



ANNUAL REORGANIZATIONAL MEETING

Tuesday, April 21, 2026

Immediately following a Prior Scheduled Meeting

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

MINUTES

THIS MEETING IS IMMEDIATELY FOLLOWING THE ANNUAL TOWN ELECTOR MEETING.

CALL TO ORDER – Chair Geise called the meeting to order at 7:32 pm

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

PRESENT

Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson
Supervisor Reif - virtual

NEW BOARD MEMBER RECOGNITION & OATH OF OFFICE

- A. Supervisor #3: Patti Christianson

BOARD APPOINTMENTS

- A. Vice Chairperson – Scott Reif
- B. Plan Commission Representative - Patti Christianson
- C. Personnel Panel - Kay Lettau & Russ Geise
- D. Town of Clayton Sanitary District #1 Commission – Town Chair & Town Board of Supervisors
- E. Stormwater Management Utility Commission – Town Chair & Town Board of Supervisors

ADDITIONAL APPOINTMENTS

- A. **Plan Commission Members (serving a 3-year term with all terms effective May 1st of the calendar year)**
Becky Haskell, Terry Haase, Dave Sleik

MOTION

Motion made by unanimous consent to approve the 3 appointments to the Plan Commission.

Motion carried by unanimous voice vote.

- B. **Zoning Board of Appeals (1 position serving a 2-year term)**
Arden Schroeder

MOTION

Motion made by unanimous consent to approve the appointment to the Zoning Board of Appeals.

Motion carried by unanimous voice vote.

C. Town Attorney

Benjamin D. LaFrombois, Esq. MG&M The Law Firm

MOTION

Motion made by unanimous consent to approve the reappointment of the Town Attorney.

Motion carried by unanimous voice vote.

D. Special Counsel

Lawrie J. Kobza, Boardman & Clark LLP

MOTION

Motion made by unanimous consent to approve the reappointment of the Special Counsel.

Motion carried by unanimous voice vote.

E. Emergency Government (1 position serving a 1-year term)

Town Administrator: Kelly Wisnefske

MOTION

Motion made by unanimous consent to approve the reappointment of the Emergency Government.

Motion carried by unanimous voice vote.

F. Weed Commissioner (1 position serving a 1-year term)

Town Administrator: Kelly Wisnefske

MOTION

Motion made by unanimous consent to approve the reappointment of the Weed Commissioner.

Motion carried by unanimous voice vote.

ESTABLISH MEETING DAYS, TIMES, RULES

A. Town Board

Meets the 1st & 3rd Wednesday of each month
Meeting time is 6:30 pm unless otherwise noticed
The most current version of Robert's Rules of Order

B. Town of Clayton Plan Commission

Meets on the 2nd Wednesday of each month
Meeting time 6:30 pm unless otherwise noticed
the most current version of Robert's Rules of Order

- C. 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 unless otherwise noticed
The most current version of Robert's Rules of Order
- D. Town of Clayton Stormwater Management Utility Commission**
Meets at the call of the Chair on the 1st & 3rd Wednesday of each month
Meeting time 6:00 pm unless otherwise noticed
The most current version of Robert's Rules of Order
- E. 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

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 (continuously held with no vacancy)
Treasurer: LuAnn Fietzer
Administrative Assistant: Coralee Gulbrandsen
Protective Services Department
 - Department Head: Scott Rieckmann
 - Clayton Fire Rescue Chief: Scott Rieckmann
 - Firefighter/Utility Worker: Christopher Fischer
 - Emergency Management Director: Kaylin Rieckmann
 Building Inspector: Tom Spierowski
 Public Works Director: Richard Christianson Jr.
 Cemetery Sexton: Ted Eckstein
 Accounting Support: CliftonLarsonAllen, LLP
 Annual Auditing Services: KerberRose
 IT Technical Support: Appleton Information Technologies, LLC
 Town Assessor: Associated Appraisal Consultants, Inc.
 Town Planner: Ken Jaworski, Cedar Corporation
 Town Engineer: Cedar Corporation
 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 Rule
- B. Town Supervisor**
Wage per year: \$7,500.00
Half-day per diem: \$50.00
Full-day meeting per diem: \$75.00
Mileage reimbursement: Per the most current IRS Rule

PLAN COMMISSION WAGE & REIMBURSEMENTS

- A. Plan Commission Members**
Stipend per meeting (Chairperson): \$200.00
Stipend per meeting (Commissioner): \$75.00
Half-day meeting per diem: \$50.00
Full-day meeting per diem: \$75.00
Mileage reimbursement: Per the most current IRS Rule

MOTION

Motion made by unanimous consent to approve the Plan Commission wages & reimbursements.

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

UPCOMING MEETING ATTENDANCE

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:48 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk