



BOARD OF SUPERVISORS MEETING

Wednesday, October 21, 2026

Immediately following a Prior Scheduled Meeting

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

AGENDA

THIS MEETING IS IMMEDIATELY FOLLOWING THE CLAYTON SANITARY DISTRICT #1 COMMISSION MEETING.

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, October 7, 2026, Town Board of Supervisors Special Meeting
- B. Approval of the Minutes of the Wednesday, October 7, 2026 Town Board Meeting
- C. Approval of the Minutes of the Tuesday, October 13, 2026, Town Board Budget Review 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. Introduction of the new representative for Teamsters Local #662
- B. Presentation from County Executive Hintz on the Winnebago County budget
- C. Distribution of the September 2026 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

BUSINESS

- A. Discussion/Action: Town Board review & consideration of an Intergovernmental Agreement for Building Inspection Services between the Town of Clayton & the Town of Winneconne.
- B. Discussion/Action: Town Board review & consideration of authorizing the Treasurer to initiate the Chargeback Process for Tax ID #006-0895-06-11.

UPCOMING MEETING ATTENDANCE

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

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

Respectfully submitted,

Russell D. Geise
Town Chairperson

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

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

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

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



BOARD OF SUPERVISORS SPECIAL MEETING

Wednesday, October 07, 2026 at 6:00 PM

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

MINUTES

CALL TO ORDER – Chair Geise called the meeting to order at 6:00 pm

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

CLOSED SESSION OF THE TOWN BOARD

- A. Discussion/Action: Town Board review & consideration of a motion to move into Closed Session pursuant to Wis. Stats. §19.85(1)(g):
Wis. Stats. §19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Town Board of Supervisors of the Town of Clayton will consider a motion and roll call to adjourn to a Closed Session to confer with legal counsel regarding a claim against the Town of Clayton by a property owner related to an accessory structure on residential property.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Lettau, to adjourn to a Closed Session to confer with legal counsel regarding a claim against the Town of Clayton by a property owner related to an accessory structure on residential property.

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

Motion carried 5-0.

- B. Discussion/Action: Pursuant to Wis. Stats. §19.85(2), the Town Board will reconvene into open session and may formally act on those matters discussed in closed session.

Wis. Stats. §19.85(2) - No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman, to reconvene in open session at 6:45 pm.

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

Motion carried 5-0.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman, to deny the \$10,000 claim of Kasey Sipiorski.

Motion carried by unanimous voice vote.

ADJOURNMENT

MOTION

Motion made by **unanimous** consent to adjourn at 6:49 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk



BOARD OF SUPERVISORS MEETING

Wednesday, October 07, 2026

Immediately following a Prior Scheduled Meeting

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

MINUTES

THIS MEETING IS IMMEDIATELY FOLLOWING THE TOWN BOARD CLOSED SESSION MEETING.

CALL TO ORDER – Chair Geise called the meeting to order at 6:50 pm

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson
Supervisor Reif

STAFF

Administrator Wisniewski
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, September 16, 2026, Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, September 16, 2026, Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

John Borchert, 8761 State Rd 76, Neenah, wanted to clarify his comments regarding the property at 8386 State Rd 76 at the Town Elector Meeting and apologize to the Board.

Tammy Krutz, 8727 Oakwood Ave, Neenah, spoke to the Board regarding issues with the Town Building Inspector.

CORRESPONDENCE

- A. Distribution of the September 2026 Building Inspection Report
- B. Distribution of a resident request to resolve parking issues on Princeton Dr in the Scholar Ridge subdivision.

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. County Board Supervisor Report

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

BUSINESS

- A. Discussion/Action: Town Board review & consideration of opening a commercial line of credit in the amount of \$1,500,000 to aid with the LRIP Grant project to reconstruct Oakridge Rd from County Rd T to State Hwy 76.

MOTION

Motion made by unanimous consent to approve the line of credit for the LRIP grant project in the amount of \$1,500,000.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of an intergovernmental agreement with the Winnebago County Highway Department to provide road maintenance services for the Town.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau, to approve the Maintenance Agreement with Winnebago County Highway Department for 2027.

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

Voting Nay: Supervisor Reif

Motion carried 4-1.

- C. Discussion/Action: Town Board review & consideration of the escrow for the Winnebago County Stormwater Permit for Clayton Ridge Rd.

MOTION

Motion made by unanimous consent to approve the escrow for the Winnebago County Stormwater Permit in the amount of \$5,069.00.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of the quote provided by current service provider CivicPlus to continue website & meeting management services after the required migration to new platforms.

MOTION

Motion made by unanimous consent to approve the quote for continuing website & meeting management services in the amount of \$8,661.00.

Motion carried by unanimous voice vote.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

REVIEW OF GENERAL FUND BUDGET UPDATES

- A. Quarterly Budget Report

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Oct 21; Nov 4 & 18; Dec 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - Nov 11; Dec 9; Jan 13

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

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

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

DRAFT



BOARD OF SUPERVISORS BUDGET REVIEW MEETING

Tuesday, October 13, 2026 at 1:30 PM

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

MINUTES

CALL TO ORDER – Chair Geise called the meeting to order at 1:30 pm.

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Reif

EXCUSED

Supervisor Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer

BUSINESS

- A. Discussion/Recommendation: Town Board review & recommendation on 2027 General Fund Budget revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- B. Discussion/Recommendation: Town Board review & recommendation on 2027 Debt Service Budget revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- C. Discussion/Recommendation: Town Board review & recommendation on 2027 Capital Projects Fund revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- D. Discussion/Recommendation: Town Board review & recommendation on 2027 Solid Waste & Recycling Fund revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- E. Discussion/Recommendation: Town Board review & recommendation on 2027 Stormwater Fund revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- F. Discussion/Recommendation: Town Board review & recommendation on 2027 TID #1 Budget revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- G. Discussion/Recommendation: Town Board review & recommendation on 2027 Clayton Sanitary District #1 Budget revenue & expenditure amounts.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Oct 21; Nov 4 & 18; Dec 2 & 16
B. Plan Commission (6:30 pm start unless otherwise noted) - Nov 11; Dec 9; Jan 13

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 2:45 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	49.09	72.42	41.93	37.39				427.57	T. Algoma
002	T. Black Wolf	21.20	16.02	16.15	24.71	19.29	18.56	25.84	18.21	18.44				178.42	T. Black Wolf
003	T. Clayton	35.64	29.53	37.76	34.48	35.99	43.47	33.72	36.96	39.31				326.86	T. Clayton
004	V. Fox Crossing	120.57	91.51	69.38	115.35	89.85	104.31	129.50	93.81	116.50				930.78	V. Fox Crossing
005	T. Neenah	27.00	23.98	22.62	31.05	26.06	32.00	32.42	25.98	24.99				246.10	T. Neenah
006	T. Nekimi	8.55	7.47	7.93	11.54	9.35	9.02	11.76	8.07	11.29				84.98	T. Nekimi
008	T. Omro	11.73	9.70	12.72	10.03	9.26	10.93	8.27	8.94	8.02				89.60	T. Omro
013	T. Vinland	12.57	11.27	15.40	11.76	14.69	16.64	14.46	13.20	16.35				126.34	T. Vinland
014	T. Winchester	15.21	10.59	11.01	13.62	10.27	12.42	15.09	11.73	11.14				111.08	T. Winchester
015	T. Winneconne	28.56	22.77	17.30	25.68	21.24	22.16	27.77	23.51	15.22				204.21	T. Winneconne
016	T. Wolf River	6.11	5.68	6.43	7.28	8.94	9.33	12.84	5.97	7.38				69.96	T. Wolf River
017	V. Winneconne	19.95	14.41	14.37	15.40	20.39	16.16	20.73	13.89	17.07				152.37	V. Winneconne
018	C. Menasha	124.16	72.29	117.31	108.45	107.31	128.17	86.18	115.88	109.96				969.71	C. Menasha
019	C. Neenah	170.64	138.93	155.01	167.38	158.05	168.20	174.82	151.97	167.91				1452.91	C. Neenah
020	C. Omro	28.79	14.37	20.55	20.07	18.06	19.13	30.36	18.38	19.81				189.52	C. Omro
021	C. Oshkosh	304.20	261.49	288.22	343.23	304.47	320.71	340.36	295.25	325.40				2783.33	C. Oshkosh
	Other SS	153.95	189.01	442.96	434.04	313.12	224.55	218.01	251.42	297.26				2524.32	Other SS
	TOTAL TONS	1148.34	956.86	1294.25	1420.32	1210.35	1204.85	1254.55	1135.10	1243.44				10868.06	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,922	123.54	T. Omro	2,422	73.99	C. Menasha	18,683	103.81
T. Black Wolf	2,440	146.25	T. Vinland	1,752	144.22	C. Neenah	27,817	104.46
T. Clayton	4,954	131.96	T. Winchester	1,797	123.63	C. Omro	3,631	104.39
V. Fox Crossing	19,331	96.30	T. Winneconne	2,665	153.25	C. Oshkosh	67,504	82.46
T. Neenah	3,648	134.92	T. Wolf River	1,222	114.50			
T. Nekimi	1,322	128.56	V. Winneconne	2,519	120.98	Total	168629	98.96

*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.)

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of an Intergovernmental Agreement for Building Inspection Services between the Town of Clayton & the Town of Winneconne.

Staff would like the Board to consider whether to continue the Building Inspection Services agreement with the Town of Winneconne for another year. Fees are currently split 80/20, and the agreement renews year over year.

SUGGESTED MOTION(S):

Motion to continue the Building Inspection Services agreement with the Town of Winneconne.

Motion to reconsider the Building Inspection Services agreement with the Town of Winneconne at the (insert date) Town Board Meeting.

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

Respectfully submitted,
Kelsey

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of authorizing the Treasurer to initiate the Chargeback Process for Tax ID #006-0895-06-11.

Staff would like direction on how to proceed with a chargeback request for Tax ID #006-0895-06-11. Included is the DOR process, along with the submission from the Assessor.

SUGGESTED MOTION(S):

Motion to authorize the Treasurer to initiate the Chargeback Process.

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

Respectfully submitted,
Kelsey



Roles for Corrections of Errors by Assessors

Step 1–Assessor

- a. Discovers palpable error in real estate or personal property assessment in current year's assessment roll
- b. Makes note on current assessment roll
- c. Provides to property owner:
 - » Written notice of the correction
 - » Board of Review (BOR) appeal rights
- d. Refers correction to BOR
- e. Fills out Form PA-5/661: Correction of Errors by Assessor – only if correction is certified by BOR
 - » Uses DOR's PA-5/661 form (revenue.wi.gov/DORForms/pa-5661f.pdf) or an assessment software system generated report
 - » Sends copy to municipal clerk

Step 2–Municipal Clerk/Treasurer

- a. Calculates refund of assessor's correction using the proper year's mill rate and fills in refund amount on Form PA-5/661
- b. Issues corrected tax bill to property owner
- c. Refunds or rescinds taxes if property owner is:
 - » Paid in full – issues a refund
 - » Not paid in full – only pays amount of corrected bill and the balance is rescinded (forgiven)

Note: If taxes are rescinded, the municipality must cover the difference by paying the outstanding balance to the county
- d. Settles in full with other taxing jurisdictions
- e. Sends a copy of completed correction of errors report to the county. Ensures the value reduction is reported on the Statement of Assessment (SOA), Line 23.
- f. Submits Form PC-201: Request for Chargeback of Rescinded or Refunded Taxes, to DOR by October 1 (only if the tax amount for a single description of property and tax year is \$250 or more)
- g. Records the refunded/rescinded amount or amount due on the Statement of Taxes (SOT), Section I
- h. Attaches a copy of Form PA-5/661 to current year assessment roll

Step 3–Wisconsin Department of Revenue

- a. Reviews Form PC-201 to confirm/determine amount of rescinded or refunded taxes by November 15
- b. Sends determination letter to municipal clerk and each affected taxing jurisdiction
- c. **Note:** Taxing jurisdictions must pay the municipality by February 15 of the following year

Step 4–County Treasurer

- a. Reports sec. 70.43 property tax refunds or additional property taxes collected from SOT, Section I on the Tax District Treasurer's Settlement (Form PC-501 or file transfer submission)
- b. Reports this value on Line 2 or Line 16, Column C

Additional Information

- Review sec. 74.41, Wis. Stats. for the laws on this process
- For other types of value reductions, different statutes apply:
 - » Delayed action of reviewing authority – sec. 70.511
 - » Recovery of unlawful taxes – sec. 74.35
 - » Claim on excess assessment – sec. 74.37
 - » **Note:** The chargeback process is the same for municipalities where these other statutes apply – they issue refunds and file PC-201 forms, however, they do not report the value change from a prior year on the SOA or the tax amount on the SOT or Treasurer's Settlement
- **Questions?** Contact us at lgs@wisconsin.gov

2025
(Year)

CORRECTIONS OF ERRORS BY ASSESSORS (SEC. 70.43, WIS. STATS.)

Note: Assessor should complete columns (a) through (e) and forward to the clerk as part of the assessment roll.
Send to clerk electronically as well, if possible. The clerk will complete columns (f), (g), and totals.

(a) Parcel / Account Number Property Location & School Code Owner's Name, Street Address, City, State, Zip (1)	(b) Previous Year's Assessed Value	(c) Corrected Value	(d) Real Property Amount of Adjustment (c-b)	(e) Personal Property Amount of Adjustment (c-b)	(f) Previous Year's Net Mill Rate (2)	(g) T - Tax net school credit L - Lottery credit F - First Dollar credit N - Net Tax (3)
006-08950611 7577 Blacktop Way Unit 11 Jeffrey Pagel/Ute Pagel 1632 Sherman Ave South Milwaukee WI 53172	169,000	120,000	-49,000		0.014136660	T - -692.70 L - 0.00 F - 0.00 N - -692.70
						T - 0.00 L - F - N - 0.00
						T - 0.00 L - F - N - 0.00
						T - 0.00 L - F - N - 0.00
						T - 0.00 L - F - N - 0.00
						T - 0.00 L - F - N - 0.00
						T - 0.00 L - F - N - 0.00

Item B.

(1) Enter Property and Owner Information in order listed.

(2) Net Mill Rate – see Publication PA-502, Assessment and Tax Roll Instructions for Clerks at www.revenue.wi.gov/html/pubs.html.

(3) T – Enter total tax less school levy tax credit.

L – If Principal Residence, enter amount of Lottery & Gaming Credit adjustment, if any.

F – If Real Estate includes an improvement, enter amount of First Dollar Credit adjustment, if any.

N – Enter net amount (T minus L and F)