

TOWN OF CLAYTON

Annual Town Meeting Minutes

April 18th, 2017
7:00 p.m. – 8:22 p.m.

8348 County Road T Larsen, WI 54947

1) **Call to Order**

Called to order at 7:00 p.m. by Chairperson Geise.

a) Pledge of Allegiance

b) Notice Verification

c)

Roll: Town Board Members Present at the Electors Meeting
Chairperson Geise PRESENT

Roll: Town Staff Present at the Electors Meeting
Administrator Johnston PRESENT
Treasurer Straw PRESENT
Deputy Clerk Stevens PRESENT
Building Inspector, Tom Spierowski ABSENT
Public Works Foreman Pamentor PRESENT
Animal Control Officer Huebner ABSENT

Roll: Other Town Officials Present at the Electors Meeting
Plan Commission Chair, Dick Knapinski PRESENT
Green Space Committee Chair, Cathy Clark ABSENT
Assessor, Luke Mack (Associated Appraisal Consultants, Inc.) ABSENT
Auditor, Mike Konecny PRESENT
Fire Chief, Scott Rieckmann PRESENT
First Responder Cindy Pfankuch PRESENT
Town Engineer, Mary Jo Miller (Martenson & Eisele) PRESENT
Town Attorney, Ashley Lehocky PRESENT
Emergency Government Coordinator, Bob Breaker ABSENT

Roll: Electors Present
Virginia Shepard, 2570 Fairview Rd, Neenah
Willard Shepard, 2570 Fairview Rd, Neenah
Pat Thompson, 3410 Fairview Rd, Neenah
Dan Seelow, 3476 Shady Lane, Neenah
Nancy Seelow, 3476 Shady Lane, Neenah
Jeff Foat, 2750 Fairview Rd, Neenah
Gloria Foat, 2750 Fairview Rd, Neenah
Mark Luebke, 8425 Whispering Meadows Dr., Larsen
Laura Luebke, 8425 Whispering Meadows Dr., Larsen
Linda Grundman, 7490 Center Rd, Neenah
Arden Schroeder, 9458 State Rd 76, Neenah
Kay Lettau, 3795 County Rd II, Larsen
Scott Eckstein, 3850 W Larsen Rd, Neenah
Ann Schmidt, 8155 County Rd T, Larsen

Katie Schierl, 7529 Sunburst Ln, Neenah
Susan Beaver, 2986 Fairwinds Dr, Neenah
Barbara Brown, 3009 Windfield Dr, Neenah
Tom Koziczowski, 8989 Clayton Ave, Neenah
Carol Ihde, 7834 STR 76, Neenah
Janice Suutala, 3215 Larsen Rd, Neenah
Rock Suutala, 3215 Larsen Rd, Neenah
Kyle Cada, 2772 Fairview Rd, Neenah
Monica Cada, 2772 Fairview Rd, Neenah
Kathy Blumenberg, 2554 Fairview Rd, Neenah
Michael Prince, 8089 Galaxy Dr, Neenah
Russ Geise, 8014 County Rd T, Larsen
Melanie Geise, 8014 County Rd T, Larsen
Arden Eckstein, 3960 W. Larsen Rd, Larsen
Dorothy Eckstein, 3960 W. Larsen Rd, Larsen
Janice Drews, 3113 County Rd II, Neenah
Burt Drews, 3113 County Rd II, Neenah
Scott Reif, 4496 Grandview Rd, Larsen
Bob Herrmann, 7835 Center Rd, Larsen
Harriet Herrmann, 7835 Center Rd, Larsen
Dick Knapinski, 8605 Clayton Ave, Neenah
Cindy Pfankuch, 4556 Grandview Rd, Larsen
Mike Pfankuch, 4556 Grandview Rd, Larsen

2) Town Elector Approval of the Minutes of the CY 2016 Annual Meeting of the Town Electors

MOTION:

Motion by: Scott Reif, 4496 Grandview Road

Seconded by: Susan Beaver, 2986 Fairwinds Drive

Motion to approve the Annual Meeting Minutes for CY 2016.

Motion carried by unanimous voice vote.

3) Introduction of Elected and Appointed Town Officials by the Town Chair.

a) Reports by Appointed Town Commission and Committee Chairs:

i) Town of Clayton Sanitary District #1 Commission Chair, Russell D. Geise

- Submission to WI DNR for Sewer/Sanitary System
- WI DNR rejected on April 7, 2017 stating it does not conform
- Plan will go to court to move it forward
- Now working to develop smaller DSPTS Systems
- Contracted with von Briesen as local Counsel for Sanitary issues

ii) Storm Water Management (SWM) Utility Chair, Russell D. Geise

- Continue to collect Storm Water Management fees to manage run-off
- Primarily used to fund work in the right-of-way, i.e. ditching, only
- Many SWM ponds on private property. Unable to work on privately owned land unless there is a health/safety issue

iii) Plan Commission Chair, Dick Knapinski

- Comprehensive Plan—Vision of the Town—update completed and approved

- Main goals of plan focus on the three areas—development of industrial/commercial areas, the development of residential growth on the east side of the Town, and preservation of the agricultural/rural areas primarily located west of Center Road.
- Growth in 2016 was slow for the first 8 to 9 months. Then the number of CSMs presented to the Plan Commission for approval greatly increased. This type of activity is usually a precursor to development.
- 2017 has had new and interesting ideas coming forward

iv) Green Space Committee Chair, Lana Prusik

- Chair Prusik was absent
- Chair Geise noted the Committee has two vacancies
- Per diems will be paid to the Committee starting in 2018

4) Recognition of Town Officials and Employees by Town Chair, Russell D. Geise:

- a) Attorney, Ashley Lehocky
- b) Treasurer/Assistant Administrator, Tori Straw
- c) Deputy Clerk, Holly Stevens
- d) Clayton Fire Rescue Department, Fire Chief Scott Rieckmann and Department Volunteers
- e) Clayton Fire Rescue Department, Division Chief of EMS Cindy Pfankuch and Department Volunteers
 - Chair Geise noted Clayton Fire Rescue is accepting applications for Fire Fighters and First Responders
- f) Emergency Government Coordinator, Bob Breaker
- g) Building Inspector, Tom Spierowski
- h) Public Works Foreman, Scott Pamerter
- i) Public Works Employee, David Borchert
- j) Public Works Employee, Dylan Meyer
- k) Animal Control Officer, David Huebner
- l) Town Assessor, Luke Mack of Associated Appraisal Consultants, Inc.
- m) Town Administrator, Richard Johnston

5) Presentation of the Town’s CY 2016 audit by the Town Financial Consultant, Mike Konecny, CPA Managing Member of MWK, LLC

6) Presentation on Town Board Resolution 2017-001, A Resolution in support of a Constitutional Amendment to limit the corrupting influence of unregulated political contributions and spending on the political process, by Katie Schierl, member of the Blue Jean Nation Organization and Wisconsin United to Amend

7) Review of the Town’s CY 2016 activities by the Town Chair

- Clayton Fire Rescue—completed its first year of operations. The department is working well: well equipped, excellent response times, continued development of department policies and procedures. Roster of 30 (Chief and 29 Fire Fighters). Operating at a \$55.54 per capita cost (average is \$81 per capita).
- Roads—continued routine maintenance. Rebuilt Clayton Avenue in 2016. Second lift to be completed within the next month or two. Larsen Road is the next “large” project in the 5-year Capital Plan and is scheduled for 2018.
- Strategic Land Purchases—Made after elector approval in 2016 and 2017 to stabilize the Town’s borders against the impending threat of annexation by the Village of Fox

Crossing. Managed to purchase without raising taxes. Some properties purchased are being rented which is covering the costs of ownership.

- 8) **Review of the impact of the successful Incorporation of the Village of Fox Crossing on the Town of Clayton.**
- Developer, Commercial Horizons—Already have approximately 400 acres under contract. They contacted the Town today, April 18, 2017, stating offers-to-purchase will be going to property owners on Fairview Road. They will also be submitting an offer-to-purchase the Town owned land along STH 10 for consideration.
 - Barbara Brown, 3009 Winfield Drive asked Chair Geise to define “under contract. He explained it means there is an accepted offer-to-purchase
 - Michael Prince, 8089 Galaxy Drive, asked where the 400 acres is located. Chair Geise stated it is primarily east of STH 76 and north of STH 10, but they have many different properties under contract.
 - Susan Beaver, 2986 Fairwinds Drive, asked if all residents on Fairview would be receiving offers. Staff stated they did not know, but that the STH 10/STH 76 corridor is a desirable area for development.
 - Rock Suutala, 3215 Larsen Road, asked if it is the Town’s intention to sell the land it secured along the STH 10 corridor. Chair Geise explained the Town would not sell the land without the proper structure in the sales agreement.
- 9) **Town Board request for Town Elector approval of a grant of authority for the Town Board to purchase land on the west side of Clayton Avenue, north of STH “10” in the Town of Clayton.**
- Chair Geise described the 30-acre property and the significance of it as it would allow for the continuation of West American Drive through to Clayton Avenue.
 - Chair Geise also explained that the Town may not get the opportunity to purchase the property, as there is another offer pending.

MOTION:

Motion by: Arden Schroeder, 9458 STH 76

Second by: Susan Beaver, 2986 Fairwinds Drive

Motion to give the Town Board authority to purchase tax parcel 006-0340, 30-acres of land as described, north of STH 10 and West of Clayton Avenue

Motion carried unanimously by voice vote.

- Mark Luebke, 8425 Whispering Meadows Drive, stated last year the electors had given authority to make the necessary land purchases to stabilize the Town’s borders which has put the Town, in his opinion, in a good position. He stated he would like to see the electors grant the Town Board the authority to do whatever they deem necessary to protect Clayton without having to continually call special meetings of the electors.
- Administrator Johnston stated that while the confidence expressed is greatly appreciated, he would advise the electors NOT to grant such a broad authority. The scheduling of the meetings is not an unreasonable expectation and, in his opinion, it is better to keep the electors involved and informed regarding the business of the Town.
- Chair Geise agreed with Administrator Johnston’s comments and stated he prefers to explain and disclose to the electors the intentions of the Board.

MOTION:

Motion by: Mark Luebke, 8425 Whispering Meadows Drive

Second by: Tom Koziczowski, 8989 Clayton Aveune

Motion to reaffirm the motion from last year’s annual meeting to grant the Town Board the authority to purchase and re-sell land as needed along Clayton Avenue and the border of the Village of Fox Crossing in order to preserve the Town’s structure.

Motion carried by unanimous voice vote.

10) Town Elector approval of the Town Board wages.

- a. Town Chair:
 - i. Wage per Year: \$8,700.00
 - ii. Full day meeting Per Diem: \$ 66.00 (based on County Board Rates)
 - iii. Half day meeting Per Diem: \$ 44.00 (based on County Board Rates)
- b. Town Supervisors:
 - i. Wage per year: \$5,500.00
 - ii. Full day meeting Per Diem: \$ 66.00 (based on County Board Rates)
 - iii. Half day meeting Per Diem: \$ 44.00 (based on County Board Rates)

MOTION:

Motion by: Susan Beaver, 2986 Fairwinds Drive

Second by: Barbara Brown, 3009 Windfield Drive

Motion to approve the current wage for the Town Chair and Town Supervisors

Motion carried by unanimous voice vote.

11) Setting the meeting date for the Town’s CY 2017 Annual Meeting of the Town Electors for the 3rd Tuesday in April of CY 2018 or within ten (10) days following that date.

MOTION:

Motion by: Carol Ihde, 7834 STH 76

Second by: Susan Beaver, 2986 Fairwinds Drive

Motion to set the CY 2017 Annual Meeting for the 3rd Tuesday in April, 2018 (April 17, 2018)

Motion carried by unanimous voice vote.

12) Town Elector Proposed Agenda Items.

- Barbara Brown, 3009 Winfield Drive, stated she is relatively a new resident, living here less than 4 years. She inquired about the possibility of an email notification process for Town meetings and events.
- Administrator Johnston explained that all the meetings are posted on the posting board by the front door of the Town offices and on the town website. He explained the website is managed in-house, and continued by explaining that staff is in the process of digitizing the Town’s records, which will eventually lead to digitizing of the meeting packets. After that is implemented, a universal mailing list could possibly be created, but due to the extensiveness of the project, it will likely take at least a year.
- Carol Ihde noted that not everyone has a computer and in order to see the postings, those residents have to travel to Larsen. She stated she would like to see more posting places.
- Mark Luebke, 8425 Whispering Meadows Drive, confirmed the agendas are posted on Fridays, allowing four full days before the meetings to view the agendas.
- Administrator Johnston affirmed that fact and stated the meetings are on a standard schedule with the Town Board meeting the first and third Wednesdays of each month, and the Green Space and Plan Commission meeting on the second Wednesday of each month.
- Linda Grundman, 7490 S Center Road, stated she is the Town Board representative to the Green Space Committee and asked the electors to assist the Town by keeping their “eyes and ears open” and reporting any issues with the Parks and Trails.

13) Adjourn Sine Die – 8:22 p.m.

MOTION:

Motion By: Ann Schmidt, 8879 Clayton Avenue

Seconded By: Scott Reif, 4496 Grandview Road

Motion to Adjourn Sine Die

Vote: Motion carried by unanimous voice vote

Respectfully Submitted

Holly Stevens, Deputy Clerk