	.00
610-61500-111-620	WAGES - PUMPING	477.30	14,795.41	11,646.00	(3,149.41)	127.04
610-61500-111-625	WAGES - MAINT/PUMPING PLANT	.00	1,053.02	.00	(1,053.02)	.00
610-61500-111-626	WAGES - GROUNDS MAINT	.00	415.08	1,126.00	710.92	36.86
610-61500-111-630	WAGES - TREATMENT PLANT	.00	5,921.79	.00	(5,921.79)	.00
610-61500-111-635	WAGES - MAINT/TREATMENT PLANT	.00	62.38	.00	(62.38)	.00
610-61500-111-640	WAGES - DISTRIBUTION SYSTEM	624.65	6,280.70	.00	(6,280.70)	.00
610-61500-111-650	WAGES - RESERVOIRS/STANDPIPES	.00	62.38	.00	(62.38)	.00
610-61500-111-651	WAGES - MAINS	.00	2,287.73	.00	(2,287.73)	.00
610-61500-111-652	WAGES - SERVICES	.00	899.25	.00	(899.25)	.00
610-61500-111-653	WAGES - METERS	1,292.30	15,325.84	.00	(15,325.84)	.00
610-61500-111-654	WAGES - HYDRANTS	.00	4,948.70	.00	(4,948.70)	.00
610-61500-111-901	WAGES - METER READING	311.90	1,577.50	.00	(1,577.50)	.00
610-61500-111-906	WAGES - CUSTOMER SERVICE	.00	34.38	.00	(34.38)	.00
610-61500-111-920	WAGES - ADMIN, WATER	1,982.28	14,075.28	1,941.00	(12,134.28)	725.16
610-61500-111-930	WAGES - TRAINING, WATER	.00	3,367.40	.00	(3,367.40)	.00
610-61500-112-000	OVERTIME	.00	.00	8,430.00	8,430.00	.00
610-61500-112-620	OVERTIME - PUMPING	168.43	2,410.08	.00	(2,410.08)	.00
610-61500-112-652	OVERTIME - SERVICES	.00	51.12	.00	(51.12)	.00
610-61500-112-930	OVERTIME - ON CALL WATER	209.00	3,418.00	4,015.00	597.00	85.13
610-61500-113-620	COMP TIME USED	613.40	2,184.60	.00	(2,184.60)	.00
610-61500-114-930	PAID LEAVE	1,084.76	14,008.07	3,217.50	(10,790.57)	435.37
610-61500-121-000	PART-TIME WAGES	.00	.00	5,400.00	5,400.00	.00
610-61500-121-620	PART-TIME WAGES - PUMPING	.00	608.78	.00	(608.78)	.00
610-61500-121-902	WAGES - CLERK - WATER	1,077.66	14,488.75	16,334.00	1,845.25	88.70
610-61500-121-920	WAGES - ADMIN ALLOCATION	13,621.50	18,162.00	27,102.00	8,940.00	67.01
610-61500-122-902	OVERTIME - CLERK - WATER	6.43	114.61	413.00	298.39	27.75
610-61500-131-926	RETIREMENT	1,987.05	9,489.39	10,333.00	843.61	91.84
610-61500-132-408	SOCIAL SECURITY	2,189.73	10,037.35	11,868.00	1,830.65	84.57
610-61500-133-926	INSURANCE, MEDICAL	4,970.93	32,090.29	31,770.00	(320.29)	101.01
610-61500-134-926	INSURANCE, DENTAL	336.21	2,180.17	1,902.00	(278.17)	114.63
610-61500-135-926	INSURANCE, GROUP LIFE	96.40	408.53	366.00	(42.53)	111.62
610-61500-136-926	INSURANCE, DISABILITY	168.76	606.53	936.00	329.47	64.80
610-61500-137-925	HSA BENEFITS	898.56	3,875.81	8,054.00	4,178.19	48.12
610-61500-138-925	EAP BENEFITS	20.68	248.16	240.00	(8.16)	103.40
610-61500-140-925	VISION BENEFITS	47.63	307.61	283.00	(24.61)	108.70
610-61500-141-903	UNIFORMS & CLOTHING	192.33	583.52	900.00	316.48	64.84
610-61500-142-930	RECRUITMENT/TESTING/PHYSICALS	.00	74.21	750.00	675.79	9.89
610-61500-143-930	RECOGNITION	.00	34.75	1,065.00	1,030.25	3.26
610-61500-144-630	MILEAGE - TREATMENT	.00	.00	470.00	470.00	.00
610-61500-144-640	MILEAGE - T&D OP	.00	85.76	.00	(85.76)	.00
610-61500-144-921	MILEAGE - OFFICE EXP	.00	.00	275.00	275.00	.00
610-61500-144-930	MILEAGE - ADMIN MISC	.00	90.61	300.00	209.39	30.20
610-61500-145-930	EXPENSE ALLOWANCE/MEALS	.00	9.57	500.00	490.43	1.91
PERSONNEL		32,377.89	186,675.11	223,129.50	36,454.39	83.66

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
610-61500-200-602 OTHER SERVICES-PUMPING	.00	.00	1,000.00	1,000.00	.00
610-61500-200-630 TESTING	.00	501.88	2,000.00	1,498.12	25.09
610-61500-200-923 MISC. OTHER SERVICES	445.76	5,103.65	6,000.00	896.35	85.06
610-61500-201-622 ELECTRIC POWER	1,219.39	19,379.63	30,236.00	10,856.37	64.09
610-61500-202-622 FUEL FOR PUMPING	.00	.00	2,500.00	2,500.00	.00
610-61500-203-921 TELEPHONES	101.05	1,200.08	1,500.00	299.92	80.01
610-61500-204-921 CELLPHONES	141.05	1,782.37	1,500.00	(282.37)	118.82
610-61500-205-921 INTERNET	539.91	719.88	1,900.00	1,180.12	37.89
610-61500-209-923 LEGAL SERVICES - WATER	.00	.00	2,500.00	2,500.00	.00
610-61500-210-923 AUDIT & CONSULTING	.00	4,617.75	3,000.00	(1,617.75)	153.93
610-61500-212-923 ENGINEERING	.00	2,434.75	5,000.00	2,565.25	48.70
610-61500-213-923 OUTSIDE SERVICES EMPLOYED	6.42	790.74	1,300.00	509.26	60.83
CONTRACTUAL SERVICES	2,453.58	36,530.73	58,436.00	21,905.27	62.51

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
610-61500-301-602	EQUIP GAS/OIL - SOURCE OF SUP.	.00	22.79	25.00	2.21	91.16
610-61500-301-623	EQUIP GAS/OIL - PUMPING	.00	.00	200.00	200.00	.00
610-61500-301-641	EQUIP GAS/OIL - T&D	.00	.00	200.00	200.00	.00
610-61500-301-933	VEHICLE GAS/OIL/FLUIDS	262.57	1,702.87	1,950.00	247.13	87.33
610-61500-310-921	COMPUTER HARDWARE/SOFTWARE	.00	1,234.85	2,500.00	1,265.15	49.39
610-61500-310-923	ACCOUNTING/SOFTWARE SUPPORT	320.31	2,636.04	6,000.00	3,363.96	43.93
610-61500-312-921	INFORMATION TECHNOLOGY	.00	3,590.09	4,500.00	909.91	79.78
610-61500-321-921	OFFICE SUPPLIES & EXP.	15.06	637.59	1,200.00	562.41	53.13
610-61500-322-921	POSTAGE & SHIPPING	157.81	1,036.44	1,200.00	163.56	86.37
610-61500-324-921	PRINTING & COPYING	284.86	1,700.03	1,600.00	(100.03)	106.25
610-61500-325-921	LEGAL NOTICES & ADS	4.60	460.55	500.00	39.45	92.11
610-61500-326-921	OFFICE EQUIPMENT - OFFICE EXP	18.66	50.12	75.00	24.88	66.83
610-61500-331-930	MEMBERSHIP DUES	.00	1,104.35	1,200.00	95.65	92.03
610-61500-332-602	TRAINING - SOURCE OF SUPPLY	.00	.00	500.00	500.00	.00
610-61500-332-630	TRAINING - TREATMENT	.00	86.35	800.00	713.65	10.79
610-61500-332-640	TRAINING - T&D OP	197.40	244.04	.00	(244.04)	.00
610-61500-332-921	TRAINING - OFFICE EXP	.00	.00	1,050.00	1,050.00	.00
610-61500-332-930	TRAINING - ADMIN MISC	.00	502.38	6,000.00	5,497.62	8.37
610-61500-351-623	MED/SAFETY - PUMPING	.00	.00	250.00	250.00	.00
610-61500-351-632	MED/SAFETY - TREATMENT	54.00	108.00	1,000.00	892.00	10.80
610-61500-351-930	MED/SAFETY - MISC GENERAL	.00	335.85	1,500.00	1,164.15	22.39
610-61500-352-000	TOOLS/MINOR EQUIP	.00	36.09	.00	(36.09)	.00
610-61500-352-641	TOOLS/MINOR EQUIP - T&D	.00	11,139.73	10,900.00	(239.73)	102.20
610-61500-352-653	TOOLS/MINOR EQUIP - METERS	25.99	104.41	250.00	145.59	41.76
610-61500-352-903	TOOLS/MINOR EQUIP - ADMIN MISC	.00	.00	250.00	250.00	.00
610-61500-352-930	TOOLS/MINOR EQUIP - MISC GEN	.00	1,530.41	2,200.00	669.59	69.56
610-61500-353-641	MISC. OTHER SUP. - T&D	.00	.00	200.00	200.00	.00
610-61500-353-650	MISC. OTHER SUP. - RESERVOIRS	119.26	119.26	300.00	180.74	39.75
610-61500-353-652	MISC. OTHER SUP. - SERVICES	.00	.00	1,000.00	1,000.00	.00
610-61500-353-653	MISC. OTHER SUP. - METERS	.00	109.63	500.00	390.37	21.93
610-61500-353-654	MISC. OTHER SUP. - HYDRANTS	.00	.00	500.00	500.00	.00
610-61500-353-655	MISC. OTHER SUP. - OTHER PLANT	.00	472.50	500.00	27.50	94.50
610-61500-353-921	MISC. OTHER SUPPLIES - ADMIN	.00	.00	500.00	500.00	.00
610-61500-354-921	MAPS	.00	.00	150.00	150.00	.00
610-61500-358-623	MISC OP. SUPPLIES - WELLS	.00	52.25	200.00	147.75	26.13
610-61500-358-625	MISC OP. SUPPLIES - WELL MAINT	.00	50.57	175.00	124.43	28.90
610-61500-358-641	MISC SYS OP SUP - T&D	.00	6.99	3,750.00	3,743.01	.19
610-61500-361-650	DISTRIBUTION MAINT - STORAGE	.00	.00	5,000.00	5,000.00	.00
610-61500-361-651	DISTRIBUTION MAINT - MAINS	.00	153.89	3,000.00	2,846.11	5.13
610-61500-361-652	DISTRIBUTION MAINT - SERVICES	.00	440.78	1,000.00	559.22	44.08
610-61500-361-653	DISTRIBUTION MAINT - METERS	.00	146.00	2,750.00	2,604.00	5.31
610-61500-361-654	HYDRANT MAINTENANCE	83.48	2,022.98	40,100.00	38,077.02	5.04
610-61500-361-655	DISTRIBUTION MAINT - OTHER	.00	148.65	150.00	1.35	99.10
610-61500-362-600	LAWN MAINTENANCE - WELLS	.00	.00	100.00	100.00	.00
610-61500-363-933	VEHICLE MAINTENANCE	407.95	1,090.31	750.00	(340.31)	145.37
610-61500-366-623	WATER PLANT - PUMPING OP.	.00	5,406.88	3,500.00	(1,906.88)	154.48
610-61500-366-625	WATER PLANT - PUMPING MAINT	386.42	3,134.79	4,500.00	1,365.21	69.66
610-61500-366-635	WATER PLANT - TREATMENT MAINT	.00	53.71	.00	(53.71)	.00
610-61500-366-935	WATER PLANT - FACILITY MAINT	.00	381.91	.00	(381.91)	.00
610-61500-369-602	EQUIP MAINT - SOURCE OF SUPPLY	.00	.00	250.00	250.00	.00
610-61500-369-625	EQUIP MAINT - PUMPING	.00	187.99	250.00	62.01	75.20
610-61500-369-641	EQUIP MAINT - T&D	.00	.00	250.00	250.00	.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	SUPPLIES AND EXPENSE	2,338.37	42,242.07	115,225.00	72,982.93	36.66
610-61500-401-921	CUSTODIAL SUPPLIES	20.51	243.13	195.00	(48.13)	124.68
610-61500-402-631	CHEMICALS	10.00	2,905.52	4,000.00	1,094.48	72.64
610-61500-403-630	WATER TESTING SUPPLIES	810.00	3,050.41	7,000.00	3,949.59	43.58
610-61500-403-653	METER PARTS & SUPPLIES	41.58	76.56	100.00	23.44	76.56
610-61500-408-652	DISTRIBUTION PARTS - W SYSTEM	.00	.00	2,500.00	2,500.00	.00
610-61500-408-654	HYDRANT PARTS & SUPPLIES	.00	1,650.76	500.00	(1,150.76)	330.15
	BUILDING MATERIALS	882.09	7,926.38	14,295.00	6,368.62	55.45
610-61500-510-924	PROPERTY INSURANCE	.00	3,471.46	3,500.00	28.54	99.18
610-61500-510-925	LIABILITY INSURANCE	.00	1,342.40	1,575.00	232.60	85.23
610-61500-511-925	VEHICLE & EQUIPMENT INSURANCE	.00	920.25	950.00	29.75	96.87
610-61500-512-925	INSURANCE, WORK COMP	30.78	2,223.56	3,812.00	1,588.44	58.33
610-61500-550-921	BANK FEES & FINANCE CHARGES	.00	1,473.96	1,500.00	26.04	98.26
610-61500-551-408	TAXES - WATER	.00	.00	(15,000.00)	(15,000.00)	.00
610-61500-551-928	MISC OTHER EXP - REGULATORY	.00	647.68	750.00	102.32	86.36
610-61500-551-930	IMPACT FEE REFUNDS	.00	373,125.53	36,000.00	(337,125.53)	1,036.46
	FIXED CHARGES	30.78	383,204.84	33,087.00	(350,117.84)	1,158.17
610-61500-899-403	DEPRECIATION EXP -WATER SYSTEM	146,658.78	195,545.04	195,545.00	(.04)	100.00
	CAPITAL OUTLAY	146,658.78	195,545.04	195,545.00	(.04)	100.00
610-61500-900-408	PAYMENT IN LIEU OF TAXES	40,902.75	54,537.00	59,315.00	4,778.00	91.94
	COST REALLOCATION	40,902.75	54,537.00	59,315.00	4,778.00	91.94
	TOTAL DEPARTMENT 500	225,644.24	906,661.17	699,032.50	(207,628.67)	129.70
	DEPARTMENT 000					
610-64000-111-000	WAGES - LGSD WATER	.00	1,456.01	7,782.00	6,325.99	18.71
610-64000-112-000	OVERTIME - LGSD WATER	.00	41.25	628.00	586.75	6.57
	PERSONNEL	.00	1,497.26	8,410.00	6,912.74	17.80
610-64000-200-930	LGUD OTHER REIMB	174.65	52.51	750.00	697.49	7.00
610-64000-201-622	LGUD ELECTRIC - REIMB.	163.44	163.44	.00	(163.44)	.00
	CONTRACTUAL SERVICES	338.09	215.95	750.00	534.05	28.79

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
610-64000-324-921 PRINTING & COPYING LGUD		15.80	66.00	125.00	59.00	52.80
SUPPLIES AND EXPENSE		15.80	66.00	125.00	59.00	52.80
		353.89	1,779.21	9,285.00	7,505.79	19.16
TOTAL FUND EXPENDITURES		225,998.13	908,440.38	708,317.50	(200,122.88)	128.25
NET REVENUES OVER EXPENDITURES		(99,271.74)	(296,733.06)	(55,326.50)	158,839.20	(536.33)

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>SOURCE 46</u>					
620-46411-100-000	SEWER SERVICE - VILLAGE (WW)	5,157.80	24,900.75	19,086.00	5,814.75	130.47
620-46411-200-000	SEWER SERVICE - COMMERCIAL	68,087.33	276,237.53	281,375.00	(5,137.47)	98.17
620-46411-400-000	SEWER SERVICE - RESIDENTIAL	152,353.27	616,549.41	605,686.00	10,863.41	101.79
620-46411-500-000	SEWER SERVICE - MULTI FAMILY	22,338.12	87,596.99	78,829.00	8,767.99	111.12
620-46415-100-000	SEPTIC & HOLDING - SISTER BAY	.00	8,654.85	10,000.00	(1,345.15)	86.55
620-46415-800-000	SEPTIC & HOLDING-LIBERTY GROVE	.00	186,925.07	192,342.00	(5,416.93)	97.18
620-46415-900-000	SEPTIC & HOLDING - OTHER AREAS	.00	1,907.51	4,923.00	(3,015.49)	38.75
620-46416-100-000	UNMETERED WASTEWATER - VILLAGE	.00	12.60	175.00	(162.40)	7.20
620-46416-200-000	UNMETERED WASTEWATER - COMMERC	.00	.00	150.00	(150.00)	.00
620-46470-000-000	LATE PAYMENT FEES	249.08	4,161.77	5,000.00	(838.23)	83.24
620-46472-000-000	RENT FROM WW DEPT PROPERTY	.00	.00	1,420.00	(1,420.00)	.00
	TOTAL SOURCE 46	248,185.60	1,206,946.48	1,198,986.00	7,960.48	100.66
	<u>SOURCE 47</u>					
620-47341-810-000	ADMIN CHARGES - LGUD (WW)	.00	6,107.05	7,337.00	(1,229.95)	83.24
620-47341-820-000	FIXED SEWER METER CHARGES-LGUD	.00	87,698.20	119,797.00	(32,098.80)	73.21
620-47341-840-000	MEASURED SEWER SERVICE - LGUD	.00	15,450.50	22,974.00	(7,523.50)	67.25
620-47341-850-000	UNMETERED WASTEWATER - LGUD	.00	119.99	250.00	(130.01)	48.00
	TOTAL SOURCE 47	.00	109,375.74	150,358.00	(40,982.26)	72.74
	<u>SOURCE 48</u>					
620-48110-000-000	INTEREST/DIVIDENDS - WW	.00	67,954.80	43,364.00	24,590.80	156.71
620-48420-720-000	IMPACT FEES - WWTP EXPANSION	.00	5,550.50	28,000.00	(22,449.50)	19.82
620-48495-000-000	MISC OTHER REVENUE	.00	895.04	200.00	695.04	447.52
	TOTAL SOURCE 48	.00	74,400.34	71,564.00	2,836.34	103.96
	TOTAL WASTEWATER REVENUE	248,185.60	1,390,722.56	1,420,908.00	(30,185.44)	97.88

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

TREATMENT

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
620-62500-111-060	WAGES - MAIN LIFT STATION	306.04	6,302.06	15,835.21	9,533.15	39.80
620-62500-111-062	WAGES - JOINT WWTP	6,435.48	124,838.54	182,956.41	58,117.87	68.23
620-62500-111-626	WAGES - WWTP GROUNDS MAINT	.00	890.15	1,926.00	1,035.85	46.22
620-62500-111-930	TRAINING, WASTEWATER	663.30	1,207.66	3,195.38	1,987.72	37.79
620-62500-112-060	OVERTIME - MAIN LIFT STATION	187.14	540.65	483.93	(56.72)	111.72
620-62500-112-062	OVERTIME - JOINT WWTP	742.36	7,262.29	19,662.07	12,399.78	36.94
620-62500-113-000	COMP TIME USED	1,227.08	4,369.40	.00	(4,369.40)	.00
620-62500-114-000	PAID LEAVE - JOINT WWTP	2,169.82	42,799.29	.00	(42,799.29)	.00
620-62500-121-062	PT WAGES - JOINT WWTP	.00	.00	10,800.00	10,800.00	.00
620-62500-121-902	WAGES, CLERK - WW	2,155.61	30,196.53	32,667.00	2,470.47	92.44
620-62500-121-920	WAGES, ADMIN - WW	22,248.08	51,658.40	43,715.00	(7,943.40)	118.17
620-62500-122-902	OVERTIME - CLERK - WWTP	12.86	229.22	540.00	310.78	42.45
620-62500-131-000	RETIREMENT	3,606.28	19,250.81	20,803.00	1,552.19	92.54
620-62500-132-000	SOCIAL SECURITY	4,049.06	21,322.05	23,890.00	2,567.95	89.25
620-62500-133-000	INSURANCE, MEDICAL	9,179.88	67,890.98	64,822.00	(3,068.98)	104.73
620-62500-134-000	INSURANCE, DENTAL	629.05	4,650.08	3,882.00	(768.08)	119.79
620-62500-135-000	INSURANCE, GROUP LIFE	146.40	757.05	676.00	(81.05)	111.99
620-62500-136-000	INSURANCE, DISABILITY	288.04	1,226.33	1,889.00	662.67	64.92
620-62500-137-000	HSA BENEFITS	1,404.72	11,843.25	16,194.00	4,350.75	73.13
620-62500-138-000	EAP BENEFITS	41.35	496.20	500.00	3.80	99.24
620-62500-140-000	VISION BENEFITS	92.12	678.03	575.00	(103.03)	117.92
620-62500-141-000	UNIFORMS & CLOTHING	384.63	1,167.02	1,950.00	782.98	59.85
620-62500-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	148.42	1,000.00	851.58	14.84
620-62500-143-000	RECOGNITION	.00	69.50	2,200.00	2,130.50	3.16
620-62500-144-000	MILEAGE	.00	395.63	1,700.00	1,304.37	23.27
620-62500-145-000	EXPENSE ALLOWANCE/MEALS	.00	33.71	375.00	341.29	8.99
	PERSONNEL	55,969.30	400,223.25	452,237.00	52,013.75	88.50
620-62500-200-000	TESTING	981.00	1,787.21	2,500.00	712.79	71.49
620-62500-201-000	ELECTRIC/GAS	3,666.90	57,356.29	70,025.00	12,668.71	81.91
620-62500-202-000	FUEL/WATER/SEWER	1,865.50	7,915.13	14,000.00	6,084.87	56.54
620-62500-203-000	TELEPHONES	255.70	3,046.65	2,664.00	(382.65)	114.36
620-62500-204-000	CELLPHONES	282.09	3,564.67	3,000.00	(564.67)	118.82
620-62500-205-000	INTERNET	1,079.73	1,439.64	1,500.00	60.36	95.98
620-62500-208-000	RUBBISH DISPOSAL	1,827.96	3,059.20	7,000.00	3,940.80	43.70
620-62500-209-000	LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.00
620-62500-210-000	AUDIT & CONSULTING	.00	9,094.76	7,850.00	(1,244.76)	115.86
620-62500-212-000	ENGINEERING	2,925.00	2,925.00	5,000.00	2,075.00	58.50
620-62500-213-000	LAUNDRY SERVICE	93.82	1,191.32	1,250.00	58.68	95.31
620-62500-214-000	SLUDGE HAULING & PROCESSING	8,788.37	69,560.90	75,000.00	5,439.10	92.75
	CONTRACTUAL SERVICES	21,766.07	160,940.77	192,289.00	31,348.23	83.70

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

TREATMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
620-62500-301-000	VEHICLE GAS/OIL/FLUIDS	535.15	4,610.00	5,500.00	890.00	83.82
620-62500-303-000	EQUIPMENT RENTAL	.00	262.44	1,000.00	737.56	26.24
620-62500-310-000	COMPUTER HARDWARE/SOFTWARE	640.61	7,555.42	8,750.00	1,194.58	86.35
620-62500-312-000	INFORMATION TECHNOLOGY	.00	952.30	2,500.00	1,547.70	38.09
620-62500-321-000	OFFICE SUPPLIES & EXP.	30.12	1,286.49	2,500.00	1,213.51	51.46
620-62500-322-000	POSTAGE & SHIPPING	611.91	2,283.36	2,100.00	(183.36)	108.73
620-62500-324-000	PRINTING & COPYING	251.72	2,138.61	2,500.00	361.39	85.54
620-62500-325-000	LEGAL NOTICES & ADS	44.16	134.35	150.00	15.65	89.57
620-62500-326-000	OFFICE EQUIPMENT	35.18	93.29	150.00	56.71	62.19
620-62500-331-000	DUES & PUBLICATIONS	.00	1,742.42	1,750.00	7.58	99.57
620-62500-332-000	TRAINING - WASTEWATER	394.80	1,791.17	5,200.00	3,408.83	34.45
620-62500-351-000	MEDICAL/SAFETY SUPPLIES	108.00	1,137.57	1,450.00	312.43	78.45
620-62500-352-000	TOOLS/MINOR EQUIPMENT	.00	2,355.42	4,700.00	2,344.58	50.12
620-62500-353-000	MISC. OTHER SUPPLIES	.00	112.48	500.00	387.52	22.50
620-62500-358-000	MISC. PLANT OPERATING SUPPLIES	50.97	741.01	8,400.00	7,658.99	8.82
620-62500-362-000	WWTP GROUNDS MAINTENANCE	.00	113.87	500.00	386.13	22.77
620-62500-363-000	VEHICLE MAINTENANCE	815.90	2,180.66	1,500.00	(680.66)	145.38
620-62500-365-000	WWTP- LAB EQUIPMENT MAINT.	.00	3,212.50	4,500.00	1,287.50	71.39
620-62500-366-000	WWTP- BLDG & STRUCTURES MAINT.	1,802.72	4,334.84	5,000.00	665.16	86.70
620-62500-367-000	MAIN LIFT STATION/FORCE MAIN	.00	2,436.96	7,500.00	5,063.04	32.49
620-62500-368-000	WWTP- FIXED EQUIPMENT MAINT.	4,357.37	32,122.46	25,000.00	(7,122.46)	128.49
620-62500-369-000	EQUIPMENT MAINTENANCE	.00	1,217.79	1,500.00	282.21	81.19
	SUPPLIES AND EXPENSE	9,678.61	72,815.41	92,650.00	19,834.59	78.59
620-62500-401-000	CUSTODIAL SUPPLIES	118.93	800.80	500.00	(300.80)	160.16
620-62500-402-000	CHEMICALS	126.23	49,515.13	50,000.00	484.87	99.03
620-62500-403-000	LAB SUPPLIES - WWTP	31.53	6,798.42	19,600.00	12,801.58	34.69
620-62500-408-000	MAIN LIFT DEGREASER	.00	2,670.85	5,500.00	2,829.15	48.56
	BUILDING MATERIALS	276.69	59,785.20	75,600.00	15,814.80	79.08
620-62500-510-000	PROPERTY/LIABILITY INS.	.00	17,270.74	17,500.00	229.26	98.69
620-62500-511-000	VEHICLE & EQUIPMENT INSURANCE	.00	2,372.25	2,700.00	327.75	87.86
620-62500-512-000	INSURANCE, WORK COMP	50.22	8,210.10	8,323.00	112.90	98.64
620-62500-550-000	BANK FEES & FINANCE CHARGES	.00	2,855.04	3,000.00	144.96	95.17
	FIXED CHARGES	50.22	30,708.13	31,523.00	814.87	97.41
620-62500-602-000	INTEREST ON LONG-TERM DEBT-WW	.00	58,938.76	59,083.00	144.24	99.76
	DEBT SERVICE	.00	58,938.76	59,083.00	144.24	99.76
620-62500-899-000	DEPRECIATION EXP - WWTP	371,205.72	494,940.96	494,941.00	.04	100.00
	CAPITAL OUTLAY	371,205.72	494,940.96	494,941.00	.04	100.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

TREATMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	TOTAL DEPARTMENT 500	458,946.61	1,278,352.48	1,398,323.00	119,970.52	91.42
	<u>DEPARTMENT 000</u>					
620-64000-200-000	LGUD OTHER SERVICES REIMB	2.90	44.68	750.00	705.32	5.96
	CONTRACTUAL SERVICES	2.90	44.68	750.00	705.32	5.96
620-64000-324-000	PRINTING & COPYING LGUD	15.80	66.00	150.00	84.00	44.00
	SUPPLIES AND EXPENSE	15.80	66.00	150.00	84.00	44.00
		18.70	110.68	900.00	789.32	12.30
	TOTAL FUND EXPENDITURES	458,965.31	1,278,463.16	1,399,223.00	120,759.84	91.37
	NET REVENUES OVER EXPENDITURES	(210,779.71)	112,259.40	21,685.00	(150,945.28)	517.68

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>SOURCE 46</u>					
630-46110-000-000	ASSESSMENT LETTER FEES	150.00	3,000.00	3,000.00	.00	100.00
630-46411-100-000	SEWER SERVICE - VILLAGE (C)	1,173.82	5,813.18	3,953.00	1,860.18	147.06
630-46411-200-000	SEWER SERVICE - COMMERCIAL	16,921.60	70,213.20	67,728.00	2,485.20	103.67
630-46411-400-000	SEWER SERVICE - RESIDENTIAL	34,593.25	140,468.06	136,125.70	4,342.36	103.19
630-46411-500-000	SEWER SERVICE - MULTI FAMILY	5,419.65	21,157.01	16,687.00	4,470.01	126.79
630-46411-900-000	SERVICE: OTHER COLLECT SYSTEMS	.00	133.65	250.00	(116.35)	53.46
630-46414-000-000	LATERAL INSPECTION - SEWER	140.05	1,858.05	4,100.00	(2,241.95)	45.32
630-46470-000-000	LATE PAYMENT FEES	58.18	231.12	500.00	(268.88)	46.22
	TOTAL SOURCE 46	58,456.55	242,874.27	232,343.70	10,530.57	104.53
	<u>SOURCE 47</u>					
630-47341-000-000	COLLECTION SYSTEM MAINT - LGUD	.00	.00	1,750.00	(1,750.00)	.00
	TOTAL SOURCE 47	.00	.00	1,750.00	(1,750.00)	.00
	<u>SOURCE 48</u>					
630-48110-000-000	INTEREST/DIVIDENDS-COLLECTION	.00	23,688.21	15,260.80	8,427.41	155.22
630-48300-000-000	SALE OF PROPERTY - COLLECTION	.00	6,425.00	.00	6,425.00	.00
630-48420-710-000	IMPACT FEE-DOWNTOWN SEWER MAIN	1,343.16	10,259.68	20,000.00	(9,740.32)	51.30
630-48420-740-000	SEWER CONNECTION FEES/REU	280.11	3,716.22	6,500.00	(2,783.78)	57.17
630-48425-000-000	SURCHARGE: COLL SYSTEM SERVICE	.00	12.03	500.00	(487.97)	2.41
630-48495-000-000	MISC OTHER REVENUE	.00	149.20	.00	149.20	.00
	TOTAL SOURCE 48	1,623.27	44,250.34	42,260.80	1,989.54	104.71
	TOTAL COLLECTION REVENUE	60,079.82	287,124.61	276,354.50	10,770.11	103.90

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

COLLECTION

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
630-63500-111-000	WAGES - SB COLLECTION	214.17	11,047.50	24,936.00	13,888.50	44.30
630-63500-111-626	WAGES - COLLECTION GROUNDS	.00	497.18	894.00	396.82	55.61
630-63500-112-000	OVERTIME - SB COLLECTION	319.70	1,164.67	2,399.00	1,234.33	48.55
630-63500-113-000	COMP TIME USED	205.00	728.74	.00	(728.74)	.00
630-63500-114-000	PAID LEAVE - COLLECTION	361.90	4,657.27	.00	(4,657.27)	.00
630-63500-121-000	WAGES, CLERK - COLLECTION	.00	414.45	1,800.00	1,385.55	23.03
630-63500-121-902	WAGES, CLERK - COLLECTION	359.41	4,618.54	5,445.00	826.46	84.82
630-63500-121-920	WAGES, ADMIN - COLLECTION	10,076.20	17,100.88	23,926.00	6,825.12	71.47
630-63500-122-902	WAGES, OT CLERK - COLLECTION	2.14	38.20	221.00	182.80	17.29
630-63500-131-000	RETIREMENT	1,399.14	3,729.65	4,284.00	554.35	87.06
630-63500-132-000	SOCIAL SECURITY	1,548.35	4,016.00	4,886.00	870.00	82.19
630-63500-133-000	INSURANCE, MEDICAL	3,317.40	11,681.61	12,387.00	705.39	94.31
630-63500-134-000	INSURANCE, DENTAL	224.94	792.01	761.00	(31.01)	104.07
630-63500-135-000	INSURANCE, GROUP LIFE	67.53	196.89	169.00	(27.89)	116.50
630-63500-136-000	INSURANCE, DISABILITY	133.08	283.42	396.00	112.58	71.57
630-63500-137-000	HSA BENEFITS	768.78	1,702.02	3,175.00	1,472.98	53.61
630-63500-138-000	EAP BENEFITS	6.89	82.68	72.00	(10.68)	114.83
630-63500-140-000	VISION BENEFITS	32.91	112.86	114.00	1.14	99.00
630-63500-141-000	UNIFORMS & CLOTHING	64.10	194.50	250.00	55.50	77.80
630-63500-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	167.95	250.00	82.05	67.18
630-63500-143-000	RECOGNITION	.00	11.60	300.00	288.40	3.87
630-63500-144-000	MILEAGE	.00	30.20	95.00	64.80	31.79
630-63500-145-000	EXPENSE ALLOWANCE/MEALS	.00	.00	75.00	75.00	.00
PERSONNEL		19,101.64	63,268.82	86,835.00	23,566.18	72.86
630-63500-200-000	MISC. OTHER SERVICES	.00	66.76	250.00	183.24	26.70
630-63500-201-000	ELECTRIC POWER	365.43	5,808.91	7,250.00	1,441.09	80.12
630-63500-202-000	FUEL/WATER/SEWER	42.30	169.20	1,500.00	1,330.80	11.28
630-63500-204-000	CELLPHONES	47.38	594.66	500.00	(94.66)	118.93
630-63500-205-000	INTERNET	179.91	239.88	250.00	10.12	95.95
630-63500-206-000	TELEMETRY	.00	.00	1,100.00	1,100.00	.00
630-63500-209-000	LEGAL SERVICES	.00	.00	500.00	500.00	.00
630-63500-210-000	AUDIT & CONSULTING	.00	1,790.81	1,200.00	(590.81)	149.23
630-63500-212-000	ENGINEERING	750.00	750.00	750.00	.00	100.00
630-63500-213-000	LAUNDRY	2.14	23.78	25.00	1.22	95.12
CONTRACTUAL SERVICES		1,387.16	9,444.00	13,325.00	3,881.00	70.87

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
630-63500-301-000	VEHICLE GAS/OIL/FLUIDS	87.53	966.52	750.00	(216.52)	128.87
630-63500-310-000	COMPUTER HARDWARE/SOFTWARE	106.77	1,636.92	7,275.00	5,638.08	22.50
630-63500-312-000	INFORMATION TECHNOLOGY	.00	2,778.71	4,500.00	1,721.29	61.75
630-63500-321-000	OFFICE SUPPLIES & EXP.	5.02	190.91	500.00	309.09	38.18
630-63500-322-000	POSTAGE & SHIPPING	294.90	568.87	400.00	(168.87)	142.22
630-63500-324-000	PRINTING & COPYING	95.96	410.45	400.00	(10.45)	102.61
630-63500-325-000	LEGAL NOTICES & ADS	1.55	5.16	50.00	44.84	10.32
630-63500-326-000	OFFICE EQUIPMENT	5.51	14.35	25.00	10.65	57.40
630-63500-331-000	MEMBERSHIP DUES	.00	6.50	25.00	18.50	26.00
630-63500-332-000	TRAINING	65.80	233.30	550.00	316.70	42.42
630-63500-351-000	MEDICAL/SAFETY SUPPLIES	218.96	463.80	1,200.00	736.20	38.65
630-63500-352-000	TOOLS/MINOR EQUIPMENT	.00	286.31	500.00	213.69	57.26
630-63500-353-000	MISC. OTHER SUPPLIES	.00	.00	500.00	500.00	.00
630-63500-354-000	MAPS	.00	.00	100.00	100.00	.00
630-63500-356-000	PARTS & SUPPLIES	.00	.00	250.00	250.00	.00
630-63500-358-000	MISC. SEWER OPERATING SUPPLIES	.00	.00	5,000.00	5,000.00	.00
630-63500-362-000	LAWN MAINTENANCE	.00	.00	100.00	100.00	.00
630-63500-363-000	VEHICLE MAINTENANCE	135.98	363.44	375.00	11.56	96.92
630-63500-367-000	LIFT STATION/FORCE MAIN MAINT.	1,832.18	28,685.04	30,000.00	1,314.96	95.62
630-63500-368-000	SEWER SYSTEM MAINTENANCE	.00	27,213.36	30,000.00	2,786.64	90.71
630-63500-369-000	EQUIPMENT MAINTENANCE	.00	19.77	500.00	480.23	3.95
	SUPPLIES AND EXPENSE	2,850.16	63,843.41	83,000.00	19,156.59	76.92
630-63500-401-000	CUSTODIAL SUPPLIES	6.85	75.27	50.00	(25.27)	150.54
	BUILDING MATERIALS	6.85	75.27	50.00	(25.27)	150.54
630-63500-510-000	PROPERTY/LIABILITY INS.	.00	2,139.62	2,500.00	360.38	85.58
630-63500-511-000	VEHICLE & EQUIPMENT INSURANCE	.00	312.25	325.00	12.75	96.08
630-63500-512-000	INSURANCE, WORK COMP	27.72	980.16	1,223.00	242.84	80.14
630-63500-550-000	BANK FEES & FINANCE CHARGES	.00	1,118.18	750.00	(368.18)	149.09
630-63500-551-000	MISCELLANEOUS OTHER EXP	.00	.00	1,000.00	1,000.00	.00
	FIXED CHARGES	27.72	4,550.21	5,798.00	1,247.79	78.48
630-63500-899-000	DEPRECIATION EXP - COLLECTION	105,214.50	140,286.00	140,286.00	.00	100.00
	CAPITAL OUTLAY	105,214.50	140,286.00	140,286.00	.00	100.00
630-63500-900-000	TAXES - SEWER	.00	.00	13,900.00	13,900.00	.00
	COST REALLOCATION	.00	.00	13,900.00	13,900.00	.00
	TOTAL DEPARTMENT 500	128,588.03	281,467.71	343,194.00	61,726.29	82.01
	DEPARTMENT 000					

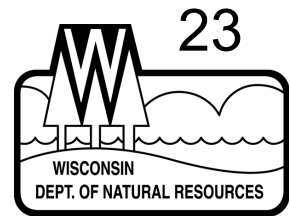
VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
630-64000-111-000	WAGES - LGSD COLLECTION	147.63	2,524.52	3,634.00	1,109.48	69.47
630-64000-112-000	OVERTIME - LGSD COLLECTION	.00	72.35	269.00	196.65	26.90
	PERSONNEL	147.63	2,596.87	3,903.00	1,306.13	66.54
630-64000-200-000	OTHER SERVICES - LGUD	.00	.00	500.00	500.00	.00
	CONTRACTUAL SERVICES	.00	.00	500.00	500.00	.00
		147.63	2,596.87	4,403.00	1,806.13	58.98
	TOTAL FUND EXPENDITURES	128,735.66	284,064.58	347,597.00	63,532.42	81.72
	NET REVENUES OVER EXPENDITURES	(68,655.84)	3,060.03	(71,242.50)	(52,762.31)	4.30

Village of Sister Bay Utilities						
P.O. Box 91, Sister Bay, WI 54234						
Phones: Voice 920-854-2246 Fax 920-854-7602 Cell 920-421-0254						
Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove						
Treatment Plant Capacities Calculations						
For:	October-2024					
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	6.252	0.050	4.928	4.978	0.509	0.765
Water Sales Ratios			0.9063		0.0937	
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	22888		20743		2145	
HAULED BOD lbs/day	4506	262				4235
Total BOD lbs	27393			21005	2145	4235
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	19888		18024		1864	
HAULED TSS lbs/day	7403	452				6938
Total TSS lbs	27291			18476	1864	6938
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED PHOS. lbs/day	385		349		36	
HAULED PHOS. lbs/day	701	7				694
Total PHOS. Lbs	1086			356	36	694
Purchased Flow Capacity in mgd		0.62		0.059		0.266
Monthly Daily Average		0.161		0.016		0.025
Percent of used Capacity		25.90%		27.86%		9.28%
Purchased BOD Capacity in lbs/day		905		105		1359
Monthly Daily Average		678		69		137
Percent of used Capacity		75%		65.89%		10.05%
Purchased TSS Capacity in lbs/day		1076		101		999
Monthly Daily Average		596		60		224
Percent of used Capacity		55.39%		59.52%		22.40%
Purchased Phos. Capacity in lbs/day		54		5		43
Monthly Daily Average		11.478		1.163		22.380
Percent of used Capacity		0.213		0.233		0.520

Village of Sister Bay Utilities						
P.O. Box 91, Sister Bay, WI 54234						
Phones: Voice 920-854-2246 Fax 920-854-7602 Cell 920-421-0254						
Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove						
Treatment Plant Capacities Calculations						
For:	November-2024					
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	4.164	0.018	3.401	3.419	0.351	0.394
Water Sales Ratios			0.90635		0.09365	
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	9935		9004		930	
HAULED BOD lbs/day	1337	57				1281
Total BOD lbs	11272			9061	930	1281
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	9831		8911		921	
HAULED TSS lbs/day	1020	45				976
Total TSS lbs	10851			8955	921	976
	Sister Bay		LGSD #1		Liberty Grove	
Purchased Flow Capacity in mgd	0.62		0.059		0.266	
Monthly Daily Average	0.114		0.012		0.013	
Percent of used Capacity	18.38%		19.85%		4.94%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased BOD Capacity in lbs/day	905		105		1359	
Monthly Daily Average	302		31		43	
Percent of used Capacity	33%		29.54%		3.14%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased TSS Capacity in lbs/day	1076		101		999	
Monthly Daily Average	299		31		33	
Percent of used Capacity	27.74%		30.39%		3.26%	



November 21, 2024

PWSID: 41505101
Sister Bay Waterworks
MC - Door County

Ms. Heidi Teich – Clerk
Village of Sister Bay
2385 Maple Dr.
PO Box 769
Sister Bay, WI 54234

SUBJECT: 2024 Sanitary Survey Report for the Water Supply Serving the Village of Sister Bay

Dear Ms. Teich:

The purpose of a sanitary survey is to evaluate the Village's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality.

On October 22, 2024, Alyssa Cahoon and I conducted a sanitary survey of your water system, operated by the Village of Sister Bay. The Village was represented by Megan Barnes. At the completion of the survey, Megan was briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

Since no deficiencies are noted, a response is not required.

DEFICIENCIES

During the sanitary survey, no Significant Deficiencies were identified. Significant deficiencies indicate non-compliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers.

During the sanitary survey, no Non-Significant Deficiencies were identified. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks, represent long-term health risks to consumers or may indicate noncompliance with one or more Wisconsin Administrative Codes

RECOMMENDATIONS

During the sanitary survey, two (2) Recommendations were identified. Recommendations are problems in the water system that may hinder your public water system from consistently providing safe drinking water to consumers.

Recommendation
1. Cyber-attacks have been striking critical infrastructure across the United States with increased frequency, including attacks to public water systems. The department recommends the Utility evaluate the existing cybersecurity practices and make improvements to reduce vulnerability to cyber-attacks. Consider using the following resources to determine if improvements can be made to the Utility's existing system. • The U.S. EPA Water Cybersecurity Assessment Tool and Risk Mitigation Plan can be used to assess your existing cybersecurity practices and provides a risk mitigation plan. • The U.S. EPA offers cybersecurity technical assistance for water utilities to help water systems improve their cybersecurity practices. • Additional information and resources on water system cybersecurity can be found at the U.S. EPA Cybersecurity Webpage.
2. The Department recommends that the Village consider alternative methods of distributing cross-connection public education materials to residential customers who receive them triennially in lieu of inspections of low-hazard fixtures. The following are considered acceptable methods of distribution of cross-connection public education materials: • Direct mail of postcards with links to a website posting of a brochure. • A link to a website posting of a brochure included on mailed water bills. • A link to a website posting of a brochure included in routine mailings such as newsletters, ads in free weekly newspapers, or in a separate section of the City's annual Consumer Confidence Report.

NON-CONFORMING FEATURES

Non-Conforming Features are items that existed in a water system before a code change became effective. The following are not deficiencies, but do not conform to current standards for community systems. Correction of these features is required when a health risk is identified, the feature causes problems with the operation of the water system or the feature is located within a reviewable project. If you choose to address the items below now or in the near future, note that prior DNR plan approval is required.

Non-Conforming Feature
1. All well casings 10 inches and larger in diameter shall be provided with a vent pipe that is at least two inches in diameter, per s. NR 811.36(1)(a), Wis. Adm. Code. The well vents for all the Village's wells are less than two inches in diameter.
2. Line-shaft vertical turbine pumps shall be supported by a concrete pump base which is installed to a height at least 12 inches above the pump station floor, per s. NR 811.31(1)(a), Wis. Adm. Code. The concrete pump base at Well 2 is less than 12 inches above the pump station floor.
3. All pump discharge piping shall contain an entry point sampling faucet installed as far downstream of the chemical injection, water treatment, or water storage as practical, per s. NR 811.37(5)(b)2, Wis. Adm. Code.

4. If pressurized chlorine gas is present, continuous chlorine leak detection equipment shall be installed and equipped with both an audible alarm and warning light, and automatic emergency chlorine cylinder shutdown valves shall also be provided, per s. NR 811.48(7)(c), Wis. Adm. Code. None of these features are provided at the chlorination room of Well 2.
5. All sump pump discharge piping shall be metal, terminate a minimum of 24-inches above grade in a downward facing U-bend and be provided with a 24-mesh, corrosion-resistant screen, per s. NR 811.84(9), Wis. Adm.
6. Condensate platform drains shall not be directly connected to the overflow piping per NR 811.64(16)(d), Wis. Adm. Code. Condensate platforms shall be provided with a minimum 2-inch diameter pipe and be brought down to within 12 to 24 inches of the ground surface and discharge downward with a free air break over a drainage inlet structure, splash pad or riprap the next time significant work is proposed for the towers.
7. Per NR 811.84(9), Wis. Adm. Code, all buried PRVs should have access manways that terminate a minimum of 24 inches above grade with an overlapping, gasketed, watertight, locking cover. Sump pump discharge and vent pipes shall be metal and terminate a minimum of 24 inches above grade in a downward facing U-bend with a 24-mesh corrosion resistant screen.
8. Per NR 811.36(5), Wis. Adm. Code, all air vacuum relief piping should be metal.

REMINDERS AND OTHER FOLLOW-UP

1. Well pumps shall be removed and inspected on a regular basis and maintenance provided as needed, per s. NR 810.13(1)(a), Wis. Adm. Code. The Department recommends a frequency of once every 10 years.
2. Handheld colorimeters should be calibrated approximately every 10 uses and a logbook kept.
3. Auxiliary power sources are to be exercised at least monthly, in addition to quarterly under full load. Water suppliers for those public water systems who rent, lease or borrow their generators shall have a contract with the owner of the unit, perform full load exercising at least annually, and keep records showing when exercising was performed, per s. NR 810.13(1)(d), Wis. Adm. Code.
4. The flowmeter at the booster station in the Well 3 building should be tested in 2025 along with the other station meters.
5. Four-inch meters should be tested every 2 years per PSC 185, Wis. Adm. Code.
6. Water storage facilities are required to be inspected a minimum of every five years, per s. NR 810.14, Wis. Adm. Code. The water storage facility must be fully drained for an inspection a minimum of every 10 years or every other inspection. Exterior inspections of the vents, overflow screens, and hatches of the water storage facilities are to be conducted annually, per s. NR 810.14(1), Wis. Adm. Code.
7. The Village shall provide the Department with 48-hour prior notice of the date and time of all water storage facility inspections, per s. NR 810.14(3), Wis. Adm. Code.

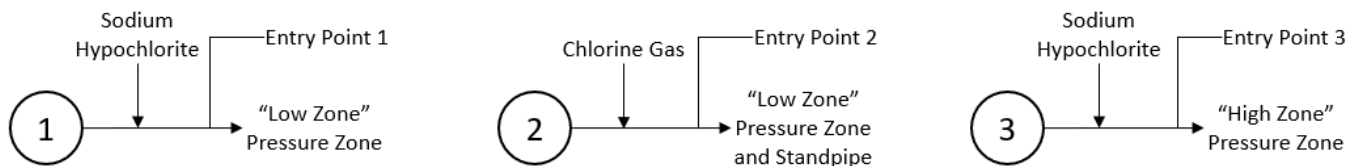
8. Following all water storage facility inspections, the Village shall submit a completed DNR inspection report (Form 3300-248) to the Department, per s. NR 810.14(4), Wis. Adm. Code. Supplemental reports, photos or videos provided by the inspection company shall also be submitted to the Department.

SYSTEM DESCRIPTION

Summary and History

The water supply system for Sister Bay was approved in 1972 and included two wells, a booster station, and a reservoir. In Fall 1982, the Department approved an expansion of Sister Bay's water supply into Liberty Grove Sanitary District with each entity owning their respective distribution system. Except the booster pumps at Well 3 and Liberty Grove's distribution mains and meters, the water system is owned by the Village of Sister Bay. The entire water system is operated by the Village of Sister Bay under a 40-year agreement dated April 11, 1979, and was renewed in 2012 for a 25-year term.

The system currently operates with three wells, two storage structures, two pressure zones, one high-lift station, one inline booster station, and the distribution system. Treatment consists of disinfection via chlorine gas and sodium hypochlorite.



Sources

Well 1: Well 1 is a 208-foot-deep flowing dolomite well that was constructed in 1972. The well has a 138-foot deep, 10-inch diameter casing inside a 138-foot deep, 16-inch diameter casing and is grouted to 138 feet. The line-shaft vertical turbine pump is equipped with a 30-HP motor and a VFD unit. The pump was last pulled in 2016. Water pumped from Well 1 is discharged into the lower-elevation pressure zone at a rate of 500 gpm.

Well 2: Well 2 is a 305-foot-deep dolomite well that was constructed in 1972. The well has a 171-foot deep, 10-inch diameter casing inside a 22-foot deep, 16-inch diameter casing and is grouted to 171 feet. The line-shaft vertical turbine pump is equipped with a 30-HP motor. The pump was last pulled in 2016 when it was chemically rehabilitated. Water pumped from Well 2 is discharged into the lower-elevation pressure zone at a rate of 450 gpm.

Well 3: Well 3 is a 262-foot-deep dolomite well that was constructed in 2000. The well has a 171-foot deep, 12-inch diameter casing inside a 171-foot deep, 18-inch diameter casing and is grouted to 171 feet. The line-shaft vertical turbine pump is equipped with a 50-HP motor and a soft-start function. The pump was last pulled in 2016 to address issues with the soft-start function. Water pumped from Well 3 is discharged into higher-elevation pressure zone at a rate of 450 gpm.

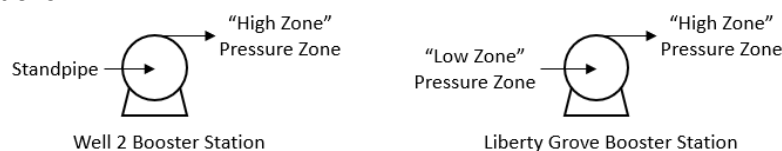
Chemical Addition and Treatment

Chlorine gas: Chlorine gas is mixed with water and injected into the discharge piping of Well 2 for disinfection. The dose averages 1 mg/L but has the greatest variability of all the wells.

Sodium hypochlorite: A solution of sodium hypochlorite is injected into the discharge piping of Wells 1 and 3 for disinfection. At well 1, the chlorine dose average 0.75 mg/L with a typical range from 0.5 and 1 mg/L; and at well 3, the dose averages 1 mg/L with a range from 0.5 to 1.5 mg/L.

High-Lift Pump Stations, Inline Booster Stations, and Pressure Zones

There are two pressure zones throughout the water system: the higher-elevation “High Zone” and the lower-elevation “Low Zone.” The “Low Zone” is supplied by Wells 1 and 2, while the “High Zone” is supplied by Well 3 and two booster stations: the booster station associated the standpipe at Well 2, and the inline booster station at Well 3 in the Liberty Grove Sanitary District. It should be noted that the District’s inline booster station has seldom been used after the elevated storage tank on Jungwirth Ct. was constructed. Below is a summary of the system’s booster stations.



Station	No. of Pumps	Pump Capacity [GPM]	VFD	Source	Destination	Comments
Well 2	2	475 (Each)	Y	Low Zone (Standpipe)	High Zone	Primary source of High Zone's water
Liberty Grove	2	125 (Each)	N	Low Zone	High Zone	Used only when exercised, flushing District, or emergency

Storage

There are two storage facilities in the system: one elevated storage tank and one standpipe. The Low Zone is supplied by the standpipe that acts as elevated storage for that pressure zone, and the High Zone is supplied by the elevated storage tank. Below is a summary of the system’s storage structures.

Structure	Type	Volume [gal]	Const. Date	Date of Last Inspection
Standpipe	Above-Grade	100k	1972	2023(Full-Drain)
Elevated Storage Tank	Single-Pedestal Spheroid	150k	1997	Jun 2020(Full-Drain)

Auxiliary Power

Auxiliary power is provided by engine-generators for each well. The auxiliary power sources at each well can power the entire building, including the well pump, treatment equipment, booster pumps, and SCADA.

Location	Type	Fuel	Testing Frequency Test / Under Load
Well 1	Dual Fixed Onsite Engine-Generators	Diesel	Twice Monthly / Twice Monthly
Well 2	Fixed Onsite Engine-Generator	Diesel	Twice Monthly / Twice Monthly
Well 3	Fixed Onsite Engine-Generator	Diesel	Twice Monthly / Twice Monthly

WATER QUALITY MONITORING AND REPORTING

Bacteriological

The system serves approximately 1000 people, requiring that two samples be taken from the distribution system every month. However, due to a seasonal increase in population, the Village collects four monthly samples beginning in June until the end of September. An approved monitoring site plan is used to ensure representative sampling of the distribution system. The Groundwater Rule also requires that the Village conduct quarterly sampling of its sources.

Inorganic

The Village is currently on a triennial monitoring frequency for inorganic contaminants and an annual monitoring frequency for nitrate at all three Entry Points. The Village last sampled for inorganic contaminants in 2023 and for nitrate in 2024. Results show the levels of inorganic contaminants meet all applicable drinking water standards.

Radiological

The Village is currently on a six-year monitoring frequency for radiological contaminants at all three Entry Points. The Village last sampled for radiological contaminants in 2020. Future monitoring frequency is determined by several factors, including results of previous monitoring samples. Results show that the levels of radiological contaminants meet all applicable drinking water standards.

Volatile Organic

The Village is currently on a triennial monitoring frequency for volatile organic contaminants at all three Entry Points. The Village last sampled for volatile organic contaminants in 2023. Results show that the levels of volatile organic contaminants meet all applicable drinking water standards.

Synthetic Organic

The Village is currently on a six-year monitoring frequency for synthetic organic contaminants at all three Entry Points. The Village last sampled for synthetic organic contaminants in 2023. Results show that the levels of synthetic organic contaminants meet all applicable drinking water standards. The Village also sampled for PFAS compounds in 2023. There were no detected PFAS compounds.

Lead and Copper

The Village is currently on a triennial monitoring frequency for lead and copper requiring 10 samples. There are no lead services or goosenecks owned by the municipality and no known customer-side lead services. The Village last sampled for lead and copper in 2023. Results show that the 90th percentile levels of lead and copper are below their respective Action Levels. The Village also submitted an approved Materials Inventory as part of the 2024 LCRR requirements.

Disinfection Byproducts

The Village is currently conducting Stage 2 disinfection byproduct monitoring on an annual monitoring frequency at one site. The Village last sampled for disinfection byproducts in 2024. Results show that the levels of disinfection byproducts meet all applicable drinking water standards.

Secondary Inorganic Chemical and Physical Standards

The Village must monitor for secondary inorganic chemical and physical standards and is currently on a nine-year monitoring frequency at all three Entry Points. These chemical and physical standards are monitored for aesthetic purposes and are not considered hazardous to health.

Chemical Residuals in Distribution System

The Village monitors the residual levels of free chlorine in its distribution system. A review of the system's records shows that a detectable free chlorine residual is always maintained throughout the distribution system.

REQUIRED REPORTS, RECORDS, AND UTILITY PROGRAMS**Reports and Records**

The Village has maintained an excellent record of completion and submission of all reports required by the Department, including Electronic Monthly Operating Reports and Consumer Confidence Reports. The Village also maintains good records and documentation of maintenance work and program implementation.

The Village's most recent Annual Report submitted to the Public Service Commission indicated an average daily use of 87,183 gallons in 2023. Total water loss in 2023 was 24%. The past few years' Annual Reports submitted by the Village show generally steady, moderate levels of water loss. It should be noted that the Village is already implementing measures for minimizing water loss, including annual use of an electroacoustic leak detector during valve and hydrant exercising.

Distribution System

Mains: The distribution system is comprised of nearly 18.7 miles of water mains with diameters up to 12 inches. The distribution system is comprised of water mains that are at least six inches in diameter, though an inaccuracy in PSC reporting indicates recently constructed 1-4-inch main. Recent fire flow results show one hydrant incapable of providing a flow rate of 500 gpm at a residual pressure of 20 psi, but that hydrant has been tagged and the fire chief notified. There are no lead services or goosenecks owned by the municipality and there are no customer-side lead services inside the water system.

There are two pressure zones located throughout the Village's distribution system: the lower-elevation "Low Zone" and the higher-elevation "High Zone." Each pressure zone is supplied by a well and/or booster station that draws from another pressure zone with a water source. Each pressure zone also has an elevated storage facility to maintain adequate pressure while the sources and booster stations are off. There are also five pressure-reducing valves in the distribution system that allow water from higher-elevation pressure zones to flow into lower-elevation pressure zones.

Valve and Hydrant Exercising: The Village exercises all valves in its distribution system and all hydrants annually, meeting the requirement that hydrants be exercised every other year and valves every 2-5 years. The Village has excellent record-keeping.

The Village flushes for removal of debris or water of poor quality on an as-needed basis and dead-end mains have flushing devices.

Meters

All meters, meter couplings, and valves are lead-free. The Village is on a 10-year schedule of meter testing for meters sized one inch and smaller and may be moving toward a 20-year schedule of meter replacement in the future. Station meters are tested every other year.

Ordinances

Cross-Connection Control: The Village has an active cross-connection control ordinance and plan. The Village is responsible for conducting surveys of cross-connections for all residential and public authority properties. The

Village contracts surveys of commercial properties with HydroCorp. The Village provides public education materials in lieu of inspection of low-hazard fixtures on residential properties and distributes these materials once every three years.

Local Private Well Regulation: The Village has an active local private well regulation program. The Village currently has 103 private wells within its water system's service area. The Village is consistent with implementing the requirements that the private well permit issued is valid for a maximum of five years, must be evaluated by a licensed well driller or pump installer for the initial permit and at least every 10 years thereafter to ensure compliance with NR 812, Wis. Adm. Code, one safe bacteriological sample, and an inspection for any cross-connections between the private and municipal water systems.

Wellhead Protection: A protection plan for wellheads is considered a proactive tool to reduce the risk of abandoning a groundwater source due to preventable contamination. The Village has a protection plan that was adopted in October 2000 and amended in March 2012 to include Liberty Grove.

CERTIFIED OPERATORS

The Village employs two operators. The Operator-In-Charge is Megan Barnes for the D and G subclasses. Below is a summary of the Village's operators and certifications.

Name	License No.	Certification Subclasses
Megan Barnes (OIC)	38596	D1 G1
Tim Nelson	39124	D1 G1

WATER SYSTEM SECURITY

Site Security

The Village's pumphouses, treatment facilities, booster stations, and pressure-reducing valve chambers are provided with locked doors and intrusion alarms. The Village's storage facilities are provided with secured doors and hatches, in addition to intrusion alarms.

Emergency Operations Plan

The Village has an active Emergency Operations Plan. The plan contains a list of State and local emergency contacts, a system to establish emergency communication, documentation of mutual aid agreement, standard operating procedures for the emergency production of water, and means of sharing information with customers.

Emergency Chlorination Plan

The Village has an active Emergency Chlorination Plan. The plan specifies how to provide a free chlorine residual of 0.5 ppm within four hours.

SYSTEM SUMMARY INFORMATION

A summary of the water system is attached to this report. Please review its contents along with this report for accuracy and indicate whether any corrections need to be made.

CAPACITY DEVELOPMENT EVALUATION

This sanitary survey report serves as an evaluation of the capabilities of the Village's water system. It has been determined that the water system has adequate technical, managerial, and financial capacity to deliver water to customers that satisfies the requirements set in the Safe Drinking Water Act.

With respect to financial capacity, an analysis of the cost recovery ratio was conducted from the most recent annual report from the Utility to the Wisconsin Public Service Commission (PSC). A cost recovery ratio greater than 1.0 indicates that Utility revenue covered Utility expenses during the prior year. A ratio less than 1.0 indicates that expenses exceeded revenue. The most recent PSC report shows a cost recovery ratio of 1.14. The PSC recommends that all water utilities maintain several months' worth of cash on hand and a bare minimum of one billing cycle. The most recent PSC report shows that the Utility had sufficient cash on hand.

The next sanitary survey of system is scheduled to take place in 2027. You will be contacted prior to the survey to schedule a date that is convenient for you.

Thank you for your assistance during the sanitary survey. If you have any questions, you can reach Alyssa by phone at (920) 391-9526, by e-mail at alyssa.cahoon@wisconsin.gov.

Sincerely,

Jamie Douglas

Jamie Douglas, PE
Water Supply Engineer

ecc: FILE
Heidi Teich, Sister Bay
Megan Barnes, Sister Bay
Alyssa Cahoon, NER DNR
JaNelle Merry, NER DNR

Water System Summary Information:

Affiliations	Type	Phone
SISTER BAY VIL ADMIN - JULIE SCHMELZER	LEGAL_OWN	920-854-4118
BARNES, MEGAN	SAMPLER	920-421-0990
SISTER BAY VIL CLERK - HEIDI TEICH	PLAN_CON	920-854-4118
SISTER BAY VIL CLERK - HEIDI TEICH	OWNER	920-854-4118
CAHOON, ALYSSA	DNR_REP	920-391-9526

Entry Point

ID	Type	Name	WUWN
1	Combined entry point and source	WELL 1	BF698
2	Combined entry point and source	WELL 2	BF699
3	Combined entry point and source	WELL 3	MK444

Storage

Name/Location	Type	Volume (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft)	Overflow Elevation (sea-level, ft.)	Last Interior Inspection
Standpipe at HWY 57	STANDPIPE	100000		48.00	730.00	05/02/2023
Tower at Jungwirth Court	ELEVATED TANK	150000		115.00	826.00	06/22/2020

Booster Station

Name/Location	Type	Firm Pumping Capacity (gpm)	Aux Power?	# of Pumps	Storage Vol. in Boosted Zone (gal)	Chemical Addition?
Booster station at Well 2	ABOVE GROUND	475	Yes	2	150000	Unknown
Booster station at Well 3 for Liberty Grove	ABOVE GROUND	125	Yes	2	150000	Unknown

Treatment

ID	Treatment	Objective	Begin Date	Pump Model	Capacity
1	421 – Hypochlorination, Post	D - Disinfection	9/12/2018	A2V24-SND-C4	1.7
2	401 – Gaseous Chlorination, Post	D - Disinfection	1/1/1972	Regal	10
3	421 – Hypochlorination, Post	D - Disinfection	7/1/2001	FlexPro A2V	

Bacteriological Sampling History

Year	Distribution Absent	Distribution Present	Fecal Positive?
2024	33	0	No
2023	36	1	Yes
2022	36	0	No
2021	34	1	No

Chemical Sampling History

Year	Sample Group	Samples Taken	Missed Samples
2024	DBP	1	0
2024	NITRATE	3	0
2023	IOC	3	0
2023	SOC	3	0
2023	PBCU	10	0
2020	RAD	3	0
2023	VOC	3	0

Sample Group	Last Sampled	Sample Group	Last Sampled
BACTI	2024	PBCU	2023
IOC	2023	PFAS	2023
SOC	2023	RAD	2020
DBP	2024	VOC	2023
NITRATE	2024		

Form : Intent to Apply

Program : Clean Water Fund Project (CWFP)

Year : 2026

Applicant		
Name : SISTER BAY, VILLAGE OF County(ies) : Door Address : 2382 Maple Drive Sister Bay - WI - 54234 Phone No : 920-854-4118	Municipal Official or Municipal Authorized Representative Name : Julie Schmelzer Title : Village Administrator Direct Phone No : 920-854-4118 Email : julie.schmelzer@sisterbaywi.gov	Main Contact Name : Megan Barnes Title : Address : 2382 Maple Drive Sister Bay - WI - 54234 Direct Phone No : 920-854-2246 Email : megan.barnes@sisterbaywi.gov
Consulting Engineer		
Firm Name : DONOHUE & ASSOCIATES Address : 3311 Weeden Creek Road Sheboygan - WI - 53081 Phone No : 920-208-0296	Contact Person at Consulting Firm : Name : Autumn Fisher Title : Client Services Manager Direct Phone No : 920-803-7336 Email : afisher@donohue-associates.com	
Project Information		
Existing Project Number : DNR will assign number for new projects Project Category : Wastewater Treatment Plant Project Is this a Pilot Project? A Pilot Project is an adaptive management project, water quality trading project, or other non-traditional project for compliance with a municipality's WPDES permit (i.e. not a wastewater treatment plant upgrade or collection system project) : No Facility Plan Submittal Date : 06/01/2025 Plans & Specifications Submittal Date : 09/30/2025 Construction Start Date : 03/02/2026 Construction End Date : 03/31/2028 List all municipalities, if this is a joint project : The following communities have expressed interest in partnering in a regional biosolids facility to be constructed at the Village of Sister Bay: Ephraim Fish Creek Baileys Harbor		

Reason for this project including the problem to be solved :

The Village of Sister Bay, along with other communities located in Door County (Ephraim, Fish Creek and Baileys Harbor), haul their biosolids to Sturgeon Bay WWTP. The Sturgeon Bay WWTP will be undergoing biosolids upgrades in 2025-2026 and these communities will be forced to haul their sludge an additional 45 miles to Green Bay NEW Water. It has become increasingly apparent the communities of Door County need a long-term and sustainable alternative for their biosolids management. Additionally, there are projected growth concerns for Sister Bay's current biosolids handling infrastructure.

Overall scope of this project :

The project will include a Regional Biosolids Management Facility serving the Village of Sister Bay, Ephraim, Fish Creek, and Baileys Harbor. A portion of existing infrastructure along with the addition of new infrastructure will be required. This will include but not limited to equipment upgrades, process improvements, mechanical, structural, electrical, and controls systems as needed to improve solids separating, dewatering, processing and disposal of biosolids.

Significant portions of the project :

The project will be located at the Village of Sister Bay WWTP. An upcoming facility plan will fully inform the extent of the required project scope but it is assumed upgrades will be required for sludge storage, dewatering, and construction of new drying / biosolids storage facility. .

Applicant's Name for Project :

Sister Bay Regional Biosolids Management Facility

Explain any modifications, additions or deletions to this project since the last ITA submitted:**Project Cost Estimates**

CWFP Categories	Project Costs (in \$)	EPA Categories	Project Costs (in \$)
Compliance Maintenance :	14,000,000.00	Secondary Treatment :	15,000,000.00
New/Changed Limits :		Advanced Treatment :	
Unsewered :		Infiltration/Inflow Correction :	
Stormwater, WPDES Permitted :		Sewer System Rehabilitation :	
Stormwater, non-WPDES Permitted :		New Collection Sewers :	
Violator :		New Interceptor :	
Septage receiving & treatment :	1,000,000.00	Combined Sewer Overflow Correction :	
Pilot Projects :		Gray Infrastructure :	
		Green Infrastructure :	
		Energy Efficiency :	
		Renewable Energy :	
		Water Efficiency :	
		Water Reuse :	
		Pilot Projects :	
CWFP Total Project Costs:	15,000,000.00	EPA Total Project Costs:	15,000,000.00

Source of cost estimates :

Past project experience with similar scope.

Other Funding Sources :

Please indicate whether you expect your project to include costs eligible under any of the following Green Project Reserve (GPR) categories. Include a brief description of the GPR activities in your project scope.

Green Infrastructure :		Energy Efficiency :	
Water Efficiency :		Environmentally Innovative :	
GPR activities in your project scope:			
Emerging Contaminants :	No	Estimated Emerging Contaminants costs :	

Submitted By	DNR Use Only
First Name : Megan Last Name : Barnes Title : Utility Director Email Address : megan.barnes@sisterbaywi.gov Phone : 920-854-2246 Date Submitted : 10/29/2024 04:04:34 PM	Project Number : Project ID : 5505851 Project Description : Region : Northeast Region Project Manager : CME : Adjusted MHI : \$ 41,364.00 Population : 994 Date Accepted : ITA Status : SUBMITTED

REQUEST FOR PROPOSALS

**FACILITY ASSESSMENT, FEASIBILITY STUDY, AND LONG-TERM FACILITIES PLANNING
FOR THE WASTEWATER TREATMENT FACILITY
SISTER BAY, WIS.**

DATE ISSUED

JANUARY 09, 2025

PROPOSAL DUE DATE AND TIME

JANUARY 24, 2025, 4:00 PM CST



REQUEST FOR PROPOSALS
FACILITY ASSESSMENT, FEASIBILITY STUDY, AND LONG-TERM FACILITIES PLANNING

SUBMISSION DEADLINE: January 24, 2025 by 4:00 PM, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to julie.schmelzer@sisterbaywi.gov. It shall be the responsibility of the proposer to ensure their submission is received.

All questions concerning this solicitation should be submitted via email and directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov on or before January 21, 2025. All questions will be answered to the best of staff's ability on January 22, 2025, the date selected to respond to questions, and all questions and answers posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information. To view the questions and responses, visit www.sisterbaywi.gov and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

PROJECT LOCATION:

The Sister Bay Wastewater Treatment Plant is located at 2124 Autumn Court, Sister Bay, WI 54234. Any proposed addition or renovation would likely be on Village owned property to the north or the southeast of the current facility. To tour the facility, contact Megan Barnes, Utilities Director, by phoning 920-421-0990. Below is an aerial view of the WWTP location and current structures.



PROJECT DESCRIPTION:

The purpose of this Project is to develop a capital improvement plan (CIP) to address facility shortcomings, aging infrastructure, and biosolids handling strategies. The ultimate objective is to evaluate one or several enhancements and upgrades that facilitate long-term operations, resiliency, sustainability, and cost effectiveness of the Utility, including its biosolids processing and disposal program. The Village of Sister Bay is seeking a consultant to provide the services listed below:

1. Define historical and projected 20-year flows, loadings, and solids production values. These values should consider historical and projected flows and loadings influent to the Sister Bay WWTF, hauled-in waste flows and loadings, and solids from other WWTFs in the region.
2. Identify current and near-term shortcomings and capital needs to address aging equipment and infrastructure at the WWTF.
3. Develop a capital improvement plan to address shortcomings and capital needs in addition to solids handling processes.
4. Evaluate the non-economic advantages and disadvantages of three alternative solids handling and biosolids reuse strategy. Evaluate the capital cost, operating cost, and 20-year life cycle cost of the status quo strategy.
5. Produce and provide a DRAFT and FINAL Engineering Report documenting the items listed above. Write the Report so it can be incorporated in any future Facility Plans or Facility Plan Amendment.
6. Provide four on-site meetings: [1] project initiation and site visit/condition assessment, [2] CIP and alternative review meeting, [3] DRAFT Report review, and [4] Committee presentation.

OVERVIEW/SOLICITATION:

The Village of Sister Bay began construction for a regional wastewater treatment facility that would service the Village of Sister Bay and the Town of Liberty Grove Sanitary District No. 1 in 1989, and plant startup was in 1990, replacing the existing lagoons from the 1970s with an activated sludge treatment system. In 2021, the WWTF underwent an upgrade to update various operational equipment that reached the end of its useful life, add UV disinfection, extended office space, extended garage storage, updated the SCADA system, VFDs and electrical. The facility provides wastewater treatment services for sewer flow from the Village and Liberty Grove Sanitary District No. 1 and for holding tank and septic tank waste from the Village and the Town of Liberty Grove. The WWTF has a designed flow of 0.7 MGD. The Utility currently has 1,507 service connections between the Village and the Sanitary District No.1 and is an actively developing community. Historically, the largest challenge the Utility has faced is sludge processing and disposal. Sludge processing and disposal has been an obstacle due to the location and geological composition of Door County. Sites for land spreading sludge are few and far between, costs for sludge disposal have increased substantially every year, and the Utility has relied on other WWTFs to

accept the Village's concentrated sludge for further processing and disposal. Previously, the Village's sludge was hauled to Sturgeon Bay Utilities for disposal, but with many of the plants in northern Door County struggling with flow loadings, aging infrastructure, and increasing operational and maintenance costs, a sustainable and effective method of biosolids handling has become necessary.

I. Instruction to Proposers

- All respondents (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of the Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public record, and as such, may be searched for or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated based on the relative merits of the proposal.

II. Submission Materials

The following should be incorporated into each submission:

Format: Electronic submissions preferred (PDF), but in-person delivery or mail delivery is acceptable, provided the proposal is delivered to the contact by the delivery due date and time.

General Information: Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to serve the Village.

Project Proposal: At a minimum, provide information on approach, services, ideas, costs, and timeline.

Prior Experience: A narrative explaining prior experience with designing similar projects and compliance with state and federal laws, as well as examples.

References: A minimum of three references from similar projects designed is required.

III. Evaluation and Selection

Evaluation Process

The Village has established a proposal evaluation instrument which measures objective criteria on a weighted basis on a scale of 0-5 for each rating category. Each Utility Committee member will be an evaluator, and an average typically calculated based on the scores assigned by the members. The average score is evaluated against the average scores from other submissions to determine whom to award a contract.

Selection Criteria

The following are the criteria used as rating categories:

1. Qualifications
2. Knowledge of State and Federal Laws and Trends
3. Experience, in particular experience designing similar projects in Wisconsin
4. Level of Understanding of the Need Identified
5. References
6. Cost

If at any point in the review process, any proposal found to be non-responsive will be dropped from further consideration.

The Village, at its sole election, may require presentations by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

IV. Award

Upon final selection, the Village will notify all respondents, via email.

The Village reserves the right to accept or reject any or all responses, to award based on merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

V. Administrative Contract

Name: Julie Schmelzer

Title: Village Administrator

E-Mail: julie.schmelzer@sisterbaywi.gov

Mailing/Physical Address: Village Administrator, 2383 Maple Dr., PO Box 769, Sister Bay, WI, 54234



Staff Report

Marina Billing

Date: January 14, 2025

Board/Committee: Utilities Committee

Re: Marina Billing

Author: Megan Barnes, Utilities Director

After the Utilities Department completed our routine 2024 3rd quarter meter reading, high usage was noted on the "Johnsons Marina" meter. On September 18, 2024, a leak was discovered on D Dock. Barnes was told that the Marina would be waiting for Cater Plumbing to come to winterize the system and repair the leak on October 15, 2024. Barnes recommended that the leak be addressed sooner, as the Utilities Department is required to bill for any water usage, and this was a substantial leak. Kroll informed the Marina on September 18, 2024, that they were losing approximately forty to fifty dollars a day. Between September 18, 2024 and September 25, 2024, the water usage was 66,000 gallons of water. The leak was fixed on September 24, 2024. When Kroll and Barnes were going over the billing for the account, it was noted that the meter was considered a "water only" meter. Barnes looked through the old Utility Committee meeting minutes from 2000-2008 and found that this change was made when Lars Johnson requested a billing modification with the Utilities Committee because they did not conduct "pump-outs" at Al Johnson's Marina. However, it was Barnes' understanding that the marina does currently offer sanitary pump-outs for boats located on the docks that have their water supplied through the "Johnsons Marina" meter. Water that is sold has two costs associated with it, the use of the water to cover the cost of pumping and treating the water from the wells, and the sewer service charge to cover the costs of treatment once that water is discharged into the sewer collection system. According to the Utilities Code, Section 62.9 The Village will reassign water and sewer users into appropriate water and sewer service charge categories if wastewater sampling programs, changes in water demand and other related information show a change of categories is necessary.

According to the PSC, utilities are able to bill water at a reduced rate if the customer was *unaware* of the leak. The utility must follow its written policy and cannot bill the wasted water at a rate that is less than the actual cost Wis. Adm. Code § 185.35(6).

Utilities that want to offer customers a leak credit should first have a written leak credit policy. The policy should include how the utility will calculate the leak credit. There are two ways to calculate the credit:

1. Bill the wasted water using the lowest volumetric rate in the utility's rate schedule (Schedule Mg-1, Sister Bay's volume charges included below).
2. Determine a reduced rate for the wasted water at or above the actual cost of the water.



First	30,000	gallons used each quarter:	\$2.95 per 1,000 gallons
Next	20,000	gallons used each quarter:	\$2.80 per 1,000 gallons
Next	50,000	gallons used each quarter:	\$2.70 per 1,000 gallons
Over	100,000	gallons used each quarter:	\$2.60 per 1,000 gallons

This policy should be applied to customers equally. The part of the bill related to sewer charges is not regulated by the PSC. Thus, the utility has discretion to adjust sewer bills for leaks and does not need PSC approval to do so.

Currently, the Utilities Code does not include a written leak credit policy or sewer billing adjustment policy for leaks. How would the Utilities Committee like to proceed?

Date	Type	Reference Number	Service	Quantity Billed	Description	Amount	Check Number	Source ID
04/30/2024	Pmt	507 *		0	Online Payment	159.00	217706940	99.011330
06/30/2024	Billing	1264 WTR O		6	Import Readings	17.70		
06/30/2024	Billing	2101 WFIXD		0	Automatic Billing	120.00		
06/30/2024	Billing	2101 FPRO		0	Automatic Billing	39.00		
07/31/2024	Pmt	496 *		0	Online Payment	206.70	223616196	99.011981
09/20/2024	BAdj	1 *		0	Sewer Fixed and Usage Billing Adjus	4,726.05	charge for unbilled sewer charges	
09/30/2024	Billing	1294 WTR O		656	Import Readings	1,725.10		
09/30/2024	Billing	2132 WFIXD		0	Automatic Billing	120.00		
09/30/2024	Billing	2132 SEWER		656	Automatic Billing	2,774.88		
09/30/2024	Billing	2132 SFIXD		0	Automatic Billing	763.00		
09/30/2024	Billing	2132 FPRO		0	Automatic Billing	39.00		
10/31/2024	Pmt	507 *		0	Online Payment	14,874.08	229402745	99.012666
12/30/2024	PAdj	1 *		0	Xpress bill pay overpayment	4,726.05	Refunded overpayment made by Xpress Bill Pay	
12/31/2024	Billing	1269 WATER		93	Import Readings	260.60		
12/31/2024	Billing	2108 WFIXD		0	Automatic Billing	120.00		
12/31/2024	Billing	2108 SEWER		93	Automatic Billing	393.39		
12/31/2024	Billing	2108 SFIXD		0	Automatic Billing	763.00		
12/31/2024	Billing	2108 FPRO		0	Automatic Billing	39.00		

3rd Qtr charges

\$10,148.03

3rd Qtr pmt - w/overpayment

1575.99 Current
4th Qtr charges

2024 Johnson Marina Sewer Back Billed Amount

Qtr End Date	Sewer Fixed Charges	Water Usage	Sewer Usage	Sewer Usage Charges	Total Backbilled Sewer Charge
9/16/2024	Billed	656	Billed		
6/17/2024	\$ 763.00	6	6x \$4.23	\$ 25.38	\$ 788.38
3/15/2024	\$ 763.00	0	0x \$4.23	\$ -	\$ 763.00
12/14/2023	\$ 763.00	4	4x \$4.23	\$ 16.92	\$ 779.92
9/15/2023	\$ 763.00	23	23x \$4.23	\$ 97.29	\$ 860.29
6/15/2023	\$ 763.00	2	2x \$4.23	\$ 8.46	\$ 771.46
3/15/2023	\$ 763.00	0	0x \$4.23	\$ -	\$ 763.00
Total	\$ 4,578.00			\$ 148.05	\$ 4,726.05

Old Rates



Sister Bay Sewer & Water Rate Schedule

Effective July 1, 2022*

Quarterly Service

METER SIZE	SEWER CHARGES	WATER CHARGES	PUBLIC FIRE PROTECTION	TOTAL BASE CHARGES
5/8 INCH METER	\$ 152.60	\$ 31.50	\$ 7.85	\$ 191.95
3/4 INCH METER	\$ 152.60	\$ 31.50	\$ 7.85	\$ 191.95
1 INCH METER	\$ 381.50	\$ 60.00	\$ 19.50	\$ 461.00
1 1/2 INCH METER	\$ 763.00	\$ 120.00	\$ 39.00	\$ 922.00
2 INCH METER	\$ 1,220.80	\$ 180.00	\$ 63.00	\$ 1,463.80
3 INCH METER	\$ 2,289.00	\$ 330.00	\$ 117.00	\$ 2,736.00
4 INCH METER		\$ 390.00	\$ 195.00	\$ 585.00
6 INCH METER		\$ 450.00	\$ 391.00	\$ 841.00

Volume Charges

Sewer Volume Charge	
Sister Bay	\$4.23 /1,000 gallons
Liberty Grove	\$3.90 /1,000 gallons

Bulk Sales & Hydrant Charge	
Hydrant Fee	\$ 30.00
Water Rate	\$ 2.95 /1,000 gallons

Water Rates	
First 30,000	\$ 2.95 /1,000 gallons
Next 20,000	\$ 2.80 /1,000 gallons
Next 50,000	\$ 2.70 /1,000 gallons
Over 100,000	\$ 2.60 /1,000 gallons
Liberty Grove	\$ 2.96 /1,000 gallons

Non-Sufficient Funds Charge

NSF \$ 25.00

Water Reconnection Charge

	During normal hours	After hours
Reinstallation of Meter	\$ 30.00	\$ 45.00
Valve turn at curbstop	\$ 30.00	\$ 45.00

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 January 22, 2018, and effective January 23, 2018. The sewer rates were approved by the Sister Bay Village Board on February 21, 2018, effective October 1, 2018 provided the Well No. 1 & Lift Station No. 1 Modification Project has been completed.

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.

New Rates



Sister Bay Sewer & Water Rate Schedule

Effective January 1, 2025*

Quarterly Service

METER SIZE	SEWER CHARGES	WATER CHARGES	PUBLIC FIRE PROTECTION	TOTAL BASE CHARGES
5/8 INCH METER	\$ 175.49	\$ 31.50	\$ 7.85	\$ 214.84
3/4 INCH METER	\$ 175.49	\$ 31.50	\$ 7.85	\$ 214.84
1 INCH METER	\$ 438.73	\$ 60.00	\$ 19.50	\$ 518.23
1 1/2 INCH METER	\$ 877.45	\$ 120.00	\$ 39.00	\$ 1,036.45
2 INCH METER	\$ 1,403.92	\$ 180.00	\$ 63.00	\$ 1,646.92
3 INCH METER	\$ 2,632.35	\$ 330.00	\$ 117.00	\$ 3,079.35
4 INCH METER		\$ 390.00	\$ 195.00	\$ 585.00
6 INCH METER		\$ 450.00	\$ 391.00	\$ 841.00

Volume Charges

Sewer Volume Charge

Sister Bay	\$4.86 /1,000 gallons
Liberty Grove	\$4.49 /1,000 gallons

Bulk Sales & Hydrant Charge

Hydrant Fee	\$ 30.00
Water Rate	\$ 2.95 /1,000 gallons

Water Rates

First 30,000	\$ 2.95 /1,000 gallons
Next 20,000	\$ 2.80 /1,000 gallons
Next 50,000	\$ 2.70 /1,000 gallons
Over 100,000	\$ 2.60 /1,000 gallons
Liberty Grove	\$ 2.96 /1,000 gallons

Non-Sufficient Funds Charge

NSF \$25.00

Water Reconnection Charge

	During normal hours	After hours
Reinstallation of Meter	\$ 30.00	\$ 45.00
Valve turn at curbstop	\$ 30.00	\$ 45.00

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 January 22, 2018, and effective January 23, 2018. The sewer rates were approved by the Sister Bay Village Board on December 17, 2024, effective January 1, 2025. 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.

