



# BOARD OF SUPERVISORS MEETING

Wednesday, May 20, 2026 at 6:30 PM

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

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## AGENDA

### CALL TO ORDER

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

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 6, 2026 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 April 2026 Winnebago County Tonnage Report

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

- A. Winnebago County Sheriff's Department – Public Concerns and Issues
- B. Larsen/Winchester Sanitary District Report
- C. Administrator's Report
- D. Chair & Supervisor Reports

### BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt for a new equestrian building located at 3411 Winnegamie Dr.
- B. Plan Commission Recommendation: Town Board review & consideration of revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.
- C. Plan Commission Discussion: Town Board review & discussion on amendments to Chapter 7.10 Subdivision Ordinance.

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Fireworks Mart located at 2896 County Rd JJ.
- B. Discussion/Action: Town Board review & consideration of an AB-105 Producer Full-Service Retail Sales Application submitted by Stone Arch Brewpub, Inc. for the EAA Chapter 41 event to be held June 20, 2026.

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Jun 3 & 17; July 1 & 15; Aug 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jun 10; July 8; Aug 12
- C. TID #1 Joint Review Board Meeting - June 18 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, May 06, 2026 (Immediately following a Prior Scheduled Meeting)

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

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## MINUTES

**THIS MEETING IS IMMEDIATELY FOLLOWING THE BOARD OF REVIEW MEETING.**

**CALL TO ORDER** – Chair Geise called the meeting to order at 6:04 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 – virtual

- D. New Board Member Recognition & Oath of Office  
Supervisor #4: Scott C. Reif

**APPROVAL OF MINUTES**

- A. Approval of the Minutes of the Wednesday, April 15, 2026 Town Board Meeting

**MOTION**

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, April 15, 2026, Town Board Meeting as presented.

**Motion carried by unanimous voice vote.**

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

Gordon Hintz, 100 N Main St #307, Oshkosh, WI, introduced himself as the new County Executive.

**CORRESPONDENCE**

- A. Distribution of the April 2026 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

**OPERATOR LICENSES ISSUED BY THE TOWN CLERK**

- A. Renewal - Kevin Harbick, Winnagamie Golf Course
- B. New - Elliana Hartjes, Ridgeway Country Club
- C. New - Addison Pristelski, Ridgeway Country Club
- D. New - Victoria Anderson, Larsen Tavern
- E. New - Punaram Sharma, Kitchen Comfort

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of awarding the bid for the Eagle Heights Pond Overhead Grid & Fence to Vinton Construction Co. in the amount of \$131,636.50.

**MOTION**

**Motion made** by unanimous consent to award Contract C0023-09-26-00148.04 to Vinton Construction Co. in the amount of \$131,636.50.

**Motion carried by unanimous voice vote.**

- B. Discussion/Action: Town Board review & consideration of the purchase of a utility truck for Clayton Sanitary District #1 at an approximate cost of \$30,000.

**MOTION**

**Motion made** by unanimous consent to approve the purchase of a utility truck for Clayton Sanitary District #1 at an approximate cost of \$30,000 and sell the truck back to the District when it has the requisite funds.

**Motion carried by unanimous voice vote.**

- C. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Amanda Thompson for Celebrate Fireworks located on Tax ID #006-0335-01-03 (Campers Way).

**MOTION**

**Motion made** by unanimous consent to approve the application submitted by Celebrate Fireworks for a Retail Sales of Fireworks License with the following condition:

Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFTP Code 1124 (as amended)

**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) - May 20; Jun 3 & 17; July 1 & 15
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 13; Jun 10; July 8

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 6:31 pm.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

