



BOARD OF SUPERVISORS MEETING

Wednesday, September 18, 2024 at 6:30 PM

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

MINUTES

CALL TO ORDER – Chair Geise called the meeting to order at 6:30 pm

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson

EXCUSED

Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois - arrived 6:41 pm

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, September 4, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, September 4, 2024 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA - NONE

CORRESPONDENCE

- A. Distribution of the August 2024 Building Inspection Report
- B. Distribution of the August 2024 Winnebago County Tonnage Report
- C. Distribution of the Agenda for the Wisconsin Towns Association Unit Meeting to be held October 3, 2024.

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Winnebago County Sheriff's Department – Public Concerns and Issues
- B. Administrator's Report

C. Chair & Supervisor Reports

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2024-Z002 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve Ordinance 2024-Z002 Amending the Official Town of Clayton Zoning Map.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson

Motion carried 4-0.

- B. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) Review Application submitted by Chris Perrault on behalf of Nathan Chromy, to divide Tax ID #006-0018-01 into two (2) lots.

MOTION

Motion made by unanimous consent to approve the CSM submitted by Chris Perrault on behalf of Nathan Chromy with the following conditions:

1. The lands within proposed Lot 1 must be re-zoned to the R-1 Rural Residential District prior to recording the CSM.
2. Subject to a determination by the Zoning Administrator that the current accessory buildings on Lot 1 meet the standards to be designated as Rural Accessory Buildings, pursuant to Article 7, Division 14 of the Zoning Code, as well as all applicable accessory building standards of the R-1 Rural Residential District.
3. Any accessory buildings which are not determined to be Rural Accessory Buildings or otherwise allowed, are subject to compliance with all accessory building use and dimensional standards of the R-1 Rural Residential District. Should the number of buildings or total square footage need to be reduced to comply with the above, those buildings shall be removed/reduced prior to the Town signing the CSM.
4. Per Wis. Stats. §236.25(2)(c) the surveyor's seal shall be signed, sealed, and dated on all pages.
5. Per Chapter 7.10.08(1) of the Town Land Division Ordinance, the 7 ft. road reservation noted along Shady Lane must be dedicated and shall be noted as "dedicated to the public for roadway purposes".
6. The following well casing note shall be added: "Lot created in the document area located in the Special Well Casing Pipe Depth Area. This area has been established due to naturally occurring arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of Natural Resources or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative Code."

7. If required by Winnebago County, the zoning and setback information should reference Winnebago County's zoning ordinance, or should otherwise be removed.

Motion carried by unanimous voice vote.

- C. Plan Commission Discussion: Town Board review & discussion of revisions to Section 7.10.08 Dedications and Reservations within the Town of Clayton Subdivision Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- D. Plan Commission Discussion: Town Board review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of a release of retainage submitted by McMahon Associates to close out the Eagle Heights Dr & Wing Ln Water Main, Sanitary Sewer, Street & Stormwater Pond Construction project in the amount of \$5,000.

MOTION

Motion made by unanimous consent to approve payment of the retainage fee of \$5,000 submitted by McMahon Associates to MCC, Inc.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the project proposal submitted by Bassett Mechanical for the replacement and installation of new heating lines at the Town Hall at a cost of \$6,445.

MOTION

Motion made by unanimous consent to approve moving forward with the project proposal as submitted by Bassett Mechanical at a cost not to exceed \$6,445.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the annual sewer meter purchase for Clayton Sanitary District #1 in the approximate amount of \$70,000 to be coordinated with the Village of Fox Crossing.

MOTION

Motion made by unanimous consent to approve the purchase of additional meters at a cost not to exceed \$70,000 and authorize payment to the Village of Fox Crossing for the purchase.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Oct 2 & 16; Nov 6 & 20; Dec 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - Oct 9; Nov 13; Dec 11
- C. Town Board Budget Workshop - September 24 beginning at 2 pm

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:50 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk