

TOWN OF CLAYTON
Board of Supervisors Meeting Minutes
Wednesday, January 4, 2023 7:00 pm
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

- 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 Wisniewski	PRESENT
Clerk Faust-Kubale	PRESENT
Treasurer Zolp	PRESENT
Town Attorney LaFrombois	ARRIVED 7:07 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 21, 2022 Town Board Closed Session Meeting.
- MOTION:**
- Motion made** by unanimous consent to approve the December 21, 2022 Town Board Meeting Minutes with a correction of the listed December 7, 2022 date to the correct December 21, 2022 date.
- Motion carried** by unanimous voice vote.
- IV. Open Forum – Town-related matters not on the agenda: **NONE**
- V. Correspondence:
- A. Distribution of the December 2022 Building Inspection Report.
 - Chair Geise noted approximately \$882,000 in new construction in the Town in December.
 - B. Distribution of the November 17, 2022 Oshkosh Public Library Board Minutes.
 - C. Distribution of the December 21, 2022 Neenah Public Library Board Minutes.
 - D. Distribution of the 2022 Field Screening Program prepared by McMahon Associates.
 - Chair Geise noted that of the 2 outfalls screened in 2022 no illicit discharges were recorded.
 - E. Distribution of the FWRSC January 4, 2023 Regular Meeting Agenda.
- VI. Discussion Items (No action will be taken):
- A. County Board Supervisor Report on December 2022 Activity

- Supervisor Miller was present and noted there is a County scholarship program open to High School seniors. The application is available online and is due by the end of March 2023.
 - Supervisor Miller also noted that the warming shelter in Oshkosh was taken over by the County before the Christmas holiday and they are continuing to run it. The County hopes to have the original group who was responsible for the shelter back and running it again by the end of February.
- B. Winnebago County Sheriff's Department: Public Concerns and Issues: **NONE**
- C. Department of Public Safety Report on December 2022 Activity: **NONE**
- D. Larsen-Winchester Sanitary District Report on December 2022 Activity
- Supervisor Reif noted that their meeting was held January 3, 2023 and they now have the ability to see the billing of the discharge. Supervisor Reif also noted they are still waiting on the DNR for answers on their application.
- E. Administrator's Report on December 2022 & upcoming January 2023 Activity
- Administrator Wisnefske noted that AIT was in to work through issues with the Town iPads to be able to get them back to the Supervisors/Commissioners/Committee Members as well as making our Zoom Room more user friendly.
 - Administrator Wisnefske also noted that tax collection has been going smoothly.
- F. Chair & Supervisor Reports on December 2022 & upcoming January 2023 Activity
- Chair Geise noted that the Board received a note from former Administrator Straw thanking them and the other Town Officials for their support and that she is now retired from the Town.
 - Chair Geise noted that papers were filed by the 3 incumbents currently serving on the Board for the April 4, 2023 election.
 - Chair Geise noted he had a meeting with the Town Broker to discuss a private land sale that could result in a large, mostly residential development in the Town. Chair Geise noted there are still many more details to be discussed, but that the developer is interested in having some of the project in progress by mid-2023.

VII. Business:

- A. Discussion/Action: Town Board review & consideration of the purchase of Workhorse financial management software with a cost not to exceed \$25,000.00.

The Board reviewed a proposal prepared by Workhorse to upgrade the Municipal Accounting & Payroll software from the current Banyon software. There are some significant limitations to the current software in receiving support, software outages, and reporting for daily and audit use. There was a recent sale of Town-owned land that generated enough revenue that can cover this expense.

Financial Advisor Ginny Hinz was available to answer questions the Supervisors had, including the annual fee for the Workhorse software (\$2,700), and if a refund from Banyon was likely for the annual fee already paid to them (yes – most likely).

MOTION:

Motion made by unanimous consent to approve the purchase of the Workhorse software with a cost not to exceed \$25,000.00.

Motion carried by unanimous voice vote.

B. Discussion/Action: Town Board review & consideration of the purchase of CivicPlus website & agenda management software with a cost not to exceed \$15,000.00.

The Board reviewed proposals prepared by CivicPlus for both a website upgrade and their agenda management software. Both Staff and the Board have heard Resident comments regarding the perception that information is not readily available to them via the current website, and Staff is hoping that an upgrade and greater accessibility to meeting materials will alleviate some of this concern. Chair Geise noted that this would also be a good venue to explore reviving the former Town newsletter as the cost to mail one every quarter became too great.

MOTION:

Motion made by unanimous consent to approve the purchase of the CivicPlus software with a cost not to exceed \$15,000.00.

Motion carried by unanimous voice vote.

C. Discussion/Action: Town Board review & consideration of hiring John Wisnefske as an on-call Winter Road Maintenance Assistant at a rate of \$22.00 per hour.

Administrator Wisnefske recused herself at 7:40 pm.

The Board reviewed the request from Public Works Supervisor Christianson. Mr. Wisnefske would only be called if the Public Works Department is down a person due to vacation, sick leave, or other unforeseen circumstances. Mr. Wisnefske is a CDL driver with years of experience, and the Public Works Department only has 2 CDL drivers currently on Staff. Supervisor Christianson approached Mr. Wisnefske as the Department still has not been able to hire on another full-time Public Works Laborer, and the CDL qualification and his mechanic knowledge can be of support to the current Public Works Staff.

MOTION:

Motion made by unanimous consent to approve the hire of John Wisnefske as an on-call Winter Road Maintenance Assistant at a rate of \$22.00 per hour.

Motion carried by unanimous voice vote.

Administrator Wisnefske returned at 7: 42 pm.

VIII. Review of Disbursements

IX. Review of General Fund Budget Update

- X. Upcoming Meeting Attendance
- XI. Board Member Requests for Future Agenda Items
- XII. Adjournment

MOTION:

Motion made by unanimous consent to adjourn at 7:43 pm.

Motion carried.

Respectfully Submitted,
Kelsey Faust-Kubale, Town Clerk