



BOARD OF SUPERVISORS MEETING

Wednesday, May 21, 2025 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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 7, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, May 7, 2025 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Jason Boeldt, 2601 St Thomas Ln, Neenah, WI, inquired who is responsible for maintenance within this subdivision & made the Board aware of some complaints of neighbors trespassing.

CORRESPONDENCE

- A. Distribution of the April 2025 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. Renewal - Therese Rathsack, Larsen Tavern

- B. Renewal - Autumn Jentz, Westridge Golf Course
- C. New - Karina Fritsch, Westridge Golf Course
- D. New - Madilyn Armstrong, Winnegamie Golf Course
- E. New - Grace Zeronis, Westridge Golf Course
- F. New - Rebecca Hilgers, The Woodshed

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve the Conditional Use Application submitted by Larsen Winchester Sanitary District with the following conditions:

1. Provide MSDS sheets on all chemicals stored on-premises to the Town for emergency response.
2. Stormwater pond must have a dry hydrant installed with pipe access on the north/west side of the building.
3. Driveway must be sufficient for emergency vehicle turnaround.
4. More information must be provided on the smoke detectors, whether they are local or relayed out.
5. A Knox Box is required for emergency access past the gate and to the building.
6. The applicant must provide designations for parking areas on-site, sufficient to accommodate all on-site employees. These areas shall not interfere with the emergency access turnaround & radius necessary for response vehicles.
7. Applicant must obtain and follow commercial building permit from DSPS.
8. Applicant must obtain and follow WPDES permit for stormwater management.
9. Applicant to consult with Winnebago County on if a hydraulic and hydrologic study is required and obtain necessary permits and approvals under the County Floodplain Zoning Code as needed.

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

Motion carried 4-0.

- B. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Larsen Winchester Sanitary District for a proposed mechanical wastewater treatment plant located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

MOTION

Motion made by unanimous consent to approve the Site Plan Review Application submitted by Larsen Winchester Sanitary District with the following conditions:

1. Provide MSDS sheets on all chemicals stored on-premises to the Town for emergency response.
2. Stormwater pond must have a dry hydrant installed with pipe access on the north/west side of the building.
3. Driveway must be sufficient for emergency vehicle turnaround.
4. More information must be provided on the smoke detectors, whether they are local or relayed out.
5. A Knox Box is required for emergency access past the gate and to the building.
6. The applicant must provide designations for parking areas on-site, sufficient to accommodate all on-site employees. These areas shall not interfere with the emergency access turnaround & radius necessary for response vehicles.
7. Applicant must obtain and follow commercial building permit from DSPS.
8. Applicant must obtain and follow WPDES permit for stormwater management.
9. Applicant to consult with Winnebago County on if a hydraulic and hydrologic study is required and obtain necessary permits and approvals under the County Floodplain Zoning Code as needed.

Motion carried by unanimous voice vote.

- C. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2025-Z001 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

MOTION

Motion made by Supervisor Lettau, **Seconded** by Supervisor Grundman to approve Ordinance 2025-Z001 Amending the Official Town of Clayton Zoning Map.

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 a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed commercial business development building located on Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

MOTION

Motion made by unanimous voice vote to approve the Site Plan Review Application submitted by Trident Holdings, LLC with the following conditions:

1. Existing screening of the parking area to be evaluated. If it is not sufficient, plantings or an earthen berm as provided in Attachment E shall be installed within six (6) months from Phase 1 building and parking lot completion, as measured by the date of occupancy permit being issued.

2. Lighting fixtures must be revised to meet the ordinance requirements on maximum light levels.
3. To meet vision triangle requirements, ensure the vegetation being planted within 45 ft of the driveway edge does not exceed 3 ft in height.
4. Signage sufficient to meet ordinance standards for accessible parking spots must be installed, identified by the international symbol of accessibility and mounted on a vertical pole at least 6 ft in height.
5. Site must connect to available sewer and water facilities.
6. Applicant proposed allowing for use of the existing neighboring stormwater pond if the Town determines it meets the required specifications.
7. Any existing trees that are felled are required to be replaced to maintain compliance with the proposed alternative landscaping plan.
8. The north and south building elevations must match with 50% of the proposed brick material.
9. The proposed metal paneling be allowed as an alternative acceptable building material.
10. As further phases are completed, the on-site parking of Phase 1 and all future phases must meet ordinance requirements.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2025-004 Authorizing the Sale of Property, specifically known as Tax ID # 006-0328-02-02.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Resolution 2025-004 & direct Staff to post and publish as required.

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

Motion carried 5-0.

- B. Discussion/Action: Town Board review & consideration of Resolution 2025-005 For Purchase of Real Estate at 8386 State Rd 76, Neenah, WI.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2025-005 & direct Staff to post and publish as required.

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

Motion carried 5-0.

- C. Discussion/Action: Town Board review & consideration of road wedging and shouldering estimates provided by Winnebago County Highway Department for Center Road & Green Meadow Road.

MOTION

Motion made by unanimous consent to move forward with repairs to Green Meadow Rd and Center Rd as described:

Wedging Green Meadow: approximately \$35,000

Wedging Center Road: approximately \$65,000

Patching of frost boil on Center Rd south of Oakridge: approximately \$2,500

Motion carried by unanimous voice vote.

- D. Review/Discussion: Town Board review & discussion on theft of road signs throughout the Town of Clayton.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 4 & 18; July 2 & 16; Aug 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 11; July 9; Aug 13
- C. Board of Review - May 27 10 am

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