



# BOARD OF SUPERVISORS MEETING

Wednesday, November 19, 2025

Immediately following a Prior Scheduled Meeting

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

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## AGENDA

**THIS MEETING IS IMMEDIATELY FOLLOWING THE SPECIAL TOWN ELECTORS 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, November 5, 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 October 2025 Winnebago County Tonnage Report
- B. Distribution of the usage statistics for the 2025 season of the Town Yard Waste Site.

### 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 Discussion: Town Board review & discussion on a Concept Plan Review Application submitted by Vierbicher on behalf of Vander Heiden Family Limited Partnership for a proposed mixed-use development.

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2025-008 Adopting the CY 2025 Tax Levy Payable in CY 2026 as set by the Wednesday, November 19, 2025, Special Meeting of the Town Electors, and Adopting the following Town CY 2026 Budgets as presented:
  - CY 2026 General Fund Revenue & Expense Budgets
  - CY 2026 Capital Projects Fund Revenue & Expense Budgets
  - CY 2026 Debt Service Fund Revenue & Expense Budgets
  - CY 2026 Stormwater Management Utility Fund Revenue & Expense Budgets
  - CY 2026 Solid Waste and Recycling Fund Revenue & Expense Budgets
  - CY 2026 Tax Increment Finance District (TIF) #1 Fund Revenue & Expense Budgets
  - CY 2026 Clayton Sanitary District #1 Fund Revenue & Expense Budgets
- B. Discussion/Action: Town Board review & consideration of appointments to fill vacancies on the Zoning Board of Appeals.

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Dec 3 & 17; Jan 7 & 21; Feb 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - Dec 10; Jan 14; Feb 11

**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, November 05, 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

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 15, 2025 Town Board Meeting

#### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, October 15, 2025, Town Board Meeting.

**Motion carried by unanimous voice vote.**

- B. Approval of the Minutes of the Tuesday, October 21, 2025, Town Board Budget Review Meeting

#### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Tuesday, October 21, 2025, Town Board Budget Review Meeting

**Motion carried by unanimous voice vote.**

### OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Pat Kufel Ebben, 8398 Clayton Ave, Neenah spoke the petition for reducing the speed limit for the 1-mile stretch of Clayton Ave from Larsen Rd to County Rd II.

**CORRESPONDENCE**

- A. Distribution of the October 2025 Building Inspection Report
- B. Distribution of a petition from residents of Clayton Ave and Michael Ave to reduce the speed limit on a 1-mile stretch of Clayton Ave from Larsen Rd to County Rd II.

**DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)**

- A. County Board Supervisor Report
- B. Winnebago County Sheriff’s Department – Public Concerns and Issues
- C. Administrator's Report
- D. Chair & Supervisor Reports

**OPERATOR LICENSES ISSUED BY THE TOWN CLERK**

- A. New - Alicia Dobbe, Larsen Tavern

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of a Development Agreement between the Town and Spark Development for property described as Tax ID #006-0328-02-02 (9111 Eagle Heights Dr).

**MOTION**

**Motion made** by unanimous consent to approve the amended development agreement between the Town & Spark Development.

**Motion carried by unanimous voice vote.**

- B. Discussion/Action: Town Board review & consideration of the purchase of a new front-end loader for the Public Works Department in the amount of \$106,787.80.

**MOTION**

**Motion made** by unanimous consent to approve the purchase of a new front-end loader at an amount not to exceed \$108,000.00.

**Motion carried by unanimous voice vote.**

- C. Discussion/Action: Town Board review & consideration of the purchase of a new pickup with plow and salter for the Public Works Department in the amount of \$65,624.00.

**MOTION**

**Motion made** by unanimous consent to approve the purchase of a new pickup with plow and salter at an amount not to exceed \$66,000.00.

**Motion carried by unanimous voice vote.**

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Special Town Electors Meeting - November 19 beginning at 6 pm
- B. Town Board (6:30 pm start unless otherwise noted) - Nov 19 (**immediately following the Special Town Electors Meeting**); Dec 3 & 17; Jan 7 & 21
- C. Plan Commission (6:30 pm start unless otherwise noted) - Nov 12; Dec 10; Jan 14

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 7:02 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	<b>T. Algoma</b>	64.10	34.34	39.99	41.09	45.98	44.27	43.86	53.16	40.77	39.37		446.93	<b>T. Algoma</b>
002	<b>T. Black Wolf</b>	21.21	17.29	16.94	18.97	26.25	19.69	27.20	18.73	16.89	21.27		204.44	<b>T. Black Wolf</b>
003	<b>T. Clayton</b>	32.22	29.62	33.53	36.01	36.70	37.20	39.76	32.87	42.09	31.64		351.64	<b>T. Clayton</b>
004	<b>V. Fox Crossing</b>	119.59	82.63	99.67	113.34	114.59	102.28	126.41	101.28	102.02	110.05		1071.86	<b>V. Fox Crossing</b>
005	<b>T. Neenah</b>	29.20	30.96	36.68	25.81	33.18	27.11	35.46	28.45	24.09	32.37		303.31	<b>T. Neenah</b>
006	<b>T. Nekimi</b>	10.28	8.29	8.90	10.71	9.53	8.94	12.29	8.50	7.84	9.88		95.16	<b>T. Nekimi</b>
008	<b>T. Omro</b>	9.81	8.11	10.97	7.02	12.09	11.72	9.48	10.02	11.27	8.81		99.30	<b>T. Omro</b>
013	<b>T. Vinland</b>	11.96	9.62	13.12	18.47	15.12	13.86	18.05	14.36	16.46	11.54		142.56	<b>T. Vinland</b>
014	<b>T. Winchester</b>	16.40	11.56	12.21	11.97	14.52	14.96	13.70	13.59	11.72	15.14		135.77	<b>T. Winchester</b>
015	<b>T. Winneconne</b>	26.60	18.26	18.39	21.98	34.03	26.11	39.00	26.82	31.24	33.46		275.89	<b>T. Winneconne</b>
016	<b>T. Wolf River</b>	9.51	4.80	6.47	6.11	7.81	10.48	15.17	8.79	8.04	7.72		84.90	<b>T. Wolf River</b>
017	<b>V. Winneconne</b>	18.98	15.42	14.80	13.92	18.32	12.45	19.68	15.15	14.09	17.65		160.46	<b>V. Winneconne</b>
018	<b>C. Menasha</b>	131.18	77.49	117.63	120.69	100.23	132.58	108.30	110.27	91.77	121.91		1112.05	<b>C. Menasha</b>
019	<b>C. Neenah</b>	169.09	131.53	149.20	171.61	180.26	164.84	181.55	155.18	161.76	164.25		1629.27	<b>C. Neenah</b>
020	<b>C. Omro</b>	29.79	16.95	18.62	19.11	20.19	21.35	25.39	23.89	18.81	18.85		212.95	<b>C. Omro</b>
021	<b>C. Oshkosh</b>	315.79	254.82	291.80	333.34	384.65	351.73	342.12	297.60	301.09	295.75		3168.69	<b>C. Oshkosh</b>
	<b>Other SS</b>	278.51	173.11	265.54	244.17	282.10	229.55	282.43	215.14	170.44	130.38		2271.37	<b>Other SS</b>
	<b>TOTAL TONS</b>	1294.22	924.80	1154.46	1214.32	1335.55	1229.12	1339.85	1133.80	1070.39	1070.04		11766.55	<b>TOTAL TONS</b>

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
<b>T. Algoma</b>	6,867	<b>130.17</b>	<b>T. Omro</b>	2,413	<b>82.30</b>	<b>C. Menasha</b>	18,662	<b>119.18</b>
<b>T. Black Wolf</b>	2,429	<b>168.33</b>	<b>T. Vinland</b>	1,754	<b>162.55</b>	<b>C. Neenah</b>	27,611	<b>118.02</b>
<b>T. Clayton</b>	4,525	<b>155.42</b>	<b>T. Winchester</b>	1,783	<b>152.29</b>	<b>C. Omro</b>	3,624	<b>117.52</b>
<b>V. Fox Crossing</b>	19,285	<b>111.16</b>	<b>T. Winneconne</b>	2,647	<b>208.45</b>	<b>C. Oshkosh</b>	67,245	<b>94.24</b>
<b>T. Neenah</b>	3,664	<b>165.56</b>	<b>T. Wolf River</b>	1,214	<b>139.87</b>			
<b>T. Nekimi</b>	1,324	<b>143.75</b>	<b>V. Winneconne</b>	2,514	<b>127.65</b>	<b>Total</b>	167561	<b>113.33</b>

\*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/DIR/Final_Ests_Muni_2024.pdf)

[https://doa.wi.gov/Pages/LocalGovtsGrants/Population\\_Estimates.aspx](https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx)

\*\* Other SS - in 2017 include all direct haul to OC (City Disposal, etc.)

## Times Used per Weekday per Month

Weekday	April	May	June	July	August	September	October	November
Mondays	54	75	119	101	82	79	147	0
Wednesdays	68	65	79	110	110	95	174	0
Saturdays	69	193	150	196	159	149	226	74
<b>TOTAL:</b>	<b>191</b>	<b>333</b>	<b>348</b>	<b>407</b>	<b>351</b>	<b>323</b>	<b>547</b>	<b>74</b>
<b>NOTES</b>	4/14: Site Opened	5/21: Closed early for T-storms	6/28: Busiest Day of the Month (48)	7/19: Busiest Day of the Month (46)	8/3: Busiest Day of the Month (45)	9/27: Busiest Day of the Month (43)	10/25: Busiest Day of the Month (71)	11/1: Site Closed
	4/26: Busiest Day of the Month (42)	5/26: Closed for Memorial Day					Busiest Month	11/1: Busiest Day of the Month & Year (74)
		5/31: Busiest Day of the Month (49)						

## Totals by Weekday

Mondays	Wednesdays	Saturdays
657	701	1,216

<b>Residents w/ Pass, but didn't use Site</b>	15
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## Residents w/o Pass

First	Last	Times Used	Comments
N	A	1	Murray Road - PD, still need application
D	C	1	City of Oshkosh Address
J	H	3 (in one day)	Grand Meadows Xing; used someone else's pass that same day as they did - PD 10/27

## Number of Times Used

1-5:	187 residents
6-10:	113 residents
11-20:	71 residents
21-30:	11 residents
31+:	7 residents

## TOP 5

1st	Rolling Meadows	91 Times
2nd	Cty Rd T	62 Times
3rd	Fairwinds Dr	39 Times
4th	Umland Rd	35 Times
5th	<b>TIED</b> Saffron Ln Grand Meadows Xing	34 Times

Few residents requesting/demanding that the Site stays open longer in November or to December OR adjust hours. Some residents express this by writing on the Site sign-in log, emailing, calling, and/or coming into the office.

MEMORANDUM

**Business Referred by Plan Commission**

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion on a Concept Plan Review Application submitted by Vierbicher on behalf of Vander Heiden Family Limited Partnership for a proposed mixed-use development.

**DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN**

Respectfully Submitted  
Kelsey



# PLAN COMMISSION

Wednesday, November 12, 2025 – 6:30 PM

Item A.

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

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## 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 Ketter  
Town Board Rep. Christianson

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Code Administrator Kamke

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 8, 2025 Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, October 8, 2025, Plan Commission Meeting as presented.

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

**Motion carried 6-0.**

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

### CORRESPONDENCE

- A. Distribution of the October 2025 Building Inspection Report

### DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

### BUSINESS

- A. Review/Discussion: Plan Commission review & discussion on a Concept Plan Review Application submitted by Vierbicher on behalf of Vander Heiden Family Limited Partnership for a proposed mixed-use development.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Dec 10; Jan 14; Feb 11
- B. Special Town Electors Meeting - November 19 beginning at 6 pm
- C. Town Board (6:30 pm start unless otherwise noted) - Nov 19 (**immediately following the Special Town Electors Meeting**); Dec 3 & 17; Jan 7 & 21

