

**TOWN OF CLAYTON  
Board of Supervisors**

**Meeting Agenda-Amended**

**7:00 P.M. on Wednesday, May 1<sup>st</sup>, 2019**

**Town Hall 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 Informational Meetings are scheduled.
  
- III. Approval of Minutes:
  - A. Approval of the Minutes of the Wednesday, April 17<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. March CY 2019 Building Inspection Report will be distributed at the Board Meeting.
  - B. Winnebago County Board Meeting Minutes from Tuesday, March 19, 2019
  
- 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. Sara J Oleson
- ii. Jaymie L Peterson

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):No Referrals.

- A. No Referrals.

X. Business:

- A. Discussion/Action: Town Board review and consideration of the first reading of Ordinance 2019-003 An Ordinance Amending the Town of Clayton Zoning Code of Ordinances relating to Signs.
- B. Discussion/Action: Town Board review and consideration of the first reading of Ordinance 2019-004 An Ordinance Amending the Town of Clayton Zoning Code of Ordinances relating to Short-Term Lodging Rentals.
- C. Discussion/Action: Town Board review and direction to staff relative to the repair of stormwater (flooding) damage to Medina Junction from the Canadian National Railroad tracks to its intersection with North Loop Road.
- D. Discussion/Action: Town Board review, consideration and direction to staff on repairs to the failed pavement at the intersection of Winncrest Road and Towne Court.
- E. Discussion/Action: Town Board review and consideration of Ordinance 2019-005 An Ordinance Amending Ordinance 2018-008 An Ordinance Creating § 3.10 of the Town of Clayton Code of Ordinances Creating a Combined Protective Services Department.
- F. Discussion/Action: Town Board review, consideration, and authorization to staff to start the process of interviewing for the position of Town Treasurer.

G. Discussion/Action: Town Board review and consideration of hiring summer staff for the Storm Water Management Utility.

H. Discussion/Action: Consideration for Compensation for individuals participating in census activities relating to the Incorporation of the Town of Clayton.

XI. Town Board Reorganizational Business:

A. Board Appointments

- a. Vice Chairperson
- b. Personnel Panel
- c. Buildings, Grounds, and Roads Panel
- d. Cemetery Panel
- e. Town of Clayton Sanitary District #1 Commission
- f. Storm Water Management Utility Commission

B. Additional Appointments:

- a. Plan Commission Members: (2 positions for a 3-year term each with all terms effective May 1<sup>st</sup> of the calendar year).
  - i. Name to be presented by the Town Chair
  - ii. Name to be presented by the Town Chair
  - iii. Confirm the terms of all current members
- b. Zoning Board of Review: (2 positions serving 3-year term each with all terms effective May 1<sup>st</sup> of the calendar year).
  - i. Name to be presented by the Town Chair
  - ii. Name to be presented by the Town Chair
  - iii. Confirm the terms of all current members
- c. Green Space Committee Member: (1 position to fulfill the unfulfilled term for Joan Brown).
  - i. Name to be presented by the Town Chair
  - ii. Confirm the terms of all current members
- d. Town Attorney: Benjamin D. LaFrombois, Esq. von Briesen & Roper, S.C.
- e. Special Counsel for The Town of Clayton, H. Stanley Riffle Municipal Law & Litigation Group SC and Lawrie J. Kobza, Boardman & Clark LLP.
- f. Animal Control Officer: (1 position: 1-year term; term effective May 1<sup>st</sup> of the calendar year).
  - i. Name to be presented by the Town Chair

- g. Emergency Government: (1 position: 1-year term; term effective May 1<sup>st</sup> of the calendar year).
  - i. Name to be presented by the Town Chair
- h. Weed Commissioner: (1 position: 1-year term; term effective May 1<sup>st</sup> of the calendar year).
  - i. Name to be presented by the Town Chair

C. Establish Meeting Days, Times, Rules:

- a. Town Board:
  - i. Meets the 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month
  - ii. Meeting time 7:00 p.m.
  - iii. The most current version of Robert's Rules of Order
- b. Town of Clayton Sanitary District No.1 Commission:
  - i. Meets at the call of the Chair on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month
  - ii. Meeting Time 6:00 p.m.
  - iii. The most current version of Robert's Rules of Order
- c. Town of Clayton Storm Water Management Utility Commission:
  - i. Meets at the call of the Chair on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month
  - ii. Meeting Time 6:30 p.m.
  - iii. The most current version of Robert's Rules of Order
- d. Town of Clayton 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. The most current version of Roberts Rules of Order
- e. Town of Clayton Plan Commission:
  - i. Meets on the 2<sup>nd</sup> Wednesday of each month
  - ii. Meeting Time 7:00 p.m.
  - iii. The most current version of Robert's Rules of Order
- f. Town of Clayton Green Space Committee:
  - i. Meets on the 2<sup>nd</sup> Wednesday of each month
  - ii. Meeting Time 5:30 p.m.
  - iii. The most current version of Robert's Rules of Order

D. 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

E. Organizational Support:

- a. Town Administrator: Richard Johnston
- b. Clerk: Holly Stevens
- c. Treasurer: Tori Straw
- d. Assistant Town Administrator: Tori Straw
- e. Protective Services Department:
  - i. Department Head: Scott Rieckmann
  - ii. Clayton Fire Rescue Chief: Scott Rieckmann
  - iii. Clayton Fire Rescue Division Chief of EMR: Cindy Pfankuch
  - iv. Clayton Police Officer: Sarah Zeinert
- f. Building Inspector: Tom Spierowski
- d. Benjamin D. LaFrombois, Esq. von Briesen & Roper, S.C.
- g. Special Counsel for the Town of Clayton, H. Stanley Riffle Municipal Law & Litigation Group SC and Lawrie J. Kobza, Boardman & Clark llp
- h. Town Assessor: Luke Mack (Associated Appraisal Consultants, Inc.)
- i. Town Engineer: Mary Jo Miller, Martenson & Eisele, Inc.
- j. Town Planner: Ken Jaworski.
- k. Banking Institutions: Nicolet Bank and American Depository Trust Co.
- l. Official Newspaper of Record: *Appleton Post-Crescent*

F. Additional Considerations:

- a. Town Board and Plan Commission Reimbursements – Meetings, Workshops, etc.

- i. Town Chair:

1. Wage per Year:	\$8,700.00
2. Half-day meeting Per Diem:	\$ 50.00
3. Full-day meeting Per Diem:	\$ 75.00
4. Mileage reimbursement:	Per the most current IRS Rules

- ii. Town Supervisor:

1. Wage per year:	\$5,500.00
2. Half-day meeting Per Diem:	\$ 50.00
3. Full-day meeting Per Diem:	\$ 75.00
4. Mileage reimbursement:	Per the most current IRS Rules

- iii. Plan Commission Member:

1. Stipend per meeting:	\$ 50.00
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- 2. Half-Day Meeting Per Diem: \$ 50.00
- 3. Full-Day Meeting Per Diem: \$ 75.00
- 4. Mileage reimbursement: Per the most current IRS Rules

iv. Green Space Committee Member:

- 1. Stipend per meeting: \$ 50.00
- 2. Half-Day Meeting Per Diem: \$ 50.00
- 3. Full-Day Meeting Per Diem: \$ 75.00
- 4. Mileage reimbursement: Per the most current IRS Rules

b. Town Fees:

- i. Review and approval of the Town’s Revised Fee Schedule

c. Posting and Notice Locations:

- i. The Town Hall Posting Board – 8348 CTR “T” Larsen WI 54947
- ii. The Town’s Web Page – [www.claytonwi.govoffice3.com](http://www.claytonwi.govoffice3.com)

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>	May	June	July
Town Board Meeting	15 <sup>th</sup>	5 <sup>th</sup> and 19 <sup>th</sup>	3 <sup>rd</sup> and 17 <sup>th</sup>
Plan Commission	8 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>
Green Space Committee	8 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>