

FOX WEST REGIONAL SEWERAGE COMMISSION

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

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



June 26, 2025

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, July 2, 2025 at 4:00 P.M. The Regular Meeting will be held at the McMahon Associates headquarters at 1445 McMahon Drive in Neenah. The meeting will also be held via teleconference.

Respectfully submitted,

FOX WEST REGIONAL S.C.

Melissa Starr
Accounting Clerk

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AGENDA For REGULAR MEETING Wednesday July 2, 2025 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 (06/04/2025)

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

Discussion/Action

PRESIDENT'S REPORT: ●

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

ENGINEER'S REPORT: ● Fine Screen/Blower/Generator Project Update

OLD BUSINESS: ●

NEW BUSINESS: ● Discuss/Act on– Grand Market Regional (Grand Chute)
Upsize Existing 870' of 24" Sewer Main to 36"

● Discuss/Act on Sewer Extension Request – 6th & 7th Addition Savannah Heights (Greenville)
Design Criteria
Acres: 61.88 Population Served: 243
Flow: Avg.- 0.024 MGD Peak – 0.097 MGD
BOD: 41.23 lbs./day

● Discuss/Act on Sewer Extension Request – Griesbach Subdivision (Greenville)
Design Criteria
Acres: Population Served:
Flow: Avg.- 0.02 MGD Peak – 0.05 MGD
BOD: 3.96 lbs./day

ADJOURNMENT:

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REGULAR MEETING MINUTES

June 4, 2025

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

PRESENT:

Beth English
Mark Heling
Kris Koeppe

Anthony Lehrer
Mark Strobel
Mike Van Dyke

Dale Youngquist
Brandon Kaufman (MCO)
Melissa Starr (MCO)

Guests: Chad Olsen (McMahon)

APPROVAL OF AGENDA:

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

SECRETARY'S REPORT:

Minutes

A motion was made by Mark Heling to approve the Minutes of the Regular meeting held on May 14, 2024; second by Mike Van Dyke. *Motion Carried.*

TREASURER'S REPORT:

Voucher List and Bank & Budget Statements

President Youngquist asked if there were any questions or concerns with the Voucher List or Bank and Budget statements. Referring to the Income Statement, Commissioner Koeppe asked why the monthly income from Grand Chute was much higher in April 2024 than April 2025. Manager Kaufman explained that the loading data for Grand Chute must have been higher in 2024, and Accounting Clerk Starr said she would follow up with Commissioners via email once she and Manager Kaufman review the loading and billing data for those months. After discussion, a motion was made by Mike Van Dyke to approve the Voucher List and Bank & Budget Statements; second by Kris Koeppe. *Motion Carried.*

PRESIDENT'S REPORT:

Financial Institution Change

President Youngquist gave a brief explanation of the Commission's decision to change its financial institution to Nicolet National Bank because they had the best options for us. As part of the change, the Commission will need to complete check signing forms for all commissioners

that are authorized to sign checks. President Youngquist suggested having only the officer positions of President, Vice President, and Treasurer be the authorized as check signors. A motion was made by Mark Heling to authorize the officer positions of President, Vice President, and Treasurer to be check signors for the Commission; second by Mike Van Dyke. *Motion Carried.*

President Youngquist then explained that as we begin the Fine Screen/Blower/Generator project, payments will be for much larger amounts, and it may be beneficial to have two Commissioners sign checks over a certain amount. Discussion followed. After discussion, a motion was made by Dale Youngquist to add the requirement of two signatures for payments made of \$100,000 or more; second by Kris Koeppe. *Motion Carried.*

MANAGER'S REPORT:

Operational Summary

Manager Kaufman discussed his written report and provided additional information on: One of the ATAD digesters foamed over on 5/26/25. All of the foam was contained onsite and staff was able to clean the impacted area. The DNR was notified, and a public notification was sent to the Appleton Post Crescent. Some of the operational parameters have been adjusted to try to combat any future foam events. IFAS aeration train #3 began to be drained on 5/19/25, and once they were drained, staff was able to take measurements of the media depth to determine how much was lost during the overflow event of 2010. Measurements made, and pictures taken, were sent to Viola for analysis. We are waiting to hear back from Viola regarding their suggested course of action. Discussion followed. After discussion a motion was made by Mike Van Dyke to approve the Operational Summary; second by Mark Heling. *Motion Carried.*

2024 Compliance Maintenance Annual Report (CMAR) – Resolution 314-25

Manager Kaufman presented and discussed the CMAR; Fox West received a “C” grade for Ammonia exceedances, which is what we have been working to fix. A grade of “A” was received in all other categories, and overall, the plant is doing well. After discussion, a motion was made by Mike Van Dyke to approve the 2024 Compliance Maintenance Annual Report and Resolution 314-25; seconded by Kris Koeppe. *Motion Carried unanimously on a roll call vote (7-0).*

ENGINEER'S REPORT:

Fine Screen Engineering

Engineer Olsen reported the second submittal for the generator project was received and will be wrapping up soon. The submittals for the blowers were received, and Manager Kaufman and Engineer Olsen met with Crane on site to optimize the layout, and are waiting to hear back. The fine screen submittals have not been received yet. President Youngquist asked if we can still anticipate starting the project this year. Engineer Olsen said based on the pace things have been going, equipment procurement and work may not begin until 2026.

OLD BUSINESS

N/A

NEW BUSINESS

N/A

ADJOURNMENT

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

Meeting adjourned at 4:36 pm.

ATTEST

Kris Koeppel, Secretary

Melissa Starr, Accounting Clerk

**FOX WEST REGIONAL
SEWERAGE COMMISSION
For Approval on: 07/02/2025**

PREAUTHORIZED JUNE PAYABLES

CHECK NO	DATE		Amount
38851-38852	06/10/25	Plant Payroll - Net (#25-12)	\$ 3,562.47
WDC061025	06/10/25	Wisconsin Def Comp (#25-12)	\$ 100.00
		FSA WITHHOLDING (#25-12)	\$ 179.16
38853	06/13/25	Fox Crossing Utilities (Water- 691 Gal- <u>\$4,157.41</u> / Stormwater Fees- <u>\$1,405.88</u> / Fire Protection- <u>\$260.63</u>)	\$ 5,823.92
38854	06/13/25	McClone Agency (insurance installment-worker comp, liability, auto)	\$ 4,934.00
38855	06/13/25	Spectrum/Charter Communications (<u>\$114.99</u> Internet/ <u>\$113.83</u> Telephone)	\$ 228.82
38856	06/13/25	Town of Grand Chute (Life & Dental Insurance, FSA fee)	\$ 622.70
38857	06/13/25	VISA	\$ 774.53
38858	06/13/25	WE Energies (<u>\$1,233.50</u> Heat/ <u>\$63,525.30</u> Electric)	\$ 64,758.80
38861	06/23/25	Mutual of Omaha (Life and AD&D Insurance)	\$ 16.56
38859-38860	06/24/25	Plant Payroll - Net (#25-13)	\$ 3,221.59
WDC062425	06/24/25	Wisconsin Def Comp (#25-13)	\$ 100.00
	06/24/25	FSA WITHHOLDING (#25-13)	\$ 179.16

WGH062425	06/24/25	Dept of Employee Trust (JULY HEALTH INVOICE)	\$ 5,119.88
EFTPS062025	06/20/25	Federal Payroll Taxes (JUNE Federal Tax Withholding)	\$ 1,413.14
EFTPS070325	07/03/25	Federal Payroll Taxes (JUNE Federal Tax Withholding)	\$ 989.74
WDR063025	06/30/25	Wisconsin Dept Revenue (JUNE State Tax Withholding)	\$ 407.13
WRS063025	06/30/25	Dept of Employee Trust (MAY PENSION)	\$ 1,464.45
			<u>\$93,896.05</u>

**FOX WEST REGIONAL
SEWERAGE COMMISSION -**

MONTHLY PAYABLES

VOUCHER LIST - 07/02/2025

PAGE 2

CHECK NO	DATE		Amount
38862-38868	07/02/25	Commissioner's Wages (Net) Commission Wages (April Mtg)	\$1,205.62
38869	07/02/25	Aquachem Ferric Chloride	\$34,801.40
38870	07/02/25	Atlas Copco Annual Service Agreement HSI Blowers	\$7,853.70
38871	07/02/25	Badger Labs Lab Testing	\$879.60
38872	07/02/25	GFL Environmental Trash & Recycling Services	\$1,688.43
38873	07/02/25	Grainger Supplies	\$2,561.41
38874	07/02/25	Heartland Business Systems IT Services, Replacement Drives	\$1,111.64
38875	07/02/25	Lower Fox River Dischargers 2025 LFRDA Fee	\$100.00
38876	07/02/25	Matthews Tire & Service Center New Tube for Kabota Tire	\$48.33
38877	07/02/25	MCO Contract Operations	\$61,604.70
38878	07/02/25	NCL Lab Supplies	\$1,025.47
38879	07/02/25	Rocket Industrial Towel	\$165.44
38880	07/02/25	Splendid Cleaning Services Building Maintenance	\$379.00
38881	07/02/25	UniFirst Employee Uniforms, Mats, Wipers	\$435.98
38882	07/02/25	USA BlueBook ATAD Jet Pump Discharge Gauge	\$539.58
			\$114,400.30

CHECK NO	DATE		Amount
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EQUIPMENT REPLACEMENT

38883	07/02/25	Grainger Sump Pump Replacement	\$340.22
38884	07/02/25	Heartland Business Systems Synology Plus Hard Drive	\$608.36
38886	07/02/25	NCL pH Probe	\$710.73
Total Equipment Replacement			\$1,659.31

DEPRECIATION EXPENSE

38885	07/02/25	McMahon Associates WWTF Improvements Project	\$7,920.00
Total Depreciation			\$7,920.00

Preauthorized JUNE Expenses	\$93,896.05
Monthly Payables	\$114,400.30
Equipment Replacement Expense	\$1,659.31
Depreciation Expense	\$7,920.00
	\$217,875.66

Disbursements Not Approved:

Approved by Commission:

Mark Strobel

Date

2025 INTEREST EARNINGS
May 31, 2025

gl #s	1002				1034		1036		1050		2186b		2131		2121		2152c		2141		2152e	
	Operations					Future	Replacement	Bond Redemption			Depreciation		TOTAL									
	Checking	WH Deposit Winnebago	WH Deposit Geenan	Savings	LGIP	MONEY MARKET	MONEY MARKET	LGIP	MONEY MARKET	LGIP												
	0.05%	0.01%	0.01%	0.00%	4.36%	3.00%	3.00%	4.36%	3.00%	4.36%												
ANB	ANB	ANB	COMM1st	LGIP	ANB	ANB	LGIP	ANB	LGIP													
Jan	11.12	-	-	-	5,150.95	2,335.88	2,767.81	2,735.83	1,065.16	6,448.51	\$20,515.26											
Feb	12.81	-	-	-	4,688.15	2,081.91	2,673.85	2,490.02	833.62	5,869.13	\$18,649.49											
Mar	12.91	0.01	0.01	0.00	5,189.58	2,329.43	3,266.54	2,756.34	913.37	6,496.86	\$20,965.05											
Apr	15.28	-	-	-	5,041.06	2,184.67	1,974.42	4,542.33	866.51	6,310.93	\$20,935.20											
May	18.23	-	-	-	5,193.87	2,093.50	1,011.84	3,153.03	888.62	6,502.24	\$18,861.33											
Jun											\$0.00											
Jul											\$0.00											
Aug											\$0.00											
Sep											\$0.00											
Oct											\$0.00											
Nov											\$0.00											
Dec											\$0.00											
TOTALS:	\$70.35	\$0.01	\$0.01	\$0.00	\$25,263.61	\$11,025.39	\$11,694.46	\$15,677.55	\$4,567.28	\$31,627.67	\$99,926.33											
		\$70.37			\$25,263.61	\$11,025.39	\$27,372.01		\$36,194.95													
acct #'s	-17	-87	-87	-5400	-5	-92	-23	-1	-11	-2												
acct \$'s	\$417,198.18	\$506.87	\$502.22	\$7.03	\$1,407,668.48	\$821,751.64	\$480,580.68	\$854,550.53	\$354,359.51	\$1,762,269.56	\$6,099,394.70											

ACCOUNT LISTING
1/31/2025

American Nat'l Bank	Operations - Checking	\$417,198.18	0.05%
American Nat'l Bank	Operations - WH Deposit	\$506.87	0.01%
American Nat'l Bank	Operations - WH Deposit	\$502.22	0.01%
Community 1st CU	Operations - Savings	\$7.03	0.00%
Community 1st CU	Future Capital - CD	\$1,407,668.48	4.36%
American Nat'l Bank	Replacement - Money Market	\$821,751.64	3.00%
American Nat'l Bank	Bond Redemption - Money Market	\$480,580.68	3.00%
LGIP	Bond Redemption - LGIP	\$854,550.53	4.36%
American Nat'l Bank	Depreciation - Money Market	\$354,359.51	3.00%
LGIP	Depreciation - LGIP	\$1,762,269.56	4.36%
	Total Funds:	\$6,099,394.70	

**FOX WEST REGIONAL SEWERAGE COMMISSION
BANK STATEMENT
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF MAY 2025**

CHECKING ACCOUNT		
Beginning Balance		\$457,513.61
Receipts:		
User Fees Received	\$195,732.50	
Vactor-Waste Fees Received	-	
Lab/MISC Fees Received	1,691.00	
Septic Haulers Fees	17,650.36	
Interest Earned @ 0.05% / ANB	18.23	
Transfers from:		
Equipment Replacement	58,489.33	
Bond Redemption	-	
Depreciation	-	
Total Receipts:	\$273,581.42	
Total Available		\$731,095.03
Disbursements:		
Commissioners Wages (net)	\$1,239.68	
Plant Personnel Wages (net)	3,221.57	
Plant Personnel Wages (net)	3,324.83	
Plant Personnel Wages (net)	-	
Gen. Operating Expense	\$205,772.28	
Equipment Replacement	58,489.33	
Depreciation	-	
Transfers To:		
Misc ledger adjustment		
Equipment Replacement	39,171.00	<i>APR Inv. - MAY receipts</i>
Bond Redemption	113,789.99	<i>APR Inv. - MAY receipts</i>
Depreciation	-	
Total Disbursements:	\$425,008.68	
TOTAL CHECKING - Per General Ledger		\$306,086.35
	checks outstanding:	\$111,111.83
	actual checkbook balance at month-end- Per Bank Statement:	\$417,198.18

COMM FIRST CU SAVINGS ACCOUNT		
Beginning Balance		\$7.03
Interest Earned @ 0.00% / COM 1st	-	
Total Savings Acct Balance		\$7.03

