



BOARD OF SUPERVISORS MEETING

Wednesday, January 17, 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, January 3, 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 December 2023 Building Inspection Report
- B. Distribution of the December 2023 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Christie Conradt, Larsen Tavern

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) submitted by Chris Perrenault on behalf of Linda Grundman for approval of a CSM combining Tax ID #006-0853-01 (7490 Center Rd) and Tax ID #006-0850-01-03 into one parcel.
- B. Review/Discussion: Plan Commission review & discussion on the Town of Clayton Agribusiness (A-1) Zoning District and updates to the Town of Clayton Zoning Map.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of appointing LuAnn Fietzer to the Treasurer position with a salary of \$56,000 and a start date of January 22, 2024.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Feb 7 & 21; March 6 & 20; Apr 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - Feb 14; March 13; Apr 10

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, January 03, 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 Russell Geise
 Supervisor Kay Lettau
 Supervisor Linda Grundman
 Supervisor Patti Christianson
 Supervisor Scott Reif

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Treasurer Zolp
 Attorney LaFrombois – arrived 6:33 pm

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 20, 2023 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, December 20, 2023 Town Board Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Steve Hansen, 3373 Fairview Rd, Neenah WI addressed the Board with comments specific to his property & and the corresponding assessment.

Kevin Rogaczewski, 8275 Hickory Ave, Larsen, WI addressed the Board regarding drainage issues specific to his property.

Eric Heywood, 223 Bosworth Ln, Neenah, WI addressed the Board as a candidate for the Winnebago County Branch 1 Judge seat.

Louis Braatz, 3646 Emerald Crown Pkwy, Neenah, WI addressed the Board regarding a notice he received regarding the operation of a Short-Term Rental within the Town without a Conditional Use Permit.

CORRESPONDENCE

- A. Distribution of the meeting materials for the January 3, 2024 Fox West Regional Sewerage Commission Meeting

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Megan Watermolen

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Change Order #23-13 for the Deer Trail Estates Drainage project for an increase to the contract in the amount of \$9,750.00.

MOTION

Motion made by unanimous consent to approve Change Order #23-13 for an increase in the contract amount of \$9,750.00.

Motion carried 4-0, Supervisor Rief abstained from voice vote.

- B. Discussion/Action: Town Board review & consideration of Application for Payment #1 submitted by Highway Landscapers Inc. in the amount of \$177,781.66.

MOTION

Motion made by unanimous consent to approve the Application for Payment #1 submitted by Highway Landscapers Inc. for \$177,781.66.

Motion carried 4-0, Supervisor Rief abstained from voice vote.

- C. Discussion/Action: Town Board review & consideration of payment for Fox Crossing Invoice #15038 for County Rd II Sewer & Water Extension in the amount of \$598,845.27.

MOTION

Motion made by unanimous consent to approve payment for Fox Crossing Invoice #15038 for \$598,845.27.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of hiring Jeffrey Bruette for an open Public Works Laborer position at a wage of \$23.20 per hour with a start date of January 2, 2024.

MOTION

Motion made by unanimous consent to approve the hiring of Jeffrey Bruette for an open Public Works Laborer position at a wage of \$23.20 per hour.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 17; Feb 7 & 21; March 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 10; Feb 14; March 13

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:57 pm

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

YEAR TO DATE SUMMARY

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	TOWN OF CLAYTON REVENUE	YEAR TO DATE TOTAL
TOWN OF CLAYTON PERMITS:													
12/6/23	237-23-12B	JEFF HOUTS	7568 BLACK TOP WAY	NSFD	SELF	\$ 300,000.00	\$ 968.96		Town of Clayton	\$ 1,710,377.00	\$ 15,754.58	\$ 15,754.58	\$ 120,261.45
12/11/23	238-23-12H	JEFF GENTZ	3472 GRANDMEADOWS	BOILER REPLACEMENT	BLACK-HAAK	\$ 12,000.00	\$ 75.00		Town of Vinland	\$ -	\$ -	\$ -	\$ 1,893.02
12/11/23	239-23-12H	TERRY QUIRK	3040 WINDFIELD	FURNACE REPLACEMENT	HEALTY HOME HVAC	\$ 9,980.00	\$ 75.00		Town of Winneconne	\$84,230.00	\$160.00	\$128.00	\$ 18,179.53
12/11/23	240-23-12E	MARTY NIKODEM	2770 TOWN CT	COMMERCIAL ELECT ADDN	CR FOCHS	\$ 4,000.00	\$ 315.00		Town of Winchester	\$ -	\$ -	\$ -	\$ 6,008.43
12/11/23	241-23-12H	PAO LOR	7752 JOSEPH PETERS	REPLACE 2 FURNAACES	MODERN SHEET METAL	\$ 9,398.00	\$ 150.00		Town of Dale	\$ 68,815.00	\$ 892.05	\$ 713.64	\$ 10,237.17
12/12/23	242-23-12B	NICK SCHMIDT	2521&2523 FAIRVIEW	NEW DUPLEX	NJ SCHMIDT CONST	\$ 480,000.00	\$ 1,088.60						
12/14/23	243-23-12H	DON HENNESSEY	9381 CENTER	NSFD HVAC	KRAMER HVAC	\$ 15,000.00	\$ 508.50		Total	\$ 1,863,422.00	\$ 16,806.63	\$ 16,596.22	\$ 156,579.59
12/14/23	244-23-12H	MARK MANKIEWICZ	3285 FONDOTTO	FURNACE REPLACEMENT	MODERN SHEET METAL	\$ 4,999.00	\$ 75.00						
12/18/23	245-23-12P	DEREK LIEBHAUSER	2689 CTY II #8	12 UNIT APT PLUMB	K-KELLY	\$ 96,000.00	\$ 1,133.40		Full Burden Wage	\$ 10,645.13			\$ 117,439.95
12/18/23	246-23-12P	DEREK LIEBHAUSER	2689 CTY II #9	12 UNIT APT PLUMB	K-KELLY	\$ 96,000.00	\$ 1,133.40		Net Profit (Loss)	\$ 5,951.09			\$ 39,139.64
12/18/23	247-23-12P	DEREK LIEBHAUSER	2689 CTY II #10	12 UNIT APT PLUMB	K-KELLY	\$ 96,000.00	\$ 1,133.40						
12/18/23	248-23-12P	DEREK LIEBHAUSER	2689 CTY II #11	12 UNIT APT PLUMB	K-KELLY	\$ 96,000.00	\$ 1,133.40						
12/18/23	249-23-12P	DEREK LIEBHAUSER	2689 CTY II #12	12 UNIT APT PLUMB	K-KELLY	\$ 96,000.00	\$ 1,133.40						
12/18/23	250-23-11H	DEREK LIEBHAUSER	2689 CTY II #8	12 UNIT APT HVAC	K-KELLY	\$ 67,000.00	\$ 1,133.40						
12/18/23	251-23-12H	DEREK LIEBHAUSER	2689 CTY II #9	12 UNIT APT HVAC	K-KELLY	\$ 67,000.00	\$ 1,133.40						
12/18/23	252-23-11H	DEREK LIEBHAUSER	2689 CTY II #10	12 UNIT APT HVAC	K-KELLY	\$ 67,000.00	\$ 1,133.40						
12/18/23	253-23-12H	DEREK LIEBHAUSER	2689 CTY II #11	12 UNIT APT HVAC	K-KELLY	\$ 67,000.00	\$ 1,133.40						
12/18/23	254-23-12H	DEREK LIEBHAUSER	2689 CTY II #12	12 UNIT APT HVAC	K-KELLY	\$ 67,000.00	\$ 1,133.40						
12/19/23	255-23-12B	KYLE MICK	9407 MEMORY	BASEMENT REMOD	SELF	\$ 10,000.00	\$ 185.92						
12/20/23	256-23-12H	NICK SCHMIDT	2521&2523 FAIRVIEW	NSFD HVAC	S&A PETERS	\$ 20,000.00	\$ 489.30						
12/20/23	257-23-12P	NICK SCHMIDT	2521&2523 FAIRVIEW	NSFD PLUMB	HANSEN PLUMB	\$ 30,000.00	\$ 489.30						
					TOTALS	\$ 1,710,377.00	\$ 15,754.58						
TOWN OF VINLAND PERMITS:													
					TOTALS	\$ -	\$ -	\$ -					
TOWN OF WINNECONNE PERMITS:													
12/20/23	149-23-12B	PETER GUCKENBERG	5672 SHUBERT	BASEMENT WALL REPAIR	AREA WATER PROOFING	\$ 26,830.00	\$ 50.00	\$ 40.00					
12/20/2023	150-23-12B	THAD HANKE	5925 VALENTINE	REROOF	BRH ENTERPRISES	\$ 55,400.00	\$ 50.00	\$ 40.00					
12/20/2023	151-23-12E	RON BECKER	957 E MAIN	SERVICE CHANGE	JP ELECTRIC	\$ 2,000.00	\$ 60.00	\$ 48.00					
					TOTALS	\$84,230.00	\$160.00	\$128.00					
TOWN OF WINCHESTER PERMITS													
					TOTALS	\$ -	\$ -	\$ -					
TOWN OF DALE PERMITS													
12/5/23	77-23-12B	CHRIS JOCH	N306 DEPOT	BASEMENT REMOD	SELF	\$ 30,000.00	\$ 288.50	\$ 230.80					
12/5/23	78-23-12E	CHRIS JOCH	N306 DEPOT	BASEMENT REMOD ELECT	RICK STEFFENS ELECT	\$ 1,500.00	\$ 106.55	\$ 85.24					
12/5/23	79-23-12E	JUSTIN DOEHLING	N836 RABBIT	GENERATOR INSTALL	ALANS ELECT	\$ 12,815.00	\$ 65.00	\$ 52.00					
12/19/23	80-23-12E	JON TAPPE	W9282 HUNTERS	BAESMENT REMOD GENERA	QUANTUM ELECT	\$ 13,000.00	\$ 117.00	\$ 93.60					
12/19/23	81-23-12B	FRED PREISLER	N2044 CTY T	POLE BUILDING	SELF	\$ 11,500.00	\$ 315.00	\$ 252.00					
					TOTALS	\$ 68,815.00	\$ 892.05	\$ 713.64					

JOHN M. RABE, P.E.
Director

www.winnebago-county-solid-waste.com
solidwaste@winnebago-county-wi.gov



LANDFILL/ADMINISTRATIVE
100 W. COUNTY RD. Y
OSHKOSH, WI 54901

PHONE (920) 232-1800
FAX (920) 424-1189

Item B.

Winnebago County

Solid Waste Management Board

The Wave of the Future

DATE: January 10, 2024

TO: Contracted Responsible Units

FROM: Kelly Reyer – Education & Outreach Specialist *KR*
kreyer@winnebago-county-wi.gov
920-232-1802

RE: January 2024 Signing Municipality Update & Monthly Scale Reports

A Note from the New Education & Outreach Specialist – I'm excited to be here! My education and experience in the environmental field has fueled my passion for resource conservation, and I appreciate the opportunity to encourage proper material disposal and teaching proper recycling practices. About a month into my role with Winnebago County Solid Waste, I have to say that I've learned so much and I am very impressed with the variety and amount of recycling opportunities this facility offers. Additionally, having been born and raised in Winnebago County, I look forward to sharing about these opportunities and resources with my fellow Winnebago County residents.

Wisconsin Counties Association Magazine Highlights Statewide Recycling – The December issue of this statewide publication is titled, *From Waste Streams to Revenue Streams, Managing Solid Waste in Wisconsin*, and covers various topics including new technologies, food waste, improper battery disposal, landfill site reclamation, and more. You will see that Winnebago County's Ken Robl Conservation Park is featured on pages 32-33. Access the magazine online by using this link, <https://www.wicounties.org/publications>.

Wisconsin Council on Recycling (WCOR) Drafts Request for Legislation Action & Funding for Rechargeable Battery Disposal – In 2023, the waste and recycling industry experienced destructive fires caused by rechargeable batteries in transfer stations and recycling facilities in Columbia County, WI and Milwaukee. At many other locations across our state, including our own Transfer Station, rechargeable battery fires were located and extinguished without property damage. In consideration of the increasing number of fire incidents in waste/recycling facilities, and with the growth of battery containing devices (BCDs) in consumer markets, WCOR submitted recommendations to the governor to help the waste industry remove batteries from the waste stream. In the December 5, 2023 draft letter, WCOR recommended creation and funding of an expanded network of battery collection sites using segregated funds and establishment of an extended producer responsibility program, requiring manufacturers of BCDs to fund collection of the products they sell. WCOR also recognizes that removal of batteries from general waste can only be effective with legislative support and education efforts. We will watch for updates on Battery Recycling and Disposal Legislation to encourage our RUs, Boards, Executives and Partner Counties to support action. WCOR's draft letter to the Governor is at <https://dnr.wisconsin.gov/topic/Recycling/Council.html>. Submitted by K. Hutter, Operations Manager

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD
2023 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	52.22	40.80	59.90	44.38	38.41	47.89	45.03	50.51	55.49	42.93	41.45	44.29	563.30	T. Algoma
T. Black Wolf	18.31	17.47	25.05	21.19	17.39	28.28	19.36	26.38	18.76	17.90	22.80	19.36	252.25	T. Black Wolf
T. Clayton	39.17	32.53	37.70	25.63	34.41	45.63	37.32	30.96	45.66	35.83	36.14	36.67	437.65	T. Clayton
V. Fox Crossing	117.11	91.65	109.11	102.55	97.92	111.13	91.40	113.97	102.62	103.52	111.60	100.81	1253.39	V. Fox Crossing
T. Neenah	22.30	22.00	31.36	23.72	25.23	30.97	24.37	31.17	25.58	25.54	32.13	26.56	320.93	T. Neenah
T. Nekimi	9.29	8.81	11.58	8.82	9.59	12.90	10.24	12.40	7.78	8.26	9.59	8.92	118.18	T. Nekimi
T. Omro	12.21	11.04	13.62	9.82	11.32	10.65	10.30	9.35	8.66	10.12	8.74	9.68	125.51	T. Omro
T. Vinland	17.67	11.85	12.19	13.25	15.46	16.37	16.11	15.03	11.77	15.07	11.76	13.19	169.72	T. Vinland
T. Winchester	15.16	12.90	10.58	16.67	11.40	13.29	10.72	11.25	11.62	11.41	14.60	10.58	150.18	T. Winchester
T. Winneconne	25.03	18.78	23.01	21.86	18.30	25.23	21.05	24.76	21.63	21.74	23.63	20.90	265.92	T. Winneconne
T. Wolf River	6.18	4.46	4.17	6.63	5.71	4.30	4.07	4.38	4.09	3.57	3.11		50.67	T. Wolf River
V. Winneconne	13.62	12.64	13.53	13.17	22.26	25.68	17.85	22.15	17.46	15.45	19.79	18.42	212.02	V. Winneconne
C. Menasha	122.60	110.42	92.37	112.10	119.36	132.70	91.40	128.01	83.28	119.81	111.83	100.94	1324.82	C. Menasha
C. Neenah	184.77	138.68	168.27	158.72	180.38	180.72	165.78	178.21	163.75	171.67	170.97	176.20	2038.12	C. Neenah
C. Omro	15.48	15.83	13.73	17.90	17.68	26.48	19.49	16.98	14.48	17.16	16.52	26.20	217.93	C. Omro
C. Oshkosh	347.56	277.07	325.52	303.96	333.94	348.48	311.33	344.15	300.04	318.59	315.87	324.33	3850.84	C. Oshkosh
Other SS	255.55	197.60	340.91	278.45	302.45	335.63	356.32	367.31	311.66	293.81	335.01	308.52	3683.22	Other SS
TOTAL TONS	1274.23	1024.53	1292.60	1178.82	1261.21	1396.33	1252.14	1386.97	1204.33	1232.38	1285.54	1245.57	15034.65	TOTAL TONS

	<u>Population</u>	<u>SS lbs./person</u>		<u>Population</u>	<u>SS lbs./person</u>		<u>Population</u>	<u>SS lbs./person</u>
T. Algoma	6,927	162.64	T. Omro	2,356	106.54	C. Menasha	18,490	143.30
T. Black Wolf	2,431	207.53	T. Vinland	1,773	191.45	C. Neenah	27,726	147.02
T. Clayton	4,375	200.07	T. Winchester	1,796	167.24	C. Omro	3,644	119.61
V. Fox Crossing	19,011	131.86	T. Winneconne	2,627	202.45	C. Oshkosh	66,929	115.07
T. Neenah	3,701	173.43	T. Wolf River	1,212	83.61			
T. Nekimi	1,334	177.18	V. Winneconne	2,542	166.81	Total	166874	136.05

Department of Public Safety

January 11th. 2024

DPS Report to Town Board

As of January 11th. 2024 the Dept. has been paged-out for 12 calls. Seven were EMR calls, three were fire calls, and two that were both. This compares to 5 to date in 2023.

As of December 31st. 2023 the Dept. has been paged-out for 252 calls. 123 were EMR calls and 109 were fire calls, and 20 that were both. This compares to 246 to date in 2022

The brakes have been repaired on E43 and it is back in service.

We have turned in the final quote for radio purchases through the ARPA grant. At the end of January, all the final quotes will be turned into the County board for a final approval. Once it is approved a check will be written to the Town. When we receive the check, the radios will be ordered. We do not have to pay for the radios until they are delivered. We will be ordering the needed radios for the new engine and 33 portable/handheld radios. The Poy Sippi Fire Department may be interested in some of our old radios.

We have received a check for one of the two grants we applied for to purchase Rescue Task Force (RTF) gear. The other grant request was written to the Larsen-Winchester Lions Club. Their board voted on the grant request on January 3rd but I have not heard of the results. The next step is to order the gear. Once the gear is ordered we can start training with it.

Four of our current firefighters have completed their medical training and testing to become EMR's (Emergency Medical Responders) for Clayton Fire Rescue. Congratulations to Mattia Mullard, Taylor Anderson, Sadie Ortiz, and Dylan Roche.

EMR Rob Butke has completed his Firefighter I state certification. Congratulations to Rob.

Captain Nick Seelow and FF Joe Oyler are enrolled in the State certification program for Instructor II. We are required to have Instructor II people leading our live fire training.

We have a new EMR starting her classes this month. Welcome to Kiara Ehrmentraut.

We are looking for rescue heroes to join our department. Your help in spreading the word is appreciated.

Please consider donating blood. The need is great and donors are in short supply.

Please contact me with questions or concerns,

Director Rieckmann

MEMORANDUM

Business Referred by Plan Commission A & B

From: Administrator/Staff

To: Town Board

Re: Plan Commission Recommendation – to approve a CSM submitted by Chris Perrenault on behalf of Linda Grundman for approval of a CSM combining Tax ID #006-0853-01 (7490 Center Rd) and Tax ID #006-0850-01-03 into one parcel.

AND

Plan Commission review & discussion on the Town of Clayton Agribusiness (A-1) Zoning District and updates to the Town of Clayton Zoning Map.

SUGGESTED MOTION – ITEM A

Motion to approve the Certified Survey Map submitted by Chris Perrenault on behalf of Linda Grundman with all listed conditions.

Chair Knapinski is planning to attend the meeting to provide a summary of the discussion on updates to the Town Zoning Map & on the A-1 Zoning District.

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

Respectfully Submitted,
Kelsey



PLAN COMMISSION

Wednesday, January 10, 2024 at 6:30 PM

Item A.

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

MINUTES

CALL TO ORDER - Chair Knapinski called the meeting to order at 6:30 pm.

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

PRESENT

Chair Knapinski
Commissioner Haskell
Commissioner Nemecek
Commissioner Ketter
Commissioner Hopkins
Town Board Rep. Christianson

ABSENT

Commissioner Dorow

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday December 13, 2023 Plan Commission Meeting

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, December 13, 2023 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 a memo from Cedar Corp regarding the review process and updates to the Town of Clayton Zoning Map & Agribusiness (A-1) Zoning District Discussion.

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Chris Perrenault on behalf of Linda Grundman for approval of a CSM combining Tax ID #006-0853-01 (7490 Center Rd) and Tax ID #006-0850-01-03 into one parcel.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the Certified Survey Map submitted by Chris Perrenault on behalf of Linda Grundman with the following condition:

1. Identify the existing driveway locations on the face of the CSM

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

Motion carried 6-0.

