

TOWN OF CLAYTON  
Town Board of Supervisors  
Meeting Minutes  
7:00 p.m. on Wednesday, January 2<sup>nd</sup>, 2019  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order:

A. Notice, Verification, Roll

- 1. Town Board Chairman Geise called the meeting to order.
- 2. Pledge of Allegiance.
- 3. Verification of Notice
- 4. Roll

a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Johnston	PRESENT
Asst Admin/Treasurer Straw	EXCUSED
Deputy Clerk Stevens	PRESENT
Town Engineer – Mary Jo Miller	PRESENT
Town Attorney – Ben LaFrombois	PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s):

A. No Public Hearings

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, December 19th, 2018 Town Board Meeting.

**MOTION:**

Motion by unanimous consent to approve the Minutes of the Wednesday, December 19th, 2018 Town Board Meeting

IV. Open Forum – Town-related Matters not on the Agenda: NONE

V. Correspondence:

- A. CY 2018 Year end Building Inspection Report.
- B. Distribution of the Red Line Draft and the Published version of Ordinance 2018-008 An Ordinance Establishing the Town of Clayton Combined Protective Services Department.
- C. Copy of the January 9<sup>th</sup>, 2019, East Central Regional Planning Commission, Community facilities Committee Meeting Notice.
- D. Oshkosh Public Library Board Minutes
- E. Boys’ and Girls’ Brigade Letter of Thanks to Chief Rieckmann and Clayton Fire Rescue

VI. Discussion Items (No action will be taken):

A. County Supervisor Report

- NO REPORT

B. Winnebago County Sheriff's Department – Public Concerns and Issues

- Officer Beck was in attendance—No concerns or issues

C. Clayton Fire Rescue Department (First Meeting of the Month)

Chief Rieckmann provided a written report

- 170 calls as of 12/28/18 of which 110 were EMR, 43 were Fire, and 17 were both.
- Police Squad scheduled to have lights and cage installed at the end of January.

D. Larsen-Winchester Sanitary District

- NO REPORT

E. Administration Comments

Mary Jo Miller, Engineer

- Nothing new to report

Administrator Johnston

- Tax Collections continue
- Staff continues work Incorporation documents

Public Works Foreman Mike Pfankuch

- Requested the Board consider adopting a Winter No Parking Policy
- Roadside Parking is creating issues for plowing
- Some residents are strategically parking to force plows away from their driveways
- The Board directed Staff to develop a policy draft for Board considerations

Chairman Geise

- Met with City of Neenah Mayor Kaufert
  - Discussed working together and scheduled another meeting in January

VII. Operator Licenses Issued by the Town Clerk:

A. New:

- i. Amanda L Erdman

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):

A. No Referrals—The December 12<sup>th</sup>, 2018 Green Space Committee Meeting was cancelled

X. Business:

- A. Discussion/Action: Town Board review and consideration of the CY 2019 update (Amendment #15), to Resolution 2009-010, a Resolution setting and providing for updating the Town of Clayton Fee Schedule.

The Board reviewed a draft copy of the Administration’s recommended changes to the Town’s CY 2019 Fee Schedule. The Administration is recommending several changes to the schedule in order to clarify the Fees and to assign the costs of administrative work to the individuals requesting the services.

**MOTION:**

Motion by unanimous consent to approve the revised Fee Schedule with an effective date of January 3<sup>rd</sup>, 2019.

- B. Discussion/Action: Town Board review and consideration of the appointment of the Clayton Fire Rescue Department, Fire Chief, to the position of Chief for the Town’s newly created Town of Clayton Combined Public Safety Department with a commensurate wage increase.

The board recently created the Town’s Combined Public Safety Department, at which time the Board authorized the hiring of Sarah Zeinert to the position of Police Officer with a 1-year probationary period. The Board needs to appoint a Combined Public safety Department Chief. The Administration recommended appointing the Town’s Fire Department Chief (Scott Rieckmann) to the position of Director of the Town’s Combined Public Safety Department. The Administration advised the Board that the Chief’s role as it relates to law enforcement is purely administrative. As part of the Appointment process the Administration is recommending that the Board increase the Fire Chief’s salary by \$5,000.00 plus the related benefits for a total increase of \$5,910.00 with the funding to come from the Town’s CY 2019 General Fund Budget, Undistributed Wage Increase, Line Item.

**MOTION:**

Motion by Supervisor Schmidt

Second by Supervisor Lettau

Motion to approve the Appointment of Scott Rieckmann to the position of Director of the Town’s Combined Public Safety Department with the related wage increase.

**ROLL CALL VOTE:**

Supervisor Grundman	Aye
Supervisor Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Chair Geise	Aye

Motion carried by a vote of 5-0

- C. Discussion/Action: Town Board review and consideration of the approval to purchase the parts needed to repair the vandalism damaged playground equipment in Trail Head Park.

The Board reviewed a copy of a Revised Quotation from Miller & Associates for the repair of the vandalism damage to the slide located at Trail Head Park. Miller & Associates is the company that originally provided the Town with the park equipment. The total cost of the parts and the installation is \$5,588.47, the funding for the project will come from the Town's CY 2019 General Fund Trailhead Park Budget. Staff has asked the insurance provider if any of the Town's Policies will provide coverage for the damage, unfortunately the answer was no. However, staff is working with the Town's Attorney to recover the repair costs from the individuals committing the vandalism. The best the Town is likely to get is a lien with a promise to pay. The Administration is recommending that the Board authorize the repair work with the funding to come from the Town's CY 2019 General Fund Trail Head Park Budget. Additionally, the Board should direct staff to continue to work the Town Attorney to recover the funds.

**MOTION:**

Motion by unanimous consent to authorize the repair work with the funding to come from the Town's CY 2019 General Fund Trail Head Park budget; and to direct staff to continue to work with the Town Attorney to recover the funds.

- D. Discussion/Action: Town Board review and consideration of scheduling a Town of Clayton, Board and employee funded Holiday gathering.

The board asked staff to place this item on the agenda for consideration. It was noted that this event is paid for by the employees and does not incur any costs to the Town. The Board directed Supervisor Schmidt to request available January dates from local businesses.

- E. Discussion/Action: Town Board review and consideration of an amendment to the Town's Operator's License Ordinance to allow for specific license categories of Operator's Licenses differentiating between working in convenience stores and working in taverns/restaurants.

Staff has had a number of Operator's License Applications for individuals that plan to work in a convenience store rather than a bar. There are times when the applicants do not meet the Board's Policy requirements for individuals that plan on serving alcohol in a bar or tavern. In many of those cases the Applicants intend to work in a convenience store that sells alcohol for consumption off premise. Staff has reviewed this situation with the Town's Attorney and asked the Board if it would like to consider establishing two categories of Operator's Licenses, the first for working in a bar or tavern and the second for working in a convenience store which sells alcohol for off premise consumption.

**DIRECTION TO STAFF:**

The Board directed staff to develop the amendments to the Ordinance to differentiate between the classes of Operator's Licenses for Board consideration.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance: ECWRPC Meeting will be attended by Chair Geise
- XIV. Board Member Requests for Future Agenda Items: NONE
- XV. Adjournment:

**MOTION:**

Motion made by unanimous consent to adjourn at 7:35 p.m.

Respectfully submitted,  
Holly Stevens, Clerk