

# TOWN OF CLAYTON

Annual Town Meeting

Minutes

April 19<sup>th</sup>, 2016  
7:00 p.m. – 7:57 p.m.

8348 County Road T Larsen, WI 54947

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**1) Call to Order**

Called to order at 7:00 p.m. by Chairperson Geise.

Roll: Town Board Members Present at the Electors Meeting  
Chairperson Geise PRESENT

Roll: Town Staff Present at the Electors Meeting  
Administrator Johnston PRESENT  
Treasurer Straw PRESENT  
Deputy Clerk Goffard PRESENT  
Building Inspector, Tom Spierowski PRESENT  
Public Works Foreman Pamerter PRESENT  
Animal Control Officer Huebner PRESENT

Roll: Other Town Officials Present at the Electors Meeting  
Plan Commission Chair, Dick Knapinski PRESENT  
Green Space Committee Chair, Cathy Clark ABSENT  
Assessor, Luke Mack (Associated Appraisal Consultants, Inc.) ABSENT  
Auditor, Jeri Ohman (Schenck SC) ABSENT  
Fire Chief, Scott Rieckmann ABSENT  
First Responder Cindy Pfankuch PRESENT  
Town Engineer, Mary Jo Miller (Martenson & Eisele) PRESENT  
Town Attorney, Rich Carlson PRESENT  
Emergency Government Coordinator, Bob Breaker ABSENT

Roll: Electors Present  
Chris Schmidt, 8155 County Rd T, Larsen  
Rich Fischer, 8685 N. Oakwood Ave, Neenah  
Patrick Smith, 3479 Knox Ln, Neenah  
Linda Grundman, 7490 Center Rd, Neenah  
Arden Schroeder, 9458 State Rd 76, Neenah  
Kay Lettau, 3795 County Rd II, Larsen  
Scott Eckstein, 3850 W Larsen Rd, Neenah  
Sarah Klingenberger, 3637 Larsen Rd, Neenah  
Terry Klingenberger, 3637 Larsen Rd, Neenah  
Ann Schmidt, 8155 County Rd T, Larsen  
Russ Geise, 8014 County Rd T, Larsen  
Melanie Geise, 8014 County Rd T, Larsen  
Arden Eckstein, 3960 W. Larsen Rd, Larsen  
Dorothy Eckstein, 3960 W. Larsen Rd, Larsen  
Janice Drews, 3113 County Rd II, Neenah  
Burt Drews, 3113 County Rd II, Neenah

Scott Reif, 4496 Grandview Rd, Larsen  
Becky Haskell, 9080 N. Oakwood Rd, Neenah  
Bob Herrmann, 7835 Center Rd, Larsen  
Harriet Herrmann, 7835 Center Rd, Larsen  
Dick Knapinski, 8605 Clayton Ave, Neenah  
Cindy Pfankuch, 4556 Grandview Rd, Larsen  
Mike Pfankuch, 4556 Grandview Rd, Larsen  
Marvin Grunske, 8461 Pioneer Rd, Larsen

- a) Pledge of Allegiance recited
- b) Meeting properly posted

**2) Town Elector Approval of the Minutes of the CY 2015 Annual Meeting of the Town Electors**

**MOTION:**

Motion by: Rich Fischer (8685 N. Oakwood Ave, Neenah)

Seconded by: Mike Pfankuch (4556 Grandview Rd, Larsen)

Motion to approve the Annual Meeting Minutes for CY 2015 with the correction to show in Section 7) the date should be April 19<sup>th</sup>, 2016.

Motion carried unanimously.

**3) Introduction of Elected and Appointed Town Officials in attendance by the Town Chair:**

a) Plan Commission

1) Chair Dick Knapinski

- Discussed the Comprehensive Plan and the Town of Menasha changing to the Village of Fox Crossing.

b) Green Space Committee

1) Chair Cathy Clark (ABSENT)

- Chair Geise discussed the Green Space activities.

c) Larsen-Winchester Sanitary District

1) Mike Pfankuch

- Mike Pfankuch reported that they have signed a three-year contract with the Town of Clayton to continue water billing service.
- Two draw downs were done in May and November, 2015 with 18.6 million gallons treated for the year.
- 300 users and two new potential hook-ups on Grandview Avenue and Ann Street in Larsen.
- Viewed the lines of the Sanitary District in Winchester.
- Reviewed removal of the water meter reading heads within three years. Cecil is the only other town in the State of Wisconsin that still has the meter heads that the Larsen-Winchester Sanitary District is using.
- Replacing pumps on Larsen Road lift station for \$23,000.
- Reviewed the rags and wipes in the pipes that continue to be a problem.

**4) Introduction of Town Employees by Town Chair, Russell D. Geise:**

Staff and Support Staff:

- a) Attorney Rich Carlson, Sifton Seifert & Carlson SC
  - No Report
- b) Treasurer, Tori Straw
  - No Report.
- c) Deputy Clerk, Laurie Goffard
  - No Report
- d) Public Works Foreman, Scott Pamentor
  - No Report
- e) Public Works Employee, David Borchert (ABSENT)
  - No Report
- f) Public Works employee, Dylan Meyer (ABSENT)
  - No Report
- g) Animal Control Officer David Huebner (ABSENT)
  - No Report
- h) Building Inspector, Tom Spierowski (PRESENT)
  - No Report
- i) Town Assessor, Luke Mack, Associated Appraisal Consultants, Inc. (ABSENT)
  - No Report
- j) Emergency Government Coordinator, Bob Breaker (ABSENT)
  - No Report
- k) Town Administrator, Richard Johnston
  - No Report

**5) Review of the Town's CY 2015 activities by the Town Chair.**

- Hired a full-time Building Inspector for the Town of Clayton with an Intermunicipal Agreement with the Towns of Vinland and Winneconne
- Discussed chip sealing, crack filling, and storm water management projects in 2016
- Rebuilt roads in the Town of Clayton at Darrow, Murray, etc.
- Reviewed the condition of Oakwood Road
- Hired a full-time Fire Chief for Clayton Fire Rescue in 2016. Response times are 60 to 90 seconds

**6) Review of the impact of the Town of Menasha on the Town of Clayton.**

- Discussed impact of annexation on the East side of the Town of Clayton
- Discussed meetings with sewer plants in the area
- Discussed the Highway 10 corridor new growth is anticipated be approximately \$7,000,000 in the next 8 to 10 years

**7) Presentation of the Town's CY 2015 audit by Town Auditor Jeri Ohman of Schenck S.C.:**

- Ms. Ohman was absent. She will present the audit at the Town Board meeting on May 18<sup>th</sup>, 2016

**8) Town Electors approval of the Town Board wages:**

- a) Town Chair:
  - i) Wage per Year: \$ 8,300.00
  - ii) Wage per Month: \$ 691.67
  - iii) Full day meeting Per Diem: \$ 66.00 (based on County Board Per Diem rates)

- iv) Half day meeting Per Diem: \$ 44.00 (based on County Board Per Diem rates)

**MOTION:**

Motion by: Sarah Klingenberger (3637 Larsen Rd, Neenah)

Seconded by: Marvin Grunske (8461 Pioneer Rd, Neenah)

Motion to keep the wages for the Town Board Chair the same.

Motion carried by unanimously. Motion later amended to increase the Town Board Chair wage by \$400.00 for a total of \$8,700.00.

- Arden Schroeder (9458 State Rd 76, Neenah) discussed how per diem is paid and only paid when a Supervisor or Town Board Chair leaves the Town of Clayton for training, etc.

b) Town Supervisors:

i) Wage per year: \$ 5,500.00

ii) Full day meeting Per Diem: \$ 66.00 (based on County Board Per Diem payments)

iii) Half day meeting Per Diem: \$ 44.00 (based on County Board Per Diem payments)

**MOTION:**

Motion by: Sarah Klingenberger (3637 Larsen Rd, Neenah)

Seconded by: Marvin Grunske (8461 Pioneer Rd, Neenah)

Motion to keep the wages for the Town Supervisors at the current rate.

Motion carried unanimously.

- 9) Setting the meeting date for the Town’s CY 2016 Annual Meeting of the Town Electors for the 3<sup>rd</sup> Tuesday in April of CY 2016 or within 10-days following that date (Per Wisconsin Statutes Act 115):

- Town Chair Geise recommended the 3<sup>rd</sup> Tuesday in April which is April 18<sup>th</sup>, 2017.

**MOTION:**

Motion by: Mike Pfankuch (3416 W. Larsen Rd, Larsen)

Seconded by: Chris Schmidt (8155 County Rd T, Larsen)

Motion to set the meeting date for the Town’s CY 2017 Annual Meeting of the Town Electors for Tuesday, April 18<sup>th</sup>, 2017.

Motion carried unanimously.

**OPEN DISCUSSION:**

- There are currently two positions open for the Green Space Committee
- Three requests for open discussion and no responses
- Rich Fischer (8685 N Oakwood, Neenah) asked about road projects for 2016.
- Arden Schroeder (9458 State Rd 76, Neenah) asked about the Town of Neenah road area near Clayton Avenue being repaired and it will not be
- Terry Klingenberger (3637 Larsen Rd, Neenah, WI) asked about the fence work being done at Clayton Park

- 10) Town Elector Proposed Agenda Items:

- a) The Town Board respectfully requests authorization from the Town Electors to purchase and re-sell property and to solicit rights of first refusal to purchase land in the area defined on Attachment A to the agenda for the 166<sup>th</sup> Annual Meeting of the Town Electors
  - Requesting authorization for purchase of property in the Town of Clayton
  - Discussed request as a 3-year term proposal authorization to purchase

- Mike Pfankuch (3416 W. Larsen Rd, Larsen) Commented on the annexation of the Town of Waupaca to the City of Waupaca due to sewer and water utilities

**MOTION:**

Motion by: Mike Pfankuch (3416 W. Larsen Rd, Larsen)

Seconded by: Chris Schmidt (8155 County Rd T, Larsen)

Motion to approve authorization for the Town Board to purchase and re-sell property in the Town for a period of 3 years as defined by the attached map.

Motion passes with a show of hands for with 23 for Yes and 1 for No.

- Arden Schroeder (9458 State Rd 76, Neenah) discussed approval and budgeted prior to purchase. Discussing having a special meeting of electors
- Becky Haskell (9080 N Oakwood Rd, Neenah) discussed adding “not to exceed and assessed value”
- Attorney Carlson defined “right of first refusal”

**11) Adjourn Sine Die – 7:57 p.m.**

**MOTION:**

Motion By: Becky Haskell (9080 N Oakwood Rd, Neenah)

Seconded By: Marvin Grunske (8461 Pioneer Rd, Larsen)

Motion to Adjourn Sine Die

Vote: Motion carried by unanimous consent.

Respectfully Submitted  
Laurie Goffard, Deputy Clerk