



175TH ANNUAL MEETING OF THE TOWN'S ELECTORS

Tuesday, April 15, 2025 at 6:30 PM

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

AGENDA

CALL TO ORDER

- A. Pledge of Allegiance

APPROVAL OF MINUTES

- A. Town Elector Approval of the Minutes of the CY 2024 Annual Meeting of the Town Electors
Suggested Motion: Motion to approve the Minutes of the CY 2024 Annual Meeting of the Town Electors as presented.

INTRODUCTION OF ELECTED & APPOINTED OFFICIALS BY THE TOWN CHAIR

- A. Report from Town of Clayton Sanitary District #1 Commission Chair, Russell D. Geise
- B. Report from Stormwater Management Utility Chair, Russell D. Geise
- C. Report from Plan Commission Chair, Dick Knapinski

RECOGNITION OF TOWN OFFICIALS & EMPLOYEES BY TOWN CHAIR

- A. Administrator, Kelly Wisnefske
- B. Clerk, Kelsey Faust-Kubale
- C. Treasurer, LuAnn Fietzer
- D. Building Inspector, Tom Spierowski
- E. Public Works Foreman, Rick Christianson
- F. Public Works Employees, David Borchert, Ron Kohler, Zach Kohler
- G. Public Works On-Call Employee, John Wisnefske
- H. Attorney, Ben LaFrombois of MG&M Law Firm
- I. Town Planner, Ken Jaworski of Cedar Corp
- J. Administrative Assistant, Coralee Hansen & Jennifer Johnson
- K. Clayton Fire Rescue, Fire Chief Scott Rieckmann & Emergency Responder Team
- L. Emergency Management Director, Kaylin Rieckmann
- M. Custodian, Meghan Lederhaus
- N. Town Assessor, Associated Appraisal Consultants, Inc.

REVIEW OF TOWN'S CY 2024 ACTIVITIES BY TOWN CHAIR

TOWN BOARD REQUEST FOR TOWN ELECTOR APPROVAL OF AN ADDITIONAL 3-YEAR GRANT OF AUTHORITY TO THE TOWN BOARD TO BUY AND SELL LAND ON THE EASTERN BORDER OF THE TOWN OF CLAYTON FROM WINNEGAMIE DRIVE TO BREEZEWOOD LANE

Suggested Motion: Motion to approve an additional 3-year Grant of Authority to the Town Board to buy and sell land on the eastern border of the Town of Clayton from Winnegamie Dr to Breezewood Ln.

TOWN ELECTOR APPROVAL OF THE TOWN BOARD WAGES

- A. Town Chair - Current:
Wage per year - \$15,000.00
Full-day meeting Per Diem - \$75.00
Half-day meeting Per Diem - \$50.00

Suggested Motion: Motion to approve the wages for the Town Board Chairperson as presented.

- B. Town Supervisors (Current):
Wage per year: \$7,500.00
Full-day meeting Per Diem: \$75.00
Half-day meeting Per Diem: \$50.00

Suggested Motion: Motion to approve the Town Board Supervisors wages as presented.

SETTING THE MEETING DATE FOR THE TOWN'S NEXT ANNUAL MEETING

Suggested Motion: Motion to set the meeting date for the Town's next Annual Meeting of the Town Electors for the 3rd Tuesday in April of 2026 (April 21, 2026) or within ten (10) days following that date.

TOWN ELECTOR PROPOSED 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: --



174TH ANNUAL MEETING OF THE TOWN'S ELECTORS

Tuesday, April 16, 2024 at 6:30 pm

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

MINUTES

CALL TO ORDER, Town Chair Russell D. Geise - Town Chair Geise called the meeting to order at 6:30 pm

A. Pledge of Allegiance

Roll: Town Board Members Present at the Electors Meeting

Town Chair Russell Geise

Supervisor #1 Kay Lettau

Supervisor #2 Linda Grundman

Supervisor #3 Patti Christianson

Supervisor #4 Scott Reif

Roll: Town Staff Present at the Electors Meeting

Administrator Kelly Wisnefske

Clerk Kelsey Faust-Kubale

Treasurer LuAnn Fietzer

Administrative Assistant Coralee Hansen

Public Works Foreman Rick Christianson

Attorney BenLaFrombois

Roll: Other Town Officials Present at the Electors Meeting

Plan Commission Chair Dick Knapinski

Commissioner Becky Haskell

Roll: Electors Present

Becky Haskell, 9080 Oakwood Ave, Neenah

Brett Haskell, 9080 Oakwood Ave, Neenah

Arden Schroeder, 9458 State Rd 76, Neenah

Rock Suutala, 3215 Larsen Rd, Neenah

Janice Suutala, 3215 Larsen Rd, Neenah

Richard Fischer, 8685 Oakwood Ave, Neenah

Linda Grundman, 7490 Center Rd, Neenah

Kay Lettau, 3795 County Rd II, Larsen

Patti Christianson, 8487 County Rd T, Larsen

Scott Reif, 9207 Pioneer Rd, Neenah

Kelly Wisnefske, 7812 County Rd T, Larsen

Rick Christianson, 8487 County Rd T, Larsen

Dick Knapinski, 8605 Clayton Ave, Neenah

APPROVAL OF MINUTES

- A. Town Elector Approval of the Minutes of the CY 2023 Annual Meeting of the Town Electors

MOTION

Motion made by Richard Fischer, 8685 Oakwood Ave, Neenah, **Seconded** by Becky Haskell, 9080 Oakwood Ave, Neenah to approve the Minutes of the CY 2023 Annual Meeting of the Town Electors as presented.

Motion carried by unanimous voice vote.

INTRODUCTION OF ELECTED & APPOINTED OFFICIALS BY THE TOWN CHAIR

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- C. Report from Plan Commission Chair, Dick Knapinski

RECOGNITION OF TOWN OFFICIALS & EMPLOYEES BY TOWN CHAIR

- A. Attorney, Ben Lafrombois of MG&M Law Firm
- B. Town Planner, Ken Jaworski of Cedar Corp
- C. Clerk, Kelsey Faust-Kubale
- D. Treasurer, LuAnn Fietzer
- E. Administrative Assistant, Coralee Hansen
- F. Clayton Fire Rescue, Fire Chief Scott Rieckmann & Emergency Responder Team
- G. Emergency Management Director, Kaylin Rieckmann
- H. Building Inspector, Tom Spierowski
- I. Public Works Foreman, Rick Christianson
- J. Public Works Employees, David Borchert, Ron Kohler, Zach Kohler
- K. Public Works On-Call Employee, John Wisnefske
- L. Custodian, Meghan Lederhaus
- M. Town Assessor, Walter Hughes of Associated Appraisal Consultants, Inc.
- N. Administrator, Kelly Wisnefske

REVIEW OF TOWN'S CY 2023 ACTIVITIES BY TOWN CHAIR

TOWN ELECTOR APPROVAL OF THE TOWN BOARD WAGES

- A. Town Chair - Current:
Wage per year - \$10,000.00
Full-day meeting Per Diem - \$75.00
Half-day meeting Per Diem - \$50.00

PROPOSED:

Wage per year - \$12,000

MOTION

Motion made by Rick Christianson, 8487 County Rd T, Larsen, **Seconded** by Dick Knapinski, 8605 Clayton Ave, Neenah to approve the proposed wage increase for the Town Board Chairperson to \$12,000 per year.

Motion amended by Arden Schroeder, 9458 State Rd 76, Neenah, **Accepted** by Rick Christianson, 8487 County Rd T, Larsen, **Concurring** Dick Knapinski, 8605 Clayton Ave, Neenah to approve a proposed wage increase for the Town Board Chairperson to \$15,000 per year.

Motion carried by unanimous voice vote to approve the wage increase for the Town Board Chairperson to \$15,000 per year.

- B. Town Supervisors (Current):
 Wage per year: \$6000.00
 Full-day meeting Per Diem: \$75.00
 Half-day meeting Per Diem: \$50.00

PROPOSED:

Wage per year - \$7,000

MOTION

Motion made by Arden Schroeder, 9458 State Rd 76, Neenah, **Seconded** by Brett Haskell, 9080 Oakwood Ave, Neenah to approve the proposed wage increase for the Town Board Supervisors to \$7,500 per year.

Motion carried by unanimous voice vote.

SETTING THE MEETING DATE FOR THE TOWN'S NEXT ANNUAL MEETING OF THE TOWN ELECTORS FOR THE 3RD TUESDAY IN APRIL OR WITHIN TEN (10) DAYS FOLLOWING THAT DATE

MOTION

Motion made by Richard Fischer, 8685 Oakwood Ave, Neenah, **Seconded** by Becky Haskell, 9080 Oakwood Ave, Neenah to set the meeting date for the Town's next Annual Meeting of the Town Electors for the 3rd Tuesday in April of 2025 (April 15, 2025) or within ten (10) days following that date.

Motion carried by unanimous voice vote.

TOWN ELECTOR PROPOSED ITEMS - NONE

ADJOURNMENT SINE DIE

MOTION

Motion made by Becky Haskell, 9080 Oakwood Ave, Neenah, **Seconded** by Patti Christianson, 8487 County Rd T, Larsen to adjourn at 7:00 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

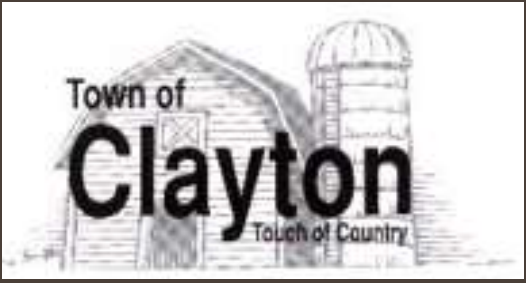
Kelsey Faust-Kubale
Town Clerk

Accomplishments of 2024

Town of Clayton, Winnebago County, Wisconsin



Updated Logo



Item A.



- Trailhead Park including recognition of the Larsen-Winchester Lions Club



Updated Signs

- Welcome to the Town of Clayton



Website

- What is available on our website:
 - Town Board & Plan Commission Schedule
 - Agenda & Minutes
 - Ordinances & Policies
 - Documents, Forms, & Permit Applications
 - Fee Schedule
 - Job Openings & Applications
 - Contact Information for Staff

Information About:

- Voting & Elections
- Property Taxes
- Sanitary Districts / Sewer Utility
- Cemeteries
- Development & Comprehensive Plans
- Garbage & Recycling /Yard Waste Site
- Parks & Trails
- AND MUCH MORE!

Item A.