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
*						
*			12/31/2024 (13/24) Period Totals ***	.00	.00	24,061.24
*						
*			12/31/2024 (14/24) Period Totals ***	.00	.00	24,061.24
*						
*			01/01/2025 (00/25) Period Totals ***	.00	.00	.00
*						
01/09/2025	CR201	2.0002	Refund Marina Overpayment	.00	(4,726.05)	(4,726.05)
*			01/31/2025 (01/25) Period Totals ***	.00	(4,726.05)	(4,726.05)



**UTILITY CODE
CHAPTER 62
OF THE
MUNICIPAL CODE
OF THE
VILLAGE OF
SISTER BAY, WISCONSIN**

Last Text Amendment: June 18, 2024
See Page 33 for a Listing of all Utility Code Amendments.
Last Updated: November 18, 2024

VILLAGE OF SISTER BAY UTILITY CODE

Table of Contents

SECTION 100 - <u>INTENT</u>	
Sec. 62.0101 - General Intent of These Regulations	1
SECTIONS 200 THROUGH 400 - <u>RESERVED</u>	3
Section 500 - <u>SEWER & WATER SYSTEM REQUIREMENTS & RULES</u>	
Sec. 62.0501 - Management, Operation & Control of the Village's SS&W Systems	5
Sec. 62.0502 - Construction	5
Sec. 62.0503 - Responsibility For Maintenance of Sanitary Sewer & Water Service	5
Sec. 62.0504 - Condemnation of Real Estate	5
Sec. 62.0505 - Title To Real Estate & Personalty	5
Sec. 62.0506 - Sanitary Sewer & Water User Rules & Regulations	6
Sec. 62.0507 - Private Wells	7
Sec. 62.0508 - Private Wastewater Systems Prohibited	10
Sec. 62.0509 - Application For Initial Sanitary Sewer and Water Service	10
Sec. 62.0510 - Septage Disposal Hauled Wastes	10
Sec. 62.0511 - User To Keep Sanitary Sewer and Water Service Pipes in Good Repair	10
Sec. 62.0512 - Backflow Preventors Required	10
Sec. 62.0513 - Use of Village's System Restricted	11
Sec. 62.0514 - Vacation of Premises and Discontinuance of Service	11
Sec. 62.0515 - User To Permit Inspection	11
Sec. 62.0516 - Damage and Repairs	11
Sec. 62.0517 - Water Cross-Connection Control	11
Sec. 62.0518 - Prohibitions Against Discharge To The Sanitary Sewer System	12
Sec. 62.0519 - Special Wastewater Agreements	13
Sec. 62.0520 - Wastewater Discharge Permit Required	14
Sec. 62.0521 - Abandoned ement of Sanitary Sewer & Water Service Laterals	14
Sec. 62.0522 - Abandoned Sewer Connections	14
SECTION 600 - <u>FEES & CHARGES</u>	15
Sec. 62.0601 - Sewer Connection Fees	15
Sec. 62.0602 - Water Connection Fees	15
Sec. 62.0603 - User Charge System	15
Sec. 62.0604 - Reassignment of Users	16
Sec. 62.0605 - Sewer User Charge Methodology	16
Sec. 62.0606 - Water User Charge System	16
Sec. 62.0607 - Review and Approval of Rates	16
Sec. 62.0608 - Records and Expenditures	16
Sec. 62.0609 - Annual Sewer System Audit	16
Sec. 62.0610 - Sewer and Water Charges	16
Sec. 62.0611 - Disposition of Revenues	17
Sec. 62.0612 - Establishment of Impact Fees	17
SECTION 700 - <u>CONTROL OF HIGH STRENGTH WASTE & SEPTAGE</u>	19
Sec. 62.0701 - Control of High Strength Waste and Septage Wastes	19

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 800 - <u>VIOLATIONS AND PENALTIES</u>	23
Sec. 62.0801 - Violations and Penalties	23
SECTION 900 - <u>DEFINITIONS</u>	25
Sec. 62.0901 - Definitions	25
SECTION 1000 - <u>IMPACT FEES</u>	31
Sec. 62.1000 - Documentation	31
Sec. 62.1001 - Revenues	31
Sec. 62.1002 - Time Limit For Expenditures	31
Sec. 62.1003 - Payment of Impact Fees	31
Sec. 62.1004 - Installment Payments	31
Sec. 62.1005 - Appeals of the Amount, Collection or Use of Impact Fees	31
Sec. 62.1006 - Impact Fee Amounts	32
SECTION 1100 - <u>CHANGES AND AMENDMENTS</u>	33

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 100 - INTENT

SEC. 62.0101 – GENERAL INTENT OF THESE REGS.

SECTION 100 – INTENT

1

2 **Sec. 62.0101 General Intent of These Regulations**

3 The general intent of this chapter is to establish rules for the √Village's sanitary sewer collection system,
4 its water distribution system, and the operation of private wells within the √Village limits.

VILLAGE OF SISTER BAY UTILITY CODE**SECTION 200 - RESERVED****SECTION 400 - RESERVED**

1

SECTIONS 200 THROUGH 400 ARE RESERVED

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 500 – SEWER & WATER SYSTEM REQUIREMENTS & RULES

Section 62.0501 Management, Operation & Control of the Village's Sanitary Sewer & Water Systems

The management operation and control of the sanitary sewer and water systems of the Village are vested in the Village Board. All records, minutes, financial records and all written proceedings of the Village Board shall be kept by the Village Administrator. The sanitary sewer and water systems are further regulated by the State Department of Natural Resources. The water system is a separate utility established in accord with the rules and regulations of the Public Service Commission of the State of Wisconsin, and, therefore, is subject to the rules and established rate file of the Commission. A copy of the current rate file is available at the Administrator's Office and the Sewer and Water Utilities Department Office. In addition to the rules established by this chapter, all applicable county, state and federal federal, state and local rules that pertain to sanitary sewer and water systems must also be adhered to.

Section 62.0502 Construction

The Village Board Utility has the power to construct sanitary sewer and water mains and service lines laterals for public use, to lay sanitary sewer and water pipes in and through the alleys, streets and public grounds of the Village; and generally, to do all such work as may be found to be necessary or convenient in the management of the sanitary sewer and water systems. The Village Board has the power by itself, and through its officers, agents and servants to enter upon any land to make examinations of the sanitary sewer and water systems or supervise the performance of its duties under this chapter without liability therefore; and also has the power to purchase and acquire for the Village all real and personal property that may be necessary for construction of the sanitary sewer and water systems, or for any repair, remodeling or additions thereto.

(1) Water system construction general requirements

- (a) Each dwelling or other building within the Village limits used for human habitation, or other buildings where humans are in need of water facilities, which are located upon or adjacent to any street in and along which public water mains have been installed, or which has reasonable access to a public water main, shall be connected with an individual water service lateral to said water main.
- (b) No person shall install any water service lateral or make any attachment to any old pipe or fixture which has been shut off by the Utilities Department or make any new connection to the water main or do any kind of plumbing work in or about any water main or fixture belonging to the Utility without written permission from the Utilities Director for that purpose.
- (c) The owner of a multiunit dwelling has the option of having a metered water service to each unit from a single lateral service connection to a water main. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable the individual supply to each unit and also individual disconnection without affecting water service to other units. Each meter and meter connection will be a separate Utility customer for the purpose of the filed rates, rules and regulations. No more than one building shall be supplied from each individual water service lateral.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0502 -- CONSTRUCTION

SEC. 62.0502 -- CONSTRUCTION

(d) A domestic water service shall not be used as a supply for a fire protection system, nor shall a fire protection service be used for domestic purposes except where a four (4) inch or larger connection is made to the water main. The domestic water service shall be metered ahead of intended use.

(e) The installation of any pipe, valve, or conduit in any manner connected to the municipal water system so as to result in connection of a private water supply, sanitary sewer, storm sewer, or any other fluid or substance which might result in the introduction of a foreign substance into the municipal water system is prohibited.

(2) Pipe requirements

(a) The water service lateral shall be of sufficient size to furnish water to the property in quantities and at the pressure required in Ch. SPS 382, Wis. Adm. Code. The minimum inside diameter of any water service lateral shall be three-quarter ($\frac{3}{4}$) inch.

(b) The water service lateral from the water main to any property shall be high-density polyethylene for services ranging from tree-quarter ($\frac{3}{4}$) inch to two (2) inches, polyvinyl chloride (PVC), ductile iron, high-density polyethylene (HDPE) pressure pipe, or other materials approved by the Utilities Director for services larger than two (2) inches. All materials used within bounds of or beneath an area subject to easement for highway or street purposes or public right-of-way shall be subject to acceptance by the Utilities Director. Additionally, installation of a tracer wire is required with all construction materials.

(3) Service lateral valve requirements

(a) Water service laterals shall include an approved valve to be located and tapped into the water main, a curb stop or valve between the property line and the street, and valves inside the building, one on the supply side and one on the building side of the meter. Fire protection services shall include an approved valve in the right-of-way and a valve inside the building followed by an approved check valve.

(b) Curb stop valves for water service laterals the size of two (2) inches and under shall be the adjustable screw-type cast iron service boxes consisting of a lid, top section, extension section, bottom section and base. Services four (4) to twelve (12) inches shall be an approved resilient-seated gate valve and box. Valves required on fourteen (14) inch or larger water mains shall have an approved butterfly valve and box.

(4) Connection to water main

(a) Any service lateral connection to a water main shall be of sufficient size to furnish water to the property in the quantities and at the pressures required by Ch. SPS 382, Wis. Adm. Code. All connectors shall be made with an approved corporation stop, service saddle, tapping water valve and sleeve, or other approved connection depending on the connection and the available water main size. Only one tap or connection to the water main will be permitted for each water service lateral. Corporation stops shall be the ball valve type. All fittings for water services up to two (2) inches shall be cast brass containing no more than 0.25% lead. Fittings shall have a uniform wall thickness and strength and be free of defects. Service saddles shall

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0502 – CONSTRUCTION

SEC. 62.0502 -- CONSTRUCTION

be used on all one-and-one half (1 ½) inch and two (2) inch water services and shall be stainless steel strap type. Insulation used for frost protection shall be expanded or extruded polystyrene foam insulation with a minimum thickness of two (2) inches with a minimum R value of 8.7 and have a minimum compressive strength of 40 psi.

(5) Water service lateral construction

- (a) To prevent highly chlorinated water from entering the municipal water system, water service laterals shall only be connected to a new water main after final flushing has been completed and a safe bacteriological sample has been obtained. The minimum size of water service laterals shall be three-quarter (3/4) inch, unless otherwise noted and approved by the Utilities Director or their authorized representative. A copper or polyethylene water service lateral shall consist of a corporation stop and curb stop that shall be the same size as the water service lateral. The water service lateral will extend from the corporation stop to the curb stop without additional joints or couplings.
- (b) Unless otherwise approved by the Utilities Director or their authorized representative, water service laterals shall have Class B bedding.
- (c) Unless otherwise approved by the Utilities Director or their authorized representative, the water service lateral shall be constructed at a right angle to the roadway or parallel to the sanitary sewer lateral. New water service laterals shall be constructed with a minimum cover of six and a half (6 ½) feet and a minimum of two (2) feet vertical separation between any storm sewer. Curb stops shall be placed at a depth between six (6) and seven (7) feet below established or proposed grade. Where six and a half (6 ½) feet of cover or the two (2) foot separation from a storm sewer cannot be maintained, the water service lateral shall be insulated.
- (d) The water service lateral installation shall be tested for leaks prior to the placement of backfill and before the curb box is installed. The corporation stop at the water main shall be turned on and the curb stop opened until full flow of water is obtained. The curb stop shall then be turned off and all joints and couplings checked for leaks. Upon acceptance of the water service lateral by the Utilities Director or their authorized representative, the remainder of the installation work shall be completed.

(6) Inspection

- (a) No plumber shall cover or permit the covering of any water service lateral until the installation has been inspected and approved by a representative of the Utilities Department.

(7) Sanitary sewer laterals

- (a) All sanitary sewer service laterals on private property shall be installed in accordance with Ch. SPS 382, Wis. Adm. Code. As required by Ch. SPS 382, Wis. Adm. Code, all laterals shall be inspected as follows: The lateral and private interceptor main sanitary sewer shall be inspected upon completion of placement of the lateral and before backfilling and tested before backfilling.

(8) Sanitary sewer construction

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0502 – CONSTRUCTION

SEC. 62.0506 – SEWER & WATER USER RULES

- (a) Whenever possible, the sanitary sewer lateral shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by a means which is approved by the Utilities Director or their authorized representative.
- (b) No person shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater to a sanitary sewer lateral or building drain which in turn is connected directly or indirectly to a public sanitary sewer main.
- (c) The applicant for the sanitary sewer lateral permit shall notify the Utilities Department when the service lateral is ready for inspection and connection to the public sewer system. The connection shall be made under the supervision of the Utilities Director or their authorized representative.
- (d) All excavations for service lateral installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Village.

Section 62.0503 Responsibility For Maintenance of Sanitary Sewer & Water Services

All owners or occupants of property that is serviced by the ~~Sister Bay~~ Utilities Department shall maintain all sanitary sewer and water services from the street main to the house building including all controls between the street main and the house building, without expense to the Village, unless those items are damaged by the Village. All claims for damage by the Village must be made by the owner of the property to the Village according to applicable law. Further, all sanitary sewer and water services laterals must be maintained free of defective conditions by and at the expense of the owners or occupants of the property. When any sanitary sewer and water services laterals are to be re-laid and there are two or more buildings on such service lateral, each building shall be disconnected from such service lateral and a new sanitary sewer and water services lateral shall be installed for each building. Whenever street improvements are made and conditions contrary to the provisions of this section exist, they shall be corrected.

Section 62.0504 Condemnation of Real Estate

Whenever any real estate or any easement thereon, or use of it, shall in the judgment of the Village Board be necessary to the sanitary sewer and water systems, and whenever, for any cause, an agreement for the purchase of it cannot be made with a property owner, the Village Board may proceed with all necessary steps to take such real estate, easement or use by condemnation according to statute and the Uniform Relocation and Real Property Acquisition Policy Act of 1970, if Federal funds are used.

Section 62.0505 Title to Real Estate & Personalty

All property, real, personal and mixed, acquired for the construction of the sanitary sewer and water systems, and all plans, specifications, diagrams, papers, books and records connected with such sanitary sewer and water systems, and all buildings, machinery and fixtures pertaining thereto, shall be the property of the Village.

Section 62.0506 Sanitary Sewer and Water User Rules and Regulations.

(1) Purpose

The Village of Sister Bay is committed to providing clean drinking water and sanitary sewer services to all of its residents; in particular to the customers of the Village's Water Utility and customers of the Village's Sanitary Sewer and Wastewater Treatment Utility, including customers

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0506 – SEWER & WATER USER RULES

SEC. 62.0506 – SEWER & WATER USER RULES

in the Liberty Grove Sanitary District No. 1. To that end the Village Board finds and determines that:

- (a) Improperly constructed, unused or improperly abandoned private wells are a known pathway for the entrance of contaminants into groundwater aquifers, which aquifers also supply the municipal water system. It is further determined that cross connecting of private wells and municipal water sources may lead to contamination. Contamination of the Village's water supply would severely and adversely affect the health, safety and general welfare of Village residents, particularly since contamination once introduced is extremely difficult to correct. Therefore, it is necessary and in the public interest that all wells within the corporate limits of the Village, whether existing or hereafter installed, shall be effectively monitored and regulated in regard to their creation, operation and abandonment as set forth in this chapter.
- (b) The rules and regulations of the Village concerning sanitary sewer and water users in this chapter shall be considered a part of the contract with every person, company or corporation who is connected to or uses the Village sanitary sewer and water systems, and every person, company or corporation, by connecting with the sanitary sewer and water systems or wastewater treatment facility plant, shall be considered as expressing their assent to be so bound. In addition, these rules and regulations shall apply to all properties, persons, companies or corporations who use wells, septic systems and holding tanks in the Village not currently receiving sanitary sewer and water services from the Village.
- (c) The Village Board reserves the right to change the rules and regulations from time to time, as it may deem advisable; and to make special rates and contracts in all proper cases. Persons connected to the sanitary sewer and water systems of the Village are referred to in this chapter as "users." This chapter ordains that the failure to connect to the sanitary sewer and water systems is contrary to the minimum health standards of the Village and fails to ensure preservation of public health, comfort and safety of Village residents.

(2) Plumbers

No plumber, pipe fitter or other person will be permitted to do any plumbing or pipe fitting work related to the sanitary sewer or water systems without first receiving a license from the State. All service lateral connections to the sanitary sewer main or water main shall comply with the State Plumbing Code. The Village herein adopts by reference the State Plumbing Code - Chapter COMM-82 Wis. Stats., Ch. 145, and Chs. SPS 381 through 387, Wisconsin Administrative Code and amendments thereto made a part of this article with the same force and effect as through set out herein in full. This section does not supersede the State Plumbing Code or Chapter 14 of the Village's Municipal Code but is supplementary to them.

(3) Mandatory hookup

- (a) The owner of each parcel adjacent all properties used for human occupancy, employment, recreation or other purposes situated within the Village and abutting on any street, alley or right-of-way in which there is now located or may be located in the future, to sanitary sewer and water mains on which there exists a building that is usable for human occupation, or in a block through which utility systems extend, shall be required to connect to the sanitary sewer and water systems. Once the a new sanitary sewer and/or water main system is placed in service, any effected property owners will receive a written notice that they must connect with either or both in the manner prescribed. If any person fails to comply for more

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0506 – SEWER & WATER USER RULES

SEC. 62.0507 – PRIVATE WELLS

than within ~~180~~ **ten (10)** days from the date of that ~~after~~ notice **in writing**. ~~Once 180 days have lapsed and the property has not been connected to the system, the vVillage may impose a penalty or may cause the connection to be made, provide a second written notice that the village is commencing the process to undertake the work and will bill the property owner for the related costs, including all administrative and staff expenses. Costs not paid within 30 days and the expense thereof shall be assessed as a special tax lien against the property. The owner may, within thirty (30) days after the completion of the work, file a written notice with the Utilities Director Village Clerk stating that they cannot pay the amount in one sum and ask that it be levied in no more than five equal annual installments, and that e amount shall be so collected with interest at a the prime rate plus 7 percent (7%) maximum per annum not to exceed fifteen percent (15%) per year from the date of the completion of the work. The unpaid balance will to be considered a special tax lien, in accord with the provisions of Wis. Stats., §281.45.~~

- (b) The vVillage may, at its option, impose a penalty for the period that the violation continues, after providing ten (10) days written notice to any owner failing to make a **service** connection to the **sanitary** sewer and water systems, of an amount equal to four (4) times the minimum quarterly charge for the **sanitary** sewer, fire protection and water service payable quarterly for the period in which the failure to connect continues, and, upon failure to make the payment, a charge shall be assessed as a special tax ~~lien~~ against the property, in accord with the provisions of Wis. Stats., §281.45.

Sec. 62.0507 Private Wells

To prevent unused, unsafe and/or improperly constructed wells from serving as a passage for contaminated surface or near surface waters or other materials to reach the usable groundwater, these wells must be properly maintained or filled and sealed. **All private water supply wells or pump installations which are not currently used for outdoor use or found to be in noncompliance with Ch. Section NR 812, Wis. Adm. Code, or wells which test unsafe, shall be abandoned in accordance with Ch. NR 812, Wis. Adm. Code.** ~~1.10 of the Wisconsin Administrative Code provides that a municipal water system shall require abandonment of all unused, unsafe or non-complying private wells located on premises served by the water system. All properties within the vVillage limits shall be governed by this section, and all property owners must obtain a well permit to allow retention of private water supply systems which are found to be safe and in compliance with Ch. NR 812, Wis. Adm. Code, and as subsequently amended, with the limitation that the owner shall demonstrate a need in addition to water provided by the municipal water system for continued current use. as specified below in order to operate or utilize a well.~~

(1) Private Well Abandonment Requirements

- (a) Any private well which is unused, unsafe or non-complying, and which serves any premises required to be connected to a water main under Section 62.20506 of this Chapter shall be permanently abandoned within six (6) months after connection of the premises to the water system, unless a well ~~operation~~ permit has been obtained by the well owner pursuant to subsection (2) below. Abandonment shall be conducted by filling and sealing in accordance with the provisions of Ch. ~~after~~ NR 812 of the Wis. ~~consin~~ Adm. ~~inistrative~~ Code. It shall be the responsibility of the landowner of any real property upon which a well is located to see to it that all wells located on the owner's property have been properly abandoned in accord with the provisions of NR Ch. ~~after~~ 812, of the Wis. ~~consin~~

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0507 – PRIVATE WELLS

SEC. 62.0507 – PRIVATE WELLS

- Administrative Code, regardless of whether the owner has used the well. Upon discovery of any unused or previously abandoned well, the owner shall notify the ~~V~~Village and comply, insofar as is practicable, with the provisions of this section. In the case of a previously abandoned well, if the owner can produce proof of compliance with state well abandonment requirements to the satisfaction of the ~~V~~Village, compliance with this section may be deemed satisfied. The determination shall be at the discretion of the Utilities Director upon considering the present and future possibility of ground water contamination at the well site.
- (b) The owner of the well or the owner's agent who will be conducting the abandonment shall notify the ~~village Utilities Director~~ at least two (2) business days prior to commencement of any well abandonment activities so that the ~~village Utilities Department or its agent~~ may observe the abandonment.
 - (c) Wells ~~must~~ shall be abandoned by ~~an individual who is a~~ licensed ~~water~~ well drillers and/or ~~a licensed~~ pump installers.
 - (d) Wells to be abandoned shall be ~~filled~~ ~~abandoned~~ according to the procedures ~~and methods~~ outlined in ~~Ch. NR Chapter 812 of the Wisconsin Administrative Code. The~~ ~~All debris, pump, and piping, unsealed liners and any other obstructions which may interfere with sealing operations shall must be removed and the well checked for obstructions before plugging, and any obstruction or liner must be removed.~~ Further, a well abandonment report must be submitted by the well owner to the ~~Utilities Department and the State Department of Natural Resources, and a copy of that report must shall be provided to the village.~~ The report shall be submitted ~~by the well owner within ten (10) days of the immediately upon~~ completion of the ~~filling of the well~~ ~~abandonment~~.
 - (e) ~~The Utilities Department may charge a reasonable fee for a permit to allow retention of a private water supply system.~~
- (2) Permit Required For Wells For Outdoor or Agricultural Watering For Properties Served by Village Utilities
- (a) Any owner of a private well which is required to be permanently abandoned pursuant to subsection (1)(a) above shall apply to the ~~V~~Village for permission to maintain the well in good operating condition for the sole purpose of providing water for filling swimming pools, lawn or garden watering or other similar agricultural purposes, provided that the well continues to pass all tests required for private wells and the owner shall agree to pay the cost of abandonment when the well shall be permanently abandoned.
 - (b) Every owner of a private well that was in existence on January 1, 1990, that serves premises also served by the municipal water system, and who wants to continue to use the well shall obtain a ~~well~~ permit for the use of that well from the ~~V~~Village within ninety (90) days from the effective date of this section, which has been determined to be May 14, 1991. Drilling new private wells that will be used under the circumstances described in this subsection may not commence until a permit for the excavation of the private well has been granted in accordance with the terms of this section.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0507 – PRIVATE WELLS

SEC. 62.0507 – PRIVATE WELLS

- (c) Applications for a permit for the excavation or use of a private well under this section shall be made in writing by the owner or owners of the well to the Village on forms provided by the Village. A \$50 processing fee shall accompany any private well excavation or renewal permit application. If the requirements of this subsection ~~and other applicable state and health requirements~~ are met, a permit shall be granted to a well owner to operate a well for a period of not to exceed five (5) years, ~~which permit may be renewed unless otherwise revoked because of contaminants, no longer produces water or any reason in which the water is not safe for human consumption and fails to comply with Ch. NR 812, Wis. Adm. Code, and any amendments thereto, or the owner fails to demonstrate a need.~~ Failure to obtain an initial or renewal well permit will result in imposition of a late fee of \$100 plus any other penalties that are applicable. ~~Permit applications shall be made and submitted on forms provided by the village.~~ Permits and permit renewals will be granted under this section only for wells and pump installations where:
1. No physical ~~or cross-connections, including a connection made with an approved backflow prevention device,~~ shall exist between the piping of the municipal water system and the private well
 2. Bacteriologically safe water is evidenced by at least two water samples taken one week apart. ~~A copy of the Bacterial Analysis reports from a state approved drinking water laboratory indicating the water is bacteriologically safe shall be included with applications for a new well permit or an existing well permit. (Amended Ord. 266-052119).~~
 3. There are no known exceedances of the preventive action limits (PALs) set forth in Ch. ~~after~~ NR 140 of the Wisconsin Administrative Code.
 4. The private well and pump installation shall meet all the requirements of Ch. NR Chapter 812 of the Wisconsin Administrative Code ~~and any amendments thereto. that are in effect at the time of the well construction and pump installation.~~ A well constructor's report shall be on file with the State Department of Natural Resources, or certification of the acceptability of the well shall have been granted by the Private Water Supply Section of the Wisconsin State Department of Natural Resources. ~~A well compliance report on State Department of Natural Resources form 3300-305 signed by a licensed well and pump installer which is dated within the last ten (10) years, in accordance with Ch. NR 810.16(2)(b), Wis. Adm. Code, must accompany the well permit application and provide that the well meets the requirements of Ch. NR 812, Wis. Adm. Code and any amendments thereto.~~ ~~The well and pump system shall be evaluated by a licensed well driller or pump installer and must have been certified as being compliant with Chapter NR 812 (IV) every ten (10) years afterward. Written documentation of the well and pump inspection which indicates that the requirements of NR 812 of the Wisconsin Administrative Code have all been satisfied must be provided on standardized forms that are utilized by the DNR.~~
 5. The proposed use of the well has been justified as being necessary in spite of the availability of the water provided by the municipal water system.
- (3) Additional Conditions of Well Permits The right to construct, install and maintain a well as authorized by permit under this section shall be expressly conditioned upon the owners and successors in interest complying with the following conditions:
- (a) The owner shall permit the village Utilities Department access to the well for inspection and testing at any time during normal working hours. If entry is refused, the well permit is revoked, and the owner shall proceed with abandonment as specified above. On request,

VILLAGE OF SISTER BAY ZONING CODE

SEC. 62.0507 – PRIVATE WELLS

SEC. 62.0509 – APP. FOR SS & WATER SERVICE

- the owner, lessee or occupant of any property so served shall furnish to the inspector any pertinent information regarding the piping system on the property.
- (b) No repair or modification of any well may be performed unless done by a properly licensed individual well driller or pump installer. At least one business day notice to the village Utilities Department prior to undertaking the repairs is required so the work may be inspected. Any and all Plumbing Code permits as required shall also be obtained prior to undertaking any work.
 - (c) The village Utilities Department shall have the right to sample the water after completion of any repairs or modifications to the well. The sampling shall be at the owner's cost and may either be done by the village Utilities Director or by the well owner at the village's Utilities Directors direction.
 - (d) The village Utilities Department shall have the right to randomly test, or to direct the owner to test, the any private well not more than two times in any six-month period. The village Utilities Department may require additional testing if there is reason to believe some contamination may be present or that the results of previous tests may be invalid. The village Utilities Department, at its option, may require testing for contaminants to include microbiological, radioactive, inorganic, synthetic organic, pesticides, herbicides and volatile organic substances. The Utilities Director shall report the results of testing and the resulting remedial action to the DNR State Department of Natural Resources on an annual basis. If the test results suggest that a severe or area wide problem exists, the Utilities Director shall notify the DNR State Department of Natural Resources immediately.
 - (e) The cost of any testing and sampling as provided in this section shall be paid by the owner upon receipt of an invoice from the Village.
 - (f) A permit issued in accordance with the provisions of this section shall be revoked by the Utilities Director upon notice to the permittee that any of the following have occurred:
 - 1. The owner of the well has refused access to a well for testing or has failed to follow a directive or order of the village Utilities Director in regard to testing or sampling.
 - 2. The owner of any well has neglected to pay for any testing authorized within thirty (30) days of billing or invoice.
 - 3. Any test results that demonstrate well contamination and do not meet reasonable health standards or are in violation of any state or municipal ordinance dealing with well operation.
 - (g) The parties aggrieved by permit revocation may appeal the initial decision of the Utilities Director or their representative to the Village Board by filing a written petition for review with the Village Clerk.

