



CLAYTON SANITARY DISTRICT #1 COMMISSION MEETING

Wednesday, October 16, 2024 at 6:00 PM

Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

AGENDA

CALL TO ORDER

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Sanitary District Commission Public Hearing on the CY 2025 Budget and Tax Levy on all taxable property in the District for the required annual payment to Fox West Regional Facility for operation & maintenance, and for the lease payments for the installation of the sewer infrastructure.

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 15, 2023 Clayton Sanitary District #1 Meeting

BUSINESS

- A. Discussion/Action: Sanitary District Commission review & consideration of Resolution 2024-001 Adopting a Schedule of Sewerage Service Charges for Sanitary Sewer Service for the Town of Clayton Sanitary District #1.
- B. Discussion/Action: Sanitary District Commission review & consideration of the CY 2025 Budget and Tax Levy on all taxable property in the District for the required annual payment to Fox West Regional Facility for operation & maintenance, and for the lease payments for the installation of the sewer infrastructure.

ADJOURNMENT

Respectfully submitted,

Russell D. Geise
Commission Chair

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Town Board in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Town Board action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.

This agenda has been posted at the following locations in the Town of Clayton:

1. The Town Hall Posting Board – 8348 Hickory Ave, Larsen, WI 54947
2. The Town’s Web Page: --

CLAYTON SANITARY DISTRICT #1 PUBLIC HEARING & MEETING NOTICE

Notice is hereby given there will be a meeting of the Clayton Sanitary District #1 Board of Commissioners on October 16, 2024, at the Town of Clayton Town Hall, 8348 Hickory Ave, Larsen, Wisconsin, for the following purpose:

They Clayton Sanitary District #1 Board of Commissioners will hold a Public Hearing for the presentation and approval of the proposed 2025 Town of Clayton Sanitary District #1 Budget (Wis. Stats. 65.90). The actual budget with detail is available at the Town Hall for public inspection during regular office hours.

The Clayton Sanitary District #1 Board of Commissioners will also meet to consider and possibly act upon authorizing the Clayton Sanitary District #1 to levy a tax on all taxable property in the district and appropriate the tax among the municipalities in which the district is located on the basis of equalized value pursuant to Wis. Stat. § 60.77(6)(b). The proposed budget detail may be examined at the Town Office during normal office hours.

The amount of the potential tax levy in excess of that which is required for maintenance and operation of the district and for principal and interest on bonds or promissory notes shall not exceed, one dollar per \$1,000 of the equalized full value of all taxable property in the district. The estimated equalized full value of all taxable property in the district is \$115,605,304.

Dated in the Town of Clayton, WI, Winnebago County this 1st day of October, 2024.
Kelsey Faust-Kubale, Clerk

Publish and Post Tuesday, October 1, 2024



CLAYTON SANITARY DISTRICT #1 MEETING

Wednesday, November 15, 2023

Immediately following a Prior Scheduled Meeting

Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

MINUTES

THIS MEETING IS IMMEDIATELY FOLLOWING THE SPECIAL ELECTORS MEETING MEETING.

CALL TO ORDER

Chair Geise called the meeting to order at 6:13 pm.

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

PRESENT

Chair Geise
Commissioner Lettau
Commissioner Grundman
Commissioner Reif

EXCUSED

Commissioner Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Zolp
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 16, 2022 Clayton Sanitary District #1 Meeting

MOTION

Motion made to approve the minutes of the Wednesday, November 16, 2022 Clayton Sanitary District #1 Meeting.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Sanitary District Commission review & consideration of a Tax Levy on all taxable property in the District for the required annual payment to Fox West Regional Facility for operation & maintenance, and for the lease payments for the installation of the sewer infrastructure.

MOTION

Motion made to approve the Tax Levy on all taxable property in Clayton Sanitary District #1 for the required annual payment to Fox West Facility for operation & maintenance, and for the lease payments for the installation of the sewer infrastructure.

Motion carried by unanimous voice vote.

ADJOURNMENT

MOTION

Motion made to adjourn at 6:15 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Russell D. Geise
Commission Chair

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2. The Town’s Web Page: --

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Clayton Sanitary District #1 Commission

Re: Sanitary District Commission review & consideration of 2024-001 Adopting a Schedule of Sewerage Service Charges for Sanitary Sewer Service for the Town of Clayton Sanitary District #1.

Included is a copy of the Resolution and proposed rates. The rate change would be effective January 1, 2025. Administrator Wisnefske will be available for questions.

SUGGESTED MOTION(S):

Motion AND ROLL CALL to approve Resolution 2024-001 and direct Staff to publish and post accordingly.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully submitted,
Kelsey

STATE OF WISCONSIN COUNTY OF WINNEBAGO TOWN OF CLAYTON

TOWN OF CLAYTON SANITARY DISTRICT NO. 1
Resolution 2024-001

**A Resolution Adopting a Schedule of Rates for Sanitary Sewer Service for the
Town of Clayton Sanitary District No. 1**

Whereas, The Town of Clayton Sanitary District No. 1 Code of Ordinances charges the Sanitary District Commission with establishing rates for sewer service charges sufficient to pay the District’s capital costs, operation and maintenance costs, replacement funds, and any needed reserve funds.

Now Therefore, the Commission of the Town of Clayton Sanitary District No. 1 hereby resolves as follows:

- 1. The attached Town of Clayton Utility Rates schedule is hereby adopted and shall be in full force and effect on and after January 1, 2025. Rates may be further revised by the Commission by resolution in the future.

Dated this _____ day of _____ 20__.

Russell D. Geise, Commission Chair

Attested:

Kelsey Faust-Kubale, Town Clerk



Sewer Utility Information

MAKE CHECKS PAYABLE TO:

Town of Clayton
 8348 Hickory Ave
 Larsen, WI 54956
 Monday-Thursday 7:45a-4p; Friday 7:45a-1p
 (CLOSED ALL HOLIDAYS)

Credit/Debit card payments can be made online at townofclayton.net

Use the *Services* dropdown tab & click *Sewer Utility*

Credit/Debt card payments **MUST** be made before 4p on the due date to be considered timely.

After Hours Night Deposit Available:

Black lockbox by main entrance of the Clayton Town Hall
 Payments received in the lockbox will be processed on the next business day.

LATE PAYMENT CHARGES OF 1.5% PER MONTH will begin to accrue, if the bill is not paid by the due date.

\$30 ADMINISTRATIVE FEE for returned or NSF check

TOWN OF CLAYTON UTILITY RATES

Sewer Quarterly Base Charges: (effective 01/01/2025)

Meter Size	Sewer Service	Meter Size	Sewer Service
5/8"	\$33.38	3"	\$490.40
3/4"	\$45.88	4"	\$816.55
1"	\$82.14	6"	\$1,638.22
1 1/2"	\$164.39	8"	\$2,460.79
2"	\$261.92	10"	\$3,691.19

Residential Volume Charges:	Non-Residential Volume Charges:
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First 6,000 gallons	\$6.20 per 1,000 gallons	Volume Charge	\$5.66 per 1,000 gallons
Over 6,000 gallons	\$6.82 per 1,000 gallons		

Statement / Invoice Fee

GO PAPERLESS - Effective 01/01/2025, there will be a \$2.00 fee to help cover the cost of envelopes and stamps. If you would like to setup paperless statements, please email the Administrative Assistant at the email address below.

If you have any questions, feel free to call us 920.836.2007 OR email adminassist@claytonwinnebago.wi.gov

For the most current rates, please visit our website:
www.townofclayton.net

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Clayton Sanitary District #1 Commission

Re: Sanitary District Commission review & consideration of the CY 2025 Budget and Tax Levy on all taxable property in the District for the required annual payment to Fox West Regional Facility for operation & maintenance, and for the lease payments for the installation of the sewer infrastructure.

SUGGESTED MOTION:

Motion to approve the Budget and Tax Levy on all taxable property in Clayton Sanitary District #1 for the required annual payment to Fox West Facility for operation & maintenance, and for the lease payments for the installation of the sewer infrastructure.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey