



BOARD OF SUPERVISORS MEETING

Wednesday, August 06, 2025 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, July 16, 2025 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 July 2025 Building Inspection Report

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. Temporary - Brittany Wurn, Central WI Auto Collectors Event
- B. Temporary - Sarah Schneiker, Central WI Auto Collectors Event

BUSINESS

- A. Discussion/Action: Town Board review & consideration of a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

- B. Discussion/Action: Town Board review & consideration of an application for a Temporary Class "B" License by Central Wisconsin Auto Collectors for an event to be held August 17, 2025.
- C. Discussion/Action: Town Board review & consideration of a proposal submitted by Architects in Common, LLC for architectural and MEP services for building renovation for new town office space located at 8386 State Rd 76 (Tax ID #006-0623-04-01) in the amount of \$25,000.00.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Aug 20; Sept 3 & 17; Oct 1 & 15
- B. Plan Commission (6:30 pm start unless otherwise noted) - Aug 13; Sept 10; Oct 8

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 AMENDED

Wednesday, July 16, 2025 at 6:30 PM

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

MINUTES

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

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson

EXCUSED

Supervisor Reif

STAFF

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, July 2, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, July 2, 2025 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Michael McGuire, 3024 Saffron Ln, Neenah, spoke regarding possible speed limit reduction and/or turn lane on State Rd 76 adjacent to his subdivision, and unauthorized solicitors within the subdivision.

CORRESPONDENCE

- A. Distribution of the June 2025 Winnebago County Tonnage Report
- B. Distribution of the 2024 RUG Recycling Program Financial Report from Winnebago County Solid Waste Management Board with projected 2025 Recycling Revenues.

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Kendra Truckely for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve the Conditional Use Application submitted by Kendra Truckey with the following conditions:

1. The number of chickens shall be limited to six (6) as this is the standard number allowed.
2. No roosters shall be allowed per the Town's Zoning Code Sec. 9.08-444 - Backyard Chickens.
3. Chickens shall not be kept on the property for commercial purposes.
4. The slaughter of chickens for commercial use on the premises is prohibited.
5. Chickens shall be provided with a covered enclosure and be required to be kept in the covered enclosure or a fenced enclosure at all times.
6. The chicken enclosure shall be located at least 25 feet from any residential structure on an adjacent lot.
7. The owner, operator, or tenant shall register the premises where chickens are kept with the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCAP) as required by state law and maintain such registration for so long as may be required.

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

Motion carried 4-0.

- B. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

ITEM SET ASIDE UNTIL THE AUGUST 6, 2025 MEETING

- C. Plan Commission Discussion: Town Board review & discussion on proposed changes to Division 3 (Allowable Land Uses) of Article 8 of the Town of Clayton Zoning Code of Ordinances.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2025-007 A Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility for a Recycling Consolidation Grant for Calendar Year 2026.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2025-007 and direct staff to submit the approved resolution to the Winnebago County Solid Waste Management Board.

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

Motion carried 4-0.

- B. Discussion/Action: Town Board review & consideration of Ordinance 2025-005 Amending the Zoning Code of the Town of Clayton Regarding Keeping of Chickens.

ITEM SET ASIDE FOR FURTHER REVISIONS

- C. Discussion/Action: Town Board review & consideration of an Easement Settlement and Release Agreement, and Driveway Easement Agreement related to Tax ID #006-0391-05 (2990 County Rd II).

MOTION

Motion made by unanimous consent to approve the Easement Settlement and Release Agreement as presented.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of a Tax Increment Financing (TIF) Agreement between the Town and Trident Holdings LLC.

MOTION

Motion made by unanimous consent to approve a TIF Agreement based on a 65% share.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of a quote provided by Speedy Clean Inc for the installation of 18 feet of Cured in Place Pipe (CIPP) liner at 8386 State Rd 76 in the amount of \$5,332.50.

MOTION

Motion made by unanimous consent to approve the quote from Speedy Clean Inc. for repairs at 8386 State Rd 76, at a cost not to exceed \$5,332.50.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Aug 6 & 20; Sept 3 & 17; Oct 1 & 15
- B. Plan Commission (6:30 pm start unless otherwise noted) - Aug 13; Sept 10; Oct 8

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

INTERMUNICIPAL REPORT JULY 2025 PERMITTING

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
TOWN OF CLAYTON PERMITS:								
7/7/2025	219-25-7B	RORY GEROW	2964 LENNON	NSFD	VAN SISTINE HOMES	\$ 865,440.00	\$ 1,299.30	\$ 1,039.44
7/7/2025	220-25-7H	NICK BOPE	7359 DARROW	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$ 80.00
7/7/2025	221-25-7H	RYAN BRIES	2966 CTY II	A/C REPLACEMENT	BLACK-HAAK	\$ 14,000.00	\$ 100.00	\$ 80.00
7/7/2025	222-25-7H	JEFF GENTZ	3472 GRAND MEADOWS	2- A/C REPLACEMENTS	BLACK-HAAK	\$ 14,000.00	\$ 200.00	\$ 160.00
7/7/2025	223-25-7E	JOHN MCLAIN	3610 PARK	GENERATOR INSTALL	BLACK-HAAK	\$ 15,000.00	\$ 150.00	\$ 120.00
7/7/2025	224-25-7H	TONY GALLIGAN	8208 SAGE	REPLACE FURNACE & A/C	BLACK-HAAK	\$ 12,000.00	\$ 200.00	\$ 160.00
7/7/2025	225-25-7E	DEIRDRA FLOROS	7985 TRIBUTE	ELECT LINE FOR SAUNA	AMERICAN ELECT	\$ 1,500.00	\$ 100.00	\$ 80.00
7/7/2025	226-25-7B	DAN SCHIERL	7529 SUNBURST	SUN ROOM	NATURAL VISION SUNROOMS	\$ 57,500.00	\$ 308.00	\$ 246.40
7/8/2025	227-25-7B	JOHN KULOGO	3438 CTY II	SIDING	SELF	\$ 5,000.00	\$ 100.00	\$ 80.00
7/8/2025	228-25-7B	DAN CLONINGER	8076 GOLDEN PRIMROSE	REROOF	SECURITY LUEBKE ROOFING	\$ 3,900.00	\$ 100.00	\$ 80.00
7/10/2025	229-25-7B	RON HAWKNSON	8879 CLAYTON	ADDNTION	SELF	\$ 35,000.00	\$ 296.00	\$ 236.80
7/15/2025	230-25-7H	JOHN PENDERGAST	8294 QUAIL POINT	REPLACE A/C	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$ 80.00
7/15/2025	231-25-7B	JEFF HOGENSON	7945 ASHWOOD	BATH REMOD	SELF	\$ 97,842.00	\$ 229.70	\$ 183.76
7/16/2025	232-25-7B	ED SCUGLIK	9039 CENTER	DETACHED GARAGE	KUHLOW BLDGS	\$ 150,000.00	\$ 502.80	\$ 402.24
7/16/2025	233-25-7B	JEREMY STANTON	8789 CLAYTON	NSFD	SELF	\$ 450,000.00	\$ 1,089.75	\$ 871.80
7/17/2025	234-25-7B	RUSSELL LENZ	44158 CTY II	POLE BUILDING	CLEARY	\$ 41,600.00	\$ 250.00	\$ 200.00
7/21/2025	235-25-7B	RYAN STEWART	7938 PRAIRIEWOOD	DETACHED GARAGE	SELF	\$ 35,000.00	\$ 243.60	\$ 194.88
7/21/2025	236-25-7E	RYAN STEWART	7938 PRAIRIEWOOD	DETACHED GARAGE ELECT	SELF	\$ 3,500.00	\$ 162.40	\$ 129.92
7/29/2025	237-25-7H	JUSTIN SCHULTZ	8066 PRIMROSE CIRCLE	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$ 80.00
7/29/2025	238-25-7H	TOM RICHARDS	3478 GRAND MEADOWS	A/C REPLACEMENT	BLACK-HAAK	\$ 6,450.00	\$ 100.00	\$ 80.00
7/29/2025	239-25-7P	JEFF HOGENSON	7945 ASHWOOD	BATH REMOD PLUMB	PERFORMANCE PLUMB	\$ 10,000.00	\$ 119.80	\$ 95.84
7/29/2025	240-25-7H	JEFF HOGENSON	7945 ASHWOOD	BATH REMOD HVAC	KRAMER HVAC	\$ 500.00	\$ 119.80	\$ 95.84
								\$ -
					TOTALS	\$ 1,833,232.00	\$ 5,971.15	\$ 4,776.92
TOWN OF WINNECONNE PERMITS:								
7/8/2025	70-25-7E	BRIAN GIBBS	5130 ISLAND	GENERATOR INSTALL	ZERNZACH ELECT	\$ 3,900.00	\$ 60.00	\$ 48.00
7/8/2025	71-25-7P	JEREMY KELLEY	5487 TREELAND	NSFD PLUMB	J COX PLUMB	\$ 20,000.00	\$ 244.68	\$ 195.74
7/8/2025	72-25-7H	LYNN KUHNS	6693 LASLEY SHORE	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 45.00	\$ 36.00
7/8/2025	73-25-7B	TOM KONTOS	5830/5832 CRESTVIEW	REROOF	ALL-AMERICAN COST	\$ 30,000.00	\$ 50.00	\$ 40.00
7/8/2025	74-25-7B	DON STOWE	5185 ADAMS	SIDING	INFINITY EXTERIORS	\$ 53,000.00	\$ 50.00	\$ 40.00
7/8/2025	75-25-7E	PETER KRITZ	5937 OAK LN	SOLAR INSTALL	APPLETON SOLAR	\$ 34,960.00	\$ 60.00	\$ 48.00
7/10/2025	76-25-7B	BART ARMSTRONG	6313 WENTZEL RD	NSFD	CLEARY BLDGS	\$ 400,000.00	\$ 500.00	\$ 400.00
7/10/2025		BART ARMSTRONG	6313 WENTZEL RD	TOWN FEES	SELF		\$ 610.00	
7/10/2025	77-25-7B	BART ARMSTRONG	6313 WENTZEL RD	DETACHED GARAGE	CLEARY BLDGS	50,000	\$ 135.00	\$ 108.00
7/17/2025	78-25-7B	JOSHUA ERNST	5042 ADAMS	REROOF	SCHABEL EXTERIORS	\$ 20,095.00	\$ 50.00	\$ 40.00
7/21/2025	79-25-7E	JOEL SITTER	5970 E ISLAND	GENERATOR INSTALL	ADAMS POWER	\$ 4,599.00	\$ 60.00	\$ 48.00
7/24/2025	80-25-7E	JOHN TOURVILLE	6734 FOREST PARK	SERVICE	CUMINGS ELECT	\$ 1,000.00	\$ 60.00	\$ 48.00
7/29/2025	81-25-7B	STEVE WEBER	6821 SUNSET TR	SIDING	SECURITY LUEBKE	\$ 26,235.00	\$ 50.00	\$ 40.00
7/29/2025	82-25-7B	VICKI KRUEGER	5997 INDIAN SHORES	SIDING	SECURITY LUEBKE	\$ 53,348.00	\$ 50.00	\$ 40.00
7/31/2025	83-25-7B	JOHN WELBES	6266 CTY M	REROOF	ALL-AMERICAN COST	\$ 16,000.00	\$ 50.00	\$ 40.00
7/31/2025	84-25-7H	KRIS BOLDA	5938 HIAWATHA	INSTALL MINI-SPLIT	BLACK-HAAK	\$ 6,000.00	\$ 45.00	\$ 36.00
								\$ -
					TOTALS	\$ 724,137.00	\$ 2,119.68	\$ 1,207.74

County Update



Miller, Howard <Howard.Miller@winnebagoctywi.gov>
To ■ Holly Stevens; ■ Clerk Town of Clayton; ■ townofwolfriver@centurytel.net

Reply Reply All Forward ...

Wed 7/30/2025 12:00 PM

TO DO

Follow up. Start by Wednesday, July 30, 2025. Due by Wednesday, July 30, 2025.

Hi Clerks

The new Shoreland Zoning Ordinance is progressing. We have had our public hearing, sent it to the DNR, and have a response from the DNR. The DNR has requested some changes. We will be discussing those changes at our planning & zoning meeting on August 8, along with the next steps for this process.

I plan to attend the following Town Board Meeting in August:

- Winchester – Aug 4
- Clayton – Aug 6
- Wolf River - Aug 25

Thanks
Howie

Howard Miller
Winnebago County Supervisor, Dist. 36
Phone: (920) 427-6423
e-mail: Howard.Miller@winnebagoctywi.gov

Department of Public Safety

July 30th. 2025

DPS Report to Town Board

As of July 30th. 2025 the Dept. has been paged out for 145 calls. 86 were EMR calls and 44 were fire calls, and 15 that were both. This compares to 156 to date in 2024.

Preparations for our Touch-A-Truck public education event are progressing nicely. The event is August 16th from 10-2pm.

Our members have been working hard applying for grants. We were awarded a grant from Georgia-Pacific to purchase an electric vehicle plug that prevents the electric vehicle from starting and driving off. We were also awarded a grant from Gold Cross to purchase EMR supplies to outfit some of our new members.

We have been monitoring the traffic on Oakwood Ave detoured by the roundabout construction at Larsen Rd & Hwy 76. From July 7th to July 14th. The traffic sign logged 14,575 cars passed by it. The average speed was 45mph.

We are looking for rescue heroes to join our department. Your help in spreading the word is appreciated.

Please contact me with questions or concerns,

Director Rieckmann

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

The Board set this item aside at their July 16, 2025, meeting to be considered at the next (August 6th) meeting. The Plan Commission at their July 9, 2025, meeting recommended denial of the application to the Board with a 6-1 vote.

SUGGESTED MOTION(S):

*Motion and **ROLL CALL** to deny the Conditional Use Application submitted by Brittany & Chris Voigt.*

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 an Application for a Temporary Class "B" license by Central Wisconsin Auto Collectors for an event to be held August 17, 2025.

These licenses are issued for a one-day event and follow similar guidelines to permanent license applications. The Applicants have paid the necessary fees and provided the necessary documentation.

The applicants will need to provide an operator who is licensed in the Town. As of this writing, two applications have been received and were previously listed on the agenda for this meeting.

SUGGESTED MOTION(S):

Motion to approve the application submitted by Central Wisconsin Auto Collectors and grant a Temporary Class "B" license for an event to be held on August 17, 2025.

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

Respectfully Submitted
Kelsey

Form
AB-220

Temporary Alcohol Beverage License

Municipality
T of Clayton

License(s) Requested	Fees	
	<input type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees
	Background Check	\$ —
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name
Central Wisconsin Auto Collectors

2. Organization Permanent Address
PO Box 2132

3. City
Oshkosh

4. State
WI

5. Zip Code
54903-2132

6. Mailing Address (if different from permanent address)

7. FEIN

8. Date of Organization/Incorporation
1968

9. State of Organization/Incorporation
WI

10. Phone
920-279-3350

11. Email
greyston@vbe.com

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

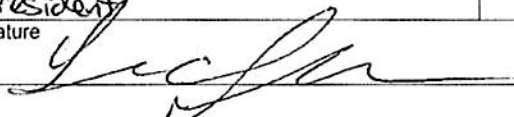
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Tank	Susan	President	920-279-3350
Bargert	Don	Vice President	920-424-9997
Tank	Dan	Secretary	920-279-7965
Meyer	Jack	Treasurer	920-235-2300

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Central Wisconsin Auto Collectors 43 rd Annual Benefit Car Show			
2. Dates of Operation 8/17/2025		3. Hours of Operation 8am-4pm	
4. Premises Address 3282 Breezewood Ln			
5. City Neenah		6. State WI	7. Zip Code 54956
8. County Winnebago	9. Governing Municipality <input type="checkbox"/> City <input checked="" type="checkbox"/> Town <input type="checkbox"/> Village of: Clayton		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event 920-279-3350	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. to cover outside area in front of the main hangar/check-in building, runway, and inside main hangar.			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
<p>READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name Tank	First Name Susan	M.I. S	
Title President	Email greyston@rbe.com	Phone 920-279-3350	
Signature 		Date 6-25-25	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 6/30/25 w/pmt	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a proposal submitted by Architects in Common, LLC for architectural and MEP services for building renovation for new town office space located at 8386 State Rd 76 (Tax ID #006-0623-04-01) in the amount of \$25,000.00.

The submitted proposal is included in the packet & Administrator Wisnefske will be available for any questions the Board may have.

SUGGESTED MOTION(S):

Motion to approve the proposal submitted by Architects in Common, LLC for an amount not to exceed \$25,000.00.

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

Respectfully Submitted
Kelsey



N9224 Mengel Hill Road
Fond du Lac, WI 54937
Ph 920.933.2611
Cell 920.904.2008
www.architectsincommon.com

July 21, 2025

Kelly Wisnepske, Town Administrator
Town of Clayton
8348 Hickory Avenue
Larsen, WI 54947

Re: Town of Clayton new office
8386 State Road 76
Neenah, WI 54956

Kelly:

Architects in Common, LLC (AIC) is pleased to submit this proposal for architectural and MEP services for the above referenced project. We would like to express our appreciation for being considered for this work. Our scope of services includes the following:

Project Description

Existing building renovation and new entrance canopy project for new Town of Clayton office construction documents.

Scope of Basic Services

Architectural

- Prepare architectural construction documents as follows:
 - Cover sheet
 - Architectural site plan as needed
 - Floor plan
 - Exterior elevations
 - Reflected ceiling plan
 - Wall sections
 - Details
 - Room finishes and door schedules
- Building code review
- Field measure existing conditions
- Owner meetings
- Site construction meetings
- State or local plan submittals
- Specs on plans
- Coordination of all sub-consultants

- Shop drawing review
- Addendums
- Bidding
- Completion statement form
- Construction administration
- Punch list

Structural

- Structural design front canopy
- Coordination meetings

Mechanical

- Mechanical design
- Coordination meetings
- Specifications
- Shop drawing review
- Construction administration

Electrical

- Electrical design
- Coordination meetings
- Specifications
- Shop drawing review
- Construction administration

Plumbing

- Plumbing design
- Coordination meetings
- Specifications
- Shop drawing review
- Construction administration

Any service not specifically described herein to be performed by the Architect as a Basic Service, may if mutually agreed to by the Owner and Architect, be performed as an Additional Service, with an increase in the Architect’s compensation and adjustment in the Architect’s contract time.

Compensation

Our proposed fee for the scope of basic services outlined above will be as follows:

Architectural	\$ 15,000	
Structural	\$ 2,000	dkk Engineering
Mechanical	\$ 3,000	Fox Valley MEP, Inc.
Electrical	\$ 3,000	Fox Valley MEP, Inc.
<u>Plumbing</u>	<u>\$ 2,000</u>	<u>Fox Valley MEP, Inc.</u>
Total	\$ 25,000	

Additional work required beyond the scope of this proposal will be billed at a fee of \$165/hour.

If a new electrical service is required, please add \$1,000 for electrical design.

Reimbursable Expenses

Reimbursable expenses will be charged for reproduction of drawings, postage and handling of drawings, specifications and other documents required for completion of work on the project. State and/or local plan review fees will also be a reimbursable expense. Our invoices for all standard expenditures shall have a multiple of one-tenth (1.1) times the cost.

Invoicing

An invoice will be submitted monthly or as applicable for services performed with payment due upon receipt. The Owner agrees that the Architect may suspend services without liability if payment is not received within forty-five (45) days after the date of the Architect's invoice.

Limitation of Liability

AIC represents that the total of our liability for this project which may arise from construction discrepancies now or in the future, or from omissions associated with our construction documents or for any other problematic instances associated with this project are hereby limited to the amount of architectural fees paid for our services on the subject project.

Any misunderstanding of the procedures of this work, including but not limited to design, design development, construction documents, bidding, or any and all aspects of the project's construction which result in conflict between you as the client and ourselves as the architect will be subject to mediation within and governed by the mediation rules of the State of Wisconsin.

Ownership and Copyright

The Architect, and the Architect's consultants, shall be deemed the original authors and owners respectively of any materials produced under this Agreement and shall retain all common law, statutory and other reserved rights, including copyrights. The Owner acknowledges that the Architect and the Architect's consultants have prepared said materials and agrees to limit use of same to this site-specific project only. The Owner agrees to defend, indemnify, and hold harmless the Architect and the Architect's consultants from any causes of action, claims, losses, damages and expenses of any kind whatsoever, including reasonable attorney's fee resulting from unauthorized reuse of the Architect's and the Architect's consultants' materials.

Safety

The Architect shall not be in charge of, or liable for, construction means, methods, techniques, sequences, safety procedures or safety precautions, since these are solely the responsibility of the Contractor.

Please let me know if you have any questions or if you wish to suggest any changes to this proposal. If you are in agreement to the terms as identified in this proposal, please sign a copy and send back AIC for our records.

I look forward to working with you on this project and appreciate the opportunity to present this proposal.

Kind Regards,

Architects in Common, LLC

Town of Clayton



Timothy Kent, AIA, LEED AP

Kelly Wisnefske, Town Administrator

Date: 7-21-2025

Date: _____

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NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 7/01/2025 From Account:
Thru: 7/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
31876	7/02/2025	ASSOCIATED APPRAISAL CONSULTANTS INC	1,942.54
31877	7/02/2025	BOUND TREE MEDICAL, LLC	341.25
31878	7/02/2025	CEDAR CORPORATION	9,481.80
31879	7/02/2025	CINTAS CORPORATION	1,384.88
31880	7/02/2025	GANNETT WISCONSIN LOCALIQ	135.03
31881	7/02/2025	GARROW OIL MARKETING INC	2,876.85
31882	7/02/2025	GENERAL CODE	995.00
31883	7/02/2025	GFL ENVIRONMENTAL	24,660.90
31884	7/02/2025	GOLD CROSS AMBULANCE SERVICE	287.85
31885	7/02/2025	JOHN'S SAW SERVICE	29.99
31886	7/02/2025	KRUEGER TRUE VALUE	5.99
31887	7/02/2025	LANGE ENTERPRISES INC	145.23
31888	7/02/2025	LARSEN MATERIALS LLC	312.00
31889	7/02/2025	LUCKY'S LAND MANAGMENT LLC	2,800.00
31890	7/02/2025	MANNING GROSS & MASSENBURG LLP	17,802.00
31891	7/02/2025	MARK RIECKMANN	60.72
31892	7/02/2025	MCMAHON ASSOCIATES INC	898.32
31893	7/02/2025	MENARDS	62.88
31894	7/02/2025	NORTHEAST ASPHALT INC	984.81
31895	7/02/2025	OSHKOSH TROPHY	163.00
31896	7/02/2025	PITNEY BOWES BANK INC PURCHASE POWER	200.00
31897	7/02/2025	PREMIUM WATERS INC	57.93
31898	7/02/2025	QUALITY TRUCK CARE CENTER, INC	20.43
31899	7/02/2025	TOM HERRMANN	330.26
31900	7/02/2025	WG, INC	57.00
31901	7/02/2025	WI SCTF	385.60
31901	7/02/2025	WI SCTF	385.60
31902	7/16/2025	AFS	35.52
31903	7/16/2025	AIT BUSINESS TECHNOLOGIES LLC	4,349.31
31904	7/16/2025	BASSETT MECHANICAL	1,506.00
31905	7/16/2025	COUNTRY VISIONS COOPERATIVE	246.80
31906	7/16/2025	FOX WEST REGIONAL SEWERAGE COMMISSION	6,537.96
31907	7/16/2025	FRANKS RADIO SERVICE INC	1,107.28

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NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 7/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
31908	7/16/2025	KRUEGER TRUE VALUE	49.64
31909	7/16/2025	LARSEN WINCHESTER SANITARY DISTRICT	194.25
31910	7/16/2025	LUCKY'S LAND MANAGMENT LLC	3,000.00
31911	7/16/2025	MENARDS	47.97
31912	7/16/2025	N&M AUTO SUPPLY	334.79
31913	7/16/2025	NEW FARM TECHNOLOGIES LLC	1,311.00
31914	7/16/2025	NORTHEAST ASPHALT INC	164.86
31915	7/16/2025	RHYME BUSINESS PRODUCTS	499.00
31916	7/16/2025	STERICYCLE/SHRED-IT	157.12
31917	7/16/2025	TED ECKSTEIN	650.00
31918	7/16/2025	TIMOTHY GORDON	361.04
31919	7/16/2025	TRUCK EQUIPMENT INC	2.00
31920	7/16/2025	U.S. DEPARTMENT OF AGRICULTURE	4,403.06
31921	7/16/2025	UNITED COOPERATIVE	199.49
31922	7/16/2025	VILLAGE OF FOX CROSSING	1,211.25
31923	7/16/2025	WERNER PEST & ODOR CONTROL	202.24
31924	7/16/2025	WI DEPT OF JUSTICE	35.00
31925	7/16/2025	WI SCTF	385.60
31925	7/16/2025	WI SCTF	385.60
31926	7/16/2025	WINNEBAGO COUNTY TREASURER	8,221.82
31927	7/16/2025	WINNEBAGO LIQUID WASTE	150.00
31928	7/30/2025	ASSOCIATED APPRAISAL CONSULTANTS INC	1,942.54
31929	7/30/2025	ASSOCIATED BANK	233,072.00
31930	7/30/2025	BOUND TREE MEDICAL, LLC	198.11
31931	7/30/2025	CINTAS CORPORATION	1,209.31
31932	7/30/2025	FOX CITIES CONVENTION & VISITORS BUREAU	688.11
31933	7/30/2025	FOX CITIES SIGN LLC	271.00
31934	7/30/2025	GARROW OIL MARKETING INC	2,218.70
31935	7/30/2025	GFL ENVIRONMENTAL	25,869.50
31936	7/30/2025	HORTON GROUP INC	1,070.00
31937	7/30/2025	JOHN'S SAW SERVICE	639.99
31938	7/30/2025	MCPMAHON ASSOCIATES INC	170.00
31939	7/30/2025	NEENAH JOINT SCHOOL DISTRICT	352.97

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NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 7/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
31940	7/30/2025	PITNEY BOWES BANK INC PURCHASE POWER	45.54
31941	7/30/2025	PITNEY BOWES BANK, INC RESERVE ACCOUNT	1,500.00
31942	7/30/2025	PREMIUM WATERS INC	44.95
31943	7/30/2025	SERVICE MOTOR COMPANY	32.58
31944	7/30/2025	SPEEDY CLEAN	2,970.00
31945	7/30/2025	STRYKER	935.10
31946	7/30/2025	TEAMSTERS LOCAL UNION 662	203.00
31947	7/30/2025	WAUPACA MACHINE AND REPAIR LLC	625.00
31948	7/30/2025	WI SCTF	385.60
31949	7/30/2025	WI SCTF	130.00
31950	7/30/2025	WINNEBAGO LIQUID WASTE	150.00
CS7-30	7/30/2025	CENTRAL STATES H&W FUND	18,052.00
KT6-25	7/17/2025	KWIK TRIP INC	301.67
PBLP7-1	7/01/2025	PITNEY BOWES BANK INC PURCHASE POWER	186.33
IRS62688	7/11/2025	EFTPS	5,540.20
NNCC6-25	7/30/2025	NICOLET NATIONAL BANK	1,510.96
PARK6-25	7/30/2025	WI PUBLIC SERVICE	57.45
WI364704	7/25/2025	WI DEPT OF REVENUE	1,036.69
DOR640800	7/24/2025	WI DEPT OF REVENUE	1,034.90
IRS809446	7/03/2025	EFTPS	1,051.22
NNBCC5-25	6/27/2025	NICOLET NATIONAL BANK	2,069.86
WPSSL6*23	7/25/2025	WI PUBLIC SERVICE	926.78
NNBSVC7-25	7/16/2025	NICOLET NATIONAL BANK	105.00
WE90236-25	7/11/2025	WE ENERGIES	22.57
WPSGEN5-25	7/02/2025	WI PUBLIC SERVICE	23.96
EFTPS408844	7/25/2025	EFTPS	5,682.49
EFTPS621490	7/16/2025	EFTPS	444.02
WPS83485-25	7/08/2025	WI PUBLIC SERVICE	1,204.09
WPS90236-25	7/21/2025	WI PUBLIC SERVICE	365.24
ETF6-25	7/31/2025	WI DEPT OF EMPLOYEE TRUST FUNDS	7,858.45
Grand Total			424,754.34

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NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 7/01/2025 From Account:
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	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	113,380.66
Total Expenditure from Fund # 230 - SOLID WASTE/RECYCLING	55,805.42
Total Expenditure from Fund # 240 - CEMETERY	1,716.25
Total Expenditure from Fund # 250 - FIRE DONATIONS	1,158.82
Total Expenditure from Fund # 300 - DEBT SERVICE	233,843.20
Total Expenditure from Fund # 400 - GENERAL CAPITAL PROJECTS	4,333.24
Total Expenditure from Fund # 420 - TID #1	447.44
Total Expenditure from Fund # 620 - SANITARY DISTRICT	7,852.55
Total Expenditure from Fund # 640 - STORM WATER	6,216.76
Total Expenditure from all Funds	424,754.34