



Town Office Building  
8358 County Road T  
Larsen, WI 54947

## TOWN OF CLAYTON

### Regular Meeting of the Town Board of Supervisors Meeting Minutes

April 1, 2009  
7:00 p.m. – 8:57 p.m.

#### I. Town Board Meeting

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

Present: Town Chairperson Luebke, Supervisors Kiesow, Klingenberger, and Lettau

Absent: Supervisor Geise (Excused)

Meeting properly posted; three locations in the Town.

#### II. Approval of Minutes

- PC/TB Land Use Workshop – February 16, 2009  
**MOTION:** (Unanimous consent) Approve PC/TB Land Use Workshop Minutes of February 16, 2009, as written.  
CARRIED.
- Regular Town Board Meeting – March 18, 2009  
**MOTION:** (Unanimous consent) Approve Regular Town Board Meeting Minutes of March 18, 2009, as written.  
CARRIED.

#### III. Open Forum – Non-Agendized Town-related Matters

- William Rubick, 7853 County Road T – Asked “Has Supervisor Reinhart been invited to attend/speak at these meetings? – Staff to contact Supervisor Reinhart
- Susan Rubick, 7853 County Road T – Asked (1) “Special Assessment for Fire Coverage for proposed SE corner” and (2) “Towns of Menasha & Neenah Fire Station discussion meetings. Further discussions?” – Meeting scheduled 4/2/2009 at Fire Station 40; TOC Town Administrator, Chief Mathison, and 2 Fire Chiefs of Neenah/Menasha Fire Department to attend

#### IV. Correspondence

- Larsen-Winchester Sanitary district Annual Report – CY 2008
- Winnebago Towns Association – Winnebago County Unit (04/23/09 Agenda)(01/08/09 Minutes)

#### V. Discussion Items (No action will be taken.)

- A. County Supervisor Report (Joanne Sievert) – Pleasant Acres update
- B. Winn. Cty. Sheriff’s Dept. – Public Concerns and Issues (Deputy Scott Rollo) – Parking issues in downtown Larsen
- C. Fire Department Report – Nothing new to report; Emergency Government Management Representative (Bob Breaker) – Mobile Home Parks and Tornado Shelters
- D. Town Administrator Comments – We will receive a recycling grant from DNR in April; Shop Foreman – vandalism in Trail Head Park, Municipal Complex buildings and grounds, Trail Head Park restrooms
- E. Clerk/Treasurer Comments – Spring Election, Annual Meeting, Town Board Reorganization Meeting

#### VI. Business

- A. Operator’s License
  - Nancy A. Ullsperger
  - Rebecca A. Boehler
  - Neil K. Solloway
  - Meghan M. Lessor

**MOTION:** (Unanimous consent) Approve operator license for Nancy A. Ullsperger, Rebecca A. Boehler, Neil K. Solloway, and Meghan M. Lessor.  
CARRIED by voice vote.
- Cassandra L. Faulks  
**MOTION 1:** (Lettau) Deny operator license for Cassandra L. Faulks.  
FAILED for lack of second.  
**MOTION 2:** (Klingenberger, Kiesow) Approve operator license for Cassandra L. Faulks.  
CARRIED by 3-1 voice vote.

- B. 2008 Financials – Review Draft Financial Statements & Management Letter – Schenck Business Solutions  
Reviewed 2008 Financials.
- C. Designate CY 2008 Budget Surplus  
**MOTION:** (Klingenger, Kiesow) Refer Draft Financial Audit & Management Letter back to staff.  
CARRIED by voice vote.
- D. Update Capital Improvement Fund Designation  
No motion – refer back to staff to address in future meeting
- E. Oakcrest Drive – Culvert replacements update  
No motion – refer back to staff to address in future meeting
- F. Annual Meeting Procedure – Food and beverage provision at meeting
  - Food and beverage provision at meeting – Staff to take care of refreshments
- G. Update Committee Appointments for Reorganization Meeting  
Announce at Annual Meeting
- H. Fox Cities Online – Membership  
**MOTION:** (Luebke, Kiesow) Approve Fox Cities Online membership at supporting level of \$50.  
CARRIED by voice vote.

**VII. Upcoming Meeting Attendance**

WisLine Board of Review – Supervisor Geise 4/28; Supervisor Kiesow (needs to choose date)

**VIII. Board Member Requests for Future Agenda Items**

None.

**IX. Approval of Disbursements**

**MOTION:** (Kiesow, Lettau) Approve March disbursements as presented.  
CARRIED by voice vote.

**X. Adjournment 8:57 p.m.**

**MOTION:** (Unanimous consent) Adjourn.  
CARRIED.

Respectfully Submitted,  
Susan Nester-Huebner, Clerk