



BOARD OF SUPERVISORS MEETING

Wednesday, January 21, 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

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 17, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, December 17, 2025, Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Brittany Voigt, 3411 Winnegamie Dr, Neenah, WI, spoke regarding ongoing issues related to Site Plan & Conditional Use Permit applications submitted for Legacy Rose Farms, operating at the same address.

CORRESPONDENCE

- A. Distribution of the December 2025 Building Inspection Report
- B. Distribution of the December 2025 Winnebago County Tonnage Report

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Elizabeth Schimmers, The Woodshed

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2026-Z001, to Amend the Official Town of Clayton Zoning Map for the re-zoning approximately 1.51 acres of proposed Lot 1 (3442 County Rd II) from R-1 (Rural Residential District) to A-2 (General Agriculture District); and approximately 0.29 acres of proposed Lot 2 from A-2 (General Agriculture District) to R-1 (Rural Residential District).

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman, to approve Ordinance 2026-Z001 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 John Kulogo & David Hughes to reconfigure portions of Tax ID #006-0420-02; Tax ID #006-0420-03; and Tax ID #006-0420-05 (3464 & 3442 County Rd II).

MOTION

Motion made by unanimous consent to approve the CSM Application submitted by Chris Poerreault on behalf of John Kulogo & David Hughes with the following conditions:

1. Information about the septic system location (drain fields, vents, tank covers, etc.) must be included on the CSM.
2. Adjacent property owners must be listed over their respective parcels on the survey as required in the subdivision ordinance.
3. Ownership of the Proposed Lot 1 be clarified if it will be only in Mr. Kulogo's ownership, solely by the LLC, or by both together.

Motion carried by unanimous voice vote.

- C. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2026-001, An Ordinance Amending the Town of Clayton Comprehensive Plan 2040 to Expand Town Zoning Control to Shoreland Areas.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Lettau, to approve Ordinance 2026-001 to Amend the Town of Clayton Comprehensive Plan 2040 to Expand Town Zoning Control to Shoreland Areas.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif
Motion carried 5-0.

- D. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2026-002, An Ordinance Amending the Town of Clayton Zoning Code of Ordinances to Include Shoreland Areas.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson, to approve Ordinance 2026-002 to Amend the Town of Clayton Zoning Code of Ordinances to include Shoreland Areas.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif
Motion carried 5-0.

- E. Plan Commission Recommendation: Town Board review & consideration of a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for the 2nd Addition of Scholar Ridge Estates.

MOTION

Motion made by unanimous consent to approve the Final Plat Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC with the following conditions:

1. The subdivider shall provide copies of all submitted applications and their approvals once received. This includes, but is not limited to, all DOA approvals and comments, WDNR permits, County permits, and letters of approval from local and regional jurisdictions as applicable.
2. If state agencies require changes to the final plat, the Town Board may require new review of the final plat. Determination of necessity of this additional review to be made by the Town, their Counsel, or other assignee.
3. A copy of restrictive covenants shall be provided to the Town for their review prior to the Town signing the final plat for recording.
4. The subdivider is required to install and construct all public improvements.
5. Revise the proposed restrictive covenants to be consistent with Town standards and provide a copy of the updated document to the Town.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the lease agreement for Oink's Restaurant, currently located at 8386 State Rd 76, Suite A, Neenah, WI.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Feb 4 & 18; Mar 4 & 18; Apr 1 & 15
- B. Plan Commission (6:30 pm start unless otherwise noted) - Feb 11; Mar 11; Apr 8

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