

TOWN OF CLAYTON
Board of Supervisors
Meeting Agenda
7:00 P.M. on Wednesday, June 3rd, 2020
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. No Public Hearings and/or Public Informational Meetings are scheduled.

- III. Approval of Minutes:
 - A. Approval of the Minutes of the Tuesday, May 19th, 2020 Board of Review Meeting.
 - B. Approval of the Minutes of the Wednesday, May 20th, 2020 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. Distribution of the May 2020 Building Inspection Report.
 - B. Distribution of the quote from Security Luebke Roofing for repairing the leaking roof of the Municipal Building.

- VI. Discussion Items (No action will be taken):
 - A. County Supervisor Report
 - B. Winnebago County Sheriff’s Department: – Public Concerns and Issues
 - C. Department of Public Safety (First Meeting of the Month)
 - a. Clayton Fire Rescue Department
 - b. Clayton Police Department (First Meeting of the Month)
 - c. Emergency Management Report
 - D. Larsen/Winchester Sanitary District
 - E. PW Director/Economic Development Director (First Meeting of Month)
 - F. Administration Comments

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. Kevin L. Buss
- ii. Ronni J. Blohm
- iii. Joshua J. Fumelle

B. Renewal:

- i. No Renewal Licenses Issued

C. Discussion/Action: Town Board review and consideration of the following Cigarette License Applications:

The following parties have applied for a Cigarette and Tobacco Products License, in and for the Town of Clayton, for the period of July 1, 2020 to June 30, 2021, subject to compliance with State Statutes and Municipal Ordinances.

- a. Remington Oil Co. Inc. (d.b.a. Ridgeway 66), 8510 State Road 76, Neenah, WI 54956.
- b. Ridgeway Country Club, Inc., 2913 County Road II, Neenah, WI 54956.

D. Discussion/Action: Town Board review and consideration of the following Alcohol License Applications:

The following parties have a renewal application for a Class “A” license to sell fermented malt beverages, and a “Class A” license to sell intoxicating liquors on file in the Town of Clayton Clerk’s Office for the licensing period of July 1, 2020 through June 30, 2021, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Remington Oil Co. Inc. (d.b.a. Ridgeway 66), 8510 State Road 76, Neenah, WI 54956.
Agent: Dean Sorano

E. Discussion/Action: Town Board review and consideration of the following Alcohol License Applications:

The following parties have a renewal application for a Reserve Class “B” license to sell fermented malt beverages, and a Reserve “Class B” license to sell intoxicating liquors on file in the Town of Clayton Clerk’s Office for the licensing period of July 1, 2020 through June 30, 2021, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Leisure Golf #1, LLC, (d.b.a. Westridge Golf Club), 8130 Golf Course Drive, Neenah, WI 54956.
Agent: Rory James Burton

F. Discussion/Action: Town Board review and consideration of the following Alcohol License Applications:

The following parties have a renewal application for a Class “B” license to sell fermented malt beverages, and a “Class B” license to sell intoxicating liquors on file in the Town of Clayton Clerk’s Office for the licensing period of July 1, 2020 through June 30, 2021, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. EJ Phoenix Enterprises LLC (d.b.a. Century Elm Supper Club), 8300 County Road T, Larsen, WI 54947
Agent: Elisabeth Jackson
- b. Winagamie, Inc. (d.b.a. Winagamie Golf Course), 3501 Winnegamie Drive, Neenah, WI 54956
Agent: Matthew Burry
- c. The Woodshed Inc., (dba The Woodshed Bar and Grill) 2895 County Road II, Neenah, WI 54956
Agent: Dino O. Valeri
- d. Micki D’s, LLC (dba The ReMixx), 8386 State Road 76, Suite B, Neenah, WI 54956
Agent: Michelle A. Baumann
- e. Pubs and More, LLC (dba Headliners Bar and Grill), 2788 Towne Court, Neenah, WI 54956
Agent: Greg P. Manteuffel
- f. Willie Beamons, LLC (d.b.a. Willie Beamons), 2590 County Road II, Neenah, WI 54956.
Agent: Glenn J. Berg
- g. Ridgeway Country Club, Inc., (dba Ridgeway Country Club), 2913 County Road II, Neenah, WI 54956
Agent: Scott A. Lemire
- h. Stephanie J. Sweere (dba The Larsen Tavern), 8338 Country Road T, Larsen, WI 54947
Agent: Stephanie J. Sweere

VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals (second Town Board meeting of the month).

IX. Business referred by the Green Space Committee:

Tow Board receipt, review, and consideration of Green Space Committee Referrals (second Town Board meeting of the month).

X. Business:

- A. Discussion/Action: Town Board review and consideration of the conditions to which Richard Johnston would be volunteering his time as Economic Development Director.
- B. Discussion/Action: Town Board review and consideration of the Town Ordinance 2020-008 All-Terrain/Utility-Terrain Vehicles and Routes, Town of Clayton, Winnebago County, Wisconsin and designated route map.
- C. Discussion/Action: Town Board review and direction to Staff regarding the proposed CY 2020 Asphalt Paving Project Request for Proposals (RFP).

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 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: (1 vacant position serving remainder of 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
- 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: 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 1st of the calendar year).

- i. Name to be presented by the Town Chair
- g. Emergency Government: (1 position: 1-year term; term effective May 1st of the calendar year).
 - i. Name to be presented by the Town Chair
- h. Weed Commissioner: (1 position: 1-year term; term effective May 1st 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 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 and 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 and 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: Tori Straw
- b. Clerk: Holly Stevens
- c. Treasurer: Sabina Schiessl
- d. 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
- e. Building Inspector: Tom Spierowski
- f. Public Works Foreman: Micheal Pfankuch
- d. Town Attorney: 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. Sanitary District #1 Engineer: Ben Hamblin, McMahan Group
- k. Town Planner: Ken Jaworski.
- l. Banking Institutions: Nicolet National Bank and American Depository Trust Co.
- m. 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
(For Supervisors Lettau, Grundman)	
2. Wage per year	\$6,000.00
(For Supervisors Reif, Wisnefske as approved 5/28/2020 by the Town Electors)	
3. Half-day meeting Per Diem	\$ 50.00
4. Full-day meeting Per Diem	\$ 75.00
5. Mileage reimbursement	Per the most current IRS Rules

iii. Plan Commission Member:

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| 1. Stipend per meeting (Chair) | \$ 75.00 |
| 2. Stipend per meeting (Commissioners) | \$ 50.00 |
| 3. Half-Day Meeting Per Diem | \$ 50.00 |
| 4. Full-Day Meeting Per Diem | \$ 75.00 |
| 5. Mileage reimbursement | Per the most current IRS Rules |

iv. Green Space Committee Member:

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| 1. Stipend per meeting (Chair) | \$ 75.00 |
| 2. Stipend per meeting (Member) | \$ 50.00 |
| 3. Half-Day Meeting Per Diem | \$ 50.00 |
| 4. Full-Day Meeting Per Diem | \$ 75.00 |
| 5. Mileage reimbursement | Per the most current IRS Rules |

b. 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.townofclayton.net

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

www.townofclayton.net	June 2020	July 2020	August 2020
Town Board Meeting	17 th	1 st and 15 th	5 th and 19 th
Plan Commission	10 th	8 th	12 th

Green Space Committee	10 th	8 th	12 th
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