

TOWN OF CLAYTON

Special Meeting of the Town Board of Supervisors - Reorganization Meeting Minutes

April 13, 2011
11:05 a.m. – 12:08 p.m.

8358 County Road T Larsen, WI 54947

I. Call to Order

Called to order at 11:05 a.m. by Chairperson Luebke.

Roll: Town Board

Chairperson Luebke	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman Erdmann	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Geise	PRESENT

Roll: Staff

Administrator Johnston	PRESENT
Clerk Nester-Huebner	PRESENT
Treasurer Bowen	PRESENT

Meeting properly posted; three locations in the Town.

II. Reorganization Items

A. Board Appointments

- Vice Chairperson
MOTION: (Lettau, Schmidt) Appoint Russ Geise as Vice Chairperson.
CARRIED by unanimous voice vote.
- Joint Fire Board
MOTION: (Geise, Lettau) Appoint Supervisors Ann Schmidt and Russ Geise, and Chairperson Mark Luebke as Joint Fire Board Representatives from the Town Board.
CARRIED by unanimous voice vote.
- Plan Commission
MOTION: (Lettau, Schmidt) Appoint Supervisor Russ Geise as Plan Commission Representative from the Town Board.
CARRIED by unanimous voice vote.
- Green Space
MOTION: (Luebke, Grundman Erdmann) Appoint Supervisor Kay Lettau as Green Space Representative from the Board.
CARRIED by unanimous voice vote.
- Personnel
MOTION: (Lettau, Grundman Erdmann) Appoint Supervisor Ann Schmidt and Chairperson Mark Luebke as Personnel panel.
CARRIED by unanimous voice vote.
- Buildings/Grounds/Roads
MOTION: (Schmidt, Geise) Appoint Chairperson Mark Luebke and Supervisor Linda Grundman Erdmann as Buildings/Grounds/Roads.
CARRIED by unanimous voice vote.
- Cemetery
MOTION: (Luebke, Lettau) Appoint Supervisor Linda Grundman Erdmann as Cemetery.
CARRIED by unanimous voice vote.
- Stormwater/Drainage
MOTION: (Geise, Schmidt) Appoint Supervisor Kay Lettau as Stormwater/Drainage.
CARRIED by unanimous voice vote.

B. Establish Meeting Days, Times, Rules

1. 1st & 3rd Wednesdays of each month

MOTION: (unanimous consent) Town Board meetings are the 1st and 3rd Wednesday of each month.

CARRIED.

2. 7:00 p.m.

MOTION: (unanimous consent) Town Board meetings begin at 7:00pm.

CARRIED.

C. Confirm Office Hours & Organization Structure

1. Office Hours

MOTION: (unanimous consent) Office hours are Monday through Friday 8:00 A.M. - 4:30 P.M.

CARRIED.

2. Organizational Structure

MOTION: (unanimous consent) Remains the same – Administrator oversees Town Clerk, Town Treasurer, Town Engineer, and Public Works Foreman; Public Works Foreman oversees Public Works Staff

CARRIED.

D. Organizational Support Consideration (Current)

1. Clerk – Susan Nester-Huebner

MOTION: (unanimous consent) Appoint Susan Nester-Huebner as Clerk.

CARRIED.

2. Treasurer – Tori Bowen

MOTION: (unanimous consent) Appoint Tori Bowen as Treasurer.

CARRIED.

3. Deputy Clerk – Richard Johnston

MOTION: (unanimous consent) Appoint Richard Johnston as Deputy Clerk.

CARRIED.

4. Town Attorney – Richard Carlson (Silton, Seifert, & Carlson SC)

MOTION: (unanimous consent) Appoint Richard Carlson (Silton, Seifert, & Carlson SC) as Town Attorney.

CARRIED.

5. Labor Attorney – Pat Gill (Gill & Gill SC)

MOTION: (unanimous consent) Appoint Pat Gill (Gill & Gill SC) as Labor Attorney.

CARRIED.

6. Assessor – Mark Brown (Associated Appraisal Consultants, Inc.)

MOTION: (unanimous consent) Appoint Mark Brown (Associated Appraisal Consultants, Inc.) as Assessor.

CARRIED.

7. Building Inspector – Tom Spierowski

MOTION: (unanimous consent) Appoint Tom Spierowski as Building Inspector.

CARRIED.

8. Engineer – Martenson & Eisele, Inc.

MOTION: (unanimous consent) Martenson & Eisele, Inc. as Town Engineer.

CARRIED.

9. Banking Institutions – Chase, 1st Business Bank, AnchorBank, 1st National

MOTION: (unanimous consent) Designate Chase, 1st Business Bank, AnchorBank, 1st National as Town banking institutions.

CARRIED.

Commented on item: Terry Klingenberger (3637 Larsen Road)

- 10. Official Newspaper of Record – Appleton Post-Crescent
MOTION: (unanimous consent) Designate Appleton Post-Crescent as Official Newspaper of Record.
 CARRIED.

E. Additional Appointments

- 1. Animal Control Officer (1 position: 1-year term; term effective May 1st)
MOTION: (unanimous consent) Appoint David Huebner as Animal Control Officer for a 1-year term effective May 1st.
 CARRIED.
- 2. Emergency Government (1 position: 1-year term; term effective May 1st)
MOTION: (unanimous consent) Appoint Bob Breaker as Town of Clayton’s Emergency Government representative for a 1-year term effective May 1st.
 CARRIED.
- 3. Green Space Committee Members (2 positions: 3-year term each, term effective May 1st)
 The three Green Space Committee member appointments, along with the appointment of the Green Space Committee chairperson position, will be made at the April 20, 2011, Town Board meeting.
 No motion on this item.
- 4. Green Space Committee Member (1 position: remaining 2 years of the 3-year term currently held by Carol Ihde)
 No motion on this item.
- 5. Plan Commission Members (2 positions: 3-year term each; term effective 1st Commission meeting in May)
MOTION: (unanimous consent) Appoint Pete VanAirsdale and Becky Haskell to the Plan Commission for a 3-year term each, effective the 1st Plan Commission meeting in May.
 CARRIED.
- 6. Weed Commissioner (1 position: 1-year term; term effective May 1st)
MOTION: (unanimous consent) Appoint Scott Pamerter as Weed Commissioner for a 1-year term effective May 1st.
 CARRIED.

F. Additional Considerations

- 1. Reimbursements – Meetings, Workshops, etc.
MOTION: (unanimous consent) Reimbursements for meetings, workshops, etc., will be at the County/State/IRS rates.
 CARRIED.
- 2. Posting Locations – Town Office, Corner of JJ & Breezewood Lane, Clayton School
MOTION: (unanimous consent) Designate the Town Office, Corner of JJ & Breezewood Lane, and Clayton School as the official Town of Clayton posting locations.
 CARRIED.

Chairperson Luebke briefly discussed process and order at Town Board meetings.

III. Annual Meeting Discussion

Brief discussion of the Annual Meeting.

Mark Luebke left the meeting at 12:05 P.M.

Mark Luebke returned to the meeting 12:08 P.M.

IV. Adjournment – 12:08pm

MOTION: (Geise, Lettau) Adjourn.
 CARRIED by unanimous voice vote.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*