

**TOWN OF CLAYTON**  
**Board of Supervisors**  
**Meeting Agenda**  
**7:00 P.M. on Wednesday, February 20<sup>th</sup>, 2019**  
**Town Hall Meeting Room, 8348 County Road “T”, Larsen, WI 54947**

---

- 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. Public Hearing before the Town Board on proposed amendments to the Town’s Ordinance No. 5.2, Intoxicating Liquor and Fermented Beverages Ordinance, Section 4. Operator’s (Bartender’s) Licenses.
  
- III. Approval of Minutes:
  - A. Approval of the Minutes of the Wednesday, February 6<sup>th</sup>, 2019 Town Board Meeting.
  
- 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. Copy of correspondence with Circuit Court Judge Daniel J. Bisset on the Town’s Incorporation Petition.
  - B. Notice of scheduling a Telephonic Conference with Circuit Court Judge Daniel J. Bisset on the Town Incorporation Petition.
  - C. Winnebago County Solid Waste Management Board, January of CY 2019 Recycling Tonnage Report.
  - D. Winnebago County Solid Waste Management Board CY 2018 Commodity Percentages Report.
  - E. Copy of correspondence from the State Department of Natural Resources.
  - F. Copy of the Minutes of the Oshkosh Public Library Board December 20<sup>th</sup>, 2018 Meeting.
  
- VI. Discussion Items (No action will be taken):
  - A. County Supervisor Report
  - B. Winnebago County Sheriff’s Department: – Public Concerns and Issues
  - C. Clayton Combined Protective Services Department (First Meeting of the Month)

- a. Clayton Fire Rescue Department
- b. Clayton Fire Rescue EMR
- c. Clayton Enforcement Officer
- D. Larsen/Winchester Sanitary District
- E. Administration Comments

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. Joshua J. Bevers
- 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. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Wisconsin Public Service (WPS) for a Temporary Construction Site for property owned by Bucklin's Bus Barn, LLC located at 8616 State Road 76, Neenah, WI 54956; specifically described as Tax ID# 006-0359, being located in Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- B. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Brian and Victoria Phillips for Backyard Chickens for property located at 2750 Fairview Road, Neenah, WI 54956; specifically described as Tax ID# 006-0339-04, being located in Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- C. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Duane E. Bann, 9618 Lind Lane, Neenah, WI 54956 for property located at 9618 Lind Lane and specifically described as Tax ID # 006-0006, and Tax ID# 006-0008-01, located in Section 1, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- D. Plan Commission recommendation to the Town Board on a Site Plan Approval Application for Envision Ink, a printing firm building to be located on property on the north side of the east end of West American Drive in the Town of Clayton specifically known as Tax ID# 006-0335-03 and owned by Jeff Day and John Garrow LLC, 1991 West Wisconsin Avenue, Appleton, WI 54913.
- E. Plan Commission report on direction to staff relative to proposed Amendments to the Town's Zoning Code of Ordinances relating to Short Term Lodging Rentals.
- F. Plan Commission report on direction to staff relative to proposed Amendments to the Town's Zoning Code of Ordinances relating to Signs.

G. Plan Commission report on direction to staff relative to the Board's direction to the Plan Commission to create Tax Incremental District #1 in the Town of Clayton.

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. Green Space Committee report to the Town Board on the following park improvement programs started by staff in CY 2018 with the intent of finishing them in CY 2019:

1. Completing the drainage improvements in Trailhead Park.
2. Completing the drainage improvements on the WIOWASH Trail south of the Trailhead Park Access Point.
3. Clearing title to Clayton Park.
4. Completing the pavilion improvement in Clayton Park.
5. Completing the reconstruction of the dugout benches in the east ball diamond of Clayton Park.
6. Starting the planning for the park on the former Noffke property on CTR "JJ" in the Town of Clayton.
7. Completing the installation of the surveillance equipment in Trailhead Park and Clayton Park.

X. Business:

A. Discussion/Action: Town Board review and consideration of the First Reading of the proposed amendments to the Town's Ordinance No. 5.2, Intoxicating Liquor and Fermented Beverages Ordinance, Section 4. Operator's (Bartender's) Licenses.

B. Discussion/Action: Town Board review and consideration of Clayton Fire Rescue Department's Draft 1- and 2-Family Dwellings Standard Operating Guidelines.

C. Discussion/Action: Town Board review and consideration of a proposal to replace the windows in the Town Hall, Board Room submitted by Omni Glass & Paint Inc.

D. Discussion/Action: Town Board review, consideration and direction to staff relative to the reconstruction of Larsen Road from STH "76" through the intersection of Oakwood Avenue, the pulverizing and repaving of Larsen Road from the intersection of Oakwood Avenue to CTR "T" and the construction of the related pedestrian trail.

XI. **CLOSED SESSION OF THE TOWN BOARD:**

A. Discussion/Action: Town Board Review and Consideration of moving into a Closed Session Pursuant to WI Statute 19.85(1)(e) and 19.85 (1)(g).

- i. **19.85 (1)(g)** – Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- 1. Consideration of Border Agreement with the Village of Fox Crossing.

B. Discussion/Action: Pursuant to WI Stat. 19.85 (2), the Town Board will reconvene into open session.

- i. **19.85 (2)** - No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

- 1. Review and consideration of Border Agreement with the Village of Fox Crossing.

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:

XVI. 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:

- 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>	March	April	May
Town Board Meeting	6 <sup>th</sup> and 20 <sup>th</sup>	3 <sup>rd</sup> and 17 <sup>th</sup>	1 <sup>st</sup> and 15 <sup>th</sup>
Plan Commission	13 <sup>th</sup>	10 <sup>th</sup>	8 <sup>th</sup>
Green Space Committee	13 <sup>th</sup>	10 <sup>th</sup>	8 <sup>th</sup>