



VIRTUAL SEWER AND WATER UTILITIES COMMITTEE MEETING AGENDA

Tuesday, May 13, 2025 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 February 11, 2025 Meeting, as Published
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items:
 - a) Wastewater Treatment Plant Operations Report
 - b) WWTP Facilities Study Update/PFAs Discussion
 - c) Sludge Hauling/SBU Update
 - d) Discuss Hauler Request to Accept Out of Area Holding Tank Waste
7. Matters to be placed on a future agenda or referred to a committee, official, or employee
8. Executive Session
 - a) Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; Request to Public Service Commission of Wisconsin to open docket filed by Town of Liberty Grove and Town of Liberty Grove Sanitary District #1.
 - b) Consider a motion to reconvene into Open Session.
 - c) Motion for Action, if required.
9. 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, FEBRUARY 11, 2025
VIA VIDEO CONFERENCE
(APPROVAL PENDING)

The February 11, 2025 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 7:46 A.M.

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

Staff Members: Village Administrator Julie Schmelzer, Utilities Director Megan Barnes and Utilities Clerk Kara Kroll

Others: Laurel Harff

Approval of the Agenda:

A motion was made by Werner, seconded by Harff that the Agenda for the February 11, 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 that the minutes for the January 14, 2025 Sewer and Water Utilities Committee be approved as amended per Werner's requests. Motion carried – all ayes.

Public Comments and Correspondence

No correspondence was received for this meeting.

Discussion Items:

a) Wastewater Treatment Plant Operations Report

A copy of the Sewer and Water Utility operations report prepared by Barnes was included in the meeting packet for the members to review. Barnes gave an update on sludge hauling and said three of the area operators met and discussed sludge issues that northern Door County is facing. All the area plants are transferring sludge to NEW Water in 2025. Some of the area plants are looking into using FSO Management to dewater their sludge and then land apply it in Kewaunee County, but no one has signed a contract with them yet. The operators would like to meet again, but next time they would like Sturgeon Bay Utilities to be present to discuss the ongoing sludge issues.

Bhirdo questioned the hauler overflow item. Barnes said the hauler left the overflow and the staff had to clean it up. Barnes contacted the DNR Septage Coordinator and was told that it is the haulers responsibility to notify the DNR of any spills and it is the haulers responsibility to complete all the forms related to spills. Barnes notified all the haulers and posted notices at the plant on what needs to be done if there is a spill in the future. Barnes said there are now cameras installed at the plant, so the utilities can now go back and look at prior footage if needed.

b) Discuss Marina Billing

Schmelzer reached out to Randy Nesbitt, the Village Attorney, on the Marina billing questions from the January Sewer and Water Utilities meeting. Nesbitt sent a response letter that was included in the meeting

1 packet. Lienau asked Nesbitt another question and he is waiting for a response. Further discussion took
2 place at the February meeting, and it was decided that the Marina will be treated like every other customer,
3 and they will have to pay the sewer and water charges going forward. The Marina will have to adjust their
4 budget appropriately. There is no way of accurately calculating the amount of water that is placed in the
5 sanitary sewer system from J dock.

6 *A motion was made by Bhirdo, seconded by Harff that the Marina will be treated like every other customer*
7 *and will have to pay the sewer charge and adjust their budget appropriately. Motion carried – all ayes.*
8

9 **c) Amendments to Ch. 62; Utilities Code**

10 Barnes reported that she made a few changes to the code since the last meeting and the table of contents
11 still needs to be updated. Barnes asked the committee members if they saw anything that needed updating.
12 Werner questioned the service line sizes on page 58 and noted that an apostrophe needed to be added on
13 page 66. Schmelzer and Barnes are going to see if a public hearing is required or if the Board can approve
14 the changes to the code.

15 *A motion was made by Bhirdo, seconded by Harff to schedule a public hearing if needed, if a public hearing*
16 *isn't needed the amendments should go to the Village Board for their approval. Motion carried – all ayes.*
17

18 **d) Discuss Selling Utilities Parcels in Liberty Grove**

19 Schmelzer said she was contacted by an individual that was interested in purchasing land the Village owns
20 in Liberty Grove. The Village owns a total of sixty acres in Liberty Grove. The land was purchased for the
21 utilities to apply sludge. Currently the utilities do not land apply sludge, but Barnes would like the utilities to
22 keep the land. The utilities might need the land in the future for land spreading. It was determined that the
23 land will not be sold at this time.
24

25 **e) WWTP Facilities Study/Review Facilities Study RFP Responses**

26 The Village received six proposals for the facility assessment, feasibility study, and long-term facilities
27 planning of the wastewater treatment facility. The members reviewed and rated the proposals before the
28 meeting. All three members agreed that McMahon, Strand and Donahue are the top three proposals.
29 McMahon would need to shorten their timeline to September. Strand would need to work with our
30 neighbors and stay within the budget amount of \$30,000.00. Donahoe would need to help explore funding.
31

32 *A motion was made by Bhirdo, seconded by Werner that the recommendation is made to the Village Board*
33 *that McMahon be awarded the contract for the Facility Assessment, Feasibility Study, and Long-Term*
34 *Facilities Planning of the Wastewater Treatment Facility if they can meet the September first deadline. If they*
35 *cannot meet that deadline then Strand would be the second choice, but they would have to work with our*
36 *neighbors and stay within the \$30,000.00 budget. Donahue is the third choice, and they need to agree to*
37 *explore funding. Motion carried – all ayes.*
38

39 Barnes discussed the sports complex RFP briefly. The RFP is for the sewer lateral that will provide service to
40 the new parks maintenance facility. The proposals are due March 4, 2025, and there will not be a March
41 Utilities Committee meeting, so Barnes wanted to make sure that the Committee agreed to award the bid
42 to the lowest bidder. The Engineer sets the specifications, and all companies must go off the specifications.
43 State law states that you must award the contract to the lowest bidder. The bid would go straight to the
44 Board for approval.
45

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

- 48 • Conversation on PFA information supplied by McMahon

- Discuss Marina Billing

The next meeting of the Sewer and Water Utilities Committee will be conducted at 7:45 A.M. on Tuesday, April 8, 2025 via Video Conference.

Adjournment

At 8:39 A.M. a motion was made by Bhirdo, seconded by Harff to adjourn the February 11, 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
May 13, 2025

Capacity Report

See the attached report for January, February and March.

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, and the results were acceptable. The 2025 WSLH Proficiency Testing results for the DATCP laboratory certification for bacteriological analysis have also been submitted, and the results were acceptable. The WWTP laboratory is certified for another year, until the next required proficiency test series in 2026.

Main Lift Station

Operators observed that pump 2 at the main lift station was experiencing higher run times due to the pump losing prime after every run. Operators replaced the suction flange flap valve, and the pump is now operating as usual.

Ditch 3 Mud Valve Replacement

The 4 mud valves on ditch 3 that operators use to drain the ditch basin have been replaced. The mud valves were original and were not seating fully or operating freely. Operators discovered this issue last fall when Great Lakes TV and Seal jetted out and televised the drainage lines due to a clog. Barnes is planning to replace the 4 mud valves in ditch 2 in 2026, and to replace the 4 mud valves in ditch 1 in 2027.

ArcGIS Switch

Stantec is finalizing the GIS data transfer to the new ArcGIS hub site. Barnes is working on updating the data that has been previously left out so all documents that relate to a parcel are available for each layer. Barnes is also inputting data that has not been previously mapped.

Certifications

Oakdale completed the DNR proctored exams for the wastewater general operator certification and the sanitary sewer collection system subclass certification on March 25, 2025. Notice was received that Oakdale passed both exams, and he was awarded his DNR wastewater operator certification. Kroll has received her Wisconsin Certified Municipal Clerk (WCMC) certification.

Hydrant Painting

Faith Leak Detection Inc. started in early April on hydrant repainting. The hydrant painting included sand blasting, priming, and top coating the hydrants in Sister Bay and Liberty Grove. The hydrant paint typically lasts about 10-15 years.