Sec. 62.0508 Private Wastewater Systems Prohibited

The maintenance and use of septic tanks, holding tanks and any other private sewage disposal systems within the area that is serviced by the Village's sanitary sewer system are declared a public nuisance and a health hazard, and are prohibited.

Sec. 62.0509 Application For Initial Sanitary Sewer and Water Service

Every person wishing to connect to the Village's sanitary sewer and/or water systems shall initially file an application in writing and submit it to the Utilities Director in such form as is prescribed for that purpose. Blank application forms will be available at the Village Administration Office and/or the Sewer and Water Treatment Plant Utilities Department Office. The application must state fully and truly all the uses the applicant intends to make of the Village's sanitary sewer and water systems, and if the applicant is not the owner of the premises, the written consent of the owner must accompany the

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0509 – APP. FOR SS & WATER SERVICE

SEC. 62.0510 – HAULED WASTES

application. If it appears that the service applied for will not comply with all applicable regulations, the Utilities Director may reject the application. If the Utilities Director does approve the application, a permit for services as shown on the application shall be issued to the applicant(s).

(1) Capacity of systems

A sanitary sewer connection shall only be allowed if it can be demonstrated that the downstream sewerage facilities, including sanitary sewer mains, lift and/or grinder stations and the Wastewater Treatment Plant have sufficient reserve capacity to adequately and efficiently handle the additional anticipated waste load.

(2) Costs for service installation

All costs and expenses for the installation and connection of sanitary sewer and water service lateral shall be borne by the property owner. The owner shall indemnify the Village from any loss or damage that may be directly or indirectly occasioned by the installation of the lateral.

Sec. 62.0510 ~~Septage Disposal~~ Hauled Wastes

The Village offers disposal services to State Department of Natural Resources licensed sanitary pumpers and haulers. The Village has established regulations and procedures that govern the acceptance of either domestic septage or holding tank wastes. All sanitary waste pumpers and haulers and their wastes must comply with the provisions of this chapter.

(1) Hauler obligations Prior to being permitted to deliver any hauled waste to the Wastewater

Treatment Plant, the hauler shall provide the Utilities Department with evidence of insurance policies. Any waste hauler seeking disposal privileges to the Village's sanitary sewer system or Wastewater Treatment Plant must first complete and submit a haulers agreement to permit the disposal of any hauled wastes. Upon approval, the approval is nontransferable to any new owner. Prior to being permitted to deliver any hauled waste to the Wastewater Treatment Plant, the hauler shall provide the Utilities Department with evidence that it is licensed under Wis. Stats., § 281.49.

(2) Verification of Discharge Form Any waste hauler that has approved disposal privileges to the Village's sanitary sewer system or Wastewater Treatment Plant shall first complete the hauled waste disposal form provided by the Utilities Department to dispose of holding tank, septic tank, or other hauled wastes. The form shall be deposited in the hauler's room in the pretreatment facility of the Wastewater Treatment Plant. This form shall contain:

- (a) An identification of the waste (holding tank, septic tank, or industrial waste). If the form does not include an identification of the wastes, it will be charged at the septage tank rate at a maximum load capacity;
- (b) The total gallons disposed;
- (c) Origin of the waste must be identified as being from the Village of Sister Bay, the Town of Liberty Grove, or out of the area;
- (d) The name and address of the location the waste was generated at;
- (e) Signature of the hauler operator.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0510 – HAULED WASTES

SEC. 62.0510 – HAULED WASTES

(3) General rules

- (a) Hauled waste may be discharged only at a location and time designated by the Utilities Director; and
- (b) Any hauler operator that disposes of waste at the Wastewater Treatment Plant shall remove the waste material that accumulates on the septage receiving station screen by scraping the screen after every waste discharge. If any hauler operator fails to cooperate, the Utilities Department will charge a fee pursuant to the village fee schedule as established by the Village Board; and
- (c) The hauler must meet requirements of Sec. 62.0510(2) through Sec. 62.0510(3); and
- (d) A sample may be required in a collection manner approved by the Utilities Director or their authorized representative(s) that is representative of the waste. The sample container shall be supplied by the Utilities Department and the hauler shall appropriately label the container and deposit it in the Wastewater Treatment Plant laboratory. A sampling charge will be invoiced to the hauler for any analysis conducted. The charge is established by resolution of the Village Board; and
- (e) The Village retains the right to revise the general rules as deemed necessary.

(4) Septage rules Between ~~August 1~~ January 1 and ~~September 1~~ May 1 of each year, ~~every~~any licensed ~~septage~~ hauled waste disposer with permissions to discharge waste at the Wastewater Treatment Plant, wishing to discharge septage at the ~~the~~Village's Wastewater Treatment Plant shall submit a written application ~~along with a non-refundable filing fee~~ to the Utility Clerk in such a form as is prescribed for that purpose. The applicable forms will be available in the Village Administration Office ~~or the Utilities Department Office~~, and each application must state fully and truly the type, frequency, quantity, quality and location of generated septage to be disposed of at the ~~the~~Village's Wastewater Treatment Plant. During ~~September~~May, the Utilities Director will evaluate the applications and determine the amount of septage that will be allowed to be disposed of at the ~~the~~Village's Wastewater Treatment Plant as well as any applicable conditions that will be imposed, and all applications will be approved or rejected no later than ~~October 1~~ May 31 of each year. Consideration shall first be given to those generators of septage that are within the septage service area, which includes the Town of Liberty Grove, the Village of Sister Bay, and Liberty Grove Sanitary District No. 1. All ~~the~~Village approvals for septage disposal shall be subject to the condition that any time operational or maintenance issues arise or the threat of WPDES permit violations that are directly or indirectly related to septage disposal is present, the ~~village~~Utilities Director or their authorized representative may immediately restrict ~~all~~ septage disposal ~~outside the septage service area~~ until corrective action or mitigative measures have been taken. Septage may only be discharged at the locations, times and conditions as specified by the Utilities Director at the ~~the~~Village's Wastewater Treatment Plant, and may only be handled by ~~the~~Village approved and state licensed ~~waste~~ disposers. Any licensed ~~waste~~ disposer that discharges septage at the ~~the~~Village's Wastewater Treatment Plant between December 1 and March 31 will be subject to a late disposal fee ~~as approved by the Village Board~~.

(5) Disposal fees Disposal fees will be set based on the same methodology used for setting other sanitary sewer service fees. The Utilities Department shall charge the hauler for all costs of treatment of the hauled waste pursuant to the rates, rules, and regulations established by the Village Board. Invoices will be mailed on a monthly basis and haulers are expected to pay such

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0510 – HAULED WASTES

SEC. 62.0510 – HAULED WASTES

charges within thirty (30) days of billing, or the hauler's agreement may be terminated immediately by the Utilities Director or their authorized representative.

(6) Enforcement Any conditions and requirements that are placed upon a hauler under the hauler's agreement, and all rules, plans, and other matters incorporated by reference to this agreement, are legally applicable requirements within the meaning of Wis. Stats., § 281.49(3)(a)(1) and any amendments thereto, and that the failure of the hauler to perform the requirements placed upon the hauler under this agreement shall constitute a failure to comply with the hauled waste disposal rules under Wis. Stats., § 281.49. The hauler further agrees that in the event that its failure of performance relates to general matters and does not relate to the content of a particular waste or quantity of hauled waste, the hauler agrees that the entirety of its hauled waste is within the exceptions of Wis. Stats., § 281.49(3)(a), and the Utilities Department shall not be obligated to accept any portion thereof after the breach by the hauler.

(7) Enforcement action In addition to any enforcement action deemed necessary by the Utilities Director or their authorized representatives(s) in accordance with this chapter, the Utilities Director may take action as cited in the following situations:

(a) If the hauler operator intentionally or negligently misrepresents a waste hauler form by incorrectly documenting required information or falsifying a signature, then the Utilities Director or their representative may:

1. Revoke the waste hauler's agreement approval and prohibit discharges by the hauler to the sanitary sewer system or at the Wastewater Treatment Plant.
2. Charge the hauler for any costs that the hauler avoided by misrepresenting the waste; and/or charge the hauler/waste generator for any sample collection or lab analysis costs, or any costs for damage done to the sanitary sewer system or the Wastewater Treatment Plant equipment or processes.

(b) If a sample form from a hauled discharge indicates an exceedance of any federal, state or local pretreatment limit, then the Utilities Director or their representative may:

1. Issue the hauler and/or waste generator a notice of noncompliance and repeat analysis on the next hauled discharge from the violating waste generator, and/or repeat analysis directly from the violating waste generator holding tank or septic tank;
2. Revoke the waste hauler's agreement approval and prohibit discharges by the hauler and/or the violating waste generator;
3. Charge the hauler and/or waste generator for any sample collection or lab analysis costs, or any costs for damage done to the sanitary sewer system or the Wastewater Treatment Plant equipment or processes.

(c) If the hauler discharges any waste in a manner different than as designated by the Utilities Director, then the Utilities Director may:

1. Revoke the waste hauler's agreement approval and prohibit discharges by the hauler to the sanitary sewer system or at the Wastewater Treatment Plant.
2. Charge the hauler for any costs or damages associated with discharging at a location or time other than that designated by the Utility.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0510 – HAULED WASTES

SEC. 62.0511 – USER KEEP SS & W IN GOOD REPAIR

- (d) The Utilities Clerk shall report all delinquent accounts to the Utilities Director or their authorized representative. If a hauler and/or waste generator fails to pay the Village any required fees within ninety-one (91) days past invoice, then the Utilities Director may:
 1. Revoke the waste hauler's agreement approval and prohibit the discharges by the hauler and/or waste generator to the sanitary sewer system or at the Wastewater Treatment Plant until all fees are paid.
- (e) If inspection of a hauler vehicle or its contents or any other circumstances cause the Utilities Director or their authorized representative(s) to suspect that the discharge is inconsistent with the waste hauler form, pretreatment standards, or requirements of this chapter, the Utilities Director or their authorized representative(s) may reject the discharge, and the hauler shall immediately cease discharging.
- (f) If a hauler fails to allow the Utilities Director or their authorized representative(s) to inspect or sample, or fails to cooperate with any other requirement or regulation, then the Utilities Director may:
 1. Revoke the waste hauler's agreement approval and prohibit discharges by that hauler operator.
- (g) Any hauler, hauler operator or waste generator aggrieved by a decision under this section may appeal the initial decision of the Utilities Director or their representative to the Village Board by filing a written petition for review with the Village Clerk.

Sec. 62.0511 User To Keep **Sanitary Sewer and Water Service Pipes Laterals** in Good Repair

All users of the Village's **sanitary sewer and water services** shall keep ~~their own~~ the properties **sanitary sewer and water service pipes laterals** in good repair and protected from frost, at their own risk and expense, and shall prevent any unnecessary overburdening of the **sanitary sewer and water systems**. The **sanitary sewer service pipes lateral** shall be defined as the building drain and ~~the~~ building sewer ~~pipes lateral~~, extending from the interior drain of the building to the sanitary sewer main. The **water service** shall be defined as the properties water service lateral extending from the interior plumbing of the building to the water main, including the premises curb stop valve.

(1) Service repair

- (a) If the property owner fails to repair an existing leak or broken water service pipe between the curb stop and the point of metering within such time as may appear reasonable to the Utilities Director after notification, the water service will be shut off, and remain off, until the repair is made.
- (b) The Utility will not be held liable for the loss of water which has not passed through the meter but has been wasted by leakage of broken or defective pipes and fixtures. Water usage that has not passed through the meter and has been wasted by leakage or defective pipes and fixtures, will be estimated by the Utilities Clerk and billed to the property owner.

(2) Frozen service laterals

- (a) The Village will comply with the Wisconsin Public Service Commission regulations regarding frozen water service laterals. Additionally, the Village requires that all properties served by the Utility shall take reasonable precautions to prevent water service laterals from freezing.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0511 – USER KEEP SS & W IN GOOD REPAIR SEC. 62.0517 – CROSS-CONNECTION CONTROL

(b) Frozen services shall be thawed out by and at the expense of the Utility, except where the freezing was caused by contributory fault or negligence on the part of the consumer, such as reduction of the grade or undue exposure of the piping in the building or on a consumer's property, or failure to comply with the Utility's specifications and requirements as to depth of service, lack of sufficient or proper backfill, etc.

Sec. 62.0512 Backflow Preventors Required

All floor drains shall have a backflow prevention valve installed at the owner's expense.

Sec. 62.0513 Use of Village's System Restricted

No user shall allow others or other sanitary sewer or water services to be connected to the Village's sanitary sewer or water systems through their sanitary sewer or water service lateral.

Sec. 62.0514 Vacation of Premises and Discontinuance of Service

Whenever premises served by the Village's sanitary sewer and water systems are to be vacated, or whenever any person wishes to cancel that service, the Utilities Director must be notified in writing. Upon such notification, the Village Utilities Director will cause an inspection to be made of the affected system, and if, during that inspection, any damages other than those that were caused by Village employees, representatives or agents are discovered, the owner of the premises shall be liable for the repair of such damages.

Sec. 62.0515 User To Permit Inspection

It shall be considered a condition of the granting of water supply and sanitary sewer services from the Utility that the owner or occupant of any or all premises receiving such services shall grant any authorized representative of the Utilities Department free access to the premises, or any part thereof, Every user shall allow the Utilities Director or their duly authorized agent, at all during reasonable hours of the day, for the inspection of the piping, water meter, or appurtenances for the distribution and control of the water supply and/or the sanitary sewer collection system, or the use of such supply or sanitary sewer service, or for the installation, removal, repair, or reading of any water meter or the inspection of the location thereof. Any person who refuses entry on receipt of a notification of the purpose of the entry shall be subject to the penalties provided herein. Owners and tenants shall make arrangements with the Utilities Department to gain entrance to read or repair water meters when buildings are unoccupied. to enter their premises or building to examine the pipes and fixtures and the manner in which the drains and sewer connections are operating.

Sec. 62.0516 Damage and Repairs

No claims shall be made against the Village or its acting representative(s) because of the breakage, clogging, stoppage or freezing of any service pipes lateral, or the causing of any damage that occurred as the result of those individuals repairing mains, making connections or extensions, or the performance of any other work that may be deemed necessary. Notwithstanding any permit granted or regulations to the contrary, the Village hereby reserves the right to cut off sanitary sewer and water service at any time to make required repairs or for any other necessary purposes. Whenever it becomes necessary to shut off the sanitary sewer or water service within any area of the Village, the Utilities Director shall, if practicable, give notice to every effected consumer within the Village, of the time when such service will be shut off.

Sec. 62.0517 Water Cross-Connection Control

(1) Cross Connection prohibited

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0517 – CROSS-CONNECTION CONTROL

SEC. 62.0517 – CROSS-CONNECTION CONTROL

No person shall establish or permit to be established, or maintain or permit to be maintained any “cross-connections”. A “cross-connection” is defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the ~~v~~Village’s **municipal** water system, and the other, which contains water from a private source, or water of unknown or questionable safety, or steam, gasses or chemicals, which allows flow from one system to the other; the direction of which depends on the pressure differential between the two systems. No interconnection shall be established which allows potable water from a private, auxiliary or emergency water supply other than the regular water supply of the ~~v~~Village to enter the ~~v~~Village’s **water** supply or **water** distribution system, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply has been approved by the ~~v~~Village and the ~~Wisconsin~~ **State** Department of Natural Resources. **The Utilities Department is responsible for the protection of the municipal water system from contamination or pollution due to backflow of contaminants or pollutants.** It is the duty of the ~~village~~ **Utilities Department** to cause inspections to be made of all properties served by the ~~public~~**municipal** water system where cross-connections with the ~~public~~ **municipal** water system are deemed to be possible. ~~The frequency of inspections and re-inspections, which shall be based on the potential health hazards involved, shall be as established by the Utilities Director and as approved by the Wisconsin Department of Natural Resources.~~ **Residential properties serviced by the Utilities Department shall be surveyed on a ten (10) year interval. The Utilities Department may, but is not required to, perform the cross-connection survey of the customer’s property. If, in the opinion of the Utilities Director, the Utilities Department is not able to perform the survey, the property owner must, at his own expense, have the water piping surveyed for cross-connections by a person who has been properly trained in accordance with the American Society of Engineers (ASSE) Standard Number 5120 as a cross-connection control surveyor. The qualified person performing the survey shall not be the owner of the property or the tenant and must use a form supplied by the Utilities Department.**

- (a) Upon presentation of credentials, a representative(s) of the ~~village~~ **Utilities Department** shall have the right to request entry, at any reasonable time **of the day**, to examine any property served by a connection to the ~~public~~**municipal** water system of the ~~v~~Village for cross-connections. If entry is refused, such representative(s) may obtain a special inspection warrant under Wis. Stats. §66.0119. Upon request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping systems on such property.
- (b) The ~~village~~ **Utilities Department is hereby authorized and directed to** ~~shall~~ cease water service to any property ~~in which~~ **wherein** any connection violating this section exist~~s~~, and has the authority to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the **municipal** water system. Water service shall be ceased only after reasonable notice and opportunity for hearing under Wis. Stats. Chapter 68, except as provided herein. Water service to such property shall not be restored until the cross-connection has been eliminated in compliance with the provisions of this section.
- (c) If it is determined by the ~~village~~ **Utilities Department** that a cross-connection or an emergency endangers public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the Utilities Director and delivered to the customer's premises, service may be immediately ceased. The customer shall have an

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0517 – CROSS-CONNECTION CONTROL

SEC. 62.0518 – PROHIBITED DISCHARGES

opportunity for a hearing under Wis. Stats. Chapter 68 within ten (10) days of the emergency discontinuation of service.

(2) Owner responsibility

The property owner shall be responsible for the protection of the user's potable water system. The responsibilities include the elimination of or protection from all cross-connections on the premises. The owner shall, at their own expense, install, maintain and test any and all backflow preventers on their premises in compliance with the requirements of § SPS 382.21 and 382.22(8), Wis. Adm. Code, and the United States Environmental Protection Agency's Cross-Connection Control Manual. The property owner shall correct any malfunction revealed by periodic testing of any backflow preventer on their premises. The property owner shall inform the Utilities Department of any proposed or modified cross-connections and also any existing cross-connections that are not protected by an approved backflow prevention means. The property owner shall not install a bypass around any backflow preventer unless there is a backflow preventer of the same type in the bypass. Property owners who cannot shut down operation for testing of the backflow prevention assembly must supply additional assemblies necessary to allow testing and maintenance to take place. In the event that the property owner installs potable water using fixtures, equipment or appurtenances upstream of a backflow preventer, such must have its own approved backflow prevention means. The property owner is required to follow the protection practices described in the American Water Works Association (AWWA) publication AWWA M-14 titled "Recommended Backflow Prevention and Cross-Connection Control," United States Environmental Protection Agency publication titled "Cross-Connection Control Manual," and §SPS 382 to 384, Wis. Adm. Code, unless the Utilities Department requires or authorizes other means of protecting the municipal water system. These requirements or authorizations will be at the discretion of the Utilities Director or their representative.

Sec. 62.0518 Prohibitions Against Discharge To The **Sanitary** Sewer System

- (1) Prohibited Discharges No person shall discharge or cause to be discharged any of the following described liquids or solid wastes directly into any sanitary sewer ~~lines~~ **collection system mains or laterals** or at the ~~the~~ Village's Wastewater Treatment Plant:
 - (a) Any stormwater, surface water, ground water, roof run off, sump pump ~~effluent~~, surface water drainage, or any other forms of liquid obtained from inflow sources. In some instances such waters may be discharged into a storm sewer or other waterway with written permission from the Utilities Director.
 - (b) Any gasoline, benzene, naphtha, fuel oil, lubricating oil or other flammable or explosive liquids, solids or gas, or other substances that by themselves or by interaction with other substances may cause fire or explosion hazards, or in any other way be harmful to persons, property or the operation of the wastewater facilities.
 - (c) Any waters or wastes containing toxic or poisonous substances in sufficient quantities, either singly or by interaction with other wastes, which will damage or interfere with any wastewater treatment processes, constitute a hazard to humans or animals, create a public nuisance in the receiving waters of the ~~the~~ Village's Wastewater Treatment Plant, or interfere with the disposal of sludge.
 - (d) Any waters or wastes having a pH lower than six (6), or having any other corrosive properties capable of causing damage or hazard to structures, equipment and personnel, or the ~~the~~ Village's Wastewater Treatment Plant.
 - (e) Any waters or wastes having a pH greater than nine (9).

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0518 – PROHIBITED DISCHARGES

SEC. 62.0519 – SPECIAL WW AGREEMENTS

- (f) Solid or viscous substances in sufficient quantities or of a size that are capable of causing obstruction to the flow in the ~~sanitary~~ sewers, or other interference with the proper operation of the ~~Village's~~ Wastewater Treatment Plant, such as, but not limited to, ashes, cinders, sand, rocks, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, ground or underground garbage, whole blood, paunch manure, hair or fleshings, entrails, paper dishes, cups, milk containers, etc.
- (g) Any discharge into the sanitary sewerage system that is a violation of the requirements of the ~~Village's~~ WPDES permit and any modifications to it.
- (h) Wastewater having a temperature higher than one hundred fifty degrees (150°) fahrenheit or which is capable of causing the wastewater at the ~~Village's~~ Wastewater Treatment Plant to exceed one hundred four degrees (104°) fahrenheit.
- (i) Any waters or wastes which may contain more than 100 parts per million by weight of oils, fats or grease.
- (j) Any garbage that has not been properly shredded. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for consumption on the premises or when served by caterers.
- (k) Any waters or wastes containing iron, chromium, copper, zinc, mercury and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the ~~Wastewater Treatment facility~~ ~~Plant~~ exceeds the limits established for such materials.
- (l) Any waters or wastes containing odor-producing substances exceeding limits that may be established by the ~~Village~~.
- (m) Any radioactive wastes or isotopes of a half-life or concentration as may exceed limits established by the ~~Village~~ in complying with applicable state or federal regulations.
- (n) Quantities of flow, concentrations or both that form a slug load as defined in this chapter.
- (o) Incompatible pollutants containing substances that are not amenable to treatment or reduction by the wastewater treatment processes employed by the ~~Village~~, or are amenable to treatment only to such degree that the ~~Village's~~ Wastewater Treatment Plant effluent cannot meet the requirements that were established by the agencies having jurisdiction over discharge to the receiving waters.
- (p) Any waters or wastes that, by interaction with other waters or wastes in the ~~public~~ ~~sanitary~~ sewer system, release obnoxious gases, form suspended solids that interfere with the collection system or create a condition deleterious to structures and treatment processes.
- (q) Materials which exert or cause:
 1. Unusually high BOD5, chemical oxygen demand or chlorine requirements, such as, but not limited to, whey in such quantities as to form a significant load on the wastewater treatment facility.
 2. Unusual flow or concentrated wastes forming a slug load as defined in this chapter.
 3. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium sulfate).
 4. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).

Sec. 62.0519 Special Wastewater Agreements

No statement contained in this chapter shall be construed as prohibiting any special agreements between the ~~Village~~ and any person(s) who wish(es) to deposit industrial waste of unusual strength

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0519 – SPECIAL WW AGREEMENTS

SEC. 62.0521 -- ABANDONMENT OF LATERALS

or character into the ~~v~~Village's ~~sanitary sewer system or w~~Wastewater ~~†~~Treatment ~~system~~Plant, either before or after pretreatment, if there will be no impairment of the functioning of the ~~Wastewater Treatment p~~Plant due to the admission of the waste, no extra costs will be incurred by the ~~v~~Village without recompense, and all rates and provisions set forth in this chapter are complied with.

Sec. 62.0520 Wastewater Discharge Permit Required

In addition to complying with the notice requirements in Sec. 62.0520(1), ~~it~~ shall be unlawful for anyone to discharge any sewage or other polluted waters into any natural waterway within the village or in any area under the jurisdiction of the village without first obtaining a WPDES permit. All industrial users, including existing industrial users and those proposing to connect to or to discharge to the sanitary sewer system or the wastewater treatment plant shall apply for a WPDES permit before connection to or discharging to the sanitary sewer system or the wastewater treatment plant.

Sec. 62.0521 Abandoned~~ment of Water and Sanitary Sewer Service Connections~~ Laterals

Whenever any ~~sanitary sewer and/or water service lateral connection~~ to the ~~sanitary sewer or water systems~~ is abandoned because the building to which the ~~connection~~lateral serves is ~~made~~has ~~will~~ been abandoned, destroyed or removed, a licensed plumber shall complete disconnection and abandonment of the sanitary sewer and water service laterals, at the expense and request of the property owner. ~~must remove any pipe or connections in the public right of way or easement, and cap, plug or otherwise seal the pipe or main~~ All existing sanitary sewer and water service laterals extended to the property shall be abandoned according to the procedures below and as approved by the Utilities Director. The property owner ~~or the owners agent~~ must notify the Utilities Director at least three (3) business days in advance of the intent to abandon a ~~sanitary sewer and/or water service~~ lateral. The ~~service~~ lateral abandonment must be inspected by a representative(s) of the ~~Water Utilities Department~~ during normal working hours before burial takes place. The owner of the premises shall be liable for any damages to the property of the Village other than through the fault of Village authorized representative(s) or agents. If proper abandonment is not performed, the Utilities Director may authorize this work to be done and bill it back to the property owner or see that the related charges are placed on the tax roll as a special assessment or fee.

(1) Sanitary Sewer

The private sewer service lateral shall be removed to the property line and properly sealed at the property line if the lateral is to be used again. If the lateral will not be used again, it shall be capped or plugged at the sanitary sewer main.

(2) Water

Prior to the abandonment of the water service lateral the Utilities Department will remove the water meter and shut off the service at the premises curb box valve. Prior to any demolition work, the private water service lateral shall be exposed on private property at a point near the property line, cut-off and sealed. Abandonment shall include all required compacted backfill and restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

~~Sec. 62.0522 Abandoned Sewer Connections~~

~~Whenever any connection to the wastewater collection system is abandoned because the building to which the connection is made has been abandoned, destroyed or removed, the property owner must expose the line at the property line, disconnect and permanently cap the pipe or connections in the public right of way or easement, and cap, plug or otherwise seal the pipe or main as approved by the Utilities Director. The property owner must notify the Utilities Director at least three (3) business days in advance of the intent to abandon a lateral. Before burial takes place the lateral abandonment must~~

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0521 – ABANDONMENT OF LATERALS

SEC. 62.0524 – RESP. OF VILLAGE DURING EXC.

~~be inspected by a representative(s) of the Sewer Utility during normal working hours. If proper abandonment is not performed, the Utilities Director may authorize this work to be done and bill it back to the property owner.~~

Sec. 62.0522 Public Sanitary Sewer Use Required

- (1) No person shall place, deposit or permit to be deposited in any unsanitary manner, on public or private property within the Village, any human or animal excrement, garbage or other objectionable waste.
- (2) No person shall discharge to any natural outlet within the Village any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this chapter.
- (3) Except as provided in this section, it is unlawful to discharge any stormwater, surface water, groundwater, roof runoff or surface drainage or any other connections from inflow sources to the sanitary sewer.

