



# BOARD OF SUPERVISORS MEETING

Wednesday, January 03, 2024 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, December 20, 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 meeting materials for the January 3, 2024 Fox West Regional Sewerage Commission 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 - Megan Watermolen

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of Change Order #23-13 for the Deer Trail Estates Drainage project for an increase to the contract in the amount of \$9,750.00.
- B. Discussion/Action: Town Board review & consideration of Application for Payment #1 submitted by Highway Landscapers Inc. in the amount of \$177,781.66.

- C. Discussion/Action: Town Board review & consideration of payment for Fox Crossing Invoice #15038 for County Rd II Sewer & Water Extension in the amount of \$598,845.27.
- D. Discussion/Action: Town Board review & consideration of hiring Jeffrey Bruette for an open Public Works Laborer position at a wage of \$23.20 per hour with a start date of January 2, 2024.

### **UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 17; Feb 7 & 21; March 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 10; Feb 14; March 13

### **BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

Respectfully submitted,

Russell D. Geise  
Town Chairperson

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

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

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

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



# BOARD OF SUPERVISORS MEETING

Wednesday, December 20, 2023 at 6:30 PM

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

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## MINUTES

**CALL TO ORDER** - Chair Geise called the meeting to order at 6:30 pm

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

### PRESENT

Town Chair Geise  
 Supervisor Lettau  
 Supervisor Grundman  
 Supervisor Christianson  
 Supervisor Reif

### STAFF

Administrator Wisnefske  
 Clerk Faust-Kubale  
 Treasurer Zolp  
 Attorney LaFrombois - arrived 6:35 pm  
 Engineer Warner

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 6, 2023 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, December 6, 2023 Town Board Meeting.

**Motion carried by unanimous voice vote.**

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

### CORRESPONDENCE

- A. Distribution of the November 2023 Building Inspection Report
- B. Distribution of the November 2023 Winnebago County Tonnage Report
- C. Distribution of the Meeting Agenda for the January 4, 2024 Wisconsin Towns Association Winnebago County Unit Meeting.

### 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 &amp; Supervisor Reports

**OPERATOR LICENSES ISSUED BY THE TOWN CLERK**

- A. New - Joshua Anthony

**BUSINESS REFERRED BY THE PLAN COMMISSION**

- A. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Utschig Inc on behalf of Last Time Realty LLC for a proposed heavy vehicle sales and rental development located adjacent to the west of 2615 West American Dr, specifically described as Tax ID #006-0341-02.

**MOTION**

**Motion made** by unanimous consent to approve the Conditional Use Application submitted by Utschig Inc. on behalf of Last Time Realty LLC with all Plan Commission & Staff Recommendations and Conditions.

**Motion carried by unanimous voice vote.**

- B. Plan Commission Recommendation: Motion to approve a Site Plan Application submitted by Utschig Inc on behalf of Last Time Realty LLC for a proposed heavy vehicle sales and rental development located adjacent to the west of 2615 West American Dr, specifically described as Tax ID #006-0341-02.

**MOTION**

**Motion made** by unanimous consent to approve the Site Plan Application submitted by Utschig Inc. on behalf of Last Time Realty LLC with all Plan Commission & Staff Recommendations and Conditions.

**Motion carried by unanimous voice vote.**

- C. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Brandon Flees for a proposed retention pond residential accessory use located at 8375 Whispering Meadows Dr, specifically described as Tax ID #006-0566-04-09.

**MOTION**

**Motion made** by unanimous consent to approve the Conditional Use Application submitted by Brandon Flees with all Plan Commission & Staff Recommendations and Conditions.

**Motion carried by unanimous voice vote.**

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of Resolution 2023-010 A Resolution Creating a Statutorily Required List of Appointed Election Inspectors for the 2024-2025 Election Cycle.

**MOTION**

**Motion made** by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2023-010 Creating a Statutorily Required List of Appointed

Election Inspectors for CY 2024 and CY 2025 election cycle and the listed names on Exhibit A as presented.

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

**Motion carried 5-0.**

- B. Discussion/Action: Town Board review & consideration of Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place.

**MOTION**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place as presented and direct Staff to post & publish as required.

**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 Change Order #8 for Phase I Water Distribution Booster Pump Facility for an increase in the Contract in the amount of \$25,310.00.

**NO ACTION TAKEN - DISCUSSION ONLY**

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 3 & 17; Feb 7 & 21; March 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 10; Feb 14; March 13

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 6:58 pm.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item A.



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

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

December 27, 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 Rossmeissl  
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, January 3, 2024 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 A.



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## **AGENDA** **For REGULAR MEETING** **Wednesday January 3, 2024** **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 & Closed Session (12/06/2023)  
●

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

#### Discussion/Action

**PRESIDENT'S REPORT:** ●

**MANAGER'S REPORT:** ● Review/Approve Monthly Operational Summary  
●

**ENGINEER'S REPORT:** ●

**OLD BUSINESS:** ●

**NEW BUSINESS:** ●

**ADJOURNMENT:**

# FOX WEST REGIONAL SEWERAGE COMMISSION

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December 27, 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 Rossmeissl  
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Respectfully submitted,

**FOX WEST REGIONAL S.C.**

Melissa Starr  
Accounting Clerk



# FOX WEST REGIONAL SEWERAGE COMMISSION

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## **AGENDA** **For REGULAR MEETING** **Wednesday January 3, 2024** **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 & Closed Session (12/06/2023)  
•

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

**PRESIDENT'S REPORT:**       • Discussion/Action

**MANAGER'S REPORT:**       • Review/Approve Monthly Operational Summary  
•

**ENGINEER'S REPORT:**       •

**OLD BUSINESS:**           •

**NEW BUSINESS:**           •

**ADJOURNMENT:**

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item A.



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## REGULAR MEETING MINUTES

December 6, 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:**

Dale Youngquist

Ron Wolff Jr.

Mark Strobel

Mike Van Dyke

Greg Ziegler

Brandon Kaufman (MCO)

Jason Van Eperen

Beth English

Melissa Starr (MCO)

Guests: Chad Olsen (McMahon), Keith Curran (Greenville).

President Youngquist had another engagement and needed to leave the meeting early, so the order of the agenda was adjusted to allow the items listed under Manager's Report and Closed Session to be discussed first.

### **APPROVAL OF AGENDA:**

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

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

#### **Property & Liability Insurance Renewal for 2024**

Manager Kaufman reported the premium for 2024 went down due to a retiring commission employee, which also reduced general liability cost. Most of the coverage remained close in cost, but the overall premium went down. After discussion, a motion was made by Mike Van Dyke to approve the Property & Liability Insurance renewal for 2024 for \$66,374 as submitted, second by Greg Ziegler. *Motion Carried.*

#### **MCO Contract Increase**

Manager Kaufman discussed the proposed contract increase for 2024 services; the overall contract increase requested is 27.85% due to the cost of replacing a retiring commission employee with an MCO employee. The proposed 2024 contract figures are based upon 4.5 employees and include health and liability insurance coverage. When the Fox West Regional Sewerage Commission budget was prepared in August, the estimate used for the budget included the additional MCO employee. The new employee will start in January 2024 to allow overlap for training before the retirement. After discussion a motion was made by Mike Van Dyke to accept the contract increase to \$721,622.97, as proposed by MCO, second by Greg Ziegler. *Motion Carried.*

### **Resolution 287-12 Septage Rates**

Manager Kaufman explained how the septage rates are charged to users as well as waste haulers. There is a minor increase to the holding and septic rates for 2024 based on actual treatment costs. If approved, notices will be sent to all users and haulers to let them know the new rates are effective January 1, 2024. Manager Kaufman shared that he reviewed the rates of other facilities and ours are very reasonable in comparison. After discussion a motion was made by Mike Van Dyke to approve the amended holding and septic tank rates for Resolution 287-12 Septage Disposal Program Rules and Regulations, second by Greg Ziegler. *Motion Carried.*

### **Resolution 313-23 to Establish a Process for Public Records Requests**

Manager Kaufman shared a request for information that was received from a Greenville resident regarding land application of biosolids for the last ten years. He was unable to locate a process for public records requests, and therefore is requesting the Commission to approve Resolution 313-23 to establish a process for public records requests. After discussion, motion was made by Mike Van Dyke to approve the Resolution #313-23 as presented; second by Greg Ziegler. *Motion Carried unanimously on a roll call vote.*

### **CLOSED SESSION:**

Motion was made by Mike Van Dyke to convene into Closed Session pursuant to Section 19.85(1)(c) Wisconsin Statutes (wage adjustment), seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.* Meeting went into closed session at 4:12 PM.

Motion made by Mike Van Dyke to adjourn the Closed Session and reconvene into Regular Open Session, seconded by Greg Ziegler. *Motion Carried unanimously.* Meeting reconvened into Open Session at 4:18 PM.

### **NEW BUSINESS**

#### **2024 Wage Adjustment**

Commissioners discussed 2024 wage adjustments; After discussion, motion made by Greg Ziegler to approve a 3.0% employee wage increase effective starting 1/01/2024, seconded by Mike Van Dyke. *Motion Carried.*

President Youngquist excused himself and Vice-President Mike Van Dyke took over the meeting proceedings.

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

#### **Minutes**

A motion was made by Greg Ziegler to approve the Minutes of the Regular Meeting held on November 1, 2023; second by Beth English. *Motion Carried.*

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

#### **Voucher List**

Accounting Clerk Starr handed out an amended voucher list and explained that there were several invoices received after packets had been sent which needed to be paid before the next meeting. Vice-President Van Dyke asked if there were any questions or concerns with the amended Voucher List. Hearing none, a motion was made by Greg Ziegler to approve the Voucher List as amended; second by Beth English. *Motion Carried.*

### **Bank & Budget Statements**

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

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

No items to report

### **Operational Summary**

Manager Kaufman discussed his written report; additional details were provided on: Speedy Clean will be at FWRSC to perform clean out of the SNDR#2 digester around December 11<sup>th</sup>. The plant is currently operating with this unit offline; Fire extinguisher inspections were performed by Cintas on 11/20/23. They found that seven units were due for maintenance replacement. Every six years they must be removed from service and recharged; Manager Kaufman and Chad Olsen met with ICS Group/Kusters Water to discuss their option for a center flow band screen. Chad Olsen stated the main thing with fine screens is they discharge to conveyors which are a bottleneck to the overall process. They are looking for options to transport the solids to the upper level where the dumpster is located to reduce/eliminate the bottleneck. Commissioner Ziegler congratulated Manager Kaufman on once again meeting DNR permit limits. After discussion a motion was made by Greg Ziegler to approve the Operational Summary; second by Ron Wolff. *Motion Carried.*

### **2024 Event Calendar**

Commissioners reviewed the 2024 Event Calendar.

### **ADJOURNMENT**

A motion was made by Greg Ziegler to adjourn the meeting, second by Jason Van Eperen. *Motion Carried.*

Meeting adjourned at 4:27 pm.

### **ATTEST**

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Greg Ziegler, Secretary

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Melissa Starr, Accounting Clerk

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item A.



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Phone (920) 739-7921  
Fax (920) 739-1343  
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## CLOSED SESSION MINUTES

December 6, 2023

Notice of the Closed Session 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.

Motion made by Mike Van Dyke to proceed into Closed Session pursuant to Section 19.85(1)(c) Wisconsin Statutes (wage adjustment), seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.* Meeting went into closed session at 4:12 PM.

### PRESENT:

Dale Youngquist  
Mike Van Dyke  
Jason Van Eperen

Ron Wolff Jr.  
Greg Ziegler  
Beth English

Mark Strobel  
Brandon Kaufman (MCO)  
Melissa Starr (MCO)  
Chad Olsen (McMahon)

### **2024 Employee Wage Adjustment**

Manager Kaufman and Commissioners discussed the employee reviews and wage increase recommendation.

Motion made by Mike Van Dyke to adjourn the Closed Session and reconvene into Regular Open Session, seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.* Meeting reconvened into Open Session at 4:18 PM.

### ATTEST

\_\_\_\_\_  
Greg Ziegler, Secretary

\_\_\_\_\_  
Melissa Starr, Accounting Clerk

**FOX WEST REGIONAL  
SEWERAGE COMMISSION  
For Approval on: 01/03/2024**

**PREAUTHORIZED DECEMBER PAYABLES**

CHECK NO	DATE		Amount
38164-38166	12/12/23	Plant Payroll - Net (#23-25)	\$ 4,811.27
WDC121223	12/12/23	Wisconsin Def Comp (#23-25)	\$ 70.00
	12/12/23	FSA WITHHOLDING (#23-25)	\$ 149.99
38167	12/12/23	WE Energies (\$ <u>2,674.70</u> Heat/\$ <u>56,222.48</u> Electric)	\$ 58,897.18
38168	12/21/23	Spectrum/Charter Communications (\$ <u>149.01</u> Internet/\$ <u>147.85</u> Telephone)	\$ 296.86
38169	12/21/23	Town of Grand Chute (Life & Dental Insurance, FSA fee)	\$ 245.59
38169	12/21/23	Town of Grand Chute (FSA Claims)	\$ 628.13
38170	12/21/23	VISA (\$ <u>35.26</u> - Postage/\$ <u>59.36</u> -Office Supplies/\$ <u>63.00</u> - software support/\$ <u>80.84</u> -Rodent Control/\$ <u>225.73</u> -Fuel/\$ <u>747.74</u> -Pump Kit)	\$ 1,211.93
38171-38173	12/26/23	Plant Payroll - Net (#23-26)	\$ 4,662.49
WDC122623	12/26/23	Wisconsin Def Comp (#23-26)	\$ 70.00
	12/26/23	FSA WITHHOLDING (#23-26)	\$ 149.99
38186	01/03/24	GFL Environmental (trash, grit, recycling hauling)	\$ 1,553.82