Annual Televising

Great Lakes TV and Seal Inc. performed the annual sanitary sewer and televising for 2025. A total of 26,121' of sanitary sewer mains were televised and cleaned. They also cleaned out the aeration ditch 1 and 2 for our annual spring maintenance. Three lift stations were also cleaned, those being the main lift station, Little Sister lift station and Fieldcrest lift station.

Grease Trap Compliance

Previously, grease trap inspections were conducted monthly by operators. That data showed that many businesses have not properly recorded when grease traps were being cleaned or inspected. Barnes would like to prepare a written letter, to be sent to all businesses with grease traps, detailing the requirements for the inspection and cleaning of grease traps. Barnes would like to recommend in that letter that businesses send the grease trap inspection form monthly to her. It was discovered during our annual sanitary sewer televising and cleaning that a business in town has most likely been emptying their grease into the sanitary sewer, due to the amount present. The location of the grease blockage in the sanitary sewer main that was discovered could only be caused by one restaurant. Barnes is waiting to receive the televising footage and photos of that blockage to include in a letter to the business.

PRV Refurbishment

Dorner Valve has completed most of the PRV refurbishments for 2025. The isolation valves located on the Gateway PRV were found to be inoperable. Replacement isolation valves have been ordered and once they are received, Dorner Valve will replace the isolation valves and then the Gateway PRV refurbishment can be completed on that PRV. Refurbishment should occur on this infrastructure every 5 years, the last time it was completed was in 2017.

Sports Complex Sewer Main Extension

The installation of the gravity sanitary sewer main through the sports complex is nearing completion. The project was prolonged due to the significant amount of bedrock and private utilities present between the concession building and the ice rink building. The contractor will be pressure testing and televising the line before it is placed into service.

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:	January-2025					
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	3.497	0.037	2.799	2.836	0.277	0.384
Water Sales Ratios			0.91		0.09	
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	7837		7132		705	
HAULED BOD lbs/day	1205	103				1103
Total BOD lbs	9042			7234	705	1103
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	6257		5694		563	
HAULED TSS lbs/day	865	76				789
Total TSS lbs	7122			5769	563	789
	Sister Bay		LGSD #1		Liberty Grove	
Purchased Flow Capacity in mgd	0.62		0.059		0.266	
Monthly Daily Average	0.091		0.009		0.012	
Percent of used Capacity	14.76%		15.14%		4.66%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased BOD Capacity in lbs/day	905		105		1359	
Monthly Daily Average	233		23		36	
Percent of used Capacity	26%		21.67%		2.62%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased TSS Capacity in lbs/day	1076		101		999	
Monthly Daily Average	186		18		25	
Percent of used Capacity	17.30%		17.99%		2.55%	

Village of Sister Bay Utilities						
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Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove						
Treatment Plant Capacities Calculations						
For:	February-2025					
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	3.014	0.037	2.474	2.511	0.245	0.258
Water Sales Ratios			0.9100		0.0900	
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	7025		6392		632	
HAULED BOD lbs/day	687	88				599
Total BOD lbs	7712			6480	632	599
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	5939		5405		535	
HAULED TSS lbs/day	598	74				523
Total TSS lbs	6537			5479	535	523
	Sister Bay		LGSD #1		Liberty Grove	
Purchased Flow Capacity in mgd	0.62		0.059		0.266	
Monthly Daily Average	0.090		0.009		0.009	
Percent of used Capacity	14.47%		14.81%		3.46%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased BOD Capacity in lbs/day	905		105		1359	
Monthly Daily Average	231		23		21	
Percent of used Capacity	26%		21.50%		1.57%	
	Sister Bay		LGSD #1		Liberty Grove	
Purchased TSS Capacity in lbs/day	1076		101		999	
Monthly Daily Average	196		19		19	
Percent of used Capacity	18.19%		18.90%		1.87%	

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:	March-2025					
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	4.650	0.034	3.950	3.983	0.391	0.276
Water Sales Ratios			0.91		0.09	
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	9540		8681		859	
HAULED BOD lbs/day	626	76				550
Total BOD lbs	10165			8757	859	550
	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	9121		8300		821	
HAULED TSS lbs/day	654	71				583
Total TSS lbs	9775			8370	821	583
		Sister Bay		LGSD #1		Liberty Grove
Purchased Flow Capacity in mgd		0.62		0.059		0.266
Monthly Daily Average		0.128		0.013		0.009
Percent of used Capacity		20.73%		21.36%		3.35%
Purchased BOD Capacity in lbs/day		905		105		1359
Monthly Daily Average		282		28		18
Percent of used Capacity		31%		26.38%		1.31%
Purchased TSS Capacity in lbs/day		1076		101		999
Monthly Daily Average		270		26		19
Percent of used Capacity		25.09%		26.22%		1.88%



PROJECT KICK-OFF MEETING OUTLINE

Owner: **VILLAGE OF SISTER BAY**
 Project: **Wastewater Treatment Facility Assessment, Feasibility Study & Planning**
 Contract No.: S0661-09-24-00241.02
 Date: March 5, 2025

A. Plant Data

1. Combined Summary (2022 - 2024)

Description	Current Loadings	Design Loadings	% Capacity
Influent Flows, mgd			
Average	0.198	0.7	28%
Max Month	0.344		49%
BOD, lbs./day			
Average	701	1,780	39%
Max Month	1,407		79%

2. Plant Performance Data (2022 - 2024)

Description	Current	Permit Limit	% of Permit Limit
BOD, mg/L			
Monthly Average	3.5	30	11.7%
TSS, mg/L			
Monthly Average	4.1	30	13.7%
Total P, mg/L			
Monthly Average	0.23	0.6	38.3%
NH-3, mg/L			
Monthly Average	0.08	18	0.4%

3. Purchased Capacities?

- a. Village of Sister Bay
- b. Liberty Grove Sanitary District #1
- c. Town of Liberty Grove

PROJECT KICK-OFF MEETING OUTLINE
VILLAGE OF SISTER BAY
WWTF Assessment, Feasibility Study & Planning

4. Sludge/Biosolids Records
 - a. Do you have information on sludge wasted?
 - b. Volume provided on sludge to Sturgeon Bay.
 - 1) Total Solids records?
 - c. DNR metals, nutrients data?
 - 1) 2022 - 2024

B. Population Projections

1. Wisconsin DOA Projections

	2020	2030	2040	2050
2019 Facility Plan				
Sister Bay	940	1,005	990	
Liberty Grove	1,740	1,765	1,650	
Total	2,680	2,770	2,640	
Current DOA Projections				
Sister Bay	1,148	1,288	1,369	1,409
Liberty Grove	2,096	2,216	2,248	2,229
Total	3,244	3,504	3,617	3,638

2. Design Populations in Facilities Plan

- a. Summer4,456
- b. Winter.....2,970

C. WWTF Needs Assessment (Liquid Train)

1. Noted Needs in Proposal

- a. Hauled-In Waste/Holding Tank Aeration
 - 1) Challenges with sloped floor - maybe consider a mixer?
- b. Disc Aerators in Oxidation Ditch
 - 1) What work was completed in 2020?
- c. Second WAS Pump
- d. Cover for exposed final clarifier
- e. Effluent Reuse System
- f. Other?

2. Village's Plans For Surrounding Area Around WWTF

PROJECT KICK-OFF MEETING OUTLINE
VILLAGE OF SISTER BAY
WWTF Assessment, Feasibility Study & Planning

D. Sludge/Biosolids Strategies

1. PFAS Impacts
 - a. Current DNR Guidance – Sum of PFOA and PFOS < 20 ug/kg, no restrictions. Land apply under normal approach.
 - b. January 2025 EPA Risk Assessment – Risks at a PFOA or PFOS of 1 ug/kg.
 - c. Future criteria/regulations are unknown.
 - d. Is Sister Bay still interested in a Class A product for public distribution at this time?
2. Solids Handling Options in Proposal
 - a. Produce Class A, EQ biosolids through dewatering and drying.
 - 1) Propane, fuel oil or electric
 - 2) Which systems have you viewed?
 - b. Reed beds utilizing native reeds.
 - c. Work with Sturgeon Bay on allowing for more consistent/year-round hauling.
3. Plant Tours?
 - a. Dryers
 - b. Reed Beds
 - c. Others?

E. Other Information

1. 1990 Project Facilities Plan
2. 1990 Project Drawings
3. 2020 WWTF Engineering Report

F. Timeline (Aggressive Schedule)

1. Study CompletedSeptember 30, 2025
2. Presentation to Utility Committee.....September 16, 2025

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	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		7815		906	
HAULED BOD lbs/day	62				1060
Total BOD lbs			7877	906	1060

WWTP	Sister Bay			LGSD #1	Liberty Grove
Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day		8952		1038	
HAULED TSS lbs/day	46				756
Total TSS lbs			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%

Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	254	29	34
Percent of used Capacity	28%	27.84%	2.51%

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%



Staff Report

2025 Sludge Hauling Report

Date: May 13, 2025

Board/Committee: Utilities Committee

Re: Sludge Hauling

Author: Megan Barnes, Utilities Director

In 2024, Sturgeon Bay Utilities reached out and let the Utilities Department know that they will not be able to accept any of our sludge in 2025 for further treatment. The Sturgeon Bay Wastewater Plant will be undergoing an upgrade with substantial work being done to the digester system, which is where they add our sludge in for further treatment to become Class A biosolids. This moved our timeline up for finding a way to either provide further treatment to our sludge independently. In 2024 it was decided that we would haul our sludge to NEW Water in Green Bay for disposal.

The Sturgeon Bay Utilities WWTP project was delayed this spring due to back-ordered parts needed for the upgrade. Sister Bay was able to get nine loads of sludge taken to SBU this spring, which helped us catch up on emptying out our sludge storage tank. Since the project is now behind schedule, it appears that we will potentially have to take sludge to NEW Water in the spring of 2026 as well. No such notice has been received from SBU yet, but Barnes will keep the Committee updated on the SBU projects timeline.

One load of sludge is hauled to NEW Water every Monday. There is the possibility that NEW Water will stop accepting our sludge, if SBU is not done with the project by 2026. They made it very clear that the approval for the Sister Bay WWTP is temporary, and not indefinite. Barnes is going to start exploring other facilities that would potentially be able to take our sludge for disposal.

Thankfully, the charge for disposal services at NEW Water did come in lower than expected. Previously, to dispose of our sludge at the NEW Water facility Sister Bay had paid a rate of \$0.20 per gallon. Currently, we are paying roughly \$0.06 per gallon depending on the sludge testing results of the load. This charge may increase in the summer once large quantities of septic tank waste is disposed of at the WWTP.



230 E. Vine Street
P.O. Box 27
Sturgeon Bay, WI 54235-0027
Phone: 920.746.2820
Fax: 920.746.2822
sbunet.com

Shared strength through  WPPI Energy

February 20, 2025

Sister Bay Wastewater
P.O. Box 769
Sister Bay, WI 54234

Re: Wastewater Solids Handling Improvements Project

Dear Customer,

Sturgeon Bay Utilities (SBU) owns and operates an activated sludge wastewater treatment facility (WWTF) that was originally constructed in 1981. In addition to “domestic” waste generated by the residents and businesses of Sturgeon Bay, the WWTF receives a significant amount of hauled-in waste in addition to raw sludge from other communities in Door County.

In order to process these domestic and municipal biosolids, we utilize a Temperature Phased Anaerobic Digestion (TPAD) treatment system and associated biosolids dewatering processes to meet all of our WPDES biosolids permit requirements.

Due to the age of the digesters and associated solids handling treatment train equipment, SBU and McMahon Associates developed a refurbishment project to enhance our biosolids treatment capabilities, make the treatment process more efficient and ensure that we can meet our biosolids regulatory requirements.

On December 19, 2024, the Wisconsin Department of Natural Resources (WDNR) conditionally approved the submitted project plans and specifications to rehabilitate the Thermophilic Digester, install a mechanical mixing system, replace the biosolids boiler and heat exchanger, replace digester sludge transfer pump, replace biosolids belt filter press, install new polymer feed system and update the Solids Building air handling system.

In Early 2025, this project went out for public bids and on February 11, 2025, the Sturgeon Bay Utility Commission approved the Solids Handling Improvement project bid from J.F. Ahern Co. for \$4,910,000.00. Total estimated project cost with engineering designs and inspection services will be about \$5.5 million dollars.

SBU is currently in the process of executing the project contracts with J.F. Ahern Co. and will start project scheduling over the next 4 to 5 weeks. With taking into consideration the abnormally long equipment lead-times and the large scope of the project, we suspect this project will take approximately 12 to 18 months to complete.



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Shared strength through  WPPI Energy

As previously noted, this is a very large project that will affect all aspects of Sturgeon Bay Utilities' solids handling treatment train and associated land application procedures. One significant impact of this project is that we will be taking our Thermophilic and Mesophilic Digesters offline in various stages throughout the project.

During the digester rehab project phases, SBU will not be able to produce our existing Exceptional Quality (EQ) Class "A" Biosolids. This reduced treatment capacity will affect the amount of gallons that we can treat on a daily basis, reduce our overall treatment ability to a Class "B" Biosolids production and significantly affect our biosolids land application operations. SBU's reduced biosolids treatment capability and land application restrictions were identified during the project development phase and SBU started communicating to the Northern Door County Wastewater Operators over the last 10 to 12 months that we will not be able to accept any biosolids during our Solids Handling Improvement Project.

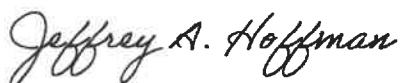
Up to this point, SBU has communicated to the Northern Door County Wastewater Operators that we will not be able to receive any biosolids in 2025. However, if our project timing allows, we might be able to accept biosolids in early 2025, if we have not taken any digesters offline for the project.

In addition to communicating with the Northern Door Communities, SBU staff met with Green Bay Metropolitan Sewerage District (New Water), Full Service Organics (FSO) and the WDNR at various times over the last 10 to 12 months, describing our proposed 2025 solids handling project. During these talks/meetings, SBU has shared contact information between the various communities and companies to assist solids handling planning while SBU's wastewater facility will be unable to accept biosolids in 2025 and possibly into early 2026.

As noted earlier, we will be working with J.F. Ahern Co. over the next 4 to 5 weeks on our Solids Handling Improvement Project scheduling. SBU will continue to share these project schedules once they are in place.

Sturgeon Bay Utilities recognize the importance of working with our Northern Door County Communities to ensure the ongoing stability and compliance of our municipal wastewater solids handling treatment systems and its ultimate land application operations as a beneficial reuse, soil amendment product.

Sincerely,



Jeffrey A Hoffman
Water-Wastewater Utility Manager
Sturgeon Bay Utilities

2024 WWTF Incoming Biosolids

Month	Sister Bay Biosolids	Egg Harbor Biosolids	Ephraim Biosolids	Fish Creek Biosolids	Baileys Harbor Biosolids
	Gallons	Gallons	Gallons	Gallons	Gallons
Jan-24					
Feb-24	70,000				
Mar-24	70,000				154,000
Apr-24	28,000			42,000	
May-24	21,000		28,000		
Jun-24				42,000	
Jul-24	28,000				28,000
Aug-24	56,000			42,000	28,000
Sep-24	70,000				28,000
Oct-24	56,000		77,000	42,000	35,000
Nov-24	35,000		35,000	35,000	35,000
Dec-24	46,000				
Minimum	21,000		28,000	35,000	28,000
Maximum	70,000		77,000	42,000	154,000
Total	480,000		140,000	203,000	308,000
Average	48,000		46,667	40,600	51,333

2024 Total Gallons Received

1,131,000 Gallons



Staff Report

Hauler Request to Open Out of the Area Holding Tank Waste Acceptance

Date: May 13, 2025

Board/Committee: Utilities Committee

Re: Hauler Request

Author: Megan Barnes, Utilities Director

Previously, the Utilities Committee approved restricting hauled waste accepted at the Sister Bay WWTP to only our service area, which includes the unsewered residents in the Village of Sister Bay, residents in Liberty Grove and unsewered residents in the Liberty Grove Sanitary District No. 1. A request was made by a hauler to open the acceptance of out of the area holding tank waste (not septic tank waste) at the Village of Sister Bay's WWTP, due to the construction in Baileys Harbor. How would the Committee like to proceed?