

**TOWN OF CLAYTON**  
Board of Supervisors Meeting Minutes  
Wednesday, December 7, 2022 7:00 pm  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chair Geise called the meeting to order at 7:00 pm.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Lettau	ARRIVED 7:02 PM
Supervisor Grundman	PRESENT
Supervisor Reif	PRESENT
Supervisor Christianson	PRESENT

b. Staff

Administrator Wisniewski	PRESENT
Clerk Faust-Kubale	PRESENT
Treasurer Zolp	PRESENT
Engineer Hamblin	PRESENT
Town Attorney LaFrombois	ARRIVED 7:03 PM

II. Public Hearing(s) and/or Public Information Meeting(s): **NONE**

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, September 21, 2022 Town Board Closed Session Meeting.

B. Approval of the Minutes of the Wednesday, November 16, 2022 Town Board Closed Session Meeting.

C. Approval of the Minutes of the Wednesday, November 16, 2022 Town Board Meeting.

**MOTION:**

**Motion made** by unanimous consent to approve the September 21, 2022 Town Board Closed Session; Wednesday, November 16, 2022 Town Board Closed Session; and Wednesday, November 16 Town Board Meeting Minutes as presented.

**Motion carried** by unanimous voice vote.

IV. Open Forum – Town-related matters not on the agenda: **NONE**

V. Correspondence:

A. Distribution of the November 2022 Building Inspection Report.

- Chair Geise noted over \$3 million in construction in the Town.

B. Distribution of the October 2022 Winnebago County Tonnage Report.

- Chair Geise noted that the Town was 4<sup>th</sup> in recycling and that the Town is improving our ranking and position.

C. Distribution of the Minutes of the November 16, 2022 Neenah Public Library Board of Trustees Meeting.

- Chair Geise noted that physical & electronic circulation is up 10% for the year and that 70 library programs were held in October.
- Chair Geise also noted that the Supervisors received a copy of the agenda for the Fox West Regional Sewerage Commission meeting which was held this same day, December 7, beginning at 4 pm.

VI. Discussion Items (No action will be taken):

A. County Board Supervisor Report on November 2022 Activity

- Supervisor Miller was present & advised that the budget for Winnebago County has been passed with no significant changes, and there will be a \$0.43/\$1,000 decrease in the tax rate for the County.
- Chair Geise inquired if there was any truth to rumors that there may be additional Federal monies available for the Towns. Supervisor Miller noted there has been no formal proposal to the County Board yet, but there have been 2 proposal options discussed, and he will keep the Town informed if/when a formal proposal is made.

B. Winnebago County Sheriff's Department: Public Concerns and Issues: **NONE**

C. Department of Public Safety Report on November 2022 Activity

- Director Rieckmann noted that the Department has been paged out for 224 calls, has received a grant to replace aging ventilation saws, and thanked everyone who attended the Awards Banquet.
- Director Rieckmann noted that since Station 42 opened, the Department has been able to cut down response time by 16 % (2 minutes), and the Department now has 34 members.

D. Larsen/Winchester Sanitary District Report on November 2022 Activity

- Supervisor Reif noted that since their last meeting the fall draw down has been completed and came out well. Supervisor Reif also noted the budget has been completed and the levy will remain the same as in 2021.

E. Administrator's Report on November and Upcoming December Activity

- Administrator Wisnefske noted the Christmas tree in the lobby of the Town Hall has ornaments made by the Clayton Elementary students.
- Chair Geise reported that after some tense negotiation regarding sale of Town-owned land, the second phase of Premier apartments seems to be moving forward.
- Chair Geise reported that another meeting was held regarding a proposed development on a 99-acre parcel that would contain both multi-family and single-family options. New options are being explored where the developer could be reimbursed for initial install of utilities, with the Town eventually taking them over.

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- a. Malissa Perkins
- b. Nicholas Ibe

VIII. Business:

- A. Discussion/Action: Town Board review and consideration of the Certificate of Payment #3 for Friendship Trail Reconstruction submitted by Superior Sewer & Water, Inc. 1801 Deer Trail, Luxemburg, WI 54217 in the amount of \$6,152.80.

The Board reviewed a copy of the Certificate for Payment #3 submitted by Superior Sewer & Water, Inc. for work performed on the Friendship Trail reconstruction. The Town Engineer and the Administration have reviewed the certificate of payment. Both agree that the Certificate of Payment is correct and should be paid.

- Chair Geise questioned where the withholding will be, and Administrator Wisnyske noted it was itemized out with Engineer Hamblin noting it will be for any failed trees.

**MOTION:**

**Motion made** by unanimous consent to approve the Certificate of Payment #3 for the Friendship Trail Reconstruction submitted by Superior Sewer & Water, Inc. in the amount of \$6,152.80.

**Motion carried** by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of Renegotiating the Intergovernmental Agreement for Winter Road Maintenance with the Town of Winchester.

The Board reviewed a copy of the current Intergovernmental Agreement for Road Maintenance, and a copy of the relevant sections of the Department of Transportation Classified Equipment Rates. The current hourly rate does not adequately cover the costs of the Town as it does not differentiate between size of trucks and the number of Public Works staff. The Administration, after careful review, does not feel that the current rate accurately reflects the labor, equipment, supplies, or project fuel increases. The Administration has reviewed the Department of Transportation Classified Equipment Rates and is proposing the following new rates:

F550 Snowplow Truck/Labor - \$75.03/hourly  
Tandem Axle Dump Truck/Labor - \$160.17/hourly  
Plus 10% of hourly rate for salt/brine supplies  
Administrative fee - \$20/event

**MOTION:**

**Motion made** by unanimous consent to approve the new rates and direct the Administrator to open negotiations with Town of Winchester.

**Motion carried** by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of a recommendation to Outagamie County for a Special Exemption for the Eagle Heights Stormwater Pond.

The Board reviewed a copy of the application for Special Exemption drafted by McMahon to be sent to Outagamie County, as well as the Notice of Public Hearing. The County Zoning Committee will be holding a Hearing regarding this matter on Tuesday, December 13, 2022 at 10:30 am.

- Chair Geise asked for clarification on if this exemption is needed because of the location of the property in the airport overlay and Engineer Hamblin confirmed.

**MOTION:**

**Motion made** by unanimous consent to approve the Recommendation to Outagamie County Zoning Committee for a Special Exemption for the Eagle Heights Stormwater Pond, and direct Staff to submit it to the appropriate authorities.

**Motion carried** by unanimous voice vote.

- D. Discussion/Action: Town Board review and consideration of hiring Public Works Employee Andy Jensen with a starting hourly wage of \$20.68.

**MOTION:**

**Motion made** by unanimous consent to approve the hiring Public Works Employee Andy Jensen with a starting hourly wage of \$20.68.

**Motion carried** by unanimous voice vote.

- E. Discussion/Action: Town Board review and consideration of a Petition for Discontinuance of Deer Run Court presented by Winagamie, Inc.

The Board reviewed a copy of the Petition for Discontinuance. The Administrator and Town Attorney have already both reviewed the petition.

- Chair Geise noted the road was a concept only and was never constructed.
- Attorney LaFrombois asked for confirmation that the action was not initiated by the Board and Chair Geise confirmed that this was initiated by Winagamie, Inc.

**MOTION:**

**Motion made** to approve the Petition for Discontinuance of Deer Run Court as presented by Winagamie, Inc, and direct Staff to file it with the appropriate authorities.

**Motion carried** by unanimous voice vote.

IX. Review of Disbursements

- X. Upcoming Meeting Attendance
- Chair Geise noted a tentative date for the Holiday gathering of January 14, 2023.
- XI. Board Member Requests for Future Agenda Items: **NONE**
- XII. Adjournment

**MOTION:**

**Motion made** by unanimous consent to adjourn at 7:34 pm.

**Motion carried.**

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk