

Town of Clayton

Town Board

Meeting Agenda

7:00 P.M. on Wednesday, May 2<sup>nd</sup>, 2018

Town Hall, 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 Hearing(s) and/or Public Information Meeting(s):
  - A. No Public Hearings and/or Public Information Meetings.
  
- III. Approval of Minutes:
  - A. Approval of the Wednesday, April 18<sup>th</sup>, 2018 Town Board Meeting Minutes.
  
- 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 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. A copy of the April CY 2018 Building Inspector's Report.
  - B. A copy of the Department of Natural Resources, Notice of Award, for the Town's CY 2018 Recycling Grant to Responsible Units.
  - C. A copy of correspondence from the Winnebago County Industrial Development Board.
  - D. A copy of the Winnebago County Solid Waste Management Board unaudited Income Statement for December 31<sup>st</sup>, 2017.
  
- 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. No Renewal Licenses Issued

B. 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 an Agreement for Professional Services, submitted by the Town's Engineering Firm, at the Administration's request, for the design of a conference room and two additional office plans in the Town Hall portion of the Town's Municipal Building.
- B. Discussion/Action: Town Board review and consideration of awarding the Town's CY 2018 Crack Sealing Projects.
- C. Discussion/Action: Town Board review and consideration of installing additional rear suspension supports in the Town's F550 Public Works trucks and repainting of the steel truck boxes.

XI. Town Board Reorganizational Business:

A. Board Appointments

- a. Vice Chairperson
- b. Personnel Panel
- c. Buildings, Grounds, and Roads Panel
- d. Cemetery Panel
- e. Town of Clayton Sanitary District #1 Commission
- f. Storm Water Management Utility Commission

B. Additional Appointments:

- a. Plan Commission Members: (2 positions for a 3-year term each with all terms effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair
  - ii. Name to be presented by the Town Chair
  - iii. Confirm the terms of all current members
  
- b. Zoning Board of Review: (2 positions serving 3-year term each with all terms effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair
  - ii. Name to be presented by the Town Chair
  - iii. Confirm the terms of all current members
  
- c. Green Space Committee Member: (2 positions for a 3-year term each with all terms effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair
  - ii. Name to be presented by the Town Chair
  - iii. Confirm the terms of all current members
  
- d. Town Attorney: Ashley Lehocky (Silton, Seifert, & Carlson S.C.)
  
- e. Special Counsel for The Town of Clayton, H. Stanley Riffle Municipal Law & Litigation Group SC and Lawrie J. Kobza, Boardman & Clark llp.
  
- f. Town Constable: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair
  
- g. Animal Control Officer: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair
  
- h. Emergency Government: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
  - i. Name to be presented by the Town Chair)
  
- i. Weed Commissioner: (1 position: 1-year term; term effective May 1<sup>st</sup>, of the calendar year).
  - i. Town Administrator/Clerk, Richard Johnston

C. Establish Meeting Days, Times, Rules:

- a. Town Board:

- i. Meets the 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month
- ii. Meeting time 7:00 p.m.
- iii. The most current version of Robert's Rules of Order

b. Town of Clayton Sanitary District No.1 Commission:

- i. Meets at the call of the Chair on the 1<sup>st</sup>, and 3<sup>rd</sup>, Wednesdays of each month
- ii. Meeting Time 6:00 p.m.
- iii. The most current version of Robert's Rules of Order

c. Town of Clayton Storm Water Management Utility Commission:

- i. Meets at the call of the Chair on the 1<sup>st</sup>, and 3<sup>rd</sup>, Wednesdays of each month
- ii. Meeting Time 6:30 p.m.
- iii. The most current version of 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. The most current version of Roberts Rules of Order

e. Town of Clayton Plan Commission:

- i. Meets on the 2<sup>nd</sup> Wednesday of each month
- ii. Meeting Time 7:00 p.m.
- iii. The most current version of Robert's Rules of Order

f. Town of Clayton Green Space Committee:

- i. Meets on the 2<sup>nd</sup>, Wednesday of each month
- ii. Meeting Time 5:30 p.m.
- iii. The most current version of Robert's Rules of Order

D. 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

E. Organizational Support:

- a. Town Administrator: Richard Johnston
- b. Clerk: Richard Johnston

- c. Treasurer: Tori Straw
- d. Assistant Town Administrator: Tori Straw
- e. Deputy Clerk: Holly Stevens
- f. Fire Chief: Scott Rieckmann
- g. Building Inspector: Tom Spierowski
- h. Town Attorney: Ashley Lehocky (Silton, Seifert, & Carlson S.C.)
- i. Special Counsel for the Town of Clayton, H. Stanley Riffle Municipal Law & Litigation Group SC and Lawrie J. Kobza, Boardman & Clark llp
- j. Town Assessor: Luke Mack (Associated Appraisal Consultants, Inc.)
- k. Town Engineer: Mary Jo Miller, Martenson & Eisele, Inc.
- l. Town Planner: Ken Jaworski, Martenson & Eisele, Inc.
- m. Banking Institutions: Nicolet Bank
- n. Official Newspaper of Record: *Appleton Post-Crescent*

F. Additional Considerations:

- a. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.

- i. Town Chair:

- 1. Wage per Year: \$8,700.00
    - 2. Half-day meeting Per Diem: \$ 50.00
    - 3. Full-day meeting Per Diem: \$ 75.00
    - 4. Mileage reimbursement: Per the most current IRS Rules

- ii. Town Supervisor:

- 1. Wage per year: \$5,500.00
    - 2. Half-day meeting Per Diem: \$ 50.00
    - 3. Full-day meeting Per Diem: \$ 75.00
    - 4. Mileage reimbursement: Per the most current IRS Rules

- iii. Plan Commission Member:

- 1. Stipend per meeting: \$ 50.00
    - 2. Half-Day Meeting Per Diem: \$ 50.00
    - 3. Full-Day Meeting Per Diem: \$ 75.00
    - 4. Mileage reimbursement: Per the most current IRS Rules

- iv. Green Space Committee Member:

- 1. Stipend per meeting: \$ 50.00
    - 2. Half-Day Meeting Per Diem: \$ 50.00
    - 3. Full-Day Meeting Per Diem: \$ 75.00
    - 4. Mileage reimbursement: Per the most current 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](http://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:

A. Town Board action on rescheduling of the Wednesday, July 4<sup>th</sup>, 2018 Town Board Meeting.

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](http://www.claytonwi.govoffice3.com)

**UPCOMING MEETINGS (all begin at 7:00 p.m. unless specified)**

**(Green Space Committee Meetings are scheduled to start at 5:30 p.m.)**

<a href="http://www.townofclayton.net">www.townofclayton.net</a>	<b>May</b>	<b>June</b>	<b>July</b>
Town Board Meeting	16 <sup>th</sup>	6 <sup>th</sup> and 20 <sup>th</sup>	4 <sup>th</sup> and 18 <sup>th</sup>
Plan Commission	9 <sup>th</sup>	13 <sup>th</sup>	11 <sup>th</sup>
Green Space Committee	9 <sup>th</sup>	13 <sup>th</sup>	11 <sup>th</sup>