

TOWN OF CLAYTON
Board of Supervisors
Meeting Agenda
7:00 P.M. on Wednesday, May 4th, 2016
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 20th, 2016.

- 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. April Building Inspectors Report.
 - B. Winnebago County Amended CY 2016 Planning and Zoning Committee Schedule.
 - C. Winnebago County Solid Waste Management Board Annual Financial Statement.
 - D. Article on the next steps in the Incorporation of the Village of Fox Crossing.
 - E. Fox Valley Visitor Spending Summary of Key Findings.

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

- VII. Operator Licenses Issued by the Town Clerk:
 - A. New:
 - i. Amanda Knutson

 - A. Renewal:

- i. No Renewal Licenses Issued.
- 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. No Referrals.
- IX. Business referred by the Green Space Committee:
 - Town Board receipt, review, and consideration of Green Space Committee Referrals (second Town Board meeting of the month):
 - A. No Referrals.
- X. Business:
 - A. Discussion/Action: Town Board review and consideration of the award of a bid for the capital construction of the public infrastructure in the Plat of Whispering Meadows and the associated lots created by a Certified Survey Map in the Town of Clayton based on a Special Assessment Developers Agreement for the project.
 - B. Discussion/Action: Town Board review and consideration of the following retail fireworks permit application(s):
 - i. Application submitted by Ted Bemis for T&G, 8386 STH “76”, Suite D, Neenah, WI 54956.
 - ii. Application submitted by Chuck Krause for FVRR Fireworks 2896 CHT “JJ” Neenah, WI 54956.
 - C. Discussion/Action: Town Board review and consideration of a recommendation from the Town of Clayton Sanitary District #1 Commission to direct the Town’s Attorney to pursue the Commission’s request for access to the Grand Chute Menasha West Sewerage Plant.
 - D. Discussion/Action: Town Board review and consideration of a proposal from Cedar Corporation for providing engineering services for the provision of municipal sanitary sewer and municipal water in the Town of Clayton Sanitary District #1.
 - E. Discussion/Action: Town Board review and consideration of approving offers to purchase by the Town of Clayton for the following two residential properties located on Clayton Avenue:
 - i. Tax ID # 006-0351-03
8795 Clayton Avenue Neenah, WI 54956
 - ii. Tax ID# 006-0348-01
8879 Clayton Avenue Neenah, WI 54956
 - F. Discussion/Action: Town Board review and consideration of scheduling a Special Town Board meeting to hold a working session for a 30-year visioning project related to the development on the east side of the Town of Clayton.

XI. Town Board Reorganizational Business:

A. Board Appointments

- a. Vice Chairperson
- b. Personnel Panel
- c. Buildings/Grounds/Roads
- d. Cemetery
- e. Town of Clayton Sanitary District #1 Commission
- f. Stormwater Utility Commission
- g. Plan Commission
- h. Green Space Committee

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. Town of Clayton Sanitary District No.1 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. Town of Clayton Storm Water Management Utility Commission

- i. Meets at the call of the Chair on the 1st, & 3rd, Wednesdays of each month
- ii. Meeting Time 6:30 P.M.
- iii. Robert's Rules of Order

d. Town of Clayton 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

e. Town of Clayton Plan Commission:

- i. Meets on the 2nd Wednesday of each month
- ii. Meeting Time 7:00 p.m.
- iii. Robert's Rules of Order

f. Town of Clayton Green Space Committee

- i. Meets on the 2nd, Wednesday of each month
- ii. Meeting Time 5:30 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

- a. Town Administrator: Richard Johnston
- b. Clerk: Richard Johnston
- c. Treasurer: Tori Straw
- d. Assistant Town Administrator: Tori Straw
- e. Deputy Clerk: Laurie Goffard

- f. Fire Chief: Scott Rieckmann (to be appointed prior to adjourning the meeting)
- g. Building Inspector: Tom Spierowski
- h. Town Attorney: Richard Carlson/Ashley Lehocky (Silton, Seifert, & Carlson S.C.)
- i. Assessor: Luke Mack (Associated Appraisal Consultants, Inc.)
- j. Engineer: Martenson & Eisele, Inc.
- k. Banking Institutions: Wells Fargo
- l. 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, of the calendar year).
 - 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 term each with all terms effective May 1st, of the calendar year).
 - 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, of the calendar year).
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
- d. Town Constable: (1 position: 1-year term; term effective May 1st, of the calendar year).
 - i. Name to be presented by the Town Chair
- e. Animal Control Officer: (1 position: 1-year term; term effective May 1st, of the calendar year).
 - i. Name to be presented by the Town Chair
- f. Emergency Government: (1 position: 1-year term; term effective May 1st, 2014)
 - i. Name to be presented by the Town Chair
- g. Weed Commissioner: (1 position: 1-year term; term effective May 1st, of the calendar year).
 - i. Town Administrator/Clerk, Richard Johnston

F. Additional Considerations

- a. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.
 - i. Town Chair
 - 1. Wage: \$8,700.00 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: \$5,500.00 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. The Town Hall Posting Board – 8348 CTR “T” Larsen WI 54947
 - ii. The Town’s Web Page – www.claytonwi.govoffice3.com

XII. Review of Disbursements:

XIII. Review of General Fund Budget Update (Second Town Board meeting of the month):

XIV. Upcoming Meeting Attendance:

XV. Board Member Requests for Future Agenda Items:

XVI. Adjournment:

Respectfully submitted,
 Russell D. Geise, 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. The Town Hall Posting Board – 8348 CTR “T” Larsen WI 54947
2. The Town’s Web Page – www.claytonwi.govoffice3.com

UPCOMING MEETINGS (all begin at 7:00 PM unless specified) (Green Space Committee Meetings are scheduled to start at 5:30 P.M).

www.townofclayton.net	May	June	July
Town Board Meeting	18 th	1 st and 15 th	6 th and 20 th
Plan Commission	11 th	8 th	13 th
Green Space Committee	11 th	8 th	13 th