

TOWN OF CLAYTON

Annual Town Meeting

Minutes

April 20, 2021

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
Division Chief of EMR Cindy Pfankuch
Police Officer Sarah Zeinert
Public Works Director Mike Pfankuch
Public Works Foreman Rick Christianson

Roll: Other Town Officials Present at the Electors Meeting

Plan Commission Chairperson Dick Knapinski
Green Space Committee Chairperson Lana Prusik
Town Attorney Ben Lafrombois

Roll: Electors Present

Burt Drews, 3113 County Rd II, Neenah
Janice Drews, 3113 County Rd II, Neenah
Mark Caswell, 3380 County Rd II, Neenah
Nick Caswell, 3380 County Rd II, Neenah
Joe Luebke, 9503 Center Rd, Neenah
Angie Luebke, 9503 Center Rd, Neenah
Steve Hansen, 3373 Fairview Rd, Neenah
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
Kay Lettau, 3795 County Rd II, Larsen
Arden Schroeder, 9458 STR 76, Neenah

June Schroeder, 9458 STR 76, Neenah
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
Rick Christianson, 3540 Oakridge Rd, Neenah
Kevin Hillegas, 3602 Jadetree Terr., Neenah

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

MOTION:

Motion by: Arden Schroeder, 9458 STR 76, Neenah

Seconded by: Becky Haskell, 9080 N Oakwood Ave, Neenah

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

- Phase I of Sanitary Sewer construction is complete
- PSC approved Water Service; Phase I of construction to begin within weeks

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

- Fund operates on approximately \$250,000 per year
- Installed ~6,500 linear feet of drain tile throughout the 2020 season

iii) Plan Commission Chairperson Dick Knapinski

- Recognized the seven Commissioners and staff which review projects and proposals for the Town: 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
- The Commission continues to drive the goals of the Town promoting smart, planned development while preserving the rural, agricultural heritage of the Town.

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
- Recognized and thanked Committee Member Melanie Geise for her 5 years of service on the Committee. She is retiring as of May 1, 2021.
- Accomplishments in 2020 included:
 - Completed the Replacement of Dugout Benches at Clayton Park
 - Continued replacement of picnic tables and benches at Clayton Park, Trail Head Park, and Olson's Rest
 - Basketball Court Legacy Project for Trail Head Park was started. Should be completed in 2021
 - Disc Golf Course designed and approved for Clayton Park.

- Determined location and have begun fundraising efforts for the Trail Head Dog Park
- Met with WI DNR Forestry expert to determine management needs in wooded area of Clayton Park

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

- a. Attorney, Ben LaFrombois
- b. Engineer, Ben Hamblin, McMahon Group
- c. Town Planner, Ken Jaworski, Cedar Corp
- d. Clerk/Deputy Treasurer, Holly Stevens
- e. Treasurer/Deputy Clerk, Sabina Schiessl
- f. Clayton Fire Rescue Department, Fire Chief Scott Rieckmann and Department Volunteers
- g. Clayton Fire Rescue Department, Division Chief of EMR 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 Mike Pfankuch
- l. Public Works Foreman, Rick Christianson
- m. Public Works Employee, David Borchert
- n. Public Works Employee, Brian Surprise
- o. Public Works Employee, Russ Stertz
- p. Public Works Seasonal Laborer, Storm Water Management Ditch Mowing Staff, Pat Brown
- q. Yard Waste Site Operators, Eli Luebke and Jim McLeod
- r. Animal Control Officer, David Huebner
- s. Town Assessor, Luke Mack of Associated Appraisal Consultants, Inc.
- t. Town Administrator, Tori Straw

5) Presentation of the Town's CY 2020 audit by the Town Auditor, Greg Pitel, CPA from KerberRose, 115 E 5th Street, Shawano, WI 54166

- Financial Statements are fairly presented – Unmodified Opinion
- Financial Statements Included in the Report provide a Summary Comparison of Budget to Actual Financial Information as Required by Government Accounting Principles on p. 39 of the Annual Financial Report (AFR) with a Detailed Comparison on pages 42-43.
- No Significant Internal Control findings or Non-compliance items noted
- Net Position of Town Decreased by \$1.06 Million to \$7.12 Million (pages 4-5 of Annual Financial Report - AFR).
- Included in the Town's Capital Assets are Land Purchases. As of December 31, 2020, Land that Cost the Town approximately \$3.8 Million was available for resale. The Current Market Value of the Land is significantly higher than the Town's Cost.
- Town also Invested \$7.7 Million in Water/Sewer Infrastructure
- The General Fund experienced \$163 Thousand more in Revenues than Expenditures resulting in an Increase in Fund Balance at Year End (page 9 of AFR) with Land Sales of \$725 Thousand significantly contributing to the positive results and Offsetting Investments in Capital Outlay (\$502 Thousand) and Public Works (\$710 Thousand).
- The Town's Unassigned General Fund ended the Year with a balance of \$635 Thousand and Increase of over \$230 Thousand from a balance of \$405 Thousand on December 31, 2019.
- Tax Incremental District No. 1 (TID 1) is presented for the first time on pages 9 – 10 of the AFR. TID 1 continued to expand its investment in Development with \$8.5M in expenditures financed with \$8.9 Million in a Note Anticipation Note and Premium on Issuance

- Outstanding Long-term General Obligation Debt totaled \$8.43 Million Compared to a Statutory Limit of \$28.77 Million. This was a Decrease of \$235 Thousand from the amount Outstanding the Prior Year. As previously mentioned, the Town did issue a Note Anticipation Note in TID 1 that is outside the statutory debt limit of the Town.
- At Year End the Debt Service Fund had a balance of \$177 Thousand which is available to Retire Future Principal Maturities of Outstanding Debt

6) Review of the Town's CY 2020 activities by the Town Chair

- Primary focus has been on the Incorporation process with Staff dedicating many hours to the submittal. He noted the IRB held a public hearing on March 23, 2021 and while we remain optimistic, there is the possibility of denial. He said the Village of Fox Crossing and the City of Neenah have expressed strong objections to the Incorporation. He noted that if the Town receives a denial, we will reapply in two years.
- Approved Border agreements with the Towns of Neenah, Vinland, Winneconne and Winchester.
- Successfully held 4 Elections (one being the Presidential Election) through COVID-19
- Installed new flooring throughout the Town Office and Board Room -COVID Grants
- Installed virtual IT equipment in the Town Board Room -COVID Grants
- Started the Codification process of the Town's Municipal Code (ready to go live sometime late spring/early summer)
- Created an Area Development "Master" Plan for the East side of the Town to use as a tool/guide for developing the Highway 10/Highway 76 corridors
- Public Safety
 - Police Department is up and running with one full-time police officer and the County Sheriff's Department as back-up
 - Added a Satellite Fire Station on Highway 76 and Winncrest Road
 - Replaced 5 sets of Fire Fighting protective Equipment (Turn-out Gear)
- Public Works/Utilities
 - Successfully installed Sanitary Sewer Infrastructure from Clayton Ave to Highway 76 at West American Drive and the Friendship Trail to Fairview Road and Clayton Elementary
 - Worked closely with the Village of Fox Crossing to apply for and receive permission from the Public Service Commission (PSC) to extend Fox Crossing's Water Utility into the Town of Clayton to provide municipal water.
 - 1 Mile of Larsen Road (from Highway 76 to Oakwood Ave) pulverized and paved
 - 6,500 linear feet of Drainage tile completed through Sunburst Estates and Windfield Estates – completing the Stormwater Management project in Windfield Estates
 - Added three employees to the Public Works Department
 - Upgraded the John Deere Tractor and Flail Mower for ditch mowing
 - Purchased a track mower for mowing Stormwater Management Ponds
 - Purchased a skid steer for Stormwater drainage tile installation
 - Purchased an additional F550 dump truck and an F250 Crew Cab Pickup
 - Renovated the first bay of the Public Works Garage adding a new overhead door with a new floor and drainage system
- Continued normal Town activities and operations

7) Town Board request for Town Elector approval of an additional 3-year grant of authority to the Town Board to buy and sell land on the Eastern Border of the Town of Clayton from Winnegamie Drive to Breezewood Lane.

- Chair Geise noted the electors had previously given the grant of authority, and there are two years left but he would like to reaffirm the action because there is a new threat from the City of Neenah on the southeast corner of Town
- Arden Schroeder, 9458 STR 76, Neenah, said he had spoken with City of Neenah Mayor Kaufert who told him they have no intent expand and annex. He said he will probably go along with a proposal to supply sewer and water.
- Kevin Hillegas, 3602 Jadetree Terr., Neenah, noted there is nothing in writing—nothing binding.
- Scott Reif, 9207 Pioneer Road, Neenah, said he views the grant of authority as an “insurance policy” for protection.
- Dick Knapinski, 8605 Clayton Ave, noted the statutes allow for property owners to reach out to be annexed. If a developer buys property and wants to be annexed to the City, they would be foolish to turn them away. He said Clayton is dealing with more than the City and the grant of authority provides another tool with which to protect our borders.
- Attorney Lafrombois noted the southern border of the Town is also at risk. He suggested the grant of authority include both the eastern and southern borders.
- Chair Geise agreed noting the City’s goal is JJ Keller which abuts the southern border of Town.

MOTION:

Motion by Scott Reif, 9207 Pioneer Road, Neenah

Second by Kevin Hillegas, 3602 Jadetree Terr, Neenah

Motion to approve an additional 3-year grant of authority to the Town Board to buy and sell land on the Eastern Border of the Town of Clayton from Winnegamie Drive to Breezewood Lane and along the Southern Border of the Town of Clayton along Breezewood Lane from Wooden Shoe Road to County Road T.

Motion carried by unanimous voice vote

8) Town Elector approval of the Town Board wages.**a. Town Chair (Current):**

- Wage per Year: \$10,000.00 (Elector approval of \$10,000 per year on 4/16/2019 effective with term beginning after the April, 2021 spring election)
- Full day meeting Per Diem: \$ 75.00
- Half day meeting Per Diem: \$ 50.00
- Mileage at the current IRS rate per mile

MOTION:

Motion by Mike Pfankuch, 4556 Grandview Rd, Larsen

Second by Arden Schroeder, 9458 STR 76, Neenah

Motion to approve the Town Chair’s wages as presented

Motion carried by unanimous voice vote

b. Town Supervisors:

- Wage per year: \$6,000.00 (As approved 4/16/2019 by the Town Electors)
- Full day meeting Per Diem: \$ 75.00
- Half day meeting Per Diem: \$ 50.00
- Mileage at the current IRS rate per mile

MOTION:

Motion by Mike Pfankuch, 4556 Grandview Rd, Larsen

Second by Arden Schroeder, 9458 STR 76, Neenah

Motion to approve the Town Supervisors' wages as presented
Motion carried by unanimous voice vote

9) Setting the meeting date for the Town's CY 2021 Annual Meeting of the Town Electors for the 3rd Tuesday in April of CY 2022 or within ten (10) days following that date.

MOTION:

Motion by Kevin Hillegas, 3602 Jadetree Terr, Neenah

Second by Mike Pfankuch, 4556 Grandview Rd, Larsen

Motion to set the meeting date for the Town's CY 2021 Annual Meeting of the Town Electors for the 3rd Tuesday in April of CY 2022 or within ten (10) days following that date.

Motion carried by unanimous voice vote

10) Town Elector Proposed Items.

- Arden Schroeder 9458 STR 76, Neenah requested a breakdown of the Committee pay rates
 - Chair Geise explained their rates are set by the Town Board at the Reorganizational Meeting and currently are as follows:
 - Plan Commission Chair \$100/meeting
 - Plan Commissioners \$50/meeting
 - Green Space Committee Chair \$75/meeting
 - Green Space Committee Members \$50/meeting
- Arden Schroeder also expressed concern about the condition of the Fairview Road at STH 76 due to the sewer construction. He requested the Town restore that as soon as possible
- Kevin Hillegas, 3602 Jadetree Terr, Neenah requested further clarification regarding the doubtful outlook for the Incorporation
 - Chair Geise explained the Village of Fox Crossing and the City of Neenah are working very hard against the approval. Additionally, the boundary included a lot of farmlands about which the IRB expressed concern.
 - Dick Knapinski added the IRB really has three options—approve, deny, or return for revision. He explained the Town of Greenville was given the opportunity to revise the proposed Village boundaries and when resubmitted, they then received approval for their Incorporation. He said Clayton is hoping for the same.
- Lana Prusik, 9207 Pioneer Road, Neenah, requested a status update to the Rustic Road application for Medina Junction Road
 - Attorney Lafrombois explained his office has been in communication with the State and has made several modifications to the submission as a result. He said the Board is scheduled to hold a meeting in June or July at which the Town's application will be considered.

11) Adjourn Sine Die.

MOTION:

Motion by Linda Grundman, 7490 Center Rd, Neenah

Second by Becky Haskell, 9080 Oakwood Ave, Neenah

Motion to adjourn Sine Die at 8:07 p.m.

Motion carried by unanimous voice vote

Respectfully Submitted, Holly Stevens, Clerk