



BOARD OF SUPERVISORS MEETING

Wednesday, May 21, 2025 at 6:30 PM

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

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 7, 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 April 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. Renewal - Therese Rathsack, Larsen Tavern
- B. Renewal - Autumn Jentz, Westridge Golf Course
- C. New - Karina Fritsch, Westridge Golf Course
- D. New - Madilyn Armstrong, Winnegamie Golf Course
- E. New - Grace Zeronis, Westridge Golf Course
- F. New - Rebecca Hilgers, The Woodshed

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

- B. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Larsen Winchester Sanitary District for a proposed mechanical wastewater treatment plant located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.
- C. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2025-Z001 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).
- D. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed commercial business development building located on Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2025-004 Authorizing the Sale of Property, specifically known as Tax ID # 006-0328-02-02.
- B. Discussion/Action: Town Board review & consideration of Resolution 2025-005 For Purchase of Real Estate at 8386 State Rd 76, Neenah, WI.
- C. Discussion/Action: Town Board review & consideration of road wedging and shouldering estimates provided by Winnebago County Highway Department for Center Road & Green Meadow Road.
- D. Review/Discussion: Town Board review & discussion on theft of road signs throughout the Town of Clayton.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 4 & 18; July 2 & 16; Aug 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 11; July 9; Aug 13
- C. Board of Review - May 27 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 07, 2025 at 6:30 PM

Item A.

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 Grundman
Supervisor Christianson

EXCUSED

Supervisor Lettau
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer

APPROVAL OF MINUTES

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

MOTION

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

Motion carried by unanimous voice vote.

- B. Approval of the Minutes of the Wednesday, April 16, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, April 16, 2025 Town Board Meeting

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the April 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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Brittany Noll, Willie Beamons
- B. New - Cindy Kusserow, Winagamie Golf Course

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Charles Krause for Fireworks Mart located at 2896 Breezewood Lane, Neenah.

MOTION

Motion made by unanimous consent to approve the application submitted by Charles Krause for Fireworks Mart, located at 2896 Breezewood Ln with the following conditions:

- Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFTP Code 1124 (as amended)
- Submitted proof of a policy of public general liability bodily injury, and property damage insurance in the minimum amount of \$1 million single limit; Town named as additional insured

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 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

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:40 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	41.09								179.52	T. Algoma
002	T. Black Wolf	21.21	17.29	16.94	18.97								74.41	T. Black Wolf
003	T. Clayton	32.22	29.62	33.53	36.01								131.38	T. Clayton
004	V. Fox Crossing	119.59	82.63	99.67	113.34								415.23	V. Fox Crossing
005	T. Neenah	29.20	30.96	36.68	25.81								122.65	T. Neenah
006	T. Nekimi	10.28	8.29	8.90	10.71								38.18	T. Nekimi
008	T. Omro	9.81	8.11	10.97	7.02								35.91	T. Omro
013	T. Vinland	11.96	9.62	13.12	18.47								53.17	T. Vinland
014	T. Winchester	16.40	11.56	12.21	11.97								52.14	T. Winchester
015	T. Winneconne	26.60	18.26	18.39	21.98								85.23	T. Winneconne
016	T. Wolf River	9.51	4.80	6.47	6.11								26.89	T. Wolf River
017	V. Winneconne	18.98	15.42	14.80	13.92								63.12	V. Winneconne
018	C. Menasha	131.18	77.49	117.63	120.69								446.99	C. Menasha
019	C. Neenah	169.09	131.53	149.20	157.50								607.32	C. Neenah
020	C. Omro	29.79	16.95	18.62	19.11								84.47	C. Omro
021	C. Oshkosh	315.79	254.82	291.80	333.34								1195.75	C. Oshkosh
	Other SS	278.51	173.11	265.54	244.17								961.33	Other SS
	TOTAL TONS	1294.22	924.80	1154.46	1200.21								4573.69	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,867	52.28	T. Omro	2,413	29.76	C. Menasha	18,662	47.90
T. Black Wolf	2,429	61.27	T. Vinland	1,754	60.63	C. Neenah	27,611	43.99
T. Clayton	4,525	58.07	T. Winchester	1,783	58.49	C. Omro	3,624	46.62
V. Fox Crossing	19,285	43.06	T. Winneconne	2,647	64.40	C. Oshkosh	67,245	35.56
T. Neenah	3,664	66.95	T. Wolf River	1,214	44.30			
T. Nekimi	1,324	57.67	V. Winneconne	2,514	50.21	Total	167,561	43.12

*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/Pages/LocalGovtsGrants/Population_Estimates.aspx

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

Item A.

