

TOWN OF CLAYTON
Board of Supervisors Meeting Minutes
Wednesday, February 15, 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 EXCUSED

b. Staff

Administrator Wisnefske PRESENT

Clerk Faust-Kubale PRESENT

Treasurer Zolp PRESENT

Town Attorney LaFrombois PRESENT

Engineer Werner PRESENT

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

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, February 1, 2023 Town Board Meeting.

MOTION:

Motion made by unanimous consent to approve the February 1, 2023 Town Board Meeting Minutes.

Motion carried by unanimous voice vote.

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

V. Correspondence:

A. Distribution of the January 2023 Building Inspection Report.

B. Distribution of the Minutes of the December 22, 2022 Oshkosh Public Library Board.

C. Distribution of the January 2023 Winnebago County Tonnage Report.

- Chair Geise noted that the Town placed 3rd and has moved up one ranking.

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

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

B. Larsen-Winchester Sanitary District Report on January 2023 Activity

- Supervisor Reif noted that the District was approved for Clean Water Act funding.
- Supervisor Reif noted that he spoke with Representative Gustafson regarding the delay in response to the funding request for the plant upgrade.

C. Administrator's Report on upcoming February 2023 & upcoming March 2023 Activity

- Administrator Wisnepske noted that key fobs have been distributed for the updated building security system.
- Administrator Wisnepske noted that “Rough Road” signs have been placed on Oakridge Rd and is currently evaluating that road to see what updates may be possible this year.
- Administrator Wisnepske & Engineer Werner noted that Eagle Heights Rd and the regional stormwater pond are scheduled to begin the bid process this week.
- Administrator Wisnepske noted a planned change to the Board of Review schedule this year due to the Town undergoing a full revaluation.

D. Chair & Supervisor Reports on February 2023 & upcoming March 2023 Activity

VII. Business referred by the Plan Commission:

- A. Plan Commission Discussion: Review & recommendation on a Concept Plan Review Application submitted by McMahon Associates for a proposed multi-use development including commercial, multi-family and single-family lots.

Plan Commission Chair Knapinski noted this concept plan was generally favored by the Commissioners and they did offer some suggestions, including additional dedicated park and/or green space.

DISCUSSION ITEM ONLY – NO ACTION TAKEN

- B. Plan Commission Discussion: Review & discussion on defining “flex space” within the Town Zoning Code of Ordinances.

Plan Commission Chair Knapinski noted that there are many possible definitions and designs for this concept, and the Commissioners continue to try and narrow their vision to create some parameters. Chair Knapinski noted the Commissioners are aiming to have the conversation wrapped up and present their recommendation to the Board so action can be taken before the moratorium expires.

DISCUSSION ITEM ONLY – NO ACTION TAKEN

VIII. Business:

- A. Discussion/Action: Town Board review & consideration of the purchase of a trailer for the Public Works Department with a cost not to exceed \$12,799.00.

MOTION:

Motion made by unanimous consent to approve the trade-in of the 2017 Sure Tract Utility Trailer, and the purchase of the 2023 Midsota Trailer for the Public Works Department with a cost not to exceed \$12,799.00, and direct the Administrator to execute the appropriate trade/purchase documents.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the Tax Increment Finance (TIF) Application of Clayton Development Group, LLC for a

proposed multi-use development including commercial, multi-family, and single-family lots.

MOTION:

Motion made by unanimous consent to approve the TIF Application of Clayton Development Group, LLC.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of a Development Agreement for Clayton Development Group, LLC for a proposed multi-use development including commercial, multi-family, and single-family lots.

MOTION:

Motion made by unanimous consent to table this agenda item until the March 1, 2023 meeting.

Motion carried by unanimous voice vote.

- IX. Review of Disbursements
- X. Review of General Fund Budget Update
- XI. Upcoming Meeting Attendance
- XII. Board Member Requests for Future Agenda Items
- XIII. Adjournment

MOTION:

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

Motion carried.

Respectfully Submitted,
Kelsey Faust-Kubale, Town Clerk