Sec. 62.0523 Responsibility of Contractor During Excavation

As required by Wis. Stat. §182.0175, an excavator performing any excavation, is required to notify Diggers Hotline at least three (3) days before any excavating, grading, digging, trenching, drilling, auguring, tunneling, scraping, and cable or pipe drilling. The excavator shall maintain an eighteen (18) inch buffer zone on each side of a marked facility. No mechanized equipment shall be used within the buffer zone; only hand digging is allowed. Excavation, according to law, means anything that moves, removes, or displaces earth, rock or other material in or on the ground. Violations of Wis. Stat. §182.0175 can be reported to the Diggers Hotline Enforcement Center. If probable cause is found, a panel of Diggers Hotline stakeholders will decide between education and referral to the PSC. If referred to the PSC, a PSC investigation will determine if there was a violation of the law and any subsequent legal actions or fines.

- (1) When excavating machines are used in digging sewers, all water mains shall be maintained at the expense of the contractor.
- (2) Contractors shall ascertain for themselves the existence and location of all service pipes. Where they are removed, cut or damaged in the construction of a sewer, the contractor must at his own expense cause them to be replaced or repaired at once.

Sec. 62.0524 Responsibility of the Village During Excavation

As required by Wis. Stat. §182.0175, the Village, upon receipt of an excavation notice, shall mark in a reasonable manner the locations of any present sanitary sewer and water systems in the area described in the notice to enable the excavator to locate the sanitary sewer and water systems without endangering the security of the systems or the public. The Village shall mark the locations within the public right-of-way of all laterals connecting to sanitary sewer or water systems. The Village may make available to an excavator, for inspection and making copies, information on the location of such laterals as shown on maps, drawings, diagrams, or other records, that are readily available. The marking of the sanitary sewer and water systems shall be completed within three (3) working days after receipt of the notice, if notice is given more than ten (10) days before excavation is scheduled to begin, marking shall be completed at least three (3) working days before excavation is scheduled to begin. If the approximate location of the sanitary sewer and water systems is marked with paint, flags, stakes or other physical means, the following color coding of sanitary sewer and water pipes shall comply with the uniform color code adopted by the American National Standards Institute.

- (1) Sewer or drain systems: green
- (2) Water, irrigation or slurry systems: blue

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0526 – PROTECTION OF WATER SYSTEM

SEC. 62.0527 – WATER METERS

Sec. 62.0525 Protection and Operation of the Municipal Water System

- (1) It shall be unlawful for any person to willfully pollute or contaminate any water supplied by the public water system in any reservoir or pipe used in the municipal water system for holding, conveying or distributing water.
- (2) It shall be unlawful for any person to in any way obstruct access to any fire hydrant, valve or curb stop connected with the water mains by placing or planting any building materials, rubbish, bushes, trees or other hinderances thereon or therein. The owner or occupant of the property shall protect the curb stop on the premises and shall keep the same free of dirt and other obstructions.
 - (a) The utility shall not be liable for failure to locate a curb stop and shut off the water service in case of a leak on the consumer's premises.
- (3) No person, except those specifically authorized, shall operate any valve or fire hydrant or other equipment that is part of, or connected to, the municipal water system.
- (4) No unauthorized person shall tamper with, damage, deface or interfere with the works, pipes, hydrants, barricades or other property of the utility, and no person shall throw or shoot any missile at the village water storage facilities. No person shall climb upon the same or ladder leading thereto unless authorized by the Utilities Director or their authorized representative(s).

Sec. 62.0526 Private Fire Protection Service

All fire protection services shall conform to Sec. 62.0517 and Sec. 62.0502 of this chapter. All fire service systems, including fire sprinklers, shall be installed in accordance with the National Fire Codes. A check valve shall be installed on all fire services after the shutoff valve, inside the building wall and ahead of all fire hose connections. When fire services are laid to a building, the service shall be turned on only by the Utilities Department after the fire protection system is inspected and approved.

Sec. 62.0527 Water Meters

- (1) Location Each water service lateral by means of which water is delivered by the Utility to a consumer (except such water service laterals used solely for fire protection) shall be connected to an adequately sized meter to accurately measure the amount of water delivered through such water service lateral. It shall be the duty of the owner of any premises to provide a location for the water meter and to maintain such location and passageway thereto clean sanitary and free from any obstructions or any condition of a hazardous nature. No connection for water meters shall be installed in any location not easily accessible or which is, or may be, unclean, unsanitary or in any manner hazardous to the Utilities Department Operators in the discharge of their duties. No meter shall be placed in any pit or manhole without permission from the Utilities Director or their authorized representative(s).
 - (a) The Utilities Director may at any time order the relocation of existing meters located in pits or extremely difficult areas of access. Water meters shall not be installed below stairways, landings or other platforms. All piping within the building must be supplied and prepared by the property owner. The property owner shall be responsible for contacting the Utilities Department to install the properties meter.
- (2) Installation
 - (a) All meters shall be installed in a horizontal setting, where the service pipe enters the building wall or rises through the floor, and shall be provided with two gate or other full way valves, one on the supply side and one on the building side of the meter setting.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0527 – WATER METERS

SEC. 62.0527 – WATER METERS

- (b) Pursuant to Wis. Stats., Ch. SPS 382.40(4)(c)1.a., if a water meter is provided, a control valve shall be installed within three (3) feet of developed length downstream from the outlet of the water main. If bypass piping is provided around a water meter, a control valve shall be installed in the bypass piping.
 - (c) All meters one and a half (1 ½) inches or larger in size shall have a bypass, with a sealed valve, installed around the meter setting and sized as required by the State Plumbing Code.
 - (d) Meter connections will be provided by the Utilities Department.
 - (e) If during construction a meter is not installed at the time of piping, a “construction meter” will be installed by the Utilities Department to provide metered water service. After ninety (90) days, the “construction meter” will be removed and a meter with the necessary fixed meter charges will be assigned to the premises.
 - (f) Whenever a water service lateral is extended to a property beyond the curb stop and properly flushed and tested, a final water meter shall be installed within 90 days. The plumbing shall be so arranged that no water can be taken or supplied to the building and fixtures for which the meter was intended unless it will pass through and be registered by such meter. Licensed plumbers or their employees shall not leave turned on after the completion of work any water supply not protected by a meter, nor shall any licensed plumber or employee turn on, except for testing, any supply previously turned off by the Utilities Department.
 - (g) In no case shall a pipe coupling be inserted in the line in place of a meter unless authorized by the Utilities Director or their authorized representative(s). Any person violating this provision will be required to pay an amount equal to the amount of damage sustained by the Utility, by reason of loss or damage to the meter, and loss of revenue due to smaller registration of the meter. If the violator is a consumer, the water will be shut off and will remain so until the proper amount is paid.
- (3) Maintenance All water meters will be maintained by the Utilities Department in the manner required by the Public Service Commission. However, once delivered and installed, the owner of the premises shall be liable for all repairs made necessary by freezing, damage or negligence on the part of their contractor, themselves, family or tenants, and the cost of repairs shall be billed for. Meters will be repaired by the Utilities Department and the cost of such repairs caused by ordinary wear and tear will be borne by the Utility.
- (4) Water meter removal.
- (a) Meters shall be left in the condition and manner as set by the Utilities Department and shall not be interfered with in any manner whatsoever. No meter shall be moved or disturbed without special permission from the Utilities Director or their authorized representative(s), except that the property owner may order the water shut off and the meter removed if the building is to be vacant.
 - (b) When premises are to be vacated, moved or torn down, the Utilities Department shall be notified at once so that it may remove the meter and shut off the water service supply at the curb stop. The owner of the premises shall be liable to prosecution for any damage to Utility property by reason of failure to notify the Utilities Department of need to discontinue service.
- (5) Tampering with water meters When the Utilities Department has reasonable evidence that a consumer is obtaining water supply, in whole or in part, by means of devices or methods used

VILLAGE OF SISTER BAY ZONING CODE

SEC. 62.0527 – WATER METERS

SEC. 62.0532 – PERMANENTLY INSTALLED SPRINKLERS

to stop or interfere with the proper metering of the water service being delivered to the properties system, the Utility reserves the right to estimate and present a bill for the water service unmetered as a result of such interference, and such bill shall be payable subject to a twenty-four (24) hour notice of disconnection. If the Utilities Department disconnects the consumer for any such reason, it will reconnect the consumer only after any and all damages to its equipment due to such stoppage or interference with metering are paid to the Utility and the consumer agrees to comply with the requirements of the Utility.

Sec. 62.0528 Accidental Discharges by any Person

(1) The accidental discharge of any prohibited or restricted waste into any sanitary sewer shall be reported to the Utilities Director at 920-854-2246 (24 hours per day/seven days per week) by the person responsible for the discharge or by the owner or occupant of the premises where the discharge occurs immediately upon obtaining knowledge of the fact of the discharge so that steps may be taken to minimize its effect on the sanitary sewer system and the Wastewater Treatment Plant.

(a) Notification of the discharge shall not relieve the user of liabilities for any expense, loss or damage to the sanitary sewer system and the Wastewater Treatment Plant or for any forfeiture(s) imposed by the Village.

Sec. 62.0529 Sanitary Sewer and Water Service to other Village Departments

The Village and all of its various departments, except the Utilities Department, shall pay to the Utility the reasonable cost and value of any sanitary sewer or water service rendered by the Utility.

Sec. 62.0530 Permissions to Discharge Wastes

(1) No person without the approval of the Utilities Director or their authorized representative(s) shall discharge any waste or other substance directly into the sanitary sewer system. All discharges, including trucked or hauled wastes. To the sanitary sewer system or the wastewater treatment plant shall be through an approved sanitary sewer connection.

(2) No industrial wastes shall be discharged, either directly or indirectly, into the sanitary sewer system without the approval of the Utilities Director. No wastewater, including industrial wastes, shall contain any substance which is deemed deleterious by the Utilities Director as defined in Sec. 62.0518 to the operations of the sanitary sewer system or Wastewater Treatment Plant.

Sec. 62.0531 Permanently Installed In-Ground Sprinkler Systems

All sprinkler systems connected to the Village's water distribution system must comply with Sec. 65.0517 of this ordinance and Wis. Stats., § SPS 382.41.

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 600 – FEES & CHARGES

SEC. 62.0603 – USER CHARGE SYSTEM

SECTION 600 – FEES & CHARGES

Sec. 62.0601 Sewer Connection Fees

- (1) All new users to the **sanitary** sewer system are required to buy into the system wide improvements through an initial connection charge. The initial connection charge will be levied against each user connected to the sanitary sewer. The single-family residence connection charge will be on file in the **village Administrative Office** and is due and payable before any connections are made to the **sanitary** sewer system. The initial connection charge for multiple-family, commercial or industrial buildings will be based on a multiple of the single-family connection charge or residential equivalent user (REU's). The initial connection charge for restaurants, small commercial or industrial connections will be based on a multiple of the volume of water usage and strength of wastewater in comparison to a typical single-family residence residential equivalent user having the following standards:

REU Standards

Volume	225 gallons per day
BOD (Biochemical Oxygen Demand)	0.51 pounds per day
SS (Suspended Solids)	0.60 pounds per day
Phosphorus	0.03 pounds per day

- (2) The **Utilities** Committee shall establish and maintain a methodology to charge a connection fee for all properties, taking into account the cost of materials, equipment and vehicles, the cost of employee time to perform the work, and the time required to set up the account for billing purposes.

Sec. 62.0602 Water Connection Fees

- (1) Initial water service laterals not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the Utilities Department, and the affected property owners will be billed for the applicable costs.
- (2) The **Utilities** Committee shall establish and maintain a methodology to charge a connection fee for all properties, taking into account the cost of materials, equipment and vehicles, the cost of employee time to perform the work, and the time required to set up the account for billing purposes.

Sec. 62.0603 User Charge System

- (1) It is the policy of the Village Board to obtain sufficient revenues to pay the costs of the operation and maintenance of the ~~village's water~~ **distribution system**, ~~wastewater~~ **sanitary sewer collections system** and ~~Wastewater Treatment facilities~~ **Plant**, including establishment of a replacement fund (i.e., a cash account to be used for future expenditures for obtaining or installing equipment, accessories or appurtenances that are necessary to maintain the capacity and performance of those **systems and** facilities during the service life for which such **systems**

VILLAGE OF SISTER BAY ZONING CODE

SEC. 62.0603 – USER CHARGE SYSTEM

SEC. 62.0610 – SEWER AND WATER CHARGES

and facilities were designed and constructed), through a **user charge** system ~~of~~ for water and **sanitary** sewer services ~~charges~~ as defined in this section. The **user charge** system shall ensure that each user of the **water and sanitary sewer services provided by the Village sewerage facilities** pays a proportionate share of the cost of the **systems and** facilities.

Sec. 62.0604 Reassignment of Users

If wastewater sampling programs, changes in water demand and other related information show a change of categories is necessary, the **village Utilities Clerk** will reassign water and **sanitary** sewer users into appropriate water and **sanitary** sewer service charge categories.

Sec. 62.0605 Sanitary Sewer User Charge Methodology

The **Utilityies** Committee shall establish and approve the methodology for **sanitary** sewer user rates. The following factors shall be used to calculate the debt service and operation, maintenance and replacement charges for the treatment of wastewater:

- (a) Debt service charges.
- (b) Operation, maintenance and replacement charges.
- (c) Surcharges. All users shall pay a surcharge on wastewater exceeding normal concentrations.
- (d) Sprinkler and landscape credits will not be allowed.

Sec. 62.0606 Water User Charge System

The methodology for determining water rates is established by the Wisconsin Public Service Commission. The water user charges are established and included in the Wisconsin Public Service Commission (WPSC) rate file established for the ~~v~~**Village**.

Sec. 62.0607 Review and Approval of Rates

The ~~v~~**Village's Utilityies** Committee shall provide oversight of the ~~u~~**Utilities Department**, consistent with the requirements of the Wisconsin Public Service Commission. The **Utilityies** Committee will prepare an annual budget and capital improvement plan on the same schedule as the Village of Sister Bay Budget for approval by the Village Board. The **Utilityies** Committee will conduct a review of wastewater **and sanitary sewer collection system rates annually** and water rates during alternate years for Village Board consideration.

Sec. 62.0608 Records and Expenditures

The ~~water and sewer u~~**Utilityies Department** shall maintain all records of revenue and expenditures as required by the WPSC and applicable statutes.

Sec. 62.0609 Annual Sanitary Sewer System Audit

The **village Utilities Department** shall conduct an annual audit, the purpose of which shall be to maintain the proportionality between the users and user classes of the **sanitary** sewer user charge system and to ensure that adequate revenues are available relative to increasing operation, maintenance and replacement costs for the **sanitary sewer system, and ~~w~~Wastewater ~~t~~Treatment ~~works~~ Plant** and water system.

Sec. 62.0610 Sanitary Sewer and Water Charges

- (1) All **sanitary** sewer and water service charges shall be billed quarterly and will be considered payable to the ~~Water and Sewer~~ **Utilityies Department** no later than twenty (20) days after the end of each period. Every reasonable care will be exercised in the proper delivery of **sanitary** sewer and water bills. Failure to receive a **sanitary** sewer and/or water bill, however, shall not relieve any person of the responsibility for payment of **sanitary** sewer and water rates within the

VILLAGE OF SISTER BAY ZONING CODE

SEC. 62.0610 – SEWER AND WATER CHARGES

SEC. 62.0612 – ESTABLISHMENT OF IMPACT FEES

prescribed period, nor exempt any person from any penalty imposed for delinquency in the payment of it. All property owners will be held responsible for all **sanitary** sewer and water bills on the premises that they own. All **sanitary** sewer and water bills and notices of any nature about the **sanitary** sewer or water system will be addressed to each owner and delivered to the premises referred to on such bill or notice. A late payment charge of three percent (3.0%), but not less than fifty cents (\$0.50), will be added to all bills not paid within twenty (20) days of issuance.

- (2) All **sanitary** sewer charges shall be **collected and shall be** a lien upon the property serviced **in the same manner as water rates are charged and collected** pursuant to Wis. Stats., §66.0821 (4)(d), and all water charges shall be a lien on the property serviced pursuant to Wis. Stats., §66.0809. All such charges shall be collected in the manner therein provided.

Sec. 62.0611 Disposition of Revenues

- (1) The amounts received from the collection of charges authorized by this chapter shall be credited to a sanitary sewerage account that shall show all receipts and expenditures of the sewerage system. Charges collected for replacement expenses shall be credited to a segregated, non-lapsing replacement account. These funds are to be used exclusively for replacement. When appropriated by the **the Village**, the credits to the sanitary sewerage account shall be available for the payment of the requirements for operation, maintenance, repairs and depreciation of the sewerage system consistent with 40 CFR 35.929. Any surplus outside the purview of 40 CFR 35.929, in such account, shall be available for the payment of principal and interest of bonds issued and outstanding, or that may be issued, to provide funds for such sewerage system, or part of it, and all or a part of the expenses for additions and improvements and other necessary disbursements or indebtedness, and the **the Village** may resolve to pledge each surplus or any part of it for any such purpose. All present outstanding sewerage system general obligation bonds on the effective date of the ordinance from which this chapter is derived, including refunding bonds, shall be paid from this fund with respect to principal as well as interest.
- (2) Excess revenues collected for a user class will be applied to operation and maintenance costs and will be attributable to that class for the next year.

Sec. 62.0612 Establishment of Impact Fees

All impact fees delineated in Section 1000 of this Chapter were established by the **the Village** pursuant to ~~Section~~ **Wis. Stats., §66.0617** ~~of the Wisconsin Statutes.~~

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 700 – CONTROL OF HIGH ST. WASTE

SEC. 62.0701 – CONTROL OF HIGH ST. WASTE

SECTION 700 – CONTROL OF HIGH STRENGTH WASTE AND SEPTAGE WASTE

Section 62.0701 Control of High Strength Waste and Septage Wastes.

(1) Discharge of High Strength Waters, Wastes or Septage

If any waters, wastes or septages are discharged, or proposed to be discharged, to the public sanitary sewers or at the Wastewater Treatment Plant, and those waters, wastes or septage contain substances or possess the characteristics enumerated in Sec. 62.0518, and, in the judgment of the villageUtilities Director, may have deleterious effects upon the Wastewater Treatment Plant, its processes, equipment, or receiving waters, or otherwise has been determined to create a hazard to life and health or constitutes a public nuisance, the Utilities Director may:

- (a) Reject the wastes.
- (b) Require pretreatment to an acceptable condition for discharge to the public sanitary sewers or Wastewater Treatment Plant.
- (c) Require control over the quantities and rates of discharge.
- (d) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sanitary sewer charges under the provisions of this section.

(2) Control Manholes.

- (a) Each person discharging high strength wastes into a public sanitary sewer shall construct and maintain one or more control manholes or access points to ease observation, measurement and sampling of their wastes, including domestic sewage.
- (b) Control manholes or access facilities shall be located and built in a manner acceptable to the Utilities Director. If measuring devices are to be permanently installed, they shall also be of a type acceptable to the Utilities Director.
- (c) Control manholes, access facilities and related equipment shall be installed by the person discharging the high strength waste, at their expense, and shall be maintained by the person discharging the waste to be in safe condition, accessible and in proper operating condition always. Plans for installation of control manholes or access facilities and related equipment shall be approved by the Village Board before the beginning of construction.

(3) Metering of Waste.

Devices for measuring the volume of waste discharged may be required by the villageUtilities Department if this volume cannot otherwise be estimated. Where required by the villageUtilities Department, metering devices for determining the volume of water shall be installed, owned and maintained by the person discharging the wastewater. Following approval and installation, such meters may not be removed without the consent of the villageUtilities Director.

(4) Waste Sampling.

- (a) High strength wastes and septage discharged into the public sanitary sewers or at the Wastewater Treatment Plant shall be subject to periodic inspection and a determination of the character and concentration of such wastes. The determinations shall be made by the industrial classification or the licensed disposer as often as may be deemed necessary by the villageUtilities Director.
- (b) Samples shall be collected in such a manner as to represent the composition of the wastes. The sampling may be accomplished either manually or by mechanical equipment acceptable to the villageUtilities Director.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0701 – CONTROL OF HIGH STRENGTH WASTE

SEC. 62.0701– CONTROL OF HIGH STRENGTH WASTE

(c) Testing facilities shall be the responsibility of the person discharging the high strength waste or septage, and shall be subject to the approval of the ~~village~~Utilities Director. Access to sampling locations shall always be granted to the ~~village~~Utilities Department or its duly authorized representative. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that which existed at the time the sample was taken.

(5) Pre-Treatment.

When required, in the opinion of the ~~village~~Utilities Director, to modify or eliminate wastes that are harmful to the structures, processes or operation of the ~~sanitary sewer collection system wastewater conveyance and Wastewater Treatment Plant~~ facilities, the discharger shall provide at their expense such preliminary treatment or processing facilities as may be required to render such wastes acceptable for admission to the public ~~sanitary sewers or the Wastewater Treatment Plant.~~

(6) Grease, Oil and Sand Interceptors.

The intent of the following grease interceptor requirements are to provide rules to eliminate or decrease the accumulation of grease in the pipes and pumps of the sanitary sewer collection system and to reduce the waste loading of undesirable elements at the ~~Wastewater Treatment Plant~~. This will serve to reduce or eliminate special costs to the ~~sanitary~~ sewer users, such as ~~sanitary~~ sewer cleaning due to grease plugs, odor control and additional chemical treatment.

Grease, oil and sand interceptors shall be provided when, in the opinion of the Utilities Director, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in ~~Section 62.0518(1)(i)~~ Wis. Stats., Ch. SPS 382.34; except that such interceptors shall not be required for private living quarters or dwelling units.

All interceptors shall meet the requirements of ~~Wisconsin Administrative Code~~ Wis. Stats., Ch. SPS 382.34. The owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and the means of disposal, which are subject to review by the Utilities Director. Any removal and hauling of the collected materials not performed by the owner(s) personnel must be performed by currently licensed waste disposal firms.

In addition to the requirements stated above, all restaurants, food processing and similar facilities must comply with the requirements of Subsections (a) and (b) below.

(a) Installation of Grease Interceptors:

1. No later than December 1, 2014 grease interceptors must be provided at all restaurants, food processing and similar facilities for the proper handling of liquid wastes containing floatable grease in excessive amounts as specified in Section 62.0518(1)(i).
2. All interceptors shall meet the requirements of ~~Wisconsin Administrative Code~~ Wis. Stats., Ch. SPS 382.34, except that the ~~Village~~ shall reserve the right to require all new restaurants, food processing and similar facilities to have exterior grease interceptors.

(b) Inspection and Cleaning of Grease Interceptors:

1. All interior grease interceptors must be inspected by the restaurant or food processing facility owner or authorized employee and cleaned once per month, except during periods when restaurants, food processing and similar facilities are not open for business.
2. All exterior grease interceptors must be inspected and cleaned by a licensed pumper or hauler by May 1 of each year.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0701 – CONTROL OF HIGH STRENGTH WASTE

SEC. 62.0701– CONTROL OF HIGH STRENGTH WASTE

3. The Utilities Director, or the designated representative for the Utilities Department, shall have the authority to require more or less frequent cleanings.
 4. All interceptor inspections and cleaning must be recorded on a form provided by the Utilities Department, and a signed copy must be affixed to a clipboard and prominently displayed in public view for inspection by Utilities Department Staff. If a commercial hauler performs the cleaning service, their name and signature must be recorded on the form after each cleaning. Failure to properly clean the interceptor, and to display the cleaning records with an executed and signed inspection/cleaning form will result in violation. If the restaurant or food processing facility has not been open for business or in operation during the month to be reported, it should be so noted on the reporting form.
 5. If the Utilities Departments inspection reveals that an interceptor is in need of cleaning, a written notice will be issued to the owner or their representative, and the Utilities Department will have the interceptor cleaned. The owner will be billed the cost for cleaning the interceptor, including a service charge by the Utilities Department. Delinquent bills with interest will be placed on the tax roll for the property as a special charge.
 6. If the Utilities Departments inspection reveals that an interceptor is defective or undersized so as to not work properly the Utilities Director may order the repair or replacement of the interceptor.
 7. Wastes from interceptor cleaning shall not be disposed of in the sanitary sewer system.
 8. Grease liquifiers or solvents of any kind shall not be used to clean grease interceptors.
 9. The Utilities Director shall annually report to the Utilities Committee and the Village Board on the status of compliance with these provisions of the various businesses and facilities no later than May 15 each year.
- (7) Analyses.
- (a) All measurements, tests and analyses of the characteristics of waters, wastes and septage to which reference is made in this chapter shall be determined according to the "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and the "Guidelines Establishing Test Procedures for Analysis of Pollutants," (40 CFR 136). Sampling methods, locations, times, durations, and frequencies are to be determined on an individual basis subject to approval by the villageUtilities Director.
 - (b) Determination of the character and concentration of high strength wastes shall be made by the person discharging them or his agent, as designated and required by the villageUtilities Department. The villageUtilities Department may also make its own analyses of the wastes. and these determinations shall be used as a basis for charges. If the person discharging the waste contests the determination, the villageUtilities Department may elect to have an independent laboratory determine the character and concentration of the waste. Such independent laboratory shall be acceptable to both the villageUtilities Director and the person discharging the waste. All costs incurred by the independent laboratory in determining shall be assumed by the discharger.
- (8) Submission of information.
- Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or processing facilities shall be submitted for review of the villageUtilities Director

VILLAGE OF SISTER BAY UTILITY CODE**SEC. 62.0701 – CONTROL OF HIGH STRENGTH WASTE****SEC. 62.0701– CONTROL OF HIGH STRENGTH WASTE**

1 before the start of their construction if the effluent from such facilities is to be discharged into
2 the public **sanitary** sewers.

3 (9) Extension of time.

4 When it can be demonstrated that circumstances exist that would create an unreasonable
5 burden on the person proposing to discharge a waste to comply with the time schedule imposed
6 in this chapter, a request for extension of the time may be presented for consideration by the
7 Utilities Director.

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 800 – VIOLATIONS AND PENALTIES

SEC. 62.0801 – VIOLATIONS AND PENALTIES

SECTION 800 – VIOLATIONS AND PENALTIES

Section 62.0801 Violations and Penalties.

(1) Damages and Accidental Discharge.

(a) Damages. No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure of pertinence, or equipment that is a part of the **sanitary** sewer system or the water system.

(b) Accidental discharge. Any person found responsible for accidentally allowing a deleterious discharge into the **sanitary** sewer system that causes damage to the **Wastewater Treatment facilityPlant** and/or receiving body of water shall, besides a fine, pay the amount required to cover the resultant damages; both values to be established by the **Village Board**.

(2) Written Notice of Violation.

(a) Any person connected to the **sanitary** sewerage system or the water system who violates a provision of this chapter shall be served by the **Village** with a written notice stating the nature of the violation that provides a reasonable time for the satisfactory correction of it. If the person does not correct the violation within the time set by the **Village**, then the person shall be liable for the penalties set forth in subsection (7) of this section from the day the violation first occurred. The offender shall, within the period stated in such notice, permanently cease all violations.

(b) Any licensed disposer discharging to the **Wastewater Treatment facilityPlant** or to a public **sanitary** sewer, who is found violating a provision of this chapter ~~or of any conditions of the Village Board's approval for septage disposal~~, may have their **hauler agreement** approval immediately revoked. This revocation shall be done in writing and state the reason for revoking the ~~septage disposal~~ **hauler agreement** approval.

(c) Whenever any of the rules and regulations of this chapter, or others as the **Village** may hereafter adopt, are violated, the use of service shall be shut off from the building or place of violation (even if there are two or more parties receiving service through the same connection) and shall not be re-established except by order of the **Village BoardUtilities Director** and on payment of all arrears, as well as the expenses and established charges for shutting off service and turning it back on, and other terms as the Village Board may decide. The Village Board, furthermore, may declare any payment made for service by the parties committing the violation to be forfeited, and that shall occur.

(3) Liability to Village For Losses.

Any person violating any provision of this chapter shall become liable to the **Village** for any expense, loss or damage occasioned because of a violation that the **Village** may suffer as a result of it.

(4) Damage recovery.

(a) The ~~sewer~~ **Utilities Department** shall have the right of recovery from all persons any expenses incurred by ~~such the~~ **Utilities Department** for the repair or replacement of any **sanitary** sewer **main, forcemain or service lateral** pipe damaged in any manner by any person by the performance of any work under their control or by any negligent acts.