EQUIPMENT REPLACEMENT ACCOUNT		
Beginning Balance		\$838,976.47
Interest Earned @ 3.00% / ANB	2,093.50	
Transfer from Checking	39,171.00	
Transfer to Checking	\$ (58,489.33)	
Total Equip Replacement Acct Balance		\$821,751.64

**FOX WEST REGIONAL SEWERAGE COMMISSION
BANK STATEMENT
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF MAY 2025**

BANK STATEMENT-5/31/25

PAGE 2

FUTURE CAPITAL ACCOUNT

Beginning Balance	\$1,402,474.61	
Interest Earned @ 4.36% / LGIP	5,193.87	
TOTAL FUTURE CAPITAL		\$1,407,668.48

BOND REDEMPTION ACCOUNTS

Beginning Balance - Money Market Account	\$365,778.85	
Interest Earned @ 3.00% / ANB	1,011.84	
Transfer from Checking	113,789.99	
Transfer to STATE WIS - CWF loan payment	-	
Wire Transfer Fee	-	
Total Bond Redemption MM Acct Balance	\$480,580.68	

Beginning Balance - LGIP Account	\$851,397.50	
Interest Earned @ 4.36% / LGIP	\$3,153.03	
Deposit	-	
Withdrawal (STATE WIS - CWF loan payment)	-	
Total Bond Redemption LGIP Acct Balance	\$854,550.53	

TOTAL BOND REDEMPTION **\$1,335,131.21**

DEPRECIATION ACCOUNTS

Beginning Balance - Money Market Account	\$353,470.89	
Interest Earned @ 3.00% / ANB	888.62	
Transfer from Checking	-	
Transfer to Checking	-	
Total Depreciation Acct Balance	\$354,359.51	

Beginning Balance - LGIP Account	\$1,755,767.32	
Interest Earned @ 4.36%	6,502.24	
Total Depreciation LGIP Acct Balance	\$1,762,269.56	

TOTAL DEPRECIATION ACCOUNT **\$2,116,629.07**

SUMMARY

ANB CHECKING ACCOUNT	\$417,198.18
COMM FIRST CU SAVINGS ACCOUNT	\$7.03
EQUIPMENT REPLACEMENT ACCOUNT	821,751.64
FUTURE CAPITAL CD ACCOUNT	\$1,407,668.48
BOND REDEMPTION ACCOUNTS	1,335,131.21
DEPRECIATION ACCOUNTS	2,116,629.07
PETTY CASH & WASTEHAULER DEPOSITS	\$1,204.09
TOTAL FUNDS AVAILABLE	\$6,099,589.70

Fox West Regional Sewerage Commission
Income Statement with Previous Year Comparison
May 31, 2025

		<u>May 25</u>	<u>May 24</u>	<u>Jan - May 25</u>	<u>Jan - May 24</u>	<u>Y-T-D \$ Change</u>
Operations & Maintenance Income						
	Grand Chute	91,994.75	130,318.20	416,437.17	649,840.88	(233,403.71)
	Clayton	3,914.66	4,759.22	17,612.58	22,527.25	(4,914.67)
	Fox Crossing	62,642.27	61,503.38	268,697.72	257,321.13	11,376.59
	Greenville	37,180.82	41,379.34	177,880.86	196,672.20	(18,791.34)
	Total Operation/Maint Income	\$195,732.50	\$237,960.14	\$880,628.33	\$1,126,361.46	(\$245,733.13)
Operations & Maintenance Expenses						
<i>Wages & Benefits</i>	Commissioner Pay	1,418.15	1,418.15	6,895.30	7,090.75	(195.45)
	Employee Pay	10,535.62	10,233.20	59,793.77	103,791.65	(43,997.88)
	Employee Benefits	6,192.74	5,857.67	31,197.39	38,117.56	(6,920.17)
<i>Utilities</i>	Electricity	65,838.73	60,257.29	279,988.68	267,427.08	12,561.60
	Natural Gas & Water	9,517.60	7,463.67	39,861.61	31,277.62	8,583.99
<i>Chemicals</i>	Ferric Chloride	23,053.98	31,006.44	156,483.98	148,383.47	8,100.51
	Polymer	0.00	0.00	9,460.00	10,340.00	(880.00)
	Other Chemicals	0.00	0.00	0.00	0.00	-
<i>General Operations</i>	Contract Operations	61,604.70	60,135.25	308,023.50	297,619.77	10,403.73
	Rugs, Linens, Uniforms	618.82	576.42	2,444.63	2,449.64	(5.01)
	Grit & Refuse Hauling	1,718.63	2,840.60	7,109.50	10,710.25	(3,600.75)
	Other Operations	521.24	1,006.23	5,662.15	3,417.47	2,244.68
<i>Sludge</i>	Sludge Disposal	0.00	0.00	0.00	0.00	-
	Other Sludge Exp.	0.00	0.00	0.00	0.00	-
<i>Plant Maint</i>	Maintenance of Operations	4,528.76	754.75	20,760.29	52,880.75	(32,120.46)
	Other Plant Maintenance	4,619.22	23,600.56	31,914.38	67,377.87	(35,463.49)
<i>Lab</i>	Lab Operations	2,905.03	2,539.34	15,154.57	17,972.30	(2,817.73)
<i>Administrative & General Expenses</i>	Insurance & Legal	0.00	0.00	4,715.70	53,315.00	(48,599.30)
	Annual Audit	9,847.82	0.00	9,847.82	9,660.00	187.82
	Office, Postage, Phone, etc	1,898.79	515.28	16,881.01	6,309.48	10,571.53
	DNR Environment Fees	34,781.59	34,453.16	34,781.59	34,453.16	328.43
	Other General/Admin	179.00	0.00	2,814.02	2,857.88	(43.86)
	Total Operating Expenses	\$239,780.42	\$242,658.01	\$1,043,789.89	\$1,165,451.70	(\$121,661.81)
	Gross Income (Loss)	(\$44,047.92)	(\$4,697.87)	(\$163,161.56)	(\$39,090.24)	(\$124,071.32)
Other Operations Income						
<i>Other Income</i>	Interest Income	18,861.33	23,093.97	99,926.33	123,713.34	(23,787.01)
	Waste Hauler Income	17,650.36	18,394.28	82,872.26	79,631.59	3,240.67
	Lab Testing/Vac-Waste/Misc	1,691.00	1,815.00	10,265.74	17,831.64	(7,565.90)
	Other Operations Income	\$38,202.69	\$43,303.25	\$193,064.33	\$221,176.57	(\$28,112.24)
	Operating Fund Income (Loss)	(\$5,845.23)	\$38,605.38	\$29,902.77	\$182,086.33	(\$152,183.56)
Replacement, Debt, Depreciation						
<i>Repl.</i>	Repl. Income from Users	39,171.01	39,170.87	195,854.80	195,854.88	(0.08)
	Repl. Fund Expenses	0.00	37,101.00	166,144.18	126,396.08	39,748.10
<i>Debt</i>	Debt Service from Users	113,789.99	87,418.44	568,949.27	437,093.18	131,856.09
	Debt Service Interest	8,839.46	-66,624.89	52,470.06	-14,936.53	67,406.59
<i>Depr.</i>	Depr. Income from Users	0.00	0.00	0.00	0.00	-
	Depr. Fund Expenses	7,920.00	6,431.00	15,840.00	31,181.00	(15,341.00)
	Income (Loss) for Replacement, Debt, Depreciation	\$136,201.54	\$149,682.20	\$530,349.83	\$490,307.51	\$40,042.32
Reconciliation Discrepancies / Audit GASB / Plant Depreciation						
		0.00	0.00	0.00	0.00	0.00
	Net Income (Loss)	\$130,356.31	\$188,287.58	\$560,252.60	\$672,393.84	(\$112,141.24)