MEMORANDUM

Business Referred by Plan Commission

From: Administrator/Staff
 To: Town Board
 Re: Town Board review & consideration of a Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

SUGGESTED MOTION(S):

*Motion and **ROLL CALL** to approve the Conditional Use Application submitted by Larsen Winchester Sanitary District with the nine (9) listed Plan Commission recommended conditions.*

Re: Town Board review & consideration of a Site Plan Review Application submitted by Larsen Winchester Sanitary District for a proposed mechanical wastewater treatment plant located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

SUGGESTED MOTION(S):

Motion to approve the Site Plan Review Application submitted by Larsen Winchester Sanitary District with the nine (9) listed Plan Commission recommended conditions.

Re: Town Board review & consideration of Ordinance 2025-Z001 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

SUGGESTED MOTION(S):

*Motion and **ROLL CALL** to approve Ordinance 2025-Z001 Amending the Official Town of Clayton Zoning Map.*

Re: Town Board review & consideration of a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed commercial business development building located on Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

SUGGESTED MOTION(S):

Motion to approve the Site Plan Review Application submitted by Trident Holdings LLC with the ten (10) listed Plan Commission recommended conditions.

Respectfully Submitted
 Kelsey



PLAN COMMISSION MEETING

Wednesday, May 14, 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 Haase
Commissioner Hopkins
Town Board Rep. Christianson

EXCUSED

Commissioner Ketter

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kamke

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

Jim Hanneman, 4939 Grandview Rd, Larsen WI, asked for details on what exactly was being built and where on the listed properties.

PUBLIC HEARING CLOSED AT 6:38 PM

- B. Plan Commission Public Hearing on a Re-zoning Application submitted by Trident Holdings, LLC on behalf of the Town of Clayton requesting approval to re-zone approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

KC Maurer, 2530 W American Dr, Neenah, WI, asked if a footprint of the building is available.

PUBLIC HEARING CLOSED AT 6:40 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, April 9, 2025 Plan Commission Meeting

MOTION

Motion made by Town Board Rep. Christianson, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, April 9, 2025 Plan Commission Meeting as presented.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, 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 April 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 Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to recommend approval of the Conditional Use Application submitted by Larsen Winchester Sanitary District with the following conditions:

1. Provide MSDS sheets on all chemicals stored on-premises to the Town for emergency response.
2. Stormwater pond must have a dry hydrant installed with pipe access on the north/west side of the building.
3. Driveway must be sufficient for emergency vehicle turnaround.
4. More information must be provided on the smoke detectors, whether they are local or relayed out.
5. A Knox Box is required for emergency access past the gate and to the building.
6. The applicant must provide designations for parking areas on-site, sufficient to accommodate all on-site employees. These areas shall not interfere with the emergency access turnaround & radius necessary for response vehicles.
7. Applicant must obtain and follow commercial building permit from DSPS.
8. Applicant must obtain and follow WPDES permit for stormwater management.
9. Applicant to consult with Winnebago County on if a hydraulic and hydrologic study is required and obtain necessary permits and approvals under the County Floodplain Zoning Code as needed.

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

Motion carried 6-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Larsen Winchester Sanitary District for a proposed

mechanical wastewater treatment plant located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

MOTION

Motion made by Commissioner Nemecek, **Friendly Amendment** by Commissioner Haskell noting no building landscaping plan will be required, **Seconded** by Town Board Rep. Christianson to recommend approval of the Site Plan Review Application submitted by Larsen Winchester Sanitary District with the following conditions:

1. Provide MSDS sheets on all chemicals stored on-premises to the Town for emergency response.
2. Stormwater pond must have a dry hydrant installed with pipe access on the north/west side of the building.
3. Driveway must be sufficient for emergency vehicle turnaround.
4. More information must be provided on the smoke detectors, whether they are local or relayed out.
5. A Knox Box is required for emergency access past the gate and to the building.
6. The applicant must provide designations for parking areas on-site, sufficient to accommodate all on-site employees. These areas shall not interfere with the emergency access turnaround & radius necessary for response vehicles.
7. Applicant must obtain and follow commercial building permit from DSPS.
8. Applicant must obtain and follow WPDES permit for stormwater management.
9. Applicant to consult with Winnebago County on if a hydraulic and hydrologic study is required and obtain necessary permits and approvals under the County Floodplain Zoning Code as needed.

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

Motion carried 6-0.

- C. Review/Recommendation: Plan Commission review & consideration of Resolution 2025-001 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning Application submitted by Trident Holdings, LLC on behalf of the Town of Clayton requesting approval to re-zone approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve Resolution 2025-001 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to B-2 (Community Business District).

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

Motion carried 6-0.

- D. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed commercial business development building located on Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to

recommend approval of the Site Plan Review Application submitted by Trident Holdings, LLC with the following conditions:

1. Existing screening of the parking area to be evaluated. If it is not sufficient, plantings or an earthen berm as provided in Attachment E shall be installed within six (6) months from Phase 1 building and parking lot completion, as measured by the date of occupancy permit being issued.
2. Lighting fixtures must be revised to meet the ordinance requirements on maximum light levels.
3. To meet vision triangle requirements, ensure the vegetation being planted within 45 ft of the driveway edge does not exceed 3 ft in height.
4. Signage sufficient to meet ordinance standards for accessible parking spots must be installed, identified by the international symbol of accessibility and mounted on a verticle pole at least 6 ft in height.
5. Site must connect to available sewer and water facilites.
6. Applicant proposed allowing for use of the existing neighboring stormwater pond if the Town determines it meets the required specifications.
7. Any existing trees that are felled are required to be replaced to maintain compliance with the proposed alternative landscaping plan.
8. The north and south building elevations must match with 50% of the proposed brick material.
9. The proposed metal paneling be allowed as an alternative acceptable building material.
10. As further phases are completed, the on-site parking of Phase 1 and all future phases must meet ordinance requirements.

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

Motion carried 6-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - June 11; July 9; Aug 13
- B. Town Board (6:30 pm start unless otherwise noted) - May 21; June 4 & 18; July 2 & 16
- C. Board of Review - May 27 10 am

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:28 pm.

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

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

TOWN OF CLAYTON
PLAN COMMISSION RESOLUTION # 2025-001
RE-ZONING OF TAX ID #006-0340-03-01

The Plan Commission for the Town of Clayton has recommended Approval [] Denial of the following Re-zoning:

Owner: Town of Clayton

Applicant: Trident Holdings, LLC

Location: Property immediately along West American Drive addressed 2517 West American Drive

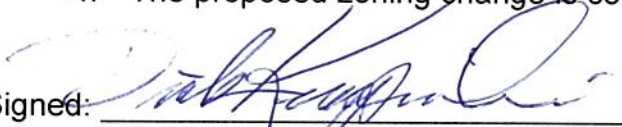
Legal Description: Being a part of the Northeast ¼ of the Southeast ¼, Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, Wisconsin.

Parcel Number: The property is known as Tax ID # 006-0340-03-01

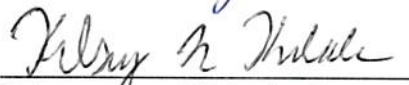
Explanation: Applicant is requesting a Zoning Change for approximately 8.17 acres of the existing Tax ID from A-2 (General Agriculture District) to B-2 (Community Business District).

Town Findings:

1. The Town does have an adopted land use plan.
2. The proposed zoning change does comply with the Town's adopted Land Use Plan.
3. The proposed zoning change is consistent with the Town's Future Land Use Plan.
4. The proposed zoning change is consistent with the existing land use pattern.

Signed: 
Dick Knapinski, Plan Commission Chair

Date: 5/14/2025

Attest: 
Kelsey Faust-Kubale, Town Clerk

Date: 5/14/25

Plan Commission Roll Call Vote Tally

Meeting Date: May 14, 2025

Agenda Item: Plan Commission review & consideration of Resolution 2025-001 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning Application submitted by Trident Holdings, LLC on behalf of the Town of Clayton requesting approval to re-zone approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

Motion by: BH

Second by: WN

MOTION: Motion to approve Resolution 2025-001 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to B-2 (Community Business District).

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

TOWN OF CLAYTON

ORDINANCE 2025-Z001

**AN ORDINANCE TO AMEND THE OFFICIAL TOWN OF CLAYTON ZONING MAP
– WINNEBAGO COUNTY, WISCONSIN**

WHEREAS, one or more applications for amendments(s) to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin” have been filed with the Town of Clayton Clerk as described herein; and

WHEREAS, following the requisite Notices and Public Hearing(s), the proposed amendment(s) have been reviewed and recommended to the Town of Clayton Board of Supervisors by the Town’s Plan Commission; and

WHEREAS, the application(s) for amendment(s) to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin” does comply with the Town’s future land use element of the Town of Clayton Comprehensive Plan 2040; and

WHEREAS, all other procedural requirements have been met for purposes of consideration of the amendment(s) as provided in Article 7 of the Town of Clayton Zoning Code of Ordinances; and

NOW, THEREFORE BE IT ORDAINED THAT, the Board of Supervisors of the Town of Clayton, County of Winnebago, State of Wisconsin, pursuant to Article 7 of the Town of Clayton Zoning Code of Ordinances, hereby adopts the following amendment(s) to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin”:

Section 1: The Official “Town of Clayton Zoning Map – Winnebago County, Wisconsin” is amended as follows:

A. Property Owner(s):

Town of Clayton, 8348 Hickory Ave, Larsen, WI 54947

Legal description of the property:

Being a part of the Northeast ¼ of the Southeast 1/4, Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, Wisconsin.

Findings of Fact:

1. The Town of Clayton has an adopted Comprehensive Plan.
2. The Future Land Use Plan Amp of the Comprehensive Plan shows the subject property as “Residential – Single and Duplex”.
3. The proposed Community Business (B-2) District is consistent with the aforementioned “Business Park” future land use category.

4. Therefore, a zoning map amendment from General Agriculture (A-2) District to Community Business (B-2) District is consistent with the adopted Comprehensive Plan.

5. The zoning map amendment is compatible with adjacent land uses.

The above-described property is hereby rezoned from:

General Agriculture (A-2) District to Community Business (B-2) District

Section 2: This Ordinance shall be submitted to the Winnebago County Board for approval. This amendment to the “Town of Clayton Zoning Map – Winnebago County, Wisconsin” shall be effective upon approval by the Winnebago County Board.

Adopted this _____ day of _____, 20_____

Vote: Yes: _____ No: _____ Abstain: _____ Absent: _____

ATTEST:

Russell D. Geise, Town Chair

Kelsey Faust-Kubale, Town Clerk

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Resolution 2025-004 Authorizing the Sale of Property, specifically known as Tax ID #006-0328-02-02.

Included in the packet is a copy of Resolution 2025-004 A Resolution Authorizing the Sale of Property. This resolution will formally authorize the Town Chair to sign closing documents on behalf of the Town, and has been a practice of the Town dating back to at least 2022. State Statutes allow for the Clerk to sign such documents; however, the statutes are vague as to the Town Chair's authority to sign on behalf of the Town. This resolution grants explicit authority to the Town Chair, Administrator and/or Clerk to execute all necessary documents to close the transaction.

SUGGESTED MOTION(S):

*Motion **AND ROLL CALL** to approve Resolution 2025-004 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

**TOWN OF CLAYTON
RESOLUTION 2025-004**

A RESOLUTION AUTHORIZING THE SALE OF PROPERTY

WHEREAS, the Town Electors authorized the Town Board of the Town of Clayton to buy and sell land on the eastern border of the Town from Winnegamie Drive to Breezewood Lane in the Town of Clayton pursuant to Wis. Stat. 60.10(2)(g); and

WHEREAS, the Town Board deems it in the best interest of the Town to enter into that certain WB-13 Vacant Land Offer to Purchase, by and between Spark Development as Buyer, and Town of Clayton as Seller, dated May 7, 2025, as amended and as accepted on May 13, 2025, for the sale of the real property on Eagle Heights Drive known as Lot 2 of Certified Survey Map No. 8002 as further described on Exhibit A attached hereto and made a part hereof (the “**Property**”) for the purchase price of Six Hundred Thousand and 00/100 Dollars (\$600,000.00) (the “**Purchase Agreement**”).

NOW, THEREFORE, BE IT RESOLVED, that the undersigned authorize, approve and ratify the execution of the Purchase Agreement and all documents needed to sell and transfer the Property pursuant to the terms of the Purchase Agreement including all documents required to close the transaction; and be it

FURTHER RESOLVED, that the Town Chair, the Town Administrator or the Town Clerk be, and hereby are, authorized, on behalf of the Town of Clayton, to execute a Warranty Deed and all other documents necessary to close the transaction contemplated herein; and be it

FURTHER RESOLVED, that any and all acts related to the subject matter of the foregoing resolutions performed prior to the passage of these resolutions are hereby in all respects ratified, approved and accepted.

Adopted this _____ day of _____, 20_____.

Russell D. Geise, Town Chair

Attest: Kelsey Faust-Kubale, Town Clerk

EXHIBIT A
LEGAL DESCRIPTION

Lot Two (2), Certified Survey Map No. 8002, filed in the office of the Register of Deeds for Winnebago County, Wisconsin, on January 25, 2023, as Document No. 1898369; being part of the Southwest 1/4 of the Northeast 1/4, Section Twelve (12), Township Twenty (20) North, Range Sixteen (16) East, Town of Clayton, Winnebago County, Wisconsin.

Tax ID: 006-0328-02-02

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Resolution 2025-005 For Purchase of Real Estate at 8386 State Rd 76, Neenah, WI.

Included in the packet is a copy of Resolution 2025-005. This resolution declares the Town's intent to purchase this property to expand municipal services.

SUGGESTED MOTION(S):

*Motion **AND ROLL CALL** to approve Resolution 2025-005 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

**TOWN OF CLAYTON
RESOLUTION 2025-005
FOR THE PURCHASE OF REAL ESTATE AT
8386 STATE RD 76, NEENAH, WISCONSIN**

WHEREAS, the Town of Clayton, Winnebago County, desires to purchase the real estate located at 8386 State Rd 76, Neenah, Wisconsin, described as:

Part of the southwest ¼ of the northwest ¼, Section 24, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Tax Key No. 006-0623-04-01

WHEREAS, the Town purchase of the property will promote the expansion of its Municipal Public Works Facility, Municipal Utilities and Municipal Offices; and

WHEREAS, the owner of record The Last Z LLC desires to sell the property to the Town; and

WHEREAS, the Town deems it appropriate that the property be purchased for \$1,020,000.00 plus certain costs of the transaction;

NOW THEREFORE BE IT RESOLVED, that the Town of Clayton, County of Winnebago, by its Town Board, hereby authorizes the purchase of the property for the price of \$1,020,000.00.

Adopted this _____ day of _____, 20_____.

ATTEST:

Russell D. Geise, Town Chair

Kelsey Faust-Kubale, Town Clerk

MEMORANDUM

Business Item C

From: Administrator/Staff
To: Town Board
Re: Town Board review & consideration of road wedging and shouldering estimates provided by Winnebago County Highway Department for Center Road & Green Meadow Road.

A portion of Center Rd and all of Green Meadow Rd did not fare well this winter, necessitating urgent repairs. Highway Superintendent Groth recommends first wedging & shouldering both to first and foremost improve safety. After wedging is completed, it can be determined what may be further needed to shape and seal the road surface.

The cost estimate is as follows:
Wedging Green Meadow: approximately \$35,000
Wedging Center Road: approximately \$65,000
Patching of frost boil on Center Rd south of Oakridge: approximately \$2,500

Green Meadow Road was last addressed in 1998 and the subject portion of Center Road was last addressed in 2000.

SUGGESTED MOTION(S):

Motion to move forward with repairs to Green Meadow Rd and Center Rd as described.

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

Respectfully Submitted
Kelsey

MEMORANDUM

Business Item D

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion on theft of road signs throughout the Town of Clayton.

Staff has received an increasing number of reports of stolen road signs throughout the town. These reports are coming from residents, non-residents, and Public Works as they travel through the town.

Costs of replacement for signs are:

\$50 for road name signs & time for PW to manufacture and replace

\$150 for road sign and post/sign holder & time for PW to manufacture and replace

\$1,400 for a solar sign

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

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

Respectfully Submitted

Kelsey