

TOWN OF CLAYTON  
Board of Supervisors Meeting Minutes  
Wednesday, December 21, 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	PRESENT
Supervisor Grundman	PRESENT
Supervisor Reif	PRESENT
Supervisor Christianson	PRESENT
    - b. Staff
 

Administrator Wisnefske	PRESENT
Clerk Faust-Kubale	PRESENT
Treasurer Zolp	PRESENT
Engineer Hamblin	EXCUSED
Town Attorney LaFrombois	ARRIVED 7:04 PM
- II. Public Hearing(s) and/or Public Information Meeting(s): **NONE**
- III. Approval of Minutes:
- A. Approval of the Minutes of the Wednesday, December 7, 2022 Town Board Meeting.
- MOTION:**
- Motion made** by unanimous consent to approve the December 7, 2022 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 Winnebago County Tonnage Report.
    - Chair Geise noted the Town is still 4<sup>th</sup> in recycling.
- VI. Discussion Items (No action will be taken):
- A. Winnebago County Sheriff's Department: Public Concerns and Issues: **NONE**
  - B. Administrator's Report on November and Upcoming December Activity
    - Administrator Wisnefske noted there are security upgrades happening to the access points of the Town Hall.
    - Administrator Wisnefske noted that Staff are looking into a new financial software and will be presenting that to the Board at a future meeting.
    - Chair Geise marked the passing of longtime resident and frequent Town Meeting attendee Burt Drews, and expressed condolences to his family.

- Chair Geise noted that he and Administrator Wisnefske met with Engineer Hamblin to resolve some communication issues.
- Chair Geise also noted the Board received the County Supervisor report from Supervisor Youngquist. Chair Geise reported that 2 items were of note in the report – that the Cremation Permit Fees will be raised and that a Resolution authorizing the County Clerk to publish Notice of Referendum regarding legalization & decriminalization of cannabis in Wisconsin.
- Chair Geise also noted that the Wisconsin Towns Association Unit Meeting is coming up on January 5, 2023.

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
- a. Madilyn Cripps
  - b. Victoria Dolderer

VIII. Business referred by the Plan Commission:

- A. Plan Commission Recommendation: Motion to approve a Re-Zoning Application submitted by Keith & Katherine Salm to re-zone part of Tax ID #006-0615 (2535 County Rd II), owned by James H & Bonnie J Salm, and part of Tax ID #006-0615-01 (County Rd II), owned by Sandra Eckstein & Terri Gruetzmacher, from Light Industrial (I-1) District to General Agriculture (A-2) District.

Plan Commission Chair Knapinski noted this item was a cleanup of a small piece of lot lines, related to a previously approved Certified Survey Map, so there will not be double zoning on the parcels.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve the Re-Zoning Application submitted by Keith & Katherine Salm to re-zone part of Tax ID #006-0615 (2535 County Rd II), owned by James H & Bonnie J Salm, and part of Tax ID #006-0615-01 (County Rd II), owned by Sandra Eckstein & Terri Gruetzmacher, from Light Industrial (I-1) District to General Agriculture (A-2) District with all Staff recommendations & conditions.

**ROLL CALL:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye
Chair Geise	Aye
Supervisor Reif	Aye

**Motion carried 5-0.**

- B. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Craig & Mary Keberlein for Tax ID #006-0031-07-02 and Tax ID #006-0030.

Plan Commission Chair Knapinski noted this new parcel, although oddly shaped, is a valid CSM and the Plan Commission does recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Certified Survey Map (CSM) Review Application submitted by Craig & Mary Keberlein for Tax ID #006-0031-07-02 and Tax ID #006-0030 with all Staff recommendations & conditions.

**Motion carried** by unanimous voice vote.

- C. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Town of Clayton for Tax ID #006-0328-02.

Plan Commission Chair Knapinski noted the Commissioners did have questions regarding the size of the pond and if it would be adequate and Engineer Hamblin was able to confirm that it would be, so the Plan Commission is recommending approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Certified Survey Map (CSM) Review Application submitted by Town of Clayton for Tax ID #006-0328-02 with all Staff recommendations & conditions.

**Motion carried** by unanimous voice vote.

- D. Plan Commission Recommendation: Motion to approve a Site Plan submitted by Affordable Storage Neenah, LLC for property owned by Jesse C. Clark for a 170-unit personal storage facility on Tax ID #006-0897-09 (2815 Fox Valley Dr).

Plan Commission Chair Knapinski noted that this is a revised site plan and within the parameters of what the Commissioners view as a good fit for that parcel and area. Chair Geise expressed concern with yet another storage development along Hwy 76.

