



BOARD OF SUPERVISORS MEETING

Wednesday, April 01, 2026 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, March 18, 2026 Town Board Meeting

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Individuals properly signed in may speak directly to the Town Board on non-repetitive Town Matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Board. Comments must be orderly, and will be limited to a maximum of **2 minutes** per person. **Public comment is not permitted outside of this public comment period. Note:** The Board's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

CORRESPONDENCE

- A. Distribution of Notice from Neenah Joint School District of Resolution in Support of Full Transparency for Taxpayers

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 a request from Village of Fox Crossing for the installation of a street light at the intersection of County Rd BB & Clayton Ave.
- B. Discussion/Action: Town Board review & consideration of implementation of design/construction standards for town infrastructure.
- C. Discussion/Action: Town Board review & consideration of updates to the Mailbox Installation & Plowing Damage Replacement Policy.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 15;
May 6 IMMEDIATELY FOLLOWING THE BOARD OF REVIEW MEETING; May 20;
Jun 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - Apr 8; May 13; Jun 10
- C. 176th Annual Meeting of the Town's Electors - April 21 at 6:30 pm
- D. 1st Board of Review Meeting - May 6 at 6:00 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, March 18, 2026 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 - virtual

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, March 4, 2026 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the minutes of the Wednesday, March 4, 2026, Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

CORRESPONDENCE

- A. Distribution of the February 2026 Winnebago County Tonnage Report
- B. Distribution of the Wisconsin Towns Association Unit Meeting Agenda

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2026-Z002, to Amend the Official Town of Clayton Zoning Map for the rezoning of approximately 0.22 acres of proposed Lot 1 (8736 Pioneer Rd) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Reif to approve Ordinance 2026-Z002 to Amend the Official Town of Clayton Zoning Map.

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

Motion carried 5-0.

- B. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Chris Perreault on behalf of Paul Shoberg to reconfigure portions of Tax ID #006-0440-03 (8706 Pioneer Rd); Tax ID #006-0440-04 (8736 Pioneer Rd); & Tax ID #006-0440-05.

MOTION

Motion made by unanimous consent to approve the CSM Application submitted by Chris Perrault on behalf of Paul Shoberg with the following conditions:

1. Update the subheadings of the survey to include the lands described in Document Number 1704148, including such language in the Surveyor's Certificate as well.
2. Revise language in the Surveyor's Certificate relative to the area between the monumented property boundary and the stream meander line.
3. Prior to signature on original CSM, owner shall coordinate site visit with Town staff to verify outbuilding shed does not qualify as a dwelling under applicable ordinances and codes.
4. Regarding the dual private accesses on Proposed Lot 1: Require vegetation management surrounding the private accesses on Proposed Lot 1 to increase vision clearance triangles in lieu of abandoning one access.
5. Addition of Right to Farm language to the CSM.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2026-001 Providing for the Sale of Approximately \$10,380,000 General Obligation Promissory Notes, Series 2026A.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Resolution 2026-001 and direct Staf to publish and post accordingly.

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

Motion carried 5-0.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 1 & 15;
May 6 IMMEDIATELY FOLLOWING THE BOARD OF REVIEW MEETING;
May 20;
Jun 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - Apr 8; May 13; Jun 10
- C. 176th Annual Meeting of the Town's Electors - April 21
- D. 1st Board of Review Meeting - May 6 at 6:00 pm

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:05 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

DRAFT



410 S. Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6800 • Fax: (920) 751-6809

March 24, 2026

Mr. Russ Geise
Town of Clayton, Board Chairman
8348 Hickory Avenue
Larsen, WI 54947

Hello Mr. Geise,

The Neenah Joint School District (NJSD) Board of Education recently adopted a resolution in support of increased transparency for taxpayers. This resolution passed unanimously.

As you know, all board deliberations and decisions must occur in open session. For that reason, we felt it was important to first align as a board before engaging with our municipal partners. I want to be clear that this was not an oversight, nor an attempt to exclude you from the process, but simply a function of our statutory obligations as a public body.

With that in mind, I am reaching out to share the resolution (attached) and begin a collaborative conversation. In summary, the resolution seeks to provide taxpayers with clearer information about how the portion of their property taxes that is levied by the district is allocated. Specifically, under direction from the State of Wisconsin, a calculated portion of these funds is distributed to independent charter schools and private voucher schools.

Our board views this as a nonpartisan, transparency-focused effort. The goal is not to advocate for or against these programs, but to ensure taxpayers have a clear understanding of how public funds are being allocated. Several districts across the state, including Green Bay, Superior, and Eau Claire, have already partnered with their municipalities on similar efforts, and others are currently exploring implementation.

We recognize there are important logistical considerations to work through, including:

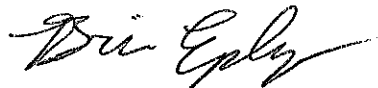
- What specific information should be included on the tax bill
- How that information should be presented or formatted
- Appropriate timing for implementation

One potential approach could be a simple notation such as: "Of the total amount levied by the NJSD, \$XXX is allocated to private school voucher programs." However, we fully expect that questions and considerations will arise, and we value your input in developing a practical and effective solution.

This message is intended as an initial outreach, and we look forward to working with you to determine the best path forward. I will follow up soon to continue the discussion. Please feel free to share this with your board and administrative team, recognizing that this effort is in its early stages and details are still being developed.

On behalf of the NJSD and the Board of Education, thank you for your time and partnership.

Best regards,

A handwritten signature in black ink that reads "Brian Epley". The signature is written in a cursive style with a large, sweeping initial "B".

Brian Epley
President, Board of Education
Neenah Joint School District

jc

enclosure



410 S. Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6800 • Fax: (920) 751-6809

RESOLUTION in Support of Full Transparency for Taxpayers

March 3, 2026

WHEREAS, the Board of Education strongly advocates and supports transparency in all respects regarding taxpayer dollars,

WHEREAS, the Board of Education, administration, teachers, staff, parents, and community members of the Neenah Joint School District (NJSD) are best served when there is full transparency regarding school funding; and

WHEREAS, the State of Wisconsin reduces state aid from the NJSD for students who live in the attendance area but choose to enroll in independent charter schools and private voucher schools, and the NJSD must levy for these funds; and

WHEREAS, the payments for private voucher and independent charter schools rose from \$3,877,146 in the 2024–25 school year to \$4,306,422 in 2025–26, an overall increase of \$429,276. Accordingly, the NJSD is levying \$4,306,422 for the 2025–26 school year to offset the state aid withheld to fund private voucher and independent charter school programs; and

WHEREAS, the increase in voucher, special education, and independent charter school transportation costs for the 2025-26 school year (\$184,000) are taken directly from the NJSD operating budget without any cost to the state-mandated voucher schools; and

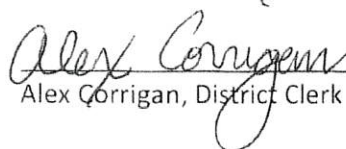
WHEREAS, the Wisconsin Legislature has already enacted measures requiring that property tax bills include additional information for Wisconsin taxpayers, including details on voter-approved referenda; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Neenah Joint School District in partnership with the Town of Clayton, Village of Fox Crossing, City of Neenah, Town of Neenah, and the Town of Vinland in the NJSD attendance area request property tax bills include the amount of the NJSD levy that is for the purpose of capturing the state aid that is withheld from the NJSD to fund voucher and independent charter school payments.

Adopted and recorded March 3, 2026.


 Brian Epley, District President

ATTEST:


 Alex Corrigan, District Clerk

County Update



Miller, Howard <Howard.Miller@winnebagoountywi.gov>

To ■ Holly Stevens; ■ Clerk Town of Clayton; ■ townofwolfriver@centurytel.net

Reply
 Reply All
 Forward

Tue 3/24/2026 7:03 AM

Complete

Follow up. Completed on Monday, March 23, 2026.

Hi All

The county board session is ending soon, with the election coming next month. The makeup of the board will be different as 9 incumbents will not be on the ballot, and 11 other county board seats are contested. We will see how things turn out on April 7.

I plan to attend the following town board meetings in April:

- Clayton – April 1
- Winchester – April 20
- Wolf River – April 27

Hope everyone has a Blessed Easter
Howie

Howard Miller
 Winnebago County Supervisor, Dist. 36
 Phone: (920) 427-6423
 e-mail: Howard.Miller@winnebagoountywi.gov



Tony Evers, Governor
Dan Hereth, Secretary

2% FIRE DUES PROGRAM AUDIT REPORT

March 13, 2026

SCOTT RIECKMANN, FIRE CHIEF
CLAYTON FIRE RESCUE/FDID# FD70100
8348 HICKORY AVE
LARSEN, WI 54947

Dear CHIEF RIECKMANN,

AUDIT FINDINGS:

A substantial compliance audit of the **CLAYTON FIRE RESCUE** for the 2% fire dues program was conducted on **3-12-2026**. The audit was to confirm compliance with the SPS 314 and State Statute 101.575 (6), all-inclusive for the year 2025. The audit generally consisted of reviewing inspection, prevention, public education and training records along with fire reports and other fire department statutory requirements.

Substantial compliance, as prescribed by chapter SPS 314 Administrative Code and for the purposes of s. 101.575 (4) (a) 1. and 2., Wis. Stats, means an ample amount of the required activity was performed through a concerted effort aimed at total compliance. A determination of substantial compliance is obtained through a common-sense approach to evaluating whether enough effort was made to comply with the applicable statute or code requirements. Substantial compliance is not a specific number or percentage of compliance. A determination of substantial compliance in any one year or regulatory standard does not mean that the same amount of compliance or effort in the following year or in another area of the code automatically equals substantial compliance.

Based on my review, it is the observation of this auditor that the fire department is in substantial compliance with the requirements of the statutes and administrative rules for State of Wisconsin 2% fire dues program.

Thank you for your professionalism and courtesy extended during the audit. Keep up the good work you are providing for the citizens of your community.

Please contact me with any questions you may have regarding this audit.

Sincerely,
Gary Peck
WI Fire Prevention/FD Safety & Health Coordinator
Phone: (608) 219-9470
Email: gary.peck@wisconsin.gov

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a request from Village of Fox Crossing for the installation of a street light at the intersection of County Rd BB & Clayton Ave.

From Fox Crossing Village Manager Sturgell:

“The installation cost is \$10,579.73 (plus site restoration). The Village is requesting the Town of Clayton pay half of the installation cost (plus half of the site restoration). The Village will then pick up the ongoing cost of the monthly payment of \$10.21. This section of Clayton Avenue falls within the area for which the Town is responsible for maintaining so the Village is requesting the Town aid in the cost of the initial installation. The Village has 90 days from March 16 to respond to WE Energies so if you could review this issue within the next couple of months I would greatly appreciate it.”

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

Respectfully Submitted,
Kelsey



We Energies
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com

March 16, 2026

Village of Fox Crossing
2000 Municipal Dr
Neenah, WI 54956

Subject: Lighting at N Clayton Ave & CR-BB - New Streetlight

Dear Village of Fox Crossing:

This letter details work for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$10,579.73, and does not include site restoration. Net monthly charges will initially increase by \$10.21, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin. Your next steps are:

1. Review the following prior to providing authorization and payment:
 - Luminaires are controlled to provide dusk to dawn operation.
 - Customer must contact us for lighting maintenance.
 - Fixtures are warranted until removed.
 - Non-standard poles and conductors are warranted for 15 years.
 - Customer must locate private underground facilities and grant or obtain, without expense to us, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
 - Termination or change requests after installation and prior to conclusion of the initial term will result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
 - All applicable lighting tariff terms and conditions are available at www.we-energies.com.
 - We do not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

2. Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.
 - Personal check.
 - Online by visiting www.we-energies.com/payconstructionbill.
 - By phone at 855-570-0998.

3. Sign and return the enclosed documents to:

We Energies
Essential Services A299
PO Box 2046
Milwaukee, WI 53201-9627

If returning via email send to Night-Aura-Outdoor-Ltg@wecenergygroup.com.

Material will be ordered upon receipt of required authorizations and payment. Work will be scheduled when all contingencies are met. If you have any questions, please call me at 414-588-4366. We look forward to working with you on your lighting project.

Sincerely,

Vicki Tadych

Vicki Tadych

By signing this letter, you authorize us to do this work and acknowledge acceptance of the rates and conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

Signature: _____

Date: _____

Print name: _____

Title: _____

Work request #: 5192331

Enclosures



ELEC WR **WI5192331**

GAS WR **####**



CR-BB

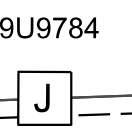
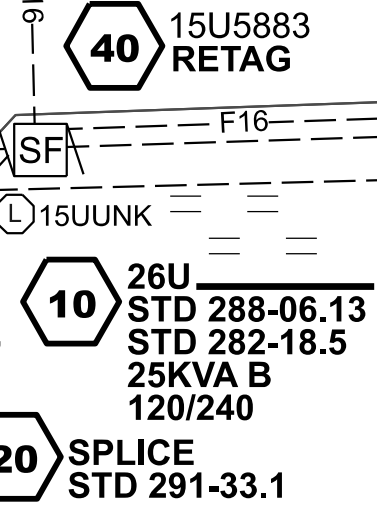
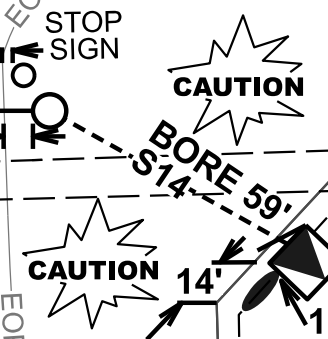
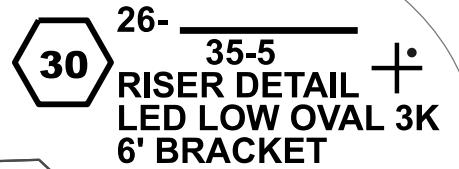
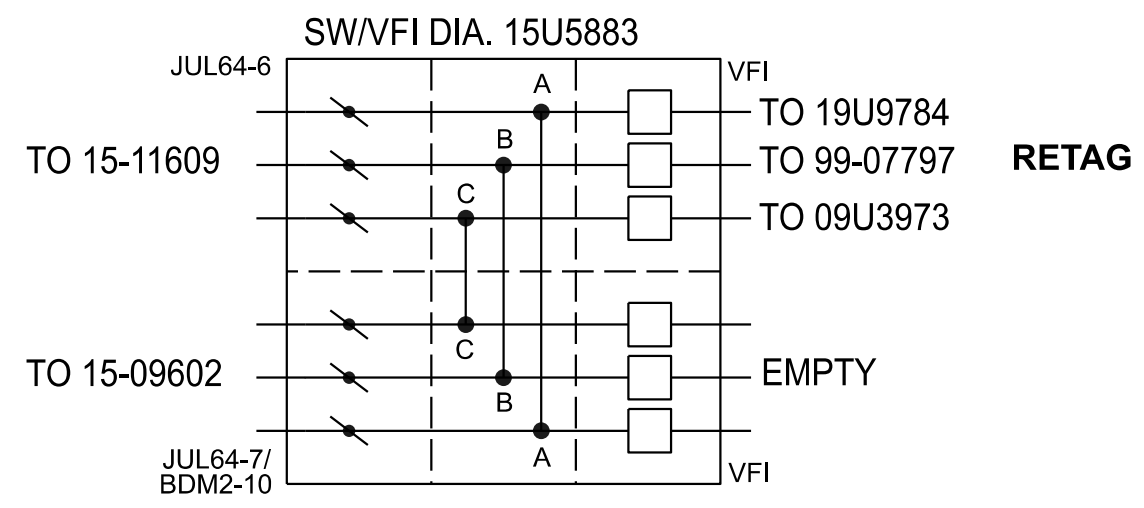
**WE ENERGIES
TO RESTORE**

N CLAYTON AVE

MANUFACTURER: _____
 KVA: 25
 VOLTAGE: _____
 LOCATION ID: _____
 PHASE: A
 FLUID TYPE: _____ DESIGN IZ: _____
 SERIAL: _____
 MATERIAL #: 227-0404
 ASSET ID #: _____
 3 PHASE TRANSFORMER LOAD BREAK SWITCHES? Y N

FOR SOC USE ONLY
 WE ENERGIES EQUIPMENT ENERGIZED Y N
 Customer EQUIPMENT ENERGIZED Y N EDC: _____
 SWITCHED BY: _____ DATE/TIME: _____

- CRITICAL SAFETY RULES - EO:**
1. Enclosed space procedures
 2. Excavation and shoring
 3. Rubber gloves and sleeves
 4. Fall protection
 5. Lock out - Tag out
 6. Seat belts
 7. Securing parked vehicles



RETAG

WE ENERGIES - ELECTRIC OPERATIONS

CLEARANCE NOTES:

- LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD.
- MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE & BELL OF PIPE.
- THIS APPLIES TO GAS AND WATER MAINS.
- MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS.
- MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER.
- MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS.
- NOTE - CLEARANCES SHOWN ARE MINIMUM DISTANCES - REFERENCE PERMITS FOR SPECIFIC CLEARANCE REQUIREMENTS. ADDITIONAL UNDERGROUND INFORMATION ON EXCAVATION, BACKFILLING AND CLEARANCES CAN BE FOUND IN STD. 281-02.

