



# BOARD OF SUPERVISORS MEETING

Wednesday, June 07, 2023 at 6:30 PM

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

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## AGENDA

### CALL TO ORDER

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

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 17, 2023 Closed Session Town Board Meeting
- B. Approval of the Minutes of the Wednesday, May 17, 2023 Town Board Meeting

### OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

**Individuals properly signed in may speak directly to the Town Board on non-repetitive Town Matters whether on or not on the agenda.** Commentators must wait to be called, must speak from the podium, directing their comments to the Board. Comments must be orderly, and will be limited to a maximum of **2 minutes** per person. **Public comment is not permitted outside of this public comment period.** **Note:** The Board's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

### CORRESPONDENCE

- A. Distribution of the May 2023 Building Inspection Report
- B. Distribution of Notice of Public Hearing for the Fox Valley Technical College 2023-24 Budget
- C. Distribution of the meeting materials for the June 7, 2023 Fox West Regional Sewerage Commission monthly meeting

### DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. County Board Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Department of Public Safety Report
- D. Larsen/Winchester Sanitary District Report
- E. Administrator's Report
- F. Chair & Supervisor Reports

### OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Jessica Krings
- B. New - Natalie Rose
- C. New - Alayna Feavel

- D. New - Kendall Ziglinksi
- E. New Class A - Bhupin Tiwari
- F. New Temporary - Sarah Poublon (to be issued June 13, 2023)
- G. Renewal - Dannielle Kluz
- H. Renewal - Grace Witt

**BUSINESS REFERRED BY THE PLAN COMMISSION**

- A. Plan Commission Recommendation: Motion to approve Ordinance 2023-Z004 An Ordinance to Amend the Official Town of Clayton Zoning Map specifically to re-zone Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, and Tax ID #006-0632. The application is to re-zone: Tax ID #006-0617 (2689 County Rd II) from the A-2 (General Agriculture) District to the B-2 (Community Business) District, R-4 (Multifamily Residential) District, and R-3 (Two-Family Residential) District; Tax ID #006-0618 from the A-2 District to R-3 District and R-2 (Suburban Residential) District; and Tax ID #006-0632 from the A-2 District to the R-2 District.

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of the following Alcohol License Applications:

The following parties have submitted renewal applications for a Class "B" license to sell fermented malt beverages, and a "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023 through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. EJ Phoenix Enterprises LLC (DBA Century Elm Supper Club), 8300 Hickory Ave, Larsen, WI 54947; Agent: Elizabeth Jackson
- b. Ridgeway Country Club Inc., 2913 County Road II, Neenah, WI 54956; Agent: Scott A. Lemire
- c. Micki D's, LLC (DBA The ReMixx), 8386 State Road 76 Suite B, Neenah, WI 54956; Agent: Michelle A. Baumann
- d. KBN LLC (DBA Willie Beams), 2590 County Road II, Neenah, WI 54956; Agent: Brian Stedl
- e. Winagamie, Inc. (DBA Winagamie Golf Course), 3501 Winnegamie Drive, Neenah, WI 54956; Agent: Matthew Burry
- f. The Woodshed Inc., (DBA The Woodshed Bar and Grill), 2895 County Road II, Neenah, WI 54956; Agent: Dino O. Valeri

- B. Discussion/Action: Town Board review & consideration of the following Alcohol License Application:

The following party has submitted renewal applications for a Class "B" license to sell fermented malt beverages, and a "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023 through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

a. Stephanie J. Sweere (DBA The Larsen Tavern), 8338 Hickory Ave, Larsen, WI 54947; Agent: Stephanie J. Sweere

- C. Discussion/Action: Town Board review & consideration of the following Alcohol License Application:

The following party has submitted a renewal application for a Reserve Class "B" license to sell fermented malt beverages, and a Reserve "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023 through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

a. Leisure Golf #1, LLC, (DBA Westridge Golf Course), 8130 Golf Course Drive, Neenah, WI 54956; Agent: Rory Burton

- D. Discussion/Action: Town Board review & consideration of the following Cigarette License Applications:

The following parties have applied for a Cigarette and Tobacco Products License in and for the Town of Clayton, for the period of July 1, 2023 to June 30, 2024, subject to compliance with State Statutes and Municipal Ordinances:

a. Ridgeway Country Club, Inc, 2913 County Road II, Neenah, WI 54956  
b. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Road 76, Neenah, WI 54956

- E. Discussion/Action: Town Board review & consideration of the following Alcohol License Application:

The following party has an application for a Class "A" license to sell fermented malt beverages, and a "Class A" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023 through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

a. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Road 76 Unit 1, Neenah, WI 54956; Agent: Durga Tiwari

- F. Discussion/Action: Town Board review & consideration of the construction of a driveway for Kim Maurer on Tax ID #006-0340-02-02.

- G. Discussion/Action: Town Board review & consideration of proposals for a new Town Logo.

- H. Review/Discussion: Town Board review & discussion of the estimates received for repair of portions of the following roads to be completed by Winnebago County Highway Department on behalf of the Town: Oakridge Road, Hillcrest Drive, Oakwood Avenue, Fairview Road.

## REVIEW OF DISBURSEMENTS

- A. Check Summary Register

## UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 21; July 5 & 19; August 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 14 & 28; July 12 & 26; August 9

## BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

## ADJOURNMENT

Respectfully submitted,

Russell D. Geise  
Town Chairperson

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*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 CTR “T” Larsen, WI 54947
2. The Town’s Web Page: -- [www.townofclayton.net](http://www.townofclayton.net)



TOWN OF CLAYTON  
Board of Supervisors  
Special Meeting Minutes  
6:00 pm Wednesday, May 17, 2023  
Town Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

- I. Call to Order: Town Board Chairman Geise called the meeting to order at 6:00 pm.
- A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Meeting Roll
    - a. Board of Supervisors
 

Chair Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Christianson	PRESENT
Supervisor Reif	PRESENT
    - b. Staff
 

Administrator Wisnefske	PRESENT
Clerk Faust-Kubale	PRESENT
Treasurer Zolp	PRESENT
Attorney LaFrombois	PRESENT

I. **CLOSED SESSION OF THE TOWN BOARD:**

A. Discussion/Action: Town Board Review and Consideration of a motion to move into a Closed Session Pursuant to WI Statute 19.85(1)(e).

- i. **19.85 (1)(e)** - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Town Board of the Town of Clayton will consider a Motion to Adjourn to a Closed Session to deliberate a possible update to the border agreement between the Town and Village of Fox Crossing to include water & sanitary sewer service.

**MOTION:**

**Motion** by Supervisor Christianson  
**Second** by Supervisor Grundman

**Motion made** to move into a Closed Session of the Town Board pursuant to WI Statute 19.85(1)(e)

**ROLL CALL:**

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye

**Motion carried 5-0.**

B. Discussion/Action: Pursuant to WI Stat. 19.85 (2), the Town Board will reconvene into open session and may formally act on those matters discussed in closed session.

- i. **19.85 (2)** - No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

**MOTION:**

**Motion** by Supervisor Lettau  
**Second** by Supervisor Grundman

**Motion made** to reconvene into Open Session pursuant to WI Statute 19.85(2)

**ROLL CALL:**

Supervisor Christianson	Aye
Supervisor Grundman	Aye
Supervisor Lettau	Aye
Supervisor Reif	Aye
Chair Geise	Aye

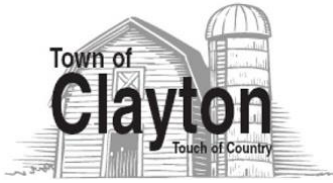
**Motion carried 5-0.**

II. Adjournment

**MOTION:**

**Motion made** by unanimous consent to adjourn at 6:38 pm.

Respectfully submitted,  
Kelsey Faust-Kubale, Town Clerk



# BOARD OF SUPERVISORS MEETING AMENDED

Wednesday, May 17, 2023  
Immediately following the Reorganizational Meeting

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

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## MINUTES

**THIS MEETING IS IMMEDIATELY FOLLOWING THE BOARD OF REVIEW MEETING**

### CALL TO ORDER

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

### SUPERVISORS

Town Chair Geise  
 Supervisor Lettau  
 Supervisor Grundman  
 Supervisor Christianson  
 Supervisor Reif

### STAFF

Administrator Wisnefske  
 Clerk Faust-Kubale  
 Treasurer Zolp  
 Attorney LaFrombois

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 3, 2023 Town Board Meeting

### MOTION:

**Motion made** by unanimous consent to approve the Wednesday, May 3, 2023 Town Board Meeting Minutes.

**Motion carried** by unanimous voice vote.

### OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA - NONE

### CORRESPONDENCE

- A. Distribution of the April 2023 Winnebago County Tonnage Report

### DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Winnebago County Sheriff's Department – Public Concerns and Issues
- B. Larsen/Winchester Sanitary District Report
- C. Administrator's Report
- D. Chair & Supervisor Reports

**OPERATOR LICENSES ISSUED BY THE TOWN CLERK**

- A. New - Autumn Jentz
- B. New - Camryn Annoye
- C. New - Erica Sykora

**BUSINESS REFERRED BY THE PLAN COMMISSION**

- A. Plan Commission Recommendation: Motion to approve a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Preliminary Plat, dividing Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, & Tax ID #006-0632 into 158 lots and 4 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses.

**MOTION:**

**Motion made** by unanimous consent to approve the Preliminary Plat Review Application with all Staff recommendations & conditions.

**Motion carried** by unanimous voice vote.

- B. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by CRL Surveying, LLC, on behalf of Kenneth Christian for approval of a CSM dividing Tax ID #006-0187-01 (4757 N Loop Rd) into two (2) lots.

**MOTION:**

**Motion made** by unanimous consent to approve the Certified Survey Map Review Application with all Staff recommendations & conditions.

**Motion carried** by unanimous voice vote.

- C. Plan Commission Discussion: Plan Commission review & discussion on a Concept Plan Review Application submitted by Jeffrey Houts for a proposed personal storage facility/storage buildings condominium development on Tax ID #006-0895-07 (7568 Black Top Way).

**DISCUSSION ITEM ONLY - NO ACTION TAKEN****BUSINESS**

- A. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Charles Krause for Fireworks Mart located at 2896 Breezwood Ln, Neenah WI, 54956.

**MOTION:**

**Motion made** by unanimous consent to approve the application submitted by Charles Krause for Fireworks Mart, located at 2896 Breezwood Lane, Neenah, WI 54956, with all Staff conditions to be met prior to granting the license.

**Motion carried** by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of Resolution 2023-005 authorizing a \$2.6 million loan with a 20-year term from the Board of Commissioners of Public Lands, with an estimated funding date of 6/15/2023, for the construction of Eagle Heights Dr & Regional Stormwater Pond, Wing Ln, sewer & water extension from Rocket Way to County Rd II, and sewer & water extension from County Rd II to Clayton Ave.

**MOTION:**

**Motion made** by Supervisor Reif, **Seconded** by Supervisor Christianson to approve Resolution 2023-005 as provided by the Board of Commissioners of Public Lands, and direct Staff to submit the appropriate paperwork as needed.

**Voting Yea:** Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

**Motion carried 5-0.**

- C. Discussion/Action: Town Board review & consideration of an Application for a Temporary Class "B" license by Central Wisconsin Auto Collectors for an event to be held June 25, 2023.

**MOTION:**

**Motion made** by unanimous consent to approve the application submitted by Central Wisconsin Auto Collectors & grant a Temporary Class "B" license for an event to be held June 25, 2023.

**Motion carried** by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of an agreement with Oshkosh Area Humane Society for animal control services within the Town.

**MOTION:**

**Motion made** by unanimous consent to approve entering into a contract with Oshkosh Area Humane Society to provide animal control services for the Town, and authorize the Administrator to execute said agreement.

**Motion carried** by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of insurance quote for renewal of the Town's Insurance provided by The Horton Group Inc. in the amount of \$33,540.00

**MOTION:**

**Motion made** by unanimous consent to approve the Insurance Quote for the Town's renewal of Insurance provided by The Horton Group Inc. in the amount of \$33,540.00.

**Motion carried** by unanimous voice vote.

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

## REVIEW OF GENERAL FUND BUDGET UPDATES

### UPCOMING MEETING ATTENDANCE

- A. Town Board - June 7 & 21; July 5 & 19; August 2 & 16 all beginning at 6:30 pm
- B. Plan Commission - May 24; June 14 & 28; July 12

### BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

### ADJOURNMENT

**MOTION:**

**Motion made** by unanimous consent to adjourn at 7:36 pm.

**Motion carried** by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

PERMIT SPREADSHEET FOR MAY 2023

YEAR TO DATE SUMMARY

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	TOWN OF CLAYTON REVENUE	YEAR TO DATE TOTAL
<b>TOWN OF CLAYTON PERMITS:</b>												Town of Clayton	\$ 38,485.33
5/8/2023	59-23-5B	BRYAN VERSTEGEN	9564 OAKWOOD	POLE BARN	NORTHLAND BUILDINGS	\$ 34,000.00	\$ 219.00					Town of Vinland	\$ 1,893.02
5/8/2023	60-23-5E	SCOTT STIELOW	3080 SAFRON	ELECT INGROUND POOL	SPRANGERS ELECT	\$ 5,700.00	\$ 75.00					Town of Winneconne	\$ 7,636.60
5/8/2023	61-23-5E	GUY GRUETT	3152 BUTTERCUP	ELECT INGROUND POOL	SPRANGERS ELECT	\$ 5,000.00	\$ 75.00					Town of Winchester	\$ 1,209.76
5/8/2023	62-23-5E	ERIC SODA	3497 GRANDMEADOWS	ELECT INGROUND POOL	SPRANGERS ELECT	\$ 5,000.00	\$ 75.00					Town of Dale	\$ 4,889.44
5/10/2023	63-23-5B	LEE HART	3529 GRANDMEADOWS	REROOF	DANNT BOY BUILDERS	\$ 20,700.00	\$ 75.00						
5/10/2023	64-23-5P	KEVIN FLYNN	3139 WESTFIELD RIDGE	REPLACE WATER HEATER	BLACK-HAAK	\$ 1,900.00	\$ 75.00						
5/10/2023	65-23-5E	K-C	8556 MARTIN	SOLAR INSTALL	NORTHLAND ELECT	\$ 60,000.00	\$ 75.00						
5/10/2023	66-23-5E	RUSS WHITE	3601 CTY II	SERVICE CHANGE	CR FOCHS	\$ 2,320.00	\$ 75.00						
5/17/2023	67-23-5E	CHARTER COMM	FOX VALLEY DR	SERVICE	EISCH ELECT	\$ 2,500.00	\$ 75.00					Full Burden Wage	\$ 41,784.44
5/17/2023	68-23-5E	JULIE ROSENTHAL	8516 WINNCREST	SERVICE/REMOD	KUEHL ELECT	\$ 10,000.00	\$ 152.00						
5/17/2023	69-23-5E	CHAD WHALEY	2645 FAIRVIEW	ELECT FOR POOL	ABSTRACT ELECT	\$ 1,000.00	\$ 75.00					Net Profit (Loss)	\$ 12,329.71
5/17/2023	70-23-5H	PAT STABLE	8071 GALAXY	REPLACE A/C	MODERN SHEET METAL	\$ 4,299.00	\$ 75.00						
5/17/2023	71-23-5H	TIM MANTEUFEL	2845 E SHADY LN	REPLACE FURNANCE	MODERN SHEET METAL	\$ 4,899.00	\$ 75.00						
5/17/2023	72-23-5H	JOE MALCHOW	7905 CENTER	ADD BOILER IN BASEMENT	MODERN SHEET METAL9895	\$ 9,895.00	\$ 75.00						
5/18/2023	73-23-5B	JJJ2	7577 BLACKTOP WAY #31	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 120,000.00	\$ 568.00						
5/18/2023	74-23-5H	JJJ2	7577 BLACKTOP WAY #31	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 234.00						
5/18/2023	75-23-5H	JJJ2	7577 BLACKTOP WAY #31	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 234.00						
5/18/2023	76-23-5P	JJJ2	7577 BLACKTOP WAY #31	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 234.00						
5/18/2023	77-23-5B	JJJ2	7577 BLACKTOP WAY #32	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 120,000.00	\$ 568.00						
5/18/2023	78-23-5E	JJJ2	7577 BLACKTOP WAY #32	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 234.00						
5/18/2023	79-23-5H	JJJ2	7577 BLACKTOP WAY#32	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 234.00						
5/18/2023	80-23-5P	JJJ2	7577 BLACKTOP WAY #32	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 234.00						
5/18/2023	81-23-5B	JJJ2	7577 BLACKTOP WAY #33	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 120,000.00	\$ 568.00						
5/18/2023	82-23-5E	JJJ2	7577 BLACKTOP WAY #33	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 234.00						
5/18/2023	83-23-5H	JJJ2	7577 BLACKTOP WAY #33	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 234.00						
5/18/2023	84-23-5P	JJJ2	7577 BLACKTOP WAY #33	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 234.00						
5/18/2023	85-23-5B	JJJ2	7577 BLACKTOP WAY #34	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 120,000.00	\$ 568.00						
5/18/2023	86-23-5E	JJJ2	7577 BLACKTOP WAY #34	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 234.00						
5/18/2023	87-23-5H	JJJ2	7577 BLACKTOP WAY #34	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 234.00						
5/18/2023	88-23-5P	JJJ2	7577 BLACKTOP WAY #34	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 234.00						
5/18/2023	89-23-5B	JJJ2	7577 BLACKTOP WAY #35	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 120,000.00	\$ 568.00						
5/18/2023	90-23-5E	JJJ2	7577 BLACKTOP WAY #35	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 234.00						
5/18/2023	91-23-5H	JJJ2	7577 BLACKTOP WAY #35	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 234.00						
5/18/2023	92-23-5P	JJJ2	7577 BLACKTOP WAY #35	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 234.00						
5/18/2023	93-23-5B	JJJ2	7577 BLACKTOP WAY#36	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 120,000.00	\$ 568.00						
5/18/2023	94-23-5E	JJJ2	7577 BALCKTOP WAY#36	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 234.00						
5/18/2023	95-23-5H	JJJ2	7577 BLACKTOP WAY#36	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 234.00						
5/18/2023	96-23-5P	JJJ2	7577 BLACKTOP WAY #36	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 234.00						
5/30/2023	97-23-5B	JJJ2	7577 BLACKTOP WAY #7	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 90,000.00	\$ 442.00						
5/30/2023	98-23-5E	JJJ2	7577 BLACKTOP WAY #7	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 171.00						
5/30/2023	99-23-5H	JJJ2	7577 BLACKTOP WAY#7	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 171.00						
5/30/2023	100-23-5P	JJJ2	7577 BLACKTOP WAY#7	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 171.00						
5/30/2023	101-23-5B	JJJ2	7577 BLACKTOP WAT #8	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 90,000.00	\$ 442.00						
5/30/2023	102-23-5E	JJJ2	7577 BLACKTOP WAY#8	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 171.00						
5/30/2023	103-23-5H	JJJ2	7577 BLACKTOP WAY#8	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 171.00						
5/30/2023	104-23-5P	JJJ2	7577 BLACKTOP WAY#8	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 171.00						
5/30/2023	105-23-5B	JJJ2	7577 BLACKTOP WAY#9	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 90,000.00	\$ 442.00						
5/30/2023	106-23-5E	JJJ2	7577 BLACKTOP WAY#9	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 171.00						
5/30/2023	107-23-5H	JJJ2	7577 BLACKTOP WAY#9	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 171.00						
5/30/2023	108-23-5P	JJJ2	7577 BLACKTOP WAY#9	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 171.00						
5/30/2023	109-23-5B	JJJ2	7577 BLACKTOP WAY#10	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 90,000.00	\$ 442.00						
5/30/2023	110-23-5E	JJJ2	7577 BLACKTOP WAY#10	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 171.00						
5/30/2023	111-23-5H	JJJ2	7577 BLACKTOP WAY#10	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 171.00						
5/30/2023	112-23-5P	JJJ2	7577 BLACKTOP WAY#10	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 171.00						
5/30/2023	113-23-5B	JJJ2	7577 BLACKTOP WAY#11	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 90,000.00	\$ 442.00						
5/30/2023	114-23-5E	JJJ2	7577 BLACKTOP WAY#11	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 171.00						
5/30/2023	115-23-5H	JJJ2	7577 BLACKTOP WAY#11	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 171.00						



5/30/2023	116-23-5P	JJJ2	7577 BLACKTOP WAY#11	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 171.00
5/30/2023	117-23-5B	JJJ2	7577 BLACKTOP WAY#12	NEW COMMERCIAL STORAGE	CUSTOM BUILDERS	\$ 90,000.00	\$ 442.00
5/30/2023	118-23-5E	JJJ2	7577 BLACKTOP WAY#12	NEW COMMERCIAL ELECT	RICK STEFFENS ELECT	\$ 6,000.00	\$ 171.00
5/30/2023	119-23-5H	JJJ2	7577 BLACKTOP WAY#12	NEW COMMERCIAL HVAC	THE GOOD GUYS HVAC	\$ 4,000.00	\$ 171.00
5/30/2023	120-23-5P	JJJ2	7577 BLACKTOP WAY#12	NEW COMMERCIAL PLUMB	SALMS PLUMB	\$ 5,000.00	\$ 171.00

**TOTALS \$1,607,213.00 \$14,621.00**

**TOWN OF WINNECONNE PERMITS:**

5/9/2023	49-23-5B	JIM WINNEKENS	7132 SHORLINE	SIDING	INFINITY EXTERIORS	\$ 44,000.00	\$ 50.00	\$ 40.00
5/9/2023	50-23-5B	JIM LOBNER	5852 MAIN	REROOF	ARC CONTRACTING	\$ 26,415.00	\$ 50.00	\$ 40.00
5/9/2023	51-23-5B	JOHN NELSON	5169 WASHINGTON	BATH REMOD	PORTSIDE BUILDERS	\$ 14,635.00	\$ 94.00	\$ 75.20
5/9/2023	52-23-5B	JOHN NELSON	5169 WASHINGTON	BATH REMOD PLUMB	HANSON	\$ 3,000.00	\$ 49.20	\$ 39.36
5/9/2023	53-23-5E	JOHN NELSON	5169 WASHINGTON	BATH REMOD ELECT	SEC	\$ 1,500.00	\$ 49.20	\$ 39.36
5/9/2023	54-23-5B	GLENN HUSSEY	6688 LASLEY SHORE	DETACHED GARAGE	SELF	\$ 25,000.00	\$ 149.00	\$ 119.20
5/9/2023	55-23-5E	GLENN HUSSEY	6688 LASLEY SHORE	DETACHED GARAGE ELECT	DIERSEN ELECT	\$ 1,500.00	\$ 76.20	\$ 60.96
5/9/2023	56-23-5H	MATT MAYOTTE	6788 FOREST PARK	ADDN HVAC	BLACK-HAAK	\$ 6,000.00	\$ 65.94	\$ 52.75
5/9/2023	57-23-5B	JERRY OLSON	5935 INDIAN SHORES	REROOF	SECURITY ROOFING	\$ 16,000.00	\$ 50.00	\$ 40.00
5/25/2023	58-23-5B	JENELLE HONER	5136 HIGH POINTE	REROOF	PRO RESTORATION	\$ 23,557.00	\$ 50.00	\$ 40.00
5/25/2023	59-23-5B	JILL VERICH	5878 POINTE WEST	REROOF	PRO RESTORATION	\$ 16,507.00	\$ 50.00	\$ 40.00
5/25/2023	60-23-5B	JEFF MAKOVEC	5901 OAKLANE	REMOD	GM HOMES	\$ 39,742.00	\$ 96.00	\$ 76.80
5/30/2023	61-23-5E	EDGAR SUTTA	5176 N HARBOUR	SOLAR INSTALL	APPLETON SOLAR	\$ 22,943.00	\$ 60.00	\$ 48.00
5/30/2023	62-23-5E	DAVE SLEIK	7022 CROSS	FREE STANDING SERVICE	EAGLE ELECT	\$ 20,000.00	\$ 60.00	\$ 48.00
5/30/2023	63-23-5E	STEVE ANDRASKO	5922 E ISLAND	SOLAR INSTALL	ENERGIZE	\$ 28,118.00	\$ 60.00	\$ 48.00
5/30/2023	64-23-5E	RICHARD CHRISTL	5544 HWY 116	GENERATOR INSTALL	BLACK-HAAK	\$ 14,000.00	\$ 60.00	\$ 48.00
5/30/2023	65-23-5P	MATTHEW PHILLIPS	5075 PETRACK	BATH REMOD	BATH FITTERS	\$ 6,797.00	\$ 46.00	\$ 36.80

**TOTALS \$ 309,714.00 \$ 1,115.54 \$ 892.43**

**TOWN OF WINCHESTER PERMITS:**

5/9/2023	10-23-5B	PEPLER PROPERTIES	5185 GRANDVIEW	REMOD	JAMES LANDOLT	\$ 13,000.00	\$ 75.00	\$ 60.00
5/9/2023	11-23-5E	ROGER PERGANDE	7250 CTY II	GENERATOR INSTALL ADD RE	WITZKE ELECT	\$ 15,000.00	\$ 175.00	\$ 140.00
5/25/2023	12-23-5E	BEN COUSINEAU	8466 SAUBY	GENERATOR INSTALL	BELL ELECT	\$ 10,000.00	\$ 130.00	\$ 104.00
5/25/2023	13-23-5E	CHRIS TEWS	5748 HILLCREST	REPLACE SERVICE CABLE	ALANS ELECT	\$ 300.00	\$ 130.00	\$ 104.00
5/25/2023	14-23-5E	AARON VOLP	8958 EVANS	GENERATOR INSTALL	SELF	\$ 6,000.00	\$ 130.00	\$ 104.00

**TOTALS \$ 44,300.00 \$ 640.00 \$ 512.00**

**TOWN OF DALE PERMITS:**

5/8/2023	22-23-5B	REED BUETOW	W9026 SCHOOL RD	DETACHED GARAGE	SELF	\$ 60,500.00	\$ 195.00	\$ 156.00
5/11/2023	23-23-5B	LARRY VERKUILEN	W9335 GARVEY	RENEW PERMIT	SELF	\$ 5,000.00	\$ 65.00	\$ 52.00
5/11/2023	24-23-5E	DAVID ANDERSON	N852 CTY M	INSTALL GENERATOR	ALANS ELECT	\$ 2,000.00	\$ 65.00	\$ 52.00
5/11/2023	25-23-5E	MASON NICHOLSON	N921 CTY M	SERVICE	CURRENT ELECT	\$ 1,000.00	\$ 65.00	\$ 52.00
5/11/2023	26-23-5E	JAKE REPLAND	N1545 MIDWAY	ELECT REMOD	CUSTOM ELECT	\$ 1,900.00	\$ 65.00	\$ 52.00
5/11/2023	27-23-5B	DAVID HIRSCHI	9302 HUNTERS	BATH REMOD	PORTSIDE BLDGS	\$ 26,000.00	\$ 165.40	\$ 132.32
5/11/2023	28-23-5E	DAVID HIRSCHI	9302 HUNTERS	BATH REMOD ELECT	SEC	\$ 3,990.00	\$ 69.62	\$ 55.70
5/11/2023	29-23-5P	DAVID HIRSCHI	9302 HUNTERS	BATH REMOD PLUMB	HANSON	\$ 6,234.00	\$ 69.62	\$ 55.70
5/11/2023	30-23-5E	ROBERT SUCH	W10413 CLOVERLEAF	SOLAR INSTALL	ELEVATED SOLAR	\$ 25,000.00	\$ 65.00	\$ 52.00
5/15/2023	31-23-5B	BEN ROMENESKO	HWY M	NSFD	STEVE HEISE BUILDERS	\$ 607,000.00	\$ 940.40	\$ 752.32
5/15/2023	32-23-5B	BEN ROMENESKO	HWY M	DETACHED GARAGE	STEVE HEISE BUILDERS	\$ 70,000.00	\$ 315.00	\$ 252.00
5/15/2023	33-23-5B	LANA BARNES	W9372 GARVEY	DETACHED GARAGE	BEECHY BROS	\$ 36,430.00	\$ 170.00	\$ 136.00
5/16/2023	34-23-5B	STEVE VAN HEERTUM	W8959 KELLDALE	SUNROOM ADDITION	GREAT DAY IMPROVEMENTS	\$ 60,899.00	\$ 187.00	\$ 149.60
5/16/2023	35-23-5B	CAROLYN CRAWFORD	W9185 SCHOOL	DETACHED GARAGE	AFFORDABLE CONT	\$ 40,000.00	\$ 151.80	\$ 121.44
5/24/2023	36-23-5E	RICHARD MITCHLER	W10308 RIDGE	INSTALL GENERATOR	MR TEAS	\$ 5,000.00	\$ 65.00	\$ 52.00
5/24/2023	37-23-5E	JOSIE NEUBERT	N1015 CTY M	ELECT REMOD	BEEZ ELECT	\$ 5,200.00	\$ 65.00	\$ 52.00
5/24/2023	38-23-5B	DANIELLE MORRIS	W5614 DEPOT	INSTALL EGRESS WINDOWS	SCHROEDER CONST	\$ 12,500.00	\$ 150.00	\$ 120.00
5/24/2023	39-23-5E	PAUL LITWIN	W9726 KAUFMAN	INSTALL GENERATOR	MASTER ELECT	\$ 11,398.00	\$ 65.00	\$ 52.00
5/24/2023	40-23-5E	WANDA SCHNETZER	W8917 MADELINE	INSTALL GENERATOR	RADDANT ELECT	\$ 10,798.00	\$ 65.00	\$ 52.00
5/24/2023	41-23-5B	MARLENE KOWALKOWSKI	10311 CEDAR	EPLACE SECTION OF BARN WAI	ABT FOUNDATION	\$ 18,795.00	\$ 75.00	\$ 60.00
5/24/2023	42-23-5E	FRED BROWN	W8657 SPRING	SOLAR INSTALL	WATTS UP ENGINEERING	\$ 31,000.00	\$ 65.00	\$ 52.00

**TOTALS \$ 1,040,644.00 \$ 3,138.84 \$ 2,511.07**

## FOX VALLEY TECHNICAL COLLEGE NOTICE OF PUBLIC HEARING FOR JULY 1, 2023 – JUNE 30, 2024 BUDGET

**June 20, 2023, at 4:30 p.m.**  
**1825 North Bluemound Drive, Appleton, Wisconsin**  
**Board Room (Room A137)**

**Virtual Meeting Public Access: 608-620-9722 Conference ID: 875 733 866#**

Prior to the Public Hearing, citizens are invited to discuss budget questions with FVTC administrators—Dr. Christopher Matheny, President, or Amy Van Straten, Chief Financial Officer.

Contact Sarah Bingham, Assistant to the President, at 920-735-5731 or e-mail her at [sarah.bingham6903@fvtc.edu](mailto:sarah.bingham6903@fvtc.edu) to arrange a discussion with either Dr. Matheny or Ms. Van Straten.

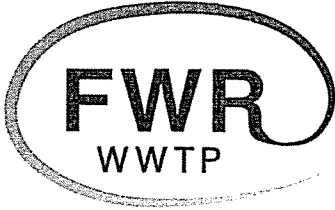
*The mission of Fox Valley Technical College is to provide relevant technical education and training to support student goals, a skilled workforce, and the economic vitality of our communities.*

### 2023-24 Budget Highlights

- ✓ The proposed budget supports delivery of the College's progressive program agenda, serving over 50,000 people annually. The College offers over 250 associate degree, technical diploma, trade apprenticeship and certificate programs in addition to providing customized training for business and industry.
- ✓ Consistent with the restrictions imposed by state statute, the College will limit its operating tax levy increase to the amount available from net new construction (estimated at 1.7% of total property value). Together with the debt levy, the total tax levy will increase 4.4%. The total mill rate applicable to property owners is estimated at \$0.825550. The owner of a \$100,000 property will pay an estimated \$83 for technical college purposes, compared to \$80 this year.
- ✓ The budget includes support for two new associate degree programs and four new technical diplomas: Master Aesthetician (Associate of Applied Science), Family and Consumer Sciences Instruction (Associate of Applied Science), Project Specialist (Technical Diploma), Dairy Automation (Technical Diploma), Diesel Equipment Technician with CDL (2-Year Technical Diploma) and Kitchen & Bath Design Assistant (Technical Diploma).
- ✓ The budget funds several important facility-related investments, including a new Construction Management Technology Program Outdoor Jobsite Lab offering a true-to-life experience in both construction and construction-project coordination. The Jobsite Lab will be located on Waupun Road in Oshkosh. The College will also begin remodeling the Culinary Arts, Baking and Food Service areas at the Appleton Main Campus, implementing a design that incorporates technology and dedicated labs to enhance student learning.

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item C.



1965 W. Butte Des Morts Beach Rd.  
Neenah, WI 54956

Phone (920) 739-7921  
Fax (920) 739-1343  
gcmwsc@new.rr.com

June 1, 2023

Town Clerk  
Town of Grand Chute  
1900 W Grand Chute Blvd  
Grand Chute, WI 54913

Village Clerk  
Village of Greenville  
P O Box 60  
Greenville, WI 54942

Village Clerk  
Village of Fox Crossing  
2000 Municipal Drive  
Neenah, WI 54956

Town Clerk  
Town of Clayton  
8348 County Road T  
Larsen, WI 54947

Ms. Ellen Skerke  
Town of Neenah  
1655 County Road A  
Neenah, WI 54956

The Post Crescent  
P O Box 59  
Appleton, WI 54912

Mr. Andrew Rossmessl  
Herrling Clark Law Firm  
800 North Lynndale Drive  
Appleton, WI 54914

## PUBLIC NOTICE

Public Notice is hereby given that there will be a **REGULAR MEETING** OF THE FOX WEST REGIONAL SEWERAGE COMMISSION on Wednesday, June 7, 2023 at 4:00 P.M. The Regular Meeting will be held at the McMahon Associates headquarters at 1445 McMahon Drive in Neenah. The meeting will also be held via teleconference.

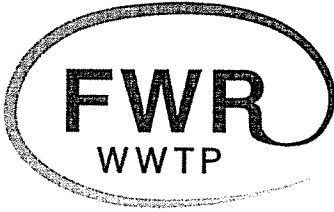
Respectfully submitted,

**FOX WEST REGIONAL S.C.**

Melissa Starr  
Accounting Clerk

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item C.



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Neenah, WI 54956

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## AGENDA For REGULAR MEETING Wednesday June 7, 2023 4:00 P.M.

*The meeting will also be held via teleconference.*

### CALL TO ORDER OF REGULAR MEETING

#### ROLL CALL

#### APPROVAL OF AGENDA

SECRETARY'S REPORT:           • Approve Minutes of Regular Meeting (05/03/2023)  
                                  • Discuss/Act on CD Renewal Quotes

TREASURER'S REPORT:       • Approve Voucher List  
                                  • Discussion / Review of Bank & Budget Statements

#### Discussion/Action

PRESIDENT'S REPORT:       • Discuss/Act on Final Payment for Heating System Project

MANAGER'S REPORT:       • Review/Approve Monthly Operational Summary  
                                  • Review/Approve 2022 CMAR - Resolution 312-23

ENGINEER'S REPORT:       • Fine Screen Engineering Update

#### OLD BUSINESS:

NEW BUSINESS:           • Discuss/Act on Sewer Extension Request – Fox Highlands Phase IV (Greenville)

#### Design Criteria:

Acres – 7.576	Population Served – 114
Flow – 0.008 MGD Avg	Flow – 0.030 MGD Peak
BOD – 23.9 lbs./day	

• Discuss/Act on Sewer Extension Request – Scholar Ridge Estates Phase I (Clayton)

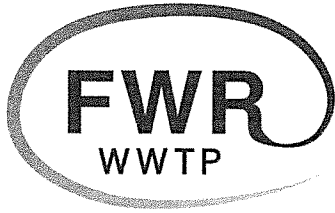
#### Design Criteria:

Acres – 599	Population Served – 5,050
Flow – 0.505 MGD Avg	Flow – 1.263 MGD Peak
BOD – 1,111 lbs./day	

#### ADJOURNMENT:

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item C.



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Neenah, WI 54956

Phone (920) 739-7921  
Fax (920) 739-1343  
gcmwsc@new.rr.com

## REGULAR MEETING MINUTES

May 3, 2023

Notice of the Regular Meeting was distributed by Melissa Starr to all Commissioners; the Clerks of the Town of Grand Chute, Village of Fox Crossing, Village of Greenville, Town of Clayton, & Town of Neenah; the Post Crescent; and posted on the bulletin board at the Regional Office. The Regular Meeting was called to order by President Dale Youngquist at 4:00 pm.

### **PRESENT:**

Mike Van Dyke	Jason Van Eperen	Ron Wolff Jr.
Dale Youngquist	Greg Ziegler	Brandon Kaufman (MCO)
Mark Strobel	Beth English	Melissa Starr (MCO)

Guests: Chad Olsen (McMahon)

### **APPROVAL OF AGENDA:**

A motion was made by Mike Van Dyke to approve the Agenda, second by Greg Ziegler. *Motion Carried.*

### **SECRETARY'S REPORT:**

#### **Minutes**

A motion was made by Mike Van Dyke to approve the Minutes of the Regular meeting held on April 5, 2023; second by Greg Ziegler. Beth English abstained from voting, *Motion Carried.*

#### **Discuss/Act on CD Renewal Quotes**

Accounting Clerk Starr presented the CD rate request information included in the packets and conversation regarding capital improvement projects, rates, and ease of access to funds followed. After discussion a motion was made by Mike Van Dyke to approve moving the funds to the Local Government Investment Pool (LGIP); second by Greg Ziegler. *Motion Carried.*

### **TREASURER'S REPORT:**

#### **Voucher List**

President Youngquist asked if there were any questions or concerns with the Voucher List; hearing none, a motion was made by Mike Van Dyke to approve the Voucher List as presented; second by Greg Ziegler. *Motion Carried.*

#### **Bank & Budget Statements**

President Youngquist asked if there were any questions regarding the bank and budget statements; hearing none, a motion was made by Mike Van Dyke to approve the Bank & Budget Statements; second by Greg Ziegler. *Motion Carried.*

Fox West Regional SC  
Regular Meeting Minutes  
May 3, 2023  
Page 2

### **PRESIDENT'S REPORT:**

#### **Selection of Commission Officers**

President Youngquist made a motion to keep Commission Officers in their current positions and assign Mark Strobel as Treasurer, second by Mike Van Dyke. *Motion Carried Unanimously.*

### **MANAGER'S REPORT:**

#### **Operational Summary**

Manager Kaufman discussed his written report and provided additional information on: Hydrodyne Factory Tour; Crane Engineering scheduled a visit to Florida to tour the Hydrodyne factory in Clear Water as well as visit two municipalities that are currently using the Hydrodyne screens. He was able to speak with operators to learn more about the pros and cons of the screens. Crane will be putting together a proposal. Chad Olsen shared he will work with Manager Kaufman and go over all options and estimated costs. Influent flows; Flows reached 33.23 MGD on 4/1/23 after 1.75" of precipitation, however, as of 4/26/23 the flows are back to normal for this time of year. Service building air handling unit; The replacement coil was installed by AMA on 3/28/23. AMA had given specific requirements for testing the unit once it was fixed, so they will be returning to test it once the weather gets warmer. Manager Kaufman let AMA know payment will not be made until the testing is completed due to the leaking issue experienced the last time it was done. After discussion a motion was made by Mike Van Dyke to approve the Operational Summary; second by Greg Ziegler. *Motion Carried.*

### **ENGINEER'S REPORT:**

#### **Fine Screen Engineering**

Chad Olsen shared he will work with Manager Kaufman and go over all options and estimated costs for the blower and screen project.

### **OLD BUSINESS**

N/A

### **NEW BUSINESS**

#### **Sewer Extension Request – Church Pond Subdivision (Fox Crossing)**

Manager Kaufman reported no concerns regarding the sewer extension request for the Church Pond Subdivision. A motion was made by Mike Van Dyke to approve the sewer extension request; second by Ron Wolff Jr. *Motion Carried.*

### **ADJOURNMENT**

A motion was made by Mike Van Dyke, second by Greg Ziegler to Adjourn. *Motion Carried.*

Meeting adjourned at 4:34 pm.

### **ATTEST**

---

Greg Ziegler, Secretary

---

Melissa Starr, Accounting Clerk

**\*\* Invested Cash Deposits & Investments of Fox West Regional Sewerage Commission are restricted by Wisconsin Statutes to the following:**  
 Time Deposits; Repurchase Agreements; Securities issued by Federal, State, or Local Government entities; Statutorily Authorized Commercial Paper and Corporate Securities; and the Wisconsin Local Government Investment Pool.

**C.D. RATE REQUEST (06/04/2023)**

**The maturing CD is currently with Community First Credit Union - Current rate: 1.06%**

**BOND REDEMPTION \$405,221 (approximately)**

**AMERICAN NATIONAL**



**Tiffany Binish**  
 (tbinish@anbfc.bank)  
 P ~ 920.560.5950

**CD Special:**

Pick Your Term  
 9 - 14 Months  
 Rate

**4.85%**

**COMMUNITY FIRST CREDIT UNION**



**Craig Gloudemans**  
 (craig.gloudemans@communityfirstcu.org)  
 ph 920-968-6181 V-P Finance

**CD Special:**

Pick Your Term  
 7, 14, or 21 Months  
 Rate

**4.85%**

**FOX COMMUNITY CREDIT UNION**



**Scott Yukel**  
 (syukel@foxcu.org)  
 P ~ 920-993-3912

**5 Month**  
 Rate

**4.40%**

**10 Month**  
 Rate

**4.50%**

**Local Government Investment Pool (LGIP)**

**April 2023 Rate**  
 Rate

**4.80%**



**FOX WEST REGIONAL  
SEWERAGE COMMISSION**

For Approval on: 06/07/2023

**PREAUTHORIZED MAY PAYABLES**

CHECK NO	DATE		Amount
37891-37893	05/02/23	Plant Payroll - Net (#23-09)	4,863.01
WDC050223	05/02/23	Wisconsin Def Comp (#23-09)	70.00
	05/02/23	FSA WITHHOLDING (#23-09)	149.99
37894-37896	05/16/23	Plant Payroll - Net (#23-10)	4,803.57
WDC051623	05/16/23	Wisconsin Def Comp (#23-10)	70.00
	05/16/23	FSA WITHHOLDING (#23-10)	149.99
37897	05/24/23	GFL Environmental (trash, grit, recycling hauling)	4,562.53
37898	05/24/23	McClone Agency (insurance installment-worker comp, liability, auto)	29.00
37899	05/24/23	Spectrum/Charter Communications (\$146.49 Internet/\$145.33 Telephone)	291.82
37900	05/24/23	Town of Grand Chute (Life & Dental Insurance, FSA fee)	360.09
37900	05/24/23	Town of Grand Chute (FSA Claims)	212.01
37901	05/24/23	WE Energies (\$2,401.72 Heat/\$59,361.32 Electric)	61,763.04
37902	05/24/23	VISA (\$15.63 - Lab Supplies/\$47.25 - software support/\$39.85- Postage/\$21.99-Maint. Supplies/\$20.98-Other Supplies/\$201.97-Vehicle Fuel/\$66.96-Maint. Yard)	414.63
37903-37905	05/30/23	Plant Payroll - Net (#23-11)	5,321.29
WDC053023	05/30/23	Wisconsin Def Comp (#23-11)	70.00
WGH052423	05/24/23	Dept of Employee Trust (JUNE HEALTH INVOICE)	6,359.70
EFTPS053123	05/31/23	Federal Payroll Taxes (MAY Federal Tax Withholding)	5,292.24
WDR053123	05/31/23	Wisconsin Dept Revenue (MAY State Tax Withholding)	879.21
WRS053123	05/31/23	Dept of Employee Trust (APRIL PENSION)	2,039.97
			<b><u>\$97,702.09</u></b>

CHECK NO	DATE		Amount
37906-37911	06/07/23	Commissioner's Wages (Net) Commission Wages (MAY Mtg)	\$1,059.17
37912	06/07/23	Aquachem Ferric Chloride	\$10,790.04
37913	06/07/23	Aquachem Ferric Chloride	\$22,029.21
37914	06/07/23	Atlas Copco Cooling Fan for HSI Blower#2	\$1,114.82
37915	06/07/23	Badger Laboratories Lab Testing; Fecal Coliform, Metals, Oils & Grease, Volatile Organic Compounds	\$1,409.00
37916	06/07/23	Brooks Tractor Actuator	\$137.22
37917	06/07/23	Crane Engineering Spool Piece for SNDR #1 Jet Pump	\$5,572.47
37918	06/07/23	Entrance Systems Service on South Gate and Programmed Remotes	\$366.27
37919	06/07/23	Ferguson Waterworks Repair Kit for ATAD Valve	\$190.00
37920	06/07/23	Grainger Ball Bearings, Washers, Caps, Cutting Oil, Cogged V-Belt, Elbows, Couplings, Flange Gasket	\$764.91
37921	06/07/23	Hach Company Sensor Guard LDO Model 2	\$619.95
37922	06/07/23	Heartland Business Systems Veeam Backup, Firewall, Server Hardware & Host for SCADA Server, DUO Install	\$2,162.75
37923	06/07/23	Kitz & Pfeil Blade and Circular Saw	\$163.99
37924	06/07/23	LAI Parts for Ferric Feed Pumps	\$2,823.48
37925	06/07/23	Midwest Contract Operations Contract Services	\$47,035.80
37926	06/07/23	MSA Sensor	\$1,532.89
37927	06/07/23	Mulcahy/Shaw Water UV Ballast	\$3,484.82
37928	06/07/23	NCL Petri Dish, Digital Thermometer, Safeskin Gloves	\$676.64
37929	06/07/23	Service Motor Co Replace Tire	\$177.84
37930	06/07/23	Splendid Cleaning Services Professional Bldg Maintenance	\$379.00
37931	06/07/23	Superior Chemical Degreaser, Enzyme Block, Aero Knock-Out	\$1,596.04
37932	06/07/23	Unifirst Mats, Bagged Wipers, Employee Uniforms	\$654.66
37933	06/07/23	WI DNR Environmental Fees	\$34,373.35
37934	06/07/23	Wisconsin Media Public Notice	\$30.50
			<hr/>
			\$139,144.82

CHECK NO	DATE	Amount
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**EQUIPMENT REPLACEMENT**

37935	06/07/23	Hach Company New D.O. Probes for IFAS Train# 3	\$6,079.70
37936	6/7/2023	Thermal Process Systems 396R ORP & pH Probes	\$2,186.80

<b>Total Equipment Replacement</b>	<b>\$8,266.50</b>
------------------------------------	-------------------

**DEPRECIATION EXPENSE**

XX	XX	XX			
		XX			XX

<b>Total Depreciation</b>	<b>\$0.00</b>
---------------------------	---------------

Preauthorized JUNE Expenses	\$97,702.09
Monthly Payables	\$139,144.82
Equipment Replacement Expense	\$8,266.50
Depreciation Expense	\$0.00
	<b>\$245,113.41</b>

Disbursements Not Approved:

Approved by Commission:

\_\_\_\_\_  
Mark Strobel

\_\_\_\_\_  
Date

**FOX WEST REGIONAL SEWERAGE COMMISSION  
BANK STATEMENT  
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF APRIL 2023**

**CHECKING ACCOUNT**

<b>Beginning Balance</b>		<u><u>\$543,139.56</u></u>
<b>Receipts:</b>		
User Fees Received	\$365,139.80	
Vactor-Waste Fees Received	\$0.00	
Lab/MISC Fees Received	\$1,493.00	
Septic Haulers Fees	\$18,426.70	
Interest Earned @ 0.05% / ANB	\$22.03	
<b>Transfers from:</b>		
Equipment Replacement	-	
Bond Redemption	-	
Depreciation	-	
Misc Ledger Adjustment:	-	
<b>Total Receipts:</b>	<u>\$385,081.53</u>	
<b>Total Available</b>		<b>\$928,221.09</b>
<b>Disbursements:</b>		
Commissioners Wages (net)	\$1,239.63	
Plant Personnel Wages (net)	4,803.56	
Plant Personnel Wages (net)	4,759.55	
Plant Personnel Wages (net)	-	
Gen. Operating Expense	\$160,875.04	
Equipment Replacement	-	
Depreciation	-	
<b>Transfers To:</b>		
Misc ledger adjustment		
Equipment Replacement	34,337.74	
Bond Redemption	92,327.37	
Depreciation	-	
<b>Total Disbursements:</b>	<u>\$298,342.89</u>	
<b>TOTAL CHECKING - Per General Ledger</b>		<u><u>\$629,878.20</u></u>
	checks outstanding:	\$541.49
	actual checkbook balance at month-end- Per Bank Statement:	\$628,192.13

**EQUIPMENT REPLACEMENT ACCOUNT**

<b>Beginning Balance - Money Market Account</b>	<b>\$493,582.77</b>	
Interest Earned @ 2.97% / ANB	1,225.43	
Deposit (Transfer from Checking)	34,337.74	
Withdrawal (Transfer to Checking)	0.00	
<b>Total Equip Replacement MM Acct Balance</b>		<u><u>\$529,145.94</u></u>

**FUTURE CAPITAL ACCOUNT**

<b>Beginning Balance - CD</b>	<b>\$1,281,820.36</b>	
Interest Earned @ 2.65% / COM 1st - CD	2,760.30	
<b>TOTAL FUTURE CAPITAL</b>		<u><u>\$1,284,580.66</u></u>

**FOX WEST REGIONAL SEWERAGE COMMISSION  
BANK STATEMENT  
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF APRIL 2023**

BANK STATEMENT-04/30/23  
PAGE 2

**BOND REDEMPTION ACCOUNT**

<b>Beginning Balance - Money Market Account</b>	<b>\$1,043,667.76</b>
Interest Earned @ 2.03% / ANB	1,092.00
Deposit (Transfer from Checking)	92,327.37
Deposit (Transfer from Matured CD)	507,619.74
Withdrawal (Wire Transfer to LGIP)	-1,100,000.00
Wire Transfer Fee	-25.00
<b>Total Bond Redemption MM Acct Balance</b>	<b>\$544,681.87</b>

<b>Beginning Balance - LGIP Account</b>	<b>\$0.00</b>
Interest Earned @ 4.80% / LGIP	\$1,879.95
Deposit (Wire from ANB Bond Redemption Account)	\$1,100,000.00
Withdrawal (STATE WIS - CWF loan payment)	
<b>Total Bond Redemption MM Acct Balance</b>	<b>\$1,101,879.95</b>

**Invested:**

CD - COMM 1st (6/4/23 - 1.06% - 16-month)	<b>\$404,871.71</b>
Interest Earned @ 1.06% / Comm 1st	349.41
<b>COM 1st Total</b>	<b>\$405,221.12</b>

CD - ANB (due 4/29/23 - 1.50%)	<b>\$505,671.99</b>
Interest Earned @ 1.50% / ANB	1,947.75
Withdrawal (Transfer to Money Market)	-507,619.74
<b>ANB Total</b>	<b>\$0.00</b>

**TOTAL BOND REDEMPTION**

**\$2,051,782.94**

**DEPRECIATION ACCOUNT**

<b>Beginning Balance - Money Market Account</b>	<b>\$174,585.23</b>
Interest Earned @ 2.62% / ANB	371.27
Deposit (Transfer from Checking)	0.00
Withdrawal (Transfer to Checking)	0.00
<b>Total Depreciation Acct MM Balance</b>	<b>\$174,956.50</b>

**Invested:**

CD - Com 1st (8/22/23 - 2.68% - 12-month)	<b>\$1,595,506.73</b>
Interest Earned @ 2.68% / Com 1st	3,475.14
	<b>\$1,598,981.87</b>

**TOTAL DEPRECIATION ACCOUNT**

**\$1,773,938.37**

**SUMMARY**

ANB CHECKING ACCOUNT	<b>\$629,878.20</b>
EQUIPMENT REPLACEMENT ACCOUNT	<b>529,145.94</b>
FUTURE CAPITAL CD ACCOUNT	<b>\$1,284,580.66</b>
BOND REDEMPTION ACCOUNT	<b>2,051,782.94</b>
DEPRECIATION ACCOUNT	<b>1,773,938.37</b>
PETTY CASH & WASTEHAULER DEPOSITS	<b>\$1,208.87</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b><u>\$6,270,534.98</u></b>

**Fox West Regional Sewerage Commission**  
**Income Statement with Previous Year Comparison**  
**April 30, 2023**

		<u>Apr 23</u>	<u>Apr 22</u>	<u>Jan - Apr 23</u>	<u>Jan - Apr 22</u>	<u>Y-T-D \$ Change</u>
<b>Operations &amp; Maintenance Income</b>						
	Grand Chute	93,863.10	93,388.79	348,244.48	294,833.18	53,411.30
	Clayton	4,241.53	4,288.83	15,634.43	13,326.24	2,308.19
	Fox Crossing	75,014.09	75,782.70	268,852.56	213,916.59	54,935.97
	Greenville	38,957.65	40,981.77	148,989.58	144,236.19	4,753.39
	<b>Total Operation/Maint Income</b>	<b>\$212,076.37</b>	<b>\$214,442.09</b>	<b>\$781,721.05</b>	<b>\$666,312.20</b>	<b>\$115,408.85</b>
<b>Operations &amp; Maintenance Expenses</b>						
<i>Wages &amp; Benefits</i>	Commissioner Pay	1,418.15	1,027.25	5,086.25	5,281.70	-195.45
	Employee Pay	14,999.80	14,039.61	62,103.45	57,901.37	4,202.08
	Employee Benefits	7,619.30	9,253.04	30,288.31	37,024.10	-6,735.79
<i>Utilities</i>	Electric	56,602.71	51,814.65	208,028.03	196,734.97	11,293.06
	Natural Gas & Water	5,828.88	3,980.81	32,943.05	28,626.83	4,316.22
<i>Chemicals</i>	Ferric Chloride	22,348.30	21,058.15	88,326.98	68,551.95	19,775.03
	Polymer	0.00	0.00	0.00	14,861.00	-14,861.00
	Other Chemicals	0.00	0.00	0.00	0.00	0.00
<i>General Operations</i>	Contract Operations	47,035.80	45,350.97	188,143.20	190,383.88	-2,240.68
	Rugs, Linens, Uniforms	467.57	351.60	1,935.34	1,639.66	295.68
	Grit & Refuse Hauling	1,751.17	1,741.59	6,213.40	6,186.72	26.68
	Other Operations	658.02	1,326.45	3,164.47	3,389.24	-224.77
<i>Sludge</i>	Sludge Disposal	0.00	0.00	0.00	0.00	0.00
	Other Sludge Exp.	0.00	0.00	0.00	0.00	0.00
<i>Plant Maint</i>	Maintenance of Operations	6,996.17	28,276.06	14,397.12	38,108.35	-23,711.23
	Other Plant Maintenance	6,074.09	20,481.81	33,865.12	48,618.21	-14,753.09
<i>Lab</i>	Lab Operations	2,546.21	2,395.90	10,394.79	7,795.00	2,599.79
	WPDES Compliance Monitor	0.00	0.00	0.00	0.00	0.00
<i>Administrative &amp; General Expenses</i>	Insurance & Legal	0.00	0.00	56,557.00	52,734.00	3,823.00
	Annual Audit	0.00	0.00	9,425.00	0.00	9,425.00
	Office, Postage, Phone, etc	578.12	2,371.39	4,902.75	5,449.29	-546.54
	DNR Environment Fees	0.00	0.00	0.00	0.00	0.00
	Other General/Admin	25.00	120.00	2,405.75	2,819.80	-414.05
	<b>Total Operating Expenses</b>	<b>\$174,949.29</b>	<b>\$203,589.28</b>	<b>\$758,180.01</b>	<b>\$766,106.07</b>	<b>(\$7,926.06)</b>
	<b>Gross Income (Loss)</b>	<b>\$37,127.08</b>	<b>\$10,852.81</b>	<b>\$23,541.04</b>	<b>(\$99,793.87)</b>	<b>\$123,334.91</b>
<b>Other Operations Income</b>						
<i>Other Income</i>	Interest Income	13,123.29	3,200.10	40,139.66	12,499.96	27,639.70
	Waste Hauler Income	19,118.57	19,460.18	66,736.98	68,196.18	-1,459.20
	Lab Testing/Vac-Waste/Misc	1,549.00	1,337.00	13,463.41	10,688.00	2,775.41
	<b>Other Operations Income</b>	<b>\$33,790.86</b>	<b>\$23,997.28</b>	<b>\$120,340.05</b>	<b>\$91,384.14</b>	<b>\$28,955.91</b>
	<b>Operating Fund Income (Loss)</b>	<b>\$70,917.94</b>	<b>\$34,850.09</b>	<b>\$143,881.09</b>	<b>(\$8,409.73)</b>	<b>\$152,290.82</b>
<b>Replacement, Debt, Depreciation</b>						
<i>Repl.</i>	Repl. Income from Users	34,337.73	34,337.75	137,350.77	137,350.75	0.02
	Repl. Fund Expenses	7,269.95	925.83	14,101.95	125,440.56	-111,338.61
<i>Debt</i>	Debt Service from Users	92,327.43	92,354.49	369,308.91	369,417.20	-108.29
	Debt Service Interest	15,016.68	17,056.62	60,066.72	68,226.48	-8,159.76
<i>Depr.</i>	Depr. Income from Users	0.00	0.00	0.00	0.00	0.00
	Depr. Fund Expenses	0.00	0.00	0.00	210.00	-210.00
	<b>Income (Loss) for Replacement, Debt, Depreciation</b>	<b>\$104,378.53</b>	<b>\$108,709.79</b>	<b>\$432,491.01</b>	<b>\$312,890.91</b>	<b>\$119,600.10</b>
	Reconciliation Discrepancies / Audit GASB / Plant Depreciation	0.00	-0.10	0.00	0.01	-0.01
	<b>Net Income (Loss)</b>	<b>\$175,296.47</b>	<b>\$143,559.98</b>	<b>\$576,372.10</b>	<b>\$304,481.17</b>	<b>\$271,890.92</b>

Fox West Regional Sewerage Commission  
Balance Sheet Summary with Previous Year Comparison  
As of April 30, 2023

Item C.

	<u>APR 30, 23</u>	<u>APR 30, 22</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<u>Current Assets</u>				
<u>Cash &amp; Investments</u>				
Checking-American Nat'l	627,650.64	403,713.36	223,937.28	55.47%
Cash-Wastehauler's Deposits	1,008.87	1,011.78	-2.91	-0.29%
Petty Cash	200.00	200.00	0.00	0.0%
Bond Redemption - Money Market & CD's	2,051,782.94	2,030,576.06	21,206.88	1.04%
Equipment Replacement - Money Market & CD's	529,145.94	298,481.53	230,664.41	77.28%
Depreciation Fund - Money Market & CD's	1,773,938.37	1,777,330.38	-3,392.01	-0.19%
Future Capital (CD)	1,284,580.66	1,258,986.35	25,594.31	2.03%
Total Cash & Investments	<u>6,268,307.42</u>	<u>5,770,299.46</u>	<u>498,007.96</u>	<u>8.63%</u>
<u>Other Current Assets</u>				
Accounts Receivable	359,542.10	362,870.51	-3,328.41	-0.01
Undeposited Funds	0.00	0.00	0.00	0.00
Inventory Mat'l & Supplies	12,521.00	12,521.00	0.00	0.00
WRS Pension - Assets & Deferred Outflows	348,954.00	308,946.00	40,008.00	0.22
Total Other Current Assets	<u>721,017.10</u>	<u>684,337.51</u>	<u>36,679.59</u>	<u>5.36%</u>
Total Current Assets	<u>6,989,324.52</u>	<u>6,454,636.97</u>	<u>534,687.55</u>	<u>8.28%</u>
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	0.00
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.00
Structures, Equipment & Improvements	45,325,996.33	45,211,325.21	114,671.12	0.07
Accumulated Depreciation	-25,028,459.62	-23,256,661.57	-1,771,798.05	-0.08
Total Fixed Assets	<u>22,536,557.03</u>	<u>24,193,683.96</u>	<u>-1,657,126.93</u>	<u>-6.85%</u>
<b>TOTAL ASSETS</b>	<u><u>29,525,881.55</u></u>	<u><u>30,648,320.93</u></u>	<u><u>-1,122,439.38</u></u>	<u><u>-3.66%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	119,528.24	165,737.40	-46,209.16	-0.28
Payroll Liabilities	43,436.52	35,088.04	8,348.48	0.24
Pension Liability	285,734.00	269,716.00	16,018.00	0.06
Customer Deposits	1,011.42	1,011.42	0.00	0.00
Accrued Interest Expense & Other Liab	89,933.35	102,151.10	-12,217.75	-0.12
Total Current Liabilities	<u>539,643.53</u>	<u>573,703.96</u>	<u>-34,060.43</u>	<u>-5.94%</u>
<u>Long Term Liabilities</u>				
CWF-INTERCEPTOR	57,790.80	114,034.89	-56,244.09	-0.49
CWF-2009 Upgrade	6,694,534.85	7,554,102.29	-859,567.44	-0.11
Total Long Term Liabilities	<u>6,752,325.65</u>	<u>7,668,137.18</u>	<u>-915,811.53</u>	<u>-11.94%</u>
<b>Total Liabilities</b>	<u>7,291,969.18</u>	<u>8,241,841.14</u>	<u>-949,871.96</u>	<u>-11.53%</u>
<u>Equity</u>				
Contributions in Aid-Grants/Agencies	4,951,269.00	4,951,269.00	0.00	0.00
Contributions in Aid-Communities	695,930.55	695,930.55	0.00	0.00
Contributions in Aid-Others	147,494.00	147,494.00	0.00	0.00
Accum Amort of Contributed Capital	-3,933,248.32	-3,933,248.32	0.00	0.00
Retained Earnings-Unappropriated	19,697,193.84	20,094,616.39	-397,422.55	-0.02
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.00
Net Income	529,336.30	304,481.17	224,855.13	0.74
Total Equity	<u>22,233,912.37</u>	<u>22,406,479.79</u>	<u>-172,567.42</u>	<u>-0.77%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>29,525,881.55</u></u>	<u><u>30,648,320.93</u></u>	<u><u>-1,122,439.38</u></u>	<u><u>-3.66%</u></u>



2023 INTEREST EARNINGS  
April 30, 2023

gl #'s	Operations			Future	Replacement	Bond Redemption					Depreciation		TOTAL
	Checking	WH Deposit Winn Waste	WH Deposits	C.D.	MONEY MARKET	MONEY MARKET	C.D.	C.D.	LGIP	MONEY MARKET	C.D.		
	0.05%	0.03%	0.00%	2.65% due 9/12/2023	2.97%	2.03%	1.06% - 16 mos due 6/04/2023	1.50% - 12 mos. Due 4/29/23	4.80%	2.62%	2.68% - 12 mos. due 8/22/2023		
	ANB	ANB	ANB	COMM 1st	ANB	ANB	COMM 1st	ANB		ANB	COMM 1st		
Jan	22.76	0.01	0.00	2,833.97	519.95	1,025.70	360.12	1,904.65		170.04	3,567.62	\$10,404.82	
Feb	18.59	0.00	0.00	2,565.41	491.85	1,016.02	325.56	0.00		153.73	3,229.62	\$7,800.78	
Mar	23.84	0.00	0.01	2,845.98	564.80	1,262.13	360.74	0.00	0.00	170.35	3,582.92	\$8,810.77	
Apr	22.03	0.01	0.00	2,760.30	1,225.43	1,092.00	349.41	119.02	1,879.95	371.27	3,475.14	\$11,294.56	
May												\$0.00	
Jun												\$0.00	
Jul												\$0.00	
Aug												\$0.00	
Sep												\$0.00	
Oct												\$0.00	
Nov												\$0.00	
Dec												\$0.00	
TOTALS:	\$87.22	\$0.02	\$0.01	\$11,005.66	\$2,802.03	\$4,395.85	\$1,395.83	\$2,023.67	\$1,879.95	\$0.00	\$865.39	\$13,855.30	\$38,310.93
	\$87.25			\$11,005.66	\$2,802.03			\$9,695.30			\$14,720.69		
acct #'s	-17	-129	-87	-7158	-92	-23	-0570	-76	-8191	-11	-7183		
acct \$'s	\$628,192.13	\$506.77	\$502.10	\$1,284,580.66	\$529,145.94	\$544,681.87	\$405,221.12	\$0.00	\$1,101,879.95	\$0.00	\$174,956.50	\$1,598,981.87	\$6,268,648.91

CD LISTING 4/30/2023						
	Date Issued	Account	Amount	Rate	Term	Matures
American Nat'l Bank	3/17/2021	Bond Redemption	\$0.00	1.50%	12-month	04/29/23
Community First CU	2/4/2022	Bond Redemption	\$405,221.12	1.06%	16-month	06/04/23
		TOTAL	\$405,221.12			
Community First CU	2/11/2021	Depreciation	1,598,981.87	2.68%	12-month	08/22/23
		TOTAL	\$1,598,981.87			
Community First CU	8/8/2021	Future Capital	1,284,580.66	2.65%	12-month	09/12/23
		TOTAL	\$1,284,580.66			
TOTAL CD INVESTMENTS:			\$3,288,783.65			

MONEY MARKET & LGIP ACCOUNT LISTING 4/30/2023			
	Account	Amount	Rate
American Nat'l Bank	Bond Redemption	\$544,681.87	2.03%
LGIP	Bond Redemption	\$1,101,879.95	4.80%
American Nat'l Bank	Depreciation	\$174,956.50	2.62%
American Nat'l Bank	Replacement	\$529,145.94	2.97%
TOTAL MONEY MARKET ACCOUNTS:		\$2,350,664.26	

CHECKING & SAVINGS ACCOUNT LISTING 4/30/2023			
	Account	Amount	Rate
American Nat'l Bank	Operations - Checking	\$628,192.13	0.05%
American Nat'l Bank	Wastehauler Deposit -	\$502.10	0.01%
American Nat'l Bank	Wastehauler Deposit -	\$506.77	0.01%
TOTAL CHECKING & SAVINGS ACCOUNTS:		\$629,201.00	

**2022 BUDGET STATEMENT  
FOX WEST REGIONAL  
WASTEWATER TREATMENT PLANT**

Budget Through 04/30/2023

INCOME SOURCE	100.00% '23 BUDGET	MONTHLY 1/12 TOTAL	8.33% JAN	16.67% FEB	25.00% MAR	33.33% APR	41.67% MAY	50.00% JUNE	58.33% JULY	66.67% AUG	75.00% SEPT	83.33% OCT	91.67% NOV	100% DEC	YTD TOTAL	BDGT THRU APR (4/30/23)	(OVER)/UNDER BUDGET	% OF BUDGET
<b>USER CHARGES:</b>																		
OPERATION AND MAINT	\$2,031,919.00	\$169,326.58	\$175,166.66	\$156,003.33	\$238,474.69	\$212,076.37									\$781,721.05	\$677,306.33	(\$104,414.72)	38.47%
EQUIPMENT REPLACEMENT	412,052.00	34,337.67	34,337.64	\$34,337.66	\$34,337.74	\$34,337.73									137,350.77	\$137,350.67	(\$0.10)	33.33%
BOND REDEMPTION	1,107,925.00	92,327.08	92,327.05	92,327.06	92,327.06	92,327.37									369,308.91	\$369,308.33	(\$0.58)	33.33%
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00									0.00	\$0.00	\$0.00	0.00%
<b>TOTAL BUDGETED INCOME</b>	<b>\$3,551,896.00</b>	<b>\$295,991.33</b>	<b>\$301,831.35</b>	<b>\$282,666.05</b>	<b>\$365,139.80</b>	<b>\$338,741.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,288,380.73</b>	<b>\$1,183,965.33</b>	<b>(\$104,415.40)</b>	<b>36.27%</b>
<b>CONTINGENCY FUNDING:</b>																		
INTEREST INCOME	\$37,000.00	\$3,083.33	\$10,404.82	\$7,800.78	\$8,810.77	\$13,123.29									\$40,139.66	\$12,333.33	(\$27,806.33)	108.49%
WASTEHAULER INCOME	200,000.00	16,666.67	13,595.98	16,365.73	17,656.70	19,118.57									66,736.98	\$66,666.67	(\$70.31)	33.37%
LAB & MISC. INCOME	26,000.00	2,166.67	6,399.41	3,252.00	2,263.00	1,549.00									13,463.41	\$8,666.67	(\$4,796.74)	51.78%
<b>TOTAL CONT FUNDING</b>	<b>\$263,000.00</b>	<b>\$21,916.67</b>	<b>\$30,400.21</b>	<b>\$27,418.51</b>	<b>\$28,730.47</b>	<b>\$33,790.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120,340.05</b>	<b>\$87,666.67</b>	<b>(\$32,673.38)</b>	<b>45.76%</b>
<b>BUDGETED SURPLUS</b>	<b>\$0.00</b>	<b>\$0.00</b>																
<b>TOTAL BUDGET</b>	<b>\$3,814,896.00</b>	<b>\$317,908.00</b>	<b>\$332,231.56</b>	<b>\$310,086.56</b>	<b>\$393,870.27</b>	<b>\$372,532.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,408,720.78</b>	<b>\$1,271,632.00</b>	<b>(\$137,088.78)</b>	<b>36.93%</b>
<b>2023 BUDGETED O&amp;M EXPENSE</b>																		
<b>WAGES &amp; BENEFITS:</b>																		
COMMISSIONERS	\$15,000.00	\$1,250.00	\$1,222.70	\$1,222.70	\$1,222.70	\$1,418.15									\$5,086.25	\$5,000.00	(\$86.25)	33.91%
PLANT PERSONNEL	211,100.00	17,591.67	16,879.05	15,149.80	15,074.80	14,999.80									62,103.45	\$70,366.67	\$8,263.22	29.42%
EMPLOYEE BENEFITS	119,837.00	9,986.42	7,468.60	7,642.91	7,557.50	7,619.30									30,288.31	\$39,945.67	\$9,657.36	25.27%
<b>UTILITIES:</b>																		
ELECTRIC POWER	585,000.00	48,750.00	49,045.30	53,563.96	48,816.06	56,602.71									208,028.03	\$195,000.00	(\$13,028.03)	35.56%
OTHER UTILITIES	65,000.00	5,416.67	7,463.62	7,229.59	7,014.69	5,828.88									27,536.78	\$21,666.67	(\$5,870.11)	42.36%
<b>CHEMICALS:</b>																		
FERRIC CHLORIDE	259,000.00	21,583.33	21,922.85	22,310.26	21,745.57	22,348.30									88,326.98	\$86,333.33	(\$1,993.65)	34.10%
OTHER CHEMICALS	35,000.00	2,916.67	0.00	0.00	0.00	0.00									0.00	\$11,666.67	\$11,666.67	0.00%
<b>GENERAL OPERATIONS:</b>																		
CONTRACT OPERATIONS	590,942.00	49,245.17	45,350.97	48,720.63	47,035.80	47,035.80									188,143.20	\$196,980.67	\$8,837.47	31.84%
OTHER OPERATING COSTS	40,600.00	3,383.33	2,865.84	3,096.75	2,473.86	2,876.76									11,313.21	\$13,533.33	\$2,220.12	27.87%
<b>SLUDGE HANDLING:</b>																		
SLUDGE DISPOSAL	27,000.00	2,250.00	0.00	0.00	0.00	0.00									0.00	\$9,000.00	\$9,000.00	0.00%
OTHER SLUDGE EXPENSES	500.00	41.67	0.00	0.00	0.00	0.00									0.00	\$166.67	\$166.67	0.00%
<b>PLANT MAINTENANCE:</b>																		
PLANT MAINTENANCE/REPAIR	194,200.00	16,183.33	15,836.69	9,514.91	9,840.38	13,070.26									48,262.24	\$64,733.33	\$16,471.09	24.85%
<b>LABORATORY:</b>																		
LAB OPERATIONS	8,000.00	666.67	1,945.53	3,806.19	2,096.86	2,546.21									10,394.79	\$2,666.67	(\$7,728.12)	129.93%
WPDES-COMPL. MONITORING	12,500.00	1,041.67	0.00	0.00	0.00	0.00									0.00	\$4,166.67	\$4,166.67	0.00%
<b>ADMINISTRATIVE/GENERAL:</b>																		
INSURANCE/LEGAL	69,740.00	5,811.67	51,298.00	0.00	5,259.00	0.00									56,557.00	\$23,246.67	(\$33,310.33)	81.10%
ANNUAL AUDITING SERVICES	9,000.00	750.00	0.00	0.00	9,425.00	0.00									9,425.00	\$3,000.00	(\$6,425.00)	104.72%
OFFICE,POSTAGE,PHONE, ETC	12,000.00	1,000.00	853.88	1,466.54	2,004.21	578.12									4,902.75	\$4,000.00	(\$902.75)	40.86%
DNR ENVIRONMENTAL FEES	35,000.00	2,916.67	0.00	0.00	0.00	0.00									0.00	\$11,666.67	\$11,666.67	0.00%
GENERAL ADMIN. EXPENSE	5,500.00	458.33	27.75	0.00	2,350.00	25.00									2,402.75	\$1,833.33	(\$569.42)	43.69%
<b>TOTAL O&amp;M EXPENSES</b>	<b>\$2,294,919.00</b>	<b>\$191,243.25</b>	<b>\$222,180.78</b>	<b>\$173,724.24</b>	<b>\$181,916.43</b>	<b>\$174,949.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$752,770.74</b>	<b>\$764,973.00</b>	<b>\$12,202.26</b>	<b>32.80%</b>
<b>CONTINGENCY APPLIED</b>	<b>\$235,400.00</b>	<b>\$19,616.67</b>	<b>\$30,937.53</b>	<b>(\$17,519.01)</b>	<b>(\$9,326.82)</b>	<b>(\$16,293.96)</b>									<b>(\$12,202.26)</b>	<b>\$78,466.67</b>	<b>\$90,668.93</b>	<b>5.40%</b>

# McMAHON

ENGINEERS ARCHITECTS

May 31, 2023

Dale Youngquist  
Fox West Regional Sewerage Commission  
1965 W. Butte Des Morts Beach Road  
Neenah, WI 54956

Re: Fox West Regional WWTF  
Heating System Improvements  
Certificate for Payment #8 - FINAL  
McM. No. F0059-9-20-00171.06

Enclosed is Certificate for Payment #8 for the above referenced project. This Certificate is issued to B & P Mechanical, Inc. in the amount of \$23,871.00 for final payment for work performed through June 7, 2023.

Please process the enclosed and forward payment to B & P Mechanical, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

Chad T. Olsen, P.E., BCEES  
Vice President / Senior Project Manager

CTO:jlh

Enclosure: Certificate for Payment #8 - FINAL

# McMAHON

**ENGINEERS ARCHITECTS**

1445 McMAHON DRIVE P.O. BOX 1025  
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200  
FAX: 920.751.4284

McMAHON ASSOCIATES, INC.

## CERTIFICATE FOR PAYMENT

Dale Youngquist  
Fox West Regional Sewerage Commission  
1965 W. Butte Des Morts Beach Road  
Neenah, WI 54956

Contract No. F0059-9-20-00171  
Project File No. F0059-9-20-00171.06  
Certificate No. Eight (8) - Final  
Issue Date: May 31, 2023  
Project: FOX WEST REGIONAL SEWERAGE COMM.  
Heating System Improvements

This Is To Certify That, In Accordance With The Contract Documents Dated: August 20, 2020

B & P Mechanical, Inc.  
3200 W. Highview Drive  
Appleton, WI 54912

Is Entitled To **Final** Payment For Work Performed Through: June 7, 2023

- Contractor's Application For Payment Attached.
- Itemized Cost Breakdown Attached.

