

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 p.m. on Wednesday, September 19, 2018

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 Vice Chairman Reif 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	PRESENT
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 Wednesday, September 5, 2018 Town Board Meeting Minutes.

**MOTION:**

Motion by unanimous consent to approve the Wednesday, September 5, 2018 Town Board Meeting Minutes as presented.

IV. Open Forum – Town-related Matters not on the Agenda:

- Art Rathjen, Director of Strategic Initiatives, Greater Oshkosh Economic Development Corporation provided the 2018 Midyear Report to the Board

V. Correspondence:

- A. Copy of correspondence from the Commissioners of Public Lands on the Town Debt Service Payments for CY 2019.
- B. Copy of the Meeting Minutes for the Oshkosh Public Library Board meeting of July 26<sup>th</sup>, 2018.
- C. Copy of the Winnebago County Solid Waste Management Board August of CY 2018 Recycling Tonnage Report.
- D. Copy of a notice from the State of Wisconsin, Department of Agriculture, Trade, and Consumer Protection.

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

- A. County Supervisor Report
  - NO REPORT
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
  - NO REPORT
- C. Clayton Fire Rescue Department (First Meeting of the Month)
  - a. Clayton Fire Rescue First Responder (First Meeting of the Month)
    - NO REPORT
- D. Larsen-Winchester Sanitary District
  - NO REPORT
- E. Administration Comments
  - Mary Jo Miller, Engineer
    - Highland Wood has resumed construction
  - Administrator Johnston
    - Developing 2019 budget proposal
    - Finalizing design for dry hydrant for Highland Wood. Will be using Fire Impact Fee Revenue to pay for hydrant
  - Deputy Clerk Stevens
    - Absentee Ballot Applications on file for the November election will be mailed on 9/20/18
    - In-person Absentee Voting will begin October 1, 2018 and continue through November 2, 2018
  - Chairman Geise
    - Welcomed newly appointed Town Attorney Ben Lafrombois

VII. Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. Austin M. Hirn
- 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. Plan Commission recommendation to the Town Board on a Conditional Use Application submitted by Fredrick and Michana Westerfield for a Home Occupation Major on property located at 3577 Golf Wood Drive, Neenah, WI 54956; specifically described as Tax ID #006-1488, being located in Section 3, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Plan Commission Chairman Dick Knapinski noted that the required Public Hearing was held with most neighbors expressing support and only one neighbor objecting
- The Board reviewed additional public comments submitted via mail and email
- Chairman Knapinski stated the Plan Commission recommended approval to the Town Board with Staff recommendations and the additional delivery limitations as recommended by the Plan Commission.

**MOTION:**

Motion by unanimous consent to approve the Conditional Use Application for Fredrick and Michana Westerfield for a Home Occupation Major as presented

B. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Jason D. Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956 for property located at 2847 and 2881 Larsen Road, Neenah, WI 54956 and specifically identified as Tax ID # 006-0645-01-02 and Tax ID# 006-0645-01-01 and described as All of Lot 1 and Lot 2 of CSM 7091, as part of the northwest ¼ of the northwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Plan Commission Chairman Dick Knapinski reported that the Commission recommended approval of the CSM as presented with Staff recommendations

**MOTION:**

Motion by unanimous consent to approve the CSM Application as submitted by Jason Ehrmentraut with Staff recommendations

C. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Scott and Wendy Fromm, 7337 Woodenshoe Road, Neenah, WI 54956 and Richard R. Reinders, 7369 Woodenshoe Road, Neenah, WI 54956 for property located at 7369 Woodenshoe Road, Neenah, WI 54956, and 7337 Woodenshoe Road, Neenah, WI 54956, specifically identified as Tax ID # 006-0970, Tax ID # 006-0971 and Tax ID# 006-0972 and described as All of Lot 21, 22 and Lot 23, Oakcrest Manors, located in the southeast ¼ of the southeast ¼ of Section 36, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Plan Commission Chairman Dick Knapinski reported that the Commission recommended approval of the CSM as presented with Staff recommendations

**MOTION:**

Motion by unanimous consent to approve the CSM Application as submitted by Scott and Wendy Fromm with Staff recommendations

D. Plan Commission recommendation to the Town Board on a Certified Survey Map (CSM) Application submitted by Kurt and Deborah Konietzki, 3576 Dekalb Lane, Neenah, WI 54956 for property located at 3576 Dekalb Lane, Neenah, WI 54956 and specifically identified as Tax ID # 006-1581 and Tax ID# 006-1582 and described as All of Lot 34 and Lot 35 of Metzsig Hills II, located in the northeast ¼ of the southwest ¼ of Section 22, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Plan Commission Chairman Dick Knapinski reported that the Commission recommended approval of the CSM as presented with Staff recommendations

**MOTION:**

Motion by unanimous consent to approve the CSM Application as submitted by Kurt and Deborah Konietzki with Staff recommendations

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. Green Space Committee recommendation to the Town Board for work to be done in the Town’s parks and trails in CY 2019.
- B. Green Space Committee report to the Town Board on the ongoing projects in the Town’s Clayton and Trail Head Parks, and Friendship Trail.

Staff reviewed a number of issues such as vandalism in the Town’s Parks and washouts on the Friendship Trail. Staff indicated that it is working on resolving the issues. Additionally, the Committee is recommending that the Board consider funding the CY 2019 Parks Maintenance Budget with sufficient funds to replace the wood chips in the playground area of both Trailhead and Clayton Parks.

**NO ACTION TAKEN**

X. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2018-006 A Resolution urging the Governor and Legislature to Just Fix It and agree upon a long term, sustainable solution that includes a responsible level of bonding and adjusts our user fees to adequately fund Wisconsin’s transportation system.

The Board reviewed a copy of Resolution 2018-006 A Resolution urging the Governor and Legislature to Just Fix It and agree upon a long term, sustainable solution that includes a responsible level of bonding and adjusts our user fees to adequately fund Wisconsin’s transportation system. The Board also reviewed a copy of an E-mail from Bob Schmeichel, Town Chair of the Town of Neenah. The Wisconsin Towns Association has requested that Towns in the State approve a version on the model resolution provided by

the Towns Association with the intent of asking that the Governor and Legislature provide a long term, sustainable solution that includes a responsible level of bonding and adjusts our user fees to adequately fund Wisconsin’s transportation system.

**MOTION:**

Motion by Chairman Geise

Second by Supervisor Lettau

Motion to approve Resolution 2018-006 as presented and direct staff to forward the Board’s Resolution to the appropriate State offices.

**ROLL CALL VOTE:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Schmidt	Aye
Chairman Geise	Aye
Supervisor Reif	Aye

Motion carried by a vote of 5-0.

- B. Discussion/Action: Update to the Town Board Schedule of Town Incorporation Activities.

The Board reviewed a copy of the proposed schedule for the Town’s Incorporation activities. Staff informed the Board of issues with finding a location in the Town where there is sufficient room to hold a large informational meeting. Staff has been advised that the Clayton School gymnasium is in use for athletic activities all weekday evenings, and weekend use was denied by the school. Staff reviewed the option of using the Town Hall Meeting Room for the informational meetings despite the limited number of allowable participants. If the furniture were removed, the facility could accommodate up to 100 residents. Relative to preparation of the Submittal Document, the Administration has authorized Mr. Forrest to start drafting the Submittal Document.

**DIRECTION TO STAFF**

The Board directed Staff to schedule the informational meetings for October 30<sup>th</sup> and October 31<sup>st</sup> using the municipal meeting room as the venue.

XI. Town Board Reorganizational Business:

A. Board Appointments

- a. Town Attorney:
  - i. Attorney Ben Lefrombois

**MOTION:**

Motion by unanimous consent to approve Attorney Ben Lafrombois as Town’s Counsel

XII. Review of Disbursements

XIII. Review of General Fund Budget Update (Second Town Board meeting of the month)

XIV. Upcoming Meeting Attendance: NONE

XV. Board Member Requests for Future Agenda Items

- Budget Workshops were scheduled from 10:00 a.m. to Noon on the following dates:

Tuesday, September 25, 2018

Tuesday, October 2, 2018

Tuesday, October 9, 2018

The Special Electors Meeting to approve the Levy being tentatively scheduled for Wednesday, October 17, 2018.

XVI. Adjournment:

**MOTION:**

Motion made by unanimous consent to adjourn at 7:27 p.m.

Respectfully submitted,  
Holly Stevens, Deputy Clerk