

Village of Wheeler  
August 13, 2025, Village Board Meeting

105 W. Tower Rd  
Wheeler WI 54772

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. PROOF OF POSTING
4. GUEST RECOGNITION
5. INFORMATIONAL MEETING MINUTES MOTION TO APPROVE
6. JULY BOARD MEETING MINUTES MOTION TO APPROVE
7. REPORTS
  - A. PRESIDENTS
  - B. TREASURERS
  - C. CLERK
  - D. PUBLIC WORKS
  - E. ENFORCEMENT
  - F. BUILDING INSPECTOR- MOTION TO APPROVE ALL REPORTS
8. OLD BUSINESS
  - a. LIFT STATION PROGRESS
  - b. WELL PROGRESS
  - c. WATER TOWER PROGRESS
  - d. RAZE ORDER PROGRESS
  - e. WCAC REPORT IF ANY
  - f. HWY 25 REPORT
9. NEW BUSINESS
  - a. USDA DRAW REQUEST (IF AVAILABLE MOTION TO APPROVE)
  - b. OPERATORS LICENSE
    - i. BRITANY MATESKI BACKGROUND PENDING
    - ii. HALEY STUART-TOLLEFSON BACKGROUND APPROVED
  - c. VOICE OVER IP PHONE POSSIBILITY
  - d. ANY OTHER NEW BUSINESS
  - e. PUBLIC COMMUNICATION
10. MOTION TO ADJOURN



August 13, 2025, Board Meeting Packet

Minutes from July meeting

Treasurer's Report: (see attached)

Clerks Report: Thank You for the sympathy and the flowers for my mothers-in-law funeral, and the prayers and sympathies for Uncle Jerry, and Uncle Shelly who died within 30 hours the first days of July.

On the Sad News line: I was informed yesterday our assessor Kelly Owen died five weeks ago very suddenly and unexpectedly. Talking to her husband and partner in Owen Assessing he will not be operating their business going forward and has released us from our contract and suggested Randy Prochnow or Bowmar appraisal (Andrea) as our new assessor since both have worked with Owen assessing and use the same software Kelly set up for the Village of Wheeler. I would like to arrange a time for meeting with both assessors and ask for proposals from both. And in September/October we have a recommendation to the Board. So, we can have our Assessor in place sooner than later.

The lift station is progressing quickly; the only hiccup has been the pipes from the old system were not mapped out as installed.

The well as of this writing is set to start drilling, I hope they will be drilling between this writing and our meeting.

The one other hiccup was Xcel Energy they initially said on the first of November we would have power to the new lift, the new well and the new building at the water tower (after substantial completion date by CDBG). After knowing some guy's Rand was able to get the anticipated start October 7, 2025, and completion by mid-October.

The Raze order contempt hearing was left open after agreeing to Aug 12, 2025 meeting with the contractor, Asbestos inspector Mr. Rambo, Mr.

Morrisette, President Hakanson and Clerk Knutson (This inspection is needed to secure the demolition permit which has a requirement from the DNR all commercial structures have a prenotification, inspection and asbestos abatement plan (if asbestos is present) in place before demolition. Failure to meet the DNR requirement may result in fines from the DNR failure to have a demolition permit will result in fines from the Village of Wheeler.

The Dairy State Bank renovations are complete. The Village should enjoy the expanded operating hours of 7 am to 4:30 M-F and Saturday Hours.

Thank You to all who helped make the Wheeler Days a success.

Thank you for the family that needed volunteer time for confirmation who painted our door jams.

Jordan has ordered some replacement siding for the siding that is curling on the west side of the Village Hall.

Rand bought a power washer to clean his equipment up from Menards

I have heard from the Lutheran Church President that the church will be meeting in the next few weeks and possibly dissolve.





Julie from the USDA will be meeting face to face August 19 at 11 am to review closing instructions. – the draw request are still pending Julies approval.



**Village of Wheeler**  
**July 2025 Board Meeting**  
**6:30 Village Hall**  
**105 W Tower Road**  
**Wheeler WI 54772**  
**Agenda**

**Public Hearing**

The Village of Wheeler will hold a Public Hearing at the above location/date/time for the proposed Wastewater Treatment Plant Upgrade facility plan. The purpose of the Public Hearing is to present the Village's plans for the addition to the plant and gather public comment: A copy of the plan is available online at <https://villageofwheelerwi.com/agendas> and at the Village Hall during normal hours.

The agenda for the public hearing is:

1. Call to Order
2. Proof of Posting
3. Roll call & Audience in attendance
4. The Village of Wheeler WWTP Facility Plan and alternatives considered.
5. Cost estimate, funding mechanism, and rate impacts
6. Public input on the proposed WWTP upgrade project
7. Answer public questions.
8. Adjourn Public hearing

Residents of the Village of Wheeler are encouraged to attend and present comments. Can be dropped off at the Village Hall before the meeting. The meeting room is handicapped accessible.

Persons needing additional accommodations should contact Don Knutson, Village Clerk, via telephone at 715.632.2449, or via email at: [office@vi.wheeler.wi.gov](mailto:office@vi.wheeler.wi.gov)

**Village Board Meeting Immediately Following Public Hearing**

1. Call to order Monthly Village Board Meeting
2. Proof of Posting
3. Roll Call & Audience in Attendance
4. Review and Approval of:
  - a. June 2025 Minutes
  - b. Special Board Meeting Minutes
    - i. Action to Approve Minutes*
5. Reports
  - a. President
  - b. Treasurer
  - c. Clerk
  - d. Public Works



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## **Minutes from the Village of Wheeler August 13, 2025, Board Meeting**

Meeting called to order by President Hakanson at 6:30 P.M.

Roll Call President Hakanson present, Trustee Milune Present Trustee Marten Present

Others in attendance: Leanette Marten, Lean Ralph (Colfax Messenger), Mercedes Koenig, John Williams – enforcement, Don Knutson clerk/treasurer.

Proof of Posting: Village Hall, Village Website, US Post Office

Informational Meeting minutes Motion to Approve President Hakanson second Trustee Milune Motion Carried to approve the minutes.

July Board Meeting Minutes Motion to Approve President Hakanson, second Trustee Marten motion to approve minute carried

### **Reports:**

President: Well, is being drilled, the old lift station is on bypass, Rambo had a walk through for asbestos. Village will fine Mr. Rambo for no demolition permit.

Clerk's Report as presented

Treasurers Report as Presented

Public works no report

Enforcement: 5 warnings, 5 citations – vehicles not licensed, junk vehicles.

Building Inspector: as presented

Hwy 25 Report President Hakanson: DG turn lane denied unless the Village pays for it, Blacktop the gutter economical option

Motion to accept all reports by President Hakanson second Trustee Milune motion carries

Old Business covered by previous reports

New Business: USDA draw request not ready will probably need a special meeting in the near future

Operators Licenses

Britany Matesky Motion to approve pending background check by President Hakanson second Trustee Marten motion carried

Haley Stuart-Tollefson Motion to approve by President Hakanson second Trustee Marten motion carried

VOIP phone Motion by Trustee Marten to table till next meeting second trustee Milune motion carried

No other new business

No public communication



Motion to Adjourn by President Hakanson second Trustee Marton motion carried meeting adjourned a  
7:45

Respectfully Submitted:

Don Knutson



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July Treasur Report			
WI Sand Donation CD			\$ 57,178.68
equip replacement fund cd			\$ 3,273.76
sewer new const acct			\$ 11,421.11
water new construction acct			\$ 4,588.32
cdbg const acct			\$ 1,000.00
sav bond 2004			
	interest	\$ 1.00	
	usda rd rus pymt	\$ 2,873.00	
	semi annual transfer	\$ 3,000.00	\$ 2,159.99
sav water reserve loan			
	interest	\$ 0.02	
	activity transfer	\$ 1.00	\$ 57.46
equipment replacement fund			
	interest	\$ 0.58	
	activity transfer	\$ 1.00	\$ 1,941.87
machinery outlay			
	interest	\$ 0.03	
	activity transfer	\$ 1.00	\$ 101.58
wi sand donation			
	interest	\$ 16.65	
	activity transfer	\$ 30,000.00	\$ 32,816.80
water reserve			
	activity transfer	\$ 1.00	
	interest	\$ 1.13	\$ 3,795.76
general acct			
Date	Transaction	debit	credit
31-Jul	interest		\$ 34.00
31-Jul	CINTAS	\$ 472.44	
31-Jul	ETF	\$ 1,228.62	
30-Jul	HAWKINS	\$ 1,075.08	
30-Jul	CRAEMER CONSULTING	\$ 90.00	
30-Jul	MENARDS	\$ 82.66	
30-Jul	BANKCARD		\$ 196.07
29-Jul	WI DNR	\$ 380.42	
29-Jul	BRIDGESTOP	\$ 18.39	
29-Jul	LOAN PROCESSED		\$ 29,500.00
29-Jul	DEPOSIT		\$ 678.46
29-Jul	DEPOSIT		\$ 410.00
28-Jul	24-7	\$ 24.95	
28-Jul	STATE OF WI		\$ 21,007.60
28-Jul	STATE OF WI		\$ 606.56
28-Jul	BANKCARD		\$ 251.37



28-Jul	BANKCARD		\$ 204.05	
28-Jul	STATE OF WI		\$ 128.86	
25-Jul	SPYPOINT	\$ 15.00		
7/25/2025	SPYPOINT	\$ 15.00		
25-Jul	SPYPOINT	\$ 0.15		
25-Jul	SPYPOINT	\$ 0.15		
24-Jul	BANKCARD		\$ 442.42	
24-Jul	XCEL	\$ 1,744.40		
24-Jul	DUNN CTY HUMANE ASS	\$ 169.81		
24-Jul	activity transfer		\$ 30,000.00	
24-Jul	activity transfer		\$ 1.00	
24-Jul	activity transfer		\$ 1.00	
24-Jul	activity transfer		\$ 1.00	
24-Jul	activity transfer		\$ 1.00	
24-Jul	BANKCARD		\$ 86.55	
23-Jul	MENARDS	\$ 245.08		
23-Jul	MENARDS	\$ 101.43		
23-Jul	BANKCARD		\$ 157.94	
22-Jul	BRIDGESTOP	\$ 18.39		
22-Jul	SPECTRUM	\$ 42.00		
22-Jul	BANKCARD		\$ 133.13	
22-Jul	DEPOSIT		\$ 2,451.35	
22-Jul	DEPOSIT		\$ 1,341.41	
22-Jul	DEPOSIT		\$ 470.00	
21-Jul	BANKCARD		\$ 234.35	
21-Jul	BANKCARD		\$ 138.01	
18-Jul	SPECTRUM	\$ 145.00		
18-Jul	SPECTRUM	\$ 125.67		
18-Jul	DIAMOND MAPS	\$ 14.00		
18-Jul	RAND BATES	\$ 1,596.84		
18-Jul	ECHECK		\$ 144.46	
17-Jul	TRIBUNE PRESS	\$ 1,631.50		
17-Jul	TRU LOCK	\$ 25.85		
16-Jul	BADGER STATE ELEC	\$ 633.09		
16-Jul	CTL	\$ 551.20		
16-Jul	BANKCARD		\$ 80.41	
15-Jul	JC NORBY	\$ 975.00		
15-Jul	WE ENERGY	\$ 24.00		
15-Jul	IRS	\$ 6,307.67		
15-Jul	ETF	\$ 1,180.13		
15-Jul	E CHECK		\$ 149.08	
14-Jul	RYAN MARTEN	\$ 660.30		
14-Jul	BADGER STATE ELEC	\$ 622.87		
14-Jul	CENTURYLINK	\$ 28.70		





# Accounts

## Liabilities

<u>MUNICIPAL LOAN XX131</u> X7131	Principal balance <b>\$29,500.00</b>	Available credit <b>\$0.00</b>
<u>MUNICIPAL LOAN XX5940</u> X5940	Principal balance <b>\$85,541.05</b>	Available credit <b>\$562,458.95</b>
<u>MUNICIPAL LOAN XX5943</u> X5943	Principal balance <b>\$64,856.48</b>	Available credit <b>\$676,143.52</b>
<b>Total</b>	<b>\$179,897.53</b>	<b>\$1,238,602.47</b>



# CD XX215 WI INDUSTRIAL SAND CO DONATION – X4215 ▼

## Account Information

### Balance

Current balance	\$57,416.60
Interest rate	2.75%
Term	18 months
Maturity date	Oct 10, 2026
Months to maturity	13

### Interest

Current accrued interest	\$540.74
Pay interest to	This account
Next interest payment (Oct 09, 2025)	\$791.64
Redemption amount	\$57,178.68
Forfeiture amount	\$778.66
Renewal terms	Automatically renewable



CD XX688 EQUIPMENT REPLACEMENT FUND – XXXX2688 ▼

Account Information

Balance

Current balance	\$3,263.83
Interest rate	3.70%
Term	12 months
Maturity date	Jan 15, 2026
Months to maturity	5

Interest

Current accrued interest	\$69.48
Pay interest to	This account
Next interest payment (Jan 14, 2026)	\$120.76
Redemption amount	\$3,273.76
Forfeiture amount	\$59.55
Renewal terms	Automatically renewable




# GENERAL ACCOUNT – XX0464 ▼

## Search Transactions

Activity: Date range; **Start date:** Jul 01, 2025; **End date:** Jul 31, 2025; **Type:** All

## Transactions

 Pending     Posted    Total debits: -31,659.00 (53)    Total credits: +100,924.85 (42)

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
 Jul 31, 2025	INTEREST		34.00	112,847.57
 Jul 31, 2025	<u>CHECK 32125</u>	472.44		112,813.57
 Jul 31, 2025	EMPLOYE TRUST FU WRS REMIT 4976000	1,228.62		113,286.01
 Jul 30, 2025	<u>CHECK 32141</u>	1,075.05		114,514.63
 Jul 30, 2025	<u>CHECK 32114</u>	90.00		115,589.68
 Jul 30, 2025	<u>CHECK 32137</u>	82.66		115,679.68
 Jul 30, 2025	BANKCARD SETTLEMENT 628020000846819		196.07	115,762.34
 Jul 29, 2025	<u>CHECK 32131</u>	380.42		115,566.27
 Jul 29, 2025	<u>CHECK 32129</u>	18.39		115,946.69
 Jul 29, 2025	LOAN PROCEEDS XX7131		29,500.00	115,965.08
 Jul 29, 2025	<u>DEPOSIT</u>		678.46	86,465.08
 Jul 29, 2025	<u>DEPOSIT</u>		410.00	85,786.62
 Jul 28, 2025	<u>CHECK 32138</u>	24.95		85,376.62
 Jul 28, 2025	WI PS ACH State of Wiscons RMR*IV*DORSLSHRJ-043392**21007.6\		21,007.60	85,401.57
 Jul 28, 2025	WI PS ACH State of Wiscons RMR*IV*DORSLFVSPA-400131**606.56\		606.56	64,393.97
 Jul 28, 2025	BANKCARD SETTLEMENT 628020000846819		251.37	63,787.41
 Jul 28, 2025	BANKCARD SETTLEMENT 628020000846819		204.05	63,536.04
 Jul 28, 2025	WI PS ACH State of Wiscons RMR*IV*DORSLFEMUN-200465**128.86\		128.86	63,331.99

● Jul 25, 2025	XX9831 CHK REC PAYMENT SPYPOINT PREMIUM VICTORIAVILLE QC W3GTVRF0 020233	15.00	63,203.13
● Jul 25, 2025	XX9831 CHK REC PAYMENT SPYPOINT PREMIUM VICTORIAVILLE QC W3GTVRF0 040201	15.00	63,218.13
● Jul 25, 2025	VISA ISA FEE SPYPOINT PREMIUM VICTORIAVILLE QC W3GTVRF0 020233	0.15	63,233.13
● Jul 25, 2025	VISA ISA FEE SPYPOINT PREMIUM VICTORIAVILLE QC W3GTVRF0 040201	0.15	63,233.28
● Jul 25, 2025	BANKCARD SETTLEMENT 628020000846819	442.42	63,233.43
● Jul 24, 2025	<u>CHECK 32132</u>	1,744.40	62,791.01
● Jul 24, 2025	<u>CHECK 32127</u>	169.81	64,535.41
● Jul 24, 2025	activity transfer	30,000.00	64,705.22
● Jul 24, 2025	activity transfer	1.00	34,705.22
● Jul 24, 2025	activity transfer	1.00	34,704.22
● Jul 24, 2025	activity transfer	1.00	34,703.22
● Jul 24, 2025	activity transfer	1.00	34,702.22
● Jul 24, 2025	BANKCARD SETTLEMENT 628020000846819	86.55	34,701.22
● Jul 23, 2025	<u>CHECK 32136</u>	245.08	34,614.67
● Jul 23, 2025	<u>CHECK 32130</u>	101.43	34,859.75
● Jul 23, 2025	BANKCARD SETTLEMENT 628020000846819	157.94	34,961.18
● Jul 22, 2025	<u>CHECK 32112</u>	18.39	34,803.24
● Jul 22, 2025	XX9831 CHK REC PAYMENT Spectrum Mobile 855-707-7328 MO 00000000 038392	42.00	34,821.63
● Jul 22, 2025	BANKCARD SETTLEMENT 628020000846819	133.13	34,863.63
● Jul 22, 2025	<u>DEPOSIT</u>	2,451.35	34,730.50
● Jul 22, 2025	<u>DEPOSIT</u>	1,341.41	32,279.15
● Jul 22, 2025	<u>DEPOSIT</u>	470.00	30,937.74