(b) The ~~water~~ **Utilities Department** shall have the right of recovery from all persons any expenses incurred by ~~such the~~ **Utilities Department** for the repair or replacement of any water **main or service lateral** pipe, curbcock, **curb stop**, gate valve, hydrant or valve box damaged in any manner by any person by the performance of any work under their

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0801 – VIOLATIONS AND PENALTIES

SEC. 62.0801 – VIOLATIONS AND PENALTIES

control or by any negligent act. Owners or operators of motor vehicles will be held liable for the cost of repair of any hydrant damaged by them and the ~~Utility~~ Department will not be responsible for the damage to the motor vehicle because of such accident.

(5) Penalties for Well Abandonment.

Failure to abandon any well after revocation of a permit to follow the provisions of ~~Wisconsin Administrative Code NR Chapter 812, Wis. Adm. Code.~~ in abandoning the well is hereby deemed a public nuisance, and the ~~Village~~ may cause the well to be properly abandoned and may assess the cost against the owner of the affected property and collect it as a special tax.

(6) Penalties for Cross Connections.

The ~~village~~Utilities Department may discontinue water service to any property wherein any connection in violation of this chapter exists, if the ~~village~~Utilities Director reasonably believes that a cross-connection may contaminate the municipal water system. The ~~village~~Utilities Department may also take other precautionary measures deemed necessary to eliminate any danger of contamination of the ~~municipal~~ public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under ~~Wis. Stats., Chapter 68, Wisconsin Statutes,~~ except as provided below. Water service shall not be restored until the matters in violation of this chapter have been eliminated and the private well and plumbing have been brought into compliance with the provisions of this chapter, or adequate assurances are given to the ~~village~~Utilities Department in its discretion that this chapter will be complied with in a timely manner. If it is determined by the ~~village~~Utilities Director that a failure of compliance with this chapter endangers the public health, safety or welfare and requires immediate action and a written finding to that effect is filed with the Village Clerk and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for hearing under ~~Wis. Stats., Chapter 68, Wisconsin Statutes,~~ within ten (10) days of an emergency discontinuance.

(7) Penalties.

Any person who shall violate any of the provisions of this chapter shall, upon conviction, forfeit not less than \$100.00 nor more than \$1,000.00 and the costs of prosecution {pursuant to Wis. Stats. ~~Section~~ § 66.0114}. This, however, shall not bar the ~~Village~~ from enforcing the mandatory hookup connection duties set out in this chapter. Compliance with this chapter may also be enforced by injunction order at the suit of the ~~Village~~ to prevent or cause the discontinuance of a violation of any of the provisions of this chapter. This chapter may be enforced by the issuance of a citation to any violator of this chapter by the Village Administrator, ~~the~~ Utilities Director, by any state officer with police powers, or any other duly appointed law enforcement officer of the ~~Village~~.

(8) Continued Violation.

Any person, partnership, corporation or any officer, agent or employee thereof who shall continue any violation beyond the notice time limit provided shall, upon conviction, forfeit not less than \$500.00 per day of continued violation along with the costs of prosecution. In default of payment of forfeiture and costs, such violator shall be imprisoned in the county jail for a period not to exceed five days. Each day in which any violations is continued beyond the notice time limit shall be deemed a separate offense.

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 900 - DEFINITIONS

SEC. 62.0901 - DEFINITIONS

SECTION 900 – DEFINITIONS

Section 62.0901 Definitions.

Unless the context specifically indicates otherwise, the meaning of terms used in this chapter shall be as follows:

(1) All words shall have the same meanings as set forth in ~~Section 66.0617(1)~~ of the Wisconsin Statutes.

Accessible When applied to a fixture, appliance, pipe, fitting, valve or equipment, means having access for maintenance, but which first may require the removal of an access panel or similar obstruction.

Agent An individual or agency recognized by the department to act on the department's behalf relative to a specific activity or function.

Approved Acceptance documented in writing by the department.

Approving authority means the Village Board or its duly authorized committee, agent or representative.

Appurtenance A manufactured device or prefabricated assembly of component parts which is an adjunct to a plumbing product or plumbing system.

AWWA The American Water Works Association.

Backflow means:

1. A flow condition induced by a differential in pressure that causes the flow of water or other liquid into the distribution pipes of a potable water supply from any source or sources other than its intended source.
2. The backing up of water through a conduit or channel in the direction opposite to normal flow.

Back pressure A pressure greater than the supply pressure that may cause backflow.

Backflow preventer with an intermediate atmospheric vent means a cross connection control device having 2 independently operating check valves separated by an intermediate chamber with a means for automatically venting it to the atmosphere. This can be installed in the horizontal, vertical up, or vertical down orientations. The check valves are force-loaded to a normally closed position and the venting means is force-loaded to a normally open position.

Back siphonage The creation of a backflow as a result of negative pressure.

Biochemical oxygen demand (BOD) means ~~the quantity of oxygen used~~ utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, expressed as in milligrams per liter (mg/L). ~~Quantitative~~ The laboratory determination of BOD shall be made in accordance with procedures set forth in the most recent edition of "Standard Methods," 40 CFR 136, Guidelines Establishing Test Procedure for the Analysis of Pollutants, or as EPA otherwise determines.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

Building A structure for support, shelter or enclosure of persons or property.

Building drain means that part of the lowest horizontal piping of a drainage system that receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building sewer. Within or under the fully enclosed portion of a building, installed below the lowest fixture or the lowest floor level from which fixtures can drain by gravity to the building sewer.

Building sewer means the extension from the public sewer or other place of disposal beginning outside the inner face of the building wall. Part of the horizontal piping beginning three feet to five feet from the foundation wall to its connection with the main sewer, septic tank or other disposal terminal.

Cleanout An accessible opening in a drain system used for the removal of obstructions.

Compatible pollutants means biochemical oxygen demand, suspended solids, phosphorus, or pH, plus additional pollutants identified in the Wisconsin Pollutant Discharge Elimination System (WPDES) permit for the publicly owned treatment works receiving the pollutants if such works were designed to treat such additional pollutants to a substantial degree.

Conduit Piping or tubing used to protect discharge or suction piping or electrical wires.

Contaminant Any physical, chemical, biological or radiological substance or matter in water.

Corporation cock A valve:

1. Installed in a private water main or a water service at or near the connection to a public water main; or
2. Installed in the side of a forced main sewer to which a forced building sewer is connected.

Crawl space The space below a building having no basement, the space being at ground grade, in a depression or in an excavation.

Cross-connection A connection or potential connection between any part of a water supply system and other environment containing substances in a manner that, under any circumstances, would allow the substances to enter the water supply system by means of back siphonage or back pressure.

Cross-connection control means a program for protecting the public municipal water system from contamination due to the backflow of contaminants through the water service connection into the public municipal water system.

Curb stop a valve placed in a water service or a private water main, usually near the lot line.

Debt service charges means all costs associated with the repayment of debts incurred for the construction and/or rehabilitation of the wastewater collection system and treatment facility.

Development shall have the same meaning as the phrase “Land Development”.

Diameter In reference to a pipe the nominal inside diameter of the pipe.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

Distribution system All pipes or conduits by which water is delivered to consumers except piping and fixtures inside buildings served, water services and private water mains as defined in Ch. SPS 381, Wis. Adm. Code.

Ditch A long narrow excavation dug in the earth for the drainage of surface water.

Domestic wastewater The type of wastewater, not including storm water, normally discharged from or similar to that discharged from plumbing fixtures, appliances and devices including, but not limited to sanitary, bath, laundry, dishwashing, garbage disposal and cleaning wastewaters.

Drain Any pipe that carries wastewater or water-borne wastes.

Drain system Includes all the piping or any portion of the piping within public or private premises which conveys wastewater to a legal point of disposal, but does not include the mains of public sewer systems or a private onsite wastewater treatment system or public sewage treatment or disposal plant.

Dwelling A structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

Effluent Liquid discharged from a process, device, appurtenances or piping system.

Fats, oil, and grease (FOG) Organic polar compounds derived from vegetable, plant, or animal sources that are composed of long chain triglycerides that are insoluble in water. Fats are generally solid particles, oils are usually liquid at room temperature, and grease is usually solid at room temperature.

Faucet A valve end of a water pipe by means of which water can be drawn from or held within the pipe.

Feature Any well construction or pump installation item for which there is a specification in this chapter.

Filling and sealing To fill a well, drillhole, pit or reservoir with a material or materials so the well, drillhole, pit or reservoir will not act as a vertical conduit to contaminate another well, groundwater or an aquifer.

Fire sprinkler system An integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The system includes a suitable water supply, such as a gravity tank, fire pump, reservoir or pressure tank or connection beginning at the supply side of an approved gate valve located at or near the property line where the pipe or piping system provides water used exclusively for fire protection and related appurtenances and to standpipes connected to automatic sprinkler systems. The portion of the sprinkler system above ground is a network of specially sized or hydraulically designed piping installed in a building, structure or area, generally overhead, and to which sprinklers are connected in a systematic pattern. The system includes a controlling valve and a device for actuating an alarm when the system is in operation. The system is usually activated by heat from a fire and discharges water over the fire area.

Floatable oil means ~~Oil~~ Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater or ~~sewage~~ sewage shall be

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

considered free of floatable fat if it is properly pretreated and the wastewater does not interfere with the collection or treatment system.

Flow The volumetric measure of a liquid stream in a specified time.

Flushing Causing rapid intermittent flow of water from a well by pumping, bailing or similar operation.

Garbage means the residue from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of food products and produce.

Grease interceptor A water tight receptacle designed to intercept and retain grease or fatty substances contained in kitchen and other food wastes. Grease interceptor and grease trap mean the same thing.

Ground garbage means the residue from the domestic and commercial preparation, cooking and dispensing of food that has been shredded to such degree that all particles will be no greater than one half inch in any dimension and will be carried freely in suspension under normal flow conditions in public sanitary sewers.

Groundwater Any of all waters of the state, as defined in Wis. Stats., §281.01 (18), occurring in a saturated subsurface geological formation of rock or soil.

High Strength waste means the wastewater from commercial or industrial processes, trade or business, as distinct from sanitary sewage, including cooling water and the discharge from sewage pretreatment facilities.

Holding tank A watertight receptacle for the collection and holding of wastewater.

Improperly constructed well means a well or pump installation that does not comply with the provisions of Wis. Admin. Code NR Chapter 812, Wis. Adm. Code in effect at the time of construction of the well, at the installation of a contamination source, at the installation of the pump or completion of work on the well or pump installation.

Incompatible pollutants mean wastewater or septage with pollutants that will adversely effect or disrupt the wastewater processes or effluent quality or sludge quality if discharged to a wastewater treatment facility.

Industrial wastewater The liquid wastes that result from industrial processes.

Laterals (service lateral) means:

1. A ditch, pipe or other conduit entering or leaving a water main from the side.
2. A sewer that discharges into the main sanitary sewer or other sewer branch.

Licensed disposer means a person holding a license under Wis. Stats. § 281.49(1)(a).

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

Licensed driller Any individual who has paid the annual license fee under Wis. Stats., § 280.15 (2m) (c) 1, and obtained a license under Wis. Stats., § 280.15 (2m) as a driller. Also defined as a licensed well driller.

Licensed pump installer Any individual who has paid the annual license fee under Wis. Stats., § 280.15 (2m) (c) 1. And obtained a license under Wis. Stats., § 280.15 (2m) as a pump installer.

Main The principle pipe artery to which branches may be connected.

May means permissible

Meter means ~~a~~ An instrument installed to measure the volume and/or rate of flow of water delivered through it.

Municipal wastewater means ~~the~~ The spent water of a community. The wastewater may be a combination of the liquid and water carried wastes from residences, commercial buildings, industrial plants and institutions, ~~together~~ with any groundwater, surface water and stormwater that may ~~be present~~ have inadvertently entered the sewerage system.

Municipal water system A community water system owned by a city, village, county, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county or municipal owned institution for congregate care or correction, or a privately owned water utility serving the foregoing. In this chapter meaning the community water system owned by the Village.

Natural outlet means ~~a~~ Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

Normal domestic strength wastewater means wastewater with concentrations less than 300 mg/l BOD, 250 mg/l suspended solids and 12 mg/l phosphorus.

Normal user means a user whose contributions to the wastewater treatment facility consist only of normal domestic strength waste originating from a house, apartment, condominium or other living quarters occupied by a person or persons making up a distinct household, business or commercial enterprise.

Operation and maintenance costs means all costs associated with the operation and maintenance of the wastewater collection and treatment facilities. These costs, including costs associated with extraneous (clear water) flows, shall be divided proportionately among the various sewer users according to their equivalent user factors.

Parts per million means ~~shall be~~ a weight-to-weight ratio; the parts per million value multiplied by the factor 8.34 shall be equivalent to pounds per million gallons of water.

Person means ~~any person, including any~~ A individual, firm, ~~partnership~~, company, municipal or private corporation, association, society, institution, enterprise, governmental agency or other entity ~~or their legal representatives, agents, or assigns.~~

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

pH means ~~the logarithm (base 10) of the reciprocal of the hydrogen-ion concentration expressed in moles per liter. The concentration is the weight of hydrogen ions, in grams per liter of solution. Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7} .~~

Portable Restroom Fixtures, incorporating holding tank facilities, designed to directly receive human excrement. Portable restrooms are self-contained units, may be designed for one or more person's at a given time and are readily transportable.

Potable water means water that does not contain objectionable pollution, contamination, minerals or infective agents and is considered satisfactory for domestic consumption.

Public sanitary sewer ~~means any~~ A sanitary sewer provided by or subject to the jurisdiction of the ~~the Village and in which all owner abutting properties have equal rights.~~ It shall also include sanitary sewers within or outside the Village corporate boundaries that serve one or more persons and ultimately discharge into the ~~the Village's~~ sanitary sewer system, ~~although even though these sewers may not have been constructed with Village funds.~~

Public water system A system for the provision to the public of piped water for human consumption through pipes or other constructed conveyances, if the system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. A public water system is either a "community water system" or a "non-community water system". A system:

1. Includes any collection, treatment, storage and distribution facilities under the control of the operator of a system and used primarily in connection with the system.
2. Includes any collection or pretreatment storage facilities not under the system's control which are used primarily in connection with the system.

Pump installation means the pump and related equipment used for withdrawing water from a well including the discharge piping, the underground connections, pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

Replacement costs means a service charge levied on users of the wastewater collection and treatment facilities for payment of capital expenses and operation and maintenance costs, including replacement of such facilities.

Sanitary District: means the portion of the Town of Liberty Grove covered by the Liberty Grove Sanitary District.

Sanitary sewage ~~means a~~ A combination of liquid and water carried wastes discharged from toilets and/or sanitary plumbing facilities, with such groundwaters, surface waters and stormwaters ~~as may be present~~ that are not admitted intentionally.

Sanitary sewer ~~means a~~ A sewer that carries liquid and water carried wastes from residences, commercial buildings, industrial plants and institutions, with small quantities of groundwaters, surface waters, and stormwaters ~~and unintentionally admitted surface water that are not admitted intentionally.~~

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

Septage means ~~scum, liquid, sludge or other waste from a septic tank, soil absorption field, holding tank, vault toilet or privy. This does not include the waste from a grease trap.~~ ~~The scum, liquid, sludge, or other waste in any of the following:~~

1. ~~A septic tank or holding tank, dosing chamber, grease interceptor, seepage bed, seepage pit, seepage trench, distribution cell, or other component of private onsite wastewater treatment systems.~~
2. ~~A privy or portable restroom.~~

Septic Tank ~~A tank which received and partially treats sewage through processed of sedimentation, oxidation, flotation, and bacterial action so as to separate solids from the liquid in the sewage and discharges the liquid to a soil absorption system.~~

Sewage ~~means~~ ~~The~~ spent water of a community. The preferred term is "municipal wastewater."

Sewer service areas ~~means –~~ ~~The areas presently served and anticipated to be served by a sewage collection system. State regulations (Wis. Admin. Code Ch. NR § 121.05 Wis. Adm. Code) requires that water quality management plans delineate sewer service areas for urban areas with a population of over 10,000. Approved facility plans contain less detailed sewer service areas for communities under a population of 10,000.~~

Sewer service charge means a service charge levied on users of the wastewater collection and treatment facilities for payment of use related capital expense and operation and maintenance costs, including replacement of such facilities.

Sewerage system ~~is defined in Wis. Stats. Sec. 281.01(14).~~ ~~All properties, structures, manholes, catch basins, inlets, pipes, equipment and conduits owned or used by the Village for which the Village provides sanitary sewer services pursuant to agreement for the purpose of collectin, transporting, storing, pumping, treating, recycling, reclamation, testing and disposing of domestic wastewater and/or industrial or other wastes and residual waste products as existing now or hereafter added to, expanded or improved.~~

Shall means mandatory.

Slug load means any substance released at a discharge rate and/or concentration that causes interference to the wastewater treatment processes.

Spill ~~The uncontrolled discharge, dumping, or leaking of any septage or any of its constituents that may be emitted into the air, be discharged into any waters of the State, or otherwise enter the environment.~~

Standard methods ~~means –~~ ~~The examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water, Sewage and Industrial Wastes," published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.~~

Storm drain (sometimes termed "storm sewer") ~~means –~~ ~~A drain or sewer for conveying surface water, groundwater, subsurface water or unpolluted water from any source.~~

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

Stormwater runoff means ~~that~~ That portion of the rainfall that is collected and drained into the storm sewers.

Surface water All water which is open to the atmosphere and subject to surface runoff.

Suspended solids means ~~solids~~ Solids that either float on the surface of, or are in suspension in, water, wastewater, septage or other liquids and that is removable by a laboratory filtering ~~device~~ device. The laboratory determinations shall be made in accordance with 40 CFR 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants, or as EPA otherwise determines.. as prescribed in "Standard Methods". and is called non-filterable residue.

Unpolluted water means ~~water~~ Water of a quality equal or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

Unsafe well means a well or pump installation that produces water contaminated bacteriologically or water contaminated with substances in exceedance of the standards of ~~Wis. Admin. Code NR Ch. after~~ NR 109 Wis. Adm. Code, or Ch. after 140 Wis. Adm. Code or for which a health advisory has been issued by the state department of natural resources.

Unused well means a well or pump installation that is not in use or does not have a functional pumping system.

USEPA means the United States Environmental Protection Agency.

User/customer means any person, owner or occupant, firm, partnership, corporation, municipality, cooperative organization, government agency, political entity, etc., provided with water and/or sewer service by any water and/or sewer public utility.

Utility means a public or private concern engaged in the performance of some useful service, such as furnishing water, gas, electricity or sewer facilities.

Utility Committee means the committee established by the village that provides oversight on the operation of the village utilities. (*Amended Ord. 298-062122*)

Utility District means: the portion of the Liberty Grove Sanitary District designated to provide sanitary sewer service and water service.

Violation A failure to comply with any provision of this chapter.

Wastewater facilities means ~~the~~ The structures, equipment and processes required to collect, measure, meter, carry away, store and treat domestic and industrial wastes and ~~septage~~ and dispose of the effluent.

Wastewater treatment works means ~~a~~ An arrangement of devices and structures for treating wastewater, septage, industrial wastes and sludge. Sometimes used synonymously with waste treatment.

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0901 – DEFINITIONS

SEC. 62.0901 – DEFINITIONS

Water main means the water pipe, located beneath a street, right-of-way or easement from which domestic water supply is delivered to the service pipe (lateral) leading to specific premises.

Water storage facilities Vented reservoirs, water towers, standpipes and treatment plant basins including ground and elevated storage structures. It does not include hydropneumatics tanks or natural surface water bodies.

Water supply means:

1. The sources of water for public or private uses. When United States Environmental Protection Agency standards have been met, the supply is termed "an approved water supply";
2. The furnishing of good potable water under satisfactory pressure for domestic, commercial, industrial and public service and an adequate quantity of water under reasonable pressure for firefighting.

Water system means as provided in Wis. Stats. § 811.02(25). Collectively, all of the property involved in the operation of the water utility, including land, water lines and appurtenances, pumping stations, treatment plants and general property. All facilities, structures, pipes, conduits and appurtenances by means of which water is delivered to consumers except piping and fixtures inside buildings served, water services and private water mains as defined in Wis. Stats., § SPS 381.

Watercourse means a natural or artificial channel for the passage of water, either continuously or intermittently.

Well means an excavation or opening into the ground made by digging, boring, drilling, driving or other methods for the purpose of obtaining groundwater for consumption or other use.

Well abandonment means the filling and sealing of a well according to the provisions of Wis. Admin. Code Comm. Ch. NR Chapter. 812, Wis. Adm. Code.

Wisconsin Pollutant Discharge Elimination System (WPDES) Permit means a document A permit issued by the State Department of Natural Resources under Ch. 283, Wis. Stats., detailing terms and conditions for discharges from the that establishes effluent limitations and monitoring requirements for the municipal wastewater treatment facility Plant to the receiving waters.

WDNR means the Wisconsin Department of Natural Resources.

WPSC means the Wisconsin Public Service Commission that governs the rates, rules and regulations of the village water utility.

VILLAGE OF SISTER BAY UTILITY CODE

SECTION 1000 – IMPACT FEES

SEC. 62.1005 – APPEALS OF IMPACT FEES

SECTION 1000 – IMPACT FEES

Section 62.1000 Documentation

The following village documents contain the needs assessments for the impact fees identified in this chapter, demonstrate village compliance with the requirements of Section 66.0617(4) of the Wisconsin Statutes, and shall be kept on file and available for public inspection in the Office of the Village Clerk:

“Public Facilities Needs Assessment for the Downtown Sanitary Sewer and Watermain Improvements” dated June 2008

Section 62.1001 Revenues

Revenues collected by the village as impact fees shall be placed by the Village Treasurer in segregated interest-bearing accounts and shall be accounted for separately from other funds of the village. Impact fee revenues and interest earned on impact fee revenues may be expended by the village only for the capital costs for which the impact fees were imposed. Separate accounts shall be kept of fees collected from different impact fee zones. Where the particular Impact Fee Ordinance provides for differential fees according to zones, revenues collected in particular zones shall be spent in those zones as appropriate.

Section 62.1002 Time Limit for Expenditures

- (1) The village determines the following lengths of time to be appropriate for the planning, financing, acquisition, and construction of the public facilities listed below:
 - (a) Downtown Sanitary Sewer and Watermain Improvements - From August 12, 2008 through July 31, 2015.
 - (b) Downtown Sanitary Sewer and Watermain Improvements - 2028
- (2) Impact fees imposed and held by the village under Section 62.1001 above, that are not used within the time period specified herein, shall be refunded to the persons who are the current owners of record of the property, at the expiration of such time period.

Section 62.1003 Payment of Impact Fees

All required impact fees, unless expressly excepted in a section of this Chapter, shall be paid before a building permit may be issued for the construction for which the impact fee is to be imposed. With respect to any development affected by any impact fee imposed under this Chapter which is under construction at the time the ordinance imposing such impact fee becomes effective or which has received a building permit at such time, all required impact fees shall be paid before a Certificate of Occupancy may be issued for such development. Impact fee payments shall be assumed to be the responsibility of the owner of record at the time the building permit is requested.

Section 62.1004 Installment Payments

The Village Board, by resolution, may authorize the payment of impact fees, otherwise payable in full, in installment payments. If installment payments are authorized, interest shall be paid on the installment payments at the same rate then charged by the village on installments of special assessments.

Section 62.1005 Appeals of the Amount, Collection or Use of Impact Fees

A developer may appeal or contest the amount, collection or use of the impact fee in the manner provided herein:

- (1) It shall be a condition to the commencement of such an appeal that the impact fee from which the developer appeals shall be paid as and when the fee or any permitted installment thereof

VILLAGE OF SISTER BAY ZONING CODE

SEC. 62.1005 – APPEALS OF IMPACT FEES

SEC. 62.1006 – IMPACT FEE AMOUNTS

- becomes due and payable, and upon default in making any such payment, such appeal may be dismissed.
- (2) The only questions appealable under this section are the following, as authorized by Section 66.0617(10) of the Wisconsin Statutes:
- (a) The amount of fee charged and paid by the developer;
 - (b) The method of collection of the impact fee;
 - (c) The use to which the particular fee paid by the developer is made by the village.
- (3) Appeals must be brought within 30 days of the earlier of:
- (a) The date the impact fee is payable hereunder;
 - (b) In a situation where installment payments are allowed, the due date of the first required installment.
- (4) The appellant shall pay a filing fee of \$300 at the time of filing of the appeal. The notice of appeal shall be filed with the Village Clerk.
- (5) Following the filing of the Notice of Appeal, the Village Clerk shall compile a record of the ordinance imposing the impact fee that is the subject of the appeal and a record of the management and expenditure of the proceeds of the impact fee, and shall transmit these documents to the Village Board. In consultation with the village departments, the Village Clerk shall also compile a report on each appeal in which the appellant is seeking a reduction or total refund in the impact fee paid. This report shall specify the fiscal impact on the Village of Sister Bay if the appeal overturns the impact fee. If the fiscal impact report indicates that the appeal, if successful, will cause a revenue shortfall that otherwise was not budgeted with respect to the public facility, and if this revenue shortfall cannot be reconciled by reduction in impacts caused by development on the appellant's property, the report shall estimate whether it will be necessary for the village to adjust impact fees, or amend existing ordinances, to recover the proposed revenue shortfall.
- (6) The Village Board shall hold a public hearing on the appeal, preceded by a Class 1 Notice, providing fair opportunity for the appellant to be heard. The burden shall be on the appellant to establish illegality or impropriety of the fee from which the appeal has been taken. Following the close of the public hearing, the Village Board shall deliberate upon the matter, and shall conduct such studies and inquiries as it deems appropriate to decide the appeal.
- (7) If the Village Board determines that the appeal has merit, it shall determine appropriate remedies. These may include reallocation of the proceeds of the challenged impact fee to accomplish the purposes for which the fee was collected, refunding the impact fee in full or in part, along with interest collected by the village thereon, or granting the appellant the opportunity to make the impact fee payment in installments, or such other remedies as it deems appropriate in a particular case.

Section 62.1006 Impact Fee Amounts

- (1) The Downtown Sanitary Sewer and Watermain Improvements impact fee for every residential meter equivalent is \$861.00 effective on September 1, 2010.

VILLAGE OF SISTER BAY UTILITY CODE**SECTION 1100 – CHANGES AND AMENDMENTS****SECTION 1100 – CHANGES AND AMENDMENTS**

SECTION 1100 – CHANGES AND AMENDMENTS

A chronological listing of the dates on which the Utility Code was either amended or rewritten and renumbered entirely follows:

May 4, 2005 – Text Amendment
December 13, 2005 – Text Amendment
October 2, 2007 – Text Amendment
August 12, 2008 – Text Amendment
June 9, 2009 – Text Amendment
July 14, 2009 – Text Amendment
December 14, 2010 – Text Amendment
August 14, 2012 – Entire Chapter was rewritten and renumbered – Ordinance 199
August 13, 2013 – Text Amendment
December 10, 2013 – Entire Chapter was rewritten – Ordinance No. 220
January 28, 2020 – Text Amendment
June 21, 2022 – Text Amendment
April 22, 2024 – Text Amendment
June 18, 2024 – Text Amendment



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Laboratory Report

Environmental Health Division

WSLH Sample: 771202001

Report To:

MEGAN BARNES
VILLAGE OF SISTER'S BAY WWTP
2124 AUTUMN CT
SISTER BAY, WI 54234

Invoice To:

SISTER BAY VILLAGE OF
VILLAGE OF SISTER BAY WWTP
2124 AUTUMN CT
PO BOX 655
SISTER BAY, WI 53234
Customer ID: 554227

Field #: NA

Project No:

Collection End: 12/10/2024 9:10:00 AM

Collection Start: 12/10/2024 09:05:00

Collected By: MEGAN BARNES

Date Received: 12/11/2024

Date Reported: 1/7/2025

Sample Reason:

ID#: NA

Sample Location: 2124 AUTUMN CT, SISTER BAY, WI
54234, SLUDGE STORAGE TANK

Sample Description: SLUDGE FROM THE VILLAGE OF
SISTER BAY WWTP SLUDGE
STORAGE TANK

Sample Type: SL-SLUDGE

Waterbody:

Point or Outfall:

Sample Depth: 6l

Program Code:

Region Code:

County: 15

Sample Comments

Due to the sample's composition, less than the default 10 grams were extracted. Sample results and limits have been adjusted accordingly.

