



# BOARD OF SUPERVISORS MEETING

Wednesday, September 18, 2024 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, September 4, 2024 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 August 2024 Building Inspection Report
- B. Distribution of the August 2024 Winnebago County Tonnage Report
- C. Distribution of the Agenda for the Wisconsin Towns Association Unit Meeting to be held October 3, 2024.

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

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

### BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2024-Z002 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).
- B. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) Review Application submitted by Chris Perrault on behalf of Nathan Chromy, to divide Tax ID #006-0018-01 into two (2) lots.

- C. Plan Commission Discussion: Town Board review & discussion of revisions to Section 7.10.08 Dedications and Reservations within the Town of Clayton Subdivision Ordinance.
- D. Plan Commission Discussion: Town Board review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of a release of retainage submitted by McMahon Associates to close out the Eagle Heights Dr & Wing Ln Water Main, Sanitary Sewer, Street & Stormwater Pond Construction project in the amount of \$5,000.
- B. Discussion/Action: Town Board review & consideration of the project proposal submitted by Bassett Mechanical for the replacement and installation of new heating lines at the Town Hall at a cost of \$6,445.
- C. Discussion/Action: Town Board review & consideration of the annual sewer meter purchase for Clayton Sanitary District #1 in the approximate amount of \$70,000 to be coordinated with the Village of Fox Crossing.

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Oct 2 & 16; Nov 6 & 20; Dec 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - Oct 9; Nov 13; Dec 11
- C. Town Board Budget Workshop - September 24 beginning at 2 pm

**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, September 04, 2024 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 Feitzer  
 Attorney LaFrombois

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, August 21, 2024 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, August 21, 2024 Town Board Meeting.

**Motion carried by unanimous voice vote.**

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

Lana Prusik, 9207 Pioneer Rd, Neenah WI spoke regarding the request for railroad quiet zones within the Town.

### CORRESPONDENCE

- A. Distribution of correspondence received August 21, 2024 from UW-Extension regarding Emerald Ash Borer (EAB) within the Town of Clayton.
- B. Distribution of the meeting materials for the September 4, 2024 meeting of the Fox West Regional Sewerage Commission.
- C. Distribution of an update on the Pickleball Court at Trailhead Park from the Larsen-Winchester Lion's Club.
- D. Distribution of the meeting materials for the Winnebago County Industrial Development Board (IDB) Meeting Workshop to be held September 11, 2024.

**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

**BUSINESS**

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

**MOTION**

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

**Motion carried by unanimous voice vote.**

- B. Review/Discussion: Town Board review & discussion to consider the implementation of railroad quiet zones within the Town of Clayton.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN****REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Sept 18; Oct 2 & 16; Nov 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Sept 11; Oct 9; Nov 13

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

Invitation to Mr. Jacob Kluza to present his proposal for community outreach regarding the Emerald Ash Borer within the Town of Clayton.

**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

INTERMUNICIPAL REPORT AUGUST 2024 PERMITTING

YEAR TO DATE SUMMARY

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	YEAR TO DATE TOTAL
<b>TOWN OF CLAYTON PERMITS:</b>													
8/6/2024	152-24-8B	JOE ROMBERG	8457 WHISPERING MEADOWS	NSFD	A-SQUARE BUILDERS	\$ 419,000.00	\$ 750.00	\$ 600.00	Town of Clayton	\$ 3,266,096.00	\$ 21,444.99	\$ 17,155.99	\$ 79,107.78
8/6/2024	153-24-8P	DENNIS THIEL BLDGS	2665 LAWRENCE	NSFD PLUMB	MURPHY PLUMB	\$ 15,565.00	\$ 317.28	\$ 253.82	Town of Winneconne	\$ 2,045,002.00	\$ 3,952.26	\$ 3,161.81	\$ 12,407.41
8/6/2024	154-24-8E	DENNIS THIEL BLDGS	2665 LAWRENCE	NSFD ELECT	VOSTERS ELECT	\$ 10,000.00	\$ 317.28	\$ 253.82					
8/7/2024	155-24-8E	RUSS WHITE	3601 CTY II	ELECT REMOD	SELF	\$ 10,000.00	\$ 75.00	\$ 60.00					
8/7/2024	156-24-8E	THOMAS FINN	8065 NICHOLE HEIGHTS	ELECT FOR DETACHED GARAGE	CR FOCHS	\$ 1,500.00	\$ 147.00	\$ 117.60	Full Burden Wage				\$ -
8/7/2024	157-24-8B	SHANE VAN HANDEL	2665 LARSEN	REMOD	VKB HOMES	\$ 26,000.00	\$ 175.00	\$ 140.00					
8/7/2024	158-24-8H	TRAVIS PASCHEN	8453 WHISPERING MEADOWS	NSFD HVAC	BAY AREA	\$ 22,650.00	\$ 461.52	\$ 369.22					
8/7/2024	159-24-8E	POSITIVE VENTURES	8390 HWY 76	COMMERCIAL ADDN ELECT	NLES	\$ 15,000.00	\$ 145.80	\$ 116.64					
8/7/2024	160-24-8P	POSITIVE VENTURES	8390 HWY 76	COMMERCIAL ADDN PLBG	VERHAGEN PLUMB	\$ 40,000.00	\$ 145.80	\$ 116.64					
8/7/2024	161-24-8H	POSITIVE VENTURES	8390 HWY 76	COMMERCIAL ADDN HVAC	BRUSS HVAC	\$ 45,000.00	\$ 145.80	\$ 116.64					
8/8/2024	162-24-8H	ROB PEARSON	8074 CAVENDISH	REPLACE A/C	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00					
8/8/2024	163-24-8B	SHANNON KROSTUE	8098 OAKWOOD	REPLACE A/C	BLACK-HAAK	\$ 6,000.00	\$ 75.00	\$ 60.00					
8/8/2024	164-24-8E	DEBRA MANN	4783 FAIRVIEW	REPLACE ELECT FEED TO GARAGE	BLACK-HAAK	\$ 1,800.00	\$ 75.00	\$ 60.00					
8/10/2024	165-24-8B	DON SIKMA	3277 WISMER	DECK & POOL	SELF	\$ 12,000.00	\$ 192.16	\$ 153.73					
8/13/2024	166-24-8H	JASON NENONEN	9377 BROAD MEADOW	NSFD HVAC	S&A PETERS	\$ 19,750.00	\$ 489.96	\$ 391.97					
8/13/2024	167-24-8B	TOM ROWE	8033 HWY 76	REROOF	PRESTIGE ROOFING	\$ 27,225.00	\$ 75.00	\$ 60.00					
8/15/2024	168-24-8B	LEGACY PARK APTS	8433 MARLO	NEW MULTIFAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
8/15/2024	169-24-8B	LEGACY PARK APTS	8435 MARLO	NEW MULTIFAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
8/15/2024	170-24-8B	LEGACY PARK APTS	8454 MARLO	NEW MULTIFAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
8/15/2024	171-24-8B	LEGACY PARK APTS	8452 MARLO	NEW MULTIFAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
8/15/2024	172-24-8B	LEGACY PARK APTS	8450 MARLO	NEW MULTIFAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
8/19/2024	173-24-8B	JEFF SMITH	7933 PRAIRIEWOOD	NSFD	KUHLLOW BUILDERS	\$ 810,000.00	\$ 1,122.32	\$ 897.86					
8/19/2024	174-24-8B	BAUMANN CONSTRUCTION	8393 ST NORBERT	NSFD	BAUMANN CONST	\$ 200,000.00	\$ 785.00	\$ 628.00					
8/19/2024	175-24-8B	MITCHELL ZOLP	4675 GRANDVIEW	SIDING	SELF	\$ 34,700.00	\$ 75.00	\$ 60.00					
8/19/2024	176-24-8B	VALLEY TRUCK LEASING	2629 W AMERICAN	EARLY START	UTSCHIG		\$ 100.00	\$ 80.00					
8/21/2024	177-24-8H	BRENT KIEDROWSKI	2975 FAIRWINDS	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00					
8/21/2024	178-24-8H	TAYLOR HART	4533 GRANDVIEW	A/C & FURNACE REPLACEMENT	BLACK-HAAK	\$ 9,000.00	\$ 150.00	\$ 120.00					
8/21/2024	179-24-8E	ZACH KEMP	3039 WINDFIELD	GAS & ELECT LINE TO OUTSIDE GRILL	BLACK-HAAK	\$ 3,000.00	\$ 150.00	\$ 120.00					
8/21/2024	180-24-8H	JOHN MARSHALL	3459 SHENANDOAH	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00					
8/21/2024	181-24-8E	JENNIFER VAN HANDEL	2665 LARSEN	SERVICE & REMOD	RICK STEFFENS	\$ 2,000.00	\$ 175.00	\$ 140.00					
8/22/2024	182-24-8B	JOHN SIMONIS	8161 CHALLENGER	STORAGE SHED	SELF	\$ 1,500.00	\$ 169.12	\$ 135.30					
8/22/2024	183-24-8B	CHRIS OPINKER	8718 HICKORY	STORAGE SHED	SELF	\$ 85,000.00	\$ 388.00	\$ 310.40					
8/22/2024	184-24-8H	DAVID KUTCHENRITER	2867 E SHADY	A/C REPLACEMENT	MODERN SHEET METAL	\$ 4,499.00	\$ 75.00	\$ 60.00					
8/26/2024	185-24-8H	JOANNE SCHAFER	2859 E SHADY	A/C & FURNACE REPLACEMENT	MODERN SHEET METAL	\$ 8,998.00	\$ 150.00	\$ 120.00					
8/26/2024	186-24-8H	TOM HEIN	3486 GRAND MEADOW CROSSING	REPLACE FURNACE	MODERN SHEET METAL	\$ 4,899.00	\$ 75.00	\$ 60.00					
8/27/2024	187-24-8E	BRAD OTTO	8578 WINNCREST	SERVICE CHANGE	KUEHL ELECT	\$ 1,000.00	\$ 100.00	\$ 80.00					
8/27/2024	188-24-8E	SCOTT LEHMANN	2722 FAIRVIEW	SERVICE CHANGE	SELF	\$ 1,500.00	\$ 100.00	\$ 80.00					
8/27/2024	189-24-8P	PREMIER REAL ESTATE	9107 & 9121 CLAYTON	IRRIGATION SYSTEMS	K-KELLY	\$ 860.00	\$ 150.00	\$ 120.00					
8/27/2024	190-24-8E	JOHN SIMONIS	8161 CHALLENGER	ELECT FOR STORAGE SHED	SELF	\$ 1,000.00	\$ 109.56	\$ 87.65					
8/27/2024	191-24-8E	JEFF HOGENSON	7945 ASHWOOD	GENERATOR INSTALL	CR FOCHS	\$ 18,000.00	\$ 100.00	\$ 80.00					
8/27/2024	192-24-8E	DON GURALSKI	2537 OAKCREST	SERVICE CHANGE	SELF	\$ 1,500.00	\$ 100.00	\$ 80.00					
8/28/2024	193-24-8B	HUNTER OPINKER	3905 CTY II #4	DECK	SELF	\$ 2,000.00	\$ 115.39	\$ 92.31					
8/29/2024	194-24-8B	DAVID WERY	8170 APOLLO CT	INGROUND POOL	SPRINGHETTI OUTDOOR SPACES	\$ 230,000.00	\$ 340.00	\$ 272.00					
8/29/2024	195-24-8B	DAVE LABARGE	8031 HWY 76	DETACHED GARAGE	SELF	\$ 150.00	\$ 484.00	\$ 387.20					
8/30/2024	196-24-8B	VANS REALTY	2641 LAWRENCE	NSFD	VAN REALTY	\$ 360,000.00	\$ 785.00	\$ 628.00					
								\$ -					
					<b>TOTALS</b>	<b>\$ 3,266,096.00</b>	<b>\$ 21,444.99</b>	<b>\$ 17,155.99</b>					
<b>TOWN OF WINNECONNE PERMITS:</b>													
8/8/2024	74-24-8B	RON WALES	5036 RIVERMOOR	RE-ROOF	SELF	\$ 5,000.00	\$ 40.00	\$ 32.00					
8/8/2024	75-24-8H	LARRY MUELLER	6999 CLOW	NSFD HVAC	A&BE HVAC	\$ 16,000.00	\$ 183.36	\$ 146.69					
8/20/2024	76-24-8B	STEVE WEBER	6821 SUNSET TR	REROOF	SECURITY LUEBKE	\$ 36,502.00	\$ 50.00	\$ 40.00					
8/20/2024	77-24-8B	CHAD HUISMAN	6671 FALCON CT	NSFD	HUISMAN HOMES	\$ 50,000.00	\$ 654.10	\$ 523.28					
8/20/2024		CHAD HUISMAN	6671 FALCON CT	TOWN FEES			\$ 510.00	\$ 408.00					
8/28/2024	78-24-8B	BARB BUCHANAN	1084 GRANT	REROOF	DRIESSEN CARPENTRY	\$ 10,500.00	\$ 50.00	\$ 40.00					
8/30/2024	79-24-8B	DAVID BELTER	5723 CTY S	NSFD	CHET WESWNBURG	\$ 1,327,000.00	\$ 809.10	\$ 647.28					
8/30/2024		DAVID BELTER	5723 CTY S	TOWN FEES	CHET WESWNBURG		\$ 510.00	\$ 408.00					
8/30/2024	80-24-8B	CURT WOJHAN	5385 EVERBREEZE	NSFD	ENVISION BLDGS	\$ 600,000.00	\$ 635.70	\$ 508.56					
8/30/2024		CURT WOJHAN	5385 EVERBREEZE	TOWN FEES			\$ 510.00	\$ 408.00					
					<b>TOTALS</b>	<b>\$ 2,045,002.00</b>	<b>\$ 3,952.26</b>	<b>\$ 3,161.81</b>					

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD  
2024 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	
T. Algoma	48.78	57.51	55.09	38.92	44.79	36.13	37.57	66.86					385.65	T. Algoma
T. Black Wolf	16.36	20.52	14.97	17.86	25.28	20.77	21.84	25.71					163.31	T. Black Wolf
T. Clayton	41.50	27.60	27.02	39.08	35.49	34.07	42.28	31.18					278.22	T. Clayton
V. Fox Crossing	118.23	100.41	96.94	101.86	124.54	85.16	102.46	112.97					842.57	V. Fox Crossing
T. Neenah	28.08	25.51	21.28	22.03	33.46	28.36	19.74	31.07					209.53	T. Neenah
T. Nekimi	9.23	6.70	6.89	8.52	11.21	8.04	11.24	8.47					70.30	T. Nekimi
T. Omro	12.75	7.45	7.95	11.16	9.44	9.60	10.80	8.49					77.64	T. Omro
T. Vinland	17.76	12.31	11.17	16.82	14.70	14.12	18.22	15.67					120.77	T. Vinland
T. Winchester	12.58	11.94	11.73	3.66	13.88	11.88	10.29	17.24					93.20	T. Winchester
T. Winneconne	17.27	21.21	20.41	15.06	10.94	15.36	12.25	21.75					134.25	T. Winneconne
T. Wolf River	9.05	6.95	6.25	5.86	7.21	7.76	9.41	8.23					60.72	T. Wolf River
V. Winneconne	13.28	13.59	14.89	11.72	17.61	16.22	15.39	10.32					113.02	V. Winneconne
C. Menasha	136.60	81.09	104.30	112.07	96.12	135.77	101.71	132.33					899.99	C. Menasha
C. Neenah	182.85	151.44	151.85	174.66	184.49	169.47	191.95	169.90					1376.61	C. Neenah
C. Omro	12.75	21.42	21.10	18.48	20.55	20.97	21.16	29.05					165.48	C. Omro
C. Oshkosh	337.77	294.93	284.63	320.91	332.79	318.26	347.11	327.87					2564.27	C. Oshkosh
Other SS	257.02	235.29	276.81	333.12	340.33	241.23	295.38	345.89					2325.07	Other SS
<b>TOTAL TONS</b>	<b>1271.86</b>	<b>1095.87</b>	<b>1133.28</b>	<b>1251.79</b>	<b>1322.83</b>	<b>1173.17</b>	<b>1268.80</b>	<b>1363.00</b>					<b>9880.60</b>	<b>TOTAL TONS</b>

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,939	<b>111.15</b>	T. Omro	2,375	<b>65.38</b>	C. Menasha	18,576	<b>96.90</b>
T. Black Wolf	2,422	<b>134.86</b>	T. Vinland	1,757	<b>137.47</b>	C. Neenah	27,560	<b>99.90</b>
T. Clayton	4,394	<b>126.64</b>	T. Winchester	1,784	<b>104.48</b>	C. Omro	3,629	<b>91.20</b>
V. Fox Crossing	19,113	<b>88.17</b>	T. Winneconne	2,637	<b>101.82</b>	C. Oshkosh	66,986	<b>76.56</b>
T. Neenah	3,669	<b>114.22</b>	T. Wolf River	1,210	<b>100.36</b>			
T. Nekimi	1,325	<b>106.11</b>	V. Winneconne	2,519	<b>89.73</b>	<b>Total</b>	166,895	<b>90.54</b>



## WISCONSIN TOWNS ASSOCIATION WINNEBAGO COUNTY UNIT MEETING

Thursday, October 3, 2024 at 6:30 PM – Dinner Served at 6:00 PM

Location: Town of Nepeuskun, 1475 CR E., Ripon, WI 54971.

