

TOWN OF CLAYTON  
Town Board of Supervisors

Meeting Agenda

7:00 P.M. on Wednesday, March 6<sup>th</sup>, 2013

**New, Town Office Board Room, 8348 County Road T, Larsen, WI 54947**

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- I. Call to Order:
  - A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Meeting Roll
  
- II. Public Hearings and/or Informational Meetings:
  - A. Public Hearing before the Town Board on Resolution #2013-001 A Resolution Adopting a Zoning Code of Ordinances and Zoning Map for the Town of Clayton, County of Winnebago, State of Wisconsin.
  
- III. Approval of Minutes:
  - A. Approval of the Minutes of the Regular Town Board Meeting of Wednesday, February 20<sup>th</sup>, 2013.
  
- IV. Open Forum – Town-related Matters not on the Agenda:

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. February 2013 Department of Natural Resources, Wisconsin Forestry Notes Publication.
  - B. County Zoning Notice of Informational Meeting.
  
- 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. No New Licenses Issued
  - B. Renewal:
    - i. No Renewed Licenses Issued

- VIII. Business referred by the Planning and Zoning Commission:  
Town Board receipt, review, and consideration of Plan Commission Referrals:
- A. No Referrals.
- IX. Business referred by the Green Space Committee:  
Town Board receipt, review, and consideration of Green Space Committee Referrals:
- A. Green Space Committee referral of an update by staff to the Committee and ClaytonFest Committee on the Board's actions relative to the CY 2013 ClaytonFest Event and support activities.
  - B. Green Space Committee referral of a preliminary review of a request to construct a Frisbee Golf Course at Clayton Park.
- X. Business:
- A. Discussion/Action: Town Board review and consideration of the First Reading of Resolution #2013-001 A Resolution Adopting a Zoning Code of Ordinances and Zoning Map for the Town of Clayton, County of Winnebago, State of Wisconsin.
  - 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 a 6-month probationary period and a probationary wage of \$11.00 per hour.
  - C. Discussion/Action: Town Board review, consideration and direction to staff relative to the Town's demolition of the buildings on, and disposition of, the Elmer Properties.
  - D. Discussion/Action: Town Board review and consideration of waiving the Clayton Park rental and security deposit fee for the Neenah School District.
  - E. Discussion/Action: Town Board review and consideration of a contract for providing meter reading and Sanitary District Utility billing services for the Larsen/Winchester Sanitary District.
  - F. Discussion/Recommendation: Town Board review and direction to staff relative to creating an official State of Wisconsin compliant Records Retention Ordinance for the Town.
  - G. Discussion/Recommendation: Town Board review of the Town's December 31, CY 2012 Community Foundation account balance.
  - H. Discussion/Recommendation: Town Board review and direction to staff relative to individuals plowing snow across Public Rights of Way.
- XI. Upcoming Meeting Attendance
- XII. Board Member Requests for Future Agenda Items

XIII. Review of Disbursements

XIV. Adjournment

Respectfully submitted,  
Mark E. Luebke, Town Chair

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that three or more members of the Town of Clayton Plan Commission may attend the meeting of the Town of Clayton Town Board scheduled to be held in the New Town Office Meeting Room, at 8348 CTR T, Larsen, WI 54947, to gather information about a subject over which the Plan Commission has decision making responsibility. For purposes of the Open Meetings Law only; attendance at a meeting by three or more Town of Clayton Plan Commission members constitutes a meeting of the Town Plan Commission, pursuant to Badke vs. Village Board of Village of Greendale, 173 Wis. 2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that the Town Plan Commission will take any formal action at this meeting.

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):

<a href="http://www.townofclayton.net">www.townofclayton.net</a>	<b>March</b>	<b>April</b>	<b>May</b>
Town Board	6 <sup>th</sup> , and 20 <sup>th</sup>	3 <sup>rd</sup> , and 17 <sup>th</sup>	1 <sup>st</sup> , and 15 <sup>th</sup>
Plan Commission	13 <sup>th</sup>	10 <sup>th</sup>	8 <sup>th</sup>
Green Space Committee	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>