● Jul 21, 2025	BANKCARD SETTLEMENT 628020000846819	234.35	30,467.74
● Jul 21, 2025	BANKCARD SETTLEMENT 628020000846819	138.01	30,233.39
● Jul 18, 2025	XX9831 CHK REC PAYMENT Spectrum 855-707-7328 MO 00000000 021268	145.00	30,095.38
● Jul 18, 2025	XX9831 CHK REC PAYMENT Spectrum 855-707-7328 MO 00000000 022348	125.67	30,240.38
● Jul 18, 2025	XX9831 CHK REC PAYMENT DIAMONDMAPS.COM DIAMONDMAPS.C IN QUDMML68 074896	14.00	30,366.05
● Jul 18, 2025	<u>CHECK 32133</u>	1,596.84	30,380.05
● Jul 18, 2025	VILLAGE OF WHEEL E-CHECK 000000012713759	144.46	31,976.89
● Jul 17, 2025	<u>CHECK 32123</u>	1,631.50	31,832.43
● Jul 17, 2025	XX9831 CHK PURCH SIG TRU-LOCK & SECUR EAU CLAIRE WI 00000000 079830	25.85	33,463.93
● Jul 16, 2025	<u>CHECK 32124</u>	633.09	33,489.78
● Jul 16, 2025	<u>CHECK 32126</u>	551.20	34,122.87
● Jul 16, 2025	BANKCARD SETTLEMENT 628020000846819	80.41	34,674.07
● Jul 15, 2025	<u>CHECK 32128</u>	975.00	34,593.66
● Jul 15, 2025	<u>CHECK 32115</u>	24.00	35,568.66
● Jul 15, 2025	IRS USATAXPYMT 270559692348390	6,307.67	35,592.66
● Jul 15, 2025	EMPLOYE TRUST FU WRS REMIT 4976000	1,180.13	41,900.33
● Jul 15, 2025	VILLAGE OF WHEEL E-CHECK 000000012673658	149.08	43,080.46
● Jul 14, 2025	<u>CHECK 32120</u>	660.30	42,931.38
● Jul 14, 2025	<u>CHECK 32111</u>	622.87	43,591.68
● Jul 14, 2025	<u>CHECK 32113</u>	28.70	44,214.55
● Jul 14, 2025	WI PS ACH State of Wiscons RMR*IV*Fire Dues 2025798**750.53\	750.53	44,243.25
● Jul 14, 2025	BANKCARD SETTLEMENT 628020000846819	538.44	43,492.72



NEW CONSTRUCTION SEWER UTILITY XX9806 – XX9806 ▼

Account Information

Balance	\$0.00
Previous day transactions (-\$0.00 / +\$0.00)	\$11,421.11
Current balance	\$0.00
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$11,421.11
Available balance	\$0.00
Line of credit	\$11,421.11
Total funds available	
Activity	\$8,605.89
Last deposit (Feb 10, 2025)	\$15,685.29
Last check (Jan 03, 2025)	
Interest	\$0.39
Last interest payment	



NEW CONSTRUCTION WATER UTILITY XX9803 – XX9803 ▼

Account Information

<b>Balance</b>	
Previous day transactions (-\$0.00 / +\$0.00)	\$0.00
Current balance	\$4,588.32
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$0.00
Available balance	\$4,588.32
Line of credit	\$0.00
Total funds available	\$4,588.32
<b>Activity</b>	
Last deposit (Dec 26, 2024)	\$17,000.00
Last check (Jan 03, 2025)	\$12,592.18
<b>Interest</b>	
Last interest payment	\$0.37



SAV XX096 WATER RESERVE FOR LOAN 30787 – XXX4096 ▼

Account Information

Balance

Previous day transactions (-\$0.00 / +\$0.00)	\$0.00
Current balance	\$57.46
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$0.00
Available balance	\$57.46

Activity

Last deposit (Jul 16, 2010)	\$1,000.00
Last withdrawal (Jul 25, 2025)	\$1.00

Interest

Current interest rate	0.35%
Current accrued interest	\$0.01
Last interest payment (Jul 31, 2025)	\$0.02
Interest paid 2025	\$0.14
Interest paid 2024	\$0.24





SAV XX863 EQUIPMENT REPLACEMENT FUND – XX4863 ▼

Account Information

Balance	\$0.00
Previous day transactions (-\$0.00 / +\$0.00)	\$1,941.87
Current balance	\$0.00
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$1,941.87
Available balance	
Activity	\$1.00
Last deposit (Nov 09, 2011)	\$1.00
Last withdrawal (Jul 25, 2025)	
Interest	0.35%
Current interest rate	\$0.22
Current accrued interest	\$0.58
Last interest payment (Jul 31, 2025)	\$3.96
Interest paid 2025	\$6.84
Interest paid 2024	



SAV XX863 MACHINERY EQUIPMENT OUTLAY – XXX9863 ▼

Account Information

Balance

Previous day transactions (-\$0.00 / +\$0.00)	\$0.00
Current balance	\$101.58
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$0.00
Available balance	\$101.58

Activity

Last deposit (Nov 20, 2006)	\$1,600.00
Last withdrawal (Jul 25, 2025)	\$1.00

Interest

Current interest rate	0.35%
Current accrued interest	\$0.01
Last interest payment (Jul 31, 2025)	\$0.03
Interest paid 2025	\$0.21
Interest paid 2024	\$0.36



SAV XX988 WI INDUSTRIAL SAND CO DONATION – XXXXX0988 ▼

Account Information

Balance

	\$0.00
Previous day transactions (-\$0.00 / +\$0.00)	
	\$32,816.80
Current balance	
	\$0.00
Holds	
	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	
	\$0.00
Other transfers	
	\$32,816.80
Available balance	

Activity

	\$6,499.92
Last deposit (Feb 02, 2021)	
	\$30,000.00
Last withdrawal (Jul 25, 2025)	

Interest

	0.35%
Current interest rate	
	\$3.78
Current accrued interest	
	\$16.65
Last interest payment (Jul 31, 2025)	
	\$125.55
Interest paid 2025	
	\$220.80
Interest paid 2024	



SAV XX999 WATER RESERVE ACCT 2004 – XXX3999 ▼

Account Information

Balance

Previous day transactions (-\$0.00 / +\$0.00)	\$0.00
Current balance	\$3,795.76
Holds	\$0.00
Pending transactions (-\$0.00 / +\$0.00)	\$0.00
Other transfers	\$0.00
Available balance	\$3,795.76

Activity

Last deposit (Aug 07, 2013)	\$0.01
Last withdrawal (Jul 25, 2025)	\$1.00

Interest

Current interest rate	0.35%
Current accrued interest	\$0.44
Last interest payment (Jul 31, 2025)	\$1.13
Interest paid 2025	\$7.72
Interest paid 2024	\$13.35





## Permit Approval Letter/Invoice

Invoice Number:	WH25-120731	Invoiced to:
Applicant Name:	Nicole - Pember Companies Inc.	
Project Address:	NW Corner of Birch & Railroad; Wheeler, WI 54772	
Type of Project:	Lift Station Building	
Property Owner(s):	Village of Wheeler	

Permit Number  
**WH25-12**

Date Permit Issued: **8/5/2025**  
Date Permit Expires: **8/4/2027**

This permit has been conditionally approved as a:  
**Lift Station Building**

### Commercial Building and Electrical Approval Conditions

- 1 All work to be competed shall be completed in accordance with the applicable codes as adopted by the State of Wisconsin. All work being inspected does not warrant any construction practices of the contractors or the quality of materials and workmanship used.
- 2 A building permit expires 24 months after issuance and an electrical permit expires 12 months after issuance.
- 3 It is the responsibility of the applicant noted at the top of this page to schedule the required inspections.
- 4 **SPS 361.41(1) and SPS 316.013(3)a.** The owner or an authorized representative shall request inspections from the municipality or authorized electrical inspection agency administering and enforcing this code.  
All inspections applicable and required by the State of Wisconsin shall be requested in a timely manner, up to a 48 hour notice. Refer to Melstrom Inspections for any questions, concerns, and/or all inspection scheduling.
- 5 **SPS 316.013(3)b.**
  1. Electrical wiring shall remain accessible and exposed for inspection purposes.
  2. Electrical wiring may not be energized.
- 6 **SPS 316.013(3)c.** The concealment or energizing of electrical wiring, other than an electrical service, may proceed only if the inspection has not been completed within 2 business days after notification is received or as otherwise agreed between the applicant and the municipality or authorized UDC inspection agency.
- 7 **SPS 361.30(b)-Table 360.30-1,** Occupancy Type S buildings under 25,000 cubic feet by volume are not required to have a State plan review performed. The exemption for not having to submit and obtain prior approval from the State for a specific building does not waive the obligation of these types of projects to conform to the standards of Wisconsin Commercial Building Code, Chapters SPS 361 - 364.

