

TOWN OF CLAYTON

Annual Town Meeting

Minutes

May 28, 2020

7:00 p.m.

8348 County Road T Larsen, WI 54947

1) Call to Order

Called to order at 7:00 p.m. by Chairperson Geise.

- a) Pledge of Allegiance
- b) Notice Verification
- c) Meeting Roll

Roll: Town Board Members Present at the Electors Meeting

Chairperson Russ Geise
Supervisor #1 Kay Lettau
Supervisor #2 Linda Grundman
Supervisor #3 Kelly Wisnefske
Supervisor #4 Scott Reif

Roll: Town Staff Present at the Electors Meeting

Administrator Tori Straw
Treasurer Sabina Schiessl
Clerk Holly Stevens
Fire Chief, Scott Rieckmann
First Responder, Cindy Pfankuch
Police Officer Sarah Zeinert
Public Works Foreman Mike Pfankuch
Public Works Laborer Russell Stertz
Public Works Laborer Brittany Stammer

Roll: Other Town Officials Present at the Electors Meeting

Plan Commission Representative, Becky Haskell
Green Space Committee Chair, Lana Prusik
Town Engineer, Mary Jo Miller (M & E)

Roll: Electors Present

Lana Prusik, 9207 Pioneer Road, Neenah
Scott Reif, 9207 Pioneer Road, Neenah
Linda Grundman, 7490 Center Rd, Neenah
Becky Haskell, 9080 N Oakwood Ave, Neenah
Pat Thompson, 3410 Fairview Road, Neenah
Mark Luebke, 8425 Whispering Meadows Drive, Larsen
Cindy Pfankuch, 4556 Grandview Road, Larsen
Kay Lettau, 3795 County Rd II, Larsen
Arden Schroeder, 9458 STR 76, Neenah
Sarah Zeinert, 8558 Hickory Ave, Larsen
Scott Rieckmann, 8484 Pioneer Road, Larsen
Mike Pfankuch, 4556 Grandview Rd, Larsen
Kelly Wisnefske, 7812 CTR T, Larsen

Russ Geise, 8014 County Rd T, Larsen
Tori Straw, 8795 Clayton Ave, Neenah

Roll: Others Present
Dennis Jochman, 517 N Westhill, Appleton

2) Town Elector Approval of the Minutes of the CY 2019 Annual Meeting of the Town Electors

MOTION:

Motion by: Scott Reif, 9207 Pioneer Road, Neenah

Seconded by: Kelly Wisnefske, 7812 CTR T, Larsen

Motion to approve the Annual Meeting Minutes for CY 2019 as presented.

Motion carried by unanimous voice vote.

3) Introduction of Elected and Appointed Town Officials by the Town Chair

a) Reports by Appointed Town Commission and Committee Chairs:

i) Town of Clayton Sanitary District #1 Commission Chair, Russell D. Geise

- East Central Wisconsin Regional Planning Commission and WI DNR have approved the Sanitary Sewer Area for the Fox West Treatment Facility
- Town of Clayton, as part of the Border Agreement with the Town of Winchester, will be governing the Larsen-Winchester Sanitary District

ii) Storm Water Management Utility Chair, Russell D. Geise

- Fund operates on approximately \$250,000 per year
- Hired 2 new employees to focus on the utility projects
- Many, many projects to correct and repair

iii) Plan Commission Representative Commissioner Becky Haskell

- Recognized the Commissioners: Chair Dick Knapinski, Eric Linsmeier, Dave Dorow, Brian White, Wayne Nemecek, and Town Board Representative Kelly Wisnefske; as well as the Town's Planner Ken Jaworski
- Thank you to Commissioners for their dedication and the work put into preparation for the monthly meetings
- Accomplishments in 2019 included review of Border Agreements, development of TID #1, Survey and review of Farmland Preservation Preferences, development of code revisions relating to personal storage facilities, review of planning and development submittals to ensure they comply with the 20-year Comprehensive Plan and the Zoning Code
- Continue to drive the goals of the Town
 - Continue to develop and grow the Town's tax base
 - Make Clayton a great place for families
 - Maintain the Town's agricultural history and initiatives

iv) Green Space Committee Chair, Lana Prusik

- Recognized the Committee Members: Melanie Geise, Dustin Kraft, David Dorow, Nancy Stachowiak, Roy Owensby, and Town Board Representative Linda Grundman
- Accomplishments in 2019 included drainage improvements at Trail Head Park and along WIOASH Trail south of the Trail Head Park Access Point cleared title to Clayton Park – Don and Peggy Breaker held title with the Town, completed the pavilion improvements

at Clayton Park, completed the reconstruction of the dugout benches in the east ball diamond of Clayton park, replaced the playground surfacing in both Clayton and Trail Head Parks, started planning for the park on the former Noffke property on CTR JJ, completed the first phase installation of the surveillance equipment in both parks and around the municipal complex, removed the fencing and gate at Royer Cemetery, continued maintenance on Friendship Trail – grading and replacing/adding gravel, purchased material and constructed 4 new picnic tables for Clayton Park, and working with the Larsen-Winchester Lion's Club on a Legacy Project for Trailhead Park – new Basketball court

4) Recognition of Town Officials and Employees by Town Chair, Russell D. Geise:

- a. Attorney, Ben LaFrombois
- b. Engineer, Mary Jo Miller
- c. Engineer, Ben Hamblin
- d. Clerk, Holly Stevens
- e. Treasurer, Sabina Schiessl
- f. Clayton Fire Rescue Department, Fire Chief Scott Rieckmann and Department Volunteers
- g. Clayton Fire Rescue Department, Division Chief of EMS Cindy Pfankuch and Department Volunteers
- h. Department of Protective Services, Police Officer Sarah Zeinert
- i. Emergency Management Director, Kaylin Van Stappen
- j. Building Inspector, Tom Spierowski
- k. Public Works Director/Economic Development Director, Richard Johnston
- l. Public Works Foreman, Mike Pfankuch
- m. Public Works Employee, David Borchert
- n. Public Works Employee, Brian Suprise
- o. Public Works Employee, Richard Christianson
- p. Public Works Employee, Russell Stertz
- q. Public Works Employee, Brittany Stammer
- r. Public Works Seasonal Laborer, Storm Water Management Ditch Mowing Staff, Pat Brown
- s. Yard Waste Site Operators, Eli Luebke and Jim McLeod
- t. Animal Control Officer, David Huebner
- u. Town Assessor, Luke Mack of Associated Appraisal Consultants, Inc.
- v. Town Administrator, Tori Straw

5) Presentation of the Town's CY 2019 audit by the Town Auditor, Ginny Hinz, CPA from CLA (Clifton, Larson, Allen)

Financial Highlights presented by Town Treasurer Sabina Schiessl

- Financial Statements are fairly presented – unmodified opinion
- Financial Statements included in report provide detailed comparison of Budget and Actual Financial Information as required by Government Accounting Principles
- No Significant internal control findings or noncompliance items noted
- Net Position of Town increased by \$316,000 to \$8.9 million
- Land purchases are included in Town's Capital Assets
- Land is worth significantly more than purchase price
- Town has invested in \$400,000 in Vehicles and Equipment
- The General Fund experienced \$494,000 more in revenues than expenditures resulting in an increase in fund balance at year end

- Included in General Fund were \$669,000 of expenditures related to TID #1
- Solid Waste and Recycling Fund expenditures were more than charges for services by \$45,000
- Solid Waste and Recycling ended year with a fund balance of \$64,000
- Stormwater Utility experienced Operating loss of \$29,000
- The unassigned General Fund ended the year with a balance of \$405,000
- Included in the General Fund for 2018 and 2019 were expenses related to the creation of TID #1 which are recoverable in the future using Tax Increment Revenues
- Outstanding Long-term debt totaled \$8.66 million

6) Review of the Town's CY 2019 activities by the Town Chair

- Negotiated and secured border agreement with the Village of Fox Crossing
 - Great Thanks goes to Mayor Hanna and the City of Appleton because his vision and actions propelled the Town into a position to negotiate
 - Now have access to Sewer and Water through the Village of Fox Crossing and capacity in the Fox West treatment plant
 - Secured borders for 10-years – No additional annexations by the Village – securing tax revenue from future developments
 - The Village will not exercise any extra-territorial jurisdiction for 10 years
- Incorporation submittal planned for July 1, 2020 – hopefully going to referendum in April 2021
- Developed TID #1
- Negotiated and secured Border Agreements with the Towns of Vinland, Winneconne, and Winchester
- Negotiated and have a pending Border Agreement with the Town of Neenah – on hold due to Covid-19 Pandemic limitations on meetings
- Negotiated and entered into Intermunicipal Agreements with the Towns of Winchester, Dale, Vinland and Neenah for “common sense” snow plowing services
- Expanded contracts for Building Inspection Services to include the Towns of Vinland, Winneconne, Winchester, and Dale
- Joined the Village of Winneconne Municipal Court – will receive some of the penalty charges relating to the issuance of citations
- Installed surveillance equipment on Municipal Grounds, Trail Head and Clayton Parks
- Began selling properties formerly needed to protect Town borders
- Pulverized and Paved Country Woods Court, Forest Heights Lane, and Park Lane
- Approved jurisdictional transfer of CTR T from Pioneer Road to CTR II for Pioneer Road from CTR T to CTR II – will finalize after County completes reconstructions
- Hired new Treasurer, Sabina Schiessl in anticipation of Tori Straw's transition to Administrator
- Transitioned Tori Straw to Administrator
- Richard Johnston, currently working as Public Works Director and Economic Development Director, has submitted and the Town Board has accepted his request for retirement as of June 30, 2020
 - Mr. Johnston orchestrated the actions which have propelled the Town of Clayton to the position it is in today.
 - He has made innumerable contributions which have benefitted the Town of Clayton
 - Much gratitude is extended to him as he transitions to retirement

Mark Luebke, 8425 Whispering Meadows, asked how long the border agreements were

- Towns of Vinland, Winneconne, and Neenah are 20-year agreements; Winchester's is for 50-years because they gave up control of the Larsen-Winchester Sanitary District

Mark Luebke, 8425 Whispering Meadows, asked if the Larsen-Winchester Sanitary District will move to the east

- Likely to do so – long term, 5-10 years out

Mark Luebke, 8425 Whispering Meadows, asked when the American Drive extension is planned

- Likely will be constructed when sewer and water infrastructure go in

7) Town Board authorization request to sell 0.09 acres of Town owned property located directly south of 8322 County Rd T, Larsen WI 54947, being part of Parcel 006-0535-06-04.

MOTION:

Motion by Mike Pfankuch, 4556 Grandview Rd, Larsen

Second by Scott Rieckmann, 8484 Pioneer Road, Larsen

Motion to authorize the sale of 0.09 acres of Town owned property located directly south of 8322 CTR T, Larsen, being part of Parcel 006-0535-06-04 for a sale price of \$500 plus \$500 to cover the cost of the requisite certified survey map

Motion carried by unanimous voice vote

8) Town Elector approval of the Town Board wages.

a. Town Chair (Current):

- i. Wage per Year: \$8,700.00

(Elector approval of \$10,000 per year on 4/16/2019 effective with term beginning after the April 2021 spring election)

- ii. Full day meeting Per Diem: \$ 75.00
- iii. Half day meeting Per Diem: \$ 50.00

MOTION:

Motion by Mark Luebke, 8425 Whispering Meadows Drive

Second by Arden Schroeder, 9458 STH 76, Neenah

Motion to approve the Town Chair wages as presented

Motion carried by unanimous voice vote

b. Town Supervisors:

(Supervisors' wage rates are based on election cycles and wage rate in place at the time of election)

- i. Wage per year: \$5,500.00 (For Supervisors Lettau, Grundman)
- ii. Wage per year: \$6,000.00 (For Supervisors Reif, Wisniewski as approved 4/16/2019 by the Town Electors)
- iii. Full day meeting Per Diem: \$ 75.00
- iv. Half day meeting Per Diem: \$ 50.00

MOTION:

Motion by Arden Schroeder, 9458 STH 76, Neenah

Second by Mark Luebke, 8425 Whispering Meadows Drive

Motion to approve the Town Supervisor wages as presented

Motion carried by unanimous voice vote

9) Setting the meeting date for the Town's CY 2020 Annual Meeting of the Town Electors for the 3rd Tuesday in April of CY 2021 or within ten (10) days following that date.

MOTION:

Motion by Scott Rieckmann, 8484 Pioneer Rd, Larsen

Second by Mike Pfankuch, 4556 Grandview Rd, Larsen

Motion to set the next Annual Meeting of the Town Electors for the 3rd Tuesday in April or within ten days of that date.

Motion carried by unanimous voice vote

10) Town Elector Proposed Items

Mike Pfankuch, 4556 Grandview Rd, Larsen asked if anything has been planned for soon-to-retire Richard Johnston. Mr. Pfankuch volunteered to assist with the planning if needed.

- Chair Geise said he would discuss it with Administrator Straw

11) Adjourn Sine Die—7:44 p.m.

MOTION:

Motion by Linda Grundman, 7490 S Center Rd, Neenah

Seconded by Scott Reif, 9207 Pioneer Rd, Neenah

Motion to Adjourn Sine Die at 7:44 p.m.

Motion carried by unanimous voice vote

Respectfully Submitted
Holly Stevens, Clerk