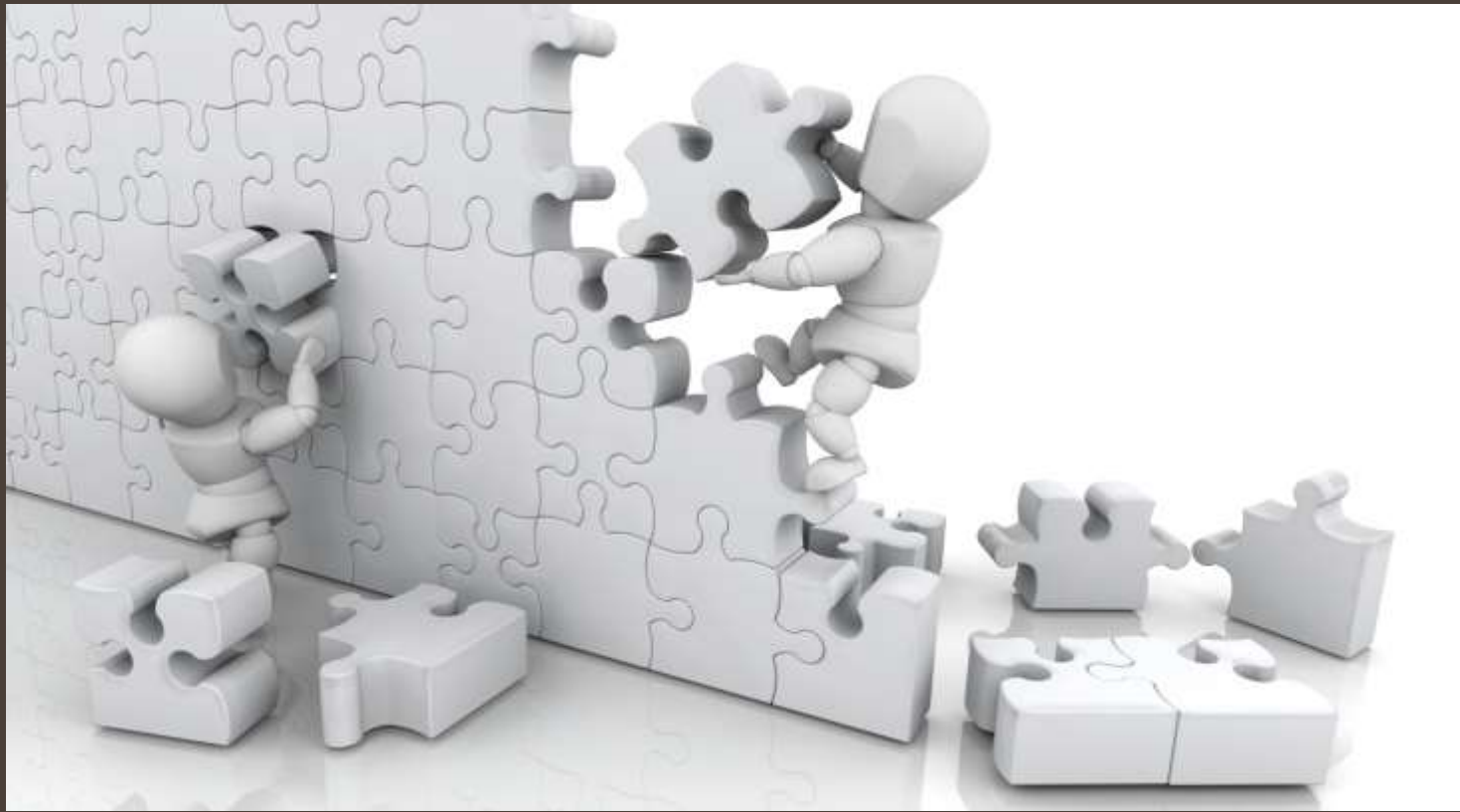
Policies & Ordinances

- Revamping the language of ~12 Town Policies & Ordinances
- WHY?
 - Ensuring Legal Compliance – new statutes and regulations are ALWAYS evolving
 - Enhancing Government Effectiveness - becoming more transparent, efficient, and accountable
 - Strengthening Community Engagement – soliciting input & feedback from residents & businesses within the Town



Projects in the Making

- Extend Sewer & Water at Clayton Ave to Larsen Road
- Binder pavement completed along West American, Eagle Heights, & Wing Lane



Coming at the
end of 2025

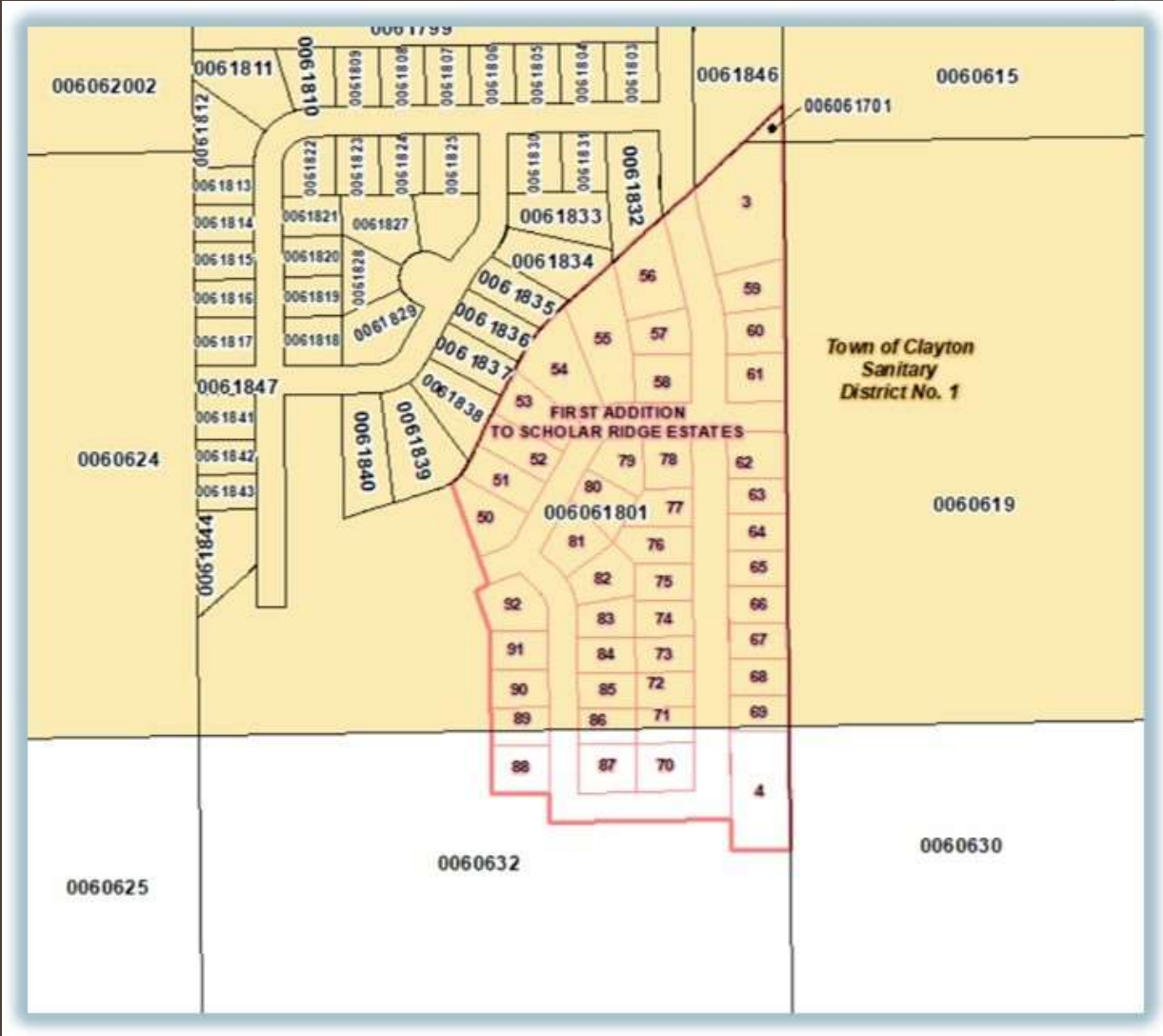
- GIS (Geographic Information System) with Town Road Ratings Map
 - Allows users to click on the section of the road to see how it's classified, cost to repair, etc.