Sample results are reported based on the dry weight of the sample. Results and limits of detection have been adjusted to account for the sample's moisture content.

Dry Weight

Analyte	Analysis Method	Result	Units	LOD	LOQ
Prep Date: No Prep Step	Analysis Date: 12/16/24 13:40				
PERCENT SOLIDS	EPA 160.3	3.56	%	0.00200	0.00200

PFAS Testing

Analyte	Analysis Method	Result	Units	LOD	LOQ
Prep Date: 12/17/24 10:55	Analysis Date: 12/19/24 01:16	Prep Method: WSLH PFAS in Solids			
PFBA (375-22-4)	WSLH PFAS in Solids	2.37	ng/g	0.407	1.70



Laboratory Report

Environmental Health Division

WSLH Sample: 771202001

PFAS Testing

Analyte	Analysis Method	Result	Units	LOD	LOQ
Prep Date: 12/17/24 10:55 Analysis Date: 12/19/24 01:16 Prep Method: WSLH PFAS in Solids					
PFPeA (2706-90-3)	WSLH PFAS in Solids	5.52	ng/g	0.237	0.679
PFBS (375-73-5)	WSLH PFAS in Solids	3.38	ng/g	0.204	0.679
4:2 FTS (757124-72-4)	WSLH PFAS in Solids	<0.543	ng/g	0.543	1.70
PFHxA (307-24-4)	WSLH PFAS in Solids	5.27	ng/g	0.339	0.679
PFPeS (2706-91-4)	WSLH PFAS in Solids	<0.237	ng/g	0.237	0.679
HFPO-DA (13252-13-6)	WSLH PFAS in Solids	<0.339	ng/g	0.339	0.679
PFHpA (375-85-9)	WSLH PFAS in Solids	1.02F	ng/g	0.441	1.70
PFHxS (355-46-4)	WSLH PFAS in Solids	0.407F	ng/g	0.204	0.679
ADONA (919005-14-4)	WSLH PFAS in Solids	<0.237	ng/g	0.237	0.679
6:2 FTS (27619-97-2)	WSLH PFAS in Solids	<0.305	ng/g	0.305	0.679
PFOA (335-67-1)	WSLH PFAS in Solids	22.0	ng/g	0.271	0.679
Compound detected in equipment blank.					
PFHpS (375-92-8)	WSLH PFAS in Solids	<0.441	ng/g	0.441	1.70
PFOS (1763-23-1)	WSLH PFAS in Solids	25.9	ng/g	0.204	0.679
Compound detected in equipment blank.					
PFNA (375-95-1)	WSLH PFAS in Solids	1.96	ng/g	0.237	0.679
9CI-PF3ONS (756426-58-1)	WSLH PFAS in Solids	<0.407	ng/g	0.407	1.70
8:2 FTS (39108-34-4)	WSLH PFAS in Solids	<0.237	ng/g	0.237	0.679
PFDA (335-76-2)	WSLH PFAS in Solids	11.7	ng/g	0.305	0.679
Compound detected in equipment blank.					
PFNS (68259-12-1)	WSLH PFAS in Solids	<0.271	ng/g	0.271	0.679
N-MeFOSAA (2355-31-9)	WSLH PFAS in Solids	3.23	ng/g	0.271	0.679
N-EtFOSAA (2991-50-6)	WSLH PFAS in Solids	1.31	ng/g	0.339	0.679
PFOSA (754-91-6)	WSLH PFAS in Solids	4.43	ng/g	0.305	0.679
Compound detected in equipment blank.					
PFUnA (2058-94-8)	WSLH PFAS in Solids	0.936F	ng/g	0.509	1.70
PFDS (335-77-3)	WSLH PFAS in Solids	<0.305	ng/g	0.305	0.679



Laboratory Report

Environmental Health Division

WSLH Sample: 771202001

PFAS Testing

Analyte	Analysis Method	Result	Units	LOD	LOQ
Prep Date: 12/17/24 10:55 Analysis Date: 12/19/24 01:16 Prep Method: WSLH PFAS in Solids					
11CI-PF3OUdS (763051-92-9)	WSLH PFAS in Solids	<0.237	ng/g	0.237	0.679
PFDaA (307-55-1)	WSLH PFAS in Solids	3.70	ng/g	0.339	0.679
Compound detected in equipment blank.					
PFDoS (79780-39-5)	WSLH PFAS in Solids	<0.441	ng/g	0.441	1.70
PFTTrDA (72629-94-8)	WSLH PFAS in Solids	0.387F	ng/g	0.271	0.679
N-MeFOSA (31506-32-8)	WSLH PFAS in Solids	<0.679	ng/g	0.679	1.70
N-MeFOSE (24448-09-7)	WSLH PFAS in Solids	<0.780	ng/g	0.780	1.70
N-EtFOSA (4151-50-2)	WSLH PFAS in Solids	<0.407	ng/g	0.407	1.70
N-EtFOSE (1691-99-2)	WSLH PFAS in Solids	<0.271	ng/g	0.271	0.679
PFTeDA (376-06-7)	WSLH PFAS in Solids	1.47	ng/g	0.305	0.679

Compound detected in equipment blank.



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Laboratory Report

Environmental Health Division

WSLH Sample: 771202001

WDNR LAB ID:113133790 NELAP LAB ID:2091 EPA LAB ID:WI00007, WI00008 WI DATCP ID:105-415

List of Abbreviations:

LOD = Level of detection

LOQ = Level of quantification (for PFAS the LOQ = MRL)

ND = None detected. Results are less than the LOD

F next to result = Result is between LOD and LOQ

Z next to result = Result is between 0 (zero) and LOD

if LOD=LOQ, Limits were not statistically derived

Test results for NELAP accredited tests are certified to meet the requirements of the NELAC standards. For a list of accredited analytes see <http://www.slh.wisc.edu/about/compliance/nelac-laboratory-accreditation>

Results, LOD and LOQ values have been adjusted for analytical dilutions and percent moisture where applicable.

Results relate only to the items tested.

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The water microbiology unit analyzes samples as received and not all samples are tested for preservation before analysis is performed.

Responsible Party

Inorganic Chemistry: Graham Anderson, Supervisor 608-224-6281

Metals: Graham Anderson, Supervisor 608-224-6281

Organics: Erin Mani, Supervisor 608-224-6269

Environmental Toxicology: Dawn Perkins, Supervisor 608-224-6230

Water Microbiology: Martin Collins, Supervisor 608-224-6239

Radiochemistry: Jesse Wouters, Supervisor 608-224-6227



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Laboratory Report

Environmental Health Division

WSLH Sample: 771202002

Report To:

MEGAN BARNES
VILLAGE OF SISTER'S BAY WWTP
2124 AUTUMN CT
SISTER BAY, WI 54234

Invoice To:

SISTER BAY VILLAGE OF
VILLAGE OF SISTER BAY WWTP
2124 AUTUMN CT
PO BOX 655
SISTER BAY, WI 53234
Customer ID: 554227

Field #: EB

Project No:

Collection End: 12/10/2024 9:10:00 AM

Collection Start: 12/10/2024 09:05:00

Collected By: MEGAN BARNES

Date Received: 12/11/2024

Date Reported: 1/7/2025

Sample Reason:

ID#: NA

Sample Location: 2124 AUTUMN CT, SISTER BAY, WI
54234, SLUDGE STORAGE TANK

Sample Description: SLUDGE FROM THE VILLAGE OF
SISTER BAY WWTP SLUDGE
STORAGE TANK

Sample Type: SL-SLUDGE

Waterbody:

Point or Outfall:

Sample Depth: 6l

Program Code:

Region Code:

County: 15

PFAS Testing

Analyte	Analysis Method	Result	Units	LOD	LOQ
Prep Date: 12/12/24 09:40	Analysis Date: 12/13/24 01:22	Prep Method: WSLH PFAS in Water			
PFBA (375-22-4)	WSLH PFAS in Water	<0.701	ng/L	0.701	1.98
PFPeA (2706-90-3)	WSLH PFAS in Water	<0.280	ng/L	0.280	0.990
PFBS (375-73-5)	WSLH PFAS in Water	<0.216	ng/L	0.216	0.990
4:2 FTS (757124-72-4)	WSLH PFAS in Water	<0.211	ng/L	0.211	0.990
PFHxA (307-24-4)	WSLH PFAS in Water	<0.333	ng/L	0.333	0.990
PFPeS (2706-91-4)	WSLH PFAS in Water	<0.385	ng/L	0.385	0.990
HFPO-DA (13252-13-6)	WSLH PFAS in Water	<0.223	ng/L	0.223	0.990
PFHpA (375-85-9)	WSLH PFAS in Water	<0.312	ng/L	0.312	0.990
PFHxS (355-46-4)	WSLH PFAS in Water	<0.366	ng/L	0.366	0.990
ADONA (919005-14-4)	WSLH PFAS in Water	<0.293	ng/L	0.293	0.990
6:2 FTS (27619-97-2)	WSLH PFAS in Water	<0.241	ng/L	0.241	0.990



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Laboratory Report

Environmental Health Division

WSLH Sample: 771202002

PFAS Testing

Analyte	Analysis Method	Result	Units	LOD	LOQ
Prep Date: 12/12/24 09:40	Analysis Date: 12/13/24 01:22	Prep Method: WSLH PFAS in Water			
PFOA (335-67-1)	WSLH PFAS in Water	0.849F	ng/L	0.243	0.990
PFHpS (375-92-8)	WSLH PFAS in Water	<0.217	ng/L	0.217	0.990
PFOS (1763-23-1)	WSLH PFAS in Water	0.885F	ng/L	0.328	0.990
PFNA (375-95-1)	WSLH PFAS in Water	<0.269	ng/L	0.269	0.990
9CI-PF3ONS (756426-58-1)	WSLH PFAS in Water	<0.189	ng/L	0.189	0.990
8:2 FTS (39108-34-4)	WSLH PFAS in Water	<0.432	ng/L	0.432	0.990
PFDA (335-76-2)	WSLH PFAS in Water	0.712F	ng/L	0.276	0.990
PFNS (68259-12-1)	WSLH PFAS in Water	<0.187	ng/L	0.187	0.990
N-MeFOSAA (2355-31-9)	WSLH PFAS in Water	0.396F	ng/L	0.334	0.990
N-EtFOSAA (2991-50-6)	WSLH PFAS in Water	<0.197	ng/L	0.197	0.990
PFOSA (754-91-6)	WSLH PFAS in Water	0.714F	ng/L	0.366	0.990
PFUnA (2058-94-8)	WSLH PFAS in Water	<0.249	ng/L	0.249	0.990
PFDS (335-77-3)	WSLH PFAS in Water	<0.296	ng/L	0.296	0.990
11CI-PF3OUdS (763051-92-9)	WSLH PFAS in Water	<0.184	ng/L	0.184	0.990
PFDoA (307-55-1)	WSLH PFAS in Water	0.596F	ng/L	0.253	0.990
PFDoS (79780-39-5)	WSLH PFAS in Water	<0.392	ng/L	0.392	0.990
PFTTrDA (72629-94-8)	WSLH PFAS in Water	<0.385	ng/L	0.385	0.990
N-MeFOSA (31506-32-8)	WSLH PFAS in Water	<0.384	ng/L	0.384	0.990
N-MeFOSE (24448-09-7)	WSLH PFAS in Water	0.390F	ng/L	0.232	0.990
N-EtFOSA (4151-50-2)	WSLH PFAS in Water	<0.329	ng/L	0.329	0.990
N-EtFOSE (1691-99-2)	WSLH PFAS in Water	<0.363	ng/L	0.363	0.990
PFTeDA (376-06-7)	WSLH PFAS in Water	0.686F	ng/L	0.255	0.990



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Laboratory Report

Environmental Health Division

WSLH Sample: 771202002

WDNR LAB ID:113133790 NELAP LAB ID:2091 EPA LAB ID:WI00007, WI00008 WI DATCP ID:105-415

List of Abbreviations:

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F next to result = Result is between LOD and LOQ

Z next to result = Result is between 0 (zero) and LOD

if LOD=LOQ, Limits were not statistically derived

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The water microbiology unit analyzes samples as received and not all samples are tested for preservation before analysis is performed.

Responsible Party

Inorganic Chemistry: Graham Anderson, Supervisor 608-224-6281

Metals: Graham Anderson, Supervisor 608-224-6281

Organics: Erin Mani, Supervisor 608-224-6269

Environmental Toxicology: Dawn Perkins, Supervisor 608-224-6230

Water Microbiology: Martin Collins, Supervisor 608-224-6239

Radiochemistry: Jesse Wouters, Supervisor 608-224-6227



Sister Bay Utilities Annual Report

2024

Village of Sister Bay
Door County, Wisconsin
January 2025

Overview

Sister Bay, Wisconsin is a rapidly growing and expanding community in the Door County Peninsula. This can be seen in many areas of the Utilities Department from water, wastewater and hauled waste flows, as well as service installations and number of customers. This report will go through updates that have been made in the wastewater treatment plant, sanitary sewer collection system and water distribution system, trend changes in the wastewater and water flows as well as the increase in utility customers over the last seven years, and some operational changes that have been implemented.

Utility Customers

The Village and Liberty Grove Sanitary District No. 1 is still experiencing rapid growth, with numerous developments of apartment complexes, condos and housing developments being constructed throughout the village. In total, seventeen meters were added to new developments in 2024.

Year	# Of Customers
2018	1,318
2019	1,367
2020	1,399
2021	1,429
2022	1,467
2023	1,491
2024	1,508

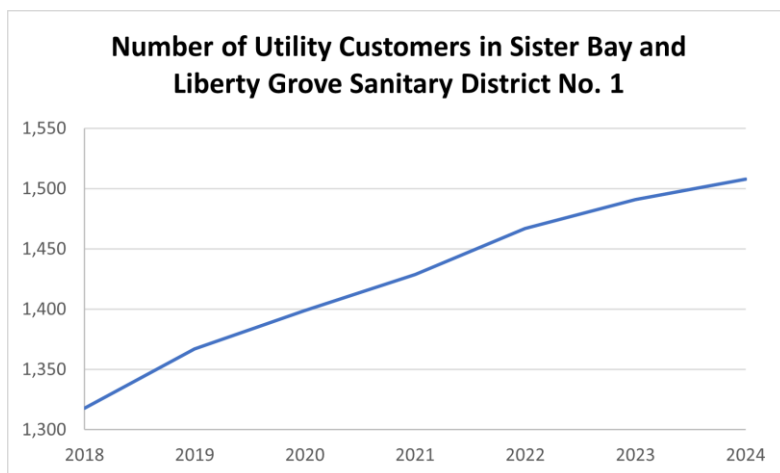


Figure 1.0 - From 2018 to 2024 Sister Bay and the Liberty Grove Sanitary District No. 1 has added 190 new utility customers with 17 new customers added in 2024.

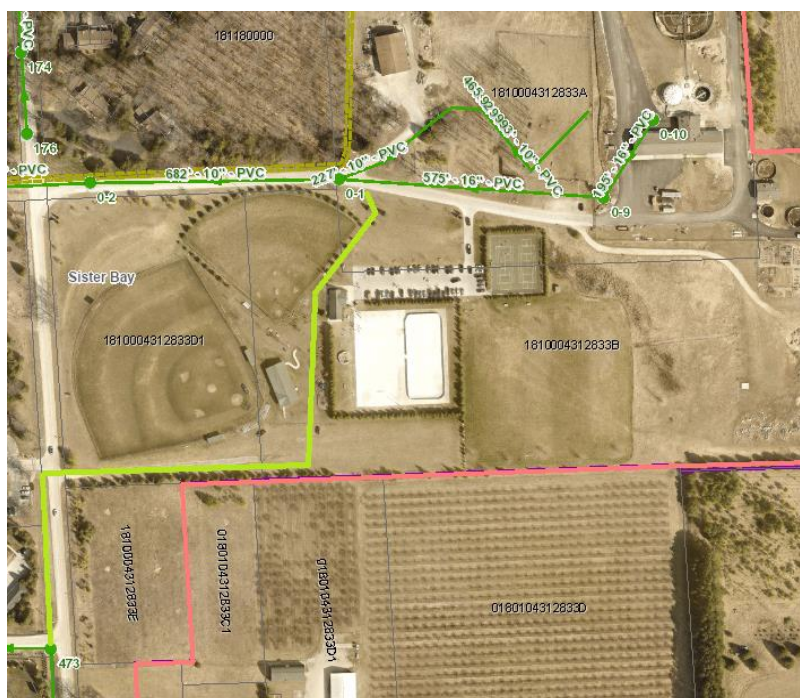
Figure 1.0

Utility Extension Projects

The Utilities Department was involved in planning an extension to the sanitary sewer collection system to provide sanitary sewer service to the new Parks Maintenance Facility and Sports Complex. This addition to the village sanitary sewer collection system will take place in 2025, and the new assets that will be added to the sanitary collection system are itemized below, as well as pictures illustrating the collection system that will be installed for the Parks Maintenance Facility.

Asset	Number Proposed
Manhole	5
Sanitary Sewer Main	1,507 Linear Feet
Sanitary Sewer Lateral	3
Water Service Lateral	1
Main Valve	1

Picture 1.0 - GIS photograph showing the proposed route of the sanitary sewer collection main that will be added to the collection system to provide sanitary sewer service to the Parks Maintenance Facility and the Sports Complex.



Picture 1.0

Water System Maintenance and Repairs

In 2024 we performed annual maintenance and repaired many aspects of the water distribution system. Annually, operators flush all the hydrants and operate all the main valves in the village and Liberty Grove Utility District No. 1 to ensure proper operation and to identify any potential problems. In January a large leak was located in a residence near Little Sister Road with an estimated water loss of 275,000 gallons. The leak was repaired, and we noticed a significant drop in water usage instantly. There were two other water service leaks located in the village which were also promptly repaired. One in February with an estimated water loss of 60,000 and one in October, due to a contractor damaging a water service line, with an estimated water loss of 3,000 gallons. Two new check valves were installed on the booster pumps that transport water from the standpipe to the water tower. The original check valves were discovered to be leaking allowing backflow between the two structures.

Public Water System Sanitary Survey

In October, the Village of Sister Bay Public Water System completed a DNR sanitary survey. The purpose of a sanitary survey is to evaluate the Village's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. During the sanitary survey, no significant deficiencies or non-significant deficiencies were identified.

Bacteriological Laboratory Certification

The laboratory gained certification through the Wisconsin Department of Agriculture, Trade and Consumer Protection to analyze drinking water for bacteriological contamination in 2022. With this new certification, we started testing our own well water for bacteriological contaminants as well as allowing

private well owners and other public water systems needing bacteriological analysis to drop off samples for testing with the cost of \$30.00 per sample. In 2024, we tested 50 public water system samples, 32 private well owner samples and 48 Sister Bay public water system samples for bacteriological contamination.



Picture 1.1 – Hydrant on Maple Drive that was hit and was reported by a pedestrian walking by who noticed the damage.



Picture 1.2 – The new check valves that were installed on the booster pumps at Well #2.



Picture 1.3 – Hydrant 254 was classified as a flushing only hydrant, not for fire flow due to low residual pressure while performing fire flow tests.



Picture 1.4 – The chlorine pump at Well #3 was brought up to DNR code requirements and received after-the-fact water system facilities plan and specification review and approval.



Picture 1.5 – The 4-mesh vent screen that was installed on the Jungwirth Court water tower to meet DNR code requirements.

Well Water and Influent Flows

Even with many new residents coming to the Village, the distribution systems water consumption dropped significantly in 2024, with a drastic drop in usage of 12.9 million gallons from 2023 to 2024. The influent flow experienced a slight increase of 0.1 million gallons from 2022 to 2023.

Year	Water Flow (MG)
2018	71.1
2019	84.8
2020	80.5
2021	78.3
2022	89.6
2023	87.2
2024	74.3

Figure 1.1 – In 2024 we had a significant decrease of water flow. The water flow and influent flow totals are very close, meaning little water was lost.

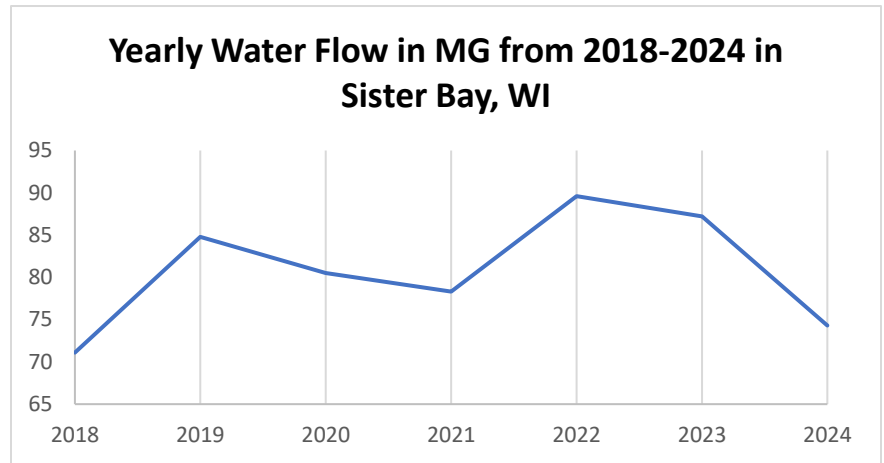


Figure 1.1

Year	Water Flow (MG)
2018	74.6
2019	75.8
2020	69.0
2021	69.2
2022	74.5
2023	70.6
2024	70.7

Figure 1.2 – In 2024 we had an increase of only 0.1 MG of influent that was treated at the wastewater plant. This graph, along with the yearly water flow show a steady trend of water and sewer usage for 2024.

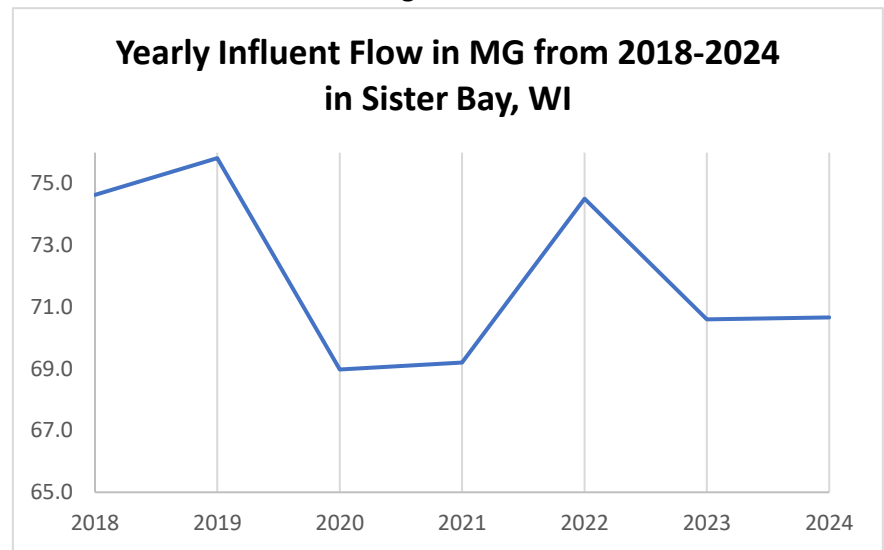


Figure 1.2

Hauled Waste

The wastewater treatment plant experienced a significant increase in hauled waste flows in 2023. Almost a million gallons more of holding tank and septic tanks wastes were brought to be treated at the wastewater plant in 2023 than in 2022.

Month	Hauled Waste (MG) 2022	Hauled Waste (MG) 2023	Hauled Waste (MG) 2024
January	0.3043	0.3477	0.3812
February	0.2214	0.2447	0.2858
March	0.2450	0.3121	0.3069
April	0.4153	0.3795	0.3909
May	0.533	0.7416	0.7262
June	1.0321	1.1065	1.0677
July	1.2022	1.3593	1.6382
August	1.2517	1.3155	1.3959
September	0.9093	0.9083	1.0410
October	0.8418	1.1348	0.7901
November	0.4329	0.4329	0.3884
December	0.4004	0.357	0.3669
Total:	7.8	8.6	8.8

Figure 1.3 – A month to month comparison of hauled waste flows from 2022-2024. There was an increase of 0.2 MG of hauled waste flow in 2024.

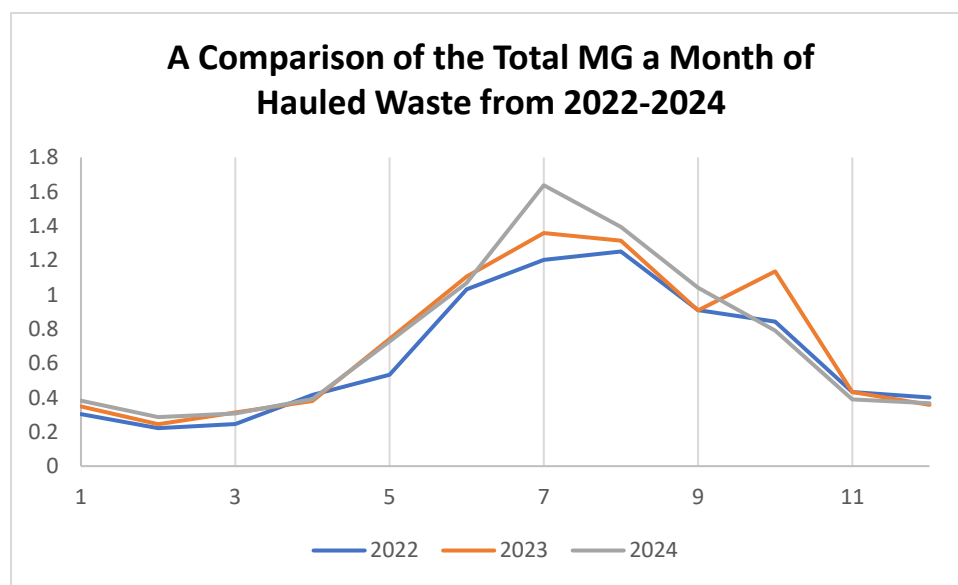


Figure 1.3

Wastewater Treatment Plant and Collection System Improvements

The wastewater treatment plant and sanitary collection system underwent many improvements in 2024. Multiple pieces of equipment were repaired or replaced in 2024 including a new concentrated sludge pump, repair on one of the aeration drives, new pumps installed in Mill Road Lift Station and Waters End Lift Station, a new check valve was installed on the main lift pump #1, a new pretreatment blower filter was installed, and a new generator was installed at the Little Sister Lift Station.



Picture 1.6 – Disc aerator drive that was leaking oil and was repaired.



Picture 1.7 – New check valve that was installed on the main lift station pump #1.



Picture 1.8 – New pretreatment blower intake filter and diffuser was installed.



Picture 1.9 – Hauler overflow that occurred at the WWTP and was reported to the DNR. Notice was sent to the Peninsula Pulse for public notification as well as posted on the village website.



Picture 1.10 – New concentrated sludge pump that was installed by Crane Engineering.



Picture 1.11 – New Little Sister Lift Station generator that was installed by Crane Engineering.

Personnel Achievements

In 2024, the Utilities Department had outstanding personnel achievements. Tim Nelson continued his education and gained certification in the solids separation subclass and laboratory subclass for his wastewater operator certification. Tim also received the Grade 1 experience level for his municipal waterworks certification through his time working in the Utilities Department. David Blok received his wastewater operator certification as well as the sanitary sewer collection system subclass certification. Bob Lang, a Utilities Department employee since 1999 officially retired in September. Bob was an outstanding employee, dedicated to providing safe drinking water and sanitary sewer services for the Village of Sister Bay residents, businesses and visitors throughout his employment. The retirement of Bob had a huge impact on the Utilities Department as his experience and knowledge of the system was unmatched.



Picture 1.12 – Retired operator Bob Lang with his retirement cake. The Village of Sister Bay Utilities Department would like to thank Bob for 25 years of employment.

Conclusion

Many improvements were made to the Utilities Department in 2024, and many challenges were faced. These are some of the biggest improvements that have been made. The Utilities Department has advanced significantly in the year. All the operators have been gaining more knowledge and experience daily and growing more and more comfortable performing very specialized tasks on important and dangerous equipment. Every day the operators are being trained and learning about something new or something that has never been encountered here before and hopefully we can continue that trend of improving our process and learning from it.