### AGENDA

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Open Forum for Public Comments:**
- 4. Approval of Minutes:** Approve minutes from July 11, 2024 WTA Unit meeting.
- 5. New Members**
- 6. Elected Officials Invited:**

US Senator Tammy Baldwin	State Representatives Michael Schraa
US Senator Ron Johnson	State Representative Lori Palmeri
US Congressman Glenn Grothman	State Representative Nate Gustafson
US Congressman Mike Gallagher	State Representative Mark Born
State Senator Daniel Feyen	State Representative Lee Snodgrass
State Senator Rachael Cabral-Guevara	County Executive Jon Doemel
- 7. Secretary/Treasurers Report:** 09-30-2024 Financial Statement
- 8. Set Calendar of 2025 Meeting dates and Location**
- 9. Go-EDC Report** – Rob Keller / Art Rathjen
- 10. WTA/TAC Report** – Jim Erdman
- 11. WTA Report** – Lee Engelbrecht and John Piechowski
- 12. Speaker:** East Central Wisconsin Regional Planning Commission  
Melissa Kraemer-Badtke, Executive Director, Craig Moser, Deputy Director  
**Subject:** East Central Wisconsin Regional Planning Commission – Who are they and what resources can they provide for your town.
- 13. Old/New Business**
- 14. Next Meeting Dates and Locations:**  
Thursday January 2, 2025 at Town of Omro
- 15. Adjourn**

## MEMORANDUM

**Business Referred by Plan Commission**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Ordinance 2024-Z002 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

**SUGGESTED MOTION(S):**

*Motion AND ROLL CALL to approve Ordinance 2024-Z002 Amending the Official Town of Clayton Zoning Map.*

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Re: Town Board review & consideration of a Certified Survey Map (CSM) Review Application submitted by Chris Perrault on behalf of Nathan Chromy, to divide Tax ID #006-0018-01 into two (2) lots.

**SUGGESTED MOTION(S):**

*Motion to approve the CSM submitted by Chris Perrault on behalf of Nathan Chromy with the seven (7) Plan Commission recommendations & conditions.*

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Re: Town Board review & discussion of revisions to Section 7.10.08 Dedications and Reservations within the Town of Clayton Subdivision Ordinance.

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

Re: Town Board review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

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

Respectfully Submitted  
Kelsey



# PLAN COMMISSION

Wednesday, September 11, 2024 – 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 Ketter  
 Town Board Rep. Christianson

### EXCUSED

Commissioner Dorow  
 Commissioner Hopkins

### STAFF

Clerk Faust-Kubale  
 Planner Jaworski  
 Code Administrator Greenberg

### PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Re-Zoning Application submitted by Chris Perrault on behalf of Nathan Chromy, to re-zone approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

Sue Evers, 2648 Shady Ln, Neenah asked several process questions to better understand re-zoning and CSM recommendations, which Chair Knapinski answered to her satisfaction.

**PUBLIC HEARING CLOSED AT 6:33 PM**

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, August 14, 2024, Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Ketter to approve the Minutes of the Wednesday, August 14, 2024, Plan Commission Meeting as presented.

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

**Motion carried 5-0.**

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

**CORRESPONDENCE**

- A. Distribution of the August 2024 Building Inspection Report

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & consideration of Resolution 2024-003 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning application submitted by Chris Perrault on behalf of Nathan Chromy, to re-zone approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

**MOTION**

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Nemecek to approve Resolution 2024-003 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to R-1 (Rural Residential District) with the following conditions:

1. Within twelve (12) months of approval, the owner must record a Certified Survey Map (CSM) which is in substantial conformance with the submitted CSM.
2. If required by Winnebago County, the zoning and setback information should reference Winnebago County's zoning ordinance or should otherwise be removed.

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

**Motion carried 5-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Chris Perrault on behalf of Nathan Chromy, to divide Tax ID #006-0018-01 into two (2) lots.

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Ketter to recommend approval of the CSM submitted by Chris Perrault on behalf of Nathan Chromy with the following recommendations & conditions:

1. The lands within proposed Lot 1 must be re-zoned to the R-1 Rural Residential District prior to recording the CSM.
2. Subject to a determination by the Zoning Administrator that the current accessory buildings on Lot 1 meet the standards to be designated as Rural Accessory Buildings, pursuant to Article 7, Division 14 of the Zoning Code, as well as all applicable accessory building standards of the R-1 Rural Residential District.
3. Any accessory buildings which are not determined to be Rural Accessory Buildings or otherwise allowed, are subject to compliance with all accessory building use and dimensional standards of the R-1 Rural Residential District. Should the number of buildings or total square footage need to be reduced to comply with the above, those buildings shall be removed/reduced prior to the Town signing the CSM.
4. Per Wis. Stats. §236.25(2)(c) the surveyor's seal shall be signed, sealed, and dated on all pages.
5. Per Chapter 7.10.08(1) of the Town Land Division Ordinance, the 7 ft. road reservation noted along Shady Lane must be dedicated and shall be noted as "dedicated to the public for roadway purposes".
6. The following well casing note shall be added: "Lot created in the document area located in the Special Well Casing Pipe Depth Area. This area has been established due to naturally occurring arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of

Natural Resources or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative Code."

7. If required by Winnebago County, the zoning and setback information should reference Winnebago County's zoning ordinance, or should otherwise be removed.

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

**Motion carried 5-0.**

- C. Review/Discussion: Plan Commission review & discussion of revisions to Section 7.10.08 Dedications and Reservations within the Town of Clayton Subdivision Ordinance.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- D. Review/Discussion: Plan Commission review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Oct 9; Nov 13; Dec 11  
 B. Town Board (6:30 pm start unless otherwise noted) - Sept 18; Oct 2 & 16; Nov 6 & 20

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:30 pm.