Original Contract	<u>\$218,121.40</u>	Completed To Date	<u>\$227,148.00</u>
Net Change Orders	<u>\$9,026.60</u>	Retainage N/A	<u>\$0.00</u>
Current Contract Amount	<u>\$227,148.00</u>	Subtotal	<u>\$227,148.00</u>
		Previously Certified	<u>\$203,277.00</u>

**Amount Due This Payment: \$23,871.00**

Certified By:  
**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin

Chad T. Olsen, P.E., BCEES  
Vice President / Senior Project Manager

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) Page ONE of Pages

TO (OWNER):  
 Village of Fox Crossing  
 Fox West Regional  
 Sewerage Commission

PROJECT:  
 Wastewater Treatment Facility  
 Heating System Improvement

APPLICATION NO: 8

Distribution to:  
 OWNER  
 ARCHITECT

FROM: B & P Mechanical, Inc.  
 PO Box 2002, 3200 W. Highview Dr  
 Appleton, WI 54912-2002

PERIOD TO: 12/3/2021

ARCHITECT'S PROJECT NO: F0059-9-20-00171

CONTRACTOR  
 GENERAL

CONTRACT FOR: HVAC

CONTRACT DATE:

Application is made for Payment, as shown below, in connection with the Contract.  
 Continuation Sheet, AIA Document G703, is attached.

## CONTRACTOR'S APPLICATION FOR PAYMENT

### CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
1	12/15/2020		-35,270.00
2	12/15/2020		-2,780.00
3	12/29/2020		23,871.00
4	5/13/2021		19,565.40
5	7/2/2021		9,026.60
TOTALS		0.00	14,413.00
Net Change by Change Orders			14,413.00

1 ORIGINAL CONTRACT SUM	\$ 212,735.00
2 Net change by Change Orders	\$ 14,413.00
3 CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 227,148.00
4 TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 227,148.00

### 5 RETAINAGE:

- a. ~~2.5%~~ <sup>0%</sup> of Completed Work \$ ~~5,678.70~~ <sup>0</sup> *CTU 5-31-23*
- (Column D + e on G703)
- b. 0% of Stored Material \$ .
- (Column F on G703)

Total Retainage (Line 5a & 5b or Total in Column 1 of G703)

6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 227,148.00
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 23,871.00
8 CURRENT PAYMENT DUE	\$ 203,277.00
9 BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$ 23,871.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: B & P Mechanical, Inc.

BY: *[Signature]* Date: 12/03/2021

State of: Wisconsin County of: Outagamie  
 Subscribed and sworn to before me this 3rd day of December, 2021  
 Notary Public: *[Signature]*  
 My Commission expires: 09/18/2023



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

### AMOUNT CERTIFIED

(Attached explanation if amount certified differs from the amount applied for.)

ARCHITECT:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 3

PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 8

Contractor's signed Certification is attached.

APPLICATION DATE: 12/3/2021

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 12/3/2021

Use Column I on contracts where retainage for line items may apply.

ARCHITECT'S PROJECT NO: F0059-9-20-00171

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
1	Engineering and plans	2,500.00	2,500.00	0.00	0.00	2,500.00	100%	0.00	125.00
2	Permit Fee	1,950.00	1,950.00	0.00	0.00	1,950.00	100%	0.00	97.50
3	Supervision	3,200.00	3,200.00	0.00	0.00	3,200.00	100%	0.00	110.00
4	Sheet metal materials	1,750.00	1,750.00	0.00	0.00	1,750.00	100%	0.00	65.00
5	Sheet metal labor	4,824.00	4,824.00	0.00	0.00	4,824.00	100%	0.00	160.00
6	Boiler	34,750.00	34,750.00	0.00	0.00	34,750.00	100%	0.00	1,737.50
7	Labor to install boiler	1,850.00	1,850.00	0.00	0.00	1,850.00	100%	0.00	92.50
8	Pumps and air control devices	19,825.00	19,825.00	0.00	0.00	19,825.00	100%	0.00	991.25
9	Labor to install pumps and air control devices	2,250.00	2,250.00	0.00	0.00	2,250.00	100%	0.00	112.50
10	Pipe, valves and fittings materials	19,336.00	19,336.00	0.00	0.00	19,336.00	100%	0.00	770.00
11	Labor to install PV&F's	45,537.00	45,537.00	0.00	0.00	45,537.00	100%	0.00	2,075.00
12	VFD's	2,340.00	2,340.00	0.00	0.00	2,340.00	100%	0.00	117.00
13	Unit heaters	11,925.00	11,925.00	0.00	0.00	11,925.00	100%	0.00	596.25
14	Labor to install unit heaters	1,850.00	1,850.00	0.00	0.00	1,850.00	100%	0.00	92.50
15	Electrical subcontractor	14,538.00	14,538.00	0.00	0.00	14,538.00	100%	0.00	626.90
16	Temperature controls subcontractor	26,950.00	26,950.00	0.00	0.00	26,950.00	100%	0.00	808.50
17	Insulation subcontractor	7,400.00	7,400.00	0.00	0.00	7,400.00	100%	0.00	0.00
18	Demolition	2,200.00	2,200.00	0.00	0.00	2,200.00	100%	0.00	110.00
19	Water balancing	2,035.00	0.00	2,035.00	0.00	2,035.00	100%	0.00	0.00
20	Chemical treatment	1,800.00	1,800.00	0.00	0.00	1,800.00	100%	0.00	0.00
21	Performance bond	3,925.00	3,925.00	0.00	0.00	3,925.00	100%	0.00	196.25
22	Change Order-1	-35,270.00	-35,270.00	0.00	0.00	-35,270.00	100%	0.00	-1,763.50
23	Change Order-2	-2,780.00	-2,780.00	0.00	0.00	-2,780.00	100%	0.00	-139.00
24	Retainage Adjustment								-1,302.45
25	Change Order-3	23,871.00	21,783.00	2,088.00	0.00	23,871.00	100%	0.00	0.00
26	Change Order- 4	19,565.40	19,565.40	0.00	0.00	19,565.40	100%	0.00	0.00
27	Change Order-5	9,026.60	9,026.60	0.00	0.00	9,026.60	100%	0.00	0.00
Total This Page		227,148.00	223,025.00	4,123.00	0.00	227,148.00	100%	0.00	5,678.70

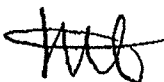
## WAIVER OF LIEN

(GOOD ONLY UPON RECEIPT OF PAYMENT)

Know all men by thee presents: That B & P Mechanical, Inc. 3200 West Highview Drive, Appleton, WI 54914 for end in consideration of \$ 4,123.00 Dollars and other good and valuable considerations, lawful money of the United States of American, to me in hand paid, the receipt whereof is hereby acknowledged, does hereby waive, release, remise and relinquish any and all right to claim any lien or liens for work done or material furnished, or any kind of class of lien whatsoever on the following described property:

Village Of Fox Crossing - WWTF  
Neenah, WI  
Contract No: F0059-9-20-00171

Dated this 3rd Day of December, 2021 at B & P Mechanical, Inc.

By:   
Shaishav Patel



## Monthly Operational Summary

May, 2023

### PLANT OPERATIONS

1. **PLANT PERFORMANCE** – The facility met all DNR permit limits in May.
2. **LOW LEVEL PHOSPHORUS LIMIT-** The new low level phosphorus limit took effect on 4/1/23. We had been operating with a limit of 0.7 mg/l total phosphorus as a monthly average. The new limits are 29 lbs. of phosphorus per day as a monthly average, and 9.6 lbs. per day as a six month average. This equates to a concentration of approximately 0.19 mg/l using the average daily flow.
3. **FINAL CLARIFIER DRAIN DOWNS-** On 5/12/23 a bolt broke on the rake mechanism for final clarifier #1. We drained the tank down using the new clarifier drain pump which was purchased last year. A new bolt was installed and the tank was cleaned and inspected while it was offline. We have subsequently drained the other five final clarifiers for cleaning and inspection. We will be draining the four primary clarifiers in June.
4. **ATAD DIGESTER FOAM EVENT-** ATAD reactor #2 foamed over on to the ground on 5/21/23. The DNR was notified and a treatment plant overflow (TFO) report was submitted to the DNR. The plant experienced a power bump which caused one of the blower units to fault. We also experienced issues with the radar gauge that is used to measure the foam level. This resulted in approximately 5000 gallons of foam to be spilled onto the blacktop road near the digester building. The spill was contained onsite, and Kuettel Septic Service was able to remove all of the foam from the road surface and return it to the treatment process.
5. **GREASE TRAP INSPECTION REPORTS-** I have requested a copy of the grease trap inspection reports for 2022 from each member community. Fox West passed resolution #260-00 in the year 2000 which requires each member community to submit an annual report detailing the maintenance records for each grease trap in their collection system. I met with Fox Crossing on 5/31/23 to discuss their grease trap program.
6. **YARDWORK-** Fox West staff performed landscaping work in the yard to repair some of the damaged grass which was torn up while removing snow during the winter. We also sprayed the property for weed control.
7. **WASTE HAULER STATION-** Kuettel Septic Service cleaned out the waste hauler dump station on 5/23/23. This is preventative maintenance that is performed twice per year. They also clean out the primary scum pits while they are onsite.

### PRETREATMENT

1. **CANTEEN VENDING-** Canteen Vending had another pH violation on 4/28/23. Fox West issued them a notice of violation (NOV), which is the next step in our enforcement procedure. Canteen Vending is required to submit a corrective action plan which will contain a description of the immediate actions that will be taken to regain compliance. Canteen was also notified that failure to comply with the Fox West sewer use ordinance can result in a fine not to exceed \$10,000 per occurrence each day.

2. **OUTLOOK GROUP/KUETTEL SEPTIC SERVICE-** Fox West operators were unable to enter the head works building on 5/3/23 due to a strong chemical odor which originated from hauled waste. We found that Kuettel Septic Service had disposed of waste from the Outlook Group location in the Town of Clayton. Fox West staff performed an inspection of the Outlook group facility on 5/5/23 to determine the source of the odor. We found that Outlook Group has a collection sump which receives domestic bathroom waste along with process waste. We found that this process waste contained solvents used to clean plates which are used in their oil based ink printing process. I informed Outlook Group that we would not accept any waste from them until they segregated the process wastewater from the domestic wastewater. The process water is hazardous waste and it needs to be disposed of by a licensed waste disposal company. We performed a re-inspection of the facility to confirm that the process waste was now being properly collected. I also had a discussion with Kuettel informing them that they need to be more vigilant in monitoring the contents of the wastes that they bring to this facility.
3. **MASTER FLEET-**Fox West staff performed a routine inspection of the facility on 5/16/23. We discovered a manhole which had a large amount of waste oil material in it. We requested Master Fleet to have this manhole cleaned out, and the waste properly disposed.

## **EQUIP OPERATIONS**

1. **SLUDGE MIXER #7-** This mixer is located in the primary sludge storage tank. The mixer failed to run on 2/16/23. The mixer had blown a fuse in the electrical panel. The mixer was removed from the tank, and we found that rag material had accumulated on the motor housing and impeller. The rags were removed and the mixer was picked up by Xylem on 2/27/23 for inspection at their shop. I have approved a quote for \$11,897.00 to repair. We are still waiting for this work to be completed.
2. **UV DISINFECTION-** Fox West staff replaced the ballast on 2A rack #1 bulbs 1&2, and ballast on 2A rack 15 bulb #5. We will need to order 3 more ballasts. They are \$1,150.50 each.
3. **SERVICE BUILDING AIR HANDLING UNIT-** The replacement coil for the air handling unit was installed by AMA on 3/28/23. Access was onsite on 5/10/23 to start the unit up. It appears to be running as it should.
4. **FERRIC FEED PUMPS-** Fox West staff replaced the hose on ferric feed pump #1.
5. **PRIMARY TUNNEL BOILER-** During the last cross connection inspection Johnson Controls found that there was a cross connection made between the potable water line and the boiler cooling water line which contains glycol. Fox West staff modified the piping to separate the two lines which eliminated the cross connection.
6. **DISSOLVED OXYGEN PROBES-** Fox West staff replaced the dissolved oxygen probes in aeration basins 3-2 and 3-3 (\$5,992.00). These probes were the originals from 2010 and they were not functioning properly. We also replaced the probe caps (\$1,336.00) on the other four aeration basins. These caps should be replaced every two years.
7. **HSI BLOWERS-** Atlas Copco was onsite on 5/31/23 to perform preventative maintenance on the HSI blowers as part of their five year service agreement. This agreement provides for two visits per year.
8. **INFLUENT PUMP SEAL WATER-** The seal water lines for all five influent pumps are severely corroded. I have obtained a quote from August Winter to replace the lines. I have also asked Crane Engineering to provide a quote. I have budgeted \$30,000 in this year's budget to complete this project.

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	3.8338	x	255	x	8.34	=	8,164
February	3.7897	x	285	x	8.34	=	9,016
March	6.7033	x	204	x	8.34	=	11,405
April	9.4415	x	135	x	8.34	=	10,630
May	6.3571	x	265	x	8.34	=	14,054
June	6.8671	x	188	x	8.34	=	10,744
July	5.3713	x	226	x	8.34	=	10,137
August	6.1372	x	218	x	8.34	=	11,143
September	6.4831	x	207	x	8.34	=	11,174
October	4.9395	x	258	x	8.34	=	10,630
November	6.3773	x	209	x	8.34	=	11,092
December	5.4469	x	228	x	8.34	=	10,347

### 2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	13.1	x	90	=	11.79
		x	100	=	13.1
Design BOD, lbs/day	15070	x	90	=	13563
		x	100	=	15070

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	1	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	1	0
Points		0	0	3	0
<b>Total Number of Points</b>					<b>3</b>

3

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)  
2023-02-13
- No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes
- No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- Yes
- No

If Yes, please explain:

Fox West issued a notice of non-compliance to Canteen Vending for pH violations which occurred on 9/20/22, 9/21/22, and 9/23/22.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

- Yes 446,946 gallons
- No

Holding Tanks

- Yes 22,481,740 gallons
- No

Grease Traps

- Yes  gallons
- No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was not affected when receiving these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes
- No

If yes, describe the situation and your community's response.

## Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

<p>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; padding: 5px;"> <p>We believe that a waste hauler had been discharging a waste to us which contained a solvent that used to clean printing ink plates. We have requested that the hauler provide us with a list of all of the potential industrial sources they service</p> </div>	
--	--

<b>Total Points Generated</b>	<b>3</b>
<b>Score (100 - Total Points Generated)</b>	<b>97</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Effluent Quality and Plant Performance (BOD/CBOD)

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	2	1	0	0
February	25	22.5	2	1	0	0
March	25	22.5	2	1	0	0
April	25	22.5	4	1	0	0
May	25	22.5	3	1	0	0
June	25	22.5	2	1	0	0
July	25	22.5	1	1	0	0
August	25	22.5	1	1	0	0
September	25	22.5	0	1	0	0
October	25	22.5	1	1	0	0
November	25	22.5	0	1	0	0
December	25	22.5	1	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
<b>Total number of points</b>						<b>0</b>

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes      Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

The effluent area velocity flow meter is not functioning properly. We are using the primary effluent flow for regulatory reporting.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

No  
 If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?  
 Yes  
 No  
 If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?  
 Yes  
 No  
 N/A  
 Please explain unless not applicable:

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	6	1	0	0
March	30	27	6	1	0	0
April	30	27	7	1	0	0
May	30	27	7	1	0	0
June	30	27	8	1	0	0
July	30	27	5	1	0	0
August	30	27	3	1	0	0
September	30	27	4	1	0	0
October	30	27	4	1	0	0
November	30	27	5	1	0	0
December	30	27	5	1	0	0

\* Equals limit if limit is  $\leq 10$

Months of Discharge/yr	12		
<b>Points per each exceedance with 12 months of discharge:</b>		<b>7</b>	<b>3</b>
Exceedances		0	0
Points		0	0
<b>Total Number of Points</b>			<b>0</b>

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>



# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Effluent Quality and Plant Performance (Ammonia - NH3)

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	10		2.907	0					
February	10		4.997	0					
March	10		4.196	0					
April	11		5.095	0					
May	11		5.755	0					
June	4.4		1.126	0					
July	4.4		.333	0					
August	4.4		.669	0					
September	4.4		1.036	0					
October	18		5.236	0					
November	18		3.724	0					
December	18		6.613	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
<b>Total Number of Points</b>									<b>0</b>
NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.									
1.2 If any violations occurred, what action was taken to regain compliance?									

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.7	0.195	1	0
February	.7	0.205	1	0
March	.7	0.166	1	0
April	.7	0.174	1	0
May	.7	0.208	1	0
June	.7	0.249	1	0
July	.7	0.096	1	0
August	.7	0.112	1	0
September	.7	0.103	1	0
October	.7	0.126	1	0
November	.7	0.145	1	0
December	.7	0.173	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				0
<b>Total Number of Points</b>				<b>0</b>

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Biosolids Quality and Management

1. Biosolids Use/Disposal  
 1.1 How did you use or dispose of your biosolids? (Check all that apply)  
 Land applied under your permit  
 Publicly Distributed Exceptional Quality Biosolids  
 Hauled to another permitted facility  
 Landfilled  
 Incinerated  
 Other  
 NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.  
 1.1.1 If you checked Other, please describe:  
 \_\_\_\_\_

2. Land Application Site  
 2.1 Last Year's Approved and Active Land Application Sites  
 2.1.1 How many acres did you have?  
 2223.7 acres  
 2.1.2 How many acres did you use?  
 125.7 acres  
 2.2 If you did not have enough acres for your land application needs, what action was taken?  
 \_\_\_\_\_  
 2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?  
 Yes (30 points)  
 No  
 2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?  
 Yes  
 No (10 points)  
 N/A

3. Biosolids Metals  
 Number of biosolids outfalls in your WPDES permit:  
 3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - Cake Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<9.71			11			<5.05			<25				0	0
Cadmium		39	85	2.07			1.59			1.64			<.595				0	0
Copper		1500	4300	538			505			541			683				0	0
Lead		300	840	30			19			23			26				0	0
Mercury		17	57	.691			.323			.367			.493				0	0
Molybdenum	60		75	9.56			12			8.44			<6.41			0		0
Nickel	336		420	55			39			43			39			0		0
Selenium	80		100	<8.58			<1.84			18			<22			0		0
Zinc		2800	7500	1531			1269			1196			1085				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0  
 Exceedence Points  
 0 (0 Points)

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

1-2 (10 Points)

> 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

Yes

No (10 points)

N/A - Did not exceed limits or no HQ limit applies (0 points)

N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

0 (0 Points)

1 (10 Points)

> 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

Yes (20 Points)

No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

--

0

## 4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2022 - 09/30/2022
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Thermophilic Aerobic Digestion
Process Description:	Fecal coliform result is the geometric mean of seven discrete samples on a dry weight basis. Test results were:  8/24/22: <5.2 MPN/g TS 8/24/22 19 MPN/g TS 8/25/22 20 MPN/g TS 8/31/22 183 MPN/g TS 8/31/22 25 MPN/g TS 9/1/22 46 MPN/g TS 9/1/22 16 MPN/g TS

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

--

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

<p><b>5. Vector Attraction Reduction (per outfall):</b>                  5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td style="text-align: center;"><b>003</b></td> </tr> <tr> <td>Method Date:</td> <td style="text-align: center;">06/21/2022</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td style="text-align: center;">Volatile Solids Reduction</td> </tr> <tr> <td>Requirement Met:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Land Applied:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Limit (if applicable):</td> <td style="text-align: center;">&gt;=38</td> </tr> <tr> <td>Results (if applicable):</td> <td style="text-align: center;">71.9</td> </tr> </table> <p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?  <input type="radio"/> Yes (40 Points)  <input checked="" type="radio"/> No                  If yes, what action was taken?  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </p>	Outfall Number:	<b>003</b>	Method Date:	06/21/2022	Option Used To Satisfy Requirement:	Volatile Solids Reduction	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):	>=38	Results (if applicable):	71.9	<b>0</b>
Outfall Number:	<b>003</b>														
Method Date:	06/21/2022														
Option Used To Satisfy Requirement:	Volatile Solids Reduction														
Requirement Met:	Yes														
Land Applied:	Yes														
Limit (if applicable):	>=38														
Results (if applicable):	71.9														
<p><b>6. Biosolids Storage</b>                  6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?  <input checked="" type="radio"/> &gt;= 180 days (0 Points)  <input type="radio"/> 150 - 179 days (10 Points)  <input type="radio"/> 120 - 149 days (20 Points)  <input type="radio"/> 90 - 119 days (30 Points)  <input type="radio"/> &lt; 90 days (40 Points)  <input type="radio"/> N/A (0 Points)                  6.2 If you checked N/A above, explain why.  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </p>	<b>0</b>														
<p><b>7. Issues</b>                  7.1 Describe any outstanding biosolids issues with treatment, use or overall management:  <div style="border: 1px solid black; padding: 2px;">None</div> </p>															

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <li>● Yes (Continue with question 2) <input type="checkbox"/></li> <li>○ No (40 points) <input type="checkbox"/></li> </ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No (10 points)</li> </ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ Paper file system</li> <li>○ Computer system</li> <li>● Both paper and computer system</li> <li>○ No (10 points)</li> </ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <li>● Yes</li> <li>○ No</li> </ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <li>○ Excellent</li> <li>● Very good</li> <li>○ Good</li> <li>○ Fair</li> <li>○ Poor</li> </ul> <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px;"> <p>We have purchased a new maintenance software package that has been installed.</p> </div>	

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Operator Certification and Education

### 1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

BRANDON J KAUFMAN

Certification No:

32779

0

### 2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural		X		
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen		X		
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

0

### 3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

### 4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?



# Compliance Maintenance Annual Report

**Fox West Regional Sewerage Commission**

Last Updated: Reporting For:  
5/31/2023 **2022**

<p>OIT and Basic Certification:</p> <ul style="list-style-type: none"> <li>○ Averaging 6 or more CECs per year.</li> <li>○ Averaging less than 6 CECs per year.</li> </ul> <p>Advanced Certification:</p> <ul style="list-style-type: none"> <li>● Averaging 8 or more CECs per year.</li> <li>○ Averaging less than 8 CECs per year.</li> </ul>	
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<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Roger Viogt"/></p> <p>Telephone: <input style="width: 100px;" type="text" value="(920)793-3721"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 250px;" type="text" value="gcmwsc@new.rr.com"/></p>																
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain: <input style="width: 700px; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2021"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points)<input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0															
<b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b>																
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 1-2 years ago (0 points)<input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points)<input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain: <input style="width: 700px; height: 20px;" type="text"/></p> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="316,816.87"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="316,816.87"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="412,052.00"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td style="text-align: right;"><input style="width: 100%; border: 1px solid black;" type="text" value="412,052.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="316,816.87"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="316,816.87"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 100%; border: 1px solid black;" type="text" value="412,052.00"/>		+	<input style="width: 100%; border: 1px solid black;" type="text" value="412,052.00"/>	
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# Compliance Maintenance Annual Report

**Fox West Regional Sewerage Commission**

Last Updated: Reporting For:  
5/31/2023 **2022**

<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -</p> <p style="text-align: right;">\$ 308,016.38</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</p> <p style="text-align: right;">\$ 420,852.49</p> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Replaced 50% of the UV bulbs and sleeves</td> <td style="text-align: right;">\$95,342.50</td> </tr> <tr> <td>Replaced Rotork valve actuator for #2 grit pump</td> <td style="text-align: right;">\$4,510.00</td> </tr> <tr> <td>Replaced clarifier drain pump</td> <td style="text-align: right;">\$7,968.00</td> </tr> <tr> <td>Replaced both re-use shower pumps for belt press</td> <td style="text-align: right;">\$9,675.00</td> </tr> <tr> <td>Replaced SNDR #2 radar gauge</td> <td style="text-align: right;">\$5,535.02</td> </tr> <tr> <td>Replaced check valve on RAS #1</td> <td style="text-align: right;">\$7,498.00</td> </tr> </table> <p>3.3 What amount should be in your Replacement Fund? \$ 341,000.00</p> <p>Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.</p> <p>3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If No, please explain.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Multiple equipment failures in the past three years. Replacement funding increased in 2022 due to reduction in the account balance.</p> </div>	Replaced 50% of the UV bulbs and sleeves	\$95,342.50	Replaced Rotork valve actuator for #2 grit pump	\$4,510.00	Replaced clarifier drain pump	\$7,968.00	Replaced both re-use shower pumps for belt press	\$9,675.00	Replaced SNDR #2 radar gauge	\$5,535.02	Replaced check valve on RAS #1	\$7,498.00	0				
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<p>4. Future Planning</p> <p>4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes - If Yes, please provide major project information, if not already listed below. <input type="checkbox"/> <input type="checkbox"/></li> <li><input type="radio"/> No</li> </ul> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Project #</th> <th style="width:60%;">Project Description</th> <th style="width:15%;">Estimated Cost</th> <th style="width:15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Master Planning &amp; Needs Review (McMahon) March 26, 2019</td> <td style="text-align: right;">\$70,000</td> <td style="text-align: center;">2023</td> </tr> <tr> <td>2</td> <td>Replacing fine screens</td> <td style="text-align: right;">\$4,000,000</td> <td style="text-align: center;">2023</td> </tr> <tr> <td>3</td> <td>Replacing aeration blowers</td> <td style="text-align: right;">\$2,000,000</td> <td style="text-align: center;">2024</td> </tr> </tbody> </table>		Project #	Project Description	Estimated Cost	Approximate Construction Year	1	Master Planning & Needs Review (McMahon) March 26, 2019	\$70,000	2023	2	Replacing fine screens	\$4,000,000	2023	3	Replacing aeration blowers	\$2,000,000	2024
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3	Replacing aeration blowers	\$2,000,000	2024														
<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p><b>ENERGY EFFICIENCY AND USE</b></p>																	
<p>7. Treatment Facility</p> <p>7.1 Energy Usage</p> <p>7.1.1 Enter the monthly energy usage from the different energy sources:</p>																	

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:

5/31/2023

2022

## TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	488,063	118.85	4,107	253.08	1,928	9,156
February	518,461	106.11	4,886	252.45	2,054	9,343
March	524,253	207.80	2,523	353.56	1,483	6,530
April	508,651	283.25	1,796	318.90	1,595	5,071
May	557,586	197.07	2,829	435.67	1,280	1,527
June	558,160	206.01	2,709	322.32	1,732	211
July	470,358	166.51	2,825	314.25	1,497	145
August	538,642	190.25	2,831	345.43	1,559	124
September	506,888	194.49	2,606	335.22	1,512	606
October	457,843	153.12	2,990	329.53	1,389	4,411
November	561,459	191.32	2,935	332.76	1,687	6,782
December	494,231	168.85	2,927	320.76	1,541	7,316
<b>Total</b>	<b>6,184,595</b>	<b>2,183.63</b>		<b>3,913.93</b>		<b>51,222</b>
<b>Average</b>	<b>515,383</b>	<b>181.97</b>	<b>2,997</b>	<b>326.16</b>	<b>1,605</b>	<b>4,269</b>

### 7.1.2 Comments:

## 7.2 Energy Related Processes and Equipment

### 7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

IFAS aeration with medium-course bubble diffusers

### 7.2.2 Comments:

## 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

<p><b>8. Biogas Generation</b></p> <p>8.1 Do you generate/produce biogas at your facility?</p> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p>If Yes, how is the biogas used (Check all that apply):</p> <p><input type="checkbox"/> Flared Off</p> <p><input type="checkbox"/> Building Heat</p> <p><input type="checkbox"/> Process Heat</p> <p><input type="checkbox"/> Generate Electricity</p> <p><input type="checkbox"/> Other:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p><b>9. Energy Efficiency Study</b></p> <p>9.1 Has an Energy Study been performed for your treatment facility?</p> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p><input type="checkbox"/> Entire facility</p> <p>Year: <input style="width: 100px;" type="text"/></p> <p>By Whom: <input style="width: 100px;" type="text"/></p> <p>Describe and Comment:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><input type="checkbox"/> Part of the facility</p> <p>Year: <input style="width: 100px;" type="text"/></p> <p>By Whom: <input style="width: 100px;" type="text"/></p> <p>Describe and Comment:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Grading Summary

WPDES No: 0024686

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
<b>TOTALS</b>			<b>34</b>	<b>136</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Fox West Regional Sewerage Commission

Last Updated: Reporting For:  
5/31/2023 2022

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Fox West Regional Sewerage Commission

Date of Resolution or  
Action Taken:

2023-06-07

Resolution Number:

#312-23

Date of Submittal:

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

# Engineering Report

## Wastewater Treatment Facility Fine Screen Replacement Project

Prepared for

### FOX WEST REGIONAL SEWERAGE COMMISSION

WINNEBAGO COUNTY, WISCONSIN

MAY 31, 2023

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: PO BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 MCMGRP.COM

McM. No. F0059-09-22-00279.02 / CTO:jlh

**McMAHON**  
ENGINEERS ARCHITECTS



# Engineering Report

## Wastewater Treatment Facility Fine Screen Replacement Project

Prepared for

**FOX WEST REGIONAL SEWERAGE COMMISSION**  
WINNEBAGO COUNTY, WISCONSIN

MAY 31, 2023  
McM. No. F0059-09-22-00279.02

### TABLE OF CONTENTS

---

- I. INTRODUCTION
- II. EXISTING FINE SCREEN
- III. SCREEN DESIGN CRITERIA
- IV. FINE SCREEN TECHNOLOGIES CONSIDERED
  - A. Rotary Drum Screen
  - B. Perforated Spiral Sieve Screen
  - C. Perforated Plate Belt Screen
  - D. Ozzy Cup Screen
  - E. Center Flow Screen
- V. SCREEN TECHNOLOGY SUMMARY
- VI. CONCLUSIONS

#### TABLES

- Table #1 Perforated Plate Belt Screen Option
- Table #2 Perforated Belt Screen Opinion of Probable Capital Costs
- Table #3 Ozzy Cup Screen Option
- Table #4 Ozzy Cup Screen Opinion of Probable Capital Costs
- Table #5 Center Flow Options
- Table #6 Hydro Dyne Center Flow Band Screen Opinion of Probable Capital Costs
- Table #7 Aqseptence Group Center Flow Band Screen Opinion of Probable Capital Costs

#### FIGURES

- Figure #1 Wastewater Treatment Facility Schematic
- Figure #2 Existing Fine Screen
- Figure #3 Rotary Drum Screen
- Figure #4 Perforated Spiral Sieve Screen
- Figure #5 Perforated Plate Belt Screen
- Figure #6 Ozzy Screen
- Figure #7 Center Flow Band Screen

#### APPENDICES

- Appendix A Plant Design Criteria
- Appendix B Parshall Flume - Submerged Flow Information
- Appendix C Center Flow Band Screens



# Engineering Report

## Wastewater Treatment Facility Fine Screen Replacement Project

Prepared for

**FOX WEST REGIONAL SEWERAGE COMMISSION**  
WINNEBAGO COUNTY, WISCONSIN

MAY 31, 2023

McM. No. F0059-09-22-00279.02

### I. INTRODUCTION

The Fox West Regional Sewerage Commission (FWRSC) owns and operates a Wastewater Treatment Facility (WWTF) that serves the Village of Fox Crossing Sanitary District, Town of Grand Chute Sanitary District #2, Town of Greenville and portions of the Town of Neenah. The FWRSC WWTF includes the following major unit processes:

- Fine Screening
- Raw Sewage Pumping
- Grit Removal
- Primary Clarification
- Integrated Fixed Film Activated Sludge (IFAS)
- Secondary Clarification
- Ultraviolet Disinfection
- Sludge Thickening with a Gravity Belt Thickener
- Auto-Thermal Thermophilic Aerobic Digestion (ATAD)
- Sludge Dewatering with Belt Filter Presses
- Hauled-In Waste Receiving Station

A Process Flow Schematic of the WWTF is included in Figure #1. Design criteria for the WWTF is included in Appendix A.

Raw wastewater at the FWRSC WWTF arrives to the Facility via a 48-inch interceptor from the Village of Fox Crossing and a 48-inch interceptor from the Town of Grand Chute. The two (2) flows

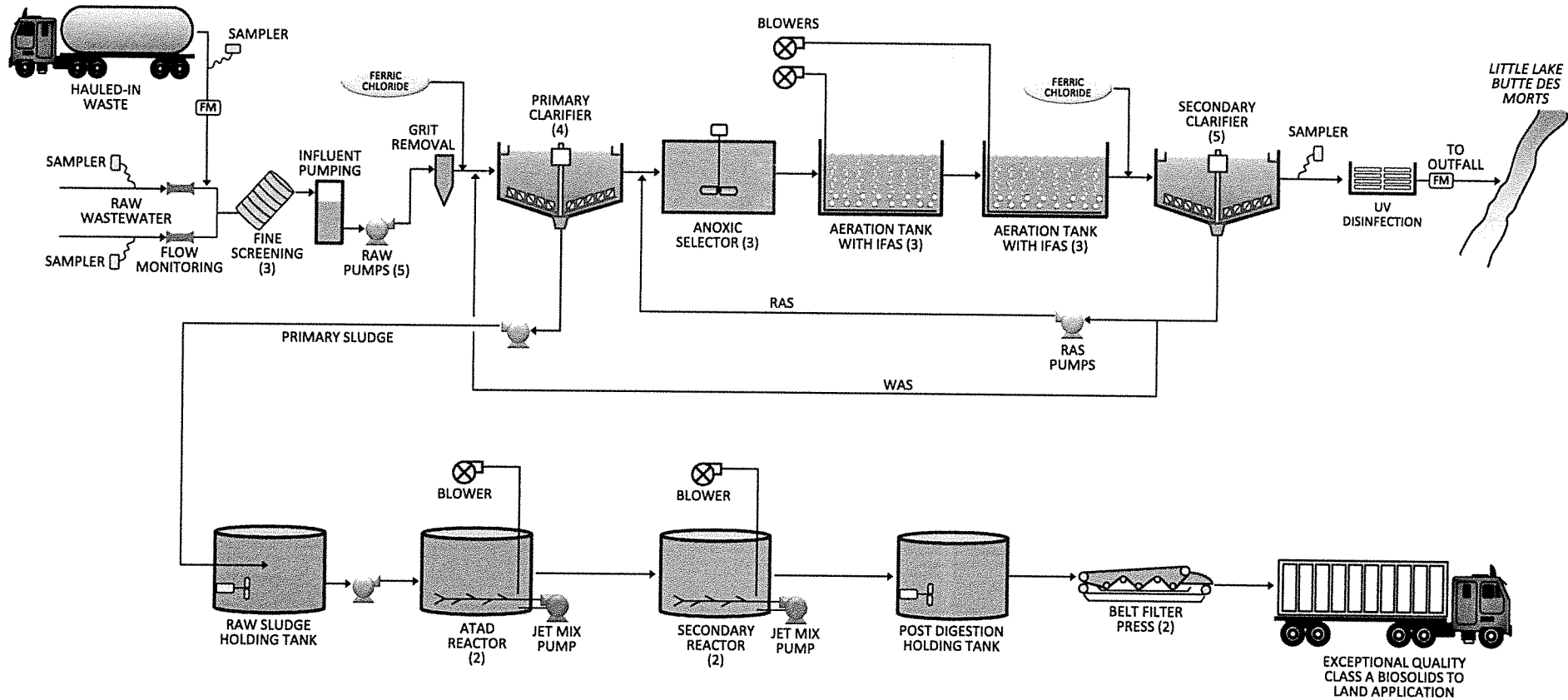


FIGURE #1  
**FINE SCREEN REPLACEMENT PROJECT  
WASTEWATER TREATMENT FACILITY SCHEMATIC**

FOX WEST REGIONAL WWTF  
McM HFO059-9-22-00279.02 05/31/23

10: 2023\MCM WIS\FOX WEST REG WWTF-FINE SCREEN REPLACEMENT PROJECT SCHEM.PPTX CTO:jmk

are metered in separate 24-inch Parshall flumes. Hauled-in waste is discharged into the raw wastewater channel after the flumes.

The Headworks of the WWTF includes three (3) Lakeside Rotamat® Fine Screens. Two (2) screens and the accompanying screw conveyors were originally installed in 1994. A third Rotamat Fine Screen was added in 1999. Each screen has a hydraulic capacity of 9.0 MGD. The screens have been rebuilt several times and are no longer reliable.

In addition, rags and other debris are passing through the screens, creating ragging/clogging issues in the raw sludge storage tank, ATAD reactors and post-digestion biosolids storage tanks. This is either due to bypasses that occur when the screens fail or due to the slotted nature of the screenings basket.

FWRSC is interested in replacing the fine screens to increase reliability and capture efficiency.

## II. EXISTING FINE SCREEN

The existing fine screens are Lakeside Rotamat® Fine Screens which includes a screening basket in the channel and a central screw conveyor. As wastewater flows through the basket, solids are trapped by the screen bars that form the circular basket. When liquid rises to a predetermined level the rake begins to rotate cleaning the screen bars. The rake's teeth pass between the bars of the screen to remove captured materials. When the rake reaches the top of the screen the captured material drops into the central screw conveyor. For complete cleaning, the rake reverses direction and passes through a comb. The central screw conveyor then transports the material as it is washed, compacted and dewatered on its way to the discharge chute.

The three (3) fine screens discharge into a common 14-inch diameter horizontal screw conveyor, which discharges into a 14-inch diameter 45-degree inclined screw conveyor. The inclined screw conveyor lifts the screenings approximately 20 feet and deposits them into a dumpster. The conveyors have a maximum screenings handling capacity of 140 cu.ft./hr.

Each screen had a design capacity of 9.0 MGD with a head loss of 9-inches. The screens have a basket diameter of 63-inches. They are each installed in 5'-4" wide by 9'-9" long channel. The channel has a depth of 5'-1". The original drawings show a maximum water level of 3.5 feet upstream of the screens. A depiction of the screens is included in Figure #2.

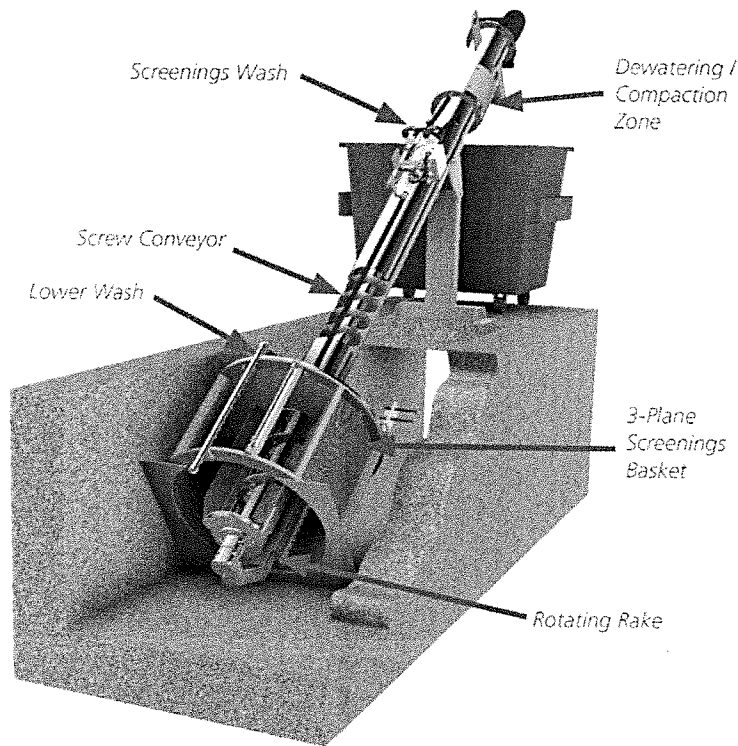


Figure #2  
Existing Fine Screen

### III. SCREEN DESIGN CRITERIA

As mentioned above, the existing screens are designed for a peak flow of 9.0 MGD (each) with a head loss of 9-inches. This provides a maximum capacity of 27 MGD. The screens are located downstream of the Parshall flumes used to monitor the incoming flow from the two (2) interceptors.

The WWTF was designed for the following year 2030 influent flows:

- Average.....8.2 MGD
- Maximum Month.....13.1 MGD
- Maximum Day .....25.4 MGD
- Peak Hour .....28.7 MGD

The new screens will be sized for following design criteria. The screens are sized to handle the average and maximum month flows with one unit out of service.

- Screen Size Opening .....¼" perforated
- Average Flow .....4.1 MGD
- Peak Flow.....10.0 MGD

- Channel Width.....5'-4"
- Channel Depth.....5'-1"
- Maximum Allowable Head .....4" (non submerged)
- Maximum Allowable Head .....22" (submerged)

The non submerged head loss is the maximum head loss allowed through the screen at peak flow that will not impact the upstream Parshall flume flow measurement. Head losses above 4-inches will require the use of new flow measuring devices to monitor both the upstream and downstream levels of the flume to obtain an accurate influent flow measurement. Refer to Appendix B for information on submerged flow measurement for a flume.

The screens considered will have perforated rather than slotted openings. The current screens have slotted openings, which have allowed rags and debris to pass through.

#### IV. FINE SCREEN TECHNOLOGIES CONSIDERED

The following fine screen alternatives will be evaluated for this application.

- Rotary Drum Screen
- Perforated Spiral Sieve Screen
- Perforated Plate Screen
- Ozzy Cup Screen
- Center Flow Band Screen

The fine screen alternatives will be evaluated based on hydraulic capacity, solids capture efficiency, compatibility with the existing channels, ease of installation, maintenance requirements, and conveyance of screenings. Opinions of Probable Capital Costs were developed for each option.

##### A. ROTARY DRUM SCREEN

###### 1. General Operation

The first option evaluated is a rotary drum screen. Rotary drum screens consist of a filtering drum that utilizes openings in a perforated screen to remove solids as the drum rotates through the wastewater stream. The screens are installed parallel to the flow path. A schematic of the screen is shown in Figure #3.

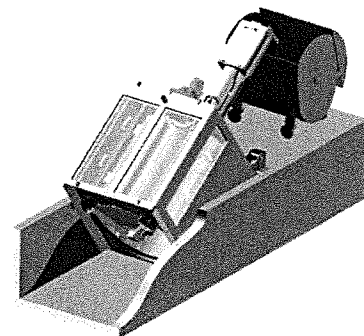


Figure #3  
Rotary Drum Screen

The screenings are captured in the perforated drum. When cleaned, the drum rotates and captured solids fall into an integral screw conveyor which lifts the screenings up to a compaction area. Material is washed from screen surface using a pressure water spray system at the periphery of the drum and is deposited onto an internal trough that carries material away from the screen.

The rotary drum screen provides a compact design that can handle screening, washing, and compaction in one unit. The capture rate is highly effective because the screened material is trapped within the drum, allowing less material to carryover and continue downstream.

**2. Screen Details**

Saveco North America was contacted to evaluate the feasibility of installing a Rotary Drum Screen system in the Fox West Regional WWTF. To process up to a peak flow of 30 MGD (10 MGD per screen), Saveco recommends three (3) Flo-Drum VSA1600 inclined drum screens with integral conveyors and compactors.

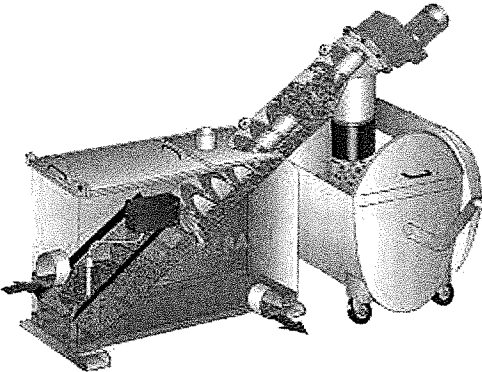
To accommodate the screens, the widened part of the channel that houses the existing screens will need to be increased from a length of 6 feet to 12'-9." This is not practical with the existing layout. Therefore, this screen will not be considered further.

**B. PERFORATED SPIRAL SIEVE SCREEN**

**1. General Operation**

The perforated spiral sieve screen compactor consists of an integrated screen, shaftless spiral compactor and a press unit. During operation, solids within the incoming flow will progressively collect onto the screen mesh and cause it to gradually bind. The upstream water level will rise and at a predetermined level, or after a set time interval, the spiral will be activated.

Brushes fixed to the periphery at the lower section of the spiral clean the screen mesh and convey the solids up to the pressing zone. The solids or screenings are compacted and dewatered, prior to discharging the solids. The jet wash will break away organics and return them to the inlet flow. A schematic of the Spiral Sieve Screen is shown in Figure #4.



*Figure #4  
Perforated Spiral Sieve Screen*

The main advantage of the spiral sieve is its compact design and the ability to be pivoted out of the channel for maintenance.

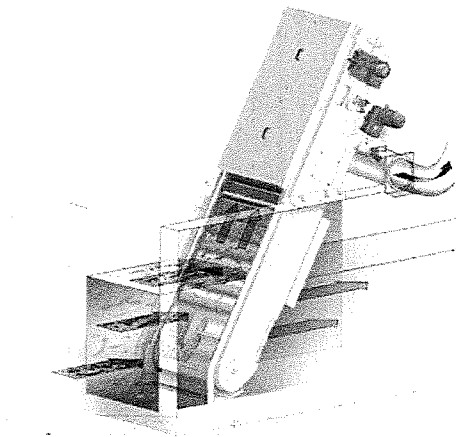
**2. Screen Details**

Aqseptence Group was contacted to evaluate the feasibility of installing the Spiral Sieve Screen system in the Fox West Regional WWTF. Due to the high peak flow of 10 MGD per screen, a perforated spiral sieve screen would not hydraulically work for this application.

**C. PERFORATED PLATE BELT SCREEN**

**1. General Operation**

Perforated plate belt/band screens are continuous screens that rotate through the influent stream. The screens remove debris from the stream and convey it out of the channel. The belt/band screens can be connected to perforated metal or UHMW plates sections or continuous plastic belts and the screen openings can be circular, rectangular, or square in shape. The accumulated debris is removed at the top of the unit by water spray and/or with a counter-rotating brush. A schematic of the perforated Plate Screen is shown in Figure #5.



*Figure #5  
Perforated Plate Belt Screen*

Perforated plate screens can handle higher flows than the basket style screens.

Disadvantages of belt/band screens include the following:

- The cleaning brush or cleaning spray water at times may be unable to remove stringy material from the screen openings.
- There is the chance for screening carryover as the screen returns down into the channel behind the front face of the screen.
- The screen cannot pivot out of the channel. Maintenance on the lower end of the screen will require draining its channel or removing the screen from the channel.



**2. Screen Details**

Headworks International was contacted to evaluate the feasibility of installing a perforated plate belt screen system in the Fox West WWTF to process up to a peak flow of 30 MGD (10 MGD per screen). Headworks recommended a screen with a width less than the existing 5.33 ft fine screen channel; therefore, they can be installed directly in the channel. Additional screen details are provided in Table #1, below.

**TABLE #1  
PERFORATED PLATE BELT SCREEN OPTION**

<b>PARAMETER</b>	<b>HEADWORKS INTERNATIONAL</b>
Quantity / Model	(3) Perforator Screens
Channel Width	5.33 ft
Screen Width	5.17 ft
Channel Depth	5.10 ft
Perforation Size	6 mm (0.25 inch)
Head Loss	8-inches
Discharge Height (above top of channel)	5 ft
Screen Height(above top of channel)	8.2 ft
Screen Motor	3 HP (max)
Brush Motor	2 HP (max)
Incline	70%
Recessed Depth in Channel	Not Required

The screens will require new level sensing transmitters for calculating flows through the influent Parshall flumes due to the head loss through the screen.

**3. Budgetary Equipment Costs**

Headworks International provided a budgetary equipment cost for three (3) Perforator Screens and three (3) integral wash/compactors for \$944,405. This does not include the cost of the conveyors to convey the screenings to the dumpster on the first floor. The preliminary Opinion of Probable Cost for the installation is \$2,633,299 as shown in Table #2.

**TABLE #2  
PERFORATED BELT SCREEN  
OPINION OF PROBABLE CAPITAL COST**

<b>DESCRIPTION</b>	<b>OPINION OF PROBABLE CAPITAL COST</b>
Demolition of Existing Screens	\$45,000
Perforated Belt Screens (3)	\$688,100
Washer Compactors (3)	\$256,300
Conveyors (2)	\$150,000
Channel Grating Modifications	\$45,000
Mechanical & Equip Installation (35% equip cost)	\$383,040
Electrical & Controls (20% project cost)	\$313,488
Subtotal	\$1,880,928
Engineering & Contingency (30%)	\$564,278
General Conditions (10%)	\$188,093
<b>TOTAL OPINION OF PROBABLE CAPITAL COST</b>	<b>\$2,633,299</b>

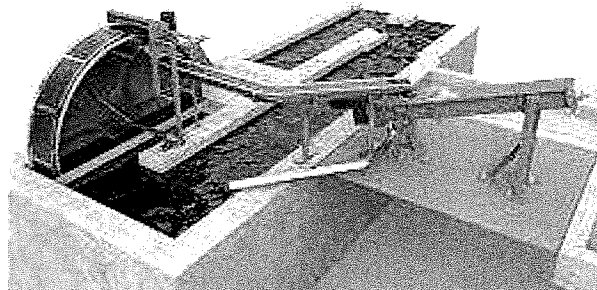
**D. OZZY CUP SCREEN**

**1. General Operation**

The Ovivo Ozzy Cup screen consists of a drum structure with a solid horizontal main shaft, which revolves slowly in self-aligning roller bearings. Water flows from the inside to the outside of the drum through mesh panels arranged around its periphery. Mesh panels are cleaned by spray wash nozzles mounted on the outer side of the drum screen.

The screenings are then caught by a screening hopper and conveyed to the screw compactor through a sluice trough. The screen is driven by a single drive unit positioned at deck level. The final drive is a nylon pinion, which engages with a gear ring on the outside of the drum.

Unlike the other options where the screenings are dewatered prior to discharge, the screenings in this system are discharged with carrier water in a trough. The system relies on the screw conveyors to dewater and clean the screenings. A schematic of an Ozzy Cup Screen is shown in Figure #6, below.



*Figure #6  
Ozzy Cup Screen*

Engineering Report

## 2. Screen Details

For this installation, Ovivo recommended three (3) 9 foot diameter Ozzy Cup screens. Each screen is 3 feet wide, therefore they should fit in the existing channels. The screens will require a new dividing wall to direct flow into the center of the screen and provide a bypass. Ovivo has included this as a stainless steel wall in their equipment quote.

The proposed package includes six (6) 9-inch wide by 9-inch tall troughs, a horizontal shaftless screw conveyor and an angled shaftless screw conveyor. Each screen includes two (2) u-shaped troughs to carry the screenings in carrier water to the horizontal conveyor. The horizontal and angled conveyors include perforated bottoms and 8-inch drain to dewater the screenings. The horizontal conveyor receives the screenings from the three (3) fine screens. The angled conveyor transports the screenings to the dumpster on the first floor.

Each screen requires 25 gpm of wash water. In addition, each conveyor requires 6 to 16 gpm of wash water, providing a peak water demand of approximately 100 gpm.

New platforms would be required to access the top of the screen, discharge troughs and horizontal conveyor. Details of the proposed system are provided in the Table #3, below.

**TABLE #3  
OZZY CUP FINE SCREEN OPTION**

<b>PARAMETER</b>	<b>OVIVO USA. LLC.</b>
Quantity / Model	(3) Ozzy Cup Screens
Screen Width	3 ft
Screen Diameter	9 ft
Perforation Size	6 mm (0.25 inch)
Head Loss	2.7 inches at 25% blinding
Discharge Height (above top of channel)	4 ft (approx.)
Screen Height (above top of channel)	5.2 ft
Screen Motor	1 HP (max)
Incline	N/A
Recessed Depth in Channel	Not Required
Integral Components	Discharge Trough & Dewatering Conveyors

It appears that the existing that the existing level transmitters for measuring the flow though the influent flumes will work with this screening system.

Advantages of the Ozzy Cup fine screens are their low head loss and there are no components that need to be maintained below the water line. A disadvantage of the system is that it relies on troughs to carry fluidized solids to perforated

conveyors for dewatering. If the screw conveyor fails or if debris gets caught in the trough, it could cause the troughs to overflow and create a mess.

**3. Preliminary Opinion of Probable Costs**

Ovivo, USA provided a budgetary equipment cost of \$1,085,000 for three (3) screens with the necessary troughs and conveyors to convey the screenings to the dumpster on the first floor. The preliminary Opinion of Probable Cost for the installation is \$3,219,258 as shown in Table #4.

**TABLE #4  
OZZY CUP FINE SCREEN  
OPINION OF PROBABLE CAPITAL COST**

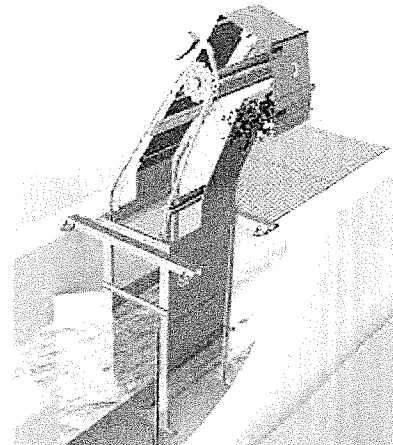
DESCRIPTION	OPINION OF PROBABLE CAPITAL COST
Demolition of Existing Screens	\$45,000
Ozzy Cup Screen with Conveyors	\$1,193,500
Channel Grating Modifications	\$60,000
Elevated Access Platforms	\$200,000
Mechanical & Equip Installation (35% equip cost)	\$417,725
Electrical & Controls (20% project cost)	\$383,245
Subtotal	\$2,299,470
Engineering & Contingency (30%)	\$689,841
General Conditions (10%)	\$229,947
<b>TOTAL OPINION OF PROBABLE CAPITAL COST</b>	<b>\$3,219,258</b>

**E. CENTER FLOW BAND SCREEN**

**1. General Operation**

Center flow band screens are designed as an elongated drum screen with an inside-out flow through the screen, utilizing openings in perforated plates. The screens are installed parallel to the flow path. A schematic of the screen is shown in Figure #7.

A steel plate covers the back of the inside of the drum, perpendicular to the path of flow, and forces the flow out through both sides of the screen. The screenings are captured in the perforated drum with plates/“shelves” serving to aid in lifting material within screen drum. Material is washed from screen surface using a pressure water spray system at the high point of the drum and is deposited onto an internal trough that carries material away from the screen.



*Figure #7  
Center Flow Band Screen*

The design of the center flow screen provides twice as much screening area in the same footprint as other designs as the screens are installed parallel to the flow. Therefore, the head losses are less when compared to similar size screen openings. The capture rate is highly effective because the screened material is trapped within the screen, preventing contact with the clean stream, and allowing less material to carryover and continue downstream.

A disadvantage of the screen is that it cannot pivot out of the channel. Maintenance on the lower end of the screen will require draining its channel or removing the screen from the channel. The channels will need to be emptied on a regular basis to allow for cleaning of grit upstream of the band screen.

## 2. Screen Details

Hydro Dyne Engineering recommended three (3) Great White Center Flow Screens for this application. The screens have a width of 38-inches and therefore can be installed directly in the channel. The screens are provided with integral washer/compactors in the headspace of the unit. Each screen with integral washer/compactor requires 58 gpm of wash water, providing a peak water demand of approximately 174 gpm.

Aqseptence Group recommended three (3) Centre Flow Band Screens for this application. The screens have a width of 36-inches and therefore can be installed directly in the channel. The screens are provided with integral washer/compactors in the headspace of the unit. Each screen with integral washer/compactor has a maximum wash water demand of 50 gpm of wash water, providing a peak water demand of approximately 150 gpm.

Additional screen details provided by each manufacturer are presented in Table #5.

**TABLE #5  
CENTER FLOW SCREEN OPTIONS**

PARAMETER	AQSEPTENCE GROUP	HYDRO DYNE ENGINEERING
Quantity / Model	(3) Centre-Flo® (600-900) Band screens	(3) Great White Center Flow Screens (Model 44-49-132-6-P)
Channel Width	5.33 ft	5.33 ft
Screen Width	3 ft	3'-2"
Channel Depth	5.10 ft	5.10 ft
Perforation Size	5 mm (0.20 inch)	6 mm (0.25 inch)
Head Loss	9.78 inches	5.57 inches @ 50% blinding
Discharge Height (above top of channel)	35.4 inches	5 ft
Screen Height (above top of channel)	5.33 ft	5 ft
Screen Motor	1.5 kW	0.75 hp
Compactor/Wash Motors		5 hp
Incline	0%	0%
Recessed Depth in Channel	Not Required	Not Required
Integral Components	Screenings Washer/Compactor	Screenings Washer/Compactor

Both units will require additional level transmitters to monitor the influent flows through the Parshall flumes during peak flows due to submerged flume conditions.

**3. Preliminary Opinion of Probable Costs**

Hydro Dyne Engineering provided a budgetary equipment cost for three (3) Great White Center Flow Screens with integral wash/compactor for \$1,000,000. This includes the horizontal and inclined screw conveyors to carry the screenings to the dumpster on the first floor. The preliminary Opinion of Probable Cost for the installation is \$2,419,200 as shown in Table #6.

**TABLE #6  
HYDRO DYNE CENTER FLOW BAND SCREEN  
OPINION OF PROBABLE CAPITAL COST**

DESCRIPTION	OPINION OF PROBABLE CAPITAL COST
Demolition of Existing Screens	\$45,000
Band Screens (3) with Conveyors	\$1,000,000
Channel Grating Modifications	\$45,000
Mechanical & Equip Installation (35% equip cost)	\$350,000
Electrical & Controls (20% project cost)	\$288,000
Subtotal	\$1,728,000
Engineering & Contingency (30%)	\$518,400
General Conditions (10%)	\$172,800
<b>TOTAL OPINION OF PROBABLE CAPITAL COST</b>	<b>\$2,419,200</b>

Aqseptence Group provided a budgetary equipment cost for three (3) Centre-Flo® (600-900) Band screens with integral wash/compactor for \$574,000. This does not include the horizontal or inclined screw conveyors. The preliminary Opinion of Probable Cost for the installation is \$2,032,800 as shown in Table #7.

**TABLE #7  
AQSEPTENCE GROUP CENTER FLOW BAND SCREEN  
OPINION OF PROBABLE CAPITAL COST**

<b>DESCRIPTION</b>	<b>OPINION OF PROBABLE CAPITAL COST</b>
Demolition of Existing Screens	\$45,000
Band Screens (3)	\$574,000
Conveyors (2)	\$150,000
Channel Grating Modifications	\$45,000
Mechanical & Equip Installation	\$350,000
Electrical & Controls	\$288,000
Subtotal	\$1,452,000
Engineering & Contingency (30%)	\$435,600
General Conditions (10%)	\$145,200
<b>TOTAL OPINION OF PROBABLE CAPITAL COST</b>	<b>\$2,032,800</b>

**V. SCREEN TECHNOLOGY SUMMARY**

Of the five (5) screening technologies evaluated, it appears that the Perforated Plate Belt Screens, Ozzy Cup Screens and Center Flow Band Screens are the only perforated screening options that will fit within the confines of the existing channels and handle a peak flow of 10 MGD with minimal head losses (8-inches or less). Opinions of Probable Cost for the three (3) types of screens are as follows:

- Perforated Plate Belt Screen .....\$2,633,299
- Ozzy Cup Screen .....\$3,219,258
- Center Flow Band Screen .....\$2,032,800 to \$2,419,200

The Ozzy Cup screen has the lowest head loss. A disadvantage of the system is that it relies on troughs to carry fluidized solids to perforated conveyors for dewatering. If the screw conveyor fails or if debris gets caught in the trough, it could cause the troughs to overflow and create a mess.

The perforated plate belt screen can allow material to “pass through” the screen. Material not removed by the spray bar and/or brush at the top of the screen can be carried into the flow stream downstream of the screen.

The center flow band screen has the lowest opinion of cost and unlike the perforated belt screen, it does not allow for solids carryover. It should be noted that the screens will need to be removed from service on a regular basis to remove grit that may have accumulated in front of the screen.

## VI. CONCLUSIONS

The Fox West Regional Sewerage Commission (FWRSC) is interested in replacing the fine screening system. The current fine screens have been unreliable, requiring significant repairs and rework. During failures, the screens can allow rags and other debris to pass through the Headworks facility, where they end up in clarifiers, sludge storage tanks, and ATAD reactors. In addition, the slotted nature of the screens allows rags and debris to pass through the screen.

FWRSC is also interested in increasing the capture efficiency of their screens. New screens considered have perforated rather than slotted openings.

McMahon Associates, Inc. (McMAHON) has investigated the feasibility of installing the following ¼-inch fine screen technologies:

- Rotary Drum Screen
- Perforated Spiral Sieve Screen
- Perforated Plate Screen
- Ozzy Cup Screen
- Center Flow Band Screen

The rotary drum screen and perforated spiral sieve screens are not able to accommodate the design flows in the existing channels. Of the three (3) remaining options, the center flow band screen has the lowest Opinion of Probable Capital Cost at a range of \$2,032,800 to \$2,419,200.

Based on the Opinion of Probable Cost and the advantages of the screens, it is recommended that the existing Lakeside Rotamat® Fine Screens be replaced with center flow band screens. Information on center flow band screens is included in Appendix C.

**Disclaimer:** The attached Opinion Of Probable Cost was prepared for use by the Owner in planning for future costs of the project. In providing Opinions Of Probable Cost, the Owner understands that the Design Professional has no control over costs or the price of labor, equipment or materials, or over Construction Professionals' method of pricing, and that the Opinions Of Probable Cost provided herewith are made on the basis of the Design Professional's qualifications and experience. It is not intended to reflect actual costs and is subject to change with the normal rise and fall of the local area's economy. This Opinion must be revised after every change made to the project or after every 30-day lapse in time from the original submittal by the Design Professional.

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Engineering Report



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APPENDIX A  
Plant Design Criteria

PROCESS FLOW DIAGRAM FLOWS, LOADS, AND CONCENTRATIONS FOR 2020

ID	DESCRIPTION	FLOWSTREAM ID	INITIAL STARTUP						2020 DESIGN AVERAGE						2020 MAXIMUM MONTH						2020 DESIGN PEAK HOUR		
			FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)	FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)	FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)			
1A+1B	RAW WASTEWATER	RAW	6.3	8,783	186	9,233	175	785	15	7.2	12,100	202	13,265	209	1,361	23	11.9	13,310	139	15,078	157	1,857	17
2	PRIMARY INFLUENT	PI	8.5	10,184	188	12,899	240	973	18	7.4	14,877	240	19,555	318	1,721	28	11.8	18,818	171	23,980	244	2,070	21
3A+3B	PRIMARY EFFLUENT	PE	8.5	5,031	93	5,200	96	868	18	7.4	7,864	128	8,404	143	1,710	28	11.7	8,847	92	11,750	125	2,050	21
4	MIXED LIQUOR	ML	8.0	-	-	19,818	2,120	-	-	10.3	-	-	239,953	2,783	-	-	16.4	-	-	404,827	2,980	-	-
5	PLANT EFFLUENT	PLE	8.3	423	8	852	18	9	0.1	7.2	480	8	1,281	18	12	0.2	11.5	767	8	1,725	18	307	3
6A+6B	PRIMARY SCUM	PSM	0.004	-	-	-	-	-	-	0.004	-	-	-	-	-	-	0.004	-	-	-	-	-	-
7	PRIMARY SLUDGE (INCLUDES WAS)	PSD	0.0235	-	-	10,348	37,000	-	-	0.05	-	-	14,058	37,000	-	-	0.05	-	-	-	-	-	-
8	SECONDARY SCUM	SSM	0.007	-	-	-	-	-	-	0.007	-	-	-	-	-	-	0.007	-	-	18,108	37,000	-	-
9	WASTE ACTIVATED SLUDGE	WAS	0.09	-	-	3,721	8,204	-	-	0.13	-	-	8,321	6,030	-	-	0.15	-	-	8,101	6,448	-	-
10A+10B	RETURN ACTIVATED SLUDGE	RAS	2.8	-	-	6,204	-	-	-	3.0	-	-	6,013	-	-	-	4.7	-	-	8,448	-	-	-
11A+11B+11C	MIXED LIQUOR RECYCLE	M/R	13.1	-	-	2,120	-	-	-	13.1	-	-	2,783	-	-	-	13.1	-	-	2,980	-	-	-

ID	DESCRIPTION	FLOWSTREAM ID	2020 MAXIMUM MONTH						2020 MAXIMUM WEEK						2020 MAXIMUM DAY						2020 DESIGN PEAK HOUR			
			FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)	FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)	FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)				
1A+1B	RAW WASTEWATER	RAW	11.2	13,310	139	15,078	157	1,857	17	18.9	17,666	128	20,104	143	2,072	15	22.3	24,200	130	31,418	168	2,762	18	25.2
2	PRIMARY INFLUENT	PI	11.7	15,943	163	21,813	221	2,089	21	17.1	20,909	147	28,015	197	2,614	18	22.6	28,943	154	43,723	233	3,507	19	27.5
3A+3B	PRIMARY EFFLUENT	PE	11.7	7,438	77	8,614	144	1,867	28	10.8	8,532	98	11,208	79	2,803	18	22.5	12,827	87	17,488	93	3,491	19	27.3
4	MIXED LIQUOR	ML	18.3	-	-	350,818	2,572	-	-	22.8	-	-	548,248	2,952	-	-	32.5	-	-	812,895	3,000	-	-	
5	PLANT EFFLUENT	PLE	11.3	787	8	1,728	18	144	2	18.9	1,265	9	2,330	18	1,186	9	22.3	1,874	9	3,348	18	2,232	12	25.7
6A+6B	PRIMARY SCUM	PSM	0.004	-	-	-	-	-	-	0.004	-	-	-	-	-	-	0.004	-	-	-	-	-	-	
7	PRIMARY SLUDGE (INCLUDES WAS)	PSD	0.006	-	-	18,864	37,000	-	-	0.07	-	-	22,039	37,000	-	-	0.11	-	-	32,785	37,000	-	-	
8	SECONDARY SCUM	SSM	0.007	-	-	-	-	-	-	0.007	-	-	-	-	-	-	0.007	-	-	-	-	-	-	
9	WASTE ACTIVATED SLUDGE	WAS	0.12	-	-	3,723	8,618	-	-	0.16	-	-	8,676	6,013	-	-	0.14	-	-	10,744	9,078	-	-	
10A+10B	RETURN ACTIVATED SLUDGE	RAS	4.7	-	-	5,618	-	-	-	5.3	-	-	5,613	-	-	-	10.0	-	-	9,078	-	-	-	
11A+11B+11C	MIXED LIQUOR RECYCLE	M/R	13.1	-	-	2,572	-	-	-	13.1	-	-	2,852	-	-	-	13.1	-	-	3,000	-	-	-	

PROCESS FLOW DIAGRAM FLOWS, LOADS, AND CONCENTRATIONS FOR 2030

ID	DESCRIPTION	FLOWSTREAM ID	2030 DESIGN AVERAGE						2030 MAXIMUM MONTH						2030 DESIGN PEAK HOUR									
			FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)	FLOW (MGD)	BOD (LBS/DAY)	TSS (LBS/DAY)	TSS (MG/L)	NH3 (LBS/DAY)	NH3 (MG/L)										
1A+1B	RAW WASTEWATER	RAW	8.2	13,700	200	14,294	209	1,573	23	13.1	15,070	136	17,183	157	1,868	17	18.2	20,000	125	22,870	143	2,360	15	25.4
2	PRIMARY INFLUENT	PI	8.5	16,997	241	22,478	318	1,879	28	13.4	19,319	173	27,832	248	2,370	21	18.5	24,187	149	32,687	202	2,994	18	25.7
3A+3B	PRIMARY EFFLUENT	PE	8.4	8,787	124	10,115	144	1,867	28	13.3	10,243	92	13,539	122	2,358	21	18.8	11,344	79	13,073	81	2,881	18	25.6
4	MIXED LIQUOR	ML	11.8	-	-	264,720	2,694	-	-	17.1	-	-	863,318	2,820	-	-	25.6	-	-	890,199	3,000	-	-	
5	PLANT EFFLUENT	PLE	8.2	547	8	1,231	18	27	0.4	13.1	874	8	455,218	2,827	-	-	25.4	1,907	9	3,613	18	2,642	12	28.7
6A+6B	PRIMARY SCUM	PSM	0.004	-	-	-	-	-	-	0.004	-	-	-	-	-	-	0.004	-	-	-	-	-	-	
7	PRIMARY SLUDGE (INCLUDES WAS)	PSD	0.006	-	-	18,734	37,000	-	-	0.07	-	-	25,428	37,000	-	-	0.12	-	-	37,213	37,000	-	-	
8	SECONDARY SCUM	SSM	0.007	-	-	-	-	-	-	0.007	-	-	-	-	-	-	0.007	-	-	-	-	-	-	
9	WASTE ACTIVATED SLUDGE	WAS	0.16	-	-	7,368	5,532	-	-	0.15	-	-	8,608	6,900	-	-	0.15	-	-	12,145	10,000	-	-	
10A+10B	RETURN ACTIVATED SLUDGE	RAS	3.4	-	-	5,552	-	-	-	5.3	-	-	5,613	-	-	-	10.0	-	-	10,000	-	-	-	
11A+11B+11C	MIXED LIQUOR RECYCLE	M/R	13.1	-	-	2,694	-	-	-	13.1	-	-	2,820	-	-	-	13.1	-	-	3,000	-	-	-	

NOTES  
A AVERAGE VALUES ARE BASED ON A WASTEWATER TEMPERATURE OF 14 TO 15 °C. PEAK MONTH AND PEAK WEEK ESTIMATES ARE BASED ON A HISTORICAL MINIMUM MONTH WASTEWATER TEMPERATURE OF 9.8 °C.  
B 2020 DESIGN PLANT INFLUENT PHOSPHORUS LOADS WERE 284 LBS/DAY AVERAGE, 314 LBS/DAY PEAK MONTH, 353 LBS/DAY PEAK WEEK, AND 570 LBS/DAY PEAK DAY. PLANT EFFLUENT PHOSPHORUS WAS PREDICTED TO BE LESS THAN 1 mg/L FOR ALL LOAD CONDITIONS.  
C 2030 DESIGN PLANT INFLUENT PHOSPHORUS LOADS WERE 324 LBS/DAY AVERAGE, 351 LBS/DAY PEAK MONTH, 402 LBS/DAY PEAK WEEK, AND 846 LBS/DAY PEAK DAY. PLANT EFFLUENT PHOSPHORUS WAS PREDICTED TO BE LESS THAN 1 mg/L FOR ALL LOAD CONDITIONS.  
D 2020 VALUES ARE BASED ON A 35% FAS FILL FRACTION IN THE TWO AERATED CELLS OF EACH AERATION TANK. 2030 VALUES ARE BASED ON A 49% FAS FILL FRACTION IN THE TWO AERATED CELLS OF EACH AERATION TANK.

**McMAHON**  
ENGINEERING

WASTEWATER TREATMENT FACILITY  
EXPANSION AND REMEDIATION  
GRAND CHUTE-ARNSHAW  
WEST SERVICE COMMISSION  
RESERVAIR, ILLINOIS

---

**CH2MHILL**

GENERAL  
FLOWS, LOADS AND  
CONCENTRATIONS - LIQUIDS

---

NTS

VERIFY SCALE  
MAXIMUM DIMENSION  
ORIGINAL DRAWING: 1"

DATE: AUGUST 2009  
PROJ: 388448  
CHG: 001-D-0003  
SHEET: 27

CONFORMED DOCUMENTS  
DATE OF DOCUMENT: 08/22/09  
DRAWN BY: JH. FISHER  
CHECKED BY: JH. FISHER  
DESIGNED BY: JH. FISHER  
SCALE: AS SHOWN  
PROJECT: WASTEWATER TREATMENT FACILITY EXPANSION AND REMEDIATION  
SHEET NO.: 27 OF 27  
DATE: 08/22/09  
DRAWN BY: JH. FISHER  
CHECKED BY: JH. FISHER  
DESIGNED BY: JH. FISHER  
SCALE: AS SHOWN  
PROJECT: WASTEWATER TREATMENT FACILITY EXPANSION AND REMEDIATION  
SHEET NO.: 27 OF 27

APPENDIX B

---

Parshall Flume Submerged Flow Information

4

### Parshall flumes

The Parshall flume (see Figure 4-6) was developed in the 1920s primarily to measure irrigation water flow, but it is now frequently used in industrial and municipal sewers, and in sewage treatment plants. In 1922, Dr. Ralph L. Parshall of the U.S. Soil Conservation Service made some radical changes to the existing venturi (subcritical) flume design. The essential change introduced by Parshall was a drop in the floor which produced supercritical flow through the throat of the flume (Type V). This perfected device was named the Parshall Measuring Flume by the Irrigation Committee of the American Society of Civil Engineers. The flumes are not patented and the discharge tables are not copyrighted.

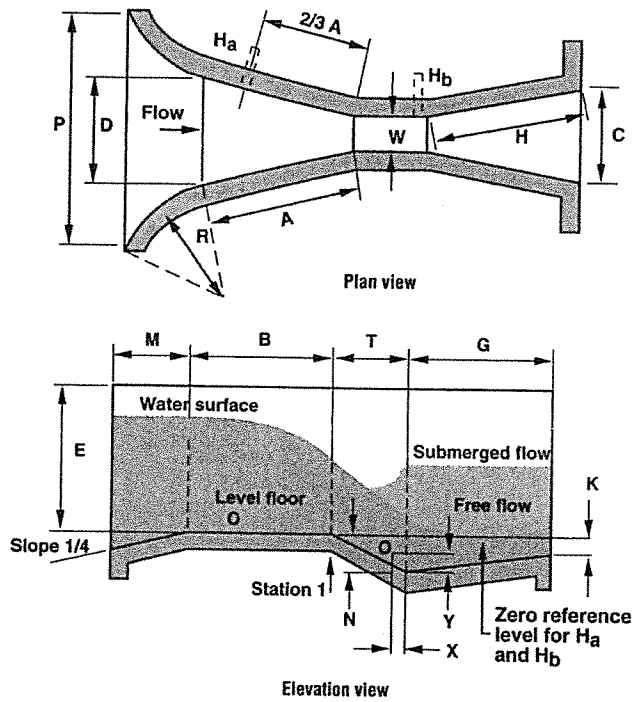


Figure 4-6: Parshall Flume

The constricted throat of the flume produces a head that is related to discharge. The level converging section followed by the downward sloping floor in the throat gives the Parshall flume its ability to withstand relatively high degrees of submergence without affecting the rate of flow. The converging upstream portion of the flume accelerates the entering flow, helping to eliminate deposits of sediment which would otherwise reduce measurement accuracy. The approaching flow should be relatively free of turbulence, eddies, and waves if accurate measurements are expected.

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## Submergence Transition

As Parshall Flumes increase in size, their resistance to the effects of downstream submergence increases.

1-3 inch Parshall	50%
6 inch Parshall	60%
1-8 foot Parshall	70%
10-50 foot Parshall	80%

## Flow Equations

With the above known, the flow rate in the flume can now be calculated.

