



BOARD OF SUPERVISORS MEETING

Wednesday, April 17, 2024

Immediately following a Prior Scheduled Meeting

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

AGENDA

THIS MEETING IS IMMEDIATELY FOLLOWING THE ANNUAL REORGANIZATIONAL 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, April 3, 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 March 2024 Building Inspection Report
- B. Distribution of the March 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: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed CSM dividing/reconfiguring Tax ID #006-0035, Tax ID #006-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.
- B. Plan Commission Recommendation: Motion to postpone until no later than August 31, 2024 a Conditional Use Application submitted by Kunes Appleton Properties

for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

- C. Plan Commission Recommendation: Motion to postpone until no later than August 31, 2024 a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of hiring Zach Kohler for a Public Works Laborer position at a wage of \$23.90 per hour, with a start date of April 15, 2024.
- B. Discussion/Action: Town Board review & consideration of the Contractor's Application for Payment #2 for Deer Trail Estates Drainage Resolve submitted by Highway Landscapers, Inc in the amount of \$67,958.12.
- C. Discussion/Action: Town Board review & consideration of a quote from Fox Cities Sign LLC for the new Trailhead Park sign including recognition of the Larsen-Winchester Lions Club in the amount of \$5,092.00

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - May 1 & 15; June 5 & 19; July 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- C. Open Book - May 8 from 12 pm - 2 pm
- D. Board of Review - May 28 starting at 10 am

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, April 03, 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
- Attorney LaFrombois - arrived 6:34 pm

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, March 20, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Wednesday, March 20, 2024 Town Board Meeting Minutes.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the meeting materials for the April 3, 2024 Fox West Regional Sewerage Commission Meeting

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. New - Stephen Fusfeld, Winegamie Golf Course
- B. New - Michael Deshasier, Winagamie Golf Course
- C. Renewal - Kevin Harbick, Winagamie Golf Course

BUSINESS

- A. Discussion/Action: Town Board review & consideration of options to purchase a replacement or repair the Public Works Brining Truck.

MOTION

Motion made by unanimous consent to approve reallocating \$90,000.00 from the Capital Project Fund to the General Fund for the purpose of purchasing a new Public Works Brining Truck.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the Change Order #1 for Eagle Heights Dr & Wing Ln Water Main, Sanitary Sewer, Street & Stormwater Pond Construction submitted by MCC, Inc. in the amount of \$18,813.57.

MOTION

Motion made by unanimous consent to approve the Change Order #1 submitted by MCC, Inc. in the amount of \$18,813.57.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the Certificate for Payment #4 for Eagle Heights Dr & Wing Ln Water Main, Sanitary Sewer, Street & Stormwater Pond Construction submitted by MCC, Inc. in the amount of \$26,355.66.

MOTION

Motion made by unanimous consent to approve the Certificate for Payment #4 submitted by MCC, Inc. in the amount of \$26,355.66.

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) - Apr 17; May 1 & 15; June 5 & 19
The April 17th meeting will begin immediately following the Annual Reorganizational Meeting
- B. Plan Commission (6:30 pm start unless otherwise noted) - Apr 10; May 8; June 12
- C. Annual Town Meeting - April 16 at 6:30 pm
- D. Annual Reorganizational Meeting - April 17 at 6:00 pm
- E. Open Book - May 8 from 12 pm - 2 pm
- F. Board of Review - May 28 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:57 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

INTERMUNICIPAL REPORT MARCH 2024 PERMITTING

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
TOWN OF CLAYTON PERMITS:								
3/11/2024	37-24-3E	DONNA SEELow	9183 OAKRIDGE	SERVICE CHANGE	CUMINGS ELECT	\$ 2,500.00	\$ 100.00	
3/11/2024	38-24-3E	KYLE GUSTAFON	9346 BROAD MEADOW	NSFD ELECT	TEAM SERVICES	\$ 22,000.00	\$ 423.84	\$ 339.07
3/11/2024	39-24-3H	GABRIELLE HAAS	8072 GOLDEN PRIMROSE	REPLACE FURNACE	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$ 60.00
3/11/2024	40-24-3E	CHARTER COMMUNICATIOI	SOUTH OF 7326 SUNBUST	SERVICE FOR POWER SUPPLY	EISCH ELECT	\$ 2,000.00	\$ 75.00	\$ 60.00
3/18/2024	41-24-3B	CHUCK DUFFECK	2671 CASSY	BASEMENT REMOD	5 STAR CONTRACTING	\$ 115,000.00	\$ 355.00	\$ 284.00
3/18/2024	42-24-3E	CHUCK DUFFECK	2671 CASSY	REMOD ELECT	AB ELECTRICAL	\$ 15,000.00	\$ 165.00	\$ 132.00
3/18/2024	43-24-3B	DAN MEYER	8084 GALAXY	INSTALL EGRESS WINDOW	B&B BASEMENT REPAIR	\$ 5,800.00	\$ 75.00	\$ 60.00
3/19/2024	44-24-3B	DEBRA HAUFE	3224 CTY II	REROOF	ERIE CONST	\$ 49,787.00	\$ 75.00	\$ 60.00
3/19/2024	45-24-3B	MATT ZOLP	3207 WINNEGAMIE	REROOF	RIDGE TOP	\$ 29,850.00	\$ 75.00	\$ 60.00
3/19/2024	46-24-3H	NISK SCHMIDT	2521&2523 FAIRVIEW	NEW DUPLEX HVAC	S&A PETERS	\$ 28,000.00	\$ 489.30	\$ 391.44
3/21/2024	47-24-3E	WAPAO VUE	8326 PIONEER	SERVICE	SPRANGERS ELECT	\$ 2,500.00	\$ 100.00	\$ 80.00
3/21/2024	48-24-3E	BEN HARVATH	3010 RIDGEWAY	SERVICE	ABCON ELECT	\$ 3,500.00	\$ 100.00	\$ 80.00
3/21/2024	48-24-3H	COOPER WALBRUN	8408 WHISPERING MEADOWS	NSFD HVAC	VAN HANDEL HVAC	\$ 12,500.00	\$ 395.40	\$ 316.32
3/21/2024	49-24-3B	ROB MICHAKIEWOZ	ROSEMARY LN	BASEMENT REMOD	CALMES VERKUILEN	\$ 32,000.00	\$ 331.60	\$ 265.28
3/26/2024	50-24-3E	GREG KARMAN	9061 OAKWOOD	SOLAR INSTALL	HIGH COUNTRY ELECT	\$ 10,000.00	\$ 100.00	\$ 80.00
3/26/2024	51-24-3B	DOMINIKA WASZYNSKA	8065 NICHOLE HTS	DETACHED GARAGE	SELF	\$ 75,000.00	\$ 244.00	\$ 195.20
3/29/2024	52-24-3B	CHELSEA MORTENSON	4520 GRANDVIEW	DETACHED GARAGE	SELF	\$ 30,000.00	\$ 196.60	\$ 157.28
3/29/2024	53-24-3H	GRANT WILSON	3485 DEKALB	GARAGE HEATER	BLACK-HAAK	\$ 3,000.00	\$ 75.00	\$ 60.00
3/29/2024	54-24-3H	JULIE MEYER	2649 MEGAN WAY	REPLACE FURNACE	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00
3/29/2024	55-24-3P	JOE BORTHERT	3110 FAIRVIEW	REPLACE WATER HEATER	BLACK-HAAK	\$ 2,000.00	\$ 75.00	\$ 60.00
TOTALS						\$ 446,937.00	\$ 3,500.74	\$ 2,800.59
TOWN OF WINNECONNE PERMITS:								
3/4/2024	15-24-3B	PETER KRABBE	6860 SUNSET TR	NSFD	RNT HOME BLDERS	\$ 320,000.00	\$ 500.00	\$ 400.00
3/4/2024		PETER KRABBE	6860 SUNSET TR	TOWN FEES	PETER KRABBE		\$ 510.00	
3/4/2024	16-24-3E	PETER KRABBE	6860 SUNSET TR	NSFD ELECT	DIERSEN ELECT	\$ 10,000.00	\$ 155.43	\$ 124.34
3/4/2024	17-24-3H	PETER KRABBE	6860 SUNSET TR	NSFD HVAC	J&B HVAC	\$ 12,000.00	\$ 155.43	\$ 124.34
3/4/2024	18-24-3P	PETER KRABBE	6860 SUNSET TR	NSFD PLUMB	SBS PLUMB	\$ 15,000.00	\$ 155.43	\$ 124.34
3/13/2024	19-24-3B	JASON GARBISH	6874 SUNSET TR	NSFD	ENVISION BLDGS	\$ 480,000.00	\$ 500.00	\$ 400.00
3/13/2024		JASON GARBISH	6874 SUNSET TR	TOWN FEES	ENVISION BLDGS		\$ 510.00	
3/26/2024	20-24-3B	MATT ERICKSON	5183 SOUTHWIND	REMOD	RH DESIGN	\$ 112,000.00	\$ 143.50	\$ 114.80
3/26/2024	21-24-3B	LYLE ZABEL	48 INGERSOLL	GARAGE ADDITION	SELF	\$ 40,000.00	\$ 254.40	\$ 203.52
3/26/2024	22-24-3E	BRYAN SLEIK	6980 CROSS	ADDN ELECT	EAGLE ELECT	\$ 2,200.00	\$ 63.00	\$ 50.40
3/28/2024	23-24-3B	ISAIAH THEDE	6061 HARBOUR VIEW	NSFD	SALZSIEDERS SERVICE	\$ 500,000.00	\$ 666.90	\$ 533.52
3/28/2024		ISAIAH THEDE	6061 HARBOUR VIEW	TOWN FEES	SALZSIEDERS SERVICES		\$ 510.00	
TOTALS						\$ 1,171,200.00	\$ 3,624.09	\$ 1,675.27

MIKE ELDER
Acting Director

www.winnebago-county-solid-waste.com
solidwaste@winnebago-county-wi.gov



Winnebago County


**Solid Waste
Management Board**

The Wave of the Future

LANDFILL/ADMINISTRATIVE
100 W. COUNTY RD. Y
OSHKOSH, WI 54901

PHONE (920) 232-1800
FAX (920) 424-1189

Item B.

Date: March 6, 2024
To: Contracted Responsible Units
From: Kathy Hutter, Operations Manager 
khutter@winnebago-county-wi.gov
920-232-1853
Re: Commodity Percentages for January – December 2023

The commodity percentages for January –December 2023 are summarized below. The Tri-County Recycling Facility processed 100,485 tons of single stream recycling during this timeframe (~7% decrease from January – December 2022). Please email or call me if you have questions.

<u>Material</u>	<u>% Jan-Dec 2023</u>
Aluminum	1.52%
Plastic #1 and # 2	4.99%
Glass	20.88%
Tin/Steel	2.21%
Cardboard	24.73%
Mixed paper	35.93%
Residual (landfilled)	9.75%
Total	100%

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD
2024 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	
T. Algoma	48.78	57.51	55.09										161.38	T. Algoma
T. Black Wolf	16.36	20.52	14.97										51.85	T. Black Wolf
T. Clayton	41.50	27.60	27.02										96.12	T. Clayton
V. Fox Crossing	118.23	100.41	96.94										315.58	V. Fox Crossing
T. Neenah	28.08	25.51	21.28										74.87	T. Neenah
T. Nekimi	9.23	6.70	6.89										22.82	T. Nekimi
T. Omro	12.75	7.45	7.95										28.15	T. Omro
T. Vinland	17.76	12.31	11.17										41.24	T. Vinland
T. Winchester	12.58	11.94	11.73										36.25	T. Winchester
T. Winneconne	17.27	21.21	20.41										58.89	T. Winneconne
T. Wolf River	9.05	6.95	6.25										22.25	T. Wolf River
V. Winneconne	13.28	13.59	14.89										41.76	V. Winneconne
C. Menasha	136.60	81.09	104.30										321.99	C. Menasha
C. Neenah	182.85	151.44	151.85										486.14	C. Neenah
C. Omro	12.75	21.42	21.10										55.27	C. Omro
C. Oshkosh	337.77	294.93	284.63										917.33	C. Oshkosh
Other SS	257.02	235.29	276.81										769.12	Other SS
TOTAL TONS	1271.86	1095.87	1133.28										3501.01	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,939	46.51	T. Omro	2,375	23.71	C. Menasha	18,576	34.67
T. Black Wolf	2,422	42.82	T. Vinland	1,757	46.94	C. Neenah	27,560	35.28
T. Clayton	4,394	43.75	T. Winchester	1,784	40.64	C. Omro	3,629	30.46
V. Fox Crossing	19,113	33.02	T. Winneconne	2,637	44.66	C. Oshkosh	66,986	27.39
T. Neenah	3,669	40.81	T. Wolf River	1,210	36.78			
T. Nekimi	1,325	34.45	V. Winneconne	2,519	33.16	Total	166895	32.74



PLAN COMMISSION

Wednesday, April 10, 2024 – 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 6:31 pm

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

PRESENT

Chair Knapinski
Commissioner Haskell
Commissioner Nemecek
Commissioner Dorow
Commissioner Hopkins
Town Board Rep. Christianson

EXCUSED

Commissioner Ketter

STAFF

Administrator Wisnepske
Clerk Faust-Kubale
Code Administrator Kussow
Planner Jaworski

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, March 13, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, March 13, 2024 Plan Commission Meeting as presented.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

OPEN FORUM – Public comments addressed to the Plan Commission – NONE

CORRESPONDENCE

- A. Distribution of the February 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed CSM

dividing/reconfiguring Tax ID #006-0035, Tax ID #006-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the CSM Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust with the following conditions:

1. The subdivider shall provide the Town with a copy of the Winnebago County Erosion Control Permit and approved plans prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction of the road extension of Memory Lane.
2. Memory Lane Extension Improvement Plans (i.e., road construction plans) shall be reviewed for compliance with the Town Minimum Road Design Standards and approved by the Town Engineer prior to:
 - Executing the required Public Improvement Agreement;
 - Official approval/release of the CSM (i.e., Town approval signature on the CSM); and
 - Commencing construction of the road extension of Memory Lane
3. The subdivider shall execute a Public Improvement Agreement with the Town and provide the requisite financial security, as approved by the Town Board and in accordance with the Town Subdivision Ordinance, prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction on the road extension of Memory Lane.
4. Addition of the "Right to Farm" language on the face of the CSM.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to postpone the Conditional Use Application submitted by Kunes Appleton Properties LLC until no later than August 31, 2024 to resolve the following outstanding items:

1. Proposed new driveway in eastern portion of property exceeds the 36 ft. maximum width requirement at the juncture with the street pavement.
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
3. Applicant did not provide DNR approval for wetland disturbance/filling.
4. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
5. Applicant may be required to revise the submitted landscaping plan to allow for additional landscaping points.
6. Exploration of an alternate location for the location of the garbage/recycling/waste receptacles.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to postpone the Site Plan Application submitted by Kunes Appleton Properties LLC until no later than August 31, 2024 to resolve the following outstanding items:

1. Proposed new driveway in eastern portion of property exceeds the 36 ft. maximum width requirement at the juncture with the street pavement.
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
3. Applicant did not provide DNR approval for wetland disturbance/filling.
4. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
5. Applicant may be required to revise the submitted landscaping plan to allow for additional landscaping points.
6. Exploration of an alternate location for the location of the garbage/recycling/waste receptacles.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 17; May 1 & 15; June 5 & 19
The April 17th meeting will begin immediately following the Annual Reorganizational Meeting
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 8; June 12; July 10
- C. Annual Town Meeting - April 16 at 6:30 pm
- D. Annual Reorganizational Meeting - April 17 at 6:00 pm
- E. Open Book - May 8 from 12 pm - 2 pm
- F. Board of Review - May 28 starting at 10 am

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:21 pm.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of hiring Zach Kohler for a Public Works Laborer position at a wage of \$23.90 per hour with a start date of April 15, 2024.

This hire is filling a vacancy in the Public Works Department.

If the Board agrees, a motion to approve the hire would be in order.

SUGGESTED MOTION:

Motion to approve the hiring of Zach Kohler for an open Public Works Laborer position at a wage of \$23.90 per hour.

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 the Contractor's Application for Payment #2 for Deer Trail Estates Drainage Resolve submitted by Highway Landscapers, Inc in the amount of \$67,958.12.

Attached please find a copy of the Application for Payment #2 submitted by Highway Landscapers, Inc. for work performed in Deer Trail Estates.

The Administrator has reviewed the payment request and feels the amount is correct and should be paid.

If the Board agrees, a motion to approve the Application for Payment would be in order.

Suggested Motion:

A motion to approve the Contractor's Application for Payment #2 submitted by Highway Landscapers, Inc. in the amount of \$67,958.12.

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

Respectfully Submitted,
Kelsey

Contractor's Application for Payment No. 2

Item B.

	Application Period: 12/17/2023-1/20/2024	Application Date: 1/25/2024
To (Owner): Town of Clayton	From (Contractor): Highway Landscapers, Inc	Via (Engineer): Cedar Corporation
Project: Deer Trail Estates Drainage Resolve	Contract: Deer Trail I	
Owner's Contract No:	Contractor's Project No: 2754	Engineer's Project No: 05588-0030

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$8,818.42	
2	\$4,862.43	
3	\$6,434.00	
4	\$5,961.00	
TOTALS		
	\$26,075.85	
NET CHANGE BY CHANGE ORDERS		
	\$26,075.85	

1. ORIGINAL CONTRACT PRICE.....				\$ 283,185.00
2. Net change by Change Orders.....				\$ 26,075.85
3. Current Contract Price (Line 1 ± 2).....				\$ 309,260.85
4. TOTAL COMPLETED AND STORED TO DATE (Column I total on Progress Estimates).....				\$ 268,522.85
5. RETAINAGE:				
a. 5% X \$268,522.85 Work Completed.....				\$ 13,426.14
b. 5% X _____ Stored Material.....				\$ _____
c. Total Retainage (Line 5.a + Line 5.b).....				\$ 13,426.14
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....				\$ 255,096.71
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....				\$ 187,138.59
8. AMOUNT DUE THIS APPLICATION.....				\$ 67,958.12

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the

Contractor Signature

By: Roch Akinkhin Date: 1/24/24

Payment of: \$ 67,958.12
(Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 1/1/24
(Engineer) (Date)

Payment of: \$ 67,958.12
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Unit Price Progress Estimate

Contractor's Application

Project: Deer Trail Estates Drainage Resolve				Application Number: 2									
Application Period: 12/17/2023-1/20/2024				Application Date: January 25, 2024									
A				B	C	D	E	F	G	H	I	J	
Bid No.	Item Description		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
					Previous Applications		This Application		Materials Stored		Quantity	Amount	
					Quantity	Amount	Quantity	Amount	Quantity	Amount			
1	Sawcut	Sawcut Drives and Roads	422	\$4.00	176	\$704.00					176	\$704.00	41.7%
2	Driveway	Driveway Removal (9 Units)	468	\$6.00	247.9	\$1,487.40					247.9	\$1,487.40	53.0%
3	Road	Road Pavement Removal	113	\$8.00	82	\$656.00					82	\$656.00	72.6%
4	8" HDPE	8" HDPE Drain Tile	5350	\$16.30	5063	\$82,526.90	294	\$4,792.20			5357	\$87,319.10	100.1%
5	8" Apron	8" Apron Endwall	1	\$400.00	1	\$400.00					1	\$400.00	100.0%
6	24" Storm	24" Storm Inlet	20	\$2,600.00	18	\$46,800.00	2	\$5,200.00			20	\$52,000.00	100.0%
7	Remove	Remove and Reinstall Driveway Culvert	1	\$1,000.00			1	\$1,000.00			1	\$1,000.00	100.0%
8	New 17" X	New 17" X 13" Driveway Culvert (7 Units)	142	\$88.00	188	\$16,544.00	60	\$5,280.00			248	\$21,824.00	174.6%
9	New 21" X	New 21" X 15" Driveway Culvert (5 Units)	191	\$90.00	60	\$5,400.00					60	\$5,400.00	31.4%
10	New Road	New Road Culverts (2 Units)	87	\$95.00	87	\$8,265.00					87	\$8,265.00	100.0%
11	New HMA	New HMA Driveway (3.5" Thick)	489	\$36.00									
12	New Conc.	New Conc. Driveways (7" Thick)	477	\$20.00									
13	New HMA	New HMA Road Crossings (4" Thick)	113	\$90.00									
14	Ditch	Ditch Checks	29	\$50.00			10	\$500.00			10	\$500.00	34.5%
15	Culvert	Culvert Checks	16	\$20.00									
16	Inlet	Inlet Protection	20	\$55.00			9	\$495.00			9	\$495.00	45.0%
17	Lawn	Lawn Restoration - Along ditch lines	5350	\$8.70	770	\$6,699.00	5425	\$47,197.50			6195	\$53,896.50	115.8%
18	Connection	Connection to Existing Sump Pump/Down	25	\$500.00	16	\$8,000.00	1	\$500.00			17	\$8,500.00	68.0%
CCO1	Install Town	New 21" X 15" Culvert install only	60	\$52.18	139	\$7,253.02	30	\$1,565.40			169	\$8,818.42	281.7%
CCO2	Install Town	New Road Culverts install only	43	\$55.89	43	\$2,403.27	44	\$2,459.16			87	\$4,862.43	202.3%
CCO3	Bomar Ave @ Cul De Sac.	Remove Pavement, Install new 44' Culvert, placenew HMA	1	\$6,434.00			1	\$6,434.00			1	\$6,434.00	100.0%
CCO4	9240 Bomar Ave.	remove pavement, install new 30' culvert, place new HMA	1	\$5,961.00			1	\$5,961.00			1	\$5,961.00	100.0%
TOTAL						\$187,138.59		\$81,384.26				\$268,522.85	