OVERHEAD PRIMARY
E, F, H, Q, R, W, X or Z

- Z 1 #2 ACSR
- Z1 1 #1/0 ACSR
- Z2 1 #3/0 ACSR
- Z3 3 #2 ACSR
- Z4 3 #1/0 ACSR
- Z5 3 #3/0 ACSR
- Z7 3 #336 ACSR
- Z9 SPECIAL LIST ON SKETCH
- Z10 1 WIRE REMOVAL
- Z11 2 WIRE REMOVAL
- Z12 3 WIRE REMOVAL

STANDARD WIRE KEY

DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z

- Z13 1 #1 AL 25KV
- Z14 3 #1 AL 25KV
- Z15 3 #500 AL 28KV
- X16 1 #2 AL 15KV
- X17 3 #2 AL 15KV
- X18 3 #500 AL 15KV
- R19 3 #1/0 AL 35KV
- R20 3 #750 AL 35KV
- Z21 3 #750 AL 28KV
- X22 1 #2 Cu 15kV
- X23 3 #2 Cu 15kV
- Z24 1 #2 Cu 25kV
- Z25 3 #2 Cu 25kV
- X26 3 #500 Cu 15kV
- Z27 3 #500 Cu 28kV
- Z28 3 #750 Cu 28kV
- Z29 SPECIAL - LIST ON SKETCH

NEUTRAL

- N 1-#2 ACSR
- N1 1-#1/0 ACSR
- N2 1-#3/0 ACSR
- N3 1-#4/0 AL
- N4 1-#336 ACSR
- N5 REMOVAL

GUYING

- G 1/4" ARM GUY
- G1 5/16" ARM GUY
- G2 3/8" ARM GUY
- G3 5/16" POLE GUY
- G4 3/8" POLE GUY
- G5 7/16" POLE GUY

SECONDARY - 1PHASE

- S 6DX
- S1 4 TX
- S2 2 TX
- S3 1/0 TXR
- S4 3/0 TXR
- S5 350 TXR
- S6 750 TXR
- S7 1/0 TXF
- S8 4/0 TXF
- S9 336 TXR
- S10 750 TXF
- S11 3 WIRE REMOVAL
- S12 3 WIRE MAIN
- S14 6DX CIC
- S15 1/0TX CIC

SECONDARY - 3PHASE

- \$ 1/0 TXF
- \$1 4/0 TXF
- \$2 336 TXF
- \$3 3/0 TX
- \$4 350 TX
- \$5 750 TX
- \$6 1/0 QXF
- \$7 3/0 QXF
- \$8 350 QXR
- \$9 750 QXR
- \$10 3 WIRE REMOVAL
- \$11 3/0 QXR
- \$12 4 WIRE REMOVAL

Item A.

EROSION CONTROL LEGEND

	APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION
	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
	APPROXIMATE DEWATERING BASIN LOCATION
	SURFACE WATER FLOW

WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

General

- If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

- If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
- Erosion Control BMR's shall meet or exceed the approved WDNR Storm Watter Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
- Inspect installed erosion control BMP's at least one time per week and after 1/2" rain events: repair as necessary.
- When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

- Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

- If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
 - Any quantity of oil is spilled into surface water;
 - Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
 - Any oil spill containing greater than 500 ppm PCB;
 - Five gallons or more of oil spilled to the ground;
 - Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes 8 through 27 apply as noted at specific points within each work request:

Dewatering

- Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

Wetlands

- As much as practicable, the majority of the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
- All work shall be conducted to minimize soil disturbance. No rutting will be allowed within the wetlands.
- If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
- Excavated soils cannot be stockpiled in wetlands.

- All excess spoils shall be removed from wetlands and placed in a suitable upland location.
- Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
- Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Waterways

- No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
- No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
- Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Threatened and Endangered Species

- Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
- In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
- Exclusion fencing must be installed at the work area prior to March 15.
- A qualified biologist must be present when conducting work at this location.

Invasive Species

- State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of-Way Best Management Practices should be followed: (<http://council.wisconsinforestry.org/invasives/transportation/>).

Cultural and Historical Resources, cont.

- The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
- If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
- A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

- A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
 - Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
 - Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
 - A vac truck shall be accessible on short notice in order to respond quickly to a frac-out



MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of implementation of design/construction standards for town infrastructure.

Staff has compiled the current required design & construction standards and is memorializing them in writing for the use of current and future developments. Representatives from Cedar Corp & Administrator Wisnefske will be available for questions.

SUGGESTED MOTION(S):

Motion to approve the design & construction standards for town infrastructure.

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

Respectfully Submitted,
Kelsey

**Town of Clayton Design/Construction Standards
(UPDATED March 2026)**

GENERAL ITEMS

1. All materials are to be manufactured domestically unless otherwise noted and approved by the Town.
2. The Standard Warranty on Projects to be 2 years from the date of substantial completion, with landscape restoration to have a 1-year warranty.
3. All lot numbers and/or addresses shall be located on the plans for identification and tie locations.
4. All right of way, roadway and easement widths shall be shown on all plan sheets for reference.
5. Watermain/Storm Sewer and Sanitary Sewer conflicts shall be shown on all plans.
6. Bid advertisements to be submitted to the Town by 10:00 AM on Wednesday of the week of posting of the advertisement in the Appleton Post-Crescent. This will result in a Friday posting.
7. All new services to have one tracer box with all three utility wires fed to one access point, including water service curb box. Install continuous tracer wire from main to tracer wire box to end of service. Provide 2' of slack wire at top of tracer wire box.
8. Advance Reader Boards to be included in traffic control plans for any collector & arterial roadways. Reader boards to be in place a minimum of seven (7) days prior to construction start. Town may request longer lead time on a case-by-case basis.

DRAWINGS

1. Drawings to be prepared at 1" = 20' scale on 22" by 34" plan sheets or at 1" = 40' scale on 11" by 17" plan sheets unless otherwise approved by the Town.
2. After the Bid Opening, create a pdf of the "As Bid" plan set include any revised drawings from addendums.
3. After construction is completed and record drawings are prepared, provide the Town with a PDF and electronic file of the record drawings and utility lateral cards. The drawings shall reflect the actual locations, slopes and elevations in the field without strikeouts of the As Bid information. Provide the Town with the CAD file of the record drawings.

WATER MAIN

1. Materials
 - A. Main Piping, Fittings, and Related Components
 - i. The Village of Fox Crossing Standards and Specifications shall be followed for water main piping, fittings, and related components.
 - B. Valves
 - i. The Village of Fox Crossing Standards and Specifications shall be followed for water utility valves.

C. Hydrants

- i. Hydrants shall be Waterous Pacer WB 67-250, color – hazard yellow.
- ii. Hydrant caps shall be painted relative to the flows as follows:
 - a. Class AA – Greater than 1,500 gpm: Blue
 - b. Class A – 1,000 – 1,499 gpm: Green
 - c. Class B – 500 – 999 gpm: Orange
 - d. Class C – Less than 500 gpm: Red
- iii. Hydrant Nozzles – 1- 5” Storz permanent hydrant adapter with cap, and 2 – 2 1/2” NST Hose nozzle.
- iv. Hydrants shall have Hydrant Markers – Flexi-Flag) FF-1 53” hydrant marker by Nordic Fiberglass, Inc.).
- v. Hydrant tracer wire access shall be Snakebite Cobra Hydrant Flange or approved equal.

D. Dry Hydrants:

- i. A dry hydrant shall be provided with all new stormwater wet ponds in areas not currently served by residential water. Construction of the dry hydrant components shall be in accordance with standard details provided by the Town of Clayton (Appendix A) and the following.
 - a. All piping shall be Schedule 40 PVC with airtight connections. Piping below normal water level shall be 10-inch diameter, and piping above normal water level shall be 6-inch diameter.
 - b. Strainer shall be bolted to a 45 degree 10-IFtCh PVC Schedule 40 long sweep elbow. Mating flanges and gasket shall be VAN STONE SOC FLG (P80VSSF10), 1 0 RR 1/8 FF 150# GSKT (FNWRIFFGA10).
 - c. Strainer shall be a 10 -inch Schedule 40 Barrel Strainer by ETT, LLC Dadeville, AL 9194-100. 36-inches of clearance is required around strainer on all sides.
 - d. Transition from horizontal pipe to vertical pipe shall be made using two (2) 45- degree elbows with a 24” minimum pipe between the two elbows.
 - e. A 12" long piece of 6" pipe shall be installed at ground level. Connected at both ends by flanges and gaskets. 6 PVC S80 VAN STONE SOC FLG (PFP5OVSSFU), 6 RR 1/8 FF 150# GSKT (FNWRIFFGAU).
 - f. Provide a 45 Degree adapter with cap shall be Made by Kocheck part number DHF612. The top of this adapter shall be 20" above adjacent roadways.

E. Water Services

- ii. The Village of Fox Crossing Standards and Specifications shall be followed for water utility services.

F. Bedding & Backfill

- iii. The Village of Fox Crossing Standards and Specifications shall be followed for bedding and backfill.

G. Miscellaneous

- i. Wrap with polyethylene encasement, conforming to AWWA C105, all underground fittings, valves, curb boxes, portions of hydrants below grade, etc.
- ii. All nuts and bolts below grade shall be 304 stainless steel with an anti-seize mechanism.
- iii. Tracer wire on all water main, services, and hydrants. Tracer wire color shall be blue. Install tracer wire above grade access points at hydrants. Grounding rods shall be installed at any trace wire dead end, or access point. See attached details.
- iv. For water reconstruction/rehab projects where services are installed without or away from sanitary and storm services, use Valvco Sewer Tracer Wire Access Box manufactured by C.P. Test Services-Valvco, Inc., reference: <http://thewaterpartners.com/valvco.html> or The Cathodic Test Box P200 series manufactured by Bingham & Taylor, reference: <http://www.binghamandtaylor.com/cathodic.htm> or Copperhead SnakePit Access Point, reference: <https://copperheadwire.com/snakepit-access-point>
- v. Contractor to provide - Adjustable Hydrant Wrenches – 2 each.
- vi. Contractor to provide - Valve Wrench Keys – 2 each.
- vii. Contractor to provide - Flexible Curb Box Keys and Wrenches – 2 each.

2. Design & Construction

A. Main

- i. Use bends in design of water main, or Contractor/Developer to request approval from Town to deflect pipe joints (allowable deflection is $\frac{1}{2}$ the manufacturers recommended maximum deflection, typically two degrees per full pipe segment), if approved, Contractor/Developer is responsible if main leaks when pressure tested.
- ii. Water main lowering
 - a. Design with bends, Contractor to request to deflect pipe. Town/Engineer to review each on a case-by-case basis.
 - b. Contractor is responsible for deep valve boxes and hydrants, if deflected.
- iii. Water main minimum cover to be 6.5 feet.
- iv. Water main location (typical) - 7' off of property line.
- v. Plastic pipe bedding to be 4" below the pipe to 12" above the pipe.

B. Valves

- i. Mainline valves to be placed 3 feet off of fittings unless conditions require otherwise. These conditions are to be reviewed and approved by the Town.

C. Hydrants

- i. Hydrants 11.5' off of property line (5' behind curb and gutter) and at property corners and intersections, unless noted otherwise.
- ii. Hydrant leads to have a 6" valve.
- iii. Hydrant bury depths shall be shown on plans.
- iv. Typical Hydrant separation distance to be 400' – 500' based on the

layout, variation to be reviewed and approved by the Town.

- v. Hydrant lead valves to be placed 3' off the hydrant and fittings if watermain is in roadway. Hydrant lead valve to be placed 3' off hydrant and 1.5' off tee if watermain is 7' off ROW unless it varies. If the distance is closer than stated, anchor tees may be required. This will be reviewed by the Town on a case-by-case basis.

D. Water Services

- i. Water services are to be installed to right of sanitary sewer when looking at lot with the curb stop located at the right of way line.
- ii. Curb stops to be installed at right of way line with no "pig tail" extended on private property side.
- iii. During reconstruction projects, curb boxes located in concrete driveways, sidewalks or pavement shall be encased inside of a 4" valve box riser with cover.
- iv. Final grade adjustments of valves and curb boxes shall be made by the Contractor after the final landscaping is completed.

E. QA/QC

- i. Field Quality Control Testing to be Pressure and Leakage Testing, Disinfection and Bacteriological Testing and Continuity Testing of tracer wire. Testing
- ii. Bacteriological Testing to include 2 Bac-T tests and chlorine residual tests. Chlorine residual testing will be completed by Town representative. Provide a minimum of 24 hours' notice for chlorine residual testing.

3. Field Record Information

- A. Photographs are to be taken during construction of each fitting prior to placing the poly wrap and should contain an identifier tag in the photographs to include hydrants, valves, fittings, curb stops and corporations with an identifier tag labeling each.

SANITARY SEWER

1. Materials

A. Gravity Main

- i. Sanitary Sewer gravity pipe material - <18" PVC
8" – 15" up to 25 feet deep ASTM D3034, PSM SDR 35
8" - 15" greater than 25 feet deep, ASTM D3034, PSM SDR 26
- ii. Sanitary Sewer gravity pipe material >18" PVC/RCP
PVC 18" – 48", up to 25 feet deep ASTM F679, PS46
RCP CL III based on loading/soils.
- iii. Sanitary Sewer gravity pipe elastomeric gaskets conforming to ASTM F477 and Joints ASTM D3212, Solvent weld joints are not permitted.
- iv. Repair coupling shall be from ABS to PVC shall be Fernco with Stainless Steel Shear Rings. Repairs couplings for like materials shall be the same.

B. Gravity Lateral

- i. PVC SCH 40 pipe.

- ii. Service joints shall be solvent weld ASTM D2672.
- iii. Service wyes shall be factory in-line wyes for PVC Pipe material.
- iv. When tapping a lateral into existing PVC sanitary sewer, the lateral shall be installed into a cut-in inline wye. The spot repair to accommodate the cut-in inline wye shall be completed with Harco PVC Repair Couplings or approved equal.
- v. When tapping a lateral into existing or new concrete sanitary sewer, the lateral shall be installed into an Inserta-Tee or approved equal.
- vi. When tapping a lateral into existing ABS sanitary sewer, the lateral shall be installed into a saddle wye.

C. Forcemain

- i. Forcemain pipe material to be 4" – 12" AWWA C900, Pressure Class 235, Thickness Class DR 18.
- ii. Forcemain elastomeric gaskets conforming to ASTM F477 and Joints ASTM D3139.
- iii. All forcemain fittings shall be AWWA C153 Short Body Fittings with fusion bonded epoxy coating in accordance with AWWA C116.
- iv. Rubber gasket joints on forcemain fittings shall conform to AWWA C111.
- v. All forcemain fittings shall be mechanically restrained.
- vi. Wrap with polyethylene encasement, conforming to AWWA C105, all underground forcemain fittings, valves below grade, etc.
- vii. All nuts and bolts below grade shall be 304 stainless steel with an anti-seize mechanism.

D. Manholes

- i. Manhole base sections shall be an integral monolithic bottom extending a minimum 6" beyond the riser section and shall be constructed on a minimum of 6" base of $\frac{3}{4}$ " aggregate base material. Manhole shall be a minimum of 6' height from the top of casting to the flow line.
- ii. Manhole castings shall be Type 1 Frame and Cover Neenah Foundry R-1500, with a non-rocking and locking lid and concealed pick holes. When manhole adjustment is limited, provide Type 2 Frame and Cover Neenah Foundry R-1689. All lids shall be non-rocking, locking lids with concealed pick holes.
- iii. Manhole steps shall be a minimum of 11 $\frac{3}{8}$ " wide and project from the wall between 5" and 7".
- iv. Provide Bolt Down Frame and Cover Neenah R1916-C with stainless steel bolts where shown on drawings.
- v. Install Internal/Exterior Manhole Seals on all sanitary manhole chimneys. Acceptable manufacturer to be Adaptor Inc.
- vi. Manhole barrel sections to be constructed with a butyl rubber joint sealant rope type configuration. Material to be Conseal CS-102 Butyl Rubber Sealant for all Precast Structures or equal. Strips to be 1 $\frac{1}{4}$ " size applied along the outside edge of the joint between the manhole base/barrel/cone/top sections.
- vii. Manhole rings and casting to be sealed between rings per ring

manufacturers recommendations.

- viii. Manhole adjusting ring numbers to be minimized by utilizing thicker units with the top ring to be a “finishing” ring tapered to fit the cross slope of the roadway. A maximum height of 12” of rings is allowed. The top two rings must be plastic (EPP or HDPE) Rings greater than or equal to 6” thick can be concrete if chosen by the Contractor. Anything less than 6” thick must be plastic (EPP or HDPE). Seal per manufacturer’s recommendations.
- ix. Manhole connections shall use A-Lok or Z-Lok connectors cast into the concrete.
- x. All Sanitary Manholes and Lift Stations to be constructed with a butyl joint wrap at each joint located on the outside of the manhole in addition to the butyl rubber sealant as listed above. Butyl Rubber joint wrap to be a minimum 6” in width.

E. Bedding and Backfill

- i. Select Granular Backfill conforming to WisDOT 1 ¼” dense graded base course gradation is required above the specified bedding material in the following locations:
 - 1. Roadway and up to 4 feet beyond the back of curb
 - 2. Under sidewalk, within 1 foot outside of edges of sidewalk
 - 3. Under driveways
- ii. Plastic pipe bedding to be 4” below the pipe to 12” above the pipe with ¾” crushed stone.
- iii. Concrete pipe bedding to be 4” below pipe to 1/6 of outside diameter with ¾” crushed stone.

F. Miscellaneous

- i. Contractor to provide - Manhole Hooks – 2 each.
- ii. Tracer wire on all sanitary sewer main, force main and sewer laterals. Access for tracer wire for sanitary sewer mains and force mains shall be at access boxes. Install tracer wire access boxes for sewer services. If sewer and water services are installed during the same project, use combination tracer wire box. Tracer wire color to be green. Contractor to leave a minimum of 3’ of spooled tracer wire on top step of manhole.
- iii. The Valvco Sewer Tracer Wire Access Box manufactured by C.P. Test Services-Valvco, Inc., reference: <http://thewaterpartners.com/valvco.html> The Cathodic Test Box P200 series manufactured by Bingham & Taylor, reference: <http://www.binghamandtaylor.com/cathodic.htm> or Copperhead SnakePit Access Point, reference: <https://copperheadwire.com/snakepit-access-point>.

2. Design & Construction

A. Gravity Main

- i. Sanitary sewer location (typical) - Middle of the roadway.