Scholar Ridge Estates

- November 13th, 2024: Phase Two Final Plat was approved, with no conditions
- Phase Three is also in the works
- *Pictured to right is a visual of Phase Two (First Addition)*

North



South

Sanitary District #1 Update

- With Scholar Ridge Estates expanding, Sewer Utility customers has increased
 - 2023 Total: ~100 customers
 - Ending 2024 Total: ~165 customers & climbing
- QuickBooks is still being utilized for the Billing Process
 - More than 50% of the customers receive bills via Email
 - Town is effectively saving money on stamps & envelopes with customers going paperless



Sanitary District #1 Update Continued

- As of April 4th, 2025 – currently 196 sewer utility customers
- MAVRX (pronounced Maverix) Sports Housing took over SOME of the apartments in Legacy Park Apartments in Scholar Ridge Estates
 - “Where the Pros Stay!” is their slogan
 - Used to house professional sports players during basic training/traveling (baseball players seem to be the majority - Milwaukee Brewers & Timber Rattlers)
- Few more residential homes have/are connecting to water & sewer (along Clayton Ave & Fairview Rd)
- Duplexes in Scholar Ridge are becoming habitable
 - About 10-15 homes are completed & have been bought out by new residents/homeowners

West American Drive

- New Businesses:
 - National Lighting - 2586 W. American Drive
 - Valley Truck Leasing - 2629 W. American Drive
- Kunes - 2615 W. American Drive – expanded to the East of their current building



Storm Water Management

- Goose Deterrent laser is working as expected on the pond along Wing Ln & Eagle Heights Dr
 - In agreement with a State of WI Biologist for researching this project – means of controlling migratory birds within the Airport Overlay



- Deer Trail Estates Storm Water Drainage Project is COMPLETED!
- Replaced culvert on Oakridge Road (Cty Rd T intersection) as it had failed
- Completed culvert inventory for the State
 - Each culvert was pictured & categorized
- Started clearing ditches of trees & branches
 - Assessing problems with water flow in the ditch line areas