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a quote from Fox Cities Sign LLC for the new Trailhead Park sign including recognition of the Larsen-Winchester Lions Club in the amount of \$5,092.00.

I have attached the proposed sign design as well as the quote for the custom sign and installation. On the quote, Staff is suggesting #3 with the wood posts for installation to maintain consistency with current signage at the park. With #1 showing the amount for the custom sign and #3 for installation, the estimated cost would be \$5,092.00.

If the Board agrees with the recommendation, a motion to approve the quote would be in order.

Suggested Motion:

Motion to approve the quote from Fox Cities Sign LLC in the amount of \$5,092.00 and direct Staff to proceed with the sign order and installation.

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

Respectfully Submitted,
Kelsey



Fox Cities Sign LLC

2375 W Nordale Dr.
Appleton, WI 54914
Ph: (920) 378-3515
Email: sales@foxcitiessign.com
Web: www.foxcitiessign.com

Created Date: 1/31/2024 8:35:00AM	Prepared For: Town of Clayton
Salesperson: Sara Geiger	Contact: Kelsey Faust-Kubale
Email: sara@foxcitiessign.com	Office Phone: (920) 836-2007
Office Phone: (920) 378-3515	Email: clerk@townofclayton.net
Entered by: Becky Bauman	Address: 8348 Hickory Avenue Larsen, WI 54947

Description: Post and Panel Lions Park Sign

		Quantity	Unit Price	Subtotal
1	Product: Custom Sign Description: Produce new double-sided 4'h x 8'w x 6"d Synthetic stucco sign with 2-color Masterwall fine spray finish. Includes raised graphics/lettering. Lions logo to be ACM w/ vinyl applied attached to both sides of sign. • Standard Install	1	\$3,920.00	\$3,920.00
2	Product: Service and Install Labor Description: Supply and install sign with 4" aluminum black posts 90" above grade.	1	\$1,879.99	\$1,879.99
3	Product: Service and Install Labor Description: Supply and install sign with 4" x 4" wood posts painted black 90" above grade.	1	\$1,172.00	\$1,172.00

Notes

**Initial design layouts and 2 design changes are included. Additional design work will be billed at \$100 / hour.
 PRICE IS VALID FOR 30 DAYS
 PRICING/AVAILABILITY MAY FLUCTUATE AS GLOBAL MATERIAL PRICING CONTINUES TO INCREASE AND INVENTORY STOCK CONTINUES TO DECREASE. We want to ensure we are providing as much visibility into what lies ahead for our industry. Please note when budgeting for signage that the cost and lead time may increase in between receiving estimate and signing contract. Thank you for your continued support.

CUSTOMER IS RESPONSIBLE FOR SIGN PERMIT OR MAY CONTRACT FOX CITIES SIGN, LLC A WISCONSIN LIMITED LIABILITY COMPANY ("COMPANY") DBA FOX CITIES SIGN TO OBTAIN PERMIT FOR A FEE PLUS COST OF PERMIT AND ANY ADDITIONAL FEES REQUIRED FROM MUNICIPALITY. CLIENT IS RESPONSIBLE FOR ABIDING BY MUNICIPAL CODE, STATE & DOT REGULATIONS. FOX CITIES SIGN, LLC A WISCONSIN LIMITED LIABILITY COMPANY ("COMPANY") DBA FOX CITIES SIGN IS NOT RESPONSIBLE FOR RUNNING ELECTRICAL TO SIGN, ENGINEERING OR INSPECTIONS.