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:25 pm.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Ketter, 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 Resolution 2025-008 Adopting the CY 2025 Tax Levy Payable in CY 2026 as set by the Wednesday, November 19, 2025, Special Meeting of the Town Electors, and Adopting the following Town CY 2026 Budgets as presented:

- CY 2026 General Fund Revenue & Expense Budgets
- CY 2026 Capital Projects Fund Revenue & Expense Budgets
- CY 2026 Debt Service Fund Revenue & Expense Budgets
- CY 2026 Stormwater Management Utility Fund Revenue & Expense Budgets
- CY 2026 Solid Waste and Recycling Fund Revenue & Expense Budgets
- CY 2026 Tax Increment Finance District (TIF) #1 Fund Revenue & Expense Budgets
- CY 2026 Clayton Sanitary District #1 Fund Revenue & Expense Budgets

**SUGGESTED MOTION:**

*Motion **AND ROLL CALL** to approve Resolution 2025-008 Adopting the CY 2025 Tax Levy Payable in CY 2026 as set by the Wednesday, November 19, 2025, Special Meeting of the Town Electors, and Adopting the following Town CY 2026 Budgets as presented.*

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

Respectfully Submitted  
Kelsey

**Town of Clayton  
Resolution 2025-008**

**A Resolution Adopting the CY 2025 Town Tax Levy as Set by the  
Town Electors at a Special Meeting of the Town Electors; And  
Adopting the Town’s CY 2026 Budgets as Presented by the Town  
Board**

**WHEREAS**, Section. 60.10 (1)(a) of Wis. Statutes authorizes the Town Electors of the Town of Clayton, County of Winnebago, State of Wisconsin, to adopt the Town Tax Levy at a Special Meeting of the Town Electors; and

**WHEREAS**, a Special Town Meeting of the Town Electors of the Town of Clayton, County of Winnebago, State of Wisconsin, has been called for this 19th day of November, 2025; and

**WHEREAS**, at the Special Meeting of the Town Electors of the Town of Clayton, County of Winnebago, State of Wisconsin, the Town Electors did by a majority vote of the eligible Electors voting on this 19th day of November, 2025, resolve and order as follows:

- 1) By motion, the Town Electors of the Town of Clayton, County of Winnebago, State of Wisconsin have adopted a Town Tax Levy for CY 2025 payable in CY 2026 of \$2,596,238.00
  - a) Number of Town Electors voting aye \_\_\_\_\_
  - b) Number of Town Electors voting nay \_\_\_\_\_
  - c) Number of Town Electors not voting \_\_\_\_\_

**NOW THEREFORE BE IT RESOLVED**, that the Town Board for the Town of Clayton, County of Winnebago, State of Wisconsin resolves and orders as follows:

- 1) To set the CY 2025 Tax Levy to be collected in CY 2026 at \$2,596,238.00
- 2) To adopt the Town’s CY 2026 General Fund Budgets as presented.
- 3) To adopt the Town’s CY 2026 Capital Projects Fund Budgets as presented.
- 4) To adopt the Town’s CY 2026 Debt Service Fund Budgets as presented.
- 5) To adopt the Town’s CY 2026 Stormwater Management Utility Fund Budgets as presented.
- 6) To adopt the Town’s CY 2026 Solid Waste and Recycling Fund Budgets as presented.
- 7) To adopt the Town’s CY 2026 Tax Increment Finance District #1 Fund Budgets as presented.
- 8) To adopt the Town’s CY 2026 Sanitary District #1 Budgets as presented.

Vote: Yes: \_\_\_ No: \_\_\_ Abstain: \_\_\_

Adopted this 19th, day of November, 2025

Attest:

\_\_\_\_\_  
Russell D. Geise, Town Chair

\_\_\_\_\_  
Kelsey Faust-Kubale, Clerk

MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of appointments to fill vacancies on the Zoning Board of Appeals.

Names will be put forth to fill vacancies on the Zoning Board of Appeals for the Board's consideration. Administrator Wisnefske and Attorney LaFrombois will be available for any questions.

**SUGGESTED MOTION(S):**

*Motion to approve (insert name) to the Zoning Board of Appeals, filling a term ending (insert date).*

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

Respectfully Submitted  
Kelsey