



BOARD OF SUPERVISORS MEETING

Wednesday, September 17, 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, September 3, 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 August 2025 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 & discussion on the potential impact to the Future Land Use Map of the Town of Clayton Comprehensive Plan 2040 and the Highway 10 Corridor with respect to possible new development projects.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Change Order #1 for Rocket Way & Larsen Rd Sanitary Extension submitted by Jossart Brothers, Inc in the amount of \$10,200.00.
- B. Review/Discussion: Town Board review & discussion on possible future development projects within the Town of Clayton TID #1.

- C. Review/Discussion: Town Board review & discussion on wildlife management options for the Eagle Heights Dr regional stormwater pond (Tax ID #006-0328-02-01).

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Oct 1 & 15; Nov 5 & 19; Dec 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - Oct 8; Nov 12; Dec 10

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, September 03, 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
 Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, August 20, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, August 20, 2025 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 August 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

BUSINESS

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

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2025-005 and direct Staff to post and publish as required.

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

Motion carried 4-0.

- B. Discussion/Action: Town Board review & consideration of Ordinance 2025-007 Creating the Town of Clayton Code of Ordinances Relating to the Keeping of Backyard Chickens.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2025-007 and direct Staff to post and publish as required.

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

Motion carried 4-0.

- C. Discussion/Action: Town Board review & discussion on proposed changes to Municipal Code 4.9 Cemetery and Burial Site Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Sept 17; Oct 1 & 15; Nov 5 & 19
 B. Plan Commission (6:30 pm start unless otherwise noted) - Sept 10; Oct 8; Nov 12

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**ADJOURNMENT****MOTION**

Motion made by unanimous consent to adjourn at 6:55 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
 Town Clerk

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD
2025 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	64.10	34.34	39.99	41.09	45.98	44.27	43.86	53.16				366.79	T. Algoma
002	T. Black Wolf	21.21	17.29	16.94	18.97	26.25	19.69	27.20	18.73				166.28	T. Black Wolf
003	T. Clayton	32.22	29.62	33.53	36.01	36.70	37.20	39.76	32.87				277.91	T. Clayton
004	V. Fox Crossing	119.59	82.63	99.67	113.34	114.59	102.28	126.41	101.28				859.79	V. Fox Crossing
005	T. Neenah	29.20	30.96	36.68	25.81	33.18	27.11	35.46	28.45				246.85	T. Neenah
006	T. Nekimi	10.28	8.29	8.90	10.71	9.53	8.94	12.29	8.50				77.44	T. Nekimi
008	T. Omro	9.81	8.11	10.97	7.02	12.09	11.72	9.48	10.02				79.22	T. Omro
013	T. Vinland	11.96	9.62	13.12	18.47	15.12	13.86	18.05	14.36				114.56	T. Vinland
014	T. Winchester	16.40	11.56	12.21	11.97	14.52	14.96	13.70	13.59				108.91	T. Winchester
015	T. Winneconne	26.60	18.26	18.39	21.98	34.03	26.11	39.00	26.82				211.19	T. Winneconne
016	T. Wolf River	9.51	4.80	6.47	6.11	7.81	10.48	15.17	8.79				69.14	T. Wolf River
017	V. Winneconne	18.98	15.42	14.80	13.92	18.32	12.45	19.68	15.15				128.72	V. Winneconne
018	C. Menasha	131.18	77.49	117.63	120.69	100.23	132.58	108.30	110.27				898.37	C. Menasha
019	C. Neenah	169.09	131.53	149.20	171.61	180.26	164.84	181.55	155.18				1303.26	C. Neenah
020	C. Omro	29.79	16.95	18.62	19.11	20.19	21.35	25.39	23.89				175.29	C. Omro
021	C. Oshkosh	315.79	254.82	291.80	333.34	384.65	351.73	342.12	297.60				2571.85	C. Oshkosh
	Other SS	278.51	173.11	265.54	244.17	282.10	229.55	282.43	215.14				1970.55	Other SS
	TOTAL TONS	1294.22	924.80	1154.46	1214.32	1335.55	1229.12	1339.85	1133.80				9626.12	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,867	106.83	T. Omro	2,413	65.66	C. Menasha	18,662	96.28
T. Black Wolf	2,429	136.91	T. Vinland	1,754	130.63	C. Neenah	27,611	94.40
T. Clayton	4,525	122.83	T. Winchester	1,783	122.16	C. Omro	3,624	96.74
V. Fox Crossing	19,285	89.17	T. Winneconne	2,647	159.57	C. Oshkosh	67,245	76.49
T. Neenah	3,664	134.74	T. Wolf River	1,214	113.90			
T. Nekimi	1,324	116.98	V. Winneconne	2,514	102.40	Total	167561	91.38

*Population updated on 1/31/24 from Dept. of Admin. "January 1, 2024 Final Population Estimates"

https://doa.wi.gov/DIR/Final_Ests_Muni_2024.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 Referred by Plan Commission

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion on the potential impact to the Future Land Use Map of the Town of Clayton Comprehensive Plan 2040 and the Highway 10 Corridor with respect to possible new development projects.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

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

Respectfully Submitted

Kelsey



PLAN COMMISSION

Wednesday, September 10, 2025 – 6:30 PM

Item A.

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 Hopkins

EXCUSED

Commissioner Ketter
Town Board Rep. Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kamke

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, August 13, 2025 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haase to approve the Minutes of the Wednesday, August 13, 2025 Plan Commission Meeting as presented.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins

Motion carried 5-0.

OPEN FORUM – Public comments addressed to the Plan Commission

Mark Lesperance, 3373 Winnegamie Dr, Neenah WI 54956, spoke regarding flooding of his property he felt was caused by a neighboring property.

CORRESPONDENCE

- A. Distribution of the August 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Discussion: Plan Commission review & discussion on the potential impact to the Future Land Use Map of the Town of Clayton Comprehensive Plan 2040 and the Highway 10 Corridor with respect to possible new development projects.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Oct 8; Nov 12; Dec 10
- B. Town Board (6:30 pm start unless otherwise noted) - Sept 17; Oct 1 & 15; Nov 5 & 19

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:34 pm.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Change Order #1 for Rocket Way & Larsen Rd Sanitary Extension submitted by Jossart Brothers, Inc in the amount of \$10,200.00.

At the March 5, 2025, Meeting, the Board approved awarding the bid for the Larsen Rd Sanitary Extension in the amount of \$196,411.00.

In an email from McMahon dated September 10, 2025, Administrator Wisnefske was informed that there was no bid item to cover the grass restoration on the Neenah High School property. The landscaper pricing is \$10,200.00 (\$7.29 per sq yard).

Change Order #1 was provided by the Village of Fox Crossing on September 15, 2025, at 2:05 pm for review by Administrator Wisnefske. The Village Board will consider this item at its September 22nd meeting.

SUGGESTED MOTION(S):

Motion to approve Change Order #1 submitted by Jossart Brothers, Inc. in the amount of \$10,200.00.

Motion to set aside this agenda item until the October 1, 2025, Board of Supervisors meeting.

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

Respectfully Submitted
Kelsey

McMAHON

ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025
TELEPHONE: 920.751.4200
FAX: 920.751.4284

CHANGE ORDER

JOSSART BROTHERS, INC.
1682 Swan Road
De Pere, WI 54115

Contract No. F0057-09-24-00565
Project File No. F0058-09-24-00565
Change Order No. One (1)
Issue Date: September 11, 2025
Project: Fox Crossing Utilities 2025 Water
Main & Sanitary Sewer Extension

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Add to Supplemental Bid B – Rocket Way & Larsen Road Topsoil, Seed, and E-Mat (Estimated 1,400 S.Y.) 1 Lump Sum ADD	+ \$10,200.00
	TOTAL	+ \$10,200.00


The Changes Result In The Following Adjustments:


	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$1,445,914.90</u>	<u>-</u> days
Adjustments Per This Change Order	<u>+\$10,200.00</u>	<u>0</u> days
Current Contract Status	<u>\$1,456,114.90</u>	<u>-</u> days

Recommended:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

Accepted:
JOSSART BROTHERS, INC.
Wisconsin

Authorized:
VILLAGE OF FOX CROSSING
Fox Crossing Utilities

By: 
Date: 9-11-2025

By: 
Date: 9-15-25

By: _____
Date: _____

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion on possible future development projects within the Town of Clayton TID #1.

Following the Plan Commission's discussion at their September 10, 2025, meeting Administrator Wisnefske wanted to also discuss with the Board possible future development projects.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

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

Respectfully Submitted
Kelsey

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion on wildlife management options for the Eagle Heights Dr regional stormwater pond (Tax ID #006-0328-02-01).

Administrator Wisnepske was informed that the current laser bird control system was not accepted as a wildlife management option within the airport overlay. She would like to discuss the situation with the Board, as some form of wildlife management option will be required for this pond.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

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

Respectfully Submitted

Kelsey