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

**Motion carried 5-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
 Town Clerk

TOWN OF CLAYTON  
PLAN COMMISSION RESOLUTION # 2024-003  
RE-ZONING OF TAX ID #006-0018-01

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

**Owner:** Nathan Chromy

**Applicant:** Chris Perreault

**Location:** Property addressed 2676 Shady Ln, Neenah, WI 54956

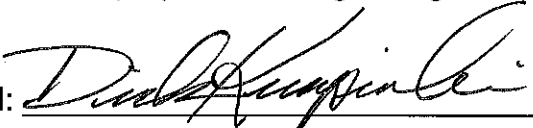
**Legal Description:** Being a part of the Southwest ¼ of the Southeast ¼, Section 1, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, Wisconsin.

**Parcel Number:** The property is known as Tax ID # 006-0018-01

**Explanation:** Applicant is requesting a Zoning Change for approximately 2.90 acres of the existing Tax ID from A-2 (General Agriculture District) to R-1 (Rural Residential 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: 9-11-2024

Attest:   
Kelsey Faust-Kubale, Town Clerk

Date: 9/11/2024

# Plan Commission Roll Call Vote Tally

Meeting Date: September 11, 2024

Agenda Item: Plan Commission review & consideration of Resolution 2024-003 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning application submitted by Chris Perrault on behalf of Nathan Chromy, to re-zone approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

Motion by: RK

Second by: WN

**MOTION:** Motion to approve Resolution 2024-003 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to R-1 (Rural Residential District).

Commissioner Vote:	Aye	Nay	Abstain
⑤ Chair Knapinski	<u>1</u>	<u>    </u>	<u>    </u>
① Commissioner Ketter	<u>1</u>	<u>    </u>	<u>    </u>
② Commissioner Nemecek	<u>1</u>	<u>    </u>	<u>    </u>
⑩ Commissioner Hopkins	<u>X</u>	<u>X</u>	<u>X EXCUSED</u>
⑦ Commissioner Dorow	<u>X</u>	<u>X</u>	<u>X EXCUSED</u>
③ Commissioner Haskell	<u>1</u>	<u>    </u>	<u>    </u>
④ Rep. Christianson	<u>1</u>	<u>    </u>	<u>    </u>

**TOWN OF CLAYTON**

**ORDINANCE 2024-Z002**

**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):**

Nathan Chromy 2676 Shady Ln, Neenah, WI 54956

**Legal description of the property:**

Being a part of the Southwest ¼ of the Southeast 1/4, Section 1, 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 Rural Residential (R-1) District is consistent with the aforementioned “Residential – Single and Duplex” future land use category.
4. Therefore, a zoning map amendment from General Agriculture (A-2) District to Rural Residential (R-1) 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 Rural Residential (R-1) District with the following conditions to be met:

1. Within twelve (12) months of approval, the owner must record a Certified Survey Map (CSM) which is in substantial conformance with the CSM submitted to the Town Board of Supervisors at their September 18, 2024 meeting.

2. If required by Winnebago County, the zoning and setback information should reference Winnebago County’s zoning ordinance, or should otherwise be removed.

**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 a release of retainage submitted by McMahon Associates to close out the Eagle Heights Dr & Wing Ln Water Main, Sanitary Sewer, Street & Stormwater Pond Construction project in the amount of \$5,000.

The retainage fee is the final amount requested to be paid by McMahon for this project. The work has been completed, Administrator Wisnefske has reviewed the request, and would recommend approval of the payment.

**SUGGESTED MOTION(S):**

*Motion to approve payment of the retainage fee of \$5,000 submitted by McMahon Associates to MCC, Inc.*

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

Respectfully submitted,  
Kelsey

TOWN OF CLAYTON  
8348 Hickory Avenue  
Larsen, WI 54947

Contract No. C0023-09-22-00286.24  
Project File No. C0023-09-22-00286  
Certificate No. Four (4)  
Issue Date: March 15, 2024  
Project: Eagle Heights Dr & Wing Ln Water Main,  
Sanitary Sewer, Street & SW Pond Const.

This Is To Certify That, In Accordance With The Contract Documents Dated: \_\_\_\_\_ (Date of Contract Agreement)

MCC, Inc.  
2600 N. Roemer Road  
PO Box 1137  
Appleton, WI 54912-1137

Is Entitled To Partial Payment For Work Performed Through: February 28, 2024

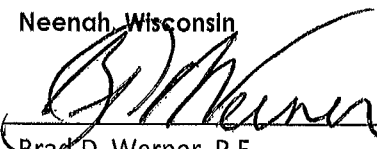
- Contractor's Application for Payment Attached
- Itemized Cost Breakdown Attached

Original Contract	<u>\$867,008.45</u>	Completed To Date	<u>\$885,822.02</u>
Net Change Orders	<u>+ \$18,813.57</u>	Retainage	<u>\$5,000.00</u>
Current Contract Amount	<u><b>\$885,822.02</b></u>	Subtotal	<u><b>\$880,822.02</b></u>
		Previously Certified	<u>\$854,477.36</u>

**Amount Due This Payment: \$26,355.66**

Please process and forward payment to MCC, Inc.

Certified By:  
**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin

  
\_\_\_\_\_  
Brad D. Werner, P.E.

Vice President / Sr Municipal Engineer

## MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of the project proposal submitted by Bassett Mechanical for the replacement and installation of new heating lines at the Town Hall at a cost of \$6,445.

Bassett has been working with Administrator Wisnefske to resolve the heating/cooling issues the Town Hall has been experiencing. The included proposal is what Bassett recommends to address creating more uniform heating/cooling throughout the meeting room and office areas. Administrator Wisnefske will be available for any questions the Board may have.

**SUGGESTED MOTION(S):**

*Motion to approve moving forward with the project proposal as submitted by Bassett Mechanical at a cost not to exceed \$6,445.*

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

Respectfully submitted,  
Kelsey



**BASSETT**  
**MECHANICAL**

- CONTRACTING ▪ ENGINEERING
- METAL FABRICATING ▪ SERVICE

## Clayton Town Hall Heating Line

Proposal Number: 2024-0559

9/4/2024

# Project Proposal

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**PREPARED FOR:**

Kelly Wisnefske

Town of Clayton

8348 Hickory Avenue, Larsen, WI 54947

[administrator@claytonwinnebago.wi.gov](mailto:administrator@claytonwinnebago.wi.gov)

**PREPARED BY:**

John Kleiber, Plumbing Solutions Representative

Bassett Mechanical

1215 Hyland Avenue Kaukauna, WI 54130

920-462-1793 | [John.Kleiber@bassettmechanical.com](mailto:John.Kleiber@bassettmechanical.com)

## PROJECT / PROPOSAL AGREEMENT

Kelly Wisnepske  
Town of Clayton  
8348 Hickory Avenue, Larsen, WI 54947

RE: Clayton Town Hall Heating Line

Bassett Mechanical is pleased to provide pricing for the scope of work related to this project.

**This proposal includes** the replacement and installation for new ¾" type L copper supply and return heating lines that will tie onto the the existing supply and return lines above the men's and women's restroom ceilings and ran overhead to the exterior wall to feed the base board tubing located in the main meeting room. The return heating line for the base board heaters will be rerouted from below floor to under the base boards and ran back to the existing return point above the ceiling.

### Project Includes:

- Supply and installation of ¾" type L copper
- Copper propress and sweat fittings
- 7/8" OD split foam insulation for the above ceiling piping
- ½" High point bleed off valve
- Project management
- Tools, materials, labor, and mileage

### Project Exclusions/Clarifications:

- Premium and overtime is not include
- Standard work hours of 7am-3:30pm
- Additional labor and/or parts and material that are not listed or described above

**The cost for the above scope of work is ~~-\$6,445.00~~**

NOTICE: Bassett Mechanical reserves the right to seek an excusable extension of time if Bassett Mechanical's work is delayed, disrupted, suspended or otherwise impacted by circumstances outside of Bassett's control including: (i) disruptions to material and/or equipment supply; (ii) illness of Bassett's workforce and/or unavailability of labor; (iii) government quarantines, shelter-in-place orders, closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Bassett's contractual or legal health and safety obligations. Bassett Mechanical will use its best efforts to meet contractual obligations, including scheduled completion or delivery date(s). To the extent that work is suspended or interrupted pursuant to the terms of this proposal or supplier or subcontractor pricing increases, Bassett Mechanical reserves the right to seek additional costs associated with any such event.

Due to the volatility of current market conditions, the price(s) included in this proposal for labor, material, subcontractor, outside rentals, and equipment costs identified herein shall remain in effect through and including five (5) days from the date of this proposal. Thereafter, Bassett Mechanical may, in good faith, adjust its pricing to reflect any and all cost increases. Bassett Mechanical reserves the right, in good faith, to reprice our proposal before accepting your approval for this proposed project. Further, at the time of shipping, any surcharges from our supplier(s) may be added to the price of this proposal.


ACCEPTANCE OF PROPOSAL – Please sign, date and return one copy as acceptance of this proposal. Return via fax, e-mail or postal delivery.

**Payment Plan - 1/3 down with order, 1/3 at substantial completion, 1/3 within 30 days.**

**Term Net 30 Days**

CONTRACTOR

CUSTOMER

Signature		Signature/P.O. #	_____
Name	<u>John Kleiber</u>	Name	_____
Title	<u>Plumbing Solutions Representative</u>	Title	_____
Date	<u>9/4/2024</u>	Date	_____

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices and per attached "Terms & Conditions" and "Exclusions" pages. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry life, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. Information presented in this quotation is considered proprietary and the sole property of Bassett Mechanical.

**INCLUSIONS / EXCLUSIONS**

**Any products or services not specifically mentioned on this proposal shall be the responsibility of others.**

**Bassett Mechanical will provide for the complete:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Design/Engineering | <input checked="" type="checkbox"/> Installation | <input checked="" type="checkbox"/> Replacement |
| <input type="checkbox"/> Retrofit / Repair  | <input checked="" type="checkbox"/> Modification | <input type="checkbox"/> Fabrication            |

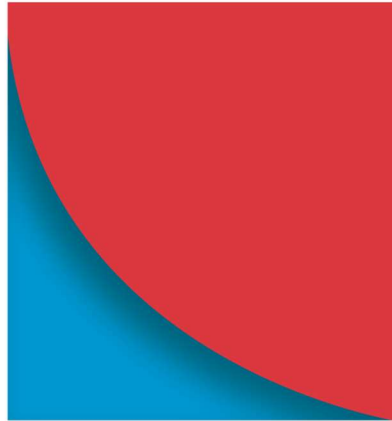
**The following checked items will be included in this proposal:**

***(Any items not checked are excluded from this proposal.)***

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Complete Project Management  | <input type="checkbox"/> External duct insulation (per code)                               |
| <input type="checkbox"/> Systems training program                | <input type="checkbox"/> Ductwork (per SMACNA Standards)                                   |
| <input type="checkbox"/> System commissioning                    | <input type="checkbox"/> TABB certified air and/or water balancing                         |
| <input type="checkbox"/> Control wiring                          | <input type="checkbox"/> Flues for boilers and unit heaters                                |
| <input type="checkbox"/> Power wiring                            | <input checked="" type="checkbox"/> Mileage  |
| <input type="checkbox"/> Low voltage wiring                      | <input checked="" type="checkbox"/> Tools  |
| <input type="checkbox"/> Drain piping                            | <input type="checkbox"/> Local fee   |
| <input checked="" type="checkbox"/> Water piping                 | <input type="checkbox"/> State approval and inspections                                    |
| <input type="checkbox"/> Gas piping                              | <input checked="" type="checkbox"/> Taxes  |
| <input type="checkbox"/> Condensate drain piping                 | <input type="checkbox"/> Premium time labor  |
| <input type="checkbox"/> Medical gas piping                      | <input type="checkbox"/> Plumbing permits  |
| <input type="checkbox"/> Medical gas testing and verification    | <input checked="" type="checkbox"/> Clean Up   |
| <input type="checkbox"/> Electrical Conduit                      | <input type="checkbox"/> Equipment Disposal  |
| <input type="checkbox"/> Disconnects                             | <input type="checkbox"/> Operational checkout and start-up                                 |
| <input type="checkbox"/> Roof flashings                          | <input type="checkbox"/> Operation and maintenance manual(s):                              |
| <input type="checkbox"/> Roof cut and patch                      | <input checked="" type="checkbox"/> Warranty Documents                                     |
| <input type="checkbox"/> Paint or prime coating                  | <input type="checkbox"/> Equipment warranty per manufacturer:                              |
| <input type="checkbox"/> Equipment rental option                 | <input checked="" type="checkbox"/> Parts warranty per manufacturer:                       |
| <input type="checkbox"/> Rigging                                 | <input checked="" type="checkbox"/> Bassett's 1 year parts, labor and workmanship warranty |
| <input type="checkbox"/> High lift rental                        | <input type="checkbox"/> Freight company – fuel surcharge                                  |
| <input type="checkbox"/> Crane rental                            | <input type="checkbox"/> Freight   |
| <input checked="" type="checkbox"/> Piping insulation (per code) | <input type="checkbox"/> Asbestos removal  |
| <input type="checkbox"/> Internal duct insulation (per code)     | <input type="checkbox"/> Other:  |

## TERMS & CONDITIONS

1. Customer shall permit Bassett Mechanical Contractors & Engineers free and timely access to areas and equipment, and allow Bassett Mechanical Contractors & Engineers to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Bassett Mechanical Contractors & Engineers's normal working hours.
2. Bassett Mechanical Contractors & Engineers warrants that the workmanship hereunder shall be free from defects for one (1) year from date of start - up. If any replacement part or item of equipment proves defective, Bassett Mechanical Contractors & Engineers will extend to Customer the benefits of any warranty Bassett Mechanical Contractors & Engineers has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Bassett Mechanical Contractors & Engineers's expense during the one (1) year warranty. \*\*The above noted warranty excludes any/all shaft seal repair or replacements as shaft seals will receive manufacturer's warranty only.\*\*
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Bassett Mechanical Contractors & Engineers may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Bassett Mechanical Contractors & Engineers's rates then in effect) over the sum stated in this Agreement.
5. In the event Bassett Mechanical Contractors & Engineers must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Bassett Mechanical Contractors & Engineers all court costs and attorneys' fees incurred by Bassett Mechanical Contractors & Engineers.
6. Any legal action against Bassett Mechanical Contractors & Engineers relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Bassett Mechanical Contractors & Engineers shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Bassett Mechanical Contractors & Engineers's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
8. To the fullest extent permitted by law both customer and the contractor shall hold harmless the other party, its agent and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees) to the extent that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the other party anyone directly or indirectly employed by that party, or anyone for whose acts that may be liable.
9. Customer shall make available to Bassett Mechanical Contractors & Engineers's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Bassett Mechanical Contractors & Engineers's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or materials are encountered, Bassett Mechanical Contractors & Engineers's sole obligation will be to notify the Owner of their findings. Bassett Mechanical Contractors & Engineers shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with the Contractor's work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL BASSETT MECHANICAL CONTRACTORS & ENGINEERS BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy.
13. Bassett Mechanical Contractors & Engineers shall not be liable for any liquidated damages except those caused by Bassett Mechanical Contractors & Engineers.
14. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.



## At Bassett Mechanical, we are Creating Customers for Life®.

Bassett Mechanical provides complete design, engineering, fabrication, installation, and preventative maintenance service solutions for all our customer’s industrial refrigeration, HVAC, plumbing, metal fabricating, and service needs. We proudly provide safe, responsible, and innovative solutions to customers throughout the United States and the world. From idea to implementation and beyond, we have what it takes to make your project a success.

