

TOWN OF CLAYTON
Town Board of Supervisors
Meeting Agenda

7:00 P.M. on Wednesday, April 17th, 2013

Town Office Board 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 Hearings and/or Informational Meetings:
 - A. No Public Hearings and/or Informational Meetings.

- III. Approval of Minutes:
 - A. Approval of the Minutes of the Regular Town Board Meeting of Wednesday, April 3rd, 2013.

- IV. Open Forum – Town-related Matters not on the Agenda:

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. Tuesday, April 16th, 2013 Winnebago County Board of Supervisors Meeting Agenda.
 - B. State of Wisconsin, Government Accountability Board 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

- VII. Operator Licenses Issued by the Town Clerk:
 - A. New:
 - i. Mary Beth Nienhaus
 - B. Renewal:
 - i. No Renewed Licenses Issued

- VIII. Business referred by the Planning and Zoning Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals:

- A. Plan Commission review and recommendation to the Board on direction to staff relative to edits to the Town's Zoning Code of Ordinances recommended by the Town's Attorney.

- B. Plan Commission review and recommendation to the Board relative to a Contract with the Town's Planner to review for consistency the Town's newly adopted Zoning Code of Ordinances, the Town's Site Plan Ordinance, the Town's Parking Ordinance, and the Town's Sign Ordinance.

IX. Business referred by the Green Space Committee:

Town Board receipt, review, and consideration of Green Space Committee Referrals:

- A. No Referrals.

X. Business:

- A. Discussion/Action: Town Board review and consideration of authorizing the hiring of summer Park/Lawn maintenance staff.

XI. Town Board Reorganizational Business:

A. Board Appointments

- 1) Stormwater Utility Commission
- 2) Vice Chairperson
- 3) Joint Fire Board
- 4) Plan Commission
- 5) Green Space
- 6) Personnel
- 7) Buildings/Grounds/Roads
- 8) Cemetery

B. Establish Meeting Days, Times, Rules

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

- C. Town Office Hours & Organization Structure
 - 1) Office Hours
 - a. 8:00 A.M. to 4:30 P.M.
 - b. Monday through Friday
 - 2) Organizational Structure
 - c. As approved in the Town's Personnel Manual
- D. Organizational Support Consideration (Proposed)
 - 1) Clerk: Richard Johnston
 - 2) Treasurer: Tori Bowen
 - 3) Deputy Clerk: Tori Bowen
 - 4) Town Attorney – Richard Carlson (Silton, Seifert, & Carlson S.C.)
 - 5) Labor Attorney – Pat Gill (Gill & Gill S.C.)
 - 6) Assessor – Mark Brown (Associated Appraisal Consultants, Inc.)
 - 7) Building Inspector – Tom Spierowski
 - 8) Engineer – Martenson & Eisele, Inc.
 - 9) Banking Institutions – Chase and Wells Fargo
 - 10) Official Newspaper of Record – Appleton Post-Crescent
- E. Additional Appointments
 - 1) Plan Commission Members (3 positions: 2 positions for a 3-year term each, 1 position to fill the unexpired term of Pete Van Airsdale (1-year); all terms effective May 1st, 2013)
 - a. Name to be presented by the Town Chair
 - b. Name to be presented by the Town Chair
 - c. Name to be presented by the Town Chair
 - 2) Zoning Board of Review (5 position serving 3-year staggered terms that are to be determined by the Board.)
 - a. Name to be presented by the Town Chair
 - b. Name to be presented by the Town Chair
 - c. Name to be presented by the Town Chair
 - d. Name to be presented by the Town Chair
 - e. Name to be presented by the Town Chair
 - 3) Green Space Committee Member (3 positions: 2 positions for a 3-year term each, 1 position to fill the open seat (2-years) all terms effective May 1st, 2013)
 - a. Name to be presented by the Town Chair
 - b. Name to be presented by the Town Chair
 - c. Name to be presented by the Town Chair
 - 4) Animal Control Officer (1 position: 1-year term; term effective May 1st, 2013)
 - a. David Huebner
 - 5) Emergency Government (1 position: 1-year term; term effective May 1st, 2013)
 - b. Bob Breaker
 - 6) Weed Commissioner (1 position: 1-year term; term effective May 1st, 2013)
 - c. Town Administrator/Clerk, Richard Johnston
- F. Additional Considerations
 - 1) Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.
 - a. Town Chair
 - i. Wage: \$8,300.00 per year
 - ii. Out of Town Half Day Meeting Per Diem: \$ 44.00
 - iii. Out of Town Full Day Meeting Per Diem: \$ 66.00

- iv. Mileage reimbursement: Per IRS Rules
- b. Town Supervisor
 - i. Wage: \$5,100.00 per year
 - ii. Out of Town Half Day Meeting Per Diem: \$ 44.00
 - iii. Out of Town Full Day Meeting Per Diem: \$ 66.00
 - iv. Mileage reimbursement: Per IRS Rules
- c. Plan Commissioner
 - i. Stipend per meeting: \$ 44.00
 - ii. Out of Town Half Day Meeting Per Diem: \$ 44.00
 - iii. Out of Town Full Day Meeting Per Diem: \$ 66.00
 - iv. Mileage reimbursement: Per IRS Rules
- G. Town Fees:
 - 1) Review and approval of the Town's Revised Fee Schedule
- H. Posting and Notice Locations:
 - 1) 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

Respectfully submitted,
 Mark E. Luebke, Town Chair

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) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School

UPCOMING MEETINGS (all begin at 7:00 PM unless specified):

www.townofclayton.net	April	May	June
Annual Meeting of the Town Electors	16 th ,		
Town Board	17 th	1 st , and 15 th	5 th , and 19 th ,
Plan Commission		8 th	12 th ,
Green Space Committee	18 th	16 th	20 th ,