



# BOARD OF SUPERVISORS MEETING

Wednesday, September 04, 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, August 21, 2024 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 correspondence received August 21, 2024 from UW-Extension regarding Emerald Ash Borer (EAB) within the Town of Clayton.
- B. Distribution of the meeting materials for the September 4, 2024 meeting of the Fox West Regional Sewerage Commission.
- C. Distribution of an update on the Pickleball Court at Trailhead Park from the Larsen-Winchester Lion's Club.
- D. Distribution of the meeting materials for the Winnebago County Industrial Development Board (IDB) Meeting Workshop to be held September 11, 2024.

### 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

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of renewal of the Joint Powers Agreement for the Winnebago County 911 Emergency System.

- B. Review/Discussion: Town Board review & discussion to consider the implementation of railroad quiet zones within the Town of Clayton.

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Sept 18; Oct 2 & 16; Nov 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Sept 11; Oct 9; Nov 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, August 21, 2024 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 6:31 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 Fietzer

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, August 7, 2024 Town Board Closed Session Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, August 7, 2024 Town Board Closed Session Meeting.

**Motion carried by unanimous voice vote.**

- B. Approval of the Minutes of the Wednesday, August 7, 2024 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, August 7, 2024 Town Board Meeting.

**Motion carried by unanimous voice vote.**

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

Chris Brotz, 4321 Stoney Ridge Trl, Oshkosh, WI 54904 spoke regarding a noise complaint from a farm near Oakridge Rd.

Rich Fischer, 8685 Oakwood Ave, Neenah, WI 54956 spoke regarding a road hazard on County Rd II.

## CORRESPONDENCE

- A. Distribution of the July 2024 Winnebago County Tonnage Report
- B. Distribution of the July/August 2024 Municipal Law Newsletter from BoardmanClark.
- C. Distribution of the 2023 RUG Recycling Program Financial Report from Winnebago County Solid Waste Management Board with projected 2024 Recycling Revenues.

## 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

## BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) Review Application submitted by Davel Engineering & Environmental Inc. on behalf of Galen Drews for a proposed land division reconfiguring Tax ID #006-0599 (3113 County Rd II), Tax ID #006-0600, and Tax ID #006-0602, into two lots.

## MOTION

**Motion made** by unanimous consent to approve the CSM Application submitted by Davel Engineering & Environmental on behalf of Galen Drews with the following conditions:

1. Subject to a determination by the Zoning Administrator that the current accessory buildings on Lot 2 meet the standards to be designated as Rural Accessory Buildings, pursuant to Article 7, Division 14 of the Zoning Ordinance.
2. The surveyor should provide a separate sheet or inset of Lot 2 on a larger scale.
3. Per Se.7.10.11(6)(a) the wetlands shown on the Winnebago County GIS, or field-delineated wetlands shall be identified on the CSM, including the source of the information.
4. All road dedications shall be identified as "dedicated to the public for roadway purposes".
5. Per Wis. Stat. §236.34(1m)(a) the surveyor's seal shall be signed, sealed, and dated on all pages.
6. The following note shall be placed on the CSM: "Any land below the Ordinary High-water Mark of a lake or navigable stream is subject to the public trust in navigable waters that is established under Article IX, Section 1, of the State Constitution."

7. Unless the Ordinary High-water Mark elevations of any navigable waterways are identified on the CSM, the following notes shall be added:

- The Ordinary High-water Mark is not based on an official determination and prior to any building, an official determination of the Ordinary High-water Mark must be made by the Winnebago County Zoning Department or other authorized person. Also, all building setbacks and other land use requirements should be verified by the Town of Clayton and Winnebago County Zoning office prior to any construction or land-altering activities.
- The location of the approximate Ordinary High-water Mark shall be the point on the bank of a navigable stream or the shore of a lake up to which the presence and action of surface water is so continuous as to leave a distinctive mark by erosion, destruction of terrestrial vegetation, or other easily recognizable characteristics.

8. The following well casing note shall be added: "Lot created in the document area located in the Special Well Casing Pipe Depth Area. This area has been established due to naturally occurring arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of Natural Resources, or a drilling professional, to determine how to comply with the provisions of S. NR 812.12(3) of the Wisconsin Administrative Code."

**Motion carried by unanimous voice vote.**

- B. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) Review Application submitted by Troy Ribble for a proposed land division reconfiguring Tax ID #006-0006-09 (9618 Lind Ln), and Tax ID #006-0006-10-02 into four lots.

### **MOTION**

**Motion made** by unanimous consent to approve the CSM Review Application submitted by Troy Ribble with the following conditions:

1. Per Sec. 7.10.11(6)(b) any existing access, including farm access, shall be shown on the CSM.
2. Per WI Trans. 2., any WISDOT required access restrictions or setbacks shall be placed on the CSM.
3. All WISDOT comments shall be provided to the Town. Alternatively, documentation shall be provided which indicates the Department has waived review or has no jurisdiction to review the proposed land division.
4. Per Sec. 7.10.11(6)(a) the isolated wetland on proposed Lot 4 shall be identified on the CSM, including the source of the information.
5. Per Wis. Stat. §236.34(1m)(a) the surveyor's seal shall be signed, sealed, and dated on all pages.

6. Per Sec. 7.10.11(6)(d) of the Town Subdivision Ordinance, the name and address of the owner shall be placed on the CSM.

**Motion carried by unanimous voice vote.**

- C. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed addition to a commercial business development building located at 9057 Clayton Ave.

**MOTION**

**Motion made** by unanimous consent to approve the Site Plan Review Application submitted by Trident Holdings, LLC with the following conditions:

1. A revised exterior lighting plan shall be submitted which is IDA compliant.
2. To address the impacts of the eight trees being removed without replacement and to meet the additional landscaping requirements, an updated landscape plan shall be submitted to the Town Staff for review and approval within 90 days of plan approval from the Town Board of Supervisors and, prior to the issuance of a building permit. The plan shall include, at minimum, an additional nine (9) trees and six (6) shrubs. The trees should include, at minimum, three (3) evergreens and not more than four (4) ornamental species. The plan shall provide effective year-round screening of the buildings and parking/loading areas. The minimum planting sizes shall be as follows:
  - Shade tree, 2 1/2 inch caliper
  - Ornamental flowering tree, 1 1/2 inch caliper
  - Evergreen tree, six-foot (6') height
  - Upright evergreen shrub, four-foot (4') height
  - Shrub, 18-to-24-inch height or spread
3. The project shall comply with all applicable local, state, and federal codes/ordinances.
4. Motor vehicles shall not be serviced or repaired outside.
5. All outside overnight storage of vehicles is prohibited, unless specifically authorized by the Plan Commission and Town Board of Supervisors. If authorized, overnight vehicle storage areas must be identified on the Site Plan noted below and should be screened from public view to the greatest extent practicable. Any vehicles stored outside must be licensed and operable.
6. All materials and activities, except loading and unloading, shall be conducted entirely within the confines of a building. Outdoor storage of equipment and materials is prohibited.
7. Dumpsters and recycling bins shall be kept within an enclosure and screened from public view at all times. The screening must be installed within one (1) year after completion of construction of the building.

8. No special events are permitted unless explicitly approved by the Town Plan Commission and Town Board of Supervisors, and in accordance with all zoning regulations.

9. An up-to-date Site Plan must be on file, at all times, with the Town of Clayton. The Site Plan shall include all information required for a Site Plan in Appendix A of the Zoning Ordinance. This includes, but is not limited to, buildings, parking areas, walkways, trails, stormwater management areas, vegetation, utilities, driveways, loading areas, trash/recycling enclosures, fencing, berms, signage, lighting, outdoor storage areas, as well as any additional information required by the Town Plan Commission or Town Board of Supervisors.

10. All activities on the subject property herein shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, odor, or any other similar factor.

11. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.

12. Any required Winnebago County permits/approvals for stormwater management and erosion control shall be obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.

13. Documentation that the Solar Reflective Index (SRI) of the proposed roofing materials meet the minimum required SRI of 29 shall be provided prior to commencing construction of the proposed building addition.

14. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified prior to commencing construction of the proposed building addition.

15. All future businesses/uses established on the property shall be permitted or conditional uses per the applicable zoning district (currently B-2) and shall comply with all applicable requirements of the Town Zoning Ordinance. A conditional use permit shall be obtained prior to establishing any uses not designated as permitted.

16. All future signage shall comply with all applicable requirements of the Town Zoning Ordinance.

17. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board of Supervisors in accordance with the requirements of Article 8, Division 8, Special Site Design Principles and Architectural Standards, of the Town of Clayton Zoning

Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

**Motion carried by unanimous voice vote.**

- D. Plan Commission Recommendation: Town Board review & discussion of revisions to Section 7.10.08 Dedications and Reservations within Town of Clayton Subdivision Ordinance.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- E. Plan Commission Recommendation: Town Board review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**BUSINESS**

- A. Discussion/Action: Town Board review & discussion of updates provided by ANR Pipeline Company regarding their multi-year pipeline replacement project.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- B. Review/Discussion: Town Board review & discussion of a resident request to consider the implementation of railroad quiet zones within the Town of Clayton.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Sept 4 & 18; Oct 2 & 16; Nov 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Sept 11; Oct 9; Nov 13

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 7:13 pm.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

## Webform submission from: Contact



Clayton WI &lt;noreply@civicplus.com&gt;

To Clerk Town of Clayton

Reply

Reply All

Forward



Wed 8/21/2024 8:39 AM

TO DO

 Follow up. Start by Wednesday, August 21, 2024. Due by Wednesday, August 21, 2024.  
You forwarded this message on 8/21/2024 8:50 AM.**First Name**

Jacob

**Last Name**

Kluza

**Email**[kluza@wisc.edu](mailto:kluza@wisc.edu)**Question/Comment**

Hello

I hope this email finds you well. My name is Jacob Kluza, and I am the Horticulture Agent for Winnebago County with the UW-Madison Division of Extension. Recently, I have been contacted by several residents in the Town of Clayton who are concerned about an unusual number of dead or dying trees in their neighborhoods, particularly on Dekalb, Galaxy, Challenger, and the area between Larsen Road and Highway II.

Upon visiting the area, I identified that the trees in question are ash trees suffering from an infestation of the Emerald Ash Borer (EAB). As you may know, EAB is a highly destructive pest that has been responsible for the decline and death of millions of ash trees across the United States.

Given the severity of this issue and its potential impact on the community, I am reaching out to explore the possibility of collaborating with the Town of Clayton to inform residents about this situation and discuss potential management strategies. I would be happy to assist in sending out a mailer or conducting other forms of outreach to educate the public on this matter. Additionally, I would be willing to organize a small town hall meeting where I could provide a presentation on the Emerald Ash Borer and offer guidance on what residents can do to manage and mitigate the effects of this pest.

This email is intended to gauge interest and gather feedback on how we might work together to address this issue. Please let me know if the Town of Clayton would be interested in such a collaboration, or if you have any other suggestions or concerns.

Thank you for your time and consideration. I look forward to your response.

Best regards,

Jacob Kluza

Horticulture Agent - Winnebago County

UW-Madison Division of Extension

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item B.



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

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

August 29, 2024

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, September 4, 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.**

A handwritten signature in black ink that reads "Melissa Starr". The signature is written in a cursive, flowing style.

Melissa Starr  
Accounting Clerk

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item B.



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

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

## **AGENDA For REGULAR MEETING Wednesday September 4, 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 (08/07/2024)
- 

**TREASURER'S REPORT:**

- Approve Voucher List
- Discuss/Review Bank & Budget Statements

#### Discussion/Action

**PRESIDENT'S REPORT:**

- 

**MANAGER'S REPORT:**

- Review/Approve Monthly Operational Summary
- Network Switch Option #2
- Discuss/Act on TPS Quote for ATAD Digester work

**ENGINEER'S REPORT:**

**OLD BUSINESS:**

**NEW BUSINESS:**

- Discuss/Act on 2024 Draft Budget
- Set Date & Time for 2024 Budget Public Hearing
- Discuss/Act on Sewer Extension Request – Wisconsin Ave. (Grand Chute)

#### Design Criteria:

Flow – 1.54 MGD Avg      Flow – 3.86 MGD Peak

**ADJOURNMENT:**

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item B.



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

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

## REGULAR MEETING MINUTES

August 7, 2024

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 4:01 pm.

### **PRESENT:**

Beth English  
Mark Strobel  
Mike Van Dyke

Jason Van Eperen  
Dale Youngquist  
Greg Ziegler

Melissa Starr (MCO)  
Brandon Kaufman (MCO)

### **EXCUSED:**

Ron Wolff Jr.

Guests: Ethan Lang (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 July 3, 2024; 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; Commissioner English mentioned the checking balance and asked why funds were not transferred to accounts with better interest rates. Clerk Starr agreed that the funds should have been moved, and stated she will work to ensure funds are moved in a timely manner to maximize return. After discussion, a motion was made by Mike Van Dyke to approve the Bank & Budget Statements; second by Greg Ziegler. *Motion Carried.*

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

No items to report

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

#### **Operational Summary**

Manager Kaufman discussed his written report and provided additional information on: Fox West staff have been washing off final clarifier weirs to remove algae and solids that accumulate in the tanks. He shared pictures and video, and explained how heavy rains push the algae up to the UV lamp area and the algae gets matted up in the channel which causes the water level to rise. The concern is that the water level will rise to the point where the UV bulb sockets are, and cause damage. He explained that the weirs cover reduces/eliminates the algae growth and will save time in the future. He is getting quotes on different cover options, and will add it to the agenda for a future meeting. Manager Kaufman talked briefly about the primary sludge fermenter and the trial process recently implemented in an attempt to increase biological phosphorus removal. Early results are promising. Commissioner Van Dyke asked if the semi-annual reports are being done by the permitted industrial users like they should be, and Manager Kaufman confirmed they are. After discussion, a motion was made by Mike Van Dyke to approve the Operational Summary; second by Greg Ziegler. *Motion Carried.*

#### **I & I Report**

Manager Kaufman shared the Infiltration and Inflow (I&I) report he put together of each communities' numbers. He explained that I&I analysis requires data from a two-week period in spring when it was dry (excluding major industrial and commercial flows greater than 50,000 gpd each). The data used for the report is from May 2023. The EPA's determination of non-excessive infiltration is when the average daily flow per capita is less than 120 gpcd. Manager Kaufman explained that all communities' numbers go up with high flows, but Fox Crossing was the most significant. Chad Olsen pulled up a graphic which illustrated various causes of I&I, including tree branches, cracked pipes, broken pipes, manhole leaks, etc. Discussion followed regarding the various efforts being made to reduce I&I, and Manager Kaufman stated that each community is working on it, and the numbers are starting to show. Commissioners shared their appreciation for Manager Kaufman putting the information together so they can follow up with their respective communities on I&I efforts going forward.

#### **Quotes for Ethernet Switches**

Manager Kaufman reminded commissioners of the two ethernet switches that failed last year, and presented two quotes for replacement options. Option 1 includes two switches for the Headworks and one backup switch totaling \$57,426. Option 2 includes replacing all nine switches throughout the plant and one backup switch totaling \$163,985. Discussion followed regarding which option would be best for the plant. Manager Kaufman recommended Option 1, while a couple of commissioners thought it might be better to go with Option 2, and avoid having to replace them as they go out for potentially more money. Chad Olsen asked what the lead time on the switches is, and suggested going with Option 1 to ensure we get what is needed, and then have a representative from Faith come to a meeting to discuss and answer questions about Option 2. After discussion, a motion was made by Mike Van Dyke to approve Option 1 in the amount of \$57,426, with the opportunity to further discuss Option 2 in the amount of \$163,985 at the next meeting; seconded by Greg Ziegler. *Motion Carried.*

Fox West Regional SC  
Regular Meeting Minutes  
August 7, 2024  
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**ENGINEER'S REPORT:**

**Fine Screen Engineering**

Chad Olsen shared the design and specs for the Fine Screen/Blower/Generator project have been submitted to DNR, and he is currently working to respond to questions the DNR had.

**OLD BUSINESS**

N/A

**NEW BUSINESS**

**Sewer Extension Request – Scholar Ridge Estates (Clayton)**

Manager Kaufman reported no concerns regarding the sewer extension request for Scholar Ridge Estates. A motion was made by Mike Van Dyke to approve the sewer extension request; second by Greg Ziegler. *Motion Carried.*

**ADJOURNMENT**

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

Meeting adjourned at 4:49 pm.

**ATTEST**

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Greg Ziegler, Secretary

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Melissa Starr, Accounting Clerk

**FOX WEST REGIONAL  
SEWERAGE COMMISSION**  
For Approval on: 09/04/2024

**PREAUTHORIZED AUGUST PAYABLES**

CHECK NO	DATE		Amount
38472-38473	08/06/24	Plant Payroll - Net (#24-16)	\$ 3,355.40
WDC080624	08/06/24	Wisconsin Def Comp (#24-16)	\$ 50.00
	08/06/24	FSA WITHHOLDING (#24-16)	\$ 86.66
38474	08/19/24	Spectrum/Charter Communications ( <u>\$114.99 Internet/\$113.83 Telephone</u> )	\$ 228.82
38475	08/19/24	Town of Grand Chute (Life & Dental Insurance, FSA fee)	\$ 71.92
38476	08/19/24	VISA ( <u>\$72.94 - Maint-Yard/\$283.48 Postage/\$247.54 - Lab-Other/\$345.17- Main-Parts/\$138.55- Maint-Lab/\$317.91- OP-Fuel/\$323.00- Maint-Veh</u> )	\$ 1,728.59
38477	08/19/24	WE Energies ( <u>\$117.10 Heat/\$68,768.86 Electric</u> )	\$ 68,885.96
38478-38479	08/20/24	Plant Payroll - Net (#24-17)	\$ 3,314.49
WDC082024	08/20/24	Wisconsin Def Comp (#24-17)	\$ 50.00
	08/20/24	FSA WITHHOLDING (#24-17)	\$ 86.66
WGH082624	08/26/24	Dept of Employee Trust (SEPT HEALTH INVOICE)	\$ 4,700.64
EFTPS083024	08/30/24	Federal Payroll Taxes (AUG Federal Tax Withholding)	\$ 2,332.04
WDR083024	08/30/24	Wisconsin Dept Revenue (AUG State Tax Withholding)	\$ 387.72
WRS083024	08/30/24	Dept of Employee Trust (JULY PENSION)	\$ 1,525.29
			<b><u>\$86,804.19</u></b>

FOX WEST REGIONAL  
SEWERAGE COMMISSION -

MONTHLY PAYABLES

VOUCHER LIST - 09/04/2024

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CHECK NO	DATE		Amount
38480-38485	09/04/24	Commissioner's Wages (Net) Commission Wages (AUG Mtg)	\$1,059.12
38486	09/04/24	Aquachem Ferric Sulfate	\$10,317.42
38487	09/04/24	Badger Labs Fecal Coliform, Metals, Mercury	\$1,534.00
38488	09/04/24	Brandon Kaufman Office Chair wheels	\$12.46
38489	09/04/24	Calnin & Goss Concrete Sand	\$453.87
38490	09/04/24	Heartland Business Solutions Monthly IT Services	\$239.64
38491	09/04/24	Johnson Controls AC Repairs, Condenser Fan	\$6,435.00
38492	09/04/24	MCO Monthly Contract Services	\$60,135.25
38493	09/04/24	MSA Ultima X Sensor	\$1,631.88
38494	09/04/24	NCL Lab Supplies	\$914.81
38495	09/04/24	Rhyme Business Products Copy Paper	\$209.08
38496	09/04/24	Splendid Cleaning Service Monthly Services	\$379.00
38497	09/04/24	UniFirst Employee Uniforms, Mats, Wipers	\$333.04
38498	09/04/24	USA BlueBook	\$1,274.75
			<hr/>
			<b>\$84,929.32</b>
			<hr/>

<b>CHECK NO</b>	<b>DATE</b>		<b>Amount</b>
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**EQUIPMENT REPLACEMENT**

38501	09/04/24	Thermal Process Systems ATAD Reactor Vacuum Gauge	\$4,937.51
<b>Total Equipment Replacement</b>			<b>\$4,937.51</b>

**DEPRECIATION EXPENSE**

38499	09/04/24	McMahon Associates WWTF Improvements Project	\$5,940.00
38500	9/4/2024	Tri-County Overhead Overhead Door Operator	\$2,429.00
<b>Total Depreciation</b>			<b>\$8,369.00</b>

Preauthorized AUG Expenses	\$86,804.19
Monthly Payables	\$84,929.32
Equipment Replacement Expense	\$4,937.51
Depreciation Expense	\$8,369.00
<b>\$185,040.02</b>	

Disbursements Not Approved:

Approved by Commission:

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

\_\_\_\_\_  
Date

**2024 INTEREST EARNINGS**  
July 31, 2024

gl #'s	1002	1034	1036	1050	2186b	2131	2121	2152c	2141	2152e	
	Operations				Future	Replacement	Bond Redemption		Depreciation		
	Checking	WH Deposit Winnebago	WH Deposit Geenan	Savings	C.D. Matures 9/12/24	MONEY MARKET	MONEY MARKET	LGIP	MONEY MARKET	LGIP	TOTAL
	0.05%	0.01%	0.01%	1.00%	5.16%	5.25%	5.46%	5.42%	5.25%	5.42%	
	ANB	ANB	ANB	COMM1st	COMM1st	ANB	ANB	LGIP	ANB	LGIP	
Jan	28.63	-	-	-	5,661.18	2,965.81	3,448.03	4,284.49	722.47	7,501.14	\$24,611.75
Feb	15.15	-	-	-	5,318.73	2,892.49	3,624.07	4,022.73	1,050.99	7,042.84	\$23,967.00
Mar	13.24	0.01	0.02	1.79	5,708.42	3,070.57	4,297.15	4,325.97	1,195.66	7,573.75	\$26,186.58
Apr	13.68	-	-	-	5,548.05	3,096.41	3,568.78	5,129.61	1,162.32	7,335.19	\$25,854.04
May	14.72	-	-	-	5,756.86	3,393.31	1,691.97	3,518.27	1,102.89	7,615.95	\$23,093.97
Jun	17.74	0.01	0.02	1.28	5,595.12	3,419.54	2,040.97	3,452.20	952.27	7,467.52	\$22,946.67
Jul	24.90	0.00	0.00	0.00	5,805.70	3,593.05	2,602.17	3,580.25	949.72	7,743.12	\$24,298.91
Aug											\$0.00
Sep											\$0.00
Oct											\$0.00
Nov											\$0.00
Dec											\$0.00
<b>TOTALS:</b>	<b>\$128.06</b>	<b>\$0.02</b>	<b>\$0.04</b>	<b>\$3.07</b>	<b>\$39,394.06</b>	<b>\$22,431.18</b>	<b>\$21,273.14</b>	<b>\$28,313.52</b>	<b>\$7,136.32</b>	<b>\$52,279.51</b>	<b>\$170,958.92</b>
		<b>\$131.19</b>			<b>\$39,394.06</b>	<b>\$22,431.18</b>	<b>\$49,586.66</b>		<b>\$59,415.83</b>		
acct #'s	-17	-87	-87	-5400	-4959	-92	-23	-1	-11	-2	
acct \$'s	\$625,321.62	\$506.84	\$502.17	\$7.03	\$1,355,111.73	\$826,476.15	\$599,991.42	\$783,754.04	\$217,903.24	\$1,695,049.43	\$6,104,623.67

**ACCOUNT LISTING**  
6/30/2024

American Nat'l Bank	Operations - Checking	\$625,321.62	0.05%
American Nat'l Bank	Operations - WH Deposit	\$506.84	0.01%
American Nat'l Bank	Operations - WH Deposit	\$502.17	0.01%
Community 1st CU	Operations - Savings	\$7.03	1.00%
Community 1st CU	Future Capital - CD	\$1,355,111.73	5.16%
American Nat'l Bank	Replacement - Money Market	\$826,476.15	5.25%
American Nat'l Bank	Bond Redemption - Money Market	\$599,991.42	5.46%
LGIP	Bond Redemption - LGIP	\$783,754.04	5.42%
American Nat'l Bank	Depreciation - Money Market	\$217,903.24	5.25%
LGIP	Depreciation - LGIP	\$1,695,049.43	5.42%
	<b>Total Funds:</b>	<b>\$6,104,623.67</b>	

**2024 BUDGET STATEMENT  
FOX WEST REGIONAL  
WASTEWATER TREATMENT PLANT**

Budget Through 7/31/2024

INCOME SOURCE	100.00% '24 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	YTD TOTAL	BDGT THRU JULY (7/31/24)	(OVER)/UNDER BUDGET	% OF BUDGET
<b>USER CHARGES:</b>													
OPERATION AND MAINT	\$2,135,572.00	\$177,964.33	\$155,050.69	\$203,258.53	\$228,062.11	\$302,029.99	\$237,960.14	\$211,008.38	\$212,423.25	\$1,549,793.09	\$1,245,750.33	(\$304,042.76)	72.57%
EQUIPMENT REPLACEMENT	470,052.00	39,171.00	39,171.00	\$39,171.00	\$39,171.00	\$39,171.01	\$39,170.87	\$39,171.13	\$39,170.99	274,197.00	\$274,197.00	\$0.00	58.33%
BOND REDEMPTION	1,049,024.00	87,418.67	87,418.67	87,418.69	87,418.68	87,418.70	87,418.44	87,418.93	87,418.67	611,930.78	\$611,930.67	(\$0.11)	58.33%
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%
<b>TOTAL BUDGETED INCOME</b>	<b>\$3,654,648.00</b>	<b>\$304,554.00</b>	<b>\$281,640.36</b>	<b>\$329,848.22</b>	<b>\$354,651.79</b>	<b>\$428,619.70</b>	<b>\$364,549.45</b>	<b>\$337,598.44</b>	<b>\$339,012.91</b>	<b>\$2,435,920.67</b>	<b>\$2,131,878.00</b>	<b>(\$304,042.67)</b>	<b>66.65%</b>
<b>CONTINGENCY FUNDING:</b>													
INTEREST INCOME	\$161,820.00	\$13,485.00	\$24,611.75	\$23,967.00	\$26,186.58	\$25,854.04	\$23,093.97	\$22,946.67	\$24,298.91	\$170,958.92	\$94,395.00	(\$76,563.92)	105.65%
WASTEHAULER INCOME	202,500.00	16,875.00	13,192.69	14,413.65	15,519.56	18,111.41	18,394.28	16,145.17	20,864.27	116,641.03	\$118,125.00	\$1,483.97	57.60%
LAB & MISC. INCOME	34,285.00	2,857.08	10,634.64	1,559.00	2,110.00	1,713.00	1,815.00	1,636.00	12,167.06	31,634.70	\$19,999.58	(\$11,635.12)	92.27%
<b>TOTAL CONT FUNDING</b>	<b>\$398,605.00</b>	<b>\$33,217.08</b>	<b>\$48,439.08</b>	<b>\$39,939.65</b>	<b>\$43,816.14</b>	<b>\$45,678.45</b>	<b>\$43,303.25</b>	<b>\$40,727.84</b>	<b>\$57,330.24</b>	<b>\$319,234.65</b>	<b>\$232,519.58</b>	<b>(\$86,715.07)</b>	<b>80.09%</b>
<b>BUDGETED SURPLUS</b>	<b>\$0.00</b>	<b>\$0.00</b>											
<b>TOTAL BUDGET</b>	<b>\$4,053,253.00</b>	<b>\$337,771.08</b>	<b>\$330,079.44</b>	<b>\$369,787.87</b>	<b>\$398,467.93</b>	<b>\$474,298.15</b>	<b>\$407,852.70</b>	<b>\$378,326.28</b>	<b>\$396,343.15</b>	<b>\$2,755,155.52</b>	<b>\$2,364,397.58</b>	<b>(\$390,757.94)</b>	<b>67.97%</b>
<b>2024 BUDGETED O&amp;M EXPENSE</b>													
<b>WAGES &amp; BENEFITS:</b>													
COMMISSIONERS	\$16,236.00	\$1,353.00	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$9,927.05	\$9,471.00	(\$456.05)	61.14%
PLANT PERSONNEL	171,957.00	14,329.75	18,094.08	15,596.20	44,455.20	15,412.97	10,233.20	10,718.00	11,052.80	125,562.45	\$100,308.25	(\$25,254.20)	73.02%
EMPLOYEE BENEFITS	87,592.00	7,299.33	8,022.62	8,457.10	9,653.20	6,126.97	5,857.67	5,831.34	6,008.60	49,957.50	\$51,095.33	\$1,137.83	57.03%
<b>UTILITIES:</b>													
ELECTRIC POWER	671,135.00	55,927.92	50,365.81	51,536.10	52,340.83	52,927.05	60,257.29	61,183.69	61,668.74	390,279.51	\$391,495.42	\$1,215.91	58.15%
OTHER UTILITIES	59,360.00	4,946.67	3,762.07	11,500.02	4,565.74	3,986.12	7,463.67	400.53	153.13	31,831.28	\$34,626.67	\$2,795.39	53.62%
<b>CHEMICALS:</b>													
FERRIC CHLORIDE	290,000.00	24,166.67	37,900.32	25,050.79	12,304.97	42,120.95	31,006.44	20,643.01	30,957.85	199,984.33	\$169,166.67	(\$30,817.66)	68.96%
OTHER CHEMICALS	40,500.00	3,375.00	0.00	10,340.00	0.00	0.00	0.00	0.00	0.00	10,340.00	\$23,625.00	\$13,285.00	25.53%
<b>GENERAL OPERATIONS:</b>													
CONTRACT OPERATIONS	724,384.00	60,365.33	47,035.80	74,919.53	55,393.94	60,135.25	60,135.25	60,135.25	60,135.25	417,890.27	\$422,557.33	\$4,667.06	57.69%
OTHER OPERATING COSTS	46,315.00	3,859.58	4,100.69	3,036.34	2,418.67	2,409.88	3,846.83	2,635.68	3,859.48	22,307.57	\$27,017.08	\$4,709.51	48.16%
<b>SLUDGE HANDLING:</b>													
SLUDGE DISPOSAL	19,000.00	1,583.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$11,083.33	\$11,083.33	0.00%
OTHER SLUDGE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	918.87	918.87	\$0.00	(\$918.87)	#DIV/0!
<b>PLANT MAINTENANCE:</b>													
PLANT MAINTENANCE/REPAIR	226,750.00	18,895.83	14,833.33	32,698.40	6,315.01	42,056.57	24,355.31	22,797.85	22,403.86	165,460.33	\$132,270.83	(\$33,189.50)	72.97%
<b>LABORATORY:</b>													
LAB OPERATIONS	10,555.00	879.58	3,271.97	3,291.31	2,281.54	6,588.14	2,328.32	4,966.31	3,292.51	26,020.10	\$6,157.08	(\$19,863.02)	246.52%
WPDES-COMPL MONITORING	17,100.00	1,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$9,975.00	\$9,975.00	0.00%
<b>ADMINISTRATIVE/GENERAL:</b>													
INSURANCE/LEGAL	75,000.00	6,250.00	48,962.00	4,353.00	0.00	0.00	0.00	4,353.00	0.00	57,668.00	\$43,750.00	(\$13,918.00)	76.89%
ANNUAL AUDITING SERVICES	9,635.00	802.92	0.00	0.00	0.00	9,660.00	0.00	0.00	0.00	9,660.00	\$5,620.42	(\$4,039.58)	100.26%
OFFICE,POSTAGE,PHONE, ETC	12,550.00	1,045.83	574.73	3,618.05	648.85	952.57	515.28	1,608.93	1,939.62	9,858.03	\$7,320.83	(\$2,537.20)	78.55%
DNR ENVIRONMENTAL FEES	34,600.00	2,883.33	0.00	0.00	0.00	0.00	34,453.16	0.00	0.00	34,453.16	\$20,183.33	(\$14,269.83)	99.58%
GENERAL ADMIN. EXPENSE	21,508.00	1,792.33	218.15	225.00	2,389.73	25.00	0.00	20.00	11,850.15	14,728.03	\$12,546.33	(\$2,181.70)	68.48%
<b>TOTAL O&amp;M EXPENSES</b>	<b>\$2,534,177.00</b>	<b>\$211,181.42</b>	<b>\$238,559.72</b>	<b>\$246,039.99</b>	<b>\$194,185.83</b>	<b>\$243,819.62</b>	<b>\$241,870.57</b>	<b>\$196,711.74</b>	<b>\$215,659.01</b>	<b>\$1,576,846.48</b>	<b>\$1,478,269.92</b>	<b>(\$98,576.56)</b>	<b>62.22%</b>
<b>CONTINGENCY APPLIED</b>	<b>\$235,400.00</b>	<b>\$19,616.67</b>	<b>\$27,378.30</b>	<b>\$34,858.57</b>	<b>(\$16,995.59)</b>	<b>\$32,638.20</b>	<b>\$30,689.15</b>	<b>(\$14,469.68)</b>	<b>\$4,477.59</b>	<b>(\$957,330.52)</b>	<b>\$137,316.67</b>	<b>\$1,094,647.19</b>	<b>-406.68%</b>

**FOX WEST REGIONAL SEWERAGE COMMISSION  
BANK STATEMENT  
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF JULY 2024**

**CHECKING ACCOUNT**

<b>Beginning Balance</b>			<b>\$577,275.83</b>
<b>Receipts:</b>			
User Fees Received	\$337,598.44		
Vactor-Waste Fees Received	-		
Lab/MISC Fees Received	15,300.06		
Septic Haulers Fees	16,849.17		
Interest Earned @ 0.05% / ANB	24.90		
<b>Transfers from:</b>			
Equipment Replacement	46,068.59		
Bond Redemption	-		
Depreciation	3,960.00		
<b>Total Receipts:</b>	<b>\$419,801.16</b>		
		<b>Total Available</b>	<b>\$997,076.99</b>
<b>Disbursements:</b>			
Commissioners Wages (net)	\$1,239.61		
Plant Personnel Wages (net)	3,916.07		
Plant Personnel Wages (net)	3,252.19		
Plant Personnel Wages (net)	-		
Gen. Operating Expense	\$187,138.16		
Equipment Replacement	46,068.59		
Depreciation	3,960.00		
<b>Transfers To:</b>			
Misc ledger adjustment			
Equipment Replacement	39,171.13	<i>JUNE Inv. - JULY receipts</i>	
Bond Redemption	87,418.93	<i>JUNE Inv. - JULY receipts</i>	
Depreciation	-		
<b>Total Disbursements:</b>	<b>\$372,164.68</b>		

**TOTAL CHECKING - Per General Ledger** **\$624,912.31**

checks outstanding: \$409.31  
actual checkbook balance at month-end- Per Bank Statement: \$625,321.62

**COMM FIRST CU SAVINGS ACCOUNT**

Beginning Balance		\$7.03	
Interest Earned @ 1.00% / COM 1st		-	
Minimum Balance Deposit		-	
Transfer to LGIP Bond Red		-	
Wire Transfer Fee		-	
<b>Total Savings Acct Balance</b>			<b>\$7.03</b>

**EQUIPMENT REPLACEMENT ACCOUNT**

Beginning Balance		\$829,780.56	
Interest Earned @ 5.25% / ANB		3,593.05	
Transfer from Checking		39,171.13	
Transfer to Checking		(46,068.59)	
<b>Total Equip Replacement Acct Balance</b>		<b>\$826,476.15</b>	

FOX WEST REGIONAL SEWERAGE COMMISSION  
BANK STATEMENT  
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF JULY 2024

BANK STATEMENT-7/31/24

PAGE 2

**FUTURE CAPITAL ACCOUNT**

Beginning Balance	\$1,349,306.03	
Interest Earned @ 5.16% / COM 1st - CD	5,805.70	
<b>TOTAL FUTURE CAPITAL</b>		<b>\$1,355,111.73</b>

**BOND REDEMPTION ACCOUNTS**

Beginning Balance - Money Market Account	\$509,970.32
Interest Earned @ 5.46% / ANB	2,602.17
Transfer from Checking	87,418.93
Transfer to STATE WIS - CWF loan payment	-
Wire Transfer Fee	-
<b>Total Bond Redemption MM Acct Balance</b>	<b>\$599,991.42</b>

Beginning Balance - LGIP Account	\$780,173.79
Interest Earned @ 5.42% / LGIP	\$3,580.25
Deposit	-
Withdrawal (STATE WIS - CWF loan payment)	-
<b>Total Bond Redemption LGIP Acct Balance</b>	<b>\$783,754.04</b>

**TOTAL BOND REDEMPTION** \$1,383,745.46

**DEPRECIATION ACCOUNTS**

Beginning Balance - Money Market Account	\$220,913.52
Interest Earned @ 5.25% / ANB	949.72
Transfer from Checking	-
Transfer to Checking	(3,960.00)
<b>Total Depreciation Acct Balance</b>	<b>\$217,903.24</b>

Beginning Balance - LGIP Account	\$1,687,306.31
Interest Earned @ 5.42%	7,743.12
<b>Total Depreciation LGIP Acct Balance</b>	<b>\$1,695,049.43</b>

**TOTAL DEPRECIATION ACCOUNT** \$1,912,952.67

**SUMMARY**

ANB CHECKING ACCOUNT	\$625,321.62
COMM FIRST CU SAVINGS ACCOUNT	\$7.03
EQUIPMENT REPLACEMENT ACCOUNT	826,476.15
FUTURE CAPITAL CD ACCOUNT	\$1,355,111.73
BOND REDEMPTION ACCOUNTS	1,383,745.46
DEPRECIATION ACCOUNTS	1,912,952.67
PETTY CASH & WASTEHAULER DEPOSITS	\$1,209.01
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$6,104,823.67</b>

**Fox West Regional Sewerage Commission**  
**Balance Sheet Summary with Previous Year Comparison**  
**As of July 31, 2024**

Item B.

	July 31, 24	July 31, 23	\$ Change	% Change
<b>ASSETS</b>				
<u>Current Assets</u>				
<u>Cash &amp; Investments</u>				
Checking-American Nat'l	624,912.31	710,363.98	-85,451.67	-12.03%
Cash-Wastehauler's Deposits	1,009.01	1,008.89	0.12	0.01%
Petty Cash	195.00	200.00	-5.00	-2.5%
Savings-Comm 1st	7.03	694.05	-687.02	-98.99%
Bond Redemption - Money Market & CD's	1,383,745.46	1,217,758.63	165,986.83	13.63%
Equipment Replacement - Money Market & CD's	826,476.15	595,285.95	231,190.20	38.84%
Depreciation Fund - Money Market & CD's	1,912,952.67	1,786,791.72	126,160.95	7.06%
Future Capital (CD)	1,355,111.73	1,293,082.51	62,029.22	4.8%
<b>Total Cash &amp; Investments</b>	<b>6,104,409.36</b>	<b>5,605,185.73</b>	<b>499,223.63</b>	<b>8.91%</b>
<u>Other Current Assets</u>				
Accounts Receivable	362,688.18	301,863.98	60,824.20	20.15%
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	231,202.00	348,954.00	-117,752.00	-33.74%
<b>Total Other Current Assets</b>	<b>606,411.18</b>	<b>663,338.98</b>	<b>-56,927.80</b>	<b>-8.58%</b>
<b>Total Current Assets</b>	<b>6,710,820.54</b>	<b>6,268,524.71</b>	<b>442,295.83</b>	<b>7.06%</b>
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	-25.52%
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.0%
Structures, Equipment & Improvements	45,392,903.85	45,325,996.33	66,907.52	0.15%
Accumulated Depreciation	-26,893,434.80	-25,028,459.62	-1,864,975.18	7.45%
<b>Total Fixed Assets</b>	<b>20,738,489.37</b>	<b>22,536,557.03</b>	<b>-1,798,067.66</b>	<b>-7.98%</b>
<b>TOTAL ASSETS</b>	<b>27,449,309.91</b>	<b>28,805,081.74</b>	<b>-1,355,771.83</b>	<b>-4.71%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	114,073.39	58,374.90	55,698.49	95.42%
Payroll Liabilities	44,625.03	44,199.38	425.65	0.96%
Pension Liability	185,861.00	285,734.00	-99,873.00	-34.9%
Customer Deposits	1,011.42	1,011.42	0.00	0%
Accrued Interest Expense & Other Liab	32,580.20	39,394.52	-6,814.32	-17.3%
<b>Total Current Liabilities</b>	<b>378,151.04</b>	<b>428,714.22</b>	<b>-50,563.18</b>	<b>-11.79%</b>
<u>Long Term Liabilities</u>				
CWF-INTERCEPTOR	0.00	0.00	0.00	0.0%
CWF-2009 Upgrade	4,828,455.82	5,722,729.06	-894,273.24	-15.63%
<b>Total Long Term Liabilities</b>	<b>4,828,455.82</b>	<b>5,722,729.06</b>	<b>-894,273.24</b>	<b>-15.63%</b>
<b>Total Liabilities</b>	<b>5,206,606.86</b>	<b>6,151,443.28</b>	<b>-944,836.42</b>	<b>-15.36%</b>
<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	19,248,406.34	19,697,193.84	-448,787.50	-2.28%
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.00%
Net Income	986,914.48	949,062.39	37,852.09	3.99%
<b>Total Equity</b>	<b>22,242,703.05</b>	<b>22,653,638.46</b>	<b>-410,935.41</b>	<b>-1.81%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,449,309.91</b>	<b>28,805,081.74</b>	<b>-1,355,771.83</b>	<b>-4.71%</b>

Fox West Regional Sewerage Commission  
Income Statement with Previous Year Comparison  
July 31, 2024

		<u>July 24</u>	<u>July 23</u>	<u>Jan - July 24</u>	<u>Jan - July 23</u>	<u>Y-T-D \$ Change</u>
<b><u>Operations &amp; Maintenance Income</u></b>						
	Grand Chute	97,694.27	77,912.18	845,134.11	591,636.93	253,497.18
	Clayton	4,248.48	3,173.43	30,995.88	25,745.69	5,250.19
	Fox Crossing	72,513.79	43,818.15	400,328.00	416,780.81	-16,452.81
	Greenville	37,966.71	33,766.92	273,335.10	253,119.26	20,215.84
	<b>Total Operation/Maint Income</b>	<b>\$212,423.25</b>	<b>\$158,670.68</b>	<b>\$1,549,793.09</b>	<b>\$1,287,282.69</b>	<b>\$262,510.40</b>
<b><u>Operations &amp; Maintenance Expenses</u></b>						
<i>Wages &amp; Benefits</i>	Commissioner Pay	1,418.15	1,418.15	9,927.05	8,949.80	977.25
	Employee Pay	11,052.80	16,101.70	125,562.45	116,480.60	9,081.85
	Employee Benefits	6,008.60	7,592.80	49,957.50	54,834.17	-4,876.67
<i>Utilities</i>	Electricity	61,668.74	55,184.17	390,279.51	384,230.78	6,048.73
	Natural Gas & Water	153.13	185.35	31,831.28	42,349.82	-10,518.54
<i>Chemicals</i>	Ferric Chloride	30,957.85	22,466.47	199,984.33	164,507.32	35,477.01
	Polymer	0.00	0.00	10,340.00	0.00	10,340.00
	Other Chemicals	0.00	0.00	0.00	0.00	0.00
<i>General Operations</i>	Contract Operations	60,135.25	47,035.80	417,890.27	329,250.60	88,639.67
	Rugs, Linens, Uniforms	492.68	501.92	3,351.47	3,573.20	-221.73
	Grit & Refuse Hauling	2,789.37	3,225.31	15,242.88	15,636.07	-393.19
	Other Operations	577.43	720.09	4,478.17	6,514.20	-2,036.03
<i>Sludge</i>	Sludge Disposal	0.00	0.00	0.00	0.00	0.00
	Other Sludge Exp.	918.87	516.58	918.87	516.58	402.29
<i>Plant Maint</i>	Maintenance of Operations	14,339.29	1,348.16	88,044.68	29,153.12	58,891.56
	Other Plant Maintenance	8,064.57	6,823.83	85,269.35	61,884.17	23,385.18
<i>Lab</i>	Lab Operations	3,292.51	1,962.54	26,231.12	15,899.66	10,331.46
	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	57,668.00	61,845.00	-4,177.00
	Annual Audit	0.00	0.00	9,660.00	9,425.00	235.00
	Office, Postage, Phone, etc	1,939.62	1,666.03	9,858.03	11,138.87	-1,280.84
	DNR Environment Fees	0.00	0.00	34,453.16	34,373.35	79.81
	Other General/Admin	11,850.15	27.75	14,728.03	2,597.33	12,130.70
	<b>Total Operating Expenses</b>	<b>\$215,659.01</b>	<b>\$166,776.65</b>	<b>\$1,585,676.15</b>	<b>\$1,353,159.64</b>	<b>\$232,516.51</b>
	<b>Gross Income (Loss)</b>	<b>(\$3,235.76)</b>	<b>(\$8,105.97)</b>	<b>(\$35,883.06)</b>	<b>(\$65,876.95)</b>	<b>\$29,993.89</b>
<b><u>Other Operations Income</u></b>						
<i>Other Income</i>	Interest Income	24,298.91	14,872.35	170,958.92	80,955.02	90,003.90
	Waste Hauler Income	20,864.27	17,167.05	116,641.03	117,773.19	-1,132.16
	Lab Testing/Vac-Waste/Misc	12,167.06	1,355.00	31,634.70	18,324.41	13,310.29
	<b>Other Operations Income</b>	<b>\$57,330.24</b>	<b>\$33,394.40</b>	<b>\$319,234.65</b>	<b>\$217,052.62</b>	<b>\$102,182.03</b>
	<b>Operating Fund Income (Loss)</b>	<b>\$54,094.48</b>	<b>\$25,288.43</b>	<b>\$283,351.59</b>	<b>\$151,175.67</b>	<b>\$132,175.92</b>
<b><u>Replacement, Debt, Depreciation</u></b>						
<i>Repl.</i>	Repl. Income from Users	39,170.99	34,337.57	274,197.00	240,363.58	33,833.42
	Repl. Fund Expenses	4,937.51	8,273.28	134,605.12	44,598.67	90,006.45
<i>Debt</i>	Debt Service from Users	87,418.67	87,444.68	611,930.78	636,525.33	-24,594.55
	Debt Service Interest	10,907.65	12,922.09	6,878.77	10,322.52	-3,443.75
<i>Depr.</i>	Depr. Income from Users	0.00	0.00	0.00	0.00	0.00
	Depr. Fund Expenses	5,940.00	0.00	41,081.00	24,081.00	17,000.00
	<b>Income (Loss) for Replacement, Debt, Depreciation</b>	<b>\$104,804.50</b>	<b>\$100,586.88</b>	<b>\$703,562.89</b>	<b>\$797,886.72</b>	<b>(\$94,323.83)</b>
	Reconciliation Discrepancies / Audit GASB / Plant Depreciation	0.00	0.00	0.00	0.00	0.00
	<b>Net Income (Loss)</b>	<b>\$158,898.98</b>	<b>\$125,875.31</b>	<b>\$986,914.48</b>	<b>\$949,062.39</b>	<b>\$37,852.09</b>

# FOX WEST REGIONAL SEWERAGE COMMISSION

Item B.



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

August, 2024

### PLANT OPERATIONS

1. **PLANT PERFORMANCE** – The facility is currently struggling with high effluent ammonia concentrations. Our monthly average limit is 4.4 mg/l, and as of 8/23/24 the monthly average discharge is 5.7 mg/l. We are working with the process engineers with Peterson and Matz to determine why the levels have continued to increase.
2. **SNDR#2 DIGESTER**- The parts for the jet pump arrived and we began filling the tank on 8/23/24. This tank has not been in service since October of 2023.
3. **FINAL CLARIFIER INSPECTION**- All five final clarifiers were drained and inspected as part of our annual preventative maintenance. We found that #4 final clarifier had two cotter pins missing from the support arms on the lower rake mechanism. New pins were installed and the unit was returned to service. The oil was changed on all of the clarifiers at this time as well.
4. **INTERNET/PHONE SERVICE OUTAGE**- The phone and internet service to the plant was down on 8/12/24. We notified Spectrum of the outage, and they were able to have the service available again after a period of four hours.
5. **BLACKTOP DRIVEWAY**- Wolf River Asphalt was onsite on 8/14/24 to provide us with a quote to seal and crack fill the entire black top area at the plant. The surface is beginning to show its age and it is in need of attention. The quote was for \$19,755.00. I will be contacting a few other contractors to get pricing from them as well. This is a project which was added to the 2025 budget.
6. **FINESCREEN DEMONSTRATION**- Crane Engineering brought a demonstration trailer onsite on 8/20/24. This trailer houses two different styles of Hydrodyne fine screens, one of which is being considered for the 2025 upgrade.
7. **LABORATORY CALIBRATIONS**- A technician from North Central Laboratories was onsite on 8/21/24 to perform the annual calibrations on the analytical balance and fume hood.
8. **WE ENERGIES GAS MAIN INSTALLATION**- WE Energies has informed us that they will be replacing some of the valves on the gas main in front of the plant in early September. They will also be installing new gas main from the plant north to Strobe Road. This work should not interrupt the gas service to the plant, but the road will be shut down for three days. WE has said that they will allow the waste hauler trucks to enter during this shutdown.

## **PRETREATMENT**

1. **NEENAH PAPER INSPECTION-** Neenah Paper notified Fox Crossing staff that they had installed a new piece of equipment that would be used to provide coating to some of their products. Fox Crossing and Fox West staff made a site visit on 8/22/24 to determine if we could accept the discharge from this machine. We are currently evaluating the information we were given and have not yet made a decision.

## **EQUIP OPERATIONS**

1. **LABORATORY HVAC-** The lab AC condenser unit was not working on 8/6/24. Johnson Controls found a crack in the coolant line which allowed all of the refrigerant to leak out. The crack was repaired and the unit was filled with coolant and returned to service.
2. **NEWHEADWORKS OVERHEAD DOOR-** The operator for the overhead door near the screenings dumpster failed on 8/9/24. Tri County Overhead Door was onsite to inspect the unit. They tried to clean the contacts on the opener but the operator still wouldn't function properly. A new unit had to be installed (\$2,429.00).



# FOX WEST NETWORK SWITCH BACKUP OPTION 1

Brandon Kaufman  
Fox West  
bkaufman@mco-us.com

6.27.2024  
Neenah, Wisconsin  
Proposal #: 0010868 V1.0

### EXECUTIVE SUMMARY / BASIS OF PROPOSAL

Faith Technologies is pleased to offer the following proposal for providing a replacement option for the Headworks Stratix 8000 switch and a cold backup switch for the shelf at the Fox West facility. This proposal includes a total of (3) network switches and engineering time for setup and commissioning. This proposal does not include a complete replacement solution for all Stratix 8000 switches onsite.

### SCOPE OF WORK

1. Specify, procure, and setup a total of (3) network switches. This will include the following:
  - a. (2) switches will be provided in the Headworks location
  - b. (1) switch will be provided as a cold backup
  - c. (7) SFP- LC Multimode Fiber
2. Up to one site visit and 14 hours of commissioning time is included for an OT Engineer and Automation Engineer.
3. Simple installation and replace in kind is included in this scope of work.

**Automation/Integration Solution <<Fixed>> ..... \$57,426**

Pricing is valid for thirty (30) days from date on this proposal.

### EXCLUSIONS

1. Installation and wiring for new components are not included in this scope of work.
2. No additional components such as power supplies, circuit protection or complex mounting means are included in this scope of work.

### PROJECT ASSUMPTIONS

- A. It is assumed that a sufficient power supply and space is available for an additional redundant switch for the Headworks facility.
- B. All labor hours are estimated as first shift and regular time.
- C. The systems described in this proposal require Internet Protocol (IP) based communications. Cooperation and coordination with the facility's IT department will be required for the proposed integration implementations to be successful
- D. Any future upgrades of this process or machine control system including hardware, software, firmware, peripheral device or equipment, including Windows/OS updates should be discussed with Faith Technologies to minimize conflicts and potential hazards or system failure. Any action or inaction related to updates without consultation is at the owner's sole risk.
- E. Any items not explicated stated will be considered excluded from the scope of work and any changes or additions shall be considered out of scope
- F. Onsite startup/commissioning is included, up to 14 hours. Any additional time and expense will be managed by Change Order.

### GENERAL TERMS AND CONDITIONS

- A. Sales and all other tax is not included in the price.
  - a. If applicable, owner to supply tax exempt certificate at receipt of order.
- B. Freight charges are included in the price. All Freight is FOB Client Site, Prepaid and Billed.
- C. No live work permitted.
- D. Project schedule to be developed in collaboration with the Client.
- E. The commodity markets are currently experiencing considerable volatility. For that reason, Faith Technologies will require validation of any price proposal immediately before entering into a contract. Upon notification of interest to contract, Faith will verify price proposal in a timely fashion with the current market and notify the customer of any changes, at which time conditions to move forward can be discussed.
- F. Any changes to the scope of work or the materials used at client's request may be billable. Any work performed outside of the previously defined scope options shall be managed according to Change Order protocol.



FAITH TECHNOLOGIES  
INCORPORATED

- G. Warranty: Faith Technologies will provide warranty support for our installation and craftsmanship for a period of one year.
- H. By submission of its proposal, Faith Technologies, Inc. reserves the right to negotiate mutually acceptable contract terms, including review of any applicable Prime contract provisions, upon award of the work.
- I. Full balance of retainage payment, if applicable, shall be made within thirty (30) days of Substantial Completion, subject only to withholding for written documentation of incomplete Faith Technologies' work. Substantial completion shall be defined as project being complete to a point that the Client can occupy and/or utilize for its intended use.

PAYMENT TERMS AND CONDITIONS

- A. Payment Terms:
  - a. 35% upon PO
  - b. A progress billing mechanism will be utilized and billed monthly per the contract.
- B. All invoices will be due Net 30 days.

*COVID-19 has had a tremendous impact on industries across the. Although Faith Technologies remains hopeful the present initiatives will get things under control in short order, uncertainty exists, and more questions remain unanswered than answered.*

*We would like to continue doing business with our valued customers to the extent ever changing regulations will allow. This requires honest and open communication regarding our view proceeding, knowing we likely will be confronted with things outside of our control in the future.*

*With that in mind, as a basis to proceed, notwithstanding anything to the contrary contained in our contract agreement, both parties understand and agree any project delays, suspensions or terminations, whether foreseeable or not, which occur on the project and are not due to the fault or negligence on our part, shall allow us compensation for our demobilization and remobilization costs, along with payment for work performed up to the date of the delay, to include our committed costs we can't cancel, and other costs incurred due to the suspension or termination, and to include overhead and profit. Any delays over a consecutive 30-day period, given the uncertainty of a restart, Faith Technologies will require payment of any retainage withheld to date.*

*The pricing on this quotation has been calculated based on current material, equipment, and transportation rates. Due to the ongoing volatility of local and global markets, we reserve the right to revise our pricing as needed based on market fluctuations and availability. The ongoing supply chain challenges and global impacts such as inflationary pressure and interruptions in globally integrated supply chains have had a tremendous impact on industries across the world. Although FTI remains hopeful conditions will fully stabilize in the near future, uncertainty still remains.*

*With that in mind, as a basis to proceed, notwithstanding anything to the contrary contained in our contract agreement, both parties understand and agree any project delays, suspensions or terminations, whether foreseeable or not, which occur on the project and are not due to the fault or negligence on our part, shall allow us compensation for our demobilization and remobilization costs, along with payment for work performed up to the date of the delay, to include our committed costs we can't cancel, and other costs incurred due to the suspension or termination, and to include overhead and profit. Any delays over a consecutive 30-day period, given the uncertainty of a restart, FTI will require payment of any retainage withheld to date.*

*FTI will do everything possible to mitigate extra costs but want to make certain we are able to recover costs incurred for our efforts expended on any project.*

*By accepting this proposal, customer agrees to include the attached addendum as an exhibit to the purchase order/contract.*

We thank you for the opportunity to provide this proposal and look forward to discussing it in detail with you. If you have any questions or need additional information, please call.

Thank you,

**Joel Schram**  
Solutions Architect  
Office: 262.896.4126  
Cell: 262.844.0473

**Brittany Thompson**  
System Architect  
Office: 920.694.3097  
Cell: 920.606.3488





# FOX WEST NETWORK SWITCH BACKUP OPTION 2

Brandon Kaufman  
Fox West  
bkaufman@mco-us.com

6.27.2024  
Neenah, Wisconsin  
Proposal #: 0010868 V1.0

### EXECUTIVE SUMMARY / BASIS OF PROPOSAL

Faith Technologies is pleased to offer the following proposal for providing a replacement option for (8) Stratix switches and a cold backup switch for the shelf at the Fox West facility. This proposal includes a total of (9) network switches and engineering time for setup and commissioning.

### SCOPE OF WORK

1. Specify, procure, and setup a total of (3) network switches. This will include the following:
  - a. (9) Stratix 5800
    - i. (2) switches will be provided in the Headworks location
    - ii. (1) switch Main Instrument Panel (MIP)
    - iii. (1) switch UV Control Panel
    - iv. (1) switch SSCP
    - v. (1) Grit Building Switch
    - vi. (1) Thickener Control Panel Switch
    - vii. (1) ATAD Switch
    - viii. (1) switch will be a cold spare
  - b. (18) SFP- LC Multimode Fiber
2. Up to ten site visits of commissioning time is included for an OT Engineer and Automation Engineer.
3. Simple installation and replace in kind is included in this scope of work.

**Automation/Integration Solution <<Fixed>> .....\$163,985**

Pricing is valid for thirty (30) days from date on this proposal.

### EXCLUSIONS

1. Installation and wiring for new components are not included in this scope of work.
2. No additional components such as power supplies, circuit protection or complex mounting means are included in this scope of work.

### PROJECT ASSUMPTIONS

- A. It is assumed that a sufficient power supply and space is available for an additional redundant switch for the Headworks facility.
- B. All labor hours are estimated as first shift and regular time.
- C. The systems described in this proposal require Internet Protocol (IP) based communications. Cooperation and coordination with the facility's IT department will be required for the proposed integration implementations to be successful
- D. Any future upgrades of this process or machine control system including hardware, software, firmware, peripheral device or equipment, including Windows/OS updates should be discussed with Faith Technologies to minimize conflicts and potential hazards or system failure. Any action or inaction related to updates without consultation is at the owner's sole risk.
- E. Any items not explicated stated will be considered excluded from the scope of work and any changes or additions shall be considered out of scope
- F. Onsite startup/commissioning is included, up to 10 days. Any additional time and expense will be managed by Change Order.



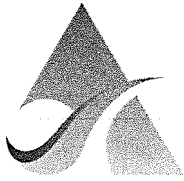
## GENERAL TERMS AND CONDITIONS

- A. Sales and all other tax is **not** included in the price.
  - a. If applicable, owner to supply tax exempt certificate at receipt of order.
- B. Freight charges are included in the price. All Freight is FOB Client Site, Prepaid and Billed.
- C. No live work permitted.
- D. Project schedule to be developed in collaboration with the Client.
- E. The commodity markets are currently experiencing considerable volatility. For that reason, Faith Technologies will require validation of any price proposal immediately before entering into a contract. Upon notification of interest to contract, Faith will verify price proposal in a timely fashion with the current market and notify the customer of any changes, at which time conditions to move forward can be discussed.
- F. Any changes to the scope of work or the materials used at client's request may be billable. Any work performed outside of the previously defined scope options shall be managed according to Change Order protocol.
- G. Warranty: Faith Technologies will provide warranty support for our installation and craftsmanship for a period of one year.
- H. By submission of its proposal, Faith Technologies, Inc. reserves the right to negotiate mutually acceptable contract terms, including review of any applicable Prime contract provisions, upon award of the work.
- I. Full balance of retainage payment, if applicable, shall be made within thirty (30) days of Substantial Completion, subject only to withholding for written documentation of incomplete Faith Technologies' work. Substantial completion shall be defined as project being complete to a point that the Client can occupy and/or utilize for its intended use.

## PAYMENT TERMS AND CONDITIONS

- A. Payment Terms:
  - a. 35% upon PO
  - b. A progress billing mechanism will be utilized and billed monthly per the contract.
- B. All invoices will be due Net 30 days.

*COVID-19 has had a tremendous impact on industries across the. Although Faith Technologies remains hopeful the present initiatives will get things under control in*



**THERMAL PROCESS SYSTEMS**  
 627 E 110th Ave  
 Crown Point, IN 46307  
 219-663-1034 x 103  
 arush@thermalprocess.com

# Quotation

Date	Quote #
8/16/2024	P240676 A

Name / Address
Fox West Regional WWTP Accounts Payable 1965 Butte Des Morts Bch Neenah, WI 54956

Ship To
Brandon Kaufman Fox West Regional WWTP 1965 Butte Des Morts Bch Neenah, WI 54956

Thermal Process Systems is pleased to provide the following offering per your conversation with one of employees. Please contact us with any questions.  
 Thank you for your continued business!

Terms	Project
Net 30	84624P

Description	Cost	Qty	Lead time	Total
ThermAer 2 Jet Header Clean out, wrap and addition of Y-Cleanout. Not to Exceed \$21,950.00 Work to be scheduled in October Fox West shall supply the following: -Tank Access -Fire Hose (water supply) -Sewer Jetter for 1 to 2 days	21,950.00	1	11 Weeks	21,950.00

All shipping charges will be added to your invoice, unless noted. Work, installation, and materials not included, unless noted. Quotation is valid for Thirty (30) days from quotation date. Condition of Sale: See Thermal Process Systems "Terms and Conditions".	<b>Total</b> \$21,950.00
--	--------------------------

TPS accepts ACH Payments, please contact Brittney Fischer for the instructions, 219-663-1034 x 100 or bfischer@thermalprocess.com.  
 TPS accepts Credit Card Payments under \$5,000.00.

**MEMORANDUM**

**TO:** FWRSC Commissioners  
**FROM:** Melissa Starr, Accounting Clerk  
**SUBJECT:** 2025 BUDGET TIMETABLE  
**DATE:** August 29, 2024

Listed below is a summary of what needs to be completed and by when in order to have a public hearing on Wednesday October 2 at the next regularly scheduled meeting.

**Actions needed for a 10/2 Public Hearing**

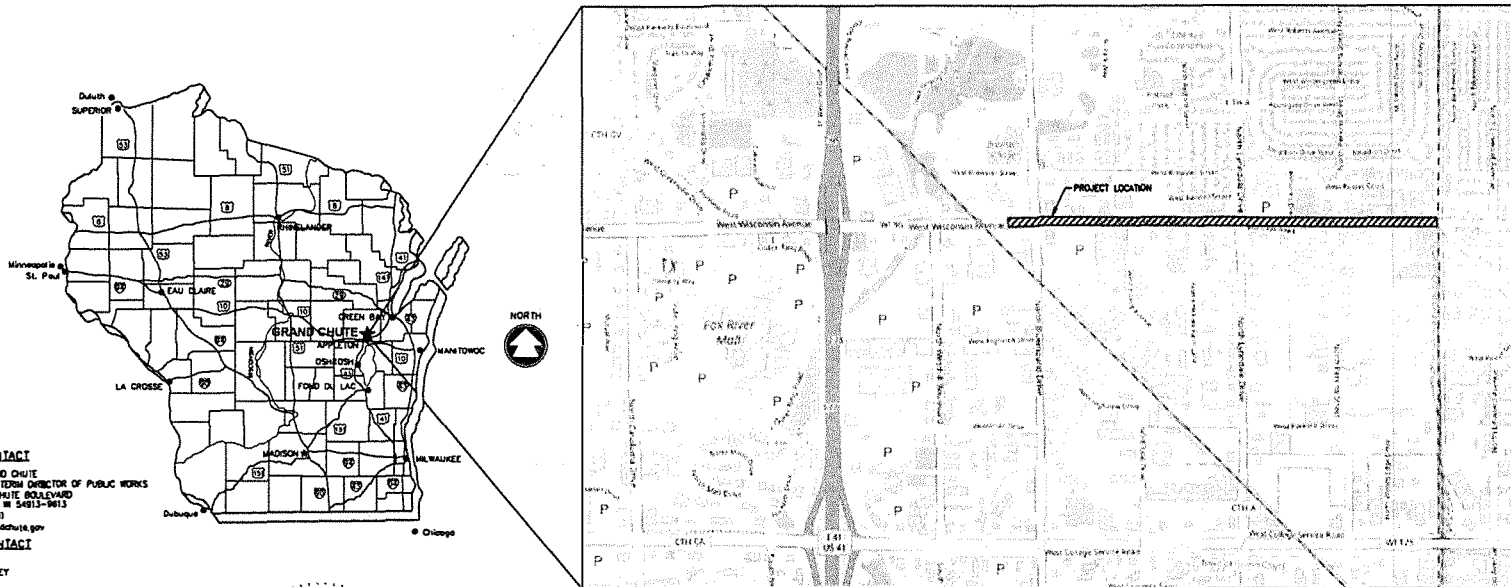
1. Have meeting(s) to discuss & accept Budget;  
set date & time for Public Hearing
2. Send out copies of Proposed Budget
3. Publish Proposed Budget & Notice  
of Public Hearing  
↓  
**Minimum 15 days**
4. Hold Public Hearing and approve Budget at Meeting

**To Be Completed By**

Wednesday September 4  
 No later than September 17  
 Publish no later than September 17  
 (need to have to newspaper by 9/13)  
 October 2

# WISCONSIN AVE UTILITY IMPROVEMENTS (EAST) TOWN OF GRAND CHUTE

OUTAGAMIE COUNTY, WISCONSIN  
CONTRACT 2024-14  
MCM # G0005 09-23-00126



**CONTACT INFORMATION**

**UTILITIES**  
WE ENERGYS  
ZACHARY DUGA (ELECTRIC)  
HEATHER DEUTH (GAS)  
800 SOUTH LYNDALE DRIVE P.O. BOX 1889  
APPLETON, WI 54914  
(920) 300-3561 (ELECTRIC)  
(920) 300-3318 (GAS)  
zachary.duga@we-energys.com  
heather.deuth@we-energys.com

AT&T  
KYLE WEBER  
210 S. JEFFERSON STREET  
GREEN BAY, WI 54301  
(920) 221-5989  
kwe73@att.com

CHARTER  
JEFF PROFFERMEYER  
ANDY VANTRAIL  
3500 DESTINATION DRIVE  
APPLETON, WI 54915  
jeff.proffermeyer@charter.com  
andy.vantrail@charter.com

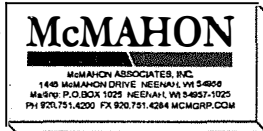
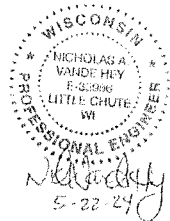
WIN TECHNOLOGYS  
KEVIN WITKOWSKI  
(920) 376-2998 (MOBILE)  
(715) 858-3172 (DESK)  
k.witkowsk@win-tech.com

**OWNER CONTACT**  
TOWN OF GRAND CHUTE  
DREW KOCK, INTERIM DIRECTOR OF PUBLIC WORKS  
1800 GRAND CHUTE BOULEVARD  
GRAND CHUTE, WI 54913-9613  
(920) 833-1280  
drew.kock@grandchute.wi.gov

**DESIGN CONTACT**

McMAHON  
MICK VANDE HEY  
KYLE BESAW  
1445 McMAHON DRIVE  
NEENAH, WI 54956  
(920) 751-4200  
mick.vandehay@mcma.com  
kbesaw@mcma.com

**ONR LIAISON**  
DEPARTMENT OF NATURAL RESOURCES  
BOBBI JO FISCHER  
427 EAST TOWER DRIVE, SLATE 100  
WAUKESHA, WI 54982  
(920) 787-6886 x3007  
bobbi.fischer@dnr.wisconsin.gov



**SHEET INDEX**

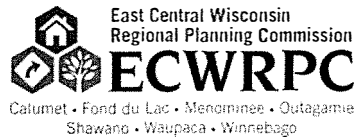
- 01 ABBREVIATIONS, SYMBOLS & NOTES
- 02 SURVEY CONTROL
- 03-04 OVERALL SITE PLAN
- 04-11 WISCONSIN AVENUE (NORTH) PLAN & PROFILE
- 13-15 WISCONSIN AVENUE (SOUTH) PLAN & PROFILE
- 16-25 MISCELLANEOUS DETAILS
- 28-29 TRAFFIC CONTROL PLAN
- 30-34 TRAFFIC CONTROL DETAILS

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

DATE  
MAY 2024  
PROJECT NO.  
G0005 09-23-00126

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August 15, 2024

Kyle Besaw  
 McMahan Associates  
 1445 McMahan Drive  
 Neenah, WI 54956

**Subject: Water Quality Management Conformance Review – Wisconsin Avenue  
 Utility Improvements – Grand Chute**

East Central Review No. 2024-29

Dear Kyle Besaw:

This is to acknowledge receipt of your request on August 13<sup>th</sup>, 2024 that East Central Wisconsin Regional Planning Commission (ECWRPC) review the sanitary sewer reconstruction project in the Town of Grand Chute, 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 sanitary reconstruction project along Wisconsin Avenue from N. Casaloma Drive to WATCO Railroad is within the Fox West Sewer Service Area (SSA). The project will be replacement of sanitary sewer, estimated at 2,612 linear feet of 30" pipe and 4,098 linear feet of 8-inch pipe. All 8-inch replaced pipe will maintain its existing size and location. Several areas of existing 24-inch pipe will be upsized to 30-inch in order to accommodate increasing flows. There are 3 streams passing underneath Wisconsin Avenue and areas of high ground water located along stream areas.

Best management practices should be utilized and maintained throughout the duration of the construction activities to protect water quality.

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 [skonkle@ecwrpc.org](mailto:skonkle@ecwrpc.org) or at 920-886-6822.

Sincerely,

Scott Konkle  
 Senior Planner

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

Grand Chute Sanitary District #2

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

Wisconsin Ave Utility Improvements

C. Wastewater Treatment Facility Name:

Fox West Sewerage Commission

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

Grand Chute Sanitary District #2

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

Unknown

**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: \_\_\_\_\_ Population Density per acre: \_\_\_\_\_

Total Population Served: \_\_\_\_\_ Immediate Area Served: \_\_\_\_\_ acres

Ultimate Area Served: \_\_\_\_\_ 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: \_\_\_\_\_

## Sanitary Sewer Submittal

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Wisconsin Ave Utility Improvements

**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

Wisconsin Ave Utility Improvements

**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

Wisconsin Ave Utility Improvements

- 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
30	2612	W. Wisconsin Ave.	PVC
8	4098	W. Wisconsin Ave.	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

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

## Sanitary Sewer Submittal

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

Wisconsin Ave Utility Improvements

- 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:  
North side of W. Wisconsin Ave., STA 1+98 and STA 24+07
- 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

**15. Clearwater**

### Sanitary Sewer Submittal

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Wisconsin Ave Utility Improvements

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?

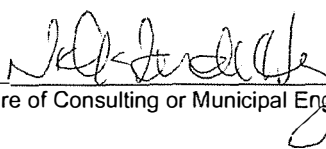
Yes  No  N/A

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 6-5-24

Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

Wisconsin P.E. Number E-33986

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 ( \_\_\_\_\_ 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: Town of Grand Chute

Approval Number: S-2022-0491 Date of Approval 0 6/24 / 2022

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-33986

Wisconsin P.E. Number

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)

Page 1 of 2

Date: 05/31/2024

**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:

Wisconsin Ave Utility Improvements

Project construction will occur at the following locations:

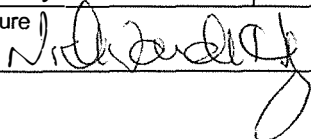
Street	Pipe Size (in.)	Pipe Length (ft.)
Wisconsin Avenue	30	2,612
Wisconsin Avenue	8	4,098

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 Vande Hey	First Name Nick	Email nvandehey@mcmgrp.com	P.E. Number E-33986
Signature 		Name of Firm McMahon Associates, INC.	

Wisconsin Ave Utility Improvements 05/31/2024

**Sanitary Sewer or Lift Station Project  
Approval Request**

Form 3400-160 (R 11/17)

Page 2 of 2

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

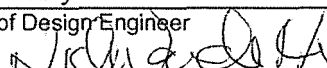
Form 3400-205 (R 4/17)

Page 1 of 2

**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.

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Please type or clearly print your answers to all questions.

Owner Information				
Owner Name (Municipality, Company or other)		WPDES Permit No.*	County (of project location)	
Grand Chute Sanitary District #2			Outagamie	
Owner Representative Last Name	First Name	MI	Title	
Koch	Greg		Interim Director of Public Works	
Address		City	State	ZIP Code
1900 Grand Chute Boulevard		Grand Chute	WI	54913
Phone Number (include area code)		Email Address		
(920) 832-1581		koch.greg@grandchute.gov		
Design Engineer Information				
Last Name		First Name		MI
Vande Hey		Nick		
Title		Company Name		
Project Manager		McMahon Associates, INC.		
Address		City	State	ZIP Code
1445 McMahon Drive		Neenah	WI	54956
Phone Number (include area code)		Email Address		
(920) 751-4200		nvandehy@mcmgrp.com		
Project Information				
Project Title				
Wisconsin Ave Utility Improvements				
Project Description				
Sanitary sewer and water main relay along Wisconsin Avenue, from Casaloma Drive to Badger Avenue. All 8-inch sewer being relayed will maintain its existing size and location. Several areas of existing 24-inch sewer will be upsized to 30-inch in order to accommodate increasing flows in the community. Many of the segments being upsized are also being realigned to minimize conflicts with other utilities, street traffic, and wetlands.				
Please note that while this project has been broken into two plan sets (East and West), both portions are to be completed contiguous to one another and are being treated as a single project for all permitting purposes.				
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				
On the north side of Wisconsin Avenue, from STA 62+40 to 70+40, the horizontal separation between the water main and sanitary sewer is reduced to 4' due to various constraints in the area.				
Several segments of 8-inch sewer being relayed do not meet the minimum 0.40% slope requirement due to the fact that these are isolated relays and are restricted by the inverts of existing adjacent pipes that are not being relayed. The segments this applies to are from STA 64+14 to STA 66+35 and STA 162+94 to 166+45.				
Design Engineer Name (print)		Wisconsin P.E. Number*		
Nick Vande Hey		E-33986		
Signature of Design Engineer		Date Signed		
		6-5-24		

### Wastewater System Approval Request

**Type of Project**

Select all that apply:

- Sanitary Sewer Extension
- Sewer Replacement/Rehabilitation
- Lift Station
- Force Main
- 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](#))
- Municipal Treatment Plant
- Industrial Treatment Plant
- Industrial Pretreatment Facility
- Other: \_\_\_\_\_
- Non-Domestic POWTS
- Septage Storage Facility
- 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.

The Lion's Club reported August 28, 2024 that the pickleball court conversion is complete. Please see the provided photo below:





# Winnebago County

*The Wave of the Future*

**INDUSTRIAL DEVELOPMENT BOARD**  
**WEDNESDAY, SEPTEMBER 11, 2024 @ 1:00 PM**  
 JAMES P. COUGHLIN CENTER, MEETING ROOM A  
 625 E. COUNTY ROAD Y  
 OSHKOSH, WISCONSIN

---

**To view this meeting via Microsoft Teams, please click this link.**

[Join the meeting now](#)

Meeting ID: 270 098 571 195

Passcode: gAi8eq (case sensitive)

---

A Meeting of the Winnebago County Industrial Development Board Meeting Workshop will be held on Wednesday, September 11, 2024, at 1:00 PM at the James P. Coughlin Center, Meeting Room A, 625 E. County Road Y, Oshkosh, Wisconsin.

At this meeting, the following will be presented to the Board for its consideration:

**A. Call to Order**

**B. Approval of Minutes**

1. June 11, 2024 meeting minutes

**C. Business Items**

Action may be taken on any business items.

1. Introduction of Board Members
2. WORKSHOP - with Local Communities and Economic Development entities to Review the Policies and Procedures for the Winnebago County IDB Per Capita Grant Funding Program.
  - A. Overview by IDB Chair Frassetto
  - B. Discussion on Draft recommended policy revisions
    1. Policies
    2. Eligible and Ineligible Projects/Programs
    3. Procedures
    4. Public Comments
  - C. Other discussion and next steps

**D. Adjourn**

\*\*A quorum of the Aviation Committee, Highway Committee, Park View Health Center Committee, Planning & Zoning Committee, Personnel & Finance Committee, Information Technology Committee, Parks & Recreation Committee, and the Winnebago County Board of Supervisors may be present at this meeting.

*Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk. Phone Number: (920) 232-3430.*

Winnebago County Industrial Development Board

Meeting Minutes from June 11, 2024 meeting

Room 119, David Albrecht Administration Building, 112 Otter Avenue, Oshkosh, WI

Board Members Present: Amber Hoppa, Tom Egan, Mary Anne Mueller, Frank Frassetto, Morris Cox, Nate Gustafson, Lucas Reinke, Sam Schroeder, Logan Fuller, Colan Tremel

Board Member Excused: Jon Doemel

Others Present: Jerry Bougie, Brian Noe, Ellen Skerke (virtual), Tricia Rathermel, Andrea Aurigue, Julie Rosenau

Secretary/Treasurer Amber Hoppa called the meeting to order at 3:00 pm.

1. Introductions: Board members introduced themselves.
2. Board action on election of officers: Chair, Vice Chair, Secretary/Treasurer.

Board Chair: Amber Hoppa requested nominations for Board Chair. Colan Tremel made a motion to nominate Frank Frassetto. Mary Anne Mueller seconded the nomination. Additional nominations were requested. Morris Cox made a motion to nominate Nate Gustafson. Tom Egan seconded the nomination. Discussion pursued. Morris Cox and Tom Egan withdrew their nomination of Nate Gustafson. Additional Nominations were requested, and none were received. Nominations were closed. Motion to elect Frank Frassetto as Board Chair for the next 1-year term passed 10-0.

Board Vice Chair: Board Chair Frassetto requested nominations for Board Vice Chair. Morris Cox made a motion to nominate Nate Gustafson as Vice Chair. Tom Egan seconded the nomination. Other nominations were requested, and none were received. Motion to elect Nate Gustafson Board Vice Chair for the next 1-year term passed 10-0.

Board Secretary/Treasurer: Board Chair Frassetto requested nominations for Board Secretary/Treasurer. Morris Cox made a motion to nominate Amber Hoppa. Motion was seconded by Nate Gustafson. Other nominations were requested, and none received. Motion to elect Amber Hoppa as Board Secretary/Treasurer for the next 1-year term passed 10-0.

3. Approval of minutes from March 1, 2024 meeting. Morris Cox made a motion to approve the March 1, 2024 minutes as presented. Amber Hoppa seconded the motion. Motion passed 10-0.

Pg. 2 (IDB minutes 6/11/24)

4. Public Comments on agenda items. Board Chair Frassetto requested comments from the public. No one from the public provided comments.
5. Board action on conducting meetings before 3 pm for the next two years. Mary Anne Mueller provided the Board with a summary of the County Board rule that requires each County Committee, Board or Commissions to unanimously approve having meetings before 3 pm every two years after each County Board election cycle. Discussion pursued. Tom Egan made a motion to conduct meetings at 1 pm for the IDB until the next County Board election cycle. Motion was seconded by Morris Cox. Motion passed unanimously 10-0.
6. Report on IDB Board history and current activities: a. Historical summary and mission statement; b. Revolving Loan Fund Programs; c. Per Capita Economic Development Grant Program. Jerry Bougie summarized the report and supporting information previously provided to the Board. He went over the history, bylaws, and mission statement of the Board, including past economic development loan and grant programs and the status of the Board's current economic development programs and funding. He summarized the Board's current Revolving Loan Fund programs and the status of the Local Per capita Economic Development Grant program. Jerry mentioned that the Board has previously been looking into potential revisions to the Local grant program to see if there are ways to make beneficial changes that would provide better efficiency, effectiveness, and fairness regarding the distribution and use of the grant funding. He indicated the Board had talked about inviting in local communities and economic development entities in the County to provide input and generate ideas/suggestions on the program's policies related to eligibility and methods of funding. Discussion pursued. The Board consensus was that the Board would proceed with a meeting in the latter part of August and invite in local communities and economic development groups to generate input and discussion on the grant funding program.
7. Next meeting date. Jerry Bougie will be polling the Board in July with optional dates for a meeting in the latter part of August. He will also be inviting in local communities and economic development groups in the County to the meeting.
8. Adjournment: Tom Egan made a motion to adjourn the meeting. Morris Cox seconded the motion. Motion passed 10-0. The meeting was adjourned at 4:01 pm.

Submitted by,  
Jerry Bougie, Recording Secretary

# Agenda Item Report



DATE: September 11, 2024

FROM:

AGENDA ITEM: WORKSHOP - with Local Communities and Economic Development entities to Review the Policies and Procedures for the Winnebago County IDB Per Capita Grant Funding Program.

## **General Description:**

The Winnebago County Industrial Development Board (IDB) awards annual Economic Development Grants to local communities and economic development organizations in the county on a per capita basis, and the recipient communities and organizations prepare and submit plan applications to request funds to assist in financing their local economic development efforts.

## **Action Requested:**

No action - for discussion purposes only.

## **Procedural Steps:**

Committee of Jurisdiction: Winnebago County Industrial Development Board

Meeting date: September 11, 2024

County Board: NA

## **Background:**

The IDB has been providing grant funding for local economic development programs and projects in the County since the early 1980s. The County Board provides funding to the IDB at budget time, which the IDB chooses to utilize to fund the grant program. The amount of funding has varied over time. In FY 2024, \$170,000.00 was budgeted for this purpose, which translated to just under \$1 per capita population. The economic development grant dollars are then distributed by the IDB to local governments and economic development organizations on a population per capita basis. Each town, city and village in the County is potentially eligible for the funding, or they can reallocate their funding share to another community or economic development organization in the County that has a viable economic development program, as described in the Program Policies.

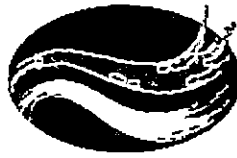
## **Policy Discussion:**

The Winnebago County IDB Per Capita Funding Program Policies and Procedures were last updated in 2012. The IDB's annual grants to local entities are designed to foster and assist local economic development efforts. However, some of the current policies and eligibility criteria may require updating to better utilize funding for economic development projects and opportunities in the towns, cities and villages, which currently

may be limited due to the current, partially outdated policy and eligibility structure of the grant program. The IDB will discuss objectives and strategies to update the program policies and eligibility criteria with the goal of improving the longer-term viability of the program. To this end, this meeting will include input from the local towns, cities, villages, and economic development entities in the County.

**Attachments:**

None



## Winnebago County Industrial Development Board

*The Wave of the Future*

### Winnebago County IDB Per Capita Funding Program Policies & Procedures

Approved by IDB on November 15, 2012

**Mission Statement:** Provide funding assistance to enhance local economic development efforts, programs, and opportunities that directly foster local job creation, increased income and increases to the tax base which collectively better the overall economy of Winnebago County.

#### **Policies:**

1. Funds allocated annually on a per capita basis to each community in Winnebago County. The level of per capita funding shall be determined on an annual basis by the IDB.
2. Communities may retain all or a portion of its allocated funds provided the community demonstrates to the IDB that it operates a viable economic development program. A viable economic development program shall be defined as:
  - a) a community that expends tax levy dollars for programs and professional staffing for economic development purposes.
  - b) a community that is a primary employment center in the county providing substantial employment opportunities for county residents.
3. Communities may reallocate all or a portion of their funding shares in the following manner:
  - a) to other communities that have demonstrated a viable economic development program as defined in #2 above.
  - b) to other economic development entities that benefit their communities and/or the county as a whole.
4. All allocations and reallocations of funds shall be approved by the IDB and meet the mission, policies, and eligibility requirements of the per capita funding program.
5. Regional Economic Development Activities. The IDB shall have the discretion to allocate a portion of per capita funding dollars to County and/or regional level economic development entities or activities.

**Eligible Projects/ Programs:**

1. Brochures/Marketing Materials to promote economic development.
2. Seed money for economic development financing programs.
3. Studies directly related to economic development programs or projects.
4. Other Promotional activities such as booths at trade shows.
5. Interaction with business prospects through visitation.
6. Funding of administrative activities and positions specifically related to economic development. Detailed documentation shall be included indicating how the activities or position(s) are directly linked to economic development and the per capita funding program mission statement.
8. Membership dues for participation in recognized economic development organizations.
9. Other marketing and economic development efforts designed to enhance business and tourism growth.

**Ineligible Projects/ Programs:**

1. Residential projects and programs.
2. Accessory (incidental) projects, such as signage, parking lots, maintenance, landscaping and other general site improvements.
3. Websites, unless specifically designed for economic development purposes.

*Note: All allocations of per capita funds are at the discretion of, and approved by, the Winnebago County Industrial Development Board.*

**PROCEDURES:**

1. The County will mail out a Statement of Intent form (see attached copy) to all local communities in Winnebago County. This form describes whether your community intends to apply for the per capita funds **or** whether your community wishes to allocate your share to one or more nearby community(s) which operate a viable economic development program or to one or more economic development entities that benefit your community or the county as a whole.
2. Following the due date for submittal of the Statement of Intent, **the County will mail out a plan submittal request letter** to the communities indicating a desire to apply for per capita funds. This letter will include:
  - Any Communities that indicate a desire to allocate their funding share to your community via the Statement of Intent.
  - Total proposed eligible funding share.
  - Due date for plan submittal. The due date will be at least one (1) week prior to the next IDB meeting to allow the Board ample opportunity to review all plan submittals.

3. Communities that are viable economic development entities shall then **submit an expenditure plan** for the upcoming year which shall contain the following:
- Plan shall describe intended use of funds, including any proposed reallocations to other economic development entities.
  - Plan shall outline your strategy and objectives.
  - Plan shall outline your budget for the proposed project/ programs.
  - Plan shall also describe prior year's use of funds and documentation of tangible results.
  - Additional supporting information/ documentation may be attached.
- Any plan submittal received after the designated due date, as outlined in the plan submittal request letter, may become ineligible for funding.
  - Plans shall be submitted by hand, mailed, faxed, or emailed to:

Jerry Bougie, IDB Coordinator  
 Winnebago County Planning Department  
 112 Otter Ave  
 Oshkosh WI 54903-2808  
 FAX: 920-232-3347  
 EMAIL: [jbougie@winnebagocountywi.gov](mailto:jbougie@winnebagocountywi.gov)

4. Following receipt of expenditure plan submittals, the County will notify all eligible applicants of the next scheduled meeting of the Winnebago County Industrial Development Board where the plan submittals will be addressed for approval. *A representative from your community should be present at the IDB meeting to answer any questions by the Board regarding your community's proposal.*
5. Following IDB approval, communities are required to **submit an invoice** to Winnebago County for payment of the approved dollar amount. The invoice **MUST** indicate that the funds are for ***"IDB per capita funding allocations"***.



## Winnebago County Industrial Development Board

*The Wave of the Future*

### Winnebago County IDB Per Capita **Grant** Funding Program Policies & Procedures

Approved by IDB on November 15, 2012

**Draft Recommended Revisions September 2024**

**Mission Statement:** Provide funding assistance to enhance local economic development efforts, programs, and opportunities that directly foster local job creation, increased income and increases to the tax base which collectively betters the overall economy of Winnebago County.

#### **Policies:**

1. **Funding levels:** Funds allocated annually on a per capita **population** basis to each community in Winnebago County. The level of per capita funding **shall will** be determined on an annual basis by the IDB.
2. Communities may retain all or a portion of its allocated funds provided the community demonstrates to the IDB that it operates a viable economic development program. A viable economic development program shall be defined as **one or more of the following:**
  - a) a community that expends tax levy dollars **for programs and professional staffing** for economic development purposes.
  - b) a community that is a primary employment center in the county providing substantial employment opportunities for county residents.
  - c) **a community or group of communities that have an area or areas that have development potential due to its proximity or potential availability of key economic development features such as highways/transportation corridors, developable land areas, utilities (water, sewer, internet, etc), workforce/entry level housing, tourism related activities, other quality of life features, etc.**
3. Communities may reallocate all or a portion of their funding shares in the following manner:
  - a) to other communities that have demonstrated a viable economic development program as defined in #2 above.
  - b) to other economic development entities that benefit their communities and/or the county as a whole.
4. All allocations and reallocations of funds shall be approved by the IDB and meet the mission, policies, and eligibility requirements of the per capita funding program.
5. **Regional Economic Development Activities.** The IDB shall have the discretion to allocate a portion of per capita funding dollars to County and/or regional level economic development entities or activities.

**Eligible Projects/ Programs:**

1. ~~Brochures/Marketing efforts Materials~~ to promote economic development, including print material, social media, interactions with economic development prospects, and other marketing and economic development efforts designed to enhance business, tourism and housing growth.
2. Seed money for economic development financing programs.
3. Studies directly related to economic development programs or projects.
- ~~4. Other Promotional activities such as booths at trade shows.~~
- ~~5. Interaction with business prospects through visitation.~~
4. Funding of administrative activities and positions specifically related to economic development. ~~Detailed~~ Documentation ~~shall~~ should be included indicating how the activities or position(s) are directly linked to economic development and the per capita funding program mission statement.
5. Membership dues for participation in recognized economic development organizations.
6. Workforce/entry-level Housing Projects/Programs/Studies
- ~~9. Other marketing and economic development efforts designed to enhance business and tourism growth.~~

**Ineligible Projects/ Programs:**

1. ~~Residential projects and programs.~~
2. Accessory (incidental) projects, such as signage, parking lots, maintenance, landscaping and other general site improvements.
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**PROCEDURES:**

1. The County will mail out a Statement of Intent form (see attached copy) to all local communities in Winnebago County. This form describes whether your community intends to apply for the per capita funds **or** whether your community wishes to allocate your share to one or more nearby community(s) which operate a viable economic development program or to one or more economic development entities that benefit your community or the county as a whole.
2. Following the due date for submittal of the Statement of Intent, **the County will mail out a plan submittal request letter** to the recipient communities **or economic development entities** indicating a desire to apply for per capita funds. This letter will include:
  - Any Communities that have indicated a desire to allocate their funding share to your community **or economic development entity** via the Statement of Intent.
  - Total proposed eligible funding share.
  - Due date and other instructions for plan submittal. The due date will be at least one (1) week prior to the next IDB meeting to allow the Board ample opportunity to review all plan submittals.

3. **Recipient** Communities ~~that are viable and~~ economic development entities shall then **submit an expenditure plan** for the upcoming year which shall contain the following:
- Plan shall describe intended use of funds, including any proposed reallocations ~~to~~ **from** other ~~communities, economic development entities.~~
  - Plan shall outline your strategy and objectives.
  - Plan shall outline your budget for the proposed project/ programs.
  - Plan shall also describe prior year's use of funds and documentation of tangible results.
  - Additional supporting information/ documentation may be attached.
  - Any plan submittal received after the designated due date, as outlined in the plan submittal request letter, may become ineligible for funding.
  - Plans shall be submitted by hand, mailed, faxed, or emailed to:

Jerry Bougie, IDB Coordinator  
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 FAX: 920-232-3347  
 EMAIL: [jbougie@winnebagocountywi.gov](mailto:jbougie@winnebagocountywi.gov)

4. Following receipt of expenditure plan submittals, the County will notify all eligible applicants of the next scheduled meeting of the Winnebago County Industrial Development Board where the plan submittals will be **addressed reviewed** for approval. *A representative from your community should be present at the IDB meeting to answer any questions by the Board regarding your community's proposal.*
5. Following IDB approval, **recipient** communities/**economic development entities** are required to **submit an invoice** to Winnebago County for payment of the approved dollar amount. The invoice **must** indicate that the funds are for “*IDB per capita funding allocations*”.

# County Board Update



Miller, Howard <Howard.Miller@winnebagocountywi.gov>

To Clerk Town of Clayton; clerk@townofwinchesterwi.com; townofwolfriver@centurytel.net

Reply
 Reply All
 Forward
 ...

Mon 8/26/2024 5:22 PM

TO DO

Follow up. Start by Wednesday, August 28, 2024. Due by Wednesday, August 28, 2024.

Hi Clerks

There will be some changes to the county chapter 23 zoning code. The most significant change is an increase in the allowable size for an accessory building. This will have limited impact on your town since you all have your own planning and zoning departments.

In September I plan to attend the following town board meetings:

Clayton - Sept 4

Winchester - Sept 16

Wolf River - Sept 23

Have a great day!

Howie

Howard Miller

Supervisor District 36

Ph: (920) 427-6423

Get [Outlook for iOS](#)

## Department of Public Safety

August 29<sup>th</sup>. 2024

DPS Report to Town Board

As of August 29<sup>th</sup> 2024 the Dept. has been paged-out for 179 calls. Ninety-three were EMR calls and seventy-one were fire calls, and fifteen, that were both. This compares to 166 to date in 2023. This is an increase of 9.6% over 2023. If you get an opportunity, please say thank you to the hard-working men and women of CFR who are stepping up to the challenge of the additional call volume.

CFR has taken part in several public education opportunities. Approximate number of people interacted with at each event are listed after the event.

- August 3<sup>rd</sup>. Fox Crossing Fire's SOAR event (60)
- August 10<sup>th</sup>. Brennand Airport's Old-Time Hanger days (225)
- August 17<sup>th</sup>. Our Touch-A-Truck event (250)

The members have been training on vehicle extrication the last few months. For our August training session we went to Gibson's Iron and practiced more advanced evolutions. We had a car that had run under a semi trailer, a pick-up upside down in a simulated ditch with no access to the doors, and also a car on its side that needed to be stabilized before any cutting could be done.

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 Item A**

From: Administrator/Staff

To: Town Board

Re: Town Board review and consideration of renewal of the Joint Powers Agreement for the Winnebago County 911 Emergency System.

Attached please find a copy of the renewal information for the Winnebago County Joint Powers Agreement as required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement.

The agreement requires that any agency dispatched by the Winnebago County Emergency 911 System render service even if that service is out of its legal jurisdiction. The second part of the agreement sets up a Winnebago County Communications and Information System Advisory Committee to establish a protocol for emergency service communications and public safety records. Both functions are systems that need the proper protocol and records systems.

**Suggested Motion:**

*Motion to approve the Winnebago County 911 System Joint Powers Agreement, and direct Staff to submit the signed document to Winnebago County Sheriff.*

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

Respectfully submitted,  
Kelsey

## MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion to consider the implementation of railroad quiet zones within the Town of Clayton.

Administrator Wisnefske has approached Canadian National (CN) and was able to obtain some general information regarding the process, costs, federal regulations, etc. regarding railroad quiet zones. More detailed information is still incoming from CN. Administrator Wisnefske will be available at the meeting for questions, and Staff will provide the Board with updated information as it is received from CN.

**DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN**

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

Respectfully Submitted  
Kelsey

8/21/2024 12:18 PM

Reprint Check Register - Quick Report - ALL

Page: 1  
ACCT

NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 8/01/2024 From Account:  
Thru: 8/30/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
31119	8/05/2024	AFS ADAPTER BALL X3 DRIVE AND SOCKET ADP	18.36
31120	8/05/2024	AGRI DRAIN CORP 6" STD YELLOW BAR GUARD	167.24
31121	8/05/2024	AIT BUSINESS TECHNOLOGIES LLC town hall support	622.85
31122	8/05/2024	ASSOCIATED APPRAISAL CONSULTANTS INC AUGUST ASSESSOR FEES INTERNET&MAINT	1,692.54
31123	8/05/2024	ASSOCIATED BANK 2021 GEN OBLIG SEPT 2024	233,932.00
31124	8/05/2024	BOARDMAN & CLARK LLP SEWER SERVICE TO GOLF COURSE	589.00
31125	8/05/2024	CENTRAL STATES H&W FUND july 2024 health ins	15,400.80
31126	8/05/2024	CINTAS CORPORATION PW URINAL	657.44
31127	8/05/2024	COUNTRY VISIONS COOPERATIVE LAWN MOWER TIRE REPAIR	601.60
31128	8/05/2024	CR FOCHS NEW FAN AND BRACKET IN BACK ROOM	160.00
31129	8/05/2024	FOX CITIES CONVENTION & VISITORS BUREAU 2nd QUARTER ROOM/OCCUPANCY TAX	648.13
31130	8/05/2024	FOX CITIES SIGN LLC 20 welcome signs 25% FINAL	1,378.00
31131	8/05/2024	GANNETT WISCONSIN LOCALIQ POST CRESCENT NOTICES	84.61
31132	8/05/2024	GARROW OIL MARKETING INC DIESEL	2,535.02
31133	8/05/2024	GFL ENVIRONMENTAL JULY 2024 RECYCLE AND TRASH	23,715.24
31134	8/05/2024	IPR CLAYTON LLC LEASE 08-01 TO 8-31 2024 WASTE WATER SYS	14,500.00
31135	8/05/2024	KRUEGER TRUE VALUE purple spray paint	7.99
31136	8/05/2024	MCPMAHON ASSOCIATES INC BUILDING INSP AND MILEAGE	238.94
31137	8/05/2024	MENARDS MISC SUPPLIES FOR PW	329.19

8/21/2024 12:18 PM

Reprint Check Register - Quick Report - ALL

Page: 2  
ACCT

NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 8/01/2024 From Account:  
Thru: 8/30/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
31138	8/05/2024	MOTOROLA SOLUTIONS, INC RADIO FIRE DEPT 33 MICS	14,309.46
31139	8/05/2024	NORTHEAST ASPHALT INC 1/4 SCREENINGS	564.95
31140	8/05/2024	OSHKOSH FIRE & POLICE EQUIPMENT INC outfit new fire truck	2,400.50
31141	8/05/2024	PITNEY BOWES BANK INC PURCHASE POWER POSTAGE REFILL 48884084	250.00
31142	8/05/2024	PREMIUM WATERS INC BOTTLED WATER	50.94
31143	8/05/2024	WE ENERGIES GAS BILLS 9023 CLAYTON AVE	11.81
31144	8/05/2024	WG, INC reflective decals p42 e42 e43r43	375.00
31145	8/05/2024	WI SCTF R&D FEES ZACH K KIDS OIN 5959900	65.00
31146	8/05/2024	WI SCTF PAY 7-25-24 Z KOHLER KIDS 5959900	296.00
31147	8/05/2024	WINNEBAGO COUNTY TREASURER RECORDING FEES	4,087.25
31148	8/19/2024	AIT BUSINESS TECHNOLOGIES LLC town hall support	2,408.48
31149	8/19/2024	AMY SHAW 08-13-24 8.5 @ 9	76.50
31150	8/19/2024	ANDERSON, MICHELLE 08 13-24	195.00
31151	8/19/2024	BOUND TREE MEDICAL, LLC BLACK GLOVES POWDER FREE	63.58
31152	8/19/2024	CEDAR CORPORATION ECKSTEIN CLAYTON DEVL SHADY LANE	8,363.47
31153	8/19/2024	CHERYL RECKER 08-13-24 ELECTION 9@9.00	81.00
31154	8/19/2024	CINTAS CORPORATION PW URINAL	941.65
31155	8/19/2024	EASTMAN-KIESOW, JENNIFER 08-13-2024 election 9 hrs @9	81.00
31156	8/19/2024	FOX CROSSING UTILITIES STANDBY WATER	2,892.85

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Check Nbr	Check Date	Payee	Amount
31157	8/19/2024	FOX WEST REGIONAL SEWERAGE COMMISSION JULY 2024 OPERATIONS & MAINTENANCE	6,780.27
31158	8/19/2024	GEORGE BUREAU 08-13-2024 election 8.5 hrs @ 9	76.50
31159	8/19/2024	GLLB PROPERTIES LLC FIRE SUBSTATION SEPT 2024 LEASE	1,273.00
31160	8/19/2024	GOLD CROSS AMBULANCE SERVICE MED SUPPLIES	30.00
31161	8/19/2024	JOHN EWEN 08-13-24 election 7.75hrs @9	69.75
31162	8/19/2024	JOHN'S SAW SERVICE 2 muffler screens	7.98
31163	8/19/2024	KRUEGER TRUE VALUE NUTS AND BOLTS PLUG TAP	17.71
31164	8/19/2024	KUNDINGER FLUID POWER INC HOSE ASSY	84.79
31165	8/19/2024	LANG-RIEGEL, LISA 08-13 7HRS @9	63.00
31166	8/19/2024	LEWIS, CRISTINA 08-13-24 election 6.75hrs @9	60.75
31167	8/19/2024	MCMAHON ASSOCIATES INC BUILDING INSP AND MILEAGE	853.74
31168	8/19/2024	MENARDS paint for hydrant	75.21
31169	8/19/2024	NEENAH JOINT SCHOOL DISTRICT JULY 2024PERMIT FEES	342.48
31170	8/19/2024	PREMIUM WATERS INC BOTTLED WATER	41.95
31171	8/19/2024	REGISTRATION FEE TRUST LICENSE FOR NEW TRUCK	179.50
31172	8/19/2024	RHYME BUSINESS PRODUCTS SHARP COPIER LEASE	745.92
31173	8/19/2024	RIECKMANN, VERNON 08-13-24 ELECTION WAGES 8 hrs @ 9	72.00
31174	8/19/2024	SCHMIDT, VICKI 08-13-24 election 8.5 hrs @9	76.50
31175	8/19/2024	SERWE IMPLEMENT CO INC GROUND ROLER BEARING	1,116.88

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Check Nbr	Check Date	Payee	Amount
31185	8/19/2024	STERICYCLE/SHRED-IT SHRED SERVICES	149.69
31186	8/19/2024	SUUTALA, JANICE 081324 ELECTION WAGES 7.5 hrs @ 9.0	67.50
31187	8/19/2024	SUUTALA, ROCK 08-13-24 election 8 hrs@9	72.00
31188	8/19/2024	TEAMSTERS LOCAL UNION 662 AUG 2024 UNION DUES COLLECTED	198.00
31189	8/19/2024	US LUBRICANTS MP LITHIUM GREASE	286.72
31190	8/19/2024	WI DEPT OF JUSTICE BACKGROUND CHECKS JULY 2024	14.00
31191	8/19/2024	WI SCTF PAY 08-22-24 Z KOHLER KIDS 5959900	148.00
31192	8/19/2024	WI UNEMPLOYMENT INSURANCE TAX 8-25-04 due	1,480.00
31193	8/19/2024	WINNEBAGO COUNTY TREASURER LANDFILL FEES JULY 2024	7,465.29
WPS710	8/01/2024	WI PUBLIC SERVICE Manual Check GENERATOR 7-10-24	22.98
KT72024	8/16/2024	KWIK TRIP INC Manual Check GAS	393.00
dor73124	8/12/2024	WI DEPT OF REVENUE Manual Check WT-6 BI 7-25-24	829.25
WPS71524	8/06/2024	WI PUBLIC SERVICE Manual Check 6-10 -7-10 MUNI /FIRE ELECTRIC	790.91
AWDUNI8-8	8/08/2024	UNILINK Manual Check CHECK SCANNER / NICOLET BANK	817.38
NNSC81524	8/16/2024	NICOLET NATIONAL BANK Manual Check SERVICE CHARGE FOR AUG 2024	75.00
EFTPS80524	8/05/2024	EFTPS Manual Check SS	651.74
WDFDFR8-17	8/16/2024	NICOLET NATIONAL BANK Manual Check WITHDRAWL FIRE DEPT TOUCH A TRUCK	850.00
WPS9023724	8/21/2024	WI PUBLIC SERVICE Manual Check BOOSTER PUMP ELECTRIC 6-26 -7-29 2024	294.13
EFTPS882024	8/09/2024	EFTPS Manual Check SS	4,355.60

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Accounting Checks

Posted From: 8/01/2024 From Account:

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Check Nbr	Check Date	Payee	Amount
EFTPSFD81524	8/16/2024	EFTPS	669.58
	Manual Check	SS	
Grand Total			366,392.09

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Accounting Checks

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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	59,633.30
Total Expenditure from Fund # 230 - SOLID WASTE/RECYCLING	30,933.93
Total Expenditure from Fund # 250 - FIRE DONATIONS	850.00
Total Expenditure from Fund # 300 - DEBT SERVICE	233,932.00
Total Expenditure from Fund # 400 - GENERAL CAPITAL PROJECTS	14,742.86
Total Expenditure from Fund # 420 - TID #1	305.94
Total Expenditure from Fund # 620 - SANITARY DISTRICT	21,447.51
Total Expenditure from Fund # 640 - STORM WATER	4,546.55
Total Expenditure from all Funds	366,392.09