WGH122223	Dept of Employee Trust (JANUARY HEALTH INVOICE)	\$ 7,050.96
EFTPS122923	Federal Payroll Taxes (DECEMBER Federal Tax Withholding)	\$ 3,412.30
WDR122923	Wisconsin Dept Revenue (DECEMBER State Tax Withholding)	\$ 547.24
WRS122923	Dept of Employee Trust (NOVEMBER PENSION)	\$ 2,178.21
		<u>\$85,935.96</u>

**FOX WEST REGIONAL  
SEWERAGE COMMISSION -**

**MONTHLY PAYABLES**

**VOUCHER LIST - 01/03/2024**

**PAGE 2**

<b>CHECK NO</b>	<b>DATE</b>		<b>Amount</b>
38174-38180	01/03/24	Commissioner's Wages (Net) Commission Wages (December Mtg)	\$1,239.67
38181	01/03/24	Aerzen Air Filter	\$1,006.04
38182	01/03/24	Aquachem Ferric Chloride	\$24,895.20
38183	01/03/24	Badger Labs Lab Testing: Fecal Coliform & Metals	\$464.00
38184	01/03/24	Crown Fork Lift Rental	\$852.00
38185	01/03/24	Ferguson Waterworks Manhole Pick	\$44.99
38187	01/03/24	Grainger Socket Adaptors, Disposable Gloves, AC Current Clamp	\$1,303.61
38188	01/03/24	Heartland Monthly IT Services	\$239.00
38189	01/03/24	Johnson Controls UV Building Heat	\$3,965.36
38190	01/03/24	LAI, Ltd. Upper and Lower Belts for Belt Presses	\$9,619.20
38191	01/03/24	McClone 24/25 General Liability & Auto Package	\$4,353.00
38192	01/03/24	Midwest Contract Operations Contract Services	\$47,035.80
38193	01/03/24	Mulcahy Shaw Water Sensor Cable w/Grease Kit	\$384.84
38194	01/03/24	NCL Sodium Hydroxide, Ammonia Std, Detergent, Filters	\$670.78
38195	01/03/24	Superior Chemicals, LLC Salt	\$1,301.49
38196	01/03/24	UniFirst Employee Uniforms, Mats, Cloths	\$368.32
38197	01/03/24	WI Department of Revenue Business Tax Renewal	\$10.00
			<hr/> <hr/> <b>\$97,753.30</b>

Item A.

CHECK NO	DATE		Amount
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**EQUIPMENT REPLACEMENT**

38198	01/03/24	Crown New Fork Lift	\$22,217.00
<b>Total Equipment Replacement</b>			<b>\$22,217.00</b>

**DEPRECIATION EXPENSE**

**Total Depreciation                      \$0.00**

Preauthorized DECEMBER Expenses	\$85,935.96
Monthly Payables	\$97,753.30
Equipment Replacement Expense	\$22,217.00
Depreciation Expense	\$0.00
	<b>\$205,906.26</b>

Disbursements Not Approved:

Approved by Commission:

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

\_\_\_\_\_  
Date



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

Item A.

<b>CHECKING ACCOUNT</b>		
<b>Beginning Balance</b>		<b>\$632,101.45</b>
<b>Receipts:</b>		
User Fees Received	\$303,484.68	
Vactor-Waste Fees Received	-	
Lab/MISC Fees Received	885.00	
Septic Haulers Fees	16,200.52	
Interest Earned @ 0.05% / ANB	23.24	
<b>Transfers from:</b>		
Equipment Replacement	71,771.51	
Bond Redemption		
Depreciation	5,280.00	
<b>Total Receipts:</b>	<b>\$397,644.95</b>	
<b>Total Available</b>		<b>\$1,029,746.40</b>
<b>Disbursements:</b>		
Commissioners Wages (net)	\$1,239.68	
Plant Personnel Wages (net)	4,759.57	
Plant Personnel Wages (net)	5,500.71	
Plant Personnel Wages (net)	-	
Gen. Operating Expense	\$155,644.62	
Equipment Replacement	-	
Depreciation	5,280.00	
<b>Transfers To:</b>		
Misc ledger adjustment	-	
Equipment Replacement	68,675.43	
Bond Redemption	174,890.21	
Depreciation	-	
<b>Total Disbursements:</b>	<b>\$415,990.22</b>	
 <b>TOTAL CHECKING - Per General Ledger</b>		 <b>\$613,756.18</b>
	checks outstanding:	\$53,674.57
	actual checkbook balance at month-end- Per Bank Statement:	\$667,430.75

<b>COMM FIRST CU SAVINGS ACCOUNT</b>		
Beginning Balance	\$719.79	
Interest Earned @ 1.00% / COM 1st	0.00	
<b>Total Savings Acct Balance</b>		<b>\$719.79</b>

<b>EQUIPMENT REPLACEMENT ACCOUNT</b>		
Beginning Balance	\$678,207.42	
Interest Earned @ 5.25% / ANB	2,763.18	
Transfer from Checking	68,675.43	
Transfer to Checking	\$ (71,771.51)	
<b>Total Equip Replacement Acct Balance</b>		<b>\$677,874.52</b>

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

Item A.

BANK STATEMENT-11/30/23  
PAGE 2

**FUTURE CAPITAL ACCOUNT**

Beginning Balance	\$1,304,618.14	
Interest Earned @ 5.20% / COM 1st - CD	5,447.23	
<b>TOTAL FUTURE CAPITAL</b>		<u><u>\$1,310,065.37</u></u>

**BOND REDEMPTION ACCOUNTS**

Beginning Balance - Money Market Account	\$490,900.75	
Interest Earned @ 5.41% / ANB	2,461.03	
Transfer from Checking	174,890.21	
Transfer to STATE WIS - CWF loan payment	-	
Wire Transfer Fee	-	
<b>Total Bond Redemption MM Acct Balance</b>		<u>\$668,251.99</u>

Beginning Balance - LGIP Account	\$1,007,458.40	
Interest Earned @ 5.39% / LGIP	\$4,120.80	
Deposit	-	
Withdrawal (STATE WIS - CWF loan payment)	(77,532.54)	
<b>Total Bond Redemption LGIP Acct Balance</b>		<u>\$934,046.66</u>

**TOTAL BOND REDEMPTION** \$1,602,298.65

**DEPRECIATION ACCOUNTS**

Beginning Balance - Money Market Account	\$179,194.64	
Interest Earned @ 5.25% / ANB	739.24	
Transfer from Checking	0.00	
Transfer to Checking	\$ (5,280.00)	
<b>Total Depreciation Acct Balance</b>		<u>\$174,653.88</u>

Beginning Balance - LGIP Account	\$1,628,080.40	
Interest Earned @ 5.39%	7,214.54	
<b>Total Depreciation LGIP Acct Balance</b>		<u>\$1,635,294.94</u>

**TOTAL DEPRECIATION ACCOUNT** \$1,809,948.82

**SUMMARY**

ANB CHECKING ACCOUNT	\$613,756.18
COMM FIRST CU SAVINGS ACCOUNT	\$719.79
EQUIPMENT REPLACEMENT ACCOUNT	677,874.52
FUTURE CAPITAL CD ACCOUNT	\$1,310,065.37
BOND REDEMPTION ACCOUNTS	1,602,298.65
DEPRECIATION ACCOUNTS	1,809,948.82
PETTY CASH & WASTEHAULER DEPOSITS	\$1,208.92
<b>TOTAL FUNDS AVAILABLE</b>	<u><u>\$6,015,872.25</u></u>

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

	November 23	November 22	Jan - Nov 23	Jan - Nov 22	Y-T-D \$ Change	
<b>Operations &amp; Maintenance Income</b>						
Grand Chute	70,726.53	80,370.83	903,490.38	874,725.20	28,765.18	
Clayton	3,265.36	3,753.11	39,054.00	39,543.07	-489.07	
Fox Crossing	51,051.89	63,029.71	615,351.94	657,711.33	-42,359.39	
Greenville	38,223.96	40,500.16	394,801.36	405,171.39	-10,370.03	
<b>Total Operation/Maint Income</b>	<b>\$163,267.74</b>	<b>\$187,653.81</b>	<b>\$1,952,697.68</b>	<b>\$1,977,150.99</b>	<b>(\$24,453.31)</b>	
<b>Operations &amp; Maintenance Expenses</b>						
Wages & Benefits	Commissioner Pay	1,418.15	1,418.15	14,622.40	14,622.40	0.00
	Employee Pay	16,016.26	22,534.92	185,729.42	174,521.46	11,207.96
	Employee Benefits	8,207.94	8,180.13	87,710.67	99,045.57	-11,334.90
Utilities	Electric	49,422.24	46,570.91	601,592.68	555,966.42	45,626.26
	Natural Gas & Water	6,204.66	6,089.48	55,103.01	50,961.68	4,141.33
Chemicals	Ferric Chloride	24,700.70	20,140.48	245,092.48	237,130.41	7,962.07
	Polymer	0.00	0.00	20,680.00	14,861.00	5,819.00
	Other Chemicals	0.00	0.00	0.00	0.00	0.00
General Operations	Contract Operations	47,035.80	45,350.97	517,393.80	507,840.67	9,553.13
	Rugs, Linens, Uniforms	554.76	543.43	5,605.80	5,136.81	468.99
	Grit & Refuse Hauling	1,428.44	3,357.14	21,613.59	22,467.69	-854.10
	Other Operations	2,164.97	1,514.84	11,031.02	12,562.47	-1,531.45
Sludge	Sludge Disposal	0.00	0.00	18,637.50	25,131.90	-6,494.40
	Other Sludge Exp.	0.00	0.00	516.58	0.00	516.58
Plant Maint	Maintenance of Operations	0.00	5,520.55	29,153.12	92,991.50	-63,838.38
	Other Plant Maintenance	4,196.05	6,916.72	98,334.72	115,886.07	-17,551.35
Lab	Lab Operations	1,865.14	2,084.44	22,945.55	24,724.91	-1,779.36
	WPDES Compliance Monitor	0.00	0.00	0.00	0.00	0.00
Administrative & General Expenses	Insurance & Legal	0.00	283.50	67,572.60	66,027.50	1,545.10
	Annual Audit	0.00	0.00	9,425.00	8,715.00	710.00
	Office, Postage, Phone, etc	1,003.13	726.68	14,560.20	17,014.39	-2,454.19
	DNR Environment Fees	0.00	0.00	34,373.35	31,829.98	2,543.37
	Other General/Admin	0.00	25.00	3,578.31	3,127.44	450.87
<b>Total Operating Expenses</b>	<b>\$164,218.24</b>	<b>\$171,257.34</b>	<b>\$2,065,271.80</b>	<b>\$2,080,565.27</b>	<b>(\$15,293.47)</b>	
<b>Gross Income (Loss)</b>	<b>(\$950.50)</b>	<b>\$16,396.47</b>	<b>(\$112,574.12)</b>	<b>(\$103,414.28)</b>	<b>(\$9,159.84)</b>	
<b>Other Operations Income</b>						
Other Income	Interest Income	22,769.26	7,918.80	162,569.96	51,679.26	110,890.70
	Waste Hauler Income	13,949.75	16,656.25	178,659.85	190,942.95	-12,283.10
	Lab Testing/Vac-Waste/Misc	1,643.00	1,454.00	28,234.21	25,229.95	3,004.26
Other Operations Income	\$38,362.01	\$26,029.05	\$369,464.02	\$267,852.16	\$101,611.86	
<b>Operating Fund Income (Loss)</b>	<b>\$37,411.51</b>	<b>\$42,425.52</b>	<b>\$256,889.90</b>	<b>\$164,437.88</b>	<b>\$92,452.02</b>	
<b>Replacement, Debt, Depreciation</b>						
Repl.	Repl. Income from Users	34,337.67	34,337.50	377,714.34	377,714.18	0.16
	Repl. Fund Expenses	22,637.95	28,646.49	141,685.78	231,115.74	-89,429.96
Debt	Debt Service from Users	87,444.91	92,353.73	986,305.39	1,015,896.08	-29,590.69
	Debt Service Interest	-64,610.45	15,016.61	-15,521.66	173,342.81	-188,864.47
Depr.	Depr. Income from Users	0.00	0.00	0.00	0.00	0.00
	Depr. Fund Expenses	4,290.00	0.00	38,931.00	39,036.50	-105.50
<b>Income (Loss) for Replacement, Debt, Depreciation</b>	<b>\$159,465.08</b>	<b>\$83,028.13</b>	<b>\$1,198,924.61</b>	<b>\$950,115.21</b>	<b>\$248,809.40</b>	
Reconciliation Discrepancies / Audit GASB / Plant Depreciation	0.00	0.00	0.00	0.02	-0.02	
<b>Net Income (Loss)</b>	<b>\$196,876.59</b>	<b>\$125,453.65</b>	<b>\$1,455,814.51</b>	<b>\$1,114,553.07</b>	<b>\$341,261.42</b>	

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

Item A.

	NOV 30, 23	NOV 30, 22	\$ Change	% Change
<b>ASSETS</b>				
<u>Current Assets</u>				
<u>Cash &amp; Investments</u>				
Checking-American Nat'l	613,756.18	424,927.08	188,829.10	44.44%
Cash-Wastehauler's Deposits	1,008.92	1,011.83	-2.91	-0.29%
Petty Cash	200.00	200.00	0.00	0.0%
Savings-Comm 1st	719.79	0.00	719.79	100.0%
Bond Redemption - Money Market & CD's	1,602,298.65	1,577,342.59	24,956.06	1.58%
Equipment Replacement - Money Market & CD's	677,874.52	436,424.19	241,450.33	55.33%
Depreciation Fund - Money Market & CD's	1,809,948.82	1,755,488.20	54,460.62	3.1%
Future Capital (CD)	1,310,065.37	1,270,747.33	39,318.04	3.09%
Total Cash & Investments	6,015,872.25	5,466,141.22	549,731.03	10.06%
<u>Other Current Assets</u>				
Accounts Receivable	307,035.82	395,470.19	-88,434.37	-22.36%
Undeposited Funds	0.00	0.00	0.00	0.0%
Inventory Mat'l & Supplies	12,521.00	12,521.00	0.00	0.0%
WRS Pension - Assets & Deferred Outflows	348,954.00	308,946.00	40,008.00	12.95%
Total Other Current Assets	668,510.82	716,937.19	-48,426.37	-6.76%
Total Current Assets	6,684,383.07	6,183,078.41	501,304.66	8.11%
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	20.55%
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.0%
Structures, Equipment & Improvements	45,325,996.33	45,211,325.21	114,671.12	0.25%
Accumulated Depreciation	-25,028,459.62	-23,256,661.57	-1,771,798.05	1.65%
Total Fixed Assets	22,536,557.03	24,193,683.96	-1,657,126.93	-6.85%
<b>TOTAL ASSETS</b>	<b>29,220,940.10</b>	<b>30,376,762.37</b>	<b>-1,155,822.27</b>	<b>-3.81%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	69,663.74	85,033.82	-15,370.08	0.0%
Payroll Liabilities	45,393.50	37,295.77	8,097.73	8.83%
Pension Liability	285,734.00	269,716.00	16,018.00	306.63%
Customer Deposits	1,011.42	1,011.42	0.00	28.79%
Accrued Interest Expense & Other Liab	13,550.34	14,828.02	-1,277.68	5.94%
Total Current Liabilities	415,353.00	407,885.03	7,467.97	1.83%
<u>Long Term Liabilities</u>				
CWF-INTERCEPTOR	0.00	57,790.80	-57,790.80	-100.0%
CWF-2009 Upgrade	5,645,196.52	6,694,534.85	-1,049,338.33	-15.68%
Total Long Term Liabilities	5,645,196.52	6,752,325.65	-1,107,129.13	-16.4%
Total Liabilities	6,060,549.52	7,160,210.68	-1,099,661.16	-15.36%
<u>Equity</u>				
Contributions in Aid-Grants/Agencies	4,951,269.00	4,951,269.00	0.00	-15.4%
Contributions in Aid-Communities	695,930.55	695,930.55	0.00	0.0%
Contributions in Aid-Others	147,494.00	147,494.00	0.00	0.0%
Accum Amort of Contributed Capital	-3,933,248.32	-3,933,248.32	0.00	0.0%
Retained Earnings-Unappropriated	19,697,193.84	20,094,616.39	-397,422.55	-1.98%
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.0%
Net Income	1,455,814.51	1,114,553.07	341,261.44	-1.98%
Total Equity	23,160,390.58	23,216,551.69	-56,161.11	-0.24%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>29,220,940.10</b>	<b>30,376,762.37</b>	<b>-1,155,822.27</b>	<b>-3.81%</b>

**2023 INTEREST EARNINGS**  
November 30, 2023

gl #s	1002	1034	1036	1050	2186b	2131	2121	2152b	2152a	2152c	2141	2187b	2152e	
	Operations				Future	Replacement	Bond Redemption				Depreciation			TOTAL
	Checking	WH Deposit Winnebago	WH Deposit Geenan	Savings	C.D. Matures 9/12/24	MONEY MARKET	MONEY MARKET	C.D. Matures 6/4/23	C.D. Matures 4/29/23	LGIP	MONEY MARKET	C.D. Matures 8/22/23	LGIP	
	0.05%	0.01%	0.01%	1.00%	5.19%	5.25%	5.41%			5.39%	5.25%		5.39%	
	ANB	ANB	ANB	COMM1st	COMM1st	ANB	ANB	COMM1st	ANB	LGIP	ANB	COMM1st	LGIP	
Jan	22.76	0.01	-	-	2,833.97	519.95	1,025.70	360.12	1,904.65	-	170.04	3,567.62	-	\$10,404.82
Feb	18.59	-	-	-	2,565.41	491.85	1,016.02	325.56	-	-	153.73	3,229.62	-	\$7,800.78
Mar	23.84	-	0.01	-	2,845.98	564.80	1,262.13	360.74	-	-	170.35	3,582.92	-	\$8,810.77
Apr	22.03	0.01	-	-	2,760.30	1,225.43	1,092.00	349.41	1,947.75	1,879.95	371.27	3,475.14	-	\$13,123.29
May	29.92	-	-	-	2,858.46	2,170.23	738.96	361.37	-	1,907.48	692.97	3,598.80	-	\$12,358.19
Jun	28.01	0.01	0.01	11.41	2,772.40	2,277.96	508.37	341.27	-	3,445.98	708.85	3,490.55	-	\$13,584.82
Jul	29.41	-	-	-	2,870.99	2,473.18	805.99	-	-	4,330.60	747.42	3,614.76	-	\$14,872.35
Aug	31.40	-	-	-	2,877.37	2,648.85	1,275.12	-	-	4,485.05	771.65	3,444.52	469.58	\$16,003.54
Sep	30.26	0.02	0.01	45.74	3,185.76	2,625.21	1,415.81	-	-	4,389.97	749.89	-	7,094.31	\$19,536.98
Oct	24.81	-	-	-	5,472.50	2,944.44	2,129.57	-	-	4,570.47	777.36	-	7,386.01	\$23,305.16
Nov	23.24	-	-	-	5,447.23	2,763.18	2,461.03	-	-	4,120.80	739.24	-	7,214.54	\$22,769.26
Dec														\$0.00
<b>TOTALS:</b>	\$284.27	\$0.05	\$0.03	\$57.15	\$36,490.37	\$20,705.08	\$13,730.70	\$2,098.47	\$3,852.40	\$29,130.30	\$6,052.77	\$28,003.93	\$22,164.44	\$162,569.96
	\$341.50				\$36,490.37	\$20,705.08	\$48,811.87				\$56,221.14			
acct #'s	-17	-87	-87	-5400	-4959	-92	-23	-0570	-76	-1	-11	-7183	-2	
acct \$'s	\$667,430.75	\$506.80	\$502.12	\$719.79	\$1,310,065.37	\$677,874.52	\$668,251.99	\$0.00	\$0.00	\$934,046.66	\$174,653.88	\$0.00	\$1,635,294.94	\$6,069,346.82

**ACCOUNT LISTING**  
11/30/2023

American Nat'l Bank	Operations - Checking	\$667,430.75	0.05%
American Nat'l Bank	Operations - WH Deposit	\$506.80	0.01%
American Nat'l Bank	Operations - WH Deposit	\$502.12	0.01%
Community 1st CU	Operations - Savings	\$719.79	1.00%
Community 1st CU	Future Capital - CD	\$1,310,065.37	5.19%
American Nat'l Bank	Replacement - Money Market	\$677,874.52	5.25%
American Nat'l Bank	Bond Redemption - Money Market	\$668,251.99	5.41%
LGIP	Bond Redemption	\$934,046.66	5.39%
American Nat'l Bank	Depreciation - Money Market	\$174,653.88	5.25%
LGIP	Depreciation	\$1,635,294.94	5.39%
<b>Total Funds:</b>		<b>\$6,069,346.82</b>	

**2023 BUDGET STATEMENT  
FOX WEST REGIONAL  
WASTEWATER TREATMENT PLANT**

Budget Through 11/30/2023

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 NOV (11/30/23)	(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	\$186,170.48	\$160,720.48	\$158,670.68	\$168,206.05	\$152,239.58	\$181,701.62	\$163,267.74		\$1,952,697.68	\$1,862,592.42	(\$90,105.26)	96.10%
EQUIPMENT REPLACEMENT	412,052.00	34,337.67	34,337.64	\$34,337.66	\$34,337.74	\$34,337.73	\$34,337.58	\$34,337.66	\$34,337.57	\$34,337.66	34,337.66	34,337.77	34,337.67		377,714.34	\$377,714.33	(\$0.01)	91.67%
BOND REDEMPTION	1,107,925.00	92,327.08	92,327.05	92,327.06	92,327.37	92,327.43	92,326.83	87,444.91	87,444.68	87,444.94	87,444.92	87,445.29	87,444.91		986,305.39	\$1,015,597.92	\$29,292.53	89.02%
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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>\$282,668.05</b>	<b>\$365,139.80</b>	<b>\$338,741.53</b>	<b>\$312,834.89</b>	<b>\$282,503.05</b>	<b>\$280,452.93</b>	<b>\$289,988.65</b>	<b>\$274,022.16</b>	<b>\$303,484.68</b>	<b>\$285,050.32</b>	<b>\$0.00</b>	<b>\$3,316,717.41</b>	<b>\$3,255,904.67</b>	<b>(\$60,812.74)</b>	<b>93.38%</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	\$12,358.19	\$13,584.82	\$14,872.35	\$16,003.54	\$19,536.98	\$23,305.16	\$22,769.26		\$162,569.96	\$33,916.67	(\$128,653.29)	439.38%
WASTEHAULER INCOME	200,000.00	16,666.67	13,595.98	16,365.73	17,656.70	19,118.57	16,509.90	17,359.26	17,167.05	16,509.14	15,008.25	15,419.52	13,949.75		178,659.85	\$183,333.33	\$4,673.48	89.33%
LAB & MISC. INCOME	26,000.00	2,166.67	6,399.41	3,252.00	2,263.00	1,549.00	1,720.00	1,786.00	1,355.00	4,388.80	1,545.00	2,333.00	1,643.00		28,234.21	\$23,833.33	(\$4,400.88)	108.59%
<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>\$30,588.09</b>	<b>\$32,730.08</b>	<b>\$33,394.40</b>	<b>\$36,901.48</b>	<b>\$36,090.23</b>	<b>\$41,057.68</b>	<b>\$38,362.01</b>	<b>\$0.00</b>	<b>\$369,464.02</b>	<b>\$241,083.33</b>	<b>(\$128,380.69)</b>	<b>140.48%</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>\$343,422.98</b>	<b>\$315,233.13</b>	<b>\$313,847.33</b>	<b>\$326,890.13</b>	<b>\$310,112.39</b>	<b>\$344,542.36</b>	<b>\$323,412.33</b>	<b>\$0.00</b>	<b>\$3,686,181.43</b>	<b>\$3,496,988.00</b>	<b>(\$189,193.43)</b>	<b>96.63%</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	\$1,222.70	\$1,222.70	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15		\$14,622.40	\$13,750.00	(\$872.40)	97.48%
PLANT PERSONNEL	211,100.00	17,591.67	16,879.05	15,149.80	15,074.80	14,999.80	22,612.21	15,663.24	16,101.70	14,999.82	15,620.53	22,612.21	16,016.26		185,729.42	\$193,508.33	\$7,778.91	87.98%
EMPLOYEE BENEFITS	119,837.00	9,986.42	7,468.60	7,642.91	7,557.50	7,619.30	8,170.96	8,782.10	7,592.80	8,249.26	8,452.17	7,967.13	8,207.94		87,710.67	\$109,850.58	\$22,139.91	73.19%
<b>UTILITIES:</b>																		
ELECTRIC POWER	585,000.00	48,750.00	49,045.30	53,563.96	48,816.06	56,602.71	59,361.32	61,657.26	55,184.17	60,187.46	55,633.82	52,118.38	49,422.24		601,592.68	\$536,250.00	(\$65,342.68)	102.84%
OTHER UTILITIES	65,000.00	5,416.67	7,463.62	7,229.59	7,014.69	5,828.88	8,345.93	875.49	185.35	6,261.39	120.20	166.94	6,204.66		49,696.74	\$59,583.33	\$9,886.59	76.46%
<b>CHEMICALS:</b>																		
FERRIC CHLORIDE	259,000.00	21,583.33	21,922.85	22,310.26	21,745.57	22,348.30	21,674.65	32,039.22	22,466.47	21,875.61	10,908.24	23,100.61	24,700.70		245,092.48	\$237,416.67	(\$7,675.81)	94.63%
OTHER CHEMICALS	35,000.00	2,916.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,680.00	0.00	0.00		20,680.00	\$32,083.33	\$11,403.33	59.09%
<b>GENERAL OPERATIONS:</b>																		
CONTRACT OPERATIONS	590,942.00	49,245.17	45,350.97	48,720.63	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80		517,393.80	\$541,696.83	\$24,303.03	87.55%
OTHER OPERATING COSTS	40,600.00	3,383.33	2,865.84	3,096.75	2,473.86	2,876.76	7,352.03	2,610.91	4,447.32	2,824.54	2,852.58	2,515.21	4,148.17		38,063.97	\$37,216.67	(\$847.30)	93.75%
<b>SLUDGE HANDLING:</b>																		
SLUDGE DISPOSAL	27,000.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,637.50	0.00	0.00	0.00		18,637.50	\$24,750.00	\$6,112.50	69.03%
OTHER SLUDGE EXPENSES	500.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00	516.58	0.00	0.00	0.00	0.00		516.58	\$458.33	(\$61.25)	103.32%
<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	5,825.71	25,752.35	8,171.99	21,789.57	2,977.48	7,487.45	4,196.05		124,462.84	\$178,016.67	\$53,553.83	64.09%
<b>LABORATORY:</b>																		
LAB OPERATIONS	8,000.00	666.67	1,945.53	3,806.19	2,096.86	2,546.21	1,368.16	2,174.17	1,962.54	2,108.28	968.73	2,103.74	1,865.14		22,945.55	\$7,333.33	(\$15,612.22)	286.82%
WPDES-COMPL. MONITORING	12,500.00	1,041.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	\$11,458.33	\$11,458.33	0.00%
<b>ADMINISTRATIVE/GENERAL:</b>																		
INSURANCE/LEGAL	69,740.00	5,811.67	51,298.00	0.00	5,259.00	0.00	29.00	5,259.00	0.00	0.00	5,727.60	0.00	0.00		67,572.60	\$63,928.33	(\$3,644.27)	96.89%
ANNUAL AUDITING SERVICES	9,000.00	750.00	0.00	0.00	9,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		9,425.00	\$8,250.00	(\$1,175.00)	104.72%
OFFICE, POSTAGE, PHONE, ETC	12,000.00	1,000.00	853.88	1,466.54	2,004.21	578.12	2,308.27	1,771.12	1,666.03	912.48	591.97	913.75	1,003.13		14,069.50	\$11,000.00	(\$3,069.50)	117.25%
DNR ENVIRONMENTAL FEES	35,000.00	2,916.67	0.00	0.00	0.00	0.00	34,373.35	0.00	0.00	0.00	0.00	0.00	0.00		34,373.35	\$32,083.33	(\$2,290.02)	98.21%
GENERAL ADMIN. EXPENSE	5,500.00	458.33	27.75	0.00	2,350.00	25.00	55.50	40.33	27.75	20.00	0.00	960.98	0.00		3,507.31	\$5,041.67	\$1,534.36	63.77%
<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>\$219,735.59</b>	<b>\$204,883.69</b>	<b>\$166,776.65</b>	<b>\$206,319.86</b>	<b>\$172,987.27</b>	<b>\$168,400.35</b>	<b>\$164,218.24</b>	<b>\$0.00</b>	<b>\$2,056,092.39</b>	<b>\$2,103,675.75</b>	<b>\$47,583.36</b>	<b>89.59%</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>\$28,492.34</b>	<b>\$13,640.44</b>	<b>(\$24,466.60)</b>	<b>\$15,076.61</b>	<b>(\$18,255.98)</b>	<b>(\$22,842.90)</b>	<b>(\$27,025.01)</b>	<b>(\$191,243.25)</b>	<b>(\$238,826.61)</b>	<b>\$215,783.33</b>	<b>\$454,609.94</b>	<b>-101.46%</b>

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item A.



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

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

## Monthly Operational Summary

December, 2023

### PLANT OPERATIONS

1. **PLANT PERFORMANCE** – The facility met all DNR permit limits in December.
2. **SNDR#2 DIGESTER-** Fox West staff were able to hose and pump approximately 4' of thick sludge from the tank over a two week period prior to Speedy Clean arriving. Speedy Clean was onsite on 12/12/23 to begin the removal of the remaining 5' of sludge. They supplied two operators and a vactor truck. Fox West staff also assisted with this portion of the project. The cleanout was finished on 12/19/23. It appears that both the air and jet header pipes are still full of sludge and there are no cleanouts which would allow us to remove the blockage. I will be exploring a couple of different options to remove the material from the pipe so the tank can be returned to service.
3. **MEETING TO DISCUSS FINE SCREEN OPTIONS-** Chad Olsen and I met with Drydon and Crane Engineering to further discuss their options for a center flow band screen. We were also able to discuss with them some different options which might be available to convey the solids up to the upper level where the dumpster is located.
4. **OPEN RECORDS REQUEST-** We received a phone call requesting records for the land application of bio solids. I emailed the request form to this individual and I have not received a completed copy of the form in return.
5. **WWTP TOUR-** We have received a request from the office of Rachael Cabral-Guevara for a tour of the wastewater treatment plant. She is a member of the Wisconsin State Senate. I have scheduled the tour for January 25<sup>th</sup>.
6. **INTERNET FIREWALL-** Heartland Business Services performed an upgrade to the firewall service which protects the internal network at the plant from any external intruders.
7. **MERCURY REPORT-** On 12/27/23 I submitted to the DNR our annual Mercury Pollutant Minimization Plan (PMP). This report outlines possible sources of mercury in the collection system, and lists the measures that Fox West is taking to reduce mercury loading to the plant.

### PRETREATMENT

1. **CANTEEN VENDING-** Canteen has been in compliance with the pH results since the new probe had been installed. Their compliance order was closed out on 12/22/23. We will continue to monitor their readings though the quarterly surcharge billing sampling that is performed for the Town of Grand Chute.
2. **ESSITY-** Essity is in the process of completing a permit application due to their high volume of flow. They will become our seventh permitted significant industrial user (SIU)
3. **GULFSTREAM-** Gulfstream has begun processing aircraft in their new hanger. The initial testing result were acceptable and Fox West will continue to monitor this outfall as required by our pretreatment program.
4. **ALLIANCE-** We have issued another notice of non-compliance (NON) to Alliance for their failure to maintain a properly functioning flow meter on their discharge as required by their discharge permit.
5. **QUALA-** The discharge permit was renewed on 12/31/23.

## **EQUIP OPERATIONS**

1. **FINAL EFFLUENT SAMPLER-** The sampler head failed on 12/14/23. This is the device that collects our effluent sample for analysis in the lab. Upon inspection I found that a number of the internal gears that drive the pump had broken teeth. This unit was extremely old and had exceeded its life expectancy. I have placed an order with Hach for a replacement pump head (\$3,700.80).
2. **BELTS FOR BELT PRESSES-** The belts on both belt presses are showing wear and need to be replaced. These belts are a woven fabric that is two meters wide and sixty feet long. They typically last a couple of years, and the current set was installed in 2021. The installation of all four belts was completed by Fox West staff on 12/5/23.
3. **PRIMARY EFFLUENT VALVE ACTUATORS-** The valve actuator on the primary effluent feed line to IFAS aeration train #3 zone #1 will not operate. The actuators on the feeds to train #1 zone #2 and train #2 zone #2 are still functioning but they are displaying a power source fault. A technician with Rotork was on site on 12/11/23 to assist in trouble shooting. He believes that the power module board will need to be replaced on all three units (\$7,515.68).



MEMORANDUM

**Business Item A**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Change Order #23-13 for the Deer Trail Estates Drainage project for an increase to the contract in the amount of \$9,750.00.

Please find included in your packet a copy of the Change Order. The Administrator has reviewed the change order and finds it to be correct.

If the Board agrees, a motion to approve would be in order.

**SUGGESTED MOTION:**

*A motion to approve Change Order #23-13 for an increase in the contract amount of \$9,750.00.*

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

Respectfully Submitted,  
Kelsey



#23-13

Date: 12/13/2023

Customer: Town of Clayton

Ref: Deer Trail Estates Drainage

Highway Landscapers, Inc is pleased to provide pricing for the listed change for the above-named project. Pricing is as follows:

Description of work: Restoration of East ditch on Knox Ln from approx. 3484 Knox Ln to Approx. 3462 Knox Ln. Price includes: Reshaping of existing ditch where banks are steep, furnish & place topsoil over trench, seed, fertilizer, and erosion mat.

**Total: \$9,750.00**

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Nick Wilfert



## MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Application for Payment #1 submitted by Highway Landscapers Inc. for \$177,781.66.

Please find included in your packet a copy of the Application for Payment. The Administrator has reviewed the request and finds it to be correct and feels it should be paid.

If the Board agrees, a motion to approve payment would be in order.

**SUGGESTED MOTION:**

*A motion to approve the Application for Payment #1 submitted by Highway Landscapers Inc. for \$177,781.66.*

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

Respectfully Submitted,  
Kelsey



**Application for Payment NO. 1**

TO: Town of Clayton  
 FROM: Highway Landscapers  
 CONTRACT: 05588-0030  
 PROJECT: Deer Trail Estates Drainage Resolve  
 For work accomplished through the date of 12/16/2023

1	Original Contract Price:		\$283,185.00
2	Add (Deduct) by Revised Quantities:		\$0.00
3	Net Change by Change Orders and Written Amendments )+ or -)		\$0.00
4	Current Contract Price ( 1 plus 2 plus 3 ):		\$283,185.00
5	Total completed and stored to date:		\$187,138.59
6	Retainage (per Agreement):	5.0%	\$9,356.93
		66.1% of completed work:	\$9,356.93
		0.0% of stored material:	\$0.00
		Total Retainage:	\$9,356.93
7	Total completed and stored to date less retainage (5 minus 6):		\$177,781.66
8	Less previous Application for Payments:		\$0.00
9	Due this Application (7 minus 8):		\$177,781.66

Record of Previous Payments:

1	_____	4	_____
2	_____	5	_____
3	_____	6	_____
Sub-Total	\$0.00		\$0.00

Accompanying Documentation:  
 Submitted: \_\_\_\_\_

BY: Scott Shunka Date: 12-20-2023  
 Contractor (Authorized Signature)

BY: [Signature] Date: 12/22/2023  
 Engineer (Authorized Signature)

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner (Authorized Signature)

Application for Payment  
 00 62 76-1



## MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of payment for Fox Crossing Invoice #15038 for County Rd II Sewer & Water Extension in the amount of \$598,845.27.

Please find included in your packet a copy of the invoice. The Administrator has reviewed the invoice and finds it to be correct.

If the Board agrees, a motion to approve payment for the invoice would be in order.

**SUGGESTED MOTION:**

*A motion to approve payment for Fox Crossing Invoice #15038 for \$598,845.27.*

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

Respectfully Submitted,  
Kelsey



Village of Fox Crossing - Invoice
Finance Office 2000 Municipal Drive, Neenah, WI 54956-5665
Utility Office 2340 American Drive, Neenah, WI 54956-5665
Phone (920) 720-7106 Fax (920) 720-7116
www.foxcrossingwi.gov

RECEIVED
DEC 20 2023

To: TOWN OF CLAYTON
8348 HICKORY AVE
LARSEN, WI 54947

Invoice No: 15038
Date: 12/14/23

Customer No: 186/217243

Type: MU - MISC UTILITY CHARGE

Table with 4 columns: Quantity, Description, Unit Price, Extended Price. Rows include CTY HWY II EXTENSION-SEWE, CTY RD II EXTENSION-WATER, and WATER ASSESSMENT.

Total Due: \$598,845.27

FINANCE CHARGE OF 1 1/2% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%, IS CHARGED ON ALL PAST DUE ACCOUNTS. MINIMUM CHARGE OF \$1.00.

Please detach and send this copy with remittance.

Due Date: 01/15/24
Name: TOWN OF CLAYTON
Customer No: MGCUST
Type: MU - MISC UTILITY CHARGE
Total Due: \$598,845.27
Invoice No: 15038
Terms: Net 30 Days

Remit and make check payable to:
VILLAGE OF FOX CROSSING
FINANCE DEPARTMENT
2000 MUNICIPAL DRIVE
NEENAH, WI 54956



## CTR II Sanitary & Water Extension - Town of Clayton Final Project Costs

Village of Fox Crossing | Winnebago County, Wisconsin

### FINAL SANITARY SEWER PROJECT COSTS - TOWN OF CLAYTON

#### Final Sanitary Sewer Project Costs

Final Sanitary Sewer Construction Cost	\$411,780.63
Final Sanitary Sewer Engineering	\$40,000.00
<b>Final Sanitary Sewer Project Costs</b>	<b>\$451,780.63</b>

#### Final Sanitary Sewer Assessed Costs

Assessed Sanitary Sewer Construction Costs	\$101,494.14
Assessed Sanitary Sewer Engineering Costs	\$11,461.37
<b>Final Sanitary Sewer Assessed Costs</b>	<b>\$112,955.51</b>

#### Final Sanitary Sewer Project Costs - Town of Clayton

Final Sanitary Sewer Project Costs	\$451,780.63
Final Sanitary Sewer Assessed Costs	\$112,955.51
<b>Final Sanitary Sewer Project Costs - Town of Clayton</b>	<b>\$338,825.12</b>

### FINAL WATER PROJECT COSTS - TOWN OF CLAYTON

#### Final Water Project Costs

Final Project Construction Cost	\$327,233.13
Final Engineering	\$24,000.00
<b>Final Water Project Costs</b>	<b>\$351,233.13</b>

#### Final Water Assessed Costs

Assessed Water Construction Costs	\$83,796.25
Assessed Water Engineering Costs	\$7,416.73
<b>Final Water Assessed Costs</b>	<b>\$91,212.98</b>

#### Final Water Project Costs - Town of Clayton

Final Water Project Costs	\$351,233.13
Final Water Assessed Costs	\$91,212.98
<b>Final Water Project Costs - Town of Clayton</b>	<b>\$260,020.15</b>

MEMORANDUM

**Business Item C**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of hiring Jeffrey Bruette for an open Public Works Laborer position at a wage of \$23.20 per hour with a start date of January 2, 2024.

This hire is filling a recent vacancy in the Public Works Department.

If the Board agrees, a motion to approve the hire would be in order.

**SUGGESTED MOTION:**

*Motion to approve the hiring of Jeffrey Bruette for an open Public Works Laborer position at a wage of \$23.20 per hour.*

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

Respectfully Submitted  
Kelsey