



VIRTUAL SEWER AND WATER UTILITIES COMMITTEE MEETING AGENDA

Tuesday, February 11, 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 January 14, 2025 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. Amendments to Ch. 62; Utilities Code
 - d. Discuss Selling Utilities Parcels in Liberty Grove
 - e. WWTP Facilities Study/Review Facilities Study RFP Responses
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, JANUARY 14, 2025
VIA VIDEO CONFERENCE
(APPROVAL PENDING)

The January 14, 2025 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 7:45 A.M.

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

Staff Members: Utilities Director Megan Barnes and Utilities Clerk Kara Kroll

Others: Dave Lienau, Sam Jordan, Laurel Harff, and "Tim"

Approval of the Agenda:

A motion was made by Werner, seconded by Harff that the Agenda for the January 14, 2025 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 Harff, seconded by Werner to approve the minutes of the November 12, 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. Bhirdo asked a question about the Blackstone Harbor bypass valve issue. Barnes said that it appears a contractor that was doing work at the facility broke the bypass valve and turned the valve on without knowing what it was for. Blackstone said the users do not pay for their own water service, so there is no reason to believe this was vandalism. Blackstone was billed for the parts and labor to replace the broken equipment. The Utilities estimated the lost water and billed Blackstone, per PSC rules and regulations. Bhirdo asked about the non-conforming features in the Sanitary Sewer Report that was included in the packet and why they were not dealt with at the time of the plant upgrade. Barnes said the items are related to the water side and the plant upgrade was related to wastewater, so they would not have been dealt with at that time. The non-conforming features are items that conformed when the items were installed, but now the code has changed, and the items will have to conform when an upgrade is done, or new equipment is installed.

b) Discuss Marina Billing

Barnes gave some background information on the leak and sewer charges. The Utilities read meters on September 16, 2024, for the third quarter utility billing. High usage was detected on September 17, 2024, at the Marina. The Marina meter was read again on September 18, 2024, and it was determined the Marina had used 11,000 gallons of water since September 16, 2024. The Marina was notified of the leak and shortly after Sam contacted Megan with the location of the leak on D Dock. The Marina was not going to fix the leak

1 until October 15, 2025, when the Marina was scheduled to be shut down for the season. Barnes contacted
2 the DNR representative and notified them of the leak to see if any special reporting needed to be done.
3 Barnes went to the Marina and suggested the leak get repaired as soon as possible, as the Utilities is required
4 to bill for any water usage. Barnes offered to turn the water off, but was told the boats require water, so the
5 water could not be turned off. Kroll estimated the amount of lost water as being \$40.00 to \$50.00 per day.
6 Jordan notified Barnes that Cater Plumbing fixed the leak on September 24, 2024. The usage for the seven
7 days, September 18th through the 24th, was 66,000 gallons. Barnes noted the Marina minutes on November
8 13, 2024, state the leak was fixed in two days, but that was not the case. Barnes mentioned that the Utilities
9 notified the Marina as soon as the leak was discovered. The Utilities performs quarterly meter readings and
10 that is when the leak was discovered. Utilities are not responsible to monitor leaks or notify customers of
11 high usage, it is a courtesy that the Utility offers. It is the users responsibility to find any leaks on their
12 premises. Barnes also discussed the reason the sewer service charge was added to the Marina account. In
13 the past, the meter in question was classified as a “water only” meter, as the Johnson’s Marina did not
14 perform pump outs. The Marina does now offer pump outs for water that has been supplied through the
15 meter. This is evident in the marina minutes that mention the addition of sewer system hookups to the
16 pump out systems for docks A, B, C and D. These line additions and pump out services offered by the Marina
17 mean that the Utilities cannot knowingly classify the meter as a “water only” meter, as the water has a
18 connection to the sanitary sewer through the pump out lines and the pump out services that are offered.
19 The Utilities do not meter sanitary sewer service, so there is no way to distinguish what is going into the
20 sanitary sewer. Therefore, the Utilities must bill for all water and sewer that is run through the meter. The
21 Utilities do not currently have a leak credit policy. The Utilities must offer and apply a leak credit policy to all
22 users equally. Lienau stated pump outs have been taking place at the Marina for years. The pump out system
23 that was added only uses one sewer connection over by the Marina office. Lienau said he has a tough time
24 paying for a sewer connection that does not exist and never has. Lienau discussed the water leak and said
25 after they were notified of the leak the Marina called around for a plumber and they were told it could take
26 a few weeks for a plumber to come. The Marina had Cater Plumbing scheduled to shut the Marina down on
27 October 15, 2024, so they thought they could wait until then to fix the leak. Once the Marina discovered the
28 severity of the leak, the Marina was able to get Cater Plumbing to come sooner. Lienau and Jordan
29 investigated the leak and found the leak was in a flexible line on B dock. Cater was able to shorten the line
30 by taking out one of the connections to fix the leak, so the leak was fixed quickly as no parts needed to be
31 ordered. The Marina Committee asked Lienau to come to the Utilities Committee and ask for
32 accommodation on the volume of water being billed for the leak and argue about the second sewer
33 connection charges. Barnes responded by saying the sewer connection is not the issue. The water that is
34 supplied to the boats also offers pump outs and the water is placed into the sanitary sewer. It does not
35 matter if it has an isolated connection to the sewer, it is still getting placed into the sanitary sewer. The
36 Utilities must recoup the cost of the treatment of the water that is placed into the sanitary sewer. Even if it
37 is not placed through a line it is placed through a pump out cart or other means. Lienau said that 99% of the
38 water that comes through the Marina does not go into the sewer. Lienau said the total pump out volume
39 for 2024 was less than 6,000 gallons. Lienau also said the Johnson Marina rarely has pump outs. Barnes said
40 that the Utilities does not meter sanitary sewer and only water service can be metered, so there is no way
41 to distinguish what is not placed into the sanitary sewer. Barnes noted that in the past other Utility
42 customers had leaks and they were always required to pay the sewer charges, because we cannot distinguish
43 what was placed in the sanitary sewer. Lienau said he can show how much sewer was pumped by the
44 number of pump outs completed. Each pump out is approximately 60 gallons. Barnes asked Lienau how he
45 meters usage. Lienau said they had a 60-gallon tank on the pump out cart that the sewer went into. Now
46 without the cart it is based on the flow per minute through a 2” line. The volume is estimated on the flow
47 per minute until they reach 60 gallons and that is how the boats are charged. Lienau said that only the large
48 boats have a 60-gallon tank, most are much smaller. Lienau stated that only the sewer from the restrooms

1 at the Marina, the pump out cart and the pump out system goes into the sewer. Bhirdo requested the
2 number of gallons of water the Marina is billed per year. Lienau said most of the water used at the Marina
3 is used to wash boats. Bhirdo questioned Lienau about pump outs when the Johnson's owned J dock and
4 Lienau said the Johnson's did not perform pump outs. Pump outs have only taken place on J dock since the
5 Village has owned the Marina. Lienau said very few pump outs take place at the Johnson Marina, but pump
6 outs have taken place. Lienau wants the sewer charges removed because his budget has doubled after
7 adding sewer charges and he is blaming the new sewer charges on the leak that was found. The state
8 statutes say the Utilities must bill for sewer charges. Bhirdo questioned if there is a way to override the law
9 and asked if it would cause problems with other customers. Barnes responded and said yes, it would open
10 the Utilities up for investigation through the PSC, because other customers were required to pay those
11 charges. If the Utilities forgave these charges, it would show favoritism, and the Utilities cannot do that
12 because all users must be treated equally throughout the system. Bhirdo questioned if there is a way that
13 any boat that is parked on J dock cannot get a pump out? Barnes response was if you do not offer pump
14 outs and disconnect the lines. Lienau then responded and said no pump outs are performed at J dock,
15 because the lines do not run to J dock. If a pump out is needed the boat needs to move to A, B or C dock.
16 Barnes said the water that came from J dock is placed in the sewer system. Barnes has reached out to the
17 PSC, and they said the Utilities need to follow standard practices that are always followed and if we do not
18 follow standard practices then that could open investigations. Bhirdo said the Utilities do not need an
19 investigation with the PSC and this cannot happen. Bhirdo questioned if PILOT dollars could be used to help
20 pay the bill? Bhirdo requested Lienau supply her with all the bills for the last year and the usage of water.
21 Werner and Bhirdo would both like to see the state statutes. Bhirdo recommends that the information that
22 was requested be gathered and brought to the next meeting for further discussion.

23 24 **c) Discuss Marina Water and Sewer Rates**

25 This item was discussed with the previous agenda item.
26

27 **d) Amendments to Ch. 62; Utilities Code**

28 Barnes updated the Utilities Codes and cross-referenced them to state statutes. Information on meters and
29 construction requirements were added, as the current code does not include those items. Formatting and
30 editing changes are still needed to the Utilities code, but Barnes requested the Utilities Committee review
31 the draft attached to the meeting packet and give suggestions of changes they see fit. Barnes will finish the
32 formatting and editing changes and bring the code back to the Utilities Committee for approval before it
33 goes to the Board for final approval.
34

35 **e) Discuss Sludge PFAs Testing Results and Land Lease**

36 Barnes received the PFAs test results back from the state lab. The test results indicate the sludge contains
37 extremely low levels of PFAs. The EPA does not currently have any standards to follow for biosolids. The
38 Utilities Committee agreed that no land application should be done at this time. The Utilities Committee also
39 agreed to hold off on a land lease for now. The land lease discussion will be brought back to the committee
40 next year for further review.
41

42 **f) Department Annual Report**

43 Bhirdo mentioned Barnes did an excellent job with the photos and the report. Barnes thought the graphs
44 were interesting. The graphs show that water flow decreased a significant amount, and the number is really
45 tight with the influent number, so the water loss is very tight this year.
46

47 **Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or**
48 **Employee.**

- Discuss Marina Billing
- Discuss Marina Water and Sewer Rates
- Amendments to Ch. 62; Utilities Code

The next meeting of the Sewer and Water Utilities Committee will be conducted at 7:45 A.M. on Tuesday, February 11, 2025 via Video Conference.

Adjournment

At 8:43 P.M. a motion was made by Werner, seconded by Harff to adjourn the January 14, 2025 meeting of the Sewer and Water Utilities Committee. Motion carried – all ayes.

Respectfully submitted,



Kara Kroll

Utilities Clerk



Village of Sister Bay
Sewer and Water Utilities Committee
Operations Report

Sewer and Water Utilities Committee Meeting
February 11, 2025

Review of Financial Statements

See the attached financial reports.

Capacity Report

See the attached report for December.

Hauler Overflow

On January 15, 2025, a private septage hauler disposing of waste at the WWTP had a spill due to hauler error of an estimated amount of 30-40 gallons. The hauler did not notify the Utilities Department and it was discovered by operators shortly after the occurrence. Barnes followed the same reporting and cleaning procedure as the previous incident on October 28, 2024, as instructed by the regional DNR representative. The DNR Septage Coordinator then followed up and clarified that these incidents should be classified as a hauler spill, not a sanitary sewer overflow. Barnes has reached out to the regional DNR representative and requested that the October 28, 2024, hauler incident be removed from the Sister Bay WWTP record, so it does not reflect on the WWTPs Compliance Maintenance Annual Report (CMAR). Barnes notified haulers that if any hauler spills occur, it is their responsibility to report the spill to the DNR Spill Hotline and the DNR Septage Coordinator, and to clean-up the spill.

WWTP Camera

Quantum installed a camera to monitor the pretreatment area of the WWTP where haulers are disposing of waste. This equipment will help the operators monitor the haulers as they dispose of waste.

Annual Reports

The 2024 Sludge Characteristic Report, 2024 Land Application Report, and the WHOPRS Tier II reports for the WWTP and Well #2 have been completed and submitted.

2025 WSLH PT Testing

The 2025 Wisconsin State Lab of Hygiene (WSLH) Proficiency Testing results for the WWTP Laboratory Certification for BOD, TSS, Total Phosphorus, Ammonia analysis have been submitted. The 2025 WSLH Proficiency Testing results for the DATCP laboratory certification for bacteriological analysis have also been submitted.

Sludge Hauling

Sister Bay has gained temporary approval to bring sludge to NEW Water in Green Bay for further processing and disposal. One load per week will be delivered. NEW Water is making an effort to accommodate our timeline, but they made it very clear that the approval is temporary, not indefinite.

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER

SOURCE 46

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
610-46110-000-000 ASSESSMENT LETTER FEES	30.00	30.00	3,000.00	(2,970.00)	1.00
610-46451-100-000 METERED WATER SALES - VILLAGE	.00	.00	23,000.00	(23,000.00)	.00
610-46451-200-000 METERED WATER SALES-COMMERCIAL	.00	.00	125,000.00	(125,000.00)	.00
610-46451-400-000 METERED WATER SALES-RESIDENT'L	.00	.00	211,500.00	(211,500.00)	.00
610-46451-500-000 METERED WATER SALES-MULTIFAM	.00	.00	25,500.00	(25,500.00)	.00
610-46451-900-000 SERVICE TO OTHER WATER SYSTEMS	.00	.00	50.00	(50.00)	.00
610-46452-000-000 WATER SYSTEM MAINTENANCE	.00	.00	1,700.00	(1,700.00)	.00
610-46452-100-000 WATER SYSTEM/HYDRANT MAINT - V	.00	.00	50.00	(50.00)	.00
610-46454-000-000 CONNECTION FEES - WATER	.00	.00	2,500.00	(2,500.00)	.00
610-46455-000-000 PUBLIC FIRE PROTECTION	.00	.00	52,250.00	(52,250.00)	.00
610-46455-100-000 PUBLIC FIRE PROT - VILLAGE	.00	.00	2,300.00	(2,300.00)	.00
610-46455-900-000 PUBLIC FIRE PROT.-HYDRANT RENT	.00	.00	52,375.00	(52,375.00)	.00
610-46456-000-000 PRIVATE FIRE PROTECT/SPRINKLRS	.00	.00	14,700.00	(14,700.00)	.00
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	.00	400.00	(400.00)	.00
610-46457-000-000 HYDRANT USE -COMMERCIAL/PUBLIC	.00	.00	400.00	(400.00)	.00
610-46457-100-000 HYDRANT USE - VILLAGE	.00	.00	100.00	(100.00)	.00
610-46470-000-000 LATE PAYMENT PENALTIES	.00	.00	600.00	(600.00)	.00
610-46472-000-000 RENT FROM WATER DEPT PROPERTY	.00	.00	5,760.00	(5,760.00)	.00
TOTAL SOURCE 46	30.00	30.00	521,235.00	(521,205.00)	.01

SOURCE 47

610-47341-810-000 ADMIN CHARGES - LGUD (W)	.00	.00	8,500.00	(8,500.00)	.00
610-47341-820-000 WATER SYSTEM MAINT - LGUD	.00	.00	2,300.00	(2,300.00)	.00
610-47341-830-000 SALE OF WATER - LGUD	.00	.00	20,150.00	(20,150.00)	.00
610-47341-850-000 UNMETERED WATER SALES - LGUD	.00	.00	250.00	(250.00)	.00
610-47341-860-000 PUBLIC FIRE PROTECTION -LGUD	.00	.00	5,564.00	(5,564.00)	.00
610-47341-870-000 WATER TESTING FEES	30.00	30.00	1,500.00	(1,470.00)	2.00
TOTAL SOURCE 47	30.00	30.00	38,264.00	(38,234.00)	.08

SOURCE 48

610-48110-000-000 INTEREST/DIVIDENDS - WATER	.00	.00	39,132.00	(39,132.00)	.00
610-48420-710-000 IMPACT FEE-DOWNTOWN WATER MAIN	.00	.00	14,000.00	(14,000.00)	.00
610-48425-000-000 SURCHARGE: W SYSTEM SERVICE	.00	.00	225.00	(225.00)	.00
610-48428-000-000 RECONNECT FEES & MISC. - WATER	.00	.00	2,000.00	(2,000.00)	.00
610-48429-000-000 WELL PERMITS	.00	.00	1,102.00	(1,102.00)	.00
610-48490-000-000 OTHER WATER SYSTEM REVENUE	.00	.00	5,575.00	(5,575.00)	.00
610-48495-000-000 MISC NON-OPERATING REVENUE	.00	.00	1,000.00	(1,000.00)	.00
TOTAL SOURCE 48	.00	.00	63,034.00	(63,034.00)	.00

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL WATER REVENUE	60.00	60.00	622,533.00	(622,473.00)	.01

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
610-61500-111-000	WAGES - VILLAGE WATER	.00	.00	106,872.00	106,872.00	.00
610-61500-111-620	WAGES - PUMPING	227.56	227.56	.00	(227.56)	.00
610-61500-111-626	WAGES - GROUNDS MAINT	.00	.00	469.00	469.00	.00
610-61500-111-630	WAGES - TREATMENT PLANT	179.82	179.82	.00	(179.82)	.00
610-61500-111-640	WAGES - DISTRIBUTION SYSTEM	188.58	188.58	.00	(188.58)	.00
610-61500-111-653	WAGES - METERS	750.10	750.10	.00	(750.10)	.00
610-61500-111-901	WAGES - METER READING	51.15	51.15	.00	(51.15)	.00
610-61500-111-920	WAGES - ADMIN, WATER	2,109.98	2,109.98	.00	(2,109.98)	.00
610-61500-112-000	OVERTIME	.00	.00	4,787.00	4,787.00	.00
610-61500-112-620	OVERTIME - PUMPING	50.18	50.18	.00	(50.18)	.00
610-61500-112-653	OVERTIME - METERS	192.96	192.96	.00	(192.96)	.00
610-61500-112-930	OVERTIME - ON CALL WATER	154.00	154.00	4,015.00	3,861.00	3.84
610-61500-114-930	PAID LEAVE	472.06	472.06	3,217.50	2,745.44	14.67
610-61500-121-000	PART-TIME WAGES	.00	.00	5,400.00	5,400.00	.00
610-61500-121-902	WAGES - CLERK - WATER	923.22	923.22	.00	(923.22)	.00
610-61500-121-920	WAGES - ADMIN ALLOCATION	.00	.00	17,066.00	17,066.00	.00
610-61500-131-926	RETIREMENT	369.16	369.16	9,095.00	8,725.84	4.06
610-61500-132-408	SOCIAL SECURITY	371.58	371.58	10,015.00	9,643.42	3.71
610-61500-133-926	INSURANCE, MEDICAL	1,812.13	1,812.13	33,671.00	31,858.87	5.38
610-61500-134-926	INSURANCE, DENTAL	115.32	115.32	2,155.00	2,039.68	5.35
610-61500-135-926	INSURANCE, GROUP LIFE	8.24	8.24	143.00	134.76	5.76
610-61500-136-926	INSURANCE, DISABILITY	26.77	26.77	482.00	455.23	5.55
610-61500-137-925	HSA BENEFITS	.00	.00	7,840.00	7,840.00	.00
610-61500-138-925	EAP BENEFITS	20.68	20.68	240.00	219.32	8.62
610-61500-140-925	VISION BENEFITS	16.29	16.29	314.00	297.71	5.19
610-61500-141-903	UNIFORMS & CLOTHING	(46.38)	(46.38)	900.00	946.38	(5.15)
610-61500-142-930	RECRUITMENT/TESTING/PHYSICALS	.00	.00	750.00	750.00	.00
610-61500-143-930	RECOGNITION	.00	.00	1,065.00	1,065.00	.00
610-61500-144-630	MILEAGE - TREATMENT	.00	.00	300.00	300.00	.00
610-61500-144-921	MILEAGE - OFFICE EXP	.00	.00	275.00	275.00	.00
610-61500-144-930	MILEAGE - ADMIN MISC	.00	.00	300.00	300.00	.00
610-61500-145-930	EXPENSE ALLOWANCE/MEALS	.00	.00	500.00	500.00	.00
	PERSONNEL	7,993.40	7,993.40	209,871.50	201,878.10	3.81

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
610-61500-200-602 OTHER SERVICES-PUMPING	.00	.00	500.00	500.00	.00
610-61500-200-630 TESTING	.00	.00	2,000.00	2,000.00	.00
610-61500-200-923 MISC. OTHER SERVICES	444.79	444.79	5,940.00	5,495.21	7.49
610-61500-201-622 ELECTRIC POWER	383.92	383.92	30,000.00	29,616.08	1.28
610-61500-202-622 FUEL FOR PUMPING	.00	.00	1,500.00	1,500.00	.00
610-61500-203-921 TELEPHONES	108.75	108.75	1,300.00	1,191.25	8.37
610-61500-204-921 CELLPHONES	121.55	121.55	1,700.00	1,578.45	7.15
610-61500-205-921 INTERNET	.00	.00	750.00	750.00	.00
610-61500-209-923 LEGAL SERVICES - WATER	.00	.00	1,000.00	1,000.00	.00
610-61500-210-923 AUDIT & CONSULTING	1,878.98	1,878.98	3,700.00	1,821.02	50.78
610-61500-212-923 ENGINEERING	.00	.00	5,000.00	5,000.00	.00
610-61500-213-923 OUTSIDE SERVICES EMPLOYED	733.72	733.72	1,000.00	266.28	73.37
CONTRACTUAL SERVICES	3,671.71	3,671.71	54,390.00	50,718.29	6.75

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
610-61500-301-602	EQUIP GAS/OIL - SOURCE OF SUP.	.00	.00	25.00	25.00	.00
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	.00	.00	2,200.00	2,200.00	.00
610-61500-310-921	COMPUTER HARDWARE/SOFTWARE	511.53	511.53	7,500.00	6,988.47	6.82
610-61500-310-923	ACCOUNTING/SOFTWARE SUPPORT	1,312.80	1,312.80	6,000.00	4,687.20	21.88
610-61500-312-921	INFORMATION TECHNOLOGY	.00	.00	2,500.00	2,500.00	.00
610-61500-321-921	OFFICE SUPPLIES & EXP.	34.94	34.94	1,200.00	1,165.06	2.91
610-61500-322-921	POSTAGE & SHIPPING	38.40	38.40	1,200.00	1,161.60	3.20
610-61500-324-921	PRINTING & COPYING	103.91	103.91	1,600.00	1,496.09	6.49
610-61500-325-921	LEGAL NOTICES & ADS	.00	.00	500.00	500.00	.00
610-61500-326-921	OFFICE EQUIPMENT - OFFICE EXP	.00	.00	75.00	75.00	.00
610-61500-331-930	MEMBERSHIP DUES	20.80	20.80	1,200.00	1,179.20	1.73
610-61500-332-602	TRAINING - SOURCE OF SUPPLY	.00	.00	500.00	500.00	.00
610-61500-332-630	TRAINING - TREATMENT	.00	.00	1,000.00	1,000.00	.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	.00	1,000.00	1,000.00	.00
610-61500-351-623	MED/SAFETY - PUMPING	.00	.00	250.00	250.00	.00
610-61500-351-632	MED/SAFETY - TREATMENT	.00	.00	500.00	500.00	.00
610-61500-351-930	MED/SAFETY - MISC GENERAL	.00	.00	500.00	500.00	.00
610-61500-352-641	TOOLS/MINOR EQUIP - T&D	.00	.00	2,500.00	2,500.00	.00
610-61500-352-653	TOOLS/MINOR EQUIP - METERS	.00	.00	250.00	250.00	.00
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	.00	2,200.00	2,200.00	.00
610-61500-353-641	MISC. OTHER SUP. - T&D	.00	.00	200.00	200.00	.00
610-61500-353-650	MISC. OTHER SUP. - RESERVOIRS	.00	.00	200.00	200.00	.00
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	.00	45,500.00	45,500.00	.00
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	.00	500.00	500.00	.00
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	.00	200.00	200.00	.00
610-61500-358-625	MISC OP. SUPPLIES - WELL MAINT	.00	.00	175.00	175.00	.00
610-61500-358-641	MISC SYS OP SUP - T&D	.00	.00	1,000.00	1,000.00	.00
610-61500-361-650	DISTRIBUTION MAINT - STORAGE	.00	.00	5,000.00	5,000.00	.00
610-61500-361-651	DISTRIBUTION MAINT - MAINS	.00	.00	3,000.00	3,000.00	.00
610-61500-361-652	DISTRIBUTION MAINT - SERVICES	.00	.00	1,000.00	1,000.00	.00
610-61500-361-653	DISTRIBUTION MAINT - METERS	.00	.00	2,750.00	2,750.00	.00
610-61500-361-654	HYDRANT MAINTENANCE	.00	.00	500.00	500.00	.00
610-61500-361-655	DISTRIBUTION MAINT - OTHER	.00	.00	15,500.00	15,500.00	.00
610-61500-362-600	LAWN MAINTENANCE - WELLS	.00	.00	100.00	100.00	.00
610-61500-363-933	VEHICLE MAINTENANCE	67.04	67.04	750.00	682.96	8.94
610-61500-366-000	WATER PLANT (WELLS & STORAGE)	.00	.00	30,000.00	30,000.00	.00
610-61500-366-623	WATER PLANT - PUMPING OP.	.00	.00	3,800.00	3,800.00	.00
610-61500-366-625	WATER PLANT - PUMPING MAINT	.00	.00	2,000.00	2,000.00	.00
610-61500-366-635	WATER PLANT - TREATMENT MAINT	.00	.00	1,500.00	1,500.00	.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	.00	250.00	250.00	.00
SUPPLIES AND EXPENSE		2,089.42	2,089.42	150,725.00	148,635.58	1.39

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

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WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
610-61500-401-921 CUSTODIAL SUPPLIES	.00	.00	195.00	195.00	.00
610-61500-402-631 CHEMICALS	10.00	10.00	4,000.00	3,990.00	.25
610-61500-403-630 WATER TESTING SUPPLIES	.00	.00	5,000.00	5,000.00	.00
610-61500-403-653 METER PARTS & SUPPLIES	.00	.00	500.00	500.00	.00
610-61500-408-652 DISTRIBUTION PARTS - W SYSTEM	.00	.00	1,000.00	1,000.00	.00
610-61500-408-654 HYDRANT PARTS & SUPPLIES	.00	.00	2,000.00	2,000.00	.00
BUILDING MATERIALS	10.00	10.00	12,695.00	12,685.00	.08
610-61500-510-924 PROPERTY INSURANCE	3,908.44	3,908.44	3,780.00	(128.44)	103.40
610-61500-510-925 LIABILITY INSURANCE	394.20	394.20	1,606.50	1,212.30	24.54
610-61500-511-925 VEHICLE & EQUIPMENT INSURANCE	166.00	166.00	988.00	822.00	16.80
610-61500-512-925 INSURANCE, WORK COMP	523.16	523.16	3,551.00	3,027.84	14.73
610-61500-550-921 BANK FEES & FINANCE CHARGES	.00	.00	1,500.00	1,500.00	.00
610-61500-551-408 TAXES - WATER	.00	.00	(15,000.00)	(15,000.00)	.00
610-61500-551-928 MISC OTHER EXP - REGULATORY	.00	.00	750.00	750.00	.00
FIXED CHARGES	4,991.80	4,991.80	(2,824.50)	(7,816.30)	176.73
610-61500-899-403 DEPRECIATION EXP -WATER SYSTEM	.00	.00	200,814.00	200,814.00	.00
CAPITAL OUTLAY	.00	.00	200,814.00	200,814.00	.00
610-61500-900-408 PAYMENT IN LIEU OF TAXES	.00	.00	59,500.00	59,500.00	.00
COST REALLOCATION	.00	.00	59,500.00	59,500.00	.00
TOTAL DEPARTMENT 500	18,756.33	18,756.33	685,171.00	666,414.67	2.74
DEPARTMENT 000					
610-64000-111-000 WAGES - LGSD WATER	.00	.00	7,782.00	7,782.00	.00
610-64000-112-000 OVERTIME - LGSD WATER	.00	.00	628.00	628.00	.00
PERSONNEL	.00	.00	8,410.00	8,410.00	.00
610-64000-200-930 LGUD OTHER REIMB	383.46	383.46	750.00	366.54	51.13
610-64000-201-622 LGUD ELECTRIC - REIMB.	127.98	127.98	.00	(127.98)	.00
CONTRACTUAL SERVICES	511.44	511.44	750.00	238.56	68.19
610-64000-324-921 PRINTING & COPYING LGUD	9.23	9.23	125.00	115.77	7.38
SUPPLIES AND EXPENSE	9.23	9.23	125.00	115.77	7.38

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	520.67	520.67	9,285.00	8,764.33	5.61
TOTAL FUND EXPENDITURES	19,277.00	19,277.00	694,456.00	675,179.00	2.78
NET REVENUES OVER EXPENDITURES	(19,217.00)	(19,217.00)	(71,923.00)	(1,297,652.00)	(26.72)

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 46</u>					
620-46411-100-000 SEWER SERVICE - VILLAGE (WW)	.00	.00	18,585.00	(18,585.00)	.00
620-46411-200-000 SEWER SERVICE - COMMERCIAL	.00	.00	287,640.00	(287,640.00)	.00
620-46411-400-000 SEWER SERVICE - RESIDENTIAL	.00	.00	623,928.00	(623,928.00)	.00
620-46411-500-000 SEWER SERVICE - MULTI FAMILY	.00	.00	85,530.00	(85,530.00)	.00
620-46415-100-000 SEPTIC & HOLDING - SISTER BAY	.00	.00	9,250.00	(9,250.00)	.00
620-46415-800-000 SEPTIC & HOLDING-LIBERTY GROVE	.00	.00	190,624.00	(190,624.00)	.00
620-46416-100-000 UNMETERED WASTEWATER - VILLAGE	.00	.00	150.00	(150.00)	.00
620-46416-200-000 UNMETERED WASTEWATER - COMMERC	.00	.00	150.00	(150.00)	.00
620-46470-000-000 LATE PAYMENT FEES	.00	.00	4,775.00	(4,775.00)	.00
620-46472-000-000 RENT FROM WW DEPT PROPERTY	.00	.00	1,420.00	(1,420.00)	.00
TOTAL SOURCE 46	.00	.00	1,222,052.00	(1,222,052.00)	.00
<u>SOURCE 47</u>					
620-47341-810-000 ADMIN CHARGES - LGUD (WW)	.00	.00	9,000.00	(9,000.00)	.00
620-47341-820-000 FIXED SEWER METER CHARGES-LGUD	.00	.00	114,429.00	(114,429.00)	.00
620-47341-840-000 MEASURED SEWER SERVICE - LGUD	.00	.00	21,577.00	(21,577.00)	.00
620-47341-850-000 UNMETERED WASTEWATER - LGUD	.00	.00	150.00	(150.00)	.00
TOTAL SOURCE 47	.00	.00	145,156.00	(145,156.00)	.00
<u>SOURCE 48</u>					
620-48110-000-000 INTEREST/DIVIDENDS - WW	.00	.00	45,532.00	(45,532.00)	.00
620-48495-000-000 MISC OTHER REVENUE	.00	.00	200.00	(200.00)	.00
TOTAL SOURCE 48	.00	.00	45,732.00	(45,732.00)	.00
TOTAL WASTEWATER REVENUE	.00	.00	1,412,940.00	(1,412,940.00)	.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

TREATMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
620-62500-111-060	WAGES - MAIN LIFT STATION	35.07	35.07	.00 (35.07)	.00
620-62500-111-062	WAGES - JOINT WWTP	3,813.14	3,813.14	199,894.00	196,080.86 1.91
620-62500-111-626	WAGES - WWTP GROUNDS MAINT	.00	.00	253.00	253.00 .00
620-62500-112-062	OVERTIME - JOINT WWTP	213.39	213.39	8,031.00	7,817.61 2.66
620-62500-114-000	PAID LEAVE - JOINT WWTP	781.24	781.24	.00 (781.24)	.00
620-62500-121-902	WAGES, CLERK - WW	1,653.38	1,653.38	.00 (1,653.38)	.00
620-62500-121-920	WAGES, ADMIN - WW	4,049.81	4,049.81	24,491.00	20,441.19 16.54
620-62500-131-000	RETIREMENT	734.70	734.70	16,261.00	15,526.30 4.52
620-62500-132-000	SOCIAL SECURITY	736.52	736.52	17,906.00	17,169.48 4.11
620-62500-133-000	INSURANCE, MEDICAL	4,032.30	4,032.30	60,950.00	56,917.70 6.62
620-62500-134-000	INSURANCE, DENTAL	260.03	260.03	3,907.00	3,646.97 6.66
620-62500-135-000	INSURANCE, GROUP LIFE	15.96	15.96	228.00	212.04 7.00
620-62500-136-000	INSURANCE, DISABILITY	55.13	55.13	856.00	800.87 6.44
620-62500-137-000	HSA BENEFITS	.00	.00	14,514.00	14,514.00 .00
620-62500-138-000	EAP BENEFITS	41.35	41.35	500.00	458.65 8.27
620-62500-140-000	VISION BENEFITS	37.97	37.97	571.00	533.03 6.65
620-62500-141-000	UNIFORMS & CLOTHING	(85.52)	(85.52)	1,950.00	2,035.52 (4.39)
620-62500-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	.00	1,000.00	1,000.00 .00
620-62500-143-000	RECOGNITION	.00	.00	2,200.00	2,200.00 .00
620-62500-144-000	MILEAGE	.00	.00	1,000.00	1,000.00 .00
620-62500-145-000	EXPENSE ALLOWANCE/MEALS	.00	.00	375.00	375.00 .00
	PERSONNEL	16,374.47	16,374.47	354,887.00	338,512.53 4.61
620-62500-200-000	TESTING	.00	.00	2,940.00	2,940.00 .00
620-62500-201-000	ELECTRIC/GAS	.00	.00	70,025.00	70,025.00 .00
620-62500-202-000	FUEL/WATER/SEWER	.00	.00	14,000.00	14,000.00 .00
620-62500-203-000	TELEPHONES	263.40	263.40	2,750.00	2,486.60 9.58
620-62500-204-000	CELLPHONES	224.11	224.11	3,500.00	3,275.89 6.40
620-62500-205-000	INTERNET	.00	.00	1,500.00	1,500.00 .00
620-62500-208-000	RUBBISH DISPOSAL	.00	.00	7,000.00	7,000.00 .00
620-62500-209-000	LEGAL SERVICES	.00	.00	2,500.00	2,500.00 .00
620-62500-210-000	AUDIT & CONSULTING	3,757.96	3,757.96	7,850.00	4,092.04 47.87
620-62500-212-000	ENGINEERING	.00	.00	30,000.00	30,000.00 .00
620-62500-213-000	LAUNDRY SERVICE	93.82	93.82	1,250.00	1,156.18 7.51
620-62500-214-000	SLUDGE HAULING & PROCESSING	.00	.00	180,000.00	180,000.00 .00
	CONTRACTUAL SERVICES	4,339.29	4,339.29	323,315.00	318,975.71 1.34

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

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TREATMENT

		PERIOD		BUDGET	% OF	
		ACTUAL	YTD ACTUAL	AMOUNT	BUDGET	
620-62500-301-000	VEHICLE GAS/OIL/FLUIDS	.00	.00	5,500.00	5,500.00	.00
620-62500-310-000	COMPUTER HARDWARE/SOFTWARE	7,089.17	7,089.17	8,750.00	1,660.83	81.02
620-62500-312-000	INFORMATION TECHNOLOGY	.00	.00	2,000.00	2,000.00	.00
620-62500-321-000	OFFICE SUPPLIES & EXP.	69.88	69.88	1,500.00	1,430.12	4.66
620-62500-322-000	POSTAGE & SHIPPING	70.80	70.80	2,100.00	2,029.20	3.37
620-62500-324-000	PRINTING & COPYING	191.59	191.59	2,500.00	2,308.41	7.66
620-62500-325-000	LEGAL NOTICES & ADS	.00	.00	150.00	150.00	.00
620-62500-326-000	OFFICE EQUIPMENT	.00	.00	150.00	150.00	.00
620-62500-331-000	DUES & PUBLICATIONS	38.35	38.35	1,800.00	1,761.65	2.13
620-62500-332-000	TRAINING - WASTEWATER	50.00	50.00	3,000.00	2,950.00	1.67
620-62500-351-000	MEDICAL/SAFETY SUPPLIES	.00	.00	1,500.00	1,500.00	.00
620-62500-352-000	TOOLS/MINOR EQUIPMENT	37.61	37.61	5,000.00	4,962.39	.75
620-62500-353-000	MISC. OTHER SUPPLIES	.00	.00	500.00	500.00	.00
620-62500-358-000	MISC. PLANT OPERATING SUPPLIES	.00	.00	1,000.00	1,000.00	.00
620-62500-362-000	WWTP GROUNDS MAINTENANCE	.00	.00	500.00	500.00	.00
620-62500-363-000	VEHICLE MAINTENANCE	123.61	123.61	1,500.00	1,376.39	8.24
620-62500-365-000	WWTP- LAB EQUIPMENT MAINT.	2,405.00	2,405.00	2,000.00	(405.00)	120.25
620-62500-366-000	WWTP- BLDG & STRUCTURES MAINT.	.00	.00	2,000.00	2,000.00	.00
620-62500-367-000	MAIN LIFT STATION/FORCE MAIN	.00	.00	10,000.00	10,000.00	.00
620-62500-368-000	WWTP- FIXED EQUIPMENT MAINT.	.00	.00	35,000.00	35,000.00	.00
620-62500-369-000	EQUIPMENT MAINTENANCE	.00	.00	1,500.00	1,500.00	.00
	SUPPLIES AND EXPENSE	10,076.01	10,076.01	87,950.00	77,873.99	11.46
620-62500-401-000	CUSTODIAL SUPPLIES	.00	.00	500.00	500.00	.00
620-62500-402-000	CHEMICALS	.00	.00	50,000.00	50,000.00	.00
620-62500-403-000	LAB SUPPLIES - WWTP	.00	.00	17,000.00	17,000.00	.00
620-62500-408-000	MAIN LIFT DEGREASER	.00	.00	3,500.00	3,500.00	.00
	BUILDING MATERIALS	.00	.00	71,000.00	71,000.00	.00
620-62500-510-000	PROPERTY/LIABILITY INS.	14,150.52	14,150.52	18,900.00	4,749.48	74.87
620-62500-511-000	VEHICLE & EQUIPMENT INSURANCE	685.00	685.00	2,808.00	2,123.00	24.39
620-62500-512-000	INSURANCE, WORK COMP	1,196.84	1,196.84	7,458.00	6,261.16	16.05
620-62500-550-000	BANK FEES & FINANCE CHARGES	.00	.00	3,700.00	3,700.00	.00
	FIXED CHARGES	16,032.36	16,032.36	32,866.00	16,833.64	48.78
620-62500-602-000	INTEREST ON LONG-TERM DEBT-WW	.00	.00	55,731.00	55,731.00	.00
	DEBT SERVICE	.00	.00	55,731.00	55,731.00	.00
620-62500-899-000	DEPRECIATION EXP - WWTP	.00	.00	516,484.00	516,484.00	.00
	CAPITAL OUTLAY	.00	.00	516,484.00	516,484.00	.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

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TREATMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
620-62500-900-000	OTHER NON-OPERATING EXP - WW	.00	.00	30,000.00	30,000.00	.00
	COST REALLOCATION	.00	.00	30,000.00	30,000.00	.00
	TOTAL DEPARTMENT 500	46,822.13	46,822.13	1,472,233.00	1,425,410.87	3.18
	<u>DEPARTMENT 000</u>					
620-64000-200-000	LGUD OTHER SERVICES REIMB	.00	.00	500.00	500.00	.00
	CONTRACTUAL SERVICES	.00	.00	500.00	500.00	.00
620-64000-324-000	PRINTING & COPYING LGUD	9.23	9.23	150.00	140.77	6.15
	SUPPLIES AND EXPENSE	9.23	9.23	150.00	140.77	6.15
		9.23	9.23	650.00	640.77	1.42
	TOTAL FUND EXPENDITURES	46,831.36	46,831.36	1,472,883.00	1,426,051.64	3.18
	NET REVENUES OVER EXPENDITURES	(46,831.36)	(46,831.36)	(59,943.00)	(2,838,991.64)	(78.13)

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

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COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>SOURCE 46</u>					
630-46110-000-000	ASSESSMENT LETTER FEES	30.00	30.00	2,800.00	(2,770.00)	1.07
630-46411-100-000	SEWER SERVICE - VILLAGE (C)	.00	.00	4,000.00	(4,000.00)	.00
630-46411-200-000	SEWER SERVICE - COMMERCIAL	.00	.00	67,500.00	(67,500.00)	.00
630-46411-400-000	SEWER SERVICE - RESIDENTIAL	.00	.00	135,800.00	(135,800.00)	.00
630-46411-500-000	SEWER SERVICE - MULTI FAMILY	.00	.00	17,000.00	(17,000.00)	.00
630-46411-900-000	SERVICE: OTHER COLLECT SYSTEMS	.00	.00	250.00	(250.00)	.00
630-46414-000-000	LATERAL INSPECTION - SEWER	.00	.00	2,500.00	(2,500.00)	.00
630-46470-000-000	LATE PAYMENT FEES	.00	.00	500.00	(500.00)	.00
	TOTAL SOURCE 46	30.00	30.00	230,350.00	(230,320.00)	.01
	<u>SOURCE 47</u>					
630-47341-000-000	COLLECTION SYSTEM MAINT - LGUD	.00	.00	30,000.00	(30,000.00)	.00
	TOTAL SOURCE 47	.00	.00	30,000.00	(30,000.00)	.00
	<u>SOURCE 48</u>					
630-48110-000-000	INTEREST/DIVIDENDS-COLLECTION	.00	.00	16,528.00	(16,528.00)	.00
630-48420-710-000	IMPACT FEE-DOWNTOWN SEWER MAIN	.00	.00	18,000.00	(18,000.00)	.00
630-48420-740-000	SEWER CONNECTION FEES/REU	.00	.00	4,850.00	(4,850.00)	.00
630-48425-000-000	SURCHARGE: COLL SYSTEM SERVICE	.00	.00	500.00	(500.00)	.00
	TOTAL SOURCE 48	.00	.00	39,878.00	(39,878.00)	.00
	TOTAL COLLECTION REVENUE	30.00	30.00	300,228.00	(300,198.00)	.01

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

19

COLLECTION

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
630-63500-111-000	WAGES - SB COLLECTION	160.55	160.55	29,926.00	29,765.45	.54
630-63500-111-626	WAGES - COLLECTION GROUNDS	.00	.00	500.00	500.00	.00
630-63500-112-000	OVERTIME - SB COLLECTION	48.24	48.24	.00	(48.24)	.00
630-63500-114-000	PAID LEAVE - COLLECTION	102.37	102.37	.00	(102.37)	.00
630-63500-121-000	WAGES, CLERK - COLLECTION	.00	.00	143.00	143.00	.00
630-63500-121-902	WAGES, CLERK - COLLECTION	243.29	243.29	.00	(243.29)	.00
630-63500-121-920	WAGES, ADMIN - COLLECTION	646.61	646.61	17,334.00	16,687.39	3.73
630-63500-131-000	RETIREMENT	85.96	85.96	3,440.00	3,354.04	2.50
630-63500-132-000	SOCIAL SECURITY	85.73	85.73	3,790.00	3,704.27	2.26
630-63500-133-000	INSURANCE, MEDICAL	453.75	453.75	11,131.00	10,677.25	4.08
630-63500-134-000	INSURANCE, DENTAL	28.69	28.69	704.00	675.31	4.08
630-63500-135-000	INSURANCE, GROUP LIFE	1.84	1.84	73.00	71.16	2.52
630-63500-136-000	INSURANCE, DISABILITY	6.26	6.26	200.00	193.74	3.13
630-63500-137-000	HSA BENEFITS	.00	.00	2,839.00	2,839.00	.00
630-63500-138-000	EAP BENEFITS	6.89	6.89	72.00	65.11	9.57
630-63500-140-000	VISION BENEFITS	4.04	4.04	101.00	96.96	4.00
630-63500-141-000	UNIFORMS & CLOTHING	(13.05)	(13.05)	250.00	263.05	(5.22)
630-63500-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	.00	250.00	250.00	.00
630-63500-143-000	RECOGNITION	.00	.00	300.00	300.00	.00
630-63500-144-000	MILEAGE	.00	.00	50.00	50.00	.00
630-63500-145-000	EXPENSE ALLOWANCE/MEALS	.00	.00	75.00	75.00	.00
	PERSONNEL	1,861.17	1,861.17	71,178.00	69,316.83	2.61
630-63500-200-000	MISC. OTHER SERVICES	.00	.00	690.00	690.00	.00
630-63500-201-000	ELECTRIC POWER	.00	.00	7,250.00	7,250.00	.00
630-63500-202-000	FUEL/WATER/SEWER	.00	.00	1,500.00	1,500.00	.00
630-63500-204-000	CELLPHONES	34.18	34.18	500.00	465.82	6.84
630-63500-205-000	INTERNET	.00	.00	250.00	250.00	.00
630-63500-209-000	LEGAL SERVICES	.00	.00	250.00	250.00	.00
630-63500-210-000	AUDIT & CONSULTING	1,127.39	1,127.39	1,400.00	272.61	80.53
630-63500-212-000	ENGINEERING	.00	.00	750.00	750.00	.00
630-63500-213-000	LAUNDRY	2.14	2.14	25.00	22.86	8.56
	CONTRACTUAL SERVICES	1,163.71	1,163.71	12,615.00	11,451.29	9.22

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

20

COLLECTION

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
630-63500-301-000	VEHICLE GAS/OIL/FLUIDS	.00	.00	750.00	750.00	.00
630-63500-310-000	COMPUTER HARDWARE/SOFTWARE	513.10	513.10	7,275.00	6,761.90	7.05
630-63500-312-000	INFORMATION TECHNOLOGY	.00	.00	3,000.00	3,000.00	.00
630-63500-321-000	OFFICE SUPPLIES & EXP.	11.66	11.66	500.00	488.34	2.33
630-63500-322-000	POSTAGE & SHIPPING	10.80	10.80	400.00	389.20	2.70
630-63500-324-000	PRINTING & COPYING	29.22	29.22	400.00	370.78	7.31
630-63500-325-000	LEGAL NOTICES & ADS	.00	.00	50.00	50.00	.00
630-63500-326-000	OFFICE EQUIPMENT	.00	.00	25.00	25.00	.00
630-63500-331-000	MEMBERSHIP DUES	5.85	5.85	25.00	19.15	23.40
630-63500-332-000	TRAINING	.00	.00	250.00	250.00	.00
630-63500-351-000	MEDICAL/SAFETY SUPPLIES	.00	.00	500.00	500.00	.00
630-63500-352-000	TOOLS/MINOR EQUIPMENT	.00	.00	1,000.00	1,000.00	.00
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	18.85	18.85	375.00	356.15	5.03
630-63500-367-000	LIFT STATION/FORCE MAIN MAINT.	.00	.00	43,000.00	43,000.00	.00
630-63500-368-000	SEWER SYSTEM MAINTENANCE	.00	.00	310,000.00	310,000.00	.00
630-63500-369-000	EQUIPMENT MAINTENANCE	.00	.00	500.00	500.00	.00
	SUPPLIES AND EXPENSE	589.48	589.48	374,000.00	373,410.52	.16
630-63500-401-000	CUSTODIAL SUPPLIES	.00	.00	50.00	50.00	.00
	BUILDING MATERIALS	.00	.00	50.00	50.00	.00
630-63500-510-000	PROPERTY/LIABILITY INS.	1,779.91	1,779.91	2,700.00	920.09	65.92
630-63500-511-000	VEHICLE & EQUIPMENT INSURANCE	107.00	107.00	338.00	231.00	31.66
630-63500-512-000	INSURANCE, WORK COMP	179.49	179.49	1,222.00	1,042.51	14.69
630-63500-550-000	BANK FEES & FINANCE CHARGES	.00	.00	850.00	850.00	.00
	FIXED CHARGES	2,066.40	2,066.40	5,110.00	3,043.60	40.44
630-63500-899-000	DEPRECIATION EXP - COLLECTION	.00	.00	141,772.00	141,772.00	.00
	CAPITAL OUTLAY	.00	.00	141,772.00	141,772.00	.00
630-63500-900-000	TAXES - SEWER	.00	.00	26,410.00	26,410.00	.00
	COST REALLOCATION	.00	.00	26,410.00	26,410.00	.00
	TOTAL DEPARTMENT 500	5,680.76	5,680.76	631,135.00	625,454.24	.90
	DEPARTMENT 000					

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
630-64000-111-000	WAGES - LGSD COLLECTION	33.13	33.13	2,442.00	2,408.87	1.36
630-64000-112-000	OVERTIME - LGSD COLLECTION	.00	.00	119.00	119.00	.00
	PERSONNEL	33.13	33.13	2,561.00	2,527.87	1.29
		33.13	33.13	2,561.00	2,527.87	1.29
	TOTAL FUND EXPENDITURES	5,713.89	5,713.89	633,696.00	627,982.11	.90
	NET REVENUES OVER EXPENDITURES	(5,683.89)	(5,683.89)	(333,468.00)	(928,180.11)	(1.70)

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:	December-2024					
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	3.738	0.021	3.014	3.035	0.349	0.354
Water Sales Ratios			0.8961		0.1039	
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	8722		7815		906	
HAULED BOD lbs/day	1121	62				1060
Total BOD lbs	9843			7877	906	1060
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	9990		8952		1038	
HAULED TSS lbs/day	802	46				756
Total TSS lbs	10792			8998	1038	756
	Sister Bay		LGSD #1		Liberty Grove	
Purchased Flow Capacity in mgd	0.62		0.059		0.266	
Monthly Daily Average	0.098		0.011		0.011	
Percent of used Capacity	15.79%		19.10%		4.29%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased BOD Capacity in lbs/day	905		105		1359	
Monthly Daily Average	254		29		34	
Percent of used Capacity	28%		27.84%		2.51%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased TSS Capacity in lbs/day	1076		101		999	
Monthly Daily Average	290		33		24	
Percent of used Capacity	26.97%		33.15%		2.44%	



Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

Since 1976

January 20, 2025

Randall J. Nesbitt
 RJN@lcojlaw.com

Julie Schmelzer
 Village of Sister Bay
 P.O. Box 769
 Sister Bay, WI 54234

Re: Municipal Utility Charges for Municipal Connections

Dear Julie:

I have read through the Wisconsin Statutes, Public Service Commission (PSC) rate materials, and Wisconsin Administrative Codes applicable to fees charged to a municipality for use of water services. In doing so, I found that the State Statutes are fairly generic in their language which indicates that municipal utility charges are to be non-discriminatory. The PSC Administrative Code provisions, however, are much more clear in their language:

PSC 185.15 Free or discriminatory service prohibited. No utility shall provide water service free or at a rate different than provided for in its rates. (See ss. [196.22](#) and [196.60](#), Stats.) This section applies to, but is not limited to, water service for all nonutility municipal purposes such as street and sewer flushing, and service to nonutility public buildings.

PSC 185.31 Metered service.

- (1) Except where otherwise authorized by the commission, all water sold by a utility shall be on the basis of meter measurement except that the volume of water used for fire protection, street or sewer flushing, construction, or similar purposes where metering is not practicable may be estimated. (See s. [PSC 185.15](#).)
- (2) Wherever practicable, consumption of water within the utility itself, or by administrative units associated with it or with the municipality shall be metered.

These PSC Administrative Code sections, together with language from some other PSC Administrative Codes, make it clear that the Village of Sister Bay Utilities has a legal obligation to bill the Village of Sister Bay for all non-utility use of water service. As a result it is incumbent on the Village to assure that all non-utility municipal buildings contain a water meter, and that the metered use of all Village buildings be billed to the Village at rates consistent with

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

January 20, 2025

Page 2

public rates. I note that there is an exception, however, as to Fire Protection Rates, as there is a set specific rate to be charged per a PSC determination.

I note that there is no similar requirement for municipal sewerage charges. However, a practice of not charging sewerage use charges for municipal facilities consistent with water usage may lead to a general claim of discriminatory practices by a ratepayer.

I am unclear as to what practice is in effect by the Village of Sister Bay as to water usage charges for municipal buildings. It is clear to me, upon review of this subject, that the Village needs to review its municipal water usage practices and have the utilities submit invoices to the Village for water used in all municipal facilities, including the Marina.

Please feel free to contact me with any questions.

Very truly yours,

LAW FIRM OF CONWAY, OLEJNICZAK & JERRY, S.C.

By: 

Randall J. Nesbitt

5298511

cc: Heidi Teich, Village of Sister Bay



Date: February 11, 2025

Board/Committee: Utilities Committee

Re: Marina Billing Discussion Relevant Wisconsin State Statutes

Author: Megan Barnes, Utilities Director

Listed below are relevant Wisconsin State Statutes for the Marina billing discussion that were requested at the January 14, 2025 Utilities Committee meeting. They are broken down by Chapter below, including: Wis. Stats., Ch. PSC 185, Wis. Stats., Ch. 66, and Wis. Stats., Ch. 196.

Chapter PSC 185 Standards for Water Public Utility Service

PSC 185.15 Free or discriminatory service prohibited.

No utility shall provide water service free or at a rate different than provided for in its rates. (See ss. [196.22](#) and [196.60](#), Stats.) This section applies to, but is not limited to, water service for all nonutility municipal purposes such as street and sewer flushing, and service to nonutility public buildings.

PSC 185.31 Metered service.

- (1) Except where otherwise authorized by the commission, all water sold by a utility shall be on the basis of meter measurement except that the volume of water used for fire protection, street or sewer flushing, construction, or similar purposes where metering is not practicable may be estimated. (See s. [PSC 185.15](#).)
- (2) Wherever practicable, consumption of water within the utility itself, or by administrative units associated with it or with the municipality shall be metered.

PSC 185.32 Meter readings and billing periods. Readings of all meters used for determining charges to customers shall be taken by the utility monthly, bimonthly, quarterly, or for such other period or in such other manner as may be authorized by law. An effort shall be made to read meters on corresponding days of each meter-reading period. The meter-reading date may be advanced or postponed not more than 10 days without adjustment of the billing period. Bills for service shall be rendered within 50 days from the reading of the meter except as may be otherwise specifically authorized by the commission. The utility may permit the customer to supply the meter readings. Meter readings supplied by the customer or third party, acceptable to the utility, shall be considered the actual reading. The utility is obligated, upon request, to obtain a final read from both the base and ROM meters when there is a change of customers. The utility shall make reasonable efforts to read the meters of customers who cannot be available during normal business hours and when there is a change of customer. The utility may make a final read through AMR technology if available.

PSC 185.33 Billing.

- (5) Where the billings also include charges for other utility services, including sewer service billed on a volumetric basis, payment for current service and arrears should be made on a prorata basis.

PSC 185.33(14) Billing.

- (b) Adjustments to past bills rendered because of meter inaccuracies, errors in billing, or misapplication of rates shall be separated from the current regular billing and the charges explained in detail.

PSC 185.33

- (17) An occupant, or other responsible party who uses utility service but does not apply for it, may be billed an estimated or actual amount at a later date for service used prior to the time of application. The utility shall have reasonable grounds to establish responsibility for the backbilling. Failure to pay charges resulting from this backbilling may result in a disconnection of service. The utility shall inform the occupant of the right to dispute the billing through the dispute procedures set forth in s. PSC 185.39.

PSC 185.35

- (6) Subject to the utility's written rules setting forth the method of determining a reduced rate, if a leak unknown to the customer is found in an appliance or the plumbing, the utility is encouraged to estimate the water wasted and bill for it at a reduced rate not less than the utility's cost. No such adjustment shall be made for water supplied after the customer has been notified and has had an opportunity to correct the condition.

Chapter 66 General Municipality Law Subchapter VIII Public Utilities**Wis. Stats., 66.0809 Municipal public utility charges.**

- (1) Except as provided in sub. (2), the governing body of a town, village or city operating a public utility may, by ordinance, fix the initial rates and shall provide for this collection monthly, bimonthly or quarterly in advance or otherwise. The rates shall be uniform for like service in all parts of the municipality and shall include the cost of fluorinating the water. The rates may include standby charges to property not connected but for which public utility facilities have been made available. The charges shall be collected by the treasurer or other officer or employee designated by the city, village or town.

Wis Stats., 66.0821 Sewerage and storm water systems.**(2) General authority.**

- (b) The governing body of a municipality, and the officials in charge of the management of the sewerage system as well as other officers of the municipality, are governed in the discharge of their powers and duties under this section by ss. [66.0809](#) to [66.0813](#) or [62.69 \(2\) \(f\)](#), to the extent consistent with this section, or, in the case of a metropolitan sewerage district created under ss. [200.21](#) to [200.65](#), by ss. [200.55](#) and [200.59](#).

Wis. Stats., 66.0821(4) Service charges.

- (a) The governing body of the municipality may establish sewerage service charges in an amount to meet all or part of the requirements for the construction, reconstruction, improvement, extension, operation, maintenance, repair, and depreciation of the sewerage system, and for the payment of all or part of the principal and interest of any indebtedness incurred for those purposes, including the replacement of funds advanced by or paid from the general fund of the municipality. Service charges made by a metropolitan sewerage district to any town, village, or city shall be levied by the town, village, or city against the individual sewer system users within the corporate limits of the municipality, and the municipality shall collect the charges and promptly remit them to the metropolitan sewerage district. Delinquent charges shall be collected in accordance with sub. (4) (d). The governing body of a municipality may

not establish any charge under this paragraph that is not related to providing sewerage service.

