

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Agenda
7:00 P.M. on Wednesday, April 16th, 2014
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

- I. Call to Order:
 - A. Pledge of Allegiance
 - B. Verification of Notice
 - C. Meeting Roll

- II. Public Hearing(s) and/or Public Information Meeting(s):
 - A. No Public Hearing(s) and/or Public Informational Meeting(s).

- III. Approval of Minutes:
 - A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, April 2nd, 2014.

- IV. Open Forum – Town-related Matters not on the Agenda:
 - A. Please complete the “Request to Speak at Meeting” form located on the agenda/sign-in table and submit to the form to the Town Clerk. Pursuant to Wisconsin Statutes 19.32(2) and 19.84(2), Town related matters not on the Agenda may be presented; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given.

- V. Correspondence:
 - A. Distribution of an Appleton Education Foundation News Release..
 - B. Distribution of a State Department of Natural Resources CY 2014 Recycling Grant Award Notice.

- VI. Discussion Items (No action will be taken):
 - A. County Supervisor Report
 - B. Winnebago County Sheriff’s Department – Public Concerns and Issues
 - C. Clayton-Winchester Fire Department
 - D. Larsen-Winchester Sanitary District
 - E. Administration Comments

- VII. Operator Licenses Issued by the Town Clerk:
 - A. New:
 - i. Town Board recommendation on the approval of an Operators License for Scott Beck.
 - A. Renewal:
 - i. No Renewal Licenses.

- VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month):

- A. Plan Commission recommendation to the Town Board on an amendment to the Town's Artificial Pond Ordinance to bring the Artificial Pond Ordinance into conformity with the Permitted and Conditional Use Approval Sections of the Town's newly adopted Zoning Code of Ordinances.
- B. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Mark Zanders, 2699 Oakridge Road, Neenah, WI 54956, to operate a Home Occupation Major (Oakridge Small Engine & Repair LLC) on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2699 Oakridge Road, Neenah, WI 54956; specifically described as Tax ID # 006-0887-03, being located in Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- C. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956, to operate a landscaping business on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- D. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Keith Salm, 2830 Larsen Road, Neenah, WI 54956, to operate a PERSONAL STORAGE FACILITY on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- E. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) for the Town of Clayton, 8348 CTH "T", Larsen, WI 54047, and Kenton L. Wiedenbeck, P.O. Box 24, Larsen, WI 54947, for properties located at 8348 CTR "T", Larsen, WI 54947, 8328 CTR "T", Larsen, WI 54947, 8326 CTR "T", Larsen, WI 54947, and 8322 CTR "T", Larsen, WI 54947; specifically described as Tax ID# 006-0535-15, Tax ID# 006-0535-08, Tax ID# 006-0535-07, and Tax ID# 006-0535-06, being part of Lot 1 of Certified Survey Map 5886, and Part of the southwest ¼ of the northwest ¼, all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- F. Plan Commission recommendation to the Town Board on the process and timeline for staff to make the changes and corrections recommended to bring the Town's Zoning Code of Ordinances and the Town's Ordinances into conformity as recommended by the Town's Planning Consultant (Jon Bartz).

IX. Business referred by the Green Space Committee:

- Town Board receipt, review, and consideration of Green Space Committee Referrals (first Town Board meeting of the month):
 - A. No Referrals.

X. Business:

- A. Discussion/Action: Town Board, First Reading, review, and consideration of Town Ordinance 2014-003 amending the Town's Artificial Pond Ordinance to bring the Artificial Pond Ordinance into conformity with the Permitted and Conditional Use Approval Sections of the Town's newly adopted Zoning Code of Ordinances.
- B. Discussion/Action: Town Board review and consideration of converting the Town Administrative Assistant from a contract employee to an at-will Town Employee with 3-months of probationary status and a probationary wage of \$12.50 per hour.
- C. Discussion/Action: Town Board review and consideration of proposal solicited by Town staff from MBM provide the equipment and software to convert the Town's paper filing system to a digital format.

XI. Town Board Reorganizational Business:

- A. Board Appointments
 - a. Vice Chairperson
 - b. Town of Clayton Sanitary District #1
 - c. Stormwater Utility Commission
 - d. Joint Fire Board
 - e. Plan Commission
 - f. Green Space Committee
 - g. Personnel
 - h. Buildings/Grounds/Roads
 - i. Cemetery
- B. Establish Meeting Days, Times, Rules
 - a. Town Board:
 - i. Meets the 1st & 3rd Wednesdays of each month
 - ii. Meeting time 7:00 p.m.
 - iii. Robert's Rules of Order
 - b. Storm Water Utility Commission
 - i. Meets at the call of the Chair on the 1st, & 3rd, Wednesdays of each month
 - ii. Meeting Time 6:00 P.M.
 - iii. Robert's Rules of Order
 - c. Zoning Board of Adjustments:
 - i. Meets at the call of the Chair
 - ii. Meeting Time and Date are at the call of the Chair
 - iii. Roberts Rules of Order
 - d. Plan Commission:
 - i. Meets on the 2nd Wednesday of each month
 - ii. Meeting Time 7:00 p.m.
 - iii. Robert's Rules of Order
 - e. Green Space Committee
 - i. Meets on the 3rd Thursday of each month
 - ii. Meeting Time 7:00 P.M.
 - iii. Robert's Rules of Order
- C. Town Office Hours & Organization Structure
 - a. Office Hours

- i. 8:00 A.M. to 4:30 P.M.
 - ii. Monday through Friday
 - b. Organizational Structure
 - i. As approved in the Town's Personnel Manual
- D. Organizational Support Consideration (Proposed)
 - a. Town Administrator: Richard Johnston
 - b. Clerk: Richard Johnston
 - c. Treasurer: Tori Bowen
 - d. Deputy Clerk: Tori Bowen
 - e. Town Attorney – Richard Carlson (Silton, Seifert, & Carlson S.C.)
 - f. Labor Attorney – Pat Gill (Gill & Gill S.C.)
 - g. Assessor – Mark Brown (Associated Appraisal Consultants, Inc.)
 - h. Building Inspector – Tom Spierowski
 - i. Engineer – Martenson & Eisele, Inc.
 - j. Banking Institutions – Chase and Wells Fargo
 - k. Official Newspaper of Record – Appleton Post-Crescent
- E. Additional Appointments
 - a. Plan Commission Members (2 positions for a 3-year term each with all terms effective May 1st, 2014)
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
 - b. Zoning Board of Review (2 positions serving 3-year staggered terms that are to be determined by the Board)
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
 - c. Green Space Committee Member (2 positions for a 3-year term each with all terms effective May 1st, 2014)
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
 - d. Animal Control Officer (1 position: 1-year term; term effective May 1st, 2014)
 - i. David Huebner
 - e. Emergency Government (1 position: 1-year term; term effective May 1st, 2014)
 - i. Bob Breaker
 - f. Weed Commissioner (1 position: 1-year term; term effective May 1st, 2014)
 - i. Town Administrator/Clerk, Richard Johnston
- F. Additional Considerations
 - a. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.
 - i. Town Chair

1. Wage:	\$8,300.00 per year
2. Out of Town Half Day Meeting Per Diem:	\$ 44.00
3. Out of Town Full Day Meeting Per Diem:	\$ 66.00
4. Mileage reimbursement:	Per IRS Rules
 - ii. Town Supervisor

1. Wage:	\$5,100.00 per year
2. Out of Town Half Day Meeting Per Diem:	\$ 44.00
3. Out of Town Full Day Meeting Per Diem:	\$ 66.00
4. Mileage reimbursement:	Per IRS Rules
 - iii. Plan Commissioner

1. Stipend per meeting:	\$ 44.00
2. Out of Town Half Day Meeting Per Diem:	\$ 44.00

- 3. Out of Town Full Day Meeting Per Diem: \$ 66.00
- 4. Mileage reimbursement: Per IRS Rules
- b. Town Fees:
 - i. Review and approval of the Town's Revised Fee Schedule
- c. Posting and Notice Locations:
 - i. Town Office, Corner of JJ& Breezewood Lane, Clayton School

- XI. Upcoming Meeting Attendance:
- XII. Board Member Requests for Future Agenda Items:
- XIII. Review of Disbursements:
- XIV. Adjournment:

Respectfully submitted,

Mark E. Luebke, Town Chairperson

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007 during regular office hours.

This agenda has been posted at the following locations in the Town of Clayton:

- 1) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School

UPCOMING MEETINGS (all begin at 7:00 PM unless specified):

www.townofclayton.net	April	May	June
Town Board		7 th , and 21 st	4 th , and 18 th
Plan Commission		14 th	11 th
Green Space Committee	17 th	15 th	19 th