- B. Review/Discussion: Plan Commission review & discussion on the Town of Clayton Agribusiness (A-1) Zoning District.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Feb 14; March 13; Apr 10
- B. Town Board (6:30 pm start unless otherwise noted) - Jan 17; Feb 7 & 21; March 6 & 20

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:32 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 appointing LuAnn Fietzer to the Treasurer position with a salary of \$56,000.00 and a start date of January 22, 2024.

This appointment will fill the vacancy of the current Treasurer Jackie Zolp.

If the Board agrees, a motion to appoint Ms. Fietzer would be in order.

SUGGESTED MOTION:

Motion to appoint LuAnn Fietzer to the Treasurer position.

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

Respectfully Submitted
Kelsey

TOWN OF CLAYTON

Check Summary Register
 11100 Checking Acct: Nicolet National Bank
 Checks: 30577-30663

Check Nbr	Check Date	Vendor name	Check Amount	Transaction memo
30577	12/14/2023	AT&T MOBILITY	\$ 350.91	CELL PHONE ACCT: 28730136371
30578	12/14/2023	BOARDMAN & CLARK LLP	\$ 3,707.31	SEWER SERVICE TO GOLF COURSE
30579	12/14/2023	COMMERCIAL LAUNDRY SALES	\$ 257.50	PREVENTATIVE MAINTENANCE WASHER/DRYER
30580	12/14/2023	DWD - UNEMPLOYMENT INSURANCE	\$ 257.84	FORMER EMPLOYEE UC CLAIM NOVEMBER 2023
30581	12/14/2023	FOX WEST REGIONAL SEWERAGE COMMISSION	\$ 5,701.01	NOVEMBER 2023 OPERATIONS & MAINTENANCE
30582	12/14/2023	KWIK TRIP INC	\$ 355.31	GAS
30583	12/14/2023	RHYME BUSINESS PRODUCTS	\$ 742.86	SHARP PRINTER
30584	12/14/2023	WI PUBLIC SERVICE	\$ 52.86	CLAYTON PARK 0402114819-0001
30585	12/14/2023	WINNEBAGO COUNTY TREASURER	\$ 18,811.91	FRIENDSHIP TRAIL SPIRIT FUND GRANT
30586	12/19/2023	BOARDMAN & CLARK LLP	\$ 2,014.00	WASTEWATER TREATMENT SERVICE
30587	12/19/2023	CEDAR CORPORATION	\$ 25,093.69	Flees, Winncrest, Deer Trail, Zoning
30588	12/19/2023	CINTAS CORPORATION	\$ 756.20	UNIFORMS/JANITORIAL/MATS
30589	12/19/2023	COUNTRY VISIONS COOPERATIVE	\$ 214.63	GASOLINE
30590	12/19/2023	CR CANVAS SPECIALTIES INC	\$ 45.00	BUNKER JACKET REPAIR AND LETTERS
30591	12/19/2023	KUNDINGER FLUID POWER INC	\$ 96.15	TRUCK 19 & 17
30592	12/19/2023	MANNING GROSS & MASSENBURG LLP	\$ 3,124.00	SERVICES RENDERED THROUGH 11302023
30593	12/19/2023	MCAHON ASSOCIATES INC	\$ 537.55	EAGLE HEIGHTS, WING DR, BLDG INSP CONSULT
30594	12/19/2023	PJ ELECTRICAL SERVICES LLC	\$ 348.79	WIRE BRINE PUMP, STEEL CONNECTOR
30595	12/19/2023	PREMIUM WATERS INC	\$ 23.97	5 GALLON WATER
30596	12/19/2023	RIDGEWAY BP	\$ 68.38	GAS
30597	12/19/2023	STATE LINE FIRE & SAFETY INC	\$ 770.00	CRASH RECOVERY SOFTWARE RENEWAL
30598	12/19/2023	WI PUBLIC SERVICE	\$ 24.29	GAS SUPPLY
30599	12/19/2023	WM CORPORATE SERVICES INC	\$ 26,074.96	TRASH 7 RECYCLING
30600	12/20/2023	DOMINION VOTING	\$ (534.00)	REVERSE SB 2024 EXPENSE
30600	01/01/2024	DOMINION VOTING	\$ 534.00	ANNUAL ICE FIRMWARE LICENSE AND WARRANTY
30601	01/01/2024	GLLB PROPERTIES LLC	\$ 1,273.00	FIRE SUBSTATION JAN 2024 LEASE
30602	12/27/2023	CEDAR CORPORATION	\$ 1,765.00	SCHOLAR RIDGE ESTATES
30603	12/27/2023	LANGE ENTERPRISES INC	\$ 140.95	2 30X30 Y INTERSECTION
30604	12/27/2023	TEAMSTERS LOCAL UNION 662	\$ 142.00	DECEMBER 2023 UNION DUES
30605	12/27/2023	WI PUBLIC SERVICE	\$ 2,018.79	STREET LIGHTING ACCT 0401903447-00006
30606	01/01/2024	IPR CLAYTON LLC	\$ 14,500.00	JANUARY WASTEWATER LEASE
30607	01/01/2024	TAX EXEMPT LEASING CORP	\$ 56,780.59	1HTEMTZT2KH162891
30608	01/01/2024	WORKHORSE SOFTWARE SERVICES INC.	\$ 2,700.00	2024 SUPPORT FOR ACCG & PAYROLL
30609	12/28/2023	AIT BUSINESS TECHNOLOGIES LLC	\$ 300.00	DNS/WEBSITE/MICROSOFT365/EXCEL ISSUE
30610	12/28/2023	CR FOCHS	\$ 1,320.00	WIRING FOR NEW CUBICLES
30611	12/28/2023	PIONEER RESCUE & OUTFITTERS LLC	\$ 389.93	1" MIL SPEC ORANGE WEBBING 300'
30613	12/29/2023	WE ENERGIES	\$ 60.86	BOOSTER PUMP GAS 11/13 TO 12/14/23
30614	12/31/2023	TOWN OF CLAYTON	\$ 2,458.30	TAX BILL 512208 Parcel 006 05350304
30615	01/03/2024	AFS	\$ 76.65	BOLTS/WASHERS
30616	01/03/2024	BASSETT MECHANICAL	\$ 1,015.50	NEW THERMOSTAT THROUGH ATTIC
30617	01/03/2024	CINTAS CORPORATION	\$ 884.51	UNIFORMS/JANITORIAL/MATS
30618	01/03/2024	COUNTRY VISIONS COOPERATIVE	\$ 223.50	ACCT: 5101748 GAS
30619	01/03/2024	GANNETT WISCONSIN LOCALIQ	\$ 197.15	NEWSPAPER POSTINGS
30620	01/03/2024	GFL ENVIRONMENTAL	\$ 23,728.98	DECEMBER GARBAGE/RECYCLING CUST:U467602
30621	01/03/2024	JOHN'S SAW SERVICE	\$ 187.99	OREGON BATTERY/SHARPEN CHAINS
30622	01/03/2024	KRUEGER TRUE VALUE	\$ 54.82	CONNECTORS/PIPE/NUTS/BOLTS
30623	01/03/2024	MENARDS	\$ 107.36	SPRAY PAINT
30624	01/03/2024	N&M AUTO SUPPLY	\$ 220.02	FILTERS/FLOOR DRY
30625	01/03/2024	ONWARD ACCOUNTING AND CONSULTING LLC	\$ 150.00	TAX INCREMENT WS/MILLS RATES/PROJECTS
30626	01/03/2024	OSHKOSH FIRE & POLICE EQUIPMENT INC	\$ 135.00	GEAR WASH 5 GALLONS
30627	01/03/2024	RED POWER DIESEL	\$ 9,728.22	DOT INSPECTION
30628	01/03/2024	RIECKMANN CREATIONS & FABRICATIONS LLC	\$ 205.00	FABRICATE 2 COUNTER BRACKETS/RESCUE SLED
30629	01/03/2024	SERVICE MOTOR COMPANY	\$ 1,521.00	14' CUTTING EDGE
30630	01/03/2024	UNIFORM SHOPPE OF GREEN BAY INC	\$ 121.90	PARAGON PLUS MMS/FLAG YELLOW REVERSE
30631	01/03/2024	WITMER PUBLIC SAFETY GROUP	\$ 193.79	FOX FIRE DO-IT-YOURSELF ILLUMINATION KIT
30632	01/04/2024	AIT BUSINESS TECHNOLOGIES LLC	\$ 2,375.98	MONTHLY IT SUPPORT
30633	01/04/2024	ASSOCIATED APPRAISAL CONSULTANTS INC	\$ 1,692.54	JAN ASSESSOR FEES INTERNET&MAINT
30634	01/04/2024	BASSETT MECHANICAL	\$ 1,476.00	QRTLY MAINTENANCE

30635	01/04/2024	CENTRAL STATES H&W FUND	\$	16,547.60	DEC HEALTH INSURANCE GRP 1598470-0100
30636	01/04/2024	CINTAS CORPORATION	\$	202.31	JANITORIAL/UNIFORMS
30637	01/04/2024	CIVICPLUS LLC	\$	5,445.00	PREMIUM WEB OPEN SUBSCRIPTION
30638	01/08/2024	CINTAS CORPORATION	\$	458.49	MATS
30639	01/08/2024	FOX-WOLF WATERSHED ALLIANCE	\$	645.00	2024 MEMBERSHIP
30640	01/08/2024	MCMASTER-CARR	\$	71.66	T-BOLT STEEL
30641	01/09/2024	AFS	\$	41.02	HEX NUTS & WASHERS
30642	01/09/2024	AT&T MOBILITY	\$	350.91	CELL PHONE ACCT: 28730136371
30643	01/09/2024	CEDAR CORPORATION	\$	10,766.85	SERVICES THRU 12/16/2023
30644	01/09/2024	CUMMINS SALES AND SERVICE	\$	1,476.08	BATTERY CHARGER ISSUES
30645	01/09/2024	DWD - UNEMPLOYMENT INSURANCE	\$	193.38	UNEMPLOYMENT INSURANCE
30646	01/09/2024	HIGHWAY LANDSCAPERS INC	\$	177,781.66	DEER TRAIL ESTATES DRAINAGE PAYMENT 1
30647	01/09/2024	KWIK TRIP INC	\$	343.81	ACCOUNT 00398421 GAS
30648	01/09/2024	LARSEN WINCHESTER SANITARY DISTRICT	\$	148.98	SHOP, PARK, TOWN HALL, FIRE
30649	01/09/2024	MENARDS	\$	128.57	GAIN, RV MARINE, ANCHORS,MISC NUTS&BOLTS
30650	01/09/2024	STERICYCLE/SHRED-IT	\$	143.63	REGULAR SERVICE
30651	01/09/2024	VILLAGE OF FOX CROSSING	\$	598,845.27	ROCKET WAY TO II SEWER/WATER EXTENSION
30652	01/09/2024	WI DEPT OF JUSTICE	\$	21.00	TRANSACTIONS POSTED 12/1/2023-12/31/2023
30653	01/09/2024	WI PUBLIC SERVICE	\$	916.68	STREET LIGHTING
30654	01/09/2024	WI PUBLIC SERVICE	\$	50.95	CLAYTON PARK ELECTRIC 12/5 TO 12/27/23
30655	01/10/2024	FOX VALLEY TECHNICAL COLLEGE	\$	196,632.81	JANUARY TAX SETTLEMENT
30656	01/10/2024	LARSEN WINCHESTER SANITARY DISTRICT	\$	11,479.37	JANUARY TAX SETTLEMENT
30657	01/10/2024	NEENAH JOINT SCHOOL DISTRICT	\$	1,371,615.76	JANUARY TAX SETTLEMENT
30658	01/10/2024	NEW LONDON SCHOOL DISTRICT	\$	35.65	JANUARY TAX SETTLEMENT
30659	01/10/2024	WINNEBAGO COUNTY TREASURER	\$	1,075,051.74	JANUARY TAX SETTLEMENT
30660	01/10/2024	WINNECONNE COMMUNITY SCHOOL DISTRICT	\$	296,886.12	JANUARY TAX SETTLEMENT
30661	01/11/2024	GLLB PROPERTIES LLC	\$	1,273.00	FIRE SUBSTATION FEB 2024 LEASE
30662	01/12/2024	ENVISIONINK	\$	123.00	PATIENT INFO SHEETS
30663	01/12/2024	FOX WEST REGIONAL SEWERAGE COMMISSION	\$	5,632.13	DECEMBER 2023 OPERATIONS MAINT/EQUIPMENT
		TOTAL	\$	3,990,882.88	