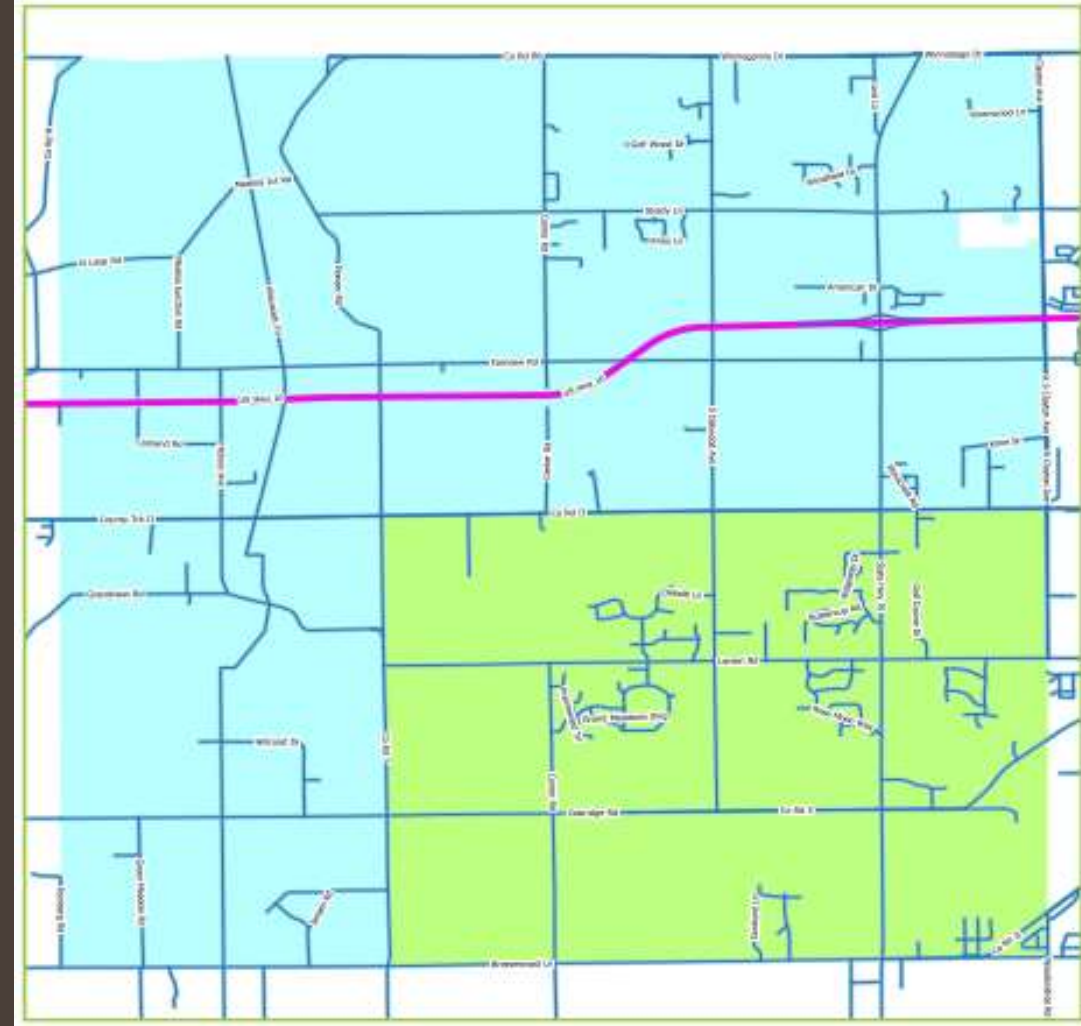


Updating of Town Roads

- Repairing roads based on their condition level
 - Rough condition = higher priority
- Highway 76 & Larsen Road
 - Construction for a roundabout from the State of WI is planned to start Summer of 2025
- Transportation Goals
 - #1: Plan for and construct highways and roads to keep pace with future residential, commercial and industrial development
 - #2: Improve existing roads to upgrade condition or accommodate additional traffic
 - #3: Improve the Town's accommodation of new and changing transportation trends and technologies

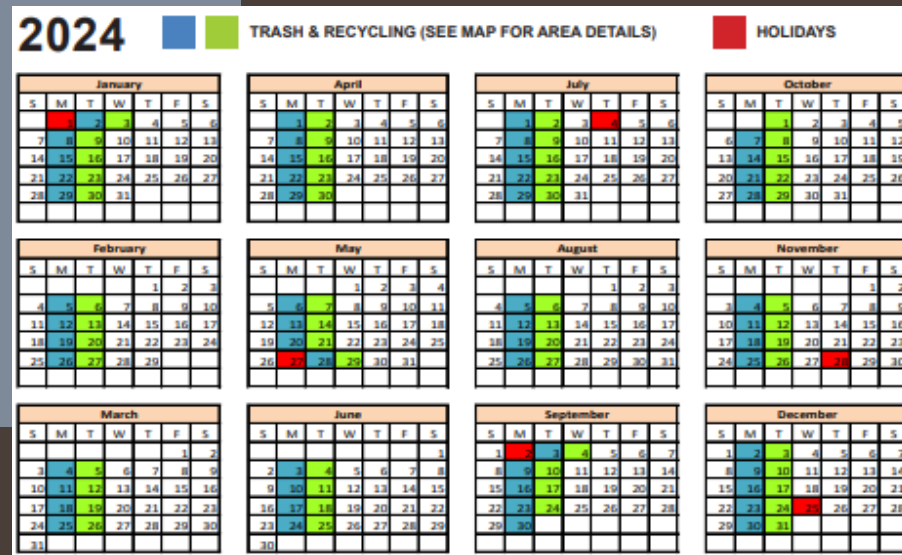


TOWN OF CLAYTON 2024



Contracting with GFL

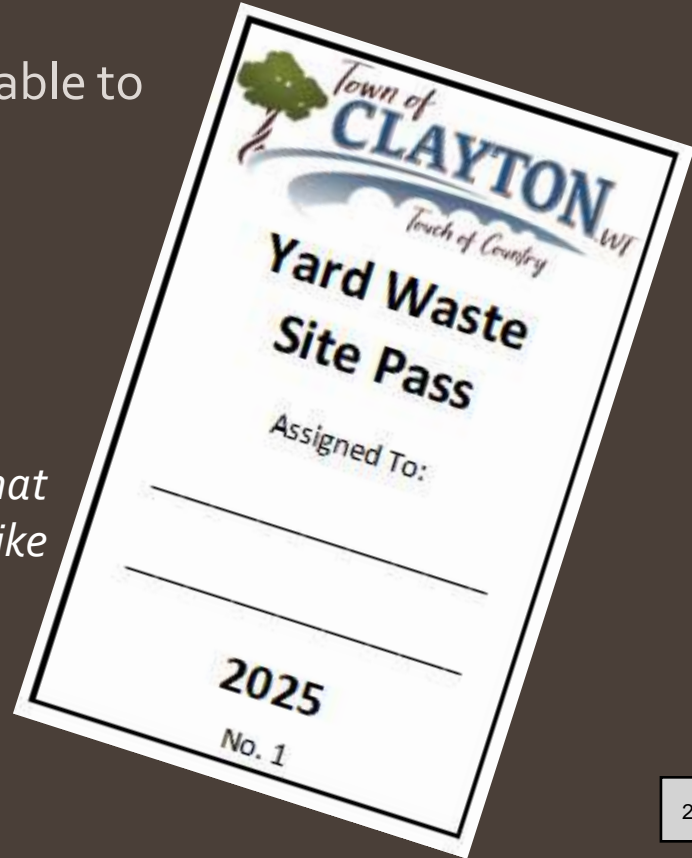
- Great communication with GFL
- Smooth process during the transition of the switch
- GFL updates us with any equipment breakdowns and/or delays



Yard Waste Site Update

- The costs to manage the Yard Waste Site was ~\$25,000
- Starting 2025, residents will pay \$20 for an Annual Entry Pass to help cover the program costs & operational expenses
- Winnebago County Landfill is always available to residents

Example of what pass looks like



- New Fire Truck - Engine 42 - safely put into service in July
 - Advertised at the Touch-A-Truck event



Clayton Fire Department Update

- New Equipment:
 - Brining Equipment
- New Truck:
 - Replaced an older PW truck with a 2023 F550 Dually with the Dump Box

Public Works



Growth of the Town

2024 Annual Building Inspector's Report

YEARLY COMPARISONS

YEAR	NEW HOMES	TOTAL PERMITS	CONSTRUCTION COSTS
2024	37	243	\$ 24,972,708.67
2023	6	218	\$ 24,955,700.00
2022	13	169	\$ 18,310,938.00
2021	16	173	\$ 19,546,637.00
2020	7	169	\$ 7,117,507.83
2019	11	199	\$ 9,454,444.93
2018	10	184	\$ 6,423,183.00
2017	16	232	\$ 8,095,679.00
2016	16	203	\$ 8,280,539.00
2015	22	181	\$ 11,621,090.00
2014	22	143	\$ 8,759,667.00
2013	15	145	\$ 8,677,602.00
2012	13	141	\$ 6,373,672.00
2011	8	114	\$ 3,360,281.00
2010	16	127	\$ 5,500,437.00

CLAYTON 2024 ANNUAL BUILDING INSPECTOR'S REPORT

Item A.

PERMIT by CLASS	NUMBER OF PERMITS ISSUED	YTD CONSTRUCTION COSTS	YTD PERMIT FEES
Single Family Homes	20	\$ 8,874,649.00	\$ -
Garages, Barns, Sheds, Decks, etc.	24	\$ 736,402.22	\$ -
Additions and Remodels	34	\$ 2,104,978.00	\$ -
Razed Structures	2	\$ 60,000.00	\$ -
New Commercial/Addition	4	\$ 4,024,649.00	\$ -
Sign Permits	0	\$ -	\$ -
Cell Tower Modifications	0	\$ -	\$ -
Multi Family Homes	17	\$ 4,668,000.00	\$ -
Zoning	0	\$ -	\$ -
SubTotal	101	\$ 20,468,678.22	\$ -
MECHANICALS by CLASS			
Electrical	87	\$ 1,979,383.75	\$ -
HVAC	22	\$ 1,225,273.00	\$ -
PLUMBING	33	\$ 1,299,373.70	\$ -
Subtotal	142	\$ 4,504,030.45	\$ -
2024 TOTALS	243	\$ 24,972,708.67	\$ 150,269.75

Published Budget

In summary, the rates are **STILL LOWER!**

Item A.

	2024 Adopted	2025 Proposed	% Increase or Decrease
GENERAL FUND REVENUES			
Taxes	\$ 975,217	\$ 992,352	1.73%
Intergovernmental Revenues	\$ 411,650	\$ 465,486	11.57%
Licenses & Permits	\$ 109,000	\$ 134,000	18.66%
Fines & Forfeitures	\$ -	\$ -	0.00%
Charges for Services	\$ 10,500	\$ 8,500	-23.53%
Intergovernmental Charges	\$ 50,000	\$ 10,000	-400.00%
Interdepartmental Charges	\$ 85,000	\$ 122,000	30.33%
Miscellaneous Revenue	\$ 50,700	\$ 55,320	8.35%
Other Financing Sources	\$ 6,700	\$ -	0.00%
TOTAL REVENUES	\$ 1,698,767	\$ 1,787,658	4.97%
GENERAL FUND EXPENDITURES			
General Government	\$ 746,172	\$ 761,965	2.07%
Public Safety	\$ 453,779	\$ 549,233	17.38%
Public Works	\$ 404,628	\$ 409,910	1.29%
Health & Human Services	\$ 819	\$ 550	-48.91%
Culture & Recreation	\$ 7,000	\$ 5,500	-27.27%
Conservation & Development	\$ 75,869	\$ 60,500	-25.40%
Capital Outlay	\$ 10,500	\$ -	0.00%
Other Financing Uses	\$ -	\$ -	-100.00%
TOTAL EXPENDITURES	\$ 1,698,767	\$ 1,787,658	4.97%

LEVY / MILL RATE SUMMARY

	2025 LEVY	2025 MILL RATE	2024 LEVY	2024 MILL RATE	Percent Increase (Decrease)
Town of Clayton	\$ 2,533,009	\$ 3.53	\$ 2,518,095	\$ 3.41	3.4%
Clayton Sanitary District	\$ 100,000	\$ 0.98	\$ 100,000	\$ 0.97	1.0%

Governmental Funds	Fund Balance 1/1/2024	Total Revenues	Total Expenditures	Est. Fund Bal. 12/31/2024	Property Tax Contribution
General Fund	\$ 1,059,968	\$ 1,920,569	\$ 1,428,380	\$ 1,552,156	\$ 980,552
Debt Service	\$ 237,709	\$ 1,437,012	\$ 1,593,132	\$ 81,589	\$ 1,372,457
Solid Waste/Recycling	\$ 137,027	\$ 392,404	\$ 395,648	\$ 133,783	\$ -
Capital Projects	\$ 532,246	\$ 194,552	\$ 475,005	\$ 251,793	\$ -
TID No. 1	\$ 405,920	\$ 409,040	\$ 1,160,018	\$ (345,058)	\$ 180,000
Totals	\$ 2,625,583	\$ 4,353,577	\$ 5,052,183	\$ 1,926,977	\$ 2,533,009

THANKYOU

For your attendance &
citizenship!