For free flow, the flow equation is:

$Q = KH_a^n$
$Q = \text{free flow rate (cfs / l/s)}$
$K = \text{flume discharge constant (varies by flume size / units)}$
$H_a = \text{depth at point of measurement (feet / centimeters)}$
$n = \text{discharge exponent (depends upon flume size)}$

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(/support/contact-us)

Per ASTM D1941 (<https://www.astm.org/Standards/D1941.htm>):

THROAT WIDTH	K (IMPERIAL)	K (SI)	N
1"	0.338	0.0479	1.55
2"	0.676	0.0959	1.55
3"	0.992	0.141	1.55
6"	2.06	0.264	1.58
9"	3.07	0.393	1.53
1'	4	0.624	1.522

$$Q = \frac{C_s W (H_a - H_b)^{n_f}}{[-(\log_{10} S + 0.0044)]^{n_s}}$$

$Q$  = discharge

$H_a$  = depth at the primary point of measurement

$H_b$  = depth at the secondary point of measurement

$W$  = throat width

$n_f$  = free-flow exponent

$n_s$  = submerged flow exponent

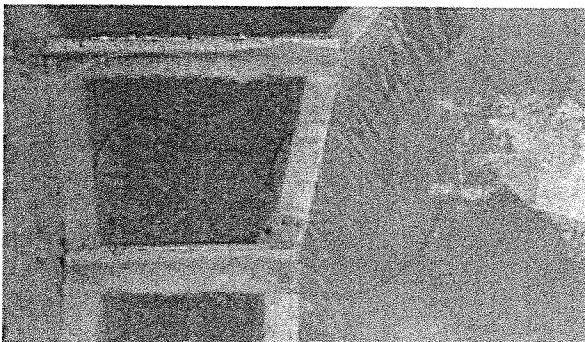
$C_s$  = submergence constant

$S$  = submergence ratio ( $H_b/H_a$ )

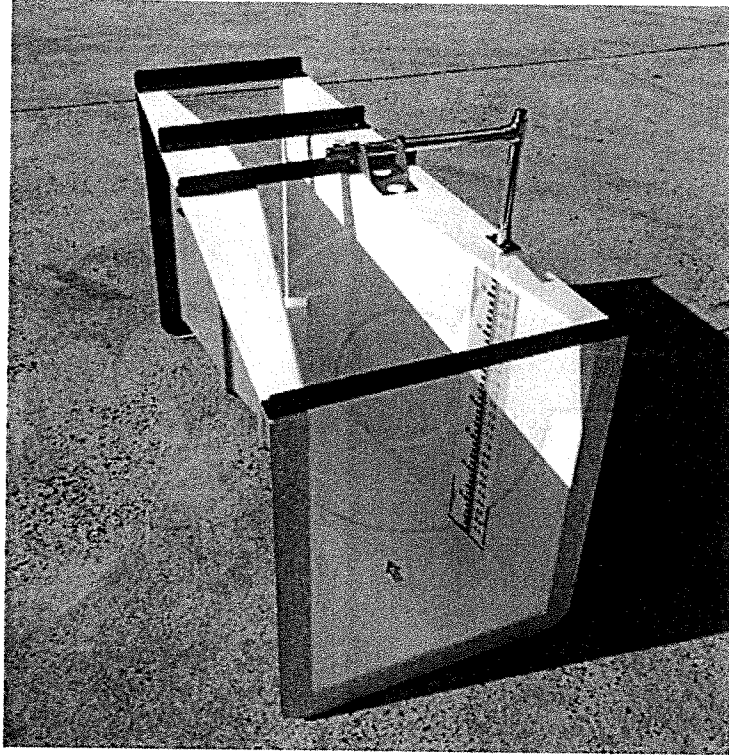
For more information (<https://www.openchannelflow.com/blog/universal-equation-parshall-flume-submergence>) on the submergence equation.

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(/support/contact-us)

## RELATED ARTICLES



(<https://www.openchannelflow.com/blog/universal-equation-parshall-flume-submergence>)

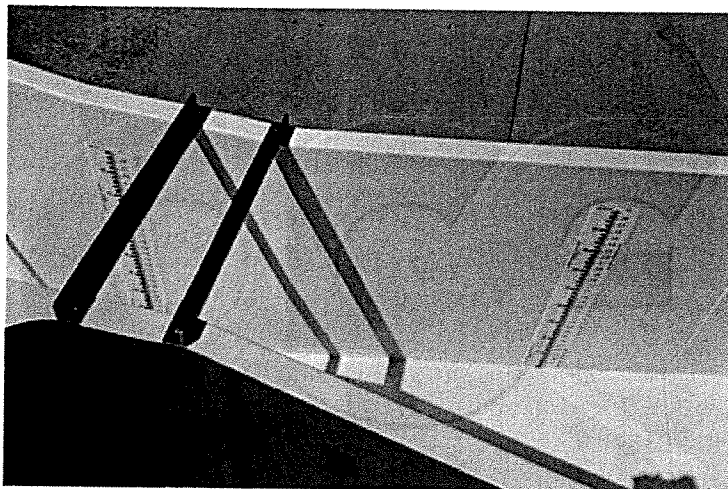


The single, primary point of measurement, denoted as  $H_a$ , allows an operator to take a SINGLE depth reading to determine the flow rate through the flume. As with any short throated flume, the  $H_a$  location is upstream of the throat at a specific location -  $2/3$  of the sidewall length as measurement back from where the converging section meets the throat (for large Parshall Flumes the point of measurement is closer to the throat).

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(support/contact-  
us)

### Submerged Flow

Should the flow from a Parshall Flume be restricted by downstream conditions, a secondary point of measurement,  $H_b$ , can be used in conjunction with the primary point of measurement,  $H_a$ , to correct the flow rates.



Submerged (or drowned) flow (<https://www.openchannelflow.com/flumes/parshall-flumes/submergence>) occurs when the water surface downstream from the flume is high enough to reduce flow through a flume. When the resistance to the flow in the downstream channel is sufficient to reduce the velocity out of the flume, flow depths increase and cause a backwater effect, as water cannot exit the flume quickly enough.



Unlike free-flow, submerged flow requires the measurement of the head at the primary ( $H_a$ ) and secondary ( $H_b$ ) points of measurement -  $H_b$  occurring in the throat of the flume. The ratio of downstream head to the upstream head,  $H_b/H_a$ , expressed as a percentage, is the submergence ratio. Research has shown that the discharge from a Parshall Flume is not reduced until the submergence ratio exceeds a critical value (submergence transition,  $S_T$ ).

PARSHALL FLUME SUBMERGENCE TRANSITION ( $S_T$ )	
Flume Size	$S_T$
1" - 3"	50%
6"-9"	60%
1'-8'	70%
10'-50'	80%

Below these ratios, free-flow conditions exist. At or above the ratios, submerged flow conditions exist.

Visually, determining the submergence of a Parshall Flume can be difficult. With the secondary point of measurement ( $H_b$ ) located in the throat - the narrowest part of the flume - it can be hard to accurately read the gauge as the flow is turbulent and can fluctuate quickly. Stilling wells can be useful, but should be used with care on solids laden flows.

**What Can Be Done**

If submerged flow is suspected there are several options that are available, depending upon the installation and site conditions, including: adjusting the downstream hydraulics, raise the flume, install a false floor (aka magic bottom), upgrade to instrumentation capable of calculating submerged flow.

Submergence in a Parshall Flume occurs due to downstream conditions. Before modifications are made to the flume installation or instrumentation, the downstream conditions should be evaluated and adjusted as necessary. In earthen channels, irrigation ditches, and surface water flows, the downstream channel may be restricted by vegetative growth, sediment, or debris. Clearing out these obstructions may be a relatively solution. Treatment plant installations may downstream vales or gates closed, an unusual amount of flow diverted from another part of the plant, or any number of other conditions present.

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The ratio of downstream to upstream levels,  $H_b/H_a$ , is known as the submergence ratio and the point at which the downstream conditions begin to retard flow out of the flume is known as the submergence transition

(<https://www.openchannelflow.com/blog/parshall-flumes-free-and-submerged-flow>),  $S_t$ . For Parshall Flumes,  $S_t$  ranges from 50% - 70% - with the larger Parshall Flumes more resistant to the effects of submergence (and thus having higher submergence transitions).

**Determining the Flow Rate**

Under free-flow conditions, all that is required to determine the flow rate in a Parshall Flume is to measure from the surface of the water to the floor of the flume at the point of measurement. Unlike most long throated flumes (i.e. Palmer-Bowlus (<https://www.openchannelflow.com/flumes/palmer-bowlus-flumes>), and RBC (<https://www.openchannelflow.com/flumes/rbc-flumes>)) there is no rise in the throat of a Parshall Flume - meaning that there is no need to deduct the height of any standing water. As a result, with the  $H_a$  depth of flow in hand, the operator can look up from the discharge table (or calculate it using the standardized discharge equation).

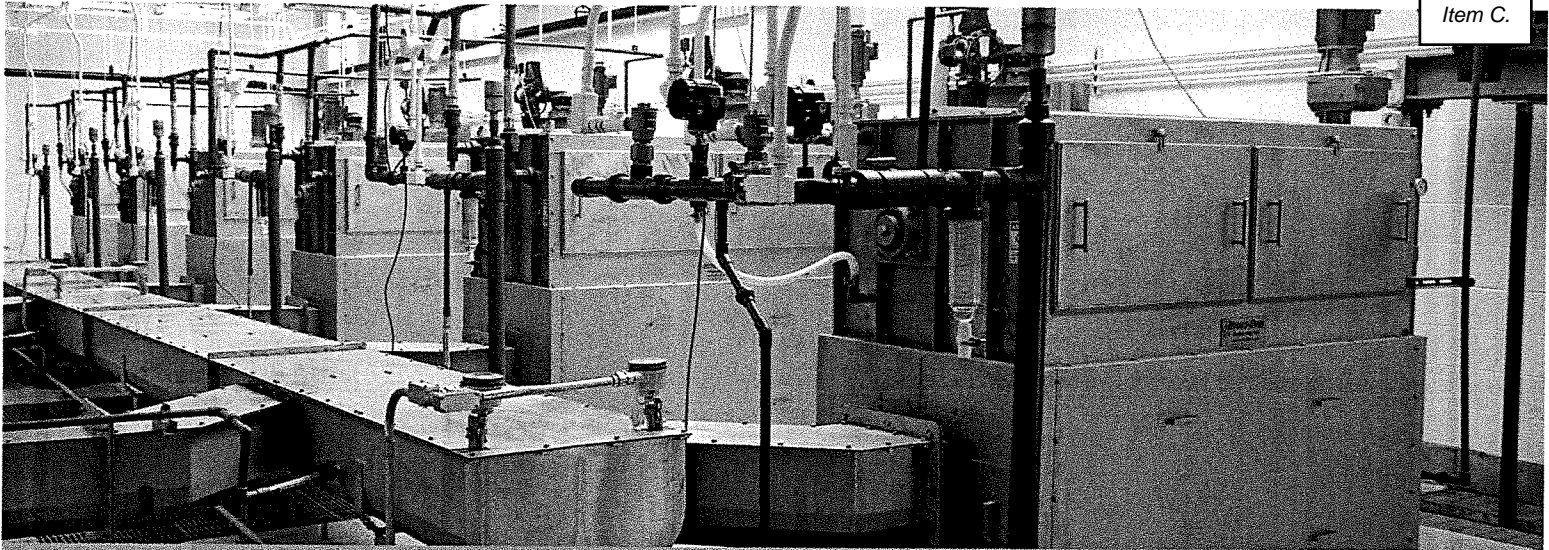


Submerged flow conditions require not only that the  $H_a$  level be measured, but also the  $H_b$  level be measured. In a Parshall Flume, the  $H_b$  location is towards the end of the throat. This location is, however, quite turbulent - making accurate level measurement difficult.  $H_b$  readings are, therefore, usually taken in stilling wells, where the level is more easily determined than in the main flow stream. Practically speaking, the upper limit for correctable submerged flows (<https://www.openchannelflow.com/flumes/parshall-flumes/submergence>) is 90%. Above this point and wave action in the throat makes accurate level measurement exceedingly difficult.

Contact Us  
([support@openchannelflow.com](mailto:support@openchannelflow.com))

---

APPENDIX C  
Center Flow Band Screens



# Great White Center/Dual Flow Screen

## Highest Screenings Capture Ratio Available

- Independently certified<sup>1</sup> highest SCR water/wastewater screen  
93.25% with 2mm opening  
84% with 6mm opening
- Continuous band screen design eliminates bypass and carryover
- Excellent sensitive process and membrane protection
- Proprietary design features easily capture and offload screenings including rags and stringy material
- All T304 or T316 stainless steel fabrication

## About the Great White Center/Dual Flow Screen

The Great White Shark is an apex predator that rules almost every body of water around the world. Like the Great White, our Center/Dual Flow Screen is designed and manufactured at the pinnacle of quality and dominates application environments.


The Great White Center/Dual Flow continuous band screen is designed to handle low-to-high flows and has been independently<sup>1</sup> certified to have the highest screenings capture ratio of all band screens on the market. Dual spray wash, patented grid design, proprietary sealing system and UHMWPE guide links make this an exceptional product for the filtering and offloading of water and wastewater screenings.



<sup>1</sup> UK Water Industry Research in National Screen Evaluation Facility Inlet Screen Evaluation Comparative Report (1999-2011)

To learn more visit: [www.hydro-dyne.com](http://www.hydro-dyne.com)  
sales@hydro-dyne.com | +1 (813) 818-0777

Coarse Screens | Fine Screens | Screenings Handling | Grit Removal Equipment

Designed and manufactured in U.S.A.   
4750 118<sup>th</sup> Avenue North Clearwater, FL 33762

**HYDRO-DYNE**  
ENGINEERING  
Designed to Protect. Built to Perform

### At-a-glance

**models**

Center Flow (center entrance/side exit)  
Dual Flow (side entrance/rear exit)

**grid opening range**

0.5-25mm

**flow capacity**

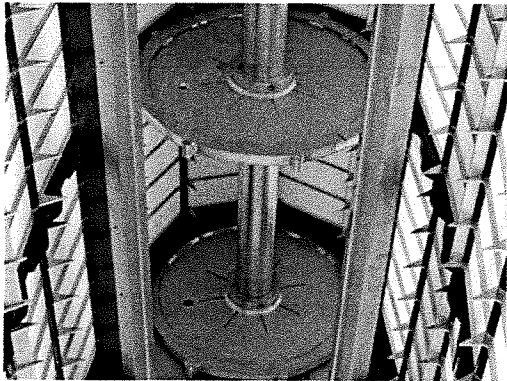
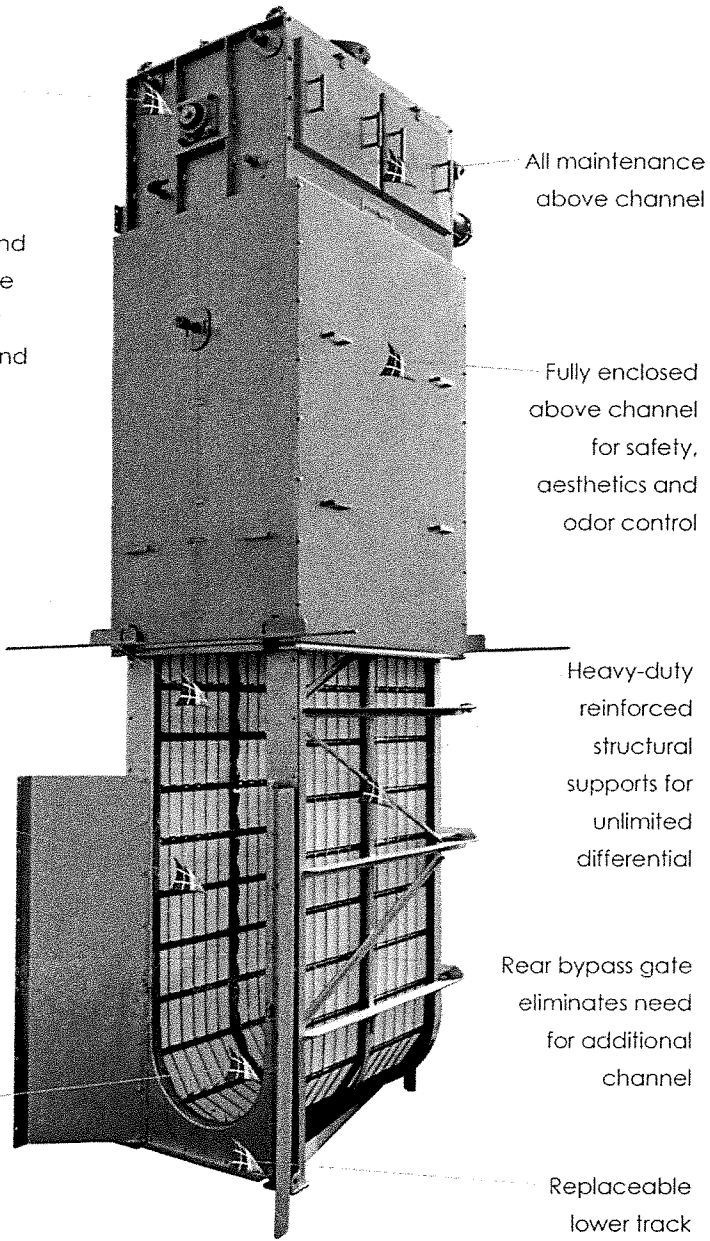
0.1mgd (5 L/s) to 125+mgd (5,500+ L/s)

**grid types**

Stainless steel laced link  
Stainless steel wire mesh  
Stainless steel perforated panel  
UHMWPE perforated panel

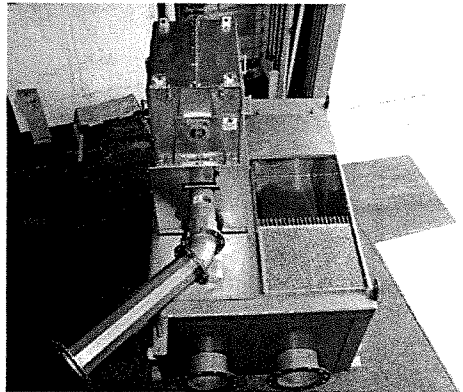
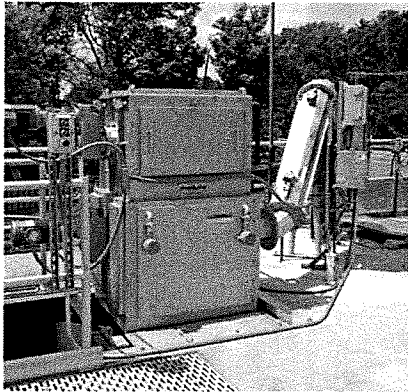
### Patented Drive Features

- Grid does not contact drive or unloading mechanism
- Direct drive uses no chains or sprockets
- Fully supports grid for negligible wear
- Fractional hp requirements




### Optional Equipment

- Specialty stainless steel construction
- Cold weather/freeze protection
- Basic to sophisticated automation controls
- Sectional construction for restricted area assembly
- Integrated screenings handling equipment
- Electric, hydraulic or explosion-proof drives



To learn more visit: [www.hydro-dyne.com](http://www.hydro-dyne.com)  
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# FOX HIGHLANDS SUBDIVISION PHASE 4

## VILLAGE OF GREENVILLE, WISCONSIN

OUTAGAMIE COUNTY

### DRAWING INDEX

C0.0	TITLE SHEET
C0.1	GENERAL NOTES
C0.2	DETAILS
C0.3	DETAILS
C0.4	DETAILS
C0.5	DETAILS
C0.6	DETAILS
C1.0	PHASING PLAN
C2.0	GRADING & EROSION CONTROL PLAN
C2.1	GRADING & EROSION CONTROL PLAN
C3.0	PLAN & PROFILE MEADOW PARK DRIVE
C3.1	PLAN & PROFILE MEADOW PARK DRIVE
C3.2	PLAN & PROFILE HIGH POINT LANE
C3.3	PLAN & PROFILE STORM INLETS



**PROJECT AREA**

NOT TO SCALE



### PROJECT INFORMATION

**OWNER**  
SCHOOL ROAD AT 76, LLC  
CONTACT: Connor Nett  
181 Horizon Dr. Suite 101A  
Verona, WI 53593  
P: 920-648-9050  
cpn@forwarddevgroup.com

**OUTAGAMIE COUNTY**  
CONTACT: Steve Swanson  
410 Walnut St.  
Appleton, WI 54911  
P: 920-432-4355  
steve.swanson@outagamie.org

**CIVIL CONSULTANT**  
JSD PROFESSIONAL SERVICES, INC.  
CONTACT: Steve Brueggeman  
3215 W Lawrence St. Suite 6  
Appleton, WI 54914  
P: 920-733-2800 ext.224  
steve.brueggeman@jسد.com

### MUNICIPAL CONTACTS

**VILLAGE OF GREENVILLE DEPARTMENT OF PUBLIC WORKS/ENGINEER**  
CONTACT: Keith Curran, P.E.  
W6860 Parkview Dr.  
P.O. Box 80  
Greenville, WI 54842  
P: 920-767-7276  
kcurran@greenvillewi.gov

**VILLAGE OF GREENVILLE UTILITIES**  
CONTACT: Cody Simonia  
W6860 Parkview Dr.  
P.O. Box 80  
Greenville, WI 54842  
P: 920-767-7276  
C: 920-750-8130  
csimonia@greenvillewi.gov

### UTILITY CONTACTS

**WE ENERGIES**  
CONTACT: Lisa Ruppier  
231 W. Michigan St.  
P.O. Box 3046  
Milwaukee, WI 53201  
P: 920-380-3406  
lisa.ruppier@we-energies.com

**SPECTRUM**  
CONTACT: Vince Albin  
3545 Plank Rd.  
Appleton, WI 54915  
P: 920-431-4240  
C: 920-378-6444  
vince.albin@twcable.com

**AT & T**  
CONTACT: Gary Laaba  
227 W. Washington St.  
Appleton, WI 54915  
P: 920-735-3062  
g11784@att.com



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FOX VALLEY REGIONAL OFFICE  
5211 WEST LAWRENCE STREET, SUITE 14  
APPLETON, WI 54914  
P: 920.733.2800

CLIENT:



CLIENT ADDRESS:  
181 HORIZON DRIVE, SUITE 101A  
VERONA, WI 53593



PROJECT:  
FOX HIGHLANDS  
SUBDIVISION PHASE 4

PROJECT LOCATION:  
VILLAGE OF GREENVILLE  
OUTAGAMIE COUNTY, WI

### PLAN INDICATIONS:

#	Date	Description
1	07.16.20	Phase 4 Construction Plans
2	07.20.21	Village Review
3	07.16.21	Village Re-submitted
4	07.20.21	Village Re-submitted
5	04.07.21	Big Red
6	05.03.21	Addendum #1
7	08.08.21	Addendum #2
8		
9		
10		
11		
12		
13		
14		

Design/Drawn: SJB  
Approved: SJB

SHEET TITLE:  
TITLE SHEET

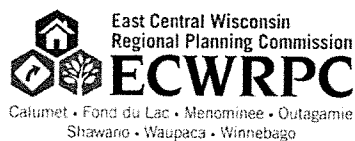
SHEET NUMBER:

**C0.0**

JSD PROJECT NO. 161711



FILE: \\P:\PROJECTS\2020\161711\20200804\161711\_C00\_TITL\_SHEET.dwg User: jbrueggeman Printed: May 16, 2023 11:17:00am 2x11in



May 26, 2023

Steve Brueggeman, P.E.  
 JSD Professional Services, Inc.  
 Appleton Regional Office  
 3215 W. Lawrence Street, Suite 6  
 Appleton, WI 54914

**Subject: Water Quality Management Conformance Review – Fox Highlands  
 Subdivision – Phase IV (JSD Project No. 16-7171)**

East Central Review No. 2023-025

Dear Steve Brueggeman:

This is to acknowledge receipt of your request on May 19, 2023 that East Central Wisconsin Regional Planning Commission (ECWRPC) review the sanitary sewer extension for the proposed Fox Highlands Subdivision – Phase IV in the Village of Greenville, Outagamie County. Your request seeks a determination that the submitted plans are in conformance with the approved Wisconsin Areawide Water Quality Management Plan (AWQMP) in accordance with Section 208 of the Clean Water Act and sections NR 110.08 and SPS 382.20(4)(b)2.a. of the Wisconsin Administrative Code. As a contracted agency of the Wisconsin Department of Natural Resources, ECWRPC is the Areawide Coordinating Agency under Wisconsin's AWQMP Program.

Commission Staff has determined that the proposed Fox Highlands Subdivision is within the Fox West Sewer Service Area (SSA). The extension of 882 linear feet of 8" sanitary sewer on Meadow Park Drive does not appear to impact any mapped environmentally sensitive areas such as wetlands, floodways, or adjacent shoreland buffer areas. The proposed project is therefore consistent with the Fox Cities - Fox West SSA Plan and AWQMP elements.

A copy of this letter should be enclosed with the project plans sent to the Wisconsin Department of Natural Resources and other appropriate agencies for their review. If you have any questions, please contact me at [wpaustian@ecwrpc.org](mailto:wpaustian@ecwrpc.org) or at 920-886-6832.

Sincerely,

*Wilhelmina Paustian*

Wilhelmina Paustian  
 Senior Planner



State of Wisconsin  
 Department of Natural Resources  
 PO Box 7921, Madison WI 53707-7921  
[dnr.wi.gov](http://dnr.wi.gov)

## Wastewater System Approval Request

Form 3400-205 (R 4/17)

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and/or specifications for any reviewable project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code.

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

Please type or clearly print your answers to all questions.

Owner Information			
Owner Name (Municipality, Company or other) Greenville Sanitary District #1		WPDES Permit No.*	County (of project location) Outagamie
Owner Representative Last Name Simonis	First Name Cody	MI	Title Superintendent
Address W6860 Parkview Drive		City Greenville	State WI
Phone Number (include area code) (920) 757-7276		ZIP Code 54942	
		Email Address csimonis@greenvillewi.gov	

Design Engineer Information			
Last Name Brueggeman		First Name Steven	MI J
Title Senior Project Manager		Company Name JSD Professional Services, Inc.	
Address 3215 W. Lawrence Street, Unit 6		City Appleton	State WI
Phone Number (include area code) (920) 733-2800		ZIP Code 54914	
		Email Address steve.brueggeman@jsdinc.com	

Project Information	
Project Title Fox Highlands - Phase 4	
Project Description Fourth phase of residential subdivision development of 19 single family residential lots, associated roadways and utilities in Fox Highlands Subdivision. Roadway extensions include Highpoint Lane and Meadow Park Drive.	

Certification	
I certify that this document and the plans and specifications, to the best of my knowledge and belief, are true, accurate, and complete; and conform to all applicable design requirements contained in the Wisconsin Administrative Code with the exception of any requested variances or alternative requirements as detailed below:	
Requested Design Variances or Alternative Requirements	

Design Engineer Name (print) Steven Brueggeman	Wisconsin P.E. Number* E-31177
Signature of Design Engineer	Date Signed 5/19/23

Type of Project	
Select all that apply:	
<input checked="" type="checkbox"/> Sanitary Sewer Extension	<input type="checkbox"/> Municipal Treatment Plant
<input type="checkbox"/> Sewer Replacement/Rehabilitation	<input type="checkbox"/> Industrial Treatment Plant
<input type="checkbox"/> Lift Station	<input type="checkbox"/> Industrial Pretreatment Facility
<input type="checkbox"/> Force Main	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Clean Water Fund? Provide CWF Project Number if known: _____	<input type="checkbox"/> Non-Domestic POWTS
<input type="checkbox"/> Requesting Expedited Review (ONLY AVAILABLE FOR CERTAIN TYPES OF PROJECTS. See Instructions at our webpage here: <a href="#">Expedited Review</a> )	<input type="checkbox"/> Septage Storage Facility
	<input type="checkbox"/> Large POWTS

PROJECTS FINANCED BY THE CLEAN WATER FUND REQUIRE A FACILITIES PLAN

Website for plan submittal guidance: <http://dnr.wi.gov/topic/wastewater/AdequateSubmittal.html>

\*May not be required for industrial pretreatment facilities.

State of Wisconsin  
 Department of Natural Resources  
 Wastewater Section  
 PO Box 7921, Madison WI 53707-7921  
[dnr.wi.gov](http://dnr.wi.gov)

### Sanitary Sewer or Lift Station Project Approval Request

Form 3400-160 (R 11/17)

Date: 05/19/2021

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and/or specifications for any reviewable sanitary sewer and/or lift station project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer or lift station plan submittal to evaluate conformance with requirements in chs. NR 108 and 110, Wis. Adm. Code.

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

Please type or clearly print your answers to all questions.

**General Information**

I am submitting one paper copy and one CD containing PDF files of plans and/or specifications for (select all that apply).

- Sanitary Sewer Extension     Sewer Replacement/Rehabilitation     Lift Station     Force Main

Project Title:

Fox Highlands - Phase 4

Project construction will occur at the following locations:

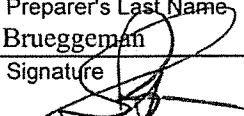
Street	Pipe Size (in.)	Pipe Length (ft.)
Meadow Park Drive	8	882

The sewer and/or lift station plan submittal conforms with the following:

True False N/A

- Attached are completed Department Forms 3400-205, 3400-059, 3400-095 and 3400-168 (Form 3400-168 is only required for lift station projects).
- Attached is a general map of the proposed sanitary sewer extension showing the proposed sewer service area.
- Attached is the sewerage system owner approval letter in accordance with s. NR 110.12, Wis. Adm. Code (Only required if the engineer is not an employee of or has not been retained by the municipality).
- Attached is a copy of the wastewater treatment facility (WWTF) approval letter (Only required if sewer system is connected to a regional WWTF).
- Attached is a copy of the Sewer Service Area /Water Quality Management (208) conformance letter (See communities which require this letter available at the WDNR website: <http://dnr.wi.gov/topic/wastewater/RPClist.html>)
- Sewers do not come within 50 feet of a private water supply well OR 200 feet of a public water supply well in conformance with ss. NR 811.12 (5)(d) and 812.08(4)(c), Wis. Adm. Code.
- Lift Stations do not come within 8 feet of water main, 100 feet of a private water supply well OR 200 feet of a public water supply well in conformance with ss. NR 811.12 (5)(d), 811.75(1)(a) and 812.08(4)(d), Wis. Adm. Code.
- Sewers meet the minimum required horizontal and vertical separation distances from water mains in conformance with s. NR 811.74, Wis. Adm. Code.
- Erosion and sediment control practices are consistent with the WDNR construction site erosion and sediment control technical standards and are on the plan sheets. (The WDNR construction site erosion and sediment control technical standards are available on the WDNR website at: [http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)). If the project is part of a construction site that will disturb one or more acres of land, a Notice of Intent and associated attachments (Forms 3500-053 and 3500-053C) for coverage under the Construction Site Stormwater Runoff General Permit has been submitted to the Department in accordance with ch. NR 216, Wis. Adm. Code.
- Sewer and/or lift station construction does not impact any wetlands.
- Sewer and/or lift station construction does not impact any navigable waterways.
- Sewer and/or lift station plans and specifications are in conformance with chs. NR 108 and 110, Wis. Adm. Code.

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.

Preparer's Last Name Brueggeman	First Name Steven	Email steve.brueggeman@jsdinc.com	P.E. Number 31177
Signature 		Name of Firm JSD Professional Services, Inc.	

If you have any questions on sewer and/or lift station approval requests or the plan review process, please visit the WDNR website at: <http://dnr.wi.gov/topic/wastewater/AdequateSubmittal.html>



State of Wisconsin  
Department of Natural Resources  
PO Box 7921, Madison WI 53707-7921  
dnr.wi.gov

### Sewer Specification Checklist

Form 3400-095 (R 4/17)

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final specifications for any reviewable sanitary sewer project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer plan submittal to evaluate conformance with requirements in chs. NR 108 and 110, Wis. Adm. Code

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

**Please type or clearly print your answers to all questions.**

Sanitary sewers will be constructed in accordance with (select one of the following):

- 1. Standard specifications for Sewer and Water Construction in Wisconsin ( 6th edition).  
Note: Standard specifications do not amply cover erosion control measures. Special provisions must be submitted.
- 2. Standard specifications for municipality on file with the Department:  
Municipality Name: \_\_\_\_\_  
Approval Number: \_\_\_\_\_ Date of Approval \_\_\_\_\_  
Are the specifications on the file with the Department less than 4 years old?  Yes  No

- 3. Specifications submitted with plans (please fill out Sections A through G below):

Note: Specifications must be signed and sealed by a professional engineer.

A. Pipe Material	Application Standard	Joint Type and Standard
Asbestos Cement	_____	_____
Cast Iron	_____	_____
Concrete	_____	_____
Vitrified Clay	_____	_____
Steel	_____	_____
Ductile Iron	_____	_____
PVC	_____	_____
ABS Composite	_____	_____

Is any pressure sewer pipe being used?  Yes  No

If yes, indicate type, standard and joints: \_\_\_\_\_

B. Is trench width adequate for pipe laying, jointing and placement of proper backfill?  Yes  No

C. Bedding type for pipe meets requirements of ASTM C12-81 or MOP 9?  Yes  No

Class A  Class B  Class C

Bedding material for PVC and ABS composite pipe meets requirements of ASTM D2321-80?  Yes  No

Class I  Class II  Class III

D. Suitable backfill material within 2 feet of pipe ( no frozen or organic material or large stones)?  Yes  No

E. Infiltration - less than 200 gal/in/mi/day?  Yes  No

Test Procedure: \_\_\_\_\_

F. PVC pipe deflection testing?  Yes  No  N/A

Method: \_\_\_\_\_

**G. Manholes:**

Diameter \_\_\_\_\_

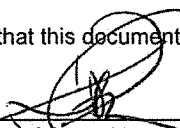
Material \_\_\_\_\_

Outside Drops \_\_\_\_\_

Water Tight Inlets and Outlets \_\_\_\_\_

Sketch Included \_\_\_\_\_

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.

  
\_\_\_\_\_  
Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

31177  
\_\_\_\_\_  
Wisconsin P.E. Number

State of Wisconsin  
Department of Natural Resources  
Bureau of Water Quality  
PO Box 7921, Madison WI 53707-7921  
dnr.wi.gov

**Sanitary Sewer Submittal**  
Form 3400-059 (R 08/20) Page 1 of 6

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and specifications for any reviewable sanitary sewer project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer plan submittal to evaluate conformance with requirements in chs. NR 108 and NR 110, Wis. Adm. Code. This form is not intended to be used for interceptor projects. Please submit a facility plan report for interceptor projects. If you question if a sewer should be submitted using this form, please contact DNR wastewater plan review staff.

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

**Please type or clearly print your answers to all questions.**

**1. General Information**

A. Municipality Name  City  Town  Village  Sanitary District  Utility District

Greenville

B. Project Name (as indicated on the plans):

Fox Highlands - Phase 4

C. Wastewater Treatment Facility Name:

Fox West Regional Treatment Facility

D. Sewage Collection System Owner Name (after installation):

Greenville Sanitary District #1

E. Responsible Project Inspector (List name and/or title, if known):

Village of Greenville

**2. Submittal Requirements:**

- A. Is a CD, flash drive, or other storage device containing PDF files of the final plans and/or specifications included with this plan submittal?  Yes  No
- B. Are the submitted paper and electronic plans and/or specifications signed and sealed by a registered Wisconsin professional engineer?  Yes  No
- C. Is the submitted paper set of plans in half size format (11" x 17")?  Yes  No
- D. Are the construction plans and/or specifications submitted in conformance with ch. NR 108 and ss. NR 110.06, 110.07, and 110.10(3), Wis. Adm. Code?  Yes  No
- E. If this project is intended to be funded through the Clean Water Fund Program, is an abbreviated engineering report included with this submittal, or was one previously submitted?  Yes  No  N/A

**3. Sewer Service Area**

A. Is a map of the sewer service area that shows the location of the proposed sewer attached to this plan submittal?  Yes  No

B. Does the project only involve replacement/rehabilitation construction of existing sanitary sewer where the sewer service area has not changed?  Yes  No

i. If no, please provide the basis of the design for the area and population to be served by the proposed sewer:

Ultimate design year: <u>2024</u>	Population Density per acre: <u>17.5</u>
Total Population Served: <u>258</u>	Immediate Area Served: <u>7.58</u> acres
	Ultimate Area Served: <u>59.17</u> acres

**4. Erosion Control**

A. Does the municipality have an erosion control ordinance?  Yes  No

i. If yes, will compliance with the ordinance be required for this project?  Yes  No

B. Do the plan sheets show the erosion control provisions?  Yes  No

C. Do the specifications require that the erosion control measures be in place before construction begins and maintained during construction?  Yes  No

D. Will the project disturb one or more acres of land?  Yes  No

i. If yes, has an electronic Notice of Intent been submitted to the DNR for the land disturbing construction activities for coverage under the construction site storm water runoff general permit in accordance with Chapter NR 216, Wis. Adm. Code (<https://dnr.wi.gov/topic/stormwater/construction/forms.html>)?

ii. Construction Site ID#, if known: \_\_\_\_\_

## Sanitary Sewer Submittal

Form 3400-059 (R 08/20) Page 2 of 6

Fox Highlands - Phase 4

**5. Water Diversion**

- A. Will the proposed sewer project result in a diversion of water from a water supply system that uses surface water from the Great Lakes System to the Mississippi River Basin?  Yes  No

**6. Sanitary Sewer Overflow Structures or Bypasses**

- A. Are there any existing sanitary sewer overflow structures or bypasses or known bypass locations that function in the sewerage system? If you answered "Yes" to this question, please answer the sub-questions under A.  Yes  No

i. Number of sanitary sewer overflow structures or bypasses: \_\_\_\_\_

ii. Location of sanitary sewer overflow structures or bypasses:

**7. Wetlands and Waterways**

- A. Will the proposed project involve construction in, on, over, or under a water of the state (i.e. any dredging of the waterway; placement of footings or pilings in the waterway; placement of piping under or on the bed of the waterway; installation of any piping on the shoreline or in the waterway; or placement of any material that could be a barrier for boating or other recreational navigation)? If you answered "Yes" to this question, please visit the DNR Waterways and Wetland Permit website (<http://dnr.wi.gov/topic/Waterways/>) to determine what waterway permits may be needed for your project and answer the sub-questions under A.  Yes  No

i. Does the project require a waterway permit?  Yes  No

ii. Is a copy of the DNR permit(s) coverage letter(s) attached to this plan submittal?  Yes  No  N/A

**Note:** The DNR wastewater program cannot issue a sanitary sewer plan approval until the DNR waterway permit(s) has been issued

- B. Have you reviewed the DNR Surface Water Data Viewer (SWDV) web site (<https://dnr.wi.gov/topic/surfacewater/swdv/>) and conducted an on-site field inspection to verify whether the proposed sanitary sewer construction will impact any wetland areas (attach map from the SWDV)? Applicants for sanitary sewer projects must review the DNR SWDV website and conduct an on-site field inspection to determine whether the proposed project will impact any wetland areas prior to completing and submitting this form.  Yes  No

**(Note:** "Impact" means any construction-related disturbance resulting in any temporary or permanent change in the characteristics of the wetland including direct excavation within the wetland area, temporary or permanent soil placement / removal within the wetland area, drainage modifications within or adjacent to the wetland area that may cause hydrological changes to the wetland, etc.)

- C. Based on the review in part B, will the proposed project impact any wetland areas? If you answered "Yes" to this question, please visit the DNR Waterways and Wetland Permit website (<http://dnr.wi.gov/topic/Waterways/>) to determine what wetland disturbance permits may be needed for your project and answer the sub-questions under C.  Yes  No

i. Are you eligible for a municipal wetland disturbance permit or does the project require a wetland individual permit?  Yes  No

ii. Is a copy of the DNR and/or USACE wetland disturbance permit(s) coverage letter(s) attached to this plan submittal?  Yes  No  N/A

**Note:** The DNR wastewater program cannot issue a sanitary sewer plan approval until the DNR and/or USACE wetland disturbance permit(s) have been issued.

- D. Do the plans show the location/boundaries of any impacted or nearby waterways and/or wetlands?  Yes  No

## Sanitary Sewer Submittal

Form 3400-059 (R 08/20) Page 3 of 6

Fox Highlands - Phase 4

## 8. Floodplain

- A. Will any manhole tops and sewers be installed within any floodplains or areas that have the potential to be flooded by street runoff? **If you answered "Yes" this question, please answer the sub-questions under A.** Applicants should determine if construction of any manholes or sewers will be within the floodplain or areas that have the potential to be flooded by street runoff. (Note: "Floodplain" means that land which has been or may be covered by flood water during the regional flood. The floodplain includes the floodway, flood fringe, shallow depth flooding, flood storage and coastal floodplain areas. "Regional flood" means a flood determined to be representative of large floods known to have occurred in Wisconsin or which may be expected to occur on a particular lake, river or stream once in every 100 years.)
- Yes  No
- i. Are the regional (100-year) flood elevation and floodplain contours indicated on the plans?  Yes  No
- ii. Will solid watertight manhole covers be installed to prevent flooding?  Yes  No
- iii. Does the project conform to the requirements in ch. NR 116, Wis. Adm. Code?  Yes  No

## 9. Pumping and Dewatering

- A. Is there potential for construction trenches or pits to be dewatered or pumped for this project? **If you answered "Yes" to this question, please answer the sub-questions under A.**
- Yes  No
- i. Will the specifications include construction site dewatering methods consistent with the Wisconsin DNR Conservation Practice Standard 1061 or equivalent methodology?  Yes  No
- ii. If contaminated groundwater or soils are expected on the site, will section(s) of the specifications address handling and discharge requirements for the contaminated media?  Yes  No
- iii. Will the specifications include requirements for the contractor to submit and obtain the necessary Wisconsin Discharge Elimination System (WPDES) permits and/or high capacity well approvals for the dewatering for the project?  Yes  No

**Note:** Dewatering or pumping of groundwater or contaminated groundwater if encountered from construction trenches or pits that is discharged to a water of the state (excludes discharge to sanitary sewer systems) requires coverage under a WPDES permit. These discharges may be eligible under either the Dewatering Operations WPDES General Permit or the Contaminated Groundwater from Remedial Action Operation WPDES General Permit (<https://dnr.wi.gov/topic/wastewater/GeneralPermits.html>). Also dewatering systems that will have a total combined pumping capacity of 70 gallons per minute (100,000 gallons per day) or more may require a high capacity well approval (<https://dnr.wi.gov/topic/Wells/HighCap/Apply.html>).

## 10. Separation Between Water Supplies

- A. Are all proposed sewers and manholes at least 200 feet from public water system wells (s. NR 811.12(5)(d)3., Wis. Adm. Code) **OR** are all proposed sewers that meet the material, joint, and testing requirements of s. NR 811.12(5)(d)2., Wis. Adm. Code at least 50 feet from public water system wells and all manholes at least 200 feet from public water system wells?  Yes  No
- B. Is the minimum horizontal separation distance of 8 feet between the sewer and existing or future water mains being met? (s. NR 811.74(2), Wis. Adm. Code)?  Yes  No
- C. Where water mains cross over sewers, is the minimum vertical separation distance of 6 inches being met (s. NR 811.74(3), Wis. Adm. Code)?  Yes  No  N/A
- D. Where water mains cross under sewers, is the minimum vertical separation distance of 18 inches being met (s. NR 811.74(3), Wis. Adm. Code)?  Yes  No  N/A
- E. **If you answered "No" to any of the above questions (A-D), please answer the sub-questions under E.** The below are required for sewers that do not meet the separation requirements from new or existing public water system infrastructure.
- i. Has the public water system given written approval or no-objection to the sanitary sewer plans?  Yes  No
- ii. Has a plan submittal with a request for review been sent to the DNR Public Drinking Water Engineering Section?  Yes  No
- iii. Is a copy of the written no-objection/approval from the public water system and DNR Public Water Engineering Section attached to this plan submittal?  Yes  No

**Sanitary Sewer Submittal**

Form 3400-059 (R 08/20) Page 4 of 6

Fox Highlands - Phase 4

- F. Are all sewers at least 25 feet from all existing private or non-community wells (s. NR 812.08(4) Table A, Wis. Adm. Code)? If answered "No" to this question, please answer the sub-questions under F.  Yes  No
- i. Has Form 3300-208 (Application for Sewer/Existing Private Well Separation) been submitted to the DNR Drinking Water and Groundwater Program to request a variance to the 25-foot separation distance requirement?  Yes  No
- ii. Is a copy of the approved variance to the 25-foot separation distance attached to this plan submittal?  Yes  No

**11. List below all sewers to be constructed as part of this project:**

Diameter (in.)	Length (feet)	Street Name or Easement Description	Material
8	882	Meadow Park Drive	PVC

**12. Sewer Design Requirements (s. NR 110.13(2), Wis. Adm. Code)**

- A. Will the all sewers be installed deep enough to prevent freezing? If you answered "No" to this question, please answer the sub-questions under A. The below are required for sewers that do not meet the minimum depth of cover to prevent freezing.  Yes  No
- i. Please specify the type and thickness of insulation that will be provided, and the basis for the thickness of the proposed insulation:
- ii. Are all the proposed locations of insulated pipe(s) along with a standard construction detail indicated on the plans?  Yes  No
- B. Will all gravity sewers be installed deep enough to provide gravity basement drainage for sanitary wastes?  Yes  No  N/A
- i. If no, has the owner(s) of the existing buildings been advised, in writing, prior to construction of the sewers?  Yes  No
- C. Do all proposed gravity sewers meet the minimum slope requirements as specified in s. NR 110.13(2)(c), Wis. Adm. Code? If you answered "No" to this question, please answer the sub-questions under C, and provide design calculations for the estimated peak diurnal flow velocity in the non-conforming pipe segment(s). The below are required for sewers that do not meet the minimum slope requirements.  Yes  No  N/A
- i. Has the sewer system owner provided justification that demonstrates that the physical circumstances warrant the lesser slopes?  Yes  No
- ii. Has written assurance been submitted from the sewer system owner that the sewer system owner will provide the additional maintenance which may result from sedimentation due to the decreased velocities?  Yes  No
- D. Will all proposed gravity sewers be designed with an average velocity of 2.0 feet per second or greater when flowing full?  Yes  No  N/A
- E. Will all gravity sewers be laid with straight alignment between manholes?  Yes  No  N/A
- F. Will all gravity sewers that have slopes greater than 20% be anchored consistent with s. NR 110.13(2)(g), Wis. Adm. Code  Yes  No  N/A
- G. Where velocities of greater than 15 feet per second are attained, will special provisions be made to protect against displacement or erosion?  Yes  No  N/A
- H. Are design calculations for all proposed sewers attached to this plan submittal?  Yes  No

## Sanitary Sewer Submittal

Form 3400-059 (R 08/20) Page 5 of 6

Fox Highlands - Phase 4

**13. Manhole Installation (s. NR 110.13(3), Wis. Adm. Code)**

- A. Is there a manhole present at all changes in grade and size or alignment, and at all pipe intersections?  Yes  No
- B. Is a manhole being constructed at the end of each sewer line (including stubbed sewer)? **If you answered "No" to this question, please answer the sub-questions under B.** The below are required for each of sewer line where a manhole is not installed at the end.  Yes  No  N/A
- i. Will all stubbed sewers be capped or plugged and will no service be provided until a manhole is installed under a Department approved project?  Yes  No  N/A
- ii. Is the cap or plug labeled on the plans for each stubbed sewer?  Yes  No  N/A
- C. Will all manholes be spaced less than or equal to the required maximum intervals as specified in s. NR 110.13(3)(b), Wis. Adm. Code? **If you answered "No" to this question, please answer the sub-question under C.** The below are required for manholes that do not meet the manhole spacing requirements.  Yes  No  N/A
- i. Does the sewer system owner have access to cleaning equipment with the capability to reach the extended sewer lengths?  Yes  No
- D. Is an outside drop provided at each manhole where the invert elevation of the entering sewer is 2 feet or more above the spring line of the outgoing sewer? **If you answered "Yes" or "No" to this question, please answer the sub-questions under D.**  Yes  No  N/A
- i. List the location of all manholes where an entering sewer is 2 feet or more above the spring line of the outgoing sewer:
- ii. Are all outside and/or inside drop manholes labeled on the plans?  Yes  No
- iii. Is a standard construction detail of the outside and/or inside drop manhole provided in the plans?  Yes  No
- iv. Will the entire outside drop connection be encased in the concrete?  Yes  No  N/A
- v. For installation of inside drop connections in new manholes, will an oversized manhole be installed?  Yes  No  N/A
- vi. For installation of inside drop connections in existing manholes that are not oversized, is justification provided that explains why an outside drop cannot practicably be constructed and how the encroachment upon the maintenance and access of the manhole will be addressed?  Yes  No  N/A
- E. Will the diameter of all manholes be greater than or equal to 42 inches?  Yes  No
- F. Will the flow channel through the manholes be made to conform to the shape and slope of the sewers?  Yes  No
- G. Are the tops of all manholes at or above finished grade?  Yes  No

**14. Force Mains (s. NR 110.14(3)(j), Wis. Adm. Code):**

- Yes  No
- A. Is a cleansing velocity of at least 2 feet per second maintained in the force main at the design pumping rate of the lift station?  Yes  No
- B. Please specify what type of air relief will be provided at each high point in the force main (select one):
- Combination Automatic Air Relief and Vacuum Valve
- Automatic Air Relief Valve
- Manual Air Relief Valve
- Other specify \_\_\_\_\_
- C. When a force main enters the gravity sewer manhole, will the discharge be at a point not more than 2 feet above the spring line of the receiving sewer?  Yes  No

### Sanitary Sewer Submittal

Form 3400-059 (R 08/20) Page 6 of 6

Fox Highlands - Phase 4

#### 15. Clearwater

A. If this is a sewer extension, will all storm and other clearwater including that from sump pumps, roof drains, cistern overflows, and building foundation drains be excluded for these proposed sanitary sewers, to the best of your knowledge?

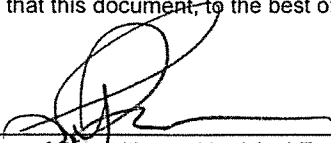
Yes  No  N/A

B. To the best of your knowledge, will street and tributary building sewers be laid in such a manner as to minimize entrance of groundwater and will building sewers and drains be installed to conform with clearwater prohibitions in state plumbing regulations (s. SPS 382.36(4)(6), Wis. Adm. Code)?

Yes  No

#### Certification

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.



Date Signed 5/19/23

Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

Wisconsin P.E. Number E-31177

# Sanitary Flow Calculations

Project: Fox Highlands - Phase 4  
 Location: Greenville, WI  
 JSD Project #: 16-7171  
 Performed By: SJB  
 Date: 5/19/2023

MADISON REGIONAL OFFICE  
 161 Horizon Drive, Suite 101  
 Verona, Wisconsin 53593  
 Ph: (608) 848-5960 Fax: (608) 848-2255

FOX VALLEY REGIONAL OFFICE  
 3215 W. Lawrence Street, Suite 6  
 Appleton, Wisconsin 54914  
 Ph: (920) 733-2800

**JSD** Professional Services, Inc.  
 • Engineers • Surveyors • Planners

Item C.

## Sanitary Sewer Size Calculation

$$\begin{aligned} \text{Inside Diameter} &= \frac{7.920}{0.004} \text{ inches} && (8" \text{ SDR-35 PVC Pipe}) \\ \text{Slope} &= \frac{0.004}{0.013} \text{ ft/ft} && (\text{Minimum Allowed Slope per NR 110.13 Wisconsin Admin. Code}) \\ n &= \frac{0.013}{0.013} && (\text{PVC}) \end{aligned}$$

$$\begin{aligned} \text{Sewer Capacity} = Q &= \frac{0.4632}{n} * (\text{Dia.}/12)^{8/3} * (\text{slope})^{1/2} \\ \text{Sewer Capacity} = Q &= \frac{0.74}{0.74} \text{ cfs} \end{aligned}$$

Capacity @ Minimum Slope			PVC SDR-35 Dimensional Data		
Diameter (inches)	Min. Slope (%)	Capacity (cfs)	Average O.D. (inches)	Wall Thickness (inches)	Average I.D. (inches)
8	0.40	0.74	8.400	0.240	7.920
10	0.28	1.13	10.500	0.300	9.900
12	0.22	1.59	12.500	0.360	11.780
15	0.15	2.25	15.300	0.437	14.426
18	0.12	3.44	18.701	0.536	17.629
21	0.10	4.87	22.047	0.632	20.783
24	0.08	5.97	24.803	0.711	23.381



# Sanitary Flow Calculations

Project: Fox Highlands, Phase 4  
 Location: Greenville, WI  
 JSD Project #: 16-7171  
 Performed By: SJB  
 Date: 05-19-2023

**MADISON REGIONAL OFFICE**  
 161 Horizon Drive, Suite 101  
 Verona, Wisconsin 53593  
 Ph: (608) 848-5060 Fax: (608) 848-2255



**FOX VALLEY REGIONAL OFFICE**  
 3215 W. Lawrence Street, Suite 6  
 Appleton, Wisconsin 54914  
 Ph: (920) 733-2800 Fax: (920) 733-2801

## Wastewater Generation Estimate

### TOTAL ESTIMATED WATER DEMAND/WASTEWATER FLOW RATE

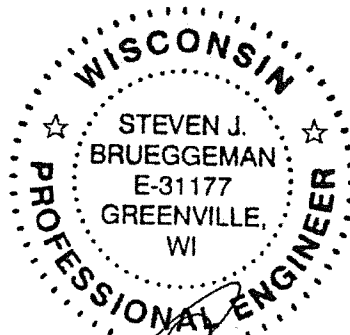
Land Use	Area (acres)	Avg. Daily Flow Rate (gpd)	Avg. Daily Flow Rate (gpm)	Peak Flow Rate (gpd)	Peak Flow Rate (gpm)	Peak Flow Rate (cfs)
Single Family Residential	7.576	7,576	5.26	30,304	21.04	0.047
Medium Density Residential	0.000	0	0.00	0	0.00	0.000
High Density Residential	0.000	0	0.00	0	0.00	0.000
Offices/Retail	0.000	0	0.00	0	0.00	0.000
<b>Totals</b>	<b>7.58</b>	<b>7,576</b>	<b>5.26</b>	<b>30,304</b>	<b>21.04</b>	<b>0.047</b>

(Using assumed sewage flows based on proposed land use)

#### Assumptions:

Single Family Residential Sewage Generation Rate =	1000	gal/acre/day**
Medium Density Residential Sewage Generation Rate =	1500	gal/acre/day**
High Density Residential Sewage Generation Rate =	2000	gal/acre/day**
Retail / Office Generation Rate	1500	gal/acre**
Residential Peaking Factor =	4	
Commerical Peaking Factor =	2.5	

\*\* Values based on Madison Metropolitan Sewerage District Standard Estimates



*[Signature]*  
 5/19/23

**RE: Sanitary Sewer Extension - Fox Highlands Phase IV, Village of Greenville, WI**

Steve Brueggeman <steve.brueggeman@JSDinc.com>

Mon 5/22/2023 2:49 PM

To: Brandon Kaufman <bkaufman@mco-us.com>

Cc: Connor Nett <cpn@forwarddevgroup.com>; Ron Henshue <rjh@forwarddevgroup.com>; Konner Kearney <ktk@forwarddevgroup.com>; Dave M. Jenkins <dave.jenkins@jsdinc.com>; Hans P. Justeson <hans.justeson@jsdinc.com>; Donna Edge <donna.edge@JSDinc.com>

Brandon,

Per your request, estimated BOD is 0.21lbs/person/day. Therefore, for the immediate served area, the population equals 7.576 acres X 15 persons/ac = 114 people.

114 persons x 0.21 lbs/day = **23.9 lbs per day BOD**

Please let me know if you have any other questions.

Steve



**Planners · Engineers · Landscape Architects · Surveyors**

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Fox Valley Regional Office - [3215 W. Lawrence Street, Suite 6, Appleton, WI 54914](#)  
o: 920-733-2800 ext 224 | c: 920-450-3815 | [www.jsdinc.com](http://www.jsdinc.com)

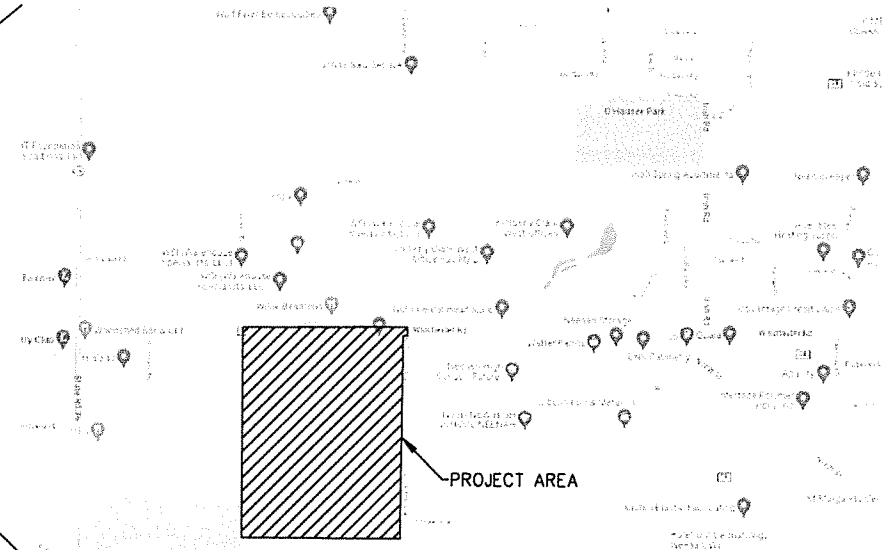
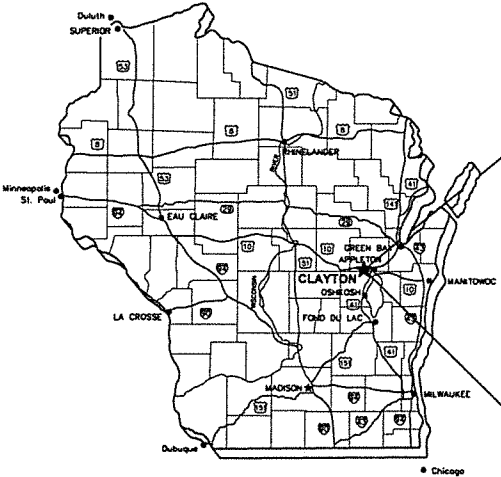
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# SCHOLAR RIDGE ESTATES - PHASE 1 UTILITY & ROAD CONSTRUCTION TOWN OF CLAYTON

WINNEBAGO COUNTY, WISCONSIN  
MCM # C1069-09-23-00271



**SHEET INDEX**

- 1 ABBREVIATIONS, SYMBOLS & NOTES
- 2 SURVEY CONTROL & HORIZONTAL ALIGNMENT DETAIL
- 3-8 COUNTY ROAD II
- 9-11 MARLO AVENUE
- 12 ST. THOMAS LANE
- 13-14 PRINCETON DRIVE
- 15-17 ST. NORBERT DRIVE
- 18-19 LAWRENCE LANE
- 20-22 DETAILS

**DESIGN CONTACT**  
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 zlabbs@mcgrp.com

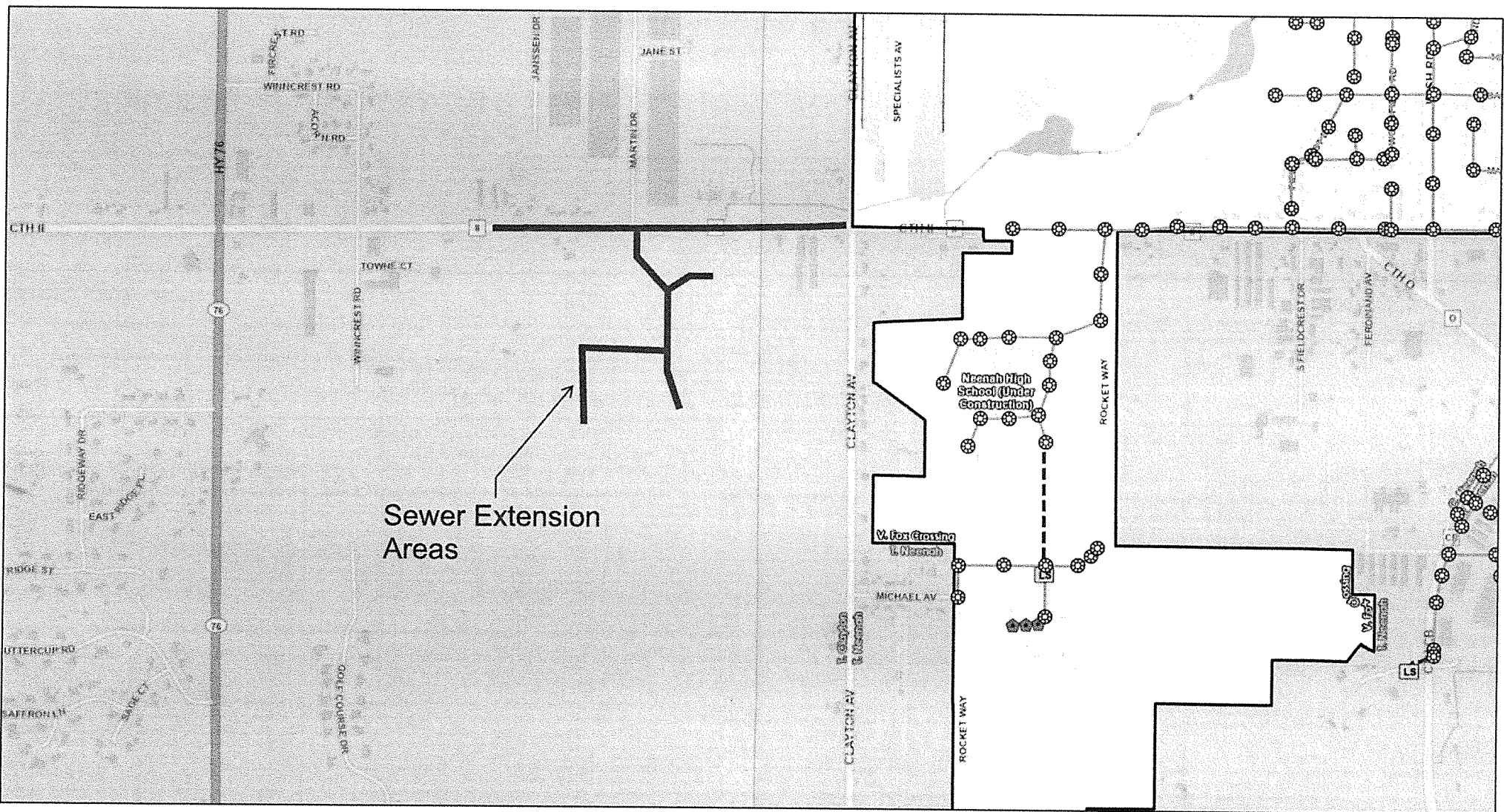
**DIGGERSHOTLINE**  
 Dial 811 or (800) 242-8511  
 www.DiggersHotline.com

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 McMAHON ASSOCIATES, INC.  
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DATE	JUNE, 2023
PROJECT NO.	C1069-09-23-0027

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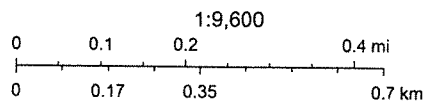
# Sanitary Sewer Extension



Sewer Extension Areas

5/24/2023, 4:07:33 PM

- ⊗ Sanitary Manhole
- ⊕ Sanitary Cleanout
- Sanitary Structure
- LS Lift Station
- Sanitary Force Main
- Sanitary Gravity Main
- ▭ Fox Crossing Municipal Boundary



Village of Fox Crossing

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## Sanitary Sewer Design Calculations

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### Sanitary Sewer Extension – Scholar Ridge Estates – Clayton, WI

- Immediate Service Area = 50-acres
  - 50 Acres of Residential
  
- Ultimate Service Area = 599-acres
  - 280 Acres of Residential
  - 165 Acres of Commercial
  - 154 Acres of Industrial
  
- Average Daily Flow=
  - Residential = Acres \* (7.5 people / acre) \* (100 gpd/capita) = **227,250 gpd**
  - Commercial = 165 Acres \* (750 gpd / acre) = **123,750 gpd**
  - Light Industrial = 154 Acres \* (1,000 gpd / acre) = **154,000 gpd**
  - **TOTAL DAILY FLOW= 505,000 gpd**
  
- Peak Daily Flow = (505,000 gpd)\*2.5 = 1,262,500 gpd
  
- 12-inch capacity @ 0.22% (n=0.011) = 2.00 cfs = 1,292,544 gpd >1,262,500 gpd
  
- Population equivalent = 505,000 gpd / (100 gpd / capita) = 5,050 people
  
- Estimated BOD Loading = (5,050 people)\*(0.22 lb./capita/day) = 1,111.00 lb./day

State of Wisconsin  
Department of Natural Resources  
Bureau of Water Quality  
PO Box 7921, Madison WI 53707-7921  
dnr.wi.gov

**Sanitary Sewer Submittal**  
Form 3400-059 (R 08/20) Page 1 of 6

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and specifications for any reviewable sanitary sewer project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer plan submittal to evaluate conformance with requirements in chs. NR 108 and NR 110, Wis. Adm. Code. This form is not intended to be used for interceptor projects. Please submit a facility plan report for interceptor projects. If you question if a sewer should be submitted using this form, please contact DNR wastewater plan review staff.

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

**Please type or clearly print your answers to all questions.**

**1. General Information**

A. Municipality Name  City  Town  Village  Sanitary District  Utility District

Town of Clayton

B. Project Name (as indicated on the plans):

Scholar Ridge Estates - Phase 1

C. Wastewater Treatment Facility Name:

Fox West Regional Sewerage Treatment Plant

D. Sewage Collection System Owner Name (after installation):

Town of Clayton

E. Responsible Project Inspector (List name and/or title, if known):

Consulting Engineer - McMahon Associates

**2. Submittal Requirements:**

- A. Is a CD, flash drive, or other storage device containing PDF files of the final plans and/or specifications included with this plan submittal?  Yes  No
- B. Are the submitted paper and electronic plans and/or specifications signed and sealed by a registered Wisconsin professional engineer?  Yes  No
- C. Is the submitted paper set of plans in half size format (11" x 17")?  Yes  No
- D. Are the construction plans and/or specifications submitted in conformance with ch. NR 108 and ss. NR 110.06, 110.07, and 110.10(3), Wis. Adm. Code?  Yes  No
- E. If this project is intended to be funded through the Clean Water Fund Program, is an abbreviated engineering report included with this submittal, or was one previously submitted?  Yes  No  N/A

**3. Sewer Service Area**

A. Is a map of the sewer service area that shows the location of the proposed sewer attached to this plan submittal?  Yes  No

B. Does the project only involve replacement/rehabilitation construction of existing sanitary sewer where the sewer service area has not changed?  Yes  No

i. If no, please provide the basis of the design for the area and population to be served by the proposed sewer:

Ultimate design year:	<u>2035</u>	Population Density per acre:	<u>7.5</u>
Total Population Served:	<u>5,050</u>	Immediate Area Served:	<u>50</u> acres
		Ultimate Area Served:	<u>599</u> acres

**4. Erosion Control**

A. Does the municipality have an erosion control ordinance?  Yes  No

i. If yes, will compliance with the ordinance be required for this project?  Yes  No

B. Do the plan sheets show the erosion control provisions?  Yes  No

C. Do the specifications require that the erosion control measures be in place before construction begins and maintained during construction?  Yes  No

D. Will the project disturb one or more acres of land?  Yes  No

i. If yes, has an electronic Notice of Intent been submitted to the DNR for the land disturbing construction activities for coverage under the construction site storm water runoff general permit in accordance with Chapter NR 216, Wis. Adm. Code (<https://dnr.wi.gov/topic/stormwater/construction/forms.html>)?  Yes  No

ii. Construction Site ID#, if known: TO BE SUBMITTED

## Sanitary Sewer Submittal

Form 3400-059 (R 08/20) Page 2 of 6

Scholar Ridge Estates - Phase 1

**5. Water Diversion**

- A. Will the proposed sewer project result in a diversion of water from a water supply system that uses surface water from the Great Lakes System to the Mississippi River Basin?  Yes  No

**6. Sanitary Sewer Overflow Structures or Bypasses**

- A. Are there any existing sanitary sewer overflow structures or bypasses or known bypass locations that function in the sewerage system? **If you answered "Yes" to this question, please answer the sub-questions under A.**  Yes  No

i. Number of sanitary sewer overflow structures or bypasses: \_\_\_\_\_

ii. Location of sanitary sewer overflow structures or bypasses:

**7. Wetlands and Waterways**

- A. Will the proposed project involve construction in, on, over, or under a water of the state (i.e. any dredging of the waterway; placement of footings or pilings in the waterway; placement of piping under or on the bed of the waterway; installation of any piping on the shoreline or in the waterway; or placement of any material that could be a barrier for boating or other recreational navigation)? **If you answered "Yes" to this question, please visit the DNR Waterways and Wetland Permit website (<http://dnr.wi.gov/topic/Waterways/>) to determine what waterway permits may be needed for your project and answer the sub-questions under A.**  Yes  No

- i. Does the project require a waterway permit?  Yes  No
- ii. Is a copy of the DNR permit(s) coverage letter(s) attached to this plan submittal?  Yes  No  N/A

**Note:** The DNR wastewater program cannot issue a sanitary sewer plan approval until the DNR waterway permit(s) has been issued

- B. Have you reviewed the DNR Surface Water Data Viewer (SWDV) web site (<https://dnr.wi.gov/topic/surfacewater/swdv/>) and conducted an on-site field inspection to verify whether the proposed sanitary sewer construction will impact any wetland areas (attach map from the SWDV)? Applicants for sanitary sewer projects must review the DNR SWDV website and conduct an on-site field inspection to determine whether the proposed project will impact any wetland areas prior to completing and submitting this form.  Yes  No

**(Note: "Impact" means any construction-related disturbance resulting in any temporary or permanent change in the characteristics of the wetland including direct excavation within the wetland area, temporary or permanent soil placement / removal within the wetland area, drainage modifications within or adjacent to the wetland area that may cause hydrological changes to the wetland, etc.)**

- C. Based on the review in part B, will the proposed project impact any wetland areas? **If you answered "Yes" to this question, please visit the DNR Waterways and Wetland Permit website (<http://dnr.wi.gov/topic/Waterways/>) to determine what wetland disturbance permits may be needed for your project and answer the sub-questions under C.**  Yes  No
- i. Are you eligible for a municipal wetland disturbance permit or does the project require a wetland individual permit?  Yes  No
- ii. Is a copy of the DNR and/or USACE wetland disturbance permit(s) coverage letter(s) attached to this plan submittal?  Yes  No  N/A

**Note:** The DNR wastewater program cannot issue a sanitary sewer plan approval until the DNR and/or USACE wetland disturbance permit(s) have been issued.

- D. Do the plans show the location/boundaries of any impacted or nearby waterways and/or wetlands?  Yes  No

**8. Floodplain**

- A. Will any manhole tops and sewers be installed within any floodplains or areas that have the potential to be flooded by street runoff? **If you answered "Yes" this question, please answer the sub-questions under A.** Applicants should determine if construction of any manholes or sewers will be within the floodplain or areas that have the potential to be flooded by street runoff. (**Note:** "Floodplain" means that land which has been or may be covered by flood water during the regional flood. The floodplain includes the floodway, flood fringe, shallow depth flooding, flood storage and coastal floodplain areas. "Regional flood" means a flood determined to be representative of large floods known to have occurred in Wisconsin or which may be expected to occur on a particular lake, river or stream once in every 100 years.)  Yes  No
- i. Are the regional (100-year) flood elevation and floodplain contours indicated on the plans?  Yes  No
- ii. Will solid watertight manhole covers be installed to prevent flooding?  Yes  No
- iii. Does the project conform to the requirements in ch. NR 116, Wis. Adm. Code?  Yes  No

**9. Pumping and Dewatering**

- A. Is there potential for construction trenches or pits to be dewatered or pumped for this project? **If you answered "Yes" to this question, please answer the sub-questions under A.**  Yes  No
- i. Will the specifications include construction site dewatering methods consistent with the Wisconsin DNR Conservation Practice Standard 1061 or equivalent methodology?  Yes  No
- ii. If contaminated groundwater or soils are expected on the site, will section(s) of the specifications address handling and discharge requirements for the contaminated media?  Yes  No
- iii. Will the specifications include requirements for the contractor to submit and obtain the necessary Wisconsin Discharge Elimination System (WPDES) permits and/or high capacity well approvals for the dewatering for the project?  Yes  No

**Note:** Dewatering or pumping of groundwater or contaminated groundwater if encountered from construction trenches or pits that is discharged to a water of the state (excludes discharge to sanitary sewer systems) requires coverage under a WPDES permit. These discharges may be eligible under either the Dewatering Operations WPDES General Permit or the Contaminated Groundwater from Remedial Action Operation WPDES General Permit (<https://dnr.wi.gov/topic/wastewater/GeneralPermits.html>). Also dewatering systems that will have a total combined pumping capacity of 70 gallons per minute (100,000 gallons per day) or more may require a high capacity well approval (<https://dnr.wi.gov/topic/Wells/HighCap/Apply.html>).

**10. Separation Between Water Supplies**

- A. Are all proposed sewers and manholes at least 200 feet from public water system wells (s. NR 811.12(5)(d)3., Wis. Adm. Code) **OR** are all proposed sewers that meet the material, joint, and testing requirements of s. NR 811.12(5)(d)2., Wis. Adm. Code at least 50 feet from public water system wells and all manholes at least 200 feet from public water system wells?  Yes  No
- B. Is the minimum horizontal separation distance of 8 feet between the sewer and existing or future water mains being met? (s. NR 811.74(2), Wis. Adm. Code)?  Yes  No
- C. Where water mains cross over sewers, is the minimum vertical separation distance of 6 inches being met (s. NR 811.74(3), Wis. Adm. Code)?  Yes  No  N/A
- D. Where water mains cross under sewers, is the minimum vertical separation distance of 18 inches being met (s. NR 811.74(3), Wis. Adm. Code)?  Yes  No  N/A
- E. **If you answered "No" to any of the above questions (A-D), please answer the sub-questions under E.** The below are required for sewers that do not meet the separation requirements from new or existing public water system infrastructure.
- i. Has the public water system given written approval or no-objection to the sanitary sewer plans?  Yes  No
- ii. Has a plan submittal with a request for review been sent to the DNR Public Drinking Water Engineering Section?  Yes  No
- iii. Is a copy of the written no-objection/approval from the public water system and DNR Public Water Engineering Section attached to this plan submittal?  Yes  No



**Sanitary Sewer Submittal**  
Form 3400-059 (R 08/20) Page 4 of 6

Scholar Ridge Estates - Phase 1

- F. Are all sewers at least 25 feet from all existing private or non-community wells (s. NR 812.08(4) Table A, Wis. Adm. Code)? **If answered "No" to this question, please answer the sub-questions under F.**  Yes  No
- i. Has Form 3300-208 (Application for Sewer/Existing Private Well Separation) been submitted to the DNR Drinking Water and Groundwater Program to request a variance to the 25-foot separation distance requirement?  Yes  No
- ii. Is a copy of the approved variance to the 25-foot separation distance attached to this plan submittal?  Yes  No

**11. List below all sewers to be constructed as part of this project:**

Diameter (in.)	Length (feet)	Street Name or Easement Description	Material
12	2595	County Road II	PVC
8	1575	Marlo Ave	PVC
8	296	St Thomas Lane	PVC
8	848	Princeton Drive	PVC
8	1023	St Norbert Drive	PVC
8	1226	Lawrence Lane	PVC

**12. Sewer Design Requirements (s. NR 110.13(2), Wis. Adm. Code)**

- A. Will the all sewers be installed deep enough to prevent freezing? **If you answered "No" to this question, please answer the sub-questions under A.** The below are required for sewers that do not meet the minimum depth of cover to prevent freezing.  Yes  No
- i. Please specify the type and thickness of insulation that will be provided, and the basis for the thickness of the proposed insulation:
- ii. Are all the proposed locations of insulated pipe(s) along with a standard construction detail indicated on the plans?  Yes  No
- B. Will all gravity sewers be installed deep enough to provide gravity basement drainage for sanitary wastes?  Yes  No  N/A
- i. If no, has the owner(s) of the existing buildings been advised, in writing, prior to construction of the sewers?  Yes  No
- C. Do all proposed gravity sewers meet the minimum slope requirements as specified in s. NR 110.13(2) (c), Wis. Adm. Code? **If you answered "No" to this question, please answer the sub-questions under C, and provide design calculations for the estimated peak diurnal flow velocity in the non-conforming pipe segment(s).** The below are required for sewers that do not meet the minimum slope requirements.  Yes  No  N/A
- i. Has the sewer system owner provided justification that demonstrates that the physical circumstances warrant the lesser slopes?  Yes  No
- ii. Has written assurance been submitted from the sewer system owner that the sewer system owner will provide the additional maintenance which may result from sedimentation due to the decreased velocities?  Yes  No
- D. Will all proposed gravity sewers be designed with an average velocity of 2.0 feet per second or greater when flowing full?  Yes  No  N/A
- E. Will all gravity sewers be laid with straight alignment between manholes?  Yes  No  N/A
- F. Will all gravity sewers that have slopes greater than 20% be anchored consistent with s. NR 110.13(2)(g), Wis. Adm. Code  Yes  No  N/A
- G. Where velocities of greater than 15 feet per second are attained, will special provisions be made to protect against displacement or erosion?  Yes  No  N/A



**Sanitary Sewer Submittal**

C. When a force main enters the gravity sewer manhole, will the discharge be at a point not more than 2 feet above the spring line of the receiving sewer?  Yes  No

**15. Clearwater**

A. If this is a sewer extension, will all storm and other clearwater including that from sump pumps, roof drains, cistern overflows, and building foundation drains be excluded for these proposed sanitary sewers, to the best of your knowledge?  Yes  No  N/A

B. To the best of your knowledge, will street and tributary building sewers be laid in such a manner as to minimize entrance of groundwater and will building sewers and drains be installed to conform with clearwater prohibitions in state plumbing regulations (s. SPS 382.36(4)(6), Wis. Adm. Code)?  Yes  No

**Certification**

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.



Date Signed 6/1/2023

Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

Wisconsin P.E. Number E-27972

State of Wisconsin  
Department of Natural Resources  
PO Box 7921, Madison WI 53707-7921  
dnr.wi.gov

### Sewer Specification Checklist

Form 3400-095 (R 4/17)

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final specifications for any reviewable sanitary sewer project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer plan submittal to evaluate conformance with requirements in chs. NR 108 and 110, Wis. Adm. Code

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

**Please type or clearly print your answers to all questions.**

Sanitary sewers will be constructed in accordance with (select one of the following):

- 1. Standard specifications for Sewer and Water Construction in Wisconsin (Latest \_\_\_\_\_ edition).  
Note: Standard specifications do not amply cover erosion control measures. Special provisions must be submitted.

- 2. Standard specifications for municipality on file with the Department:  
Municipality Name: \_\_\_\_\_  
Approval Number: \_\_\_\_\_ Date of Approval \_\_\_\_\_  
Are the specifications on the file with the Department less than 4 years old?  Yes  No

- 3. Specifications submitted with plans (please fill out Sections A through G below):  
Note: Specifications must be signed and sealed by a professional engineer.

A. Pipe Material	Application Standard	Joint Type and Standard
Asbestos Cement	_____	_____
Cast Iron	_____	_____
Concrete	_____	_____
Vitrified Clay	_____	_____
Steel	_____	_____
Ductile Iron	_____	_____
PVC	_____	_____
ABS Composite	_____	_____

Is any pressure sewer pipe being used?  Yes  No  
 If yes, indicate type, standard and joints: \_\_\_\_\_

B. Is trench width adequate for pipe laying, jointing and placement of proper backfill?  Yes  No

C. Bedding type for pipe meets requirements of ASTM C12-81 or MOP 9?  Yes  No  
 Class A  Class B  Class C

Bedding material for PVC and ABS composite pipe meets requirements of ASTM D2321-80?  Yes  No  
 Class I  Class II  Class III


D. Suitable backfill material within 2 feet of pipe ( no frozen or organic material or large stones)?  Yes  No

E. Infiltration - less than 200 gal/in/mi/day?  Yes  No  
 Test Procedure: \_\_\_\_\_

F. PVC pipe deflection testing?  Yes  No  N/A  
 Method: \_\_\_\_\_

G. Manholes:  
 Diameter \_\_\_\_\_  
 Material \_\_\_\_\_  
 Outside Drops \_\_\_\_\_  
 Water Tight Inlets and Outlets \_\_\_\_\_  
 Sketch Included \_\_\_\_\_

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.

  
 \_\_\_\_\_  
 Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

E-27972  
 \_\_\_\_\_  
 Wisconsin P.E. Number

State of Wisconsin  
Department of Natural Resources  
Wastewater Section  
PO Box 7921, Madison WI 53707-7921  
dnr.wi.gov

### Sanitary Sewer or Lift Station Project Approval Request

Form 3400-160 (R 11/17)

Page 1 of 2

Date: 05/25/2023

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and/or specifications for any reviewable sanitary sewer and/or lift station project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer or lift station plan submittal to evaluate conformance with requirements in chs. NR 108 and 110, Wis. Adm. Code.

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

**Please type or clearly print your answers to all questions.**

#### General Information

I am submitting one paper copy and one CD containing PDF files of plans and/or specifications for (select all that apply).

- Sanitary Sewer Extension
- Sewer Replacement/Rehabilitation
- Lift Station
- Force Main

Project Title:

Scholar Ridge Estates - Phase 1 - Utility & Street Construction

Project construction will occur at the following locations:

Street	Pipe Size (in.)	Pipe Length (ft.)
County Road II	12	2,595
Marlo Avenue	8	1,575
St Thomas Lane	8	296
Princeton Drive	8	848
St Norbert Drive	8	1,023
Lawrence Lane	8	1,226

The sewer and/or lift station plan submittal conforms with the following:

True False N/A

- Attached are completed Department Forms 3400-205, 3400-059, 3400-095 and 3400-168 (Form 3400-168 is only required for lift station projects).
- Attached is a general map of the proposed sanitary sewer extension showing the proposed sewer service area.
- Attached is the sewerage system owner approval letter in accordance with s. NR 110.12, Wis. Adm. Code (Only required if the engineer is not an employee of or has not been retained by the municipality).
- Attached is a copy of the wastewater treatment facility (WWTF) approval letter (Only required if sewer system is connected to a regional WWTF).
- Attached is a copy of the Sewer Service Area /Water Quality Management (208) conformance letter (See communities which require this letter available at the WDNR website: <http://dnr.wi.gov/topic/wastewater/RPCList.html>)
- Sewers do not come within 50 feet of a private water supply well OR 200 feet of a public water supply well in conformance with ss. NR 811.12 (5)(d) and 812.08(4)(c), Wis. Adm. Code.
- Lift Stations do not come within 8 feet of water main, 100 feet of a private water supply well OR 200 feet of a public water supply well in conformance with ss. NR 811.12 (5)(d), 811.75(1)(a) and 812.08(4)(d), Wis. Adm. Code.
- Sewers meet the minimum required horizontal and vertical separation distances from water mains in conformance with s. NR 811.74, Wis. Adm. Code.
- Erosion and sediment control practices are consistent with the WDNR construction site erosion and sediment control technical standards and are on the plan sheets. (The WDNR construction site erosion and sediment control technical standards are available on the WDNR website at: [http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)). If the project is part of a construction site that will disturb one or more acres of land, a Notice of Intent and associated attachments (Forms 3500-053 and 3500-053C) for coverage under the Construction Site Stormwater Runoff General Permit has been submitted to the Department in accordance with ch. NR 216, Wis. Adm. Code.
- Sewer and/or lift station construction does not impact any wetlands.
- Sewer and/or lift station construction does not impact any navigable waterways.
- Sewer and /or lift station plans and specifications are in conformance with chs. NR 108 and 110, Wis. Adm. Code.

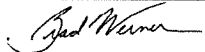
Scholar Ridge Estates - Phase 1 - Utility & Street Construction  
05/25/2023

### Sanitary Sewer or Lift Station Project Approval Request

Form 3400-160 (R 11/17)

Page 2 of 2

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.

Preparer's Last Name Werner	First Name Brad	Email bwerner@mcmgrp.com	P.E. Number E-27972
Signature 		Name of Firm McMahon Associates	

If you have any questions on sewer and/or lift station approval requests or the plan review process, please visit the WDNR website at:  
<http://dnr.wi.gov/topic/wastewater/AdequateSubmittal.html>

State of Wisconsin  
 Department of Natural Resources  
 PO Box 7921, Madison WI 53707-7921  
[dnr.wi.gov](http://dnr.wi.gov)

## Wastewater System Approval Request

Form 3400-205 (R 4/17)

**Notice:** In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and/or specifications for any reviewable project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code.

**All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department.** Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

Please type or clearly print your answers to all questions.

### Owner Information

Owner Name (Municipality, Company or other) Town of Clayton		WPDES Permit No.*		County (of project location) Winnebago	
Owner Representative Last Name Wisnepske	First Name Kelly	MI	Title Administrator		
Address 8348 County Road T		City Larsen		State WI	ZIP Code 54947
Phone Number (include area code) (920) 836-2007		Email Address administrator@townofclayton.net			

### Design Engineer Information

Last Name Werner		First Name Brad		MI	
Title Project Engineer, PE		Company Name McMahon Associates			
Address 1445 McMahon Drive		City Neenah		State WI	ZIP Code 54956
Phone Number (include area code) (920) 751-4200		Email Address bwerner@mcmgrp.com			

### Project Information

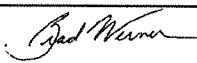
Project Title  
Scholar Ridge Estates - Phase I - Utility and Street Construction

Project Description  
Sanitary sewer extension along County Road II from Clayton Avenue past Martin Drive. Also extension along Marlo Ave, St. Thomas Lane, Princeton Drive, St. Norbert Drive, and Lawrence Lane.

### Certification

I certify that this document and the plans and specifications, to the best of my knowledge and belief, are true, accurate, and complete; and conform to all applicable design requirements contained in the Wisconsin Administrative Code with the exception of any requested variances or alternative requirements as detailed below:

Requested Design Variances or Alternative Requirements

Design Engineer Name (print) Brad Werner	Wisconsin P.E. Number* E-27972
Signature of Design Engineer 	Date Signed 6/1/2023

### Type of Project

Select all that apply:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Sanitary Sewer Extension | <input type="checkbox"/> Municipal Treatment Plant        | <input type="checkbox"/> Non-Domestic POWTS       |
| <input type="checkbox"/> Sewer Replacement/Rehabilitation    | <input type="checkbox"/> Industrial Treatment Plant       | <input type="checkbox"/> Septage Storage Facility |
| <input type="checkbox"/> Lift Station                        | <input type="checkbox"/> Industrial Pretreatment Facility | <input type="checkbox"/> Large POWTS              |
| <input type="checkbox"/> Force Main                          | <input type="checkbox"/> Other: _____                     |   |

Clean Water Fund? Provide CWF Project Number if known: \_\_\_\_\_

Requesting Expedited Review (ONLY AVAILABLE FOR CERTAIN TYPES OF PROJECTS. See Instructions at our webpage here: [Expedited Review](#))

PROJECTS FINANCED BY THE CLEAN WATER FUND REQUIRE A FACILITIES PLAN

Website for plan submittal guidance: <http://dnr.wi.gov/topic/wastewater/AdequateSubmittal.html>

\*May not be required for industrial pretreatment facilities.

**From:** Youngquist, Rachel <[Rachel.Youngquist@winnebagocountywi.gov](mailto:Rachel.Youngquist@winnebagocountywi.gov)>  
**Sent:** Wednesday, May 17, 2023 5:48 AM  
**To:** Kelly Wisnefske, Town Administrator, Town of Clayton <[townadministrator@townofclayton.net](mailto:townadministrator@townofclayton.net)>  
**Subject:** May 16 Winnebago County Board

Good Moring!

We had a Winnebago County Board meeting last night. I should say we also had one last week but I could not attend. That meeting was a special orders meeting where there were presentations but no voting matters.

Last night's meeting - There were 7 items to be voted on. a few of them were low-budget transfers that passed without debate. There was a long conversation over a Resolution 229-052023. This was to create rules for the County Supervisors to use their County provided iPads. No one was against the idea of it, but the resolution itself was not well written. They sent it back to committee to have it worked out a little more.

There was a resolution to approve \$150,000 of the Spirit Funds (this is the ARPA money) to improve meeting virtual capabilities. This passed with I believe only 2 nays.

The last ordinance was to Invoke Wis Stat 59 so Winnebago County to become a self-organized county. This would allow the County to POSSIBLY make changes and vote on three items. 1.) per diem 2.) terms of members 3.) filling vacancies. Passing this ordinance was to allow the county to TALK about changes. If anything would change the whole county would still need to vote on each item.

Please let me know if there are any questions

Have a lovely rest of the week!

Rachel Youngquist



Hi Clerks

The county board passed a resolution to become a self-organized county. Currently there are 52 other counties that have decided to become self-organized. This will give the county a little more flexibility in certain areas. Any changes that are made in how the board operates will still need to go before the board for their approval.

I plan to attend the following town board meetings in June:

June 5, Winchester

June 7, Clayton

June 26, Wolf River

Howie

Howard Miller

(920) 427-6423

Winnebago County Supervisor 36

# Department of Public Safety

June 2<sup>nd</sup>. 2023

DPS Report to Town Board

As of June 2<sup>nd</sup>. 2023 the Dept. has been paged-out for 102 calls. Fifty-two were EMR calls and forty-one were fire calls, and nine that were both. This compares to 99 to date in 2022.

On May 31<sup>st</sup>. CFR responded to a working structure fire in the Town of Fremont. While performing interior fire attack, one member of the four-person crew was overcome with heat exhaustion. The firefighter was brought off the building by the rest of his crew. He was immediately treated on scene. He was then transported to Theda Care in New London where he was evaluated, treated, and released with no restrictions. He is back to his normal routine.

Our members have been busy furthering their education. Below is the class and the number of members that have taken the class this year.

Officer II- two

Emergency Services instructor-two

Fire Investigator-one

Firefighter I-four

Firefighter II-four

EMR-three

CPR instructor-four

Assistant Chief Todd Sweeny has been promoted to Chief, Division Chief Shawn Bordeau has been promoted to Assistant Chief at Fox Crossing Fire. Chief Chad Dauphin from Town of Neenah is retiring from the fire service June 1<sup>st</sup>. his replacement has not been named at this time.

We are looking for rescue heroes to join our department. Your help in spreading the word is appreciated.

Please consider donating blood. The need is great and donors are in short supply.

Please contact me with questions or concerns,

Director Rieckmann

## MEMORANDUM

**Business Referred by Plan Commission**

From: Administrator/Staff

To: Town Board

Re: Motion to approve Ordinance 2023-2004 An Ordinance to Amend the Official Town of Clayton Zoning Map specifically to re-zone Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, and Tax ID #006-0632. The application is to re-zone: Tax ID #006-0617 (2689 County Rd II) from the A-2 (General Agriculture) District to the B-2 (Community Business) District, R-4 (Multifamily Residential) District, and R-3 (Two-Family Residential) District; Tax ID #006-0618 from the A-2 District to R-3 District and R-2 (Suburban Residential) District; and Tax ID #006-0632 from the A-2 District to the R-2 District.

The Plan Commission held a Public Hearing on this item at their May 24, 2023 meeting and voted to recommend approval of the re-zoning.

If the Board agrees, a motion and **ROLL CALL** would be in order.

**Suggested Motion:**

***A motion to adopt Ordinance 2023-2004 to amend the Town of Clayton Zoning Ordinance for Tax ID #s 006-0617; 006-06118; and 006-0632***

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

Respectfully Submitted,  
Kelsey

**TOWN OF CLAYTON**

**ORDINANCE 2023-Z004**

**AN ORDINANCE TO AMEND THE OFFICIAL TOWN OF CLAYTON ZONING MAP –  
WINNEBAGO COUNTY, WISCONSIN**

**WHEREAS,** one or more applications for amendment(s) to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin” have been filed with the Town of Clayton Clerk as described herein; and

**WHEREAS,** following the requisite Notices and Public Hearing(s), the proposed amendment(s) have been reviewed and recommended to the Town of Clayton Board of Supervisors by the Town’s Plan Commission; and

**WHEREAS,** the application(s) for amendment(s) to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin” does comply with the Town’s future land use element of the Town of Clayton Comprehensive Plan 2016 - 2036; and

**WHEREAS,** all other procedural requirements have been met for purposes of consideration of the amendment(s) as provided in Article 7 of the Town of Clayton Zoning Code of Ordinances; and

**NOW, THEREFORE BE IT ORDAINED THAT,** the Board of Supervisors of the Town of Clayton, County of Winnebago, State of Wisconsin, pursuant to Article 7 of the Town of Clayton Zoning Code of Ordinances, hereby adopts the following amendment(s) to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin”:

**Section 1:** The Official “Town of Clayton Zoning Map – Winnebago County, Wisconsin” is amended as follows:

**A. Property Owner(s):**

Clayton Development Group, LLC, 2065 American Dr, Ste A, Neenah, WI 54956

**Legal description of property:**

Being part of the Northwest ¼ of the Northeast 1/4, and the Southwest ¼ of the Northeast ¼; and the Northwest ¼ of the Southeast ¼, all part of Section 24, Town 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

**Findings of Fact:**

1. The Town of Clayton has an adopted Comprehensive Plan.
2. The adopted “Highways 10 & 76 Corridor Land Use Master Plan” Map shows the subject properties as “Gateway Commercial & Retail”, “Medium and High-Density Residential”, “Recreation and Conservation”, and “Single & Two Family Residential”.
3. The proposed Community Business (B-2) District, Multifamily Residential (R-4) Two-Family Residential (R-3), and Suburban Residential (R-2) zoning is consistent with the aforementioned future land use categories.
4. Therefore, a zoning map amendment from General Agriculture (A-2) District to the above-listed Districts is consistent with the adopted Comprehensive Plan.
5. The zoning map amendment is compatible with adjacent land uses.

**The above-described property is hereby re-zoned as follows:**

Tax ID #006-0617 – from General Agriculture (A-2) District to the Community Business (B-2) District, Multifamily Residential (R-4) District, and Two-Family Residential (R-3) District;

Tax ID #006-0618 from the General Agriculture (A-2) District to the Two-Family Residential (R-3) District and Suburban Residential (R-2) District; and

Tax ID #006-0632 from the A-2 District to the R-2 District.

**Section 2:** This Ordinance shall be submitted to the Winnebago County Board for approval. This amendment to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin” shall be effective upon approval by the Winnebago County Board.

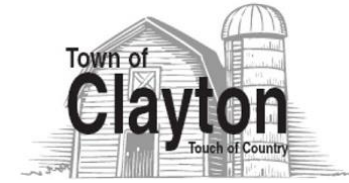
Adopted this 7<sup>th</sup> day of June, 2023

Vote: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Russell D. Geise, Town Chair

\_\_\_\_\_  
Kelsey Faust-Kubale, Town Clerk



# PLAN COMMISSION

Wednesday, May 24, 2023 at 6:30 PM

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

## MINUTES

### CALL TO ORDER

6:31 pm

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

#### PRESENT

Chair Knapinski  
 Commissioner Haskell  
 Commissioner Nemecek  
 Commissioner Ketter  
 Town Board Rep. Christianson

#### ABSENT

Commissioner Dorow

#### EXCUSED

Commissioner Hopkins

#### STAFF

Administrator Wisnefske  
 Clerk Faust-Kubale  
 Code Administrator Kussow  
 Eric Fowle, Cedar Corp

### PUBLIC HEARING(S)

- A. Plan Commission Public Hearing on a Re-zoning Application submitted by Doug Woelz of McMahon Associates on behalf of Clayton Development Group, LLC, to re-zone Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, and Tax ID #006-0632. The application is to re-zone: Tax ID #006-0617 (2689 County Rd II) from the A-2 (General Agriculture) District to the B-2 (Community Business) District, R-4 (Multifamily Residential) District, and R-3 (Two-Family Residential) District; Tax ID #006-0618 from the A-2 District to R-3 District and R-2 (Suburban Residential) District; and Tax ID #006-0632 from the A-2 District to the R-2 District.

**NO PUBLIC COMMENTS - HEARING CLOSED AT 6:32 PM**

**OPEN FORUM – Public comments addressed to the Plan Commission - NONE**

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a Re-zoning Application submitted by Doug Woelz of McMahon Associates on behalf of Clayton Development Group, LLC, to re-zone Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, and Tax ID #006-0632 as described in Public Hearing Item A.

**MOTION:**

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Nemecek, to recommend approval of the re-zoning application to re-zone Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, & Tax ID #006-0632 as requested.

**Voting Yea**: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Town Board Rep. Christianson

**Motion carried** by unanimous voice vote.

- B. Review/Discussion: Plan Commission review & discussion on the April 26, 2023 Public Information Meeting held to gain resident input on the proposed Comprehensive Plan 2045.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- C. Review/Discussion: Plan Commission review & discussion on updates to the Comprehensive Plan including the draft Future Land Use Plan Map & draft Chapter 11 - The 2045 Plan & Implementation document.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN****UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start) - June 7 & 21; July 5 & 19; August 2 & 16  
B. Plan Commission (6:30 pm start) - June 14 & 28; July 12 & 26; August 9

**ADJOURNMENT****MOTION:**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:42 pm.

**Voting Yea**: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Town Board Rep. Christianson

**Motion carried** by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

# Town Board

## Roll Call Vote Tally

Meeting Date: June 7, 2023

Agenda Item: Plan Commission Recommendation: Motion to approve Ordinance 2023-Z004 An Ordinance to Amend the Official Town of Clayton Zoning Map specifically to re-zone Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, and Tax ID #006-0632. The application is to re-zone: Tax ID #006-0617 (2689 County Rd II) from the A-2 (General Agriculture) District to the B-2 (Community Business) District, R-4 (Multifamily Residential) District, and R-3 (Two-Family Residential) District; Tax ID #006-0618 from the A-2 District to R-3 District and R-2 (Suburban Residential) District; and Tax ID #006-0632 from the A-2 District to the R-2 District.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

**MOTION:** Motion to adopt Ordinance 2023-Z004 to amend the Town of Clayton Zoning Ordinance for Tax ID #s 006-0617; 006-06118; and 006-0632

<b>Supervisor Vote:</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Chair Geise	_____	_____	_____
Supervisor Reif	_____	_____	_____
Supervisor Lettau	_____	_____	_____
Supervisor Grundman	_____	_____	_____
Supervisor Christianson	_____	_____	_____



## MEMORANDUM

**Business Items A, C, D, & E**

From: Administrator/Staff  
 To: Town Board  
 Re: 2023/24 Cigarette & Tobacco and Liquor Licenses

Staff has received and reviewed the annual applications for alcohol and tobacco products licensing. Any outstanding issues will be noted in the recommendations below. Completed applications have been placed on file and are available should the Board wish to review any or all of the applications.

A. The following parties have submitted renewal applications for a Class "B" license to sell fermented malt beverages, and a "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023, through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. EJ Phoenix Enterprises LLC (DBA Century Elm Supper Club), 8300 Hickory Ave, Larsen WI 54947; Agent: Elisabeth Jackson
- b. Ridgeway Country Club, Inc., 2913 County Road II, Neenah WI 54956; Agent: Scott A. Lemire
- c. Micki D's, LLC (DBA The ReMixx), 8386 State Road 76 Suite B, Neenah WI 54956; Agent: Michelle A. Baumann
- d. KBN LLC (DBA Willie Beamons), 2590 County Road II, Neenah WI 54956; Agent: Brian Stedl
- e. Winagamie, Inc. (DBA Winagamie Golf Course), 3501 Winnegamie Drive, Neenah WI 54956; Agent: Matthew Burry
- f. The Woodshed Inc., (DBA The Woodshed Bar and Grill) 2895 County Road II, Neenah WI 54956; Agent: Dino O. Valeri

**Suggested Motion:**

*Motion to approve the following applications submitted for Class "B" licenses to sell fermented malt beverages, and "Class B" licenses to sell intoxicating liquors for the licensing period July 1, 2023, through June 30, 2024 subject to compliance with State Statutes and Municipal Ordinances:*

- EJ Phoenix Enterprises LLC (DBA Century Elm Supper Club), 8300 Hickory Ave, Larsen WI 54947; Agent: Elisabeth Jackson
- Ridgeway Country Club, Inc., 2913 County Road II, Neenah WI 54956; Agent: Scott A. Lemire
- Micki D's, LLC (DBA The ReMixx), 8386 State Road 76 Suite B, Neenah WI 54956; Agent: Michelle A. Baumann
- KBN LLC (DBA Willie Beamons), 2590 County Road II, Neenah WI 54956; Agent: Brian Stedl
- Winagamie, Inc. (DBA Winagamie Golf Course), 3501 Winnegamie Drive, Neenah WI 54956; Agent: Matthew Burry
- The Woodshed Inc., (DBA The Woodshed Bar and Grill) 2895 County Road II, Neenah WI 54956; Agent: Dino O. Valeri

C. The following party has submitted a renewal application for a Reserve Class "B" license to sell fermented malt beverages, and a Reserve "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023, through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Leisure Golf #1, LLC (DBA Westridge Golf Course), 8130 Golf Course Drive, Neenah WI 54956; Agent: Rory Burton

**Suggested Motion:**

*Motion to approve the application submitted by Leisure Golf #1, LLC (DBA Westridge Golf Course), for a Reserve Class "B" license to sell fermented malt beverages, and Reserve "Class B" license to sell intoxicating liquors for the licensing period July 1, 2023, through June 30, 2024 subject to compliance with State Statutes and Municipal Ordinances.*

D. The following parties have applied for a Cigarette and Tobacco Products License in and for the Town of Clayton. The application is complete and the Administration recommends approval for the period July 1, 2022 through June 30, 2023 subject to compliance with State Statutes and Municipal Ordinances.

- a. Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956  
 b. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Rd 76, Neenah, WI 54956

**Suggested Motion:**

*Motion to approve the following applications submitted for a Cigarette and Tobacco Products License for the period July 1, 2022 through June 30, 2023 subject to compliance with State Statutes and Municipal Ordinances:*

- *Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956*
- *Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Rd 76, Neenah, WI 54956*

E. The following party has an application for a Class "A" license to sell fermented malt beverages, and a "Class A" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023, through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Road 76 Unit 1, Neenah, WI 54956; Agent: Durga Tiwari

**Suggested Motion:**

*Motion to approve the application submitted by Hollandtown Minimart, LLC, (DBA Ridgeway BP), for a Class "A" license to sell fermented malt beverages, and "Class A" license to sell intoxicating liquors for the licensing period July 1, 2023 through June 30, 2024 subject to compliance with State Statutes and Municipal Ordinances.*

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

Respectfully Submitted,  
 Kelsey

## MEMORANDUM

**Business Item B**

From: Administrator/Staff  
 To: Town Board  
 Re: 2023/24 Liquor License Application for Larsen Tavern

Staff has received and reviewed the annual application for Class "B" and "Class B" alcohol licenses submitted by Stephanie J. Sweere (DBA The Larsen Tavern).

The following party has submitted renewal applications for a Class "B" license to sell fermented malt beverages, and a "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023 through June 30, 2024, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

a. Stephanie J. Sweere (DBA The Larsen Tavern), 8338 Hickory Ave, Larsen, WI 54947;  
 Agent: Stephanie J. Sweere

Please note that Larsen Tavern as of 6/2/23 still has unpaid taxes. The Clerk received on May 25, 2023, a Wholesaler's Report of Delinquent Retail License. Until these two items are resolved, Larsen Tavern is not in compliance with State Statutes and Municipal Ordinances. Per Town Ordinance 2019-002, Section 3(g) and (h), as well as Wis. Stat. 125.12(3), these delinquencies are grounds for non-renewal of the license.

The licensee has been notified via letter sent USPS on June 1, 2023, of the intent to deny renewal of the license and the reason(s) for doing so per Wis. Stat. 125.12(3) and if the Board chooses to deny renewal, the licensee will be provided with the statutorily required opportunity for a hearing.

**Suggested Motion Option 1:**

*Motion to deny renewal of the application submitted by Stephanie J. Sweere (DBA The Larsen Tavern), 8338 Hickory Ave, Larsen, WI 54947 for Class "B" licenses to sell fermented malt beverages, and "Class B" licenses to sell intoxicating liquors for the licensing period July 1, 2023 through June 30, 2024 due to the delinquent tax balance on Tax ID #006-0535-03-02 where the establishment is located, and being indebted in excess of 15 days to General Beer NE, Inc., Kaukauna, WI for beer purchases by and delivered as described by General Beer NE, Inc.*

**Suggested Motion Option 2:**

*Motion to approve renewal of the application submitted by Stephanie J. Sweere (DBA The Larsen Tavern), 8338 Hickory Ave, Larsen, WI 54947 for Class "B" licenses to sell fermented malt beverages, and "Class B" licenses to sell intoxicating liquors for the licensing period July 1, 2023 through June 30, 2024 **with the following conditions:***

- *Payment in full of delinquent tax balance on Tax ID #006-0535-03-02 where the establishment is located, no later than June 29, 2023 at noon with proof of payment provided to the Town Clerk.*

- *Payment of debts in full to General Beer NE, Inc. and notification to the Town Clerk from General Beer NE, Inc. that their account is in good standing and all balances are current no later than June 29, 2023 at noon.*

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

Respectfully Submitted,  
Kelsey

Adopted 06/30/2008  
Amended 02/19/2014  
Rescinded and Recreated 03/06/2019

license issued pursuant to this ordinance revoked within twelve months prior to application.

- c) **Location.** No Class "A", "B", or "C" license shall be granted for any premises within three hundred (300) feet of any school, hospital, or church.
- d) **Issuance for Residential Premises.** No license shall be issued to any person for the purpose of possessing, selling or offering for sale any intoxicating liquor or fermented malt beverage in any dwelling house, flat, or residential apartment.
- e) **Inspection of Application and Premises.** The Town Clerk/Treasurer shall notify the Winnebago County Sheriff's Department and Fire Department Inspector of all licenses and permit applications, and these officials shall inspect each application and premise to determine whether the applicant and the premises comply with the regulations, ordinances, and laws applicable and the applicant's fitness for the trust to be imposed. No license or permit provided for in this ordinance shall be issued without the approval of a majority of the Town Board.
- f) **Health and Sanitation.** No license shall be issued for any premises, which do not conform to the sanitary, safety, and health requirements of the State Industrial Commission and the State Board of Health, and to all such ordinances and regulations adopted by the Town.
- g) **Tax Delinquencies.** No license shall be granted for operation on any premises upon which taxes or assessments or other financial obligations to the Town are delinquent.
  - i. **Premises.** No initial or renewal alcohol beverage license shall be granted for any premises for which taxes, assessments, or other claims of the Town are delinquent.
  - ii. **Persons.** No initial or renewal alcohol license shall be granted to any person:
    - 1) Delinquent in payment of any taxes, assessments, or other charges levied by the Town.
    - 2) Delinquent in payment of a forfeiture resulting



from a violation of any ordinance in the Town.

**h) Non-Renewals.** Renewal of a license may be denied where any of the following has occurred:

- i. Providing false information on an application.
- ii. Violation of the provisions of Chapter 125 Wisconsin Statutes or Town Ordinance 5.2.
- iii. Failure to pay supplier of liquor or beer as required by Sections 125.33(7) or 125.69(4) Wisconsin Statutes.

**i) Surrender of License Due to Non-use**

- i. A licensee may hold a license until its expiration date or request approval of the Town Board to transfer the license to another qualified location in the municipality. The license may also be surrendered to the Town Clerk/Treasurer. (NOTE: An alcohol beverage license is not "tied" to a particular location. The license is issued to a particular person for a specific premise, but it is the person that holds the license not the place.)
- ii. If a licensed premise is leased or sold, the new owner or tenant may receive an available retail license for the premises, if, prior to granting the license, control of the premises can be shown by purchase or lease agreement.
- iii. An agreement between a landowner and tenant regarding the premises, is not binding on the Town Board. The Town Board decides whether licenses are granted and to whom they are granted. A landowner or previous licensee cannot force the Town Board to grant a license to the applicant of the landowner's choice or force revocation of the license at a later date.
- iv. The Town Board requires that no licensee shall close down an establishment for more than 90 days. To do so may result in a revocation or suspension of the license.

**4) Search of Licensed Premises.** It shall be a condition of any license issued that the licensed premises may be entered and

enrolled or completed a training course under§125.17(6), WI Stat.; or present a current copy of a valid operator's license issued by another Wisconsin municipality.

- f) Revocation. The provisional operator's license shall be revoked by the Town Clerk/Treasurer if it is discovered the holder of the provisional operator's license made a false statement on their application, or holder fails to complete the Responsible Beverage Server Training Course, or is in non-compliance of WI Stats.

3) **Temporary Operator's License.** The Town Clerk/Treasurer or designee may issue a temporary operator's license subject to the following conditions:

- a) A written application shall be filed with the Town Clerk giving the name, residence, age, and gender of the applicant, together with other such pertinent information as to determine whether applicant has a satisfactory background check.
- b) Fee shall be paid upon application as set in Section 9 Fee Schedule and Penalties.
- c) A temporary operator's license shall be valid for the duration of the event defined on the application and shall be issued only to holders of Temporary Class "B" license holders pursuant to Section 5.2(3)(1)(c) or to operators employed by or donating their services to not for profit organizations.
- d) No person may hold more than one temporary license per calendar year.

Section 5.) **Replacements of License.** A fee per Section 9 Fee Schedule and Penalties, reference this code section, shall be charged for a duplicate license of permit.

Section 6.) **Revocation, Suspension and Non-Renewal of Licenses.**

- 1) **Procedure.** The Town may revoke, suspend or refuse to renew any license authorized under this ordinance and Chapter 125 Wis. Stats., pursuant to the provisions of Section 125, 12 Wis. Stats.
- 2) **Repossession of License or Permit.** Whenever any license or permit under this ordinance shall be revoked or suspended by the

**3. To receiver in foreclosure action**

- a. An alcohol beverage license may be transferred to the receiver in a foreclosure action if so ordered by a court. State statutes do not provide for the automatic transfer of a license to a court-appointed receiver in the case of foreclosure.
- b. The receiver may not operate under the license in effect at the time of the foreclosure action unless permitted to do so by the court order.
- c. It is recommended that municipal clerks obtain a copy of the court order to learn what action, if any, the municipality must take regarding the alcohol beverage license.

**4. Duration of transferred license**

A transferred license, like any other license, is valid only to the expiration date of the license.

**J. License Denial, Nonrenewal, Revocation or Suspension**

**1. Refusal to grant a license: Sec. 125.12(3m)**

- a. Municipal governing bodies have broad discretion regarding whether to issue a license to a particular applicant for a particular location. The courts have held that state law does not confer upon a qualified applicant an absolute right to a license. *State ex rel. Smith v. City of Oak Creek*, 139 Wis.2d 788, 407 N.W.2d 901, 906 (1987); *Intoxicating Liquors* 914. If a governing body conducts a proper review of the application, considers public sentiment and local concerns, and has a rational basis for denial, the courts should not interfere with the municipality's decision to deny. Section 125.51(2)(e), created by 2015 Wis. Act 55, *requires* that a municipality grant and issue a "Class A" cider license to an applicant if the municipality has issued the applicant a Class "A" license for the same premise.
- b. When a governing body decides not to issue a new alcohol beverage license it must notify the applicant in writing and set forth the reasons for the denial. Sec. 125.12(3m). Valid reasons for denial of a retail license are based on concern for the public health, safety, and welfare of the community. Possible reasons for denial include: (1) adverse impact on traffic; (2) adverse impact on the peace, quiet and cleanliness of the neighborhood where the establishment is located; (3) insufficient parking for patrons; (4) proximity to other licensed establishments, residential areas, schools, churches, or hospitals; (5) ability or inability of the police to provide law enforcement services to the new establishment and the impact of the new establishment on the ability of the police to provide law enforcement services to the balance of the community at all times.

[Note: Operator's, manager's and agent licenses should be denied only for failure to meet statutory qualifications. General public policy considerations would not normally be involved in denying these types of licenses.]

- c. An applicant denied a license may:
  - Reapply for the license
  - Appeal the denial to circuit court. Wis. Stat. sec. 125.12(2)(d).

**2. Refusal to renew a license: sec. 125.12(3)**

- a. A license renewal request may be denied only for the causes specified in sec. 125.12(2)(ag) for revoking a license.
- b. Prior to the time for renewal of the license, the governing body must notify the licensee in writing of its intent to deny renewal of the license and the reason(s) for doing so.
- c. The licensee must be provided with an opportunity for a hearing.



**The League of Wisconsin Municipalities**  
**Municipal Licensing and Regulation of Alcohol Beverages**

Item B.

- d. The hearing procedure for nonrenewal is the same as that for revocation or suspension under sec. 125.12(2)(b), which is described below. A governing body's decision to not renew a license may be reviewed by the circuit court under Sec. 125.12(2)(d).
- e. The governing body may not deny an application for renewal of an existing license unless the reason for denial is included in the clerk's minutes. Sec. 125.51(1)(c)

[Note: This provision is found only in the liquor subchapter; even though no similar language is found in the beer subchapter, a reason for denial of a beer license should be shown in the minutes.]

**3. Revocation or suspension of license: Sec. 125.12(2)**

- a. A license may be suspended or revoked by a municipal governing body only if the procedure in sec. 125.12(2) is followed. To commence a revocation or suspension proceeding, a sworn written complaint must be filed with the municipal clerk by any resident of the municipality. A written but unsworn complaint is insufficient. *Park 6 LLC v. City of Racine*, 2012 WI App 123, 344 Wis. 2d 661, 824 N.W.2d 903. The complaint must allege one or more of the following about a licensee:

- That the licensee has violated ch. 125 or municipal regulations adopted pursuant to sec. 125.10. However, no violation of the law prohibiting sales to underage persons may be considered as a basis for suspending, revoking, or nonrenewing a license unless the licensee has committed another violation of the law prohibiting sales to underage persons within one year preceding the violation. In other words, a licensee is allowed one violation per year of the law prohibiting sales to underage persons without fear of having his or her license suspended, revoked or nonrenewed as a result of such a violation. Sec. 125.12(1)(b)1. & 2.

- That the licensee "keeps or maintains a disorderly or riotous, indecent or improper house."

[Note: See *City of Cudahy v. DeLuca*, 49 Wis.2d 90, 93-94 (1970) for an interpretation of the term "disorderly house."]

- That the licensee has sold or given away alcohol beverages to known habitual drunkards.
- That the licensee does not possess the qualifications required under ch. 125 to hold the license.
- That the licensee has been convicted, under either state or federal law, of manufacturing or delivering or possessing, with intent to manufacture or deliver, an illegal drug.
- That the licensee knowingly allows another person, who is on the licensed premises, to manufacture or deliver, or possess, with the intent of manufacturing or delivering, an illegal drug. Sec. 125.12(2)(ag).