OUR TERMS ARE 75% DOWN WITH BALANCE DUE UPON INSTALLATION/COMPLETION PRODUCTION WILL BEGIN UPON RECEIVING THE FOLLOWING: SIGNED CONTRACT & RENDERINGS, DOWN-PAYMENT, PERMIT APPROVAL. ESTIMATED COMPLETION DATE WILL BE PROVIDED APPROXIMATELY ONE WEEK AFTER RECEIVING THESE ITEMS. 4% CHARGE TO BE ADDED FOR ALL CREDIT CARD PURCHASES.

*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***

THERE MAY BE ADDITIONAL CHARGES DUE TO ABNORMAL SOIL CONDITIONS, READINESS OF THE SITE UPON OUR ARRIVAL, ACCESS ISSUES, RUSH FEES, AND ADDITIONAL REPAIRS. IF THE BUILDING OR OTHER EXISTING STRUCTURE IN WHICH SIGN WILL BE ATTACHED IS FOUND TO BE NOT SUPPORTIVE OR STRUCTURALLY SOUND, THERE MAY BE ADDITIONAL LABOR/MATERIAL CHARGES. QUOTE IS VALID FOR MILD TEMPERATURE INSTALLATION. IF PAINTING, VINYL OR FLEX FACE INSTALLATION IS REQUIRED DURING TEMPERATURES BELOW 50 DEG, THERE MAY BE ADDITIONAL COSTS OR DELAYS INVOLVED.

Client Reply Request

Estimate Accepted "As Is". Please proceed with Order. Other: _____

Changes required, please contact me. SIGN: _____ Date: / /

www.FoxCitiesSign.com
 2375 W. Nordale Dr., Appleton, WI 54914
 T: 920-378-3515

SIGN SPECIFICATIONS

SIGNAGE: POST & PANEL

SIDES: D/F
PANEL: HDU PANEL
GRAPHICS: PAINTED
 OPAQUE VINYL FOR EMBLEM
 RAISED ELEMENTS +.25

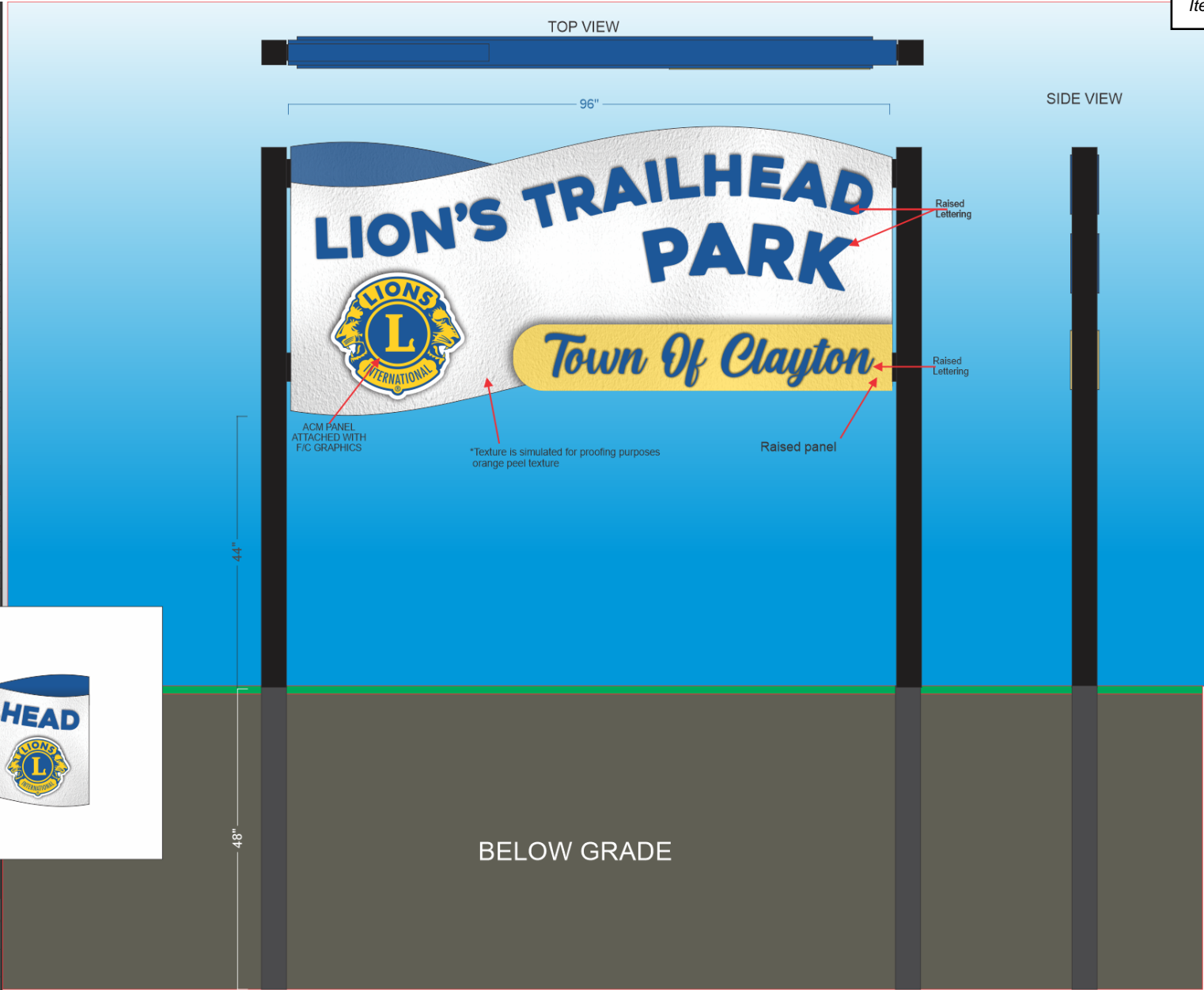
DEPTH: 4"
SHEEN/FINISH: GLOSS
POLES: 4" BLACK ALUMINUM
 BRACKETS TO MOUNT PANEL

INSTRUCTION: PRODUCE & INSTALL

AREA: SQFT

COLOR SPECIFICATIONS

COLOR



ITEM: **7226.1B**

SCALE RATIO: **1:1**

REVISION 1 - NOTES/DATE

REVISION 2 - NOTES/DATE

REVISION 3 - NOTES/DATE

REVISION 4 - EXTRA CHARGE \$60/HALF HOUR DESIGN TIME
 NOTES/DATE

REVISION 5 - EXTRA CHARGE \$60/HALF HOUR DESIGN TIME
 NOTES/DATE

COMPANY: TOWN OF CLAYTON
CLIENT: Attn: Kelsey Faust-Kubale
JOB LOCATION: 8348 Hickory Avenue
 Larsen, WI 54947

DATE: 3/2024
SALES REP: SARA
DESIGNER: KATE

CLIENT NOTIFICATIONS

<input type="checkbox"/> CLEAN ART REQUIRED	<input type="checkbox"/> IF CLEAN ART CANNOT BE PROVIDED DESIGN SETUP FEES MAY OCCUR	<input type="checkbox"/> PRE-SITE VISIT REQUIRED	<input type="checkbox"/> ESTIMATE PROVIDED PRIOR TO PRE-SITE CANNOT BE GUARANTEED	<input type="checkbox"/> COLOR SPECIFICATIONS REQUIRED	<input type="checkbox"/> ALL COLOR SPECIFICATIONS MUST BE PROVIDED OR APPROVED BY CLIENT PRIOR TO PRODUCTION	<input type="checkbox"/> ELECTRICAL WIRING REQUIRED	<input type="checkbox"/> CLIENT TO PROVIDE ELECTRICAL HOOK-UP PRIOR TO INSTALL BY THEIR ELECTRICIAN
<input type="checkbox"/> ORIENTATION & PLACEMENT	<input type="checkbox"/> COLOR SPECIFICATIONS	<input type="checkbox"/> SPELLING & GRAMMAR	APPROVAL SIGNATURE		DATE		

FOX CITIES SIGN

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