

TOWN OF CLAYTON
Board of Supervisors Meeting Minutes
Wednesday, March 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	PRESENT
 - b. Staff

Administrator Wisnefske	PRESENT
Clerk Faust-Kubale	PRESENT
Treasurer Zolp	PRESENT
Town Attorney LaFrombois	PRESENT VIA ZOOM
Engineer Werner	PRESENT
- II. Approval of Minutes:
- A. Approval of the Minutes of the Wednesday, March 1, 2023 Town Board Meeting.
- MOTION:**
- Motion made** by unanimous consent to approve the March 1, 2023 Town Board Meeting Minutes.
- Motion carried** by unanimous voice vote.
- III. Open Forum – Town-related matters not on the agenda:
- A. Lindsay Clark, 1078 Oxford Ct, Neenah, WI 54956 spoke as a candidate running for election at the April 4, 2023 Spring Election for a seat on the Neenah School Board.
 - B. Scott Woldt, 1932 Timberline Dr, Oshkosh, WI 54904 spoke as a candidate running for re-election at the April 4, 2023 Spring Election as Circuit Court Judge.
- IV. Correspondence:
- A. Distribution of the February 2023 Building Inspection Report.
- V. Discussion Items (No action will be taken):
- A. Winnebago County Sheriff’s Department: Public Concerns and Issues
 - B. Larsen-Winchester Sanitary District Report on February 2023 Activity
 - C. Administrator’s Report on upcoming March 2023 & upcoming April 2023 Activity
 - D. Chair & Supervisor Reports on March 2023 & upcoming April 2023 Activity
- VI. Operator Licenses Issued by the Town Clerk:
- A. New:
 - i. Keagan R. Weis
 - ii. Julie M. Olk

VII. Business referred by the Plan Commission:

- A. Plan Commission Recommendation: Motion to approve Ordinance 2023-Z003 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for properties known as part of Tax ID #006-0403 and all of Tax ID #006-0403-01 from R-1 (Rural Residential District) to A-2 (General Agriculture District).

MOTION:

Motion by Supervisor Reif
Second by Supervisor Christianson

Motion made to approve Ordinance 2023-Z003 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for properties known as part of Tax ID #006-0403 and all of Tax ID #006-0403-01 from R-1 (Rural Residential District) to A-2 (General Agriculture District).

ROLL CALL:

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

Motion carried 5-0.

- B. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Jay Schultz to reconfigure Tax ID #006-0403-01 and part of Tax ID #006-0403.

MOTION:

Motion made by unanimous consent to approve the CSM submitted by Jay Schultz with all Staff recommendations and conditions.

Motion carried by unanimous voice vote.

- C. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Leif Bergstrom to combine all of Lots 3 & 4 of CSM #7265.

MOTION:

Motion made by unanimous consent to approve the CSM submitted by Leif Bergstrom as presented.

Motion carried by unanimous voice vote.

- D. Plan Commission Discussion: Plan Commission review & discussion on defining/regulating “flex space” within the Town Zoning Code of Ordinances & draft code amendments relating to Site Plan Review.

DISCUSSION ITEM ONLY – NO ACTION TAKEN

- E. Plan Commission Discussion: Plan Commission review & discussion on the timeline for completion of the Comprehensive Plan Update.

DISCUSSION ITEM ONLY – NO ACTION TAKEN

- F. Plan Commission Discussion: Plan Commission review & discussion on proposed revisions to update Part 3 of the Town of Clayton Comprehensive Plan: “Park and Open Space Plan 2016-2020” recommended by the Parks & Trails Committee.

DISCUSSION ITEM ONLY – NO ACTION TAKEN

- G. Plan Commission Discussion: Plan Commission review & discussion on updates to the Town of Clayton Comprehensive Plan, including development tiers, utilities, & community facilities.

DISCUSSION ITEM ONLY – NO ACTION TAKEN

VIII. Business:

- A. 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 approve the Developer Agreement for Clayton Development Group, LLC as presented and authorize the Administrator to execute the agreement.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of awarding the Eagle Heights Drive, Wing Lane Water Main, Sanitary Sewer, Street & Stormwater Pond Construction Project to MCC, Inc. in the amount of \$867,008.45.

MOTION:

Motion made by unanimous consent to award the contract to MCC, Inc. at a not-to-exceed amount of \$867,008.45.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of an Agreement for Sale of Timber by Welter Forest Products for logging at Clayton Park.

MOTION:

Motion made by unanimous consent to approve the logging project, authorize the Administrator to execute the Agreement for Sale of Timber, and allocate the income generated from the Sale of Timber to the Parks Fund.

Motion carried by unanimous voice vote.

- IX. Review of Disbursements
- X. Review of General Fund Budget Update
- XI. Upcoming Meeting Attendance
 - Annual Meeting of the Town’s Electors – April 18, 2023 7 pm.
 - Annual Reorganizational Meeting – April 19, 2023 7 pm.
- XII. Board Member Requests for Future Agenda Items
- XIII. Adjournment

MOTION:

Motion made by unanimous consent to adjourn at 7:48 pm.

Motion carried.

Respectfully Submitted,
Kelsey Faust-Kubale, Town Clerk