



BOARD OF SUPERVISORS MEETING

Wednesday, January 08, 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, December 18, 2024 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 December 2024 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

NEW HIRES

- A. Jennifer Johnson, Administrative Assistant - December 31, 2024

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Zechariah Mathe, The Larsen Tavern

BUSINESS

- A. Discussion/Action: Town Board review & consideration of setting the date and time for the annual Holiday Gathering for Staff, Board, Commission, & Committee members.

REVIEW OF DISBURSEMENTS

- A. [Check Summary Register](#)

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 22; Feb 5 & 19; March 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 15; Feb 12; March 12

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, December 18, 2024 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
 Supervisor Reif

STAFF

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 4, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, December 4, 2024 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA – NONE

CORRESPONDENCE

- A. Distribution of the November 2024 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 REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of Jason Jensen to divide Tax ID #006-0797 into two (2) separate lots.

MOTION

Motion made by unanimous consent to approve the CSM submitted by Jason Jensen with the following conditions:

- 1. Due to the presence of hydric soils, a note should be added to the effect that a Wetland Delineation may be required prior to any new development on Lots 1 and 2.
- 2. The on-site sewerage systems, drainage ditches, building tie distances perpendicular to right-of-way and/or property line must be showing on the face of the CSM.
- 3. Label accessory buildings as pole shed (larger outbuilding) and livestock shed (smaller outbuilding)
- 4. Add a note to the face of the CSM that states "Lots 1 and 2 do not have access to Stoney Ridge Trail due to an adjoining strip of land owned by others along the North side of Stoney Ridge Trail described as Outlot 2 of CSM No. 2685".

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of entering into an agreement with the Village of Fox Crossing to extend sewer and water utilities from Rocket Way to Larsen Road.

MOTION

Motion made by unanimous consent to enter into an agreement with the Village of Fox Crossing to extend sewer and water utilities to Larsen Road.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of increasing the amount contributed to the Length of Service VFIS for Clayton Fire Rescue to \$495.26 per eligible participant.

MOTION

Motion made by unanimous consent to approve increasing the contribution per eligible participant to \$495.26.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 8 & 22; Feb 5 & 19; March 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 15; Feb 12; March 12

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:43 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

INTERMUNICIPAL REPORT DECEMBER 2024 PERMITTING

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
TOWN OF CLAYTON PERMITS:								
12/3/24	275-24-12B	GREG KEWLEY	9589 CLAYTON	ADDITION	WELHOUSE CONST	\$ 150,000.00	\$ 252.04	\$201.63
12/3/24	276-24-12E	DAVE OBERMEIER	3839 FAIRVIEW	GENERATOR INSTALL	BLACK-HAAK	\$ 12,000.00	\$ 100.00	\$80.00
12/3/24	277-24-12B	ALEXANDER HOMES	2650 PRINCETON	FINISH BASEMENT	ALEXANDER HOMES	\$ 14,000.00	\$ 261.28	\$209.02
12/3/24	278-24-12B	MARK CASWELL	3380 CTY II	LEAN TO OFF POLE BUILDING	SELF	\$ 15,000.00	\$ 184.24	\$147.39
12/3/24	279-24-12E	CHRIS OPINKER	8718 HICKORY	ELECT FOR POLE BUILDING	ALANS ELECT	\$ 5,500.00	\$ 219.00	\$175.20
12/4/24	280-24-12B	OAKWOOD HOMES	2658 LAWRENCE	NSFD	OAKWOOD HOMES	\$ 350,000.00	\$ 785.00	\$628.00
12/10/24	281-24-12B	ALLEN HYNES	3004 SHADY	REMOD	ERIE CONST	\$ 41,351.00	\$ 185.00	\$148.00
12/10/24	282-24-12B	BBS PROPERTIES	2680 & 2682 PRINCTON	NEW DUPLEX	BIGGER BY DESIGN	\$ 504,000.00	\$ 1,036.52	\$829.22
12/10/24	283-24-12B	BBS PROPERTIES	2668 & 2670 PRINCTON	NEW DUPLEX	BIGGER BY DESIGN	\$ 504,000.00	\$ 1,036.52	\$829.22
12/16/24	284-24-12H	VANS REALTY	8341 ST NORBERT	NSFD HVAC	BLACK-HAAK	\$ 6,000.00	\$ 316.20	\$252.96
12/18/24	285-24-12H	DAWN CHRISTENSEN	3102 BUTTERCUP	REPLACE 2 FURNACES, A/C	BLACK-HAAK	\$ 27,000.00	\$ 300.00	\$240.00
12/18/2024	286-24-12H	JASON FREE	3487 KNOX	REPLACE FURNACES	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$60.00
12/18/2024	287-24-12H	LUKE BLECHL	7421 GREEN MEADOW	UNIT HEATER	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$60.00
12/18/2024	288-24-12B	CAROLYN O'REILLY	3384 VOYAGER	BATH REMOD	VKB HOMES	\$ 31,500.00	\$ 195.40	\$156.32
TOTALS						\$ 1,668,351.00	\$ 5,021.20	\$4,016.96
TOWN OF WINNECONNE PERMITS:								
12/4/24	122-24-12E	CURT WOJHAN	5385 EVERBREEZE	NSFD ELECT	CURRENT ELECT	\$ 19,700.00	\$ 205.71	\$ 164.57
12/4/2024	123-24-12H	CURT WOJHAN	5385 EVERBREEZE	NSFD HVAC	MARTENS HVAC	\$ 17,991.00	\$ 205.71	\$ 164.57
12/5/2024	124-24-12B	STEVEN STERNARD	6507 WOODVIEW	NSFD	MIDWEST DESIGN	\$ 425,000.00	\$ 500.00	\$ 400.00
12/5/2024		STEVEN STERNARD	6507 WOODVIEW	TOWN FEES	MIDWEST DESIGN		\$ 510.00	
12/9/2024	125-24-12B	MICHAEL PAMER	CTY RD M	NEW CELL TOWER	T STEEL CONST	\$ 150,000.00	\$ 100.00	\$ 80.00
12/16/2024	126-24-12P	MARK JOCHMAN	6728 WENTZEL SHORE	NSFD PLUMB	WUNDERLICK PLUMB	\$ 21,486.00	\$ 183.42	\$ 146.74
12/16/2024	127-24-12H	VIC MUELLER	6521 LASLEY SHORE	FURNACE REPLACEMENT	BLACK-HAAK	\$ 6,000.00	\$ 40.00	\$ 32.00
TOTALS						\$640,177.00	\$1,744.84	\$987.87

Department of Public Safety

January 2nd. 2025

DPS Report to Town Board

As of November 26th, 2025 the Dept. has been paged-out for 270 calls. One hundred forty-six were EMR calls and one hundred and six were fire calls, and eighteen, that were both. This compares to 252 to date in 2023. This is an increase of 8.2% over 2023.

The search for the firefighter/utility worker continues. The internal candidate we interviewed was offered and has accepted a position for his dream job as a full-time firefighter at Appleton Airport.

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

Please consider donating blood. The need is great, and donors are in short supply.

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 setting the date and time for the annual Holiday Gathering for Staff, Board, Commission, & Committee members.

The Board had discussed having the annual gathering again at the Century Elm. The available dates of the Century Elm in January are as follows:

Wednesday, January 29, 2025

Thursday, January 16, 23, & 30, 2025

Friday, January 10, 17, 24, & 31, 2025

Last year the Holiday Gathering started at 6 pm if the Board wished it to begin at the same time.

SUGGESTED MOTION(S):

Motion to approve (INSERT DATE & TIME) for the annual Holiday Gathering to be held at the Century Elm.

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

Respectfully Submitted,
Kelsey

1/03/2025

8:31 AM

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ACCT

NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 12/01/2024 From Account:
 Thru: 12/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
31390	12/04/2024	ADVANTAGE OVERHEAD DOOR, LLC	315.00
31391	12/04/2024	AFS	41.28
31392	12/04/2024	AIT BUSINESS TECHNOLOGIES LLC	2,596.12
31393	12/04/2024	ASSOCIATED APPRAISAL CONSULTANTS INC	1,692.54
31394	12/04/2024	BOARDMAN & CLARK LLP	930.00
31395	12/04/2024	CINTAS CORPORATION	666.32
31396	12/04/2024	CITY OF APPLETON	32.81
31397	12/04/2024	DUO-SAFETY LADDER CORP	34.85
31398	12/04/2024	ECKSTEIN, TED	650.00
31399	12/04/2024	GANNETT WISCONSIN LOCALIQ	176.45
31400	12/04/2024	GARROW OIL MARKETING INC	2,409.44
31401	12/04/2024	GFL ENVIRONMENTAL	23,770.20
31402	12/04/2024	GRAINGER	12.49
31403	12/04/2024	HERRMANN, TOM	68.50
31404	12/04/2024	HIGHWAY LANDSCAPERS INC	15,073.48
31405	12/04/2024	IPR CLAYTON LLC	14,500.00
31406	12/04/2024	KRUEGER TRUE VALUE	47.42
31407	12/04/2024	KUNDINGER FLUID POWER INC	280.09
31408	12/04/2024	LANGE ENTERPRISES INC	60.73
31409	12/04/2024	MANNING GROSS & MASSENBURG LLP	24,706.00
31410	12/04/2024	MCPMAHON ASSOCIATES INC	8,138.45
31411	12/04/2024	MONROE TRUCK EQUIPMENT	211.70
31412	12/04/2024	N&M AUTO SUPPLY	131.88
31413	12/04/2024	OSHKOSH FIRE & POLICE EQUIPMENT INC	417.50
31414	12/04/2024	PITNEY BOWES BANK INC PURCHASE POWER	300.00
31415	12/04/2024	PREMIER CLAYTON LLC	16.20
31416	12/04/2024	RED POWER DIESEL	973.94
31417	12/04/2024	RIECKMANN CREATIONS & FABRICATIONS LLC	120.00
31418	12/04/2024	SERVICE MOTOR COMPANY	1,950.00
31419	12/04/2024	TEAMSTERS LOCAL UNION 662	198.00
31420	12/04/2024	TRUCK EQUIPMENT INC	608.62
31421	12/04/2024	WI SCTF	148.00
31422	12/04/2024	WINNEBAGO COUNTY TREASURER	6,340.64

1/03/2025

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NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 12/01/2024 From Account:
 Thru: 12/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
31423	12/18/2024	AIT BUSINESS TECHNOLOGIES LLC	33.75
31424	12/18/2024	BEAR GRAPHICS	234.28
31425	12/18/2024	BENNETTTS AUTO	1,231.10
31426	12/18/2024	BOARDMAN & CLARK LLP	1,116.00
31427	12/18/2024	BOUND TREE MEDICAL, LLC	1,049.20
31428	12/18/2024	CEDAR CORPORATION	6,935.84
31429	12/18/2024	CINTAS CORPORATION	475.98
31430	12/18/2024	COMMERCIAL LAUNDRY SALES	280.18
31431	12/18/2024	COUNTRY VISIONS COOPERATIVE	249.86
31432	12/18/2024	DOMINION VOTING	534.00
31433	12/18/2024	FOX WEST REGIONAL SEWERAGE COMMISSION	6,703.59
31434	12/18/2024	HORTON GROUP INC	1,579.00
31435	12/18/2024	KRUEGER TRUE VALUE	6.39
31436	12/18/2024	LANGE ENTERPRISES INC	220.65
31437	12/18/2024	LUCKY'S LAND MANAGMENT LLC	3,120.00
31438	12/18/2024	MANNING GROSS & MASSENBURG LLP	2,485.00
31439	12/18/2024	MCMAHON ASSOCIATES INC	3,182.39
31440	12/18/2024	N&M AUTO SUPPLY	440.96
31441	12/18/2024	NEENAH JOINT SCHOOL DISTRICT	342.48
31442	12/18/2024	PREMIUM WATERS INC	54.44
31443	12/18/2024	RHYME BUSINESS PRODUCTS	745.92
31444	12/18/2024	RIESTERER & SCHNELL INC	524.61
31445	12/18/2024	SCHOMMER ELECTRICAL CONTRACTING	84.18
31446	12/18/2024	SERWE IMPLEMENT CO INC	744.96
31447	12/18/2024	STERICYCLE/SHRED-IT	148.55
31448	12/18/2024	TRANSCENDENT TECHNOLOGIES	1,045.00
31449	12/18/2024	WI DEPT OF JUSTICE	7.00
31450	12/18/2024	WI SCTF	148.00
31451	12/18/2024	WI SOCIETY OF EMERGENCY SERVICES INSTRUCTORS	200.00
31452	12/18/2024	WINNEBAGO COUNTY TREASURER	11,908.88
31453	12/31/2024	AFS	5.84
31454	12/31/2024	ASSOCIATED APPRAISAL CONSULTANTS INC	1,692.54
31455	12/31/2024	BASSETT MECHANICAL	1,075.43

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ACCT

NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 12/01/2024 From Account:
 Thru: 12/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
31456	12/31/2024	BEAR GRAPHICS	506.60
31457	12/31/2024	BOUND TREE MEDICAL, LLC	22.68
31458	12/31/2024	CINTAS CORPORATION	666.32
31459	12/31/2024	EAST CENTRAL WISCONSIN PLUMBING INSPECTORS	25.00
31460	12/31/2024	ECKSTEIN, TED	850.00
31461	12/31/2024	FOX VALLEY TECHNICAL COLLEGE	363.50
31462	12/31/2024	FOX-WOLF WATERSHED ALLIANCE	665.00
31463	12/31/2024	GARROW OIL MARKETING INC	1,863.60
31464	12/31/2024	GFL ENVIRONMENTAL	23,825.16
31465	12/31/2024	KAYLIN RIECKMANN	484.91
31466	12/31/2024	KRUEGER TRUE VALUE	57.95
31467	12/31/2024	KUNDINGER FLUID POWER INC	72.77
31468	12/31/2024	PITNEY BOWES BANK INC PURCHASE POWER	2,375.81
31469	12/31/2024	RED POWER DIESEL	8,319.78
31470	12/31/2024	RIESTERER & SCHNELL INC	410.85
31471	12/31/2024	TEAMSTERS LOCAL UNION 662	198.00
31472	12/31/2024	TOWN OF CLAYTON	5,110.44
31473	12/31/2024	TRUCK EQUIPMENT INC	257.93
31474	12/31/2024	VILLAGE OF FOX CROSSING	900.35
31475	12/31/2024	WI SCTF	148.00
31476	12/31/2024	WORKHORSE SOFTWARE SERVICES INC.	4,400.00
CS1224	12/31/2024	CENTRAL STATES H&W FUND	15,400.80
WE1124	12/09/2024	WE ENERGIES	16.05
KT11-24	12/18/2024	KWIK TRIP INC	309.90
ETF11-24	12/23/2024	WI DEPT OF EMPLOYEE TRUST FUNDS	6,634.02
HINS1124	12/05/2024	CENTRAL STATES H&W FUND	19,251.00
NNCC1024	12/02/2024	NICOLET NATIONAL BANK	1,017.25
PB122924	12/31/2024	PITNEY BOWES BANK INC PURCHASE POWER	186.33
WPSGEN10	12/02/2024	WI PUBLIC SERVICE	26.76
WPSGEN12	12/31/2024	WI PUBLIC SERVICE	23.95
DOR113024	12/11/2024	WI DEPT OF REVENUE	806.22
DOR122624	12/27/2024	WI DEPT OF REVENUE	835.66
DOR1220204	12/20/2024	WI DEPT OF REVENUE	844.08

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ACCT

NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 12/01/2024 From Account:
Thru: 12/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
IRS2527033	12/20/2024	EFTPS	539.88
NNBSVC1224	12/15/2024	NICOLET NATIONAL BANK	105.00
WPSSLNOV24	12/26/2024	WI PUBLIC SERVICE	887.19
EFTPS122724	12/27/2024	EFTPS	4,427.17
EFTPSTB1202	12/03/2024	EFTPS	651.74
TAXCASHTC24	12/17/2024	TOWN OF CLAYTON	1,000.00
WPS11259023	12/17/2024	WI PUBLIC SERVICE	306.18
WPS35771124	12/27/2024	WI PUBLIC SERVICE	39.54
WPS83481024	12/04/2024	WI PUBLIC SERVICE	800.98
EFTPSB121224	12/13/2024	EFTPS	4,400.40
Grand Total			266,259.40

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ACCT

NICOLET NATIONAL BANK (POOLED)

Accounting Checks

Posted From: 12/01/2024 From Account:
Thru: 12/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	143,880.44
Total Expenditure from Fund # 230 - SOLID WASTE/RECYCLING	59,909.12
Total Expenditure from Fund # 240 - CEMETERY	1,500.00
Total Expenditure from Fund # 250 - FIRE DONATIONS	484.91
Total Expenditure from Fund # 400 - GENERAL CAPITAL PROJECTS	5,935.76
Total Expenditure from Fund # 420 - TID #1	6,153.88
Total Expenditure from Fund # 620 - SANITARY DISTRICT	24,166.14
Total Expenditure from Fund # 640 - STORM WATER	24,229.15
Total Expenditure from all Funds	266,259.40