B. Laterals

- iii. Storm Sewer wyes branches.
 - 1. pipe size of 15" or less - PVC, use factory in-line wye with the material the same as the pipe.
 - 2. all pipe size - RCP, core-drill w/ expandable gasket to be an Inserta-Tee or approved equal.
- c. Manholes and Inlets
 - i. Manhole base sections shall be an integral monolithic bottom extending a minimum 6" beyond the riser section and shall be constructed on a 6" base of $\frac{3}{4}$ " aggregate base material.
 - ii. Manhole shall be a minimum of 6' height from the top of casting to the top of the base section.
 - iii. Manhole castings shall be Type 1 Frame and Cover Neenah Foundry R-1500, with a non-rocking and locking lid and open pick holes. When manhole adjustment is limited, provide Type 2 Frame and Cover Neenah Foundry R-1689.
 - iv. Provide Bolt Down Frame and Cover Neenah R1916-C with stainless steel bolts where shown on drawings.
 - v. Catch Basins shall be Type 11 Frame and Box with Type "L" grate except at sags, provide a Type "C" grate Neenah Foundry R-3067.
 - vi. Catch basins to have a Type R grate with the Neenah R-3000-A EnviroNotice Plate – "Dump No Waste – Drains to Fresh Water".
 - vii. Catch basins to be Type "A" (2' x 3') in roadway, Type C-2 (30" diameter) inside/backyards unless a yard drain is approved by the Town.
 - viii. Catch Basins shall be a minimum of 6' height from the top of casting to the bottom of the base section.
 - ix. Manhole and inlet adjusting ring numbers to be minimized by utilizing thicker units with the top ring to be a "finishing" ring tapered to fit the cross slope of the roadway. A maximum height of 12" of rings is allowed. The top two rings must be plastic (EPP or HDPE) Rings greater than or equal to 6" thick can be concrete if chosen by the Contractor. Anything less than 6" thick must be plastic. Seal per manufacturer's recommendations.
 - x. Manhole connections shall use flexible watertight connectors cast into the concrete.
- d. Bedding and Backfill
 - i. Select Granular Backfill conforming to WisDOT 1 $\frac{1}{4}$ " dense graded base course gradation is required above the specified bedding material in the following locations:
 - 1. Roadway and up to 4 feet beyond the back of curb
 - 2. Under sidewalk, within 1 foot outside of edges of sidewalk
 - 3. Under driveways
 - ii. Plastic pipe bedding to be 4" below the pipe to 12" above the pipe with $\frac{3}{4}$ " crushed stone.
 - iii. Concrete pipe bedding to be 4" below pipe to 1/6 of outside diameter with $\frac{3}{4}$ " crushed stone.
- e. Miscellaneous

- i. Pipe to pipe connectors for reconstruction or rehab projects to be Strongback Fernco or approved equal.
 - ii. Tracer wire on all storm sewer laterals. No tracer wire on storm sewer main straight in alignment between manholes. Non-typical alignments of storm sewer (i.e. bends, deflections) to be determined by the Owner/Engineer. See general note 7 for new services. Tracer wire color to be brown.
 - iii. The Valvco Sewer Tracer Wire Access Box manufactured by C.P. Test Services-Valvco, Inc., reference: <http://thewaterpartners.com/valvco.html> or The Cathodic Test Box P200 series manufactured by Bingham & Taylor, reference: <http://www.binghamandtaylor.com/cathodic.htm> or Copperhead SnakePit Access Point, reference: <https://copperheadwire.com/snakepit-access-point>
 - iv. If not part of a sanitary sewer project, Contractor to provide - Manhole Hooks – 2 each.
2. Design & Construction
- a. Main
 - i. Storm sewer location (typical) – 8’ off of the property line.
 - i. Mini Storm Sewer may be allowed upstream of public end walls, curb inlets, or catch basins, to be reviewed and approved by the Engineer/Town.
 - b. Laterals
 - i. Lateral size shall be based on design. Duplex buildings shall be 6” min.
 - ii. Each residential lot shall have its own individual storm lateral from the main extended:
 - 1. To the right of way line for reconstruction projects.
 - 2. To the right of way line or into the 12’ utility easement.
 - iii. Storm laterals to be installed to the left of the sanitary sewer lateral when looking at the lot.
 - c. Manholes/Inlets
 - i. Manhole/Catch Basin barrel sections to be constructed with a butyl rubber joint sealant rope type configuration. Material to be Con Seal CS-102 Butyl Rubber Sealant for all Precast Structures or equal. Strips to be 1 1/4” size applied along the outside edge of the joint.
 - ii. Manhole/Catch Basin adjusting ring numbers to be minimized by utilizing thicker units with the top ring to be a “finishing” ring tapered to fit the cross slope of the roadway. A maximum height of 12” of rings is allowed. The top two rings must be plastic (EPP or HDPE) Rings greater than or equal to 6” thick can be concrete if chosen by the Contractor. Anything less than 6” thick must be plastic. Seal per manufacturer’s recommendations.
 - iii. Manhole/Catch Basin connections shall use a non-shrink grout with concrete pipe. Plastic pipe connections shall be with a watertight boot, Kor-n-Seal or equal (for storm sewer only)

- iv. All catch basins shall have proper inlet protection installed to prevent any soil erosion into the catch basin during construction. Inlet Protection must be installed to protect the back of the catch basin. Inlet Protection shall remain until the site is 70% vegetated.
 - v. Catch Basins to be over excavated a minimum of 24" for visual awareness to allow for backfilling with unwashed stone material and mechanically compaction.
 - d. Culverts crossing Town owned streets shall be designed on a case-by-case basis.
3. QA/QC
- a. Field Quality Control Testing to be Televising with a video for storm sewer that fail the lamping test, Deflection (Mandrel) Testing on all plastic pipe and Continuity Testing of tracer wire. All testing shall be provided in a report or form to the Town/Engineer.
 - b. If the need to televise as noted above, all storm sewers are to be cleaned prior to televising.
4. Field Record Information
- a. Contractor to record with the Owner, elevations of all mainline stubs on storm sewer.
 - b. Photographs are to be taken during construction of each fitting prior to placing the poly wrap and should contain an identifier tag in the photograph to include catch basins, wyes, laterals and manholes.

ROADWAYS/CURB AND GUTTER

1. Roadway Typical Sections
- a. Typical local roads shall have 66' Road Right of Way and consist of:
 - i. Minimum 22' wide roadway measured from edge of asphalt to edge of asphalt.
 - ii. Minimum 3' gravel shoulder (may be reduced to 2" per Town/Engineer's approval) on each side consisting of ¾" dense graded base course material. The shoulder shall be at the same elevation at the edge of asphalt, then slope away from roadway at 4% slope.
 - iii. Local Roads Typical Section:
 - 1. 1 1/2 inches asphalt surface
 - 2. 2 1/2 inches asphalt binder
 - 3. 12 inches of 1 ¼ inch crushed aggregate base course. All aggregate used for street construction shall contain no more than 9.5% P200.
 - 4. Geogrid may be installed below the proposed pavement and shoulders. Geogrid can be substituted for 3" of lower base course material with Town/Engineer approval.
 - 5. Roadway cross slope to be 2%.
 - 6. All ditches shall be generally designed to be cut 2-1/4 feet below edge of pavement elevation with a foreslope of no more than 4 to 1, a back-slope of no more than 3 to 1, and graded to permit proper drainage with gradual slopes at a grade not less than 1.0%

- per approved street plans. Variation from these standards required to accommodate existing topography shall be reviewed and/or approved by the Town/Engineer.
7. Typical Sections can change based on the soil conditions of the area. Changes are to be requested to be reviewed by the Town.
- b. Collector and Arterial Roads shall have an 80' Road Right of Way and consist of:
 - i. Minimum 24' wide roadway measured from edge of asphalt to edge of asphalt.
 - ii. Minimum 3' gravel shoulder (may be reduced to 2" per Town/Engineer's approval) on each side consisting of ¾" dense graded base course material. The shoulder shall be at the same elevation at the edge of asphalt, then slope away from roadway at 4% slope.
 - iii. Collector and Arterial Roads Typical Section:
 1. 2 1/2 inches asphalt surface, installed in 2 lifts unless otherwise approved by the Town/Engineer.
 2. 2 1/2 inches asphalt binder
 3. 15 inches of 1 ¼ inch crushed aggregate base course. All aggregate used for street construction shall contain no more than 9.5% P200.
 4. Geogrid may be installed below the proposed pavement and shoulders. Geogrid can be substituted for 3" of lower base course material with Town/Engineer approval.
 5. Roadway cross slope to be 2%.
 6. All ditches shall be generally designed to be cut 2-1/4 feet below edge of pavement elevation with a foreslope of no more than 4 to 1, a back-slope of no more than 3 to 1, and graded to permit proper drainage with gradual slopes at a grade not less than 1.0% per approved street plans. Variation from these standards required to accommodate existing topography shall be reviewed and/or approved by the Town/Engineer.
 7. Typical Section shall be determined in design of each road. Typical Sections can change based on the soil conditions of the area and the projected traffic volumes and type of use of the roadway. Changes are to be requested to be reviewed by the Town.
2. Driveway Typical Section:
 - a. Concrete driveway aprons shall not be allowed within the Town's Road Right of Way.
 - b. All driveways shall be constructed or reconstructed to have sloped sides. Such construction shall be accomplished using only soil materials. The side slopes of the driveway shall be sloped no more than a length-to-height ratio of 2:1.
3. Sidewalk: (all sidewalk constructed on 4" ¾ inch crushed aggregate base course)
 - a. Standard sidewalk: 4-inch concrete.
 - b. Curb Ramps: 6-inch concrete. All curb ramps shall have a minimum 6' wide opening unless wider is required by the Town.

- c. Driveways: 6-inch concrete.
 - d. Typical Sections can change based on the soil conditions of the area. Changes are to be requested to be reviewed by the Town.
 4. Temporary Cul de sac turn-arounds at the ends of roadways shall consist of a 50' graveled radius and a 47' paved radius.
 5. Curb and Gutter
 - a. Minimum of 0.40 % grade on curb and gutter.
 - b. 30-inch (6" sloped) Type Wisconsin Department of Transportation standard mountable Concrete Curb and Gutter shall be placed on the radii of all road intersections. The Town reserves the right to require curb and gutter on any other portion of a Town Road for both ease of maintenance and public health and safety.
 - c. Standard intersection radius in residential area is 20.00' to back of curb and gutter.
 - d. Curb Reinforcement at all lateral trenches (20-foot length), also 10 feet length each way of inlets, or as designated by Owner. Dowel reinforcement into existing curb at all point repairs and tie-ins. Expansion joint shall be placed at the first joint outside of the reinforcement at inlets.
 - e. Curb ramps shall be WisDOT Type 2, 3, or 4. WisDOT Type 1 curb ramps shall only be used with Town approval.
 6. Concrete Mix
 - a. 4,000 psi minimum 28-day compressive strength.
 - b. The Town reviewed the amount of inorganic material allowed in the concrete mix design to prevent freeze thaw issues. Furnish liquid membrane-forming curing compounds composed of a blend of boiled linseed oil and high viscosity, heavy bodies linseed oil emulsified in a water solution conforming to AASHTO M 148, Type 2, Class B.
 7. Asphalt Mix
 - a. Determined by design.
 8. Utilities in Roadways
 - a. Manhole rims and valve box covers are to be adjusted to be constructed approximately ¼" to ½" below the final asphalt surface.
 9. Fire Apparatus Access Roads.
 - a. See Attachment titled "Appendix D."
 - i. Amend D103.3 Turning Radius. To read:
 1. The minimum turning radius shall be:
 - Inside – 25'6"
 - Curb to Curb – 41'6"
 - Wall to Wall – 48'4"

LANDSCAPE RESTORATION

1. Provide seeding at double DOT standard seeding rates.
2. The Contractor shall provide (and incorporate into the soil) fertilizer to the areas indicated on the approved plans and specifications to be seeded. Type A Fertilizer per

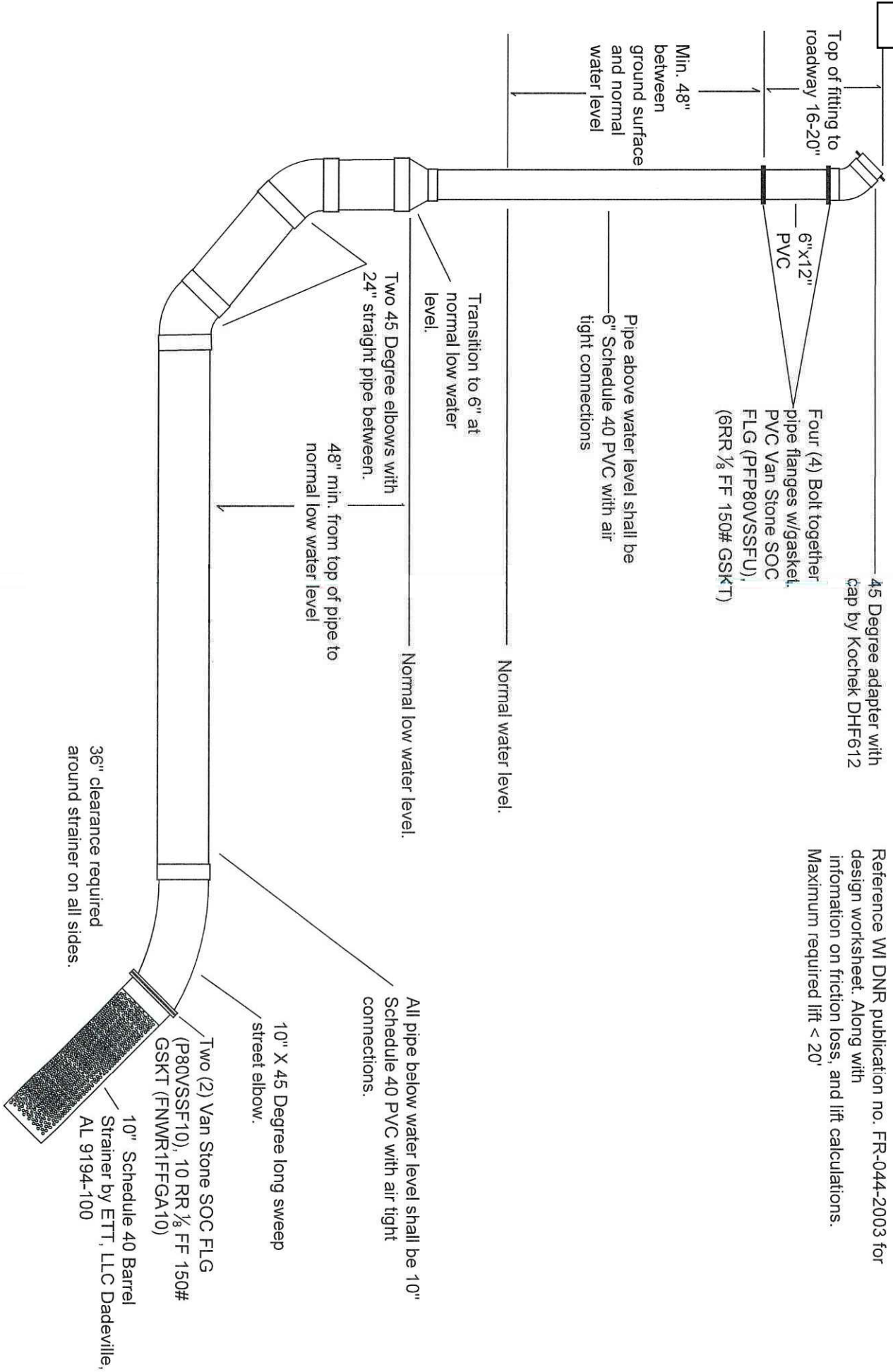
shall be applied at the rate specified by the Town/Engineer.

SUBDIVISION PLAT/DESIGN STANDARDS

1. Road rights of way shall have a minimum 100' tangent between two curves of differing directions and/or radii.
2. Roadway profiles and subdivision grading plans shall avoid trapped low points. A trapped low point is a location where storm water runoff from the right of way and other areas has no overland flow path through publicly controlled property to a storm water management feature or natural drainage feature. It is preferred that low points in roadways have direct connection from public right of way to a public drainage feature capable of conveying flood waters. Should this not be possible, at a minimum a 20' wide drainage easement shall be provided and a grading plan minimizing ponding depths in roadways to less than 12" must be provided.
3. Provide grading plans with grades along all lot lines. Grades may be existing or proposed but must adequately convey water from private properties to public rights of way or drainage features. Designs shall avoid storm sewer catch basins in easements to an extent practicable.

Appendix A - Dry Hydrant Detail

Item B.



Reference WI DNR publication no. FR-044-2003 for design worksheet. Along with information on friction loss, and lift calculations. Maximum required lift < 20'

APPENDIX D FIRE APPARATUS ACCESS ROADS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance or legislation of the jurisdiction.

User note:

About this appendix: Appendix D contains more detailed elements for use with the basic access requirements found in Section 503, which gives some minimum criteria, such as a maximum length of 150 feet and a minimum width of 20 feet, but in many cases does not state specific criteria. This appendix, like Appendices B and C, is a tool for jurisdictions looking for guidance in establishing access requirements and includes criteria for multiple-family residential developments, large one- and two-family subdivisions, specific examples for various types of turnarounds for fire department apparatus and parking regulatory signage.

SECTION D101 GENERAL

D101.1 Scope. Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*.

SECTION D102 REQUIRED ACCESS

D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an *approved* fire apparatus access road with an asphalt, concrete or other *approved* driving surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds (34 050 kg).

SECTION D103 MINIMUM SPECIFICATIONS

D103.1 Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).

D103.2 Grade. Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as *approved* by the *fire code official*.

D103.3 Turning radius. The minimum turning radius shall be determined by the *fire code official*.

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

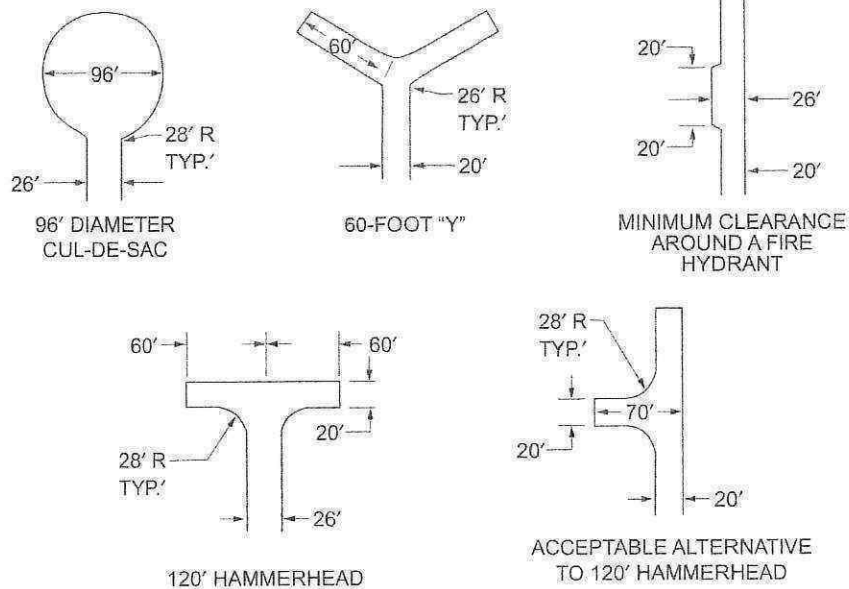


FIGURE D103.1
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

For SI: 1 foot = 304.8 mm.

TABLE D103.4
REQUIREMENTS FOR DEAD-END
FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0–150	20	None required
151–500	20	120-foot Hammerhead, 60-foot “Y” or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
501–750	26	120-foot Hammerhead, 60-foot “Y” or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

D103.5 Fire apparatus access road gates. Gates securing the fire apparatus access roads shall comply with all of the following criteria:

1. Where a single gate is provided, the gate width shall be not less than 20 feet (6096 mm). Where a fire apparatus road consists of a divided roadway, the gate width shall be not less than 12 feet (3658 mm).
2. Gates shall be of the horizontal swing, horizontal slide, vertical lift or vertical pivot type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be *approved* by the *fire code official*.
6. Methods of locking shall be submitted for approval by the *fire code official*.
7. Electric gate operators, where provided, shall be *listed* in accordance with UL 325.
8. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

D103.6 Signs. Where required by the *fire code official*, fire apparatus access roads shall be marked with permanent “NO PARKING—FIRE LANE” signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches

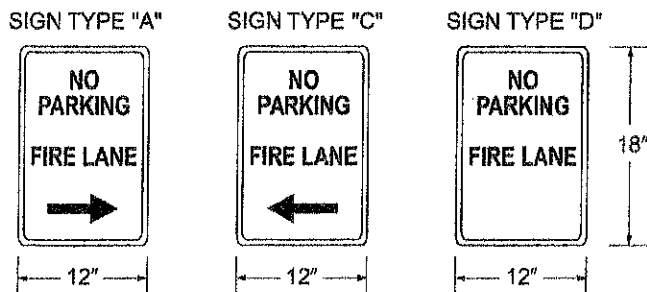


FIGURE D103.6
FIRE LANE SIGNS

(305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

D103.6.1 Roads 20 to 26 feet in width. *Fire lane* signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

D103.6.2 Roads more than 26 feet in width. *Fire lane* signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

**SECTION D104
COMMERCIAL AND INDUSTRIAL DEVELOPMENTS**

D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have not fewer than two means of fire apparatus access for each structure.

D104.2 Buildings exceeding 62,000 square feet in area. Buildings or facilities having a gross *building area* of more than 62,000 square feet (5760 m²) shall be provided with two separate and *approved* fire apparatus access roads.

Exception: Projects having a gross *building area* of up to 124,000 square feet (11 520 m²) that have a single *approved* fire apparatus access road where all buildings are equipped throughout with *approved automatic sprinkler systems*.

D104.3 Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

**SECTION D105
AERIAL FIRE APPARATUS ACCESS ROADS**

D105.1 Where required. Where the vertical distance between the *grade plane* and the highest roof surface exceeds 30 feet (9144 mm), *approved* aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

Exception: Where *approved* by the *fire code official*, buildings of Type IA, Type IB or Type IIA construction equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1 and having fire fighter access through an enclosed *stairway* with a Class I standpipe from the lowest level of fire department vehicle access to all roof surfaces.

D105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of updates to the Mailbox Installation & Plowing Damage Replacement Policy.

Staff has included proposed revisions to the current policy. The policy has not been revised since 2018, and the proposed revisions will bring the Town's policy more in line with Winnebago County's practices. Representatives from Cedar Corp & Administrator Wisnefske will be available for questions.

SUGGESTED MOTION(S):

Motion to approve the revisions to the Mailbox Installation & Plowing Damage Replacement Policy as presented.

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

Respectfully Submitted,
Kelsey

POLICY NO. 2018-001
TOWN OF CLAYTON
MAILBOX INSTALLATION & PLOWING DAMAGE REPLACEMENT POLICY

General:

The Town’s Department of Public Works (DPW) has many operations that require various types of vehicles and equipment to work along the street shoulder and curb line. These operations include snow removal and plowing, and mechanical sweeping. Performing these operations requires the DPW to plow or clean as close to the roadside ditch as possible. The DPW takes great care not to damage any property within the Town right-of-way; however, mailboxes do occasionally get damaged.

In the majority of cases, the Town has repaired or replaced many mailboxes that residents claimed were damaged by its various operating vehicles and equipment. Due to the time and cost associated with these repairs and replacements, the Town has established a policy for mailbox repairs and new mailbox installation .

Policy:

The DPW will repair or replace any damaged standard mailbox and/or support post when the following two (2) criteria are met:

1. It is determined that the Town operator actually struck the mail box with the snow plow causing the damage to the mailbox while operating within the street right-of-way (a mail box struck by snow coming off the plow shall not be considered the responsibility of the Town); and
2. The mailbox had been properly installed (e.g., meeting United States Postal Service (USPS) installation guidelines discussed below) and maintained prior to the damage occurring.

USPS Guidelines:

Guidelines established per United States Postal Service (USPS) regulations regarding mailbox installation:

1. Mailboxes shall be installed 41 to 45 inches above the street surface to the bottom of the mailbox (see diagram).
2. Mailboxes shall be set back 24 inches from the pavement edge to the mailbox door (see diagram).

Town Guidelines:

1. DO NOT use concrete to secure your mailbox post. Instead, use 1/4" screenings (1/4" gravel with fines) or compacted sand. The Town will not remove concrete and will only

trim broken posts to the top surface of the concrete. Placement of the new post will be to either side of the existing concrete, unless the mailbox owner specifies a new location or removes any existing concrete.

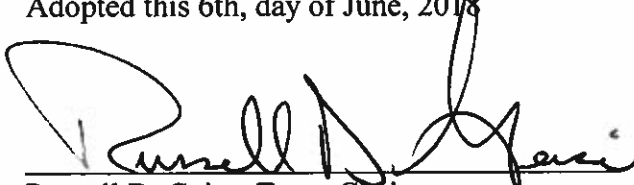
Procedure:

- 1) Upon notification by the property owner, the Town will conduct an investigation of the alleged damage, with the investigation conducted by the Public Works Foreman. If both criteria noted above are met, the Town of Clayton will repair or replace a mailbox with the standard mailbox and/or support post the Town offers. If the mailbox owner does not want the standard mailbox and/or support post, the owner may repair or replace the mailbox/post at his/her own cost. The Town of Clayton will then reimburse the mailbox owner up to a maximum of \$50.00 (submission of original receipts is required).
- 2) The Town shall not replace decorative mailboxes in kind. Should the investigation determine that a decorative mailbox was damaged by Town equipment, the property owner shall receive a check to cover replacement in kind, not to exceed \$50.00 (submission of original receipts is required).
- 3) As a service to our residents, the DPW will install a temporary mailbox where the existing mailbox is deemed unusable, regardless of fault. The temporary mailbox may remain until the permanent mailbox has been installed for a duration not-to-exceed three (3) months.
- 4) Should the property owner dispute the findings of the Department of Public Works, they may request the matter be placed on the agenda for the next available meeting of the Town Board for discussion and action.

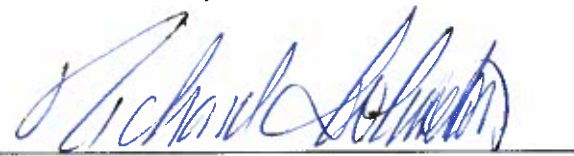
This policy shall be in full force and effect upon its passage by the Town Board of Supervisors.

Vote: Yes: 5 No: 0 Abstain: 0

Adopted this 6th, day of June, 2018

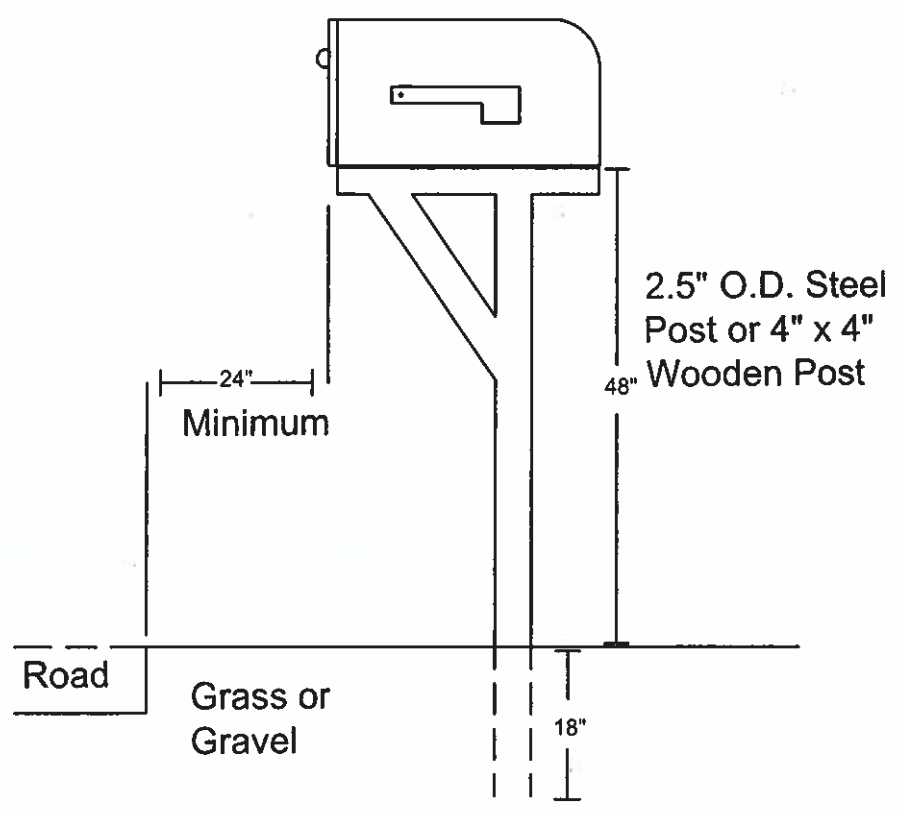


 Russell D. Geise, Town Chair

Attest: 

 Richard Johnston, Town Administrator/Clerk

Figure 1



Rural Road

POLICY NO. 2026-____ TOWN OF CLAYTON
MAILBOX INSTALLATION & DAMAGE REPLACEMENT POLICY

General:

The Town, in conjunction with the local post office branches, requires the installation of mailboxes to serve each residence or commercial building which requests delivery of mail by the federal postal service. Mailbox dimensions must meet the United States Postal Service (USPS) size and construction standards, be legally installed, and kept in good working condition by the owner for the safety of all users of the public roads. This policy incorporates those standards and explains other Town requirements.

Additionally, the Town has repaired or replaced many mailboxes that residents claimed were damaged by the routine operation of municipal vehicles and equipment. The Town's Department of Public Works (DPW) has many services that require various types of vehicles and equipment to work along the street shoulder and curb line. These operations include snow removal and plowing, road repairs and painting, and mechanical sweeping. Performing these operations generally requires the DPW to navigate as close to the roadside ditch as possible. The DPW takes great care not to damage any property within the Town right-of-way; however, mailboxes are occasionally impacted. Due to the time and cost associated with these claims, this policy also defines when the Town may bear the costs or take responsibility to restore a mailbox and/or post.

USPS Mailbox Dimension and Installation Guidelines:

The following are regulations established by the USPS regarding mailbox installation. See Figure 1 for a visual demonstration of these standards.

1. Mailboxes shall be installed 41 to 45 inches above the street surface to the bottom of the mailbox.
2. Mailboxes shall be set back 6 to 8 inches from the curb, as measured to the mailbox door. For roads without curb improvements, the mailbox must be set at least 24 inches from the pavement edge to the mailbox door.
3. The post supporting the mailbox shall be set no deeper than 24 inches into the ground. The best mailbox supports are designed to be stable but to bend or fall away if a vehicle hits them. Collision events with unyielding supports are more dangerous and lethal than those with correctly installed supports.

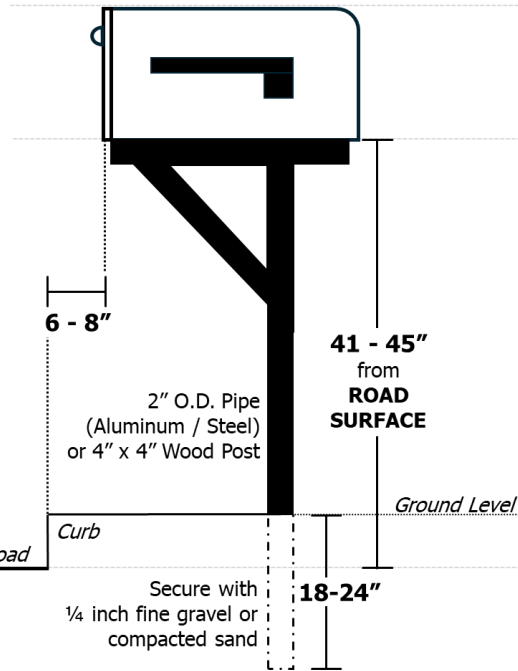
Town Installation Guidelines:

1. **Concrete shall NOT be used to secure your mailbox post.** Instead, use ¼ inch screenings (1/4" gravel with fines) or compacted sand.
2. In the case of replacement by the Town of mailboxes that had previously used concrete, the Town will not remove concrete and will only trim broken posts to the top surface of

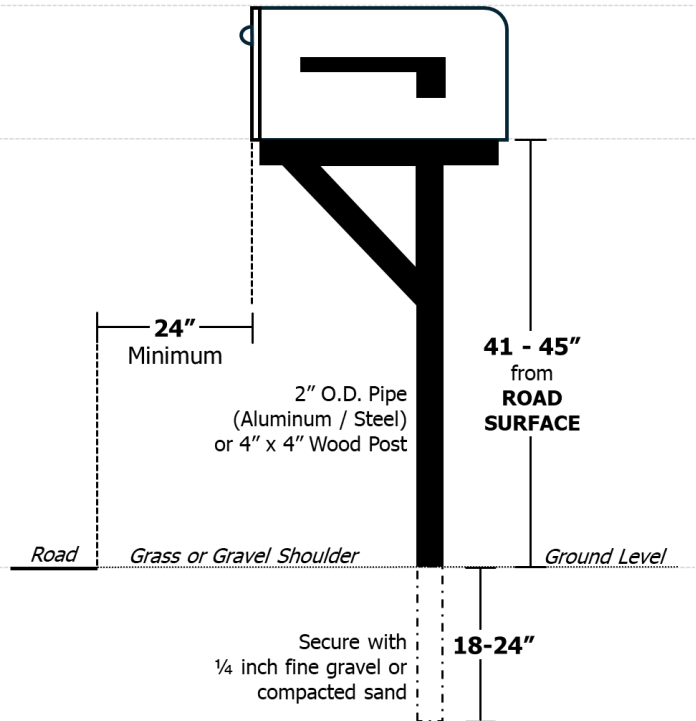
the concrete. Placement of the new post will be to either side of the existing concrete, unless the mailbox owner specifies a new location or removes the concrete within the timeframe requested by the Town.

Figure 1

Roads with Curb



Roads with Shoulders



Damage from Municipal Operations – Replacement Policy

The DPW will repair or replace any damaged standard mailbox and/or support post when all of the following) criteria are met:

1. Within 30 days of the damaging event, the resident or mailbox owner submits a completed General Comment Form, available from the Town office and website, documenting when the damage occurred. Forms must be submitted within 30 days of the damaging event to be eligible for review and replacement by the Town.
2. To qualify for replacement, Town staff must determine that the Town operator actually struck the mail box with the equipment (snow plow, wing, truck, etc.), directly causing the damage to the mailbox while operating within the street right-of-way. A mailbox impacted by snow, ice, or other debris coming off a plow shall not be considered the responsibility of the Town. This determination shall be made by a site visit to the location as follow-up on the completed General Comment Form.
3. The mailbox had been properly installed and maintained prior to the damage occurring. This means it must have met USPS installation guidelines as outlined in this policy and

was kept in good condition by the resident or mailbox owner prior to the damage occurring. Mailbox installations that were set in concrete are not eligible for replacement at Town expense under this policy.

Procedure:

Upon notification by the property owner through the General Comment Form, the Town Public Works Foreman will conduct an investigation of the alleged damage. If all criteria of the policy are met, the Town of Clayton will repair or replace a mailbox with the standard mailbox and/or support post the Town offers. If the mailbox owner does not want the standard mailbox and/or support post, the owner may repair or replace the mailbox/post at his/her own cost. Original receipts shall be submitted by the mailbox owner to the Town of Clayton prior to the issuance of a reimbursement of costs, up to a maximum of \$50.00.

The Town shall not replace decorative mailboxes in kind. Should the investigation determine that a decorative mailbox was damaged by Town equipment or operations, the mailbox owner shall receive a reimbursement check to cover the replacement in kind, of either actual costs or \$50.00, whichever is less. The submission of original receipts is required prior to issuance of the reimbursement payment.

As a service to our residents, the DPW will install a temporary mailbox where the existing mailbox is deemed unusable, regardless of fault. The temporary mailbox may remain until the permanent mailbox has been installed for a duration not-to-exceed three (3) months.

Should the property owner dispute the findings of the Department of Public Works, they may request the matter be placed on the agenda for the next available meeting of the Town Board for discussion and action.

This policy shall be in full force and effect upon its passage by the Town Board of Supervisors.

Vote: Yes: ___ No: ___ Abstain: ___

Adopted this ___ day of ____, 2026.

Russell D. Geise, Town Chair

Attest: _____
Kelsey Faust-Kubale, Town Clerk