

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 8:31 P.M. on Wednesday, April 16th, 2014

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Luebke called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Board of Supervisors

Chair Luebke	PRESENT
Supervisor Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer – Mary Jo Miller	PRESENT

II. Public Hearing:

- A. No Public Hearing(s) and/or Public Informational Meeting(s).

III. Approval of Minutes:

- A. Approval of the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, April 2nd, 2014.

MOTION:

Motion made by unanimous consent to approve the Minutes of the Regular Town Board Meeting held at 7:00 P.M. on Wednesday, April 2nd, 2014.

IV. Open Forum – Non-Agendized Town-related Matters:

- A. Roger Cavanaugh (3910 Fairview Road, Neenah). Boundary situation regarding fencing and motocross trail
 - Unless it is an easement property the owner is allowed to fence property
 - Discussed legal description of adverse possession
 - For the building project of the fence discussed working on a conditional use permit
 The Chair suggests making appointment with Mr. Johnston

V. Correspondence:

- A. Distribution of an Appleton Education Foundation News Release.

- B. Distribution of a State Department of Natural Resources CY 2014 Recycling Grant Award Notice.
- VI. Discussion Items (No action will be taken.):
- A. County Supervisor Report
 - B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - C. Clayton-Winchester Fire Department
 - D. Larsen-Winchester Sanitary District
 - E. Administration Comments
 - 1. Engineer
 - a. Engineer Miller discussed the 2014 Roadway Project meeting on Thursday, May 1, 2014
 - b. Discussed 2014 SWM projects
 - 2. Treasurer Bowen
 - a. Discussed joining with surrounding areas to split the cost of posting the upcoming election dates
 - b. Working on getting the budget together
 - c. Larsen-Winchester Sanitary District utility billing issues that were resolved
 - 3. Administrator Johnston
 - a. Discussed the drainage issues throughout the town with the snow melting and rain. Intermediate repairs done to prevent ditches from flooding into homes
- VII. Operator Licenses Issued by the Town Clerk:
- A. New:
 - i. Scott Beck
 - ii. Discussion regarding Mr. Beck's criminal history. Information presented to the town attorney on approval of the operator's license. Memo done to the town board on the decision to approve his operator's license.
 - iii. Scott Beck (844 Appleton Road, Menasha) 7:19 p.m. to 7:20 p.m.
 - States that the major offenses were from when he was 17 and 22 years old.
 - B. Renewal:
 - i.

Attached please find a copy of a legal opinion relative to Mr. Beck's Operator License Application provided to staff by the Town's Legal Counsel, Rose Simon (Rose). When staff is uncomfortable with an Operator License Application it has routinely asked Rose for an opinion and the Board to approve the Operator License Application. This is one of those occasions when staff is not comfortable making the decision; this concern was reinforced during the background check process. Staff understands that Mr. Beck made some mistakes earlier in his life and has to carry those burdens; however, staff would feel more comfortable having the Board make the decision on this application. As a point of reference, the Administration would approve the Operator License Application for Mr. Beck, however, for policy reasons the Administration is recommending that the Board make the decision to approve or deny the Operator License Application for Mr. Beck.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion: Motion to approve the operator's license of Mr. Scott Beck

Vote: Motion made by unanimous consent to approve the operator's license of Mr. Scott Beck

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. Plan Commission recommendation to the Town Board on an amendment to the Town's Artificial Pond Ordinance to bring the Artificial Pond Ordinance into conformity with the Permitted and Conditional Use Approval Sections of the Town's newly adopted Zoning Code of Ordinances.

B. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Mark Zanders, 2699 Oakridge Road, Neenah, WI 54956, to operate a Home Occupation Major (Oakridge Small Engine & Repair LLC) on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2699 Oakridge Road, Neenah, WI 54956; specifically described as Tax ID # 006-0887-03, being located in Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion: Motion that we approve the conditional use application submitted by Mark Zanders, 2699 Oakridge Road to operate an occupational small engine and repair with all staff recommendations attached

Vote: Motion made by unanimous consent to approve the conditional use application

C. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956, to operate a landscaping business on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Giese

Seconded by: Supervisor Grundman

Motion: Motion that we approve the conditional use application submitted by Mr. Jason Ehrmentraut at 2847 Larsen Road in Neenah to operate a landscaping business on property zoned A-2. The property is located at 2847 Larsen Road in Neenah specifically described as presented along with all staff recommendations and Plan Commission recommendations

Vote: Motion made by unanimous consent to approve the conditional use application

- D. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Keith Salm, 2830 Larsen Road, Neenah, WI 54956, to operate a PERSONAL STORAGE FACILITY on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- i. Additional Plan Commission recommendations for town board approval with all attachments
 - ii. Ben Hamblin discussed options of e-cubed document attached to the site plan ordinance
 - iii. Keith Salm (2830 Larsen Road, Neenah) 7:19 p.m. to 7:20 p.m.
 - Presented material for roof vent to allow for maximum light
 - Discussion regarding the type of items to use in accordance to the site plan for the colors, types of doors, landscaping etc. of the building to be done (on e-cubed list).

MOTION:

Motion by: Supervisor Giese

Seconded by: Supervisor Grundman

Motion: Motion that we approve the conditional use application submitted by Mr. Keith Salm at 2847 Larsen Road in Neenah to operate a personal storage facility on property zoned A-2. The property is located at 2847 Larsen Road in Neenah along with a Tax ID as described along with all Plan Commission recommendations, staff recommendations and the recent upgrades that were just presented to the board to be included with that

Clarification by Chair Luebke: Mr. Salm does not need the Kupolas, the coloration is acceptable as presented and roof color as presented at this meeting

Roll call: Supervisor Schmidt – aye
 Supervisor Lettau – no
 Supervisor Geise – aye
 Linda Grundman – aye
 Chair Luebke – abstain

Vote: Motion made by partial consent to approve the conditional use application.

- E. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) for the Town of Clayton, 8348 CTH “T”, Larsen, WI 54047, and Kenton L. Wiedenbeck, P.O. Box 24, Larsen, WI 54947, for properties located at 8348 CTR “T”, Larsen, WI 54947, 8328 CTR “T”, Larsen, WI 54947, 8326 CTR “T”, Larsen, WI 54947, and 8322 CTR “T”, Larsen, WI 54947; specifically described as Tax ID# 006-0535-15, Tax ID# 006-0535-08, Tax ID# 006-0535-07, and Tax ID# 006-0535-06, being part of Lot 1 of Certified Survey Map 5886, and Part of the southwest ¼ of the northwest ¼, all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Supervisor Schmidt

Seconded by: Supervisor Grundman

Motion: Motion that we approve the Certified Survey Map submitted for the Kenton Wiedenbeck property located at 8348 CTR “T” in Larsen and for the properties at 8328 CTR “T”, 8326 CTR “T” and 8322 CTR “T” as described with all the recommendations

Vote: Motion made by unanimous consent to approve the CSM of Kenton Wiedenbeck

- F. Plan Commission recommendation to the Town Board on the process and timeline for staff to make the changes and corrections recommended to bring the Town’s Zoning Code of Ordinances and the Town’s Ordinances into conformity as recommended by the Town’s Planning Consultant (Jon Bartz).

NO ACTION TAKEN

Applies to subsections A through F:

Attached, please find a copy of the Draft Minutes from the Wednesday, April 9th, 2014 Plan Commission Meeting. The Board will find the details of the Commission’s actions listed in the Draft copy of the Meeting Minutes. The Commission’s motions are summarized in the following list of agenda items:

Business:

Plan Commission Action:

Plan Commission recommendation to the Town Board on an amendment to the Town’s Artificial Pond Ordinance to bring the Artificial Pond Ordinance into conformity with the Permitted and Conditional Use Approval Sections of the Town’s newly adopted Zoning Code of Ordinances.

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Commissioner Eckstein

Motion: To recommend approval of the amendments to the Town’s Artificial Pond Ordinance to bring the Artificial Pond Ordinance into conformity with the Permitted and Conditional Use Approval Sections of the Town’s newly adopted Zoning Code of Ordinances as recommended by staff with the additional change relating to the County’s possible additional permit requirement.

Vote: Unanimous in favor of the motion.

Plan Commission Action:

Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Mark Zanders, 2699 Oakridge Road, Neenah, WI 54956, to operate a Home Occupation Major (Oakridge Small Engine & Repair LLC) on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2699 Oakridge Road, Neenah, WI 54956; specifically described as Tax ID # 006-0887-03, being located in Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Commissioner Schmidt

Seconded by: Commissioner Jesse

Motion: To recommend approval of the Conditional Use Permit Application submitted by Mark Zanders, 2699 Oakridge Road, Neenah, WI 54956, to operate a Home Occupation Major (Oakridge Small Engine & Repair LLC) on property zoned A-2 (GENERAL AGRICULTURE DISTRICT) subject to the following conditions:

1. That the Plan Commission recommend and the Town Board approve the sign permit as applied for.
2. That any sign be maintained in good repair and in a businesslike order.
3. That any future signs and/or modifications to the approved Home Occupation Major, Conditional Use Permit be approved by the Town prior to change.
4. That any outside storage of equipment be orderly and short term (defined as a maximum of 60 days).
5. That any outside storage be hidden from the adjoining residential units.
6. That the Applicant pays all fees related to the Conditional Use Permit Application.
7. That any other conditions the Plan Commission may wish to recommend to the Town Board are met.

Vote: Unanimous in favor of the motion.

Plan Commission Action:

Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956, to operate a landscaping business on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Schmidt

Motion: To recommend approval of the Conditional Use Permit Application submitted by Jason Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956, to operate a landscaping business on property zoned A-2 (GENERAL AGRICULTURE DISTRICT) subject to the following conditions:

1. That the applicants provide proof that the State DOT has granted the applicants access to the site from STH "76".
2. That the Plan Commission recommend and the Town Board approve the site plan and the 5-year development schedule as proposed.
3. That the applicant apply for and receive any building and or zoning permits required for construction on the site.
4. That the Plan Commission recommend and the Town Board approve the request to use 1 and 1/2 inch caliper tree stock rather than the 2 and 1/2 inch caliper tree stock required by the Town's Ordinances based on the ease of transplanting the tree stock and the understanding that the survival rate is better for smaller caliper trees when transplanted.
5. That any future sign be County/Town Ordinance compliant.
6. That any future sign be approved by the Town's Plan Commission.

7. That the Town should require and the property owners provide guarantee that the stormwater management system will be maintained in good repair and operational as designed. In the event of failure of the property owners to maintain the stormwater management system the Town should be given the authority to repair the stormwater management system and assess the costs to the benefited property owners.
8. Any other conditions the Plan Commission may wish to recommend to the Town Board.
Vote: Unanimous in favor of the motion.

Plan Commission Action:

Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Keith Salm, 2830 Larsen Road, Neenah, WI 54956, to operate a PERSONAL STORAGE FACILITY on property zoned A-2 (GENERAL AGRICULTURE DISTRICT). The property is located at 2847 Larsen Road, Neenah, WI 54956; specifically described as Tax ID # 006-0645, being part of the Northwest ¼ of the Northwest ¼ of Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

MOTION:

Motion by: Commissioner Haskell

Seconded by: Commissioner Schmidt

Motion: To recommend approval of the Conditional Use Permit Application submitted by Keith Salm, 2830 Larsen Road, Neenah, WI 54956, to operate a PERSONAL STORAGE FACILITY on property zoned A-2 (GENERAL AGRICULTURE DISTRICT) subject to the following conditions:

1. That the applicants provide proof that the State DOT has granted the applicants access to the site from STH "76".
2. That the Plan Commission recommend and the Town Board approve the site plan and the 5-year development schedule as proposed.
3. That the applicant apply for and receive any building and or zoning permits required for construction on the site.
4. That the Plan Commission recommend and the Town Board approve the request to use 1 and 1/2 inch caliper tree stock rather than the 2 and 1/2 inch caliper tree stock required by the Town's Ordinances based on the ease of transplanting the tree stock and the understanding that the survival rate is better for smaller caliper trees when transplanted.
5. That any future sign be County/Town Ordinance compliant.
6. That any future sign be approved by the Town's Plan Commission.
7. That the stormwater management pond be constructed in the phases as designed.
8. That the Town should require and the property owners provide guarantee that the stormwater management system will be maintained in good repair and operational as designed. In the event of failure of the property owners to maintain the stormwater management system the Town should be given the authority to repair the stormwater management system and assess the costs to the benefited property owners.
9. Any other conditions the Plan Commission may wish to recommend to the Town Board.
10. The Plan Commission has recommended the addition of copulas to the ridges of the building roofs, the Town Board needs to decide the number of copulas per building or roof line.
Vote: Unanimous in favor of the motion.

Plan Commission Action:

Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) for the Town of Clayton, 8348 CTR “T”, Larsen, WI 54047, and Kenton L. Wiedenbeck, P.O. Box 24, Larsen, WI 54947, for properties located at 8348 CTR “T”, Larsen WI 54947, 8328 CTR “T”, Larsen, WI 54947, 8326 CTR “T”, Larsen, WI 54947, and 8322 CTR “T”, Larsen, WI 54947; specifically described as Tax ID# 006-0535-15, Tax ID# 006-0535-08, Tax ID# 006-0535-07, and Tax ID# 006-0535-06, being part of Lot 1 of Certified Survey Map 5886, and Part of the southwest ¼ of the northwest ¼, all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Motion by: Commissioner Eckstein

Seconded by: Commissioner Jesse

Motion: To recommend approval of the Certified Survey Map Application submitted by the Town for the Town of Clayton, 8348 CTR “T”, Larsen, WI 54047, and Kenton L. Wiedenbeck, P.O. Box 24, Larsen, WI 54947, for properties located at 8348 CTR “T”, Larsen WI 54947, 8328 CTR “T”, Larsen, WI 54947, 8326 CTR “T”, Larsen, WI 54947, and 8322 CTR “T”, Larsen, WI 54947; specifically described as Tax ID# 006-0535-15, Tax ID# 006-0535-08, Tax ID# 006-0535-07, and Tax ID# 006-0535-06, being part of Lot 1 of Certified Survey Map 5886, and Part of the southwest ¼ of the northwest ¼, all in Section 20, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Vote: Unanimous in favor of the motion.

Plan Commission Action:

Plan Commission recommendation to the Town Board on process and timeline for staff for making the changes and corrections recommended to bring the Town’s Zoning Code of Ordinances and the Town’s Ordinances into conformity as recommended by the Town’s Planning Consultant (Jon Bartz).

IX. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals (first Town Board meeting of the month):

A. No Referrals

X. Business:

A. Discussion/Action: Town Board, First Reading, review, and consideration of Town Ordinance 2014-003 amending the Town’s Artificial Pond Ordinance to bring the Artificial Pond Ordinance into conformity with the Permitted and Conditional Use Approval Sections of the Town’s newly adopted Zoning Code of Ordinances.

Attached please find a copy of Ordinance 2014-003 amending the Town’s Artificial Pond Ordinance and a draft copy of the Amended Artificial Pond Ordinance. The changes to the Artificial Pond Ordinance are highlighted in the document. The changes include allowing staff to administratively approve Artificial Ponds that are not Conditional Uses in the Zoning Code and removal of the stated fee in favor of a reference to the Town’s Fee Schedule. The Plan Commission held a Public Hearing on the proposed amendments to the Artificial Pond Ordinance at its Wednesday, April 9th, 2014 meeting. Following the Public Hearing the Plan Commission recommended approval of the amended Artificial Pond Ordinance. The Board will hold the first reading of the Amended Artificial Pond

Ordinance at its Wednesday, April 16th, 2014 meeting. Should the Board wish to proceed with the amendment process, a motion would be in order to refer the item to a second reading and final consideration at the Board's Wednesday, May 7th, 2014 meeting.

- i. Wave the first reading of the ordinance
- ii. Making ponds permitted use the same in zoning code and ordinance
- iii. Check recording on other change
- iv. Unanimous consent to second reading

- B. Discussion/Action: Town Board review and consideration of converting the Town Administrative Assistant from a contract employee to an at-will Town Employee with 3-months of probationary status and a probationary wage of \$12.50 per hour.

Premised on Laurie's performance in the past few months, the Administration would like to hire her as a fulltime at will employee to fill the position of Administrative Assistant in the Town Offices. Laurie has proven to be a reliable asset to the Town during her term as a temporary contract employee. Laurie has been able to adjust to a difficult training and learning environment with good results. There have been issues with some of her work, however, those issues can be traced directly to a lack of training and/or understanding of the work process; these are administrative issue that should not reflect negatively on Laurie's performance evaluation as a Town employee. Based on the Town's Employment Manual, the Administration would like to hire Laurie with a 6-month probationary period, including Laurie's time at the Town as a CADRE employee, at a probationary wage of \$12.50 per hour. The job offer comes with all of the Town's benefits including Health Insurance through the Teamsters Union and the State Retirement program with the Town paying the employer's contributions. Laurie would be eligible for Health Insurance after a 30-day enrollment period. Prior to the end of the six-month probationary period, the Administration will provide the Board with a Probationary Performance Evaluation in anticipation of making Laurie a full time regular Town employee.

MOTION:

Motion by: Supervisor Geise

Seconded by: Supervisor Lettau

Motion: Motion that we approve converting the Town Administrative Assistant from a contract employee to an at-will Town employee with the three months probationary status at a probationary wage of \$12.50 an hour

Vote: Motion made by unanimous consent to hire Laurie Goffard

- C. Discussion/Action: Town Board review and consideration of proposal solicited by Town staff from MBM provide the equipment and software to convert the Town's paper filing system to a digital format.

Attached, please find a copy of a proposal for providing the Town with a digital filing and data retrieval system submitted by Modern Business Machines (MBM). Staff has been working on the Town's filing system for the past several years and is almost finished with the preliminary review of the Town's documents and the creation of the filing system and the basic files. The Administration expects that the first phase of the project should be

completed by mid summer of CY 2014. Staff has been reviewing the merits of transitioning to a digital filing system for the past few years; that review process has convinced staff that the beginning of phase two of the file project would be the best time to convert the Town to a digital records system. Staff has created the Town's property files and a protocol for updating those files, staff is ready to create the Town's cemetery files and intends to use the same protocol for creating and updating those files as it does for the property files. Over the course of the past few years staff has managed to create the files and a protocol for the Town's tax files, accounts receivable files, and accounts payable files. Since staff is preparing to create the cemetery files and the property files are held digitally by the Town's Assessor and are available digitally to the Town, the Administration believes that conversion to a digital filing system at this time should prove to be beneficial in the long run and efficient in the short run. The cost of the digital filing software is \$6,950.00 with an annual system maintenance fee of \$630.00. Additionally, the Town would need to purchase a dedicated scanner for the process. Funding for the purchase would come from the Town's CY 2014 Office, Capital Equipment Budget, Line Item. Should the Board agree with staff's recommendation a motion would be in order to approve the purchase of the digital filing software and scanner as proposed at a cost not to exceed \$8,245.00 and to include the software maintenance fee in the CY 2015 Budget.

MOTION:

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion: Motion that we approve the purchase of the digital filing software and scanners proposed at a cost not to exceed \$8,245 which includes the software maintenance through the CY 2015

Vote: Motion made by unanimous consent

XI. Town Board Reorganizational Business:**A. Board Appointments****a. Vice Chairperson****MOTION:**

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion: Motion that we approve to continue to have Supervisor Geise be the Vice Chairperson

Vote: Motion made by unanimous consent to appoint Supervisor Geise to continue to be the Vice Chairperson

b. Town of Clayton Sanitary District #1**c. Stormwater Utility Commission****d. Joint Fire Board****e. Plan Commission**

Vote: Motion made by unanimous consent for Supervisor Schmidt to continue her service on the Plan Commission

Vote: Motion made by unanimous consent for Becky Haskell to be elected to the Plan Commission

f. Green Space Committee

Committee Members Grundman, Prusik and Brown to continue serving on the Green Space Committee

Vote: Motion made by unanimous consent to continue having Committee Members Grundman, Prusik and Brown serve on the Green Space Committee

- g. Personnel
- h. Buildings/Grounds/Roads
- i. Cemetery

B. Establish Meeting Days, Times, Rules

- a. Town Board:
 - i. Meets the 1st & 3rd Wednesdays of each month
 - ii. Meeting time 7:00 p.m.
 - iii. Robert's Rules of Order
- b. Storm Water Utility Commission
 - i. Meets at the call of the Chair on the 1st, & 3rd, Wednesdays of each month
 - ii. Meeting Time 6:00 P.M.
 - iii. Robert's Rules of Order
- c. 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. Roberts Rules of Order
- d. Plan Commission:
 - i. Meets on the 2nd Wednesday of each month
 - ii. Meeting Time 7:00 p.m.
 - iii. Robert's Rules of Order
- e. Green Space Committee
 - i. Meets on the 3rd Thursday of each month
 - ii. Meeting Time 7:00 P.M.
 - iii. Robert's Rules of Order

C. 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

D. Organizational Support Consideration (Proposed)

- a. Town Administrator: Richard Johnston
- b. Clerk: Richard Johnston
- c. Treasurer: Tori Bowen
- d. Deputy Clerk: Tori Bowen
- e. Town Attorney – Richard Carlson (Silton, Seifert, & Carlson S.C.)
- f. Labor Attorney – Pat Gill (Gill & Gill S.C.)
- g. Assessor – Mark Brown (Associated Appraisal Consultants, Inc.)
- h. Building Inspector – Tom Spierowski
- i. Engineer – Martenson & Eisele, Inc.
- j. Banking Institutions – Chase and Wells Fargo
- k. Official Newspaper of Record – Appleton Post-Crescent

E. Additional Appointments

- a. Plan Commission Members (2 positions for a 3-year term each with all terms effective May 1st, 2014)
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
- b. Zoning Board of Review (2 positions serving 3-year staggered terms that are to be determined by the Board)
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
- c. Green Space Committee Member (2 positions for a 3-year term each with all terms effective May 1st, 2014)
 - i. Name to be presented by the Town Chair
 - ii. Name to be presented by the Town Chair
- d. Animal Control Officer (1 position: 1-year term; term effective May 1st, 2014)
 - i. David Huebner (re-appoint)
- e. Emergency Government (1 position: 1-year term; term effective May 1st, 2014)
 - i. Bob Breaker (re-appoint)
- f. Weed Commissioner (1 position: 1-year term; term effective May 1st, 2014)
 - i. Town Administrator/Clerk, Richard Johnston

F. Additional Considerations

- a. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.
 - i. Town Chair
 - 1. Wage: \$8,300.00 per year
 - 2. Out of Town Half Day Meeting Per Diem: \$ 44.00
 - 3. Out of Town Full Day Meeting Per Diem: \$ 66.00
 - 4. Mileage reimbursement:
Per IRS Rules
 - ii. Town Supervisor
 - 1. Wage: \$5,100.00 per year
 - 2. Out of Town Half Day Meeting Per Diem: \$ 44.00
 - 3. Out of Town Full Day Meeting Per Diem: \$ 66.00
 - 4. Mileage reimbursement:
Per IRS Rules
 - iii. Plan Commissioner
 - 1. Stipend per meeting: \$ 44.00
 - 2. Out of Town Half Day Meeting Per Diem: \$ 44.00
 - 3. Out of Town Full Day Meeting Per Diem: \$ 66.00
 - 4. Mileage reimbursement:
Per IRS Rules
- b. Town Fees:
 - i. Review and approval of the Town’s Revised Fee Schedule
- c. Posting and Notice Locations:
 - i. Town Office, Corner of JJ& Breezewood Lane, Clayton School

XII. Upcoming Meeting Attendance:

XIII. Board Member Requests for Future Agenda Items:

XIV. Review of Disbursements:

XV. Adjournment:

MOTION:

Motion made by unanimous consent to Adjourn at 8:31 p.m.

Respectfully submitted,
Laurie L. Goffard, Administrative Assistant