State Seal #	N/A	Plan Review	\$96.70	Joshua Melstrom, Certification # 976538 jmelstrominspect@gmail.com (480)261-9014  Conditionally Approved By <i>Josh Melstrom</i>
		Permit Seal	\$0.00	
		Permit	\$966.98	
		Administrative	\$96.70	
		Other	\$0.00	
<b>Issuing Jurisdiction</b>		<b>Total Cost</b>	<b>\$1,160.38</b>	
Village of Wheeler				
Dunn County, Wisconsin				

Office Use  
**Paid in Full** ☒ **Reference:** \$1,160.38 - Check #573340 **Received:** 8/4/2025 *Jm*

**\*\*Make the check payable to Melstrom Inspections, LLC and mail to:**

A \$40.00 charge will be applied for all returned checks.

**Melstrom Inspections, LLC**

P.O. Box 351

Glenwood City, WI 54013

Please refer to Melstrom Inspections for any questions, concerns, and/or all inspection scheduling. Any text messages for scheduling will not be accepted. Email is the best option for scheduling.

## Inspection Types

*The applicant or an authorized representative shall request inspections from the municipality or authorized inspector administering and enforcing this code. Construction may not proceed beyond the point of inspection until the inspection has been completed. Construction may proceed if the inspection has not taken place by the end of the second business day following the day of notification or as otherwise agreed between the applicant and the municipality or authorized inspector.*

### Erosion control inspection.

Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.

### Foundation excavation inspection.(Footings)

The excavation for the foundation shall be inspected after the placement of any forms or required reinforcement and prior to the placement of the permanent foundation material. At this inspection, the inspector will determine if a drain tile system is required per SPS 321.17.

### Foundation inspection

The foundation shall be inspected after completion. Where damp proofing, exterior insulation or drain tile are required for code compliance, the foundation shall be inspected prior to backfilling.

### Rough inspections

A rough inspection shall be performed for each inspection category listed under *sub.1.a thru f* (Below) after the rough work is constructed but before it is concealed. All categories of work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered.

- a. The basement floor area.

**\*\* Note:** The inspection of the basement floor area should include the following: any underfloor plumbing, electrical, or HVAC; any interior drain tile with base course; the structural base course for the floor slab; and the underfloor vapor retarder.

- b. General construction, including framing.

- c. Rough electrical.

- d. Rough plumbing.

- e. Rough heating, ventilating and air conditioning.

- f. Above the ceiling inspection is required prior to installing any ceiling tiles in a dropped ceiling area

*The applicant may request one rough inspection or individual rough inspections.*

### Insulation inspection

An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.

### Final inspection

Occupancy shall be given after a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the building.

# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## THE VILLAGE OF WHEELER Breakdown of Fees For the Building Permit

Building Permit Number WH25-12  
Property Owner(s) Village of Wheeler  
Applicant Nicole - Pember Companies Inc.  
Address NW Corner of Birch & Railroad; Wheeler, WI 54772  
Type of Project Lift Station Building

### Building Permit Total

### Building Inspector Charges

Plan Review Fee	\$96.70	\$96.70
State Seal	\$0.00	\$0.00
Permit Fee	\$966.98	\$966.98
Administrative Fee	\$0.00	\$0.00
Town Fee	\$96.70	\$0.00
Town Deposit	\$0.00	\$0.00
Double Permit/Renewal Fee Fee	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$1,160.38</b>	<b>\$1,063.68</b>

Village of Wheeler Retains \$96.70

# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## INVOICE FOR THE VILLAGE OF WHEELER

Date: 8/5/2025  
Invoice Number: WH25-120731R  
Invoiced to the Village of Wheeler, WI  
105 West Tower Street  
Wheeler, WI 54772  
Description of Services: Municipal building permit-inspection fees. See the next page for additional details.

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Building Permit Number	WH25-12
Property Owner(s)	Village of Wheeler
Applicant	Nicole - Pember Companies Inc.
Address	NW Corner of Birch & Railroad; Wheeler, WI 54772
Type of Project	Lift Station Building

Total Building Permit Fee	\$1,160.38
Plan Review Fee	-\$96.70
State Seal Fee	\$0.00
Permit Fee	-\$966.98
Administrative Fee	\$0.00

**Total Due to Wheeler      \$96.70**

The check was made out to Melstrom Inspections. I have written a check out to the Village of Wheeler for their portion. **\$96.70**

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As always, it is great to be doing business with the Village of Wheeler. *Thank you!*



- e. Enforcement
- f. Building Inspector
- g. Fire (if any)
- h. EMS (if any)
- i. RU (if any)

***i. Action to approve Reports***

Old Business:

- a. Progress of Raze Order
- b. Progress of Water Project (Well/Water Tower)
- c. Progress of Lift Station Project
- d. Purchased pickup with delivery
- e. Donation of chairs for the storm shelter from Dunn County \$0.00
- f. Progress of Bathroom concession stand repairs

New Business:

- a. Report from WCAC on Wheeler Days.
- b. Tower Road, road closure July 31, 2025-August 4, 2025
  - a. Action To Approve Road Closure**
- c. Hwy 170 closure request with detour and signage.
  - a. Action to Approve closure/detour for state recommendation.**
- d. Request comments from Village Board to/for WCAC
- e. Resolution for People State Bank to include Donald R. Knutson a signer on accounts
- f. Photos for Board Member/Employee ID from Dunn County
- g. Initial discussion/planning Hwy 25 project meeting on Wed July 16 (TEAM Meeting-Virtual) with project engineer and State of Wisconsin. 1 p.m. Hwy 170 to Cty. Hwy D 2029-2032 as funding allows (Grinding, Overlay, widen paved shoulders to 5 ft, add shoulder rumble strips, from Cty. Hwy D to 250ft south of Hill Rd, gravel shouldering, replace beam guards, spot replacement of curb and gutter, adjust utility castings, roadside clearing, culvert work, pavement markings).

Any other business for discussion

Adjourn

**Action item**



**VILLAGE OF WHEELER**

**105 W TOWER RD**

**WHEELER WI MINUTES FROM THE JULY 2025 BILLAGE BOARD MEETING AND THE POWER POINT SLIDE  
SHOW OF THE SEWER PLANT PROJECT INFORMATIONAL MEETING**

PUBLIC HEARING JULY 9, 2025, 6:30 P.M.

1. CALLED TO ORDER BY PRESIDENT HAKANSON AT 6:30 P.M.
2. PROF OF POSTIN BY CLERK KNUTSON STATING MEETING WAS POSTED AT THE VILLAGE HALL, WHEELER POST OFFICE AND THE VILLAGE WEBSITE
3. ROLL CALL: TRUSTEE MILUNE PRESENT, TRUSTEE MARTEN PRESENT, PRESIDENT HAKANSON PERSENT; OTHER IN ATTENDANCE PUBLIC WORKS DIRECTOR BATES, ENFORCEMENT OFFICER WILLIAMS, BRIAN LORENZ, BRENDA HEINEN, LEANETTE MARTEN, MERCEDES KOENIG, TYLER KASTING CBS2.
4. PRESENTATION SEE ATTACHED OF WWTP PLANS, ALERNATIVES, COST ESTIMATES, ETC.
5. PUBLIC QUESTIONS
6. MOTION TO ADJOURN PTESIDENT HAKANSON, SECOND TRUSTEE MARTEN MOTION CARRIED ADJOURNED AT 6:43 P.M.

**VILLAGE BOARD MEETING:**

1. CALLED TO ORDER BY PRESIDENT HAKANSON AT 6:44 P.M.
2. PROOF OF POSTING BY CLERK KNUTSON MEETING WAS POSTED AT THE VILLAGE HALL, WHEELER POST OFFICE AND THE VILLAGE WEBSITE.
3. ROLL CALL TRUSTEE MARTEN, PRESENT, TRUSTEE MILUNE PRESENT, PRESIDENT HAKANSON PRESENT. OTHERS IN ATTENDANCE PUBLIC WORKS DIRECTOR BATES, ENFORCEMENT OFFICER WILLIAMS, TYLER HASTINGS CBS2, BRIAN LORENZ, BRENDA HEINEN, LEANETTE MARTEN, MERCEDES KOENIG.
4. REVIEWED AND APPROVED THE JUNE 2025 BOARD MEETING MINUTES, AS WELL AS THE JUNE SPECIAL BOARD MEETING MINUTES MOTION TO APPROVE TRUSTEE MARTEN, SECOND PRESIDENT HAKANSON MOTION CARRIED
5. HEARD FROM THE WHEELER COMMUNITY ACTION CLUB BRIAN LORENTZ AND BRENDA HEINEN THAT THE WCAC RECEIVED A GRANT FROM DAIRY STATE BANK FOR THE BATHROOMS AT THE CONCESSION STAND, RECEIVED A GRANT FROM THE BOYCEVILLE SCHOOL DISTRICT FOR BACKSTOP AT THE BALL FIELD. THE WCAC GOAL IS TO FIX/REPLACE ALL THE BALLFIELD FENCE HOPEFULLY ASSISTED BY A GRANT FROM THE MINNESOTA TWINS. ASKED IF CLERK KNUTSON COULD SUPPLY THEM WITH COPIES OF OPERATOR LICENSES FOR THOSE VOLUNTEERING AT WHEELER DAYS WHO HAVE LICENSES IN THE VILLAGE. ASKED IF THEY COULD USE THE CHAIRS IN THE GRARGE THE ANSWER WAS YES. QUESTION WAS ASKED WHEN ARE THE BATHROOMS OPEN AT THE PARK? THE ANSWER WAS THEY ARE OPEN THEY WERE DELAYED BECAUSE OF PLUMBING AND THEN REPAIRS TO THE REPAIRS AT THE BALL PARK. WANTED TO KNOW ABOUT THE DETOUR FOR THE PARADE THEY WERE ADVISED CONSTRUCTION MAY BE STARTED AND THE DETOUR ON





RAILROAD AVE MAY NOT EXIST IT WAS SUGGESTED THEY DEVELOP PLAN B A LONGER DETOUR OR CHANGE THE PARADE ROUTE.

6. REPORTS

- a. PRESIDENTS REPORT: USDA BIDS AWARDED TO PEMBER EXCAVATING
- b. TREASURER REPORT AS PRESENTED IN THE PACKET
- c. CLERKS REPORT AS PRESENTED IN THE PACKET
- d. PUBLIC WORKS REPORT: THE LIFT STATION PIT HAS TO BE RESET EVERY OTHER WEEK, BATHROOMS HAVE NEW TOILET PAPER DISPENSERS INSTALLED, NEW SOAP DISPENSERS INSTALLED, NEW TOWEL DISPENSERS INSTALLED. A NEW TANKLESS WATER HEATER HAS BEEN INSTALLED AND A NEW FAUCET WILL BE INSTALLED BEFORE WHEELER DAYS, TILLER HAS WRONG SIZE FOR QUICK ATTATCH SO A DIFFERENT QUICK ATTATCH IS BEING BROUGHT WITH A POSSIBLE REFUND, ENGINEER BORINGS ON THE SEEPAGE CELL ARE COMPLETED AND THE RESULTS WERE VERY GOOD.
- e. ENFORCEMENT REPORT: REPORT OF A BEAR IN THE VILLAGE SUGGESTED THEY CALL THE DNR OFFICE IF THEY SEE IT AGAIN, NOT SHOOT IT LIKE THE RESIDENT WANTED TO DO. REPORT OF A TREE WITH FALLING LIMBS- ENFORCEMENT WILLIAM WILL LOOK INTO IT.
  - i. MOTION TO ACCEPT ALL REPORTS BY TRUSTEE MARTEN SECOND BY TRUSTEE MILUNE MOTION CARRIED

7. OLD BUSINESS:

- a. RAZE ORDER-SEEKING COURT ACTION TO ALLOW THE CONTRACTOR TO INSPECT FOR INSPECTION OF ASBESTOS PER OUR DEMOLITION PERMIT ORDINANCE AND DNR RULES.
- b. PROGRESS OF PROJECTS: LIFT STATION PEMBER SAID THEY WOULD LIKE TO START THE FIRST OF AUGUST OR SOONER. WELL DRILLER HOPEFULLY THE FIRST PART OF AUGUST.
- c. PURCHASED PICKUP FROM NORTHTOWN FORD NEED TO UPFIT WITH TOOLBOX LADDER RACK AND POSSIBLY HEADACHE RACK
- d. DONATION OF CHAIRS FROM DUNN COUNTY FOR STORM SHELTER

8. NEW BUSINESS:

- a. Motion to close Tower Road for WCAC July 31- Aug 4, 2025, by Trustee Marten, second President Hakanson motion carried
  - b. Motion to close Hwy 170 support WCAC detour Sunday Aug 3, 2025, 7 am-3pm by President Hakanson, second Trustee Milune motion carried
  - c. Resolution for Donald R. Knutson to be added to account at People State Bank Motion by President Hakanson second by Trustee Marten voice vote President Hakanson Aye, Trustee Milune Ays, Trustee Marten Aye motion carried.
  - d. Photos of Village Staff to make official ID's for Dunn County Emergency Management
  - e. Rob will attend the Virtual Hwy 25 Project meeting.
  - f. Motion to Adjourn Trustee Marten, second Trustee Milune motion carried meeting adjourned 7:30 pm
- Respectfully Submitted: Donald R. Knutson Clerk Treasurer,



# Wheeler WWTP Upgrades

Village of Wheeler, WI  
July 9th, 2025

Facility Planning Public Hearing

CBS Squared Engineers  
Tyler Hastings  
Haden Hau

1

## Agenda

- Background
- What's the Problem?
- Facility Planning Options
- Alternatives Investigated
- Cost Estimation
- Recommended Alternative
- Funding
- Income Survey
- Schedule
- Next Steps

2

## Background

### Existing Facilities:

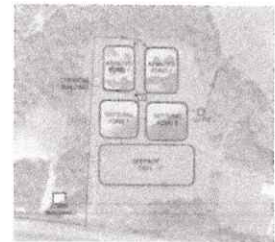
- Gravity sewer converges at a single lift station before entering force main to WWTP
- 2 operating aerated ponds and settling ponds
- Chemical dosing
- UV disinfection
- Optional absorption pond
- Discharge to Hay River



3

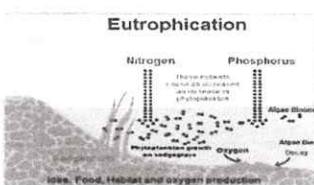
## What's the Problem?

- Aging Equipment
  - Aeration Pond 2 is malfunctioning
  - Wier system is prone to clogging
  - UV pit blower and heater are broken
  - Non-automated alum addition system
- Wastewater lagoons struggling to meet current phosphorus limit of 152 lbs/year, but have done so with difficulty, future limits are expected to decrease.
- Upgrades to WWTP or changes to management of wastewater needed to meet decreasing phosphorus limit and improve operation safety.



4

## What's the Problem? - Eutrophication



- Wisconsin DNR regulates surface water phosphorus discharges to prevent eutrophication
- Too much phosphorus and algae growth can cause fish die-offs and excess bacteria in the water
- Maintaining healthy nutrient balances keeps water bodies fishable and swimmable

5

## Facility Planning Alternatives<sup>TM</sup>

### Alternative 1: Do Nothing – Not Pursued

- Keep operating the WWTP as is, resulting in violations and fines in the future
  - Not pursued

### Alternative 2: Lagoon Upgrade with Continuously Backwashing Filters

- Upgrade the WWTF equipment, add tertiary treatment
  - Repairs to Aging Infrastructure - Sludge Removal - Supervisory Control Data Acquisition (SCADA) - Sand Filter Backwashing

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## Facility Planning Alternatives

cbs<sup>2</sup>

### Alternative 3: Lagoon Upgrade with Cloth Disk Filtration

- Install new phosphorus treatment equipment following the lower lagoon to meet effluent limits
  - Repairs to Aging Infrastructure · Sludge Removal · SCADA · Cloth Disk Filtration

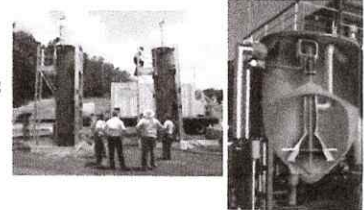
#### Alternative 4: Lagoon Upgrade with Conversion to Absorption Pond Discharge

- Install new phosphorus treatment equipment following the lower lagoon to meet effluent limits
  - Repairs to Aging Infrastructure - Sludge Removal - SCADA - Connection to Existing Absorption Ponds - Monitoring Wells

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### Lagoon Upgrade with Continuously Backwashing Filters

- Installation of recirculating sand filter units, which bind and remove phosphorus from the wastewater
- Must reduce solids concentration prior to filter units to prevent clogging
- SCADA remote monitoring
- Significant upgrades to the WWTP needed to meet phosphorus limits:
  - New electrical and water service on-site
  - Lift station to feed filter units
  - Recycle lift station



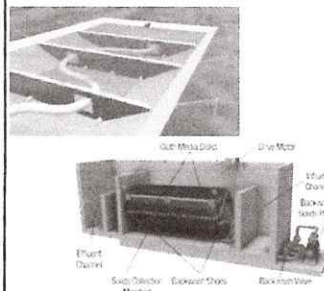
8

## Lagoon Upgrade with Continuously Backwashing Filters

PROS	CONS
<ul style="list-style-type: none"> <li>• Proven method for phosphorus removal with several installations within the state</li> <li>• Increased BOD and TSS removal efficiency</li> <li>• Automated systems provide operations with limited operator intervention</li> <li>• Maximizes WWTF's current resources while achieving effective treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Increased mechanical and operational complexity at the WWTP</li> <li>• Increased cost associated with operator time commitment</li> <li>• Additional costs associated with metal salt usage and recycle pumping</li> <li>• New lift stations required to pump water to units and recycle solids to headworks and provide storage volume for filtration</li> </ul>

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## Lagoon Upgrade with Cloth Disk Filtration



- Significant upgrades to the WWTP needed to meet phosphorus limits:
  - New electrical and water service on-site
  - New baffle in the lower lagoon to reduce solids prior to filtration
  - Lift station to feed filter units
  - Chemical feed system
  - Recycle lift station
- SCADA Remote Monitoring
- Increased operational and maintenance cost due to complex systems

10

## Lagoon Upgrade with Cloth Disk Filtration

PROS	CONS
<ul style="list-style-type: none"> <li>Proven method for phosphorus removal with several installations within the state</li> <li>Automated systems provide operations with limited operator intervention</li> </ul>	<ul style="list-style-type: none"> <li>Increased mechanical and operational complexity at the WWTP</li> <li>Increased cost associated with operator time commitment</li> <li>Additional costs associated with metal salt usage and recycle pumping</li> <li>New lift stations required to pump water to units and recycle solids to headworks and provide storage volume for filtration</li> </ul>

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### Lagoon Upgrade with Conversion to Absorption Pond Discharge

- Treated wastewater allowed to infiltrate into groundwater via several storage cells
- Groundwater monitoring wells needed to verify contamination does not leave site
- SCADA remote monitoring



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### User Rate Impacts

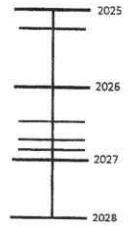
- USDA Loan= 4.125% APR
- Assuming no grant funding or reduced interest rate

Total Loan Amount	\$2,303,015
Loan Interest Rate	4.125%
Average Monthly User Fixed Rate	\$23.81
Average Future Monthly User Rate	\$173.24
Percent Increase	628%

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### Tentative Project Schedule

- Facility Plan to WDNR to describe need for project and alternatives evaluated (May 2025)
  - Land easement agreements with any land owners
  - Utility permission from Dunn County
- Construction Start for WWTP (June 2026)
- Substantial Completion (November 2026)
- Project Final Completion (December 2026)



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### Next Steps - Action Items



- Begin Final WWTP Design
- Complete Well and Lift Station Construction
- Create Bid Alternates based on need and available funding

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### Questions

22

### Thank You!

Tyler Hastings, PE  
 (715) 505-8633  
[thastings@cbssquaredinc.com](mailto:thastings@cbssquaredinc.com)

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Total Number of Permits issued for the Month	1
Total Number of Closed for the Month	2
Monthly Project Valuation	\$4,500.00
Year to Date Project Valuation	\$385,904.00

## Municipality Completed Inspections for the Month of: July, 2025

Permit Number	Date Issued	Owners Names	Address	Project	Inspection Type	Date of Inspection	Status
WH25-07	6/9/2025	Dairy State Bank	100 Highway 25 South; Wheeler, WI 54772	Commercial Alteration	Electrical Service Final	7/15/2025 7/30/2025	Approved. Fail
WH25-05	5/6/2025	Mathew Herbers	507 2nd Avenue West; Wheeler, WI 54772	Re-Roof	Final	7/25/2025	Approved.

Residential Inspections:	1
Commercial Inspections:	2
<b>Total Number of Inspections Completed for the Month</b>	<b>3</b>

## Village of Wheeler Building Inspector's Report for the Month of: July, 2025

### *All 2025 Issued Building Permits*

Permit Number	Date Issued	Owners Names	Address	Project	Project Valuation	Total Permit Fee	Springfield Retains	Permit Status	Date Closed
WH25-01	1/21/2025	Sorena Martin	504 2nd Avenue West; Wheeler, WI 54772	Dwelling Alteration	\$73,000.00	\$318.50	\$24.50	Open	
WH25-02	3/21/2025	Kalya Kasmeirski	210 North Evergreen Drive; Wheeler	Raze	\$0.00	\$162.50	\$12.50	Open	
WH25-03	4/3/2025	Mike MC Namera	204 West Main Street; Wheeler, WI 54772	Alteration	\$2,700.00	\$318.50	\$24.50	Closed	6/19/2025
WH25-04	4/8/2025	Doreen Olson	105 Tower Road; Wheeler, WI 54722	Shed	\$5,000.00	\$100.00	\$8.33	On-File	4/8/2025
WH25-05	5/6/2025	Mathew Herbers	507 2nd Avenue West; Wheeler, WI 54772	Re-Roof	\$15,000.00	\$137.50	\$12.50	Closed	7/29/2025
WH25-06	5/8/2025	Charlene Prause	208 West Main Street; Wheeler, WI 54772	Fence	\$11,000.00	\$100.00	\$8.33	Open	
WH25-07	6/9/2025	Dairy State Bank	100 Highway 25 South; Wheeler, WI 54772	Commercial Alteration	\$244,900.00	\$4,939.30	\$213.15	Open	
WH25-08	6/17/2025	Dairy State Bank	100 Highway 25 South; Wheeler, WI 54772	Sign Permit	\$29,804.00	\$108.33	\$8.33	On-File	6/17/2025
WH25-09	7/30/2025	WI Housing Preservation Group	205 West Tower Road; Wheeler, WI 54772	Sign Permit	\$4,500.00	\$108.33	\$8.33	On-File	7/30/2025
WH25-10	Pending Payment	Village of Wheeler	Tower Road Hill & Hill Road; Wheeler, WI 54772	Well #1 Storage					
WH25-11	Pending Payment	Village of Wheeler	Tower Road Hill & Hill Road; Wheeler, WI 54772	Well House #2					
WH25-12	Pending Payment	Village of Wheeler	Birch Street & Railroad Ave; Wheeler, WI 54772	Lift Station Building					

## Permit Approval Letter/Invoice

Invoice Number:	WH25-090722	Invoiced to:	
Applicant Name:		Greg Holz - Westphal	
Project Address:	205 Tower Road West; Wheeler, WI 54772		
Type of Project:		New Sign	
Property Owner(s):	WHPC-Dunn County LLC		

Permit Number  
**WH25-09**

Date Permit Issued: **7/30/2025**  
Date Permit Expires: **7/29/2027**

This permit has been conditionally approved as a:  
**New Sign**

### Sign Approval Conditions

- 1 All work to be completed shall be completed in accordance with the applicable codes as adopted by the State of Wisconsin and to the *Village of Wheeler Sign Ordinances*. All work being inspected does not warranty any construction practices of the contractors or the quality of materials and workmanship used.
- 2 A building permit expires 24 months after issuance and an electrical permit expires 12 months after issuance.
- 3 The applicant on the top of this page understands that they are subject to all applicable codes, laws, statutes, local ordinances, and any conditions included with this approval letter.
- 4 This permit is conditionally approved by the Village of Wheeler and within their local ordinances. Signs installed on State roads or highways are subject to State rules and regulation that may be more stringent than the local ordinances.
- 5 The applicant on the top of this page is responsible for knowing the property lines and the correct setbacks for which this sign is being installed.
- 6 The Wheeler Sign Ordinance is provided with this approval letter for review and reference.

State Seal #	N/A	Plan Review	\$8.33	Joshua Melstrom, Certification # 976538 jmelstrominspect@gmail.com (480)261-9014
<b>Issuing Jurisdiction</b> Village of Wheeler Dunn County, Wisconsin	Permit Seal	\$0.00		
	Permit	\$83.33		
	Administrative	\$16.67		
	Other	\$0.00		
	<b>Total Cost</b>	<b>\$108.33</b>	Conditionally Approved By	Josh Melstrom
Office Use				
Paid in Full	<input checked="" type="checkbox"/>	Reference: \$108.83 - Check #035538	Received: 7/29/2025	Jm

**\*\*Make the check payable to Melstrom Inspections, LLC and mail to:**  
A \$40.00 charge will be applied for all returned checks.

**Melstrom Inspections, LLC**

P.O. Box 351  
Glenwood City, WI 54013





# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## THE VILLAGE OF WHEELER Breakdown of Fees For the Building Permit

Building Permit Number

WH25-09

Property Owner(s)

WHPC-Dunn County LLC

Applicant

Greg Holz - Westphal

Address

205 Tower Road West; Wheeler, WI 54772

Type of Project

New Sign

### Building Permit Total

### Building Inspector Charges

<i>Plan Review Fee</i>	<b>\$8.33</b>	<b>\$8.33</b>
<i>State Seal</i>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Permit Fee</i>	<b>\$83.33</b>	<b>\$83.33</b>
<i>Administrative Fee</i>	<b>\$8.33</b>	<b>\$8.33</b>
<i>Town Fee</i>	<b>\$8.33</b>	<b>\$0.00</b>
<i>Town Deposit</i>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Double Permit/Renewal Fee Fee</i>	<b>\$0.00</b>	<b>\$0.00</b>

**Grand Total**

**\$108.33**

**\$100.00**

Village of Wheeler Retains

**\$8.33**

# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## INVOICE FOR THE VILLAGE OF WHEELER

Date: 7/30/2025  
Invoice Number: WH25-090722R  
Invoiced to the Village of Wheeler, WI  
105 West Tower Street  
Wheeler, WI 54772

Description of Services: Municipal building permit-inspection fees. See the next page for additional details.

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Building Permit Number	WH25-09
Property Owner(s)	WHPC-Dunn County LLC
Applicant	Greg Holz - Westphal
Address	205 Tower Road West; Wheeler, WI 54772
Type of Project	New Sign

Total Building Permit Fee	\$108.33
Permit Fee	-\$83.33
State Seal Fee	\$0.00
Plan Review Fee	-\$8.33
Administrative Fee	-\$8.33

**Total Due to Wheeler      \$8.33**

The check was made out to Melstrom Inspections. I have written a check out to the Village of Wheeler for their portion. **\$8.33**

---

As always, it is great to be doing business with the Village of Wheeler. **Thank you!**



# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## THE VILLAGE OF WHEELER Breakdown of Fees For the Building Permit

Building Permit Number	WH25-10
Property Owner(s)	Village of Wheeler
Applicant	Nicole - Pember Companies Inc.
Address	Tower Road West; Wheeler, WI 54772
Type of Project	Well # 1 Storage Building

### Building Permit Total

### Building Inspector Charges

<i>Plan Review Fee</i>	<i>\$95.12</i>	<i>\$95.12</i>
<i>State Seal</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Permit Fee</i>	<i>\$951.20</i>	<i>\$951.20</i>
<i>Administrative Fee</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Town Fee</i>	<i>\$95.12</i>	<i>\$0.00</i>
<i>Town Deposit</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Double Permit/Renewal Fee Fee</i>	<i>\$0.00</i>	<i>\$0.00</i>
<b>Grand Total</b>	<b>\$1,141.44</b>	<b>\$1,046.32</b>

Village of Wheeler Retains	\$95.12
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# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## INVOICE FOR THE VILLAGE OF WHEELER

Date: 8/5/2025  
Invoice Number: WH25-100722R  
Invoiced to the Village of Wheeler, WI

105 West Tower Street  
Wheeler, WI 54772

Description of Services: Municipal building permit-inspection fees. See the next page for additional details.

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Building Permit Number	WH25-10
Property Owner(s)	Village of Wheeler
Applicant	Nicole - Pember Companies Inc.
Address	Tower Road West; Wheeler, WI 54772
Type of Project	Well # 1 Storage Building

Total Building Permit Fee	\$1,141.44
Plan Review Fee	-\$95.12
State Seal Fee	\$0.00
Permit Fee	-\$951.20
Administrative Fee	\$0.00

**Total Due to Wheeler      \$95.12**

The check was made out to Melstrom Inspections. I have written a check out to the Village of Wheeler for their portion.      \$95.12

As always, it is great to be doing business with the Village of Wheeler. *Thank you!*

# Permit Approval Letter/Invoice

Invoice Number:	WH25-100722	Invoiced to:
Applicant Name:	Nicole - Pember Companies Inc.	
Project Address:	Tower Road West; Wheeler, WI 54772	
Type of Project:	Well # 1 Storage Building	
Property Owner(s):	Village of Wheeler	

Permit Number  
**WH25-10**

Date Permit Issued: 8/5/2025  
Date Permit Expires: 8/4/2027

This permit has been conditionally approved as a:  
Well # 1 Storage Building

## Commercial Building and Electrical Approval Conditions

- 1 All work to be completed shall be completed in accordance with the applicable codes as adopted by the State of Wisconsin. All work being inspected does not warrant any construction practices of the contractors or the quality of materials and workmanship used.
- 2 A building permit expires 24 months after issuance and an electrical permit expires 12 months after issuance.
- 3 It is the responsibility of the applicant noted at the top of this page to schedule the required inspections.
- 4 SPS 361.41(1) and SPS 316.013(3)a. The owner or an authorized representative shall request inspections from the municipality or authorized electrical inspection agency administering and enforcing this code. All inspections applicable and required by the State of Wisconsin shall be requested in a timely manner, up to a 48 hour notice. Refer to Melstrom Inspections for any questions, concerns, and/or all inspection scheduling.
- 5 SPS 316.013(3)b. 1. Electrical wiring shall remain accessible and exposed for inspection purposes.  
2. Electrical wiring may not be energized.
- 6 SPS 316.013(3)c. The concealment or energizing of electrical wiring, other than an electrical service, may proceed only if the inspection has not been completed within 2 business days after notification is received or as otherwise agreed between the applicant and the municipality or authorized UDC inspection agency.
- 7 SPS 361.30(b)-Table 360.30-1, Occupancy Type S buildings under 25,000 cubic feet by volume are not required to have a State plan review performed. The exemption for not having to submit and obtain prior approval from the State for a specific building does not waive the obligation of these types of projects to conform to the standards of Wisconsin Commercial Building Code, Chapters SPS 361 - 364.
- 8 SPS 361.30(3) This approval does not include HVAC. If HVAC is to be added, provide an HVAC set of plans.

State Seal #	N/A	Plan Review	\$95.12	Joshua Melstrom, Certification # 976538 jmelstrominspect@gmail.com (480)261-9014
Issuing Jurisdiction Village of Wheeler Dunn County, Wisconsin		Permit Seal	\$0.00	
		Permit	\$951.20	
		Administrative	\$95.12	
		Other	\$0.00	
		Total Cost	\$1,141.44	Conditionally Approved By <i>Josh Melstrom</i>

Office Use

Paid in Full <input checked="" type="checkbox"/>	Reference: \$1,141.44 - Check #573340	Received: 8/4/2025	<i>JM</i>
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**\*\*Make the check payable to Melstrom Inspections, LLC and mail to:**  
A \$40.00 charge will be applied for all returned checks.

**Melstrom Inspections, LLC**

P.O. Box 351  
Glenwood City, WI 54013



Please refer to Melstrom Inspections for any questions, concerns, and/or all inspection scheduling. Any text messages for scheduling will not be accepted. Email is the best option for scheduling.

## Inspection Types

*The applicant or an authorized representative shall request inspections from the municipality or authorized inspector administering and enforcing this code. Construction may not proceed beyond the point of inspection until the inspection has been completed. Construction may proceed if the inspection has not taken place by the end of the second business day following the day of notification or as otherwise agreed between the applicant and the municipality or authorized inspector.*

### Erosion control inspection.

Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.

### Foundation excavation inspection.(Footings)

The excavation for the foundation shall be inspected after the placement of any forms or required reinforcement and prior to the placement of the permanent foundation material. At this inspection, the inspector will determine if a drain tile system is required per SPS 321.17.

### Foundation inspection

The foundation shall be inspected after completion. Where damp proofing, exterior insulation or drain tile are required for code compliance, the foundation shall be inspected prior to backfilling.

### Rough inspections

A rough inspection shall be performed for each inspection category listed under *sub.1.a thru f* (Below) after the rough work is constructed but before it is concealed. All categories of work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered.

#### a. The basement floor area.

**\*\* Note:** The inspection of the basement floor area should include the following: any underfloor plumbing, electrical, or HVAC; any interior drain tile with base course; the structural base course for the floor slab; and the underfloor vapor retarder.

#### b. General construction, including framing.

#### c. Rough electrical.

#### d. Rough plumbing.

#### e. Rough heating, ventilating and air conditioning.

#### f. Above the ceiling inspection is required prior to installing any ceiling tiles in a dropped ceiling area

*The applicant may request one rough inspection or individual rough inspections.*

### Insulation inspection

An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.

### Final inspection

Occupancy shall be given after a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the building.

# Permit Approval Letter/Invoice

Invoice Number:	WH25-110728	Invoiced to:
Applicant Name:	Nicole - Pember Companies Inc.	
Project Address:	Tower Road West; Wheeler, WI 54772	
Type of Project:	#2 Well House	
Property Owner(s):	Village of Wheeler	

Permit Number

**WH25-11**

Date Permit Issued: 8/5/2025

Date Permit Expires: 8/4/2027

This permit has been conditionally approved as a:  
**#2 Well House**

## Commercial Building and Electrical Approval Conditions

- 1 All work to be completed shall be completed in accordance with the applicable codes as adopted by the State of Wisconsin. All work being inspected does not warrant any construction practices of the contractors or the quality of materials and workmanship used.
- 2 A building permit expires 24 months after issuance and an electrical permit expires 12 months after issuance.
- 3 It is the responsibility of the applicant noted at the top of this page to schedule the required inspections.
- 4 **SPS 361.41(1) and SPS 316.013(3)a.** The owner or an authorized representative shall request inspections from the municipality or authorized electrical inspection agency administering and enforcing this code. All inspections applicable and required by the State of Wisconsin shall be requested in a timely manner, up to a 48 hour notice. Refer to Melstrom Inspections for any questions, concerns, and/or all inspection scheduling.
- 5 **SPS 316.013(3)b.**
  1. Electrical wiring shall remain accessible and exposed for inspection purposes.
  2. Electrical wiring may not be energized.
- 6 **SPS 316.013(3)c.** The concealment or energizing of electrical wiring, other than an electrical service, may proceed only if the inspection has not been completed within 2 business days after notification is received or as otherwise agreed between the applicant and the municipality or authorized UDC inspection agency.
- 7 **SPS 361.30(b)-Table 360.30-1,** Occupancy Type S buildings under 25,000 cubic feet by volume are not required to have a State plan review performed. The exemption for not having to submit and obtain prior approval from the State for a specific building does not waive the obligation of these types of projects to conform to the standards of Wisconsin Commercial Building Code, Chapters SPS 361 - 364.

State Seal #	N/A	Plan Review	\$101.15	Joshua Melstrom, Certification # 976538 jmelstrominspect@gmail.com (480)261-9014
Issuing Jurisdiction	Village of Wheeler Dunn County, Wisconsin	Permit Seal	\$0.00	
		Permit	\$1,011.52	
		Administrative	\$101.15	
		Other	\$0.00	
		<b>Total Cost</b>	<b>\$1,213.82</b>	Conditionally Approved By <i>Josh Melstrom</i>

Office Use

Paid in Full <input checked="" type="checkbox"/>	Reference: \$1,213.82 - Check #573340	Received: 8/4/2025	<i>Jm</i>
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**\*\*Make the check payable to Melstrom Inspections, LLC and mail to:**  
A \$40.00 charge will be applied for all returned checks.

**Melstrom Inspections, LLC**

P.O. Box 351

Glenwood City, WI 54013



Please refer to Melstrom Inspections for any questions, concerns, and/or all inspection scheduling. Any text messages for scheduling will not be accepted. Email is the best option for scheduling.

## Inspection Types

*The applicant or an authorized representative shall request inspections from the municipality or authorized inspector administering and enforcing this code. Construction may not proceed beyond the point of inspection until the inspection has been completed. Construction may proceed if the inspection has not taken place by the end of the second business day following the day of notification or as otherwise agreed between the applicant and the municipality or authorized inspector.*

### Erosion control inspection.

Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.

### Foundation excavation inspection.(Footings)

The excavation for the foundation shall be inspected after the placement of any forms or required reinforcement and prior to the placement of the permanent foundation material. At this inspection, the inspector will determine if a drain tile system is required per SPS 321.17.

### Foundation inspection

The foundation shall be inspected after completion. Where damp proofing, exterior insulation or drain tile are required for code compliance, the foundation shall be inspected prior to backfilling.

### Rough inspections

A rough inspection shall be performed for each inspection category listed under *sub.1.a thru f* (Below) after the rough work is constructed but before it is concealed. All categories of work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered.

a. The basement floor area.

**\*\* Note:** The inspection of the basement floor area should include the following: any underfloor plumbing, electrical, or HVAC; any interior drain tile with base course; the structural base course for the floor slab; and the underfloor vapor retarder.

b. General construction, including framing.

c. Rough electrical.

d. Rough plumbing.

e. Rough heating, ventilating and air conditioning.

f. Above the ceiling inspection is required prior to installing any ceiling tiles in a dropped ceiling area

*The applicant may request one rough inspection or individual rough inspections.*

### Insulation inspection

An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.

### Final inspection

Occupancy shall be given after a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the building.

# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## INVOICE FOR THE VILLAGE OF WHEELER

**Date:** 8/5/2025  
**Invoice Number:** WH25-110728R  
**Invoiced to the Village of Wheeler, WI**  
105 West Tower Street  
Wheeler, WI 54772

**Description of Services:** Municipal building permit-inspection fees. See the next page for additional details.

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Building Permit Number	WH25-11
Property Owner(s)	Village of Wheeler
Applicant	Nicole - Pember Companies Inc.
Address	Tower Road West; Wheeler, WI 54772
Type of Project	#2 Well House

<b>Total Building Permit Fee</b>	\$1,213.82
<b>Plan Review Fee</b>	-\$101.15
<b>State Seal Fee</b>	\$0.00
<b>Permit Fee</b>	-\$1,011.52
<b>Administrative Fee</b>	\$0.00

**Total Due to Wheeler     \$101.15**

The check was made out to Melstrom Inspections. I have written a check out to the Village of Wheeler for their portion.     **\$101.15**

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*As always, it is great to be doing business with the Village of Wheeler. Thank you!*

# Melstrom Inspections, LLC

Joshua Melstrom  
P.O. Box 351  
Glenwood City, WI 54013  
480-261-9014  
jmelstrominspect@gmail.com

## THE VILLAGE OF WHEELER Breakdown of Fees For the Building Permit

Building Permit Number	WH25-11
Property Owner(s)	Village of Wheeler
Applicant	Nicole - Pember Companies Inc.
Address	Tower Road West; Wheeler, WI 54772
Type of Project	#2 Well House

### Building Permit Total

### Building Inspector Charges

Plan Review Fee	\$101.15	\$101.15
State Seal	\$0.00	\$0.00
Permit Fee	\$1,011.52	\$1,011.52
Administrative Fee	\$0.00	\$0.00
Town Fee	\$101.15	\$0.00
Town Deposit	\$0.00	\$0.00
Double Permit/Renewal Fee Fee	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$1,213.82</b>	<b>\$1,112.67</b>

Village of Wheeler Retains	\$101.15
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