**MOTION:**

**Motion by:** Supervisor Christianson  
**Second by:** Supervisor Grundman

**Motion made** to approve the Site Plan submitted by Affordable Storage Neenah, LLC for property owned by Jesse C. Clark for a 170-unit personal storage facility on Tax ID #006-0897-09 (2815 Fox Valley Dr) with all Staff recommendations & conditions.

**ROLL CALL:**

Supervisor Christianson Aye  
Supervisor Grundman Aye  
Chair Geise Aye  
Supervisor Reif Nay  
Supervisor Lettau Aye

**Motion carried 4-1.**

- E. Plan Commission Recommendation: Motion to approve a Site Plan Review Application submitted by DGV Investments LLC for property owned by Town of Clayton for a warehouse development on Tax ID #006-0328-03 (2586 W American Dr).

Plan Commission Chair Knapinski noted this Town owned property in the process of being sold, and that the Commission was impressed with the designs presented. The Commission also felt, based on the site plan, it would be a good fit in that area.

**MOTION:**

**Motion made** to approve the Site Plan Review Application submitted by DGV Investments LLC for property owned by Town of Clayton for a warehouse development on Tax ID #006-0328-03 (2586 W American Dr) with all Staff recommendations & conditions.

**Motion carried** by unanimous voice vote.

- F. Plan Commission Recommendation: Motion to approve a Concept Plan submitted by Robert E. Lee & Associates, Inc. for property owned by Town of Clayton for a multi-family residential housing development.

Plan Commission Chair Knapinski noted this was a discussion only item for the Commission and the developer seemed to take the feedback offered by the Commissioners well. Chair Knapinski noted the Commissioners are expecting to see a more formal site plan application at a later point

**DISCUSSION ITEM ONLY – NO ACTION TAKEN.**

**IX. Business:**

- A. Review/Discussion: Town Board review & discussion of a Stormwater Pond Presentation from McMahon Associates.

The Board received a presentation on the Town's Stormwater utilities. This presentation also fulfills the Department of Natural Resources (DNR) MS4 education requirements for 2022 training of Town Officials and Staff. As part of the presentation, the Board reviewed a preliminary plan to notify all property owners that also own stormwater devices of the maintenance requirements, as well as the financial impacts of owning and maintaining a Town stormwater device. Administrator Wisnefske noted to the Board that Staff are still working to get an exhaustive list of what the Town's responsibilities are regarding the maintenance of each of the ponds to determine how much work will be added to the Public Works Department.

**DISCUSSION ITEM ONLY – NO ACTION TAKEN.**

- B. Discussion/Action: Town Board review & consideration of the purchase of new turnout gear for Clayton Fire Rescue in the amount of \$11,260.00.

**MOTION:**

**Motion made** by unanimous consent to approve the purchase of new turnout gear for Clayton Fire Rescue in the amount of \$11,260.00.

**Motion carried** by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the Administration's recommended cost of living wage increases.

The Board reviewed the Administration's proposal for a 7% increase in the Public Works Department and 3% for salaried and part-time staff. Supervisor Reif questioned if there was enough in the budget to support this proposal, and Administrator Wisnefske noted there was and the increase was budgeted for.

**MOTION:**

**Motion by:** Supervisor Christianson

**Second by:** Supervisor Grundman

**Motion made** to approve the Administration's recommended cost of living wage increases.

**Motion carried 4-1** (Aye – Lettau, Grundman, Geise, Christianson; Nay – Reif).

- D. Discussion/Action: Town Board review & consideration of the Developer's Agreement for DGV Investments LLC.

The Board reviewed a copy of the Developer's Agreement for the sale of Town-owned property to DVG Investments LLC. Of note in the Agreement, the increased value is \$9,000,000. The TID benefit return to the developer is estimated to be \$79,785.00 per year for a total over the term of the agreement of \$900,000 minimum, it is estimated 12 years to reach this.

**MOTION:**

**Motion made** by unanimous consent to approve the terms & authorize the use of the Town's Standard Developer's Agreement, and to authorize the Administrator to sign the proposed Developer's Agreement.

**Motion carried** by unanimous voice vote.

X. Review of Disbursements

XI. Upcoming Meeting Attendance

- Chair Geise noted the date for the Staff Holiday gathering of January 14, 2023.

XII. Board Member Requests for Future Agenda Items

- Chair Geise noted he would like to explore having a storage unit moratorium for the Town enacted and requested Staff begin working towards that and bring to a future agenda.

XIII. Adjournment

**MOTION:**

**Motion made** by unanimous consent to adjourn at 8:23 pm.

**Motion carried.**

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk