



## TOWN OF CLAYTON

### Regular Meeting of the Town Board of Supervisors

Meeting Minutes

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Town Office Building  
8358 County Road T  
Larsen, WI 54947

August 19, 2009  
7:00 p.m. – 8:28 p.m.

#### I. Call to Order

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

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

Absent: Supervisor Klungenberger (Excused)

Meeting properly posted; three locations in the Town.

#### II. Approval of Minutes

- Regular Town Board Meeting – August 5, 2009

**MOTION:** (Unanimous consent) Approve minutes of Regular Town Board Meeting – August 5, 2009.  
CARRIED.

- Board of Review Meeting/Training with Assessor – June 22, 2009

**MOTION:** (Unanimous consent) Approve minutes of Board of Review Meeting/Training with Assessor of June 22, 2009.

CARRIED.

- Board of Review – June 22, 2009

**MOTION:** (Unanimous consent) Approve minutes of Board of Review of June 22, 2009.

CARRIED.

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

None.

#### IV. Correspondence

- WI Department of Administration – Preliminary estimate of Jan 1, 2009, population (dated 08/10/2009)

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

- County Supervisor Report –
- Winn. Cty. Sheriff's Dept. – Public Concerns and Issues –
- Fire Department Report –
- Administration Comments – Town Administrator, Breaker Ridge drainage issues update, Outagamie County Airport request for support of a grant they are writing, Building Inspector reports YTD, Request from Town of Winchester for Town of Clayton to submit bid for snowplowing their subdivisions, Winnebago County proposes to cost-share placing a bench on Wiouwash Trail commemorating filming "Public Enemies" in 2008; Clerk, Winnebago County Solid Waste Management Board updated July 2009 Tonnage Report, Fall Medication Collection Program, Special Items Recycling Program, New proposed voting equipment

#### VI. Business

##### A. Operator's License

- New – Mary Ruelle (held over from 8/5/2009)

**MOTION:** (Lettau, Kiesow) Hold over consideration of operator license for Mary Ruelle.  
CARRIED by 4-0 voice vote.

- Renewal – Kristin M. Crum

- Renewal – David K. Battermann

**MOTION:** (Kiesow, Geise) Approve renewal operator licenses for David K. Battermann and Kristin M. Crum.

CARRIED by 3-1 (Lettau = nay) voice vote.

- New – Michelle L. Hazen

**MOTION:** (Geise, Kiesow) Approve new operator license for Michelle L. Hazen.

CARRIED by 4-0 voice vote.

- New – Sarah C. Fletcher  
**MOTION:** (Lettau, Luebke) Hold over until September 2, 2009, meeting and ask Sarah C. Fletcher to be present to answer questions.  
 CARRIED by 4-0 voice vote.
  
- B. Building Inspection – CY 2010 Permits and Fees  
**MOTION:** (Lettau, Geise) Carry over the Building Inspection – CY 2010 Permits and Fees over to September 2, 2009, Town Board meeting.  
 CARRIED by 4-0 voice vote.
  
- C. Larsen Enhancement – Request for an on-premise shared sign for Larsen area businesses  
**MOTION:** (Kiesow, Lettau) Carry over to the September 2, 2009, “Larsen Enhancement Request for an on-premise shared sign for Larsen area businesses” over to next Town Board meeting.  
 CARRIED by 4-0 voice vote.
  
- D. GAB Elections Division – TOC Town Board position on Early Voting  
**MOTION:** (Luebke, Kiesow) Continue voting as it has been done in past.  
 CARRIED by 4-0 voice vote.
  
- E. Employment of Deputy Clerk/Treasurer  
**MOTION:** (Geise, Lettau) Hire Kimberly Weichart as Deputy Clerk/Treasurer effective Thursday, August 20, 2009, with the employment benefits offered as follows:
  - Benefits as outlined in the Town’s Employment Manual to include but not be limited to the following:
    - Wisconsin Employee Trust Fund (ETF) State Retirement
    - ETF Health Insurance when it is available to the Town’s Employees
    - Six-month probationary period
    - Two weeks of vacation, prorated for the first year
    - A \$0.50/hour raise, subject to satisfactory performance evaluation at the end of the probationary period
    - A starting wage of \$13.00/hour plus benefits
    - Membership in the Wisconsin Municipal Treasurers Association
    - A start date of Thursday, August 20, 2009
 CARRIED by 4-0 voice vote.
  
- F. Performance Evaluation – Clerk/Treasurer  
**MOTION:** (Geise, Kiesow) Approve recommendation from Town Administrator, per Clerk/Treasurer employment agreement, with a 2% salary increase, which would bring Clerk/Treasurer salary to \$31,416, effective retroactive to June 1, 2009.  
 CARRIED by 4-0 voice vote.
  
- G. Oakwood Avenue Project – Change-order (re-setting of culvert on Fairview Road at its intersection with Oakwood Avenue)  
**MOTION:** (Lettau, Geise) Approve Option 2, for a cost of \$4,800, of the Oakwood Avenue Project Change-order of re-setting of culvert on Fairview Road at its intersection with Oakwood Avenue.  
 CARRIED by 4-0 voice vote.  
  
**MOTION:** (Geise, Kiesow) Appoint Supervisor Lettau as Deputy Chair for the next item.  
 CARRIED by 4-0 voice vote.  
  
**Chair Luebke recused himself from this item.**
  
- H. Rolling Meadows Mini Storage Unit – Release of Escrow Funds  
**MOTION:** (Geise, Kiesow) Release Escrow funds for Rolling Meadows Mini Storage in the amount of \$293.00.  
 CARRIED by 3-0 voice vote.  
  
**Chair Luebke returned to the Town Board to Chair the remainder of the meeting.**
  
- I. Update on Garbage/Recycling container size (request for 65-gallon containers)  
**MOTION:** (Lettau, Kiesow) Request Veolia order a quantity of one hundred twenty-five 65-gallon garbage/recycling containers.  
 CARRIED by 4-0 voice vote.

- J. Request use of three ball diamonds for Softball Fundraiser Tournament at Clayton Park (May 28, 29, & 30, 2010) – Jim Armstrong

**MOTION:** (Kiesow, Lettau) Approve request for use of three (3) ball diamonds for Fox Valley Area High School Club to hold its Softball Fundraiser Tournament at Clayton Park on May 28, 29, & 30, 2010, subject to the following conditions:

- Provision of an insurance liability policy meeting the Town's minimum requirements
- Provision of a document from Suburban Athletics confirming that the proposed tournament will not interfere with their activities
- Direction to staff to reserve the Clayton Park facility (pavilion and grounds) for dates requested
- Payment of fee to the Town, equal to reserving park for two days (\$200.00), on or before date of January 2, 2010
- Require customary security deposit for the function

CARRIED by 4-0 voice vote.

**VI. Upcoming Meeting Attendance – none**

- A. CY 2010 Budget Workshops – Monday, Aug 31 (9a-11a); Wednesday, September 9 (9a-11a); Monday, September 14 (9a-11a); Final budget workshop/meeting Monday, September 21 (7p-9p)
- B. Closed Session Meeting with Attorney Brantmeier – September 2, 2009, 5:00 p.m.
- C. WTA Finance workshops – NO board members

**VII. Board Member Requests for Future Agenda Items – none**

Kiesow – Water Testing Program on September 2, 2009, Town Board Meeting.

**IX. Approval of Disbursements**

**MOTION:** (Unanimous consent) Approve disbursements as listed for August 14, 2009.  
CARRIED.

**X. Adjournment (9:00p)**

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

Respectfully Submitted,  
Susan Nester-Huebner, Clerk