

# TOWN OF CLAYTON

Town Board of Supervisors  
Special Reorganizational Meeting

Agenda

4:00 P.M. on Wednesday, April 18, 2012.

Town Office Building – Meeting Room – 8358 County Road T, Larsen, WI 54947

- I. Call to Order
  - Pledge of Allegiance, Notice Verification, Roll
- II. Reorganization Items
  - A. Board Appointments
    - 1) Vice Chairperson
    - 2) Joint Fire Board
    - 3) Plan Commission
    - 4) Green Space
    - 5) Personnel
    - 6) Buildings/Grounds/Roads
    - 7) Cemetery
    - 8) Stormwater/Drainage
  - B. Establish Meeting Days, Times, Rules
    - 1) Town Board:
      - a) 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month
      - b) 7:00 p.m.
      - c) Robert's Rules of Order
    - 2) Plan Commission:
      - a) 2<sup>nd</sup> Wednesday of each month
      - b) 7:00 p.m.
      - c) Robert's Rules of Order
    - 3) Green Space Committee
      - a) 3<sup>rd</sup> Thursday of each month
      - b) 7:00 P.M.
      - c) Robert's Rules of Order
  - C. Town Office Hours & Organization Structure
    1. Office Hours
      - a. 8:00 A.M. to 4:30 P.M.
      - b. Monday through Friday
    2. Organizational Structure
      - a. As approved in the Town's Personnel Manual
  - D. Organizational Support Consideration (Proposed)
    - 1.Board review and approval of the Town Administrator's Employment Agreement
      - i. Administrator: Richard Johnston
    - 2.Clerk: Richard Johnston
    - 3.Treasurer: Tori Bowen
    - 4.Deputy Clerk: Tori Bowen
    - 5.Town Attorney – Richard Carlson (Silton, Seifert, & Carlson SC)
    - 6.Labor Attorney – Pat Gill (Gill & Gill SC)

- 7.Assessor – Mark Brown (Associated Appraisal Consultants, Inc.)
- 8.Building Inspector – Tom Spierowski
- 9.Engineer – Martenson & Eisele, Inc.
- 10. Banking Institutions – Chase, and Wells Fargo
- 11. Official Newspaper of Record – Appleton Post-Crescent

E. Additional Appointments

- 1. Plan Commission Members (2 positions: 3-year term each; term effective 1<sup>st</sup> Commission meeting in May)
  - a. Dick Knapinski
  - b. Dennis Brookes
- 2. Green Space Committee Member (2 positions:3-year term each, term effective May 1<sup>st</sup>)
  - a. David Dorow
  - b. Open
- 3. Animal Control Officer (1 position: 1-year term; term effective May 1<sup>st</sup>)
  - a. David Huebner
- 4. Emergency Government (1 position: 1-year term; term effective May 1<sup>st</sup>)
  - a. Bob Breaker
- 5. Weed Commissioner (1 position: 1-year term; term effective May 1<sup>st</sup>)
  - a. Public Works Foremen, Scott Pamerter

F. Additional Considerations

- 1. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.
  - a. Town Chair
    - i. Wage: \$8,300.00 per year
    - ii. Per diem for ½ day out of Town meetings: \$ 44.00
    - iii. Per Diem for full day out of Town meetings: \$ 66.00
    - iv. Mileage reimbursement: Per IRS Rules
  - b. Town Supervisor
    - i. Wage: \$5,100.00 per year
    - ii. Per diem for ½ day out of Town meetings: \$ 44.00
    - iii. Per Diem for full day out of Town meetings: \$ 66.00
    - iv. Mileage reimbursement: Per IRS Rules

G. Town Fees:

- 1. Review and approval of the Town’s Fee Schedule

H. Posting and Notice Locations:

- 1. Town Office, Corner of JJ& Breezewood Lane, Clayton School

III. Annual Meeting Discussion

IV. 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 Town Office at 836-2007. This agenda has been posted at all three locations in the Town of Clayton:

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