



BOARD OF SUPERVISORS MEETING AMENDED

Wednesday, April 16, 2025
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 2, 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 March 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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Mackenzie Blythe, Willie Beamons
- B. New - Daytona Weyland, Willie Beamons
- C. New - Brooke Siebert, Winagamie Golf Course

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the

Gustafson Residence Trust to combine Tax ID #006-1340-02 and Tax ID #006-1340-03 into one (1) lot.

- B. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC for construction of a multi-family housing development proposed to be located on Tax ID #006-0328-02-02.
- C. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Application submitted by Wildflower Development for a proposed addition to the existing storage condominium development located on Tax ID #006-0895-06 (north of 7577 Black Top Way).
- D. Plan Commission Recommendation: Town Board review & consideration of a Concept Plan Review Application submitted by EnvisionInk Holdings LLC for a proposed expansion of the existing commercial building.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Policy 2025-001 regarding Clayton Fire Rescue safety review components for commercial projects within the Town of Clayton.
- B. Discussion/Action: Town Board review & consideration of a motion to move into a Closed Session pursuant to Wis. Stats. §19.85(1)(e):

Wis. Stats. §19.85(1)(e) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Town Board of Supervisors of the Town of Clayton may review proposals, consider strategy, provide guidance to the Town Administrator, take action, receive information, or take no action on the matter of the sale of Town-owned real property with Tax ID #006-0328-02-02, Town of Clayton, Winnebago County arising to or relating to competitive offers of purchase received or anticipated to be received from potential buyers.

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

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

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - May 7 & 21; June 4 & 18; July 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 14; June 11; July 9

- C. Open Book - May 13, 1 pm to 3 pm via phone scheduled appointments with Associated Appraisal
- D. Board of Review - May 27 10 am to 12 pm

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 02, 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
 Supervisor Reif

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Treasurer Fietzer
 Attorney LaFrombois - arrived 6:35 pm

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, March 19, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, March 19, 2025 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN-RELATED MATTERS NOT ON THE AGENDA

Dan Cloninger, 8076 Golden Primrose Circle, Neenah WI, spoke inquiring the process for deeming a dog to be vicious.

Kimberly Seeger-Langlais, 3014 Windfield Dr, Neenah WI, spoke asking the Town to work with WI Dept. of Transportation in exploring a turning lane near the entrance of the Windfield Place subdivision and State Hwy 76.

CORRESPONDENCE

- A. Distribution of the March 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 approving the CY 2025 farm leases for the following Town-owned properties:
- Leslie Ory: Tax ID #006-0391-05; Total of 7.11 acres
 - Mall View Farms LLC: Tax ID #s 006-0339-06; 006-0339-07; 006-0344; 006-0345; Total of 22.51 acres
 - Van De Loo Farms LLC: Tax ID #006-0319-04-02; Total of 1.75 acres
 - Daniel Seelow: Tax ID #006-0328-01; Total of 22.37 acres

MOTION

Motion made by unanimous consent to approve the renewal of the leases with Leslie Ory, Mall View Farms, LLC, Van De Loo Farms, LLC, and Daniel Seelow as presented at a lease price of \$110.00 per acre.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the Confidentiality Agreement between Winnebago County and the Town of Clayton in response to the enactment of 2023 Wisconsin Act 235.

MOTION

Motion made by unanimous consent to approve entering into the Confidentiality Agreement with Winnebago County in response to the enactment of 2023 Wisconsin Act 235.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of Resolution 2025-003 Authorizing the Issuance and Sale of \$12,130,000 General Obligation Promissory Notes, Series 2025A.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2025-003 and direct Staff to publish and post accordingly.

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

Motion carried 5-0.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 16 **after Annual Reorganization Meeting**; May 7 & 21; June 4 & 18

- B. Plan Commission (6:30 pm start unless otherwise noted) - April 9; May 14; June 11
- C. 175th Annual Meeting of the Town's Electors - April 15, 2025 at 6:30 pm
- D. Annual Reorganizational Meeting - April 16, 2025 at 6:00 pm
- E. Open Book - May 13, 1 pm to 3 pm via phone scheduled appointments with Associated Appraisal
- F. Board of Review - May 27 10 am to 12 pm

