



BOARD OF SUPERVISORS MEETING

Wednesday, June 17, 2026 at 6:30 PM

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

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 3, 2026 Town Board Meeting

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

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

CORRESPONDENCE

- A. Distribution of the May 2026 Winnebago County Tonnage Report
- B. Distribution of the Agenda for the July 2, 2026, WI Towns Association Winnebago County Unit Meeting
- C. Distribution of Notice of Public Hearing for the Winnebago County Planning & Zoning Committee regarding a change to Chapter 23 of the County Ordinance, allowing for all members of the Committee to attend their meeting(s) after holding a public hearing.

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. Renewal - David Cheslock, The Woodshed
- B. Renewal - Katie Miller, The Woodshed
- C. Renewal - Dwight Kerr, Winnagamie Golf Course
- D. New - Elizabeth Jacobs, Westridge Golf Course
- E. New - Isabelle Laluzerne, Willie Beamons

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Michael Roubal on behalf of Penny Brazee to reconfigure portions of Tax ID #006-0796-01 and Tax ID #006-0796-02 (7611 County Rd T).
- B. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC for a new office building located on Tax ID #006-0337-02 (2830 W American Dr).
- C. Plan Commission Discussion: Town Board review & discussion on revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2026-003 a Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility for a Recycling Consolidation Grant for Calendar Year 2027.
- B. Discussion/Action: Town Board review & consideration of the use of approximately \$64,000.00 from insurance to replace the totaled Department of Public Works truck.
- C. Discussion/Action: Town Board review & consideration of amending the Town of Clayton Purchasing Procedures Policy.
- D. Discussion/Action: Town Board review & consideration of options for completing the road mowing for 2026.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - July 1 & 15; Aug 5 & 19; Sept 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 8; Aug 12; Sept 9
- C. TID #1 Joint Review Board - Jun 18 at 10 am
- D. Town of Clayton Open Book - July 30, 10 am to 4 pm via scheduled phone call

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

Respectfully submitted,

Russell D. Geise
Town Chairperson

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

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

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

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



BOARD OF SUPERVISORS MEETING

Wednesday, June 03, 2026 at 6:30 PM

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

MINUTES

CALL TO ORDER – Vice Chair Reif called the meeting to order at 6:30 pm

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

PRESENT

- Supervisor Lettau
- Supervisor Grundman
- Supervisor Christianson
- Supervisor Reif

EXCUSED

- Town Chair Geise

STAFF

- Administrator Wisnefske
- Clerk Faust-Kubale
- Attorney LaFrombois - virtual

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Town Board Public Hearing on proposed amendments to the Town's Subdivision Ordinance, Chapter 7.10.

NO COMMENTS - PUBLIC HEARING CLOSED AT 6:32 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 20, 2026 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, May 20, 2026 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

CORRESPONDENCE

- A. Distribution of the May 2026 Building Inspection Report
- B. Distribution of the letter enclosed with the security return for the Clayton Fire Rescue Station 42.

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. County Board Supervisor Report

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. Renewal - Alexandria Hueller-Smith, Willie Beamons
- B. Renewal - Kimberly Hayes, The Woodshed

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the following Alcohol License Applications:
The following parties have submitted renewal applications for a Class “B” license to sell fermented malt beverages, and “Class B” license to sell intoxicating liquors with the Town of Clayton Clerk’s Office for the licensing period July 1, 2026, through June 30, 2027, the granting of which is now pending subject to compliance with State Statutes & Municipal Ordinances:
 - a. EJ Phoenix Enterprises LLC (dba Century Elm Supper Club), 8300 Hickory Ave, Larsen WI 54947; Agent: Elisabeth Jackson
 - b. Winagamie Inc. (dba Winagamie Golf Course), 3501 Winnegamie Drive, Neenah WI 54956; Agent: Matthew Burry
 - c. The Woodshed Inc., (dba The Woodshed Bar and Grill) 2895 County Road II, Neenah WI 54956; Agent: Dino O Valeri
 - d. KBN, LLC (dba Willie Beamons), 2590 County Road II, Neenah WI 54956; Agent: Nicholas Blythe
 - e. Ridgeway Country Club, Inc., (dba Ridgeway Country Club) 2913 County Road II, Neenah WI 54956; Agent: Scott A. Lemire
 - f. Dale Mart LLC (dba Kitchen Comfort), 8510 State Rd 76 Unit #2, Neenah, WI 54956; Agent: Dinesh Tiwari
 - g. The Larsen Tavern LLC (dba The Larsen Tavern), 8338 Hickory Ave, Larsen WI 54947; Agent: Stephanie J. Sweere

MOTION

Motion made by unanimous consent to approve the renewal applications submitted for Class “B” licenses to sell fermented malt beverages, and “Class B” licenses to sell intoxicating liquors for the licensing period July 1, 2026, through June 30, 2027, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the following Alcohol License Applications:
The following parties have submitted renewal applications for a Reserve Class “B” license to sell fermented malt beverages, and a Reserve “Class B” license to sell intoxicating liquors with the Town of Clayton Clerk’s Office for the licensing period July 1, 2026, through June 30, 2027, the granting of which is now pending subject to compliance with State Statutes & Municipal Ordinances:
 - a. Leisure Golf #1, LLC, (DBA Westridge Golf Course), 8130 Golf Course Drive, Neenah, WI 54956; Agent: Rory Burton

MOTION

Motion made by unanimous consent to approve the application submitted by Leisure Golf #1, LLC for a Reserve Class “B” license to sell fermented malt beverages, and Reserve “Class B” license to sell intoxicating liquors for the licensing period July 1, 2026, through June 30, 2027, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

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

The following parties have submitted renewal applications for a Class “A” license to sell fermented malt beverages, and “Class A” license to sell intoxicating liquors with the Town of Clayton Clerk’s Office for the licensing period July 1, 2026, through June 30, 2027, the granting of which is now pending subject to compliance with State Statutes & Municipal Ordinances:

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

MOTION

Motion made by unanimous consent to approve the application submitted by Hollandtown Minimart, LLC for a Class “A” license to sell fermented malt beverages, and “Class A” license to sell intoxicating liquors for the licensing period July 1, 2026, through June 30, 2027, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

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

The following parties have submitted renewal applications for a Cigarette and Tobacco Products license in and for the Town of Clayton, for the licensing period July 1, 2026, through June 30, 2027, the granting of which is now pending subject to compliance with State Statutes & Municipal Ordinances:

- a. Ridgeway Country Club, Inc, 2613 County Road II, Neenah, WI 54956; Agent: Scott A. Lemire
- b. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Rd 76, Neenah, WI 54956; Agent: Durga Tiwari

MOTION

Motion made by unanimous consent to approve the applications submitted for a Cigarette and Tobacco Products License for the period July 1, 2026, through June 30, 2027, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of amendments to the Town's Subdivision Ordinance, Chapter 7.10.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve the proposed amendments to the Town of Clayton Subdivision Ordinance as presented.

Voting Yea: Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif
Motion carried 4-0.

- F. Discussion/Action: Town Board review & consideration of awarding the bid for the Valley View Ct & Clayton Ridge Grading & Graveling to MCC, Inc. in the amount of \$279,150.31.

MOTION

Motion made by unanimous consent to award Contract C0023-09-25-00703 to MCC, Inc. in the amount of \$279,150.31.

Motion carried by unanimous voice vote.

- G. Discussion/Action: Town Board review & consideration of approval of the CY 2026 farm leases for the following Town-owned properties:
 - Leslie Ory: Tax ID #006-0391-05; Total of 7.11 acres
 - Van De Loo Farms LLC: Tax ID #006-0319-04-02; Total of 1.75 acres
 - Daniel Seelow: Tax ID #006-0328-01; Total of 22.37 acres

MOTION

Motion made by unanimous consent to approve the renewal of the leases with Leslie Ory, Van De Loo Farms, LLC, and Daniel Seelow as presented at a lease price of \$110.00 per acre.

Motion carried by unanimous voice vote.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jun 17; July 1 & 15; Aug 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jun 10; July 8; Aug 12
- C. TID #1 Joint Review Board - Jun 18 at 10 am
- D. Town of Clayton Open Book - July 30 10 am to 4 pm via scheduled phone call

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:54 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD
2026 RECYCLING TONNAGE REPORT**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	
001	T. Algoma	59.51	37.84	39.13	46.25	44.01							226.74	T. Algoma
002	T. Black Wolf	21.20	16.02	16.15	24.71	19.29							97.37	T. Black Wolf
003	T. Clayton	35.64	29.53	37.76	34.48	35.99							173.40	T. Clayton
004	V. Fox Crossing	120.57	91.51	69.38	115.35	89.85							486.66	V. Fox Crossing
005	T. Neenah	27.00	23.98	22.62	31.05	26.06							130.71	T. Neenah
006	T. Nekimi	8.55	7.47	7.93	11.54	9.35							44.84	T. Nekimi
008	T. Omro	11.73	9.70	12.72	10.03	9.26							53.44	T. Omro
013	T. Vinland	12.57	11.27	15.40	11.76	14.69							65.69	T. Vinland
014	T. Winchester	15.21	10.59	11.01	13.62	10.27							60.70	T. Winchester
015	T. Winneconne	28.56	22.77	17.30	25.68	21.24							115.55	T. Winneconne
016	T. Wolf River	6.11	5.68	6.43	7.28	8.94							34.44	T. Wolf River
017	V. Winneconne	19.95	14.41	14.37	15.40	20.39							84.52	V. Winneconne
018	C. Menasha	124.16	72.29	117.31	108.45	105.53							527.74	C. Menasha
019	C. Neenah	170.64	138.93	155.01	167.38	158.05							790.01	C. Neenah
020	C. Omro	28.79	14.37	20.55	20.07	18.06							101.84	C. Omro
021	C. Oshkosh	304.20	261.49	288.22	343.23	304.47							1501.61	C. Oshkosh
	Other SS	153.95	189.01	442.96	434.04	313.12							1533.08	Other SS
	TOTAL TONS	1148.34	956.86	1294.25	1420.32	1208.57							6028.34	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,922	65.51	T. Omro	2,422	44.13	C. Menasha	18,683	56.49
T. Black Wolf	2,440	79.81	T. Vinland	1,752	74.99	C. Neenah	27,817	56.80
T. Clayton	4,954	70.00	T. Winchester	1,797	67.56	C. Omro	3,631	56.09
V. Fox Crossing	19,331	50.35	T. Winneconne	2,665	86.72	C. Oshkosh	67,504	44.49
T. Neenah	3,648	71.66	T. Wolf River	1,222	56.37			
T. Nekimi	1,322	67.84	V. Winneconne	2,519	67.11	Total	168629	53.32

*Population updated on 1/1/25 from Dept. of Admin. "January 1, 2025 Final Population Estimates"

https://doa.wi.gov/DIR/Final_Ests_Muni_2025.pdf

https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx

** Other SS - in 2017 include all direct haul to OC (City Disposal, etc.)



WISCONSIN TOWNS ASSOCIATION WINNEBAGO COUNTY UNIT MEETING

Thursday, July 2, 2026 at 6:30 PM – Dinner Served at 6:00 PM

Location: Town of Winchester 8522 Park Way, Larsen, WI 54947

AGENDA

1. Pledge of Allegiance

2. Roll Call

3. Open Forum for Public Comments:

4. Approval of Minutes: Approve minutes from April 2, 2026 WTA Unit meeting.

5. New Members

6. Elected Officials Invited:

- | | |
|--|-------------------------------------|
| US Senator Tammy Baldwin | State Representative Alex Dallman |
| US Senator Ron Johnson | State Representative Dean Kaufert |
| US Congressman Glenn Grothman | State Representative Lori Palmeri |
| US Congressman Tony Wied | State Representative Nate Gustafson |
| State Senator John Jagler | State Representative Kevin Peterson |
| State Senator Kristin Dassler- Alfheim | County Executive Gordan Hintz |
| State Senator Rachael Cabral-Guevara | County Sheriff John Matz |

7. Secretary/Treasurers Report: 6-30-2026 Financial Statement

8. Go-EDC Report – Tricia Rathermel

9. WTA/TAC Report – Jim Erdman

10. WTA Report – Robert Schmeichel and Joe Schumacher

11. Speaker – None. As usual, the July meeting has an abbreviated agenda to allow more time for networking and socializing among members and guests.

12. Old/New Business

13. Next Meeting Dates and Locations:

Thursday October 1, 2026 at Town of Winneconne

14. Adjourn

Winnebago County Planning and Zoning Department

NOTICE OF PUBLIC HEARING PLANNING AND ZONING COMMITTEE June 30, 2026

TO WHOM IT MAY CONCERN:

The applicant(s) listed below has requested a Text Code Amendment which is regulated by the Town/County Zoning Code, Chapter 23. You are receiving this notice because this application or petition for action: 1. affects area in the immediate vicinity of property which you own; 2. requires your agency to be notified; 3. requires your Town to be notified; or 4. requires you, as the applicant, to be notified.

The Winnebago County Planning and Zoning Committee will be holding a Public Hearing on June 30, 2026 at 6:30 PM in Susan T. Ertmer Conference Room 120 of the David Albrecht Administration Building located at 112 Otter Ave, Oshkosh, WI.

All interested persons wishing to be heard at the Public Hearing may appear in person or via Microsoft Teams using the information below. [A direct link to the Microsoft Teams Meeting is available on the Winnebago County Meetings and Agenda calendar on the above indicated date.](#)

Microsoft Teams Meeting Information Link: <https://winnebagoowi.portal.civicclerk.com/>
Select the Agenda PDF on the meeting date and Click "Join Meeting Now"

For further detailed information concerning this notice, contact the Winnebago County Zoning office, where the application is available for viewing.

INFORMATION ON TEXT CODE AMENDMENT REQUEST

Application No.: 26-TA-001

Applicant: WINN CTY PLANNING AND ZONING COMMITTEE

Agent: WINN CTY ZONING ADMINISTRATOR, CARY ROWE

Location of Premises: N/A

Tax Parcel No.: N/A

Explanation: Applicant is requesting to amend Chapter 23, Article 7, Division 1, section 23.7-3(10) of the Winnebago County Town County Zoning Code.

More specifically, the language proposed is as follows:

(10) Planning and Zoning Recommendation. As soon after the public hearing as possible, but no sooner than **5 business days** after the public hearing or **20 days** after the public hearing if the Town Board passed a resolution establishing a 30-day extension, the committee shall meet to make a written recommendation to the Board of County Supervisors to (1) deny the proposed amendment (2) approve the proposed amendment without revision, or (3) approve the proposed amendment with revision(s) it deems appropriate. Current language specifies that the recommendation can be held no sooner than 10 days after the public hearing.

MEMORANDUM

Business Referred by Plan Commission

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Michael Roubal on behalf of Penny Brazee to reconfigure portions of Tax ID #006-0796-01 and Tax ID #006-0796-02 (7611 County Rd T).

SUGGESTED MOTION(S):

Motion to approve the CSM submitted by Michael Roubal on behalf of Penny Brazee with the five (5) recommended Plan Commission conditions.

Re: Town Board review & consideration of a Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC for a new office building located on Tax ID #006-0337-02 (2830 W American Dr)..

SUGGESTED MOTION(S):

Motion to approve the Site Plan Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC with the five (5) recommended Plan Commission conditions.

Re: Town Board review & discussion on revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

Respectfully Submitted
Kelsey



PLAN COMMISSION

Wednesday, June 10, 2026 – 6:30 PM

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

MINUTES

CALL TO ORDER – Chair Knapinski called the meeting to order at 6:30 pm

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

PRESENT

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

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Code Administrator Kamke

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 13, 2026 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haase to approve the Minutes of the Wednesday, May 13, 2026, Plan Commission Meeting as presented.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Sleik, Town Board Rep. Christianson

Abstaining: Commissioner Ketter

Motion carried 6-0.

OPEN FORUM – Public comments addressed to the Plan Commission

CORRESPONDENCE

- A. Distribution of the May 2026 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Michael Roubal on behalf of Penny Brazee to reconfigure portions of Tax ID #006-0796-01 and Tax ID #006-0796-02 (7611 County Rd T).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Sleik to recommend approval of the CSM submitted by Michael Roubal on behalf of Penny Brazee with the following conditions:

1. Add relevant feature information to Sheet 3, including septic system tank and drainfield and the well location.
2. Add language in surveyor's certificate documenting total area contained by survey.
3. Remove language in surveyor's certificate not relevant to this survey.
4. Verify document number of Brazee Ridge Inc. recording information is accurate on bottom of Sheet 4 as it differs from the document number listed in the surveyor's certificate.
5. Update year field in the Town Board approval endorsement section on Sheet 5.

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

Motion carried 7-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC for a new office building located on Tax ID #006-0337-02 (2830 W American Dr).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC with the following conditions:

1. Applicant to change driveway access location a minimum of 13 feet to the east of the currently proposed location with the updated plan to be submitted to the Town for review and final approval.
2. Administrative review and verification of parking space minimums and landscaping standards will be required if access layout is changed.
3. Applicant to provide copies of issued permits from Winnebago County for Stormwater and Erosion Control.
4. Applicant to provide revised list of and install only Dark Sky compliant fixtures.
5. Provide SRI values for roofing materials showing compliance with minimum values required by building roof pitch (SRI 78 or higher).

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

Motion carried 7-0.

- C. Review/Recommendation: Plan Commission review & recommendation on revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - July 8; Aug 12; Sept 9
- B. Town Board (6:30 pm start unless otherwise noted) - Jun 17; July 1 & 15; Aug 5 & 19

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:33 pm.

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

Motion carried 7-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

DRAFT

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review and consideration of Resolution 2026-003 a Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility for a Recycling Consolidation Grant for Calendar Year 2027.

Staff is requesting approval of the Resolution to be able to participate in the Recycling Consolidation Grant Program. This approval is routine in the DNR's Recycling Grant Application process.

SUGGESTED MOTION(S):

*Motion **AND ROLL CALL** to approve Resolution 2026-003 and direct staff to submit the approved Resolution to the Winnebago County Solid Waste Management Board.*

If you have any questions about this information, please call or email me.

Respectfully Submitted
Kelsey

Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027

This agreement is made by and between the Cities of Menasha and Omro, the Villages of Fox Crossing and Winneconne, and Towns of Algoma, Black Wolf, Clayton, Neenah, Nekimi, Omro, Vinland, Winchester, Winneconne, and Wolf River, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes (collectively referred to as the “Responsible Units” or “RUs”) for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2027 Wisconsin Recycling Consolidation Grant.

WHEREAS the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens; and

WHEREAS the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS Winnebago County produced the updated Winnebago County Waste & Recycling Guide and the Recycle Right Resource Trunks; and

WHEREAS Winnebago County partnered with Brown and Outagamie Counties, collectively known as Tri-County Recycling, to fund, host, and promote the Waste Wizard Material Search Engine tool and a smartphone recycling app developed by Betterbin; and

WHEREAS the Winnebago County Waste & Recycling Guide, the Waste Wizard Material Search Engine, and the Betterbin smartphone app provide comprehensive information on single-stream recycling guidelines, recycling plastic bags, proper medical sharps disposal, electronics recycling, universal waste recycling, household hazardous waste programs, pharmaceutical drop boxes and waste reduction tips; and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and allows municipalities to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS each participating RU will maintain a copy of the other above listed RUs' cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document;

IT IS THEREFORE AGREED THAT the above listed RUs have and will make available to its residents the updated Winnebago County Waste & Recycling Guide, the Recycle Right Resource Trunks, and Tri-County Recycling's Waste Wizard Material Search Engine & Betterbin smartphone app, recognizing additional and consistent education will reduce contamination and improve recycling, thereby enabling the processing and marketing of these recyclables in the most efficient and cost-effective manner possible.

SIGNATURE

TITLE

MUNICIPALITY

DATE

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review and consideration of the use of approximately \$64,000.00 from insurance to replace the totaled Department of Public Works truck.

One of the smaller plow trucks was totaled during this plowing season. The insurance is estimated to pay out approximately \$64,000 on that totaled truck. Staff is requesting any funds coming back as a result be used towards the purchase of a replacement, used truck. The Town was able to retain the salter and plow from the totaled truck, so those items may not need replacing.

SUGGESTED MOTION(S):

Motion to approve the use of the funds received as a result of insurance totaling a DPW plow truck to purchase a used truck.

If you have any questions about this information, please call or email me.

Respectfully Submitted
Kelsey

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review and consideration of the use of amending the Town of Clayton Purchasing Procedures Policy.

Chair Geise asked for this item to be placed on the agenda. A copy of the current policy is included in the packet for reference.

If you have any questions about this information, please call or email me.

Respectfully Submitted

Kelsey

TOWN OF CLAYTON TOWN BOARD POLICY STATEMENT TOWN PURCHASING PROCEDURES

REVISED ON August 17, 2022

General Subject: Purchasing

Specific Subject: Town Purchasing Procedures

PURPOSE:

To provide clarification of purchasing procedures for the Town of Clayton.

BACKGROUND:

The purchasing procedures for the Town are defined by the following purchasing policy that has been adopted to simplify future revisions of those procedures. The Town Board has the responsibility of approving and establishing the Town's expenditure levels for each department through approval of the annual budget. The Department Heads are responsible for limiting expenditures to the approved budget. The Town Administrator shall be named the purchasing agent for the Town of Clayton. While approval by the purchasing agent and/or the Board will be required for significant purchases this policy allows the Town Administrator and Department Heads more autonomy with purchases that do not require approval. In order to allow for occasional changes specific purchase thresholds have been defined in the administrative Purchasing Policy.

STATEMENT OF POLICY:

The Town Board has the responsibility for approving and establishing the expenditure levels for the Town and for each Department through its approval of the annual budget. The Town Administrator and Department Heads are responsible for limiting expenditures to the approved Budget. All purchases shall demonstrate a reasonable and good faith effort to obtain goods and services at the lowest possible cost consistent with the quality and service needed to maintain efficient operations of the Town. Within these parameters, efforts will be made to purchase materials and services locally when possible. As a general rule, there shall be no premium for local pricing for goods and services.

The Town Administrator shall be the official purchasing agent for the Town of Clayton. Department Heads shall strive for a fair and financially prudent acquisition of goods and services. When possible, multiple vendors should be considered and solicited. If an expenditure is for an item or items approved and contained within the Budget, Department Heads shall have the authority, with verbal authorization from the Town Administrator, to purchase items for use by their Department that do not to exceed \$1,000.00 in the singular and/or aggregate amount. Purchases in excess of \$1,000.00 but less than \$5,000.00 shall require prior Town Administrator approval and competitive quotations. Quotations may be obtained in writing or from current catalog lists. Quotations should be solicited from at least two (2) vendors. When possible, three

(3) vendor quotations are preferred. Exceptions to the requirement of obtaining quotations may be made for the following reasons:

- 1) Participation in an intergovernmental cooperative purchasing program,
- 2) The vendor is the sole source from whom it is feasible to obtain the purchase, due to location or the ability to provide maintenance after purchase.
- 3) Emergency circumstances necessitate immediate purchase, not allowing time to seek quotations.

All purchases requiring signature authority shall be initiated by purchase order.

SIGNATURE AUTHORITY:

- 1) Budgeted purchases of less than \$1,000.00 require the written approval of the Department Head.
- 2) Budgeted purchases in excess of \$1,000.00 but less than \$5,000.00 shall be approved in writing by the Town Administrator as well as the Department Head requesting the purchase.
- 3) Town Administrator approval is required for all budgeted routine operating bills including but not limited to the following budgeted expenditures: debt payments, fuel bills, payroll, budgeted public works operating expenses, postage, Tax and over payment refunds, utility bills, emergency services billing, routine equipment and vehicle repairs.
- 4) Extraordinary and non-time sensitive purchases in excess of \$5,000.00 shall be approved and authorized by the Town Board.

SEALED BIDS:

For purchases in excess of \$5,000, sealed bids are preferred, and in cases of public construction as defined by Wis. Stat. §60.47, shall be required. It is not necessary to advertise for bids when hiring engineers, architects, and other professionals to work on municipal projects. All bids shall be received and considered by the Town Board. This requirement shall be waived in the event of an emergency that necessitates immediate purchase. In such instance, the Town Administrator and Town Chair must approve the purchase in writing.

Any purchases with Town authorized purchasing cards or merchant credit accounts shall conform to this policy.

PURCHASE ORDERS:

All routine purchases of equipment and/or supplies, not approved by the Town Board shall have a sequentially numbered purchase order that is approved by the Town Administrator. A copy of the approved purchase order shall be given to the Town Treasurer prior to the completion of any purchase.

Approved this 17 day of August, 2022.

Russ Geise, Town Chair

Attest: Kelsey Faust-Kubale, Town Clerk

MEMORANDUM

Business Item D

From: Administrator/Staff

To: Town Board

Re: Town Board review and consideration of options for completing the road mowing for 2026.

Currently, DPW has only the large John Deere mower with a 4-ft cut. There was previously a full-time member of the Department who was qualified to use this specific type. The downside, other than the loss of the FT staff person, is the excessive downtime the mower has had over the last few years, including a stretch of 6 weeks last year with no backup equipment.

There are several options Staff are requesting the Board consider to complete the mowing for this year:

- Winnebago County makes 2 passes at an approximate cost of \$30,000
- Contract with a private entity at an approximate cost of \$34,000
- Purchase a used, non-enclosed mower with flail at an approximate cost of \$28,000

Director of Public Works Christianson will be available at the meeting for any questions the Board may have.

SUGGESTED MOTION(S):

Motion to approve contracting with Winnebago County for the 2026 road mowing.

Motion to approve contracting with a private entity and direct Staff to bring forward at least 2 options for the Board at the July 1, 2026 meeting.

Motion to approve the purchase for a used mower at an approximate cost of \$28,000.

If you have any questions about this information, please call or email me.

Respectfully Submitted
Kelsey

Serwe Implement , LLC

N11889 Hwy 175
Brownsville, WI 53006

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Cell: 920-602-0938
Fax: 920-269-1134
Email: archie@serweinc.com

Town of Clayton

June 8th, 2026

c/o Rick

re: John Deere 2755

Rick,

As per our phone call, I have a used John Deere 2755 tractor which is 80 pto horsepower, 5800 hours, 2 wheel drive, with a 2 post canopy. We just installed new ground roller and cuttershaft bearings on both the 75 inch side and the 96 inch rear flail mowers along with new knives. The unit will also come with a new set of front tires in your choice of either a 3 rib or a 4 rib tire. The unit is priced at \$27,000.00.

Delivery and operator training is included, and because this unit is a loaner until their new mower gets done which should be about June 25th then I will send along 200 knives for the wear and tear on the knives from the loaner and yours to change at your discretion. We also changed all the engine and transmission filters along with the air filters. I have a complete set of operators manuals for both the tractor and each mower.

Please feel free to call with any questions!

Archie Serwe



