



TOWN OF CLAYTON

Special Meeting of the Town Board of Supervisors Reorganization Meeting Minutes

www.townofclayton.net

Town Office Building
8358 County Road T
Larsen, WI 54947

April 14, 2010
9:00 a.m. – 11:07 a.m.

I. Call to Order

Called to order at 9:03 a.m. by Vice Chairperson Klingenberger
Present: Town Chairperson Luebke, Supervisors Geise, Klingenberger, Lettau, and Schmidt
Staff Present: Town Administrator Johnston, Clerk/Treasurer Nester-Huebner
Meeting properly posted; three locations in the Town.

II. Reorganization Items

Board agreed to address Item B first by unanimous agreement.

- B. Establish Meeting Days, Times, Rules
MOTION: (Unanimous consent) Regular Town Board meetings to be held the 1st and 3rd Wednesdays of each month, and Plan Commission meetings to be held the 2nd Wednesday of each month, all beginning at 7:00 p.m.
CARRIED.
- C. Confirm Office Hours & Organization Structure
 - 1. Office Hours
MOTION: (Geise, Lettau) Effective May 1, 2010, change office hours to 8:00 a.m. – 4:30 p.m., Monday through Friday.
CARRIED by unanimous voice vote.
 - 2. Organizational Structure
MOTION: (Geise, Lettau) Have staff create an organizational flow chart that indicates how the Board, Staff, Commission, and Committees all relate to each other.
CARRIED by unanimous voice vote.

Board agreed to address Item A next – unanimous agreement.

Chair Luebke arrived at 9:11 a.m.

- A. Board Appointments
 - 1. Vice Chairperson
MOTION: (Lettau, Geise) Appoint Terry Klingenberger as Vice-Chair.
CARRIED by unanimous voice vote.
 - 2. Joint Fire Board
MOTION: (Lettau, Schmidt) Appoint Terry Klingenberger, Russ Geise, and Mark Luebke as Town of Clayton Board Representatives on the Joint Fire Board.
CARRIED by unanimous voice vote.
 - 3. Plan Commission
MOTION: (Lettau, Klingenberger) Appoint Russ Geise as Board Representative on the Plan Commission.
CARRIED by unanimous voice vote.
 - 4. Green Space
MOTION: (Luebke, Geise) Appoint Kay Lettau as Board Representative on the Green Space Committee.
CARRIED by unanimous voice vote.
 - 5. Personnel
MOTION: (Klingenberger, Geise) Appoint Ann Schmidt and Mark Luebke as Board members responsible for Personnel.
CARRIED by unanimous voice vote.

- 6. Buildings/Grounds/Roads
MOTION: (Klingenberg, Schmidt) Appoint Mark Luebke and Terry Klingenberg as Board members responsible for Buildings/Grounds/Roads.
 CARRIED by unanimous voice vote.
- 7. Cemetery
MOTION: (Klingenberg, Luebke) Appoint Ann Schmidt as Board member responsible for Cemeteries.
 CARRIED by unanimous voice vote.
- 8. Stormwater/Drainage
MOTION: (Klingenberg, Geise) Appoint Kay Lettau as Board member for Stormwater/Drainage
 CARRIED by unanimous voice vote.

Continue with Item D

D. Organizational Support Considerations (Current):

- 1. Clerk/Treasurer – Susan Nester-Huebner
- 2. Deputy Clerk/Treasurer – Kimberly Weichart
MOTION: (Klingenberg, Lettau) Appoint Susan Nester-Huebner as Clerk, Appoint Richard Johnson as Town Administrator/Deputy Clerk, and Kimberly Weichart as Treasurer, all effective May 1st.
 CARRIED by unanimous voice vote.
- 3. Town Attorney – Richard Carlson (Silton, Seifert, & Carlson SC)
MOTION: (Klingenberg, Schmidt) Re-appoint Richard Carlson as Town Attorney.
 CARRIED by unanimous voice vote.
- 4. Labor Attorney Pat Gill (Gill & Gill SC)
MOTION: (Klingenberg, Geise) Re-appoint Patrick Gill as Labor Attorney.
 CARRIED by unanimous voice vote.
- 5. Assessor – Mark Brown (Associated Appraisal Consultants, Inc.)
MOTION: (Klingenberg, Lettau) Re-appoint Mark Brown of Associated Appraisal Consultants, Inc., as Assessor.
 CARRIED by unanimous voice vote.
- 6. Building Inspector – Tom Spierowski
MOTION: (Klingenberg, Lettau) Re-appoint Tom Spierowski as Building Inspector
 CARRIED by unanimous voice vote.
- 7. Engineer
MOTION: (Klingenberg, Lettau) Postpone appointment of Engineer.
 CARRIED by unanimous voice vote.
- 8. Banking Institutions – Chase, 1st Business Bank, AnchorBank, 1st National
MOTION: (Lettau, Schmidt) Continue utilizing Chase, 1st Business Bank, AnchorBank, 1st National as banking institutions.
 CARRIED by unanimous voice vote.
- 9. Official Newspaper of Record – Appleton Post-Crescent
MOTION: (Geise, Schmidt) Continue with the Appleton Post-Crescent as the official newspaper of record.
 CARRIED by unanimous voice vote.

E. Additional Appointments

- 1. Animal Control (1 position; 1-year term; term effective May 1st)
MOTION: (Lettau, Klingenberg) Re-appoint David Huebner as the Animal Control Officer pending his acceptance of the position.
 CARRIED by unanimous voice vote.

2. Emergency Government (1 position; 1-year term; term effective May 1st)
MOTION: (Lettau, Klingenberger) Re-appoint Robert Breaker as Emergency Government position pending his acceptance of the position.
CARRIED by unanimous voice vote.
 3. Green Space Committee (2 positions; 3-year term each; term effective May 1st)
MOTION: (Lettau, Klingenberger) Re-appoint Teresa Johnson for a 3-year term to the Green Space Committee.
CARRIED by unanimous voice vote.
MOTION: (Luebke, Klingenberger) Re-appoint Warren Griffith as Chair of the Green Space Committee.
CARRIED by unanimous voice vote.
 4. Plan Commission Members (2 positions; 3-year term each; term effective 1st Commission meeting in May)
MOTION: (Luebke, Klingenberger) Re-appoint Ben Hamblin for a 3-year term to the Plan Commission.
CARRIED by unanimous voice vote.
MOTION: (Geise, Klingenberger) Postpone appointment of a second person to the Plan Commission.
CARRIED by unanimous voice vote.
MOTION: (Geise, Lettau) Re-appoint Dick Knapinski as Chair for the Plan Commission for one year.
CARRIED by unanimous voice vote.
 5. Weed Commissioner (1 position; 1-year term; term effective May 1st)
MOTION: (Lettau, Klingenberger) Appoint Scott Pamerter as Weed Commissioner for a .
CARRIED by unanimous voice vote.
- F. Additional Considerations
1. Reimbursements – Meetings, Workshops, etc.
MOTION: (Luebke, Lettau) Adopt Winnebago County's schedule for reimbursement.
CARRIED by unanimous voice vote.
 2. Posting Locations – Town Office, Corner of JJ & Breezewood Lane, Clayton School
MOTION: (Schmidt, Geise) Approve the three (3) posting locations as the Town Office, Corner of JJ & Breezewood Lane, and Clayton School
CARRIED by unanimous voice vote.

III. Annual Meeting Discussion

Automatic Aid Agreements

Structures – Fire Department

Equipment – Fire Department

IV. Adjournment – 11:07am

MOTION: (Geise, Klingenberger) Adjourn.

CARRIED by unanimous voice vote.

Respectfully Submitted, Susan Nester-Huebner, *Clerk*