DRAFT

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD  
2026 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>	59.51	37.84	39.13	46.25								182.73	<b>T. Algoma</b>
002	<b>T. Black Wolf</b>	21.20	16.02	16.15	24.71								78.08	<b>T. Black Wolf</b>
003	<b>T. Clayton</b>	35.64	29.53	37.76	34.48								137.41	<b>T. Clayton</b>
004	<b>V. Fox Crossing</b>	120.57	91.51	69.38	115.35								396.81	<b>V. Fox Crossing</b>
005	<b>T. Neenah</b>	27.00	23.98	22.62	31.05								104.65	<b>T. Neenah</b>
006	<b>T. Nekimi</b>	8.55	7.47	7.93	11.54								35.49	<b>T. Nekimi</b>
008	<b>T. Omro</b>	11.73	9.70	12.72	10.03								44.18	<b>T. Omro</b>
013	<b>T. Vinland</b>	12.57	11.27	15.40	11.76								51.00	<b>T. Vinland</b>
014	<b>T. Winchester</b>	15.21	10.59	11.01	13.62								50.43	<b>T. Winchester</b>
015	<b>T. Winneconne</b>	28.56	22.77	17.30	25.68								94.31	<b>T. Winneconne</b>
016	<b>T. Wolf River</b>	6.11	5.68	6.43	7.28								25.50	<b>T. Wolf River</b>
017	<b>V. Winneconne</b>	19.95	14.41	14.37	15.40								64.13	<b>V. Winneconne</b>
018	<b>C. Menasha</b>	124.16	72.29	117.31	108.45								422.21	<b>C. Menasha</b>
019	<b>C. Neenah</b>	170.64	138.93	155.01	167.38								631.96	<b>C. Neenah</b>
020	<b>C. Omro</b>	28.79	14.37	20.55	20.07								83.78	<b>C. Omro</b>
021	<b>C. Oshkosh</b>	304.20	261.49	288.22	343.23								1197.14	<b>C. Oshkosh</b>
	<b>Other SS</b>	153.95	189.01	442.96	434.04								1219.96	<b>Other SS</b>
	<b>TOTAL TONS</b>	1148.34	956.86	1294.25	1420.32								4819.77	<b>TOTAL TONS</b>

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
<b>T. Algoma</b>	6,922	<b>52.80</b>	<b>T. Omro</b>	2,422	<b>36.48</b>	<b>C. Menasha</b>	18,683	<b>45.20</b>
<b>T. Black Wolf</b>	2,440	<b>64.00</b>	<b>T. Vinland</b>	1,752	<b>58.22</b>	<b>C. Neenah</b>	27,817	<b>45.44</b>
<b>T. Clayton</b>	4,954	<b>55.47</b>	<b>T. Winchester</b>	1,797	<b>56.13</b>	<b>C. Omro</b>	3,631	<b>46.15</b>
<b>V. Fox Crossing</b>	19,331	<b>41.05</b>	<b>T. Winneconne</b>	2,665	<b>70.78</b>	<b>C. Oshkosh</b>	67,504	<b>35.47</b>
<b>T. Neenah</b>	3,648	<b>57.37</b>	<b>T. Wolf River</b>	1,222	<b>41.73</b>			
<b>T. Nekimi</b>	1,322	<b>53.69</b>	<b>V. Winneconne</b>	2,519	<b>50.92</b>	<b>Total</b>	168629	<b>42.70</b>

\*Population updated on 1/1/25 from Dept. of Admin. "January 1, 2025 Final Population Estimates"

[https://doa.wi.gov/DIR/Final\\_Ests\\_Muni\\_2025.pdf](https://doa.wi.gov/DIR/Final_Ests_Muni_2025.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.)

MEMORANDUM

**Business Referred by Plan Commission**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Site Plan Review Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt for a new equestrian building located at 3411 Winnegamie Dr.

**SUGGESTED MOTION(S):**

*Motion to approve the Site Plan Review Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt with the ten (10) recommended Plan Commission conditions.*

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Re: Town Board review & consideration of revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

**SUGGESTED MOTION(S):**

*Take no action pending further Plan Commission discussion/recommendations*

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Re: Town Board review & discussion on amendments to Chapter 7.10 Subdivision Ordinance.

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

Respectfully Submitted  
Kelsey



# PLAN COMMISSION

Wednesday, May 13, 2026 – 6:30 PM

Item A.

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

## MINUTES

**CALL TO ORDER** – Chair Knapinski called the meeting to order at 6:30 pm

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

### PRESENT

Chair Knapinski  
 Commissioner Haskell  
 Commissioner Nemecek  
 Commissioner Haase  
 Commissioner Sleik  
 Town Board Rep. Christianson

### EXCUSED

Commissioner Ketter

### STAFF

Administrator Wisnefske  
 Clerk Faust-Kubale  
 Code Administrator Kamke  
 Attorney LaFrombois - arrived 6:35 pm

- D. Oath of Office & Seating of Commissioners
  - Seat #3: Dave Sleik
  - Seat #4: Terry Haase
  - Seat #5: Becky Haskell

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, April 8, 2026 Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haase to approve the minutes of the Wednesday, April 8, 2026 Plan Commission Meeting as presented.

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

**Motion carried 6-0.**

### OPEN FORUM – Public comments addressed to the Plan Commission

William Kordus, 7376 Carden Dr, had questions regarding zoning & shipping containers within the Town.

**CORRESPONDENCE**

- A. Distribution of the April 2026 Building Inspection Report

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

- A. Administrator's Report

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt for a new equestrian building located at 3411 Winnegamie Dr.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Sleik to recommend approval of the Site Plan Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt with the following conditions:

1. Applicant must provide proof of application and copies of approved permits to the Town. This includes but is not limited to state commercial building code, construction site erosion control and stormwater management at county and/or state level, livestock / animal waste management permits, private sanitary system permit, and others as relevant to the site construction and use prior to any construction beginning on the site.
2. Applicant shall provide plans to the Town for the handling and disposal of animal waste generated onsite. This is separate and in addition to the permits for such from the regulating agencies prior to any construction beginning on the site.
3. The final approved site plan as required in 9.07-181 must include the location for stormwater facilities and any required onsite animal waste management facilities or storage areas prior to any construction on the site.
4. Sign(s) on the property must be modified or relocated to be compliant with standards applied to other zoning districts that allow the commercial stable use, including the applicant obtaining any permits as required for such signs and placement within 6 months after the date of approval.
5. Applicant shall provide SRI values for the building materials. Values must meet the Town minimum standards as described in Attachment C prior to any construction on the site.
6. All landscaping required in this approval shall be installed within six months of occupancy of the building. Extensions to this timeline must be done through specific approval by the Town Board.
7. Applicant shall submit updated lighting plans showing compliance with 9.08-210 and install those compliant fixtures as required by the Town standards prior to any construction on the site.
8. No additional buffer yard landscape screening be required along the east, west, or south lot lines—acceptance of the provided building landscaping plan for the east aspect of the building. If any of the buffer yard landscaping is removed, it must be replaced to maintain the status quo at the time of approval within 6 months of removal.
9. No additional parking lot landscaping is required.
10. Regarding access to the site, maintenance is to be done within six months of the date of the approval to perform maintenance on the vegetation near the driveway, including but not limited to tree trimming, coordinating with both the Town of Clayton & Village of Greenville.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Sleik, Town Board Rep. Christianson  
**Motion carried 6-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

**MOTION**

**Motion made** by Chair Knapinski, **Seconded** by Commissioner Haskell to recommend the pursuit of creating new standards for A-2 and substandard lot A-2 for future code amendments.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Sleik, Town Board Rep. Christianson  
**Motion carried 6-0.**

- C. Discussion/Action: Plan Commission review & consideration of Resolution 2026-006 Recommending Amendments to Chapter 7.10 Subdivision Ordinance.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haase to recommend approval of the proposed revisions to the Town of Clayton Subdivision Ordinance, including discussed changes to 7.10.11(1); scrivners in 7.10.19(3)(g); and 7.10.19(c)3.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Sleik, Town Board Rep. Christianson  
**Motion carried 6-0.**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Jun 10; July 8; Aug 12
- B. Town Board (6:30 pm start unless otherwise noted) - May 20; Jun 3 & 17; July 1 & 15

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:29 pm.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Sleik, Town Board Rep. Christianson  
**Motion carried 6-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

TOWN OF CLAYTON, WI  
RESOLUTION 2026-006

RECOMMENDING AMENDMENTS TO CHAPTER 7.10 SUBDIVISION ORDINANCE  
(WI ACT 68)

**WHEREAS**, the Town of Clayton periodically amends the Subdivision Ordinances to address concerns and issues; and

**WHEREAS**, the 2025 Wisconsin Act 68 was enacted on December 9, 2025, and identifies changes to Wis. Stats. Ch. 236, which affects local subdivision and land division control ordinances; and

**WHEREAS**, such amendments generally include changes to the purpose, conceptual review of plat maps before submission, requirements for complete applications, and conditions that can be required as terms of approval; and

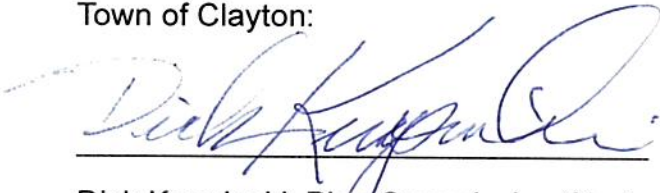
**WHEREAS**, the Town of Clayton wishes to adopt an ordinance for land division and subdivision platting that is consistent with Wis. Stats. Ch. 236; and

**WHEREAS**, on May 13, 2026, the Town of Clayton Plan Commission discussed the proposed changes and is offering a recommendation to the Town Board of Supervisors.

**NOW THEREFORE BE IT RESOLVED** by the Town of Clayton Plan Commission, Winnebago County, Wisconsin, hereby recommends amendment of Chapter 7.10 Subdivision Ordinance.

Vote: Yes 6 No: 0 Absent: 1 Abstain: 0

Town of Clayton:



Dick Knapinski, Plan Commission Chair

Attest:



Kelsey Faust-Kubale, Town Clerk

# Plan Commission Roll Call Vote Tally

Meeting Date: May 13, 2026

Agenda Item: Plan Commission review & consideration of Resolution 2026-006  
Recommending Amendments to Chapter 7.10 Subdivision Ordinance.

Motion by: WN

Second by: TH

**MOTION:** *Motion to recommend approval of the proposed revisions to the Town of Clayton Subdivision Ordinance with Resolution 2026-006.*

Commissioner Vote:	Aye	Nay	Abstain
2 Chair Knapinski	<u>1</u>	_____	_____
3 Commissioner Nemecek	<u>1</u>	_____	_____
4 Commissioner Haase	<u>1</u>	_____	_____
5 Commissioner Sleik	<u>1</u>	_____	_____
6 Commissioner Haskell	<u>1</u>	_____	_____
Commissioner Ketter	<u>EXCUSED</u>	<u>—</u>	<u>—</u>
1 Rep. Christianson	<u>1</u>	_____	_____

## MEMORANDUM

**Business Item A**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Fireworks Mart located at 2896 County Rd JJ.

The application fees & property taxes have been paid, but as of this writing, the following item(s) are **still pending**:

- Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFTP Code 1124 (as amended)

**SUGGESTED MOTION:**

*Motion to approve the application submitted by Fireworks Mart for a Retail Sales of Fireworks License with the following condition:*

*- Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFTP Code 1124 (as amended)*

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

Respectfully Submitted  
Kelsey

## MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of an AB-105 Producer Full-Service Retail Sales Application submitted by Stone Arch Brewpub, Inc. for the EAA Chapter 41 event to be held June 20, 2026.

The producer's application was submitted prior to the event date of June 20, 2026. Municipal approval or denial is needed before the AB-105 can be submitted to the Dept of Revenue Alcohol Beverage Division for review.

After discussion with Administrator Wisnefske, Staff recommends review of this application be treated similar to a Temporary Alcohol Beverage License application. In this case, we would ask for the organization holding the event's information (amended from the AB-220 form), a copy of the applicant's Wisconsin Seller's permit, and that at least one operator be licensed in the Town of Clayton or provide proof of a state-issued operator's license.

**SUGGESTED MOTION:**

*Motion to approve the application submitted by Stone Arch Brewpub, Inc. for Full-Service Retail Sales with the following conditions:*

- EAA Chapter 41 organization information must be provided to the Town, including type of organization, date of organization/incorporation, organization's Wisconsin Seller's permit (if applicable), and organization's contact information*
  
- Copy of the Applicant's Wisconsin Seller's permit must be provided to the Town*
  
- At least one operator working at the event must hold a temporary Town of Clayton Operator License, or provide proof of a valid, state-issued Operator License for at least one operator working at the event.*

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

Respectfully Submitted  
Kelsey