

**TOWN OF CLAYTON**  
**Board of Supervisors**  
**Meeting Agenda**  
**7:00 P.M. on Wednesday, January 6<sup>th</sup>, 2016**  
**Town Meeting Room, 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 Minutes of the Town Board meeting of Wednesday, December 2<sup>nd</sup>, 2015.
  - B. Approval of the Minutes of the Town Board meeting of Wednesday, December 16<sup>th</sup>, 2015.
  
- 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 to 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. December CY 2015 Building Inspection Report
  - B. Correspondence from the Winnebago County Planning and Zoning Department
  - C. Correspondence from Associated Appraisal Consultants, Inc.
  
- 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
  
- VII. Operator Licenses Issued by the Town Clerk:
  - A. New:
    - i. Justin Schwerin
    - ii. Alasun Hoffmann
    - iii. Tammy Winton
  
  - 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 changing the number of Ordinance # 2015-004 Rezoning Property from A-2 (GENERAL FARMING DISTRICT) to B-2 (COMMUNITY BUSINESS DISTRICT) to Ordinance # 2015-007 to correct a duplication in the Ordinance numbering sequence.
  - B. Discussion/Action: Town Board review and consideration of the following items for the Draft Clayton Fire Rescue Department:
    - i. Departmental Officer Job Descriptions.
    - ii. Departmental Policies, Standard Operating Guidelines, and Standard Operating Procedures.
  - C. Discussion/Action: Town Board review and consideration of a proposal from Building Service Inc. (BSI) to provide office furniture for the Fire Department and the First Responder Service.
  - D. Discussion/Action: Town Board review and direction to staff relative to statutory requirements relative to cleaning and assessing the costs of cleaning farm ditches on private property.
  - E. Discussion/Action: Town Board review and direction to staff relative to a Draft Special Assessment Policy for the Town of Clayton and its related Municipal Sanitary Sewer and Municipal Water Utilities.
  - F. Discussion/Action: Town Board review and direction to staff relative to creating a minimum garage floor and/or lowest opening elevation Ordinance for new construction in the Town of Clayton.
  - G. Discussion/Action: Town Board review and direction to staff on controlling the speed of traffic on Lind Lane between Winnegamie Drive and STH "76" in the Town of Clayton.
  - H. Discussion/Action: Town Board review and direction to staff relative to scheduling a Personnel Panel Meeting to review a request by the Teamsters General Union Local 662 representing the Town's Public Works Department Employees.
- XI. Review of Disbursements:

XII. Review of General Fund Budget Update (Second Town Board meeting of the month):

XIII. Upcoming Meeting Attendance:

XIV. Board Member Requests for Future Agenda Items:

XV. Adjournment:

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:

The Town Hall Posting Board and the Town’s Home Page ([www.townofclayton.net](http://www.townofclayton.net))

**UPCOMING MEETINGS (all begin at 7:00 PM 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>January</b>	<b>February</b>	<b>March</b>
Town Board Meeting	20 <sup>th</sup>	3 <sup>rd</sup> and 17 <sup>th</sup>	2 <sup>nd</sup> and 16 <sup>th</sup>
Plan Commission	13 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>
Green Space Committee	13 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>