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:21 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									138.43	T. Algoma
002	T. Black Wolf	21.21	17.29	16.94									55.44	T. Black Wolf
003	T. Clayton	32.22	29.62	33.53									95.37	T. Clayton
004	V. Fox Crossing	119.59	82.63	99.67									301.89	V. Fox Crossing
005	T. Neenah	29.20	30.96	36.68									96.84	T. Neenah
006	T. Nekimi	10.28	8.29	8.90									27.47	T. Nekimi
008	T. Omro	9.81	8.11	10.97									28.89	T. Omro
013	T. Vinland	11.96	9.62	13.12									34.70	T. Vinland
014	T. Winchester	16.40	11.56	12.21									40.17	T. Winchester
015	T. Winneconne	26.60	18.26	18.39									63.25	T. Winneconne
016	T. Wolf River	9.51	4.80	6.47									20.78	T. Wolf River
017	V. Winneconne	18.98	15.42	14.80									49.20	V. Winneconne
018	C. Menasha	131.18	77.49	117.63									326.30	C. Menasha
019	C. Neenah	169.09	131.53	149.20									449.82	C. Neenah
020	C. Omro	29.79	16.95	18.62									65.36	C. Omro
021	C. Oshkosh	315.79	254.82	291.80									862.41	C. Oshkosh
	Other SS	278.51	173.11	265.54									717.16	Other SS
	TOTAL TONS	1294.22	924.80	1154.46									3373.48	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,939	39.90	T. Omro	2,375	24.33	C. Menasha	18,576	35.13
T. Black Wolf	2,422	45.78	T. Vinland	1,757	39.50	C. Neenah	27,560	32.64
T. Clayton	4,394	43.41	T. Winchester	1,784	45.03	C. Omro	3,629	36.02
V. Fox Crossing	19,113	31.59	T. Winneconne	2,637	47.97	C. Oshkosh	66,986	25.75
T. Neenah	3,669	52.79	T. Wolf River	1,210	34.35			
T. Nekimi	1,325	41.46	V. Winneconne	2,519	39.06	Total	166,895	31.83

*Population updated on 1/31/23 from Dept. of Admin. "January 1, 2022 Final Population Estimates"
https://doa.wi.gov/DIR/Final_Ests_Muni_2023.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 & consideration of a CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust to combine Tax ID #006-1340-02 and Tax ID #006-1340-03 into one (1) lot.

SUGGESTED MOTION(S):

Motion to approve the CSM submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust with the two (2) listed Plan Commission conditions.

Re: Town Board review & consideration of a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC for construction of a multi-family housing development proposed to be located on Tax ID #006-0328-02-02.

SUGGESTED MOTION(S):

Motion to approve the Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC with the seven (7) listed Plan Commission conditions.

Re: Town Board review & consideration of a Site Plan Application submitted by Wildflower Development for a proposed addition to the existing storage condominium development located on Tax ID #006-0895-06 (north of 7577 Black Top Way).

SUGGESTED MOTION(S):

Motion to approve the Site Plan Application submitted by Wildflower Development with the five (5) listed Plan Commission conditions.

Re: Town Board review & consideration of a Concept Plan Review Application submitted by EnvisionInk Holdings LLC for a proposed expansion of the existing commercial building.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

Respectfully Submitted
Kelsey



PLAN COMMISSION

Wednesday, April 09, 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 Ketter
Town Board Rep. Christianson

EXCUSED

Commissioner Hopkins

STAFF

Administrator Wisnepske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kamke

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, March 12, 2025 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, March 12, 2025 Plan Commission Meeting with a correction to page 3 spelling of Chair Knapinski's name.

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

Motion carried 5-0.

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

CORRESPONDENCE

- A. Distribution of the March 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust to combine Tax ID #006-1340-02 and Tax ID #006-1340-03 into one (1) lot.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust with the following conditions:

- 1. The surveyor's certificate on sheet 2 shall be updated from "...comnined" to read "...certify that I have surveyed, combined, and mapped all of Lots 5 & 6..."
- 2. All structures located on Lot 5 must be noted & shown on the CSM prior to the Town granting signatures and recording.

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

Motion carried 5-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC for construction of a multi-family housing development proposed to be located on Tax ID #006-0328-02-02.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC with the following conditions:

- 1. Clayton Fire Rescue requires the turning radius to be shown on site plan drawings to demonstrate the corners can accommodate an aerial fire truck.
- 2. The lighting plan must be submitted, and fixtures must be shown to be Dark Sky Certified prior to approval.
- 3. The sign height must be adjusted to meet the 6 ft. ordinance maximum allowable height.
- 4. The setback of all structures, including on-site parking, of Building 1 must conform to the 40 ft. setback as required in Town Ordinance.
- 5. The Plan Commission recommends allowing exterior materials to cover 50% or more of all exterior wall surfaces in visual agreement with the existing Clayton Crossing development.
- 6. Applicant must provide specifications on the roofing materials prior to Town Board review, showing the Solar Reflective Index and that it conforms to the same roofing used in the Scholar Ridge development.
- 7. The proposed number of accessible parking stalls must meet the ordinance requirement of six (6).

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

Motion carried 5-0.

- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Application submitted by Wildflower Development for a proposed addition to the existing storage condominium development located on Tax ID #006-0895-06 (north of 7577 Black Top Way).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of a Site Plan Application submitted by Wildflower Development with the following conditions:

1. The roofing material must meet or exceed the Town Solar Reflective Index standard.
2. Pond landscaping must comply with the design standards of Attachment E of the Town Zoning Ordinance.
3. Plan Commission recommends allowing the architectural standards to be consistent with previous phases.
4. The diagram on page 137 of the Condo Agreement must be updated.
5. The Town Board must be provided with the applicant responses to the 20 points the Commissioners wished to have addressed after the March 12, 2025 Plan Commission meeting.

Voting Yea: Chair Knapinski, Commissioner Nemecek, Commissioner Ketter, Town Board Rep. Christianson

Voting Nay: Commissioner Haskell

Motion carried 4-1.

- D. Review/Recommendation: Plan Commission review & recommendation on a Concept Plan Review Application submitted by EnvisionInk Holdings LLC for a proposed expansion of the existing commercial building.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - May 14; June 11; July 9
- B. Town Board (6:30 pm start unless otherwise noted) - Apr 16 **after Annual Reorganization Meeting;** May 7 & 21; June 4 & 18
- C. 175th Annual Meeting of the Town's Electors - April 15, 2025 at 6:30 pm
- D. Annual Reorganizational Meeting - April 16, 2025 at 6:00 pm
- E. Open Book - May 13, 1 pm to 3 pm via phone scheduled appointments with Associated Appraisal
- F. Board of Review - May 27 10 am to 12 pm

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:54 pm.

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

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 Policy 2025-001 regarding Clayton Fire Rescue safety review components for commercial projects within the Town of Clayton.

As development within the Town continues to grow and change, Clayton Fire Rescue has asked that Staff begin developing guidance for public safety requirements separate from building code inspections.

This drafted policy is the first step towards either incorporating these standards into a standalone ordinance or incorporating them into the Zoning Ordinance. The policy will also serve to inform applicants of additional safety requirements.

SUGGESTED MOTION(S):

Motion to approve Policy 2025-001 and direct Staff to post and publish as required.

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

Respectfully Submitted
Kelsey

Policy Number 2025-001
TOWN OF CLAYTON
COMMERCIAL PROJECTS IN THE TOWN OF CLAYTON

General:

The Town of Clayton Fire Department has a vested interest in maintaining consistency in the construction and maintenance of commercial use buildings and structures within the Town. To continually improve the Town’s response to emergent situations, certain standards are to be applied for all commercial projects to create a universal expectation for responders to such calls.

Policy:

When applying for a building permit, a copy of the following items must be included in the application:

- AutoCAD (DWG) file of building layout showing walls, doors, stairs, electrical panels, shutoffs, and apartment or unit numbers as applicable
- Sprinkler drawings (DWG file)
- If no sprinklers are required for the project, then a dry hydrant, built to the Town of Clayton Fire Department specifications, shall be installed in storm water retention ponds for commercial projects that are not sprinklered.

When designing and constructing, the following shall be included in plans and/or installed prior to commercial use of the structure:

- A Knox-Box key lock box to which the Town has been given access for emergencies
- Fire hydrants servicing the structure shall be sited not more than 300 feet from the nearest Fire Department Connection (FDC).
- Turning radius must be shown on site plan drawings to demonstrate the corners can accommodate an aerial fire truck.

Adopted this _____ day of _____, 20_____

Russell D. Geise, Town Chair

Attest: _____
Kelsey Faust-Kubale, Town Clerk

Town Board Roll Call Vote Tally

Meeting Date: April 16, 2025

Agenda Item: Town Board review & consideration of a motion to move into a Closed Session pursuant to Wis. Stats. §19.85(1)(e):

Wis. Stats. §19.85(1)(e) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Town Board of Supervisors of the Town of Clayton may review proposals, consider strategy, provide guidance to the Town Administrator, take action, receive information, or take no action on the matter of the sale of Town-owned real property with Tax ID #006-0328-02-02, Town of Clayton, Winnebago County arising to or relating to competitive offers of purchase received or anticipated to be received from potential buyers.

Motion by: _____

Second by: _____

MOTION: Motion to move into closed session pursuant to Wis. Stats. §19.85(1)(e).

Supervisor Vote:	Aye	Nay	Abstain
Chair Geise	_____	_____	_____
Supervisor Lettau	_____	_____	_____
Supervisor Grundman	_____	_____	_____
Supervisor Christianson	_____	_____	_____
Supervisor Reif	_____	_____	_____

Town Board Roll Call Vote Tally

Meeting Date: April 16, 2025

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

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

Motion by: _____

Second by: _____

MOTION: Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2).

Supervisor Vote:	Aye	Nay	Abstain
Chair Geise	_____	_____	_____
Supervisor Lettau	_____	_____	_____
Supervisor Grundman	_____	_____	_____
Supervisor Christianson	_____	_____	_____
Supervisor Reif	_____	_____	_____