**We look forward to partnering with you!**



**KAUKAUNA, WI (HQ)**  
1215 Hyland Ave.  
Kaukauna, WI 54130



**MILWAUKEE, WI**  
W136 N4829 Campbell Dr.  
Menomonee Falls, WI 53051



**MADISON, WI**  
4017 Owl Creek Dr.  
Madison, WI 53718

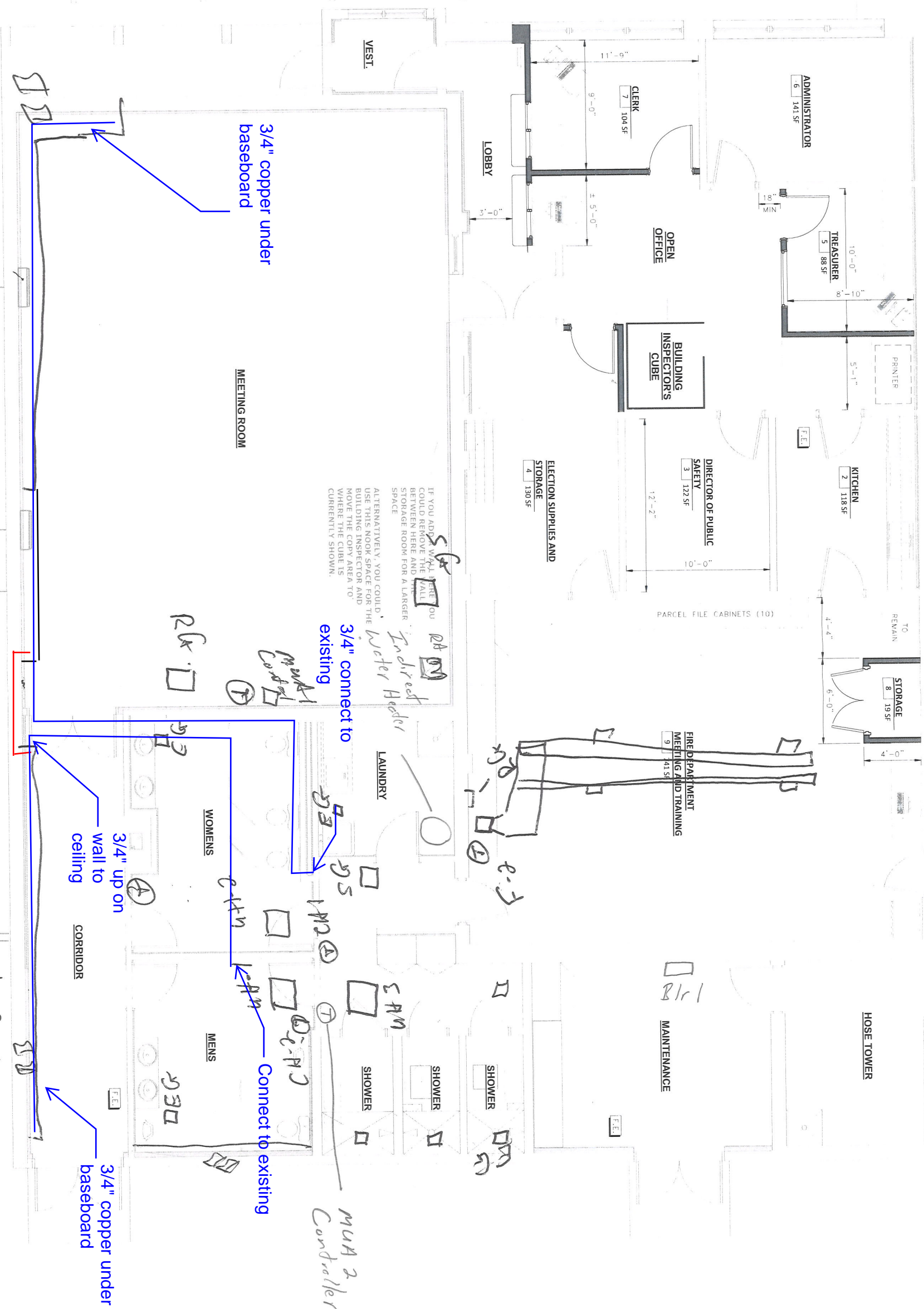


**WAUSAU, WI**  
4403 Stewart Ave., Suite B  
Wausau, WI 54401



**ROCHESTER, MN**  
570 High Point Dr. NE  
Byron, MN 55920

**BassettMechanical.com | (800) 236-2500**



IF YOU ADD A WALL WHERE YOU COULD REMOVE THE WALL BETWEEN HERE AND THE STORAGE ROOM FOR A LARGER SPACE

ALTERNATIVELY, YOU COULD USE THIS NOOK SPACE FOR THE BUILDING INSPECTOR AND MOVE THE COPY AREA TO WHERE THE CUBES IS CURRENTLY SHOWN.

Cond 1A  
Carrier  
24A8B348AS00  
3.4 Ton

Cond 1 Cond 2  
24A8B342AS00  
3.5 Ton

MUA 2  
Controller

APPARATUS BAY

HOSE TOWER

TO  
REMAIN  
STORAGE  
8  
19 SF

KITCHEN  
2  
118 SF

ADMINISTRATOR  
6  
141 SF

TREASURER  
5  
88 SF

DIRECTOR OF PUBLIC  
SAFETY  
3  
122 SF

FIRE DEPARTMENT  
MEETING AND TRAINING  
9  
741 SF

PARCEL FILE CABINETS (10)

MAINTENANCE

BUILDING  
INSPECTOR'S  
CUBE

ELECTION SUPPLIES AND  
STORAGE  
4  
130 SF

SHOWER

SHOWER

SHOWER

LAUNDRY

WOMENS

MENS

MEETING ROOM

LOBBY

VEST.

OPEN  
OFFICE

CLERK  
7  
104 SF

*MUR 1A  
SDP-1755*

IF YOU ADD A WALL HERE YOU  
COULD REMOVE THE WALL  
BETWEEN HERE AND THE  
STORAGE ROOM FOR A LARGER  
SPACE  
ALTERNATIVELY, YOU COULD  
USE THIS NOOK SPACE FOR THE  
BUILDING INSPECTOR AND  
MOVE THE COPY AREA TO  
WHERE THE CUBE IS  
CURRENTLY SHOWN.

*pk  
sk  
2-PMW  
1-ND3*

*APPPT  
SDP  
2-PMW*

CORRIDOR

F.E.I.

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## MEMORANDUM

**Business Item C**

From: Administrator/Staff

To: Town Board

Re: Town Board review & discussion of the annual sewer meter purchase for Clayton Sanitary District #1 in the approximate amount of \$70,000 to be coordinated with the Village of Fox Crossing.

Each year the Town purchases additional meters for the sewer utility via the Village of Fox Crossing. The following was received from Director Hoechst at Fox Crossing:

*“With regards to Scholar Ridge and meter ordering, I am estimating that there are 356 meters that are needed for the whole development (195 for apartments, 20 for duplexes, and 141 for single family housing), and 87 have been installed up to this point, meaning there are 269 meters that are left. Based on what we still have left in stock, I am estimating that we would be looking for about \$70,000 in additional loans needed. The \$70,000 mark is a bit conservative and would give us a chance to have some stock left over for other meters that may be needed in the Town. I’m looking to get an order of meters placed in the next 1-2 weeks.”*

Administrator Wisnefske will be available at the meeting for additional information.

**SUGGESTED MOTION(S):**

*Motion to approve the purchase of additional meters at a cost not to exceed \$70,000 and authorize payment to the Village of Fox Crossing for the purchase.*

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

Respectfully submitted,  
Kelsey