



ANNUAL REORGANIZATIONAL MEETING

Wednesday, April 16, 2025 at 6:00 PM

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

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. Town Chairperson - Russell D. Geise
- B. Supervisor #1 - Kay E. Lettau
- C. Supervisor #2 - Linda Grundman

BOARD APPOINTMENTS

- A. Vice Chairperson – Supervisor Reif
- B. Plan Commission Representative – Supervisor Christianson
- C. Personnel Panel – Supervisor Lettau
- D. Town of Clayton Sanitary District #1 Commission – Chair & all Supervisors
- E. Stormwater Management Utility Commission – Chair & all Supervisors

ADDITIONAL APPOINTMENTS

- A. **Plan Commission Members (serving a 3-year term with all terms effective May 1st of the calendar year)**
Appointing Terry Haase to fill the vacant seat completing term through April 30, 2026
- B. **Zoning Board of Appeals (3 positions serving a 3-year term each with all terms effective May 1st of the calendar year)**
Arden Schroeder
Susan Nester-Huebner
Pete Van Airsdale

- 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)**
Town Administrator Kelly Wisnefske
- 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 6:00 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

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- 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 & Jennifer Johnson
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 - Yvette Mueller, CliftonLarsonAllen, LLP
- Annual Auditing Services - Greg Pitel, KerberRose
- IT Technical Support - Craig Hamilton, 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 Rules
- 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

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 Rules

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

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 16 **after Annual Reorganization Meeting**; May 7 & 21; June 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 14; June 11; July 9

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:13 pm.
Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk