

Town of Clayton

Town Board

Meeting Agenda

7:00 P.M. on Wednesday, May 3rd, 2017

Town Hall, 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. No Public Hearing(s) and/or Public Informational Meeting(s).

- III. Approval of Minutes:
 - A. Approval of the Minutes of the Wednesday, April 19th, 2017 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 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. Winnebago County Solid Waste Board Annual Financial Report.
 - B. April Building Inspectors Report.
 - C. Wisconsin Municipal Clerks Association, Board of Review training opportunity.

- VI. Discussion Items (No action will be taken):
 - A. County Supervisor Report
 - B. Winnebago County Sheriff’s Department: – Public Concerns and Issues
 - C. Clayton Fire Rescue and First Responder Department (First Meeting of the Month)
 - D. Larsen-Winchester Sanitary District (First Meeting of the Month)
 - E. Administration Comments

- VII. Operator Licenses Issued by the Town Clerk:
 - A. New:
 - i. Elizabeth A. Dilling

 - A. 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 the following retail fireworks permit application(s):

- i. Application submitted by Ted Bemis for T&G, 8386 STH “76”, Suite D, Neenah, WI 54956.

B. Discussion/Action: Town Board review and consideration of allocating the Town’s CY 2016 Fund Balance Carryover to the Town’s Capital Equipment Replacement Account.

C. Discussion/Action: Town Board review and consideration of extending 480 volt 3-phase power from the Clayton School area to the north side of STH “10”.

D. Discussion/Action: Town Board review and consideration of accepting the donation of a memorial bench by LeAnn Williams to be located at the intersection of the Friendship Trail and the WLOWASH Trail.

XI. Town Board Reorganizational Business:

A. Board Appointments

- a. Vice Chairperson
- b. Personnel Panel
- c. Buildings/Grounds/Roads
- d. Cemetery
- e. Town of Clayton Sanitary District #1 Commission
- f. Storm Water Management Utility Commission
- g. Plan Commission
- h. Green Space Committee

B. Additional Appointments

- a. Plan Commission Members: (2 positions for a 3-year term each with all terms effective May 1st, 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 1st, 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: (2 positions for a 3-year term each with all terms effective May 1st, 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
- d. Town Attorney: Ashley Lehocky (Silton, Seifert, & Carlson S.C.)
- e. Special Counsel for the Town of Clayton Sanitary District # 1 Benjamin D. LaFrombois, von Briesen & Roper, S.C. and Lawrie J. Kobza, BOARDMAN & CLARK LLP
- f. Town Constable: (1 position: 1-year term; term effective May 1st, of the calendar year).
 - i. Name to be presented by the Town Chair
- g. Animal Control Officer: (1 position: 1-year term; term effective May 1st, of the calendar year).
 - i. Name to be presented by the Town Chair
- h. Emergency Government: (1 position: 1-year term; term effective May 1st, of the calendar year)
 - i. Name to be presented by the Town Chair
- i. Weed Commissioner: (1 position: 1-year term; term effective May 1st, of the calendar year).
 - i. Town Administrator/Clerk, Richard Johnston

C. 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. 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 1st, & 3rd, 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 1st, & 3rd, 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 2nd 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 2nd, 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: Richard Johnston
- c. Treasurer: Tori Straw
- d. Assistant Town Administrator: Tori Straw
- e. Deputy Clerk: Holly Stevens
- f. Fire Chief: Scott Rieckmann
- g. Building Inspector: Tom Spierowski
- h. Town Attorney: Ashley Lehocky (Silton, Seifert, & Carlson S.C.)
- i. Town of Clayton Sanitary District #1 Legal Counsel: Benjamin D. LaFrombois, von Briesen & Roper, S.C. and Lawrie J. Kobza, BOARDMAN & CLARK LLP
- j. Town Assessor: Luke Mack (Associated Appraisal Consultants, Inc.)
- k. Town Engineer: Martenson & Eisele, Inc.
- l. Town Planner: Martenson & Eisele, Inc.
- m. Banking Institutions: FNB Fox Valley/Nicolet Bank
- n. 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:	\$8,700.00 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:	\$5,500.00 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 Commission Member

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
 - iv. Green Space Committee Member (Starting January 1st, 2018)

1. Stipend per meeting:	\$ 44.00
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- 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. The Town Hall Posting Board – 8348 CTR “T” Larsen WI 54947
- ii. The Town’s Web Page – 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

UPCOMING MEETINGS (all begin at 7:00 PM unless specified)
(Green Space Committee Meetings are scheduled to start at 5:30 P.M.)

	May 2017	June 2017	July 2017
Town Board Meeting	17 th	7 th and 21 st	5 th and 19 th
Plan Commission	10 th	14 th	12 th
Green Space Committee	10 th	14 th	12 th