



# ANNUAL REORGANIZATIONAL MEETING

Wednesday, April 17, 2024 at 6:00 PM

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Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

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## MINUTES

**CALL TO ORDER** – Chair Geise called the meeting to order at 6:00 pm

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

### PRESENT

Town Chair Geise  
Supervisor Lettau  
Supervisor Grundman  
Supervisor Christianson  
Supervisor Reif

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Treasurer Fietzer  
Attorney LaFrombois

### NEW BOARD MEMBER RECOGNITION

- A. Supervisor #3 - Patti Christianson
- B. Supervisor #4 - Scott Reif

### BOARD APPOINTMENTS

- A. Vice Chairperson – Scott Reif
- B. Plan Commission Representative – Patti Christianson
- C. Personnel Panel – Kay Lettau & Russ Geise
- D. Buildings, Grounds, & Roads Panel – Kelly Wisnefske & Rick Christianson
- E. Cemetery Panel – DISCONTINUED
- F. Town of Clayton Sanitary District #1 Commission – Seated members of the Town Board of Supervisors
- G. Stormwater Management Utility Commission – Seated members of the Town Board of Supervisors

### ADDITIONAL APPOINTMENTS

- A. **Plan Commission Members (3 positions serving a 3-year term each with all terms effective May 1st of the calendar year)**  
Dick Knapinski (Current Chair)  
Rob Ketter  
Wayne Nemecek

- B. Zoning Board of Appeals (2 positions serving a 3-year term each with all terms effective May 1st of the calendar year)**  
Mark Luebke  
No other name was offered by the Town Chair
- C. Town Attorney**  
Benjamin D. LaFrombois, Esq. MG&M The Law Firm
- D. Special Counsel**  
Lawrie J. Kobza, Boardman & Clark LLP
- E. Emergency Government (1 position serving a 1-year term effective May 1st of the calendar year)**  
Kaylin Rieckmann
- F. Weed Commissioner (1 position serving a 1-year term effective May 1st of the calendar year)**  
Town Administrator Kelly Wisnefske

**ESTABLISH MEETING DAYS, TIMES, RULES**

- A. Town Board**  
Meets the 1st & 3rd Wednesday of each month  
Meeting time 6:30 pm  
The most current version of Robert's Rules of Order
- B. Town of Clayton Sanitary District #1 Commission**  
Meets at the call of the Chair on the 1st & 3rd Wednesday of each month  
Meeting time 6:00 pm  
The most current version of Robert's Rules of Order
- C. Town of Clayton Stormwater Management Utility Commission**  
Meets at the call of the Chair on the 1st & 3rd Wednesday of each month  
Meeting time 6:30 pm  
The most current version of Robert's Rules of Order
- D. Town of Clayton Zoning Board of Appeals**  
Meets at the call of the Chair  
Meeting time & date are at the call of the Chair  
The most current version of Robert's Rules of Order
- E. Town of Clayton Plan Commission**  
Meets on the 2nd Wednesday of each month  
Meeting time 6:30 pm  
The most current version of Robert's Rules of Order

**TOWN OFFICE HOURS & ORGANIZATION STRUCTURE**

- A. Office Hours**  
Monday through Thursday 7:45 am to 4:00 pm  
Friday 7:45 am to 1:00 pm
- B. Organizational Structure**  
As approved in the Town Personnel Manual
- C. Organizational Support**  
Administrator / Deputy Treasurer - Kelly Wisnefske  
Clerk - Kelsey Faust-Kubale

Treasurer - LuAnn Fietzer  
Administrative Assistant - Coralee Hansen  
Protective Services Department  
- Department Head Scott Rieckmann  
- Clayton Fire Rescue Chief Scott Rieckmann  
- Emergency Management Director Kaylin Rieckmann  
Building Inspector - Tom Spierowski  
Public Works Supervisor - Richard Christianson Jr.  
Cemetery Sexton - Ted Eckstein  
Accounting Support - Ginny Hinz, Onward Accounting & Consulting  
Annual Auditing Services - Greg Pitel, KerberRose  
IT Technical Support - Craig Hamilton, Appleton Information Technologies, LLC  
Town Assessor - Walt Hughes, Associated Appraisal Consultants, Inc  
Town Planner - Ken Jaworski, Cedar Corp  
Banking Institutions - Nicolet National Bank & American Depository Trust Co  
Official Newspaper of Record - Appleton Post Crescent

## **TOWN BOARD WAGE & REIMBURSEMENTS**

### **A. Town Chair**

Wage per year - \$15,000.00

Half-day meeting per diem - \$50.00

Full-day meeting per diem - \$75.00

Mileage reimbursement - Per the most current IRS Rules

**Electors approved wage increase to \$15,000 per year at the April 16, 2024  
Town Electors Meeting**

### **B. Town Supervisor**

Wage per year - \$7,500.00

Half-day meeting per diem - \$50.00

Full-day meeting per diem - \$75.00

Mileage reimbursement - Per the most current IRS Rules

**Electors approved wage increase to \$7,500 per year at the April 16, 2024  
Town Electors Meeting**

## **PLAN COMMISSION WAGE & REIMBURSEMENTS**

### **A. Plan Commission Members**

Stipend per meeting (Chairperson) - \$75.00

Stipend per meeting (Commissioner) - \$50.00

Half-day meeting per diem - \$50.00

Full-day meeting per diem - \$75.00

Mileage reimbursement - Per the most current IRS Rules

Supervisor Reif suggested increasing the stipends for the Plan Commission Chair to \$200 per month and for Plan Commissioners to \$75 per meeting.

## **MOTION**

**Motion made** by unanimous consent to approve the suggested increase in stipends for the Plan Commission Chair to \$200 per month and for the Plan Commissioners to \$75 per meeting.

**Motion carried by unanimous voice vote.**

**POSTING & NOTICE LOCATIONS**

**A. Posting & Notice Locations**

Town Hall Posting Board - 8348 Hickory Ave, Larsen, WI 54947

Town Website - [www.townofclayton.net](http://www.townofclayton.net)

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - May 1 & 15; June 5 & 19; July 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- C. Open Book - May 8 from 12 pm - 2 pm
- D. Board of Review - May 28 starting at 10 am

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 6:19 pm.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk