



## TOWN OF CLAYTON

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

[www.townofclayton.net](http://www.townofclayton.net)

Town Office Building  
8358 County Road T  
Larsen, WI 54947

September 2, 2009  
7:00 p.m. – 8:15 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 Klingenberger (Excused)  
Meeting properly posted; three locations in the Town.

#### II. Approval of Minutes

- Regular Town Board Meeting – August 19, 2009  
**MOTION:** (Unanimous consent) Approve minutes of Regular Town Board Meeting of August 19, 2009.  
CARRIED.

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

None.

#### IV. Correspondence

- Winnebago County Health Department
  1. Newsletter (dated 8/28/2009)
  2. All Grown Up and Staying Young (dated 8/28/2009)
  3. Operation: Take Back Medications (dated 8/28/2009)
  4. 2009 Immunization Clinic Schedule (dated 8/28/2009)
- Winnebago County Solid Waste Management Board – July 2009 Tonnage Report (dated 8/17/09)

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

- A. County Supervisor Report – Supervisor Joanne Sievert: County Board toured Oshkosh B’Gosh building
- B. Winn. Cty. Sheriff’s Dept. – Public Concerns and Issues – No Deputy present
- C. Fire Department Report – Joint Fire Board Meeting authorized requesting bids on new multi-purpose utility vehicle
- D. Administration Comments – Town Administrator introduced a Green Space Committee request; Green Space Committee Chair, Warren Griffith, presented information summary regarding nature area request and request for a bench on Wiouwash Trail; Town Administrator provided update on Strawberry Fields paving project; Clerk/Treasurer provided update on Wisconsin Towns Association Financial Workshops; Weed Commissioner provided update on mowing of ditches

#### VI. Business

- A. Operator’s License  
**Mark Luebke excused himself from the Town Board for the Mary Ruelle license consideration.**

**MOTION:** (Kiesow, Geise) Appoint Kay Lettau for VC for next agenda item.  
CARRIED by voice vote.

- New – Mary Ruelle (held over from 8/19/2009)  
We have not received any new information from applicant.  
Mary Ruelle not present as requested.  
**MOTION:** (Geise, Kiesow) Deny operator license for Mary Ruelle.  
CARRIED by voice vote.

**Mark Luebke returned to the Town Board for the remainder of the meeting.**

- New – Sarah C. Fletcher (held over from 8/19/2009)  
Sarah Fletcher present  
**MOTION:** (Geise, Kiesow) Approve operator license for Sarah C. Fletcher.  
CARRIED by voice vote.

- B. Building Inspection – CY 2010 Permits and Fees  
**MOTION:** (Kiesow, Lettau) Carry over the Building Inspection CY 2010 Permits and Fees item to next meeting.  
 CARRIED by voice vote.
- C. Larsen Enhancement – Request for an on-premise shared sign for Larsen area businesses  
**MOTION:** (Geise, Kiesow) Allow staff to move forward with the Larsen Enhancement to investigate planning process for request for an on-premise shared sign for Larsen area businesses.  
 CARRIED by voice vote.
- D. High Point Estates – Paving  
 Administration and Town Board Chair to talk with developer of High Point Estates.
- E. Water Testing Program – Fall 2009 and on-going  
**MOTION:** (Lettau, Kiesow) Direct staff to move forward with the testing program for water in the Town of Clayton on a semi-annual basis, in the spring and the fall, beginning this fall.  
 CARRIED by voice vote.
- F. Approval of Contribution of park bench on Wiouwash Trail (Greenspace recommendation)  
**MOTION:** (Kiesow, Lettau) Approve the purchase in conjunction with Winnebago County Parks Department, to pay half of the expense, up to \$650.00, and have the funds for the bench come from the undesignated reserve, and have our Administrator work in conjunction with Rob Way.  
 CARRIED by voice vote.
- G. Weed Control Invoices – Authorization to bill  
**MOTION:** (Geise, Kiesow) Approve invoice as presented and direct staff to move forward with the authorization and billing of mowing.  
 CARRIED by voice vote.

**VII. Upcoming Meeting Attendance**

- A. Green Space Committee (September 17, 2009) – Park & Open Space Plan
- B. Plan Commission (October 14, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- C. Town Board (October 21, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- D. Public Forum / Information Session (November 16, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- E. Public Hearing (December 2, 2009) – Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan
- F. Town Board (December 16, 2009) – Adopt the following: Park & Open Space Plan; Official Map Ordinance; Comprehensive Plan

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

None.

**IX. Approval of Disbursements**

**MOTION:** (Unanimous consent) Approve disbursements.  
CARRIED.

**X. Adjournment (8:15p)**

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

Respectfully Submitted,  
Susan Nester-Huebner, Clerk