- (b) For the purpose of making equitable charges for all services rendered by the sanitary sewerage system to the municipality or to citizens, corporations and other users, the property benefited by the system may be classified, taking into consideration the volume of water, including surface or drain waters, the character of the sewage or waste and the nature of the use made of the sewerage system, including the sewage disposal plant. The charges may include standby charges to property not connected but for which sewerage system facilities have been made available.
- (d) Sewerage service charges shall be collected and charged and shall be a lien upon the property served in the same manner as water rates are charged and collected under s. [62.69 \(2\)](#) (f) or [66.0809](#) to the extent applicable, except that charges of a metropolitan sewerage district created under ss. [200.21](#) to [200.65](#) shall be assessed and collected as provided in s. [200.55 \(5\)](#).

Chapter 196 Regulation of Public Utilities

Wis. Stats., 196.19 Publish schedules; regulations; files; joint rates.

- (1) Each public utility shall file with the commission schedules showing all rates, tolls and charges which it has established, and which are in force at the time for any service performed by it within the state, or for any service in connection therewith or performed by any public utility controlled or operated by it. The rates, tolls and charges shown on such schedules may not be changed except as provided under this chapter.

Wis. Stats., 196.20 Rules of service; changes in rates.

- (1) The rate schedules of any public utility shall include all rules applicable to the rendition or discontinuance of the service to which the rates specified in the schedules are applicable. No change may be made by any public utility in its schedules except by filing the change as proposed with the commission. No change in any public utility rule which purports to curtail the obligation or undertaking of service of the public utility shall be effective without the written approval of the commission after hearing, except that the commission, by emergency order, may make the rule, as filed, effective from the date of the order, pending final approval of the rule after hearing.

Wis. Stats., 196.22 Discrimination forbidden.

No public utility may charge, demand, collect or receive more or less compensation for any service performed by it within the state, or for any service in connection therewith, than is specified in the schedules for the service filed under s. [196.19](#), including schedules of joint rates, as may at the time be in force, or demand, collect or receive any rate, toll or charge not specified in the schedule.

Wis. Stats., 196.635 Unbilled utility service.

All service supplied by a public utility must be billed within 2 years of such service. No customer shall be liable for unbilled service 2 years after the date of the service unless:

- (1) The utility made a reasonable effort to measure the service, but the customer did not allow the utility access to any device, including but not limited to a meter, necessary to measure service.
- (2) The customer obtained the service by fraud or deception, including but not limited to theft or tampering with any device, including but not limited to a meter, necessary to measure service.

- (3) The customer obtained the service by negligent interference by the customer or the customer's agent with equipment necessary to measure service and the interference causes service to go unmeasured.

Wis. Stats., 196.68 Municipal officers, malfeasance.

If any officer of a municipality which owns or operates a public utility does, causes or permits to be done any matter, act or thing prohibited or declared to be unlawful under this chapter or ch. [197](#) or omits, fails, neglects or refuses to perform any duty which is enjoined upon him or her and which relates directly or indirectly to the enforcement of this chapter and ch. [197](#), or if the officer omits, fails, neglects or refuses to obey any lawful requirement or order of the commission or any judgment or decree of a court upon its application, for every such violation, failure or refusal the officer shall forfeit not less than \$50 nor more than \$2,500.

RATE FILE

Sheet No. 1 of 1

Schedule No. F-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Public Fire Protection Service**

Public fire protection service includes the use of hydrants for fire protection service only and such quantities of water as may be demanded for the purpose of extinguishing fires within the service area. This service shall also include water used for testing equipment and training personnel. For all other purposes, the metered or other rates set forth, or as may be filed with the Public Service Commission, shall apply.

Municipal Charge:

The annual charge for public fire protection service to the Village of Sister Bay shall be \$52,375. The utility may bill for this amount in equal quarterly installments.

Direct Charge:

Under the Wis. Stat. 196.03(3)(b), the municipality has chosen to have the utility bill the retail general service customers for public fire protection service.

Quarterly Public Fire Protection Service Charges:

$\frac{5}{8}$ - inch meter:	\$ 7.85	3 - inch meter:	\$ 117.00
$\frac{3}{4}$ - inch meter:	\$ 7.85	4 - inch meter:	\$ 195.00
1 - inch meter:	\$ 19.50	6 - inch meter:	\$ 391.00
1 $\frac{1}{4}$ - inch meter:	\$ 29.00	8 - inch meter:	\$ 625.00
1 $\frac{1}{2}$ - inch meter:	\$ 39.00	10 - inch meter:	\$ 964.00
2 - inch meter:	\$ 63.00	12 - inch meter:	\$ 1,249.00

Customers who are provided service under Schedules Mg-1, Ug-1 or Sg-1 shall also be subject to the charges in this schedule according to the size of their primary meter.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. Upf-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Private Fire Protection Service - Unmetered**

This service shall consist of permanent or continuous unmetered connections to the main for the purpose of supplying water to private fire protection systems such as automatic sprinkler systems, standpipes, and private hydrants. This service shall also include reasonable quantities of water used for testing check valves and other backflow prevention devices.

Quarterly Private Fire Protection Service Demand Charges:

2 - inch or smaller connection:	\$	17.40
3 - inch connection:	\$	33.00
4 - inch connection:	\$	54.75
6 - inch connection:	\$	110.25
8 - inch connection:	\$	175.50
10 - inch connection:	\$	262.50
12 - inch connection:	\$	349.50
14 - inch connection:	\$	447.00
16 - inch connection:	\$	537.00

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. Mg-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****General Service - Metered**

Quarterly Service Charges:

5/8 - inch meter:	\$	31.50	3 - inch meter:	\$	330.00
3/4 - inch meter:	\$	31.50	4 - inch meter:	\$	390.00
1 - inch meter:	\$	60.00	6 - inch meter:	\$	450.00
1 1/4 - inch meter:	\$	90.00	8 - inch meter:	\$	570.00
1 1/2 - inch meter:	\$	120.00	10 - inch meter:	\$	810.00
2 - inch meter:	\$	180.00	12 - inch meter:	\$	1,050.00

Plus Volume Charges:

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

Billing: 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 percent but not less than 50 cents will be added to bills not paid within 20 days of issuance. This ONE-TIME 3 percent 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 a written notice that the bill is overdue no sooner than 20 days after the bill is issued and unless payment or satisfactory arrangement for payment is made within the next 10 days, service may be disconnected pursuant to Wis. Admin. Code ch. PSC 185.

Combined Metering: Volumetric meter readings will be combined for billing if the utility for its own convenience places more than one meter on a single water service lateral. Multiple meters placed for the purpose of identifying water not discharged into the sanitary sewer are not considered for utility convenience and shall not be combined for billing. This requirement does not preclude the utility from combining readings when metering configurations support such an approach. Meter readings from individually metered separate service laterals shall not be combined for billing purposes.

RATE FILE

Sheet No. 1 of 1

Schedule No. W-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Wholesale Water Service**

Wholesale water service to the Liberty Grove Sanitary District No. 1 shall be provided at the following rate:

Public Fire Protection Service

Service Charge: \$ 1,391.00 per quarter

General Service

Service Charge: \$ 405.00 per quarter

Volume Charge: \$ 2.96 per 1,000 gallons

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. OC-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Other Charges**

Payment Not Honored by Financial Institution Charge: The utility shall assess a \$25.00 charge when a payment rendered for utility service is not honored by the customer's financial institution. This charge may not be in addition to, but may be inclusive of, other such charges when the payment was for multiple services.

Real Estate Closing Account Charge: The utility shall assess a \$30.00 charge whenever a customer or the customer's agent requests written documentation from the utility of the customer's account status in connection with a real estate closing.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. Mpa-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Public Service**Metered Service

Water used by the Village of Sister Bay on an intermittent basis for flushing sewers, street washing, flooding skating rinks, drinking fountains, etc., shall be metered and billed according to the rates set forth in Schedule Mg-1.

Unmetered Service

Where it is impossible to meter the service, the utility shall estimate the volume of water used based on the pressure, size of opening, and the period of time the water is used. The estimated quantity shall be billed at the volumetric rates set forth in Schedule Mg-1, excluding any service charges.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. Ug-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****General Water Service - Unmetered**

Service may be supplied temporarily on an unmetered basis where the utility cannot immediately install a water meter, including water used for construction. Unmetered service shall be billed the amount that would be charged to a metered residential customer using 5,000 gallons of water quarterly under Schedule Mg-1, including the service charge for a $\frac{5}{8}$ -inch meter. If the utility determines that actual usage exceeds 5,000 gallons of water quarterly, an additional charge for the estimated excess usage shall be made according to the rates under Schedule Mg-1.

This schedule applies only to customers with a 1-inch or smaller service connection. For customers with a larger service connection, the utility shall install a temporary meter and charges shall be based on the rates set forth under Schedule Mg-1.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. Sg-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Seasonal Service**

Seasonal customers are general service customers who voluntarily request disconnection of water service and who resume service at the same location within 12 months of the disconnection, unless service has been provided to another customer at that location in the intervening period. The utility shall bill seasonal customers the applicable service charges under Schedule Mg-1 year-round, including the period of temporary disconnection.

Seasonal service shall include customers taking service under Schedule Mg-1, Schedule Ug-1, or Schedule Am-1.

Upon reconnection, the utility shall apply a charge under Schedule R-1 and require payment of any unpaid charges under this schedule.

Billing: Same as Schedule Mg-1, unless the utility and customer agree to an alternative payment schedule for the period of voluntary disconnection.

RATE FILE

Sheet No. 1 of 1

Schedule No. BW-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Bulk Water**

All bulk water supplied from the water system through hydrants or other connections shall be metered or estimated by the utility. Utility personnel or a party approved by the utility shall supervise the delivery of water.

Bulk water sales are:

- A. Water supplied by tank trucks or from hydrants for the purpose of extinguishing fires outside the utility's service area;
- B. Water supplied by tank trucks or from hydrants for purposes other than extinguishing fires, such as water used for irrigation or filling swimming pools; or,
- C. Water supplied from hydrants or other temporary connections for general service type applications, except that Schedule Ug-1 applies for water supplied for construction purposes.

A service charge of \$30.00 and a charge for the volume of water used shall be billed to the party using the water. The volumetric charge shall be calculated using the highest volumetric rate for residential customers under Schedule Mg-1. In addition, for meters that are assigned to bulk water customers for more than 7 days, the applicable service charge in Schedule Mg-1 will apply after the first 7 days.

The water utility may require a reasonable deposit for the temporary use of its equipment under this and other rate schedules. The deposit(s) collected shall be refunded upon return of the utility's equipment. Damaged or lost equipment shall be repaired or replaced at the customer's expense.

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. R-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Reconnection Charges**

The utility shall assess a charge to reconnect a customer, which includes reinstalling a meter and turning on the valve at the curb stop, if necessary. A utility may not assess a charge for disconnecting a customer.

During normal business hours: \$30.00

After normal business hours: \$45.00

Billing: Same as Schedule Mg-1.

RATE FILE

Sheet No. 1 of 1

Schedule No. Cz-1

Amendment No. 10

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Lateral Installation Charge
--

The utility shall charge a customer for the actual cost of installing a water service lateral from the main through curb stop and box if these costs are not contributed as part of a subdivision development or otherwise recovered under Wis. Stats. Chapter 66.

Billing: Same as Schedule Mg-1.

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Utility Operating RulesCompliance with Rules

All persons now receiving water service from this water utility, or who may request service in the future, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Establishment of Service

Application for water service may be made in writing on a form furnished by the water utility. The application will contain the legal description of the property to be served, the name of the owner, the exact use to be made of the service, and the size of the service lateral and meter desired. Note particularly any special refrigeration, fire protection, or water-consuming air-conditioning equipment.

Service will be furnished only if (1) the premises have a frontage on a properly platted street or public strip in which a cast iron or other long-life water main has been laid, or where the property owner has agreed to and complied with the provisions of the water utility's filed main extension rule, (2) the property owner has installed or agrees to install a service lateral from the curb stop to the point of use that is not less than 6 feet below the surface of an established or proposed grade and meets the water utility's specifications, and (3) the premises have adequate piping beyond the metering point.

The owner of a multi-unit dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be treated as a separate water utility account for the purpose of the filed rules and regulations.

No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land. Except for duplexes, no division of a water service lateral shall be made at the curb for separate supplies for two or more separate premises having frontage on any street or public service strip, whether owned by the same or different parties. Duplexes may be served by one lateral provided (1) individual metered service and disconnection is provided and (2) it is permitted by local ordinance.

Buildings used in the same business, located on the same parcel, and served by a single lateral may have the customer's water supply piping installed to a central point so that volume can be metered in one place.

The water utility may withhold approval of any application where full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner.

RATE FILE

Sheet No. 2 of 10

Schedule No. X-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Water Utility Operating Rules**Reconnection of Service

Where the water utility has disconnected service at the customer's request, a reconnection charge shall be made when the customer requests reconnection of service. See Schedule R-1 for the applicable rate.

A reconnection charge shall also be required from customers whose services are disconnected (shut off at curb stop box) because of nonpayment of bills when due. See Schedule R-1 for the applicable rate.

If reconnection is requested for the same location by any member of the same household, or, if a place of business, by any partner of the same business, it shall be considered as the same customer.

Temporary Metered Service, Meter, and Deposits

An applicant for temporary water service on a metered basis shall make and maintain a monetary deposit for each meter installed as security for payment for use of water and for such other charges which may arise from the use of the supply. A charge shall be made for setting the valve and furnishing and setting the meter. See Schedule BW-1 for the applicable rate.

Water for Construction

When water is requested for construction purposes or for filling tanks or other such uses, an application shall be made to the water utility, in writing, giving a statement of the amount of construction work to be done or the size of the tank to be filled, etc. Payment for the water for construction may be required in advance at the scheduled rates. The service lateral must be installed into the building before water can be used. No connection with the service lateral at the curb shall be made without special permission from the water utility. In no case will any employee of the water utility turn on water for construction work unless the contractor has obtained permission from the water utility.

Customers shall not allow contractors, masons, or other persons to take unmetered water from their premises without permission from the water utility. Any customer failing to comply with this provision may have water service discontinued and will be responsible for the cost of the estimated volume of water used.

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Utility Operating RulesUse of Hydrants

In cases where no other supply is available, permission may be granted by the water utility to use a hydrant. No hydrant shall be used until the proper meter and valve are installed. In no case shall any valve be installed or moved except by an employee of the water utility.

Before a valve is set, payment must be made for its setting and for the water to be used at the scheduled rates. Where applicable, see Schedule BW-1 for deposits and charges. Upon completing the use of the hydrant, the customer must notify the water utility to that effect.

Operation of Valves and Hydrants and Unauthorized Use of Water - Penalty

Any person who shall, without authority of the water utility, allow contractors, masons, or other unauthorized persons to take water from their premises, operate any valve connected with the street or supply mains, or open any fire hydrant connected with the distribution system, except for the purpose of extinguishing fire, or who shall wantonly damage or impair the same, shall be subject to a fine as provided by municipal ordinance. Utility permission for the use of hydrants applies only to such hydrants that are designated for the specific use.

Refunds of Monetary Deposits

All money deposited as security for payment of charges arising from the use of temporary water service on a metered basis, or for the return of a hydrant valve and fixtures if the water is used on an unmetered basis, will be refunded to the depositor on the termination of the use of water, the payment of all charges levied against the depositor, and the return of the water utility's equipment.

Service Laterals

No water service lateral shall be laid through any trench having cinders, rubbish, rock or gravel fill, or any other material which may cause injury to or disintegration of the service lateral, unless adequate means of protection are provided by sand filling or such other insulation as may be approved by the water utility. Service laterals passing through curb or retaining walls shall be adequately safeguarded by provision of a channel space or pipe casing not less than twice the diameter of the service connection. The space between the service lateral and the channel or pipe casing shall be filled and lightly caulked with an oakum, mastic cement, or other resilient material and made impervious to moisture.

In backfilling the pipe trench, the service lateral must be protected against injury by carefully hand tamping the ground filling around the pipe. There should be at least 6 inches of ground filling over the pipe, and it should be free from hard lumps, rocks, stones, or other injurious material.

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Utility Operating RulesService Laterals (continued)

All water service laterals shall be of undiminished size from the street main into the point of meter placement. Beyond the meter outlet valve, the piping shall be sized and proportioned to provide, on all floors, at all times, an equitable distribution of the water supply for the greatest probable number of fixtures or appliances operating simultaneously.

Replacement and Repair of Service Laterals

The service lateral from the main to and through the curb stop will be maintained and kept in repair and, when worn out, replaced at the expense of the water utility. The property owner shall maintain the service lateral from the curb stop to the point of use.

If an owner fails to repair a leaking or broken service lateral from the curb to the point of metering or use within such time as may appear reasonable to the water utility after notification has been served on the owner by the water utility, the water will be shut off and will not be turned on again until the repairs have been completed.

Abandonment of Service

If a property owner changes the use of a property currently receiving water service such that water service will no longer be needed in the future, the water utility may require the abandonment of the water service at the water main. In such case, the property owner may be responsible for all removal and/or repair costs, including the water main and the utility portion of the water service lateral.

Charges for Water Wasted Due to Leaks

See Wis. Admin. Code § PSC 185.35 or Schedule X-4, if applicable.

Thawing Frozen Service Laterals

See Wis. Admin. Code § PSC 185.88 or Schedule X-4, if applicable.

Curb Stop Boxes

The curb stop box is the property of the water utility. The water utility is responsible for its repair and maintenance. This includes maintaining, through adjustment, the curb stop box at an appropriate grade level where no direct action by the property owner or occupant has contributed to an elevation problem. The property owner is responsible for protecting the curb stop box from situations that could obstruct access to it or unduly expose it to harm. The water utility shall not be liable for failure to locate the curb stop box and shut off the water in case of a leak on the owner's premises.

RATE FILE

Sheet No. 5 of 10

Schedule No. X-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Water Utility Operating Rules**Installation of Meters

Meters will be owned, furnished, and installed by the water utility or a utility-approved contractor and are not to be disconnected or tampered with by the customer. All meters shall be so located that they shall be protected from obstructions and permit ready access for reading, inspection, and servicing, such location to be designated or approved by the water utility. All piping within the building must be supplied by the owner. Where additional meters are desired by the owner, the owner shall pay for all piping. Where applicable, see Schedule Am-1 for rates.

Repairs to Meters

Meters will be repaired by the water utility, and the cost of such repairs caused by ordinary wear and tear will be borne by the water utility.

Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be damaged from the presence of hot water or steam in the meter, shall be paid for by the customer or the owner of the premises.

Service Piping for Meter Settings

Where the original service piping is installed for a new metered customer, where existing service piping is changed for the customer's convenience, or where a new meter is installed for an existing unmetered customer, the owner of the premises at his/her expense shall provide a suitable location and the proper connections for the meter. The meter setting and associated plumbing shall comply with the water utility's standards. The water utility should be consulted as to the type and size of the meter setting.

Turning on Water

The water may only be turned on for a customer by an authorized employee of the water utility. Plumbers may turn the water on to test their work, but upon completion must leave the water turned off.

Sprinkling Restrictions and Emergency Water Conditions

Where the municipality has a policy regarding sprinkling restrictions and/or emergency water conditions, failure to comply with such may result in disconnection of service.

See Wis. Admin. Code § PSC 185.37.

RATE FILE

Sheet No. 6 of 10

Schedule No. X-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Water Utility Operating Rules**Failure to Read Meters

Where the water utility is unable to read a meter, the fact will be plainly indicated on the bill, and either an estimated bill will be computed or the minimum charge applied. The difference shall be adjusted when the meter is again read, that is, the bill for the succeeding billing period will be computed with the gallons or cubic feet in each block of the rate schedule doubled, and credit will be given on that bill for the amount of the bill paid the preceding period. Only in unusual cases shall more than three consecutive estimated or minimum bills be rendered.

If the meter is damaged (see Surreptitious Use of Water) or fails to operate, the bill will be based on the average use during the past year, unless there is some reason why the use is not normal. If the average use cannot be properly determined, the bill will be estimated by some equitable method.

See Wis. Admin. Code § PSC 185.33.

Complaint Meter Tests

See Wis. Admin. Code § PSC 185.77.

Inspection of Premises

During reasonable hours, any officer or authorized employee of the water utility shall have the right of access to the premises supplied with service for the purpose of inspection or for the enforcement of the water utility's rules and regulations. Whenever appropriate, the water utility will make a systematic inspection of all unmetered water taps for the purpose of checking waste and unnecessary use of water.

See Wis. Stat. § 196.171.

Vacation of Premises

When premises are to be vacated, the water utility shall be notified, in writing, at once, so that it may remove the meter and shut off the water supply at the curb stop. The owner of the premises shall be liable for prosecution for any damage to the water utility's property. See "Abandonment of Service" in Schedule X-1 for further information.

Deposits for Residential Service

See Wis. Admin. Code § PSC 185.36.

RATE FILE

Sheet No. 7 of 10

Schedule No. X-1

Amendment No. 10

Public Service Commission of Wisconsin**Sister Bay Water and Sewer Utility****Water Utility Operating Rules**Deposits for Nonresidential Service

See Wis. Admin. Code § PSC 185.361.

Deferred Payment Agreement

See Wis. Admin. Code § PSC 185.38 or Schedule X-4, if applicable.

Dispute Procedures

See Wis. Admin. Code § PSC 185.39.

Disconnection and Refusal of Service

See Wis. Admin. Code § PSC 185.37.

The following is an example of a disconnection notice that the utility may use to provide the required notice to customers.

DISCONNECTION NOTICE

Dear Customer:

The bill enclosed with this notice includes your current charge for water utility service and your previous unpaid balance.

You have 10 days to pay the water utility service arrears or your service is subject to disconnection.

If you fail to pay the service arrears or fail to contact us within the 10 days allowed to make reasonable deferred payment arrangement or other suitable arrangement, we will proceed with disconnection action.

To avoid the inconvenience of service interruption and an additional charge of (amount) for reconnection, we urge you to pay the full arrears IMMEDIATELY AT ONE OF OUR OFFICES.

If you have entered into a Deferred Payment Agreement with us and have failed to make the deferred payments you agreed to, your service will be subject to disconnection unless you pay the entire amount due within 10 days.

If you have a reason for delaying the payment, call us and explain the situation.

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Utility Operating Rules

Disconnection and Refusal of Service (continued)DISCONNECTION NOTICE (continued)

PLEASE CALL THIS TELEPHONE NUMBER, (telephone number), IMMEDIATELY IF:

1. You dispute the notice of delinquent account.
2. You have a question about your water utility service arrears.
3. You are unable to pay the full amount of the bill and are willing to enter into a deferred payment agreement with us.
4. There are any circumstances you think should be taken into consideration before service is discontinued.
5. Any resident is seriously ill.

Illness Provision: If there is an existing medical emergency in your home and you furnish the water utility with a statement signed by either a licensed Wisconsin physician or a public health official, we will delay disconnection of service up to 21 days. The statement must identify the medical emergency and specify the period of time during which disconnection will aggravate the existing emergency.

Deferred Payment Agreements: If you are a residential customer and you are unable to pay the full amount of the water utility service arrears on your bill, you may contact the water utility to discuss arrangements to pay the arrears over an extended period of time.

This time payment agreement will require:

1. Payment of a reasonable amount at the time the agreement is made.
2. Payment of the remainder of the outstanding balance in monthly installments over a reasonable length of time.
3. Payment of all future water utility service bills in full by the due date.

In any situation where you are unable to resolve billing disputes or disputes about the grounds for proposed disconnection through contacts with our water utility, you may make an appeal to the Public Service Commission of Wisconsin by calling (800) 225-7729.

(WATER UTILITY NAME)

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Utility Operating Rules

Collection of Overdue Bills

An amount owed by the customer may be levied as a tax as provided in Wis. Stat. § 66.0809.

Surreptitious Use of Water

When the water utility has reasonable evidence that a person is obtaining water, in whole or in part, by means of devices or methods used to stop or interfere with the proper metering of the water utility service being delivered, the water utility reserves the right to estimate and present immediately a bill for unmetered service as a result of such interference, and such bill shall be payable subject to a 24-hour disconnection of service. If the water utility disconnects the service for any such reason, the water utility will reconnect the service upon the following conditions:

- A. The customer will be required to deposit with the water utility an amount sufficient to guarantee the payment of the bills for water utility service.
- B. The customer will be required to pay the water utility for any and all damages to water utility equipment resulting from such interference with the metering.
- C. The customer must further agree to comply with reasonable requirements to protect the water utility against further losses.

See Wis. Stat. §§ 98.26 and 943.20.

Repairs to Mains

The water utility reserves the right to shut off the water supply in the mains temporarily to make repairs, alterations, or additions to the plant or system. When the circumstances will permit, the water utility will give notification, by newspaper publication or otherwise, of the discontinuance of the water supply. No credit will be allowed to customers for such temporary suspension of the water supply.

See Wis. Admin. Code § PSC 185.87.

Duty of Water Utility with Respect to Safety of the Public

It shall be the duty of the water utility to see that all open ditches for water mains, hydrants, and service laterals are properly guarded to prevent accident to any person or vehicle, and at night there shall be displayed proper signal lighting to insure the safety of the public.

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Utility Operating Rules

Handling Water Mains and Service Laterals in Excavation Trenches

Contractors must call Digger's Hotline and ensure a location is done to establish the existence and location of all water mains and service laterals as provided in Wis. Stat. § 182.0175. Where water mains or service laterals have been removed, cut, or damaged during trench excavation, the contractors must, at their own expense, cause them to be replaced or repaired at once. Contractors must not shut off the water service laterals to any customer for a period exceeding 6 hours.

Protective Devices

- A. Protective Devices in General: The owner or occupant of every premise receiving water supply shall apply and maintain suitable means of protection of the premise supply and all appliances against damage arising in any manner from the use of the water supply, variation of water pressure, or any interruption of water supply. Particularly, such owner or occupant must protect water-cooled compressors for refrigeration systems by means of high and/or low pressure safety cutout devices. There shall likewise be provided means for the prevention of the transmission of water ram or noise of operation of any valve or appliance through the piping of their own or adjacent premises.
- B. Relief Valves: On all "closed systems" (i.e., systems having a check valve, pressure regulator, reducing valve, water filter, or softener), an effective pressure relief valve shall be installed at or near the top of the hot water tank or at the hot water distribution pipe connection to the tank. No stop valve shall be placed between the hot water tank and the relief valve or on the drain pipe. See applicable plumbing codes.
- C. Air Chambers: An air chamber or approved shock absorber shall be installed at the terminus of each riser, fixture branch, or hydraulic elevator main for the prevention of undue water hammer. The air chamber shall be sized in conformance with local plumbing codes. Where possible, the air chamber should be provided at its base with a valve for water drainage and replenishment of air.

Cross-Connections

Every person owning or occupying a premise receiving municipal water supply shall maintain such municipal water supply free from any connection, either of a direct or of an indirect nature, with a water supply from a foreign source or of any manner of connection with any fixture or appliance whereby water from a foreign supply or the waste from any fixture, appliance, or waste or soil pipe may flow or be siphoned or pumped into the piping of the municipal water system.

See Wis. Admin. Code § NR 811.06.

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Main Extension Rule

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Wis. Stat. § 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
 - 1. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under paragraph A.
 - 2. Part of the contribution required in paragraph B.1. will be refundable. When additional customers are connected to the extended main within 10 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under paragraph A. for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under paragraph A., nor will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under paragraph A.

RATE FILE

Sheet No. 1 of 1

Schedule No. X-3

Amendment No. 10

Public Service Commission of Wisconsin

Sister Bay Water and Sewer Utility

Water Main Installations in Platted Subdivisions

Application for installation of water mains in regularly platted real estate development subdivisions shall be filed with the utility.

If the developer, or a contractor employed by the developer, is to install the water mains (with the approval of the utility), the developer shall be responsible for the total cost of construction.

If the utility or its contractor is to install the water mains, the developer shall be required to advance to the utility, prior to the beginning of the construction, the total estimated cost of the extension. If the final costs exceed estimated costs, an additional billing will be made for the balance of the cost due. This balance is to be paid within 30 days. If final costs are less than estimated, a refund of the overpayment will be made by the water utility.



**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

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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 Utilities Department 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 or their authorized representative(s) 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.

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- (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 public 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 three-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 corporation stop 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 be used on all one-and-one half ($1\frac{1}{2}$) inch and two (2) inch water services and shall be stainless steel strap type. Insulation used for frost protection shall be expanded or extruded

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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 forty (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. 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, water service laterals shall have Class B bedding.

(c) Unless otherwise approved by the Utilities Director, 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(s), 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

(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.

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(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 Village 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 Department or their authorized representative(s).

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

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SEC. 62.0506 – SEWER & WATER USER RULES

SEC. 62.0506 – SEWER & WATER USER RULES

- 1 (a) Improperly constructed, unused or improperly abandoned private wells are a known
2 pathway for the entrance of contaminants into groundwater aquifers, which aquifers also
3 supply the municipal water system. It is further determined that cross connecting of private
4 wells and municipal water sources may lead to contamination. Contamination of the
5 ~~the~~Village's water supply would severely and adversely affect the health, safety and general
6 welfare of ~~the~~Village residents, particularly since contamination once introduced is extremely
7 difficult to correct. Therefore, it is necessary and in the public interest that all wells within
8 the corporate limits of the ~~the~~Village, whether existing or hereafter installed, shall be
9 effectively monitored and regulated in regard to their creation, operation and abandonment
10 as set forth in this chapter.
- 11 (b) The rules and regulations of the ~~the~~Village concerning **sanitary** sewer and water users in this
12 chapter shall be considered a part of the contract with every person, company or
13 corporation who is connected to or uses the ~~the~~Village **sanitary** sewer and water systems, and
14 every person, company or corporation, by connecting with the **sanitary** sewer **and water**
15 **systems** or wastewater treatment **facility**~~plant~~, shall be considered as expressing their
16 assent to be so bound. In addition, these rules and regulations shall apply to all properties,
17 persons, companies or corporations who use wells, septic systems and holding tanks in the
18 ~~the~~Village not currently receiving **sanitary sewer and water** services from the ~~the~~Village.
- 19 (c) The Village Board reserves the right to change the rules and regulations from time to time,
20 as it may deem advisable; and to make special rates and contracts in all proper cases.
21 Persons connected to the **sanitary** sewer and water systems of the ~~the~~Village are referred to
22 in this chapter as "users." This chapter ordains that the failure to connect to the **sanitary**
23 sewer and water systems is contrary to the minimum health standards of the ~~the~~Village and
24 fails to ensure preservation of public health, comfort and safety of ~~the~~Village residents.
- 25 (2) Plumbers
26 No plumber, pipe fitter or other person will be permitted to do any plumbing or pipe fitting
27 work related to the **sanitary** sewer or water systems without first receiving a license from
28 the State. All service **lateral** connections to the **sanitary** sewer main or water main shall
29 comply with the State Plumbing Code. The ~~the~~Village herein adopts by reference the State
30 Plumbing Code - ~~Chapter COMM- 82~~ **Wis. Stats., Ch. 145, and Chs. SPS 381 through 387,**
31 **Wisconsin Administrative Code and amendments thereto made a part of this article with**
32 **the same force and effect as through set out herein in full.** This section does not supersede
33 the State Plumbing Code or Chapter 14 of the ~~the~~Village's Municipal Code but is
34 supplementary to them.
- 35 (3) Mandatory hookup
36 (a) The owner of ~~each parcel adjacent~~ **all properties used for human occupancy, employment,**
37 **recreation or other purposes situated within the Village and abutting on any street, alley or**
38 **right-of-way in which there is now located or may be located in the future, to sanitary sewer**
39 **and water mains on which there exists a building that is usable for human occupation, or in**
40 **a block through which utility systems extend, shall be required to connect to the sanitary**
41 **sewer and water systems. Once the a new sanitary sewer and/or water main system is**
42 **placed in service, any affected property owners will receive a written notice that they must**
43 **connect with either or both in the manner prescribed. If any person fails to comply for more**
44 **than within 180 ten (10) days from the date of that after notice in writing . Once 180 days**
45 **have lapsed and the property has not been connected to the system, the** ~~the~~Village may

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SEC. 62.0506 – SEWER & WATER USER RULES

SEC. 62.0507 – PRIVATE WELLS

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 the 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 Village 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 Village 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 public 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 62.0506 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 Adm.inistrative Code, regardless of whether the owner has used the well. Upon discovery of any unused or previously abandoned well, the owner shall notify the Village and comply, insofar as is practicable, with the provisions of this section. In the case of a previously abandoned well, if the owner

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- 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 on forms provided by ~~that agency~~ 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.
 - (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 ~~v~~Village on forms provided by the ~~v~~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.~~

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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 public 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 Chapter 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 public 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, 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

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- 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 ~~V~~**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 tests ~~ing~~ authorized with ~~in~~ 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 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 ~~V~~**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 ~~V~~**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 ~~for~~ **at 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 ~~V~~**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 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

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SEC. 62.0510 – HAULED WASTES

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 must 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.

- (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 a 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

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- 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~~ January 1 and ~~September~~ May 1 of each year, every licensed ~~septage~~hauled waste disposer with permissions to discharge waste at the Wastewater Treatment Plant, wishing to discharge septage at the ~~v~~Village's Wastewater Treatment Plant, shall submit a written application ~~along with a non-refundable filing fee~~ to the Utilities 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 ~~v~~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 ~~v~~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 ~~v~~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 ~~v~~Village's Wastewater Treatment Plant, and may only be handled by ~~village~~ approved and state licensed waste disposers. Any licensed waste disposer that discharges septage at the ~~v~~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 charges within thirty (30) days of billing, or the hauler's agreement may be terminated immediately by the Utilities Director or their authorized representative(s).
- (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.

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- (7) Enforcement action In addition to any enforcement action deemed necessary by the Utilities Director or their authorized representative(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 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 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.
 - (d) The Utilities Clerk shall report all delinquent accounts to the Utilities Director or their authorized representative(s). 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

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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. The hauler's request shall not stay any enforcement action pending the appeal.

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 every precaution to prevent water service laterals from freezing.

(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

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system, and if, during that inspection, any damages other than those that were caused by ~~the~~ 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 ~~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 ~~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 ~~the~~ Village, the Utilities Director shall, if practicable, give notice to every ~~affected~~ consumer within the ~~the~~ Village, of the time when such service will be shut off.

Sec. 62.0517 Water Cross Connection Control

(1) Cross Connection prohibited 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 ~~the~~ Village’s ~~public~~ 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 ~~the~~ Village to enter the ~~the~~ 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 ~~the~~ Village and the ~~Wisconsin~~ State Department of Natural Resources. ~~The Utilities Department is responsible for the protection of the public 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 water system where cross connections with the public 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

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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 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 ~~public~~ 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 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 Ch. SPS 382.21 Wis. Adm. Code, and Ch. SPS 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

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SEC. 62.0518 – PROHIBITED DISCHARGES

“Cross-Connection Control Manual,” and Ch. SPS 382 to 384, Wis. Adm. Code, unless the Utilities Department requires or authorizes other means of protecting the public water system. These requirements or authorizations will be at the discretion of the Utilities Director.

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

(1) 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 ~~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 ~~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 ~~Village's~~ Wastewater Treatment Plant.
- (e) Any waters or wastes having a pH greater than nine (9).
- (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 unground 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.

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SEC. 62.0518 – PROHIBITED DISCHARGES

SEC. 62.0521 – ABANDONMENT OF LATERALS

- (l) Any waters or wastes containing odor-producing substances exceeding limits that may be established by the ~~v~~Village.
- (m) Any radioactive wastes or isotopes of a half-life or concentration as may exceed limits established by the ~~v~~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 ~~v~~Village, or are amenable to treatment only to such degree that the ~~v~~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 ~~v~~Village and any person(s) who wish(es) to deposit industrial waste of unusual strength or character into the ~~v~~Village's **sanitary sewer system or ~~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 ~~Abandonment 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**

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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 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 subsequent 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. 62.0525 Responsibility of Contractor During Excavation

As required by Wis. Stats., §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,

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removes, or displaces earth, rock or other material in or on the ground. Violations of Wis. Stats., §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 Public Service Commission of Wisconsin. If referred to the Public Service Commission of Wisconsin, a Commission 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. 62.0527 Responsibility of the Village During Excavation

As required by Wis. Stats., §182.0175, the Utilities Department, 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 Utilities Department shall mark the locations within the public right-of-way of all laterals connecting to sanitary sewer or water systems. The Utilities Department 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, or 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 lines 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

Sec. 62.0526 Protection and Operation of the Public 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 public 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 public 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 tower or standpipe. No person shall climb upon the same or ladder leading thereto unless authorized by the Utilities Director.

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SEC. 62.0527 FIRE PROTECTION

SEC. 62.0528 WATER METERS

Sec. 62.0527 Private Fire Protection Service

All fire protection services shall conform to Sec. 62.0524 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. 62.0528 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.

(b) 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.

(c) Meter connections will be provided by the Utility.

(d) If during construction a meter is not installed at the time of piping, a "construction meter" will be installed by the Utility to provide and quantify water service. After ninety (90) days, the "construction meter" will be removed and a meter will be assigned to the premises.

(e) 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 ninety (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 Utility.

(f) In no case shall a pipe coupling be inserted in the line in place of a meter unless authorized by the Utilities Director. 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

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SEC. 62.0528 -- WATER METERS

SEC. 62.0531 – PERMISSIONS TO DISCHARGE

- 1 violator is a consumer, the water will be shut off and will remain so until the proper amount
2 is paid.
- 3 (3) Maintenance All water meters will be maintained by the Utility in the manner required by the
4 Public Service Commission of Wisconsin. However, once delivered and installed, the owner of
5 the premises shall be liable for all repairs made necessary by freezing, damage or negligence on
6 the part of their contractor, themselves, family or tenants, and the cost of repairs shall be billed
7 for. Meters will be repaired by the Utility and the cost of such repairs caused by ordinary wear
8 and tear will be borne by the Utility.
- 9 (4) Water meter removal
- 10 (a) Meters shall be left in the condition and manner as set by the Utility and shall not be
11 interfered with in any manner whatsoever. No meter shall be moved or disturbed without
12 special permission from the Utilities Director, except that the property owner may order the
13 water shut off and the meter removed if the building is to be vacant.
- 14 (b) When premises are to be vacated, moved or torn down, the Utility shall be notified at once
15 so that it may remove the meter and shut off the water service supply at the curb stop. The
16 owner of the premises shall be liable to prosecution for any damage to Utility property by
17 reason of failure to notify the utility of need to discontinue service.
- 18 (5) Tampering with water meters When the Utility has reasonable evidence that a consumer is
19 obtaining water supply, in whole or in part, by means of devised or methods used to stop or
20 interfere with the proper metering of the water service being delivered to the properties
21 system, the Utility reserves the right to estimate and present a bill for the water service
22 unmetered as a result of such interference, and such bill shall be payable subject to a twenty-
23 four (24) hour notice of disconnection. If the Utility disconnects the consumer for any such
24 reason, it will reconnect the consumer only after any and all damages to its equipment due to
25 such stoppage or interference with metering are paid to the Utility and the consumer agrees to
26 comply with the requirements of the Utility.

Sec. 62.0529 Accidental Discharges by any Person

- 28 (1) The accidental discharge of any prohibited or restricted waste into any sanitary sewer shall be
29 reported to the Utilities Director at 920-854-2246 (24 hours per day/seven days per week) by
30 the person responsible for the discharge or by the owner or occupant of the premises where the
31 discharge occurs immediately upon obtaining knowledge of the fact of the discharge so that
32 steps may be taken to minimize its effect on the sanitary sewer system and the Wastewater
33 Treatment Plant.
- 34 (a) Notification of the discharge shall not relieve the user of liabilities for any expense, loss or
35 damage to the sanitary sewer system and the Wastewater Treatment Plant or for any
36 forfeiture(s) imposed by the Village.

Sec. 62.0530 Sanitary Sewer and Water Service to other Village Departments

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

Sec. 62.0531 Permissions to Discharge Wastes

- 41 (1) No person without the approval of the Utilities Director shall discharge any waste or other
42 substance directly into the sanitary sewer system. All discharges, including trucked or hauled

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SEC. 62.0531 -- PERMISSIONS TO DISCHARGE

SEC. 62.0532 – SPRINKLER SYSTEMS

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. 62.0532 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 Ch. SPS 382.41, Wis. Adm. Code.

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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**

VILLAGE OF SISTER BAY UTILITY CODE

SEC. 62.0603 – USER CHARGE SYSTEM

SEC. 62.0610 – SEWER AND WATER CHARGES

facilities during the service life for which such ~~systems 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~~Utilities ~~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~~ ~~v~~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~~ Utilities ~~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

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SEC. 62.0610 – SEWER AND WATER CHARGES

SEC. 62.0612 – ESTABLISHMENT OF IMPACT FEES

relieve any person of the responsibility for payment of **sanitary** sewer and water rates within the 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 **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 **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 **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.

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SEC. 62.0701 – CONTROL OF HIGH STRENGTH WASTE

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(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)~~ ~~Ch. SPS 382.34, Wis. Adm. Code~~; 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~~ ~~Ch. SPS 382.34, Wis. Adm. Code~~. 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)~~ ~~Ch. SPS 382.34, Wis. Adm. Code~~.
2. All interceptors shall meet the requirements of ~~Wisconsin Administrative Code~~ ~~Ch. SPS 382.34, Wis. Adm. Code~~, 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.

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SEC. 62.0701 – CONTROL OF HIGH STRENGTH WASTE

SEC. 62.0701– CONTROL OF HIGH STRENGTH WASTE

2. All exterior grease interceptors must be inspected and cleaned by a licensed pumper or hauler by May 1 of each year.
 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.

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

- 1 Plans, specifications and any other pertinent information relating to proposed flow equalization,
2 pretreatment or processing facilities shall be submitted for review of the ~~village~~Utilities Director
3 before the start of their construction if the effluent from such facilities is to be discharged into
4 the public sanitary sewers.
- 5 (9) Extension of time.
6 When it can be demonstrated that circumstances exist that would create an unreasonable
7 burden on the person proposing to discharge a waste to comply with the time schedule imposed
8 in this chapter, a request for extension of the time may be presented for consideration by the
9 Utilities Director.

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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

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damaged in any manner by any person by the performance of any work under their 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~~ **Utilities 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 Ch. NR Chapter 812, Wis. Adm. Code~~, in abandoning the well is hereby deemed a public nuisance, and the ~~Village~~ **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~~ **municipal** 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~~ **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~~ **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~~ **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 State 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.

Backflow prevention A means designated to prevent backflow caused by backpressure or backsiphonage; most commonly categorized as air gap, reduced pressure principle backflow assembly, double check valve assembly, pressure vacuum breaker assembly, backsiphonage backflow vacuum breaker (spill-resistant pressure vacuum breaker) assembly, pipe applied atmospheric vacuum breaker, flush tank ballcock, laboratory faucet backflow preventer, backflow preventer for carbonated beverage machine vacuum breaker wall hydrants (freeze-resistant automatic draining type), chemical dispensing machine, hose connection vacuum breaker, hose connection backflow preventer, backflow preventer with intermediate atmospheric vent and barometric loop.

Back pressure An elevation of pressure in the downstream piping system (i.e., pump, elevation of piping, or steam and/or air pressure) above the Utility supply pressure which would cause or tend a reversal of the normal direction of flow.

Back siphonage The flow of water or other liquids, mixtures or substances into the Utility's potable water system from any source caused by the sudden reduction of pressure in the Utility's potable water supply system.

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 ~~ance~~ ~~to~~ with procedures set forth in the most recent edition of "Standard

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~~Methods.~~ **40 CFR 136, Guidelines Establishing Test Procedure for the Analysis of Pollutants, or as EPA otherwise determines.**

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.~~ **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.~~ **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.

Commission The Wisconsin Public Service Commission.

Commercial user Any business or nonprofit organization that provides goods or services and generates wastewater.

~~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 Any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the Utility, and the other containing water from a private source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.

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

Cross-Connection Control Manual Policies and procedures for cross-connection control and backflow prevention for the Village of Sister Bay.

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

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

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

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

Discharge Release of wastewater or other pollutant from or through pipes, conduits, pumping stations, ditches, or tank trucks; the ground through defective pipes, pipe joints, or walls; roof leaders; cellar, yard, or area drains; foundation drains, drains from springs and wetlands, manhole covers, cross-over pipes from storm sewers, catch basins, storm sewers, surface runoff, street wash waters, or other drainage.

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 A combination of liquid and water-carried wastes discharged from toilets and/or sanitary plumbing facilities, together with such groundwater, surface water and stormwater as may have inadvertently entered the sewerage system, with waste strengths no greater than the following:

- (1) BOD concentration of not more than 250 mg/L.
- (2) TSS Concentration of not more than 250 mg/L.
- (3) Phosphorus concentration of not more than 10 mg/L (as P).
- (4) Ammonia nitrogen concentration of not more than 25 mg/L (as N).

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 two (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.

Emergency A condition that poses a clear and immediate danger to life or health, or a significant loss of property.

Excavation Any operation in which earth, rock or other material in or on the ground is moved, removed or otherwise displaced by means of any tools, equipment or explosives and includes grading, trenching, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing and driving and means any operation by which a structure or mass of material is wrecked, razed, rended, moved or removed.

Excavator A person who engages in excavation.

Equalization The collection and temporary on-site storage of process wastewater by an industrial user for the purposes of slug discharge control and also for purposes of discharging process wastewater with a more consistent flow rate and pollutant concentration.

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.

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

Floor drain A drain which is installed in the floor of a structure designed to remove any standing water near it.

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.

Force main A pipe which wastewater is carried under pressure.

Foundation drain A system of pipes that are installed under or around the foundation or under the basement floor to collect water and move it off-site to prevent the basement from filling with ground water.

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.

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.

Grab sample A sample which is taken from a waste stream on a one-time basis without regard to time or the flow in the waste stream.

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.

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High Strength waste ~~means – t~~ 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.

Holding tank waste Liquid that is removed from a holding tank that receives and accumulates liquid waste generated from human activity. The holding tank will not have an outlet.

Improperly constructed well ~~means – a~~ 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 – w~~ Wastewater or ~~sewage~~ with pollutants of such strength that will adversely effect or disrupt the wastewater processes or effluent quality or sludge quality if discharged to a wastewater treatment facility.

Industrial user Any person, including, but not limited to, business or other facility, that is a source of indirect discharge or other industrial waste into the sewerage system.

Industrial waste Any solid, liquid or gaseous substance discharged, permitted to flow or escaping from any industrial, manufacturing, commercial or business establishment or process or from the development, recovery or processing of any natural resources, as distinct from domestic wastewater.

Industrial wastewater The liquid wastes that result from industrial processes.

Interference A discharge which, alone or in conjunction with a discharge or discharges from other sources, both:

- (1) Inhibits or disrupts the Wastewater Treatment Plant, its treatment processes or operations or its sludge processes, use or disposal.
- (2) Is the cause of a violation of any requirement of the Village's WPDES permit, including an increase in the magnitude or duration of a violation, or of the prevention of sludge use or disposal in compliance with Ch. 281 and 283, Wis. Stats., or any applicable federal, state, or local statutes.

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~~ A person holding a license under Wis. Stats. § 281.49(1)(a).

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 5(2m)(c)1. And obtained a license under Wis. Stats., §280.15(2m) as a pump installer.

Lift station A station positioned in the sanitary sewer system at which wastewater is pumped to the nearest gravity sanitary collection main.

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

May means permissible

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

Municipal wastewater ~~means t~~ 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 w~~ Wastewater with concentrations less than 300 mg/l BOD, 250 mg/l suspended solids and 12 mg/l phosphorus.

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

pH ~~means t~~ 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} .~~

Phosphorus (P) Total phosphorus expressed in terms of milligrams per liter (as P). Phosphorus can occur naturally at low concentrations in surface waters. Higher phosphorus concentrations in surface water are typically a result of human activity and are introduced to waterways from both point sources and nonpoint sources. Phosphorus is present in both organic solids as well as in the form of inorganic phosphate (PO_4^{-3}) and is introduced from a variety of sources including agricultural and lawn fertilizers, domestic wastewater, detergents, industrial process wastes and geological formations. The presence of phosphorus in concentrations above natural background concentrations results in higher algal activity and rooted aquatic plants which can lead to the deterioration of water quality and odor problems. 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.

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Pollutant Any contaminant present in wastewater, including, but not limited to, dredged spoil, solid waste, incinerator residue, wastewater, garbage, sludge, biosolids, munitions, chemical wastes, medical waste, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock sand, cellar dirt and industrial (including biodegradable waste), municipal, commercial and agricultural waste discharged into water.

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.

Portable toilet waste The solid and liquid fraction removed from a portable toilet.

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

Pretreatment The equalization or reduction of the amount of pollutants, the elimination of pollutants or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing the pollutants into the sewerage system.

Public sanitary sewer ~~means any~~ A sanitary sewer provided by or subject to the jurisdiction of 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 ~~Village's~~ sanitary sewer system, ~~although even though the~~ ~~se~~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 fifteen (15) service connections or regularly serves an average of at least twenty-five (25) individuals daily at least sixty (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~~ ~~t~~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.

Receiving waters Any body of surface or subsurface water receiving discharge of wastewater or treated wastewater.

Replacement costs ~~means a~~ 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~~ ~~t~~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.

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Sanitary sewer ~~means 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 nor admitted intentionally.~~

Sanitary sewer overflow An unintended release of sanitary sewerage from the sewerage system to the aquatic and/or terrestrial ecosystem.

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 soild absorption system.

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

Sewer A pipe or conduit for conveying wastewaters.

Sewer connection The part of the sewerage system connecting the sanitary sewer main and the line of abutting property or extended to that distance from the sanitary sewer main as considered necessary by the Utilities Director.

Sewer service areas ~~means t~~ 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 m~~ Mandatory.

Sludge(s) (Also refered to as "wastewater sludge" or "biosolids."). The solid, semisolid or liquid residue generated during the treatment or pretreatment of wastewater.

Slug (also referred to as "slug discharge."). Any discharge of a nonroutine, episodic nature, including, but not limited to, an accidental spill or noncustomary batch discharge to the sewerage system which has the potential to cause an upset of the wastewater treatment plant operations and cause a violation of the WPDES permit.

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Slug load ~~means~~ ~~a~~ 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~~ ~~t~~ 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.

State State of Wisconsin

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

Stormwater runoff ~~means~~ ~~t~~ 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~~ ~~s~~ 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 ~~ing~~ ~~ation~~ 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.~~

Transmission facilities Includes all pipes, pipelines, wires, cables, ducts, wirelines and associated facilities, whether underground or aboveground, regardless of the nature of their transmittants or of their in-service application. This term includes, but is not restricted to, utility facilities, government-owned facilities, facilities transporting hazardous materials, communications and data facilities, drainage and water facilities and sewer systems. The term does not include culverts.

Treatment plant The treatment components and all other structures or devices used for storage, treatment, recycling and reclamation of domestic wastewater and industrial discharges.

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

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

Upset An exceptional incident in which a user unintentionally and temporarily is in a state of noncompliance with the pretreatment standards due to factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, and lack of preventative maintenance or careless or improper operation.

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- 1 USEPA ~~means~~ ~~t~~ The United States Environmental Protection Agency.
- 2 User/customer ~~means~~ ~~a~~ Any person, owner or occupant, firm, partnership, corporation, municipality,
- 3 cooperative organization, government agency, political entity, etc., provided with water and/or sewer
- 4 service by any water and/or sewer public utility.
- 5 Utilities Director The Utilities Director of the sanitary sewer and water systems or their authorized
- 6 deputy, agent or representative.
- 7 Utility ~~means~~ ~~a~~ A public or private concern engaged in the performance of some useful service, such as
- 8 furnishing water, gas, electricity or sewer facilities.
- 9 Utilities Committee ~~means~~ ~~t~~ The committee established by the ~~v~~ Village that provides oversight on the
- 10 operation of the village utilities. (*Amended Ord. 298-062122*)
- 11 Utility District ~~means~~ ~~t~~ The portion of the Liberty Grove Sanitary District designated to provide sanitary
- 12 sewer service and water service **to users in the Liberty Grove Sanitary District No. 1.**
- 13 Village The Village of Sister Bay, Wisconsin
- 14 Violation A failure to comply with any provision of this chapter.
- 15 Wastewater A combination of the water carried wastes from residences, business buildings,
- 16 institutions and industrial establishments, together with such groundwater, surface water and
- 17 stormwater as may be present.
- 18 Wastewater facilities ~~means~~ ~~t~~ The structures, equipment and processes required to collect, **measure,**
- 19 **meter,** carry away, store and treat domestic and industrial wastes ~~and~~ ~~septage~~ and dispose of the
- 20 effluent.
- 21 Wastewater Treatment Plant Also known as Sister Bay Wastewater Treatment Plant.
- 22 Wastewater treatment works ~~means~~ ~~a~~ An arrangement of devices and structures for treating
- 23 wastewater, septage, industrial wastes and sludge. Sometimes used synonymously with waste
- 24 treatment.
- 25 Water main ~~means~~ ~~t~~ The water pipe, located beneath a street, right-of-way or easement from which
- 26 domestic water supply is delivered to the service pipe (lateral) leading to specific premises.
- 27 Water storage facilities Vented reservoirs, water towers, standpipes and treatment plant basins
- 28 including ground and elevated storage structures. It does not include hydropneumatics tanks or natural
- 29 surface water bodies.
- 30 Water supply ~~means~~:
 - 31 1. The sources of water for public or private uses. When United States Environmental Protection
 - 32 Agency standards have been met, the supply is termed "an approved water supply";
 - 33 2. The furnishing of good potable water under satisfactory pressure for domestic, commercial,
 - 34 industrial and public service and an adequate quantity of water under reasonable pressure for
 - 35 firefighting.
- 36 Water system ~~means as provided in Wis. Stats. § 811.02(25). Collectively, all of the property involved~~
- 37 ~~in the operation of the water utility, including land, water lines and appurtenances, pumping stations,~~
- 38 ~~treatment plants and general property. All facilities, structures, pipes, conduits and appurtenances by~~
- 39 **means of which water is delivered to consumers except piping and fixtures inside buildings served,**
- 40 **water services and private water mains as defined in Ch. SPS 381, Wis. Adm. Code.**

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- 1 Watercourse ~~means a~~ A natural or artificial channel for the passage of water, either continuously or
 2 intermittently.
- 3 Well ~~means a~~ An excavation or opening into the ground made by digging, boring, drilling, driving or
 4 other methods for **the purpose of** obtaining groundwater for consumption or other use.
- 5 Well abandonment ~~means~~ The filling and sealing of a well according to the provisions of ~~Wis. Admin.~~
 6 ~~Code Comm. Ch. NR Chapter. 812, Wis. Adm. Code.~~
- 7 Wisconsin Pollutant Discharge Elimination System (WPDES) Permit ~~means a document~~ A permit issued
 8 by the ~~sState d~~Department of ~~nNatural r~~Resources **under Ch. 283, Wis. Stats., detailing terms and**
 9 **conditions for discharges from the** ~~that establishes effluent limitations and monitoring requirements~~
 10 ~~for the municipal w~~Wastewater ~~t~~Treatment facility **Plant to the receiving waters.**
- 11 WDNR ~~means~~ The Wisconsin Department of Natural Resources.
- 12 Working days **Any other days other than Saturday, Sunday and legal holidays.**
- 13 WPSC ~~means~~ The Wisconsin Public Service Commission that governs the rates, rules and regulations
 14 of the village water utility.

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SECTION 1000 – IMPACT FEES

SEC. 62.1005 – APPEALS OF IMPACT FEES

SECTION 1000 – IMPACT FEES

Section 62.1000 Documentation

The following ~~v~~Village documents contain the needs assessments for the impact fees identified in this chapter, demonstrate ~~v~~Village compliance with the requirements of ~~Section~~Wis. Stats., §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 ~~v~~Village as impact fees shall be placed by the Village ~~Treasurer~~ Finance Director, in segregated interest-bearing accounts and shall be accounted for separately from other funds of the ~~v~~Village. Impact fee revenues and interest earned on impact fee revenues may be expended by the ~~v~~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 ~~v~~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 ~~v~~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 ~~v~~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:

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SEC. 62.1005 – APPEALS OF IMPACT FEES

SEC. 62.1006 – IMPACT FEE AMOUNTS

- (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 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~~ **Wis. Stats., §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 ~~v~~**Village.**
- (3) Appeals must be brought within **thirty (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~~ **Utilities** ~~d~~**Department**, 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 **Utilities Department** 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 ~~v~~**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 ~~v~~**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

From: Champeau,Lizabeth,US-St. Louis <Lizabeth.Champeau@purina.nestle.com>
Sent: Tuesday, January 21, 2025 9:01 AM
To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
Subject: Land that Village of SB owns

Hi Julie-

Thank you for your help regarding the two (or three) Parcels of land that Sister Bay owns and the Utilities Committee uses.

They are off of Humbug Street and Green, Liberty Grove township, Parcels #0180227322831A and #0180227322842A and are 20 acres each.

Please let me know if the land might get appraised and I can offer you a bid.

Thank you,

Liz Champeau

Cell #612-508-4648

**STAFF REPORT****WWTP FACILITIES STUDY/REVIEW FACILITIES STUDY RFP RESPONSES**

Date: February 11, 2025

Board/Committee: Sewer & Water Utility Committee

Re: Review Facilities Study RFP Responses

Author: Kara Kroll, Utilities Clerk

An RFP was released on January 9, 2025, with an original proposal date of January 24, 2025. The RFP proposal date was extended to February 7, 2025, at 4:00 PM. The proposals will not be included in the February 11, 2025, meeting packet because the meeting packet will be posted prior to receiving the proposals. The Utilities Committee members will receive the proposals by email on Monday, February 10, 2025, as soon as staff has time to process the responses. Members of the public can request copies of the proposals by phone or email. Please call 920-854-4118 or email kara.kroll@sisterbaywi.gov.