- b. Upon the filing of a complaint, the governing body must issue a summons signed by the clerk and directed to any peace officer in the municipality. The governing body may require the complainant to provide security for costs before issuing the summons. Sec. 125.12(2)(ar).
- c. The summons shall command the licensee to appear before the governing body not less than three days nor more than ten days from the date of issuance and show cause why the license should not be revoked or suspended.
- d. The summons and copy of the complaint shall be served on the licensee at least three days before the licensee is commanded to appear.
- e. If the licensee does not appear, the allegations of the complaint shall be accepted as true and if found sufficient by the governing body, the license shall be revoked. The municipal clerk shall give written notice of the revocation to the person whose license has been revoked. Sec. 125.12(2)(b).

- f. If the licensee appears and denies the complaint, both the licensee and the complainant may be represented by counsel and produce and cross-examine witnesses. If the hearing is held before the governing body and the complaint is found to be true, the license shall be suspended for not less than 10 days nor more than 90 days or revoked. If a complaint under Wis. Stat. sec. 125.12(4)(ag)4. stating that the licensee does not possess the qualifications required under ch. 125 to hold the license is found to be true with respect to a license issued pursuant to the quota exemptions under sec. 125.51(4)(v), the license must be revoked. Sec. 125.12(2)(b)2.
- g. If the hearing is held before a duly authorized committee of a city council, the committee shall submit a report to the city council including its findings, conclusions of law, and a recommendation about what action the council should take.
- h. The committee shall provide a report to the complainant and the licensee who may file an objection to the report and present arguments to the council supporting the objection.
- i. If the city council after consideration of the committee's report and arguments by the licensee or complainant finds the complaint to be true, the license shall be suspended for not less than 10 days nor more than 90 days or revoked if there is no objection to a report recommending suspension or revocation.
- j. The municipal clerk must give notice to the person whose license has been suspended or revoked.
- k. If the governing body finds the complaint untrue, the proceedings shall be dismissed without cost to the licensee. If the complaint is found to be malicious and without probable cause, the complainant must pay the costs.
- l. If a license is revoked, no other alcohol beverage license may be granted to that person within 12 months of the date of revocation. No part of the license fee may be recovered. Sec. 125.12(2)(c).
- m. The action of any governing body in granting, failing to grant, renewing or failing to renew, suspending or revoking any license, or failing to revoke or suspend any license for good cause may be reviewed by the circuit court. Sec. 125.12(2)(d).

#### 4. Notifying the Department

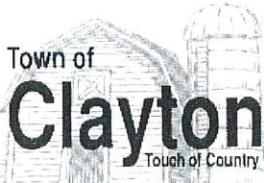
The clerk of the municipality must notify the Department within 10 days after the revocation or suspension of a retail license, and specify the name of the licensee, the address of the premises, and the penalty imposed. Sec. 125.13.

### K. Multiple Retail Licenses and Interest Restrictions

#### 1. No restriction on number of licenses

#### 2. Acceptable license combinations

- a. Class B beer and liquor license/permit. Sec. 125.51(3)(f).
- b. Hotels only, for the same or connecting premises: "Class A" liquor and Class "B" beer, "Class B" liquor or "Class C" wine license. Sec. 125.51(8); Sec. 125.02(7).
- c. Class A beer and liquor.  
  
[Note: Combination c. is allowed because it is not prohibited; see numbers 4 and 5 below for prohibitions.]
- d. Class "B" beer and "Class C" wine.



Larsen Tavern

8348 County Road T  
Larsen, WI 54947

### Attachment A

#### REQUIREMENTS FOR ISSUANCE OF LIQUOR AND/OR TOBACCO LICENSE(S)

- Application form **AT-115** for renewal applications or form **AT-106** for new applicants
- Auxiliary Questionnaire form **AT-103**
  - One form must be submitted for each officer/member listed on the AT-106 and/or AT-115
  - Complete the top sections and questions 1-6
  - Each officer/member listed on the AT-106 and/or AT-115 needs to provide a copy of their valid Driver's License for background checks
- ~~NA~~  Schedule for Appointment of Agent form **AT-104**—required for Corporations and LLCs
- Copy of valid Wisconsin Seller's Permit Certificate – License cannot be issued if applicant is unable to provide the Seller's Permit
- Proof of Completing the Responsible Beverage Course within the past 2 years
- Copy of a Valid Federal Identification Number (FEIN).
- ~~NA~~  Cigarette License Application Form **CTP-200**, if applicable.
- Evidence of Control of Premises, Ownership, or a copy of a Lease Agreement or Land Contract.
- A Current Fire Inspection Certification free of any violation(s)
- Payment of Applicable Fees
- Real Estate Taxes Paid to date with no delinquencies\*
- Personal Property Taxes Paid to date with no delinquencies\* *pd 5/10/23*

\*The Town Board will **not** renew licensees with delinquent taxes as set forth in the Town of Clayton Ordinance 2014-001.

*background check done*



# Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: \_\_\_\_\_ ending: \_\_\_\_\_  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the:  Town of } Clayton  
 Village of }  
 City of }

County of Winnebago Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one:  Individual  Limited Liability Company  
 Partnership  Corporation/Nonprofit Organization

Complete A or B. All must complete C.

## A. Individual or Partnership:

Full Name (Last) <u>Sweere</u>	(First) <u>Stephanic</u>	(Middle Name) <u>Jean</u>	Home Address (Street, City or Post Office, & Zip Code) <u>7991 Pleasant Valley Rd, Larsen 54947</u>
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

## B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
---	--

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
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## All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

## C. Business Information

- Trade Name The Larsen Tavern Business Phone Number 920-585-2462
- Address of Premises 8338 County Rd T, Larsen Post Office & Zip Code 54947
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... Yes  No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1st floor front of building Est 2,000 sq ft., front parking lot and Northside grass area

Applicant's Wisconsin Seller's Permit Number <u>456-1027083399-05</u>		Item B.
FEIN Number <u>47-1729726</u>		
TYPE OF LICENSE REQUESTED	FEE	CL# 5263 8575.00 1000 20.146
<input type="checkbox"/> Class A beer	\$	
<input checked="" type="checkbox"/> Class B beer	\$ <u>100-</u>	
<input type="checkbox"/> Class C wine	\$	
<input type="checkbox"/> Class A liquor	\$	
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A	
<input checked="" type="checkbox"/> Class B liquor	\$ <u>400-</u>	
<input type="checkbox"/> Reserve Class B liquor	\$	
<input type="checkbox"/> Class B (wine only) winery	\$	
Publication fee	\$ <u>75-</u>	
<b>TOTAL FEE</b>	<b>\$ <u>575.00</u></b>	





5. Legal description (omit if street address is given on previous page): 2000 West 1000 2nd Street, David
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** . . . . .  Yes  No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** . . . . .  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** . . . . .  Yes  No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** . . . . .  Yes  No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? . . . . .  Yes  No  
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? . . . . .  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? . . . . .  Yes  No
12. Does the applicant owe municipal property taxes, assessments, or other fees? . . . . .  Yes  No  
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <u>Sweere Stephanie J</u>	Title / Member <u>owner</u>	Date <u>5-10-23</u>
Signature <u>Steph A Sweere</u>	Phone Number <u>920-585-2462</u>	Email Address <u>StephanicSweere5@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>5/10/23</u>	Date reported to council / board	Date license granted
License number issued <u>BLB-2023-03</u>	Date license issued	Signature of Clerk / Deputy Clerk





# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Sweere		Stephanie		Jean	
Home Address (street/route)		Post Office	City	State	Zip Code
7991 Pleasant Valley Rd		Larsen	Larsen	WI	54947
Home Phone Number			Age	Date of Birth	Place of Birth
920-585-2462			33	8-20-89	Neenah

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
  - A member of a partnership which is making application for an alcohol beverage license.
  - \_\_\_\_\_ of \_\_\_\_\_  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

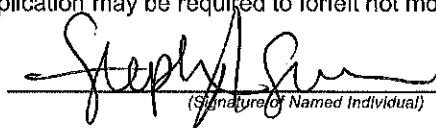
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 33
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)  
OWI March 2014 1st offense loss of license for 7mo / Fine
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Salon Aura	928 S Green Bay Rd, Neenah	Nov. 2022	Present
Employer's Name	Employer's Address	Employed From	To
Larsen Tavern	8368 County Rd T	Sept. 2009	Present

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
(Signature of Named Individual)



USA NOT FOR FEDERAL PURPOSES

**WISCONSIN** CLASS D

DRIVER LICENSE REGULAR

1 SWEERE  
2 STEPHANIE JEAN SWEERE  
8 7991 PLEASANT VALLEY RD  
LARSEN, WI 54947



15 SEX F 16 HGT 5'-02" 17 WGT 145 lb 18 EYES BRO 19 HAIR BRO

3 DOB 08/20/1989 4b EXP 08/20/2024 5 DD 07AUW20M05281644051C

9a END NONE

AUG 89

Signature: *Stephanie A. Sweere*



POSITION





WISCONSIN DEPARTMENT OF REVENUE  
 PO BOX 8902  
 MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
 MADISON, WI 53708-8902  
 ph: 608-266-2776 fax: 608-264-6884  
 email: DORBusinessTax@wisconsin.gov  
 website: revenue.wi.gov

Item B.

Letter ID L0693801488

STEPHANIE J SWEERE  
 7991 PLEASANT VALLEY RD  
 LARSEN WI 54947-9603

**Wisconsin Department of Revenue Seller's Permit**

**Legal/real name:** STEPHANIE J SWEERE  
**Business name:** LARSEN TAVERN  
 7991 PLEASANT VALLEY RD  
 LARSEN WI 54947-9603

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1027083399-03



# QuickBooks E-Filing Confirmation

---

**Company Name:** Larsen Tavern - Stephanie Sweere

**EIN:** 47-1729726

**Submitted on:** 10/26/2021

**Form:** Federal Form 941 (Reporting Agents)

**QB Tracking #:** 55647074214

**Agency/Recipient:** United States Treasury

**Period:** 7/1/2021 - 9/30/2021





# Lease Agreement

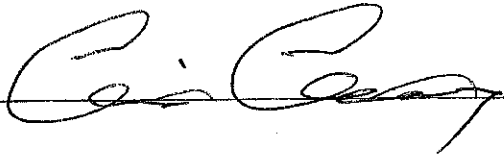
The parties , Chris Clauson , Lessor . And Stephanie Clauson Lessee agree as follows.

1. That the Tavern located at 8338 cty hwy T in Larsen , Wisconsin . In the Town of Clayton . Is agreed to be leased for a period of 2 years 6 months.

2. That the Lessee Stephanie ~~Clauson~~ <sup>Sweere</sup> . is to pay rent in the sum of \$1,400.00 Per month Starting on the 6<sup>th</sup> of January , ~~2013~~ <sup>2014</sup> . Then due on the 1<sup>st</sup> Of each month following.

4. Outside maintenance of the outside of the building is to be done by the lessee .

5. Both parties agree that this lease can be terminated with out cause. With 6 month written notice.

  
\_\_\_\_\_

Lessor

Lessee  5-10-23

WISCO





# FIRE INSPECTION REPORT CORRECTION ORDER



8338 Cty Rd T  
LOCATION (Legal address of building)  
5-19-2023  
INSPECTION DATE  
OCCUPANCY TYPE  
Violations marked or listed below for corrective action

Larsen Tavern / Stephanie Clausen  
NAME (Business owner / occupant / building owner / owner's representative)  
8338 Cty Rd T  
MAILING ADDRESS  
Larsen  
CITY  
WI  
STATE  
54947  
ZIP CODE

COMPLIANCE DATE  
\* §101.14 Wisconsin Statutes constitutes every Fire Chief a deputy of the Wisconsin Department of Safety & Professional Services, and requires the chief or appointed inspectors to make inspections periodically for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violation of any law or local ordinance relating to fire hazards or prevention of fires per SPS 314 and NFPA 1

<p><b>EXTERIOR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire lanes marked/unobstructed 18.2.3.5.1</li> <li><input type="checkbox"/> Address visible from roadway 10.12.1.1</li> <li><input type="checkbox"/> Fire Hydrant(s) accessible 18.5.2</li> <li><input type="checkbox"/> Fire Hydrant clear space 38" 18.5.3</li> <li><input type="checkbox"/> Combustible accumulation 10.19.1, 19.2</li> <li><input type="checkbox"/> Gas meter/piping protected 11.4.2, 60.5.1.9</li> <li><input type="checkbox"/> FD connections visible/condition caps/OK, Post Indicator Valve/OK 13.1.3, 13.1.4</li> <li><input type="checkbox"/> Lock box/Current keys 18.2.2.1</li> <li><input type="checkbox"/> Exits clear 14.4.1</li> </ul> <p><b>EXIT FEATURES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exits, aisles &amp; corridors free of obstructions 14.4.1</li> <li><input type="checkbox"/> Exit hardware proper/operational 14.5.3.4.1</li> <li><input type="checkbox"/> Exit signs present/operational 14.14.1.5.1</li> <li><input type="checkbox"/> Exit corridors/stairways protected 14.2</li> <li><input type="checkbox"/> Emergency lighting present &amp; operational 14.13.1.1</li> <li><input type="checkbox"/> Occupant load posted/maintained 20.1.1.10.3.1</li> </ul> <p><b>BUILDING FEATURES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire separations properly maintained 6.1, 14.4.1, 12.7.2.1</li> <li><input type="checkbox"/> Structural elements properly maintained 10.1.4.1</li> <li><input type="checkbox"/> Rated fire doors operational 12.4, 12.4.6</li> <li style="padding-left: 20px;">Last Test date: _____</li> <li><input type="checkbox"/> Vertical openings properly maintained 4.4.6, 12.4.6.8.1</li> <li><input type="checkbox"/> Interior finish proper 12.5.3, 12.6</li> </ul> <p><b>STORAGE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storage neat/orderly 10.16, 34.4, 60.4</li> <li><input type="checkbox"/> Combustibles in boiler/mechanical rooms 10.19.5.1</li> <li><input type="checkbox"/> Combustibles under unprotected stairways 10.19.1, 10.19.6</li> <li><input type="checkbox"/> Storage 2' below ceiling (no sprinklers) 10.19.3.1</li> <li><input type="checkbox"/> 18" below sprinkler heads 10.19.3.2</li> </ul>	<p><b>STORAGE (continued)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aisle width maintained 34.7.3.3.1, 34.7.3.3.2</li> <li><input type="checkbox"/> City rage, properly stored/disposed 16.2.2.3</li> <li><input type="checkbox"/> Combustible waste material properly stored 19.1.2, 19.1.3</li> </ul> <p><b>FLAMMABLE/COMBUSTIBLE LIQUIDS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proper storage/dispensing 66.18</li> <li><input type="checkbox"/> No sources of ignition 66.5.5.4.1</li> <li><input type="checkbox"/> Adequate ventilation 66.9.14</li> <li><input type="checkbox"/> Proper electrical equipment/wiring 66.7.3.1</li> </ul> <p><b>UTILITY, MECHANICAL, HVAC EQUIPMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adequate clearances from appliances 34.4.2.4</li> <li><input type="checkbox"/> Clean ducts &amp; filters 4.5.8</li> </ul> <p><b>FIRE EXTINGUISHERS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Readily accessible/suitable location 13.6.8.1.3.1, 13.6.8.1.3.2</li> <li><input type="checkbox"/> Proper type 13.6.7.1, 13.6.8.1.1</li> <li><input type="checkbox"/> Routine inspection &amp; labelling 13.6.9.2.12</li> <li><input type="checkbox"/> Visible, no obstruction 13.6.8.1.3.3.1</li> <li><input type="checkbox"/> Properly serviced / maintained 13.6.9.1.1</li> <li style="padding-left: 20px;">Last Service Date: 2023</li> </ul> <p><b>HAZARDOUS MATERIALS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proper quantities 60.1.3.1</li> <li><input type="checkbox"/> Proper storage/dispensing 60.4.1.1, 60.5.1.4.2.2</li> <li><input type="checkbox"/> Proper separation/compatibility 60.6.1.12.1</li> <li><input type="checkbox"/> Marking/identification system (NFPA 704) 60.5.1.8.2</li> <li><input type="checkbox"/> Compressed gas cylinders secured 63.3.1.8.4</li> </ul> <p><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No smoking ss.101.123</li> </ul> <p><b>SPRINKLER SYSTEMS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Controls readily accessible 13.7.1.4.13</li> <li><input type="checkbox"/> Valves locked, open, or supervised 13.4.3.1</li> </ul>	<p><b>SPRINKLER SYSTEMS (continued)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Properly serviced &amp; maintained 13.3.3.1</li> <li><input type="checkbox"/> Heads in good condition 13.3.3.5.1.8</li> <li><input type="checkbox"/> Wrench/spare heads present 13.3.3.5.1</li> <li><input type="checkbox"/> Central station monitoring provided 13.3.1.7.1</li> <li style="padding-left: 20px;">Last Date inspected, tested: _____</li> </ul> <p><b>FIRE ALARM EQUIPMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Smoke/Heat detectors properly maintained 13.7.1.2</li> <li><input type="checkbox"/> Pull stations properly maintained 13.7.1.4.8.3</li> <li><input type="checkbox"/> Alarm equipment serviced/maintained 13.7.4.4.1</li> <li><input type="checkbox"/> Tests/drills conducted 13.7.1.4.3, 13.7.3.1.1.2</li> <li style="padding-left: 20px;">Date inspected, tested: _____</li> <li><input type="checkbox"/> Carbon monoxide alarms (R occupancies) ss. 101.149</li> </ul> <p><b>OTHER FIRE PROTECTION EQUIPMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Standpipe/hose condition good 13.2.3.1</li> <li><input type="checkbox"/> Hood extinguishing system-fuel shutoff present 50.4.6.1</li> <li><input type="checkbox"/> Hood extinguishing system serviced 50.5.2.3</li> <li style="padding-left: 20px;">Last Date system serviced: _____</li> <li><input type="checkbox"/> Hood properly cleaned/maintained 50.5.6.1</li> <li><input type="checkbox"/> Cooking equipment maintenance 50.6.7.1</li> </ul> <p><b>ELECTRICAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Panels/appliances/fixtures in good condition 11.1.1</li> <li><input type="checkbox"/> Clear access to electrical panel 11.1.9.2</li> <li><input type="checkbox"/> Covers present, condition good 11.1.10</li> <li><input type="checkbox"/> Overcurrent protection present 11.1.3</li> <li><input type="checkbox"/> Proper use of wiring, connections &amp; equipment 11.1.2</li> <li><input type="checkbox"/> Extension cords used properly, condition good 11.1.7.6</li> <li><input type="checkbox"/> Power strips, taps, listed &amp; in good condition 11.1.6.1</li> <li><input type="checkbox"/> Photovoltaic system shut-off present, marked 11.12.2.1.1</li> <li><input type="checkbox"/> Elevator access, operation &amp; testing 11.3.4, 11.3.4.2</li> <li style="padding-left: 20px;">Last Test Date: _____</li> </ul>
--	--	--

**Correction order:** Pursuant to section 101.14 Wis. Stats. you are hereby ordered to correct the items marked or listed by the compliance date.  
**Right to Appeal:** An appeal to any orders must be submitted in writing within 10 days of the date of the order to:  
**Petition for Variance:** The department may grant a variance to a provision of ch. SPS 314 Wis Admin Code in accordance with ch. SPS 303.

No violations observed during this inspection.  Violations observed during this inspection were corrected while inspector on site.

A COPY OF THIS NOTICE WILL BE KEPT ON FILE IN THE OFFICE OF THE FIRE INSPECTOR FOR FURTHER ACTION  
Personal Information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Scott Rieckmann Clayton Fire Rescue  
INSPECTING OFFICER/FIRE DEPARTMENT





**GENERAL BEER NORTHEAST, INC.**

**1825 ROSEHILL ROAD**

**KAUKAUNA, WISCONSIN 54130-1360**

**PHONE (920) 462-0330**

**1-800-731-5541**

### Wholesaler's Report of Delinquent Retail License

To the Authority of:

Winnebago County of Larsen, WI

This Is To Certify That Stephanie Clavson a Licensed Beer

Retailer Doing Business As: Larsen Tavern

Located At: 8338 Cty Rd T Larsen WI 54947

Is indebted in excess of 15 days to General Beer NE, Inc., Kaukauna, WI for beer purchases by and delivered to him/her on the dates and in the amounts as shown by the attached statement.

The accuracy of the attached report is verified by Marie Shilt, whose signature appears below.

Please withhold the Class B License of the enclosed debtor until the debtor has remitted in full.

Wholesaler's Verification:

I declare under penalties of law that I have examined the record maintained in the normal course of business as wholesaler of intoxication beers and that each of the invoices listed above is unpaid as of: May 23, 2022.

*Marie Shilt*

Marie Shilt

Office Manager

General Beer Northeast, Inc.

920-759-4051

GENERAL BEER DIST-NE

1825 ROSEHILL ROAD  
KAUKAUNA WI 54130-1360  
920)462-0330

\*\*\* BILLING STATEMENT \*\*\*

ACCOUNT BILLING DATE LICENSE GROUP SALESMEN  
41258 5/23/23 E-MAIL X 456

CLAUSON, STEPHANIE  
LARSEN TAVERN  
8338 CTY RD T  
LARSEN WI 54947

DATE	TYPE	AMOUNT	CREDIT	BALANCE
4/06/23	INVOICE #	459630	60.65	60.65
4/06/23	INVOICE #	459632	125.60	186.25
4/20/23	INVOICE #	469404	121.95	308.20
4/20/23	INVOICE #	469405	195.20	503.40
4/27/23	INVOICE #	473970	176.80	680.20
5/04/23	INVOICE #	479480	210.35	890.55
5/18/23	INVOICE #	488979	226.85	1117.40

\*\*\* PLEASE PAY THIS AMOUNT \*\*\* 1117.40

AGEING: OVER 46 31- 45 16- 30 0- 15  
186.25 317.15 387.15 226.85

Check all invoices being paid

- \_\_\_\_\_ 459630
- \_\_\_\_\_ 459632
- \_\_\_\_\_ 469404
- \_\_\_\_\_ 469405
- \_\_\_\_\_ 473970
- \_\_\_\_\_ 479480
- \_\_\_\_\_ 488979
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Amount of Remittance

Item B.

# Winnebago County

Owner (s):  
**CLAUSON, CHRISTOPHER R**

Location:  
**SW-NW,Sect. 20, T20N,R16E**

Mailing Address:  
**CHRISTOPHER R CLAUSON  
PO BOX 55  
LARSEN, WI 54947-0055**

School District:  
**6608 - WINNECONNE SCHOOL DIST**

Tax Parcel ID Number:Tax District: Status:  
**05350302 006-TOWN OF CLAYTON Active**

Alternate Tax Parcel Number:Government Owned:Acres:  
**1.0800**

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):  
**PT SW NW DESC AS LOT 2 OF CSM-7588 1.08 A.**

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)  
**8338 HICKORY AVE LARSEN, WI 54947**

## Taxes

1 Lottery credit claimed effective 1/1/2020

### Tax History

\* Click on a Tax Year for detailed payment information.

Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
2022		\$3,576.83	\$2,307.69	\$1,269.14	\$50.77	\$0.00	\$0.00	\$1,319.91
2021		\$5,102.47	\$5,102.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>								<b>\$1,319.91</b>

*If taxes are 3 years or more delinquent, please contact the Treasurer's office for additional fees due. (920) 232-3420.*

*NOTE: Current year tax bills may not be processed by the county.*

Interest and penalty on delinquent taxes are calculated to **May 31, 2023.**

**Assessments**

**Districts**

**Documents**

**Notes**

**Parcel History**

**Sales History**





TOWN OF CLAYTON  
8348 COUNTY RD T  
LARSEN WI 54947

WINNEBAGO COUNTY - STATE OF WISCONSIN  
PROPERTY TAX BILL FOR 2022  
REAL ESTATE

Item B.

CLAUSON, CHRISTOPHER R



Parcel Number: 006 05350302  
Bill Number: 480657

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

480657/006 05350302  
CHRISTOPHER R CLAUSON  
PO BOX 55  
LARSEN WI 54947-0055

**Location of Property/Legal Description**  
8338 HICKORY AVE  
Sec. 20, T20N, R16E  
PT SW NW DESC AS LOT 2 OF CSM-7588 1.08 A.  
1.080 ACRES

Please inform treasurer of address changes.

Drainage District Notification: No Assessment

ASSESSED VALUE LAND 27,300	ASSESSED VALUE IMPROVEMENTS 100,900	TOTAL ASSESSED VALUE 128,200	AVERAGE ASSMT. RATIO 0.882543888	NET ASSESSED VALUE RATE 0.01787837 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 2065.47	
ESTIMATED FAIR MARKET VALUE LAND 30,900	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 114,300	TOTAL ESTIMATED FAIR MARKET VALUE 145,200	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 163.72	Drain Ditch 13.50	Garbage & Refuse 230.00
					Delq Sewer Chg 933.69	Delq Sewer Chg-Int 10.00
					Stormwater Mangmt 324.17	Utility
TAXING JURISDICTION		2021 EST. STATE AIDS ALLOCATED TAX DIST.	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2021 NET TAX	2022 NET TAX	% TAX CHANGE
WINNEBAGO COUNTY		190,920	196,652	643.08	644.34	0.2%
TOWN OF CLAYTON		239,152	257,649	532.83	536.27	0.6%
WINNECONNE SCHOOL		731,673	732,569	780.72	740.40	-5.2%
FOX VALLEY TECH		584,317	589,458	119.19	116.80	-2.0%
LARSEN WINCH SAN		0	0	232.88	254.21	9.2%
<b>TOTAL</b>		<b>1,746,062</b>	<b>1,776,328</b>	<b>2,308.70</b>	<b>2,292.02</b>	<b>-0.7%</b>
<b>FIRST DOLLAR CREDIT LOTTERY AND GAMING CREDIT NET PROPERTY TAX</b>				<b>-53.21</b>	<b>-52.90</b>	<b>-0.6%</b>
				<b>-188.72</b>	<b>-173.65</b>	<b>-8.0%</b>
				<b>2,066.77</b>	<b>2,065.47</b>	<b>-0.1%</b>

**TOTAL DUE: \$3,576.83**  
FOR FULL PAYMENT  
PAY BY:  
JANUARY 31, 2023

**Warning:** If not paid by due dates,  
installment option is lost and total tax is  
delinquent subject to interest and, if  
applicable, penalty.  
**Failure to pay on time. See reverse.**

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
WINNECONNE SCHOOL	154,590	203.86	2036				

PAY 1ST INSTALLMENT OF: \$2,457.83  
BY JANUARY 31, 2023

AMOUNT ENCLOSED \_\_\_\_\_

MAKE CHECK PAYABLE AND MAIL TO:

TOWN OF CLAYTON  
8348 COUNTY RD T  
LARSEN WI 54947

PIN# 006 05350302  
CLAUSON, CHRISTOPHER R  
BILL NUMBER: 480657

PAY 2ND INSTALLMENT OF: \$1,119.00  
BY JULY 31, 2023

AMOUNT ENCLOSED \_\_\_\_\_

MAKE CHECK PAYABLE AND MAIL TO:

WINNEBAGO COUNTY TREASURER  
112 OTTER AVE  
PO BOX 2806  
OSHKOSH WI 54903-2806

PIN# 006 05350302  
CLAUSON, CHRISTOPHER R  
BILL NUMBER: 480657

PAY FULL AMOUNT OF: \$3,576.83  
BY JANUARY 31, 2023

AMOUNT ENCLOSED \_\_\_\_\_

MAKE CHECK PAYABLE AND MAIL TO:

TOWN OF CLAYTON  
8348 COUNTY RD T  
LARSEN WI 54947

PIN# 006 05350302  
CLAUSON, CHRISTOPHER R  
BILL NUMBER: 480657



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



## MEMORANDUM

**Business Item F**

From: Administrator/Staff  
To: Town Board  
Re: Town Board review & consideration of the construction of a driveway for Kim Maurer on Tax ID #006-0340-02-02.

As part of the previous land sale agreement the Town entered into with Kim Maurer, it was agreed that the Town would be responsible for the construction of a new driveway as West American Drive was completed and his existing driveway off Clayton Ave was obstructed. Tax ID #006-0340-02-03 now owned by Trident Holdings LLC (previously Town-owned) has been developed, cutting off the previous driveway access, and West American Drive is nearly complete, so construction of the driveway would be appropriate at this time.

Administrator Wisnefske has obtained a quote from Robert J. Immel Excavating, Inc., which is also completing work on West American Drive & Eagle Heights Drive, for the construction of the driveway. Their estimated cost is \$6,260.00 and is included in your packet.

Should the Board agree, a motion to approve the driveway construction to be done by Immel Excavating would be in order.

**Suggested Motion:**

*Motion to approve construction of driveway access for Tax ID #006-0340-02-02 to be done by Robert J. Immel Excavating, Inc. with a cost not to exceed \$6,260.00, and authorize the Administrator to proceed as necessary.*

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

Respectfully Submitted  
Kelsey

**ROBERT J. IMMEL EXC., INC.**  
**P.O. BOX 135**  
**GREENVILLE, WI 54942**  
**PHONE (920) 757-5906**  
**FAX (920) 757-0189**

**Clayton, West American Dr. culvert access, 2023**

<i>Item No</i>	<i>Name of Item</i>	<i>Approx. Qty</i>	<i>Price per foot</i>	<i>Total Price</i>
1	culvert & driveway install	1 ls	\$6,260.00	\$6,260.00
<b>Total Cost of Bid:</b>				<b>\$6,260.00</b>

***Bid Note:***

Project for Casey Mauer driveway.

Price quote includes:

Stripping out driveway area. Hauling away fill.

Furnishing and installing an 18" culvert x 26' long. Includes 2 endwalls.

Clear stone bedding around culvert.

Road stone installed from existing driveway, to American Drive. Stone to be 12" thick.

No lawn restoration included, if any needed.

No permits included. Permits by owner.

Thank you for the opportunity to quote this project. Todd Immel

## MEMORANDUM

**Business Item G**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of proposals for the New Town Logo.

As Staff continues with the process of updating the Town Website, it has been considered to give an update to the Town Logo as well. The current design has been in use for many years, and Staff is seeking input on which, if any, of the presented options the Board prefers. Staff have already reviewed several iterations of possible logos, and have narrowed possible options to the two included in your packet. Each option includes a color and B/W option.

**Suggested Motion:**

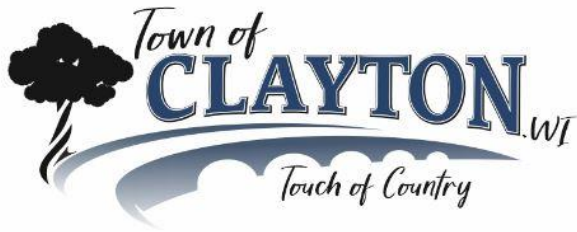
*Motion to approve use of option A/B as presented for the new Town Logo and direct Staff to begin updating all Town materials containing the old Logo with the approved Logo A/B.*

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

Respectfully Submitted  
Kelsey

OPTION A

OPTION B



## MEMORANDUM

**Business Item H**

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion of the estimates received for repair of portions of the following roads to be completed by Winnebago County Highway Department on behalf of the Town: Oakridge Road, Hillcrest Drive, Oakwood Avenue, Fairview Road.

**DISCUSSION ITEM ONLY – NO ACTION NEEDED**

Administrator Wisnefske has been working with Winnebago County Highway Department to get estimates of what the Town cost would be to have them repair some of the most damaged Town Roads. Those that Administrator Wisnefske has identified, with the agreement of Public Works Supervisor Christianson, are listed in the agenda item. Both have conducted surveys of the Town Roads.

The preliminary estimates provided by Winnebago County are included in your packet for review. As noted on the estimate sheet, the Town has already planned for these repairs in the approved and adopted 2023 Budget.

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

Respectfully Submitted

Kelsey

1. Oakridge west of T (9300')
  - a. Run a 4' wedge down outside wheel rut, both directions \$100,000
  - b. Cap center with a 12' wide crowned wedge \$62,000

\$162,000 total
2. Hillcrest
  - a. Full wedge (2250'x 20') \$40,000
  - b. Full wedge 1000' at north end, pulverize south 1200' \$24,000

\$64,000 Total
3. Oakwood
  - a. 6000' wedging (mainly center crown) with full width chipseal \$60,000
  - b. 5000' x 20' full wedge \$95,000

\$155,000 total
4. Fairview (5400')
  - a. 6' wide wedge on both outside edges \$75,000
  - b. Cap center with 10' wide crowned wedge \$28,000
  - c. Overlay in front of school (600' x 24') \$12,000

\$115,000 total

It's really difficult to estimate material quantities due to the poor cross profiles.

Estimated \$500,000 to \$525,000

We have funds set aside for these roads through the 2023 Projects Budgeted in the approved budget for Road projects.



6/02/2023 10:05 AM Reprint Check Register - Quick Report - Regular Page: 1  
ACCT

NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 5/13/2023 From Account:  
Thru: 6/02/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
30087	5/15/2023	WINNECONNE NEWS/ROGERS PRINTING #10 Envelopes w/new address	277.20
30088	5/15/2023	AT&T MOBILITY CELL PHONES 3/24 TO 4/23/23	350.74
30089	5/17/2023	AIT BUSINESS TECHNOLOGIES LLC TOC DOMAIN RENEW/MAY IT/WORKHORSEINSTALL	4,778.07
30090	5/17/2023	BASSETT MECHANICAL BOILER LEAK INSPECT/INSTALL NEW BOILER	1,083.29
30091	5/17/2023	CEDAR CORPORATION 10-76 CORRIDOR MARKETING	92.50
30092	5/17/2023	CHARTER COMMUNICATIONS INTERNET 5/8/23 THROUGH 6/7/2023	159.98
30093	5/17/2023	CINTAS CORPORATION UNIFORMS/JANITORIAL/MATS	818.15
30094	5/17/2023	CITY OF APPLETON ELECTION NOTICES/ABSENTEE VOTING	35.85
30095	5/17/2023	CONWAY SHIELD COATS & PANTS	6,186.70
30096	5/17/2023	CR FOCHS PHOTO EYE SENSORS LIGHT POLES	307.21
30097	5/17/2023	ESRI ARCGIS ONLINE CREATOR/MOBILEWORKER SUBSC	1,485.00
30098	5/17/2023	FIRE APPARATUS AND EQUIPMENT TRUCK MAINTENANCE	2,527.76
30099	5/17/2023	FOX CITIES SIGN LLC LIONS PANEL & TREE MARKERS	396.60
30100	5/17/2023	FOX VALLEY TECHNICAL COLLEGE AHA E-Cards BLS Health care Provider	64.00
30101	5/17/2023	FOX VALLEY TECHNICAL COLLEGE STATE PRACT EX FIRE OFFICER II EVERS	80.00
30102	5/17/2023	FOX WEST REGIONAL SEWERAGE COMMISSION APRIL 2023 MAINT/EQUIPMENT/DEBT/DEPR	6,774.83
30103	5/17/2023	KRUEGER TRUE VALUE NUTS AND BOLTS	13.92
30104	5/17/2023	KWIK TRIP INC APRIL GAS	423.11
30105	5/17/2023	L&S TRUCK CENTER APPLETON INC ARM AND PIVOT SHAFT ASSY	86.24

6/02/2023 10:05 AM Reprint Check Register - Quick Report - Regular Page: 2  
ACCT

NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 5/13/2023 From Account:  
Thru: 6/02/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
30106	5/17/2023	LANGE ENTERPRISES INC HICKORY AVE SIGNS/STOP SIGNS	2,190.56
30107	5/17/2023	LITTLE CHUTE ACE HARDWARE LEATHER AND ACE GRIP GLOVES	211.68
30108	5/17/2023	MCMASTER-CARR WEBBING GUIDE	22.57
30109	5/17/2023	MENARDS CONCRETE MIX/WAX BOWL RING	36.32
30110	5/17/2023	MONROE TRUCK EQUIPMENT SPINNER SHAFT/BEARING	156.84
30111	5/17/2023	N&M AUTO SUPPLY FILTERS	230.39
30112	5/17/2023	NORTHEAST ASPHALT INC CLAYTON PARK DISC GOLF	88.88
30113	5/17/2023	OSHKOSH AREA HUMANE SOCIETY STRAY DOGS/CAT	60.00
30114	5/17/2023	RHYME BUSINESS PRODUCTS SHARP COPIER LEASE PAYMENT	742.86
30115	5/17/2023	RIESTERER & SCHNELL, INC 2395842	66.48
30116	5/17/2023	STERICYCLE/SHRED-IT SHRED SERVICES	128.76
30117	5/17/2023	TEAMSTERS LOCAL UNTION 662 MAY 2023 UNION DUES	186.00
30118	5/17/2023	VILLAGE OF FOX CROSSING SERVICE EVALUATION STUDY WESTRIDGE GOLF	4,620.00
30119	5/17/2023	WI PUBLIC SERVICE STREET LIGHTING	292.15
30120	5/17/2023	WI PUBLIC SERVICE STREET LIGHTING	624.09
30121	5/17/2023	WI PUBLIC SERVICE GENERATOR 4/6 TO 5/8/23	22.51
30122	5/17/2023	WI PUBLIC SERVICE MUNICIPAL ELECTRIC & GAS 4/6 TO 5/8/23	859.50
30123	5/17/2023	WI PUBLIC SERVICE PUBLIC WORKS GAS AND ELECTRIC	632.20
30124	5/17/2023	WI PUBLIC SERVICE CLAYTON PARK	58.13

NICOLET NATIONAL BANK (POOLED) ALL Checks

Posted From: 5/13/2023 From Account:  
Thru: 6/02/2023 Thru Account:

Check Nbr	Check Date	Payee	Amount
30125	5/17/2023	WM CORPORATE SERVICES INC APRIL GARBAGE/RECYCLING SERVICES	25,979.68
Grand Total			63,150.75