



BOARD OF SUPERVISORS MEETING

Wednesday, December 18, 2024 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, December 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 November 2024 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 Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of Jason Jensen to divide Tax ID #006-0797 into two (2) separate lots.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of entering into an agreement with the Village of Fox Crossing to extend sewer and water utilities from Rocket Way to Larsen Road.

- B. Discussion/Action: Town Board review & consideration of increasing the amount contributed to the Length of Service VFIS for Clayton Fire Rescue to \$495.26 per eligible participant.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 8 & 22; Feb 5 & 19; March 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 15; Feb 12; March 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, December 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 Christianson

EXCUSED

Supervisor Grundman
 Supervisor Reif

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Treasurer Fietzer
 Attorney LaFrombois - arrived 6:40 pm

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 20, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, November 20, 2024 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Aaron Thums, 7550 Romberg Rd, Oshkosh, WI thanked the Board for the brush cutting work along Romberg Rd and asked if there was a way to coordinate garbage/recycling pickup for Romberg Rd with Town of Winchester.

CORRESPONDENCE

- A. Distribution of the November 2024 Building Inspection Report
- B. Distribution of Notice of Public Hearing from Outagamie County Planning & Zoning regarding a new development in Fox Crossing adjacent to the eastern border with the Town of Clayton.

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. Review/Discussion: Town Board review & discussion of Emerald Ash Borer (EAB) within the Town & presentation by Jacob Kluza, Horticulture Agent for Winnebago County with the UW-Madison Division of Extension.

CANCELLED DUE TO INCLEMENT WEATHER

- B. Discussion/Action: Town Board review & consideration of a possible buyback request for a full block in Section Four of Clayton Cemetery.

MOTION

Motion made by unanimous consent to approve offering \$150 per plot if no historical record of purchase price can be found for cemetery plots in Clayton Cemetery.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of staff updates following the closing of the Town Yard Waste Site in CY 2024.

MOTION

Motion made by unanimous consent to operate the Town Yard Waste Site in CY 2025 with a \$20 fee for resident use.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of Resolution 2024-006 Amending the Town of Clayton Fee Schedule.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Resolution 2024-006 Amending the Town's Fee Schedule amending the fee for the Yard Waste Site, and direct Staff to post the new fee schedule to the Town's Website.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Christianson

Motion carried 3-0.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Dec 18; Jan 8 & 22; Feb 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Dec 11; Jan 15; Feb 12

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:00 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

**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	44.27	40.89	39.64		510.45	T. Algoma
T. Black Wolf	16.36	20.52	14.97	17.86	25.28	20.77	21.84	25.71	16.49	19.73	21.19		220.72	T. Black Wolf
T. Clayton	41.50	27.60	27.02	39.08	35.49	34.07	42.28	31.18	34.87	35.03	31.91		380.03	T. Clayton
V. Fox Crossing	118.23	100.41	96.94	101.86	124.54	85.16	102.46	112.97	103.37	116.14	100.60		1162.68	V. Fox Crossing
T. Neenah	28.08	25.51	21.28	22.03	33.46	28.36	19.74	31.07	25.68	31.56	28.61		295.38	T. Neenah
T. Nekimi	9.23	6.70	6.89	8.52	11.21	8.04	11.24	8.47	6.37	8.56	8.11		93.34	T. Nekimi
T. Omro	12.75	7.45	7.95	11.16	9.44	9.60	10.80	8.49	10.13	6.84	8.51		103.12	T. Omro
T. Vinland	17.76	12.31	11.17	16.82	14.70	14.12	18.22	15.67	11.54	14.82	13.68		160.81	T. Vinland
T. Winchester	12.58	11.94	11.73	3.66	13.88	11.88	10.29	17.24	11.61	12.12	14.28		131.21	T. Winchester
T. Winneconne	17.27	21.21	20.41	15.06	10.94	15.36	12.25	21.75	17.69	11.94	2.41		166.29	T. Winneconne
T. Wolf River	9.05	6.95	6.25	5.86	7.21	7.76	9.41	8.23	6.46	6.66	7.87		81.71	T. Wolf River
V. Winneconne	13.28	13.59	14.89	11.72	17.61	16.22	15.39	10.32	9.80	17.81	11.25		151.88	V. Winneconne
C. Menasha	136.60	81.09	104.30	112.07	96.12	135.77	101.71	132.33	81.69	129.39	87.86		1198.93	C. Menasha
C. Neenah	182.85	151.44	151.85	174.66	184.49	169.47	191.95	169.90	164.97	167.99	165.15		1874.72	C. Neenah
C. Omro	12.75	21.42	21.10	18.48	20.55	20.97	21.16	29.05	18.55	17.15	17.16		218.34	C. Omro
C. Oshkosh	337.77	294.93	284.63	320.91	332.79	318.26	347.11	327.87	288.28	292.91	300.47		3445.93	C. Oshkosh
Other SS	257.02	235.29	276.81	333.12	340.33	241.23	295.38	345.89	226.42	153.55	241.54		2946.58	Other SS
TOTAL TONS	1271.86	1095.87	1133.28	1251.79	1322.83	1173.17	1268.80	1363.00	1078.19	1083.09	1100.24		13142.12	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,939	147.12	T. Omro	2,375	86.84	C. Menasha	18,576	129.08
T. Black Wolf	2,422	182.26	T. Vinland	1,757	183.05	C. Neenah	27,560	136.05
T. Clayton	4,394	172.98	T. Winchester	1,784	147.10	C. Omro	3,629	120.33
V. Fox Crossing	19,113	121.66	T. Winneconne	2,637	126.12	C. Oshkosh	66,986	102.89
T. Neenah	3,669	161.01	T. Wolf River	1,210	135.06			
T. Nekimi	1,325	140.89	V. Winneconne	2,519	120.59	Total	166,895	122.18

MEMORANDUM

Business Referred by Plan Commission

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of Jason Jensen to divide Tax ID #006-0797 into two (2) separate lots.

SUGGESTED MOTION(S):

Motion to approve the CSM submitted by Guy Grenfell with the four (4) listed conditions.

Respectfully Submitted
Kelsey



PLAN COMMISSION

Wednesday, December 11, 2024 – 6:30 PM

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
 Commissioner Hopkins
 Town Board Rep. Christianson

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 13, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to approve the Minutes of the Wednesday, November 13, 2024 Plan Commission Meeting as presented.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, 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 November 2024 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of Jason Jensen to divide Tax ID #006-0797 into two (2) separate lots.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the CSM submitted by McMahon Associates, Inc. on behalf of Jason Jensen with the following conditions:

1. Due to the presence of hydric soils, a note should be added to the effect that a Wetland Delineation may be required prior to any new development on Lots 1 and 2.
2. The on-site sewerage systems, drainage ditches, building tie distances perpendicular to right-of-way and/or property line must be showing on the face of the CSM.
3. Label accessory buildings as pole shed (larger outbuilding) and livestock shed (smaller outbuilding).
4. Add a note to the face of the CSM that states "Lots 1 and 2 do not have access to Stoney Ridge Trail due to an adjoining strip of land owned by others along the North side of Stoney Ridge Trail described as Outlot 2 of CSM No. 2685".

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

Motion carried 6-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Jan 15; Feb 12; March 12
- B. Town Board (6:30 pm start unless otherwise noted) - Dec 18; Jan 8 & 22; Feb 5 & 19

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 6:46 pm.

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

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of entering into an agreement with the Village of Fox Crossing to extend sewer and water utilities from Rocket Way to Larsen Road.

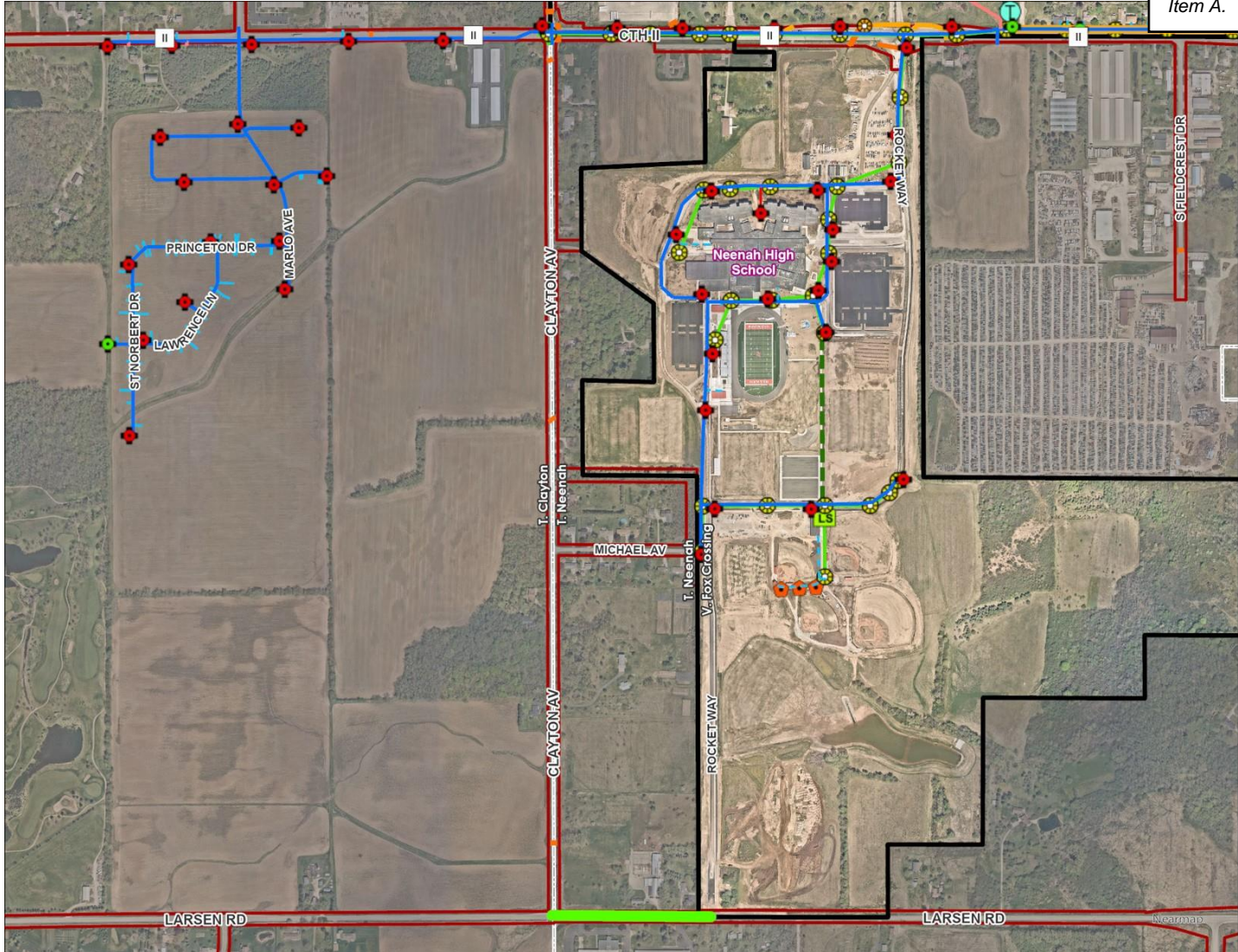
Construction on Larsen Road will be happening in 2025. Both the roundabout on State Rd 76 will be under construction, as well as construction towards Rocket Way in the Village of Fox Crossing. As part of the construction near Rocket Way, Fox Crossing has asked the Town to consider running the sewer and water pipe extension during this construction. The approximate cost for the non-connected pipe will be \$390,000. The final cost will be determined once the project goes out for bid and will be brought back to the Board after that time.

SUGGESTED MOTION(S):

Motion to enter into an agreement with the Village of Fox Crossing to extend sewer and water utilities to Larsen Rd.

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

Respectfully Submitted,
Kelsey



FOX CROSSING 2025 PROJECTS

Item A.

LARSEN ROAD (ROCKET WAY TO 800' W. OF CLAYTON AVE.) 4,000 LF

Note: DOT road project

SANITARY SEWER

Item	Qty	Unit	Description	PROBABLE COST	
				Unit Price	Total
1	1	L.S.	Mobilization	\$10,000.00	\$10,000.00
2	1	L.S.	Traffic Control	\$10,000.00	\$10,000.00
3	1,150	LF	12 Inch Sanitary Sewer With Granular Backfill	\$185.00	\$212,750.00
4	200	LF	4 Inch Sanitary Lateral Excavated in the Right-of-Way	\$110.00	\$22,000.00
5	5	Ea.	4" X 12" Wye	\$400.00	\$2,000.00
6	4	Ea.	4 Foot Diameter Sanitary Manhole	\$10,000.00	\$40,000.00
7	400	S.Y.	Temp Asphalt Patch	\$20.00	\$8,000.00
8	1,000	S.Y.	Turf Restoration	\$7.50	\$7,500.00
SUB-TOTAL SANITARY SEWER					\$312,250.00
12.5% Engineering					\$39,031.25
12.5% Contingency					\$39,031.25
TOTAL SANITARY SEWER					\$390,312.50

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of increasing the amount contributed to the Length of Service VFIS for Clayton Fire Rescue to \$495.26 per eligible participant.

This retirement benefit is offered for the volunteers of Clayton Fire Rescue. This year, the State is willing to match up to \$495.26 per eligible participant for the current 2024 Valuation year. Last year the match was \$399.56 per eligible participant.

2023 - \$9,590 (plus admin fees) for 24 eligible participants

2024 - \$9,905 (plus admin fees) for approx. 20 eligible participants

The difference in match amount would be an increase of about \$300 for the 2024 year for this benefit.

SUGGESTED MOTION(S):

Motion to approve increasing the contribution per eligible participant to \$495.26.

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

Respectfully Submitted,
Kelsey