Fox West Regional Sewerage Commission
Balance Sheet Summary with Previous Year Comparison
As of May 31, 2025

	<u>May 31, 25</u>	<u>May 31, 24</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
<u>Current Assets</u>				
<u>Cash & Investments</u>				
Checking-American Nat'l	306,069.79	564,662.63	-258,592.84	-45.8%
Cash-Wastehauler's Deposits	1,009.09	1,008.98	0.11	0.01%
Petty Cash	195.00	200.00	-5.00	-2.5%
Savings-Comm 1st	7.03	20.75	-13.72	-66.12%
Bond Redemption - Money Market & CD's	1,335,131.21	1,197,232.50	137,898.71	11.52%
Equipment Replacement - Money Market & CD's	821,751.64	787,190.15	34,561.49	4.39%
Depreciation Fund - Money Market & CD's	2,116,629.07	1,906,231.04	210,398.03	11.04%
Future Capital (CD)	1,407,688.48	1,343,690.91	63,997.57	4.76%
Total Cash & Investments	<u>5,988,481.31</u>	<u>5,800,236.96</u>	<u>188,244.35</u>	<u>3.25%</u>
<u>Other Current Assets</u>				
Accounts Receivable	384,645.79	388,725.73	-4,079.94	-1.05%
Undeposited Funds	0.00	0.00	0.00	0.0%
Inventory Mat'l & Supplies	69,915.75	12,521.00	57,394.75	458.39%
WRS Pension - Assets & Deferred Outflows	142,770.00	231,202.00	-88,432.00	-38.25%
Total Other Current Assets	<u>597,331.54</u>	<u>632,448.73</u>	<u>-35,117.19</u>	<u>-5.55%</u>
Total Current Assets	<u>6,585,812.85</u>	<u>6,432,685.69</u>	<u>153,127.16</u>	<u>2.38%</u>
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	-10.36%
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.0%
Structures, Equipment & Improvements	45,469,504.63	45,392,903.85	76,600.78	0.15%
Accumulated Depreciation	-28,725,736.20	-26,893,434.80	-1,832,301.40	7.45%
2599 - Construction in Progress-Misc.	60,390.00	0.00	60,390.00	100.0%
Total Fixed Assets	<u>19,043,178.75</u>	<u>20,738,489.37</u>	<u>-1,695,310.62</u>	<u>-8.18%</u>
TOTAL ASSETS	<u>25,628,991.60</u>	<u>27,171,175.06</u>	<u>-1,542,183.46</u>	<u>-5.68%</u>
LIABILITIES & EQUITY				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	-68,579.61	172,697.67	-241,277.28	95.42%
Payroll Liabilities	35,325.27	44,221.84	-8,896.57	-20.72%
Pension Liability	99,537.00	185,861.00	-86,324.00	-46.45%
Customer Deposits	1,011.42	1,011.42	0.00	0%
Accrued Interest Expense & Other Liab	74,164.63	10,764.90	63,399.73	-15.59%
Total Current Liabilities	<u>141,458.71</u>	<u>414,556.83</u>	<u>-273,098.12</u>	<u>-65.88%</u>
<u>Long Term Liabilities</u>				
CWF-2009 Upgrade	3,910,323.35	4,828,455.82	-918,132.47	-19.02%
Total Long Term Liabilities	<u>3,910,323.35</u>	<u>4,828,455.82</u>	<u>-918,132.47</u>	<u>-19.02%</u>
Total Liabilities	4,051,782.06	5,243,012.65	-1,191,230.59	-15.36%
<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	19,009,574.71	19,248,386.34	-238,811.63	-1.24%
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.00%
Net Income	560,252.60	672,393.84	-112,141.24	-16.68%
Total Equity	<u>21,577,209.54</u>	<u>21,928,162.41</u>	<u>-350,952.87</u>	<u>-1.6%</u>
TOTAL LIABILITIES & EQUITY	<u>25,628,991.60</u>	<u>27,171,175.06</u>	<u>-1,542,183.46</u>	<u>-8.35%</u>

**2025 BUDGET STATEMENT
FOX WEST REGIONAL
WASTEWATER TREATMENT PLANT**

Budget Through 5/31/2025

INCOME SOURCE	100.00% '25 BUDGET	MONTHLY 1/12 TOTAL	8.33% JAN	16.67% FEB	25.00% MAR	33.33% APR	41.67% MAY	50.00% JUNE	YTD TOTAL	BDGT THRU MAY (05/31/25)	(OVER)/UNDER BUDGET	% OF BUDGET
USER CHARGES:												
OPERATION AND MAINT	\$2,145,016.00	\$178,751.33	\$159,163.84	\$138,035.37	\$199,578.44	\$188,118.18	\$195,732.50		\$880,628.33	\$893,756.67	\$13,128.34	41.05%
EQUIPMENT REPLACEMENT	470,052.00	39,171.00	39,170.97	\$39,170.80	\$39,171.02	\$39,171.00	\$39,171.01		195,854.80	\$195,855.00	\$0.20	41.67%
BOND REDEMPTION	1,365,480.00	113,790.00	87,391.77	140,187.55	113,789.97	113,789.99	113,789.99		568,949.27	\$568,950.00	\$0.73	41.67%
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	\$0.00	\$0.00	0.00%
TOTAL BUDGETED INCOME	\$3,980,548.00	\$331,712.33	\$285,726.58	\$317,393.72	\$352,539.43	\$341,079.17	\$348,693.50	\$0.00	\$1,645,432.40	\$1,658,561.67	\$13,129.27	41.34%
CONTINGENCY FUNDING:												
INTEREST INCOME	\$250,000.00	\$20,833.33	\$20,515.26	\$18,649.49	\$20,965.05	\$20,935.20	\$18,861.33		\$99,926.33	\$104,166.67	\$4,240.34	39.97%
WASTEHAULER INCOME	201,000.00	16,750.00	14,579.69	13,618.02	15,410.87	21,613.32	17,650.36		82,872.26	\$83,750.00	\$877.74	41.23%
LAB & MISC. INCOME	34,200.00	2,850.00	3,742.00	1,578.74	1,727.00	1,527.00	1,691.00		10,265.74	\$14,250.00	\$3,984.26	30.02%
TOTAL CONT FUNDING	\$485,200.00	\$40,433.33	\$38,836.95	\$33,846.25	\$38,102.92	\$44,075.52	\$38,202.69	\$0.00	\$193,064.33	\$202,166.67	\$9,102.34	39.79%
BUDGETED SURPLUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
TOTAL BUDGET	\$4,465,748.00	\$372,145.67	\$324,563.53	\$351,239.97	\$390,642.35	\$385,154.69	\$386,896.19	\$0.00	\$1,838,496.73	\$1,860,728.33	\$22,231.60	41.17%
2025 BUDGETED O&M EXPENSE												
WAGES & BENEFITS:												
COMMISSIONERS	\$17,018.00	\$1,418.17	\$1,418.15	\$1,222.70	\$1,222.70	\$1,613.60	\$1,418.15		\$6,895.30	\$7,090.83	\$195.53	40.52%
PLANT PERSONNEL	146,787.00	12,232.25	12,683.52	10,385.60	10,535.61	15,653.42	10,535.62		59,793.77	\$61,161.25	\$1,367.48	40.74%
EMPLOYEE BENEFITS	83,828.00	6,985.67	5,998.88	6,107.54	6,101.63	6,796.60	6,192.74		31,197.39	\$34,928.33	\$3,730.94	37.22%
UTILITIES:												
ELECTRIC POWER	733,950.00	61,162.50	53,144.33	49,178.79	52,114.62	59,712.21	65,838.73		279,988.68	\$305,812.50	\$25,823.82	38.15%
OTHER UTILITIES	61,100.00	5,091.67	6,000.94	13,511.55	6,672.45	4,159.07	9,517.60		39,861.61	\$25,458.33	(\$14,403.28)	65.24%
CHEMICALS:												
FERRIC CHLORIDE	293,000.00	24,416.67	24,916.82	23,986.19	48,091.82	36,435.17	23,053.98		156,483.98	\$122,083.33	(\$34,400.65)	53.41%
OTHER CHEMICALS	41,360.00	3,446.67	0.00	9,460.00	0.00	0.00	0.00		9,460.00	\$17,233.33	\$7,773.33	22.87%
GENERAL OPERATIONS:												
CONTRACT OPERATIONS	750,775.00	62,564.58	61,604.70	61,604.70	61,604.70	61,604.70	61,604.70		308,023.50	\$312,822.92	\$4,799.42	41.03%
OTHER OPERATING COSTS	42,543.00	3,545.25	2,362.50	5,147.97	2,505.44	2,341.68	2,858.69		15,216.28	\$17,726.25	\$2,509.97	35.77%
SLUDGE HANDLING:												
SLUDGE DISPOSAL	21,000.00	1,750.00	0.00	0.00	0.00	0.00	0.00		0.00	\$8,750.00	\$8,750.00	0.00%
OTHER SLUDGE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	\$0.00	\$0.00	#DIV/0!
PLANT MAINTENANCE:												
PLANT MAINTENANCE/REPAIR	243,250.00	20,270.83	4,091.84	1,837.47	12,483.29	25,114.09	9,147.98		52,674.67	\$101,354.17	\$48,679.50	21.65%
LABORATORY:												
LAB OPERATIONS	50,155.00	4,179.58	3,687.10	2,691.19	3,023.39	2,847.86	2,905.03		15,154.57	\$20,897.92	\$5,743.35	30.22%
ADMINISTRATIVE/GENERAL:												
INSURANCE/LEGAL	70,380.00	5,865.00	0.00	414.63	4,301.07	0.00	0.00		4,715.70	\$29,325.00	\$24,609.30	6.70%
ANNUAL AUDITING SERVICES	11,700.00	975.00	0.00	0.00	0.00	0.00	9,847.82		9,847.82	\$4,875.00	(\$4,972.82)	84.17%
OFFICE,POSTAGE,PHONE, ETC	16,870.00	1,405.83	1,536.02	3,326.58	1,290.42	8,829.20	1,898.79		16,881.01	\$7,029.17	(\$9,851.84)	100.07%
DNR ENVIRONMENTAL FEES	42,300.00	3,525.00	0.00	0.00	0.00	0.00	34,781.59		34,781.59	\$17,625.00	(\$17,156.59)	82.23%
GENERAL ADMIN. EXPENSE	4,200.00	350.00	250.00	17.74	2,342.28	25.00	179.00		2,814.02	\$1,750.00	(\$1,064.02)	67.00%
TOTAL O&M EXPENSES	\$2,630,216.00	\$219,184.67	\$177,694.80	\$188,892.65	\$212,289.42	\$225,132.60	\$239,780.42	\$0.00	\$1,043,789.89	\$1,095,923.33	\$52,133.44	39.68%
CONTINGENCY APPLIED	\$235,400.00	\$19,616.67	(\$41,489.87)	(\$30,292.02)	(\$6,895.25)	\$5,947.93	\$20,595.75	(\$219,184.67)	(\$1,586,426.11)	\$98,083.33	\$1,684,509.44	-673.93%

FOX WEST REGIONAL SEWERAGE COMMISSION

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

June, 2025

PLANT OPERATIONS

1. **FINAL CLARIFIER CLEANING** – Fox West staff is continuing to hose the final clarifier weirs. This cleaning is done periodically to remove algae which grows on all the clarifier surfaces that are in contact with the wastewater.
2. **DRIVEWAY WORK** – Fox Valley Seal and Coat was onsite on 6/2/25 to finish the crack sealing on the driveway. They will be back on 7/7/25 to seal coat the entire blacktop surface.
3. **PRIMARY CLARIFIER DRAINING** – We finished cleaning the four primary clarifiers on 6/10/25. We will begin cleaning out the five final clarifiers in mid-July.
4. **BIOSOLIDS PFAS TESTING** – We collected a bio-solids sample on 6/24/25 to be analyzed by Pace Analytical for PFAS/PFOA.
5. **POWER BUMP** – The plant experienced a brief power outage on 6/26/25. The outage was not long enough (~5 seconds) for the transfer switch to transfer over to the secondary feed. A number of the variable frequency drives (VFD's) for various pieces of equipment faulted and needed to be reset.

PRETREATMENT

1. **GREAT NORTHERN CORP** – Great Northern had a pH violation for their discharge on 5/14 and 5/15. They were issued a notice of non-compliance (NON), and they will be required to submit to Fox West an explanation for the exceedances, as well as a corrective action plan to prevent future occurrences.
2. **PRETREATMENT AUDIT** – Fox West has finally received from the DNR the audit summary report from their pretreatment program inspection which was performed in September of 2022. Fox West has until July 15th to respond to the report with our plan to address the findings and recommendations made by the DNR as a result of the audit.

EQUIP OPERATIONS

1. **GRIT PUMP #2** – The Fox West Commission approved the purchase of a new pump for \$21,255.00 on 4/25/25. The new pump has been installed, but we are waiting on a section of fabricated discharge piping to be finished before the pump can be returned to service. A new 4" plug valve and 4" ductile iron T were installed on the pump suction line while the pump was out of service. The T had begun leaking during the work on the pump.

2. **Grit Pump #1** – Grit pump #1 was found to not be pumping to full capacity on 6/5/25. Fox West staff determined that there was an object caught in the pump. The valve on the suction side of the pump broke while trying to isolate the line to remove the debris. Crane Engineering supplied us with a new 4" plug valve and Fox West staff were able to install the valve in order to remove the blockage. The pump was returned to service that day.
3. **SUBMERSIBLE SLUDGE MIXERS** – Fox West staff began removing the submersible mixers for routine oil changes on 6/9/25. While the mixers were out of service, we also removed any rag material that had accumulated on each unit. The last mixer was returned to service on 6/24/25.
4. **POTABLE WATER BACKFLOW PREVENTERS** – Johnson Controls was onsite to re-build four of the five back flow preventers on the potable water lines throughout the plant. These back flow preventers are required in order to prevent any process wastewater or chemicals from entering the Village potable water supply. Two of the four valves were able to be rebuilt, however once the other two were disassembled, Johnson Controls felt that the more cost effective solution was replacement.
5. **GRAVITY BELT THICKENER** – The gravity belt thickener (GBT) emergency stop alarm was found to be active and it would not reset. Faith Technologies was contacted to troubleshoot the problem. They found a loose wire on a relay in the electrical cabinet which caused the alarm.
6. **UV LAMP** – One of the bulbs failed on Bank 2A of the ultraviolet disinfection system. The bulb was still under warranty, and Trojan Technologies replaced the bulb at no cost. These bulbs were purchased in 2022, but had not yet reached 9,000 hours of operation.
7. **2006 FORD F250** – The 2006 Ford truck was listed with Wisconsin Surplus Auction on 6/25/25. The auction for this item will end on 7/9/25, at which time it will be awarded to the highest bidder if that bid is greater than the \$3,000.00 minimum which I had set.

**FOX WEST REGIONAL
WASTEWATER TREATMENT FACILITY**
O&M Charges May '25

ALLOCATION OF O&M and REPLACEMENT TO USERS (Ord-Contract Sec. 503)

Monthly Budgeted Charge = \$217,922.33

Annual Budgeted O&M and Replacement = \$2,615,068.00 (less Contingency Revenue)

UNIT COST RATE - O&M + REPLACEMENT

\$301.081 \$0.1760 \$0.1993 \$6.9117

EQUIP REPLACEMENT

Monthly Charge \$39,171.00 Annual Charge \$470,052.00

USER	ACTUAL LOADINGS				% OF LOADINGS				FLOW COST	BOD COST	S.S. COST	PHOS COST	TOTAL O&M&REPL COST	O&M COST	EQUIP. REPLACE COST	% OF O&M / E.R. COST
	FLOW (MG)	B.O.D. (LB)	S.S. (LB)	PHOS. (LB)	FLOW %	B.O.D. %	S.S. %	PHOS. %								
TOTALS	206,5831	326,716	341,904	6,809	100.00%	100.00%	100.00%	100.00%	\$62,198.25	\$57,502.02	\$68,141.47	\$47,061.77	\$234,903.51	\$195,732.50	\$39,171.01	100.00%
Budget Loadings	221,9123	324,817	334,001	6,607					ALLOCATION OF O&M and REPLACEMENT				\$234,903.51	\$195,732.50		
GRAND CHUTE	86,0743	176,113	164,682	3,317	41.666%	53.904%	48.17%	48.72%	\$25,397.03	\$30,375.97	\$32,164.60	\$22,467.62	\$110,405.22	\$91,994.75	\$18,410.47	47.00%
FOX CROSSING	93,7167	87,241	100,958	1,884	45.365%	26.702%	29.53%	27.67%	\$27,651.97	\$15,047.11	\$19,718.40	\$12,761.09	\$75,178.57	\$62,642.27	\$12,536.30	32.00%
GREENVILLE	26,7921	63,362	76,264	1,608	12.969%	19.394%	22.31%	23.62%	\$7,905.28	\$10,928.90	\$14,895.64	\$10,891.82	\$44,621.64	\$37,180.82	\$7,440.82	19.00%
CLAYTON (2.0%)	0.0000	0	0	0	0.000%	0.000%	0.00%	0.00%	\$1,243.97 2%	\$1,150.04 2%	\$1,362.83 2%	\$941.24 2%	\$4,698.08	\$3,914.66	\$783.42 2%	2.00%
									\$62,198.25	\$57,502.02	\$68,141.47	\$47,061.77				

ALLOCATION OF DEBT SERVICE COSTS (principal & Interest) TO USERS (Ord-Contract Sec. 504)

DEBT SERVICE COST ('25 F/B/G PROJECT LOAN): DEBT SERVICE COST ('09 CWF LOAN):

(1/1/25: \$4,000,000.00)

Monthly Charge = \$26,398.17

Annual Charge = \$316,778.00

(1/1/25: \$4,905,988.35)

Monthly Charge = \$87,391.81

Annual Charge = \$1,048,701.76

USER	DEBT SERVICE COST ('25 F/B/G PROJECT LOAN)				DEBT SERVICE COST ('09 CWF LOAN)				TOTAL DEBT COST
	FLOW	BOD	SS	PHOS	FLOW	BOD	SS	PHOS	
GRAND CHUTE	\$1,293.48	\$5,076.01	\$3,601.13	\$2,860.80	\$4,282.10	\$16,804.25	\$11,921.62	\$9,470.77	\$55,310.16
FOX CROSSING	\$1,408.32	\$2,514.46	\$2,207.66	\$1,624.87	\$4,662.30	\$8,324.19	\$7,308.51	\$5,379.18	\$33,429.49
GREENVILLE	\$402.62	\$1,826.29	\$1,667.71	\$1,386.86	\$1,332.88	\$6,045.97	\$5,520.98	\$4,591.23	\$22,774.54
CLAYTON (2.0%)	\$63.36	\$192.18	\$152.58	\$119.85	\$209.74	\$636.21	\$505.12	\$396.76	\$2,275.80
TOTAL	\$3,167.78	\$9,608.94	\$7,629.07	\$5,992.38	\$10,487.02	\$31,810.62	\$25,256.23	\$19,837.94	\$113,789.99
<p>\$3,167.78 \$9,608.94 \$7,629.08 \$5,992.38 \$10,487.02 \$31,810.62 \$25,256.23 \$19,837.94 \$113,789.98 \$26,398.17 \$87,391.81</p>									

ALLOCATION OF DEPRECIATION FUND COSTS TO USER (Ord-Contract Sec. 505)

DEPRECIATION FUND COSTS

Monthly Charge = \$0.00

Annual Charge = \$0.00

FLOW	BOD	SS	PHOS	TOTAL DEPR. COST	% OF DEBT/DEPR COST
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	29.38%
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20.01%
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2.00%
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
<p>\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00</p>					

INVOICE SUMMARY	USER	2030 DESIGN SHARE ALLOCATION			
		FLOW	BOD	SS	PHOS
\$165,715.38	GRAND CHUTE S.D. #2	50.400%	53.166%	51.167%	54.667%
	monthly allocation/mo	200,823	243,702	266,957	5,836
\$108,608.06	FOX CROSSING	42.000%	34.167%	35.166%	28.667%
	monthly allocation/mo	167,353	156,614	183,474	3,061
\$67,396.18	GREENVILLE S.D.	6.400%	10.167%	11.167%	12.666%
	monthly allocation/mo	25,501	46,603	58,262	1,352
\$6,973.88	CLAYTON	1.200%	2.500%	2.500%	4.000%
	monthly allocation/mo	4,782	11,459	13,043	427
\$348,693.50	TOTAL CHARGES TO USERS:	100.000%	100.000%	100.000%	100.000%
		398,458 MG/mo	458,379 lbs/mo	521,737 lbs/mo	10,676 lbs/mo

ALLOCATION OF COSTS TO LOADINGS					
	FLOW	BOD	TSS	PHOS	
OPERATIONS & MAINT.	24.5%	25.2%	28.9%	21.4%	100.0%
EQUIP. REPLACEMENT	24.5%	25.2%	28.9%	21.4%	100.0%
2004 CWF LOAN	12.0%	36.4%	28.9%	22.7%	100.0%
2009 CWF LOAN	12.0%	36.4%	28.9%	22.7%	100.0%
DEPRECIATION	12.0%	36.4%	28.9%	22.7%	100.0%



CREATIVITY BEYOND ENGINEERING

R.A. Smith, Inc.
100 West Lawrence Street, Suite 412
Appleton, WI 54911-5754
(920) 731-3499 | rasmith.com

DATE: June 24, 2025
TO: Mr. Brandon Kaufman
Fox West Regional Sewerage Commission
1965 W. Butte Des Morts Beach Road
Neenah, WI 54956
RE: Grande Market Drive – Utility Reconstruction Project
Town of Grand Chute, Outagamie County, WI
Wastewater Treatment Plant Review

Dear Mr. Kaufman:

Enclosed on behalf of Grand Chute Sanitary District No. 2, is one set of drawings, a copy of the Water Quality Management Conformance Review Approval, and WDNR Sewer Extension Submittal Form 3400-59 for completing sanitary sewer reconstruction in conjunction with additional utility improvements along N. Casaloma Drive between W. Grande Market Drive and W. Packard Street as part of a larger utility replacement project for the area.

The project includes the upsizing and replacement of existing 24-inch to 36-inch sanitary sewer with an estimated replacement of 870 linear feet of sanitary sewer. In 2022, Grand Chute Sanitary District No. 2 completed a sanitary sewer system evaluation report, which recommends upsizing this section of the sanitary sewer to accommodate future development. That report can be made available upon request.

Should you have any questions or require additional information, feel free to contact me at 920-843-5729.

Sincerely,

raSmith

Mark Van Der Wegen, P.E.
Project Manager

cc: Town of Grand Chute

Encl.:



June 23rd, 2025

Mark Van Der Wegen
raSmith
100 West Lawrence St
Suite 412
Appleton, WI 54911

Subject: Water Quality Management Conformance Review – Grande Market Utility Construction Project

East Central Review No. 2025-36

Dear Mark Van Der Wegen:

This is to acknowledge receipt of your request received on June 20th, 2025 that East Central Wisconsin Regional Planning Commission (ECWRPC) review the submitted plans for the Grande Market Utility Construction 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 Grande Market Utility Construction Sewer Reconstruction Project is within the Fox Cities – Fox West Sewer Service Area. The project includes the reconstruction of sanitary sewer along N Casaloma Drive (870 ft of 36" PVC sewer).

The proposed project does not appear to directly impact any mapped environmentally sensitive areas identified in the Fox West SSA Plan. Best management practices should be utilized and maintained throughout the duration of the construction activities to protect water quality.

It is our determination that the proposed Grande Market Utility Construction Project is consistent with the AWQMP Program and Fox West SSA Planning elements. The project should be consistent with the DNR's erosion and sediment control technical standards.

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 cebert@ecwrpc.org or at 920-886-6829.

Sincerely,

Carmen Ebert
Senior Planner

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

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

W Grande Market Drive Area - Utility Reconstruction Project

C. Wastewater Treatment Facility Name:

Fox West Wastewater Treatment Plant

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

Town of Grand Chute

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

Town of Grand Chute

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: TBD

5. Water Diversion

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

6. Sanitary Sewer Overflow Structures or Bypasses

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

i. Number of sanitary sewer overflow structures or bypasses: _____

ii. Location of sanitary sewer overflow structures or bypasses:

7. Wetlands and Waterways

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

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

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

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

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

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

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

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

8. Floodplain

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

9. Pumping and Dewatering

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

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

10. Separation Between Water Supplies

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

- 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
36	870	N Casaloma Drive (W Grande Market to W Packard Street)	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

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W Grande Market Drive Area - Utility Reconstruction

- 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:
STA 30+50 (SAN MH 900) & STA 38+87 (MH 910)
- 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

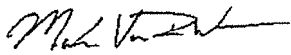
W Grande Market Drive Area - Utility Reconstruction

- 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

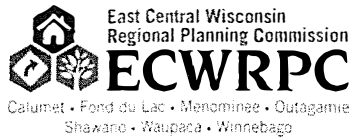
I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.



Date Signed 06/20/2025

Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

Wisconsin P.E. Number E-45856



June 12th, 2025

Tim Wittman
Davel Engineering & Environmental
1164 Province Terrace
Menasha, WI 54952

Subject: Water Quality Management Conformance Review – 6th & 7th Addition to Savannah Heights Sewer Extension Project

East Central Review No. 2025-34

Dear Tim Wittman:

This is to acknowledge receipt of your request received on June 9th, 2025 that East Central Wisconsin Regional Planning Commission (ECWRPC) review the submitted plans for the 6th & 7th Addition to Savannah Heights Sewer Extension Project in the Village of Greenville, Outagamie County. Your request seeks a determination that the submitted plans are in conformance with the approved Wisconsin Areawide Water Quality Management Plan (AWQMP) in accordance with Section 208 of the Clean Water Act and sections NR 110.08 and SPS 382.20(4)(b)2.a. of the Wisconsin Administrative Code. As a contracted agency of the Wisconsin Department of Natural Resources, ECWRPC is the Areawide Coordinating Agency under Wisconsin's AWQMP Program.

Commission Staff has determined that the 6th & 7th Addition to Savannah Heights Sewer Extension Project is within the Fox Cities – Fox West Sewer Service Area. The project includes the construction of sanitary sewer at the following locations:

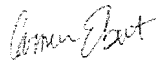
- Telfair Drive: 941 feet of 8" PVC sewer
- "Street A": 1337 feet of 8" PVC sewer
- Alexandra Way: 1108 feet of 8" PVC sewer
- "Street B": 723 feet of 8" PVC sewer
- "Street C": 1067 feet of 8" PVC sewer
- Forsyth Parkway: 590 feet of 8" PVC sewer

The proposed project does not appear to directly impact any mapped environmentally sensitive areas identified in the Fox West SSA Plan. However, there are areas of high groundwater and wetland indicators throughout the site. This is considered an environmentally limiting condition in the SSA Plan. Further wetland delineation may be required and best management practices should be utilized and maintained throughout the duration of the construction activities to protect water quality.

It is our determination that the proposed project is consistent with the AWQMP Program and Fox West SSA Planning elements. The project should be consistent with the DNR's erosion and sediment control technical standards.

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 cebert@ecwrpc.org or at 920-886-6829.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carmen Ebert".

Carmen Ebert
Senior Planner

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

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

Please type or clearly print your answers to all questions.

1. General Information

A. Municipality Name City Town Village Sanitary District Utility District

Greenville

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

6th and 7th Addition to Savannah Heights

C. Wastewater Treatment Facility Name:

Fox West

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

Village of Greenville

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

2. Submittal Requirements:

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

3. Sewer Service Area

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

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

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

Ultimate design year: <u>2028</u>	Population Density per acre: <u>3.92</u>
Total Population Served: <u>243</u>	Immediate Area Served: <u>61.88</u> acres
	Ultimate Area Served: <u>61.88</u> acres

4. Erosion Control

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

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

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

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

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

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

ii. Construction Site ID#, if known: _____

5. Water Diversion

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

6. Sanitary Sewer Overflow Structures or Bypasses

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

i. Number of sanitary sewer overflow structures or bypasses: _____

ii. Location of sanitary sewer overflow structures or bypasses:

7. Wetlands and Waterways

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

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

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

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

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

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

- i. Are you eligible for a municipal wetland disturbance permit or does the project require a wetland individual permit? Yes No
- ii. Is a copy of the DNR and/or USACE wetland disturbance permit(s) coverage letter(s) attached to this plan submittal? Yes No N/A

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

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

8. Floodplain

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

9. Pumping and Dewatering

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

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

10. Separation Between Water Supplies

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

Sanitary Sewer Submittal

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

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

Diameter (in.)	Length (feet)	Street Name or Easement Description	Material
8	941	Telfair Drive	PVC
8	1337	Street A	PVC
8	1108	Alexandra Way	PVC
8	723	Street B	PVC
8	1067	Street C	PVC
8	590	Forsyth Parkway	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)

A. Is there a manhole present at all changes in grade and size or alignment, and at all pipe intersections? Yes No

B. Is a manhole being constructed at the end of each sewer line (including stubbed sewer)? **If you answered "No" to this question, please answer the sub-questions under B.** The below are required for each of sewer line where a manhole is not installed at the end. Yes No N/A

i. Will all stubbed sewers be capped or plugged and will no service be provided until a manhole is installed under a Department approved project? Yes No N/A

ii. Is the cap or plug labeled on the plans for each stubbed sewer? Yes No N/A

C. Will all manholes be spaced less than or equal to the required maximum intervals as specified in s. NR 110.13(3)(b), Wis. Adm. Code? **If you answered "No" to this question, please answer the sub-question under C.** The below are required for manholes that do not meet the manhole spacing requirements. Yes No N/A

i. Does the sewer system owner have access to cleaning equipment with the capability to reach the extended sewer lengths? Yes No

D. Is an outside drop provided at each manhole where the invert elevation of the entering sewer is 2 feet or more above the spring line of the outgoing sewer? **If you answered "Yes" or "No" to this question, please answer the sub-questions under D.** Yes No N/A

i. List the location of all manholes where an entering sewer is 2 feet or more above the spring line of the outgoing sewer:

ii. Are all outside and/or inside drop manholes labeled on the plans? Yes No

iii. Is a standard construction detail of the outside and/or inside drop manhole provided in the plans? Yes No

iv. Will the entire outside drop connection be encased in the concrete? Yes No N/A

v. For installation of inside drop connections in new manholes, will an oversized manhole be installed? Yes No N/A

vi. For installation of inside drop connections in existing manholes that are not oversized, is justification provided that explains why an outside drop cannot practicably be constructed and how the encroachment upon the maintenance and access of the manhole will be addressed? Yes No N/A

E. Will the diameter of all manholes be greater than or equal to 42 inches? Yes No

F. Will the flow channel through the manholes be made to conform to the shape and slope of the sewers? Yes No

G. Are the tops of all manholes at or above finished grade? Yes No

14. Force Mains (s. NR 110.14(3)(j), Wis. Adm. Code): Yes No

A. Is a cleansing velocity of at least 2 feet per second maintained in the force main at the design pumping rate of the lift station? Yes No

B. Please specify what type of air relief will be provided at each high point in the force main (select one):

Combination Automatic Air Relief and Vacuum Valve

Automatic Air Relief Valve

Manual Air Relief Valve

Other specify _____

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

15. Clearwater

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

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

Certification

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

Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

Date Signed _____

Wisconsin P.E. Number E-40111

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 apply cover erosion control measures. Special provisions must be submitted.
- 2. Standard specifications for municipality on file with the Department:
 Municipality Name: _____
 Approval Number: _____ Date of Approval _____
 Are the specifications on the file with the Department less than 4 years old? Yes No
- 3. Specifications submitted with plans (please fill out Sections A through G below):
 Note: Specifications must be signed and sealed by a professional engineer.

A. Pipe Material	Application Standard	Joint Type and Standard
Asbestos Cement	_____	_____
Cast Iron	_____	_____
Concrete	_____	_____
Vitrified Clay	_____	_____
Steel	_____	_____
Ductile Iron	_____	_____
PVC	D2241	Gasket
ABS Composite	_____	_____
Is any pressure sewer pipe being used?		<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, indicate type, standard and joints: _____		
B. Is trench width adequate for pipe laying, jointing and placement of proper backfill?		<input checked="" type="radio"/> Yes <input type="radio"/> No
C. Bedding type for pipe meets requirements of ASTM C12-81 or MOP 9?		<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Class A <input type="radio"/> Class B <input type="radio"/> Class C		
Bedding material for PVC and ABS composite pipe meets requirements of ASTM D2321-80?		<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> Class I <input type="radio"/> Class II <input type="radio"/> Class III		
D. Suitable backfill material within 2 feet of pipe (no frozen or organic material or large stones)?		<input checked="" type="radio"/> Yes <input type="radio"/> No
E. Infiltration - less than 200 gal/in/mi/day?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Test Procedure: <u>Low Pressure Air</u>		
F. PVC pipe deflection testing?		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Method: <u>Mandrel</u>		
G. Manholes:		
Diameter	<u>48 Inch Internal Diameter Precast</u>	
Material	<u>Concrete</u>	
Outside Drops	<u>N/A</u>	
Water Tight Inlets and Outlets	<u>Yes</u>	
Sketch Included	<u>per Village Specifications</u>	

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

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

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

Please type or clearly print your answers to all questions.

Owner Information			
Owner Name (Municipality, Company or other)		WPDES Permit No.*	County (of project location)
Village of Greenville			Outagamie
Owner Representative Last Name	First Name	MI	Title
Helgeson	Wendy		Clerk
Address		City	State ZIP Code
P.O. Box 60		Greenville	WI 54942
Phone Number (include area code)		Email Address	
(920) 757-5151		whelgeson@greenvillewi.gov	

Design Engineer Information			
Last Name		First Name	
Wittmann		Tim	
Title		Company Name	
Project Engineer		Davel Engineering & Environmental, Inc.	
Address		City	State ZIP Code
1164 Province Terrace		Menasha	WI 54915
Phone Number (include area code)		Email Address	
(920) 991-1866		tim@davel.pro	

Project Information	
Project Title	
6th and 7th Addition to Savannah Heights	
Project Description	
Proposed sanitary sewer extension to serve single-family subdivision.	

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	
None	

Design Engineer Name (print)	Wisconsin P.E. Number*
Timothy Wittmann	E-40111
Signature of Design Engineer	Date Signed

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

PROJECTS FINANCED BY THE CLEAN WATER FUND REQUIRE A FACILITIES PLAN

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

*May not be required for industrial pretreatment facilities.

**For DNR Sewer Checklist
Savannah Heights (6 & 7)**

Proposed Service Area (acres)

Immediate 61.88 Ultimate

97 Number of Lots

Population to be served

Density Population

Per Capita Sewage Contribution (gallons per day)

Average 100 Peak 400

Design Flows (gallons per day)

Average Peak

Design Flows (cubic feet per second)

Average Peak

Design BOD

lbs/day

Design TSS

lbs/day

Design TP

lbs/day

**GRIESBACH SUBDIVISION – CUL DE SAC
SANITARY SEWER CALCULATIONS**

SEWAGE GENERATION:	
Number of Lots:	6 lots
Average persons/lot:	3 people
Average daily flow rate:	100 gallons/person*day
2.5x peak daily flow rate:	250 gallons/person*day
Average daily flow:	1800 gallons/day
2.5x Peak daily flow:	4500 gallons/day
Average daily flow:	0.000278 cfs
2.5x Peak daily flow:	0.000696 cfs

BOD GENERATION:	
BOD production rate:	0.22 lbs/person*day
Population:	18 people
BOD Quantity:	3.96 lbs/day

TSS GENERATION:	
TSS production rate:	0.25 lbs/person*day
Population:	18 people
BOD Quantity:	4.5 lbs/day

PHOSPHORUS GENERATION:	
Phosphorus production rate:	0.046 lbs/person*day
Population:	18 people
BOD Quantity:	0.828 lbs/day