



# BOARD OF SUPERVISORS MEETING

Wednesday, August 20, 2025 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, August 6, 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 July 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

### BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a CSM Review Application submitted by Chris Perreault on behalf of John Kulogo to combine approximately 3.95 acres of Tax ID #006-0420-05 with Tax ID #006-0420-03 (3442 County Rd II), creating a lot approximately 5.2 acres in size.

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of renewal of the Joint Powers Agreement for the Winnebago County 911 Emergency System.

### UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Sept 3 & 17; Oct 1 & 15; Nov 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Sept 10; Oct 8; Nov 12

## **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, August 06, 2025 at 6:30 PM

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

## MINUTES

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

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

### PRESENT

Town Chair Geise  
 Supervisor Lettau  
 Supervisor Grundman  
 Supervisor Christianson  
 Supervisor Reif

### STAFF

Administrator Wisnefske  
 Clerk Faust-Kubale  
 Treasurer Fietzer  
 Attorney LaFrombois

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, July 16, 2025 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, July 16, 2025 Town Board Meeting as presented.

**Motion carried by unanimous voice vote.**

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

### CORRESPONDENCE

- A. Distribution of the July 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. Temporary - Brittany Wurn, Central WI Auto Collectors Event
- B. Temporary - Sarah Schneiker, Central WI Auto Collectors Event

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

**MOTION**

**Motion made** by Supervisor Grundman, **Seconded** by Supervisor Christianson to deny the Conditional Use Application submitted by Brittany & Chris Voigt.

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

**Motion carried 5-0.**

- B. Discussion/Action: Town Board review & consideration of an application for a Temporary Class "B" License by Central Wisconsin Auto Collectors for an event to be held August 17, 2025.

**MOTION**

**Motion made** by unanimous consent to approve the application submitted by Central Wisconsin Auto Collectors and grant a Temporary Class "B" license for an event to be held on August 17, 2025.

**Motion carried by unanimous voice vote.**

- C. Discussion/Action: Town Board review & consideration of a proposal submitted by Architects in Common, LLC for architectural and MEP services for building renovation for new town office space located at 8386 State Rd 76 (Tax ID #006-0623-04-01) in the amount of \$25,000.00.

**MOTION**

**Motion made** by unanimous consent to approve the proposal submitted by Architects in Common, LLC for an amount not to exceed \$25,000.00

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

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 6:57 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					313.63	<b>T. Algoma</b>
002	<b>T. Black Wolf</b>	21.21	17.29	16.94	18.97	26.25	19.69	27.20					147.55	<b>T. Black Wolf</b>
003	<b>T. Clayton</b>	32.22	29.62	33.53	36.01	36.70	37.20	39.76					245.04	<b>T. Clayton</b>
004	<b>V. Fox Crossing</b>	119.59	82.63	99.67	113.34	114.59	102.28	126.41					758.51	<b>V. Fox Crossing</b>
005	<b>T. Neenah</b>	29.20	30.96	36.68	25.81	33.18	27.11	35.46					218.40	<b>T. Neenah</b>
006	<b>T. Nekimi</b>	10.28	8.29	8.90	10.71	9.53	8.94	12.29					68.94	<b>T. Nekimi</b>
008	<b>T. Omro</b>	9.81	8.11	10.97	7.02	12.09	11.72	9.48					69.20	<b>T. Omro</b>
013	<b>T. Vinland</b>	11.96	9.62	13.12	18.47	15.12	13.86	18.05					100.20	<b>T. Vinland</b>
014	<b>T. Winchester</b>	16.40	11.56	12.21	11.97	14.52	14.96	13.70					95.32	<b>T. Winchester</b>
015	<b>T. Winneconne</b>	26.60	18.26	18.39	21.98	34.03	26.11	39.00					184.37	<b>T. Winneconne</b>
016	<b>T. Wolf River</b>	9.51	4.80	6.47	6.11	7.81	10.48	15.17					60.35	<b>T. Wolf River</b>
017	<b>V. Winneconne</b>	18.98	15.42	14.80	13.92	18.32	12.45	19.68					113.57	<b>V. Winneconne</b>
018	<b>C. Menasha</b>	131.18	77.49	117.63	120.69	100.23	132.58	108.30					788.10	<b>C. Menasha</b>
019	<b>C. Neenah</b>	169.09	131.53	149.20	171.61	180.26	164.84	181.55					1148.08	<b>C. Neenah</b>
020	<b>C. Omro</b>	29.79	16.95	18.62	19.11	20.19	21.35	25.39					151.40	<b>C. Omro</b>
021	<b>C. Oshkosh</b>	315.79	254.82	291.80	333.34	384.65	351.73	342.12					2274.25	<b>C. Oshkosh</b>
	<b>Other SS</b>	278.51	173.11	265.54	244.17	282.10	229.55	282.43					1755.41	<b>Other SS</b>
	<b>TOTAL TONS</b>	1294.22	924.80	1154.46	1214.32	1335.55	1229.12	1339.85					8492.32	<b>TOTAL TONS</b>

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
<b>T. Algoma</b>	6,867	<b>91.34</b>	<b>T. Omro</b>	2,413	<b>57.36</b>	<b>C. Menasha</b>	18,662	<b>84.46</b>
<b>T. Black Wolf</b>	2,429	<b>121.49</b>	<b>T. Vinland</b>	1,754	<b>114.25</b>	<b>C. Neenah</b>	27,611	<b>83.16</b>
<b>T. Clayton</b>	4,525	<b>108.30</b>	<b>T. Winchester</b>	1,783	<b>106.92</b>	<b>C. Omro</b>	3,624	<b>83.55</b>
<b>V. Fox Crossing</b>	19,285	<b>78.66</b>	<b>T. Winneconne</b>	2,647	<b>139.30</b>	<b>C. Oshkosh</b>	67,245	<b>67.64</b>
<b>T. Neenah</b>	3,664	<b>119.21</b>	<b>T. Wolf River</b>	1,214	<b>99.42</b>			
<b>T. Nekimi</b>	1,324	<b>104.14</b>	<b>V. Winneconne</b>	2,514	<b>90.35</b>	<b>Total</b>	167561	<b>80.41</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.)

MEMORANDUM

**Business Referred by Plan Commission**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a CSM Review Application submitted by Chris Perreault on behalf of John Kulogo to combine approximately 3.95 acres of Tax ID #006-0420-05 with Tax ID #006-0420-03 (3442 County Rd II), creating a lot approximately 5.2 acres in size.

**SUGGESTED MOTION(S):**

*Motion to approve the CSM Review Application submitted by Chris Perreault on behalf of John Kulogo with the four (4) Plan Commission recommended conditions.*

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

Respectfully Submitted

Kelsey



# PLAN COMMISSION

Wednesday, August 13, 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  
Commissioner Hopkins  
Town Board Rep. Christianson

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Code Administrator Kamke

## APPROVAL OF MINUTES

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

### MOTION

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Hopkins to approve the Minutes of the Wednesday, July 9, 2025 Plan Commission Meeting as presented.

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

**Motion carried 7-0.**

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

## CORRESPONDENCE

- A. Distribution of the July 2025 Building Inspection Report

## DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a CSM Review Application submitted by Chris Perreault on behalf of John Kulogo to combine approximately 3.95 acres of Tax ID #006-0420-05 with Tax ID #006-0420-03 (3442 County Rd II), creating a lot approximately 5.2 acres in size.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Ketter to recommend approval of the CSM submitted by Chris Perreault on behalf of John Kulogo with the following conditions:

1. The on-site sewerage system is only partially shown on the proposed CSM. The drain field must be included on the survey to complement the documented tank access manhole.
2. Ownership of adjacent lots must be listed on the map.
3. Distance of the northern-most accessory building from the nearest south lot line should be added, to document if the building is conforming to setback and height limits for the district.
4. Notes on the map indicate that no ownership change is occurring as part of the survey; it should be clarified if the new lot will be co-owned by both the LLC and the individual.

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

**Motion carried 7-0.**

**UPCOMING MEETING ATTENDANCE**

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

**ADJOURNMENT****MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 6:38 pm.

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

**Motion carried 7-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
 Town Clerk

## MEMORANDUM

**Business Item A**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of renewal of the Joint Powers Agreement for the Winnebago County 911 Emergency System.

Included is a copy of the renewal information for the Winnebago County Joint Powers Agreement as required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement.

The agreement requires that any agency dispatched by the Winnebago County Emergency 911 System render service even if that service is out of its legal jurisdiction. The second part of the agreement sets up a Winnebago County Communications and Information System Advisory Committee to establish a protocol for emergency service communications and public safety records. Both functions are systems that need the proper protocol and records systems.

**SUGGESTED MOTION(S):**

*Motion to approve the Winnebago County 911 System Joint Powers Agreement, and direct Staff to submit the signed document to Winnebago County Sheriff.*

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

Respectfully submitted,  
Kelsey

Sheriff  
John F. Matz

Chief Deputy  
Todd A. Christopherson



4311 JACKSON ST  
OSHKOSH, WISCONSIN 54901  
(920) 236-7300 (920) 727-2888  
JAIL (920) 236-7380  
ADMINISTRATION FAX (920) 236-7333  
RECORDS FAX (920) 236-7302

July 31, 2025

To All Winnebago County E911 Users:

Enclosed is the **JOINT POWERS AGREEMENT** which is required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement. Space is provided for signing by your City Mayor and Clerk, Town/Village Chairman and Clerk or other designee.

**Please do the following:**

1. Sign, date, and return the **Original** to me no later than **November 7th, 2025** in the enclosed self-addressed envelope.

Please remember to put **postage** on your envelope before mailing it back.  
Please **Do Not** fax the document as we need to have the **original** copy.  
Please **Do Not** staple the document.

2. Please make a copy of the agreement for your records.

Your assistance in this matter is greatly appreciated. Thank you.

Sincerely,

Sheriff John F. Matz

JFM/kkd

enc.

## JOINT POWERS AGREEMENT WINNEBAGO COUNTY 911 EMERGENCY SYSTEM

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the **Town of Clayton**, municipality", as follows:

1. That effective **December 1, 2025**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2026**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures in an advisory capacity for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research

regional communication network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

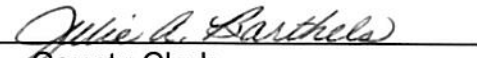
The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

**WINNEBAGO COUNTY**

By:   
Winnebago County Executive  
Gordon Hintz

Date: 7.25.2025

By:   
County Clerk  
Julie Barthels

Date: 7.23.2025

**TOWN OF CLAYTON**

By: \_\_\_\_\_  
Town Chairman

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Town Clerk

Date: \_\_\_\_\_